



Appendix | 1

**UNCONFIRMED MINUTES for WWASC Ordinary Council
Meeting – 29 October 2024**

Wujal Wujal Aboriginal Shire Council

Ordinary Council | Meeting Minutes

Date: Tuesday 29 October 2024
Time: 9.13am
Venue: Council Administration and MS Teams

UNCONFIRMED



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1. Opening of Meeting

1.1 Welcome | Opening of Meeting

1.2 Acknowledgement of Traditional Owners

2. Attendance, Leave of Absence and Apologies

2.1 Attendance

Councillors:

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

WWASC Staff Representatives

Chief Executive Officer, Kiley Hanslow
Operations Manager, Works and Building Services, Perry Gould
Corporate and Commercial Services Manager, Micah Nkiwane
Community Services Manager, Kesa Strieby
Executive Assistant, Bronwyn Barry
Uncle Bill Harrigan – Cultural Advisor

2.2 Leave of Absence | Apologies

2.3 Visitors | Presenters

The schedule for these presentations was as follows:

Time	Topic	Agency/Presenter
2:00 – 3:00pm	Pama Futures Presentation	Rickii-Lee Woibo, Kirsty Davis, Amanda Fyfe
3:00 – 4:00pm	Sewerage Treatment Plant	Carrie Goldsmith, Department of Science and Innovation (DESI)

3. Condolences | Congratulations

Deeral and Bambi-Deemal in Hope Vale, Patterson Family and Underwood family in Yarrabah, Hooker Family in Wujal Wujal, Grogan family in Kuranda, James/Harrigan Family
Congratulations to Shakaya and Storm Bloomfield on arrival of baby girl Shykezia (Shilane)

4. Mayoral Motion

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



5. Confirmation of minutes of the Previous Meeting

5.1 Minutes of the Ordinary Council Meeting | 17 September 2024

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

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

Resolution:	That the minutes of the Ordinary Council Meeting held on Tuesday 17 September 2024 be accepted as a true and correct record of that meeting.	
Moved:	Deputy Mayor Claudia Doughboy	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20241029-01	

6. Declarations of Interest in the matters on the Agenda

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

7. Business Arising or Outstanding Matters from Previous Meeting

- Footpath to South Side from the Bloomfield River bridge to the Wujal Wujal sports oval – contacted Douglas Shire Council to request Douglas Shire Council to apply for funding to construct the footpath so residents can walk safely off road, reducing the risk of people being struck by the many tourists who travel up the Bloomfield Road. Cr Nikita Tayley requested looking at providing footpaths for other parts of Hartwig Street, at the moment there are only footpaths in the main street.
- Rubber speed bump near the last house at 9/10 Cape Tribulation Road, near the Degarra turnoff, to slow traffic coming into the community - contacted Douglas Shire Council to request Douglas Shire Council to request this.
- Council Bus Use Policy drafted and being reviewed. Policy will be tabled at the Ordinary Council Meeting on 19 November 2024.
- Community Events included in the Wujal Kaban, soon to be released. Deputy Mayor requested that the new Councillors with photos be added to the Wujal Kaban.
- Pre-Cyclone Season hard rubbish collection will be scheduled for mid-November 2024.

Cultural Advisor Uncle Bill Harrigan joined the meeting at 9:30am

8. Sorry Business

8.1 Sorry Business Protocols

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Sorry Business Timeframes
Reporting Officer:	Chief Executive Officer
Status:	Decision

Background

As per the Ordinary Council Meeting 29 October 2024 Agenda, Council discussed the below Proposed Sorry Business Protocols to give Council, community and service providers clarity around timeframes and restrictions when Sorry Business is occurring. These timeframes and restrictions should be included in the Wujal Wujal Cultural Protocols.

Proposed Sorry Business Protocols:

Non-Essential Visits	Following a death, all non-essential visits to be cancelled for a period of one day
Essential Visits	Upon request and approval by Mayor or Deputy Mayor in the absence of Mayor.
Contractors	Small contractors depend on their planning of reliable jobs to be able to provide for their families and pay their mortgages. These are adversely affected by close downs – this could impact on them agreeing to future works in community.
Solution	One day close on the day of a passing, and one day close of works on the day of a funeral.
Staff leave	There is no leave for Sorry Business, so staff must take their accumulated leave. Often staff do not have enough leave accumulated and casual staff do not accumulate leave. Immediate family can take up to a week if leave is available.
Solution	If there is a stand down day, staff could choose to use their leave or make up their hours by working two four-hour Fridays.

Council agreed the school should close on the day of a passing in Wujal Wujal, with the bus driver to bring the children home at the time of school closure.

Cultural Advisor Uncle Bill Harrigan advised that counselling services on the day of passing are okay and should set up near the Knowledge Trees in the centre of Wujal Wujal for families to approach these services if required. These counselling services can also be available on the day of a funeral.

Council and Cultural Advisor Uncle Bill Harrigan agreed immediate family members can take available leave for up to a week, if they have leave available.

Resolution: Council note their discussion on the timeframes and restrictions during Sorry Business and propose:

1. To implement a one-day restriction to non-essential service providers' visits after a passing in community. Immediate family can take leave up to one week if available.
2. To implement a one day close on the day of a death in Wujal Wujal community, and a one day close on the day of a funeral in Wujal Wujal community.
3. There will be no close for deaths or funerals outside of the Wujal Wujal community.
4. Advise the school to close on the day of a passing in Wujal Wujal, with the bus driver to bring the children home at the time of school closure.

Resolution:	Council notes their discussion on the timeframes and restrictions during Sorry Business and propose: <ol style="list-style-type: none"> 1. To implement a one-day restriction to non-essential service providers' visits after a passing in community. 2. To implement a one day close on the day of a death in Wujal Wujal community, and a one day close on the day of a funeral in Wujal Wujal community. 3. There will be no close for deaths or funerals outside of the Wujal Wujal community. 4. Advise the school to close on the day of a passing in Wujal Wujal, with the bus driver to bring the children home at the time of school closure. 	
Moved:	Cr Nikita Tayley	Carried 5/5
Seconded:	Cr Lucas Creek	
Resolution No	20241029-02	

Cultural Advisor Uncle Bill Harrigan left meeting at 9:43am



8. Outcome of Community Consultation 16 October 2024 Housing and/or Place of Refuge

8.2 Community Consultation

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Sorry Business Timeframes
Reporting Officer:	Chief Executive Officer
Status:	Decision

Background

As per the Ordinary Council Meeting 29 October 2024 Agenda, Council endorsed two options to go out for community consultation. The housing development, Option 2, is inclusive of Lot 1 on SP301682 and Lot 2 (9 lot subdivision). The Place of Refuge, Option 1 was only inclusive of lot 1 on SP301682. RILIPO and Meridian Urban facilitated community consultation on behalf of Council as part of the Master Plan process. Both options were presented to community.

The community favoured the development of Option 2, the housing development, whereas Option 1, the Place of Refuge was deemed a suitable option only. The community advised housing is a crucial infrastructure requirement and community members can shelter in place for longer periods in housing, providing shelter for individuals and their families in the case of any weather event or evacuation.

This project requires coordination between various State Departments, a long timeline and substantial funding. RILIPO and DHLGLPW will work together to initiate the necessary paperwork, including preliminary permits, of Lot 1 on SP301682 as required to develop a site for future residential projects. This project will require a brief with a program and costings for works that include but is not limited to:

Environmental investigation	Site Development Plan development to inform a DA
Engineering report on decontamination process report	WTMA application
Identification of site where the waste is to be relocated to and costs.	Development Application process
Approval process with DESI and DESI requirements	Request for Funding for the project.

The new housing concept plan development design will be incorporated into the final Master Plan Draft that will be presented to Council during the meeting scheduled for 10 December 2024.

Proposed Resolution:

Council notes the outcome of the Wujal Wujal community consultation and the community's preference for Option 2, Community Housing, and endorse this for the Wujal Wujal community.

Resolution: Council notes the outcome of the Wujal Wujal community consultation and the community's preference for Option 2, Community Housing, and endorses this for the Wujal Wujal community.

Resolution:	Council notes the outcome of the Wujal Wujal community consultation and the community's preference for Option 2, Community Housing, and endorse this for the Wujal Wujal community.	
Moved:	Deputy Mayor Claudia Doughboy	Carried 5/5
Seconded:	Cr Nikita Tayley	
Resolution No	20241029-03	



9. Reports: Elected Members and Council Officers

9.1 Mayor's Monthly Portfolio Report

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

Mayor Alister Gibson represented the interests of the Wujal Wujal Aboriginal Shire Council since the last Ordinary Council meeting on 17 September 2024 and reported on his portfolio: Governance, Finance and all other portfolios.

Council noted the Mayor Alister Gibson's Monthly Portfolio Report, as per the Ordinary Council Meeting 29 October 2024 Agenda.

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

Resolution:	Council noted Mayor Alister Gibson's portfolio report as presented.	
Moved:	Cr Nikita Tayley	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20241029-04	

9.2 Deputy Mayor Claudia Doughboy: Economic Development and Tourism

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

The Deputy Mayor Claudia Doughboy represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 17 September 2024 and reports on her portfolio: Economic Development and Tourism.

Council noted the Deputy Mayor Claudia Doughboy's Monthly Portfolio Report, as per the Ordinary Council Meeting 29 October 2024 Agenda.

Other Comments: Present Portfolio economic Development at next community meeting regarding small business opportunities for community – Many Rivers coming to town this Thursday Deputy Mayor will meet with Many Rivers to discuss funding.

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

Resolution:	Council noted Deputy Mayor Claudia Doughboy's portfolio report as presented.	
Moved:	Cr Nikita Tayley	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20241029-05	



9.3 Councillor Robert Bloomfield: Community Sports and Lifestyle

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

Councillor Robert Bloomfield represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 17 September 2024 and reports on his portfolio: Community, Sports and Lifestyle.

Council noted Councillor Robert Bloomfield’s Monthly Portfolio Report, as per the Ordinary Council Meeting 29 October 2024 Agenda.

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

Resolution:	Council noted Councillor Robert Bloomfield’s portfolio report as presented.	
Moved:	Cr Nikita Tayley	Carried 5/5
Seconded:	Mayor Alister Gibson	
Resolution No	20241029-06	

9.4 Councillor Nikita Tayley: Environment and Culture

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

Councillor Nikita Tayley represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 17 September 2024 and reports on her portfolio: Environment and Culture.

Council noted Councillor Nikita Tayley’s Monthly Portfolio Report, as per the Ordinary Council Meeting 29 October 2024 Agenda.

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

Resolution:	Council noted Councillor Nikita Tayley’s portfolio report as presented.	
Moved:	Cr Lucas Creek	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20241029-07	



9.5 Councillor Lucas Creek: Law and Order

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

Councillor Creek represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last Ordinary Council meeting on 17 September 2024 and reports on his portfolio: Law and Order.

Council noted Councillor Lucas Creek’s Monthly Portfolio Report, as per the Ordinary Council Meeting 29 October 2024 Agenda.

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

Resolution:	Council noted Councillor Lucas Creek’s portfolio report as presented.	
Moved:	Deputy Mayor Claudia Doughboy	Carried 5/5
Seconded:	Mayor Alister Gibson	
Resolution No	20241029-08	

9.6 Chief Executive Officer Report

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

The Chief Executive Officer represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings since the last council meeting on 17 September 2024.

Council noted CEO Kiley Hanslow’s Monthly Report, as per the Ordinary Council Meeting 29 October 2024 Agenda.

9.6.2 Report

Approved 2025 special holidays

- 18 July 2025 a holiday for the Shire of Wujal Wujal for the purpose of the Cairns Annual Show
- 24 October 2025 a holiday for Wujal Wujal for the Wujal Wujal Foundation Day

Operational Plan updates as at 30 September 2024

Council continues to prioritise disaster recovery efforts, whilst progressing through the requirements of Council’s Operational Plan. The quarterly updates to Council’s Operational Plan are included in Appendix 2.

Council noted the quarterly updates to the Operational Plan, as per the Ordinary Council Meeting 29 October 2024 Agenda.

Road update

Cook Shire Council continues to progress roadwork between the Mulligan Highway and Wujal Wujal.

Council noted the roads update, as per the Ordinary Council Meeting 29 October 2024 Agenda.

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China Camp Road update

Douglas Shire Council is preparing a Memorandum of Understanding (MOU) to progress road repairs on Wujal Wujal Aboriginal Shire Council's China Camp Road section, to enable access for the Douglas Shire residents in China Camp/Buru. This aim of this MOU is for Douglas Shire Council to be responsible for the road repairs of the China Camp Road, and safety of the road users, and for the cleared side track in Wujal Wujal Aboriginal Shire Council's road reserve to be rehabilitated back to the pre-cleared condition.

Council noted the China Camp Road update, as per the Ordinary Council Meeting 29 October 2024 Agenda.

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

Resolution:	That Council receive the Chief Executive Officer's Monthly Report as presented.	
Moved:	Cr Nikita Tayley	Carried 5/5
Seconded:	Mayor Alister Gibson	
Resolution No	20241029-09	

9.7 Corporate and Commercial Report

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Monthly Portfolio Report: Corporate and Commercial Finance Report
Reporting Officer:	Corporate and Commercial Manager Micah Nkiwane
Status:	Noting

Chief Executive Officer, Kiley Hanslow requested Manager Corporate and Commercial to provide total budget for Council 2024/25.

Chief Executive Officer, Kiley Hanslow requested Manager Corporate and Commercial to provide advise on what the November 24 forecast expense is in the cashflow graph on page 25 of the Ordinary Council Meeting 29 October 2024 Agenda.,

Council noted the Monthly Financial Report, as per the Ordinary Council Meeting 29 October 2024 Agenda.

Resolution: Acceptance of the Corporate and Commercial Report

Resolution:	That Council accept the Financial Corporate and Commercial Report as presented.	
Moved:	Cr Nikita Tayley	Carried 5/5
Seconded:	Cr Lucas Creek	
Resolution No	20241029-10	

Meeting adjourned at 11:23am

Meeting resumed at 11:47am



9.8 Operations Report

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

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

Council noted the Monthly Operations Report, as per the Ordinary Council Meeting 29 October 2024 Agenda.

Cr Robert Bloomfield rejoined the meeting at 12:02pm

Resolution: Works and Building Services Monthly Report

Resolution:	That Council accept the Works and Building Services Monthly Report as presented.	
Moved:	Mayor Alister Gibson	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20241029-11	

Meeting adjourned at 12:12pm

Meeting Recommenced at 12:35pm

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 September 2024.

Council noted the Monthly Community Services Report, as per the Ordinary Council Meeting 29 October 2024 Agenda.

Resolution: Community Services Report

Resolution:	That Council accept the Community Services Report as presented.	
Moved:	Cr Nikita Tayley	Carried 5/5
Seconded:	Mayor Alister Gibson	
Resolution No	20241029-12	

CEO Kiley Hanslow left meeting at 12:40pm

CEO Kiley Hanslow rejoined the meeting at 12:55

10. Presentations to Council

Meeting recommenced at 2:04pm

10.1 Pama Futures

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

Pama Futures/Attendees:

- Rickii-Lee Woibo
- Amanda Fyfe
- Kirsty Davis (Teams)

Pama Futures is about working in partnership with the Commonwealth and State and is a Fee for Service organisation.

- Schools and career advisors are not connecting with council, Pama can help build data and build a framework that works for council to help connect with the schools.
- Pama Futures are part of the Cape York Group. also sitting under this Group are:
 - Cape York Partnership (Products e.g. OHub (financial) and Mayi Market
 - Cape York Institute – Policy and Leadership (help with data, Commonwealth and State investments coming into community for education, jobs, housing health, language.)

Examples of other communities that Pama Futures have helped

Mossman Gorge Community Development Plan – community to explain what they want to achieve in their Community, language, jobs, economic development, education etc – support that Pama Futures team provide in Mossman is to enable conversation and support local leadership to start ticking off all the things listed in their Community Plan.

Hope Vale - Alliance with Gooamenia people–worked with Hope Vale Congress to prepare a proposal to NIAA which was successful in gaining three years funding for Hope Vale Congress to be used for capability building.

Hope Vale Council working with the Justice reinvestment program, on a strategy to identify local funding opportunities that will address issues that are leading to people ending up in the justice system.

Lockhart River Pulya Foundation, providing one on one coaching.

Aurukun Shire Council – working towards digital capability e.g. banking.

Wujal Wujal - Jabalbina – helping with land tenure and Economic Development opportunities.

Pama Futures is a connector they do not provide funding but can provide data to help others secure funding. Local Capability Building is what Pama Futures does (back-end work).

Council asked whether Pama Futures can advocate for increased funding for Centrelink services. Pama Futures confirmed they could help build a case for community to take to Federal Government.

Pama Futures confirmed can advocate for digital banking services.

Councillors asked how can our young community members progress into State and Federal Government environment? Pama Futures has an Elevate Program for 18 months working with eligible leaders, providing corporate mentors to help build leadership. Two people have applied from Wujal Wujal – this program is open to anyone in the Southeast corner (Cooktown, Wujal Wujal and Hope Vale). Pama Futures advise Council of the next program in 2025 so they can they identify anyone who may be interested.

Four Tiers of the Leadership Program

1. Elevate Program
2. Supporting skills for apprentices and trainees
3. Building Managers
4. Building future leadership

Justice Group are funded through State funding - Hope Vale Justice Reinvestment Program. Pama Futures were approached by the Attorney General’s Federal Department, with funding over the next four years to work with community to design a Local Justice Group strategy. They have a project Manager and are recruiting a Local Project Support Coordinator and establishing a Governance Group of young people, to determine how they can help communities with obstacles like getting Blue Cards. It’s about building a strategy around Justice, connecting and then identifying programs that can be put in for funding for local run justice programs.

Council stated Pama Futures should link in with State Government Department DATSIP to ensure there are no duplication of efforts, as DATSIP already funds the Local Thriving Communities program for Council. Pama Futures confirmed they are happy to meet and work with DATSIP.

Deputy Mayor left the meeting at 2:54pm

Deputy Mayor rejoined meeting at 3:00pm

Resolution: Council note the presentation by Pama Futures.

Resolution:	That Council note the presentation by Parma Futures.	
Moved:	Mayor Alister Gibson	Carried 4/4
Seconded:	Cr Lucas Creek	
Resolution No	20241029-13	

Mayor Alister Gibson, Cr Lucas Creek and Cr Robert Bloomfield left meeting at 3:00pm

Mayor and Cr Lucas Creek rejoined meeting at 3:04pm

Cr Robert rejoined meeting at 3:09

10.2 Sewerage Treatment Plant

Presentation to:	Mayor, Councillors and Chief Executive Officer
Subject:	Final Report
Presenters:	Carrie Goldsmith, Department of Science and Innovation (DESI)
Status:	Discussion
Time on agenda:	3:00 – 3:30pm

Sewerage Treatment Plant/Attendees: Carrie Goldsmith DESI

- Discussion on the Environmental Service and Support Program from DESI, including the packages offered by Councils and the support and options for reuse of sewerage effluent and rehabilitation options for the banks of the Bloomfield River to assist with mitigation measures to control erosion.
- Travelled around the state of indigenous councils asking what they want in legislation
- Help guide when council meets with external consultants
- Hope to get more staff to help on ground.
- Staging Waste management
- Work to help Wujal towards own and run Waste Transfer Station
- Working on improving Sewerage Treatment Plant – Tony McCalister has come in to find some options
- Looking at constructive wetlands – looking for funding to reuse the irrigation area to maybe grow native fruit trees, lemons, limes, finger limes etc. – boutique industry
- Training for Council to do water treatment testing/monitoring so we can do it more often than just the regulated every quarter.
- DESI to meet with Jabalbina to see how they could help.
- Need Uncle Charlie to show how to take cuttings of plants; he has a lot of knowledge
- Tony being paid by DESI to do a concept plan
- DESI will try and get funding for green waste bins, compost, woodchipper, furnish the nursery with tools, fertiliser.
- Need to start collecting seedlings for nursery.
- RACQ, Landcare, local nurseries may be able to provide free/cheap plants to revegetate.
- Kuranda Envirocare – could possibly take seeds, propagate them for us, keep half for their seed bank and return half to community

Resolution: That Council note the Sewerage Treatment Plant presented by Carrie Goldsmith of DESI.

Resolution:	That Council note the presentation by DESI on the Sewerage Treatment Plant.	
Moved:	Cr Nikita Tayley	Carried 5/5
Seconded:	Mayor Alister Gibson	
Resolution No	20241029-14	

11. General Business

As the Council meeting was running ahead of time, General Business was tabled prior to the presentations.

Cr Robert Bloomfield

- advised that the area around the boat ramp needs a whipper snip.
- Need a street sweeper for community – educate community on picking up rubbish

Cr Lucas Creek

- Rubbish around community – Community Services Manager to organise flyer for Tidiest Street competition (every 3-4 months)
- CEO Kiley Hanslow to find out what police procedures are for work hours and call outs.

Perry Gould, Manager Operations

- Advised that a community Events Committee is needed but has noted there is a gap between Elders and young people. There is a need for an advisory group between Council and Elders and Uncle Bill could oversee the group.

Cr Nikita Tayley

- Requested that some speed bumps be added to slow traffic on Douglas Street. Also, more signage (we love our kids, we love our town, please slow down).
- Privacy film on window of ladies and men's toilet at the RTC building.

Deputy Mayor Claudia Doughboy

- Round table with Councillors and CEO – every two weeks between Council Meetings is in place.
- Asked how can Councillors better themselves with their portfolios – are Councillors matched well with their portfolios? CEO Kiley Hanslow will follow up with LGAQ to enquire about further training for Councillors.
- Service providers - Councillors need to be made aware of service provider movements.
- Enquired about prepaid phones for councillors. This is not available as per the Local Government Remuneration Commission. Requests for changes could be sent from Councillors to the Local Government Remuneration Commission.
- Deputy Mayor would like to know what is the Local Community Education Board?
- Would like to see uniforms and badges for Councillors when they attend conferences and meetings outside of community.
- Deputy Mayor has asked to be invited to more meetings.

Micah Nkiwane, Manager Corporate and Commercial

- Nil

Kesa Strieby, Manager Community Services

- Nil

Mayor Alister Gibson

- Need to improve signage near roundabout in main street to slow traffic. Possibly another speed hump so there would be two in succession or electronic signage, smiley face for driving slow or sad face if you are going too fast.
- There have been a few sightings of Crocodiles at the boat ramp. Crocodile signage needed near market garden side of town.

CEO Kiley Hanslow – Will organise a boundary extension meeting with Jim Borden and LGAQ.

Councillors would like Wujal Wujal Foundation Day to be on the last Thursday in October going forward. 2025 Foundation Day public holiday is already locked in for Friday 24 October 2025; however, for following years, we will move this to the last Thursday in October each year.



Meeting adjourned at 1:58pm

12. Next Ordinary Council Meeting Date

The next Ordinary Council Meeting is set for Tuesday 19 November 2024.

13. Meeting Closure

Meeting closed at 3:49pm

UNCONFIRMED

Approval of Minutes

Mayor Alister Gibson

Dated

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Appendix | 2

Gifts and Benefits Policy



Gifts and Benefits Policy

Document Control

Version History:	November 2024	File Reference	Magiq 36246
Reviewed and adopted		Resolution Ref	
Next review due	2026		

1. Origin / Authority

Wujal Wujal Aboriginal Shire Council.

This is a discretionary policy, resolved by Council under its powers in accordance with the Queensland Local Government Act (2009) Chapter 2, Section 9 which states: *'Powers of local governments generally: (1) A local government has the power to do anything that is necessary or convenient for the good rule and local government of its local government area.'*

2. Definitions

CEO:	The Chief Executive Officer of the Wujal Wujal Aboriginal Shire Council appointed in accordance with the Local Government Act 2009.
Council:	Wujal Wujal Aboriginal Shire Council, its elected Councillors, its management, and its employees.
Council Employees:	All/any permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.
Conflict of Interest:	A conflict between a person's personal interest and the persons official duties with council.
Donor:	The person or organisation making the offer of a gift/benefit to Council, a Councillor or employee.
Fair market value:	The reasonable retail value of an item.
Gift/Benefit:	A gift given voluntarily to show favour toward someone, honour or occasion, or make a gesture of assistance or goodwill which is good outside of normal open contractual arrangements.

3. Purpose

The purpose of this policy is to:

- Provide Councillors and employees instruction on appropriate ways to deal with offers of gifts and/or benefits in connection with their duties whilst representing Council
- Provide Councillor's and employees with principles and processes when gifts or benefits are accepted
- Support Council's commitment to open and transparent governance
- Minimise risks of Councillors' and employee's exposure to an actual or perceived Conflict of Interest or damage to reputation

4. Scope

This policy governs the treatment of gifts and benefits offered to and/or received by Councillors and employees in the execution of their duties. It applies to all Councillors and Council employees, including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

This policy **does not** apply to:

- Electoral gifts to Councillors as defined in the Electoral Act 1992 or Local Government Electoral Act 2011
- The provisions of the Local Government Act 2009 with respect to when a councillor has a prescribed or declarable conflict of interest relating to gifts or loans

5. Policy Statement

Council acknowledges the following principles:

- The Community expects councillors and employees to discharge their responsibilities impartially and with integrity
- Accordingly, the acceptance of gifts and/or benefits outside of a controlled and transparent process can result in negative perceptions and damage to Council's reputation
- Major considerations in determining whether acceptance of a gift/ benefit is reasonable include:
 - The intent in which the gift or benefits were given
 - The public perception of acceptance of the gift/benefit
- It is not appropriate for Councillors or employees to accept a gift or benefit, if the intention of the giver was to benefit from the exchange in any way.
- There can be circumstances where the offering or acceptance of a gift or benefit is reasonable, and the transparent process for consideration and disclosure is detailed in section 5 of this policy document

6. Notification / Approval of Receipt of gift or Benefit

6.1 Acceptance of gifts and benefits

If a councillor or employee is offered a gift, they must consider why the gift is being given and whether acceptance is appropriate.

Each type of gift carries with it different risks that must be considered when deciding whether or not acceptance is appropriate.

The following must be considered:

- Relevant legislation
- Why the offer or gift was made
- The value and type of the gift/benefit
- The likely public perception of acceptance, whether there is a perceived or actual conflict of interest in accepting the gift or benefit
- Whether there is a perceived or actual conflict of interest in accepting the gift or benefit
- Whether a tender or quotation or contract negotiations are pending or underway

6.2 Circumstances where the acceptance of a gift or benefit is not appropriate

Councillors and employees **must not** accept a gift and /or benefit irrespective of value, if any of the following apply:

- If it could be seen to affect the performance of an individual's duties
- Could be seen to influence a decision-making process
- The donor or any reasonable observer, could interpret that the recipient may be under an obligation to the donor because of receiving the gift
- If the intention of the giver was to benefit from the exchange in any way
- It is not offered openly
- It is an offer of money

Any gifts or benefits offered in this manner must be reported immediately to the relevant Manger or CEO (for employees) or to the Mayor (for Councillors and CEO).

If unsure councillors and employees should decline offers.

6.3 Circumstances where it may be appropriate to accept a gift

Acceptance of a gift/benefit **may be** appropriate if it complies with the following:

- It does not influence, or has the potential or perceived potential to influence, to compromise the integrity of the recipient, or create a conflict of interest
- It is not related to advice or decisions about for example: granting licences, inspecting and regulating businesses, granting of approvals, letting of contracts, procuring goods/services, the provision of Council services, or the provision of a Council grant
- Where the gift is of cultural or historical significance. Any such gifts must be declared in the Register of Gifts and Benefits and these culturally/historically valuable gifts must be retained
- Gifts of cash or items readily converted into cash **must be refused** regardless of the value

The following gifts are considered low risk and can be generally by accepted without addition to the Gifts and Benefits Register:

- Gifts under a nominal value of \$50 made in gratitude for carrying out a specific task e.g. a small personal gift to a Councillor or employee for speaking at a function.
- Low value corporate gifts made as a marketing initiative, e.g. mass produced as mementos at a conference or course
- Ceremonial or symbolic gifts from visiting organisations provided to Council e.g. plaque of appreciation or memento. Gifts made to the Council remain the property of the Council and not the individual

6.4 Declaring and reporting of Gifts and Benefits on Council's Register of Gifts and Benefits

When gifts and benefits are received over the estimated nominal value of \$50, it is important that they are dealt with in a consistent and appropriate manner.

- All gifts received must be recorded in Council's Register of Gifts and Benefits
- An employee who receives a gift and/or benefit is required to fill out the 'Notification /Approval of Receipt of Gift or Benefit Form' and forward the completed form to the CEO within five business days of receipt of the gift and /or benefit
- The details of the gift or benefit will then be noted in the Register of Gifts and Benefits

Should the CEO or Councillor accept a gift or benefit he/she is required to submit the 'Notification /Approval of Receipt of Gift or Benefit Form' to the Mayor. In the case of the Mayor receiving gift and/or benefit, this must be reported to the Deputy Mayor.

The Register of Gifts and Benefits must include:-

- The date the gift was offered.
- The date the notification was made.
- The recipient and donor.
- Estimated fair market value.
- Determination on how the gift was dealt with.

The Register of Gifts and Benefits forms part of Councils publication scheme and must be published online within 10 calendar days of the end of each quarter.

If the gift/benefit is retained by **Council**, it must be used for public benefit or in an appropriate manner. If there is no such use, then the gift/benefit may be disposed of in an appropriate and sensitive manner (e.g. donation to a charity, hospital, school or community organisation).

6.5 Gifts exceeding an estimated nominal value of \$500

Councillors are required to record any gift with an estimated value of over \$500 or multiple gifts which together total more than \$500 on a Councillor's Individual Register of Interests pursuant to *Section 291 of the Local Government Regulation, 2012*.

The CEO and Directors must disclose gifts over \$500 or multiple gifts which together total more than \$500 on their Register of Interests under Part 5, Chapter 8 of the *Local Government Regulation 2012*.

7. Responsibilities

7.1 All Councillors and Council employees

Must comply with this policy when considering the acceptance of gifts or benefits in the context of their official duties.

7.2 Managers

Must implement controls within their area of responsibility to ensure compliance with this policy.

7.3 Corporate Services Manager

Is the custodian of this policy and will ensure the Register of Gifts and Benefits is maintained.

7.4 Chief Executive Officer, Mayor and Deputy Mayor

Will make determinations upon receipt of the Gift/Benefit Declaration Forms and make arrangements for those determinations to be entered into the Register of Gifts and Benefits.

8. Risk

This policy seeks to minimise the risk to Council, Councillors and employees of actual or perceived Conflict of Interest or damage to reputation through the acceptance of gifts or benefits during the course of their official duties. It provides instruction on appropriate ways to consider, deal with and transparently document offers of gifts and/or benefits in connection with their duties.

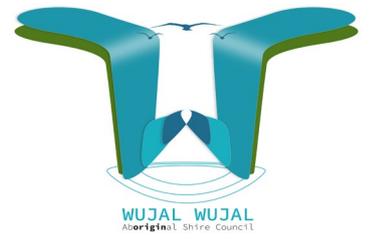
9. Relevant Legislation, Documents and Forms

- Local Government Act 2009 (Qld)
- Local Government Regulation 2012 (Qld)
- Public Sector Ethics Act 1994 (Qld)
- Code of Conduct for Employees
- Code of Conduct for Councillors
- Register of Gifts and Benefits (published quarterly)
- Notification / Approval of Receipt of Gift or Benefit Form

10. Review

Council will formally review this policy every two years.

Kiley Hanslow
 Chief Executive Officer
 Wujal Wujal Aboriginal Shire Council



Appendix | 3

Council Bus Policy



WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

Use of the Council Bus Policy

Document Control

Version History:	Nov 2024	File Ref	Magiq 36250
Review and adopted		Resolution Ref	
Next review due	Annual: 2025		

1. Origin / Authority

- Wujal Wujal Aboriginal Shire Council
- *Local Government Regulations 2012*

2. Purpose

The purpose of this policy is to create a structured and transparent framework that governs the use of the Council Bus, ensuring it is operated safely and efficiently for the benefit of the community. This includes providing clear guidelines for booking, fees, maintenance, and user responsibilities. The outcome of this will be a positive experience for all stakeholders involved.

This policy aims to:

2.1 Ensure Safety:

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

2.2 Facilitate Efficient Use:

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

2.3 Promote Accountability:

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

2.4 Encourage Community Engagement:

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

2.5 Financial Transparency:

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

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

3. Policy Statements

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

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

4. Objectives

The objectives of this policy are as follows:

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

5. Definitions

- **Council Bus:** A vehicle owned and operated by the Council, designated for use in community transport services and events.
- **Council Driver:** A qualified individual employed by Council including Councillors, to operate the Council Bus, who will comply with all relevant driving regulations and safety protocols. All costs or fees associated with the maintenance of the relevant licences are the responsibility of the Council Driver, not of Council.
- **Community Transport Service:** As defined by the Department of Transport and Main Roads (TME) a community transport service is defined in the Transport Operations (Passenger Transport) Act 1994 (TOPTA) as "...a service for the carriage of passengers funded or subsidised out of public money or by a charity and provided for the benefit of a particular group."
- **Hirer:** An individual or group that books the Council Bus, whether for Council-related activities or community events.
- **Booking System:** The designated process or platform through which users can request and secure the use of the Council Bus and Council Driver.
- **Cleaning Requirements:** The requirements regarding the condition of the Council Bus on its return, including responsibilities for trash disposal and general cleanliness.
- **Malicious Damage:** Any intentional harm or vandalism inflicted on the Council Bus, resulting in costs for repair or maintenance not covered by the hire agreement.

