

# Appendix | 1

**UNCONFIRMED MINUTES for WWASC Ordinary Council  
Meeting – 17 June 2025**



# **Wujal Wujal Aboriginal Shire Council**

## **Ordinary Council | Meeting Agenda**

Date: Tuesday 17 June 2025

Time: 9.11am

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 Robert Bloomfield  
Councillor Nikita Tayley  
Councillor Lucas Creek

##### WWASC Staff Representatives

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

#### 2.2 Leave of Absence | Apologies

Apology - Councillor Claudia Doughboy, Deputy Mayor – **NOTE:** Deputy Mayor Claudia Doughboy attended the meeting by telephone for item 12.1

Apology - Finance Manager, Arminda David





### 2.3 Visitors | Presenters

The schedule for these presentations is as follows:

Time	Topic	Agency/Presenter
11:30 – 12:15am	Wujal Wujal Place of Refuge and Administration Building - Council Design review	Peddle Thorp, Alana Coburn
To be rescheduled for the next Ordinary Council Meeting on 15 July 2025	Small Business	Many Rivers, Patrick McArthur

### 3. Condolences | Congratulations

Condolences Snider Family Kuranda

Condolences to Arminda David

Congratulations – Teanna Darken started with Council on 4 June 2025 as a trainee for Receptionist/Administration.

Congratulations - AFL Crusaders - Lilly Tranby, Muyarr Solomon and Akeelah Doughboy

Congratulations - Rikkiesa Walker recently started working at the Bloomfield River State School

### 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 | 20 May 2025**

Refer to [Appendix 1 \(Page 2 of the Appendices\)](#) to review the minutes of the meeting held 20 May 2025.

Resolution: Acceptance of the minutes meeting held Tuesday 20 May 2025

<b>Resolution:</b>	That the minutes of the Ordinary Council Meeting held on Tuesday 20 May 2025 be accepted as a true and correct record of that meeting.	
Moved:	Mayor Alister Gibson	Carried 4/4
Seconded:	Cr Robert Bloomfield	
Resolution No	20250617-01	

### **5.2 Minutes of the Special Council Meeting | 27 May 2025**

Refer to [Appendix 2 \(Page 27 of the Appendices\)](#) to review the minutes of the meeting held 27 May 2025.

Resolution: Acceptance of the minutes meeting held Tuesday 27 May 2025

<b>Resolution:</b>	That the minutes of the Special Council Meeting held on Tuesday 27 May 2025 be accepted as a true and correct record of that meeting.	
Moved:	Cr Nikita Tayley	Carried 4/4
Seconded:	Cr Lucas Creek	
Resolution No	20250617-02	

## **6. Declarations of Interest in the matters on the Agenda**

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

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



## 8. Items for Consideration and Decision

### 8.1 Microgrid Project

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Microgrid Project
Reporting Officer:	Chief Executive Officer
Status:	Decision

Refer to **Appendix 3 (page 31 of the Appendices) Attachment 3.1 - Presentation - Attachment 3.2 – (page 41) Wujal Wujal Solar Farm Flood Layer Attachment 3.3 – (page 42) WJL-SOW-0004 – Wujal Wujal Council Clearing-Volt Advisory**

#### Purpose

The microgrid will deliver increased resilience for the community, particularly during extreme weather events such as Cyclone Jasper. It will enable the continued supply of power to sections of the community that maintain poles and wires connectivity, allowing impacted families to relocate to powered homes during these events. In addition, the microgrid will ensure the ongoing operation of critical services including the Telstra tower, Health Centre, and water and sewerage systems, significantly mitigating the impacts of such extreme events.

#### Background

Jabalbina Yalanji Aboriginal Corporation and Volt Advisory are undertaking the microgrid project to provide more reliable power to the Wujal Wujal community.

It is proposed the microgrids will be built on Council's quarry site on Cape Tribulation Road, as agreed from the previous Councillors in 2023. The project will span 30 years and Jabalbina and Volt Advisory have confirmed all maintenance, risk management, materials, equipment, replacements, insurance and works on the site will be the responsibility of Jabalbina Yalanji Aboriginal Corporation.

If Council agrees to lease the site to Jabalbina Yalanji Aboriginal Corporation, Council's lawyers would ensure the lease would minimise the risk to Council.

Jabalbina Yalanji Aboriginal Corporation and Volt Advisory have requested approval to mow and tidy the quarry site for initial inspections to take place prior to construction of the microgrid.

Council has advised that cultural monitors will have to be consulted during clearing the quarry site.

#### Resolution: Microgrid

Resolution:	<ol style="list-style-type: none"><li>1. Council agrees in principle to lease the quarry site to Jabalbina Yalanji Aboriginal Corporation for the microgrid project, subject to negotiation and agreement of Terms and Conditions including length of term, fees and other special and general conditions.</li><li>2. Council approves the clearing and tidying of the quarry site. Council has requested Operations Manager Perry Gould to investigate whether our Council workforce could undertake the clearing and tidying of this site for the purposes of the microgrid project for Jabalbina (at their cost) and to include whether Council has sufficient machinery and manpower to undertake the work.</li></ol>	
Moved:	Cr Robert Bloomfield	Carried 4/4
Seconded:	Cr Nikita Tayley	
Resolution No	20250617-03	



## 8.2 ALGA National General Assembly

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<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	ALGA National General Assembly
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

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### Purpose

To provide Councillors with information to inform their decision regarding attendance at the Australian Local Government Association National General Assembly (ALGA NGA) to determine who should attend.

### Background

The ALGA NGA is the primary Australian Local Government Association National General Assembly for the year and includes this year some interesting and potentially valuable items on the program, in addition to the value that will be gained from advocacy and networking.

### LGAQ Annual NGA Breakfast

The annual NGA Breakfast will feature keynote speaker Brendan Moon AM, Coordinator-General of National Emergency Management Agency (NEMA) and new Shadow Minister for Local Government Dr Anne Webster MP. The theme for 2025 is 'Weathering the Storm: Working together to face Queensland's evolving disasters', off the back of the significant weather events impacting 73 of our 77 councils across the North, Southeast, and Central and Southwest of Queensland in 2025. This breakfast offers a valuable opportunity for Queensland's elected members to engage directly with Federal Ministers, Queensland MPs and Senators, and key policy makers.

### Proposed Resolution:

That Deputy Mayor Claudia Doughboy and Cr Lucas Creek attend the ALGA NGA in Canberra.

### Resolution: ALGA NGA Attendance

<b>Resolution:</b>	Council endorses Deputy Mayor Claudia Doughboy and Cr Lucas Creek to attend the ALGA NGA in Canberra on behalf of Council.	
Moved:	Mayor Alister Gibson	Carried 4/4
Seconded:	Cr Nikita Tayley	
Resolution No	20250617-04	



### 8.3 Rodeo 2025 | Status Update and endorsement of date

<b>Report to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Rodeo 2025   Status Update and endorsement of date
<b>Reporting Officer:</b>	Chief Executive Officer
<b>Status:</b>	Decision

#### Overview

The Wujal Wujal Rodeo 2025 (the "Wujal Rodeo") was originally scheduled for Saturday 13 September 2025. The event was being coordinated in affiliation with the Australian Bushmen's Campdraft and Rodeo Association (ABCRA). However, ABCRA has since advised that they are unable to support the event on the agreed date and have requested a change to Saturday 4 October 2025.

Despite ABCRA's withdrawal, efforts are ongoing to secure an alternative rodeo contractor to ensure the successful delivery of the 2025 event.

#### Event Management

Event planning was initially led by Community Services Manager, Kesa Strieby. Given the workload and the need for her to focus on higher-level Community Services Manager KPIs and grant reporting responsibilities, the management of the Rodeo event has been transitioned to Governance Officer, Tania Edwards.

#### Kick'n Up Dust in The Rainforest |Status Report

We are currently in the process of sourcing an alternative contractor for the event. Two potential providers have been engaged and are expected to submit quotes shortly:

- 1. North Queensland Rodeo Association**
  - o Connecting us with a contractor for supply of bulls and chutes.
  - o Quote expected within the week.
- 2. Borghero Mini Buckers (Danny and Leah Borghero)**
  - o Organised the Wujal Rodeo in 2021.
  - o Offering a complete rodeo package including advertising, set-up/pack-down, licenses, and insurance.
  - o Also providing a quote for a youth coaching session the day prior to the event.
  - o Their quote is expected within two weeks.

Both providers have confirmed availability for the proposed new date of 4 October 2025.

**Resolution:** Rodeo 2025 – new date proposed Saturday 4 October 2025.

<b>Resolution:</b>	Council endorses the new date proposed for the Wujal Wujal Rodeo as Saturday 4 October 2025 and that the liquor licence will only cover the rodeo site and Wujal Wujal AMP will remain in force for the town.	
Moved:	Cr Nikita Tayley	Carried 4/4
Seconded:	Cr Lucas Creek	
Resolution No	20250617-05	



## 8.4 Project Scope - Elders' Residences Redevelopment Project

Report to:	Mayor and Councillors and Chief Executive Officer
Subject:	Project Scope - Elders' Residences Redevelopment Project
Prepared by:	Chief Executive Officer
Status:	Decision

### Purpose:

To confirm Council's direction for the Elders' Residences Redevelopment Project scope and the development of 3x concept options.

- **Option 1 - Housing (self-contained)**
  - Maximising yield across the sites with self-contained (1 and 2 bedroom) accommodation
- **Option 2 - Housing (combination)**
  - Maximising yield across the sites with a mix of self-contained (1 and 2 bedroom) and shared accommodation with communal living, kitchen, and social spaces
- **Option 3 – Housing and wrap-around services**
  - Maximising yield across the sites with a mix of self-contained (1 and 2 bedroom) and shared accommodation with communal living, kitchen, and social spaces
  - Incorporation of wrap-around services as confirmed by Council

Resolution: [Project Scope for the Elders' Residences Redevelopment Project](#)

Resolution:	Council has deferred consideration of the Elders' Residences Redevelopment Project until the next Ordinary Council Meeting on 15 July 2025 and invite Danielle Sturton, Department of Housing and Public Works to provide an updated presentation to Council.	
Moved:	Mayor Alister Gibson	Carried 4/4
Seconded:	Cr Lucas Creek	
Resolution No	20250617-06	



## 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 20 May 2025 and reported on his portfolio: Governance, Finance and all other portfolios.

Note: Mayor met Noosa Mayor Frank Wilkie at the Queensland Disaster Management Conference in Brisbane. Mayor Wilkie has invited Wujal Wujal Council to visit Noosa Council to see how they deal with disaster management.

**Action:** Executive Assistant Bronwyn Barry to contact Noosa Council to organise a visit.

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 Lucas Creek	Carried 4/4
Seconded:	Cr Robert Bloomfield	
Resolution No	20250617-07	

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

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

Deputy Mayor Claudia Doughboy represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 20 May 2025 and reports on her portfolio: Economic Development, Tourism and Health.

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

<b>Resolution:</b>	Council noted Deputy Mayor Claudia Doughboy's portfolio report as presented.	
Moved:	Mayor Alister Gibson	Carried 4/4
Seconded:	Cr Robert Bloomfield	
Resolution No	20250617-08	



### 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 20 May 2025 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:	Cr Nikita Tayley	Carried 4/4
Seconded:	Cr Lucas Creek	
Resolution No	20250617-09	

### 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 20 May 2025 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:	Cr Robert Bloomfield	Carried 4/4
Seconded:	Mayor Alister Gibson	
Resolution No	20250617-10	





## 9.5 Councillor Lucas Creek: Law and Order

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

Councillor Lucas Creek represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 20 May 2025 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 Nikita Tayley	Carried 4/4
Seconded:	Cr Robert Bloomfield	
Resolution No	20250617-11	

## 9.6 Chief Executive Officer Report

<b>Report to:</b>	Mayor and Councillors
<b>Subject:</b>	Chief Executive Officer's Report
<b>Reporting Officer:</b>	A/Chief Executive Officer John Kelly
<b>Status:</b>	Noting

The A/Chief Executive Officer represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last council meeting on 20 May 2025.

### Discussion

In a closed session – consideration of the Chief Executive Officers contract term

The current contract expires in October 2025. Council needs to decide whether to extend the contract or advertise the position to test the market.

A/Chief Executive Officer will table a recommendation based on discussions held with the Mayor and Councillors at the councillors pre-meeting briefing on Wednesday 11 June 2025.

Resolution: Acceptance of the A/Chief Executive Officer's Monthly Report

<b>Resolution:</b>	That Council receive the A/Chief Executive Officer's Monthly Report as presented.	
Moved:	Mayor Alister Gibson	Carried 4/4
Seconded:	Cr Lucas Creek	
Resolution No	20250617-12	

Meeting adjourned at 10:04am for morning tea

Meeting resumed at 10:30am



## 9.7 Corporate and Commercial Report

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

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Refer to [Appendix 6](#) (Page 60 of the Appendices) to view Financial Report.

**Action:** Financial Accountant Khush Kumar to provide Councillors with expenditure breakdown of all Council capital projects, what funds are coming in and going out.

Resolution: Acceptance of the Corporate and Commercial Report

<b>Resolution:</b>	That Council accept the Financial Corporate and Commercial Report as presented.	
Moved:	Mayor Alister Gibson	Carried 4/4
Seconded:	Cr Robert Bloomfield	
Resolution No	20250617-13	



## 9.8 Operations Report

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

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

Council discussed a proposal from a local contractor to lease part of the council's quarry site.

### Key points:

- The contractor inquired about using the site, which council is considering, more information is needed, including a plan showing the proposed area, operating hours, and potential impacts like dust/noise
- Council will visit the site, get more details, and present the proposal at the next council meeting on 15 July 2025 for further consideration

<b>Resolution:</b>	Council requests more information to be presented at the next Ordinary Council Meeting on 15 July 2025 by Manager Operation Perry Gould, to consider the proposal to lease part of the Council quarry site at the bottom of China Camp Road.	
Moved:		Lost/Carried
Seconded:		
Resolution No		

Resolution: Acceptance of the Works and Building Services Monthly Report.

<b>Resolution:</b>	That Council receive the Works and Building Services Monthly Report for May 2025 as presented.	
Moved:	Cr Lucas Creek	Carried 4/4
Seconded:	Cr Nikita Tayley	
Resolution No	20250617-14	

## 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 May 2025.

Resolution: Council accept the Community Services Report for May 2025

<b>Resolution:</b>	Council accepts the Community Services Report as presented.	
Moved:	Cr Nikita Tayley	Carried 4/4
Seconded:	Cr Robert Bloomfield	
Resolution No	20250617-15	



## 10. Presentations to Council

### 10.1 Wujal Wujal Place of Refuge and Administration Building - Council Design review

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<b>Presentation to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Wujal Wujal Place of Refuge and Administration Building - Council Design review
<b>Presenters:</b>	Peddle Thorp, Alana Coburn
<b>Status:</b>	Discussion
<b>Time on agenda:</b>	11:00 – 11:45am

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11:28am presentation started.

Peddle Thorp attendees:

- Alana Coburn
- Esther Chew

Alanna and Esther from Peddle Thorp presented the concept designs for the Wujal Wujal Place of Refuge and the Council Administration Building. They provided an overview of the two sites - the Place of Refuge is located on higher ground near the existing Men's Shed, while the Administration Building is situated closer to the river and more susceptible to flooding.

Focus has shifted on the Place of Refuge from a multi-purpose sports facility to a more flexible community centre. Key features include a large hall space, activity room, and disaster coordination centre. The design aims to connect the building to the outdoors through elements like verandas, natural ventilation, and integration with the future Arts Centre.

Peddle Thorp is working to update cost estimates, as the steep site may require additional retaining walls and remediation work. There are also questions around whether the accommodation unit can be included in the funding, which would significantly impact the building layout

The Administration Building will have three main areas: council offices and executive spaces, shared community facilities like the Indigenous Knowledge Centre and digital call centre, and a small two-bedroom accommodation unit. The design prioritises an open, welcoming entry and connection to the river through large verandas.

The team plans to proceed with community engagement sessions in July to gather feedback on the concepts. They will also work to finalise the engagement schedule and coordinate with the various stakeholders, including the Department of Local Government.

**Actions:**

- **Ricardo Sandoval Lillo (RILIPO)** to finalise community consultation dates (15-17 July) with Council next week.
- **A/CEO John Kelly** to email Alan Neilan requesting Ricardo's attendance on 15 July 2025 for the community consultation.
- **Alanna Coburn** to discuss accommodation component with Grants Officer Stephanie Little and Operations Manager Perry Gould.



- **Operations Manager Perry Gould** to arrange a meeting with Mel Ison regarding the possibility of including staff accommodation in the administration building funding. Perry to include Ricardo Sandoval in this meeting.

Operations Manager Perry Gould and A/CEO John Kelly reported on their attendance at the LGGSP meeting on Friday 13 June and in particular on the suggestion by Mark Askins LGGSP A/Manager on the feasibility of combining both the Refuge Centre and the Administration Building onto the one site near the Men's Shed to save on costs. Council is not in favour of this suggestion as it would remove the Administration Centre from the centre of Town. This is not desirable nor acceptable. Council directed the Architect Peddle Thorp to proceed on the bases of two separate buildings – the Administration Building in the centre of Town and the Refuge Centre next to the Men's Shed.

Resolution: Council note the presentation by Peddle Thorp

<b>Resolution:</b>	Council notes the Wujal Wujal Place of Refuge and Administration Building - Council Design review presentation by Peddle Thorp	
Moved:	Mayor Alister Gibson	Carried 4/4
Seconded:	Cr Robert Bloomfield	
Resolution No	20250617-16	

Meeting adjourned at 12:30pm

Meeting resumed at 1:10am

## 10.2 Small Businesses

<b>Presentation to:</b>	Mayor, Councillors and Chief Executive Officer
<b>Subject:</b>	Small Businesses
<b>Presenters:</b>	Patrick McArthur, Many Rivers
<b>Status:</b>	Discussion
<b>Time on agenda:</b>	11:45am – 12:15pm

Refer to **Appendix 7 (page 71 of the Appendices)**

This presentation will be rescheduled to the next Ordinary Council Meeting on 15 July 2025.

Resolution: Council note the presentation by Many Rivers

<b>Resolution:</b>	Council notes the Small Business presentation by Many Rivers	
Moved:		Lost/Carried
Seconded:		
Resolution No		



## 11. General Business

Council discussed ongoing challenges with stray and uncontrolled dogs in the community, including:

- Incidents of aggressive dogs threatening or attacking residents
  - Residents having too many dogs at their homes, creating nuisance issues
  - Difficulties enforcing animal management regulations and impounding dogs
  - Plans to engage an external animal management service provider to help address the problems
  - The need for more community education and enforcement to address irresponsible pet ownership
  - This issue should be raised at the next Community Meeting.
- 
- **Deputy Mayor**
    - Vandalism is a problem in community; Art Centre toilets need to be cleaned up. Toilets next to hall don't seem to be getting cleaned regularly.
    - Deputy Mayor has suggested some sort of incentive to get the children to help clean up the hall.
    - Councillors would like it to be considered to close the hall at 5:00pm not 6:00pm.
    - Councillors would like it to be considered that If the children keep giving attitude to hall supervisors, then close the hall for a day as a consequence.
- 
- **Mayor Alister Gibson**
    - Council officers took the Mayor's trailer to the rubbish dump and only called him after it was taken. The Mayor has asked Council staff to inform people if they are going to come and take away personal property. Council needs more communication with community members.
    - Mayor and Councillors have asked what chemicals council is using when spraying in and around community and can signage be erected when spraying is occurring. Operations Manager confirmed Roundup was used for spraying in community.
    - Apunipima are holding a free Mental Health Workshop "family Wellbeing program" on 24-25 June 2025 from 8:30am – 4:00pm at MyPathway.
- 
- **Cr Robert Bloomfield –**
    - Cr Bloomfield asked if fundraising money for the football team and go into a Council account. Cr Bloomfield will be organising a BBQ to raise funds for the team. A/CEO John Kelly advised that he would see if he could get a Wayne Bennett jersey for a fundraising raffle.
- 
- **Cr Nikita Tayley**
    - Cr Tayley would like to know if Council staff driving the ATV/side by side have the appropriate tickets.
    - How do people put in an EOI for a Rodeo stall? Community Services Manager Kesa Strieby will take the calls and forward them on to Tania Edwards who is now organising the Rodeo.
    - Cr Tayley said that she was attacked by a wild dog (Travis dog) in Community on her the way to work. Cr Tayley did not put in a complaint but asked that staff inform the owner to control his dog.
- 
- **Cr Lucas Creek**
    - A community member raised concerns that some residents are having difficulty accessing their mail due to mobility issues or other barriers. Council discussed potential solutions, including; exploring options for the Council to assist with mail delivery or provide more centralised mailboxes; acknowledging the limitations on the Council's ability to take on postal services directly and agreeing to further investigate the issue and potential ways to support affected residents.



