



Appendix | 1

UNCONFIRMED MINUTES for WWASC Ordinary Council
Meeting – 15 April 2025



Wujal Wujal Aboriginal Shire Council

Ordinary Council | Meeting Minutes

Date: Tuesday 15 April 2025
Time: 9.10am
Venue: Council Administration and MS Teams

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1. Opening of Meeting

1.1 Welcome | Opening of Meeting

1.2 Acknowledgement of Traditional Owners

2. Attendance, Leave of Absence and Apologies

2.1 Attendance

Councillors:

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

WWASC Staff Representatives

Chief Executive Officer, Kiley Hanslow
A/Operations Manager, Works and Building Services, Jason Williams
Financial Accountant, Khushwant Kumar
Executive Assistant, Bronwyn Barry (secretariat)

2.2 Leave of Absence | Apologies

Finance Manager, Arminda David
Community Services Manager, Kesa Strieby

2.3 Visitors | Presenters

The schedule for these presentations is as follows:

Time	Topic	Agency/Presenter
11:00 – 11:30am	Planning for the 2026 Census - Wujal Wujal	Robyn Learmouth and Melinda Mansell - Australian Bureau of Statistics
12:00 – 12:30pm	Day Care Compliance	Jane Harpley, C&K
12:30 – 1:00pm	North Qld Creative Recovery Group	Waratah Nicholls - North Queensland Creative Recovery Group - Cook Shire Council

3. Condolences | Congratulations

Creek/Tayley/Solomon Cobb/Family - Mossman, Gibson Family – Hope Vale

Congratulations to Councillors for reaching first year anniversary of being sworn into Council on 09.04.2025

Congratulations to the COE Construction Team for completing their Certificate 1 in Construction and completing the benches under the Manago Tree.

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 | 18 March 2025

Refer to **Appendix 1 (Page 2 of the Appendices)** to review the minutes of the meeting held 18 March 2025.

Resolution: Acceptance of the minutes meeting held Tuesday 18 March 2025

Resolution:	That the minutes of the Ordinary Council Meeting held on Tuesday 18 March 2025 be accepted as a true and correct record of that meeting.	
Moved:	Cr Nikita Tayley	Carried 5/5
Seconded:	Cr Lucas Creek	
Resolution No	20250415-01	

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
- **Deputy Mayor Claudia Doughboy and Cr Nikita Tayley – completed Form 3 - Register of Interest Update**

Action: All councillors need to fill in the Annual Register of Interest Form Executive Assistant Bronwyn Barry to provide Councillors a copy of their Annual Register of Interest forms from last year and a new copy of the Annual Register of Interest form for this year.

7. Business Arising or Outstanding Matters from Previous Meeting



8. Items for Consideration and Decision

8.1 Quarter three review of Council's performance against the 2024-2025 Operational Plan

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Quarter Three review of Council's performance against the 2024-2025 Operational Plan
Reporting Officer:	Chief Executive Officer
Status:	Decision

Refer to Appendix 2 (page 27 of the Appendices) for the 2024-2025 Operational Plan

Purpose

Council is required by legislation to review its performance against its Operational Plan on a quarterly basis.

The report provided here is this assessment of our performance for the period January 2025 to and including March 2025.

Resolution: Operational Plan

Resolution:	Council accepts the Quarter Three review of Council's performance against the 2024-2025 Operational Plan as presented.	
Moved:	Mayor Alister Gibson	Carried 5/5
Seconded:	Cr Nikita Tayley	
Resolution No	20250415-02	



8.2 Delegations Policy and Delegations Register

Report to: CEO, Mayor and Councillors
Subject: Delegations Policy
Reporting Officer: Chief Executive Officer
Status: Decision

Refer to Appendix 3 (page 69 of the Appendices) for the Delegations policy.

Purpose

Council has not had a formally adopted Delegations Policy in place. A draft policy was found on file, but no record of it being formally adopted by Council could be found.

A comprehensive review of that draft showed that the wording was hard to understand and insufficient, a new policy has therefore been developed based on excellent examples in place at other councils.

Delegations Register

The chief executive officer must by law establish a register of delegations that records all delegations made by the Local Government, Mayor and the Chief Executive Officer.

Register of Legislative Delegations from Council to CEO

The Register of Legislative Delegations from Council to CEO lists the matters in which the right to act or exercise a discretion has been so delegated by resolution of the Council.

The register of Legislative Delegations from Council to CEO is attached as **Appendix 4 -page 76**

Resolution: Delegations Policy

Resolution:	Council adopts the Delegations Policy as presented.	
Moved:	Cr Lucas Creek	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20250415-03	

Resolution: Register of Legislative Delegations Council to CEO

Resolution:	Council adopts the Registers of Legislative Delegations from Council to CEO	
Moved:	Cr Lucas Creek	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20250415-04	

Deputy Mayor left meeting 9:18am

Deputy Mayor returned to meeting 9:20am



8.3 Publication Scheme

Report to: Mayor, Councillors and Chief Executive Officer
Subject: Publication Scheme
Reporting Officer: Chief Executive Officer
Status: Information

Refer to Appendix 5 (page 328 of the Appendices) Publication Scheme

Purpose

Under the Right to Information (RTI) Act (s21) Councils are required to have in place a Publication Scheme which sets out

- the classes of information that the agency has available; and
- the terms on which it will make the information available, including any charges.

An agency publishing a publication scheme must ensure that the publication scheme complies with any guidelines about publication schemes published by the Minister on the Minister's website.

Resolution: Publication Scheme

Resolution:	Council adopts the Publication Scheme as presented	
Moved:	Deputy Mayor Claudia Doughboy	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20250415-05	



8.4 Cultural Heritage Risk Assessment for Priority 1-3 Works

Report to: CEO, Mayor and Councillors
Subject: Cultural Heritage Risk Assessment for Priority 1-3 Works
Reporting Officer: Chief Executive Officer
Status: Decision

Refer to Appendix 6 (page 334 of the Appendices) Cultural Heritage Risk Assessment Report

Refer to Appendix 6 .2 Attachment A (page 338 of the Appendices) 'New Finds Procedure'

Refer to Appendix 6 .2.1 Attachment A (page 393 of the Appendices) FORM - Cultural Heritage - Reporting 'new finds' dated April 2025 Magiq 37337

Refer to Appendix 6 .3 Attachment B (page 395 of the Appendices) DR43948 Deed of Grant In Trust DOGIT Minister Sign off

Summary

The assessment was structured into three priority levels based on the urgency and significance of the infrastructure for the Wujal Wujal community. Priority One works, deemed the most critical, were assessed first, ensuring the protection of cultural heritage in areas with immediate infrastructure needs. Priority Three works, which involve less urgent and largely undisturbed lands within the Shire, were scheduled for later assessment.

The attached report reflects the level of consultation and assessment conducted between December 24, 2024, and March 15, 2025. All Priority One, Priority Two, and selected Priority Three infrastructure projects have been assessed, with only the non-developed areas of Wujal Wujal Shire, including the lands along the Zig Zag to Meg Crossing above Wujal, remaining for future evaluation.

Resolution: Cultural Heritage Risk Assessment for Priority 1-3 Works

Resolution:	Council accepts the Cultural Heritage Risk Assessment for Priority 1-3 Works as presented.	
Moved:	Mayor Alister Gibson	Carried 5/5
Seconded:	Deputy Mayor Claudia Doughboy	
Resolution No	20250415-06	



8.5 NIAA Funding for Baja Baja Youth Centre and Men's Centre Works

Report to: CEO, Mayor and Councillors
Subject: NIAA Funding for Baja Baja Youth Centre
Reporting Officer: Chief Executive Officer
Status: Decision

Summary

The National Indigenous Australians Agency (NIAA) has approached Council to ask Council to price match the NIAA funding of \$30,000, with the expenditure of \$30,000 Council funds, including \$15,000 expenditure for works in the kitchen at the Men's Centre and \$15,000 for fencing works at the Baja Baja Youth Centre. Whilst the works component is operational, this request also represents a strategic collaboration with Council, NIAA and the Justice Group for the benefit of the community.

Resolution:

That Council:

1. Acknowledges the approach from the National Indigenous Australians Agency (NIAA) regarding funding support for community programs.
2. Approves the allocation of \$30,000 from Council funds to match the NIAA funding contribution of \$30,000.
3. Endorses the expenditure of Council's \$30,000 contribution to be distributed as follows:
 - o \$15,000 towards initiatives at the Men's Centre.
 - o \$15,000 towards initiatives at the Baja Baja Youth Centre.
4. Authorises the Chief Executive Officer (or delegate) to finalise any necessary funding agreements or documentation with the NIAA to enable the expenditure of funds.

Resolution: NIAA Funding for Baja Baja Centre and the Men's Centre

Resolution:	That Council endorse the NIAA funding for the Baja Baja Centre and Men's Centre as presented.	
Moved:	Cr Lucas Creek	Carried 5/5
Seconded:	Cr Nikita Tayley	
Resolution No	20250415-07	



8.6 Approval of an Acting Chief Executive Officer

Report to: CEO, Mayor and Councillors
Subject: Approval of an Acting Chief Executive Officer
Reporting Officer: Chief Executive Officer
Status: Decision

Summary

Chief Executive Officer Kiley Hanslow has requested approval to take leave: Monday 2 June 2025 returning Friday 4 July 2025.

- In accordance with the Local Government Act 2009 s195, the Council is required to approve the full delegation of the Chief Executive Officer Kiley Hanslow's duties and responsibilities to an Acting Chief Executive Officer.
- Council proposes Mr John Kelly fill the role of Acting Chief Executive Officer for the full duration of Chief Executive Officer Kiley Hanslow's leave. John Kelly has acted as Chief Executive Officer for Council on a number of occasions in the past.

Resolution: Delegation from CEO to Acting CEO

Resolution:	That in accordance with the Local Government Act 2009 s195, the Council approves the full delegation of the Chief Executive Officer Kiley Hanslow's duties and responsibilities to Acting Chief Executive Officer John Kelly for the period 30 May 2025 to and including Friday 4 July 2025.	
Moved:	Cr Robert Bloomfield	Carried 5/5
Seconded:	Cr Lucas Creek	
Resolution No	20250415-08	



8.7 Removal and Addition of Access to the ATO Portal and Relationship Manager Portal

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Removal and Addition of Access to the ATO Portal and Relationship Manager Portal
Reporting Officer:	Chief Executive Officer
Status:	Decision

Background

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

Additional Chief Executive Office Kiley Hanslow, Finance Manager Arminda David and Operations Accountant Renelle Shipton will require access to ATO Portal and Relationship Manager Portal.

Resolution: ATO Relationship Manager and Portal Access

Resolution:	Council adopts the removal of Micah Nkiwane's access to the Council ATO Portal and Relationship Manager Portal; and Council adopts the addition to the Council ATO Portal and Relationship Manager Portal for Chief Executive Office Kiley Hanslow, Finance Manager Arminda David and Operations Accountant Renelle Shipton.	
Moved:	Deputy Mayor Claudia Doughboy	Carried 5/5
Seconded:	Mayor Alister Gibson	
Resolution No	20250415-09	



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 18 March 2025 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:	Deputy Mayor Claudia Doughboy	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20250415-10	

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 18 March 2025 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	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20250415-11	



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 18 March 2025 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:	Cr Lucas Creek	Carried 5/5
Seconded:	Cr Nikita Tayley	
Resolution No	20250415-12	

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 18 March 2025 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 Robert Bloomfield	Carried 5/5
Seconded:	Mayor Alister Gibson	
Resolution No	20250415-13	



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 18 March 2025 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:	Cr Nikita Tayley	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20250415-14	

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 18 March 2025.

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	20250415-15	



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 8 \(Page 405 of the Appendices\)](#) to view Financial Report.

Council Financial Accountant to present the financial report to Council.

Resolution: Acceptance of the Corporate and Commercial Report

Resolution:	That Council accept the Financial Corporate and Commercial Report as presented.	
Moved:	Mayor Alister Gibson	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20250415-16	

Action: CEO Kiley Hanslow to follow up with First Start Grant, Local Thriving Communities and Community Safety Plan Funding and DATSIP Grant.

Action: Financial Accountant Khush Kumar to provide CEO Kiley Hanslow report on Website and Internet Income and expenditure.

Action: Financial Accountant Khush Kumar to provide CEO Kiley Hanslow report on Primary Health Care Centre.

Action: CEO Kiley Hanslow to provide Financial Accountant Khush Kumar information on the ICCIP grant funding and return of funds to Dept of Water.

9.8 Operations Report

Report to:	Mayor, Councillors and Chief Executive Officer
Subject:	Monthly Operations Report
Reporting Officer:	A/Operations Manager, Jason Williams
Status:	Noting/Information

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

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 March 2025 as presented.	
Moved:	Mayor Alister Gibson	Carried 5/5
Seconded:	Cr Nikita Tayley	
Resolution No	20250415-17	



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 March 2025.

Resolution: Council accept the Community Services Report for March2025

Resolution:	Council accepts the Community Services Report as presented.	
Moved:	Cr Lucas Creek	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20250415-18	

Action: CEO Kiley Hanslow / Community Services Manager Kesa Strieby to follow up with Apunipima, Jabalbina and Justice Group regarding providing food for the children other than fruit.

Action: Flyer on notice board near Uncle Bill's office needs to be changed as it has an error with the date.

Meeting adjourned at 10:38am

Meeting recommenced at 11:05am



10. Presentations to Council

10.1 Planning for the 2026 Census

Presentation to:	Mayor, Councillors and Chief Executive Officer
Subject:	Planning for the 2026 Census
Presenters:	Robyn Learmouth and Melinda Mansell, Australian Bureau of Statistics
Status:	Discussion
Time on agenda:	11:05am – 11:35am

Australian Bureau of Statistics attendees:

- Robyn Learmouth
- Melinda Mansell

Discussion points:

1. Census 2026:
 - Discussing the upcoming Census and its implications for your community.
 - Understanding the data collection process and how we can work together to its success.

Feedback from other Communities:

- Hire local staff to engage and inform the community about the upcoming Census, build trust, and address privacy concerns. These local staff members would not have access to individual answers or data. (ABS to support local staff)
- Hire local community members to conduct the on-the-ground survey collection, including door knocking, asking questions, and completing the survey, rather than ABS staff. (ABS to support when needed)
- Ensure appropriate resources such as flyers and fact sheets are available to the council and community for early information distribution. (ABS to supply)
- ABS to provide appropriate training and ongoing support to local community members to ensure they are comfortable and confident in their roles. (ABS to provide ongoing support to staff hired)
- ABS staff to work with the council to determine the best ways to achieve the above goals, taking guidance from the council and community on appropriate communication methods.
 - Proposed ABS partnership with community to drive the census.
 - Mayor advised that Council would like to see a more community lead census.
 - Census data drives funding of \$3300 pp x 400 people –\$1.320 million. If numbers are not reported correctly, this reduces funding to the community, under-represents the services required in the community and reduces the ability to provide the correct services and service level to the community.
 - Preference - returning the data through Council rather than directly to ABS

Resolution: Council note the presentation by Australian Bureau of Statistics.

Resolution:	That Council note the presentation by Australian Bureau of Statistics.	
Moved:	Cr Lucas Creek	Carried 5/5
Seconded:	Mayor Alister Gibson	
Resolution No	20250415-19	

Meeting adjourned at 11:40am

Meeting recommenced at 12:05pm



10.2 North Queensland Creative Recovery Group Presentation

Presentation to:	Mayor, Councillors and Chief Executive Officer
Subject:	North Queensland Creative Recovery Group
Presenters:	Waratah Nicholls, Creative Recovery, Cooktown Shire Council
Status:	Discussion
Time on agenda:	12:30pm – 1:00pm

Cooktown Shire Council attendees:

- Waratah Nicholls – Regional Arts Officer

Refer to Appendix 11 (page 421 of the Appendices) for presentation.

- Collaboration of organisations responding to Cyclone Jasper aftermath led by Creative Recovery North Partnership. Partners include Jabalbina, Cook Shire, Wujal Wujal Council, CDC and others
- The Googl Bobo Ganga project is funded by Creative Australia, Arts Queensland, Regional Arts Fund with Google Bobo securing \$500k for creative recovery initiatives across impacted regions (Mossman, Daintree Coast, Rossville, Cooktown and Bloomfield)
- A traditional dance revival program is currently underway at Rossville Retreat with elders and youth.
- Desert Pea Media will run a 5-day hip hop / rap program for 15 local youth (ages 12-25) from 30 June – 4 July 2025.
- Council is encouraged to embed creative recovery initiatives into disaster planning and support programs.