6. Policy Principles

6.1 Council Ownership

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

6.2 Mandatory Council Driver

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

The driver must at all times:

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

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

6.3 Usage Restrictions

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

- For a competition or rally
- For farming practices
- On the beach Council Bus is only permitted on bitumen sealed road, as far south as Cairns and as far north of Hope Vale, utilising the main highways.
- For any other purposes excluded by Council's motor vehicle insurance policy
- Smoking or Vaping is not permitted in any Council vehicle
- No drugs or alcohol, or intoxicated persons are permitted on the Council Bus.
- All drivers must comply with requirements of Council's Alcohol and Drug Policy

6.4 Infringements, Penalty Notices and Convictions Council will not be liable to pay any fines, penalties or costs incurred by the driver of the Council Bus, except in the event of Council not fulfilling its obligations in section 6.1 of these Policy Principles.

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

6.5 Booking Requirements

- When you request to book the Council Bus you must at the same time also book the Council Driver
- All requests to use the Council Bus must be submitted through the designated booking system at least two weeks in advance
- Bookings are subject to availability and must be confirmed by the Council.
- Council retains the right to refuse any booking request
- Bookings cannot be guaranteed
- Community trips are from point to point – e.g. Wujal Wujal to Cooktown (no stops between points). Community members must sign in when boarding the bus and sign out when disembarking the bus.
- Vehicle must be returned on the day of hire. An additional \$600 will be charged per day if not returned on the day of hire.
- On return to community with the Council bus, please phone 0407 553 628 for inspection and securing of the Council Bus.
- The Council Bus Hire Policy must be read and signed by the Hirer, prior to utilising the Council Bus.

6.6 Fees and Charges

- The rate of for hire of the Council Bus is **\$600 per day**. This fee includes windscreen cover, tyre damage, mechanical maintenance, and the hourly charge for the Council designated driver.
- The daily hire fee includes up to **150 kilometres** of travel.
- An additional fee of **\$0.88 per kilometre** will be incurred if you travel in excess of this limit
- An additional fee of **\$200** will be charged if the bus is not returned in a clean and tidy state. Refer to section 6.8 for more details on cleaning of the bus on return.
- The hire fee does **not** cover malicious damage of any sort, including vandalism.
- The reservation of the Council Bus must be completed by the person, group, organisation or company who will be using it. It cannot be hired on behalf of another person, group, organisation or company, unless formal permission is granted by the Chief Executive Officer.

6.7 Logbook Completion

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

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

6.8. Cleaning Requirements

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

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

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

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

Damage to the Council Bus will result in the hirer being responsible for the costs to repair that damage.

6.9. Compliance

All users must comply with this policy. Non-compliance may result in revocation of usage privileges and/or additional penalties as deemed appropriate by Council.

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

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

6.10 Summary

This policy confirms Wujal Wujal Aboriginal Shire Council's commitment to the responsible use of the Council Bus, and to ensuring it remains a valuable resource for the community.

For any questions or require clarification, please contact the Council IKC officer or Community Services Manager.

7. Application

This policy applies to all users of the Council Bus.

8. Associated Policies

- Code of Conduct
- Vehicle Use Policy

9. Relevant Legislation

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

10.

11. Review and Monitoring

This policy will be reviewed annually.

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

Kiley Hanslow

Chief Executive Officer

Wujal Wujal Aboriginal Shire Council

Information Bulletin

PT 20 (10.17)

Community and Courtesy Transport Services

Community transport services

A community transport service is defined in the *Transport Operations (Passenger Transport) Act 1994* (TOPTA) as “...a service for the carriage of passengers funded or subsidised out of **public money** or by a **charity** and provided for the benefit of a **particular group**.”

The following information is provided for the purposes of clarifying the definition of a community transport service:

- *Public money* includes money provided by a Commonwealth, state or local government.
- *Charity* means a fund, foundation or institution devoted to the private or public relief of unfortunate or needy persons.
- *Particular group* is a group that is identifiable by any characteristic common to the members of the group. For example, a particular group would include persons sharing the characteristic of being sick or injured.
- Community transport services can operate on a scheduled, pre-booked or demand-responsive basis and a fee can be charged for the service.

Courtesy transport services

A courtesy transport service is defined in TOPTA as “...a service for the carriage of passengers provided, **free of charge**, by an **entity** using a vehicle owned or leased by the entity for customers, clients or students of the entity.”

The following information is provided for the purposes of clarifying the definition of a courtesy transport service:

- *Free of charge*, for a courtesy transport service, includes a service without any of the following:
 - payment or other consideration is provided for the service;
 - levy, donation or other monetary contribution is required for the service; or
 - a receptacle that is displayed in such a way as to suggest that a donation is expected or required to use the service.
- *Entity* means an independent organisation and includes a person and an unincorporated body.

- For a courtesy transport service, an *entity* provides the service *using a vehicle owned or leased by the entity*. The following are examples of a courtesy transport service:
 - a car dealer provides a courtesy transport service to the CBD using a vehicle owned or leased by the car dealer
 - a hotel courtesy bus
 - a resort that provides a transport service to and from the airport.

Chartering another operator to provide a “courtesy bus” service

An entity (such as an educational institution, club, hotel, accommodation house, or other business) may wish to engage a bus operator to provide a courtesy service to its students, customers or clients. Because the transport is not being provided by the entity, in a vehicle owned or leased by the entity, a transport service of this type does not fall within the legislative meaning of a courtesy transport service. Different requirements, including requirements that may restrict how the service may be operated, will apply to the service and its operator and drivers. Contact your local Passenger Transport office for more information.

Additional information

TOPTA requires operators and drivers of community and courtesy transport services to comply with specific legislative requirements to achieve the provision of the best possible services at a reasonable cost to the community and government. For more information on these requirements, please refer to the following information bulletins:

- *PT23 Exemptions from Operator Accreditation and Driver Authorisation for Community and Courtesy Transport Services*
- *PT205 Operator Accreditation for Community and Courtesy Transport Services.*

The information contained in this bulletin has been produced as a guide to assist in the understanding of the legislation and policy. Clarification of any information in this bulletin may be obtained from the Department of Transport and Main Roads by contacting your local passenger transport office of the Department.

This bulletin is an interpretation of the relevant Acts, Regulations and Standard and should not be used as a reference to a point of law.

The legislation may be viewed on the internet at www.legislation.qld.gov.au. Additional information about public passenger services is available on the Department of Transport and Main Roads internet site at www.tmr.qld.gov.au/information_bulletins.

Information Bulletin

PT 23 (20/07/2023)

Public passenger services exempt from Operator Accreditation and Driver Authorisation

Operator accreditation (OA) and driver authorisation (DA) requirements apply to the provision of particular public passenger services in Queensland. This bulletin provides information about exemptions from these requirements.

OA exemption – taxi services and booked hire services

Operators of taxi services and booked hire services (including booked hire services provided in limousines) do not require OA to provide these services. However, if an operator uses a taxi, limousine or booked hire vehicle to provide a service other than a taxi or booked hire service then OA requirements may apply to those services. Booked hire service providers (including booked hire services provided in limousines) and taxi services should refer to [Personalised transport industry; taxi and booked hire](#) for authorisation and licence requirements.

OA and DA exemption – community and courtesy transport services

This information must be read in conjunction with information bulletin [PT 20 Community and Courtesy Transport Services](#). OA and DA requirements do not apply to a community or courtesy transport service— if no more than two vehicles are available, at any time, to provide the service, and each of the vehicles may be driven under a class C driver licence; or if the service is not available to the general community (regardless of the number of vehicles or type of vehicle used to provide the service).

Note—

A class C driver licence (commonly known as a driver licence for a car) can be used to drive a motor vehicle, other than a motorbike, with a seating capacity for 12 or less adults (including the driver) and that has a gross vehicle mass of not more than 4.5t.

A service is available to the general community if any member of the community is capable of meeting requirements for using the service. In other words, if a condition of receiving the service can be easily met by any member of the community then the service is available to the general community.

A service is not available to the general community if a condition of travel cannot be easily met by any member of the community. Restrictions to travel may include, but are not limited to, matters such as disability or medical conditions.

Examples of services that are and are not considered available to the general community are provided in *Attachment 1*.

OA and DA exemption – locally significant event services

OA and DA requirements do not apply to a locally significant event service.

A locally significant event service is defined as a public passenger service—

- (a) operating in or near a local government area with a population of less than 2,500 people (according to the most recent estimated resident population for the area stated on the Australian Bureau of Statistics website); and

- (b) provided, free of charge, for carrying passengers to or from an event (such as an annual show day or race day) that is held no more than twice a year in or near the area and open to attendance by the general public, either free of charge or on payment of an entry fee; and
- (c) for which no more than two motor vehicles are available, at any time, to provide the service.

Operators providing more than one service

If an operator provides more than one kind of service, each service must be assessed separately to determine the applicability of OA and DA requirements. Some services may require OA and DA while other services may be exempt. Where an operator provides services that require OA and DA and other services that are exempt from OA and DA, they are not required to meet the operator and driver requirements for those services that are exempt.

Additional information

This bulletin has been produced as a guideline and is not a reference to a point of law. Clarification of any information in this bulletin may be obtained by contacting a regional passenger transport office. Contact details can be found at www.translink.com.au/contact-us

The *Transport Operations (Passenger Transport) Act 1994*, *Transport Operations (Passenger Transport) Regulation 2018* and *Transport Operations (Passenger Transport) Standard 2010* can be accessed on the internet at www.legislation.qld.gov.au

Additional information about public passenger services is available on the Department of Transport and Main Roads internet site at www.tmr.qld.gov.au/information_bulletins.

Attachment 1 – Examples

Services available to the general community

OA and DA may apply to a community or courtesy transport service that is available to the general community.

1. Membership of a bowls club is open to the general community. The club provides a courtesy transport service to club members only.
2. A service provided to meet the transport needs of a broad-based group within a community would be considered available to the general community unless conditions restrict who might use the service.
3. A sporting club or surf lifesaving club providing transport for members to attend its club house for social activities.
A service operated to take members of the general public to a local community or medical centre.
4. A bus operated by a hotel, tourist resort, or backpacker hostel, which provides a pick-up and drop-off transport service for guests.

Services not available to the general community

OA and DA do not apply to a community or courtesy transport service that is not available to the general community.

A service is not available to the general community if, in order to receive the transport service, a person needs to meet eligibility criteria that cannot be easily met by any member of the community. Such criteria may include, but is not restricted to, matters such as age, disability, or medical condition.

A service provided only to persons with a disability and their carer.

1. A service provided solely for residents or clients of a particular facility (for example, aged care homes, respite care facilities or nursing homes).
2. A sporting club providing transport to training and sporting events for officials, team members, and parents and guardians of team members.
3. Further examples of services considered not available to the general community include community transport services provided solely for refugees or veterans.

Information Bulletin

PT 301 (21/07/23)

Driver Authorisation

What is driver authorisation (DA)?

The *Transport Operations (Passenger Transport) Act 1994* requires drivers of motor vehicles used to provide particular public passenger services to hold DA.

The purpose of DA is to maximise public confidence in relation to the drivers of motor vehicles used to provide public passenger services. This purpose includes ensuring drivers of public passenger vehicles are suitable persons, having regard to the safety of children and other vulnerable members of the community, the personal safety of passengers and their property, public safety and the reputation of public passenger transport.

Categories of DA

A driver must hold a DA that authorises the holder for the kind of public passenger service being provided.

There are two types of DA:

1. Booked Hire/Taxi DA, (BHTX DA), which authorises the holder to drive a vehicle being used to provide any kind of public passenger service for which DA is required. This means that holders of BHTX DA are automatically authorised to provide services under General DA.
2. General DA, (Genr DA), which authorises the holder to drive a vehicle being used to provide any public passenger service other than a booked hire service or a taxi service.

Note: This information bulletin does not cover Restricted DA which is issued by an accredited operator of a community or courtesy transport service. For information about Restricted DA, please refer to the following information bulletin: [PT305 Restricted Driver Authorisation for Drivers](#).

If you provide booked hire services to a customer in a licensed vehicle other than a taxi or limousine you will be required to hold both DA and a [booked hire service licence](#).

Requirements for obtaining DA

Entitlement to work in Australia

Before an application can be accepted, a person must provide evidence that they are—

- an Australian citizen; or
- a permanent resident of Australia; or
- a New Zealand citizen who is the holder of a special category visa as defined by the *Migration Act 1958* (Commonwealth), section 32; or
- entitled under a visa granted under the *Migration Act 1958* (Commonwealth) to work in Australia.

If you are an Australian citizen, permanent resident or a New Zealand citizen holding a special category visa, any of the following documents will be accepted as evidence of an Australian work entitlement—

- current green Medicare card
- full Australian birth certificate

- Queensland birth extract
- Australian citizenship certificate or extract
- Australian naturalisation certificate
- Australian passport (which cannot be expired for more than two years)
- Repatriation Health Card - for all conditions (Gold Card)
- New Zealand passport
- evidence of Australian permanent residency.

If you are not an Australian citizen, permanent resident or New Zealand citizen holding a special category visa, you must present your overseas passport or identity document such as your ImmiCard at the time of application and upon renewal. You must also complete the Department of Transport and Main Roads' [Authority to Check a Visa Holder's Work Entitlement](#) (form F4595) so the department can verify your entitlement to work in Australia before your application can be accepted.

Driver licence requirements

Booked Hire/Taxi DA applicants must –

1. Hold a current Australian open or restricted driver licence.
2. For at least 3 years in total, have held an open, restricted, provisional or probationary driver licence (Australian or overseas).
3. Have held for a continuous period of at least 1 year any of the following licences or a series of the following licences:
 - an Australian open, restricted, provisional or probationary driver licence;
 - a corresponding foreign licence issued by an *experienced driver recognition country* or are cognised country listed on the Austroads website. (These are countries recognised as having similar driver licensing standards to Australia.)

General DA applicants must –

1. Hold a current Australian open or restricted driver licence.
2. For at least 3 years in total, have held an open, restricted, provisional or probationary driver licence (Australian or overseas).

Suitability requirements

DA applicants and holders must satisfy various suitability requirements, including medical fitness, satisfactory criminal history, and satisfactory traffic history. Failure to maintain these requirements can result in an application being refused or a current DA being cancelled, suspended or amended.

Medical fitness

DA applicants and holders must demonstrate medical fitness to drive a motor vehicle used to provide a public passenger service. Applicants for grant and renewal of DA must provide a medical certificate issued for a commercial vehicle driver on [Form F3712 Medical Certificate for Motor Vehicle Driver](#). The medical assessment must be conducted by a medical practitioner in accordance with the commercial medical standards set out in the *Assessing Fitness to Drive – For Commercial and Private Vehicle Drivers* publication issued by Austroads and the National Transport Commission.

A medical certificate must be no more than six months old when presented to the department. For the purposes of DA, once a medical certificate has been presented to the department it may remain valid for up to five years from its date of issue unless an earlier expiry date is specified on the certificate.

Applicants are required to meet any costs associated with obtaining a medical certificate.

Once an authorised passenger transport driver turns 75 years of age, the driver is required to submit a medical certificate issued for a commercial vehicle driver to Transport and Main Roads on an annual basis.

Criminal history checks

DA applicants and holders must have a satisfactory criminal history having regard to the safety of children and other vulnerable members of the community, as well as the personal safety of passengers and their property.

Criminal history checks are undertaken by the department on all DA applicants before an application can be approved. Applicants cannot provide their own criminal history check, because the criminal history check information provided to the department for DA purposes contains more historical information than is normally released. Under the *Transport Operations (Passenger Transport) Act 1994*, a conviction is defined as including a finding of guilt or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded.

DA holders are subject to ongoing monitoring of any changes to their criminal history.

For more information, please refer to information bulletin [PT17 Driver Authorisation – Effect of a Driver Disqualifying Offence](#).

Traffic history check

An applicant must have a driving history considered suitable to hold DA. For more information refer to information bulletin [PT16 Driver Authorisation - Effect of a Driving History](#).

Refusal, amendment, suspension, and cancellation of DA

Grounds for refusal, amendment, suspension, or cancellation of DA include—

- Unsuitable criminal history such as a conviction for a driver disqualifying offence or being charged with a driver disqualifying offence and the charge has not been heard or finally discharged.
- Unsuitable traffic history.
- Driver licence suspension, cancellation, disqualification or expiry.
- Failure to comply with a standard or other requirement applicable to DA.
- Provision of false or misleading documentation or information, in relation to an application for DA.
- Failure to meet medical fitness standards.
- If the chief executive considers it necessary in the public interest.
- Previous cancellation or suspension of a DA.

Period of issue

Applicants for grant or renewal of DA can apply for a term of one to five years for their authorisation. Generally a minimum period of one year is required unless a special circumstance exists. DA may be issued on a part year basis for the purpose of aligning the expiry date with other industry authorities issued by the department.

The term of a DA cannot exceed the expiry of the medical certificate provided. For visa holders, the maximum term of DA cannot exceed the expiry date of the Australian work entitlement.

Fees

DA fees are set in the *Transport Operations (Passenger Transport) Regulation 2018* and are usually subject to change from 1 July each year. On 1 July 2023 our fees and charges were increased by 3.4% in line with Government's indexation policy.

As at 1 July 2023 the following fees apply:

- A criminal history check fee of \$49.30 applies to all new DA applicants.
- Booked Hire/Taxi DA applicants (new and renewal) must also pay a fee as set out in the table below.

<i>Term of Booked Hire/Taxi DA</i>	<i>Fee payable</i>
1 year	\$169.05
2 years	\$262.85
3 years	\$350.30
4 years	\$437.80
5 years	\$525.40

Note: A surcharge applies to all credit card payments. For more information please go to www.tmr.qld.gov.au/creditcard.

How to apply

- Obtain a [Driver Authorisation Application form \(F2978\)](#) and relevant information bulletins.
- Complete the application form and lodge it with evidence of your identity and your Australian work entitlement at a Department of Transport and Main Roads customer service centre or at a selected QGAP. Locations can be accessed at: www.qld.gov.au/transport.
- All applicable fees must be paid at the time of lodgement.
- The medical certificate can be lodged together with the DA application or after criminal and driving history checks have been completed.
- All requirements of an application must be finalised within three months otherwise the application will lapse and a new application will need to be lodged before a DA can be issued.

Decision on application

The majority of applications are finalised within 2 to 4 weeks. Some applications can take longer while national traffic and criminal history checks are being sourced from other agencies. Applicants will be notified of the approval or refusal of their application. If an application is approved, an Industry Authority card will be sent to the applicant's postal address within 21 days of the approval. Upon approval of an application, an interim industry authority can be used as evidence of DA until the industry authority card is received. Applicants can elect to receive their interim industry authority by email. This can be done by signing up for e-reminders prior to, or at time of application. Once signed up, DA holders will also receive a range of emails when applicable, including when their industry authority card is posted and 3 days before their industry authority expires. Please refer to www.qld.gov.au/transport/enotice/ to sign up for e-reminders or more information.

Authorised Driver - Booked Hire and Taxi Display Card

Successful applicants for Booked Hire/Taxi DA will be issued an Authorised Driver - Booked Hire and Taxi Display Card. This card must be displayed in a **taxi** that is available for hire in Brisbane, Gold Coast, Sunshine Coast, Ipswich, Redcliffe, Toowoomba, Bribie Island, Gympie, Bundaberg, Cairns, Yeppoon, Gladstone, Hervey Bay, Innisfail, Mackay, Maryborough, Mt Isa, Rockhampton, Townsville and Warwick.

Drivers of taxis outside of the above areas and drivers of other public passenger vehicles, (for example, a booked hire vehicle) may voluntarily display the card if they wish. For more information, refer to information bulletin [PT330 Authorised Driver - Booked Hire and Taxi Display Card](#).

Responsibilities of DA holders

Holders of DA must conduct themselves responsibly, be responsible in the act of driving, be capable of safely operating a public passenger vehicle, and be accountable for complying with appropriate standards. For more information refer to information bulletin [PT307 Driver Responsibilities](#).

Non-compliance with requirements may result in a fine or the amendment, suspension or cancellation of DA. DA holders must notify the department if charged with a driver disqualifying offence and furthermore must notify the department about the result of the charge. For more information refer to information bulletin [PT17 Driver Authorisation - Effect of a Driver Disqualifying Offence](#).

DA holders must notify the department if there is any change in their medical fitness that makes them continuously unfit to safely operate a vehicle for more than one month.

Reviews of decisions affecting DA

If a person is dissatisfied with a decision regarding DA (for example, refusal to grant) they may request an internal review of the decision. If the person is not satisfied with the outcome of the review, the person may appeal to the Queensland Civil and Administrative Tribunal for an external review. For more information, refer to the information bulletin [PT18 Reviews of Decisions affecting Operator Accreditation and Driver Authorisation](#).

Note: If a person has been convicted of a *category A driver disqualifying offence* there is no provision to appeal against the ineligibility to apply for, or hold, DA.

Additional information

This bulletin has been produced as a guideline and is not a reference to a point of law. Clarification of any information in this bulletin may be obtained by contacting your local passenger transport office. Details of passenger transport locations can be accessed at www.translink.com.au/contact-us.

Customer service centre locations can be accessed at www.qld.gov.au.

The *Transport Operations (Passenger Transport) Act 1994*, *Transport Operations (Passenger Transport) Regulation 2018* and *Transport Operations (Passenger Transport) Standard 2010* can be accessed on the internet at www.legislation.qld.gov.au.

Additional information about public passenger services is available on the Department of Transport and Main Roads internet site at www.tmr.qld.gov.au/information_bulletins.

Information Bulletin **PT 205** (01/07/2023)

Operator Accreditation for Community and Courtesy Transport Services

What is operator accreditation?

The Department of Transport and Main Roads (TMR) has responsibility for administering operator accreditation (OA) in Queensland.

The purpose of OA is to encourage the high quality operation of public passenger services by—

- raising standards and awareness of operators in the areas of safety, service delivery and business acumen; and
- ensuring operators are held accountable for complying with appropriate standards.

Operators of (road-based) public passenger services in Queensland are required to hold OA unless an exemption applies. Exempt services include: booked hire services; taxi services; and some courtesy and community transport services.

OA can be issued to an individual, a partnership or an organisation. If an operator assigns the operation of their services to a second party, the second party must also hold OA.

There are various categories of OA. An operator must hold the categories of OA relevant to the services they provide.

Community and courtesy transport services

Community and courtesy transport services are defined in the *Transport Operations (Passenger Transport) Act 1994*. To find out more about what constitutes a community or courtesy transport service, and which community and courtesy transport services require OA and driver authorisation, please refer to the following information bulletins:

- [PT20 Community & Courtesy Transport Services](#)
- [PT23 OA & Driver Authorisation Exemptions](#).

Training

To obtain full OA, applicants must have one of the following:

- A certificate of successful completion of the TMR Operator Accreditation Training Workbook, available from TMR.
- A Certificate of Transport Management or an equivalent qualification recognised by TMR.

Applicants who do not meet the above requirement may be issued with provisional OA for three months. During this time, the operator must successfully complete the TMR Operator Accreditation Training Workbook.

For more information, refer to information bulletin [PT211 Operator Accreditation Training](#).

Suitability requirements

An OA may be refused, amended, suspended, or cancelled if an applicant or holder:

- commits a disqualifying offence
- does not comply with a legislative requirement applying to OA
- behaves in a way that damages the reputation of public passenger services or accredited operators or that otherwise is contrary to the encouragement of the high quality operation of public passenger services.

A criminal history check will be undertaken on all persons associated with an OA application before it can be approved. (If requested, applicants may be required to obtain and provide an overseas criminal history check.)

The *Transport Operations (Passenger Transport) Act 1994* prescribes disqualifying offences for OA. An applicant who has committed a disqualifying offence may be refused OA. For more information, refer to information bulletin [PT15 Effect of a Disqualifying Offence](#). Please note that under the *Transport Operations (Passenger Transport) Act 1994*, a conviction is defined as including a finding of guilt or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded.

Operator responsibilities

Holders of OA have various responsibilities. Requirements are made in the following areas.

Vehicles and services

- Operators must ensure that each vehicle used to provide a service:
 - is safely operated
 - is not overloaded
 - is correctly registered
 - has appropriate Compulsory Third Party Insurance for the type of service operated
 - has a current Certificate of Inspection (if applicable)
 - displays the operator's OA number (refer to information bulletin [PT402 OA Display on Passenger Transport Vehicles](#))
 - is of a suitable type and age for the service being provided (refer to information bulletin [VS11 Standards for Public Passenger Vehicle Type, Age and Use](#))
 - complies with any vehicle standards applicable under section 6 of the *Transport Operations (Road Use Management - Vehicle Standards and Safety) Regulation 2021* or the *Heavy Vehicle National Law (Queensland)*
- Operators must have a documented maintenance program for each vehicle that ensures the vehicle is maintained to a standard that complies with, or exceeds, the servicing and maintenance program specified by a vehicle's manufacturer. This must be established by following a documented maintenance schedule for each vehicle and records of vehicle maintenance. Refer to information bulletin [PT401 Maintenance of Public Passenger Vehicles](#).
- Operators must not use a vehicle fitted with a prescribed alcohol ignition interlock.
- Operators must take reasonable steps to ensure no more than one person sits in any adult seat. However, if the vehicle is a bus:
 - an infant passenger may occupy the same seat as another passenger; and
 - three primary or pre-school children may be carried in a bench seat designed for two adults if:
 - a) either the seat is not required to be fitted with seat belts or approved restraints or the seat is fitted with seat belts or approved restraints for each of the three children; and

- b) the placement and construction allows; and
 - c) no child sits in the seat for more than 90 minutes while any two other children sit in the seat.
- A bus may carry standing passengers only if:
 - the bus is specifically designed and constructed to carry standing passengers; and
 - the bus does not travel on a road notified by TMR as a road on which a bus must not carry standing passengers; and
 - the bus is not providing a tourist service or long distance scheduled passenger service.
 - Where services are operated other than on a public road (for example, when entering private property or a National Park) the operator must have an authority from the owner to enter the place.

Driver management

- Operators must ensure that their drivers hold appropriate driver authorisation and must keep a record of their drivers' driver authorisation numbers.
- Drivers of community and courtesy transport services can hold a driver authorisation issued by TMR or a Restricted Driver Authorisation issued by the operator of the service. For more information, refer to information bulletin [PT305 Restricted Driver Authorisation](#).
- Operators must reasonably take steps ensure their drivers do not provide services if their fatigue level may endanger passenger safety.
- Operators must provide training to drivers, under a documented program, in driver responsibilities. Refer to information bulletin [PT209 Driver Training \(by Operator\)](#).
- For each trip undertaken, operators must keep records of: the name of the driver; the driver's driver authorisation number; registration number of the vehicle used; the date and time of use of a vehicle; and the period of time the vehicle was assigned to the driver.

Incident management plans

An operator must have an incident management plan. A copy of the parts of the plan relevant to a driver must be kept in each vehicle used to provide a service. Refer to information bulletins [PT221 Incident Management Plans](#) and [PT222 Guidelines for Developing an Incident Management Plan](#).

Complaint management

- Operators must record any complaints about a service.
- Operators must promptly investigate complaints.
- Operators must ensure details are recorded of any action taken in response to a complaint.

Record keeping

Operators must be able to produce records upon request. Records that are required to be maintained must be kept for five years. For more information, refer to information bulletin [PT208 Records to be kept by Operators](#).

Notification of disqualifying offences

- Holders of OA must immediately notify TMR in writing if:
 - (i) for an individual – the person is charged with a disqualifying offence; or
 - (ii) for a member of a partnership – the person, or another member of the partnership, is charged with a disqualifying offence; or
 - (iii) for a corporation – the corporation, or an executive officer of the corporation, is charged with a disqualifying offence.
- TMR must also be immediately notified in writing about the outcome of any charge.
- When OA is held by a partnership, if a member of a partnership is charged with a disqualifying offence that person must immediately notify in writing the other member of the partnership about the charge. When the charge is dealt with, the person must also notify the other partner in writing of the outcome of the charge.
- When OA is held by a corporation, if an executive officer of the corporation is charged with a disqualifying offence that person must immediately notify in writing another executive officer of the corporation the charge. When the charge is dealt with, the person must also notify another executive officer in writing of the outcome of the charge.

Fees

OA fees are prescribed in schedule 8 of the *Transport Operations (Passenger Transport) Regulation 2018*.

There are two components to OA fees.

- The 'annual application/renewal fee' applies to the grant and renewal of OA and must be paid at time of lodging a new or renewal application. The table below shows the current fees.
- The 'additional application fee' of \$49.30 offset the costs of conducting criminal history checks. This fee is payable for each person nominated on the OA application. The fee must be paid at the time of application and whenever a new person is added to an existing OA.

Where more than one OA category is applied for, only the highest 'annual application/renewal fee' is payable.

Fees for OA are subject to change and this usually occurs from 1 July each year. On 1 July 2023 our fees and charges were increased by 3.4% in line with Government's indexation policy. The following fees apply.

Full OA Fee per year (\$)	Provisional OA 3 month term fee (\$)
205.50*	51.40*

*Note: The 'annual application/renewal fee' is waived if the OA is held in the name of an organisation that receives a charitable concession or community service concession on vehicle registration fees.

In addition to the above fees, applicants for OA may be required to pay a \$65 fee for the Operator Accreditation Training Workbook. There is also an assessment fee payable directly to an independent TMR approved assessor. For more information, refer to information bulletin [PT211 Operator Accreditation Training](#).

Note: A surcharge applies to all credit card payments. For more information, please go to www.tmr.qld.gov.au/creditcard.

Period of issue

Full OA can be issued for a period of up to five years (1, 2, 3, 4 or 5 years). Applicants who have not completed training requirements may be granted provisional OA for a maximum period of three months.

How to apply

- Obtain an [Operator Accreditation Application \(form F2982\)](#), [Operator Accreditation Fees on Application \(form F4539\)](#) and relevant information bulletins from TMR's website at www.tmr.qld.gov.au.
- Complete and lodge the forms together with any documentation specified in the application at a TMR customer service centre or QGAP. At this time, you will need to also pay applicable fees.

Decision on application

Applicants will be notified of the approval or refusal of their application. If refused, you will be provided reasons for the refusal and information about any rights to review that may apply.

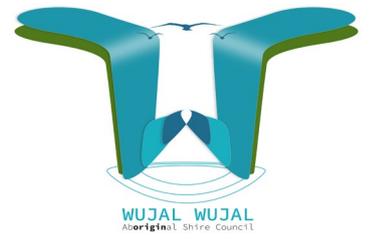
Additional information

This bulletin has been produced as a guideline and is not a reference to a point of law. Clarification of any information in this bulletin may be obtained by contacting your local passenger transport office. Details of passenger transport locations can be accessed at www.translink.com.au/contact-us

Customer service centre locations can be accessed at <http://www.qld.gov.au/transport/contacts/centres>

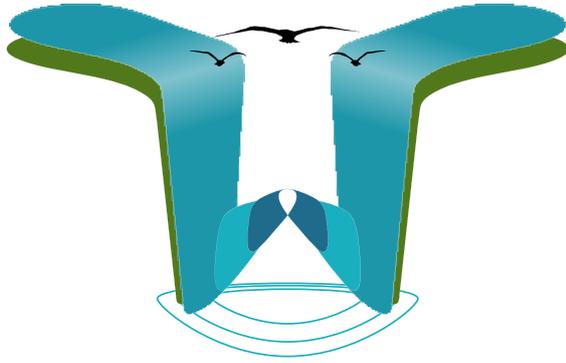
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Additional information about public passenger services is available on the Department of Transport and Main Roads internet site at www.tmr.qld.gov.au/information_bulletins.



Appendix | 4

Local Disaster Management Plan



WUJAL WUJAL
Aboriginal Shire Council

Wujal Wujal Aboriginal Shire Council Local Disaster Management Plan



Endorsement

This Local Disaster Management Plan was approved by the Wujal Wujal Local Disaster Management Group on the 18/11/2024 and recommended for adoption by the Wujal Wujal Aboriginal Shire Council.

In accordance with a resolution on #####, this Local Disaster Management Plan is endorsed for distribution by the Wujal Wujal Aboriginal Shire Council.

Chairperson
Wujal Wujal LDMG

Local Disaster Coordinator
Wujal Wujal LDMG

Dated

Dated

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2 Glossary of Terms

A Disaster Management glossary of terms and acronyms list is published as part of the PPRR Disaster Management Guideline.