- The council discussed a request from the Mayor of Hope Vale for a letter of support for a consortium bid to provide RAES services in the Cook region.

Key points:

- The consortium includes several Aboriginal councils and organisations
  - The council agreed to seek legal advice on the implications of participating before deciding whether to provide a letter of support
  - This matter to be brought back to the 15 July Council meeting with the legal advice.
- Community Meeting  
**Action** – Executive Assistant Bronwyn Barry to find a date in early July for the Community meeting.
  - State of the Region Roadshow – any Councillors want to attend see Bronwyn Barry
  - Community Services Manager advised that her house was broken into last Thursday (12/6/25) as well as a few other houses and the depot.
  - Operations Manager advised that there was a break in at the depot last night (16-6-2025).

The Meeting agreed to go into Closed session for the purpose of considering a report from the A/Chief Executive Officer John Kelly dealing with a staff matter. The public left the meeting.

## 12. Closed Session

The Mayor reported that whilst in the closed session Council considered the Contract of Employment for the Chief Executive Officer.

### 12.1 Consideration of Contract of Employment for Chief Executive Officer

<b>Report to:</b>	CEO, Mayor and Councillors
<b>Subject:</b>	Consideration of Contract of Employment for Chief Executive Officer
<b>Prepared by:</b>	Acting Chief Executive Officer, John Kelly
<b>Status:</b>	Report: NOT FOR PUBLIC RELEASE

**Deputy Mayor joined the meeting on speaker phone for this report.**

**The closed session began at 2:10pm and finished at 2:57pm**

Resolution: Contract of Employment of the Chief Executive Officer

Resolution:	<ol style="list-style-type: none"><li>1. Council advises the Chief Executive Officer (CEO) that it will await the outcome of the audit into the overtime matter before deciding on offering a new Contract,</li><li>2. Council approves extending the existing Contract of employment for the CEO for a further 6 months from the 17 October 2025 until the overtime audit is released and considered by Council.</li></ol>	
Moved:	Mayor Alister Gibson	Carried 5/5
Seconded:	Cr Robert Creek	
Resolution No	20250617-17	



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

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

### **14. Meeting Closure**

Meeting closed at 2:57pm

UNCONFIRMED



# Appendix | 2

## **UNCONFIRMED MINUTES for WWASC Special Council Meeting 2 July 2025**



# **Wujal Wujal Aboriginal Shire Council**

## **Special Council Meeting Minutes**

Date: Wednesday 2 July 2025  
Time: 10.22am  
Venue: Council Administration and MS Teams



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## 1. Opening of Meeting

### 1.1 Welcome | Opening of Meeting

Declaration of opening of meeting by Mayor Gibson

### 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

Acting Chief Executive Officer, John Kelly  
Executive Assistant, Bronwyn Barry (secretariat)

### 2.2 Leave of Absence | Apologies

### 2.3 Visitors | Presenters

NIL

## 3. Items for Consideration and Decision

### 3.1 Notice of Motion to Repeal Resolution #20250617-17

#### Chief Executive Officer Contract

---

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Notice of Motion to Repeal Resolution 20250617-17 Chief Executive Officer Contract
Reporting Officer:	A/Chief Executive Officer
Status:	Discussion/Decision

---

The Purpose of the Meeting is to Consider and Decide on the Notice of Motion submitted by Mayor Alister Gibson dated 23 June 2025 (refer to copy attached) to this Notice and which reads as follows:

“In accordance with the provisions of clause 262 of the *Local Government Regulations 2012* – Repeal or amendment of council resolutions, I Mayor Alister Gibson hereby gives notice of my intention to propose the repeal of resolution #20250617-17.

The resolution to be repealed reads as follows:

1. Council advises the Chief Executive Officer (CEO) that it will await the outcome of the audit into the overtime matter before deciding on offering a new Contract,
2. Council approves extending the existing Contract of employment for the CEO for a further 6 months from the 17 October 2025 until the overtime audit is released and considered by Council.



I give further notice that subject to Council consideration of the above notice to repeal, I will move the following motion:

**“Council advise the Chief Executive Officer Ms Kiley Hanslow that Council will not grant a new contract of employment beyond 16 October 2025 at this time”.**

**Resolution: Move into Closed Session**

<b>Resolution:</b>	Council moves into closed session at 10:30am	
Moved:	Cr Nikita Tayley	Carried 5/5
Seconded:	Deputy Mayor Claudia Doughboy	
Resolution No	20250702-01	

**Resolution: Come out of Closed Session**

<b>Resolution:</b>	Council moves out of closed session at 11:12am	
Moved:	Mayor Alister Gibson	Carried 5/5
Seconded:	Deputy Mayor Claudia Doughboy	
Resolution No	20250702-2	

**Resolution: Repeal resolution #20250617-17 - Contract of Employment of the Chief Executive Officer**

<b>Resolution:</b>	Council repeal resolution 20250617-17 as follows: <ol style="list-style-type: none"> <li>1. Council advises the Chief Executive Officer (CEO) that it will await the outcome of the audit into the overtime matter before deciding on offering a new Contract,</li> <li>2. Council approves extending the existing Contract of employment for the CEO for a further 6 months from the 17 October 2025 until the overtime audit is released and considered by Council.</li> </ol>	
Moved:	Mayor Alister Gibson	Carried 5/5
Seconded:	Deputy Mayor Claudia Doughboy	
Resolution No	20250702-3	

**Resolution: Chief Executive Officer (CEO) Contract Renewal**

<b>Resolution:</b>	That Council advise the CEO Ms Kiley Hanslow that Council will not grant a new contract of employment beyond 16 October 2025 at this time.	
Moved:	Mayor Alister Gibson	Carried 5/5
Seconded:	Deputy Mayor Claudia Doughboy	
Resolution No	20250702-04	



#### Resolution: Signing of Chief Executive Officer's Timesheets

<b>Resolution:</b>	Operations Manager Perry Gould or any other Council Manager cease signing the Chief Executive Officer's (CEO) timesheets starting immediately. Mayor Alister Gibson or in his absence the Deputy Mayor Claudia Doughboy to sign the CEO's timesheets from this time forward. In the absence of both the Mayor and Deputy Mayor authorisation can be given by the Mayor to the Executive Assistant via email to apply an electronic signature to the CEO timesheet.	
Moved:	Cr Lucas Creek	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20250702-05	



## WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

1 Hartwig Street, Wujal Wujal QLD 4895

Phone: (07) 4083 9100

Email: [mayor@wujal.qld.gov.au](mailto:mayor@wujal.qld.gov.au)

ABN: 57 237 799 120

23 June 2025

Acting Chief Executive Officer  
Wujal Wujal Aboriginal Shire Council  
121 Hartwig Street  
Wujal Wujal Qld 4895

Dear Acting Chief Executive Officer

### RE: Notice to Repeal Council Resolution #20250617-17 – CEO Contract

In accordance with the provision of clause 262 of the *Local Government Regulation 2012 - Repeal or amendment of council resolutions*, I, Mayor Alister Gibson hereby gives notice of my intention to propose the repeal of resolution #20250617-17. The resolution to be repealed reads as follows:

1. Council advises the Chief Executive Officer (CEO) that it will await the outcome of the audit into the overtime matter before deciding on offering a new Contract.
2. Council approves extending the existing Contract of employment for the CEO for a further 6 months from the 17 October 2025 until the overtime audit is released and considered by Council

I give further notice that subject to Council consideration of the above notice to repeal, I will move the following motion:

**"Council advise the Chief Executive Officer (CEO) Ms Kiley Hanslow that Council will not grant a new contract of employment beyond 16 October 2025 at this time".**

Please advise all Councillors of the above Notice to Repeal and I hereby request that you convene a Special meeting of Council during the week commencing 30 June 2025 to consider the above notice of motions.

Yours sincerely

Alister Gibson  
Mayor  
Wujal Wujal Aboriginal Shire Council

## 4. Next Ordinary Council Meeting Date

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

## 5. Meeting Closure

Meeting closed at 11:20am

# Appendix | 3

**Corporate-Plan-2022-2027 - NEW VERSION updated 1.7.25**  
**Magiq 37768**





# **Wujal Wujal Aboriginal Shire**

## **Corporate Plan 2022-2027**

Revised July 2025

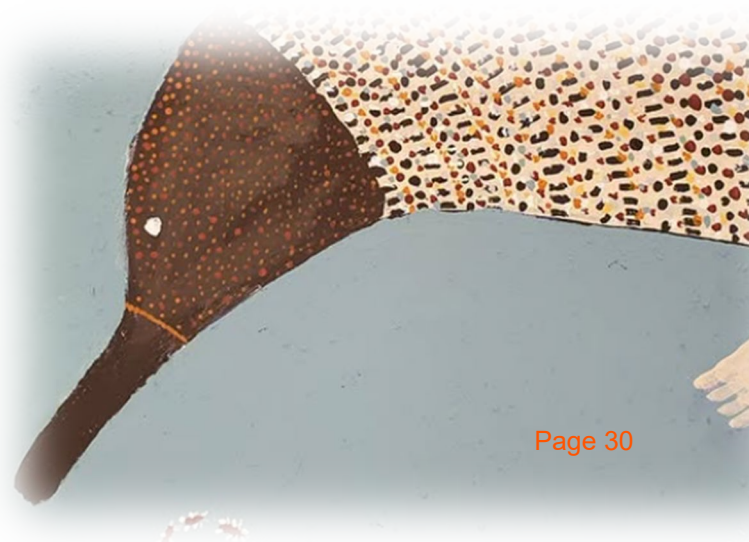
**We acknowledge Wujal Wujal as the home of  
the Kuku Yalanji, Kuku Nyungul and  
Jalunji clans.**

**The ‘rainforest people’,  
the traditional owners and  
custodians of our area.**

**We recognise and respect  
Bama cultural heritage, values, beliefs  
And continuing relationships  
and responsibility to their  
land and sea country.**

**We honour and respect the Elders  
past, present and future.**

Art by Lila Creek – Echidna  
painted with earth and dry  
pigments.



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## A Message from our Mayor

I am pleased to present this updated Corporate Plan (Plan) for 2022-2027.

While this plan builds on the previous three corporate plans it has been tailored in this most recent revision to reflect the changing needs and priorities of the Wujal Wujal community.

We live in a very special place, home to the Kuku Yalanji, Kuku Nyungul and Jalunji clan whose members contribute to a strong community.

Our community deeply values our natural environment and our diversity.

While we face many ongoing challenges such as the impact Tropical Cyclone Jasper and our continued efforts to recover from that event, we are a resilient community that sees many opportunities in our future.

Council plays an important role in bringing the community together and this corporate plan provides our vision and strategic priorities for this period, detailing our planned strategies and initiatives that will enable Council to achieve these priorities.

We believe that achieving the planned initiatives will benefit not only our current community but also future generations. We are constrained by the resources available to us and we look forward to your support as community members and key stakeholders in our success.

This corporate plan outlines council's vision, and the values that the elected members and staff embody.

We believe this vision and our values provide a sound basis for the development of Wujal Wujal Aboriginal Shire.

This Plan is intended to be monitored and updated on a regular basis so that Council is always meeting current challenges and taking advantage of opportunities and is to be read in conjunction with the current Operational Plan.





## Our Vision, Mission and Values

### Vision

A sustainable and thriving community in which residents have opportunities to develop and experience quality of life.

### Mission/Role

To serve the community through a sustainable and equitable delivery of services focused on local priorities, contributing to the economic development of the community and the improvement in the quality of life for our residents.

In fulfilling this mission Council plays many important roles within the community:

**Custodian:** Council owns and manages infrastructure, facilities, reserves, resources, and natural areas. In fulfilling its role as custodian.

**Service Provider:** Council is the primary service provider for community, these services include roads, waste, water, library and recreational facilities. Services evolve over time, and it is the Council's mission to ensure that these services are appropriate, delivered efficiently, and designed with the customer at the centre.

**Regulator:** Council has statutory obligations as detailed in numerous regulations and legislative Acts. Council also makes local laws which ensure that the Shire is well governed. In fulfilling its role as a regulator, Council utilises an outcome-based approach, balancing the needs of the community with social and natural justice.

**Advocate:** Council makes representation on behalf of the community on important issues, funding opportunities, projects and programs. Council will use its influence to seek the best outcomes for the community.

**Funder:** Council relies on grant funding to deliver the majority of its services to the community. Council will apply robust governance to ensure that such funding is responsibly administered.

**Agent:** Council is the primary service deliverer on behalf of other levels of government or organisations.

Our mission is to balance all these roles while we deliver on the vision of this Council in an efficient and effective manner.

### Our Values:

Our values underpin everything we do, they are the lens through which we see the world and guide us in how we serve the community.

Our values determine how we interact with each other.

They guide us in our delivery of customer focused services that benefit the community we serve.

In this revision, we have updated our values, so they more clearly represent the principles that guide us in everything we do.



## **OUR VALUES**

### **Accountability**

Council will stand by the decisions it makes and accept responsibility for the actions it takes. Council will implement open and robust reporting.

### **Integrity and Continuous Improvement**

Council will conduct its business with transparency and honesty. Council will be objective in its decision making and consider all relevant information and continually seeks to improve the way in which it delivers its service to the community.

### **Teamwork and Collaboration**

We will work effectively and efficiently together, sharing information and seeking the guidance and support of our stakeholders as appropriate. Council will consult with our community, community organisations, neighbouring Councils, and State and Federal Government stakeholders to resolve issues faced by Council and community.

### **Customer Focus**

Serving the community Council is the motivation behind everything Council does.

### **Cultural Respect**

We will deliver our service with due consideration for the culture and tradition of the clans we serve.

We understand that in our community these cultures and traditions dictate the way our community interacts with each other, with other communities and stakeholders.

## Corporate Planning Principles

The Corporate Plan is the Council's major planning document and is a statutory requirement under the Queensland Local Government Act 2009.

The intention is to provide our community and our stakeholders with a clear picture of the path council is taking and out priorities for the next five years.

The direction outlined in this Plan is consistent with the vision of the community established by the previous Corporate Plan 2011- 2021.

This Plan gives structure to the annual prioritisation of council's service provision, informing the yearly Operational Plan and Annual Budget.

It is a critical part of Council's Corporate Governance, contributing to long-term financial sustainability and transparent, accountable and responsible management.

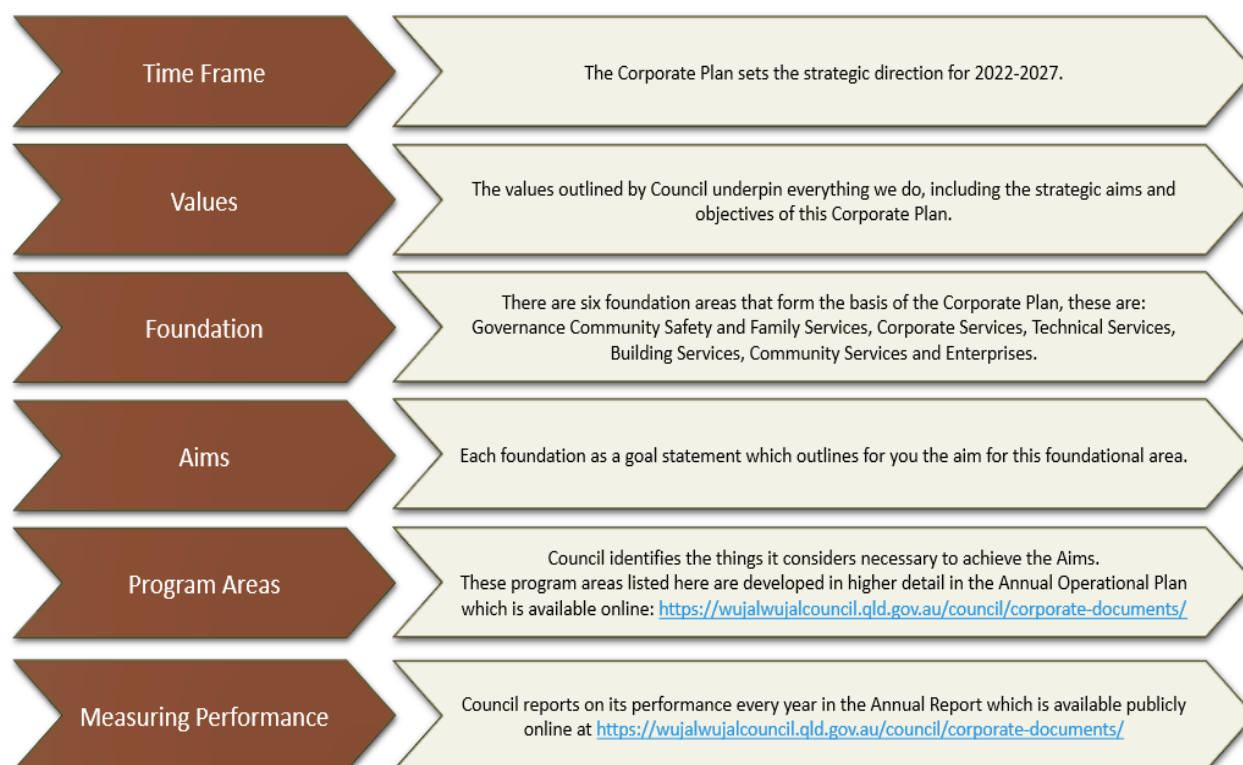
The corporate plan links into and supports council's other corporate documents as illustrated below.



The corporate plan is an ongoing document that is reviewed from time to time to ensure it remains current and relevant. This most recent revision is dated June 2025.

## Using the Corporate Plan

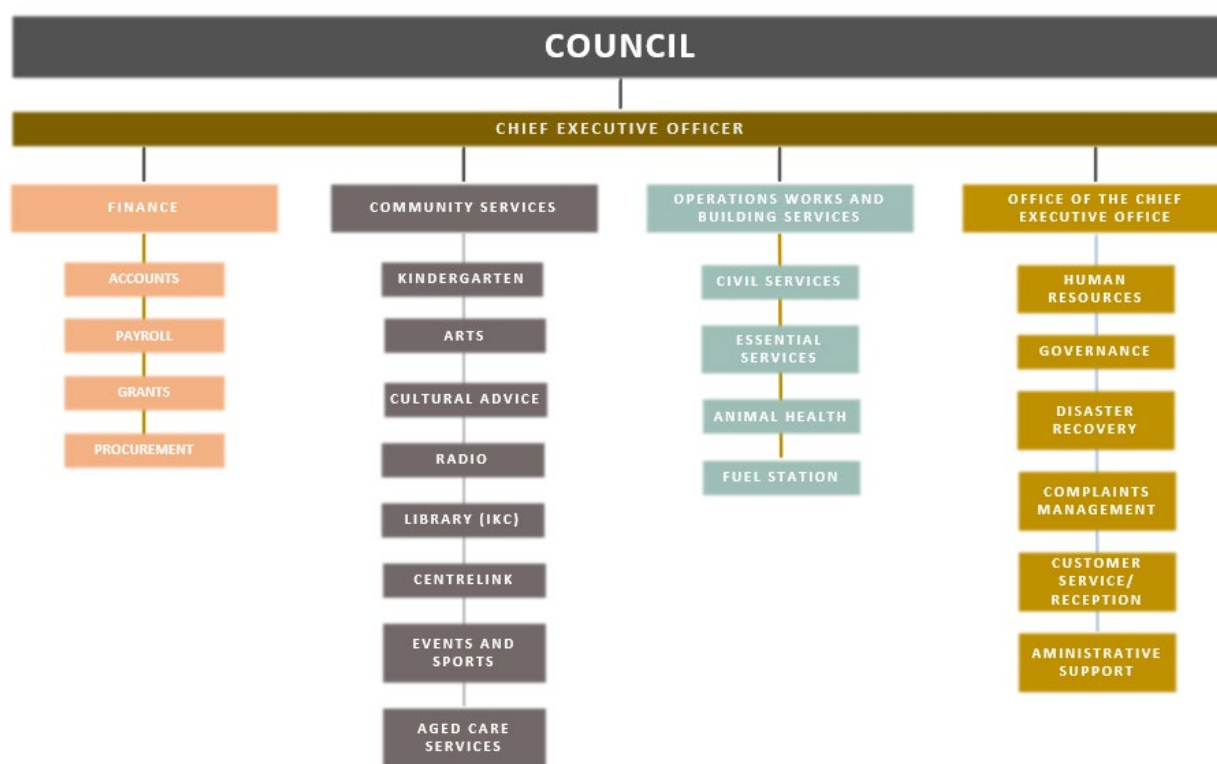
The graphic below illustrates how to read and understand the Corporate Plan.