Previous Programs

- 5 weeks of circus activities at six impacted schools with 285 students engaged.
- School holiday programs: music, visual arts, murals. Weaving, dance, songwriting.
- Large scale public mural project in Mossman.
- Creative Recovery Training for community leaders / services providers.

Current and upcoming

- Traditional dance revival camp at Rossville Retreat
- Desert Pea Media hip hop / rap program: June 30-4 July for 15 youth aged 12-25 years. Participants will be paid but must commit to full 5 days. Will result in professionally produced music video.
- Tamara is returning to work with dance group in second week of school holidays.

Creative Recovery Approach

- uses creative activities to support healing and build resilience.
- Allows expression without direct discussion of trauma.
- Aims to strengthen youth voices and build supportive relationships.
- Can help improve community cohesion post-disaster.

Council Considerations

- Embed creative recovery initiatives in the disaster strategic and planning documents.
- Consider Creative Recovery training for staff – 3-day program available
- Discuss potential use of 1986 traditional dance footage with appropriate community members.
- Follow up on Art Centre project once native title process is complete
- Distribute application forms for Desert Pea Media to interested youth
- Discuss potential use of 1986 traditional dance footage with appropriate community members
- Follow up on Art Centre project once native title process is complete

Desert Pea Media – Cabbage Tree Island video



Resolution: Council note the presentation by the Creative Recovery Group.

Resolution:	That Council note the presentation by the Creative Recovery Group	
Moved:	Deputy Mayor Claudia Doughboy	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20250415-21	

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10.3 Day Care Compliance

Presentation to: Mayor, Councillors and Chief Executive Officer
Subject: Day Care Compliance
Presenters: Jane Harpley, C&K
Status: Discussion
Time on agenda: 12:00pm – 12:30pm

QAS attendees:

- Jane Harpley

Childcare – Federal Funded

Kindergarten – State Funded come under National Regulations

- Application would need to be lodged with Regional office, they come and inspect the building and advise on what changes need to be made to meet legislative compliance requirements.
- Under CCS the childcare would need to run for min 48 weeks – regional/remote may be some flexibility.
- Kindy would have to move over to CCS (federal) full childcare subsidy if kindergarten and Daycare are in the same building.
- Would need a separate sleep room for babies and a nappy change area.
- The childcare service must be properly licensed and registered with the appropriate regulatory authority.
- C&K are the central governing body, would not need C&K if you moved to a full Daycare/Kindergarten.
- Could lose “Putting Queensland Kids First” funding if move over to providing a Childcare service through CCS.
- Funding depends on number of children attending the childcare service.
- Fees would need to increase.
- C&K provide policies and procedures. CSS would not provide these.
- If Council moves to full CCS childcare, Council would need to write our own policies and procedures.
- There is a risk with staffing capacity and reliability which would need to be considered, as there are strict requirements for supervision:
 - All staff must be Certificate III or Diploma qualified to provide childcare services.
 - One staff member to every four children – birth – 24 months
 - One staff member to every three children 24 months - 3 years

Action: Deputy Mayor and Cr Robert Bloomfield to visit Hope Vale to look at their Childcare facility and discuss any issues Hope Vale has have with running a Childcare facility, including compliance, staffing, training, childcare facility requirements, who runs the childcare facility, funding and financial sustainability. Deputy Mayor suggested doing a survey to see how many people would use a childcare.

Resolution: Council note the presentation by Jane Harpley

Resolution:	That Council note the presentation by Jane Harpley	
Moved:	Cr Lucas Creek	Carried 5/5
Seconded:	Cr Robert Bloomfield	
Resolution No	20250415-20	



11. General Business

Cr Robert Bloomfield

- Requested the dump be opened for him this week –every Tuesday Council does a kerb pick up around community for the dump. The dump will be open until 3:00pm on Tuesday, Cr Robert can take his trailer to the dump before 3:00pm.

Mayor

- Mapoon Paanja Festival 2025
Councillors and CEO to attend travel by carpool – leave Thursday 26 September return Sunday 28 September 2025.
Action: Executive Assistant Bronwyn Barry to RSVP for Wujal Wujal Council and organise accommodation.
- Cr Robert to attend the Indigenous Leaders Forum 27 April – 1 May 2025 with Mayor and Deputy Mayor.
- Would like to raise the requirement for a Police Liaison Officer at the next Police Summit.

Cr Nikita

- Cemetery – allocation of a groundsman for cemetery. Can the cemetery be tidied up before Easter.
- Staff travelling too fast on the Council ATV Buggy, do they hold the correct licence to drive the ATV?

Cr Lucas Creek

- Increased reports of aggressive dogs in community, which is scaring the children when they are walking.
Action: Animal Management to talk to tenants to address dog control issues.

Deputy Mayor

- Harrigan’s Landing – Cook Shire are getting too close to the big rock (cultural significant site) while working on the road works just before Ayton, believe Cook Shire need to have cultural monitors in place.
- Jabalbina Power Card Survey – Original Power have requested Jabalbina to do a household Power Card survey in community. CEO Kiley Hanslow advised that Original Power need to add a further question to the survey “do you want to keep power cards” before it goes out to community. This question was added.
- Council to explore options to support local university students (scholarships, work experience).

CEO Kiley Hanslow

- Possible community small businesses for community members to look into:
Pet Care
Cleaning
Catering
Food Van
Hairdressing
Hearse
Action: Executive Assistant Bronwyn Barry – contact Patrick from Many Rivers to do a presentation to Council regarding small businesses.
Action: Request Zenarra Ashworth to send Food Training link to Cr Nikita Tayley.

12. Next Ordinary Council Meeting Date

The next Ordinary Council Meeting is set for **Tuesday 19 May 2025**.

13. Meeting Closure

Meeting closed at 1:21pm



Appendix | 2

Draft Three-Year Strategic Internal Audit

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[REVISED]

THREE-YEAR STRATEGIC INTERNAL AUDIT PLAN FY2025 - FY2027

INCLUDING

FY2025 ANNUAL INTERNAL AUDIT PLAN

[With Alignment of Internal Audit Plan to
Typical Local Government Strategic Risks]

April 2025



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DRAFT

1. Background

The Internal Audit function is an integral part of Wujal Wujal Aboriginal Shire Council's (Council) governance framework. It provides the stakeholders with a level of assurance that the organisation's business processes, practices and key internal controls are operating appropriately and effectively in accordance with organisational and legislative requirements.

By assessing the application and effectiveness of existing systems and controls as they operate in the organisation (Risk Treatments and Control Effectiveness), Internal Audit provides the Leadership Team with information about the level of reliance they should place on existing systems and processes. It also identifies gaps and risks, business improvements, and root causes.

Supported by legislation, the Internal Audit function is directed to examine, assess and evaluate the operational and financial control measures that Council has adopted, or plans to adopt, to manage business risks that have the potential to impact the achievement of Council's strategic objectives. In doing so, the Internal Audit function, in consultation with senior Council officers, must consider these key risks and determine where internal audit activity would benefit the organisation.

Council has an Internal Audit Policy to support the delivery of the Internal Audit function. In accordance with *Section 207 - Internal Audit of the Local Government Regulation 2012 (LGR 2012)*, Council is required, through its Internal Audit provider, to:

-  Prepare an internal audit plan after evaluating operational risks [applied in the development of this Strategic & Annual Internal Audit Plan].
-  Implement an internal audit plan [via the contracted Internal Audit Services provider].
-  Undertake internal audit activities each financial year.
-  Prepare and present an internal audit progress report among other things [Internal Audit progress reporting].
-  Monitor the implementation of the Internal Audit Plan [via Council & CEO].

2. Internal Audit planning approach

To develop this Three-Year & Annual Internal Audit Plan, we interviewed the Chief Executive Officer (CEO) and reflected on the contribution of the former Director Corporate Services. We used the interview process to draw out areas of interest or concern that would benefit from Internal Audit effort. We also considered typical Local Government specific strategic and fraud risks to enable alignment between Internal Audit Projects and the Local Government sector's identified key risks.

As part of the development of the Internal Audit Plan we also reflected upon:

- Council's direction and the internal organisational change initiatives proposed and underway.
- External Audit Closing Report findings; and
- Our knowledge of challenges and emerging areas of interest in other Queensland Local Governments.
- Our understanding of the operational, financial and disaster management challenges the organisation currently faces.

[CONTINUES OVER]

Equally, Management is best placed to continue to progress actions that strengthen existing systems and controls where there are known deficiencies, lower than expected (or unacceptable) effectiveness ratings, or further initiatives/management actions are required to move the risk to a level that is tolerable.

It is important that Internal Audit is cognisant of the work being undertaken and planned by Management to reduce or mitigate risks, and leave sufficient time for these initiatives, systems and controls to be embedded before Internal Audit assess their effectiveness. Exceptions to this may be reviews designed to establish a baseline position as a guide to future Management initiatives, or to provide assurance that the implementation status or progress of an initiative is sufficient and can achieve the desired objectives.

3. Alignment and prioritisation of Internal Audit projects to typical Local Government specific Strategic Risks and Corporate Objectives (auditable risk areas)

By assessing the application and effectiveness of these existing systems and controls, as they operate in the organisation, Internal Audit provides independent and objective assurance to the Leadership Team (Council, Audit Committee & Executive Team) over business practices and controls.

[CONTINUES OVER]

4. Risk Alignment Map – Proposed Internal Audit Projects - Aligning Internal Audit effort to Local Government sector-wide risks

This diagram shows the alignment between the risks to which the organisation is exposed, and the proposed Internal Audit projects identified during consultation with management. Not all the key risks identified are auditable or suitable for assessment by Internal Audit in the short-term as further management action is required. Where auditable, we have provided our view of the type of Internal Audit coverage that will be provided over key functions, processes and systems.

IA Coverage: ■ Direct | ■ Indirect

ALIGNMENT OF ANNUAL INTERNAL AUDIT PLAN TO COUNCIL'S KEY ORGANISATIONAL RISKS [AS DETERMINED BY INTERNAL AUDIT]		2024-25 PLAN		2025-26 PLAN			2026-27 PLAN			
		Assessment of Duplication of Tasks/Services	Accounts Payable, Procurement, Purchasing and Expenditure	Records and Information Management Review , including State Archives compliance	Payroll Processes and HR Practices	Grants Management Practices – End to end	Risk management function and framework	Property and Leasing (Council as Lessor)	Capital Works Program Development & Reporting, including budgeting and funding	General Ledger and Reconciliations Month-end procedures
1	Prolonged failure of essential services and infrastructure					✓	Coverage of all key strategic risks		✓	
2	Workplace or community safety practices do not sufficiently avoid risk of injury or death							✓		
3	People, Performance & Organisation culture not effective or efficient to meet Council objectives	✓		✓	✓					✓
4	Poor financial management and/or external factors impacting financial sustainability	✓	✓		✓	✓		✓	✓	✓
5	Non-compliance with relevant legislation, delegations of authority and internal policies and procedures	✓	✓	✓	✓	✓		✓	✓	✓
6	Confidential information is inappropriately maintained, protected or shared		✓	✓	✓					✓
7	Insufficient personnel succession planning - overreliance on key personnel and key suppliers & third-parties	✓	✓	✓	✓	✓		✓	✓	
8	Council services do not meet standards or community expectations	✓			✓	✓		✓	✓	
9	Business Continuity & Disaster Management activities, compliance, effectiveness, readiness and response is inadequate									
10	Community has a poor opinion of Council and/or Organisation	✓	✓		✓	✓			✓	
NUMBER OF ORGANISATIONAL RISKS CONSIDERED IN INTERNAL AUDIT PROJECTS		6	5	4	7	6	10	5	6	4

5. Summary of Internal Audit effort – Three-Year Strategic Internal Audit Plan FY2025 - FY2027

The following presents an overview of the Internal Audit activity to be performed in FY2025.

Internal audit activity - type	Description of activity	TOTAL DAYS
		FY2025
Designated Project Reviews	This Internal Audit Plan sets out the designated Internal Audit projects to be undertaken in each year. The specific projects to be performed each year are included in Section 6 of this document.	22 - 35
Audit Issues Register – Progress validation, status and closeout of Internal Audit findings	The Audit Issues Register is maintained by Council to track and monitor the implementation status of Management actions in response to findings raised by Internal and External Audit. Internal Audit will validate the status and appropriateness of previously raised Internal Audit findings to provide assurance to the Audit Committee (if one exists) that they are completed, to address external audit matters and confirm the adequacy of the measures introduced.	Nil
Ad hoc Projects & Hot Topics	Hot topics are small reviews or investigations into specific activities/areas carried out on short notice. From time to time, Management may request that Internal Audit provide assurance or information on a specific topic. For Council, no internal audit effort has been budgeted for Hot Topic type projects in this Strategic Internal Audit Plan. If required, it is acknowledged that such activity will either be redirected from existing budgeted days (as a substituted project) or be performed as an additional project. Management will determine the appropriate method of engaging Internal Audit for any Hot Topics required.	As required
Internal Audit Planning and Coordination	<p>The following activities are required to deliver an effective, integrated and credible Internal Audit function at Wujal Wujal Aboriginal Shire Council:</p> <ul style="list-style-type: none"> ▪ Formation of the Strategic Internal Audit Plan and Annual Internal Audit Plans in accordance with S.207 LGR2012 and the Professional Standards of the Institute of Internal Auditors. ▪ Preparation for and, if required, attendance at (in person or teleconference) Council Meetings, including Internal Audit Status Reporting. ▪ Liaison with External Auditors and/or third-party assurance providers where appropriate. ▪ Meetings with Internal Audit Sponsor or Executive Management as required. ▪ Annual Internal Audit Professional Standards Declaration, where required. 	5
Summary of Total Days allocated to proposed Internal Audit activity		27 - 40

6. Proposed projects – Three-Year Strategic Internal Audit Plan FY2025 - FY2027

The following table represents each proposed project area that Management and Internal Audit support for delivery over the next three years. For each project, we have included an estimate of the number of days.

INTERNAL AUDIT ACTIVITY – PROJECT WORK [PROPOSED FOR APPROVAL]	Estimated Days
FY2025	
1. Assessment of Duplication of Tasks/Services – Phase 1: Key Finance & Administration functions (Corporate Services) - High level assessment to identify potential duplication of effort & activity and develop an action plan for implementation. Guidance to offices during review as enhancements to process are detected	12 - 20
2. Accounts Payable, Procurement, Purchasing and Expenditure – End-to-End process, procedure, systems, practices, efficiency	10 - 15
Proposed level of Internal Audit effort – days (Project Days) – ESTIMATE ONLY	22 - 35

INTERNAL AUDIT ACTIVITY – PROJECT WORK [TO BE AGREED FOR FY2026]	Estimated Days
FY2026	
1. Records and Information Management Review, including State Archives compliance – Workflow necessary process & procedures to deliver future compliant practices	TO BE DETERMINED
2. Payroll Processes and Human Resources Management Practices – End-to-End process, procedure, systems, practices, efficiency	
3. Grants Management Practices – End to End process, procedure, systems, practices, efficiency	
4. Risk Management Function and Framework	
Proposed level of Internal Audit effort – days (Project Days) – ESTIMATE ONLY	

INTERNAL AUDIT ACTIVITY – PROJECT WORK [TO BE AGREED FOR FY2027]	Estimated Days
FY2027	
1. Property and Leasing (Council as Lessor)	TO BE DETERMINED
2. Capital Works Program Development & Reporting including budgeting and funding	
3. General Ledger and Reconciliations – Month-end procedures	
Proposed level of Internal Audit effort – days (Project Days) – ESTIMATE ONLY	

7. Alternative Internal Audit projects – available for substitution

The following represent projects that were considered in the formation of this plan, however for varied reasons have not been prioritised at this time. They are recorded below as possible substitutable projects should Council wish to substitute areas of interest:

- Plant Management Practices and/or Fleet Management Practices
- Stores & Inventory Management
- Sponsorship & In-Kind Support
- Data Analytics - Fraud red flags on payroll, accounts payable and procurement
- Project Management Framework
- Managing Conflicts of Interest
- Review of Forms & Templates, and Asset Capitalisation and Impairment, based on risk controls and increasing efficiencies
- Fraud and Ethical Culture and Conduct Review

[DOCUMENT ENDS]



Appendix | 3

Records Management Policy



WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

Records (Information) Management Policy

Document Control

Policy Category	Statutory				
Reviewed Adopted	April 2025	Resolution Ref		File Reference	37373
Next review due	2027				

1. Origin / Authority

Wujal Wujal Aboriginal Shire Council.

2. Purpose and Scope

Records Management is everyone's responsibility.