A Full [Disaster Management Lexicon](#) is also provided by the Office of the Inspector General Emergency Management (IGEM). Please review the excepted Lexicon for clarification of terms.

3 Document Control

The Local Disaster Management Plan is a controlled document. The controller of the document is the Wujal Wujal Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:

Chief Executive Officer

Wujal Wujal Aboriginal Shire Council

1 Hartwig Street, Wujal Wujal 4895

The LDC may approve inconsequential amendments to this document. Any changes to the intent of the document must be approved and endorsed by the local government.

A copy of each amendment is to be forwarded to those identified in the distribution list. On receipt, the amendment is to be inserted into the document and the Amendment Register updated and signed.

Amendment Register

No	Date of Amendment	Amended By	Amendment
Further evidence on amendments can be provided in previous versions			
7	01-Jun-17	QFD	Update plan to reflect current arrangements
8	30-May-18	QFD	Update plan to reflect amended guidelines
9	01-Jun-19	QFD	Update to reflect current practice
10	01-Jul-20	QFD	Update to reflect current practice
11	01-Aug-22	WWASC	Update to reflect current census data
12	01-Mar-23	QFD	Update to reflect current practice
13	03 Jun 2024	QPS	Update to reflect current practice

Note:

The latest version of this document will be available on Council's website at: www.wujalwujalcouncil.qld.gov.au/ and the Queensland Disaster Management web site www.disaster.qld.gov.au

4 Administration and Governance

4.1 Authority to Plan

The Wujal Wujal Aboriginal Shire Local Disaster Management Plan has been prepared by the Local Disaster Management Group in accordance with the [Disaster Management Act 2003](#) and the [Disaster Management Regulation 2014](#). This LDMP is consistent with [Queensland’s Disaster Management Standard](#) and [PPRR Disaster Management Guideline](#).

The Wujal Wujal Aboriginal Shire Council has a legislative responsibility to develop a Disaster Management Plan in accordance with Section 57(1) Disaster Management Act 2003.

The authorising environment for disaster management documents is detailed in Figure 1.



Figure 1: Disaster Management Authorising Environment

4.2 Aim and Objectives

The aim of this plan is to minimise the effects of and to co-ordinate the responses to, and the recovery from; a disaster or major emergency affecting the community of Wujal Wujal.

The primary focus of the Wujal Wujal Local Disaster Management Group (LDMG) is to mitigate the effects of disasters in the community wherever possible or practical and being prepared to respond when disasters occur. Plans and management arrangements have a community focus.

The key objectives of the LDMP are:

- Provide a framework for the implementation of effective disaster management strategies and arrangements across the four phases of [PPRR](#) within the Wujal Wujal Aboriginal Shire area.
- Describe the disaster management structure for the LDMG, the member organizations and their role and responsibilities for the coordination of multi-agency responses
- Understand the likely effects of natural and non-natural hazards that may impact the community, infrastructure, economy and environment
- Provide practical information to build community resilience and assist the community in preparing for, responding to and recovering from disasters

4.3 Structure of the Local Disaster Management Plan (LDMP)

The LDMP is an overarching document that details the structure, management arrangements and governance provisions that underpin the process of disaster management in the Wujal Wujal Aboriginal Shire Council area. It provides an overview of the arrangements for dealing with disasters and sets out the role of the LDMG and the community from the initial notification through the various stages of response and recovery actions. The LDMP is designed to be flexible so it can be adapted to any disaster to ensure an integrated, coordinated and timely response.

4.4 LDMP Sub Plans

The LDMP is complemented by a number of sub-plans that expand on information contained in the LDMP by providing information for the activation and operation of key capabilities. Sub-plans integrate seamlessly with the LDMP but can also be used on a stand-alone basis

Sub Plans:

- A.1 Activation of Local Disaster Management Group
- A.2 Disaster Coordination Centre
- A.3 Disaster Recovery
- A.4 Evacuation
- A.5 Evacuation Centre Management
- A.6 Financial Management
- A.7 Initial Impact and Needs Assessment
- A.8 Public Health
- A.9 Public Information and Warnings
- A.10 Public Works and Engineering
- A.11 Resupply Operations
- A.12 Transport and Logistics
- A.13 Pandemic Plan

5 Queensland Disaster Management Arrangements

QDMA is based on a tiered system of committees at local government, disaster district, and state government levels. They recognise that the Commonwealth Government may be requested to provide support to the State.

Local government underpins the QDMA as the frontline of disaster management and has primary responsibility for managing events in their local government area. Wujal Wujal Aboriginal Shire is ideally suited to manage disaster events at the community level, based on its understanding of local, social, environmental, and economic issues, and knowledge of the region’s infrastructure.

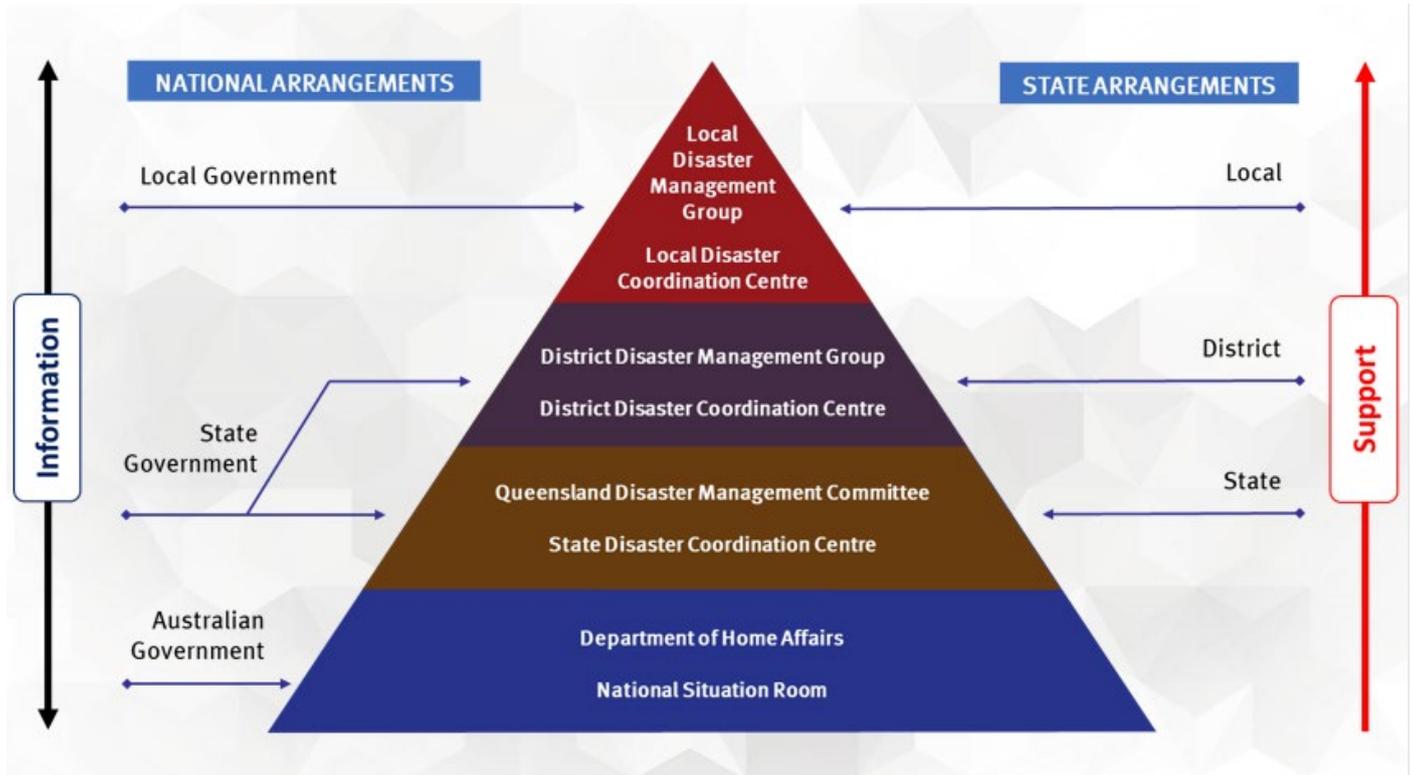


Figure 1: QDMA Triangle

5.1 Disaster Management Strategic Policy Statement

The LDMP is consistent with the [Disaster Management Strategic Policy Statement](#), which informs the State Government’s strategic approach to keeping people safe and making communities more resilient to disaster risks and impacts.

The LDMG takes a flexible and scalable approach to disaster management, which reduces the risk and enhances community resilience while ensuring effective response and recovery capabilities.

5.2 Disaster Management Guiding Principle

In accordance with section 4A(b) of the Act, all events, whether natural or caused by human activity, should be managed in accordance with the Strategic Policy Statement, the State Disaster Management Plan (SDMP) and relevant disaster management guidelines. The Act identifies four key principles that guide disaster management in Queensland:

Comprehensive Approach

The comprehensive approach to disaster management comprises the four PPRR phases. This approach ensures a balance between the reduction of risk and the enhancement of community resilience, while ensuring effective response and recovery capabilities.

The four phases of PPRR are not linear nor independent — they overlap and support each other. For example, recovery activities are likely to begin during the response phase and mitigation strategies may be considered during the recovery phase.

All Hazard Approach

The all-hazards approach assumes the functions and activities used to manage one event are likely to be applicable to a range of events, whether natural or caused by human activity.

Local Disaster Management Capability

Local level capability is recognised as the frontline for disaster management, primarily due to the benefits of localised knowledge and networks.

Support by District and State Groups

The Act establishes a District Disaster Management Group (DDMG) for each of the 23 districts in Queensland, to provide support when required or requested by an LDMG. The Wujal Wujal LDMG is included in the Cairns Disaster District. See the District Disaster Management Plan.

The Queensland Disaster Management Committee (QDMC) provides additional support and assistance when required or requested by a DDMG. The State Disaster Management Plan (SDMP) provides a framework for response and recovery operations.

5.3 IGEM Emergency Management Assurance Framework

Part 1A of the Act establishes the IGEM and Office of the IGEM. The priority for the Office of the IGEM is to facilitate improvements to Queensland's disaster management arrangements to enable confidence in the system and enhance public safety. The functions of the Office of the IGEM are detailed in section 16C of the Act.

The [Emergency Management Assurance Framework \(EMAF\)](#), developed by the Office of the IGEM in partnership with disaster management practitioners, provides the foundation for guiding and supporting the continuous improvement of entities' programs across all phases of disaster management. The EMAF outlines the structure and mechanism for reviewing and assessing the effectiveness of disaster management arrangements. The EMAF is comprised of Principles, the Standard for Disaster Management in Queensland ('Standard') and Assurance Activities.

5.4 Integration with Council's Corporate, Strategic and Operational Planning Process

Disaster Management is an integral part of the Council's core business and is identified in the respective Corporate and Sub Plans addressing disaster management strategies and priorities.

6 Local Disaster Management Group (LDMG)

6.1 Roles and Responsibilities of Local Government

The Act details a range of functions and responsibilities for local government to ensure it meets its statutory obligations. Section 80 of the Act requires local government to undertake the following functions:

- a) To ensure it has a disaster response capability.
- b) To approve its LDMP.
- c) To ensure information about an event or a disaster in its area is promptly given to the DDC for the district in which its area is situated.
- d) To perform other functions given to the local government under the Act.

In accordance with section 80 of the Act, a disaster response capability for local government means the ability to provide equipment and a suitable number of people to effectively manage or help another entity to manage an emergency or disaster in the local government area. To ensure this can be achieved, all Wujal Wujal Aboriginal Shire Council services have designated responsibilities in disaster management that reflect their legislated and/or technical capability.

In addition to these functions, Section 29 of the Act specifies that local government must establish an LDMG for the local government's area.

6.2 Establishment of the LDMG

LDMGs are established under section 29 of the Act by local governments to support and coordinate disaster management activities for their respective LGAs.

A Wujal Wujal LDMG Terms of Reference is available on request

[LDMG responsibilities are outlined in Manual M.1.030](#)

6.3 LDMG Functions

The functions of the Group are set out in Section 30 Disaster Management Act 2003 which states:

A local group has the following functions for its area:

- (a) to ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State
- (b) to develop effective disaster management, and regularly review and assess the disaster management strategies
- (c) to prepare a local disaster management plan
- (d) to identify, and provide advice to the relevant district group about, support services required by the local group to facilitate disaster management and disaster operations in the area
- (e) to ensure the community is aware of ways of mitigating the adverse effects of an event, and

- preparing for, responding to and recovering from a disaster
- (f) to manage disaster operations in the area under policies and procedures decided by the State group
 - (g) to provide reports and make recommendations to the district group about matters relating to disaster operations
 - (h) to identify, and coordinate the use of, resources that may be used for disaster operations in the area
 - (i) to establish and review communication systems in the group, and with the district group and other local groups in the disaster district when a disaster happens
 - (j) to ensure information about a disaster in the area is promptly given to the district group
 - (k) to perform other functions given to the group under this Act
 - (l) to perform a function incidental to a function mentioned in paragraphs (a) to (k).

6.4 Business and Meeting Governance

In accordance with section 38 of the Act, the LDMG will conduct its business, including meetings as prescribed by the Regulation. Quorum (50% +1 of membership) must be achieved for valid decisions of the LDMG. The Chairperson or Deputy Chairperson is to chair at the meeting. If both are absent the Chairperson or Deputy Chairperson may appoint another member of the group to chair. If both offices are vacant the group will choose a member to chair.

Meetings may be held, or members may take part using any technology that reasonably allows them to hear and take part in discussions. Members participating through these means are taken to be present at the meeting.

6.5 Reporting Requirements

The LDMG shall report its activities to:

- The Wujal Wujal Aboriginal Shire Council; and
- Cairns DDMG and QFD – Emergency Management – Prior to each meeting of the DDMG a Disaster Management Status Report may be submitted to the DDMG and QFD Emergency Management.

Operational Reporting shall be as required during an event and be in accordance with Local Disaster Coordination Centre Sub Plan.

6.6 Frequency of Meetings

The Wujal Wujal LDMG meets at least twice annually except if there is a requirement to discuss issues due to a perceived threat or during an event. During periods of activation the LDMG meets as and when required to support LDCC operations.

Additional meetings may be held, but must be held if asked for in writing by at least one-half of LDMG members, or by the DDC. The LDMG may conduct its business, including its meetings, in a way it considers appropriate.

6.7 LDMG Operational Decision-Making Capability

The LDMG Chair and LDC are authorised to make initial operational response coordination decisions on behalf of the full LDMG to initiate the disaster management arrangements and while acting in accordance with LDMG approved plans and procedures. The Chair and LDC have an exclusively operational response coordination function, which will not replace the policy decision-making role of the full LDMG.

6.8 Membership Details

The LDMG is required to maintain a register of its current members and advisors has been developed and contains the following information:

- full name
- designated position title

- department/organisation or agency name
- work address
- business and after-hours telephone numbers (both landline and mobile)
- email address.

Membership records are collected, stored and disposed of in accordance with the Information Privacy Principles contained in Schedule 3 of the Information Privacy Act 2009. Membership details will be updated at least annually.

When the register is updated, an updated copy shall be provided to the DDC and Emergency Management Coordinator (QFD) If the alteration relates to a member of the Executive Team of the LDMG, the SDCC shall be advised.

7 Wujal Wujal Aboriginal Shire Council LDMG Membership

Wujal Wujal Aboriginal Shire Council has appointed the following Executive, Core and Advisory Members of the Local Disaster Management Group, in accordance with sections 33 and 34 of the Act.

The core members and advisors of the LDMG should have:

- the authority to commit their respective Organisation to the LDMG's decisions
- the ability to effectively navigate their respective organizations to seek approval for the commitment of their Organisation resources
- a sound understanding of the QDMA and this LDMP

A private contact list will be maintained by the Wujal Wujal Aboriginal Shire Council.

7.1 Roles and Responsibilities

The below table details the membership and responsibilities of the LDMG as appointed in accordance with Sections 33 and 34 of the Act.

Wujal Wujal Aboriginal Shire Council 	LDMG Chair	Core – Executive	<ul style="list-style-type: none"> • Is responsible for presiding at all meetings of the Local Disaster Management Group (LDMG) unless absent. • Activation of the LDMG as required. • Activation of Local Disaster Co-ordination Centre (LDCC).
	LDMG Deputy Chair	Deputy Core - Executive	Responsible for presiding at all meetings of the LDMG at which the chairperson is absent, but the deputy chairperson is present.
	Local Disaster Coordinator – Chief Executive Officer	Core – Executive	<ul style="list-style-type: none"> • Is responsible for maintaining the operational readiness of the LDMG/ LDCC. • Is responsible for providing trained staff to operate the LDCC. • Is responsible for the overall management of the LDCC during operations unless absent. • Is responsible for advising the Chairperson and the LDMG on disaster related matters, both during disaster activations and during normal times unless absent. • Responsible for reporting to DDMG both during disaster activations and during normal times unless absent.
	LDMG Secretariat	Core – Executive	<ul style="list-style-type: none"> • Agendas, Minutes, coordination and reporting for LDMG
	Operations Manager – Deputy LDC	Core	<ul style="list-style-type: none"> • Maintenance of the Local Government function (via Local Government Business Continuity Contingency Planning) • Maintenance of normal Local Government services to the community: <ul style="list-style-type: none"> • Water • Refuse disposal • Public health • Animal control • Environmental protection • Maintenance of a disaster response capability • Ensure that council members and staff undertake disaster management training and Emergency Operation centre training when available.
Environmental Health Officer (with support of ATSI Public Health Team)	Core		

Recovery Membership and process will be outlined in the Recovery Sub Plan

<p>Queensland Fire Department Rural Fire Service</p> 	<p>Manager of Bushfire Safety</p> <p>First Officer – Rural</p>	<p>Core</p>	<p>State Disaster Management Plan</p>
<p>State Emergency Services</p> 	<p>State Emergency Services Area Controller</p>	<p>Core</p>	
<p>Queensland Police Service</p> 	<p>Officer in charge and Emergency Management Coordination</p>	<p>Core- Executive</p>	<p>State Disaster Management Plan</p>
<p>Wujal Wujal Health Clinic</p> 	<p>Director of Nursing (DoN)</p>	<p>Core</p>	<p>State Disaster Management Plan (Queensland Health)</p>
<p>Ergon Energy</p> 	<p>Nominated attendee on request of LDMG</p>	<p>Advisor</p>	<p>State Disaster Management Plan</p>
<p>Education QLD</p> 	<p>Principal</p>	<p>Advisor</p>	<p>State Disaster Management Plan</p>
<p>IGA</p> 	<p>Ayton Community</p>	<p>Advisor</p>	<p>Provide advice on request</p>
<p>China Camp</p> 	<p>Traditional Owner</p>	<p>Advisor</p>	<p>Provide advice on request</p>

<p>Sipton Flats</p> 	Traditional Owner	Advisor	Provide advice on request
<p>Wujal Wujal Community Store</p> 	Wujal Wujal Community Store	Advisor	Provide advice on request
 <p>Jabalbina</p>	Jabalbina Rangers Representative	Advisor	Provide advice on request
<p>Queensland Reconstruction Authority</p> 	QRA LRO	Advisor	Provide advice on request
	My Pathways	Advisor	Provide advice on request. Provide staffing to assist community.
<p>Department of Environmental Science and Innovation</p> 	Liaison Officer	Advisor	State Disaster Management Plan
<p>Department of Housing</p> 	Department of Housing	Advisor	Provide advice on request.

<p>Queensland Reconstruction Authority</p> 	<p>Queensland Reconstruction Authority</p>	<p>Advisor</p>	<p>Provide advice on request.</p>
<p>Telstra</p> 	<p>Telstra</p>	<p>Advisor</p>	<p>Provide advice on request.</p>
<p>Department of Aboriginal and Torres Stait Islander Partnerships</p> 	<p>Department of Aboriginal and Torres Stait Islander Partnerships Community Recovery</p>	<p>Advisor</p>	<p>Provide advice on request.</p>
<p>Red Cross</p> 	<p>Red Cross</p>	<p>Advisor</p>	<p>Provide advice on request.</p>
<p>Bureau of Meteorology</p> 	<p>Bureau of Meteorology</p>	<p>Advisor</p>	<p>Provide weather briefings and advice on request.</p>

7.2 Meeting Deputies

Observers, Advisors and guests may attend meetings and participate in discussions but do not form part of the LDMG or have voting rights.

Any member of the LDMG may appoint a delegate to attend the meetings on the member's behalf, and the delegate will have the authority to make decisions and commit resources affecting their Organisation as per Section 14 of the Disaster Management Regulation 2014.

Meeting deputies for particular members:

- (1) A member of a disaster management group may, with the approval of the chairperson of the group, appoint by signed notice another person as the person's deputy.
- (2) The deputy may attend a group meeting in the member's absence and exercise the member's functions and powers under the Act at the meeting.
- (3) A deputy attending a group meeting is to be counted in deciding if there is a quorum for the meeting.

7.3 Advisors to the LDMG

The LDMG may invite participants from a range of organisations to participate in the business of the group in an advisory capacity.

The list of LDMG advisors shall be kept and regularly reviewed to reflect current disaster management arrangements for the local government area. Whilst advisor input is considered by members a decision making, meeting resolutions will only be carried by core members and advisors will not be included in the calculation of a quorum.

Where it is important that an advisor has full voting rights, the LDMG shall consider whether to appoint the person as a member of the LDMG.

Contact details for advisors are maintained, updated and treated the same as member details in order to be prepared for operational and post-operational activities.

7.4 LDMG Sub-Groups

The LDMG may have cause to create sub-groups, whether permanent or temporary, to assist the group with its business. The creation of a sub-group must be passed as an LDMG meeting resolution. Terms of Reference should be established to give clear guidance on the establishment, role and function, required outcomes and conduct of business of the sub-group. All sub-groups shall be required to provide the LDMG with regular updates.

Any decisions made or actions taken by or on behalf of these sub-groups shall be endorsed by the LDMG during normal business or during disaster operations by the LDMG or LDC, to ensure the validity of decisions under the Act.

7.5 District Disaster Management Group Representative

In accordance with Section 24 of the Act the Chief Executive Officer has been appointed by the Council to fulfil the role of the Local Governments representative on the DDMG.

The role of the LDMG's representative is to:

- attend meetings of the DDMG
- assist the chairperson to coordinate the prevention, preparation, response, and recovery activities associated with disaster events at the district level
- commit the Council's resources, as required, in support of efforts to combat the disaster event.

The State Disaster Management Group (SDMG) and the DDMG shall be advised annually of membership of the Group.

8 Review and Renewal of the LDMP and Sub Plans

The Plan will be reviewed at least once annually, if other review methods as mentioned above are not undertaken. Minor changes such as typographical changes and changes to position titles may be made to the plan from time to time.

The Wujal Wujal Local Disaster Management plan will be reviewed by the Chief Executive Officer in accordance with section 59 of the *Disaster Management Act 2003*. The Main Plan and all Sub Plans will be reviewed internally and be subject to an external review as follows:

Reviewing and renewing plan (1) A local government may review, or renew, its local disaster management plan when the local government considers it appropriate. (2) However, the local government must review the effectiveness of the plan at least once a year.

8.1 External Review

An external review of the Local Disaster Management Plan and all associated Sub Plans will be conducted annually in accordance with the external assessment of Local Disaster Management Plans and District Disaster Management Plans Standard released by Inspector General Emergency Management.

8.2 LDMG Training

The LDMG works closely with QFD to provide a coordinated program of training from the [Queensland Disaster Management Training Framework \(QDMTF\)](#) that outlines the core training courses and inductions relevant to the key disaster management stakeholders to support the effective performance of their role.

8.3 Exercise and Evaluation

Each year it is proposed that one or more of the following exercises shall be held:

- a table top exercise or
- a Local Disaster Coordination Centre exercise
- a small scale exercise involving the SES and the testing of the LDCC or
- involvement in a District Disaster Exercise.

The purpose of these exercises is to test the resource and response capabilities of the LDMG and other agencies. In determining whether an exercise achieved its original aim, it is important to evaluate to what extent the exercise objectives were met and how the exercise was conducted generally.

8.4 Post Event Analysis and Continual Improvement

The LDMG may choose to review its operations following an event through one or more of the following:

- hot debrief – debrief undertaken immediately after operations are complete giving participants the opportunity to share learning points while the experience is still very fresh in their minds
- post event debrief is a more formalised debrief of the event by the Local Disaster Management Group, conducted days or weeks after an operation, when participants have had an opportunity to take a considered view of the effectiveness of the operation.

Ideally this debrief should occur after each participating agency has had the opportunity to have a single agency debrief of the activity. The LDMG may consider having the debrief facilitated by an independent person or organisation, with the findings tabled at the next LDMG meeting.

The debrief shall:

- seek constructive information from those being debriefed
- analyse the operation to determine what went right, what went wrong and why without trying to apportion blame
- acknowledge good performance
- focus on improving planning and procedures
- record relevant information to enable reports to be compiled.

The debrief shall address:

- what happened during the event
- areas which were handled well
- areas where the coordination or the response could be improved
- identified areas for amendment of plans, procedures, or training programs
- the required amendment to documentation should be included in the regularly programmed review of the Local Disaster Management Plan
- A Post Event Operational Review Report should be completed in association with Emergency Management Queensland and provided to the district as required.

9 Community Profile

Wujal Wujal is located in the Bloomfield Valley inside the World Heritage Area some 170km to the North of Cairns and 70km South of Cooktown. Wujal Wujal covers an area of 64 Hectares.

The present community of Wujal Wujal has existed on the site for many hundreds of years and is set around the highly sacred waterfalls of Wujal Wujal meaning 'many falls' in the local language.

Wujal Wujal is an Aboriginal Shire Council, originally known as Bloomfield, later known as Bloomfield River Mission. It was founded in 1886 by Lutheran Missionaries; however, due to difficulties of isolation, the area was abandoned. It was reopened in 1957 and administered by the Hopevale Mission Board, a branch of the Lutheran Church of Australia. In 1979, it became known as Wujal Wujal, and in the following year the Aboriginal Council was formed. It became a DOGIT Community Council following the passing of the Queensland Community Services (Aborigines) Act 1984. Then in 2004 following the abolition of the Community Services (Aborigines) Act 1984, it became known as the Wujal Wujal Aboriginal Shire Council.

The Wujal Wujal Shire local government area is serviced principally by what is referred to as the "coast road" joining Cape tribulation with Cooktown. This road passes directly through Wujal Wujal with no alternate routes available. The Bloomfield Track Road between Wujal Wujal and Cape tribulation is unsealed and subject to flooding and closures on a regular basis.

The Bloomfield-Rossville Road commences north of the township and heads towards Cooktown has had works and upgrades completed that have improved access and reliability but is still subject to flooding and closures during the wet season.

There is a private airstrip 20 Km's from the Shire with weekly or chartered flights. The Shire can also be accessed by sea via the Bloomfield River which passes through the Council's area of responsibility.

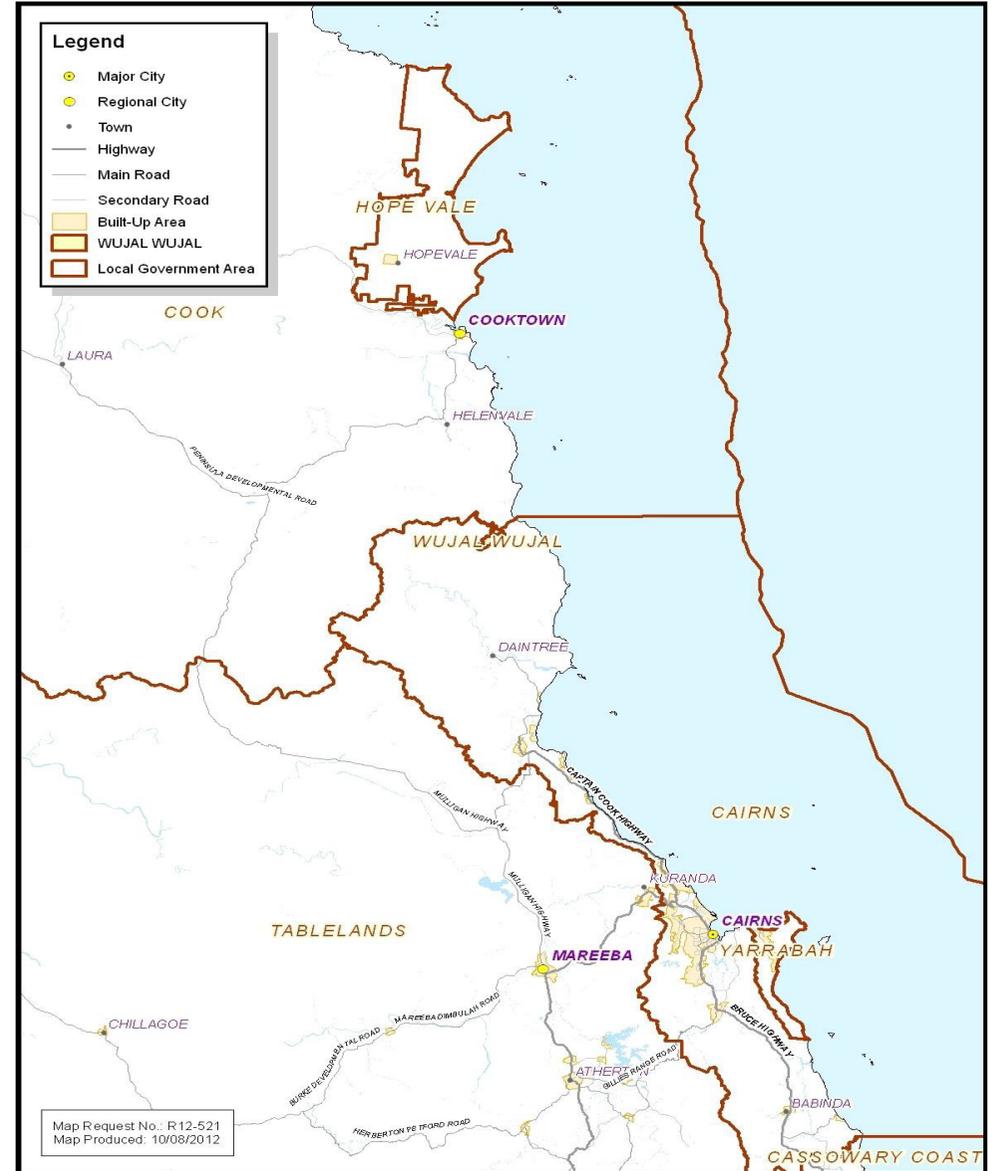
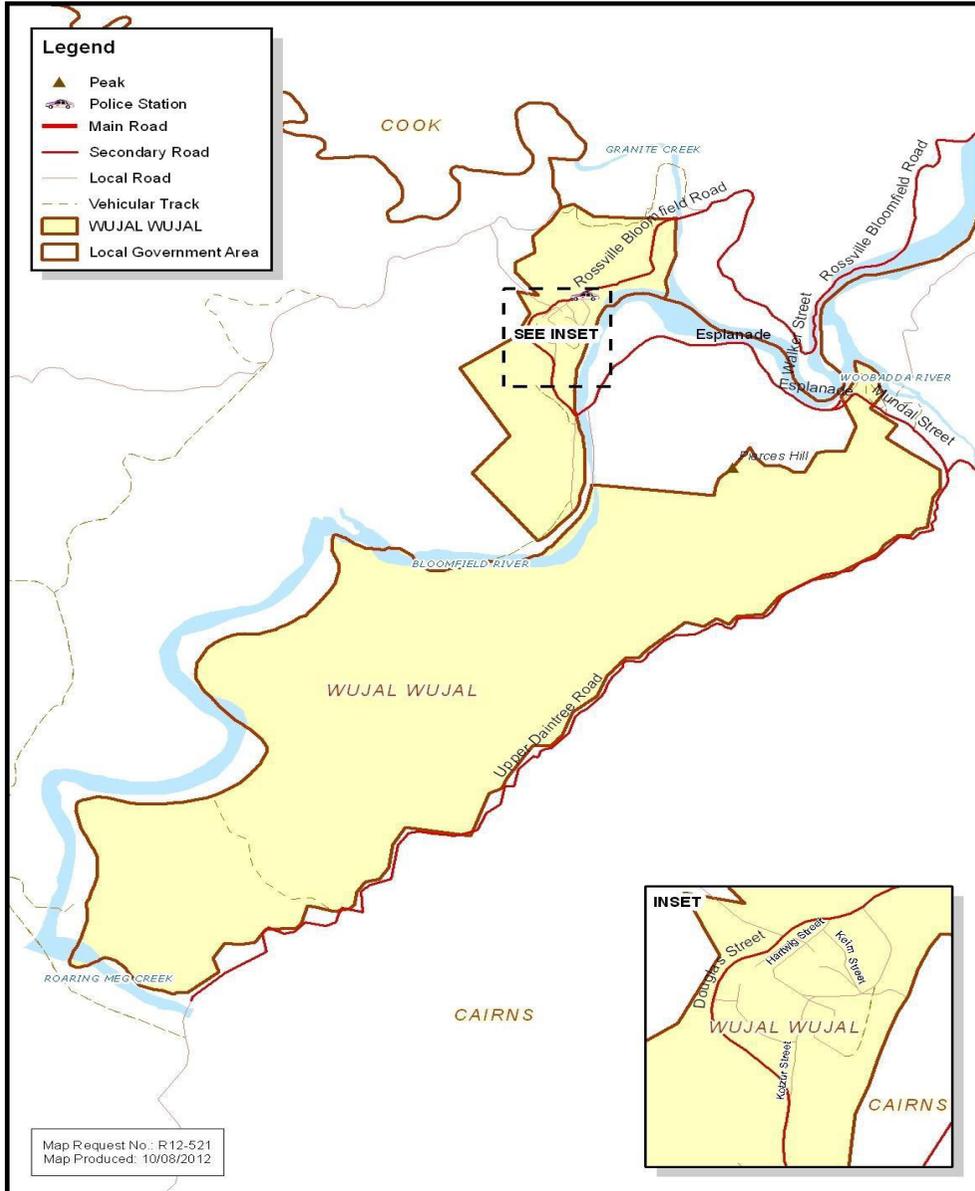


9.1 Climate

The climate is described as tropical and therefore experiences the typical wet and dry seasons. The average rainfall as recorded in nearby Cooktown is 1666 mm. The average temperature is 30° and average minimums are 23°.