## Organisational Structure

There have been several changes in the organisational structure between when the 2022-2027 Corporate Plan was first written and today.

The current organisational structure is illustrated here.



## Foundations

Council's activities can be broadly grouped into five foundational areas.

### 1. Governance and Community Leadership

**Objective:** To provide leadership, direction, representation and service to the community.

### 2. Corporate Services

**Objective:** To manage Council's resources in a way that achieves maximum community benefit while maintaining financial sustainability.

### 3. Works and Building Services

**Objective:** To develop and maintain infrastructure, council assets and provide essential and environmental services that meet community's needs.

### 4. Community Services

**Objective:** To promote and develop a range of services that cater for the diverse needs of the community.

### 5. Enterprise

**Objective:** To support the development of business enterprises within community that contribute to community wellbeing and a more productive lifestyle and local economy.



On the following pages we will take a more in depth look at each foundation area, and the priorities that have been set for the period 2022-2027.



## Foundation 1: Governance and Community Leadership

**Objective:** To provide leadership, direction, representation and service to the community.



### Foundation 1 Strategies and Performance Indicators

- Provide quality service to the residents of the Shire.
- Provide leadership through planned, transparent, effective and accountable decision making.
- Provide direction through a system of local laws, clearly stated goals, policies and procedures.
- Provide an effective corporate governance system that meets the statutory requirements and obligations while modelling best practice.
- The provision of an effective records and information management system and the promotion of its use throughout council
- Monitor and manage risk across all facets of council operations.
- Provide responsive and balanced representation of all sectors of the community.
- Community is informed with informative and accurate information.
- Community consultation informs council's strategic planning.
- Build strategic cooperative alliances with neighboring Shires, relevant peak bodies and other organisations that align with our mission, values and objectives.
- All staff are aware of and apply the best practice standards of professionalism and courtesy outlined in our Customer Service Charter.
- Manage and monitor any complaints in a professional and timely manner that adheres to the requirements of legislative compliance.
- Promote accident-free workplaces through appropriate training and adherence to state work practices.
- Provide ongoing training to staff in their relevant field of work.
- Support the community justice programs provided to the community by other agencies.
- Prepare informative and accurate annual reports in a timely manner in accordance with legislative requirements.
- Provide strategic direction through the development of Corporate, Operational Plans and Asset Management Plans.
- Develop and maintain a current and relevant ICT Strategic Plan
- Prepare for natural disasters, engaging community in the disaster readiness exercises to ensure everyone living in Wujal Wujal is aware of what to do and the role they can play to help themselves, their family and their community when a significant event occurs.
- A current and relevant Business Continuity and Recovery Management Plan is in place and all staff are aware of their role in the event the plan is enacted in a severe weather event.

## Foundation 2: Corporate Services

**Objective:** To manage council's resources in a way that achieves maximum community benefit while maintaining financial sustainability.

### Strategies and Performance Indicators

- Control income and expenditure in accordance with council policies and legislation.
- Ensure expenditure achieves maximum benefit for the community members.
- Prepare informative and accurate annual financial statements and reports in a timely manner in accordance with legislative requirements.
- Securing, managing and monitoring funding that provides the best value for Council and community.
- Provide accurate and timely agendas, minutes and reports to inform Council decision making.
- Ensure prompt and timely action on council decisions and public enquiries.
- Monitor and review the Information Technology systems used by council ensuring council is keep abreast of improvement and technology advancements.
- Maintain an efficient, committed and appropriately skilled workforce.
- Retain and recruit the best possible staff, utilising local human resources whenever available.



## Foundation 3: Building and Works Services

**Objective:** To develop and maintain infrastructure, council assets, parks and reserves, and provide essential and environmental services that meet community's needs.

### Foundation 3 Strategies and Performance Indicators

- Maintenance of road networks, plant machinery and equipment.
- Maintenance of council's fleet of vehicles, ensuring they always comply with all road worthy and licensing requirements.
- Maintenance and development of councils building assets including housing, through construction, major renovations, repairs and maintenance.
- Generate revenue stream for council through provision of maintenance services to QBuild for the social housing in community.
- Development and maintenance of council's parks and greenspaces, so they are kept in suitable condition for utilisation by the community.
- Maintain, monitor and manage potable water treatment and waste treatment systems and infrastructure to meet regulatory compliance.
- Provision of environmental and animal health services that are relevant and compliant with regulations, policies and procedures.
- Land use planning and management of all development and rezoning applications.
- Make representation to government to ensure that adequate funding is available for housing, construction, major renovations, repairs and maintenance.
- Monitor and manage contracts and ensure contractual responsibilities are met.



## Foundation 5: Community Services

**Objective:** To promote and develop a range of services that cater for the diverse needs of the community.

### Strategies Performance Indicators

- Provide courteous, friendly and effective communication that can be seen, heard and read.
- Facilitate the provision of sporting and recreation facilities to meet the needs of community residents.
- Support the provision of men's and women's support services in the community.
- Support the provision of youth services in the community.
- Provision of a cultural advisor who provides culturally sensitive and appropriate advice to community and visiting agencies, officials and members of the public
- Research and promote projects that facilitate cultural, artistic expression.
- Provide opportunities to improve general knowledge, literacy skills, cultural awareness, and entertainment through the Indigenous Knowledge Centre.
- Provide quality aged care services and support the delivery of disability services.
- Provide kindergarten facilities that will allow children to experience an early start schooling program, enabling an easier transition to primary school.
- Provide an effective, informative culturally appropriate community radio program.
- Support the provision of community events.
- Support the provision of an efficient and relevant Centrelink agency service.



## Foundation 6: Enterprise

**Objective:** To support the development of business enterprises within community that contribute to community wellbeing and a more productive lifestyle and local economy.

### Strategies Performance Indicators

- Provide appropriate support for economic development that benefits the Shire.
- Ensure all leased properties have in place formalised leases or tenancy agreements at current market rates.



## Contact Us

### Get in touch:

Phone: (07) 4083 9100

Email: [info@wujal.qld.gov.au](mailto:info@wujal.qld.gov.au)

Address: Wujal Wujal Aboriginal Shire Council, Hartwig Street, Wujal Wujal, Queensland 4895

### Visit us online:

[www.wujalwujalcouncil.qld.gov.au](http://www.wujalwujalcouncil.qld.gov.au)

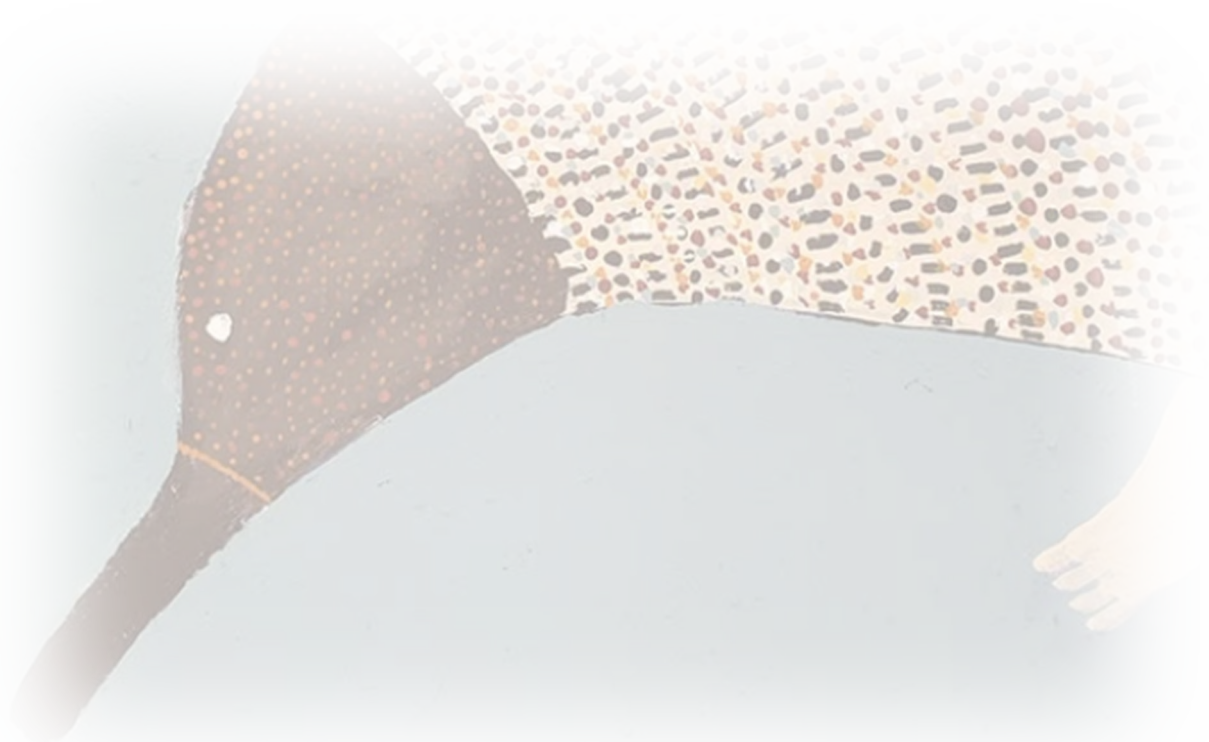
### Visit us in person:

Hartwig Street, Wujal Wujal

### Council opening hours:

**Monday to Thursday:** 7.30am to 4.30pm

**Friday:** 7.30am to 11.45am



# Appendix | 4

**2025-2026 Operational Plan - NEW VERSION draft v3 dated  
19.6.25 Magiq 37775**



# Wujal Wujal Aboriginal Shire Council

## Operational Plan | 25/26

Art by Lila Creek – Cockatiel

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## Background

The Operational Plan provides the framework to support the organisation to operationalise the goals of the Corporate Plan by setting out the specific activities, timelines and measures, which helps to maintain focus and provide transparency as the Council progresses the delivery of the Operational Plan objectives.

It serves as a crucial roadmap for our targets and goals over a twelve-month period. It's not just a document; it's a powerful tool that guides our staff in determining their performance milestones, budgetary needs, and it forms part of the basis for their monthly reports to Council.

In this 2025-2026 Operational Plan we continue to focus on rebuilding and recovering following the devastation Tropical Cyclone Jasper in December 2023 caused to council infrastructure and assets.

## Executive Summary

As required by section 175 of the *Local Government Regulation 2012*, Wujal Wujal Aboriginal Shire Council's 2025-2026 Operational Plan aligns with the foundational areas of focus outlined in our 2022-2027 Corporate Plan.

Each of the objectives in this Operational Plan has clearly defined key performance indicators, to enable measurement of council's performance against its key objectives.

Once adopted, the Annual Operational Plan undergoes quarterly reviews, which are conducted alongside the quarterly budget review. Progress against the delivery of the objectives is reported throughout the year to Council and the community through the quarterly performance reports and at the end of the financial year through the Annual Report.

## Alignment with our Strategic Planning Framework

According to the regulation, the operational plan must align with the annual budget and clearly specify how Council will advance its five-year corporate plan and address operational risks. Our Annual Operational Plan is prepared in strict accordance with these guidelines.

The Operational Plan is a key component of the Council's strategic planning framework and should be considered in conjunction with other planning documents, including the long-term financial forecast, annual budget, and corporate reporting.



## How the reporting year is divided:

**Quarter 1:** July – August – September

**Quarter 2:** October – November – December

**Quarter 3:** January – February – March

**Quarter 4:** April – May – June



**Artist Lila Creek at work**

# 1. Financial Management, Reporting and Planning

## 1.1 Financial Management

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To manage council's resources in a way that achieves maximum community benefit while maintaining financial sustainability.	Control income and expenditure in accordance with council policies and legislation. Ensure expenditure achieves maximum benefit for the community members.	All managers understand their budget and responsibly manage expenditure within their budget allocations.	Finance Manager. All managers.
	Provide timely and accurate financial information.	Monthly budget vs expenditure and variance reports provided to Chief Executive Officer and Managers. Finance Manager and all Managers work together to review and report on their expenditure/budget in their reports to council.	
		Ready Reckoner supplied to all managers to provide a clear overview of their cost centers, budget and delegations.	
		Quarter 3: Formal mid-term Budget Review undertaken.	Finance Manager. Chief Executive Officer.
		Ongoing: Review and implement appropriate strategies and recommendations to improve Council's long term financial position.	
	Review and implement a new financial management system.	Quarter 1: Test the market for a new financial system: EOI and Draft Project plan (July 2025).	Finance Manager.
		Quarter 1: EOI responses due from suppliers 1 August 2025.	
		Quarter 1: Presentations of new financial systems 20 Sept 2025.	
		Quarter 2: Financial System presented to council for decision October 2025.	Finance Manager. Chief Executive Officer.
		Quarter 2: Decision to proceed with project plan Dec 2025.	Finance Manager. Chief Executive Officer.

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To manage council's resources in a way that achieves maximum community benefit while maintaining financial sustainability.	Review and implement a new financial management system.	Pre-implementation and testing Feb 2026-30 June 2026.	Finance Manager. Chief Executive Officer.
		Quarter 4: Implementation of new financial system July 2026.	Finance Manager. Chief Executive Officer.
	Compliance with internal audit obligations.	Ongoing: Pacifica to deliver on internal audit plan confirmed in June 2025, conducting target specific audits on specific business areas.	Finance Manager. Chief Executive Officer.
		Quarter 4: Audit Plan for 2026/2027 adopted prior to 30 June 2026.	
		Quarter 1: Draft financial statements are prepared.	Finance Manager
		Quarter 1: Community Finance Report is drafted and reviewed.	Finance Manager. Chief Executive Officer.
To provide leadership, strategic direction, representation and service to the community	Prepare annual financial statements and annual reports in accordance with legislative requirements.	Quarter 1-2: Draft Annual Report is developed and confirmed by Chief Executive Officers and Auditors.	Governance Officer. Finance Manager. Chief Executive Officer.
		Quarter 2: Annual Financial Statements presented to the auditor prior to 31 October 2025.	
		Quarter 2: Annual report adopted and published within one month of the confirmation of the Financial Statements.	

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To provide leadership, strategic direction, representation and service to the community	Provide ongoing training to staff in their relevant field of work.  All staff working in and with financial information are appropriately trained, and aware of the legislative reporting, information management and compliance requirements of their roles.	Ongoing: All staff undertake and complete ICT training within agreed timeframes, including cyber security training and training in Practical (for those staff who use Practical).	Finance Manager. Human Resources Manager.
		Quarter 1: compile a register of skills and qualifications of all staff in the finance department to determine their training requirements.	
		Quarter 2: suitable courses/training options are identified for staff who are required to improve their knowledge of the systems used by council.	
		Quarter 3-4: Staff have undertaken and completed the relevant training in financial systems.	
		All staff in the finance department are trained in the use of Civica and Practical.	
		End of month / end of year checklist is reviewed and updated	
Provide an effective corporate governance system that meets the statutory requirements and obligations while modelling best practice.	All policies are maintained in a current and relevant status.	Policies are reviewed on their due dates, updated as required and submitted to council for adoption as is appropriate for each policy. Statutory and Strategic policies are published publicly on the council website.	Governance Officer. Finance Manager. Chief Executive Officer.
		Quarter 1: Policies that are no longer relevant/applicable are archived. Approval to archive former Statutory and Strategic Policies is sought from Council.	Governance Officer. Chief Executive Officer.
		Policy register is maintained in a current state.	
To manage council's resources in a way that achieves maximum community benefit while maintaining financial sustainability.	Ensure expenditure achieves maximum benefit for the community members.	Improved financial sustainability of existing Council business units.	Finance Manager
		Continued support for the development of the Business Community Hub.	Chief Executive Officer, Councillors and all Managers.

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To manage council's resources in a way that achieves maximum community benefit while maintaining financial sustainability.	Ensure all properties used by other entities are documented with formalised leases or tenancy agreements at current market rates.	Improve rental returns from use of Council facilities and finalise all leases	Finance Manager.
		Create a register of leases.	
		Complete the review of the existing peppercorn leases. Report on the recommended lease charge increases required to match current market values including a cost/benefit analysis for Council consideration and resolution.	Councillors. Finance Manager. Chief Executive Officer.

## 1.2 Records and Information Management

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To provide leadership, strategic direction, representation and service to the community.	The provision of an effective records and information management system and the promotion of its use throughout council.	Review the long-term plans for use of the VPN and the linkage between this and the Magiq software system.	Records Officer.
		Review and update the filing architecture.	
		Migration of all records to Magiq.	
		Retention and disposal review and report.	
		Training for all staff in the importance of records and information management – legislative requirements and best practice.	
		Training in the use of the council records management system.	

### 1.3 Current and relevant financial reporting

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To manage council's resources in a way that achieves maximum community benefit while maintaining financial sustainability.	Prepare informative and accurate annual financial statements and reports in a timely manner in accordance with legislative requirements.	Financial reporting to Council is relevant, easy to understand and provides current and accurate high-level summary of the current and forecast financial situation.	Finance Manager. Chief Executive Officer.
		Annual review of the Cost Recovery Fees, and the Fees and Charges Schedule.	Finance Manager. Chief Executive Officer.

### 1.4 Planning

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To provide leadership, strategic direction, representation and service to the community.	Develop an ICT Strategic Plan, which will include the 'Essential Eight'.	Quarter 2: ICT Strategic Plan is reviewed, changes incorporated into new draft plan.	Governance Officer. Chief Executive Officer.
	Provide strategic direction through the development of Corporate, Operational Plans and Asset Management Plans.	Quarterly: Operational Plan review by Chief Executive Officer, submitted to Council.	
		Quarter 2: Draft the framework for an Asset Management Plan and populate with data provided by Australis.	Governance Officer. Operations Manager.
		Quarter 3: Review and finalise draft Asset Management Plan Present to CEO for finalisation.	Finance Manager. Chief Executive Officer.
		Quarter 4: Asset Management Plan is finalised and distributed to relevant staff.	Operations Manager. Finance Manager.
		Quarter 4: Develop asset maintenance and asset replacement schedule. Quarter 4: Reporting on asset maintenance and replacement in monthly reports to Chief Executive Officer.	



## 1.5 Funding and Grants

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To provide leadership, strategic direction, representation and service to the community.	Securing, managing and monitoring funding that provides the best value for Council and community.	Grants are assessed and determined if they will provide value for council and community on a cost/benefit basis. Suitable grants are applied for.	Chief Executive Officer. Finance Manager. Community Services Manager. Operations Manager. Grants Officer.
		Managers meet with their relevant grant providers to inform monthly performance reporting.	
		Monthly reporting on operational and financial milestones for performance criteria of approved grant agreements.	
		Ongoing maintenance of the grants register, tracking progress and milestone accomplishment of all grants.	
		Grant funding acquittals and reporting submitted in a timely manner.	
		Ongoing maintenance of the register of all grant portals and generic logins.	

## 1.6 Recruitment and Human Resources Management

Alignment with the Corporate Plan	Operational Plan Objective	Performance measure	Organisational Responsibility
To manage council's resources in a way that achieves maximum community benefit while maintaining financial sustainability.	Maintain an efficient, committed and appropriately skilled workforce.  Retain and recruit the best possible staff, utilising local human resources whenever available.	60% of vacancies are filled.	Human Resource Manager.
		100% of new staff are inducted.	
		Q1: Skills matrix developed and finalised.	
		Q2: Training Plan for all staff developed.	
		Q3: 25% staff have received professional development and/or training subject to funding and workload availability.	

Alignment with the Corporate Plan	Operational Plan Objective	Performance measure	Organisational Responsibility
Continued from above.	Continued from above.	Q4: 50% of staff have received professional development and/or training subject to funding and workload availability.	Human Resource Manager.
		Quarter 4: 100% of HR Policies have been reviewed and updated as necessary.	Human Resource Manager. Governance Officer. Chief Executive Officer.