The purpose of this policy is to:

- To ensure council records are actively managed and preserved to support ongoing business activities and customer services, meeting accountability requirements and community expectations.
- To enable increased discoverability and accessibility of records and information.
- To ensure compliance with legislative, administrative and business requirements.
- To ensure sound Records Management practices and procedures are fully integrated into all aspects of Council business.
- To ensure all Council employees, contractors and Councillors are aware of their recordkeeping responsibilities.
- Provide a framework for the governance of recordkeeping within Council ensuring information and records are managed in accordance with relevant legislation, policies and guidelines, including the Queensland Public Records Act 2023.
- Set the standards and outline best practice for recordkeeping within Wujal Wujal Aboriginal Shire Council, enabling public records and the corporate memory to be maintained in accordance with the Queensland Public Records Act 2002.
- Provide guidance and direction on the creation and management of information and data ensuring practices meet business needs, accountability and stakeholder expectations.

3. Policy Statements

3.1 Overview

Records are a corporate asset.

Records Management is everyone's responsibility.

Records form the corporate memory and support accountability by providing evidence. They assist Council to make use of organisational knowledge and experience, contribute to informed decision-making and better performance of business activities and improved customer service, program delivery and risk management. The systematic creation and capture of administrative records is therefore fundamental to the efficient and effective functioning of Council's processes and to protecting its corporate memory.

3.2 Requirements of the Queensland Public Records Act 2023

The Queensland Public Records Act 2023 requires public authorities to make and keep complete and reliable public records as part of any business activity undertaken or business decision. These records must be saved into Council's corporate records management system (MAGIQ) or other approved business system and applications.

This policy encompasses all public records regardless of their format.

All employees, councillors and contractors must take all reasonable steps to ensure that the records and information that is captured is relevant, complete, meaningful and accurate.

Council is committed to adhering to the Queensland State Archives Records Governance Policy.

The policy sets out the foundational principles of recordkeeping for Queensland Government agencies and public authorities to meet minimum recordkeeping requirements now and into the future.

Inadequate management of public records can constitute corruption. It can also result in dismissal and/or civil legal action against the individual and organisation involved.

3.3 Documentation of Business Activities

The systematic creation and capture of administrative records is fundamental to the efficient and effective functioning of Council's processes and to protecting its corporate memory.

Business activities of council will therefore be documented, recorded and managed to protect the integrity, enhance proficiency, provide transparency and preserve the history of Council.

Each department/team has a responsibility to be able to locate their digital and physical records quickly and easily.

3.3.1 Storage and Security

Digital records of permanent, long term or of community value should be managed in accordance with the relevant Queensland State Archives Retention and Disposal Schedules.

Current physical records should be stored within the department with access restrictions as appropriate for the records.

Rarely used records or records no longer in use for business purposes are still required to be retained in accordance with the QSA General Retention and Disposal Schedule for Administrative Records (QDAN 249v.7) and/or the QSA Local Government Sector Retention and Disposal Schedule (QDAN 480v.4).

The Chief Executive Officer in conjunction with Records Manager have overall control of records security, and the network drive security permissions of all users covered by this policy.

Security permissions is an essential part of the WWWWASC's operation due to the nature of different records in WWWWASC's control and to preserve confidentiality.

The Records Manager or delegate will ensure all of WWWWASC's physical records are stored, retained and disposed of in accordance with General Retention and Disposal Schedule (GRDS) and the QSA Local Government Sector Retention and Disposal Schedule (QDAN 480) as set by Queensland State Archives, and the Public Records Act 2023.

3.3.2 Removal of Records

The digital and physical records are the property of WWASC and should not be removed without authorisation. Apart from records required to be taken to job sites to complete tasks, physical records should not be removed from any council properties, nor should they be taken out of the Shire. Records taken to job sites (including the Cairns office) must be managed in accordance with this policy while they are offsite. Digital records should not be copied or removed from their folders.

If digital or physical records are required to be taken out of the WWASC's control, the employee needs to seek the approval of their supervisor, the Records Manager should also be advised of the document the removal.

3.3.3 Access

Records must be available to all authorised employees that require access to them for business purposes. Security restrictions are outlined in the Storage and Security section 3.3.1.

Right to Information requests will be dealt with in accordance with the WWASC's Right to Information Request Procedure.

3.3.4 Contractors and outsourced functions

All records created by contractors performing work on behalf of the WWASC belongs to WWASC. This includes the records of contract employees working on the premises, remotely as well as external service providers.

Contracts should clearly state that ownership of records resides with WWASC, and instructions regarding creation, management, and access to the records created. The Records Manager should be consulted during the formulation of the contract.

3.3.5 Destruction

WWASC uses the [General Retention and Disposal Schedule QRDS](#) and the [Local Government Sector Retention and Disposal Schedule qdan480](#)

No records can be disposed of unless in accordance with these retention and disposal schedules. Any [sentencing](#) of records must be supervised by the Records Manager or delegated employee. Approval and signed authorisation of the destruction of records must be sought from the Chief Executive Officer before any disposal takes place.

3.3.6 Transfer

Records classified as permanent by the Retention and Disposal Schedules will be transferred by the Records Manager or delegate to Queensland State Archives when no longer in use for official purposes.

3.4 Council's Recordkeeping System

Magiq is Council's principal recordkeeping system for the capture of all corporate information in all formats. All staff have access to [Magiq](#).

3.5 Non-Approved Business Systems for Storing Records

Shared drives, email archives or email vaults, external hard drives, USB sticks or similar are **not** approved business systems for storing records.

3.6 Risk Management

The policy supports Council's strong commitment to transparency, accountability and adherence to the governance framework.

It mitigates records governance risks by ensuring that records are managed, discoverable and preserved, that unauthorised disclosure/access is managed by utilising confidential classes on relevant documents, and that all Council staff are aware of their record responsibilities.

3.7 Meeting the Requirements of the Queensland Records Governance Policy

Council is committed to the six key principals of the Queensland Records Governance Policy (dated 2024).

These are:

1. Public authorities must ensure records management is supported at all levels of the business.
2. Public authorities must systematically manage records using governance practices that are integrated and consistent with broader business frameworks.
3. Public authorities must make complete and reliable records.
4. Public authorities must actively manage permanent, high-value and high-risk records and information as a priority.
5. Public authorities must ensure records are discoverable and accessible for use and re-use.
6. Public authorities must dispose of records in a planned and authorised way.

3.7 Breach of this Policy

Council takes its legal requirements and obligations in relation to creating, capturing, managing, maintaining and destruction of its records very seriously.

Physical and digital records are valuable assets to WWASC.

If an employee fails to comply with this policy, they may be subject to disciplinary action.

In serious cases of wilful and deliberate action of deleting or altering the council's valuable assets (it's records) in an attempt to disrupt council business, this may mean termination of employment.

Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Council terminated.

3.8 Definitions

Term	Definition
Appraisal	The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept to meet business needs, organisational accountability and cultural needs.
Approved Records Management /Business System	Council uses the online platform Magiq as its Council's Record Management System.
Business Activity	Is a broad term covering all functions, processes, activities and transactions of Council and its workers.
Correspondence	Any written or digital communication exchanged by two or more parties.
Corporate Memory	The accumulated body of information, records and knowledge created in the course of an organisation's existence.
Council	Means Wujal Wujal Aboriginal Shire Council.
Deletion	The process of removing, erasing or obliterating recorded information from a medium outside the disposal process.
Destruction	The process of eliminating or deleting records that do not have continuing value, beyond any possible reconstruction (such as incineration, shredding, pulping or deletion).

Term	Definition
Disposal	When the Council sells, transfers, destroys or abandons public records.
Disposal authority	A document issued by the State Archivist authorising the disposal of public records.
Disposal class	A group of public records performing or recording similar activities and therefore having the same retention period and disposal action.
Document	An item with writing or meaningful marks, symbols or figures on it from which images, writing or messages can be produced irrespective of the medium the document utilises, electronic or physical.
Information	A collection of data in any form that is maintained by an agency or person, and which may be transmitted, manipulated, and stored - records are the subset of information that constitutes the evidence of activities.
Magiq	Refers to Council's Record Management System
Metadata	Is identifying information collected with a record at the point of capture to enable cataloguing and searching. It also accrues throughout the life of a record to provide information on how a record has been used or managed and is essential for preserving the authenticity of records. It can be used to describe physical items as well as digital items in detail to ensure greater information accessibility and improved records management.
Public record - (<i>Qld Public Records Act 2002</i>)	Any of the following documents: (a) a record made for use by, or a purpose of, a public authority, other than a minister or assistant minister (b) a record received or kept by a public authority, other than a minister or assistant minister, in the exercise of its statutory, administrative or other public responsibilities or for a related purpose.
Record	Is any form of recorded information, both received and created in the course of your duties, that provides evidence of the decisions and actions of a public authority. A record is not dependent on the medium used and includes: (a) anything on which there is writing - either electronically or physically (b) anything on which there are marks, figures, symbols or perforations having a meaning for persons, including persons qualified to interpret them (c) anything from which sounds, images or writings can be reproduced with or without the aid of anything else (d) a map, plan, drawing or photograph
Recordkeeping	Refers to making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.
Sentencing	The process of identifying and classifying records according to a disposal authority and applying the disposal action specified in it.
Source records	Documents or records that have been copied, digitised, converted or migrated from one format or system to another.
Transitory Records	Records that have low or limited value and are only required to be kept for a short period of time (e.g. 1 day, 2 weeks or a month). These records are generally created as part of routine transactional business practices and not required to support the business function or activity.

4. Application

This policy applies to all employees, councillors and contractors working for Council regardless of whether they are permanent, temporary, full-time, part-time or casual. For the purposes of this policy, the term contractor includes on-hired temporary labour services (agency staff) and sub-contractors.

This Policy applies to all records made and kept, or received and kept, by any person in the course of carrying out official functions of Council or for any purpose of Council, or for the use of Council.

This Policy applies to all aspects of Council's business, all records created during business transactions (both internal and external), metadata, and to all business applications used to create records including physical (hard copy) records, digitised and scanned records, electronic records including emails, records held in databases or on websites and other technology dependent records.

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not).

5. Associated Policies, Procedures and Forms

- Information Security Policy
- Code of Conduct for Employees
- Code of Conduct for Councillors in Queensland
- Social Media Policy
- [Implementing the Records Governance Policy](#)
- Right to Information Request Procedure
- Records Management Business Rules
- Guide: Council records guidelines for Mayors, Councillors and CEO's
- Guide: Recordkeeping examples for Mayors and Councillors
- Guide: Public Information in Councillors Private Emails

6. Relevant Legislation

- [Queensland Public Records Act 2023](#)
- [Queensland State Archives Records Governance Policy dated Dec 2024](#)
- [Queensland Local Government Act 2009](#)
- [Right to Information Act 2009 dated Dec 2024](#)
- [Information Privacy Act 2009 dated Dec 2024](#)
- [Right to Information and Privacy Guidelines within the Queensland State Archives Records Governance Policy](#)
- [Local Government Sector Retention and Disposal Schedule qdan480](#)
- [General Retention and Disposal Schedule QRDS](#)

7. Review

Council will formally review this policy every two years or earlier as required.

Kiley Hanslow

Chief Executive Officer

Wujal Wujal Aboriginal Shire Council

2024

Council records

A guideline for mayors, councillors, CEOs and council employees

In this advisory, the Crime and Corruption Commission (CCC) and Queensland State Archives (QSA) set out the requirements for the management of council records. It addresses the following questions:



- Why is good recordkeeping important?
- What is a public record?
- What are the requirements for managing records?



Crime and Corruption Commission
QUEENSLAND



Queensland
Government

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Why is good recordkeeping important?

Public records are the cornerstone of an accountable and democratic society. They allow scrutiny by the public of the decisions made by those who are elected or employed to act on their behalf.

Effective recordkeeping strengthens transparency and good governance

It also supports the five Local Government principles from the [Local Government Act 2009](#) (LG Act) that mayors and councillors, CEOs and council employees must comply with while performing their roles. These principles are:

- Transparent and effective processes, and decision-making in the public interest
- Sustainable development and management of assets and infrastructure, and delivery of effective services
- Democratic representation, social inclusion and meaningful community engagement
- Good governance of, and by, local government
- Ethical and legal behaviour of councillors and local government employees.

Inadequate recordkeeping increases the risk of councils being unable to provide reasons for, or evidence of, their decisions or actions, potentially undermining public confidence in the Council, CEO, and its employees.

Effective recordkeeping allows councils, including mayors and councillors, to:

- meet their legislative requirements and responsibilities
- make robust and consistent decisions
- provide evidence of decisions and actions
- protect the rights and entitlements of ratepayers
- promote confidence in the authenticity and integrity of information
- support efficient and transparent business practices
- provide accurate information in response to any complaints or accusations of wrongdoing.



Inadequate recordkeeping increases the risk of councils being unable to provide evidence of their decisions or actions.

¹ [Local Government Act 2009](#), s.4 (2)

What is a public record?

The *Public Records Act 2002* (PR Act) defines a public record as “any form of recorded information, created or received by a public authority, in the exercise of its statutory, administrative or other public responsibilities or for a related purpose”.² Councils are public authorities and therefore required to create and manage public records.

A public record is **any form of recorded information** that:

- is evidence of an official business activity
- is evidence of a decision
- is evidence of a transaction or action taken
- is created or received to meet legal requirements, community expectations or business needs.

The content of the record determines whether it is a public record – regardless of the format of the record or where the record is created, received or stored.

Public records can be created in digital or paper formats and include:



- videos
- images
- text messages
- emails
- social media interactions
- data held in business systems
- conversations in messaging applications.

How does this apply to council records?

Council records are public records where the content of the record relates to the administration of council business or the record is for the council’s use or are made for a purpose of the council. This can include records about decisions or actions made by council employees, the mayor and councillors under the [Local Government Act 2009](#) (LG Act) or the [City of Brisbane Act 2010](#) (COBA).³

Examples of public records



- ✓ minutes of council meetings and the notes used to make those minutes
- ✓ decisions resulting from discussions between councillors about the administration or management of the local government
- ✓ rate notices
- ✓ dog registrations and renewals
- ✓ an email telling staff about a WHS meeting
- ✓ diaries of mayors and councillors
- ✓ a text with a decision to approve funding for a project
- ✓ a post-it note with instructions to act on a report
- ✓ a complaint from a ratepayer made to a council’s social media account
- ✓ a video or audio recording of a meeting about progress on a council project
- ✓ a council social media post talking about an upcoming council event.

Records relating to the following activities are not public records



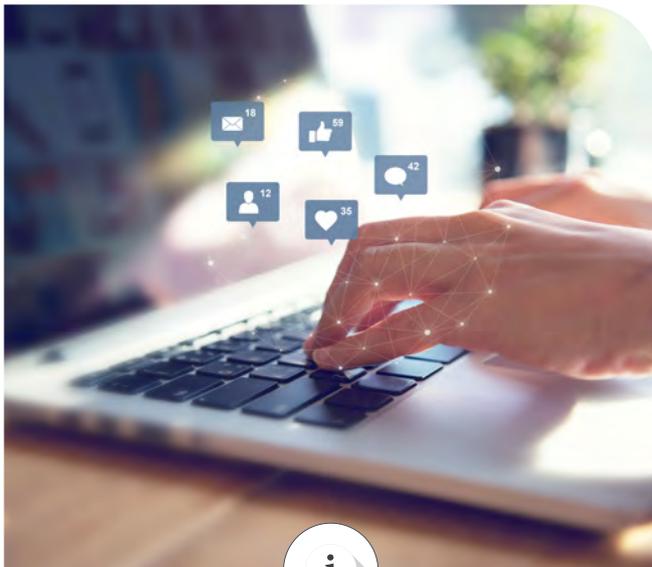
- ✗ personal activities and interactions with family and friends
- ✗ political membership or activities
- ✗ divisional activities or election campaigning.

² [Public Records Act 2002](#), s.6

³ [Local Government Act 2009](#), s.12, s.13; [City of Brisbane Act 2010](#), s.14, s.15

What are the requirements for managing public records?

All public records are subject to legislation and legal processes such as discovery and subpoena.



All public records, including digital records such as social media interactions, conversations within messaging applications and text messages, are subject to legislation and legal processes such as discovery and subpoena.