Flooding in the wake of a coastal cyclone or monsoonal activity is a constant threat and is experienced on a regular basis. Although generally not life threatening, the loss of essential roads has economic consequences for the Shire and extended delays can cause supply issues.

9.2 Wujal Wujal Aboriginal Shire Map



9.3 Census Data for Wujal Wujal Aboriginal Shire Council Area

Full Census data can be accessed on the Australian Bureau of Statistics Website

[2021 Wujal Wujal, Census Aboriginal and/or Torres Strait Islander people QuickStats | Australian Bureau of Statistics \(abs.gov.au\)](https://www.abs.gov.au/2021/Wujal-Wujal-Census-Aboriginal-and-or-Torres-Strait-Islander-people-QuickStats)

Population

Indigenous status <i>All people</i>	Wujal Wujal	%
Aboriginal and/or Torres Strait Islander total	258	93.5
Aboriginal	249	90.2
Torres Strait Islander	0	0.0
Both Aboriginal and Torres Strait Islander	12	4.3
Non-Indigenous	14	5.1
Not stated	7	2.5

Cultural Diversity

Australian Indigenous language, top responses <i>Aboriginal and/or Torres Strait Islander people</i>	Wujal Wujal	%
Kuku Yalanji	92	35.7
Australian Indigenous Languages, nfd	12	4.7
Australian Indigenous languages used at home	103	39.9
English only used at home	137	53.1

Employment

Industry of employment, top responses <i>Employed Aboriginal and/or Torres Strait Islander people aged 15 years and over</i>	Wujal Wujal	%
Local Government Administration	13	37.1
Nature Reserves and Conservation Parks Operation	4	11.4
Justice	3	8.6

10 Community Capacity

Wujal Wujal Aboriginal Shire's population is centered on the community of Wujal Wujal. There is great self-reliance and resilience within the community due its remoteness. Historically the community has had to fend for themselves and utilise innovative solutions to immediate problems as access to external resources and assistance has been limited.

Due to the rural and remote nature of the area there is some heavy machinery available at short notice to assist in post and pre disaster operations.

Due to the limited staffing and resources available to the Wujal Wujal LDMG any significant event that affects the Local Government area will require outside support provided by the Cairns DDMG through the Request for Assistance Process.

10.1 Public Buildings and Spaces

There are a number of public buildings within the Shire as follows:

10.1.1 Wujal Wujal township:

- Council Hall / PCYC
- Multi-purpose Sports Grounds
- Church
- Kindergarten
- Indigenous Knowledge Centre / Library
- Women's Centre
- Arts and Culture Centre
- RTC Training Centre
- Men's Centre
- Health and aged care center

10.1.2 Critical Infrastructure:

Critical infrastructure in the Wujal Wujal Aboriginal Shire includes:

- Council Administration Building
- Council Depot
- Wujal Wujal Primary Health Clinic
- Post office and bank agency
- Council Water Treatment Plant
- Council Sewerage Treatment Plant
- State Emergency Service Unit Headquarters
- Queensland Police Station

10.2 Transport Networks

10.2.1 Roads:

The roads within the township of Wujal Wujal are mainly sealed roads.

There is one road that commences from South of Wujal Wujal which travels through the township and then continues north towards Cooktown referred to as the "Coast road". This road is known as the Bloomfield Track, or also the Cape Tribulation Bloomfield Rd.

The road north, State Route 40, outside of council's area of responsibility, travels through the small communities of Bloomfield, Ayton and Rossville, up to the connecting Cooktown Road, and is maintained by the Cook Shire Council. A number of improvements have been made which has improved the reliability of this road allowing use in times of disaster events to access supplies and assistance but is still subject to flooding and closures during the wet season.

The road south is a gravel and dirt road until it reaches the Cape Tribulation community where it then becomes bitumen. This road is generally open to 4wd type vehicles and is often closed or unusable during the wet season. This road is maintained by Wujal Wujal Aboriginal Shire Council within its area of responsibility and Douglas Shire Council outside of this area.

10.3 Communications

10.3.1 Television and Radio:

- Free to air television stations broadcast from Cairns and the Northern Territory area available in the community.
- Commercial and Government owned radio broadcasters are received in the community.

The community is also involved in the Remote Indigenous Broadcast Services designed to involve local people in the provision of local content for radio broadcasts and programming as well as providing information and communication services.

10.3.2 UHF / HF / VHF Two Way Radios:

SES has a number of UHF handheld and base radios utilising both VHF and UHF frequencies. Agencies such as Police and Queensland Health have their own radio communications used in times of activation. During times of activation a general channel is assigned for use during this time.

10.3.3 Telephones-Landline, Mobile and Satellite:

The traditional telephone communications system comprises mostly underground cables and telephone exchanges operated by Telstra. This system has proven to be at times unreliable and Wujal Wujal has experienced periods of up to two weeks without telephone services. A Mobile telephone tower has also been installed and is operated by Telstra.

Satellite phones work in most areas but can be subject to black spots in heavy rainforest areas and during periods of dense cloud cover and inclement weather.

Internet, SKYPE type communications and video conferencing are available in the area.

10.3.4 Emergency Management Network

The Wujal Wujal Emergency Management Network was established to provide a contingency that allows communication within Wujal Wujal even if the Telstra and/or Ergon power supply fails.

The principal purpose of the network is to provide emergency management communication between the users of the network including Council, Community, Police, Health and Emergency Services prior, during and immediately following an emergency event. It is intended for communication between Council, local residents and visitors when and if normal telecommunications are compromised.

<https://www.wujalwujalcouncil.qld.gov.au/community/local-wifi/>

Unfortunately, due to the devastating impacts of Flooding from TC Jasper the Emergency Management Network communications have been totally destroyed. A decision is yet to be made in which direction the WWASC chooses to take to augment localised communications. The WWASC has the ability to deploy and use star link.

10.4 Essential Supply

10.4.1 Electricity:

Supply is provided by Ergon Energy from the Queensland grid. No base load power stations are located within the Shire area.

Ergon Energy is the operator of the high voltage transmission lines emanating from Mt Molloy through to Cooktown. The reticulation network providing power to consumers in the Wujal Wujal area is connected to the Cooktown substation and travels through the heavily vegetated Wet Tropics and World Heritage areas. Due to the minimum clearing allowed from the powerline trees present a risk to maintaining supply to the community. Access to respond to power supply issues in the area can also be challenging particularly during the wet season due to flooding.

Individual power supply is accessed through the use of pre-paid electricity meter cards. This can present issues in times of extended isolation if households are unable to get into the township to purchase cards. Significant power impacts would require assistance from the DDMG.

10.4.2 Water supply:

Provision for a safe and adequate supply of water is essential. The bacteriological, chemical and physical condition of water for human consumption should comply with established standards. In most instances, the provision and treatment of water will be the responsibility of Wujal Wujal Aboriginal Shire Council. **During power outages auxiliary power will be required to ensure correct chlorination of the water supply is maintained. Council has backup generators to maintain services in times of power loss.**

If Wujal Wujal is significantly impacted from an event such as a cyclone or flooding the DDMG, key stakeholders and contractors will need to provide extensive support to maintain essential services such as potable water and sewage.

10.4.3 Sewerage:

After a disaster the provision of temporary ablution facilities may be required where existing facilities are damaged or additional facilities are required. Temporary facilities will also be required where temporary camp sites, either short term or long term, have been established. During extended power outages auxiliary power will be required to ensure sewage pump stations remain operational. Council has backup generators to maintain services in times of power loss. Cyclones and floods can cause extensive damages to the sewage system across the entire network and will require resourcing assistance from the DDMG.

10.4.4 Service Station

The Wujal Wujal Service Station has a card-operated petrol bowser for fuel supplies.

- Premium Unleaded, 91 Unleaded and Diesel is available

10.5 Essential Services

10.5.1 Wujal Wujal Primary Health Clinic:

The normal health clinic facility was decimated during the TC Jasper floods with a temporary clinic established to maintain health services in Wujal Wujal.

Wujal Wujal Primary Health Care Centre is Nurse and ATSI Health Worker managed center primarily providing - primary care, health screening/promotion, chronic disease management and emergency care.

Medical needs and emergencies outside the capabilities of the primary health clinic are transported to Cairns. Small hospitals are located at Cooktown to the north and Mossman to the south, however distance, terrain and capacity at these locations means that Cairns is usually the preferred option.



Facility Services - Wujal Wujal Temporary Primary Health Clinic	
Centre Services Nurse and ATSI Health Worker Managed Clinic	Primary Care; Healthcare screening and Healthcare promotion; Chronic Disease Management; Emergency Care; Emergency Care on-call after hours.
Centre Service relocated to Cooktown due to temporary clinic limited capacity	Dentist services; X-Ray Services; Morgue capacity
Visiting Services	Child Health Checks/Immunisations Nurse and ATSI Health worker; Physiotherapist; Occupational Therapist; Nutritionist/Dietician Services; Diabetes Care Nurse; Adult Mental Health Alcohol and Other Drug Services; Child and Youth Mental Health Services; Sexual and Family Health Nurse and ASTI Health worker; Medical Officer Clinics; Specialist General Physician; Specialist Paediatrician; Specialist Endocrinology; Ears/Nose/Throat (ENT) Specialist including Audiology; Women's Health Nurse; Optometrist; RFDS Wellbeing Counseling ; Radiographer; Midwifery Group Practice.
Distance to Main Referral hospitals	Cairns Base Hospital - 179km Cooktown Multipurpose Health Service - 70KM

10.5.2 Queensland Ambulance Service:

There is no Queensland Ambulance Service in the community. This function is performed by the Primary Health Clinic.

10.5.3 Queensland Police Service:

There is currently a two officer police station located in the township of Wujal Wujal. There are police stations located at Cooktown and Mossman which provide assistance as required depending on road closures.

10.5.4 Wujal Wujal Rural Fire Service:

There are no Queensland Fire Service urban personnel in the community. There is a Queensland Rural Fire Service unit located at Ayton with limited equipment and staff. The nearest QFD Urban Auxiliary station is located at Cooktown.

10.5.5 Wujal Wujal State Emergency Service:

The SES headquarters and all equipment and vehicle sustained significant damage following flooding in 2023. SES is currently working with Wujal Wujal LG and funding received from State government to replace the headquarters, vehicle and equipment.

10.5.6 Jabalbina Rangers

Collaborating closely with Kuku Yalanji Traditional Owners, Jabalbina is dedicated to preserving Yalanji Bama culture through diverse programs and projects both on and off country. As a central responsibility, Jabalbina ensures the care of Yalanji land, fostering economic and community potential, while safeguarding cultural integrity and optimizing benefits for Kuku Yalanji Traditional Owners. Jabalbina Rangers provide an extremely valuable capability to assist the Wujal Wujal LDMG in the event of a disaster.

11 Disaster Risk Assessment

The risk Methodology adopted for Wujal Wujal to effectively understand threats, analysis the hazard of threats and apply risk management principles is based on a hybrid model incorporating influence from the Guide to Disaster Risk Management in Queensland Aboriginal and Torres Strait Islander Communities', National Emergency Risk Assessment Guidelines 2010, the Queensland Emergency Risk Management Guidelines and in alignment with AS/NZS ISO 31000:2009. The Risk assessment is intended to remain dynamic with treatments documented and updated as required.

It is the intent that risk that is not reasonably managed i.e. High or Extreme after risk treatment be escalated to the District Disaster Management Group as a residual risk.

The Risk Assessment is available as an additional document.



12 Risk Treatment Arrangements

This Local Disaster Management Plan is based on the all-hazards approach. There are no Hazard specific plans as such, each threat or event is responded to in a similar manner and the key to a successful operation is to manage the consequences of the event to produce the best outcome for the Wujal Wujal community.

The types of threat or disaster/emergency will vary significantly with each type of event having its own special requirements; however the response will be in accordance with the LDMP and supporting Sub- Plans.

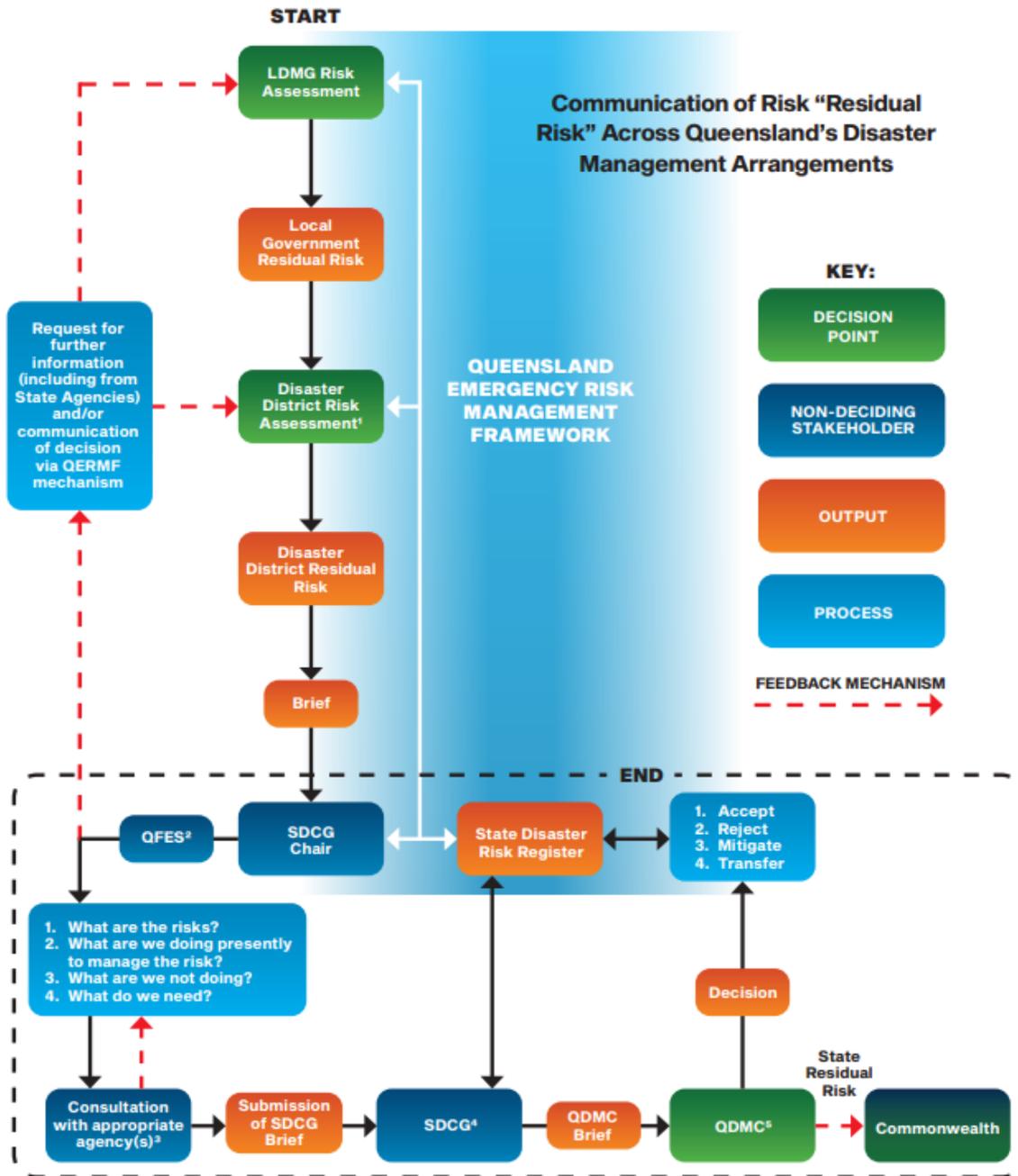
The Operational Sub-Plans are applicable to all hazards and some or all of the Sub Plans will be implemented depending on the particular event.

Some Risk Treatment Arrangements have been prepared for specific risks in Appendix C.

12.1 Residual Risk

Through the application of the risk assessment process, there will be instances where the LDMG identifies the application of treatment options at the local level will not be adequate and residual risk remains requiring further assistance.

Transferring all or part of this risk through risk sharing is an available treatment option. The application of risk sharing at the local level would involve the transfer or sharing of the risk with neighboring LDMGs, the DDMG or other stakeholders. The LDMG is transferring Residual Risk to the DDMG.



13 Potential Threats

This plan has been developed within the context of an 'All Hazards' approach, however, the main threats to the region have been previously identified as:

13.1 Storms/Cyclones and Flooding

Due to its geographical positioning the area can experience cyclones during the months of November to April, which is known in the Far North as the cyclone season or wet season; however, some cyclones have been recorded as late as June. Cyclones usually lose intensity over land.

Cyclones, and the after affects such as heavy rainfalls, often result in flooding from two directions, the Pacific Ocean to the east and from the Gulf of Carpentaria to the northwest.

Due to the location of the Wujal Wujal Aboriginal Shire community it is very vulnerable to flooding from the Bloomfield River and overland flow from the surrounding mountains. This has been noted in 2017, 2019 and 2023 in the more recent years. Absolute devastation was experienced from intense rainfall from TC Jasper in December 2023.



13.2 Landslides

Access into the Wujal Wujal community can be disrupted by significant landslips caused by rainfall. This was experienced after the intense rainfall of TC Jasper. TC Jasper caused a large magnitude of landslips isolating the Wujal Wujal community for an extended duration. Considerations for Emergency Supply and or Resupply need to be included in event action planning.



13.3 Bushfire

The majority of the Shire is under Deed of Grant in Trust arrangements administered by the Wujal Wujal Aboriginal Shire Council. The area is also surrounded by a number of forestry reserves, world heritage rainforests and crown land. The areas surrounding the township are regularly threatened by bushfires. To support collaborative bushfire mitigation, Queensland Fire Department have implemented a Bushfire Mitigation Plan. The Queensland State Disaster Management Plan stipulates that the Queensland Fire Department (QFD) has primary management responsibility for ensuring the preparation of Bushfire Mitigation and Readiness Plans.

The goal of the Bushfire Risk Mitigation Plan (BRMP) is to document and encourage proactive actions to mitigate bushfire hazard and risk through planning and actions by land managers, owners or occupiers as per the Fire Services Act 1990. The Disaster Management Act 2003 and the Queensland State Disaster Management Plan provides the authority to promote bushfire mitigation planning as an important component of Local Disaster Management Plans. The BRMP process is consistent with the hazard specific planning envisaged under the Queensland Disaster Management Arrangements (QDMA).

The BRMP process is consistent with the hazard specific planning envisaged under the Queensland Disaster Management Arrangements (QDMA).

13.4 Earthquakes

From historical data it could not be stated that the region is a high risk area in terms of the likelihood of being subjected to an earthquake at a sufficient level to cause significant loss. Nevertheless, it is within the realms of possibility that the region could be impacted by such an event.

13.5 Infectious Disease Outbreak

At least three pandemics have posed a threat to Australia in recent times — avian influenza (2003), swine flu (2009) and coronavirus COVID-19 (2019–current). These outbreaks can challenge and overwhelm the health system, involve the isolation and quarantine of large numbers of people for protracted periods, cause widespread economic and social disruption and can result in large numbers of fatalities or people with serious illness. For further information please reference the **Remote Communities Pandemic Sub Plan for Wujal Wujal Aboriginal Shire**.

13.6 Heatwaves

In the last 200 years, severe and extreme heatwaves have taken more lives than any other natural hazard in Australia (BoM 2013). The Wujal Wujal Aboriginal Shire has occasionally experienced heat waves. [The National Heatwave Forecasting and Assessment Service](#) is a BoM product that operates from the start of November to the end of March. It provides warning of unusually hot conditions allowing government, emergency services and communities time to implement measures to reduce the impact.

13.7 Exotic Plant Disease

Potential exists in Australia for the rapid spread of exotic plant diseases with a subsequent impact on the rural and national economy.

13.8 Tsunami

From historical data it could not be stated that the region is at high risk in terms of the likelihood of being subjected to a Tsunami. Nevertheless, it is within the realms of possibility that the area could be impacted by such an event

13.9 Major Infrastructure Failure

Low impact short duration loss of power, with consequential interference with telecommunications, water supply, or sewerage treatment systems will not have a significant impact on the community as Wujal Wujal Aboriginal Shire Council has strategic backup systems for water and sewerage and has available star link capabilities. More complex wider impact and longer duration events can have a significant impact on the continuity of essential services such as water, sewerage, telecommunications and health service provisions. Significant support may be required from agencies, services and the DDMG if wide impacts are experienced.

13.10 Transport Incidents

There is a possibility that a multi casualty vehicle transport incident -causing severe strain on the capability of the emergency services in the Wujal Wujal Aboriginal Shire to respond.

13.11 Aircraft Incidents

The Shire has no regular passenger services (RPT) to its airstrips however large numbers of non-commercial aircraft regularly fly over the Shire. There is a private strip located north of the township near Bloomfield Lodge however this is not an all-weather strip and closes when rainfall occurs.

13.12 Fuel and Chemical Spills

There are limited numbers of fuel and chemical trucks that pass through the Shire on a regular basis with a low risk of accidents occurring that could cause serious injury or death. However, there is no alternate route around Wujal Wujal for these types of vehicles travelling the coast road.

13.13 Terrorist Incidents

There is only a very minor risk of a terrorist incident occurring in the Wujal Wujal Aboriginal Shire Council area due to the remoteness and lack of major infrastructure.

13.14 Alcohol Management Plan

The area comprising the Wujal Wujal Aboriginal Shire is subject of an Alcohol Management Plan. At present alcohol is not permitted to be consumed within the Shire area. **Those travelling to the area during response or recovery operations need to be aware of the alcohol restrictions as breaches can result in criminal prosecutions.**

13.15 Climate Change

Climate change will likely exacerbate the frequency and severity of natural hazards. Climate Change in the Far North Queensland region indicates the area will be increasingly affected by higher temperatures, hotter and more frequent hot days, more intense downpours and less frequent but more intense tropical cyclones.

14 Prevention

This section addresses the areas of how the Local Disaster Management Group and other organisations can take steps to reduce the impact of disaster events within the community and increase the Community Awareness activities undertaken pre-event to create empowered, sustainable and resilient communities.

14.1 Land Use Planning

Land use planning in areas exposed to natural hazards can significantly reduce disaster risk, the impact of hazards should they arise and enhance the resilience of existing and future communities. Regulating the use and development of land is a key strategy to avoid risk to life, property and environment, and reduce damage and disruption to the community.

14.2 Building Codes, Regulation and Legislation

The application of building codes and building use regulations ensures buildings and infrastructure are designed and constructed to standards that reduce the likelihood of damage and injury in an event. Standards and codes should be referred to and enforced, particularly for the design and construction of major infrastructure and components of essential services.

14.3 Design Improvements

Design improvements to infrastructure or services can be engineered to provide a greater level of resilience. They can be applied to new infrastructure, to harden existing infrastructure or when considering betterment works during the reconstruction phase. Ensuring the reliability of critical infrastructure and services supports the communities social and economic wellbeing.

14.4 Public Awareness

The community will be informed of the Disaster Management Arrangements the Wujal Wujal Aboriginal Shire Council has in place by the conduct of public meetings, information distribution, newspaper articles, advertisements and brochures as follows. They will also be advised that the plan is included for viewing and downloading from the Council's website or Queensland Disaster Management Website which will show the latest version of the plan available.

14.5 Council Offices

The Local Disaster Coordinator will ensure the Council's office has on display any public awareness material available from QFD or other agencies.

The current copy of the Local Disaster Management Plan is available for public viewing in the Shire office.

14.6 Business

The Local Disaster Coordinator will ensure all National Parks, Tourist Information Centres, and other centres have ample supplies of brochures and information on the Shire's disaster management arrangements.

14.7 Community Groups

The Local Disaster Coordinator will coordinate meetings with relevant groups to ensure their members are aware of the Shire's disaster management arrangements.

14.8 Community Members

The State Emergency Service on behalf of the LDMG will conduct public information sessions to present the current arrangements in place to assist the community to prepare for potential hazard impacts or threats. Such meetings will be held in all areas of the Shire and will be tailored to be language appropriate. The meetings will be held as close to the beginning of each Cyclone season as possible.

The Wujal Wujal Aboriginal Shire Council will each year prior to the Cyclone and Bushfire Seasons arrange for Preparedness brochures to be delivered to each household in the Shire. These brochures will also be made available at the Councils Administration Office year round.

14.9 Media

The Council will provide a media release on the adoption of the new Disaster Management Plan and following any subsequent annual updates of the Plan. Council will arrange for inclusion of a disaster preparedness information page in local newsletters at times prior to and during the Cyclone and Bushfire seasons.

During an activation or event

The Chair of the LDMG or his/her delegated person will provide regular media releases in the event of a disaster if this is deemed necessary by the LDMG. The Chair of the LDMG is the delegated media spokesman in this situation. The LDMG will utilise the local Radio station (RIBS) to broadcast warning messages to the community.

14.10 Land Use Management Initiatives

The Department of Environment and Heritage Protection, Council and others encourage the use of land care practices that can reduce the chances of potential disasters from:

- Rural fires;
- Pest plant spread;
- Animal and plant disease spread; and/or
- Erosion and water pollution.

15 Preparedness

15.1 Local Disaster Coordination Centre – Event Coordination

Overall management of the coordinated response is the responsibility of the LDC of the LDMG.

Coordination of the Local Disaster Coordination Centre (LDCC) is the responsibility of the Local Disaster Coordinator (LDC).

Activation of the LDMG will be in response to a local event that demands a coordinated community response. The authority to activate the LDMG is vested in the Chair or delegate of the LDMG. It is the duty of the Chair or delegate to inform the DDC regarding the Plan's activation. The plan may also be activated at the request of the DDC.

The functions of the LDCC are:

- to co-ordinate Council's and community resources in support of agencies involved in response and recovery operations
- to co-ordinate additional resources allocated to Council through the DDCC
- to co-ordinate the collection, collation and dissemination of information to the DDCC and the Wujal Wujal community.

All agencies will be represented with the LDCC by a person able to commit the resources of their agency. All response will be conducted through the LDCC under the priorities set by the LDMG and relayed through the Local Disaster Coordinator LDC.

The LDCC will be located in the Wujal Wujal Council Chambers, 1 Hartwig St, Wujal Wujal.

Activation and Standard Operating Procedures are contained in:

- Appendix.1 - *Activation of the LDMG Sub Plan*
- Appendix.2 - *Local Disaster Coordination Centre - Sub Plan.*

Communication procedures are contained in:

- Appendix.2 - *Local Disaster Coordination Centre - Sub Plan.*

15.2 Warning Systems and Public Education

The release of information to the community regarding emergency and associated threats, will be approved by the Chairperson and distributed after discussions with the Officer in Charge of the Lead Agency and the Local Disaster Coordinator.

Refer to Section 3.2 Public Education in this plan, and also to Appendix.10 - *Public Information and Warnings Sub Plan*.

15.3 Response Capability and Strategy

Training and education can provide the knowledge, skills and attitudes required to address the issues of disaster management through prevention, preparedness, response and recovery.

15.4 Resources

Equipment - includes chainsaws, concrete cutting saws, pumps, pneumatic hammers and a variety of hand operated tools usually associated with civil construction or maintenance work.

Plant - ranges from small passenger vehicles to large trucks and includes four-wheel drive and two-wheel drive utilities. Other plant includes graders, backhoes and front-end-loaders and skid steer loaders.

If additional resources are required the resources will initially be sourced through local suppliers that are:

- contracted to Council
- are capable of providing the resources
- can support Council in responding to a disaster through the provision of resources

A list of all available resources is included in Appendix.11 *Public Works and Engineering Sub Plan*.

16 Response

16.1 Activation of the LDMG

Timely activation of the LDMG is critical. The LDMG will activate in response to an actual or threatened disaster that will have significant community consequences and requires a coordinated response and/or recovery effort. The decision to activate is based upon defined triggers and the perceived level of threat. The authority to activate the LDMG is at the discretion of the LDMG Chair based on the nature and scale of the event. The LDMG Chair will consult with the full membership where time permits. Should the Chairperson be unavailable, the Deputy Chairperson of the LDMG is responsible for the decision. Should neither of the above members of Council be available, the decision may be taken by the Local Disaster Coordinator, who will advise the Chair, LDMG as soon as is practicable.

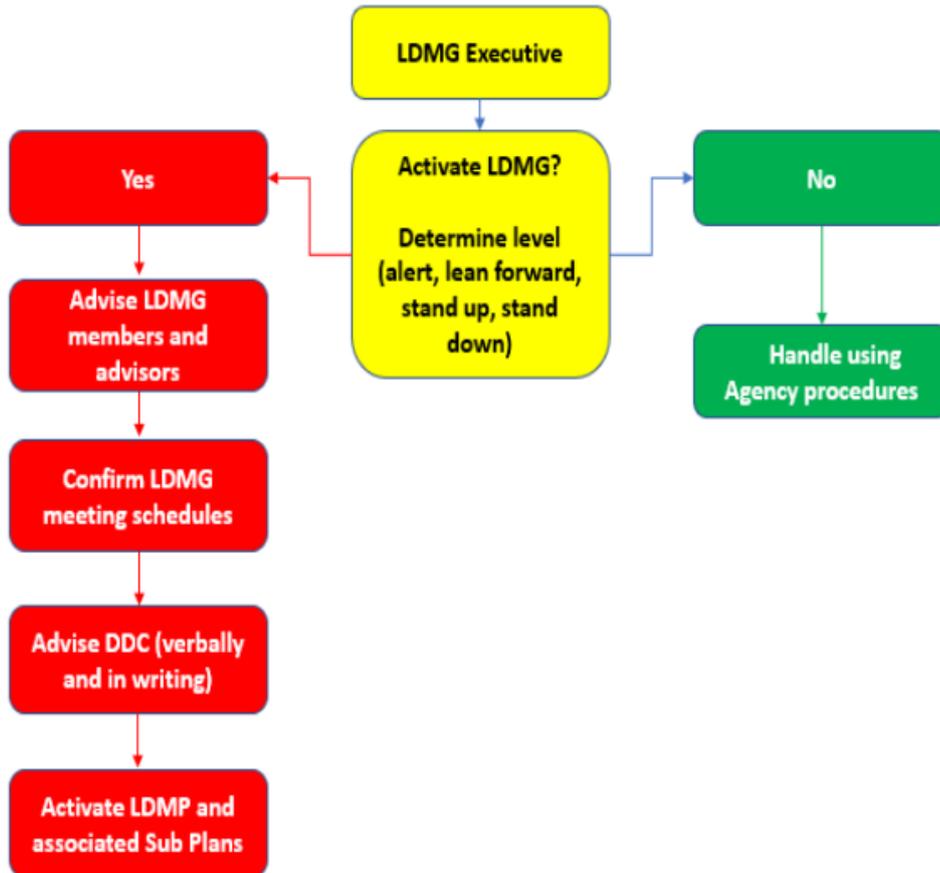
The principle purpose of the emergency response is the preservation of life and property. Response is defined as the actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support.

16.2 Activation Criteria

The local disaster management system, involving the LDMG, may be activated for a number of reasons. The following decision criteria should be employed. If yes is answered to any of the questions the LDMG should be activated.

- Is there a perceived need relative to an impending hazard that requires multi-agency coordination?
- Has there been a request from a response agency to provide resources and coordination in support of operations?
- Has there has been a request/direction from the DDC to activate the LDMG?
- Has there been a sudden impact that requires involvement of the LDMG in one or more phases of PPRR?

The following table depicts the disaster management system in operation at local level:



16.3 Activation of LDMP and Sub Plans

The LDMP will be activated automatically whenever the LDMG activates. The LDC is responsible for activating approved sub-plans as required by the nature and circumstances of the event.