## 1.7 Workplace Health and Safety

Alignment with the Corporate Plan	Operational Plan Objective	Performance measure	Organisational Responsibility
To provide leadership, direction, representation and service to the community.	Promote accident-free workplaces through appropriate training and adherence to state work practices.	Workplace, Health and Safety Framework and Plan is developed and incorporated into standard operating procedures for all departments. Quarter One: Draft a Workplace Health and Safety Management Plan and framework.	Human Resources Manager. Chief Executive Officer.
		Create a WHS Register.	
		Quarter Two: Draft WHS Plan submitted to CEO for consideration and ratification.	
		Quarter Three: WHS Plan implemented. WHS reporting templates created for use by managers.	
		Monthly Reporting on the status of any WHS Plan and on any issues that have arisen during the reporting period.	Operations Manager. Community Services Manager Finance Manager.
		Quarterly: summary report on WHS issues is submitted to CEO for inclusion in the WHS Committee meetings.	Human Resources Manager.
		Quarterly: Workplace Health and Safety Committee meetings.	
		WHS committee minutes are recorded and filed. Any issues raised are noted on the WHS Register.	



Alignment with the Corporate Plan	Operational Plan Objective	Performance measure	Organisational Responsibility
Continued as above.	Continued as above.	Induction pack for all new employees includes WHS information.	Continued as above.
		Managers explain WHS practices to all new employees.	All Managers.
	WHS Training for all employees.	All employees have been provided with WHS training.	Human Resources Manager.

## 2. Governance, Community Safety and Family Services

### 2.1 Leadership, Representation and Consultation

Alignment with the Corporate Plan	Operational Plan Objective	Performance measures	Organisational Responsibility
To provide leadership, strategic direction, representation and service to the community.	Community consultation informs council's strategic planning.	Quarter 2: Review the Community Engagement Plan. Draft Community Engagement Plan is submitted to Chief Executive Officer and Executive Leadership Team for consideration.	Governance Officer. Community Services Manager.
		Quarter 3: Community Engagement Policy is developed and adopted.	
		Quarter 3: Collaborative review of the Community Engagement Plan, to provide a final draft plan.	Executive Leadership Team Governance Officer.
		Quarter 4: Community Engagement Plan is adopted and implemented.	
		Ongoing: Regular community-wide meetings are hosted by Council with representatives of other government agencies invited to present on topics of interest and relevance to community.	Community Services Manager. Chief Executive Officer.

Alignment with the Corporate Plan	Operational Plan Objective	Performance measures	Organisational Responsibility
To provide leadership, strategic direction, representation and service to the community.	Provide responsible and balanced representation of all sectors of community.	Ongoing: Council representation in all relevant committees/ organisations: Councillors regularly attend the committees and boards they are responsible for and report back to council on the status of their representation.	Chief Executive Officer. Mayor and Councillors.
		Monthly: Councillors report regularly to Council on their portfolio areas.	
		Ongoing: Positive and vibrant events are provided for the community by the Local Thriving Community team.	Community Services Manager.

## 2.2 Law and Order

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To provide leadership, strategic direction, representation and service to the community.	Provide direction through a system of local laws, clearly stated goals, policies and procedures.	Quarter Two and Quarter Four: model local laws are reviewed and submitted to council as required.	Chief Executive Officer. Governance Officer.
		Maintain and regularly report on the Community Safety Committee and Community Safety Plan in line with grant requirements.	Community Services Manager
		Attendance at the annual Mayoral Police Summit.	Chief Executive Officer. Mayor and Councillors.

## 2.3 Networking and Strategic Alliances

Alignment with the Corporate Plan	Operational Plan Objective	Performance measures	Organisational Responsibility
To provide leadership, strategic direction, representation and service to the community	Build strategic cooperative alliances with neighboring Shires, relevant peak bodies and other organisations that align with our mission, values and objectives.	Council has informed discussion with and meets with key stakeholders on a regular basis at both the Council level and at an operational level.	Executive Leadership Team. Chief Executive Officer. Mayor and Councillors.

## 2.4 Informed decision making at Council Meetings

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To provide leadership, strategic direction, representation and service to the community.	Provide leadership through planned, transparent, effective and accountable decision making.	Informative concise management reports provided at every council meeting.	Chief Executive Officer. All Managers Executive Assistant.
		Councillors receive agendas no later than 4 days preceding every Council meeting (legislative requirement).	
		Unconfirmed minutes available to councillors and the public within ten days of Council meeting.	
		Council decisions are recorded as resolutions in the meeting minutes. Resolution register is maintained and current at all times.	

## 2.6 Customer Services and Complaints Management

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To provide leadership, strategic direction, representation and service to the community.	All staff are aware of and apply the best practice standards of professionalism and courtesy outlined in our Customer Service Charter.	All new staff are provided with our Customer Service Charter in their induction pack.	Human Resource Manager.
		Customer service charter is reviewed annually (Quarter One).	Governance Charter. Executive Assistant. Chief Executive Officer.
		Council front reception is staffed by professional courteous staff member.	
		Council main phone line is answered in a timely manner in a professional and courteous manner, and with alignment to our Customer Service Charter.	
	Manage and monitor any complaints in a professional and timely manner that adheres to the requirements of legislative compliance.	Quarter 1: review and update the General Complaints Management Policy.	Governance Officer. Chief Executive Officer.
		Review and update the Complaints Management policy and process.	
		Consumer complaints are dealt with in a profession and courteous manner according to the Complaints Management Policy and Processes.	
		Quarter 2: develop and document a complaints management process based on the policy.	
		Quarter 2: review and update the Complaints Register and create a Complaint Lodgment Form.	

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To provide leadership, strategic direction, representation and service to the community.	Manage and monitor any complaints in a professional and timely manner that adheres to the requirements of legislative compliance.	Quarter 3: all staff are informed of how the complaints management process works and understand how to lodge a complaint and the process that follows.	Human Resources Officer. Governance Officer. Chief Executive Officer.
		Complaints register is maintained, and process time for handling complaints are monitored and reported on.	

## 2.7 Communication

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To provide leadership, direction, representation and service to the community.	Community is informed with informative and accurate information.	Maintain a current and relevant social media presence which provides our key stakeholders with the latest relevant news and updates. Council website is current and accurate.	Executive Assistant. Chief Executive Officer.

## 2.9 Disaster Preparation and Response

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
Prepare for natural disasters, engaging community in the disaster readiness exercises to ensure everyone living in Wujal Wujal is aware of what to do and the role they can play to help themselves, their family and their community when a significant event occurs.	Disaster Response Plans are current and relevant.	Quarter 1: Business Continuity and Recovery Management Plan is developed and distributed. Engage community elders and cultural leaders in disaster planning and response.	Governance Officer Executive Leadership Team
		Quarterly: review Business Continuity and Recovery Management Plan	Governance Officer Executive Leadership Team

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
Prepare for natural disasters, engaging community in the disaster readiness exercises to ensure everyone living in Wujal Wujal is aware of what to do and the role they can play to help themselves, their family and their community when a significant event occurs.	Disaster Response Plans are current and relevant.	Quarterly: Contents of The Executive Leadership Teams' Emergency Ready Packs are checked for readiness and currency of contents.	Executive Assistant. Chief Executive Officer.
	Scenario based disaster management training exercises are conducted.	Conduct scenario-based training and Higher Places exercises for staff and community.	Chief Executive Officer.
	Maintenance and development of councils building assets.	Construction of place of refuge, subject to ILUA approval, expected by December 2025.	Operations Manager. Chief Executive Officer.
	Disaster Resilience	Quarter 1: Invest in satellite communication and backup power supplies.	Operations Manager. Chief Executive Officer.
		Quarterly: All generators and their fuel supply are checked for operational readiness.	Operations Manager. Chief Executive Officer.
		Repair/replace Fibre Optic and ensure that it is secured in the ground for protection. Quarter 1: quote obtained Quarter 2: approval of quotations Quarter 3: installation of infrastructure Quarter 4: acquittal reporting to Council	Operations Manager. Chief Executive Officer. Finance Manager.
		Quarter 2: Completion of outstanding electrical installation for generators at identified strategic sites.	Operations Manager.
		Ongoing: Regular maintenance of flood warning networks including LIDAR sensors and flood monitoring cameras.	Operations Manager Chief Executive Officer.
	Community is informed with informative and accurate information.	Quarter 2: Community awareness campaign in relation to safe food handling and storage.	Community Services Manager.

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
Prepare for natural disasters, engaging community in the disaster readiness exercises to ensure everyone living in Wujal Wujal is aware of what to do and the role they can play to help themselves, their family and their community when a significant event occurs.	Community is informed with informative and accurate information.	Quarter 2: Community awareness campaign of how to stay safe in a cyclone.	Community Services Manager.
		Quarter 2: Community awareness campaign of how to stay safe around downed powerlines.	
		Quarter 2: Community awareness campaign concentrating on the safe use of generators in the home.	
	Disaster Resilience	Ongoing maintenance of roadside vegetation to reduce potential for damage to electrical network infrastructure during severe weather events.	Operations Manager.
Prepare for natural disasters, engaging community in the disaster readiness exercises to ensure everyone living in Wujal Wujal is aware of what to do and the role they can play to help themselves, their family and their community when a significant event occurs.	A current and relevant Business Continuity and Recovery Management Plan is in place and all staff are aware of their role in the event the plan is enacted in a severe weather event.	Quarter 2: Development of a Community Recovery sub plan, to include the provision of community support services, including counselling.	Community Services Manager. Human Resources Manager.
		Quarter 2: Community resilience education campaign around preparing for isolation including information for our school aged children.	Governance Officer. Chief Executive Officer.
		Quarter 2: Identify and empower community Higher Places Zone Leaders who can advocate for the needs of the community and provide support to those in distress in the event of disaster.	Community Services Manager. Chief Executive Officer.
		Quarter 2: Identify and document the culturally sensitive areas and landmarks that may be impacted by future cyclone/flooding events.	Community Services Manager. Operations Manager. Chief Executive Officer. Cultural Liaison Officer Mayor and Councillors
		Quarter 3: Initiate construction of place of refuge, subject to ILUA approval.	Operations Manager. Chief Executive Officer.

## 2.10 Community Safety

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To provide leadership, direction, representation and service to the community.	Support the community justice programs provided to the community by other agencies.	Advocacy on behalf of Community Justice Group to community and Government as required.	Mayor and Councillors. Chief Executive Officer.
		Quarter 1: seek quotations for installation of CCTV cameras in the community.	Operations Manager.
		Quarter 2: Install CCTV cameras at Council office and Depot.	

## 3. Develop and maintain infrastructure

### 3.1 Roads and Drainage

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To develop and maintain infrastructure, council assets, parks and reserves, and provide essential and environmental services that meet community's needs.	Maintain, monitor and manage compliant potable water treatment and waste treatment systems and infrastructure.	Quarter 1: Storm Water Drainage: submission to QRA for Betterment funding for storm water drainage for the following streets: Kotzur Street through to Douglas Street.	Operations Manager.
		Quarter 4: Installation of storm water drainage Kotzur Street through to Douglas Street (subject to Betterment funding, as above).	
		Regular council maintenance of drainage systems and road surfaces to minimise water ingress into road surfaces.	
		Identify roads that need increased resilience.	



### 3.2 Council's built assets

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To develop and maintain infrastructure, council assets, parks and reserves, and provide essential and environmental services that meet community's needs.	Maintenance and development of councils building assets including housing, through construction, major renovations, repairs and maintenance.	Quarter 1: completion of repair works for Sports Field Amenities Block.	Operations Manager Chief Executive Officer Council's Building and Project Manager
		Construction of new council administration building, subject to ILUA approval, expected by December 2025.	
		Construction of women's gymnasium, subject to ILUA approval, expected by December 2025.	
		Construction of new art center, subject to ILUA approval, expected by December 2025.	
		Construction of car park and driveway at cemetery, subject to ILUA approval, expected by December 2025.	

### 3.3 Land use planning and management

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To develop and maintain infrastructure, council assets, parks and reserves, and provide essential and environmental services that meet community's needs.	Land use planning and management of all development and rezoning applications.	Redevelopment or community meeting area mango tree in the town center, subject to ILUA approval, expected by December 2025.	Operations Manager Chief Executive Officer Council's Building and Project Manager
		Social Housing Development at Lots 1 and 2 on SP 338357 Douglas Street, subject to ILUA approval, expected by December 2025.	
		WWASC Staff Residential Development, Lot 115 on SP38375 Little Douglas Street, subject to ILUA approval, expected by December 2025.	
		Cemetery Redevelopment and expansion, Douglas Street, subject to ILUA approval, expected by December 2025.	



### 3.4 Management of council's fleet of vehicles and plant

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To develop and maintain infrastructure, council assets, parks and reserves, and provide essential and environmental services that meet community's needs.	Maintenance of council's fleet of vehicles, ensuring they comply with all road worthy and licensing requirements at all times.	Maintenance schedule for of all vehicles is developed.	Operations Manager
		All vehicles are maintained according to the maintenance schedule.	
	Maintenance of roading networks, plant machinery and equipment.	Schedule of maintenance in place and plant and machinery maintained as per schedule	

### 3.5 Parks and public spaces

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To develop and maintain infrastructure, council assets, parks and reserves, and provide essential and environmental services that meet community's needs.	Development and maintenance of council's parks and reserves, so they are kept in suitable condition for maximum utilisation by the community.	Maintenance of public places, ensuring they are mowed, maintained and cleaned.	Operations Manager.

### 3.5 Revenue generation through provision of services to QBuild

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To develop and maintain infrastructure, council assets, parks and reserves, and provide essential and environmental services that meet community's needs.	Generate revenue stream for Council through provision of maintenance services to QBuild for the Social Housing in community.	Council is the primary contact for QBuild maintenance and refurbishment works for Social Housing. Council has first right of refusal.	Operations Manager.

### 3.6 Water supply infrastructure and treatment

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To develop and maintain infrastructure, council assets, parks and reserves, and provide essential and environmental services that meet community's needs.	Maintain, monitor and manage potable water treatment and waste treatment systems and infrastructure to meet regulatory compliance.	Quarter 1: Lobby Telstra to ensure that there is back-up power available to the current repeater tower(s) to enable reliable communication for the potable water treatment system (SCADA).	Chief Executive Officer.
		Monitoring, management, and reporting on status of water supply issues.	Essential Services Coordinator. Operations Manager. Chief Executive Officer.
		Quarter 1: Review Drinking Water Quality Management Plan (DWQMP).	
		Quarter 1: Participate in the tender process for potable water treatment plant upgrades.	
		New SCADA system installed that is compatible across all WTP, WWTP and Ayton water infrastructure area.	

### 3.7 Sewerage infrastructure and treatment

Alignment with the Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility
To develop and maintain infrastructure, council assets, parks and reserves, and provide essential and environmental services that meet community's needs.	Maintain, monitor and manage compliant potable water treatment and waste treatment systems and infrastructure.	Monitor, manage, and report on sewerage system issues.	Essential Services Coordinator. Operations Manager.
		Routine assessment and reporting on average daily processing of raw sewage.	
		Quarter 2: Work with project sponsor and DESI to progress fit for purpose sewerage treatment plant and safety upgrades.	
		Quarter 4: Upgrades to Council's existing waste-water treatment plant along with sewerage disposal area are initiated.	

### 3.8 Environmental Health

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To develop and maintain infrastructure, council assets, parks and reserves, and provide essential and environmental services that meet community's needs.	Provision of environmental and animal health services that are relevant and compliant with regulations, policies and procedures.	Quarter 1: onboarding of two new Environment Health and Animal Health officer/s, including training in all relevant areas.	Essential Services Coordinator. Operations Manager.
		Quarter 1: delivery of new skip bins.	
		Quarter 2: Create a list of locations for the safe storage of potential pollutants that may need to be relocated to higher ground in event of severe weather events. Provide this information to the Governance Officer for inclusion in the Business Continuity and Recovery Management Plan.	
		Quarter 2: Clear and organised Weekly Work Schedule is implemented and adhered to by Environmental and Animal Health Officer/s.	
		Quarter 2: Food Safety training provided to new Environmental and Animal Health officer/s.	
		Quarter 2: Design of a loading ramp at the waste transfer station.	Essential Services Coordinator. Operations Manager.
		Quarter 4: Installation of a loading ramp at the waste transfer station.	
		Routine vector and pest control undertaken.	

### 3.9 Animal Welfare and Management

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To develop and maintain infrastructure, council assets, parks and reserves, and provide essential and environmental services that meet community's needs.	Provision of environmental and animal health services that are relevant and compliant with regulations, policies and procedures.	Quarter 2: develop an annual work program. Training provided to Environmental and Animal Health Management Officer/s.	Essential Services Coordinator. Operations Manager.
		Quarter 2: Clear and organised weekly work schedule is developed and implemented, subject to successful recruitment.	
		Quarter 3: Feral and pest animal control -Pest Control Program in place and active.	

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To develop and maintain infrastructure, council assets, parks and reserves, and provide essential and environmental services that meet community's needs.	Provision of environmental and animal health services that are relevant and compliant with regulations, policies and procedures.	Quarter 1: Confirm a schedule for vet visitations and inform Community of schedule for vet visitations.	Operations Manager Essential Services Coordinator
		Quarter 1: Pound and equipment maintained - install automatic dog feeders at the pound.	Environmental and Animal Health Management Officer/s . Essential Services Coordinator Operations Manager.
		Ongoing: Domestic animal registration - register of dog registrations is current and actively updated.	
		Quarter 3: Investigate incentives/prizes/vouchers to encourage desexing of all female dogs in community.	
		Annually: Census conducted of all dogs in community.	

### 3.10 Land Use Planning

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To develop and maintain infrastructure, council assets, parks and reserves, and provide essential and environmental services that meet community's needs.	Land use planning and management of all development and rezoning applications.	Quarter 4: Planning Scheme compliant, subject to successful Scheme Supply Fund grant application.	Operations Manager. Chief Executive Officer. Mayor and Councillors.
		Ongoing review of the Council approved Master Plan, to facilitate future planning of community hubs for Business, Aged Care, Tourism, Education and Community Services.	
		Ongoing planning for future infrastructure requirements, in line with the Council approved Master Plan.	
		Council to continue to lobby for the WWASC boundary extension.	

### 3.11 Council Buildings

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To develop and maintain infrastructure, council assets, parks and reserves, and provide essential and environmental services that meet community's needs.	Maintenance and development of councils building assets including housing through construction, major renovations, repairs and maintenance.	Initiate the planning and design for the construction of the Council administration building with funding from Works for Queensland and other available funding.	Operations Manager.
		Quarter 1: Engage contractor to undertake an assessment of council's building infrastructure as part of the Asset Management Planning process.	
		Quarter 2: initiate identified priority maintenance of council infrastructure assets based on the outcomes of the onsite asset management assessment/report.	
		Quarter 4: report on maintenance completed and outstanding requirements.	

## 4. Improve the Quality of Life for our Residents

### 4.1 Sport and Recreation

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To promote and develop a range of services that cater for the diverse needs of the community.	Facilitate the provision of sporting and recreation facilities to meet the needs of a cross section of community residents.	Ongoing: Recruitment to fill vacant positions with a focus on local employment.	Community Services Manager.
		Ongoing: Delivery of the holistic and life-skills after school and holiday programs for our young people.	
		Quarter 1: Delivery of the rugby festival.	
		Quarter 1: Youth Career and Small Business Expo.	
		Quarter 2: Wujal Foundation Day celebrations.	
		Quarter 2: Promotion of Senior's Month.	
		Prevention and awareness of elder financial abuse.	
		Quarter 3: International Women's Day Celebrations.	

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To promote and develop a range of services that cater for the diverse needs of the community	Facilitate the provision of sporting and recreation facilities to meet the needs of a cross section of community residents.	Quarter 4: Domestic Family Violence Day.	Community Services Manager.
		Quarter 4: Celebrating Youth Development (Youth Summit).	
	Support the provision of community events.	Quarter 1 & 2: Support the organisation of the 2025 Rodeo.	