A range of legislation exists which specifies requirements for the creation and management of public records, including:

- [Local Government Act 2009](#)
- [Public Records Act 2002](#)
- [Right to Information Act 2009](#)
- [Information Privacy Act 2009](#)
- [Evidence Act 1977](#)
- [Electronic Transactions Act 2001](#)
- [Crime and Corruption Act 2001.](#)

Councils are also required to abide by the recordkeeping policies and guidelines issued by the State Archivist including:

- [Records governance policy](#)
- [Local government sector retention and disposal schedule](#)
- [General retention and disposal schedule.](#)

The following pages outline the three requirements essential to good recordkeeping:

1. The CEO and council employees are aware of and fulfil their recordkeeping obligations under the PR Act.
2. The CEO and council employees must make full and accurate public records
3. Public records must be retained for as long as they are lawfully required to be kept.



REQUIREMENT 1

The CEO and council employees are aware of and fulfil their recordkeeping obligations under the *Public Records Act 2002*

Policies and procedures for the management of public records

Councils have a responsibility for the efficient management of public records. CEOs and council employees (including contractors and volunteers) must fulfil their recordkeeping obligations under the PR Act and any other relevant legislation such as the LG Act or the COBA.

To assist council CEOs and employees in meeting their statutory recordkeeping obligations, council recordkeeping policies and procedures should outline expectations for the capture and management of public records. Recordkeeping policies and procedures should:

- outline the recordkeeping roles and responsibilities of the CEO, council employees, contractors, mayors and councillors
- define council-specific recordkeeping requirements
- specify the use of council-approved technologies and applications that meet security and recordkeeping requirements
- define public records and provide advice on how to identify them
- identify how public records will be captured and managed appropriately, including:
 - » responsibility for the capture of emails
 - » management of public records in social media or messaging applications
 - » use of private accounts and how and when public records are captured
 - » protocols for records contained on council-issued mobile devices (e.g. through device management software or routine physical download from devices)
- outline when public records can be disposed of and under what circumstances, including authorisation, disposal methods and documentation.

Mayors and councillors should consult with the CEO (or authorised delegate) of their Council to determine how public records in their possession or control will be managed.

The deliberate use of unapproved technology and platforms would be a breach of council policies.

- For mayors and councillors this may result in a complaint to the Office of the Independent Assessor (OIA) and would be a conduct breach within the meaning of the LG Act.
- More serious cases may also be misconduct within the meaning of the LG Act on the basis that it is a breach of the trust placed in a councillor, and disciplinary action may be commenced in the Councillor Conduct Tribunal.

REMEMBER



Recordkeeping policies and procedures should:

- outline roles and responsibilities
- define requirements
- specify use of approved technologies
- define a public record
- identify how records will be captured and managed
- outline disposal timeframe.



REQUIREMENT 2

The CEO and council employees must make full and accurate public records

Recordkeeping responsibilities for council employees

Under the PR Act, overall responsibility for recordkeeping in a local government rests with the Council’s CEO. However, the recordkeeping responsibilities outlined in the PR Act extend to anyone who creates or receives public records, including council employees.

Specific recordkeeping responsibilities of the CEO include:

- ensuring the safe custody of all council records (not just public records)⁴
- ensuring the Council makes and keeps full and accurate records of activities and has regard to any relevant policy, standards and guidelines made by the State Archivist.⁵

Recordkeeping responsibilities for mayors and councillors

Any record created or received by a mayor or councillor that relates to the administration of council business is a public record.⁶

Some examples of such records are:

- documents created as part of the administration of the local government
- communications about the adoption and implementation of policy and local laws
- a letter addressed to a mayor or councillor from a constituent relating to council business
- an internal memo written by a mayor or councillor to their CEO
- posts on social media or any other application about council-related matters that relate to responsibilities under the LG Act or the COBA⁷
- a mayor or councillor’s diary of council-related appointments and meetings.

Records relating to personal activities, political memberships or activities, divisional activities, or election campaigning are not public records and do not need to be managed as public records.



Recordkeeping for mayors and councillors

For more examples of public records for mayors and councillors, along with answers to common recordkeeping questions, please refer to [Recordkeeping examples for mayors and councillors](#).

⁴ [Local Government Act 2009](#), s.13(3)(e); [City of Brisbane Act 2010](#), s.15(2)(e)

⁵ [Public Records Act 2002](#), s.7

⁶ [Local Government Sector Retention and Disposal Schedule](#), 13.5.1

⁷ [Local Government Act 2009](#), s.12; [City of Brisbane Act 2010](#), s.14



REQUIREMENT 2 continued

Management of records in email, text or app-based communications

Regardless of the format used, any communications about the administration of council business are public records that must be documented and captured. This includes messages sent and received via email, text messages, social media and messaging apps. It also includes private email, messaging or social media accounts used to conduct council business.

Failure to capture communications about council business (or similarly, deliberately avoiding the use of approved channels in order to have “off-line” communications), is a breach of an individual’s recordkeeping responsibilities.

There are a number of tools that can assist in automating the capture of email, text or app-based communications so that they can be saved as public records.¹⁰ However caution should be exercised when using instant messaging apps in particular as their extraction and identification as public records can be more difficult.

Private email and social media accounts should not be used to conduct council business (e.g. policy development, decision making etc.) unless all such communications are captured in the council’s recordkeeping system.

Use of private accounts may be perceived as a way to avoid public scrutiny of council decisions or actions and create the perception of corrupt conduct (even if this is not the case).

Best practice for managing records in private accounts or on personal devices includes:

- forwarding any public records received to an official council email account within 20 calendar days of receipt or creation
- using a council account to respond to any communications
- activating automatic replies that direct people to send correspondence related to their local government responsibilities to official council accounts.¹¹

Note: The Code of Conduct includes specific requirements regarding councillor use of email. Specifically, standard of behaviour 1.3 requires councillors to “Use only official council electronic communication accounts (e.g. email accounts) when conducting council business”.¹²

To assist in determining whether social media accounts are being used in an official capacity, the Office of the Information Commissioner has published specific advice with a range of factors for consideration.¹³

REMEMBER



Use of private email and social media accounts to conduct council business:

- must be captured in the council’s record keeping system
- may be perceived as a way to avoid public scrutiny of decisions or actions, and create the perception of corrupt conduct.

¹⁰ [Social media records](#)

¹¹ [Public records in private accounts](#)

¹² [Code of Conduct for Councillors in Queensland](#)

¹³ [Online and on your phone: processing access applications for social media, webmail and text messages](#)



REQUIREMENT 3

Public records must be retained for as long as they are lawfully required to be kept

Retention of public records

The Local Government Sector Retention and Disposal Schedule (QDAN 480v4) and the General Retention and Disposal Schedule establish the retention requirements for public records and can be used to assist councils to manage their records and meet the requirements of the PR Act.

Examples of council records that must be retained permanently include:

- a master set of council and committee meeting minutes and agendas¹⁴
- diaries of mayors¹⁵
- a speech made by a mayor or councillor on an occasion of historical significance.¹⁶

Examples of council records that are only required to be retained temporarily include:

- audio recordings of council meetings (once the minutes are confirmed)¹⁷
- mayor or councillor representation on external committees.¹⁸

The retention requirements of a record may be changed by activities such as legal action or a [Right to Information \(RTI\) application](#). See the [General Retention and Disposal Schedule](#) for the retention requirements for records relevant to legal action or RTI applications.¹⁹

Role type	Responsibilities
Mayors and councillors	<ul style="list-style-type: none"> • Ensuring that full and accurate records of the business of the Council are being made and kept, including meeting minutes or instructions to the CEO. • Complying with Council records management policies and procedures. • Securing records from unauthorised access. • Ensuring there is no unauthorised disposal of public records.
Chief Executive Officers (CEOs)	<ul style="list-style-type: none"> • Ensuring that full and accurate records of the business of the Council are being made and kept. • Ensuring recordkeeping is regularly reported on by your executive team. • Providing appropriate resources to actively maintain your recordkeeping systems. • Promoting and supporting a positive recordkeeping culture. • Endorsing the disposal of public records. • Setting restricted access periods and approving access to restricted records for records held in the custody of Queensland State Archives.
Senior Executives	<ul style="list-style-type: none"> • Council wide and strategic responsibility for recordkeeping.
Senior Officers	<ul style="list-style-type: none"> • Ensuring all employees are aware of recordkeeping policies and procedures. • Assigning recordkeeping responsibilities to the right people. • Ensuring recordkeeping processes support business processes – this means making sure recordkeeping is built into processes. • Ensuring there is no unauthorised disposal of records.
Records Management Specialists	<ul style="list-style-type: none"> • Establishing and managing a recordkeeping system. • Identifying business recordkeeping requirements. • Integrating recordkeeping and business processes. • Ensuring recordkeeping training is provided to all employees. • Coordinating the disposal of public records in line with authorisation given by the State Archivist. • Ensuring appropriate access to public records.
All staff members, including contractors and volunteers	<ul style="list-style-type: none"> • Creating and capturing full and accurate records of Council business. • Complying with Council records management policies and procedures. • Securing records from unauthorised access. • Ensuring there is no unauthorised disposal of public records.

¹⁴ [Local Government Sector Retention and Disposal Schedule](#), 13.6.4

¹⁵ [Local Government Sector Retention and Disposal Schedule](#), 13.4.8

¹⁶ [Local Government Sector Retention and Disposal Schedule](#), 2.1.1

¹⁷ [Local Government Sector Retention and Disposal Schedule](#), 13.6.6

¹⁸ [Local Government Sector Retention and Disposal Schedule](#), 13.6.8

¹⁹ [General Retention and Disposal Schedule](#)



REQUIREMENT 3 continued

Disposal of public records

Public records can only be disposed of or destroyed with the authorisation of the State Archivist. Retention and disposal schedules are the most common way for the State Archivist to provide authorisation for disposal of public records. Not all public records can be disposed of – some must be retained permanently, and these may be transferred to Queensland State Archives.²⁰

Any disposal of public records must meet the requirements of the PR Act. Councils are required to develop and maintain a disposal plan which includes recording the details of when and how any disposal occurs. The Council’s CEO or their authorised delegate must endorse any disposal before it occurs.²¹

Any disposal method used must be appropriate for the records in question. For example, records with confidential information will require a disposal

method that ensures confidentiality will not be breached. For paper records, this may involve two-axis shredding or burning. For electronic records, this may require digital sanitisation.

The unlawful disposal of public records is an offence under s.13 of the PR Act, punishable by a fine of up to 165 penalty units.²² The fine may be up to five times that amount for a corporation. The CCC, as well as the State Archivist, has jurisdiction to investigate possible breaches of the PR Act.

 For more information on appropriate disposal methods, see QSA advice on how to destroy records.²³

Disposal of public records by mayors and councillors

Mayors and councillors are required to follow council recordkeeping processes and must not destroy public records unless authorised. For example, mayors and councillors must not:

- delete council-related emails from council or private email accounts unless those emails have been captured in the council’s recordkeeping system where appropriate
- delete council-related emails or social media posts (including from private accounts) unless they have been captured in the council’s recordkeeping system.

REMEMBER



- If a record does not directly relate to the administration of council business, it is not a public record.
- If a record only includes information about personal activities, political membership or activities, divisional activities or election campaigning, it is not a public record.
- A lot of records you deal with as a councillor will already be captured by your council such as council minutes and agendas and complaints, so you don’t need to also keep these records.
- If a record contains information about both council business and non-council business, the whole record is a public record.

²⁰ [Transfer records](#)

²¹ [Records Governance Policy](#), Policy Requirement 6

²² The current value of a penalty unit can be [accessed here](#).

²³ [How to destroy records](#)

Further information and resources

For further information, visit the following websites:

- [Queensland Ombudsman](#)
- [Office of the Information Commissioner Queensland](#)
- [Queensland Audit Office](#)
- [Queensland State Archives](#)
 - [Get started with records management](#)
 - [Resources and tools for records management](#)
 - [Local government records](#)
 - [Recordkeeping examples for mayors and councillors](#)



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Queensland Government

Queensland State Archives

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Web: www.archives.qld.gov.au

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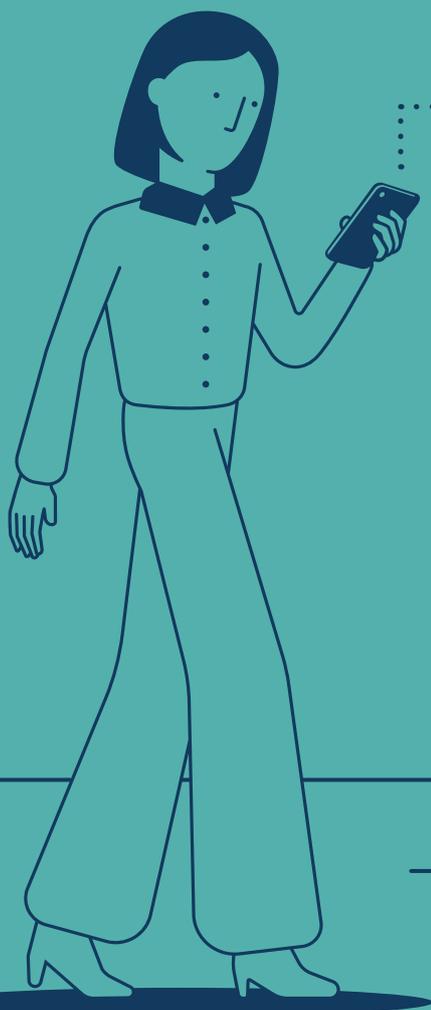


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Recordkeeping examples for mayors and councillors



This guide

This is a companion document to:

- ▶ the joint CCC and QSA document: ***‘Council records: a guideline for mayors, Councillors, CEOs, and government employees’***,
- ▶ the joint OIA and LGAQ document: ***‘Your Social Media and You: A guide for elected council members in Queensland’***, and
- ▶ the joint advice from the OIA and QSA ***‘Advice on the use of messaging applications (apps) for local government councillors’***.

The purpose of this document is to provide mayors and councillors with examples which clarify common recordkeeping questions.

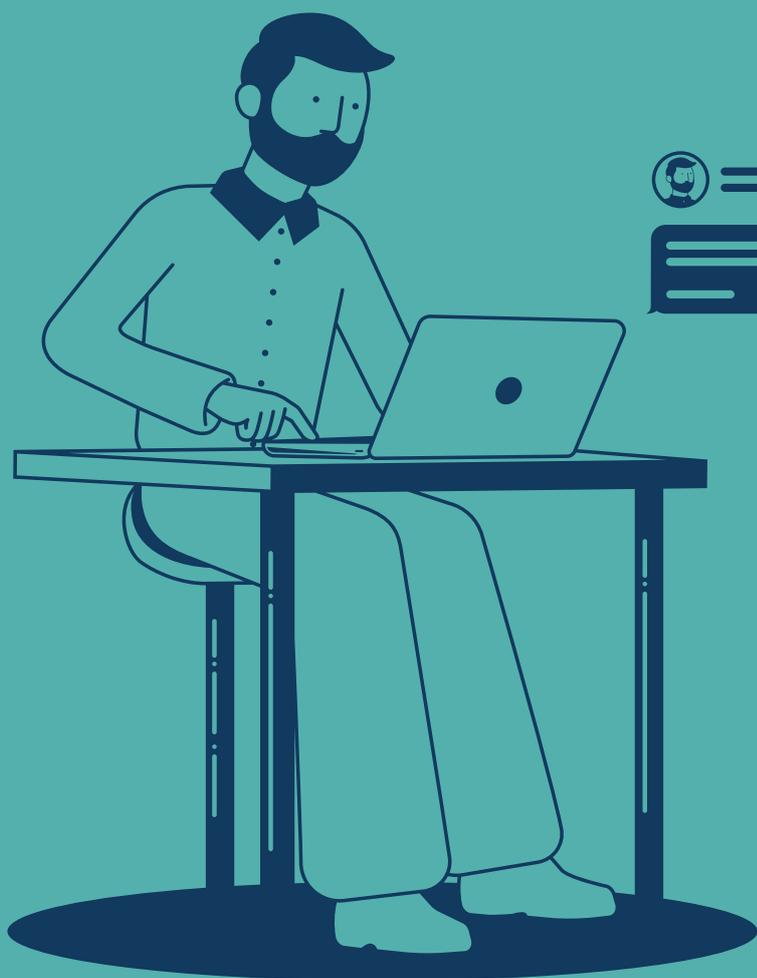
As mayors and councillors, you have a legal obligation (*Public Records Act 2002*, *City of Brisbane Act 2010* and the *Local Government Act 2009*) to make and keep the public records of the work you undertake on behalf of your community and the council. You and your council rely on records and information to make good decisions, often in short timeframes. To effectively support the decisions you have made and the actions you have taken (or may not have taken), you need to make and keep good records. Informed, robust and consistent decisions are also easier to make when you have good records available to you.

This publication released by Queensland State Archives 20 July, 2021.