Activation and Operating Procedures are detailed at *Appendix.2 Local Disaster Coordination Centre - Sub Plan*

16.4 Levels of LDMG Activation

- Alert
- Lean Forward
- Stand-Up
- Stand-Down

The activation of each stage is dependent upon the type of hazard situation.

Level of Activation	Definition
Alert	A heightened level of vigilance and preparedness due to the possibility of an event in the area of responsibility. Some action may be required and the situation should be monitored by staff capable of assessing and preparing for the potential threat.
Lean Forward	An operational state characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on stand by and prepared but not activated. Situational reports (SITREPS) to DDC should continue as arranged.
Stand up	An operational state where resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated. Situational reports to DDMG continue according to agreed timelines.
Stand down	Transition from responding to an event back to normal core business and/or continuance of recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.

Activation of LDMG is detailed at *Appendix.1. Sub Plan*

16.5 Warning notification and dissemination

The LDMG has an important role in ensuring the notification and dissemination of warnings to members of the LDMG and elements of the community that may fall under the responsibility of LDMG member agencies. It is important that the LDMG has an established notification and dissemination process prepared and documented within the LDMP and be able to be implemented.

Good public communication is vital to the successful handling of any disaster event. A well-informed public is better able to respond to a disaster, which in turn will minimise the impact of the event on the community. A program of community education prior to an event, ensures the public are made aware of the risks of disasters, how local responders are prepared to deal with events and what they should do to prepare before disasters occur.

When an event is imminent, it is essential the public are warned of the danger and provided with information about the event and advice on recommended actions. The key objective is to deliver accurate, clear, timely information and advice to the public so they feel confident, safe and well informed and are aware of any recommended actions.

There are a number of different warnings that emanate from various sources that are relevant to the threats which impact on the Region. Predominantly warnings will be issued by the Bureau of Meteorology in relation to Severe Weather Warnings and Tropical Cyclone Advices but can also arise from other sources such as Queensland Fire and Rescue Service in relation to hazardous materials incidents and bushfires or Geo-Science Australia for earthquakes. Warnings will be broadcasted on local radio, websites and social media sites. Assistance will be sought from Community Disaster Management Groups (where it is safe to do so) to distribute warnings at key locations throughout their communities.

The LDC can request, through their QFD member on the LDMG, an Emergency Alert campaign to be delivered via landline and text messages to potentially affected communities.

It is vital that warning messages are appropriate to the risk and the kind of audience being addressed.

The process for the notification and dissemination of warning products is not a function dependent on the activation of the LDMG, rather should be an automatic responsibility of LDMG Executives and members regardless of the status of activation of the LDMG.

The process for dissemination of warnings and public information is documented in the *Public Information and Warnings Sub Plan*.

16.6 Operational Reporting (SITREP)

Extraordinary meetings of the Local Disaster Management Group will be convened on an as required basis during disaster operations.

During operational activity the LDMG, through the operation of the LDCC, will be responsible for the preparation and distribution of SITREPs. The LDMG will ensure regular and accurate information is received from operational areas to inform operational response, forward planning and the contents of the LDMG SITREP. The production of SITREPs takes time and effort and the LDMG will need to consider the allocation of appropriate staff in the LDCC to compile the SITREP. The nature of the disaster and the involvement of the DDMG will determine the timings, complexity and format of the SITREP for a given event.

The frequency of operational reporting in the form of SITREPs to the DDMG and consequently to the State Disaster Management Group will be communicated by the DDC.

16.7 Tasking Log

A tasking log will be used during activations to record actions taken and the responsible agency or officer. It is anticipated that the log will be used by the LDC or in larger operations the Tasking or Operations Officer in the LDCC.

A tasking log may contain details of:

- the specific operational tasks to be undertaken
- the date and time of commencement of the tasks
- the agency and responsible officer to which the task has been delegated
- relevant contact details
- the date and time of completion of the task; and
- actions taken and contextual comments.

The use of a tasking log will ensure that planned operational contingencies have been executed. Tasking logs should be treated as official records and shall be stored and archived appropriately to provide information to any post event review.

16.8 Accessing Support (Request for Assistance)

Incidents of local concern can be managed using local resources and will be managed by the LDMG, however when local resources are exhausted, the District Disaster Management Plan (DDMP) and State Disaster Management Plan provide for external resources to be made available, firstly from the District, and then secondly on a State-wide basis.

Only the LDC and Chairperson are authorised to seek external resources through the DDMG.

Where possible LDCC shall provide land line telephones, computer access, two way radios, desk space and administrative resources to agency Liaison Officers.

16.9 Requesting Support from the DDMG

All requests to the DDMG will go through either the LDC and or Chair of the LDMG or their delegate after confirming all available local resources have been exhausted.

16.10 Support from External Agencies (public and private)

Council's preferred suppliers are held by Council's Procurement Officer.

17 Declaration of a disaster situation

In accordance with s.64 of the Act, a DDC may, with the approval of the Minister, declare a disaster situation for the district or one or more local government areas within the district in whole or in part. As outlined in s.75 and s.77 of the Act, the declaration confers extra powers on particular groups to perform actions, give directions and control movements within the declared area.

In declaring a disaster situation, the DDC is to be satisfied that a disaster has happened, is happening or is likely to happen and it will be necessary, or reasonably likely to be necessary, to exercise declared disaster powers to prevent or minimise the loss of human life, illness or injury to humans, property loss or damage, or damage to the environment.

18 Media Management

During a disaster it is critical that the public information provided to the media is consistent across all levels of the QDMA. To ensure the release of appropriate, reliable, and consistent information it is recommended that:

- joint media conferences be held at designated times involving key stakeholders, including the Chair of the LDMG where geographically feasible
- key spokespersons should be senior representatives of the LDMG agencies involved in the event
- the scheduling of media conferences requires a coordinated approach to ensure there is no conflict between State, district or local announcements
- statistics are a potentially contentious issue requiring checking carefully with all agencies before release
- each agency is only to comment on its own areas of responsibility.

The LDMG has developed a media management strategy that:

- is flexible for application in any given event
- identifies key messages to inform the community, including reinforcing the LDMG's role in coordinating support to the affected community
- identifies preferred spokespersons for factual information (e.g. evacuation measures, road closures)
- is consistent with the crisis communication network arrangements outlined in the Queensland Government Arrangements for Coordinating Public Information in a Crisis.

For further information on media management during a disaster event see Public Information and Warnings Sub Plan at Appendix A.10.

19 Logistics support and resource allocation

When the LDMG requires logistics support and/or resources to meet operational requirements that are beyond local capacity and capability, the LDMG shall formally seek assistance through a Request for Assistance forwarded to the DDCC.

It is recognised that administrative boundaries may unnecessarily separate resources from impacted communities.

19.1 Logistics Sub Plan

Resource management, particularly of material resources, is an area which can cause extreme problems in the response to a disaster event. As well as an influx of requests for material assistance, a Logistics Sub-Plan is provided for a situation where both requested and non-requested resources arrive en-masse to the affected area.

The Logistics Sub-Plan is developed to manage the receipt and delivery of the appropriate supplies within the disaster affected area, in good condition, in the quantities required, and at the places and times they are needed.

Contents of the Logistics Sub-Plan include:

- SDCC approved request-for-assistance protocols and form/template
- local and regional resource supply arrangements and suppliers contacts
- management
- warehousing
- asset recording and tracking
- transportation
- return of hired or unused materials after event.

The LDMG should consider all resources located within their area and may also record resources located within neighboring areas. Any proposed cross boundary arrangements should be acknowledged through the relevant planning processes and documented within the LDMP. Additional resources may be requested through the Cairns DDMG. For further information on Logistics management during a disaster event see *Logistics Sub Plan* at Appendix A.13.

19.2 Initial Impact Assessment

The details of who carries out initial inspections and assessments, the procedures for reporting and action to be taken is set out in *Appendix.8 Impact Assessment Sub Plan*.

20 Recovery

20.1 Definition of Recovery and Recovery in action

In accordance with the [Queensland Recovery Plan](#), disaster recovery is defined as the coordinated process of supporting disaster-affected communities' psychosocial (emotional and social), and physical wellbeing; reconstruction of physical infrastructure; and economic and environmental restoration (including regeneration of the natural environment, associated infrastructure and heritage sites and structures, and the management of pollution and contamination).

20.2 Local recovery in action

Further information on Recovery can be located in the Wujal Wujal Recovery Sub Plan.

21 Financial Management

Due to the nature of many disaster situations, finance operations will often be conducted with compressed time constraints and other pressures, necessitating the use of non-routine procedures. This in no way lessens the requirement for sound financial management and accountability.

Each participating agency shall predetermine the type and limit of expenditure permitted (individual expense and cumulative expense) by their group members without further reference to senior management. This also includes predetermining management processes for the expeditious financial authorization of support and relief staff, as may be required.

21.1 Financial Management Sub-Plan

Disaster related finances are not normally included in the budgetary processes of local governments or other responding agencies. During a disaster event, each support agency is responsible for providing its own financial services and support to its response operations in the field.

The Financial Management Sub-Plan outlines local government and other responding agency internal financial arrangements in support of a disaster event, and the eventual financial claiming process to recoup funds.

Contents of the Financial Management Sub-Plan include:

- consideration of eligibility for DRFA or SDRA funding
- authority/delegation to expend funds
- authorised expenditures
- recording of expenses
- recouping of funds.

21.2 Document Management and Accountability

When an event occurs, each participating agency shall immediately begin accounting for personnel and equipment costs relating to disaster operations. Reimbursement is not an automatic process and requires solid evidence of disaster related expenditure.

Care and attention to detail must be taken throughout the disaster operations period to maintain logs, formal records and file copies of all expenditure (including personnel timesheets), in order to provide clear and reasonable accountability and justifications for future audit and potential reimbursement purposes. For further information on Financial management during a disaster event see ***Financial Management Sub Plan at Appendix A.3.***

21.3 Disaster Funding Arrangements

21.3.1 Disaster Recovery Funding Arrangements (DRFA) and State Disaster Relief Arrangements (SDRA)

The objective of the Disaster Recovery Funding Arrangements (DRFA) is to assist the recovery of communities whose social, financial and economic wellbeing has been severely affected by a natural disaster event. The Guidelines can be accessed through the internet via – <http://qldreconstruction.org.au>

The Emergency Services Minister is responsible for activating and coordinating the delivery of Disaster Recovery Funding Arrangements (DRFA) assistance measures.

The intent on the State Disaster Relief Arrangement is to assist in the relief of communities whose social wellbeing has been severely affected by a disaster (natural or non-natural). The SDRA is state funded, and therefore not subject to the Australian Government imposed event eligibility provisions or activation threshold. As a consequence SDRA is able to address a wider range of disaster events and circumstances where personal hardship exists.

22 Resupply

The LDMG is responsible for supporting communities to prepare for the possibility of temporary isolation and ensuring procedures are in place to support resupply of food and other essentials during times of isolation.

LDMG members should attend training in resupply conducted by QFD it forms part of the Queensland Disaster Management Training Framework. The LDMG is responsible for conducting community education programs with respect to the preparations to be made prior to the expected time of impact and any coordinating activities with respect to such preparation.

Community awareness strategies include:

- placing notices in local media
- holding information sessions in at-risk communities
- encouraging retailers to make financial and delivery arrangements with their wholesale suppliers
- planning for resupply operations should take into account how the LDMG should apply for a resupply operation
- how the request should be managed and coordinated and the financial arrangements to be implemented.

Information on Resupply processes can be accessed in the [Resupply Guidelines](#).

23 Appendices

23.1 Appendix A Distribution List

Copies of the plan will be forwarded to the following organisations. The LDC will be responsible for issuing updates to the plan and providing the current version of the document on Council's website and to QFD for display the Queensland Disaster Management website.

Organisation	Contact
Wujal Wujal Aboriginal Shire Council	Executive Officer
Queensland Fire & Emergency Services	Queensland Fire and Emergency Services
Primary Health Clinic	D.O.N
Rural Fire Service Queensland	First Officer Rural Brigade - Ayton
Queensland Police Service	OIC
State Emergency Service	Local Controller
Traditional Owner	Dawnvale
Traditional Owner	China Camp
Traditional Owner	Shipton Flats
Ergon Energy	Work Group Leader
Cairns District Disaster Management Group	District Disaster Coordinator

23.2 Appendix B Interim Recovery Arrangements

Purpose

The purpose of recovery is to restore the emotional, social, economic and physical wellbeing of the community following a disaster.

Responsibility

The Wujal Wujal Aboriginal Shire Council is responsible for assisting and coordinating resources and those of the community in recovering from a disaster.

The Queensland Reconstruction Authority is the Qld Government's lead functional agency for Recovery at the State and Disaster District levels.

Context and Assumptions

The primary aim of recovery is to assist the affected community to regain a proper level of functioning following a disaster, both initially and long term.

Recovery is the coordinated process of supporting disaster affected communities in:

- reconstruction of the physical infrastructure and the
- restoration of emotional, social, economic and physical well-being through the provision of:
 - information
 - personal support
 - resources
 - specialist counselling
 - mental health services

Introduction

Communities have long been involved in prevention, preparedness and response services to preserve life and property from the effects of disasters. In more recent times it has been recognised that people and communities need services to assist them in the recovery process following the experience of significant disaster.

There are four components to recovery, community recovery, infrastructure recovery, economic recovery and environmental recovery.

Support Agencies

- The support agencies for recovery are:
- Australian Red Cross
- Q Build
- Queensland Health
- Centrelink
- Department of Communities
- QPS
- Volunteers
- Salvation Army
- Ministers of churches
- St Johns Ambulance
- Blue Care

Issues to be addressed in Recovery

Community Recovery – Information

- Services to provide information on:
 - the range of recovery services available
 - on the psychological effects of disaster
- Objectives
 - to promote and hasten community recovery
 - to decrease anxiety and emotional stress
 - to engender a sense of control and predictability
 - to increase the capacity of the community to participate in its own recovery
- Delivery
 - leaflets / fact sheets
 - through the electronic and print media, refer to A.10 Public Information and Warnings Sub Plan
 - public meetings

Community Recovery - Personal Support Services

- Services
 - outreach counselling through Recovery Centre operations
 - reception at evacuation centres
 - comfort and reassurance
 - tracing services
 - personal services such as childcare, advocacy, interpreters and practical advice
- Objectives
 - to meet the personal needs of disaster affected persons and to reduce anxiety and accompanying debilitating effects
- Delivery
 - usually provided on a one-to-one basis by workers or volunteers with personal support and listening skills
 - refer to A.4 Community Support Sub Plan

Community Recovery - Financial Assistance

- Services
 - Disaster Recovery Funding Arrangements (DRFA)
 - Associations Natural Disaster Relief Scheme
 - Commonwealth Government special benefit
- Objectives
 - DRFA Scheme to assist disaster affected persons whose financial position is such that they are unable to provide for their own recovery from the effects of disaster events
 - Associations Natural Disaster Relief Scheme to provide concessional rate loans and grants to non-profit organisations to repair or replace facilities damaged or lost as the result of disaster events
 - Special Benefit to assist people who have experienced a significant disruption to their normal source of income as the result of disaster. The benefit is administered by Centrelink.
- Delivery
 - Centrelink
 - Applicants' residences (outreach)
 - Recovery Centres
 - Department of Communities Offices

Community Recovery - Counselling and Mental Health Services

- Services
 - Defusing
 - Psychological support and debriefing
 - Crisis and long term counselling
- Objectives
 - To avoid or alleviate the emotional or psychological effects of disaster experiences
- Delivery
 - through the District Community Recovery Committee as per the State Community Recovery Plan Queensland
 - services may be delivered in a number of locations (community recovery centres, private residences, drop-in centres, professional offices and clinical settings)

Community Recovery - Long Term Accommodation

- Services
 - accommodation (medium to long term)
- Objectives
 - to address the medium to longer term accommodation needs of disaster affected persons
- Delivery
 - through community recovery centres, Department of Housing facilities or applicants residences

Community Recovery - Community Development Services

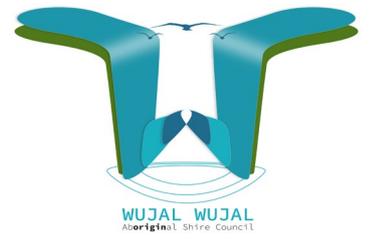
- Services
 - community network re-activation
 - community Information
 - public forums
- Objectives
 - to provide community information to enhance recovery
 - to reactivate and facilitate recovery of community networks and facilities
 - to facilitate community understanding and participation in preparedness, prevention, response and recovery
- Delivery
 - through the District Community Recovery Committee and/or Community Development Officers attached to local or state agencies that offer community development activities
 - infrastructure Recovery
 - restoration of essential services
 - provide community access to services
 - facilitation of restoration of living conditions and security
 - prioritising the rebuilding of infrastructure and community lifeline
 - economic Recovery
 - business continuity
 - industry restoration
 - manufacturing
 - service
 - building
 - tourist
 - commercial
 - environmental Recovery
 - natural bushland
 - environmental Parks
 - beach restoration and erosion protection
 - waterways and canals clean up
 - replanting as required
 - consideration of animal habitats

23.3 Appendix C Risk Register/ Risk Treatment

For Cyclone and Flood Impacts please refer to new risk assessment process

Hazard	Vulnerable sector	Potential risk	Likelihood	Consequence	Risk level	Risk Treatment and Mitigation	Responsible Agency	Timeline
Storm Surge (Cyclonic)	People, infrastructure, environment	Property, buildings flooded Infrastructure damaged	Rare	Catastrophic	High	Public awareness campaign, community awareness initiatives	WWASC	Ongoing
Bushfire	People, infrastructure, environment	Infrastructure destroyed people injured or fatalities	Rare	Minor	High	Public awareness campaign, community awareness initiatives.	QFRS Rural, WWASC	As required
Earthquake	People, infrastructure, environment	Infrastructure damaged or destroyed people injured or fatalities	Rare	Catastrophic	High	Maintain community awareness initiatives	BoM, QFD	As required
Tsunami	People, infrastructure, environment	Infrastructure destroyed people injured or fatalities	Rare	Catastrophic	High	Maintain community awareness initiatives	BoM, QFD	As required
Landslip	People, infrastructure, environment	Infrastructure damaged or destroyed	Possible	Moderate	High	Maintain community awareness initiatives	WWASC	As required

Hazard	Vulnerable sector	Potential risk	Likelihood	Consequence	Risk level	Risk Treatment and Mitigation	Responsible Agency	Timeline
Terrorist	People, infrastructure	Infrastructure destroyed, people injured or fatalities	Rare	Major	High	Community awareness campaigns	QPS	As required
Hazardous Materials	People, infrastructure, environment	People may become ill, environmental damage	Possible	Major	High	Public awareness campaigns	QFRS, WWASC	As required
Dam Failure	People, infrastructure, environment	Infrastructure destroyed, possible fatalities	Rare	Moderate	High	Maintain community awareness initiatives	WWASC	As required
Marine Oil Spill	Environment	Environmental damage	Possible	Major	High	Community awareness campaigns	MSQ, Ports North, AMSA	As required
Disease Pandemic	People	Major numbers hospitalised and fatalities	Rare	Catastrophic	High	Public awareness campaign, community awareness initiatives.	QHealth, DAFF	Ongoing
Heatwave	People	Possible hospitalisation and fatalities	Possible	Minor	Mod	Community awareness campaigns	QHealth	Ongoing
Road Accidents	People	Possible hospitalisation and fatalities	Possible	Minor	Mod	Public awareness campaign, community awareness initiatives.	QPS, TMR	Ongoing
Shipping/ Boating Accidents	People	Possible hospitalisation and fatalities	Possible	Moderate	High	Community awareness campaigns	MSQ, Ports North	Ongoing
Marine Pests	Environment	Environmental damage. Reduced income.	Rare	Moderate	Mod	Public awareness campaign, community awareness initiatives.	MSQ, DAFF	Ongoing



Appendix | 5

Grant Funding



Funding Applications Submitted Awaiting Outcome Wujal Wujal Aboriginal Shire Council

NOTES / PROJECT STATUS	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.)
No set closing date. Department is due to assess next batch of applications at the end of September 2024 and then again January 2025	Regional Precincts and Partnership Program - Partnership Development - Stream 1 PLANNING	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Operational	Wujal Wujal Cultural and Economic Growth Precinct - PLANNING AND DESIGN	Planning project for the development of: 1. Admin and Business Development Hub 2. Emergency Evacuation Centre 3. Recreation Centre 4. Art Centre 5. Cemetary Expansion	Kiley	CEO	Submitted	Dec 2024 - Feb 2025	\$4,168,580.00	\$0.00	\$4,168,580.00
Stage 1 EOI application successful. Through to Stage 2 due 2pm 23 September 2024	Play our Way Program - Stream 1 Facilities	Department of Health and Aged Care	Capital	Construction of a Female Gym and Multi-purpose Facilities	This project will build and upgrade infrastructure as an extension to the community hall to provide a safe modern gym and fitness facility to increase participation and inclusivity for women and girls in sport and recreational activities.	Dan	Works and Building	Submitted	.Jan 2025	\$1,995,962.00	\$0.00	\$1,995,962.00
	Growing Regions Program Round 2	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Capital	Multipurpose Place of Refuge	Construction of the Multipurpose Place of Refuge	Kiley	CEO	Submitted	.Jan 2025	\$7,093,800.00	\$788,200.00	\$7,882,000.00
	Growing Regions Program Round 2	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Capital	Council Administration & Business Development Hub	Construction of the Council Administration & Business Development Hub	Kiley	CEO	Submitted	.Jan 2025	\$7,489,800.00	\$832,200.00	\$8,322,000.00
	Scheme Supply Fund	Department of Housing, Local Government and Planning (DHLGP)	Operational	Planning Scheme Amendments - Housing Supply and Community Infrastructure Needs	The key deliverable being undertaken as part of this funding request are: - Studies required to support planning scheme amendments, including but not limited to, Land Availability Study and Cultural Heritage Study (legal requirement under the Planning Act Section 25.1) - Renewal of Council's Planning Scheme	Kiley	CEO	Submitted	.Oct 2024	\$670,000.00	\$0.00	\$670,000.00

Successful Funding Applications 9 October - 4 November 2024

Wujal Wujal Aboriginal Shire Council



Funding Program	Funding Body	Grant Type	Project Name	Project Summary	Project Manager	Department	Grant Application Status	Approved Funding (GST Excl.)
Nil to report this period								



CAPITAL Grant Funded Projects in Delivery Wujal Wujal Aboriginal Shire Council

NOTES / PROJECT STATUS	MAGIQ ID	Funding Program	Funding Body	Grant Type	Project Name	Project Summary	Project Manager	Department	Project Stage	Approved Funding (GST Excl.)	Approved Co-contribution	Approved Total Project Cost (GST Excl.)	Project Commencement as per Agreement	Project completion date as per Agreement
	4701	SES Support Grant 2024-25	Queensland Fire and Emergency Services Department	Capital	Replacement of SES Vehicle - ID 242571	Replacement of SES vehicle destroyed during TC Jasper	Perry	CEO	Delivery	\$89,439.32	\$0.00	\$89,439.32	01-Jul-24	30-Jun-25
19/08/2024 - request additional 12 months with SES - will tie in with new place of refuge (to be constructed) 11/10/2024 - Kiley emailed dept to request variation to roll over funds to 25/26 FY	4701	SES Support Grant 2024-25	Queensland Fire and Emergency Services Department	Capital	Replacement SES Demountable Office	Replacement of demountable SES office destroyed during TC Jasper	Perry	CEO	Delivery	\$204,477.19	\$0.00	\$204,477.19	01-Jul-24	30-Jun-25
16/10/2024 - bus has been purchased. Trailer has been identified Bundberg - if still available will be purchased over the next month. Dan to liaise with Phil Carlton to pick up.	4665	Gambling Community Benefit Fund	Department of Justice and Attorney-General	Capital	Purchase of 4x4 Bus, Lift/Ramp and Emergency Kitchen Trailer	Purchase of 4x4 Bus, Lift/Ramp and Emergency Kitchen Trailer	Kiley	CEO	Delivery	\$100,000.00	\$0.00	\$100,000.00	06-Sep-24	31-Jan-25
02/10/2024 - successful notification received - awaiting funding agreement 16/10/2024 - agreement will not be sent out until following state government caretaker period 26/10/2024	4719	Bike Riding Encouragement Program - Community Grants Innovation Funding	Department of Transport and Main Roads (TMR)	Capital	Application ref PJ-0000209 Wujal Wujal Community Bike Riding Encouragement	The funding will be used to purchase bikes and essential accessories for adults and children, and bike maintenance training programs.	Kesa	Community	Delivery	TBC	\$0.00	\$0.00	TBC	TBC
11/10/2024 - desks and chairs have been purchased under the State Library's Annual Service Development Subsidy in June - does Council also want to purchase additional desk and chairs under IKC refurb grant - Lauren is happy to vary the scope if required. Computers can be purchased under digital inclusion funding.	4667	Indigenous Knowledge Centre Establishment and Refurbishment Grant 2024-26	State Library Queensland (SLQ)	Capital	IKC Equipment	Computers, desks and chairs, meeting table and chairs	Kesa	Community	Delivery	\$30,000.00	\$0.00	\$30,000.00	25-Jun-24	31-Oct-25
4/11/2024 - acquittal in final stages to close out grant	4683	NAIDOC Local Grant 2024	National Indigenous Australians Agency - 4 JMSBOQL	Capital	NAIDOC Week 2024 Event and Equipment	Event / Equipment to celebrate NAIDOC 2024 - equipment includes marquees, tables & chairs, BBQ, fridge, freezer, eskies, PA system and speakers	Kesa	Community	Delivery	\$50,000.00	\$0.00	\$50,000.00	31-May-24	15-Aug-24
\$80,000 24-25 \$80,000 25-26 As at 30/10/2024 \$74,000 utilised 24-25 FY, \$6,000 remaining	5812	Growing Indigenous Knowledge Centre Project	State Library Queensland (SLQ)	Capital	IKC Resources and Equipment	24- 25 Software, trainers, staffing costs, ink, interactive screen, laptop kit, tablet kit, audio kit, video camera kit, lighting kit, printing kit	Kesa	Community	Delivery	\$160,000.00	\$0.00	\$160,000.00	30-Sep-24	30-Jun-26
The program, a partnership with the Local Government Association of Queensland. Final report in-progress	4744	Rapid Low Earth Orbit (LEO) Satellite Deployment Program	Customer and Digital Group, Queensland Government	Capital	Rapid Low Earth Orbit Satellite	Enabling discrete First Nations councils to utilise LEO satellite connectivity in high priority community locations, providing remote areas with more effective and reliable fixed broadband coverage.	Micah	Corporate and Commercial	Delivery	\$45,000.00	\$0.00	\$45,000.00	17-Sep-24	30-Apr-24
21/08/2024 - Little Douglas St footpath quote came in over budget - total project cost for Footpath and Cultural Signs project is \$311,566 GST EXCL- \$200,000 to come from BBT, \$49,781 R2R 19-24 and \$61,785 R2R 24-29 30/10/2024 - dan looking into signs / wraps - local artwork recycled plastic	4418	Building Bush Tourism Fund	Department of Transport and Mainroads	Capital	BBT260 - Wujal Wujal Cultural and Heritage Walking Trail	Construction of footpath along Little Douglas Street including interpretative signage	Perry	Works and Building	Delivery	\$200,000.00	\$0.00	\$200,000.00	11-Sep-24	31-Jan-26

23/09/2024 - once ICCIP project 2.01 has been acquitted and finalised, the dept will be able to advise Council how much funds are remaining towards the new WTP (joint funded by National Water Grid Fund)	2911	Indigenous Councils Critical Infrastructure Program (ICCIP)	Department of Housing, Local Government and Planning (DHLGP)	Capital	Consntruction of New Water Treatment Plant	Perry	Works and Building	Delivery	TBC	-	TBC	TBC	TBC
18/09/2024 - meeting with council and Erscon - agreed to mainly undertake line marking with 2 potholes (Steph to inform of minor variation when completing final report) 11/10/2024 - pot hole works commencing next week pending traffic management availability. Delayed slightly due to sorry business. 25/10/2024 - telephone call with Nick - DRFA potholes will be completed by next week. Planning for LRCI potholes will then take place. Line marking to take place in new year	4672	Local Roads and Community Infrastructure Program (LRCI) Phase 4	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Capital	Pothole Repairs Local Road Network	Perry	Works and Building	Delivery	\$9,956.00	-	\$9,956.00	23/04/20024	30-Jun-25
18/09/2024 - meeting with council and Erscon - agreed to mainly undertake line marking with 2 potholes (Steph to inform of minor variation when completing final report) 11/10/2024 - pot hole works commencing next week pending traffic management availability. Delayed slightly due to sorry business. 25/10/2024 - telephone call with Nick - DRFA potholes will be completed by next week. Planning for LRCI potholes will then take place. Line marking to take place in new year	4672	Local Roads and Community Infrastructure Program (LRCI) Phase 4	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Capital	Pothole Repairs Local Road Network	Perry	Works and Building	Delivery	\$5,742.00	-	\$5,742.00	23-Apr-24	30-Jun-25
Carpark- complete Line marking to take place prior to Christmas	4670	Local Roads and Community Infrastructure Program (LRCI) Phase 2	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Capital	Guest accommodation Carpark / Line Marking Douglas Street	Perry	Works and Building	Delivery	\$14,839.00	-	\$14,839.00	-	30-Jun-24
Line marking to take place prior to Christmas	4671	Local Roads and Community Infrastructure Program (LRCI) Phase 3	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Capital	Road Line Marking	Perry	Works and Building	Delivery	\$19,912.00	-	\$19,912.00	09-Aug-22	30-Jun-24
23/04/2024 Council meeting - council accepts the engagement of supplier precision lighting electrical for the supply & installation. 29/10/2024 - new quote received - expires 29/11/2024 Pre constuction conditions inprogress including investigations into cultural heritage assessment	4678	Minor Infrastructure and Inclusive Facilities Fund (MIFF)	Department of Tourism, Innovation and Sport	Capital	Sports Field Lighting	Dan	Works and Building	Delivery	\$395,364.00	\$0.00	\$395,364.00	21-Jun-24	30-Nov-25
All equipment has been purchased. Acquittal in-progress	4692	RACQ Foundation Disaster Recovery Community Grant	RACQ Foundation	Capital	Wujal Wujal Disaster Recovery Project - Equipment	Perry	Works and Building	Delivery	\$59,000.00	\$0.00	\$59,000.00	.April 2024	22-Nov-24
30/10/2024 - Nick has requested quote from surveyor. PO will need to be created once quote received. Once PO created to confirm date with contractor when surveying will commence.	3822	Reef Guardian Councils Program - Activating Local Councils Reef Action Plans	Department of Climate Change, Energy, the Environment and Water	Capital	ALCRAP000003 Cultural Cemetery upgrade to reduce road run-off and sediment damage.	Perry	Works and Building	Delivery	\$920,000.00	-	\$920,000.00	01-Apr-24	31-Mar-26
11/10/2024 - Contractor should be commencing by end of October (Northern portion)	4690	Roads to Recovery (R2R) 19-24	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Capital	Construction of Footpath to new Primary Health Care Centre (including potholes)	Perry	Works and Building	Delivery	\$49,781.00	\$0.00	\$49,781.00	-	30-Jun-24

11/10/2024 - Contractor should be commencing footpath by end of October (Eastern portion)	4691	Roads to Recovery (R2R) 24-29	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Capital	Project 1 \$28,063 – Construction of Footpath to new Primary Health Care Centre (including potholes) Project 2 - TBC	Project 1 - Construction of Footpath to new Primary Health Care Centre (including pothole) Project 2 - TBC	Perry	Works and Building	Delivery	\$87,614.00	\$0.00	\$87,614.00	01-Jul-24	30-Jun-29
Generator ordered - due to arrive mid November.	4662	Strengthening Rural Communities - Prepare and Recover	Foundation for Rural & Regional Renewal	Capital	Wujal Wujal Prepare and Recover Project	Purchase of 1 generator for aged care services	Perry	Works and Building	Delivery	\$25,000.00	\$0.00	\$25,000.00	01-May-24	31-May-25
variation request submitted/in-progress to withdraw current projects, reallocate full W4Q 21-24 allocation of \$1,090,000 to Stage 1 Construction of the Council Administration and Business Development Hub, EOT to 30/06/2027. Mel Ison, Dept liaison has confirmed that he variation has been approved, however money cannot be expedited until a funding schedule has been executed. Funding schedule due to be executed November 2024. Detailed planning is an ineligible expenditure under W4Q 21-24.	4643	Works for Queensland (W4Q) 21-24	Department of Housing, Local Government and Planning (DHLGP)	Capital	Stage 1 - Council Administration and Business Development Hub	Stage 1 - Construction of Council Administration and Business Development Hub	Perry	Works and Building	Delivery	\$1,090,000.00	\$0.00	\$1,090,000.00	TBC	TBC
W4Q 21-24 will fund Stage 1. Mel Ison, Dept liaison has confirmed that even though this funding has been approved expenditure cannot commence until a funding schedule has been executed. Funding schedule due to be executed November 2024. Detailed planning is an eligible expenditure under W4Q 24-27 capped at 20%.	4644	Works for Queensland (W4Q) 24-27	Department of Housing, Local Government and Planning (DHLGP)	Capital	Stage 2 - Construction of Council Administration and Business Development Hub	Stage 2 - Construction of Council Administration and Business Development Hub	Perry	Works and Building	Delivery	\$1,630,000.00	\$0.00	\$1,630,000.00	TBC	30-Jun-27
15/10/2024 - spoke with David TMR - Heorlein Street, Keim Street and Doiglas Street Pothole patching was the confirmed project pre TC Jasper - this can be changed or can remain the same. Council need to confirm 24-25 project with Amanda via email (\$90,032) and also table at RRTG meeting in November. Steph to send David monthly report ASAP once new project confirmed with Kiley/Perry.	4725	ATSI TIDS -Rural and Remote Transport Group (RRTG) 2024-25	Department of Transport and Main Roads (TMR)	Capital	TBC	TBC	Perry	Works and Building	Delivery	\$225,080.00	\$0.00	\$225,080.00	TBC	30-Jun-25



