



Wujal Wujal Aboriginal Shire Council

Ordinary Council | Meeting Minutes

Date: Tuesday 21 January 2025
Time: 9.09am
Venue: Council Administration and MS Teams

1. Opening of Meeting

- 1.1 Welcome | Opening of Meeting at 9:09am
- 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 (Teams)
Councillor Robert Bloomfield
Councillor Nikita Tayley
Councillor Lucas Creek

WWASC Staff Representatives

Chief Executive Officer, Kiley Hanslow
Operations Manager, Works and Building Services, Perry Gould
Financial Accountant, Khushwant Kumar (Teams)
Community Services Manager, Kesa Strieby
Executive Assistant, Bronwyn Barry

2.2 Leave of Absence | Apologies

Nil

2.3 Visitors | Presenters

The schedule for these presentations is as follows:

Time	Topic	Agency/Presenter
Nil	Nil	Nil

3. Condolences | Congratulations

One-minute silence for Sorry Business

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

Condolences to the Ludwick and Gibson Families – Hope Vale

Congratulations to Tekeya and Dale on the birth of their son Malcolm

Congratulations to the Wujal children going off to high school this year

4. Mayoral Motion

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

Nil.

Deputy Mayor Claudia Doughboy joined the meeting via Teams 9:15am

5. Confirmation of minutes of the Previous Meeting

5.1 Minutes of the Ordinary Council Meeting | 17 December 2024

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

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

Resolution:	That the minutes of the Ordinary Council Meeting held on Tuesday 17 December 2024 be accepted as a true and correct record of that meeting.	
Moved:	Cr Nikita Tayley	5/5 Carried
Seconded:	Mayor Alister Gibson	
Resolution No	20250121-01	

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

8. Items for Consideration and Decision

8.1 Policy: Use of the Council Bus

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

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

Purpose

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

Use of the Council Bus Policy updates – Councillors agreed this policy will be a live working document, to be further updated to include cleaning requirements and bond for users. Cleaning kit to be kept in bus, photos taken before and after hire, a laminated copy of policy kept in the bus and any damage caused by children to the bus will be the responsibility of the parents.

Proposed Resolution:

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

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

Resolution:	Council adopts the revised Use of the Council Bus policy as presented	
Moved:	Deputy Mayor Claudia Doughboy	5/5 Carried
Seconded:	Cr Robert Bloomfield	
Resolution No	20250121-02	

Deputy Mayor Claudia Doughboy left meeting at 10:02am

8.2 Policy: Travel and Accommodation Policy

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

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

Purpose

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

Related Documents

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

Councillors requested a copy of the ATO Travel Allowance and mileage taxation declaration, as well as Council's travel allowance and mileage rates. These are current and are the same rates. Executive Assistant to send to Councillors.

Proposed Resolution

That Council adopts the Travel and Accommodation Policy as presented.

Resolution: That Council adopts the Travel and Accommodation Policy as presented

Resolution:	Council adopts the Travel and Accommodation Policy as presented.	
Moved:	Cr Lucas Creek	4/4 Carried
Seconded:	Cr Robert Bloomfield	
Resolution No	20250121-03	

Deputy Mayor Claudia Doughboy returned to meeting 10:10am

8.3 Policies: Repeal of Old Policies

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

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

Background:

A Policy is a precise statement containing guidelines for achieving goals/mission and used to make decisions. Policies are flexible and allow for exceptions. By contrast a Procedure is a set of step-by-step instructions, a sequence, rigid in nature and follow a logical process.

Discussions were held on the three classes of policy as below.

1. Statutory

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

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

2. Strategic/Council

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

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

3. Administrative Policies

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

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

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

Council have historically published externally on our Council website, administrative class policies that are internal and should not be listed. Council have now begun to differentiate our policies into these three classes, and in future will only bring to Council for adoption the statutory and strategic policies that are required by law to be formally adopted in this manner. We will remove from the public website any policies that are administrative in nature.

Policies that are not policies:

Some policies have historically been created where in fact they should be procedures. We have identified a number of these, often very out of date. These 'policies' need to be repealed. An example of this is the Council Staff Name Badge Policy, which should have been part of the Staff Uniform Policy.