Question

So... what exactly is a public record?

A public record is anything created in your role as a mayor or councillor that relates to the administration of council business.



It's not about the format

It is not the format, the location or what software you use to create a record that makes something a public record, it's the content.

Public records can be created in digital or paper format and can include:

	videos
	images
	text messages
	emails
	social media posts
	spreadsheets
	photographs
	electronic messages

It's not about where it is

Public records can be found anywhere. They can be created using a variety of programs and systems such as Office365, text messages, Outlook, Facebook, Twitter, WhatsApp, SAP, Messenger, Instagram etc. It doesn't matter whether it's in your private account, someone else's private account or an official council account or even whether it's on a personal device (like your personal phone). If you send or receive messages by email, private messaging apps or text or post to social media and they relate to council business, they are a public record.

It's about the content

Public records include interactions with others about council business (e.g. ratepayers, businesses, other councillors and council staff) such as:

- ▶ a complaint about a damaged footpath by a ratepayer sent directly to your councillor email account
- ▶ a post you made on a Facebook page about whether changes should be made to council programs
- ▶ a survey seeking feedback on a future council program
- ▶ a video or audio recording of a community forum requesting feedback on a proposed council initiative
- ▶ a spreadsheet of complaints received from ratepayers prepared to identify trends
- ▶ diaries or calendar entries of meetings and appointments about council business
- ▶ emails and texts with other councillors about how they might vote or their opinions on an agenda item in an upcoming council meeting.

Public records also include decisions or approvals such as:

- ▶ minutes of a meeting where decisions were made
- ▶ instructions to the CEO.

If a record does not directly relate to the administration of council business, it is not a public record.

If a record only includes information about personal activities, political membership or activities, divisional activities or election campaigning, it is not a public record.

A lot of records you deal with as a councillor will already be captured by your council such as council minutes and agendas and complaints, so you don't need to also keep these records.

If a record contains information about both council business and non-council business, the whole record is a public record.

More questions?

Check out the useful link below

[Council records: a guideline for mayors, councillors, CEOs, and government employees by the CCC and QSA](#)



Walking through a scenario

It can be easier to understand what a public record is by looking at a scenario. Imagine, as a councillor, you're attending a local football grand final which is being played in your divisional area. The grand final is taking place at a new sporting precinct that your council has recently finished constructing. This is the first major event to take place at the new sporting precinct and you are officially opening the new sporting precinct on behalf of the council. What public records are made in this scenario?

Examples	Council business (public record)	Divisional (not a public record)	Personal/political (not a public record)
Appointment in your calendar of the opening	✓		
Email from the CEO's personal assistant confirming the details of the opening	✓		
Photos taken at the event which you post on your official social media pages	✓		
An email complaint made by a constituent from your division who attended the opening which you refer to council for action	✓		
A request from a constituent for you to attend other upcoming local events for networking within your division		✓	
A post on a community Facebook page which tags you as attending the opening		✓	
Photos of you at the event posted on a friend's private Facebook page			✓
A private message on WhatsApp from a family member about meeting up after the opening			✓
Newsletter you send to constituents which includes information and photos from the opening		✓	

While some of these records are public records, if they have already been captured by your council you don't need to keep them.

Question

What happens if I post or comment on social media like Facebook, Instagram, Snapchat, Twitter or TikTok?



Public records

When you make a comment or a post on social media about council business, you are creating a public record.

The following social media posts are examples of public records:

- ▶ a ratepayer making a complaint to you via Twitter about an issue e.g. a damaged footpath or a new development
- ▶ a post you made on your official Facebook page about whether changes should be made to council programs
- ▶ comments from the community on your official Facebook page about council business
- ▶ a comment by you on someone else's page about a council project where you identify as a councillor
- ▶ a post with photos of you attending the opening of a new park following completion of works by the council.
- ▶ a comment you made on a community forum Facebook page correcting an inaccurate statement about a council initiative where you identify yourself as a councillor
- ▶ a post with a combination of council business and non-council business.

Not public records

The following social media posts are not public records:

- ▶ a post published by a member of the public where you are tagged in the post
- ▶ posts or comments on pages clearly identified as personal where you do not discuss council business e.g. the page or account is available only to family and friends
- ▶ posts seeking support during an election campaign
- ▶ posts of a purely personal nature even if posted on your official councillor page e.g. celebrating Mother's Day with your family
- ▶ posts published before you were elected as a councillor.

How to make it easier for yourself

Use official accounts provided by your council or seek approval to use your own account for administration of council business. It's easier to capture public records that way.

Have separate social media accounts for personal and council business. Clearly identify which is which.

Restrict who can post or see your private social media account.

Ask people who comment or post on your accounts to send their complaints or requests for services directly to your council using your council's preferred contact method.

Find out if your council has a system for automatically capturing and archiving social media posts.

If you are running a survey or asking for feedback or ideas, think about directing them to a system where they can provide feedback and comments. This may be easier than capturing comments on a post.

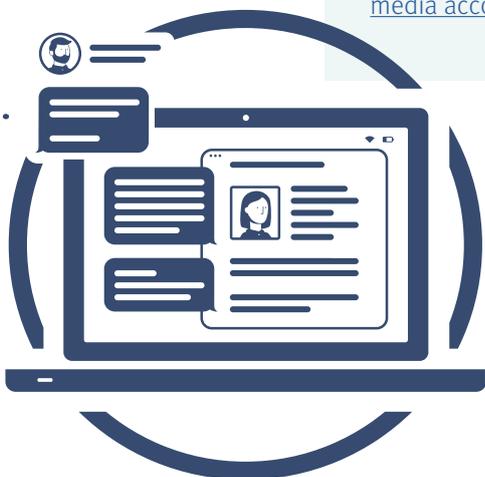
More questions?

Check out the useful link below

[Your Social media and you - Guide for elected council members in Queensland published jointly by the OIA and LGAQ](#)

[Queensland Councillor Social media Community Guideline \(OIA\)](#)

[Office of the Information Commissioner advice about whether your social media account is being used in an official capacity](#)



Question

Are messages sent using my private email account or private messaging apps and text messages, public records?



Public records

If you send or receive messages using private email accounts, private messaging apps or text and they relate to council business, they are a public record and need to be kept as public records.

The following emails and messages are examples of public records:

- ▶ an exchange between councillors about the budget or other council business
- ▶ text messages between councillors about which way they intend to vote on council business
- ▶ correspondence with a ratepayer about a complaint or council service
- ▶ an email to your council CEO requesting an update on progress of works in your division.

Not public records

The following are not public records:

- ▶ an email to a friend organising lunch following a council meeting
- ▶ a text message from a constituent about attending the local school fete
- ▶ an email to your private account from a constituent congratulating you on your reappointment as a councillor.

What do you do with private emails and messages that are public records?

Follow up with your council to see what they have in place to capture public records.

You must forward messages, emails and texts to your official council account within 20 calendar days of either the date you created the message, or the date you received it. If the public record is in a messaging app, you can take a screen shot and forward the screen shot to council to manage.

How to make it easier for yourself

Have separate accounts to conduct personal and council business.

Avoid using private messaging apps for council business.

Ask people to send their complaints or service requests directly to the council or to your official council account.

Use official council accounts so public records are more easily captured by your council.

If you receive a text message about council business that you need to keep, follow it up with an email so it can be captured more easily.

If you receive a text message about council business, reply to the text asking the sender to communicate with you through official council channels.

More questions?

Check out the useful link below

Joint advice from the OIA and QSA
[Advice on the use of messaging applications \(apps\) for local government councillors](#)



**Queensland
State Archives**

www.forgov.qld.gov.au/recordkeeping



**Queensland
Government**

Public records in private accounts

Evidence of business activities are public records, regardless of how or where they are created or received, and must be managed in accordance with the *Public Records Act 2002* (the Act).

Public records include emails, social media interactions, text messages and messages in any other messaging applications, photographs and videos.

Creating and using public records in private accounts

The Act does not restrict the use of private email and social media accounts, messaging apps, or personal devices. However, public records created or received using these methods must be managed in accordance with the Act in the same way as public records created or received using official government channels.

Using private email and social media accounts and apps for work purposes can increase the risks of:

- public records not being captured, managed or accessible
- public records being unlawfully destroyed or lost
- information security being compromised (e.g. malware, information inadvertently shared)
- staff breaching other legislation, rules or guidelines (e.g. *Criminal Code Act 1899*, *Right to information Act 2009*, *Information Privacy Act 2009*, Code of Conduct)
- actual or perceived misconduct or [corruption \(PDF\)](#) (PDF, 572KB).

Check:

- other legislation, rules, guidelines and regulations restricting or allowing the use of private email accounts for work purposes (e.g. [Ministerial Records Policy \(PDF, 504 KB\)](#), [Private Email Use Policy](#))
- when private accounts, apps or devices can be used (e.g. email colleagues about change in work plans, working off-site, IT systems unavailable)
- with your Records Manager how and when public records sent, received or generated from a private account or apps are to be captured (e.g. forwarding the record to an official government account, exporting it into a format that can be saved).

See [Capture public records](#) below for options on capturing public records into an official government account.

Responsibility for managing and capturing records

All government employees need to be aware of their recordkeeping responsibilities under the Act to make and keep [complete and reliable records](#) of all work-related interactions when using private accounts, apps and devices. This includes capturing any public record created or received in a private account, or messaging app into an official government account **within 20 calendar days of creation or receipt**.

If a ministerial record is created or received in a private account, ministers, assistant ministers and ministerial staff must **forward the email** from the private account **to an official ministerial account within 20 calendar days** of creation or receipt.

If a mayor or councillor receives or creates a record relating to their responsibilities as a mayor or councillor in a private account, it must be **captured into an official council account within 20 calendar days** of creation or receipt.

Specific requests for advice relating to the implementation of policies and procedures about the management of public records in private accounts should be directed in the first instance to your agency's records area.

Capture public records

Capture any public record created or received in a private account, or messaging app into an official government account within 20 calendar days of creation or receipt.

Consider what processes or procedures need to be in place to capture any public records sent, received or generated in private accounts.

Use the following options to assist in the development of your procedures.

Format/Account	Capturing options
Emails	Forward the email to your official government email account and save it as per your agency's recordkeeping procedures.
Messaging App (i.e. Facebook Messenger, Wickr Me, WhatsApp)	Capture according to your device or social media platform. Options include:
Social media accounts (i.e. Twitter, Facebook, Instagram)	<ul style="list-style-type: none">Take a screen shot of the relevant interactions. Forward the image via email to your official government email account and save it as per your agency's recordkeeping procedures.

- Browser 'save as' or 'save page as'. Forward the document or image via email to your official government email account and save it as per your agency's recordkeeping procedures.

Text messages

Capture according to your device and the type of interaction.

Options include:

- Take a screen shot of the relevant interactions. Forward the image via email to your official government email account and save it as per your agency's recordkeeping procedures.
- Transcribe or summarise the interactions into an email to follow-up with other participants. Emails should be sent from official government email account and captured as per your agency's recordkeeping procedures.
- Download interactions from the cloud where possible and save it as per your agency's recordkeeping procedures.
- Transcribe or summarise the interactions to a file note and save it as per your agency's recordkeeping procedures.

Deciding what needs to be captured

You need to capture all [public records](#). This includes any [record](#) created, received or kept by you on behalf of your public authority in the course of conducting agency business.

Find out more about what records you need to capture. You can also use the information guide for deciding [what you need to keep \(PDF, 250 KB\)](#).

The following table provides examples and scenarios to help you determine what records received or created in private accounts, apps or devices need to be captured as public records.

Example	Public record?
<p>An email received in the private email account of the Director-General of the Department XYZ asking about the outcomes of a meeting held for which both parties were present.</p> <p>Note: The DG and sender are known to each other socially.</p>	Yes
<p>An email sent by a lobbying organisation requesting a meeting to discuss the future of industry XYZ in Queensland sent to the private email account of an employee of a public authority who is known to the lobbying group personally.</p>	Yes
<p>Text message sent to public servant on private phone regarding update on current issues regarding disaster situation during cyclonic activity.</p>	Yes
<p>Photos taken on a personal phone of actions from a business unit meeting captured on a whiteboard.</p>	Yes
<p>Emails sent and received from private accounts while working from home or off-site, where access to work accounts is not available.</p>	Yes
<p>Using a private social media account to share an official post or information about a business activity.</p>	No
<p>Using a mobile app on a private device to receive access codes to allow an employee to securely access work systems off-site e.g. 2-factor authentication for Citrix, some work social media accounts etc.</p>	No



Appendix | 4

Information Privacy Policy



WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

Information Privacy Policy

Document Control

Policy Category	Strategic				
Reviewed Adopted		Resolution Ref		File Reference	37391
Next review due	2027				

1. Origin / Authority

Wujal Wujal Aboriginal Shire Council

2. Purpose and Scope

This Policy sets out Council's legislative obligations and establishes a framework for the responsible collection and handling of personal information by Wujal Wujal Aboriginal Shire Council.

This Policy applies to councillors, employees, volunteers, contractors, consultants and other agents of council. The policy applies to all personal information collected, used and stored by council in every aspect of its operations and performance.

3. Policy Statements

3.1 Definitions

Agent	Means an individual or entity authorised to act or perform functions on behalf of Wujal Wujal Aboriginal Shire Council i.e. legal counsel engaged to act for council in legal proceedings.
Council	Wujal Wujal Aboriginal Shire Council.
Complaint	A Privacy Complaint as defined in section 164(1) of the <i>Information Privacy Act 2009</i> ; namely a complaint by an individual about an act or practice of Council in relation to the individual's personal information that is a breach of Council's obligation under the <i>Information Privacy Act 2009</i> .
Collection	Means gathering, acquiring or obtaining personal information from any source and by any means, including information that Council has come across by accident or has not asked for.
Consent	Voluntary agreement to some act, practice or purpose.
CCTV	Closed-circuit television, or the use of video cameras to transmit images to a specific limited number of televisions on the same network or circuit.
Disclosure	The release of information to persons or organisations. It does not include giving individuals personal information about themselves.
People Leader	All managers, team leaders and other supervisory positions.
Local Government Act/s (LG Act)	As defined in Schedule 4 of the <i>Local Government Act 2009</i> .
Personal Information	Information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.
Public Record	As defined by the <i>Queensland Public Records Act 2023</i> .

3.2 Privacy Obligations

Personal information of residents, employees and others is collected for the purpose of ensuring that business is conducted efficiently and effectively and to meet statutory obligations.

Personal information is only collected when it is directly relevant and necessary.

The protection of personal information which can identify an individual is a matter of great significance to Council.

Council will comply with the Information Privacy Principles contained in the *Queensland Information Privacy Act 2009* namely:

- IPP 1: Collection of Personal Information (lawful and fair)
- IPP 2: Collection of Personal Information (requested from an individual)
- IPP 3: Collection of Personal Information (relevance)
- IPP 4: Storage and Security of Personal Information
- IPP 5: Providing Information about Documents Containing Personal Information
- IPP 6: Access to Documents Containing Personal Information
- IPP 7: Amendment of Documents Containing Personal Information
- IPP 8: Checking of Accuracy of Personal Information before use by Council
- IPP 9: Use of Personal Information only for Relevant Purpose
- IPP 10: Limits on Use of Personal Information
- IPP 11: Limits on Disclosure

3.3 Collection of Personal Information

Council will not collect personal information about an individual unless:

- consent is provided by the individual; or
- it is required by Council to fulfil its responsibilities under Section 8 of the Local Government Act 2009 (LG Act), other Local Government Acts; or to provide services and facilities to individuals; or
- collection is required by law; or
- collection is necessary to prevent or lessen a serious threat to life, health, safety or welfare of an individual, or to public health, safety or welfare; or
- collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

3.4 Collection Notices

3.4.1 Written Notifications

All forms used by Council to collect personal information will carry the following notice:

"Wujal Wujal Aboriginal Shire Council is collecting your personal information for the purposes of processing your request and undertaking associated Council functions and services. Council is authorised to collect this information in accordance with the Local Government Act 2009 and associated laws. Your personal information will not be disclosed to third parties without your consent, or, if required to do so by law. This document is subject to the provisions of the Information Privacy Act 2009, Right to Information Act 2009 and the Public Records Act 2002."

The collection notice can be modified to include additional or changed information where it is necessary and appropriate to do so, in line with the Office of the Information Commissioner of Queensland's advice as follows: "What do I need to include in a collection notice?"

You must take all reasonable steps to make an individual generally aware of:

- Why the information is being collected.
- Details of any law that specifically allows or requires the collection.
- Any entity to whom it is the agency's usual practice to give the information, and (if known) anyone who they will in turn give it to."