OPERATIONAL Grant Funded Projects in Delivery

Wujal Wujal Aboriginal Shire Council

NOTES / PROJECT STATUS	MAGIQ ID	Funding Program	Funding Body	Grant Type	Project Name	Project Summary	Project Manager	Department	Project Stage	Approved Funding (GST Excl.)	Approved Co-contribution	Approved Total Project Cost (GST Excl.)	Project Commencement as per Agreement	Project completion date as per Agreement
02/10/2024 - \$60,315 allocated to playground design, and \$15,000 Events Planning Refer to email in magiq - organisations do not charge for planning and design, potential to reallocate \$60,315 to another priority project. 16/10/2024 - CEO has requested with Chris Coutts, Sport and Rec as to whether funds can be used for IS projects. Meeting booked with Sport and Rec 8/11/2024 to discuss.	4740	Discrete Communities Planning Funding (Agreement number: SA-241036)	Health & Wellbeing Queensland	Operational	SA-241036 Design of Children's Playground / Event Planning for Sport and Recreation Activities	Design of Children's Playground / Event Planning for Sport and Recreation Activities	Kiley	Community	Delivery	\$75,315.00	\$0.00	\$75,315.00		30-Jun-25
24/06/2024 - LGAQ are project lead / delivering project.	4668	Industry Development Fund	LGAQ	Operational	Council Website and Intranet Update	Council website and intranet update	Kiley	CEO	Delivery			\$0.00		
18/08/2024 - Year 2 carry over \$61,468 Year 3 allocation \$58,587 TOTAL ALLOCATION FOR YEAR 3 \$120,055 gst excl.	3968	Deadly Active Sport and Recreation Program	Dept of Tourism, Innovation and Sport	Operational	Deadly Active	3 year sport and rec program	Kesa	Community	Delivery	\$188,336.00	-	\$120,055.00	01-Jul-22	30-Jun-25
unexpended funding of \$58,194.58 C/F to 23-24 FY Gina looks after direct	4054	Indigenous Employment Initiative Program - Aged Care Services Program	Department of Health and Aged Care	Operational	Indigenous Employment Initiatives Funding - Aged Care Services Program 4-ENHCUQJ	Indigenous Employment Initiatives Funding	Gina	Community	Delivery	\$459,399.96	\$0.00	\$459,399.96	01-Jun-24	30-Jun-24
Additional funding offered. Full \$100k paid on execution of funding agreement. 19/08/2024 - professional development for existing and new staff 22/08/2024 - remittance advice received for \$100k	4745	Indigenous Visual Arts Industry Support Program	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Operational	IVAIS01041 - Wujal Wujal Aboriginal Shire Council Indigenous Visual Arts Industry Support	To support Wujal Wujal Aboriginal Shire Council to provide visual arts services to artists based in the Wujal Wujal community and employ Indigenous arts workers through Bana Yirriji Arts.	Kesa	Community	Delivery	\$100,000.00	\$0.00	\$100,000.00	01-Jul-24	30-Jun-25
24-25 \$200,000 25-26 \$200,000 26-27 \$200,000	4745	Indigenous Visual Arts Industry Support Program	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Operational	IVAIS01001 - Wujal Wujal Aboriginal Shire Council Indigenous Visual Arts Industry Support	To support Wujal Wujal Aboriginal Shire Council to provide visual arts services to artists based in the Wujal Wujal community and employ Indigenous arts workers through Bana Yirriji Arts.	Kesa	Community	Delivery	\$600,000.00	\$0.00	\$600,000.00	01-Jul-24	30-Jun-27
27/09/2024 - successful notification received. Project cannot commence until executed agreement in place which may take a few weeks.	4686	Play our Way Program - Stream 2 Participation and Equipment	Department of Health and Aged Care	Operational	Women and Girls' Sport and Recreation Program and Equipment	This project will see the engagement of a Sport and Recreation Co-ordinator to develop, plan and deliver a sustainable program of activities at the newly female-multi-purpose facilities in the remote regional community of Wujal Wujal. Various equipment will be purchased (refer to attached Activity Work Plan) for a new female-only fitness facility.	Kesa	Community	Delivery	TBC	TBC	TBC	TBC	TBC
	4697	Regional Arts Fund - Projects Grant	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Operational	Mural and Signs	To engage a professional artist to collaborate with local artists to design and paint a mural on the amenities block opposite the community hall. Design and purchase 3 x signs for Cultural Correction Centre, Mayors Office, Centrelink Office buildings.	Kesa	Community	Delivery	\$30,000.00	\$0.00	\$30,000.00	01-Jul-24	30-Jun-25

<p>27/09/2024 - successful notification received. Project cannot commence until executed agreement in place which may take a few weeks. 03/10/2024 - agreement docs sent to Kiley for signature</p>	<p>5587</p>	<p>Growing Workforce Participation Fund</p>	<p>Department of Employment, Small Business and Training</p>	<p>Operational</p>	<p>Workforce Development Program</p>	<p>The Program will address the skills shortages through key Council staff engaging with and arranging appropriate training and professional development programs to support the target cohorts, ensuring that participants are equipped with the necessary skills and knowledge to succeed in their chosen fields and in critical Council and other roles. The Program will also focus on attraction and retention strategies by showcasing employment opportunities in Wujal Wujal, as well as upskilling current staff members.</p>	<p>Kiley</p>	<p>Corporate and Commercial</p>	<p>Delivery</p>	<p>TBC</p>	<p>TBC</p>	<p>TBC</p>	<p>TBC</p>	<p>TBC</p>
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Appendix | 6

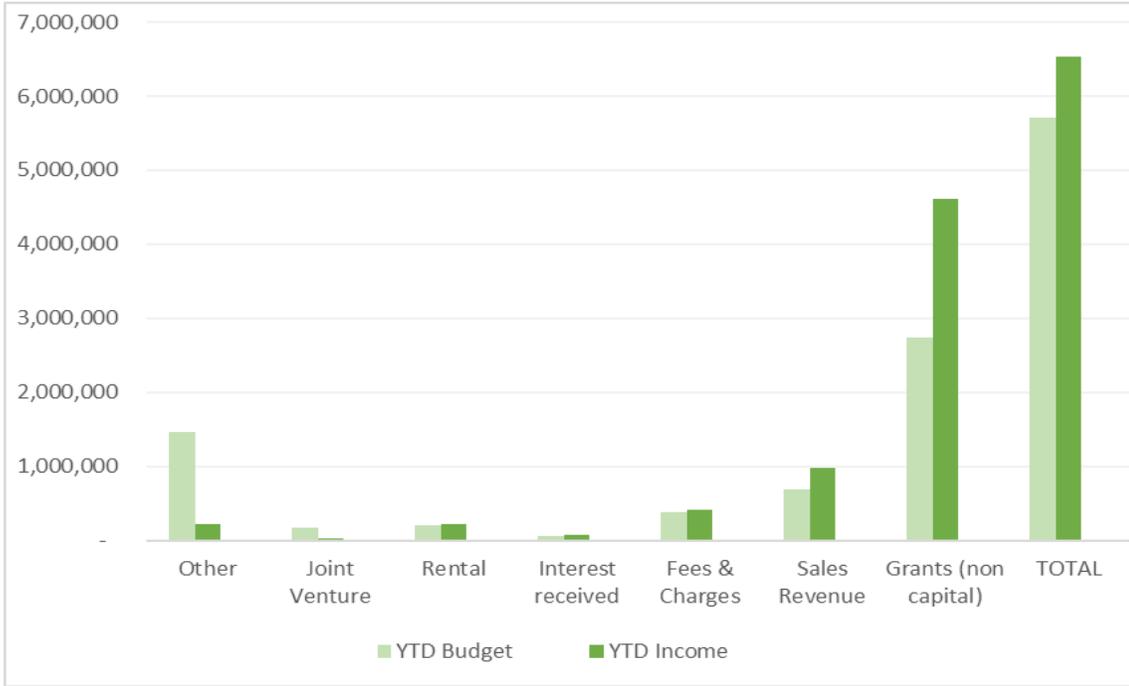
Corporate and Commercial Report



Monthly Financial Report October 2024

Income

Per type of Income



Explanation

Revenue	YTD Income	YTD Budget	Full Year Budget
Other	212,092	1,469,021	5,930,452
Joint Venture	22,500	176,800	634,400
Rental	214,229	207,052	621,162
Interest received	80,677	50,000	150,000
Fees & Charges	409,644	387,356	1,162,068
Sales Revenue	982,745	686,372	2,034,120
Grants (non capital)	4,606,417	2,734,257	12,583,305
TOTAL	6,528,305	5,710,858	23,115,507

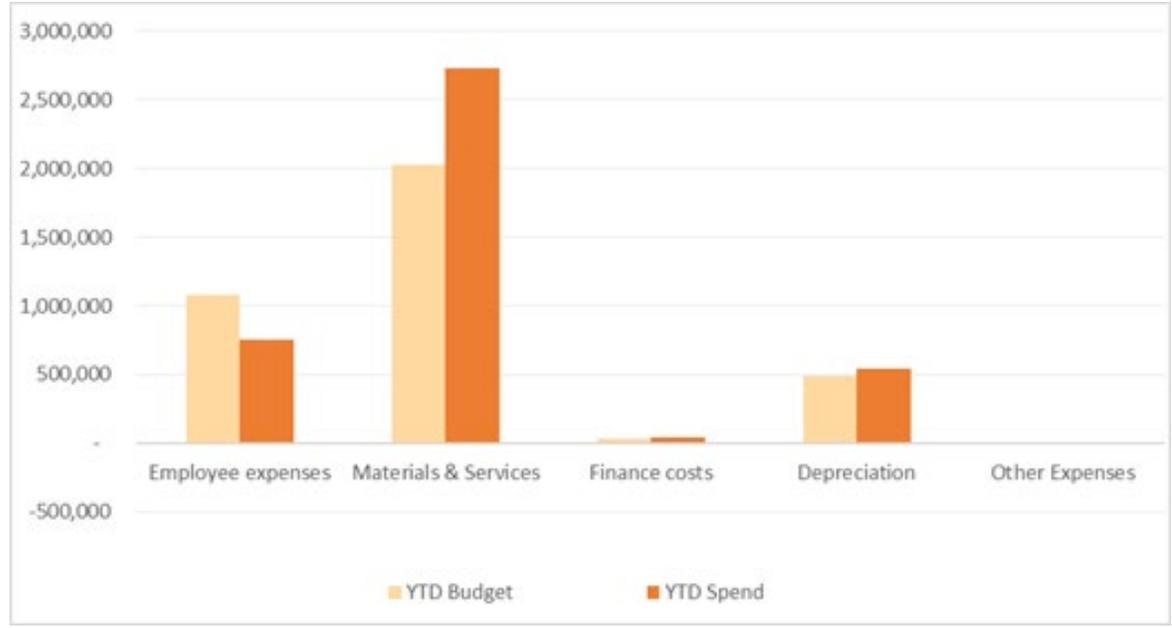
- The YTD income summary shows total revenue of \$6.52 million, which is ahead of the budgeted \$5.71 million, with a full-year target of \$23.12 million.
- Key revenue streams like Rental Income, Interest, Fees & Charges, Sales Revenue, and Grants are performing above expectations.
- Other revenue category, which includes Capital grants and Capital income, is significantly lower than budgeted due to deferred capital projects.



Monthly Financial Report October 2024

Expenses

Per type of Expenses



Explanation

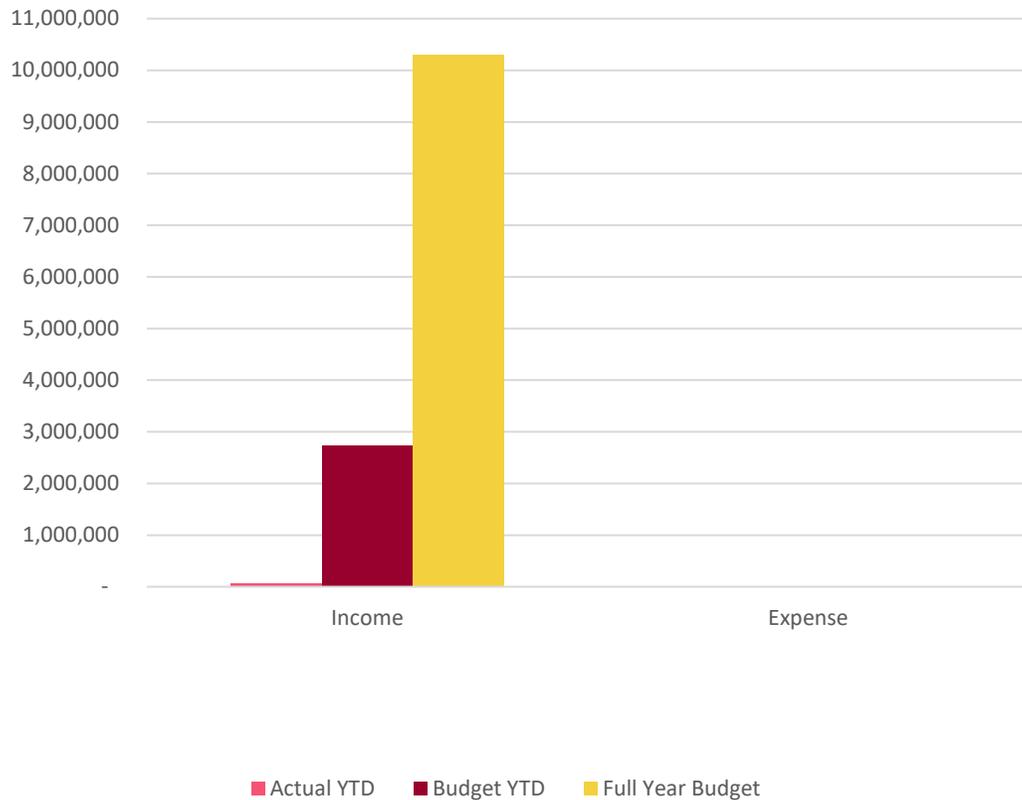
Expense Type	Actual YTD	Budget YTD	Full Year Budget
Employee expenses	1,112,259	1,441,207	4,323,684
Materials & Services	4,022,757	2,526,253	6,591,449
Finance costs	45,329	44,160	132,475
Depreciation	724,482	653,028	1,959,074
Other Expenses	11,302	-	16,436
TOTAL	5,916,129	4,664,648	13,023,118

- The YTD expense summary indicates that total spending is \$5.91 million, exceeding the budgeted amount of \$4.66 million, with a full-year budget set at \$13.02 million.
- Employee expenses are significantly under budget, mainly due to vacancies. Materials & Services have gone over budget by a notable amount, primarily due to costs associated with disaster restoration activities.
- Finance Costs and Depreciation are close to their budgeted amounts. The primary driver of the current budget overrun is the unexpected increase in Materials & Services due to disaster-related restoration efforts.

Monthly Financial Report October 2024

Capital Grants

Capital Grants



Explanation

Expense	Actual YTD	Budget YTD	Full Year Budget
Income	72,772	2,734,257	10,306,212
Expense	-	-	-
Total	72,772	2,734,257	10,306,212

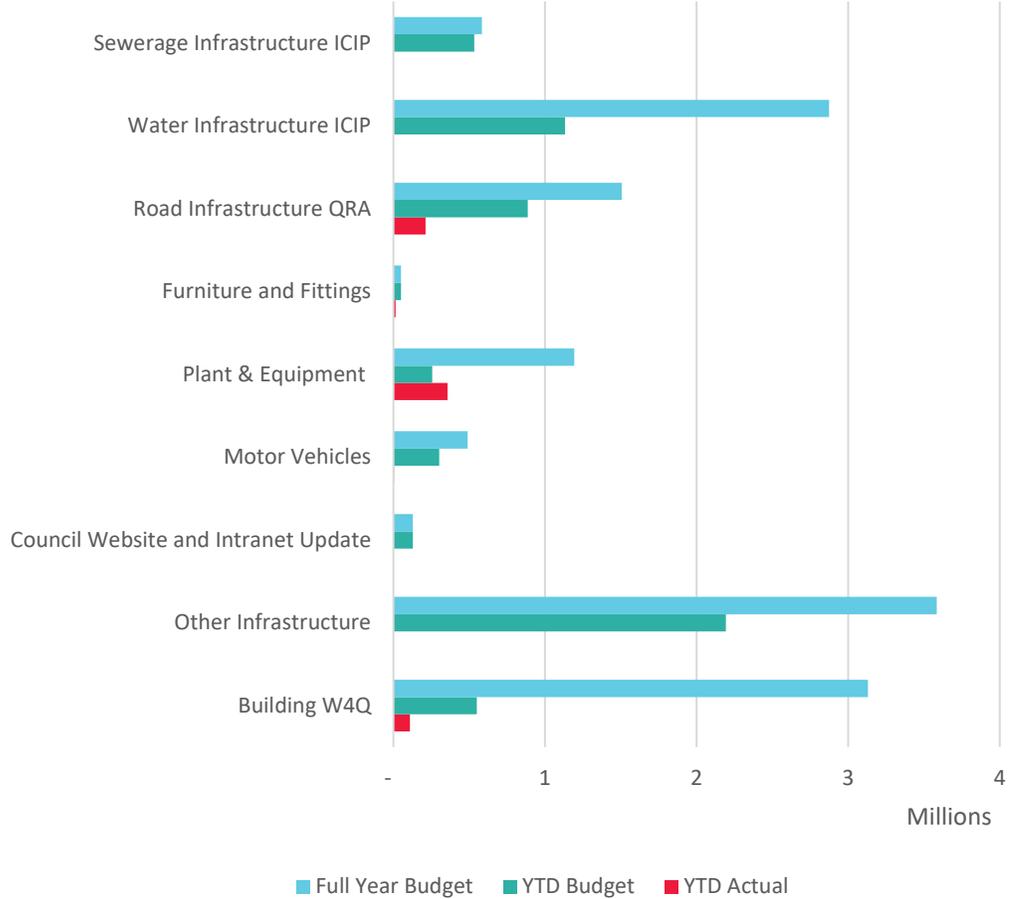
- The YTD income summary reveals that **actual income stands at \$72,772**, which is far below the **budgeted YTD income of \$2.73 million** and the **full-year budget target of \$10.31 million**. This considerable shortfall in income is primarily due to deferred capital projects, which has led to delays 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 October 2024

Capital Expenditure

Per Area



Explanation

Type	YTD Actual	YTD Budget	Full Year Budget
Building W4Q	108,391	550,000	3,130,000
Other Infrastructure		2,194,066	3,584,408
Council Website and Intranet Update		127,252	127,252
Motor Vehicles	4,004	302,664	488,439
Plant & Equipment	357,784	256,111	1,193,000
Furniture and Fittings	14,258	50,000	50,000
Road Infrastructure QRA	210,969	885,762	1,505,317
Water Infrastructure ICIP	-	1,133,000	2,875,000
Sewerage Infrastructure ICIP	654	534,300	584,300

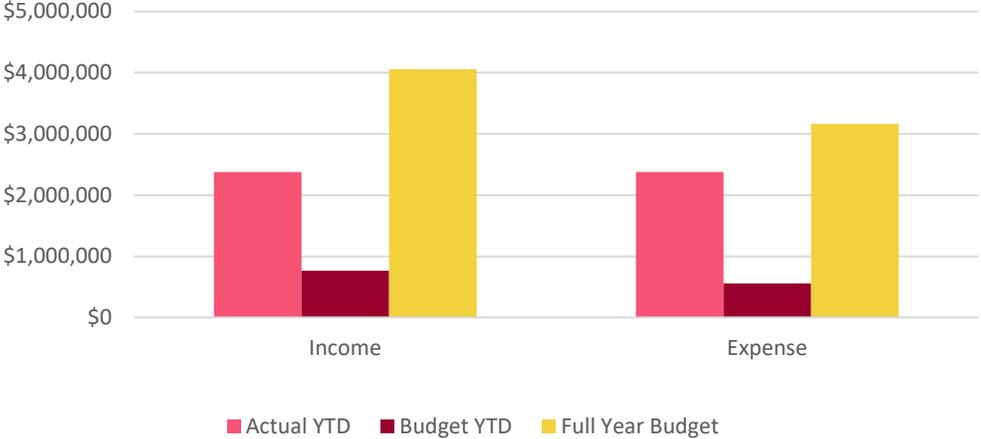
- The majority of projects, particularly Building W4Q, Other Infrastructure, Motor Vehicles, Road Infrastructure QRA, and Water Infrastructure ICIP, are currently underspending relative to their YTD budgets. However, Plant & Equipment has exceeded its YTD budget, and Council Website and Intranet Update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



Monthly Financial Report October 2024

QRA Works (Disaster Works)

QRA Restricted Disaster Works



Explanation

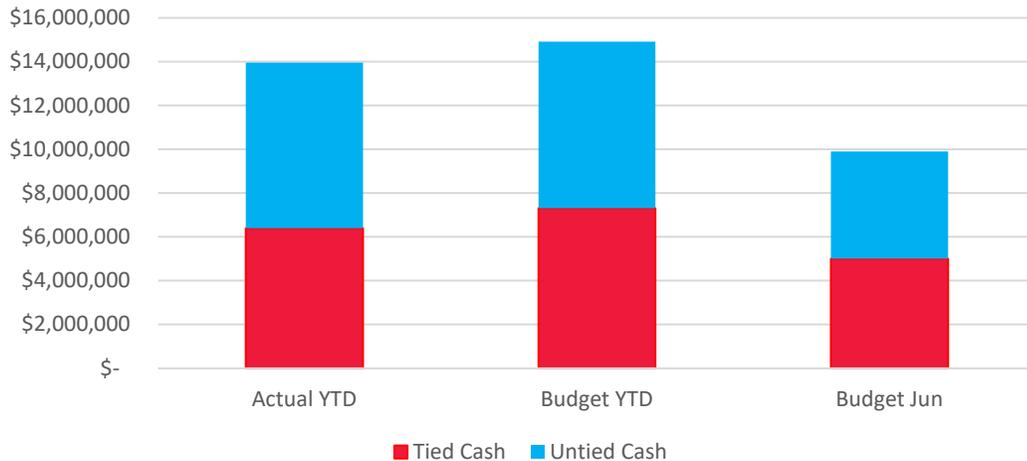
	Actual YTD	Budget YTD	Full Year Budget
Income	\$2,378,368	762,294	4,057,000
Expense	\$2,378,368	555,000	3,165,000
Total	-	207,294	892,000

- The Queensland Reconstruction Authority (QRA) funds are initially recorded as a Contract Liability upon receipt, reflecting unearned income tied to specific disaster recovery obligations. As disaster-related expenses are incurred, the corresponding amount is transferred from Contract Liability to QRA Income. This ensures income is recognized only when there is a direct expense, aligning revenue with actual expenditures and accurately reflecting the completion of performance obligations. This approach supports transparent and accurate financial reporting by matching income to related expenses.

Monthly Financial Report October 2024

Cash Position

Cash Forecast



- Council had 8 months of cash available for operating expenses. Council has budgeted to have 9 months of cash available at the end of the financial Years.
- QLD Sustainability Framework requires 4 months



Explanation

Cash Type	Actual YTD	Budget YTD	Full Year Budget
Tied Cash	3,307,898	6,318,052	4,158,073
Untied Cash	10,045,703	7,549,245	5,087,356
Cash Balance	13,353,601	13,867,297	9,245,429

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



Monthly Financial Report October 2024

Creditor & Debtors Days

Account Payable

USER: KHUSH - WUJAL WUJAL
ABORIGINAL COUNCIL

AGED CREDITOR'S REPORT

Report Conditions: Excluding Nil Balances

Financial Year Ending 2025

ACCOUNT	CREDITOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
AUSTAAG	Australis Asset Advisory Group	0.00	0.00	0.00	9,350.00	9,350.00
AZPROJEC	A-Z PROJECT MANAGEMENT PTY LTD	0.00	0.00	0.00	27,524.40	27,524.40
AZZOPRO	AZZO PROJECT SERVICES ATF	0.00	0.00	0.00	87,842.78	87,842.78
BRIOPLUM	BRIODY PLUMBING PTY LTD	0.00	0.00	0.00	34,451.60	34,451.60
DSC	DOUGLAS SHIRE COUNCIL	117.07	0.00	0.00	0.00	117.07
ERSCON01	ERSCON PTY LTD	0.00	0.00	0.00	8,160.34	8,160.34
FNQPIPE	NCP Contracting Pty. Ltd	0.00	0.00	0.00	180,659.93	180,659.93
HASTDE	HASTINGS DEERING	0.00	0.00	0.00	137,258.94	137,258.94
NAMBAL	NAMBAL RESOURCES AND QUARRIES PTY LT	0.00	0.00	0.00	6,155.82	6,155.82
PACTOY	PACIFIC TOYOTA	0.00	0.00	0.00	-1,000.00	-1,000.00
SWMFAC	SPRINGMOUNT WASTE MANAGEMENT FACILI	0.00	0.00	0.00	8,526.18	8,526.18
TELEC	TELSTRA	0.00	13,365.00	0.00	0.00	13,365.00
TOTALS:		117.07	13,365.00	0.00	498,929.99	512,412.06

Accounts Receivable

USER: KHUSH - WUJAL WUJAL
ABORIGINAL COUNCIL

AGED DEBTORS REPORT

Report Conditions: with Current Balances

version: DR2021.3.25.1

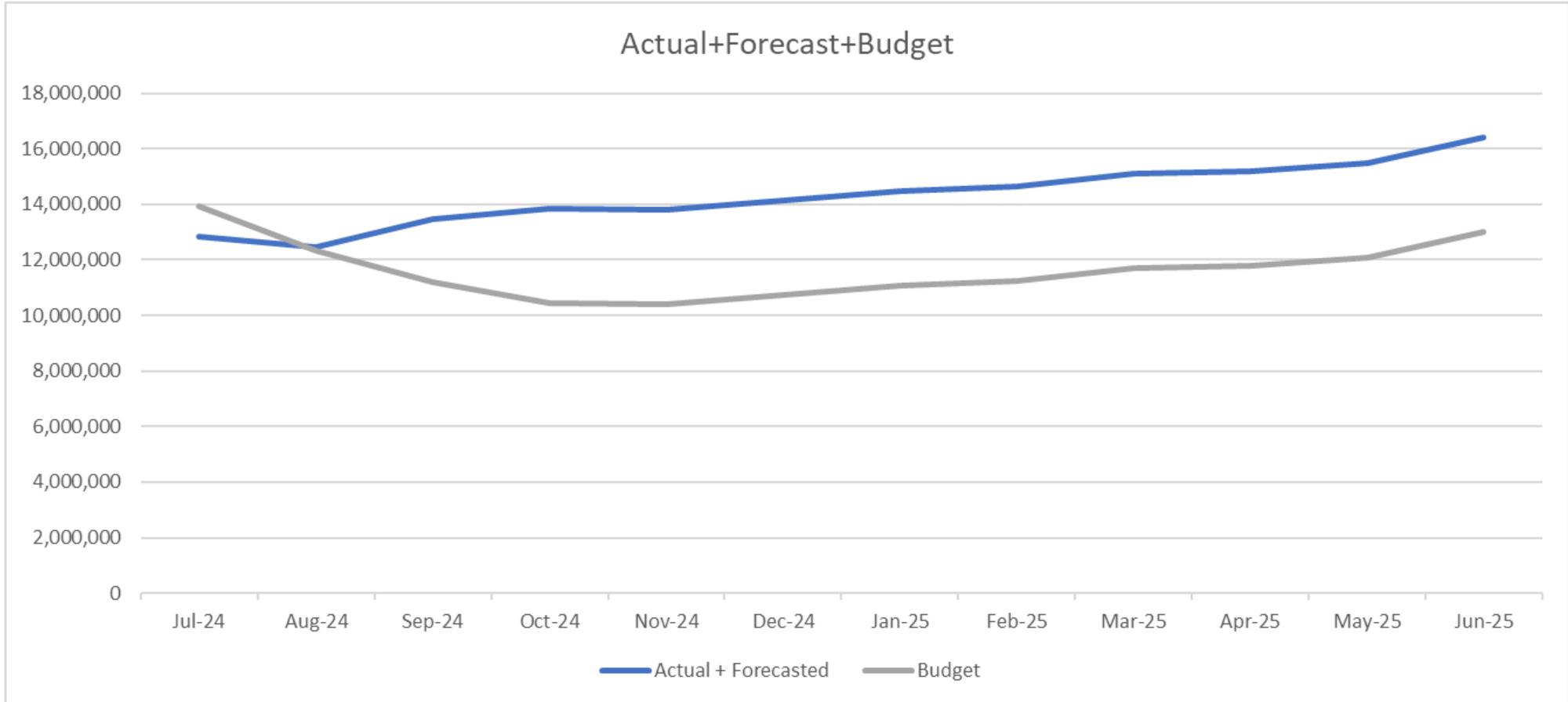
Financial Year Ending 2025

ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
BASDHPW	QBUILD	150,978.52	203,653.82	233,310.00	218,419.06	806,361.40
BBARRY	BRONWYN BARRY				240.00	240.00
CEQ	COMMUNITY ENTREPRISE QUEENSLAND		6,805.80	17,070.01	7,044.78	30,920.59
CYLC	CAPE YORK LAND COUNCIL			500.00	500.00	1,000.00
DATSIP	DATSIP PROGRAM OFFICE CAIRNS	537.60				537.60
DEPTEPW	DEPARTMENT OF ENERGY AND PUBLIC WOR	7,230.39				7,230.39
DEPTHPW	DEPARTMENT OF HOUSING	917,844.83				917,844.83
DES	DEPARTMENT OF ENVIRONMENT AND SCIEN		55,298.77			55,298.77
DOH	DEPT OF HEALTH	9,900.00				9,900.00
ERSCON	ERSCON	350.00				350.00
HARRIGW	William Harrigan	-240.00	-300.00	60.00	240.00	-240.00
HRS	HRS	11,715.00				11,715.00
JABALBIN	JABALBINA YALANJI ABORIGINAL CORPORAT	10,731.84				10,731.84
KESAS	KESA STRIBY				240.00	240.00
KHANSL	KILEY HANSLOW	-120.00		180.00	240.00	300.00
LUT001	Lutheran Church	37,285.43		42,296.24		79,581.67
MICAH123	MICAH NKWANE	-140.00			240.00	100.00
MTLS	MOUNT LOUIS STATION	14,113.51				14,113.51
MYPATH	MY PATHWAY (RJCP)	1,135.82		2,859.99	10,193.31	14,189.12
PERGOUL	PERRY GOULD	1,020.00		300.00	240.00	1,560.00
PRESLAW	Preston Law	500.00				500.00
PREZ	PREZ CONSTRUCTIONS	-67.71				-67.71
QLDPOLIC	Queensland State Police	238,251.87				238,251.87
STAN	STANDEN CONTRACTING	5,853.03				5,853.03
TCHHS	TORRES & CAPE HOSPITAL & HEALTH SERVI			275,839.60		275,839.60
TMR	Department Transport and Main Roads	600.00			90,032.00	90,632.00
WUJALJUS	WUJAL WUJAL JUSTICE GROUP	4,113.32				4,113.32
WUJSTORE	WUJAL GENERAL STORE	9,862.50				9,862.50
WWPHCC	Wujal Wujal Primary Health Care Centre	92,837.67				92,837.67
TOTALS:		514,293.62	265,458.39	572,415.84	327,629.15	2,679,797.00