## 4.2 Community Care Services

Alignment with the Corporate Plan Strategy	Operational Plan Objective	Performance Measures	Organisational Responsibility
To promote and develop a range of services that cater for the diverse needs of the community.	Provide quality residential aged and disabled care facilities and services.	Recruitment to part time Activities Officer position.	Community Services Manager. Aged Care Services Coordinator.
		Ongoing: regular activities for the aged care residents.	
		Ongoing: training of volunteers and staff.	
		Ongoing: recruitment of additional staff.	
		Ongoing: Professional Development Training for key staff members.	

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

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To promote and develop a range of services that cater for the diverse needs of the community.	Support the provision of men's and women's support services in the community.	Recruitment: Coordinator for the women and girl's fitness program.	Community Services Manager.
		Development and implementation of a Social Health and Wellbeing program (Yoga) for all community members.	
		Ongoing: Community Walking Day.	

#### 4.4 Arts and Culture

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To promote and develop a range of services that cater for the diverse needs of the community.	Research and promote projects that facilitate cultural, artistic expression.	Ongoing: Create culturally expressive art opportunities for local artists.	Ars Coordinator. Community Services Manager.
		Ongoing: Support the sale of artists work to visitors to community.	
		Quarter 1: Support artists attendance and representation at Cairns Indigenous Art Fair.	
		Quarter 1: Facilitate opportunities for artists are create promotional material for NAIDOC celebrations in addition to providing opportunities to lead creative artwork program for children.	
		Provide opportunities for professional development for the arts coordinator.	
		Facilitate opportunities for the artists to contribute to the creation of a mural for the kindergarten.	
		Support the design and develop a new logo for the Wujal Wujal Aboriginal Shire Council by local artists.	

#### 4.5 Kindergarten

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To promote and develop a range of services that cater for the diverse needs of the community.	Provide kindergarten facilities that will allow children to experience an early start schooling program, enabling an easier transition to primary school.	Ongoing: Kindergarten is compliant with all legislative requirements.	Kindergarten Coordinator. Community Services Manager.
		Ongoing: Recruitment for a 3 <sup>rd</sup> staff member for the kindergarten for under 3 yr olds.	
		Quarter 1: Provide opportunity for staff will attend the Childhood Education Conference in Brisbane.	
		Ongoing: Curriculum planning with support from external consultants.	
		Ongoing: Facilitation of Special Early Childhood Activities Programs, offered to kindergarten by the Department of Education.	



## 4.6 Community Radio Station

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To promote and develop a range of services that cater for the diverse needs of the community.	Provide an effective, informative culturally appropriate community radio program.	Quarter 1: Installation of new broadcasting equipment, subject to funding.	Radio Operator. Services Manager
		Ongoing: Provision of opportunities to undertake media and communication training.	

## 4.7 Indigenous Knowledge Centre

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To promote and develop a range of services that cater for the diverse needs of the community.	Provide opportunities to improve general knowledge, literacy skills, cultural awareness, and entertainment through the Indigenous Knowledge Centre.	Ongoing: Provision of opportunities to undertake Computer Training / Digital Training.	IKC Library Officer. Community Services Manager.
		Ongoing: Provision of opportunities to undertake further studies at Cook Countries University.	
		Ongoing: Facilitate monthly Youth Empowerment activities through Holy Spirit College.	
		Ongoing: Facilitate weekly morning tea/weaving sessions.	
		Ongoing: Facilitate the provision of a daily After School Homework Program (Monday – Thursday).	
		Ongoing: Enabling community groups to meet through the facilitation of the meeting room hire.	
		Regular: Creation and distribution of the Wujal Kaban.	
		Ongoing: Facilitate opportunities for Professional Development training for staff.	



#### 4.5 Culturally sensitive and appropriate advice for community members

Alignment with the Corporate Plan	Operational Plan Objective	Performance Measures	Organisational Responsibility
To promote and develop a range of services that cater for the diverse needs of the community.	Provision of a cultural advisor who provides culturally sensitive and appropriate advice to community and visiting agencies, officials and members of the public.	Ongoing: Provision of culturally sensitive and appropriate advice to community and visiting agencies, officials and members of the public.	Cultural Advisor. Community Services Manager.
		Ongoing: Organisation and coordination of the Welcome To Country ceremony for visitors and new members of the community.	
	Support the provision of an efficient and relevant Centrelink agency service.	Ongoing: Provision of information and support services to community members.	Centrelink Officer. Community Services Manager.

## 5. Summary of Capital Works and Projects funded for 2025/26

PROJECT	NOTES
SCADA system installation	Awaiting ILUA approval, expected by December 2025.
Redevelopment or community meeting area manage tree in the town center	
Social Housing Development at Lots 1 and 2 on SP 338357 Douglas Street	
WWASC Housing Development Lot 15 on SP38375 Little Douglas Street	
Cemetery Redevelopment and expansion, Douglas Street	
Repair works for Sports Field Amenities Block.	
Construction of new council administration building	
Construction of women's gymnasium.	
Construction of new art center	
Construction of car park and driveway at cemetery	
Storm Water Drainage: submission and approval from QRA for storm water drainage for the following streets: Kotzur Street through to Douglas Street.	
Installation of storm water drainage Kotzur Street through to Douglas Street.	

# Appendix | 5

**Investigation Policy - Qld Gov Model - dated July 2025**  
**Magiq**

# Local Government Investigation Policy July 2025

## Investigation policy – Wujal Wujal Aboriginal Shire Council

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## 1. Conditions applying to the Investigation

### 1.1 Authority

This is the Wujal Wujal Aboriginal Shire Council investigation policy for how complaints about the suspected conduct breach of councillors will be dealt with as required by section 150AE of the *Local Government Act 2009* (LGA).

A local government must adopt, by resolution, an investigation policy (the policy) about how it deals with the suspected conduct breach of councillors referred, by the independent assessor (the Assessor) under section 150AE (1), LGA, to the local government to be dealt with, and must be published on the local government's website, section 150AE (4), LGA.

### 1.2 Related Policies and Legislation

- Complaints (Administrative Actions) Policy
- Information Management Policy Information
- Privacy Policy
- Whistleblowers (Public Interest Disclosure)
- Policy Code of Conduct for Councillors in Queensland Model Meeting Procedures/Standing Orders

### 1.3 Legislation:

- Local Government Act 2009 (LGA)
- Local Government Regulation 2012 (LGR)
- 2010 (PIDA) Public Sector Ethics Act 1994 (PSEA)

### 1.4 Adoption

This investigation policy was adopted by the Wujal Wujal Aboriginal Shire Council resolution on [insert date] and applies from [insert date].

## 2. Policy Statement

Chapter 5A of the LGA prescribes the councillor conduct management system. Section 150CT of the LGA establishes an Independent Assessor (the Assessor) to carry out certain functions including the preliminary assessment, dismissal, referral, or investigation of complaints about councillor conduct.

After undertaking a preliminary assessment on a councillor conduct matter, if the Assessor reasonably suspects a councillor has engaged in a conduct breach, the Assessor may decide to refer a suspected conduct breach to the Wujal Wujal Aboriginal Shire Council to deal with under section 150SD(4)(a) or 150W(b) of the LGA.

Upon receipt of the referral notice of a complaint of suspected conduct breach the Wujal Wujal Aboriginal Shire Council must deal with the councillor's conduct as prescribed under section 150AF of the LGA unless a decision is made not to start or to discontinue the investigation under section 150AEA of the LGA. In conducting the investigation, the Wujal Wujal Aboriginal Shire Council must comply with this investigation policy.

The Wujal Wujal Aboriginal Shire Council may decide not to start or discontinue the investigation if:

- the complainant withdraws the complaint.
- The complainant consents to the investigation not being started or being discontinued. For example, the matter has been resolved, and it is unnecessary for the local government to investigate the complaint.
- The complainant does not comply with a request by the local government for further information.
- There is insufficient information to investigate the conduct

- The local government must discontinue an investigation if the office of the councillor is vacated during the investigation i.e. the person has resigned or was not re-elected and is no longer a councillor for another reason.

The local government must give a notice to the below parties if an investigation is not started or discontinued:

- the councillor
- the person who made the complaint, if known and
- the Assessor, including the reasons for the decision.

### 3. Scope

#### 3.1 In Scope

This investigation policy applies to investigations and determinations by the Wujal Wujal Aboriginal Shire Council about the suspected conduct breach of a councillor including a mayor, which has been referred by the Independent Assessor. Under the requirements of 150AE LGA the policy must:

- include a procedure for investigating the suspected conduct breaches of councillors (see Addendum 3 – Investigation Standards) ; and
- state the circumstances in which another entity may investigate the conduct; and
- be consistent with the principles of natural justice; and
- require the local government to prepare a report about each investigation (see Addendum 2 - Report template and summary report template). require a notice about the outcome of investigations be provided to the Assessor, councillors; and
- and persons who made complaint about the councillors' conduct; and
- include a procedure about when the local government may decide not to start, or to discontinue, an investigation under section 150AEA.

Further the policy requires the Wujal Wujal Aboriginal Shire Council

- to give the councillor information about the suspected conduct, including details about the evidence of the conduct; and
- to give the councillor a notice if an investigation is not started or is discontinued; and
- for conduct the subject of a complaint - to give the person who made the complaint, if the contact details of the person are known, a notice if an investigation is not started or is discontinued; and
- to give the councillor the preliminary findings of the investigation before preparing an investigation report about the investigation (see Addendum 4 - Statement of Preliminary Findings Template).
- to allow the councillor to give evidence or a written submission to the local government about the suspected conduct and preliminary findings; and
- to consider any evidence and written submission given by the councillor in preparing the investigation report for the investigation; and
- to include in the investigation report -
  - If evidence is given by the councillor—a summary of the evidence.
  - If the councillor gives a written submission—a full copy of the written submission.

#### 3.2 Out of Scope

This Policy does not relate to more serious councillor conduct, such as misconduct or corrupt conduct, which are dealt with under separate legislative provisions.

This Policy also does not deal with unsuitable meeting conduct, or any conduct undertaken in a personal capacity by a councillor, for example, a sitting councillor campaigning for re-election or attending a private social function.



## 4. Confidentiality

Matters relating to the investigation of suspected conduct breach of a councillor are confidential to the local government during the investigation period, except:

- to give the councillor information about the suspected conduct, including details about the evidence of the conduct; and
- to give the councillor the preliminary findings of the investigation before preparing an investigation report about the investigation; and
- to give the councillor a notice if an investigation is not started or is discontinued.
- for conduct the subject of a complaint - to give the person who made the complaint and the assessor a notice if an investigation is not started or is discontinued.

However, once the conduct is investigated and an investigation report is received, a summary of the investigation report must be made publicly available before any discussion is undertaken by the Wujal Wujal Aboriginal Shire Council.

The summary report must be made available at 5pm. on the next business day after notice of the meeting at which the decision is to be made is given. However, if the agenda for the meeting, where the investigation is to be discussed, is already publicly available under section 254D or the City of Brisbane Regulation 2012, section 242D, the summary report is to be made available when the agenda is made publicly available.

**The published summary report must not contain:**

- Any names or identifying information about the complainant or any other persons, other than the councillor.
- If a person other than the councillor provided information for the purposes of the investigation including by giving an interview, a transcript of interview, or provided a statement or affidavit, the name of the person or information that could identify them or any other person, other than the councillor unless the complainant is a councillor or chief executive officer (CEO) of the local government, whose identity was disclosed at the meeting at which the investigation report was considered.
- Once the matter has been investigated and a report has been provided to the local government, the matter will be placed on the council meeting agenda and the investigation report and any recommendations of the investigator may be debated in the council meeting, which may be in a closed session under section 254J(3)(j) of the LGR. At this point, the summary investigation report is not treated as confidential as it must be publicly available and attached to the agenda papers that are circulated before the meeting.

A final decision by resolution of the council in an open council meeting must take place when the decision is made about whether a councillor engaged in a conduct breach and if so any decision about orders that are made under section 150AH of the LGA.

Any decision that is not consistent with the recommendation of the investigation report that is made at a local government meeting about a conduct breach under section 150AG of the LGA and the decision is:

- inconsistent with a policy of the local government, or
- the approach ordinarily followed by the local government for the type of decision, must have a statement of reasons for the decision.

The CEO must ensure the minutes of the local government meeting include the statement of the reasons for not adopting the recommendation. The minutes must give sufficient information to demonstrate the logic that has been applied to justify the decision not to follow the recommendation of the investigation report.

The full investigation report must be made publicly available within 10 business days of the Wujal Wujal Aboriginal Shire Council making a decision by resolution about whether the councillor engaged in a conduct breach and if so, any orders made in relation to the matter.

The published report must not contain any names or identifying information about the complainant, or any other persons including those who were interviewed or a transcript of interview, or provided a statement or affidavit unless the complainant is a councillor or CEO of the local government whose identity was disclosed during the meeting at which the investigation report was considered e.g. those councillors or CEO who have a conflict of interest in the matter because they were the complainants and/or are involved in the conduct, and have notified the CEO in writing of their conflict before the meeting and have declared the conflict and the particulars at the council meeting.

When deciding what action to take, the local government may consider any previous conduct breach of the councillor, any allegation made in the investigation that was admitted or not challenged, and the local government is reasonably satisfied is true.

A notice about the outcome of the investigation must be given to the Assessor as soon as practicable that states the decision, the reasons for the decision and the details of any orders made under section 150AH of the LGA.

**Note:** For investigation report templates please refer to Addendum 2 - Report template & summary report template, and Addendum 4 - Statement of Preliminary Findings Template. These templates should be used by the investigator.

## 5. Natural Justice

Any investigation of suspected conduct breach of a councillor must be carried out in accordance with natural justice.

Natural justice, or procedural fairness, refers to three key principles:

- that the councillor who is the subject of the suspected conduct breach matter has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken i.e. fair hearing; and
- that the investigator should be objective and impartial i.e. absence of bias; and
- that any actions taken or decisions made are based on evidence i.e. not on suspicion or speculation.

As part of the fair hearing principle the councillor who is the subject of the suspected conduct breach matter will receive information about the suspected conduct and be given the opportunity to respond to the allegations that have been made, including for example:

- receiving the preliminary findings of the investigation before the preparing of an investigation report about the investigation outcome; and
- allowing the councillor to give evidence or a written submission to the local government about the suspected conduct breach and preliminary findings; and
- requiring the local government to consider the evidence or written statement from the councillor in preparing the investigation report; and
- if evidence is given by the councillor, a summary of the evidence and, if a written submission is provided, a full copy of the written submission that is to be included, in the investigation report.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

A proper examination of all issues means the investigation must give a proper and genuine consideration of all information provided during the investigation.

**Note:** It must be kept in mind that the matter when referred, is suspected, and not yet proven.

## 6. Standard of proof

The civil standard of proof is applied by the Investigator when making a recommendation as to whether a councillor has engaged in a conduct breach.

The civil standard of proof is 'on the balance of probabilities', which means the weighing up and comparison of the likelihood of the existence of competing facts or conclusions.

An allegation is sustained 'on the balance of probabilities', if based on the evidence, the local government, is reasonably satisfied that its existence is more probable than not.

## 7. Timeline

The councillor conduct framework must be effective and efficient. The investigator must make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of the local government's meeting within eight weeks of commencing the investigation, after the receipt of the complaint from the Assessor.

**Note:** *If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor or delegate (if the Mayor is managing the investigation) to seek an extension of time. Delay in procuring an investigator to undertake the investigation should be avoided by the local government.*

## 8. Expenses

Local Governments must pay the expenses associated with the investigation of suspected conduct breach of a councillor including any costs of:

- an independent investigator engaged on behalf of the Wujal Wujal Aboriginal Shire Council
- travel where the investigator needed to travel to undertake the investigation, or to interview witnesses
- obtaining legal or expert advice.

**Note:** *Council may order the subject councillor to reimburse them for all or some of the costs arising from a sustained conduct breach. These costs would usually only relate to obtaining legal or expert advice and reasonable costs for the investigator engaged to undertake the investigation. Any costs incurred by complainants, or the subject councillor will not be met by council. Where possible, costs should be kept to a reasonable rate taking into consideration the costs for more serious matters dealt with by, for example, the Councillor Conduct Tribunal or other jurisdictions who deal with conduct matters.*

## 9. Councillor conduct register

The CEO must ensure decisions and any orders under section 150AH of the LGA made about a conduct breach by a councillor or any decision to not start, or to discontinue an investigation of suspected conduct breach under section 150AEA of the LGA, are entered into the relevant councillor conduct register.

## Procedures for the Investigation

### 10. Independent Assessor's referral

The Wujal Wujal Aboriginal Shire Council will receive a referral notice from the Assessor about the suspected conduct breach of a councillor. The referral notice will include details of the conduct, and any complaint received about the conduct, state why the Assessor reasonably suspects that the councillor has engaged in a conduct breach and include information about the facts and circumstances that form the basis of the Assessor's reasonable suspicion.

The Wujal Wujal Aboriginal Shire Council must deal with the matter and the investigation must be conducted

in a way that is consistent with this investigation policy.

**Note:** The Assessor must also give a notice to the councillor that states the councillor's conduct has been referred to the Wujal Wujal Aboriginal Shire Council to deal with and a copy of the referral notice must be attached.

## 11. Receipt of Assessor's referral

On receipt of a referral notice about the suspected conduct breach of a councillor from the Assessor, the CEO will forward a copy of that referral notice to the Mayor and all councillors, including the subject councillor, as a confidential document.

The councillor who is the subject of the complaint and the complainant, if the complainant is a councillor, have a declarable conflict of interest and should manage it in a way that is consistent with the requirements of the **model meeting procedures** section 5 including notifying the CEO in writing before the meeting and declaring the COI in the council meeting and not participating in discussions or influencing any decision makers.

The Wujal Wujal Aboriginal Shire Council must follow the Investigation Policy throughout the investigation of the matter.

The Mayor will manage the investigation process and may undertake the investigation themselves, or engage an external investigator, to investigate the suspected conduct breach and prepare an investigation report with recommendations about whether the councillor engaged in a conduct breach and how the conduct may be dealt with.

If the Mayor has a conflict of interest in the matter, the Mayor's powers to manage the investigation must be delegated by council resolution to the Deputy Mayor, or if the Deputy Mayor is conflicted, another unconflicted councillor must be appointed from the other councillors by resolution, to manage the investigation.

Where the local government meeting loses quorum due to conflicts of interest of councillors or absent councillors, then the conduct matter must be delegated to the Mayor or a standing committee to decide. If the referral notice is about the suspected conduct breach by the mayor, then the matter must be delegated to a standing committee.

The Wujal Wujal Aboriginal Shire Council will consider establishing a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters which are delegated by resolution to a standing committee. The standing committee will decide about the mayor's conduct in all circumstances where there is a loss of quorum or more generally, may also deal with councillors' conduct.

While section 12(4)(f) of the LGA provides that the Mayor has the extra responsibility of being a member of each standing committee, the Mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of the conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest.

## 12. When the local government may decide not to start, or to discontinue, an investigation

On receipt of the referral notice from the Assessor, the Mayor will manage the investigation unless it is delegated. If there are circumstances for considering not starting or discontinuing an investigation, the matter will be placed on the agenda for the next council meeting. The local government may decide by resolution to not start, or discontinue, a suspected conduct breach matter. The resolution must state the decision and the reasons for the decision.

The only circumstances in which the local government can formally not start or discontinue a matter are under section 150AEA of the LGA:

**Note:** *The matters not started or discontinued must be reported in the annual report (including the reasons) and recorded in the councillor conduct register.*

## 13. Local government investigating the suspected conduct breach of a councillor

Unless the matter has been delegated by the local government, the Mayor will manage the investigation of suspected conduct breach matters relating to other councillors by either performing the role of Investigator or engaging a suitably qualified person to undertake the investigation and provide an investigation report for the Wujal Wujal Aboriginal Shire Council to consider. The circumstances under which an external investigator may be engaged must be consistent with this Investigation Policy. The Mayor is authorised by council to expend money as reasonably needed to engage contractors in accordance with the council's procurement policy.

The following are examples of circumstances where an investigation is to cease and be referred to another agency:

- If the investigator obtains information which indicates a councillor may have engaged in misconduct, the investigator must cease the investigation and advise the Mayor or delegate, if the conduct is about the mayor, and the chief executive officer. The CEO must give the information to the Assessor for preliminary assessment.
- If the investigator obtains information that indicates a councillor may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Mayor or delegate, if the alleged conduct is about the mayor, and CEO. The CEO must refer the details of the suspected corrupt conduct to the Crime and Corruption Commission.