3.4.2 Other Recorded Information

Council may collect and record the personal information of individuals in other non-written forms including:

- Telephone calls for quality and training purposes
- CCTV for public safety and security
- Drone footage for operational and other purposes.

This information will be managed in accordance with Council's privacy obligations and collection notifications will be provided in the following ways:

- Telephone Calls: Council will provide callers with recorded privacy collection advice through its main call centre/s.
- CCTV: public notices will be placed in prominent positions in the areas where permanent fixed CCTV is installed in council controlled public places. Public notice exemptions apply for temporary, portable devices and those that attract a section 29 exemption under the *Information Privacy Act 2009* (for example: cameras used for law enforcement activity, portable devices used for inspecting water and sewerage pipes).
- Drone Footage: collection notifications will be made via Council's website; or in respect to footage to be used for monitoring legislative compliance, notification will be provided in accordance with the relevant legislation.

3.5 Access to Information

3.5.1 Personal Information

The *Queensland Information Privacy Act 2009* allows individuals to apply to Council for access to documents containing their personal information. Individuals can also apply to have their personal information amended if they consider it is incomplete, inaccurate, out of date, or misleading.

3.5.2 Non-Personal Information

Local Governments are also subject to the *Right to Information Act 2009* which allows individuals to apply for access to public records held by the business. Applications will be assessed in accordance with the *Queensland Right to Information Act 2009* and released to the applicant, unless disclosure would on balance be contrary to the public interest, or if it contains other exempt matter such as the personal information of an individual other than the applicant.

3.6 Complaints

Chapter 5 of the *Queensland Information Privacy Act 2009* provides for an individual to make a complaint about a breach of the privacy principles which occurred on or after 1 July 2010. If an individual is not satisfied with the manner in which their personal information has been handled, managed, used or disclosed, they may lodge a formal complaint under the Council's Complaints Management Policy which is available from its website.

3.7 Disclosure under Legislative Requirements

There are circumstances where Council is legislatively required to disclose information which may contain personal information. If another law requires personal information be dealt with in a certain way, Council has not breached its privacy obligations to individuals.

Examples:

- Council meetings are legislatively required to be open to the public and therefore information on Council agendas is publicly available. Council will exclude personal information of individuals from agendas where it is not required or not relevant for Council decision making. However, there will be circumstances where the personal information of individuals will be disclosed as part of council meeting agendas.
- In a disaster or emergency event, Council may pass on the personal information of individuals to other emergency service agencies for emergency response purposes.
- The *Planning Act 2016* requires that Council publish online, the names of development proponents and submitters at certain points of the development application process.

3.8 Responsibilities

3.8.1 Councillors, employees, volunteers, contractors, consultants and other agents of the business:

- Comply with this policy and the requirements of the *Queensland Information Privacy Act 2009* and the *Queensland Information Privacy Regulations 2009*.
- Only access documents that are relevant to their role and responsibilities (for example: customer service requests should only be accessed by those Officers that have involvement with, responsibility to action, or other review/reporting obligations).
- Report any potential breaches of privacy in accordance with Council's Complaints Management Policy.

3.8.2 Responsibility of all people leaders within council

All people leaders within Council will ensure that employees, volunteers, contractors, consultants and other agents of Council are aware of and/or trained in their privacy obligations.

3.8.3 Information Communication and Technology Team (Fourier)

Will ensure that personal information held digitally by Council is not transferred out of Australia unless the transfer complies with Section 33 of the *Queensland Information Privacy Act 2009*.

4. Application

As per section 2. Purpose and Scope, this Policy applies to councillors, employees, volunteers, contractors, consultants and other agents of Council. The policy applies to all personal information collected, used and stored by Council in every aspect of its operations and performance.

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not).

5. Associated Policies

- Closed Circuit Television (CCTV) Policy
- Complaints Management Policy
- Records (Information) Management Policy

6. Relevant Legislation

- [Commonwealth Privacy Act 1988](#)
- [Queensland Evidence Act 1977](#)
- [Queensland Human Rights Act 2019](#)
- [Queensland Information Privacy Act 2009](#)
- [Queensland Local Government Act 2009](#)
- [Queensland Local Government Regulation 2012](#)
- [Queensland Public Records Act 2023](#)
- [Queensland Public Sector Ethics Act 1994](#)
- [Queensland Information Privacy Regulation 2009](#)
- [Queensland Right to Information Act 2009](#)
- [Queensland Right to Information Regulation 2009](#)
- [Planning Act 2016](#)

7. Review

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Two years from date of adoption

Kiley Hanslow

Chief Executive Officer

Wujal Wujal Aboriginal Shire Council



Appendix | 5

Grants to Community Organisations Policy



Grants to Community Organisations Policy

Document Control

Policy Category	Statutory				
Reviewed Adopted	13.6.2023	Resolution Ref	20230613-14	File Reference	26780
Reviewed Adopted	May 2025	Resolution Ref		File Reference	37443
Next review due	2027				

1. Origin / Authority

Wujal Wujal Aboriginal Shire Council.

Local Government Regulation 2012 (section 199).

2. Purpose and Scope

Purpose

The purpose of this policy is to establish a framework for the consistent and transparent administration of Community Grants, Fee Reduction, In-kind Assistance, Donations and Sponsorships, to support initiatives which address community, economic, social and environmental outcomes.

This Community Grants and Support Policy provides guidelines and criteria for eligible grant applicants and guide the administration of Council's Community Grants Programs to ensure:

- the grants assist Council to achieve its strategic goals and identified key initiatives.
- the grants align with the intent of the *Local Government Act 2009* and the *Local Government Regulation 2012*, which state that (community) grants will be used for a purpose that is in the public interest.

Scope

This policy applies to all Wujal Wujal Aboriginal Shire Council staff and councillors responsible for the administration, assessment, and approval of applications, as well as all community groups and to any individuals that wish to apply for support through Council's Grants Program.

This policy does not apply to requests for sponsorship for individuals who are not associated with a non-for-profit community organisation. Any such request is managed by The Sponsorship Request Policy.

3. Policy Statements

Council recognises and values the contribution of community groups and organisations within the Shire and acknowledges that provision of support to these groups can foster the enjoyment, appreciation and development of sports, arts, heritage, recreation and other community activities within the Shire.

This Policy is to be read in conjunction with any supporting guidelines and Grant Procedures for specific funding programs.

Wujal Wujal Aboriginal Shire Council supports community organisations, groups, and individuals to develop community projects, activities, and events via the distribution of funds or non-financial assistance through its grants program, in an equitable, transparent, and responsible manner.

The following principles apply under this policy:

- Council will conduct its funding programs in accordance with the legislative and regulatory regime applicable at the time
- Council will ensure funding decisions are made in accordance with the Local Government Principles.
- In accordance with Section 194 of the Local Government Regulation 2012, Council cannot give a grant to a community organisation in a way that is inconsistent with the provisions of this policy.

Council must be satisfied that the request/project meets the following:

- The funded initiative aligns with Council's vision and mission and will contribute to achieving Council's Corporate Plan priorities, Operational Plan outcomes, and strategic initiatives.
- The recipient entity meets the eligibility criteria outlined in this policy or Council's grants procedures and specific program guidelines.
- The funding will be utilised for a purpose that is in the public interest.
- The funding will address an identified need in the community.

3.1 Definitions

Term	Definition
Acquittal	Means the process by which the recipient of grant funding demonstrates in writing to Council that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.
Application	A formal written submission from a community organisation, group, or individual seeking to be considered for a grant, fee reduction or in-kind assistance under this policy, which will be subject to review and assessment against relevant program criteria.
Auspice	An entity that applies on behalf of a community organisation, group or individual without an ABN/Public Liability Insurance/Incorporation.
Assessment Panel	A panel comprised of a minimum of three Council employees who, based on their relevant subject matter knowledge, review and score applications for a program under this policy. Evaluation panel members shall have equal grant score weighting for all eligible applications within a particular program.
Caretaker Period	Section 90A of the <i>Local Government Act 2009</i> provides, in effect, that the Caretaker Period starts on the day when public notice of the holding of the election is announced by the Electoral Commission of Queensland and ends on the day on which the last declaration of the poll is displayed by the Returning Officer.
Community grant	Means a grant approved in accordance with this policy and provided to an eligible community organisation, group or an individual.
Community organisation	An entity that carries on activities for a public purpose, or another entity whose primary object is not directed at making a profit (<i>Local Government Regulation 2021</i>).
Conflict of interest	A conflict between the public duty and private interests of a Councillor, employee, contractor, or volunteer in which the Councillor, employee, contractor, or volunteer has private interests which could improperly influence the performance of their official duties and responsibilities.
Council	Means the Wujal Wujal Aboriginal Shire Council.
Council Employee	Means a local government employee as defined in the <i>Local Government Act 2009</i> .
Donation	Any charitable contribution made by Council to assist a person or entity.
Eligibility Criteria	A set of predefined factors used to assess the eligibility of a grant application under this policy.
Fee Reduction	Council services that attract a fee or charge that may be reduced.
Funding agreement	An agreement between Council and the grantee outlining the terms and conditions of a grant provided by Council.
In-kind Assistance	In-kind' support is the donation or provision of goods or services other than cash contributions. In this policy this applies to those goods and services available from within Council's core business. Refer to this example to understand in-kind support versus financial contribution. <i>A football club needs new uniforms including a new logo design, purchase of the uniforms, screen printing and shipping costs. The total cost would normally be \$2,000, however a graphic designer associated with the club has offered to do the logo design for free, and the local accountant has offered to pay for half of the uniforms. This brings the shortfall to \$1,200, which is what needs to be requested from the grant provider. The graphic designer's time is in-kind support, and the accountant's donation is a co-contribution.</i>

Term	Definition
Ineligibility guidelines	The following are <u>ineligible</u> to apply for grant funding under this policy – 1. Individuals unless under the auspices of a Not-for-profit organisation 2. Profit making organisations (Businesses). 3. Government departments and agencies 4. Schools and affiliated parents’ associations. 5. Kindergarten and childcare organisations 6. Churches. 7. Political groups 8. Unincorporated community groups may apply through an auspice who accepts legal and financial responsibility. The auspice organisation must meet the above criteria and not be an ineligible organisation type. 9. Organisations that hold a gaming machine licence. 10. Organisations that commercially trade 7 days a week with a liquor license. 11. Sport or active recreation organisations without a current lease/license or tenancy agreement with Council (applies to Facilities Grant only). 12. Services for which Council engages an external contractor, e.g. waste collection, or provision of bins.
Not-For-Profit Community Organisation	Non-for-profit organisations exist to serve community purposes and do not distribute their surplus funds to owners or shareholders but use them to help pursue their goals. They include but are not limited to those providing recreational, sporting and community services.
Project	Means a service, event, activity, or equipment purchase for which an organisation might seek assistance.
Public Interest	The extent to which service to and/or the wellbeing of the community will be enhanced through the funding of projects under this policy.
Sponsorship	Where Council provides financial assistance, or materials or delivery of a service for which Council incurs a financial cost.
Tenure Arrangement	An agreement specifying occupation rights granted to a lessee, in return for valuable consideration. A contractual right to occupy or use Council-owned or Council-controlled land, exclusively. Trustee Lease, Trustee Permit, Freehold Lease and Licence.

3.2. Eligibility

A community or commercial organisation, group or individual will be eligible to apply for a Council grant, fee reduction, sponsorship or in-kind assistance if they meet the following criteria:

- Reside or primarily provide services in the Wujal Wujal Aboriginal Shire Local Government Area. or
- Primarily provide services outside the Wujal Wujal Aboriginal Shire Local Government Area, but the project is in the public interest or of direct community benefit to Wujal Wujal Aboriginal Shire and Wujal Wujal Shire residents.
- Is a not-for-profit organisation.
- Is free of overdue outstanding fees or debts with Council.
- Has an active Australian Business Number.
- Has public liability insurance certificate of currency.
- Is not a government agency, or department of local, state or federal Government, political or discriminatory group or organisation, school, university or TAFE college or an organisation supported by gaming machine income.
- Has successfully acquitted any/all previous council grants.
- Meet any further eligibility criteria specified for each grant program, in this policy or program guideline documents.

3.3 Approval

All grant applications will be processed by the Grants Officer who can be contacted at: grants@wujal.qld.gov.au.

- Grant assessment methods will be specified in each specific grant program guideline.
- Applicants believing there has been an administrative error in the assessment of their application may request a review be undertaken by the CEO or delegated Officer.
- Information regarding eligibility, ineligibility, types of funding, funding rounds, assessment criteria, supporting documentation, application, approval and acquittal process, conditions and lodgement can be provided by the Grants Officer.

3.4 Conflicts of Interest

Any person included in the scope of this policy who has an actual, perceived, or potential conflict of interest that arises in the determination of any individual grant application must declare this actual, perceived, or potential conflict of interest and will be excluded from assessing that application in line with Council's Conflicts of Interest for Employees Policy and the Code of Conduct for Councillors Policy.

3.5 Caretaker Period and Grants

Activities approved under Community Grants and Support Policy prior to the commencement of the Caretaker Period may continue, in accordance with Council's *Caretaker Period Policy*.

Council shall not approve new grants or sponsorship activities during the Caretaker Period.

3.6 Public Reporting and Record Keeping

Public Reporting: Council's grants program is reported on in Council's Annual Report.

Record Keeping: The Grants Officer will maintain a Register of Community Grants provided by Council, which records the details of all grants and community support made pursuant to this policy.

3.7 Minor 'In-Kind' Support

The Council will continue to provide minor in-kind support to community-based organisations from time to time. The value/type of in-kind support being offered will be determined by the Chief Executive Officer, with the value of the in-kind support being capped at a maximum value of \$250.

3.8 Appeal

Any appeal of a Council decision under this Policy will be treated in accordance with the Council's General Complaints Management Process.

4. Application

This policy applies to all applications for Grants by Community Organisations.

5. Associated Policies, Processes and Forms

- Complaints Management Policy.
- Conflicts of Interest for Employees Policy.
- Caretaker Period Policy.
- Sponsorship Request Policy.
- Form – Application for Community Grant Funding.
- Process – Customer Service Request.

6. Relevant Legislation

- [Queensland Local Government Act 2009.](#)
- [Queensland Local Government Regulations 2012.](#)
- [Sponsorship Management, Crime and Corruption Commission.](#)

7. Review

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Two years from date of adoption.

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not).

Kiley Hanslow

Chief Executive Officer

Wujal Wujal Aboriginal Shire Council



Appendix | 6

Sponsorship for Individual and Teams (Sporting Representations)



Sponsorship for Individuals or Teams (Sporting Representations) Policy

Document Control

Policy Category	Strategic				
Reviewed Adopted	21 May 2013	Resolution Ref	2204	File Reference	20463
Reviewed Adopted	May 2025	Resolution Ref		File Reference	3748
Next review due	2027				

1. Origin / Authority

Wujal Wujal Aboriginal Shire Council

2. Purpose and Scope

To provide guidelines to be used to assess applications from local sporting teams, individuals and associations to assist them financially to participate in approved competition at the Local, State, National or International level and the quantum of such support.

3. Policy Statements

3.1 Background

Council recognises the value to the community of sport, culture and academic endeavour in which individuals and teams who are role models for the youth of the community.

Council recognises the cost burden that competition brings and the supportive role that local government can play in assisting achievers in their various fields in sport, culture and academic endeavour at the higher level.

To assist with this cost burden Council may extend financial support through sponsorship to local individuals and teams that represent Wujal Wujal at District, State, National or International events.

This sponsorship support is intended to help offset the costs of staging events, travel and accommodation for competitors visiting interstate and overseas.

3.2 Sponsorship Value

The following values are the maximum available, the amount to be allocated will be determined by the Chief Executive Officer.

- For sponsorship requests within Australia a maximum of \$1000 is available during any given financial year, and a maximum of \$250.00 can be granted in any single application.
- For international sponsorship requests a maximum of \$1000 is available during any given financial year, and a maximum of \$500.00 can be granted in any single application.
- Applicants may apply for funding only once during the applicable financial year (being the date of application for funding)

3.5 Eligibility

An individual or team will be eligible to apply for sponsorship or in-kind assistance if they meet the following criteria:

- Must reside within the Wujal Wujal Aboriginal Shire Local Government Area.
- Must align with the vision and mission of the Wujal Aboriginal Shire Council.
- Must benefit Wujal Wujal Community.
- Cannot be any real or apparent conflict of interest between the individual or team applying for sponsorship and those making a decision regarding the sponsorship application.
- Sufficient funds are available in the Sponsorship Budget.
- The applicant has not previously received sponsorship funding within the same financial year.