Monthly Financial Report October 2024

Cash Flow Forecast





Monthly Financial Report October 2024

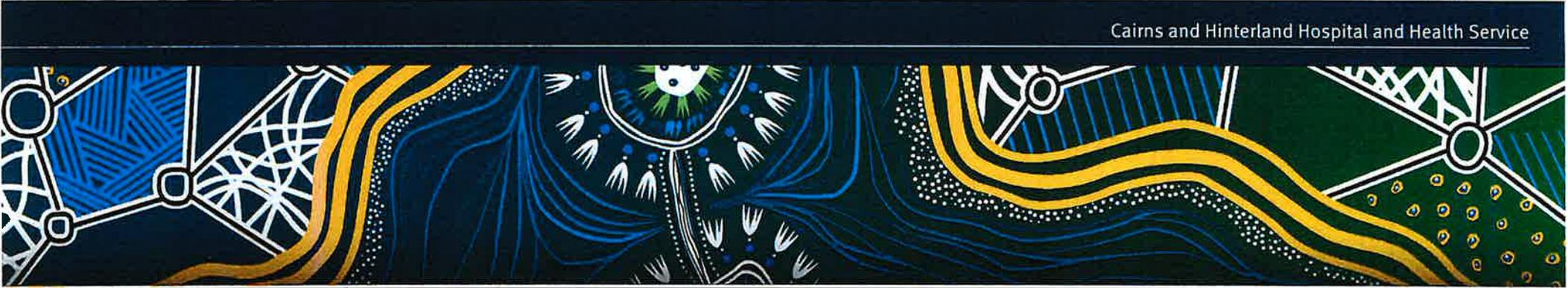
Financial Report

Statement of Comprehensive Income	YTD End of Month Reporting - Oct 2024			Comments
	Actual	Budget	Variance	
Revenue				
Recurrent Revenue				
Fees & Charges	409,644	387,356	22,288	Higher Water and Sewerage and Library venue hire
Sales Revenue - Building Construction	965,032	560,000	405,032	Reflects high BAS responsive revenue
Sales Revenue - Enterprise	17,713	126,372	(108,659)	Delay in opening of service station
Grants, Subsidies, Contributions & Donations	4,606,417	2,734,257	1,872,160	Impact of QRA revenue recognition and FA Grant revenue recognition
Total Recurrent Revenue	5,998,806	3,807,985	2,190,820	
Capital Revenue				
Capital, Grants, Subsidies, Contributions & Donations	72,772	1,386,941	(1,314,169)	Deferred Capita Projects
Capital Income	-	-	0	
Total Capital Revenue	72,772	1,386,941	(1,314,169)	
Rental income	214,229	207,052	7,177	Timing Difference
Interest received	80,677	50,000	30,677	Higher interest due to QTC additional investment
Joint Venture	22,500	176,800	(154,300)	Invoice raised for JV at the end of September
Other income	139,321	82,080	57,241	Higher due to JAGA Donation received of \$100,000
Total Revenue	6,528,305	5,710,858	817,446	
Expenses				
Recurrent Expenses				
Employee Benefits	1,112,259	1,441,207	328,948	Favourable due to absences and vacancies
Materials & Services	4,022,757	2,526,253	(1,496,504)	Impact of flood expenditure incurred during the quarter
Finance Costs	45,329	44,160	(1,169)	Higher interest charges
Depreciation	724,482	653,028	(71,454)	
Total Recurrent Expenses	5,904,827	4,664,648	(1,240,179)	
Capital expenses	11,302	-	(11,302)	
Total Expenses	5,916,129	4,664,648	(1,251,481)	
Net Operating Surplus/ (Deficit)	612,175	1,046,211	(434,035)	Net summation of above factors



Appendix | 7

Wujal Wujal Environmental Management Plan Presentation



Wujal Wujal Environmental Health Plan

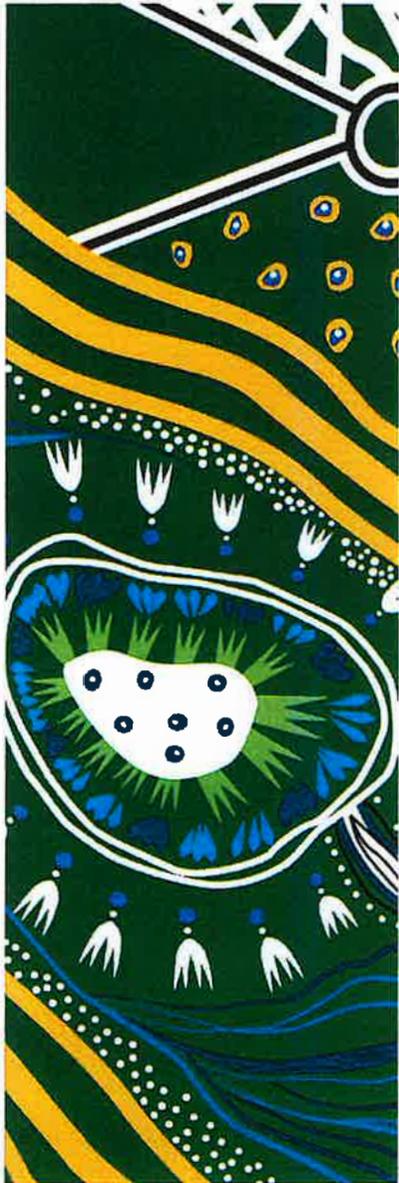
2024-2029





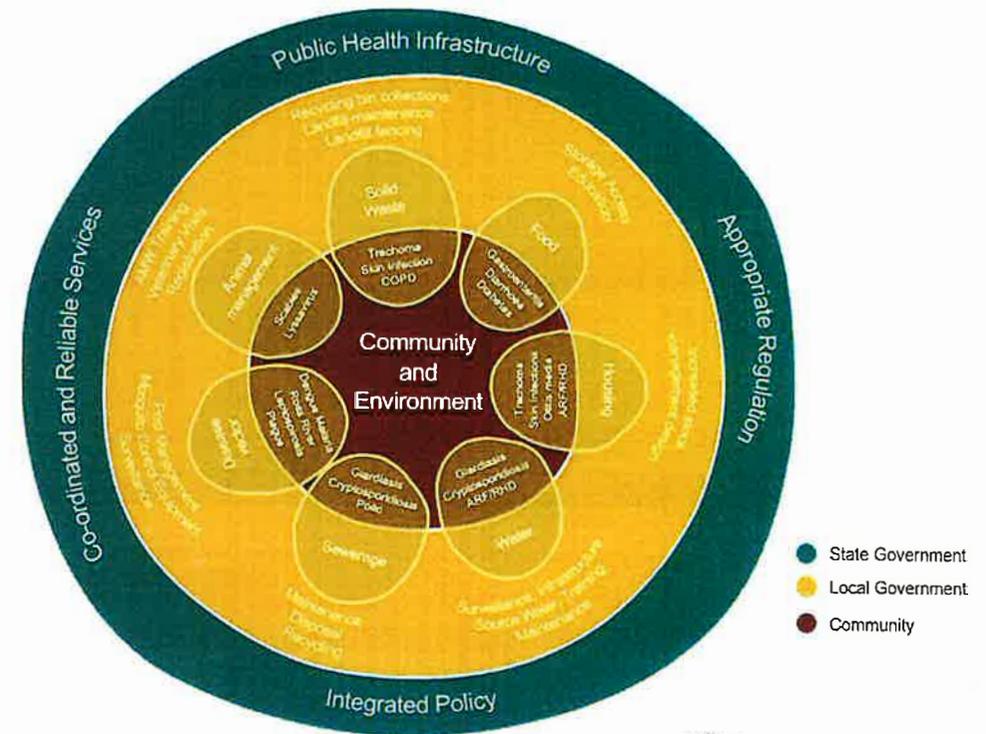
We acknowledge Aboriginal people and Torres Strait Islanders as this country's First Nations people. We recognise First Nations people and communities as traditional and cultural custodians of the lands on which we work to provide safe and quality health services.

We pay our respect to Elders past, present and emerging.



Agenda

- Environmental Health - what is it, why is it important
- Aboriginal & Torres Strait Islander Environmental Health Program
- Overview Environmental Health Program Service Agreement
- Community engagement to inform the Community Environmental Health Plan
- Co-designed Community EH Plan
- Discussion/Workshop
- Next steps



What is Environmental Health?

Environmental Health focuses on understanding and addressing the interactions between the environment and human health.

Environmental Health Program Area	Disease / Outbreak / Injury risk
Food Safety and Hygiene	Salmonella, Listeria, Norovirus, Campylobacter, Gastroenteritis
Safe Drinking Water	Cryptosporidiosis, Giardia, E.coli, Gastroenteritis
Sewerage Management	E.coli, Gastroenteritis
Waste Management - Attraction for vermin, parasites, crawling and flying insects	Odour nuisance, Skin infections, Plague, Salmonella, Lyme disease
Housing and Healthy Living Practices	Skin and ear infections, Respiratory infections, Rheumatic heart disease (RHD), Acute Rheumatic Fever (ARF), trachoma, sepsis
Mosquitoes	Dengue, Ross River, Zika Virus, Malaria
Vermin – rats & mice	Leptospirosis, salmonella
Parasites / Insects – cockroaches, fleas, ticks, flies	Skin infections, Plague, Salmonella, Lyme disease
Recreational water – Swimming Pool, Splash Park	Cryptosporidiosis, E.Coli, Shigella
Domestic Animals	Ticks, Fleas, Parasites, Dog bites





Why is EH important?

A Safe Community
Sustainable, safe and functional environment for people to live, work and play.

An Empowered Community
Empowering people to take control of their living environments.

A Healthy Community
Healthy environment for a healthy community.

-  **Pest management**
Prevention, and control of disease vectors such as mosquitoes and rodents.
-  **Waste management**
Sustainable waste collection, transportation, treatment, and disposal.
-  **Safe water and sanitation**
Access to a continuous supply of safe drinking water and management of wastewater.
-  **Safe food**
Supporting food safety, hygiene practices and licensing from production to consumption.
-  **Domestic animals**
Promoting good management of domestic animals, animal control and responsible pet ownership.
-  **Disaster and incidence response**
Minimising public health impacts, supporting safe recovery and resilience in the face of disasters and
-  **Healthy and hygienic living environment**
Adoption of healthy living practices.
-  **Safeguarding recreational waters**
Monitoring and protecting waterways to safeguard recreational activities.
-  **Air pollution**
Identifying and managing pollution sources such as dust and smoke.
-  **Visiting veterinary program**
Supporting health and welfare of domestic animal populations.

Slide 5

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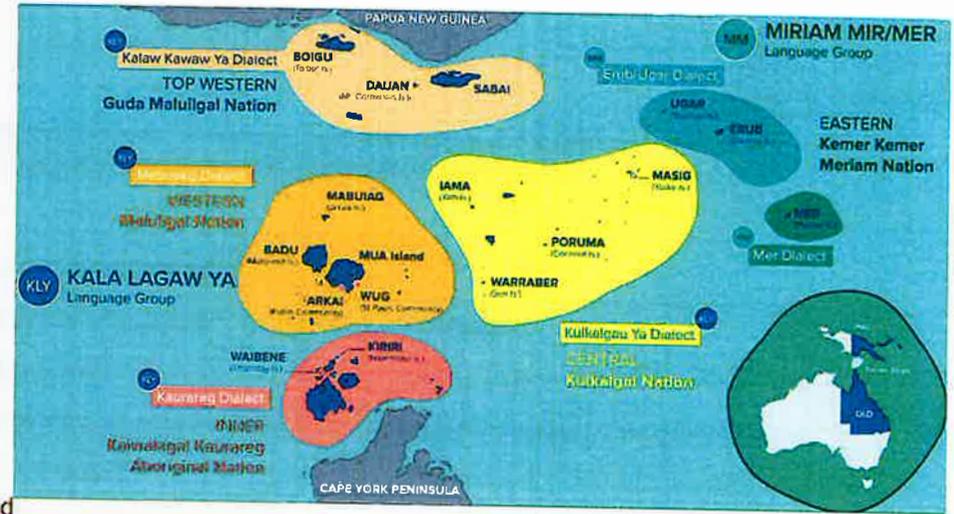
EH Program Overview

- **Pre 2000** – No program funding
- **2001:** Environmental Health Worker (EHW) Pilot Project Cape York
- **2005:** EHW Program rolled out to Aboriginal and Torres Strait Islander Communities across Queensland
- **2006:** Funding for Animal Management programs approved by Parliament
- **2007-2022:** Program funding to support community EHWs and Animal Management Workers (AMW)
- **2022-2029:** Funding continued to support community EHWs and AMWs

EH Program Goals

- **Improve** capacity for Local Governments to employ a local environmental health workforce
- **Deliver** culturally appropriate environmental health monitoring and surveillance services for each community
- **Reduce** public health hazards and risks going undetected without support to address them.

Slide 6



EH Program Objectives

Achieve quality health outcomes for First Nations peoples through environmental health plans in the sixteen (16) local government areas (34 communities)



Service Agreement and Funding 2022-2029

Key Features:

- Funds are provided to local governments for implementation of the Public Health Program

Location	ATSIPHP Annual Service Agreement Funding Amount excl GST 2023/2024	ATSIPHP Additional Funds provided during 2023/2024 excl GST	Total ATSIPHP Funding during 2023/2024 excl GST	Proposed ATSIPHP Annual Service Agreement Funding Amount excl GST 2024/2025
Wujal Wujal	\$178,658	\$114,710	\$293,368 (Does not include new vehicle)	\$178,658

- Program commitment 7 years: 1 July 2022 – 30 June 2029
 - Three (3) year contract period with options to extend for a further 3 years and then a further 1 year (3x3x1)
- Aboriginal and Torres Strait Islander Public Health Program Specification provides clarity and guidance for program delivery
- Allowable expenses defined in Agreement Specification ie. Training, equipment, vet visits etc.
- Capital expenditure up to \$20K allowed if approved by PHU & in Work Plan
- Required to employ the following:
 - 1 x EHW - Must have or be working towards a Certificate III or higher relevant qualification Indigenous Environmental Health
 - 1 x AMW - Must have or be working towards a Certificate IV in Animal Control and Regulation in Aboriginal and Torres Strait Island Communities, or equivalent

Services & Deliverables

Work plan

3-year work Plan signed by the local government CEO and PHU Manager, Environmental Health (MEH)

Performance Report

Council must submit 6 monthly performance report aligned to the focus area commitments under their work plan.

Financial Reporting & Certification

Financial Acquittals – 6 months
Directors Certification – 6 months
Financial Audited Statements & Financial report – 12 months

Annual Engagement with the Department

EHW and AMW participate in annual engagement activities (Workshop) with local Public Health Unit, Health Protection and Regulation Branch and Community Services Funding Branch

Council Plans

Environmental Health and Animal management works and services are expected to be identified within Council's corporate and/or operational plans.

Slide 9

Work Plan Key Focus Areas - Defined

Pest Management	Prevention and control of disease vectors such as mosquitos and rodents.
Waste Management	Sustainable waste collection, transportation, treatment, and disposal.
Safe Water and Sanitation	Access to a continuous supply of safe drinking water and safe management of wastewater.
Safe and Healthy Food	Supporting safe and healthy food, hygiene practices and licensing from production to consumption.
Domestic animals	Promoting good management of domestic animals, animal control and responsible pet ownership.
Disaster and incident response	Minimising public health impacts, supporting safe recovery and resilience in the face of disasters and emergencies.
Healthy and hygienic living environments	Promotion of healthy living practices.
Safeguarding recreational waters	Monitoring and protecting waterways to safeguard recreational activities such as swimming, boating, and fishing.
Visiting Veterinary program	Supporting the health and welfare of domestic animal populations.



Wujal Wujal Aboriginal Shire Council Environmental Health Program - 2022 – 2025 priorities

- Council service scope is agreed with focused work plan program areas – minimum of 4 with other negotiated areas in consultation.
- Current work plan July 2022 to June 2025 agreed key program areas:

Environmental Health	Animal Management
Food	Visiting Veterinary Program
Water and Sanitation	Domestic Animals
Waste Management	
Pest Management	
Hygiene, Education and Complaints Management	
Public Health Incident and Disaster Response	
Recreational Water	

- Other program areas:

Environmental Health	Animal Management
Other Negotiated Area	



Environmental Health

Key Features:

- Councils expected to support EHW:
 - Complete relevant certificate training when provided and attend workshops
 - Provide PPE, equipment and tools to conduct duties
 - Attend monthly EHW/AMW working group engagement meeting
- EHW expected to conduct monthly health inspections of key focus areas nominated in Work Plan and report to Council public health risks and respond to complaints

Key Focus Areas:

- Food Business Licence and inspection program including food safety training for EHW
- Water & Sanitation sampling and testing training and support Boil Water Alert messaging and notifications
- Waste management inspections and bin/litter audits
- Pest management inspections and training for pest management technician licence
- Community education on public health issues
- Participate and support in Public Health Incidents and Disaster Response including Local Disaster Management Group (LDMG) activities of public health significance (ie outbreaks etc)
- Participate in risk assessment and water testing of recreational waters ie. Splash parks, public pools, creeks etc
- Nominate other public health risk specific for location for example horse management, excessive birds or bats etc



Animal Management

Key Features:

- Councils are expected to support the AMW:
 - Complete relevant certificate training when provided and attend workshops
 - Provide PPE, equipment and tools to conduct duties
 - Authorise AMW to administer animal management local laws
 - Provide a pound or suitable animal holding facility
 - Attend monthly EHW/AMW working group engagement meeting
- Veterinary services for Aboriginal & Torres Strait Islanders community members for surgery including desexing, microchipping, medicines and vaccinations.
 - Minimum visits every 6 months with agreed scope of work
 - Other residents (ie teachers, police etc) should consult with Council and request approval to utilise vet services at owner expense.
- Veterinary services should not include services that can be provided by the AMW for example:
 - Animal health treatments for ticks, fleas, mange etc
 - Temporary (non-surgical) desexing
 - Euthanasia (non-medication) for example captive bolt
- AMW expected to have completed or enrolled in Cert IV Animal Control and Regulation.
- Councils expected to conduct an annual animal census and maintain an animal registration database

EHW and AMW Equipment List

Council is expected to support EHW/AMW:

1. Provide office space, desk and information technology (computer, phone) for workers to be able to communicate with peers and colleagues.
2. Conduct health inspections using program checklists
3. Prepare weekly and monthly reports to council
4. Personal Protective Equipment (PPE)
5. Appropriate vehicle and equipment

Examples of Specific Equipment is listed below:

Environmental Health Worker	Animal Management Worker
Mobile phone and camera	Mobile phone and camera
Probe / Infrared thermometer	Animal traps
Water testing kit	Dog & snake handler poles
Pest control equipment and chemicals	
Rodent control equipment	



Wujal Wujal - Council Delivery of Public Health Program

Essential Services Co-Ordinator

- Zenarra Ashworth

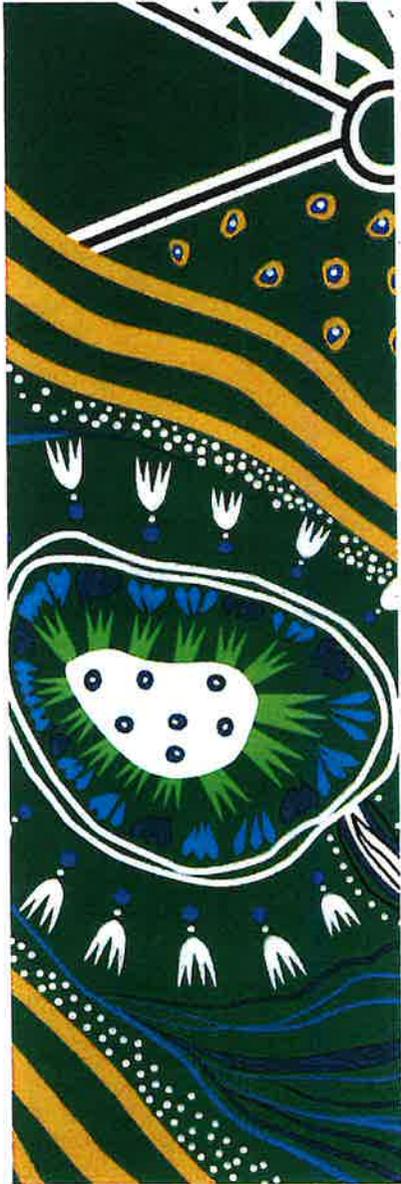
Environmental Health Worker (local)

- Gregory Pascoe

Animal Management Worker (local)

- Vacant

Note: Where suitable staff cannot be identified for a permanent role, alternative arrangements will need to be supported in writing by the Manager of Environmental Health (MEH) from your Public Health Unit (PHU) and reviewed every 6 months.



Overview of key Environmental Health determinants 2016-2023

Wujal Wujal

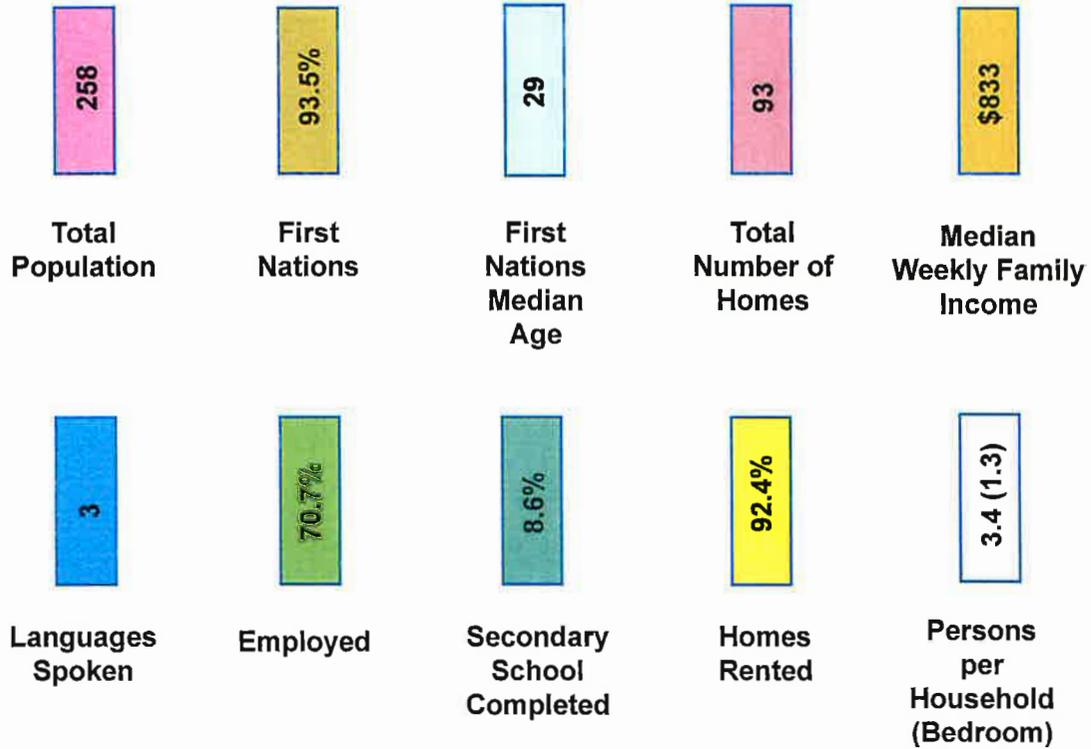
Year	Drinking water	Sewerage	Solid waste	Animal management	Pest control	Food safety	Air quality
2015	Good	Good	Good	Good	Good	Good	Good
2016	Good	Good	Good	Good	Good	Good	Good
2017	Good	Good	Good	Good	Good	Good	Good
2018	Good	Good	Good	Good	Good	Good	Good
2019	Good	Good	Good	Good	Good	Good	Good
2020/21*	Good	Good	Good	Good	Good	Poor	Good
2022	Good	Good	Good	Good	Good	Good	Good
2023	Poor	Poor	Good	Good	Good	Good	Good

* Combined reporting period due to COVID-19

Excellent	Dark Purple
Good	Green
Satisfactory	Light Green
Poor	Yellow
Very poor	Orange
No data	Red



2021 ABS Census Data*



2021 Wujal Quick Stats. Census Aboriginal and/or Torres Strait Islander people QuickStats | Australian Bureau of Statistics (abs.gov.au)

2023



Healthy Communities Assessment Tool (HCAT): 2023 Data

Water



- DWQMP in place
- However limited catchment management
- WTP severely impacted by TC Jasper, (WTP is currently online with limited functionality pending further works)

Food



- Premises regularly inspected
- Staff trained in food handling
- Back-up generator in place

Pest



- Contractor pest services available
- EHW has pest management licence
- Community pest program in place

Waste



- Environmental authority
- No landfill site
- No leachate management
- Hazardous waste separated
- Council conducts periodic hard waste removals
- Weekly household waste collection
- EHW regularly reviews wheelie bin status

Pets



- 55 animals in census
- Majority of animals healthy
- Pound is maintained
- Regular visiting vet service

Sewerage



- Unlicensed river releases
- Irrigation system not operating
- No routine monitoring of final effluent
- Local staff trained
- Occasional breakdowns and overflows

Hygiene Practices



- Community laundry
- Power access

Year	Drinking water	Sewerage	Solid waste	Animal management	Pest control	Food safety	Air quality
2015	Good	Good	Good	Good	Good	Good	Good
2016	Good	Good	Good	Good	Good	Good	Good
2017	Good	Good	Good	Good	Good	Good	Good
2018	Good	Good	Good	Good	Good	Good	Good
2019	Good	Good	Good	Good	Good	Good	Good
2020/21*	Good	Good	Good	Good	Good	Poor	Good
2022	Good	Good	Good	Good	Good	Good	Good
2023	Poor	Poor	Good	Good	Good	Good	Good

Wujal Wujal

Excellent	Dark Purple
Good	Green
Satisfactory	Light Green
Poor	Yellow
Very poor	Orange
No data	Red

2022-2024



Health Data 2022-24#

<p>Gastrointestinal Infections</p>  <ul style="list-style-type: none"> • Rotavirus 0 • Salmonellosis 1 • Shigellosis 0 • Campylobacteriosis 5 	<p>Respiratory Infections</p>  <ul style="list-style-type: none"> • Influenza (lab confirmed) 38 • Respiratory Syncytial Virus (RSV) 8 • Pneumococcal (Invasive) 1 	<p>Skin Infections</p>  <ul style="list-style-type: none"> • Acute Post Streptococcal Glomerulonephritis (APSGN) 2 • Melioidosis 0 <p>Other</p>  <ul style="list-style-type: none"> • Dog bites 7 • Snake bite 2 • Elevated Lead 0 	<p>Pests / Mosquitoe</p>  <ul style="list-style-type: none"> • Malaria 0 • Dengue Fever 0 • Ross River Virus 2 • West Nile Virus 0 • Barmah Forest Virus 0 • Leptospirosis 4 	<p>RHD</p>  <p>Rheumatic Heart Disease (RHD)</p> <ul style="list-style-type: none"> • New cases 2 <p>Acute Rheumatic Fever (ARF)</p> <ul style="list-style-type: none"> • New cases 4 <p>Total new cases</p> <ul style="list-style-type: none"> • RHD + ARF = 6
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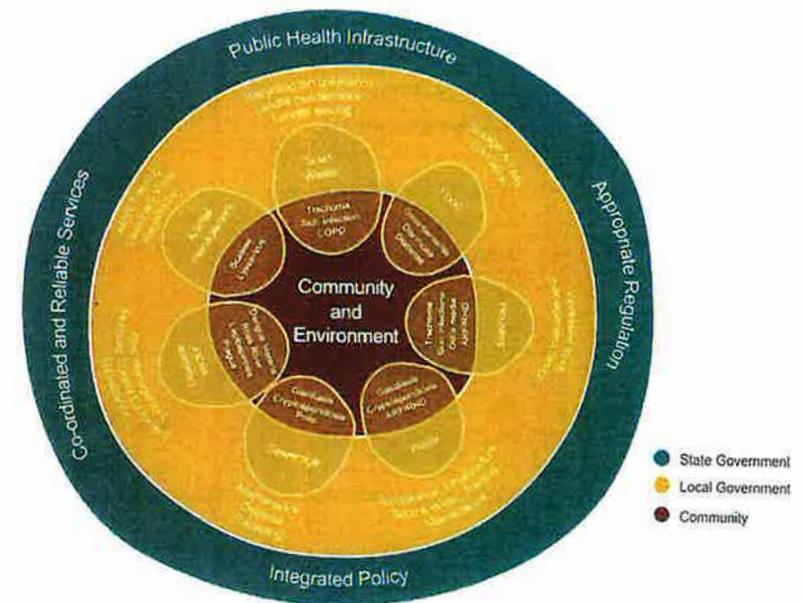
#QLD Health Wujal Wujal PHCC Data 1/7/2022 to 30/6/2024 – Not for External Distribution



Next Steps

Co-design Environmental Health Plan

- Environmental Health Program shifting to focus on individual communities to meet local needs.
- Whole of community approach.
- 5 Year Strategy focus 2024 - 2029
- Priorities will now be set by communities under local place-based plans:
 - Community Leadership in program design and delivery
 - Community consultation to understand what the community wants and needs
 - Development of Environmental Health Plan following consultation





Environmental Health Plan Community Engagement

Phase	Description
Phase 1	Team will conduct meeting with council and key stakeholders and provide an overview of the ATSI PHP and Introduce the EH Plan Co-Design concept and proposed process.
Phase 2	Team will conduct community engagement on all nine (9) environmental health topics. During this engagement process, the community will be asked to select the top 3 key priorities for their community. From the top 3 key priorities selected by the community, additional information will be requested from the community to determine what the actual issues and risks are that the community wants addressed.
Phase 3	TPHS Draft Community Environmental Health Plan for consult and agreement with Council and Community.
Phase 4	Council endorses the Community Environmental Health Plan and share with community.



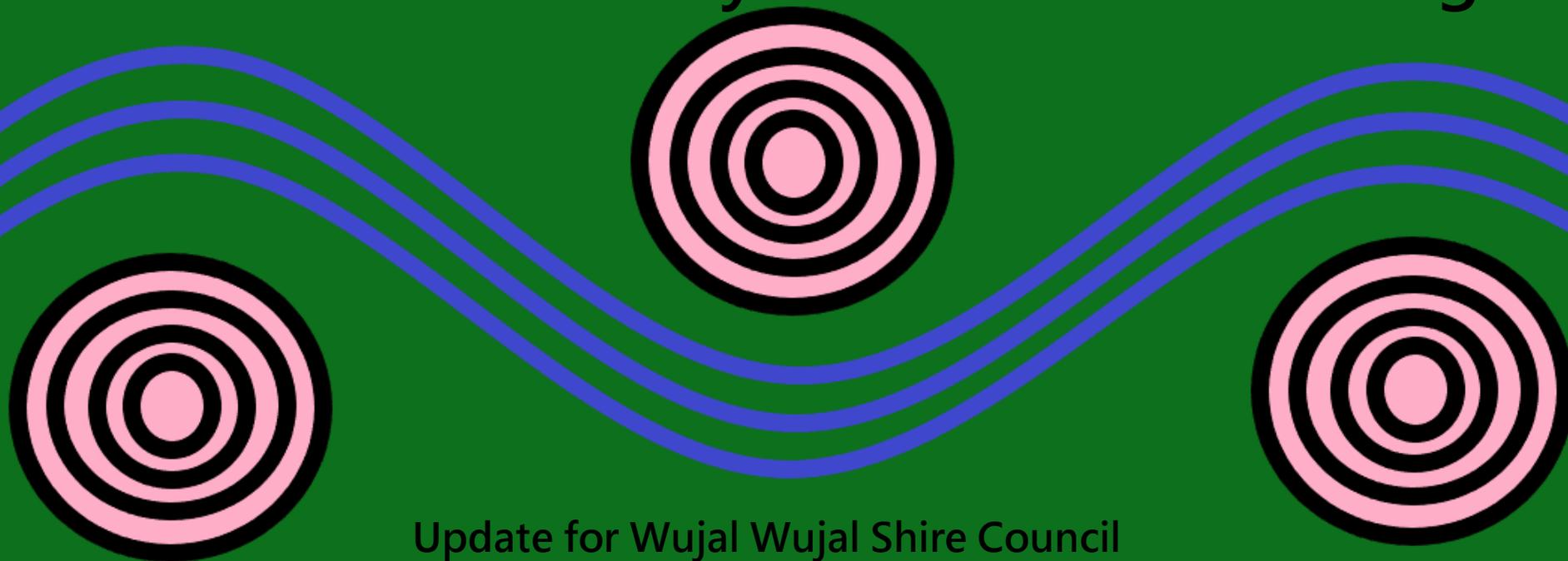
Discussion



Appendix | 8

Update on Indigenous Land Use Agreements and Projects Presentation

Return to Country and Master Planning



Update for Wujal Wujal Shire Council



Jabalbina



WET TROPICS
MANAGEMENT AUTHORITY



Page 140
WORLD HERITAGE IS OUR PROMISE TO THE FUTURE



The Wet Tropics Management Authority acknowledges the spirit of Country of the Wet Tropics and recognises Rainforest Aboriginal Peoples as carrying custodial responsibility. We pay our respects to their ancestors and traditions.