## 14. Engaging an Investigator

In deciding whether to engage an external suitably qualified person to investigate the alleged conduct breach, council may take into account the following circumstances:

- conflicts of interest in the matter prevent the investigation being undertaken internally by the local government
- the witnesses and documents to be reviewed are voluminous and the time necessary to undertake the investigation would represent a substantial diversion of local government resources
- the complexity of the issues to be investigated and the report to be prepared would represent a substantial diversion of local government resources
- the local government does not possess relevant skill or expertise to undertake the investigation internally.

The Wujal Wujal Aboriginal Shire Council must decide who is undertaking the investigation. If it is an external investigator, then they will determine who will do the investigation and procure that person.

Once an investigator has been selected to undertake the investigation, that investigator will follow the investigation standards of the local government (see Addendum 3– Investigation Standards).

Once the investigation is finalised the investigator will prepare a report for the local government which is to include the following details:

- the investigation process
- any witnesses interviewed
- documents or other evidence obtained
- a statement of the relevant facts ascertained
- confirmation that the subject councillor has been provided with an opportunity to respond to the complaint and the evidence compiled
- the investigation findings
- a statement of any relevant previous disciplinary history
- any recommendations about dealing with the conduct
- a record of the investigation costs.

## 15. Completion of investigation

### 15.1 Findings and recommendations

The investigator must prepare a Preliminary Statement of Findings and must give the preliminary findings to the councillor before preparing the Investigation Report and allow the councillor to give evidence or a written statement about the alleged conduct and preliminary findings.

The investigator must consider any evidence or written submission given by the councillor in preparing the investigation report and include a summary of the evidence and a full copy of any written submission in the investigation report.

### 15.2 Investigation Report

The investigator must prepare an investigation report about the investigation of a suspected conduct breach matter referred by the Assessor to the local government under section 150AFA of the LGA. (However, this does not apply to a decision by the Establishment and Coordination Committee under the COBA). The investigation report must include the findings of the investigation, a summary of the evidence or a full copy of any written submission given by the councillor and recommendations for consideration by the local government (see Addendum 2 – Report Template).

A summary investigation report with the preliminary Statement of Findings and summary of the outcome of the investigation attached, must be prepared for public availability before the meeting where the councillors will consider the investigation report matter on or before the day and time prescribed by the LGR section 254C and the COBR section 242C, which is;

- 5pm on the next business day after the notice of the meeting at which a decision is to be made has been provided to the councillors; or
- the day and time when the agenda for the meeting at which a decision is to be made is publicly available.

The Wujal Wujal Aboriginal Shire Council must prepare a summary of the investigation report that must include:

- the name of the councillor whose conduct has been investigated; and
- a description of the alleged conduct; and
- a statement of the facts established by the investigation; and
- a description of how natural justice was afforded to the councillor during the conduct of the investigation; and
- a summary of the findings of the investigation; and
- any recommendations made by the investigator who investigated the conduct.

The following information must not be made publicly available—

- if the investigation relates to the conduct of a councillor that was the subject of a complaint—
  - the name of the person who made the complaint or any other person, other than the councillor, or
  - information that could reasonably be expected to result in identifying a person who made the complaint or any other person.
- if a person, other than the councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit—
  - the name of the person, or
  - information that could reasonably be expected to result in identifying the person or any other person, other than the councillor unless the complainant is a councillor or CEO of the local government, whose identity was disclosed at the meeting at which the investigation report was considered
  - any other information the local government is entitled or required to keep confidential under a law.

### 15.3 Making a decision about the investigation

Wujal Wujal Aboriginal Shire Council must make a decision by resolution as to whether the subject councillor has engaged in a conduct breach.

When debating this matter the subject councillor, who has a declarable conflict of interest in the matter, must declare the conflict of interest, and the eligible councillors (those who do not have a conflict of interest in the matter) can decide by resolution for the subject councillor to remain in the meeting during the debate and may answer questions put to the subject councillor through the chairperson to assist the eligible councillors in making a decision. The resolution can include conditions, for example that the subject councillor may remain in the meeting for the debate but must leave the place where the meeting is being held, including any area set aside for the public, during the vote about the conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.

Should the complainant be a councillor, that councillor has a declarable conflict of interest in the matter and must follow the declarable conflict of interest procedures set out in the **model meeting procedures** section 5. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or section 238 of the COBA or deferred to another date when a quorum will be present.



If a decision is reached that the councillor has engaged in a conduct breach, the Wujal Wujal Aboriginal Shire Council (with the exception of the councillor the subject of the investigation and the complainant, if another councillor), will consider the findings and recommendations of the investigator's report and decide what, if any, action it will take under section 150AH of the LGA.

After deciding about the conduct breach, the Wujal Wujal Aboriginal Shire Council must make the investigation report for the investigation publicly available after the meeting at which the decision about the outcome of the investigation is made, by;

- on or before the day and time prescribed by regulation, or 5pm on the tenth day, or
- the day and time that the meeting minutes are made publicly available.

The following information contained in the investigation report must **not** be made publicly available:

- if the investigation relates to the conduct of a councillor that was the subject of a complaint
  - the name of the person who made the complaint or any other person, other than the councillor even if that person has a declarable conflict of interest; or
  - information that could reasonably be expected to result in identifying a person;
- if a person, other than the councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit:
  - the name of the person or
  - information that could reasonably be expected to result in identifying the person or any other person, other than the councillor
  - the submission or affidavit of, or a record or transcript of information provided orally by, a person, including, for example, a transcript of an interview
  - any other information the local government is entitled or required to keep confidential under a law e.g. documents subject to legal professional privilege or information that is part of a public interest disclosure under the *Public Interest Disclosure Act 2010*.

The report made publicly available must include the name of the person who made the complaint only if:

- the person is a councillor or the chief executive officer of the local government and
- the person's identity as the complainant was disclosed at the meeting at which the report for the investigation was considered.

## 16. Disciplinary action against councillors

If the Wujal Wujal Aboriginal Shire Council decides that the councillor has engaged in a conduct breach, any of the following orders may be imposed:

- order that no action be taken against the councillor or
- make an order outlining action the councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

**Note:** For further information refer to Addendum 5 - Conduct Breach Disciplinary Action Guideline

## 17. Notice about the outcome of the investigation

The Wujal Wujal Aboriginal Shire Council must give a notice about its decision to:

- the Assessor
- the person who made the complaint about the councillor's conduct that was the subject of the investigation, and
- the subject councillor who was investigated.

## 18. Addendums –

### 18.1 Index

**Assessor** means the Independent Assessor appointed under section 150CT of the LGA.

**Behavioural standard** means a standard of behaviour for councillors set out in the **Code of Conduct for Councillors in Queensland** approved under section 150D and 150E of the LGA.

**Conduct** includes—

- (a) failing to act; and
- (b) a conspiracy, or attempt, to engage in conduct.
- (c)

**Councillor conduct register** means the register required to be kept by the local government as set out in sections 150DX and 150DY of the LGA.

**Conduct breach** as set out in section 150K of the LGA.

**Investigation policy** refers to this policy, as required by section 150AE of the LGA.

**Investigator** means the person responsible under this investigation policy for carrying out the investigation of the suspected conduct breach of a councillor.

**Summary of investigation report** means a summary of the full investigation report prepared before making a decision about the outcome of the investigation that must be publicly available on or before the day prescribed by regulation.

**Investigation report** means a report provided by the investigator to the local government that must be publicly available within 10 business days after the local government makes a decision about the outcome of the investigation.

**LGA** means the *Local Government Act 2009*.

**Local government meeting** means a meeting of:

- a local government; or
- a committee of a local government

**Misconduct** see section 150L of the LGA.

**Model meeting procedures** see section 150F of the LGA.

**Referral notice** see section 150AB, AC and AD of the LGA.

**Tribunal** means the Councillor Conduct Tribunal as established under section 150DK of the LGA.

**Unsuitable meeting conduct** see section 150H of the LGA

**18.2 Report template and summary report template****Conduct Breach Complaint Investigation and Recommendation Report to Wujal Wujal Aboriginal Shire Council**

Reference number:	
Date received from council:	
The complaint:	
Description of the alleged conduct.	
<i>(Outline the allegation/s as referred for investigation, including date/s, time/s, place/s, description of alleged conduct. Succinct description of (full title and relevant sections) of policy (e.g. code of conduct) alleged to have been breached).</i>	
Name of the complainant who made the complaint about the alleged conduct.	
<i>(Consider if council indicates the matter relates to a public interest disclosure and ensure compliance with the Public Interest Disclosure Act 2010)</i>	
The subject councillor: <i>Name of subject councillor (Reference level of experience as a councillor and any past disciplinary history including for like matters).</i>	
Conflict of interest considerations:	<i>(Declaration of any conflict of interest or 'no conflict of interest' by the investigator).</i>
Summary of the investigation process	
Scope of the investigation	
Interviews conducted	
Documents examined	
Facts identified	
Category of the conduct breach - set out relevant standards of sections considered.	
Investigation Report	
Date of the report	
Wording of allegation for consideration	
A statement of the facts established by the investigation	
A description of how natural justice was afforded to the councillor during the conduct of the investigation	

A summary of the findings of the investigation	
A summary of any relevant previous disciplinary history	
Summary of the evidence or a full copy of any written submission given by the councillor	
Application of facts to the conduct breach outlined above	
A record of the investigation costs	

**Note:** Insert discussion of sufficiency of evidence to sustain the allegation and whether the evidence is capable of supporting a finding that the councillor has breached

<b>Recommendation to council</b>			
Recommendations made by the investigator who investigated the conduct. It is recommended that:			
<ul style="list-style-type: none"> <li>This report be submitted to the Wujal Wujal Aboriginal Shire Council for consideration, pursuant to section 150AG of the <i>Local Government Act 2009</i> (the LG Act), as to whether or not the councillor has engaged in a conduct breach; and if they are found to have so engaged, what action the local government will take to discipline the councillor pursuant to section 150AH of the LG Act;</li> </ul>			
<ul style="list-style-type: none"> <li>Having analysed the material from this investigation, a conclusion might be drawn that:</li> </ul>			
<p><b>Note:</b> make a recommendation as to whether a conduct breach is made or not, with succinct reasons:</p> <p>If Wujal Wujal Aboriginal Shire Council finds the councillor has engaged in a conduct breach, are there any aggravating or mitigating circumstances that should be taken into account?</p> <p><i>For example, any action taken by the councillor since the conduct, any Aboriginal traditions or Islander customs of the councillor.</i></p> <p>If council finds the councillor has engaged in a conduct breach, the following disciplinary action under section 150AH LGA is recommended (refer to the 'Guideline – conduct breach disciplinary action'):</p>			
Attachments/Supporting Documentation			
Signed		Dated:	
Name:		Role	

### 18.3 Investigation Standards

The investigation must be managed in a consistent manner.

Documentation must be contained in an efficient records management system. Confidential information must be secured appropriately.

#### 1. Case Management file

The investigation must be supported by a recognised case management tool so that emails, letters, statements, and evidence can be stored and secured confidentially. File notes must be made in the case management system to document key milestones in the investigation such as when lines of inquiry are identified, witnesses are spoken to, when evidence is secured, and document key decisions.

#### 2. Investigation Plan

The Mayor or delegate will, prior to beginning the investigation, check that the investigator does not have a conflict of interest in the matter. Remove them immediately from the investigation should a conflict of interest become known.

The following investigation process must be followed by the investigator unless the Mayor or delegate agrees to vary the process in a particular case.

Take all necessary steps to protect the identity of the complainant(s) as far as possible during communications with the councillor.

Consider the following:

- Research the legislation and policy framework thoroughly.
- Identify lines of inquiry and record them as a file note in case file management system.
- Present all the evidence the councillor provides or gives in a written statement.
- Gather further evidence (for example, from interviewing other witnesses, obtaining documents, or carrying out site inspections) when necessary.
- Secure evidence in case file management system, making a file note when lines of inquiry are followed up and key decisions are made during the course of in the investigation.
- Undertake a proper and impartial examination of the evidence gathered, including expert advice and analysis and / or legal advice if required.
- Draw conclusions based on the evidence and applying the appropriate legislative and policy frameworks.

#### 3. Prepare an investigation report

Prepare the investigation report for the local government to consider on the template attached (Addendum 2).

If during the course of an investigation, the Investigator obtains new information that a Councillor may have engaged in conduct that may give rise to a new allegation, the Investigator must obtain particulars related to the conduct and then advise the Mayor or delegate and the Chief Executive Officer who will provide an information notice to the Assessor. The Assessor will undertake a preliminary assessment or alternative action on the matter.

The Investigator will be informed of activities of the Wujal Wujal Aboriginal Shire Council in relation to the investigation. For example, the Investigator will be informed in the event the finalisation of a matter is delayed, or if the Wujal Wujal Aboriginal Shire Council has to notify of a fresh allegation identified during the course of an investigation to the Assessor for a preliminary assessment.

If during the course of an investigation, the Investigator obtains new information that a councillor may have engaged in misconduct or corrupt conduct the investigation will cease and the investigator will notify the Mayor or delegate and chief executive officer who will be responsible for providing an information notice to the Assessor/Crime and Corruption Commission.

## 18.4 Statement of Preliminary Findings Template

### Statement of Preliminary Findings

The Investigator has assessed the evidence set out in the investigation report and, taking into account the seriousness of the allegations, has made findings on the balance of probabilities.

The table below contains a summary of the Allegations and the Investigator's findings.

A detailed summary of the evidence and findings is provided in the full investigation report.

### Conduct Allegations

Allegation	Finding
Allegation:	Substantiated/Not Substantiated
Particulars:	Summary of Evidence:
	Summary of reasons for finding:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Investigator's signature and name

## 18.5 Conduct Breach Disciplinary Action Guideline

This guideline is provided to assist Queensland local governments to make consistent decisions about the appropriate disciplinary action to be taken against a councillor who is found to have engaged in a conduct breach.

### What is a conduct breach?

Section 150K of the *Local Government Act 2009* (LGA) provides that a conduct breach occurs when a councillor:

- breaches a behavioural standard (Code of Conduct for Councillors in Queensland)
- breaches a council policy, procedure, or resolution
- contravenes an order by a chairperson of a local government to leave a council meeting and stay away from the place at which it is being held
- is part of a course of unsuitable meeting conduct orders on three occasions within a one-year period, taken together, is a conduct breach. The local government is not required to notify the OIA of these matters and may deal with the conduct under section 150AG of the *Local Government Act 2009* (including Brisbane City Council) as if an investigation had been conducted.

### Below are some examples of conduct which may constitute a conduct breach:

- A councillor makes derogatory comments about staff publicly.
- A councillor speaks to the media on behalf of council when not properly authorised under a council policy.
- Contravening an order from a chairperson to leave the meeting and stay away from the place at which the meeting is being held including the public gallery, for the remainder of the meeting.
- Three occasions of unsuitable meeting conduct leading to orders being made within a period of one year in relation to a councillor or chairperson.

### Decision

Section 150AG of the LGA provides that where an allegation of a conduct breach has been referred by the Office of the Independent Assessor (OIA) to a local government for investigation, the local government must decide:

- whether or not the councillor has engaged in a conduct breach, and,
- what action the local government will take under section 150AH of the LGA to discipline the councillor if the councillor has been found to have engaged in a conduct breach.

### Types of orders

Section 150AH of the LGA provides a list of the types of orders that the local government may make where it has found that a councillor has engaged in a conduct breach:

- An order that no action be taken against the councillor
- An order that the councillor make a public apology, in the way decided by the local government, for the conduct
- An order reprimanding the councillor for the conduct
- An order that the councillor attend training or counselling addressing the councillor's conduct including at the councillor's expense
- An order that the councillor be excluded from a stated local government meeting
- An order that the councillor is removed or must resign from a position representing the local government other than the office of councillor
- An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct



- An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

### Factors that may be taken into account

Section 150AG(2) of the LGA provides that in deciding what action to take, the local government may consider:

- any previous conduct breach of the councillor
- any allegation made in the investigation that-
  - was admitted, or was not challenged and

the local government is reasonably satisfied is true.

### Guidance on appropriate disciplinary action

It is open to local governments to decide which order/s in section 150AH of the LGA are suitable when a councillor is found to have engaged in a conduct breach. The particular circumstances of a case must always be taken into consideration.

As a guide, it is suggested that it may be appropriate for the local government to consider making an order or combination of orders depending on whether a councillor has been found to have engaged in a conduct breach for the first time, or for a second, or third time.

The table on the following page may assist councils to decide what disciplinary action is suitable in various circumstances.

Order	Instances engaging in a conduct breach		
	First	Second	Third
No action be taken against the councillor	?		
An order for the councillor to make a public apology in the way decided by the local government, for the conduct	?*	?*	?*
An order reprimanding the councillor for the conduct	?#	?#	?#
An order that the councillor attend training or counselling addressing the councillor's conduct including at the councillor's expense	?#	?#	?#
An order that the councillor be excluded from a stated local government meeting		?	?
An order that the councillor is removed or must resign from a position representing the local government other than the office of councillor			?
An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct	?^	?	
An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach**		?	?

\*May be appropriate where there is heightened or particular public interest in the type of conduct or the subject matter relating to the conduct

# May be particularly appropriate where the conduct involves bullying or harassment or making inappropriate comments about another person.

^ For more serious and deliberate conduct breaches by an experienced councillor

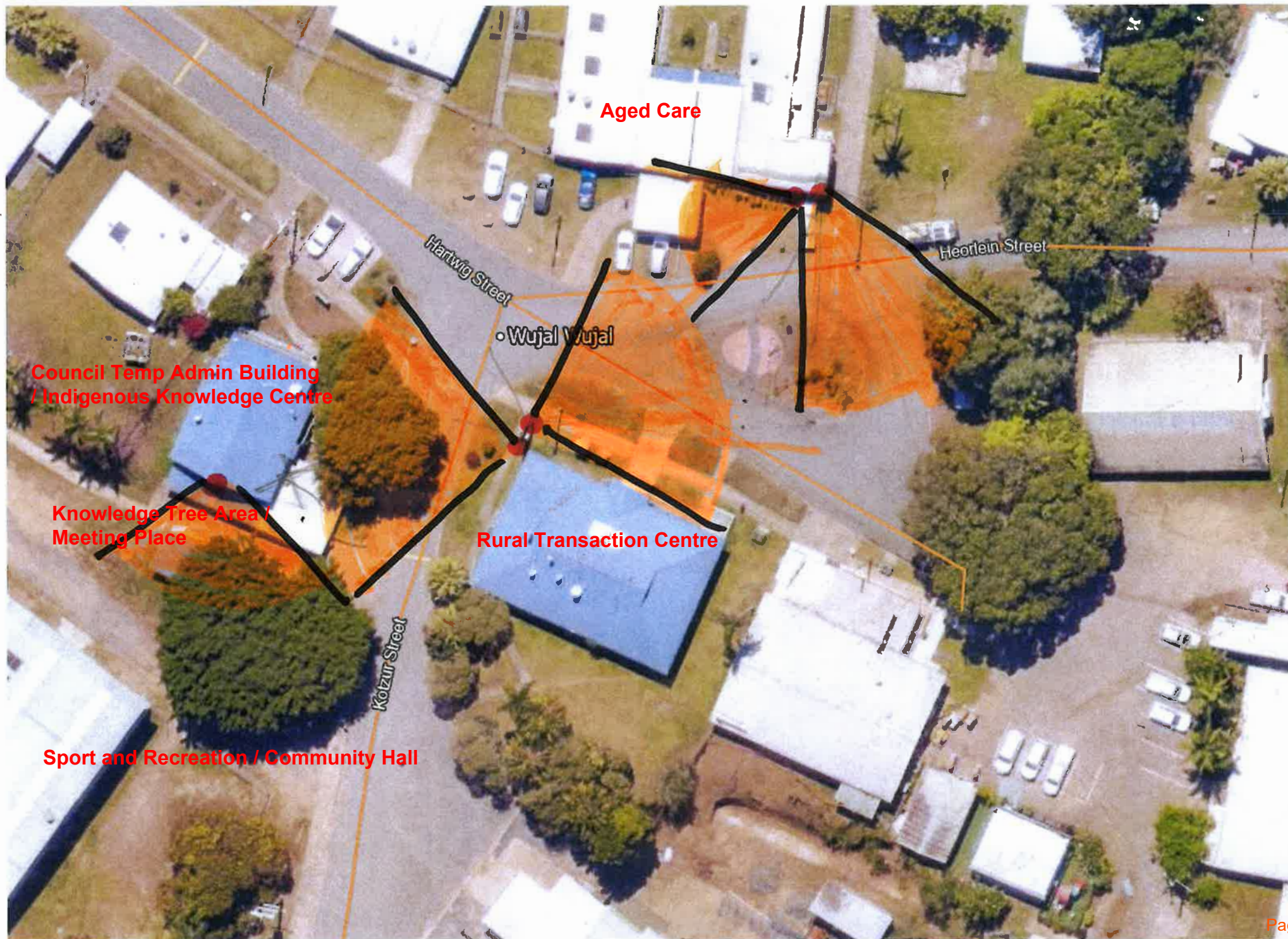
\*\* Costs arising from the councillor's conduct breach includes investigative costs, legal costs, and administrative costs. However, costs should be kept to a reasonable rate taking into consideration the costs for more serious matters dealt with by the Councillor Conduct Tribunal.