Our Vision, Mission and Values

Vision

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

Mission/Role

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

3.6 Transparency

An open, equitable and efficient approach must be adopted when determining if the activity is deemed a sponsorship, and throughout the ongoing management of the sponsorship.

3.7 Conflict of Interest

Sponsorship may give rise to actual or perceived conflicts of interest involving both the council and/or an individual employee, or councillor. For an individual, this includes any conflict between official duty and private interest.

To effectively manage any such conflict, everyone involved in a sponsorship activity must clearly identify and declare any actual or perceived conflict of interest that arises during development and negotiation of the arrangement, regardless of whether they have previously declared and registered this.

3.8 Payment of sponsorship funds to applicant

Sponsorship applicants will complete the Sponsorship Application Form in which they will outline the reason for their application, how it aligns with Council's mission and vision.

Once an application is processed and approved the sponsorship funding is paid either:

- Preferably (where possible) to the service provider, or
- Directly into the applicant's account.

For example, if an individual applies for sponsorship funding for the costs of sports uniform, the funding can be paid directly to the uniform provider.

4. Application

This policy applies any individual or team applying for sponsorship funding.

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not).

5. Associated Policies, Processes and Forms

- Grants to Community Organisations Policy
- Conflict of Interest for Employees Policy
- Councillor Code of Conduct Policy
- Information Privacy Policy
- Sponsorship Application Form

6. Relevant Legislation

- Queensland Local Government Act 2009
- Queensland Local Government Regulations 2012
- Sponsorship Management, Crime and Corruption Commission

7. Review

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Two years from date of adoption.

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not).

Kiley Hanslow

Chief Executive Officer, Wujal Wujal Aboriginal Shire Council



Sponsorship for Individuals or Teams Application Form

In accordance with the Policy: Sponsorship for Individuals or Teams (Sporting Representations) Policy adopted 20.5.2025 the following applies:

Council recognises the value to the community of sport, culture and academic endeavour in which individuals and teams who are role models for the youth of the community.

Council recognises the cost burden that competition brings and the supportive role that local government can play in assisting achievers in their various fields in sport, culture and academic endeavour at the higher level.

To assist with this cost burden Council may extend financial support through sponsorship to local individuals and teams that represent Wujal Wujal at District, State, National or International events.

This sponsorship support is intended to help offset the costs of staging events, travel and accommodation for competitors visiting interstate and overseas.

Eligibility

An individual or team will be eligible to apply for sponsorship or in-kind assistance if they meet the following criteria:

- Reside within the Wujal Wujal Aboriginal Shire Local Government Area
- Must align with the vision and mission of the Wujal Aboriginal Shire Council
- Must benefit Wujal Wujal Community
- Cannot be any real or apparent conflict of interest between the individual or team applying for sponsorship and those making a decision regarding the sponsorship application
- Sufficient funds are available in the Sponsorship Budget
- The applicant has not previously received sponsorship funding within the same financial year

Sponsorship Value

The following values are the maximum available, the amount to be allocated will be determined by the Chief Executive Officer.

- For sponsorship requests within Australia a maximum of \$1000 is available during any given financial year, and a maximum of \$250.00 can be granted in any single application.
- For international sponsorship requests a maximum of \$1000 is available during any given financial year, and a maximum of \$500.00 can be granted in any single application.
- Applicants may apply for funding only once during the applicable financial year (being the date of application for funding)

Date this request is made: _____

1. Individual or team applying for assistance

Name of Individual or Organisation being sponsored	
Name of contact person	
Phone	
Email	
Preferred way for Council to contact you:	

2. Sponsorship Details

Sponsorship is requested for	Outline what the funds are for: e.g. uniform, cost of travel, cost of event		
Date of event		Date funds required	
Activity Category	<input type="checkbox"/> Social / Cultural	<input type="checkbox"/> Sporting/ Recreational	<input type="checkbox"/> Leadership and capacity development
Project Description	<p>How will the activity benefit the individual or team?</p> <p>How will the community benefit from the activity?</p>		
Where is the event or activity being held	<input type="checkbox"/> Inside Australia (maximum \$250) <input type="checkbox"/> Overseas/International maximum \$500)		
Project Expenditure	Cost	GST Grant Request	
	Total Cost	Total sponsorship requested: \$	

Declaration:

1. I certify that I have the appropriate delegation, as authorised by the applicant, to prepare and submit this application on behalf of the applicant and that to the best of my knowledge, the information given in this document is true and accurate
2. I understand that approval of sponsorship is subject to mutual agreement between Wujal Wujal Aboriginal Shire Council and the applicant.
3. I agree to provide Wujal Wujal Aboriginal Shire Council with any additional information required to assess this application.
4. I will acknowledge the support of Wujal Wujal Aboriginal Shire Council as is appropriate

Name in Full	
Dated	

Office Use

Application successful	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	Amount approved
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Appendix | 7

Caretaker Period Policy



Caretaker Period Policy

Document Control

Policy Category	Strategic				
Reviewed Adopted		Resolution Ref		File Reference	37461
Next review due	2027				

1. Origin / Authority

Wujal Wujal Aboriginal Shire Council

2. Purpose and Scope

Purpose

This Policy will assist to ensure that Council conducts its business throughout the Caretaker Period in a responsible, transparent and legally compliant manner. Certain restrictions shall apply to Council, Councillors and Council employees in the period leading up to an election.

Scope

This Policy applies to all Wujal Wujal Aboriginal Shire Council councillors, candidates and employees.

3. Policy Statements

3.1 Definitions

Term	Definition
Advertising	Is the promotion of an idea, good or services to the public, for which a fee is paid
By-Election	An election to replace a Councillor after the Councillor's office becomes vacant
Caretaker Period	Is prescribed in s90A of the <i>Local Government Act 2009</i> and commences on the day when the public notice of the holding of the election is given and ends at the conclusion of the election
Civic Events	Are public events that are initiated, funded and managed by Council
Conclusion of the Election	Is prescribed in s7 of the <i>Local Government Electoral Act 2011</i> , and is the day on which the last declaration of a poll is displayed in the Returning Officer's public office
Candidate	A person whose nomination for election as a Councillor has been certified by the returning officer under s27 (3) (a) as defined in the Schedule Dictionary of the <i>Local Government Electoral Act 2011</i> .
Contractor	A person or business who provides services under a contract with the local government
Council Resource	Includes Council assets (e.g.: provided mobile phones, other devices, stationary, facilities, property, vehicles and employees, Council services and Council social media
Election Material	Is prescribed in s90D of the <i>Local Government Act 2009</i> and is anything able to, or intended to influence an elector about voting at an election, or affect the result of the election
Fresh Election	An election of all the councillors of a local government that is not a quadrennial election
Electoral Signage	Any freestanding advertising device identifying candidates and/or promoting a political party at local, state or deferral government elections, as defined by the Department of Transport and Main Roads Qld.

Term	Definition
Major Policy Decision	<p>Is prescribed in the dictionary of the <i>Local Government Act 2009</i> and involves a decision about:</p> <ul style="list-style-type: none"> • The appointment, remuneration and termination of the Chief Executive Officer; and • Entering into a contract which is more than \$200,000 or 1% of Council's net rates • Relating to making or preparing an arrangement, list, plan or register in the way provided under a regulation made under this Act that can be used to establish an exception to obtaining quotes or tenders when entering into a contract; • To make, amend or repeal a Local Law; • To make, amend or repeal a local planning instrument under the <i>Planning Act 2016</i> (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy); • Under the Planning Act, Chapter 3, part 3, division 2 on a development application that includes a variation request under the Act if the application proposes to- <ul style="list-style-type: none"> o Varying the category of development or category of assessment of development; or o Varying the assessment benchmarks or criteria for accepted development that would apply to development o Facilitating development that would result in a greater demand on infrastructure than the demand anticipated in the Local Government's local government infrastructure plan.
Term of Office	<p>For a Councillor starts on the day after the conclusion of the election (if elected) or the day on which the Councillor is appointed and ends:</p> <ul style="list-style-type: none"> • If elected at a quadrennial or fresh election, at the conclusion of the next quadrennial election • If elected at a fresh election and a declaration is made under regulation, at the conclusion of the next quadrennial election • If elected or appointed to fill a vacancy in the office of another Councillor, at the end of the other Councillor's term • When the Legislative Assembly ratifies the dissolution of the local government under s123 of the <i>Local Government Act 2009</i> • When the Councillor's office otherwise becomes vacant.
Quadrennial Election	<p>Election of Councillors for Local Governments that is held in 2012, and every fourth year after 2012</p>

3.2 Caretaker Period Restrictions

The *Local Government Act 2009* and the *Local Government Electoral Act 2011* apply a number of restrictions to Council and Councillors during the Caretaker Period, from when nominations are called for the quadrennial election until the declaration of the polls.

Councillors who are candidates should take particular care in any campaign activity to ensure that there can be no possible perception of use of Council provided resources and/or facilities for the activity that could be perceived as having electoral benefit.

Council reaffirms its commitment during a Caretaker Period to:

- The efficient continuation of Council's day to day business.
- Transparent actions and decision making.
- Actions that do not, or cannot be perceived to, bind an incoming Council in its operational delivery.
- The suspension of major policy decisions.
- The neutrality of Council employees.
- The continuation of the principle that the use of public funds for electoral purposes is unacceptable.

It is acknowledged that during the Caretaker Period, councillors who are candidates may make election commitments, which they intend, to honour if they are elected. Such commitments are not subject to this policy.

3.3 Council Meetings

Council will continue to meet during the Caretaker Period for the purpose of making decisions in the public interest.

However, Council will defer making any decisions during the Caretaker Period which:

- Could be perceived to unreasonably bind an incoming Council on its operational delivery; or
- Constitute a major policy decision for which Ministerial approval has not been received.

3.4 Timing and Planning

The exact dates of a Caretaker Period are determined by the Electoral Commission Queensland. It will commence on the day when the public notice of the holding of the election is given and will end at the conclusion of the election.

3.5 Prohibition on Major Policy Decisions (s90B of the *Local Government Act 2009*)

- a) A major policy decision for a local government defined by the *Local Government Act 2009* includes a decision:
- b) About the appointment of a Chief Executive Officer of the local government;
- c) About the remuneration of the Chief Executive Officer of the local government;
- d) To terminate the employment of the Chief Executive Officer of the local government;
- e) To enter into a contract the total value of which is more than the greater of the following –
 - a. \$200,000.00;
 - b. 1% of the local government's net rate and utility charges as stated in the local governments audited financial statements included in the local governments most recently adopted annual report;
- f) Relating to making or preparing an arrangement, list, plan or register in the way provided under a regulation made under this Act that can be used to establish an exception to obtaining quotes or tenders when entering into a contract;
- g) To make, amend or repeal a local law;
- h) To make, amend or repeal a local planning instrument under the *Planning Act 2016* (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy);

- i) Under the *Planning Act 2016*, Chapter 3, part 3, division 2 on a development application that includes a variation request under the Act if the application proposes to –
 - a. Varying the category of development or category of assessment of development; or
 - b. Varying the assessment benchmarks or criteria for accepted development that would apply to development; or
 - c. Facilitating development that would result in a greater demand on infrastructure than the demand anticipated in the Local Government’s local government infrastructure plan.

Note – Change applications assessments for minor changes under the Planning Act 2016, section 81 are not subject to paragraph (i)

3.5.1 Council must not make any major policy decision during Caretaker Period.

However, if Council considers that, having regard to exceptional circumstances that apply, it is necessary to make a major policy decision in the public interest, Council may apply to the Minister for approval to make the decision, in accordance with s90B(2) of the *Local Government Act 2009*.

The Minister may give approval if the Minister is satisfied that, having regard to exceptional circumstances that apply, it is necessary for Council to make the major policy decisions in the public interest. The Minister’s decision may include conditions with which Council must comply.

3.6 Invalidation of Major Policy Decisions in Caretaker Period without Approval (s90C of the Local Government Act 2009)

A major policy decision made by Council during Caretaker Period is invalid if Council does not have the Minister’s approval to make the decision or does not comply with any conditions of the Minister’s approval.

A contract is void if it is the subject of a major policy decision that is invalid.

3.7 Prohibition on Election Material (s90D of the Local Government Act 2009)

In accordance with s90D of the *Local Government Act 2009*, a local government must not publish or distribute election material that is able to, or intended to, influence an elector about voting in an election or affect the result of the election. For example, a fact sheet or newsletter that raises the profile of a councillor.

3.8 Use of Council Resources during the Caretaker Period

The use of Council resources by all Councillors will continue during the Caretaker Period for official duties and responsibilities in accordance with the Councillor Remuneration Policy and the Expenses Reimbursement for Councillors Policy.

Care is to be taken to ensure that there can be no perception that Council resources are being used to assist Councillors in the election campaign. Councillors may continue to use Council resources for routine activities in the fulfilment of their roles and responsibilities.

Council owned resources, including vehicles shall not be used for election or campaigning purposes. Councillors are not permitted to fix or allow remaining affixed, to Council property any sticker, decal, magnetic or adhesive advice that promotes the Councillor as a candidate or potential candidate in an election.

3.9 Advertising

In accordance with Council's Advertising Spending Policy, advertising may continue during a Caretaker Period if it meets one or more of the following criteria:

- It is required for ongoing business and commercial operation of Council;
- It provides essential public information, without which the public would be detrimentally affected;
- It is educational, provides information on core Council services, or can demonstrate a clear community benefit; and
- It has already commenced, or routinely occurs at the same time each year, and meets at least one of the above criteria, or deferring it would have a significant impact on the overall cost and effectiveness of Council operations.

3.10 Civic Events

Council civic events will only be held during the Caretaker Period where the event:

- Is of a routine nature.
- Is held to commemorate the anniversary of a significant event.
- Is for the purpose of hosting visiting dignitaries.

Council civic events during the election period shall relate only to legitimate Council business and shall not be used, or be capable of being construed as being used, in connection with any election activity. Any spokespersons, including councillors and council employees, must not use the event to undertake any election activities, whether actual or perceived.

3.11 Community Engagement

Community engagement should be avoided during the Caretaker Period including but not limited to surveys, blogs and invitations to put forward submissions. Community engagement may continue if it is part of an ongoing project that required the engagement as part of approved programs.

3.12 Community Grants and Sponsorship

Activities approved under Community Grants prior to the commencement of the Caretaker Period may continue during a Caretaker Period in accordance with the Community Grants and Support Policy. Any funding round for Community Grants that is open during the Caretaker Period shall remain open but applications received during this time shall not be determined until after the election.

Council shall not approve Community Grants during the Caretaker Period.

No new sponsorship shall be approved or entered into during the Caretaker Period.

This includes where Council gives sponsorship, including In-kind Support. Any sponsorship approved prior to the commencement of the Caretaker Period may continue in accordance with Council's Community Grants and Support Policy. Sponsorship applications may continue to be received during the Caretaker Period however no decisions on Sponsorship shall be made until after the election.

3.13 Electoral Signage

Candidates are required to comply with electoral signage protocols in the lead up to an election. These conditions, including applicable size, placement and approval requirements are stipulated in The Department of Transport and Main Roads Election Signage Fact Sheet-<https://www.qld.gov.au/transport/safety/signs/election-signs> .

3.14 Media

Media releases prepared by Council officers during the Caretaker Period must be of public interest, relate to the day-to-day Council business and must not be used in any manner that might favour an individual during the Caretaker Period.

During the Caretaker Period, Council will respond to media enquiries that relate to operational matters only. Media events may continue to be held during a Caretaker Period provided the media events relate to core Council business or an ongoing project and is not construed as being for political purposes.

If the Mayor and or a Councillor are at a media event and are asked a political question, the mayor and/or councillor if seeking re-election shall respond as an individual. Under no circumstances should a response be attributed to Council.

Council will retain material placed on the website prior to the commencement of the Caretaker Period. However, this material will be reviewed to ensure that no materials promote individual Councillors. Update of Council's website will be limited to the following:

- Uploading of essential operational media releases, restricted to administrative or operational information of public interest and of a time-sensitive nature.
- Road work updates or road closure.
- Health and emergency warning.
- Material that is purely factual regarding Council decisions and operations.
- Updates on existing forms.
- Visual changes.
- Fixing broken links or repairing web issues.
- Compliance with legislative requirements.

3.15 Social Media Channels

Facebook, Twitter, Instagram and other social media hosted or published by Council will carry a notice to exclude political comment. No response will be made to any political comments posted and any such comments will be removed. Content of a political nature posted to Council's social media sites will be removed, as will posts, which tag Wujal Wujal Aboriginal Shire Council or mention the organisation.