Photo: Wet Tropics Images

Today's presentation to Wujal Shire Council

1. Return to Country Project
2. Post TC Jasper response
 - Housing outside of flood zone
 - Insufficient land supply in Wujal Wujal
 - Look at options outside
 - Integrate Master Planning processes
3. Support delivery of expanded Master Planning process (Wujal, Cook, Douglas)

Return to Country – a short history

2007 - Freehold Grants ILUA and National Park ILUAs 64,000ha (yellow zone) – nature refuge

- 16,500 ha (pink Zone) – good living areas

2010 - Pink Zone Cooperative Management Agreement

- Five trial areas (Trevathan, Cow Bay, Mungumby, Georges Yard, Upper Daintree)
- Activity guidelines

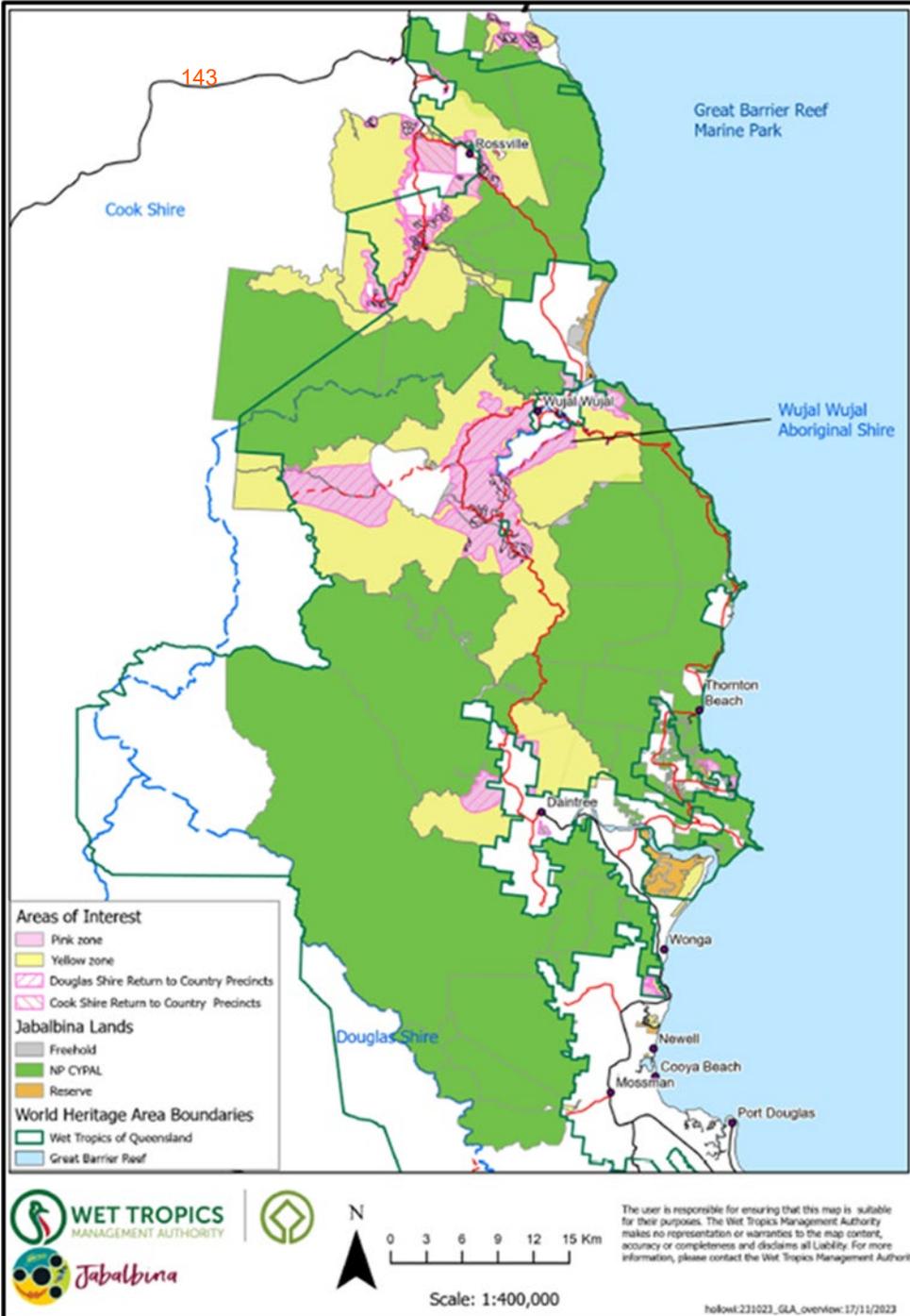
2010 – 2022 - Return to Country did not progress (complexity, lack of funding)

2022 –Jabalbina and WTMA commenced project to develop a community development plan focusing on Pink and identifying opportunities on yellow zone for return to country

2023 – Cyclone Jasper

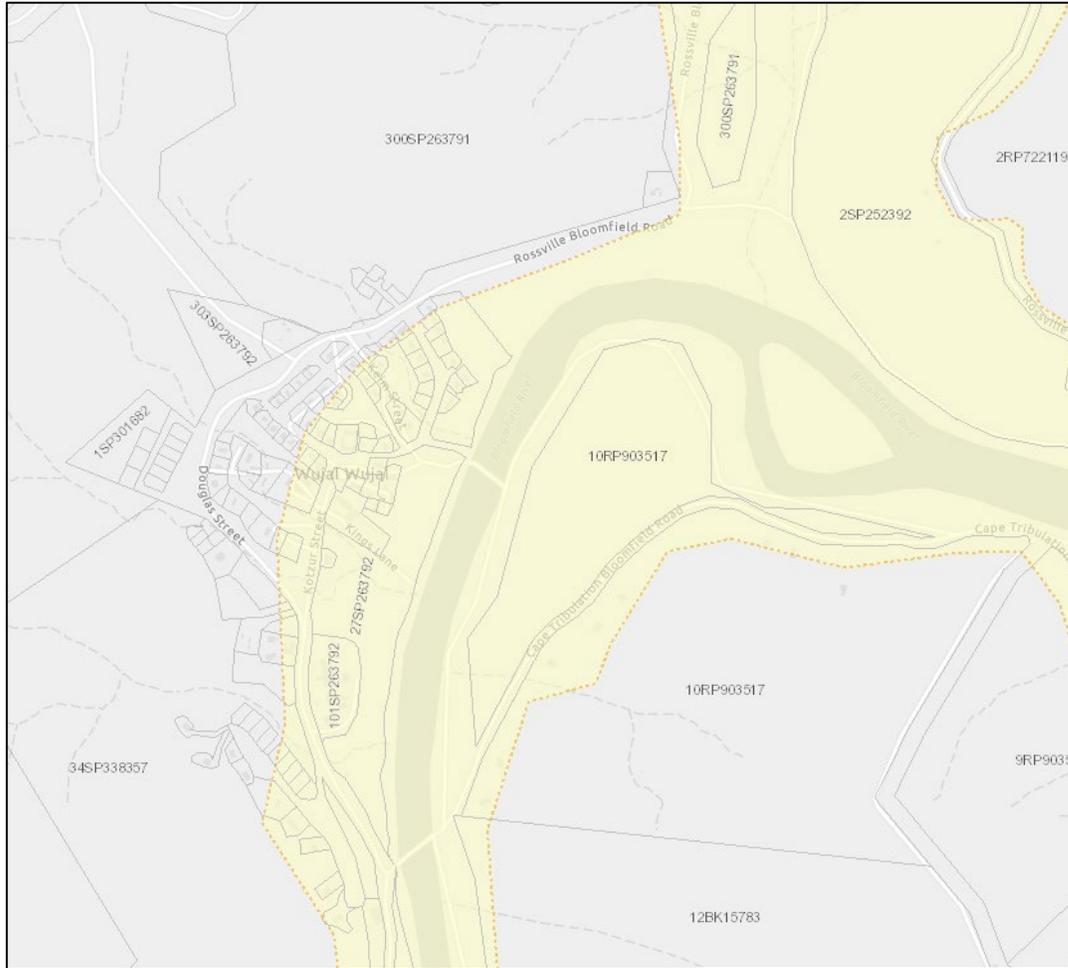
2024 – Wujal Master Plan (focus on DOGIT Area) -

- Elders advisory group established
- DATSIP agree to expanded Master Planning
- Department of Communities and Housing interested in supporting community housing

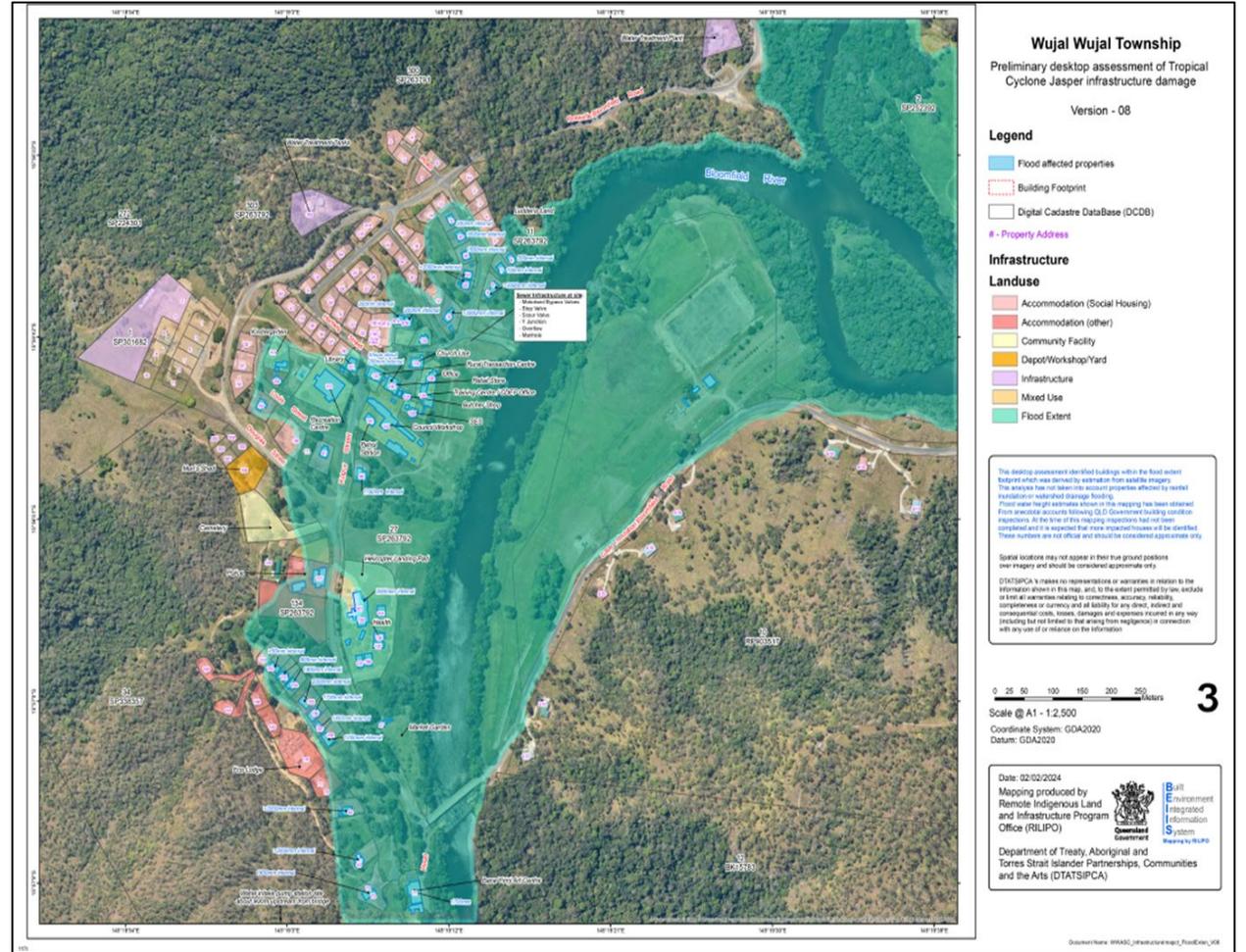


Learnings from Tropical Cyclone Jasper

The Level 1 – Queensland Floodplain Assessment Overlay is a good indicator of flood risk (ongoing) in Wujal Wujal.



Queensland Floodplain Assessment Overlay (Level 1)



Mapped flood extent, post Tropical Cyclone Jasper.

Learnings from Tropical Cyclone Jasper

Housing security, in areas safe from natural hazards, is the critical social need of the Wujal Wujal Community.



2024 Wujal Wujal Flood Event. Photo courtesy of Desmond Tayley.



Wujal Wujal Tour Centre and Café. Photo courtesy of John Dockrill AST.

Provisional analysis by Return to Country Team

- Developed in response to Cyclone Jasper (temporary housing options for displaced families)
- Provisional analysis by WTMA (not final)
- Identified as suitable for temporary or permanent living:
 - Wujal Wujal
 - Mossman Gorge
 - Rossville
 - Daintre
 - Mungumby
 - Cow Bay
 - Trevathan
 - Wujal Wujal CMA Area

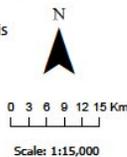


9 + 6 + water tank hill + old mission site (3-4)



- Local access road
- Regional road
- WTMA boundary
- Queensland Shire Boundaries
- Building constraints
- Land supply parcels

Data shown on map is indicative only



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38 + 3 + 8 + 9

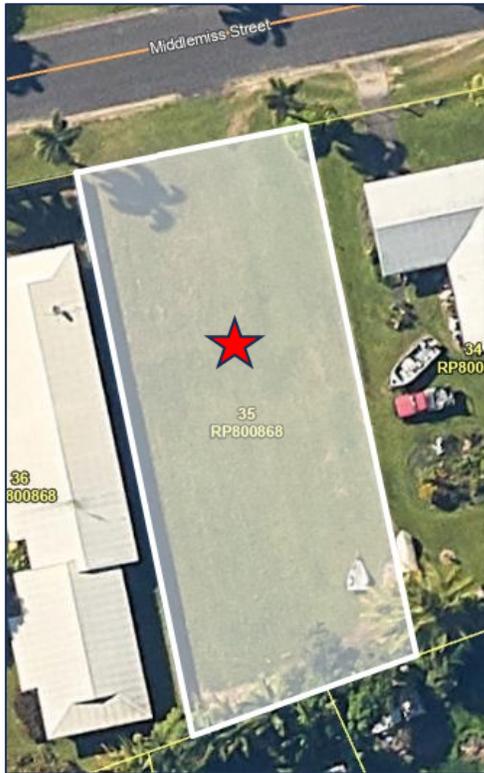
Mossman Land Supply Options



Dept. Housing

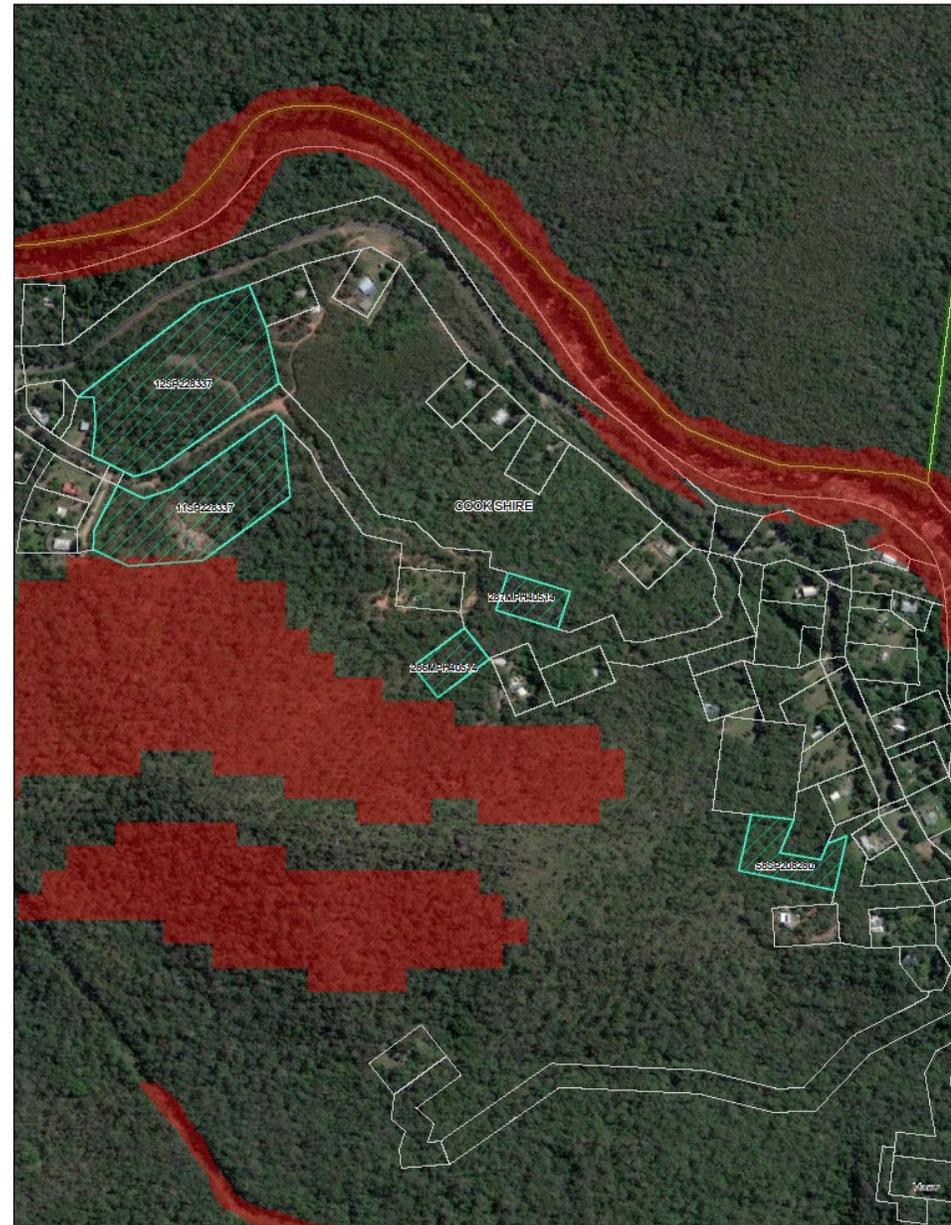


Bamanga Bubu Ngadimunku (BBN) Aboriginal Corporation

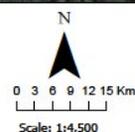


Rossville EKY Parcels

149



- WITMA boundary
- Property boundaries
- Jabalina Freehold
- Building constraints



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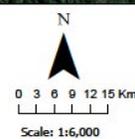
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Daintree Village EKY Parcels

150



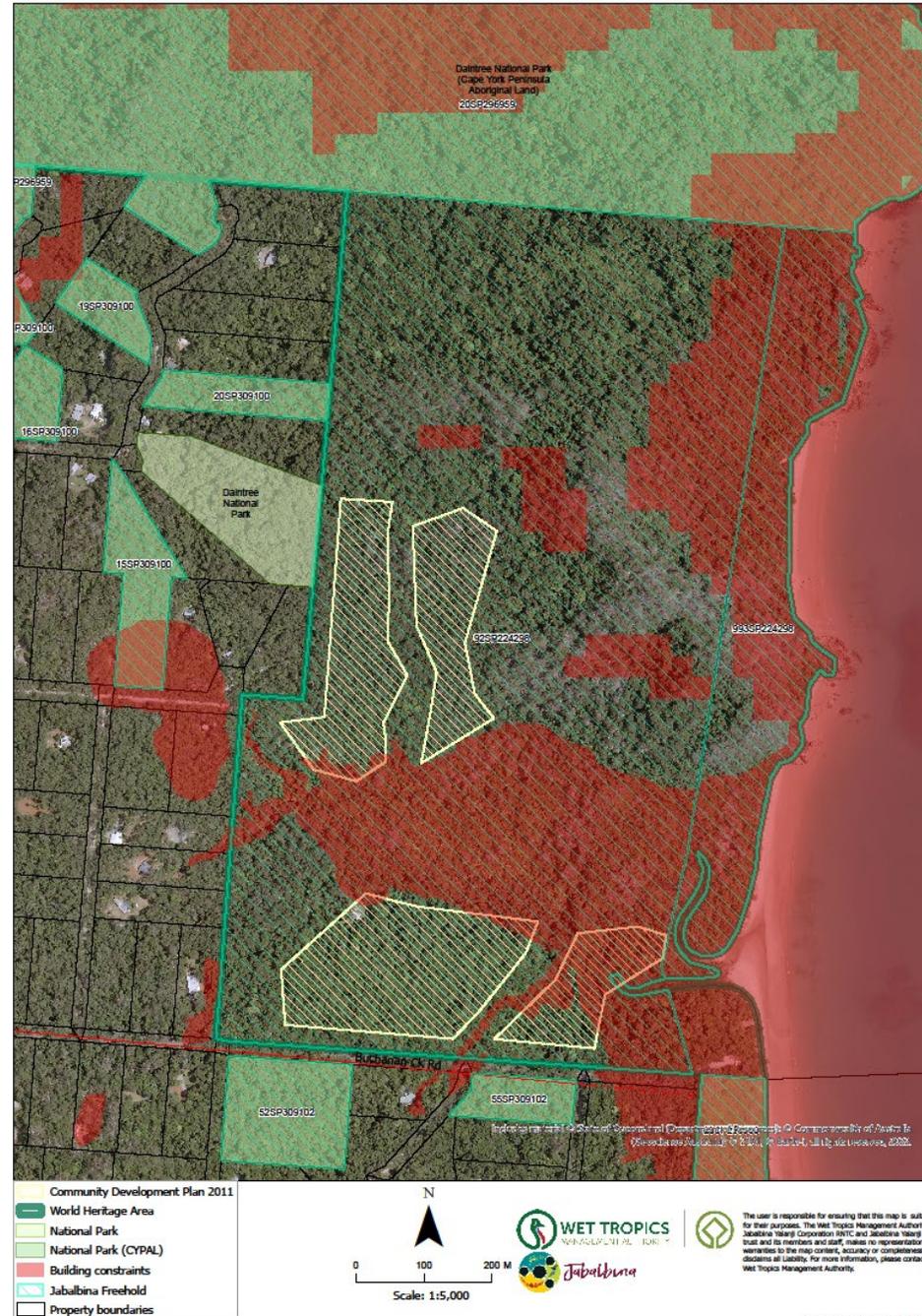
- Property boundaries
- Sabalina Freehold
- Building constraints



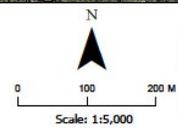
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Cow Bay Community Development Plan

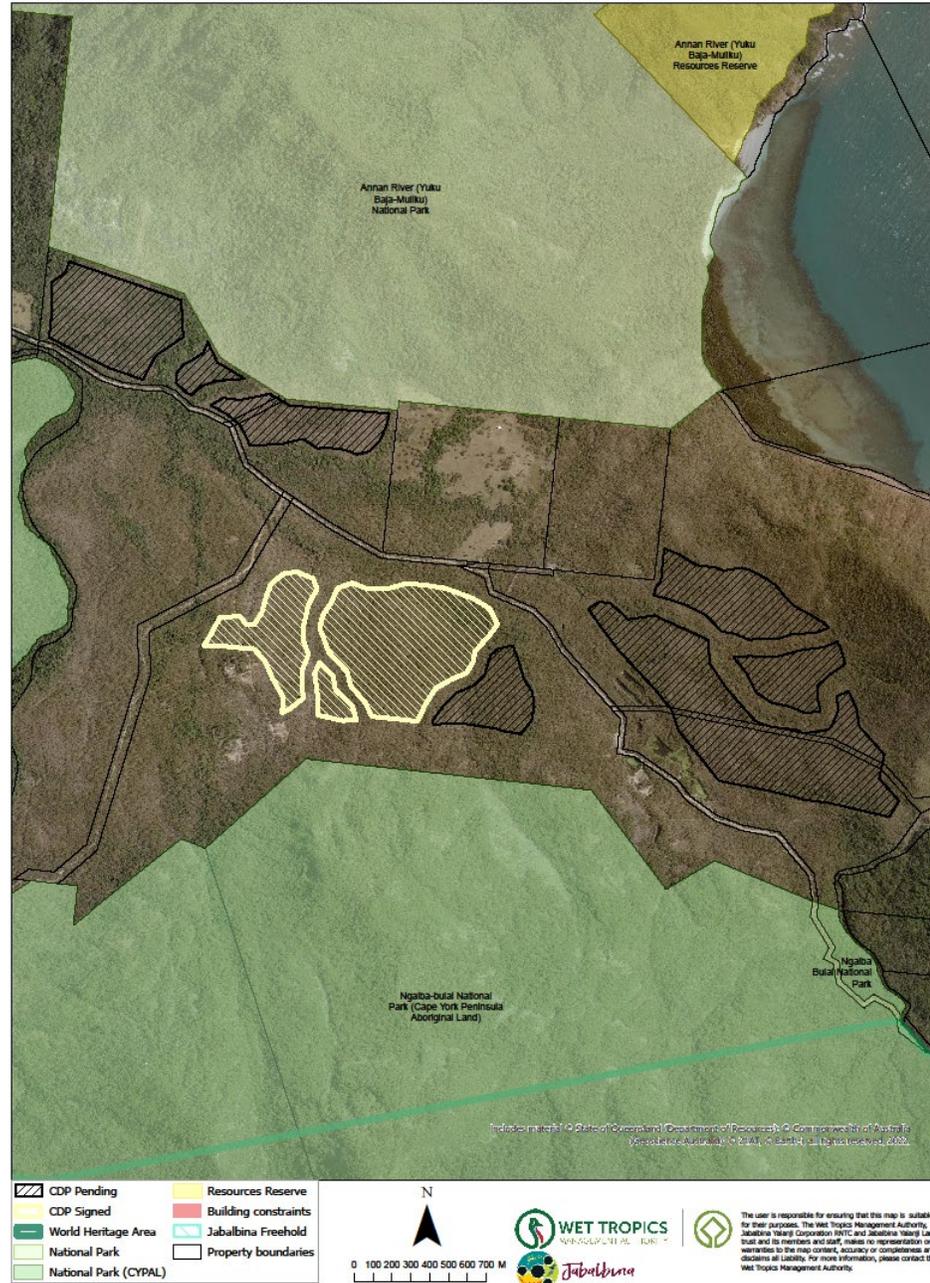


- Community Development Plan 2011
- World Heritage Area
- National Park
- National Park (CYPAL)
- Building constraints
- Jabalbara Freehold
- Property boundaries

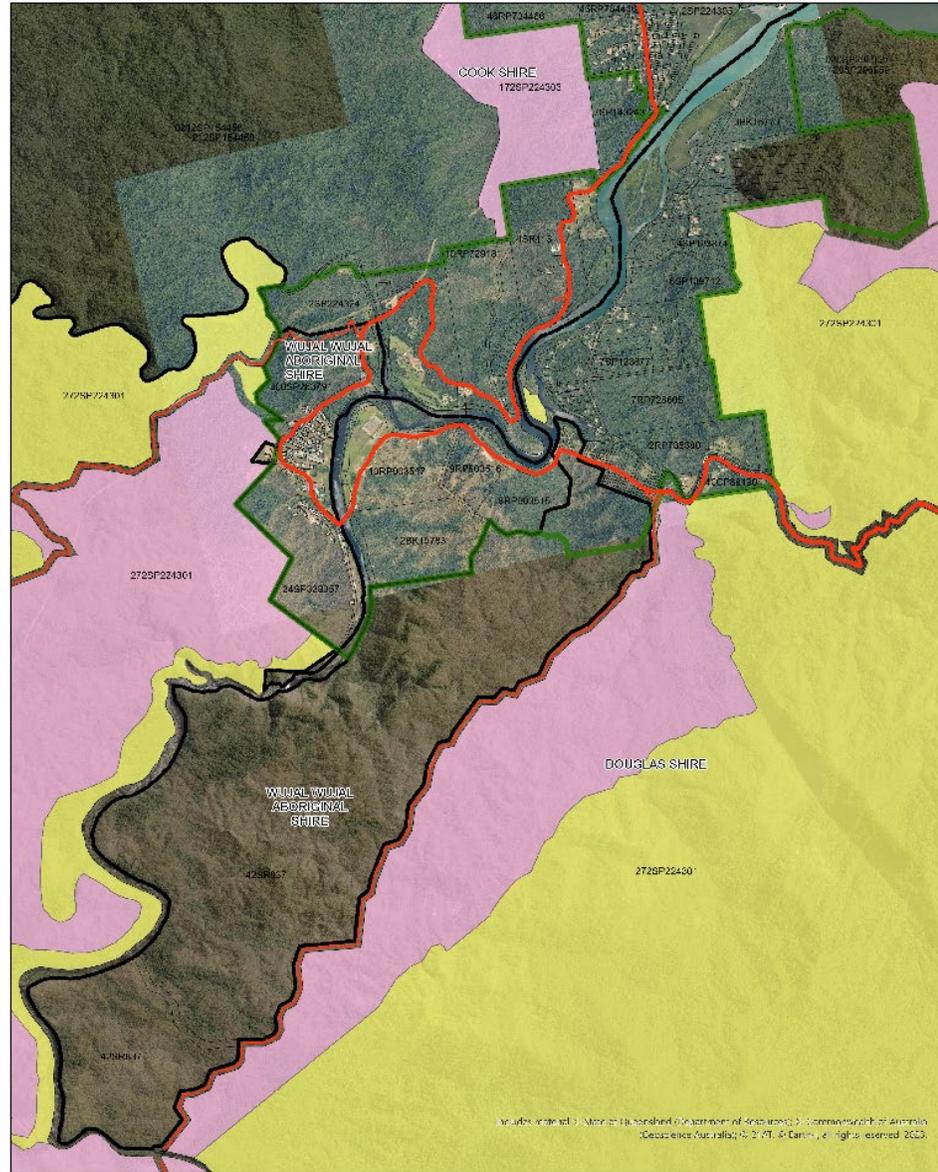


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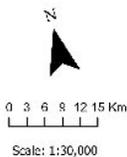
Trevethan Community Development Plans



Wujal Wujal Shire CMA



- WTPA boundary
- Pink zone
- Yellow zone
- Local access road
- Regional road
- Queensland Shire Boundaries



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Elders Advisory Group

- Representation from all Clan Governance Groups
- Purpose – to provide advice on Return to Country, disaster recovery and Master Planning
- Met three times (workshops) and made good progress

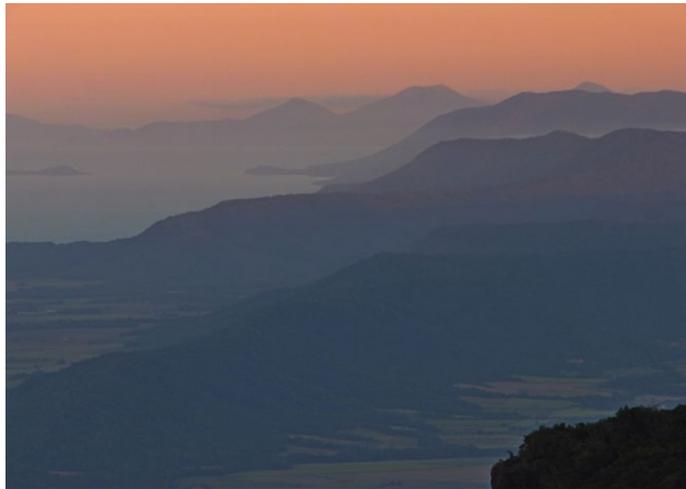
To develop a road map for Eastern Kuku Yalanji People to Return to Country.

To guide future community, residential and commercial development in a way that accords with land use planning objectives and Country-centred community needs and aspirations.

To integrate environmental sustainability, inclusive social development and inclusive economic development in a World Heritage context.

To inform planning decisions by Councils, State agencies, service providers and the broader community in relation to future development.

Return to Country Objectives



The Vision

EKY Return to Country Vision

To live, to connect and care for Country, to pass on culture, to heal, to work, to build a strong identity and a sustainable Yalanji community.

Strategies to guide the Return to Country Plan:



Culture, connection, lifestyle



Caring for Country



Community identity and healing



Sustainable socio-economic opportunity



Safety and resilience

- Clan group cemeteries
- Protection of sacred sites and story places
- Temporary occupation areas, e.g. camping areas, holiday areas
- Multi-purpose centre, e.g. meetings, disaster response, etc.
- Cultural education centre
- Ranger bases
- Road access
- Permanent living areas
- Healing centre
- Art centre
- Women's centre
- Centre for artefact creation
- Rehabilitation centre
- Nurseries
- Tourism – boardwalks, walking tracks, cultural pathways, campgrounds, donation box access areas, interpretative signage
- Caring centre
- Signage in language



Master Planning

- DATSIP supporting review of current Master Plan within existing DOGIT boundaries
- Elders Advisory Group: “safe housing is number one priority”
- Jabalbina and WTMA lobbied DATSIP to consider expansion of Master Planning Area to allow consideration of land suitable for temporary or permanent living
- DATSIP Minister agreed mid 2024
- DATSIP agreed to support three Master Plans for Wujal, Cook and Douglas Shire

Questions to Council

- Is Council happy to support the expanded Master Planning model (to consider options in Cook and Douglas Shire for community housing)?
- Does Council have any questions or concerns?
- Interagency Working Group, 4 Dec, 10.00 – 11.30 – Can Council nominate a representative

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Photo: Wet Tropics images