# Appendix | 6

## Works for Queensland 2021-2024 Funding – CCTV and Footpath Positions

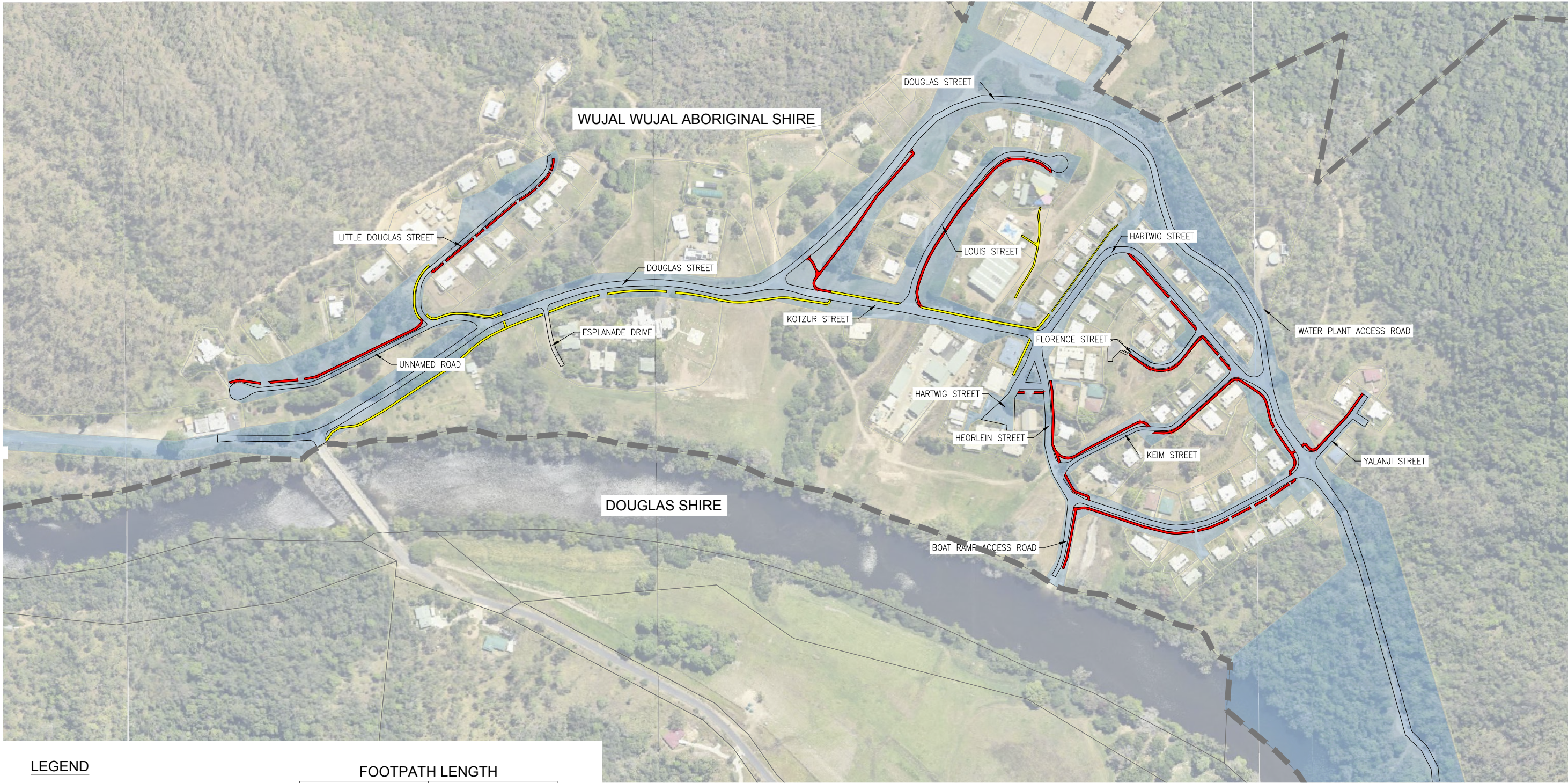








PLOT DATE 27/06/2025 1:38:27 PM  
FILE LOCATION D:\ERSCON\Dropbox\ERSCON\161 Wujal Wujal\ASC\100 Minor jobs\006 - R2R Footpath Masterplan\1 Drawings\161-100-006-SK02 POSSIBLE FOOTPATH LOCALITY.dwg



LEGEND

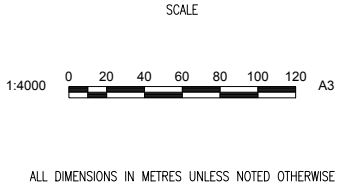
- SHIRE BOUNDARY
- PROPERTY BOUNDARY
- ROAD CENTERLINE
- ROAD RESERVE
- EXISTING FOOTPATH
- FUTURE FOOTPATH

FOOTPATH LENGTH

LOCATION	LENGTH
STAGE 1	206m
STAGE 2	457m
STAGE 3	405m
STAGE 4	421m
STAGE 5	341m
TOTAL LENGTH	1830m

FOR INFORMATION ONLY

NO.	DATE	DESCRIPTION	DESIGN	APPROVED
1	18/02/25	INITIAL ISSUE		



DRAWN	JD	DESIGNED	JD
DRAWN APPROVED		DESIGN APPROVED	
CIVIL SIGNOFF APPROVAL			
DATE:		RPEQ:	

PROJECT REF	WUJAL WUJAL ABORIGINAL SHIRE COUNCIL
DRAWING REF	FOOTPATH MASTERPLAN
DRAWING NO	STAGE LOCALITY SKETCH
161-100-006-SK02	



## 8.14 Works for Queensland 2021-2024 Funding

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Works for Queensland 2012-2024 Funding
Reporting Officer:	Chief Executive Officer
Status:	Decision

### Purpose

Council holds \$1.09M funding for 2021-24 Works for Queensland, which can only be used for construction.

The Department of Local Government has requested Council identify other projects the \$1.09M funding for 2021-24 Works for Queensland can be utilised for in Wujal Wujal.

### Resolution: Works for Queensland 2012-2024 Funding

Resolution:	Council agrees to utilise the \$1.09M funding for 2021-24 Works for Queensland for priority: <ol style="list-style-type: none"><li>1. CCTV around Council's facilities to increase security of Council's assets and safety around community</li><li>2. Footpaths, including a footpath down Heorlein Street and possibly up along Hartwig Street</li></ol>	
Moved:	Deputy Mayor Claudia Doughboy	Carried 5/5
Seconded:	Cr Lucas Creek	
Resolution No	20250520-15	

# Appendix | 7

## Grants Report



## 7 June 2025 – 1 July 2025 Grant Application Status



Submitted  
(Awaiting  
outcome)  
7

Successful  
1

In Progress  
4

Total Active\*  
62

\*Active represents approved grants under management

## 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 Art	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	Perry	Works and Building	Submitted	Dec 2024 - Feb 2025	\$4,168,580.00	\$0.00	\$4,168,580.00
Strong and Resilient Communities - Inclusive Communities R4	Department of Social Services	Operational	<b>Community Empowerment and Inclusion Wujal Wujal Aboriginal Shire</b>	Key initiatives include -School Holiday Programs Sports, arts, education, leadership, and life skills. -Womens Development Supporting female artists, leadership, and empowerment. -Community Events Hosting a Rodeo to boost social and economic participation. -Employment Hiring locals to run events and build skills. -Inclusion & Empowerment Tailored programs for people with disabilities and other target cohorts enhancing life skills, independence, and digital literacy. All programs include workshops on digital skills, self-care, and empowerment	Kesa	Community Services	Submitted	May-25	\$360,000.00	\$0.00	\$360,000.00
Local Conservation and Clean-Up Program	Department of Environment, Tourism, Science and Innovation's	Operational	<b>Bloomfield Riverbank Restoration Initiative –</b>	Planting of plants and trees along the Bloomfield riverbank	Perry	Works and Building	Submitted	Pending Dept Advice	\$39,378.19	\$0	\$39,378.19
Country Roads Connect Program	Department of Transport and Main Roads (TMR)	Capital	<b>China Camp Road – Seal 180m</b>	Upgrading the existing gravel road and intersection, which will finish at the existing concrete pavement. The project also includes the installation of 2 stormwater pipe crossings.	Perry	Works and Building	Submitted	1/06/2025	\$298,566.68	\$0.00	\$298,566.68
Disaster Ready Fund R3	NEMA	Capital	<b>Kotzur Street Drainage Project</b>	Construction of a concrete storm water open drain from Douglas Street to below Kotzur Street including the installation of box culverts to improve safety and flood resilience of the community.	Perry	Works and Building	Submitted	1/09/2025	\$874,644.01	\$97,182.67	\$971,826.68
Disaster Ready Fund R3	NEMA	Capital	<b>Water Treatment Access Road Upgrade</b>	Upgrading Water Treatment Access Road with a concrete pavement and improving the kerb and channel to improve flood resilience and reduce the risk of future disaster impacts.	Perry	Works and Building	Submitted	1/09/2025	\$4,049,751.27	\$449,972.36	\$4,499,723.63
Disaster Ready Fund R3	NEMA	Capital	<b>Bloomfield Falls Road Concreting and Pump Structure Access Upgrade</b>	This project aims to upgrade the existing pavement, intake pump structure, and pump access on Bloomfield Falls Road, enhancing flood resilience, safety, and durability against natural disasters.	Perry	Works and Building	Submitted	1/09/2025	\$2,696,406.76	\$299,600.75	\$2,996,007.51

## Successful Funding Applications

### Wujal Wujal Aboriginal Shire Council



Funding Program	Funding Body	Grant Type	Project Name	Project Summary	Project Manager	Department	Grant Application Status	Funding Amount Applied For (GST Excl.)	Co-contribution (cash)	Total Project Cost (GST Excl.)	Successful Funding Amount
2025 NAIDOC Local Grants Opportunity	National Indigenous Australians Agency	Operational	Wujal Wujal NAIDOC 2025 Community Celebrations Honouring Strength, Vision and Legacy	Entertainment, equipment and sound system, cultural food and refreshments, decorations, event activities, community transport	Kesa	Community Services	Successful	\$25,000.00	\$0.00	\$25,000.00	\$12,000.00

## Funding Applications In-progress Wujal Wujal Aboriginal Shire Council



Funding Program	Funding Body	Grant Type	Project Name	Project Summary	Project Manager	Department	Submission Due Date
Local Government Grants and Subsidies Program 2024-28 - <b>Stage 2 Application Process</b>	Department of Housing, Local Government and Planning (DHLGP)	Capital	<b>Construction of Administration and Business Development Hub</b>	Detailed design and construction of Council Administration and Business Development Hub	Perry	Works and Building	1-Aug-25
Local Government Grants and Subsidies Program 2024-28 - <b>Stage 2 Application Process</b>	Department of Housing, Local Government and Planning (DHLGP)	Capital	<b>Construction of Multipurpose Place of Refuge</b>	Detailed design and construction of Multipurpose Place of Refuge	Perry	Works and Building	1-Aug-25
Roads and Transport Alliance (RTA) TIDS	Department of Transport and Main Roads (TMR)	Operational	<b>P1 - Design Intersection</b>	This project aims to create a design for the upgrade of 2 major intersection within the township of Wujal Wujal, one located at Douglas Street and Kotzur Street and the other connecting Hartwig Street, Heorlein Street and Kotzur Street.	Perry	Works and Building	Open
Roads and Transport Alliance (RTA) TIDS	Department of Transport and Main Roads (TMR)	Operational	<b>P2 - Line Marking and Pedestrian Crossing</b>	This project aims to improve road safety at key intersections and crossings through the installation of line markings. Two pedestrian crossings will also be installed following the alignment of a footpath.	Perry	Works and Building	Open

# Appendix | 8

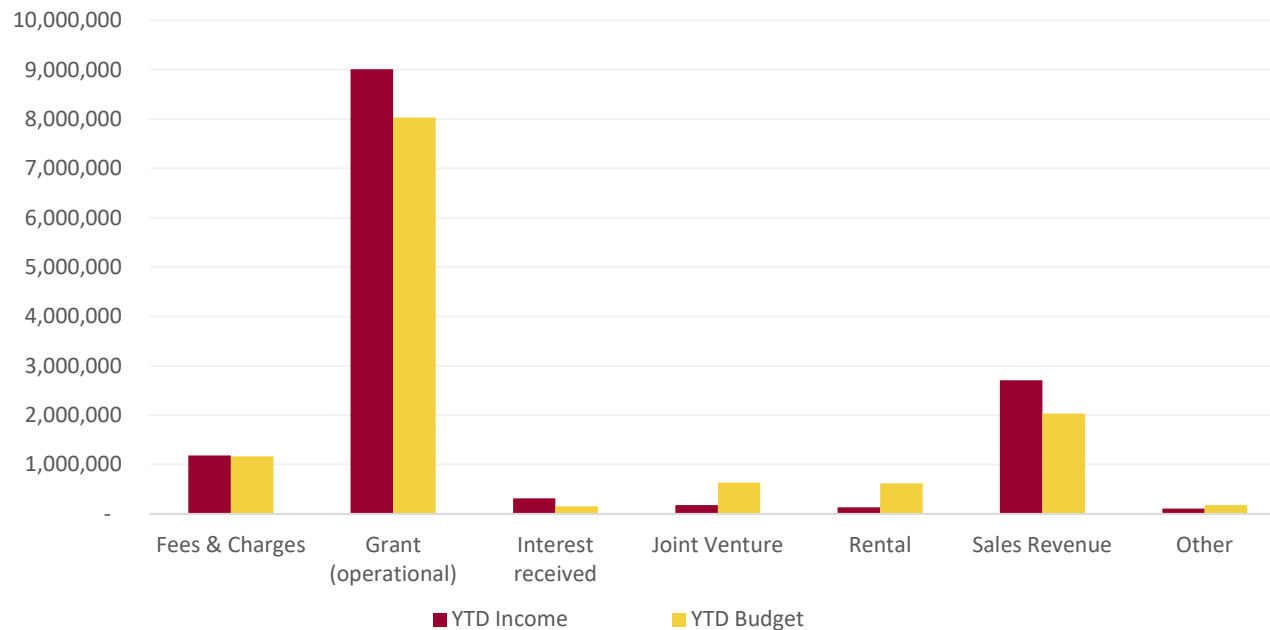
## Finance Report



# Monthly Financial Report June 2025

## Income

### Per type of Income



### Explanation

Revenue	YTD Budget	YTD Income	Full Year Budget
Fees & Charges	1,162,068	1,182,864	1,162,068
Grant (operational)	8,031,305	9,011,334	8,031,305
Interest received	150,000	316,842	150,000
Joint Venture	634,400	178,500	634,400
Rental	621,162	132,408	621,162
Sales Revenue	2,034,120	2,706,154	2,034,120
Other	176,240	108,106	176,240
<b>TOTAL</b>	<b>12,809,295</b>	<b>13,636,208</b>	<b>12,809,295</b>

- The YTD income summary shows total revenue of \$13.6 million, which is ahead of the budgeted 12.8 million, with a full-year target of \$12.8 million.
- Key revenue streams like Interest, Fees & Charges, Sales Revenue are performing above expectations.
- The increase in Grant revenue which are showing ahead of is budget is mainly due to receipt of Financial Assistance Grants (FAGS) for the year 2026-27.



# Monthly Financial Report June 2025

## Operational Grants

Operational Grant	YTD Budget	YTD Income	Full Year Budget
SQF First Start Grant	30,000	-	30,000
Financial Assistance grants	4,936,604	6,816,060	4,936,604
Thriving Communities	102,969	-	102,969
Other Misc	346,087	-	346,087
ATSI -Public Health Grants	178,658	474,210	178,658
Kindergarten Grants	241,196	192,343	241,196
Public Library grant	20,000	100,000	20,000
Get Ready Queensland Grant	4,880	25,901	4,880
Community Safety Plan DATSIP Funding	85,000	-	85,000
NAIDOC Grant	50,000	62,203	50,000
Arts Centre Grant	376,841	302,600	376,841
Home Care Package Subsidy	648,711	554,872	648,711
Indigenous Employment Grants	164,305	66,167	164,305
DATSIP Grant	190,000	5,000	190,000
Deadly Active Sport & Recreation Grant	151,055	288,766	151,055
LRRG grants	505,000	5,413	505,000
<b>TOTAL</b>	<b>8,031,305</b>	<b>8,893,535</b>	<b>8,031,305</b>

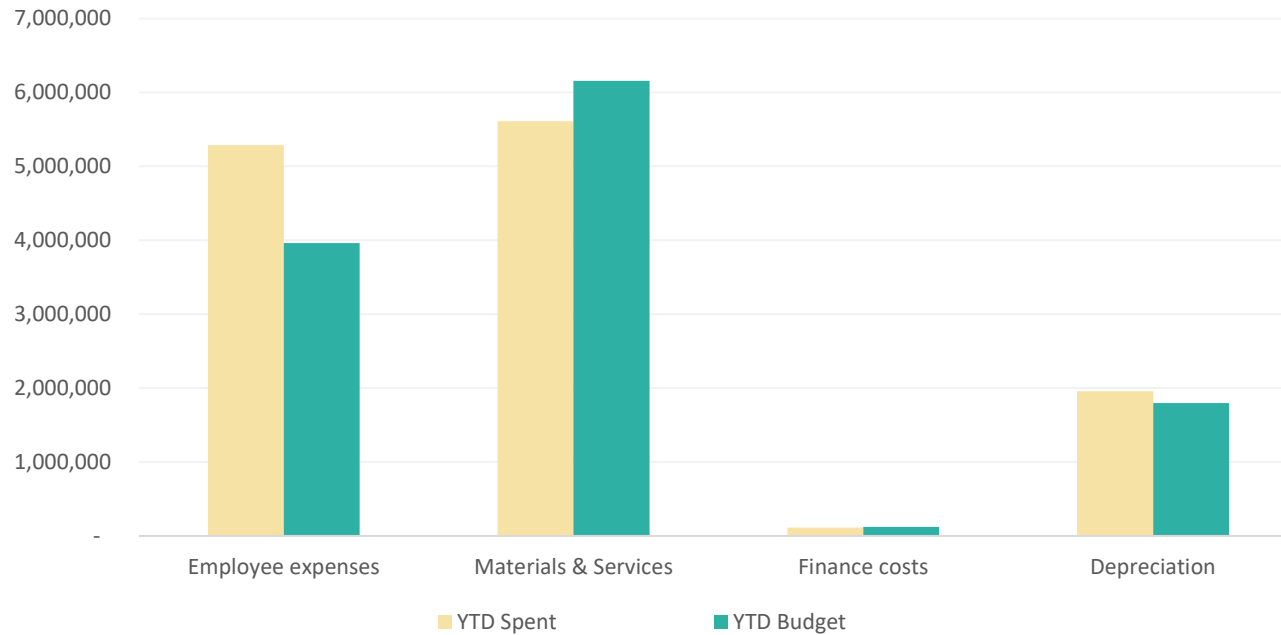




# Monthly Financial Report June 2025

## Expenses

### Per type of Expenses



### Explanation

Expense	YTD Budget	YTD Spent	Full Year Budget
Employee expenses	4,323,684	3,081,950	4,323,684
Materials & Services	6,574,062	8,876,452	6,574,062
Finance costs	132,475	120,167	132,475
Depreciation	1,959,074	2,129,594	1,959,074
<b>TOTAL</b>	<b>12,989,295</b>	<b>14,208,163</b>	<b>12,989,295</b>