Other Policies discussed

Councillors discussed the Band Equipment Policy, the Audit Committee Policy and the Store Offensive Behaviour Policy.

Councillors would like to see a refresh of the Band Equipment Policy. Councillors requested the Band Policy be discussed at the February Community Meeting. Band equipment may help children to spend less time on their electronic devices. Also discussed was:

- o Open mike night/ social night once a month
- o Proper training of setting up and pulling down equipment
- o Conditions for use of band equipment
- o Storage – top floor in community hall

Chief Executive Officer suggested there may be grants available for the purchase of band equipment for community.

Community Services Manager to seek grants and quotes for band equipment

Councillors agreed the Audit Committee Policy was no longer relevant as Council uses Pacifica to provide its Internal Audit function.

Councillors agreed the Store Offensive Behaviour Policy was at one stage very relevant when Council managed the community store, but was no longer relevant as CEQ manages the store now.

Out of date and non-relevant policies

Policies are required to be reviewed in general every two years. This practice has lapsed under previous management, and we are now left with a very large number of out of date and no-longer relevant policies.

Councillors requested the Policy Register be tabled at the next Ordinary Council Meeting for review of older policies.

Statutory and Strategic policies will be reviewed by Councillors.

Administrative Policies will not be reviewed as these are operational in nature.

No resolution was made for this Agenda item. Councillors requested the Policy Register be tabled at the next Ordinary Council Meeting for further review.

Resolution: No resolution was made

Resolution:	No resolution was made – Councillors requested the Policy Register be tabled at the next Ordinary Council Meeting for further review.	
Moved:		
Seconded:		
Resolution No	Nil	



8.4 Formalisation of change of Health Portfolio

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

Purpose

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

Proposed Resolution:

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

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

Resolution:	That Council formally resolve for Deputy Mayor Claudia Doughboy to take on the Health Portfolio from Mayor Alister Gibson.	
Moved:	Cr Nikita Tayley	4/4 Carried
Seconded:	Cr Robert Bloomfield	
Resolution No	20250121-04	

Note: Deputy Mayor Claudia Doughboy declined to vote on this Agenda Item, as this directly affected the Deputy Mayor.



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

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

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

Purpose

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

The Chief Executive Officer discussed the progress against Council's Operational Plan. Good progress has been made.

Deputy Mayor Claudia Doughboy left meeting 11:15am

Proposed Resolution

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

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

Resolution:	The council accept the quarter two review of Council's performance against the 2024-2025 Operational Plan as presented.	
Moved:	Mayor Alister Gibson	4/4 Carried
Seconded:	Cr Lucas Creek	
Resolution No	20250121-05	

Meeting adjourned at 11:17am

Meeting resumed at 11:47am



9. Reports: Elected Members and Council Officers

9.1 Mayor’s Monthly Portfolio Report

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

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

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	4/4 Carried
Seconded:	Cr Robert Bloomfield	
Resolution No	20250121-06	

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

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

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

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

Resolution:	Council noted Deputy Mayor Claudia Doughboy’s portfolio report as presented.	
Moved:	Mayor Alister Gibson	4/4 Carried
Seconded:	Cr Lucas Creek	
Resolution No	20250121-07	



9.3 Councillor Robert Bloomfield: Community Sports and Lifestyle

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

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

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

Resolution:	Council noted Councillor Robert Bloomfield’s portfolio report as presented.	
Moved:	Mayor Alister Gibson	4/4 Carried
Seconded:	Cr Nikita Tayley	
Resolution No	20250121-08	

9.4 Councillor Nikita Tayley: Environment and Culture

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

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

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	4/4 Carried
Seconded:	Cr Robert Bloomfield	
Resolution No	20250121-09	



9.5 Councillor Lucas Creek: Law and Order

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

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

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

Resolution:	Council noted Councillor Lucas Creek’s portfolio report as presented.	
Moved:	Mayor Alister Gibson	4/4 Carried
Seconded:	Cr Nikita Tayley	
Resolution No	20250121-10	

Deputy Mayor Claudia Doughboy rejoined meeting at 12.02pm

9.6 Chief Executive Officer Report

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

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

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

Resolution:	That Council receive the Chief Executive Officer’s Monthly Report as presented.	
Moved:	Mayor Alister Gibson	5/5 Carried
Seconded:	Cr Robert Bloomfield	
Resolution No	20250121-11	



9.7 Corporate and Commercial Report

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

Refer to [Appendix 7](#) (Page 85 of the Appendices) to view Financial Report.

Council Financial Accountant to present the financial report to Council.

Monthly corporate card statement to be included in future financial report. Financial Accountant Khush to provide.

Deputy Mayor would like a breakdown of the Aged Care funding and spend tabled at the next Council meeting. Requested this report to be provided at the next Ordinary Council meeting. Community Services Manager and Financial Accountant to provide.

Deputy Mayor Claudia Doughboy left the meeting 12:18pm

Resolution: Acceptance of the Corporate and Commercial Report

Resolution:	That Council accept the Financial Corporate and Commercial Report as presented.	
Moved:	Mayor Alister Gibson	4/4 Carried
Seconded:	Cr Nilita Tayley	
Resolution No	20250121-12	

Meeting Adjourned at 1:01pm for lunch

Meeting recommenced at 1:41pm

9.8 Operations Report

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

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

Also discussed was the vet visit, which is scheduled for 14.02.2025.



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

Resolution:	That Council receive the Works and Building Services Monthly Report for December 2024 as presented.	
Moved:	Mayor Alister Gibson	5/5 Carried
Seconded:	Cr Robert Bloomfield	
Resolution No	20250121-13	

UNCONFIRMED



9.9 Community Services Report

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

This report outlines the works undertaken during the month of December 2024.

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

Councillors discussed the Radio Office. Community Services Manager to continue to follow up with Black Star Radio to have the radio equipment installed.

IKC hours clarified by Community Services Manager – these hours are 9:30am to 2:30pm, Monday to Thursday.

Resolution: Council accept the Community Services Report for December 2025

Resolution:	That Council accept the Community Services Report as presented.	
Moved:	Mayor Alister Gibson	5/5 Carried
Seconded:	Cr Nilita Tayley	
Resolution No	20250121-14	



10. General Business

- **Chief Executive Officer** - updated Council on the Mount Louis Station invoice. Council has received legal advice not to pay this invoice. Council's legal representative will correspond with Mount Louis Station.

Nominations for Recognition certificates for support to community in the Tropical Cyclone Jasper event – Nomination closure dates were extended three times. Nominations received. Recognition certificates to be handed out at the community meeting in February 2025.

Crocodile Education and discussion on the crocodile at the Wujal Wujal boat ramp – Parks and Wildlife will be in community tomorrow.

CEO Kiley Hanslow reminded Councillors that she will be away from 28 January – 7 February 2025 inclusive.

- **Deputy Mayor Claudia Doughboy** - Training for employees of machinery – Operations Manager Perry Gould advised that staff have just finished a three-day forklift training course. CEO Kiley Hanslow would like staff to undertake First Aid and CPR training. Deputy Mayor has requested clarification on her duties as Deputy Mayor. CEO Kiley Hanslow to provide Deputy Mayor information to clarify the Deputy Mayor duties under relevant legislation.

Deputy Mayor confirmed she would like to attend more meetings. Mayor confirmed he has been approached by Anna Cleary from the Health Clinic requesting a Councillor come on board to attend their committee meetings. Mayor suggested Deputy Mayor attend these meetings as her portfolio includes Health. Mayor advised Anna Cleary will email the CEO or Deputy Mayor with information about these meetings.

Councillors discussed church services in Wujal Wujal including other denominations attending to hold services in the Wujal Wujal Church including Lutheran, Jehovah Witness, Catholic, Seven Day Adventists, etc.

- **Cr Bloomfield** – In or around 2018 a Mountain Bike Association came to Wujal Wujal to investigate options for mountain bike track development in community and did some preliminary markings, they were due to come back in 2020 but due to COVID this did not happen. CEO to investigate and follow up in next Ordinary Council Meeting.
- **Cr Lucas Creek** - Cr Lucas Creek will meet with Lucille from the Justice Group to request Councillors be more involved in Justice Group meetings. Would like to do Financial training to better understand the financial reports, CEO Kiley Hanslow advised that she has organised further training for all Councillors in early April 2025.