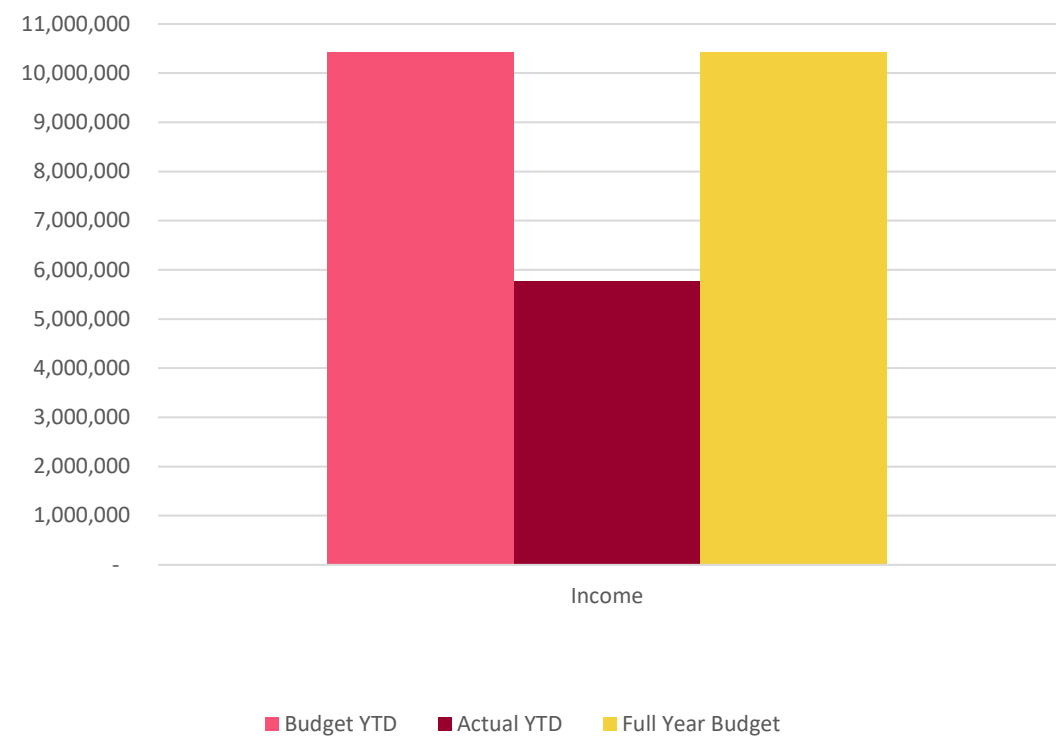
- The YTD expense summary indicates that total spending is \$14.2 million, exceeding the budgeted amount of \$12.99 million, with a full-year budget set at \$12.99 million.
- Over expenditure is due to increased QBuild work and Funded QRA Disaster Expenditure



# Monthly Financial Report June 2025

## Capital Grants

### Capital Grants



### Explanation

Particular	Budget YTD	Actual YTD	Full Year Budget
Income	10,433,464	5,772,583	10,433,464

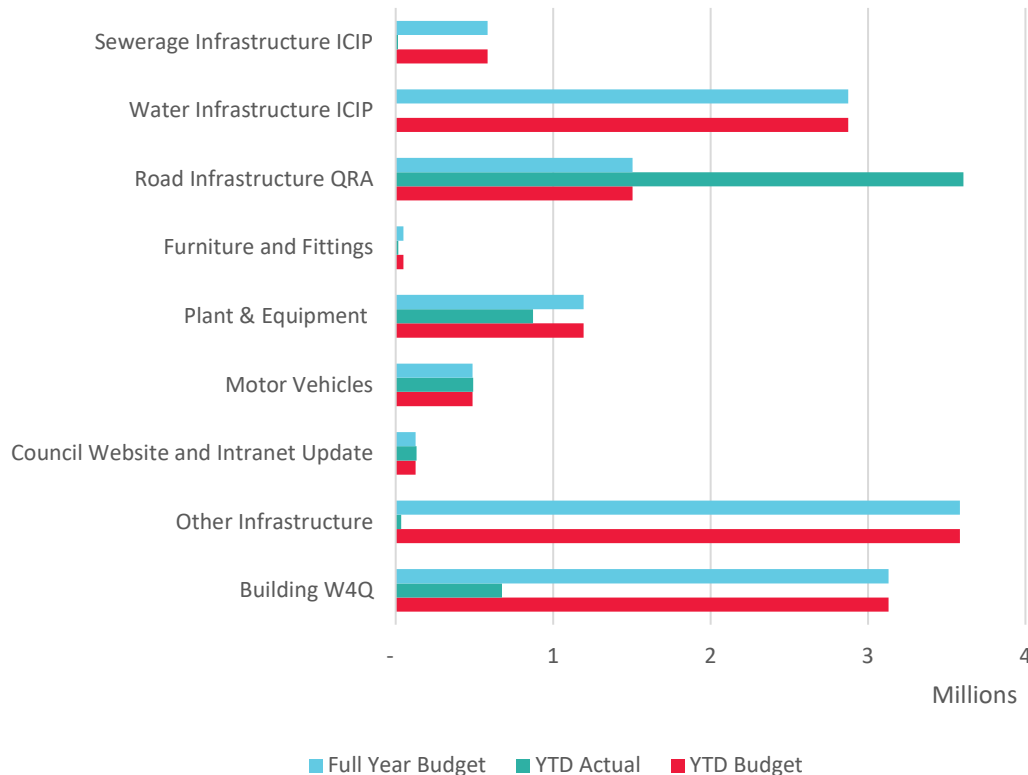
- The YTD income summary reveals that **actual income stands at \$5,772,583**, which is far below the **budgeted YTD income of \$10.4million** and the **full-year budget target of \$10.43 million**. This considerable shortfall in income is primarily due to deferred capital projects, which has led to 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 June 2025

## Capital Expenditure

### Per Area



### Explanation

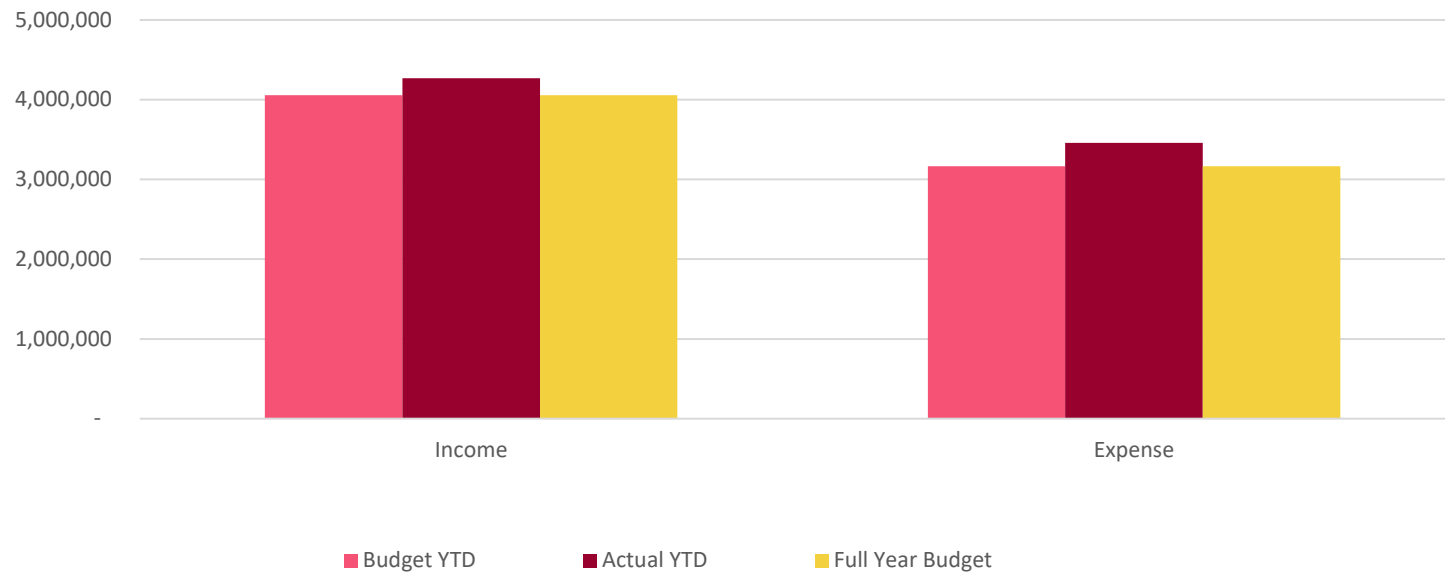
Type	YTD Budget	YTD Actual	Full Year Budget
Building W4Q	3,130,000	674,377	3,130,000
Other Infrastructure	3,584,408	34,953	3,584,408
Council Website and Intranet Update	127,252	133,532	127,252
Motor Vehicles	488,439	491,517	488,439
Plant & Equipment	1,193,000	873,394	1,193,000
Furniture and Fittings	50,000	16,405	50,000
Road Infrastructure QRA	1,505,317	3,605,458	1,505,317
Water Infrastructure ICIP	2,875,000	-	2,875,000
Sewerage Infrastructure ICIP	584,300	15,279	584,300

- Works not effected by ILUA have spent the budget but works that are affected by the ILUA have not yet started.
- The 2025/26 budget is significantly higher and reflects the increased expenditure due after ILUA has been resolved.



# Monthly Financial Report June 2025

## QRA Works (Disaster Works)



Particular	Budget YTD	Actual YTD	Full Year Budget
Income	4,057,000	4,270,000	4,057,000
Expense	3,165,000	3,459,718	3,165,000
Net	892,000	810,282	892,000

## Monthly Financial Report June 2025

### Cash Position

- Council has achieved its untied and tied cash budget. The 50% of Federal Assistance Grant received earlier than budget has helped Council achieve this.
- **Council has 5.7 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**



Cash Type	Budget YTD	Actual YTD	Full Year Budget
Tied Cash	4,158,073	8,913,011	4,158,073
Untied Cash	5,087,356	5,229,153	5,087,356
Cash Balance	9,245,429	14,142,165	9,245,429



# Monthly Financial Report June 2025

## Creditor & Debtors Days

### Account Payable

Current	30 Days	60 Days	90 Days
\$142,343	\$258	\$0	\$12,482

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

### Accounts Receivable

Current	30 Days	60 Days	90 Days
\$60,831	\$0	\$51,278	\$246,495

- 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.



# Monthly Financial Report June 2025

## Expenses through Credit Card

Nature of Expense	Amount (\$)	GST (\$)	Total Amount (\$)
Travelling Expense	2,128	213	2,341
Food and Meal	175	-	175
Subscriptions and Membership	1,806	181	1,987
Office Equipment	298	30	328
Registration Expense	1,569	157	1,726
Insurance Expense	26	3	29
Office Expense	4,297	427	4,724
<b>Grand Total</b>	<b>10,299</b>	<b>1,009</b>	<b>11,309</b>



Statement of Comprehensive Income		YTD End of Month Reporting - June 2025				
	Actual	Budget YTD	Variance	Budget	Comments	
Revenue						
Recurrent Revenue						
Fees & Charges	1,182,864	1,162,068	20,796	1,162,068		
Sales Revenue - Building Construction	2,499,157	1,680,000	819,157	1,680,000	Reflects high QBuild responsive revenue, expenditure	
Sales Revenue - Enterprise	206,997	354,120	(147,123)	354,120	Delay in opening of service station	
Grants, Subsidies, Contributions & Donations	9,011,334	8,031,305	980,028	8,031,305	FA Grant revenue recognition	
Total Recurrent Revenue	12,900,352	11,227,493	1,672,858	11,227,493		
Rental income	132,408	621,162	(488,754)	621,162	Council has delayed in Invoicing	
Interest received	316,842	150,000	166,842	150,000	Higher interest due to QTC additional investment	
Joint Venture	178,500	634,400	(455,900)	634,400		
Other income	108,106	176,240	(68,134)	176,240		
Total Operating Revenue	13,636,208	12,809,295	826,913	12,809,295		
Expenses						
Recurrent Expenses						
Employee Benefits	3,081,950	4,323,684	1,241,734	4,323,684	Due to Vacancies and incroeect budget	
Materials & Services	8,876,452	6,574,062	(2,302,390)	6,574,062	Increase related to Qbuild and incorrect budgeting of QRA	
Finance Costs	120,167	132,475	12,308	132,475		
Depreciation	2,129,594	1,959,074	(170,520)	1,959,074	Budget Miscalculated	
Total Recurrent Expenses	14,208,163	12,989,295	(1,218,868)	12,989,295		
Net Operating Surplus/ (Deficit)	- 571,956	- 180,000	(391,955)	- 180,000	Mainly due to QRA, receiving Cash in advance in 2024 Finanail Year	
Capital Revenue						
Capital, Grants, Subsidies, Contributions & Donations	5,772,582.68	10,433,464	(4,660,881)	10,433,464	Impact of QRA revenue recognition and Deferred Capita Projects	
Capital Income	-	-	0			
Total Capital Revenue	5,772,583	10,433,464	(4,660,881)	10,433,464		
Capital expenses	11,302.14	16,436	(5,134)	16,436		
Total Capital Expenses	11,302	16,436	(5,134)	16,436		
Net Result Surplus/ (Deficit)	5,189,325	10,237,028	- 5,047,703	10,237,028	Net summation of above factors	

# **Appendix | 9**

## **Far North Queensland Regional Plan Presentation**

**Far North Queensland Regional Plan briefing presentation - Wujal Wujal Aboriginal Shire Council, July 2025**

Presentation Summary

- Outline the project intentions for First Nations engagement in Far North Queensland.
- Explain what regional plans are, their role as statutory state planning instruments and where they sit within the broader state planning framework.
- Provide an overview of the State Planning Policy (SPP) and the 17 state interests for land use planning and development. Explain how regional plans identify and interpret these state interests and how they will be applied to a region.
- Discuss and provide examples to differentiate the differences between local, state and regional planning issues.
- Introduce the Draft Far North Queensland Regional Plan 2025, sharing an overview of the contents, relevant excerpts and the local government narrative pages for the Wujal Wujal Aboriginal Shire Council LGA.
- Ask for feedback on their interests and aspirations for Wujal Wujal and the wider FNQ Region across the 5 policy themes – Housing, Biodiversity, Thriving economy, Healthy & liveable communities and Integrated infrastructure networks.
- Discuss the purpose of the FNQ Infrastructure Plan 2024 and the state infrastructure classes.
- Share the next steps for in person and online First Nations engagement opportunities leading into the draft plan release and public consultation period.

# **Appendix | 10**

## **Many Rivers Presentation**

# Developing a Business Idea

Patrick McArthur MED

Atherton Tablelands –  
Mossman – Cape York  
– Cooktown – Hope  
Vale





# Overview



- Who is Many Rivers?
- Do you have a small business idea?
- Business vs Hobby
- Business planning
- Resources to help you



# Do You Have A Business Idea?

Is it a **BUSINESS** or a **HOBBY**?

## Business

- Intend to make a profit
- ABN & Business Name
- Operate in business like manner

## Hobby

- Usually creative pursuits
- “Statement by Supplier” if no ABN

<https://start.business.gov.au/>





# What is the Purpose of Your Business?

1. What do you want to achieve?
2. What will you and others gain from it?



# Business Idea

- Have you got an idea for a business?
- What is your skill or passion?
- Providing a service
- Selling products, craft & artwork
- Building or repairing
- Cleaning & maintenance
- Other?





# Small Business Ideas



- Car detailing
- Wheely Bin Cleaning Service
- Home cleaning
- Gardening/Yard maintenance
- Handy Person
- Bicycle Repair/Hire
- Catering/Food preparation
- Woodwork
- Art & Craft Sales
- Window Cleaning
- Mobile Mechanic
- Deliveries
- Ride Share/Uber
- Lawn Mowing
- Bush Medicine/Tucker
- Musician/ Music Lessons
- Dog Grooming & Boarding
- Dog/Cat feeding & Walking Service
- Walking/Guided Tours
- Retail shop/ Online Shop
- Market Stall
- Sewing & Mending
- Laundry/Ironing Service
- Cake Making
- Secretarial Services
- IT & Computer Services
- Used Book Sales
- Fitness Trainer
- Firewood Supplier
- Plant Nursery
- Child Minding
- Candle Making
- Recycled Clothing Boutique
- Welding/Metal work

# Developing Your Business Ideas

## Research your ideas

- Is there a need for this business in your location?
- Competitors – who/where?
- Who is your Customer/Market and how will you access them?
- What resources will you need ? Finances, operation, location, equipment, licences & approvals, staff, etc?
- Can you start small and grow? Will you cope with the demands?
- How can you get support?



# Your Market & How to Reach Customers



- Who are your Customers?
- How do you reach them?



# Operations

## Structure of the Business

Sole trader, Partnership, etc.

## Capital expenditure

Equipment & resources, Maintenance

**Location, Premises:** Own, lease, share, etc.

## Suppliers & stock

Cost of sales

Freight

Production

**Safety & Security:** OHS, Public safety

## Customer Service:

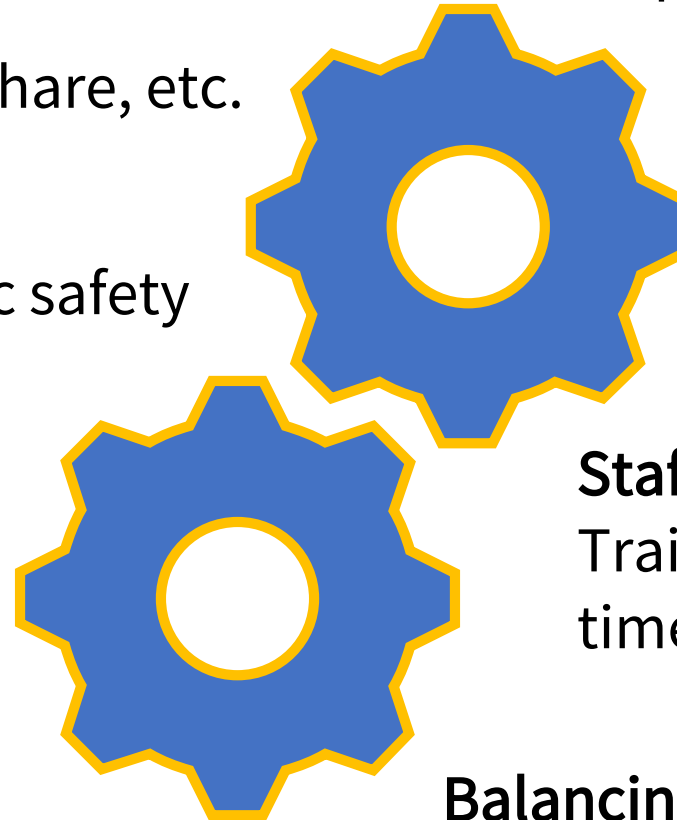
Meeting customer demand

## Staffing

Training, Wages, Casual vs full time, Superannuation, PAYG

**Point of Sale, Invoicing, Book keeping, accounting, records**  
ATO, GST, PAYG

**Balancing Time & Resources**



# Protecting Your Business From Risk May Include

- ABN, Business Name, Trading Name
- Licences & approvals
- Bank accounts – passwords
- Internet safety & virus protection
- Pre-employment/reference checks
- Police clearances
- Training staff
- OHS, procedures
- Property & assets – key/equipment register, maintenance schedules, replacement planning. Hire costs vs ownership.
- Security systems & procedures
- Insurances
- Agreements & contracts
- Terms & conditions/refund policy
- Environmental/Health compliance
- Cultural Permission, appropriate activity & access on country approved by Traditional Owners





# Analyzing Your Business

A simple form of assessment is a SWOT Analysis:

- Strengths
- Weaknesses
- Opportunities
- Threats



# Are You Ready To Start A Business?



- Do you have the rights skills and abilities?
- Do you have access to the funds and resources you need to start up?
- Have you considered the risks?
- Are you prepared to seek help?

<https://www.business.gov.au/planning/new-businesses>

# Are We Right For You?

Your Many Rivers  
business coach,

**Patrick McArthur** can  
provide you with the  
resources you require  
to set-up, start and  
sustain your business

**Make an appointment  
today!**



# MANYRIVERS



[www.manyrivers.org.au](http://www.manyrivers.org.au)