Cr Lucas Creek requested Essential Services Coordinator Zenarra Ashworth organise to fog the tree lines and bushes for mosquitoes/flies. ATSI Public Health will be in community soon and Operations Manager Perry Gould will organise this.

- **Cr Nikita Tayley** – Advised that there is a need for a guardrail near Harrigan's Landing (near the big rock before the Bloomfield River State School) and also just past Ayton boat ramp (Cook Shire). These are both in Cook Shire. CEO Kiley Hanslow to follow up with Cook Shire CEO to request these.



E-scooter safety rules – children under the age of 12 need to be supervised, helmets, knee pads, police could do a safety education talk on riding e-scooters in community at the school. Palm Island has this in place.

Vehicles are still speeding over hump. Operations Manager and CEO confirmed speed radar signs were ordered and have been received now and will be installed soon. Speeding is a police issue.

Reports of COVID-19 cases in community. How many COVID cases do we have in Wujal Wujal? There will be a funeral on Saturday and we do not want anyone with COVID attending. CEO Kiley Hanslow will follow up with clinic on number of cases and provide information in the next Ordinary Council Meeting..

Councillor Nikita Tayley mentioned Activ8Me community WIFI does not seem to be working well.

- o **Action:** CEO Kiley Hanslow to call Activ8Me to report Cr Tayley's phone and Wi-Fi is not working.

Children broke into the old Council building and laundromat and caused a lot of damage – possibly bring up at a Community Meeting.

Action: Cr Lucas Creek to talk to Sergeant Chris Stewart at the Police Station. Cr Lucas will also talk to the Justice Group to find out what are they putting in place to stop youth crime in community.

Council workers are spraying too close to fenced yards which has killed personal plants. Mowing is untidy in community very patchy. Operation Manager Perry Gould is waiting for external community-based contractor TC Mowing to provide their insurance documents required to hire them to undertake mowing to support local business.

Community needs a community hearse and a morgue house. Cr Nikita and Deputy Mayor are looking at setting up small business possibly for a community funeral hearse. The hearse needs to be something like a troop carrier so it can be used in all weather conditions. A morgue house must be through Torres and Cape Hospital and Health Service. This is currently under discussions with Torres and Cape regarding their location for the new health clinic and morgue house but this will take some time.

Staff can see Renelle Shipton at Council to set up a savings account where staff can have money deducted from their pay to help with funeral costs.

Service station over the Christmas period wasn't working well – Operations Manager Perry Gould advised that the service station connectivity dropped out twice when we had power outages. Perry fixed the problem as soon as he was aware of it.

Car wrecks in people's yards, making community look untidy. Car wrecks inside a house fence line are the responsibility of the tenant and Housing. Car wrecks outside of the fence line are the responsibility of the owner and Council.

Action: Council staff to undertake a survey on old car wreck numbers in community.

- **Mayor Alister Gibson** – Enquired about donated clothes from the Salvation Army. Community Manager Kesa Strieby has organised these clothes to be displayed outside the church on Tuesday 28/01/2025 and will provide notification to let community know.

Mayor Alister wants to know if Operations Manager Perry Gould can put on 4-5 people in the casual pool to help with the mowing. Operations Manager advised he has requested insurance policy from TC Mowing on a number of occasions, which is required to commence using this local business' services with Council; however, TC Mowing has not yet provided this.



Mayor Alister requested Essential Services Coordinator Zenarra Ashworth investigate the dog number increase in community – talk to dog owners about how many dogs they have and their responsibilities. Contact Housing, who have a two-dog policy for social housing tenants.

Wujal Wujal marquee at Les Gibson’s farm.

Action: Cr Robert Bloomfield will talk to family requesting they throw away the cover and they can keep the marquee frame.

Cr Robert Bloomfield left the meeting at 2:02pm

Deputy Mayor left meeting at 2:11pm

11. Next Ordinary Council Meeting Date

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

12. Meeting Closure

Meeting closed at 3.05pm

UNCONFIRMED