Council Officers shall not 're-tweet', 'post' or 'share' political content during the Caretaker Period.

3.16 Contact with Council Employees and Requests for Information

The Chief Executive Officer is committed to ensuring councillors are provided with appropriate support to continue to fulfil their official duties and responsibilities during the Caretaker Period.

During the Caretaker Period councillors may still contact officers in accordance with the Acceptable Request Guidelines Policy and the provisions of the *Local Government Act 2009*.

During the Caretaker Period, councillors shall limit advice and information requests to those matters that are either routine, or essential to continue Council operations. Requests for reports on substantive matters shall not be processed during the Caretaker Period unless they involve a matter of public safety or are requested by a resolution of Council.

3.17 Councillor Support

Normal service delivery and business activities will be maintained throughout the Caretaker Period and the council will continue to provide support for core Council activities, but not election or politically related matters or any media activity.

3.18 Mayor and Councillor correspondence

The mayor and councillors may continue to correspond with constituents on matters related to Council business during the Caretaker Period. However, in responding to correspondence, the mayor and councillors shall not make policy commitments binding the incoming Council.

3.19 Council Staff

Council employees shall maintain the normal business activities of Council during the Caretaker Period. Employees shall undertake their duties in an appropriate way and take all steps to avoid any real or perceived partisanship in order to protect the organisations ability to impartially serve any incoming Council following an election.

A Council Officer who nominates as a candidate is entitled to a leave of absence from their appointment during the Caretaker Period in accordance with s203 of the *Local Government Electoral Act 2011*.

Prior to the Caretaker Period commencing, the Chief Executive Officer will ensure that all staff are advised of the application of this Policy and ensure that:

- Council staff will not undertake any activity that may affect voting in the election.
- Council staff will not authorise, use or allocate a Council resource for any purpose which may influence voting in the election.
- Council staff will not assist councillors or a candidate in a way that is or could create a perception that they are being used for electoral purposes.
- Should any member of staff wish to provide support or assistance to a councillor or a candidate in their own time as a private citizen including on the day of the election they must in no way be seen to be acting as a representative of Council and in these actions, they are acting as a private citizen.

3.20 Complaints about Councillors

Complaints made against councillors during the Caretaker Period will continue as per the Council Investigation Policy.

3.21 Responsibilities and Accountability

As the principal advisor to Council and head of Council Operations, the Chief Executive Officer is authorised to make determinations and issue such directions as necessary to assist with compliance of this procedure. All Council Officers, Council Contractors, Volunteers and Councillors must comply with this policy and any breach is to be reported to the Chief Executive Officer for further investigation.

3.22 Grievances

Council confirms that all candidates for the council election will be treated equally. Any complaints or grievances in relation to this Policy should be referred to the Chief Executive Officer.

4. Application

This policy applies to all employees, volunteers and contractors (workers) of Council.

5. Associated Policies, Documents and forms

- Grants to Community Organisations Policy
- Sponsorship for Individuals and Teams (Sporting Representation) Policy
- Code of Conduct for Councillors in Queensland Policy
- Code of Conduct for Employees Policy
- Acceptable Requests Guidelines Policy
- Investigation Policy
- Advertising Spending Policy
- Expenses Reimbursement for Councillors Policy
- Councillor Remuneration Policy
- The Department of Transport and Main Roads Election Signage Fact Sheet-
<https://www.qld.gov.au/transport/safety/signs/election-signs> .

6. Relevant Legislation

- [Queensland Local Government Act 2009](#)
- [Queensland Local Government Regulation 2012](#)
- [Local Government Electoral Act 2011](#)
- [Local Government Electoral Regulation 2012](#)

7. Review

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Two years from date of adoption.

This Policy will commence on adoption by Council.

It replaces all other policies (whether written or not).

Kiley Hanslow

Chief Executive Officer

Wujal Wujal Aboriginal Shire Council



Appendix | 8

Business Continuity and Recovery Management Policy



WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

Business Continuity and Recovery Management Policy

Document Control

Policy Category	Strategic				
Reviewed Adopted	May 2025	Resolution Ref		File Reference	37465
Next review due	2027				

1. Origin / Authority

Wujal Wujal Aboriginal Shire Council

2. Purpose and Scope

Purpose

Council recognises that a significant threat exists to its ability to continue normal business operations following a major disruption. Council has a high level of dependency upon its people, systems and processes and this creates risks, which need to be managed.

Business Continuity and Recovery Management is a structured approach to identifying disruption-related risks and building capability to respond to a disruption to Council, to ensure continued delivery of key business services and achievement of critical business objectives. It is an important part of Council’s overall risk management framework.

The purpose of the Business Continuity and Recovery Management Policy (the Policy) is to provide an overview of the approach to business continuity and recovery management and establish appropriate responsibilities.

The policy outlines Council’s commitment to and objectives around managing **disruption-related risks** that may impact on Council’s ability to deliver services and achieve objectives.

The Policy provides a framework to mitigate the potential consequences of a major disruption by putting in place an effective **Business Continuity and Recovery Management Program** to ensure Council can continue to deliver a level of service to stakeholders in the event of a disruption.

Scope

This policy applies to all staff and operations of Wujal Wujal Aboriginal Shire Council. Management of disruption-related risks should be considered in day-to-day business activities, all projects and supplier arrangements.

3. Policy Statements

Wujal Wujal Aboriginal Shire Council (Council) recognises the importance of organisational resilience to ensure the uninterrupted availability of all key business resources and critical business functions. Effective business continuity management helps to prevent and mitigate the severity of potential business interruptions on the organisation and its stakeholders and fully restore operations in the most efficient manner following an interruption.

Council is committed to planning and preparing for organisational resilience during significant business interruptions and at all times ensuring the safety and wellbeing of its staff, the community and the environment.

3.1 Definitions

Term	Definition
Business Continuity Management	A holistic management program that identifies potential events that threaten an organisation and provides a framework for building resilience with the capability for an effective response that safeguards the interests of its key stakeholders, the environment, reputation, brand and value creating activities.
Business Continuity and Recovery Management Plan	The documented considerations and strategies that guide organisations in preventing, preparing for, responding to and recovering from the impacts of severe disruptions to critical business functions, including the prioritisation of efforts and resources to support the resumption of time-sensitive operations and services.

Term	Definition
Business Impact Assessment/Analysis (BIA)	The process by which the business determines the financial and non-financial impacts, effects and losses that might result if the business were to suffer a significant disruption to critical functions and services.
Business Operational Assessment and Analysis	The process by which the business identifies its core functions and determines which of those functions are critical, with subsequent analysis of those critical functions to determine the maximum time those functions may be impacted or unavailable before the business is affected.
CEO	Chief Executive Officer.
Core Business Functions	Those activities essential to deliver outputs and achievement of business objectives.
Crisis Management Team (CMT)	A group of individuals responsible for implementing a comprehensive plan for responding to a disruption. The team consists of a core group of decision-makers trained and prepared to respond to any situation.
Critical Business Functions	Those vital functions, without which the Council cannot effectively operate and as a result could suffer serious reputation, financial, legal or other damages or penalties.
Emergency	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response. Response to an emergency is provided by first responders and emergency services.
Executive Leadership Team	Includes the following roles: Chief Executive Officer, Community Services Manager, Finance Manager and Works and Building Services Manager.
Exercise	A process to assess, practice, and improve capability to respond to a disruption. There are many different types and variations of exercises including walk-through, simulation, functional, performance and full site. A Test is a type of exercise, which incorporates an expectation of a pass or fail element within the goal or objectives of the exercise being planned.
Disaster Management	Arrangements for managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster as defined in Section 14 of the <i>Disaster Management Act 2003</i>
Emergency Response	An organisation's operational approach to minimise the effects of and coordinate efforts and resources in relation to localised incidents, emergencies and disaster events.
Manager	The person responsible for overseeing and coordinating specific functions, departments, teams or projects whose role position includes the title 'manager'.
Recovery Objectives	Pre-defined goals for recovering Critical Business Functions to a specified level of service (Recovery Level Objective) within a defined period (Recovery Time Objective) following a disruption.
Recovery Level Objective	Minimum level of services that is acceptable to Council to achieve its objectives during a disruption.

Term	Definition
Recovery Point Objective (RPO)	Point to which information used by an activity must be restored to enable the activity to operate upon recovery. Also known as maximum data loss. The RPO is used to determine the appropriate back up strategy.
Recovery Time Objective (RTO)	The target time for recovery of a Critical Business Function to an acceptable level (Recovery Level Objective) following its disruption. The RTO must be less than the time it would take for the adverse impacts that would arise as a result of not providing a service or performing an activity to become unacceptable (MTPD). The difference in time between the MTPD and RTO reflects the risk appetite of the Council and the amount of desired buffer to cater for assessment, decision-making and unknown complications in implementing recovery strategies.
Risk Management	The process of defining and analysing risks, and then deciding on the appropriate course of action in order to minimise these risks, whilst still achieving business goals.
Significant business interruption	An extraordinary event causing a disruption to or loss of key critical business functions.
Staff	Includes employees, contractors, volunteers and all others who perform work on behalf of Council.
Training	Training is more formal than awareness. It aims to build knowledge and skills to enhance competency in job performance. Whereas awareness is generally targeted at all staff, training is directed at staff with specific functions and responsibilities.

3.2 Statement of Intent

Council is committed to ensuring the safety of people and continuity of its critical business functions during periods of major disruption. Council recognises that it needs to minimise the impact of disruption and that this necessity to ensure a speedy restoration of services requires a significant level of advance planning and preparation.

The Council and management are committed to maintaining an effective and efficient BCM framework. This commitment will be demonstrated by:

- Incorporating Business Continuity Management into Council’s risk management framework
- Maintaining a Business Continuity Management Program (BCM Program) that is appropriate to Council’s business and environment
- Adopting a formal, structured Business Continuity Management approach consistent with good practice guidelines
- Ensuring that plans to respond to disruption-related risk are kept up-to-date and are subject to periodic review and testing
- Ensuring the Business Continuity Management Program is subject to periodic reviews
- Involving staff and management as appropriate.

3.3 Procedure

3.3.1 Business Impact Analysis

Council conducts Business Impact Analysis (BIA) in order to identify all **critical business functions**, resources and infrastructure and assess the impact of a disruption on these.

The BIA takes into account:

- a) plausible disruption scenarios;
- b) the period of time for which Council could not operate without each of its critical business functions (Maximum Tolerable Period of Disruption); and
- c) the extent to which a disruption to the critical business functions might have a material impact on the interests of stakeholders.
- d) the financial, legal, regulatory and reputational impact of a disruption to Council's critical business functions over varying periods of time

A key component of the BIA is an **assessment of disruption-related risks and plausible disruption scenarios**.

Council has identified the following plausible disruption scenarios as being relevant to the ongoing provision of Council services:

- Loss of premises (permanent or temporary)
- Loss of key personnel
- Loss of IT systems and / or data
- Loss of other dependencies including key suppliers, utilities, and equipment

An assessment of the risks arising from each of these scenarios will be undertaken in accordance with the process outlined in Council's Risk Management Policy and Risk Management Strategy. The risk assessment will be reviewed and updated on an annual basis or following any material changes to business operations and / or risk profile.

The BIA is designed to identify Critical Business Functions that may, if disrupted, result in any of the following High rated impacts to Council within 30 days of a disruption occurring:

- Financial loss >\$1m (not property damage related)
- Serious medium-term effect on environment
- Serious public safety issue
- Significant reputational risk (negative political / media interest or impact on staff morale)
- >6-month delay in achieving objectives

The period of time until the disruption of a business function results in a High impact is the Maximum Tolerable Period of Disruption.

For each Critical Business Function, recovery strategies must be determined and documented in the Business Continuity Plan to ensure recovery within the target timeframe (Recovery Time Objective) to avoid a High impact to Council.

A **Recovery Point Objective** is determined based on the acceptable amount of rework and provided to the Information Technology function to implement an appropriate the back-up strategy.

The BIA will be reviewed and updated on an annual basis or following any material changes to business operations and/or key dependencies.

3.3.2 Business Continuity and Recovery Planning

Council has developed the following framework of Business Continuity and Recovery Management Plan which contain procedures and information that will enable Council to respond to an emergency, manage an initial business disruption (crisis management) and recover Critical Business Functions. The BCP documents:

- a) critical business functions;
- b) time targets for recovery of each critical business function (RTO);
- c) recovery strategies for each critical business function;
- d) infrastructure and resources required to implement the BCP;
- e) roles, responsibilities and authorities to act in relation to the BCP; and
- f) communication plans with staff and external stakeholders.

Planning responsibility for each department’s Business Continuity Plan includes the securing of appropriate financial resources within Council’s budgeting processes. It is intended that the Business Continuity and Recovery Management Plan will operate during a business disruption, depending upon the nature of the disruption and the impact it has upon Council.

3.3.3 Table of Business Continuity and Recovery Management Plans

Plan	Description	Responsibility	
		Planning	Execution
Emergency Response Procedures	Site-specific procedures for the preservation of life, site evacuation and emergency services notification.	CEO/LDC, Executive Leadership Team, HR Manager, Governance Officer.	CEO/LDC, Executive Leadership Team, All Staff
Crisis Management Plan	Identifies how the Executive Leadership Team manages an organisation-based business disruption. It outlines the Executive roles and responsibilities and the recovery from an organisational perspective.	CEO/LDC, Executive Leadership Team, Governance Officer	CEO/LDC, Executive Leadership Team
Business Recovery Plan	Recovery procedures for Council’s critical business functions / services from a business disruption.	CEO/LDC, Executive Leadership Team, Business Unit Manager, Governance Officer	CEO, Executive Leadership Team
ICT Disaster Recovery Plan	A set of action-orientated plans and/or procedures used by IT Staff to recover applications, systems and infrastructure from an Information Technology disruption.	Fourier, CEO, Executive Leadership Team, Governance Officer.	Fourier and CEO, Executive Leadership Team
Business Resumption Plan	A plan which identifies medium and long-term recovery strategies to reinstate all business processes and return Council to its pre-disruption (or Business-as-Usual) state.	CEO, Executive Leadership Team, Governance Officer.	CEO, Executive Leadership Team
Local Disaster Management Plan (LDMG)	For Council-specific aspects of LDMG. Addresses Council’s response to a variety of disasters within or impacting Wujal Wujal Aboriginal Shire Council or the region. This plan provides the mobilisation protocol for all agencies and resources within the region.	CEO/LDC, LDMG	CEO/LDC, LDMG representatives.

3.3.4 Reviewing and Exercising

The BIA and BCPs will be reviewed annually, or following any material changes to business operations, to ensure that the BCP continues to meet business continuity management objectives. The Governance Officer is responsible for facilitating and monitoring the timely review of BIAs and BCPs by plan owners and providing a report to Council.

BCPs will be exercised annually.

The scope and nature of annual exercises will be determined by the Chief Executive Officer. The results of each exercise will be presented to Council. If the exercise identifies any shortcomings the BCPs will be updated accordingly.

3.3.4 Training and Awareness

Training will be provided to:

- all staff members involved in the BIA process to ensure conducted appropriately; and
- members of the Crisis Management Team and other personnel with responsibilities under Council’s BCPs to ensure that they are familiar with their roles and responsibilities.

This includes appropriate training for any new employees within a reasonable period of their commencing employment. All staff should be provided with a basic awareness of the BCM Program to:

- provide assurance that Council has plans in place to protect staff and recovery services;
- provide support for active participation in the BCM Program including BIA and BCP update and exercises; and
- ensure staff maintain up-to-date emergency contact details.

The Chief Executive Officer is responsible for arranging appropriate BCM training in conjunction with the HR Manager.

3.4 Policy Implementation

3.4.1 Responsibilities

Item	Responsible
Business Continuity Management Program	Chief Executive Officer
Operational responsibility	Chief Executive Officer/Local Disaster Coordinator
Facilitation of the BCM Program	Governance Officer
Ensuring the CEO/LDC, Executive Leadership Team and all Managers are properly informed of their responsibilities under this policy	Governance Officer
Risk Assessment, Testing and Reporting	Governance Officer, who reports to the Chief Executive Officer.
Risk Management	Chief Executive Officer and Executive Leadership Team
Identification of risk, critical functions, recovery objectives and strategies for each business unit	Relevant Manager for each unit
Maintain an awareness of their roles and responsibilities in the event of a disruption and participate as required or directed.	All staff
Review of business continuity management and plan to assure the BCP is in accordance with the Business Continuity Policy and that the plans address the risks they are designed to and that testing procedures are adequate and have been conducted satisfactorily	Audit team (Pacifica), Chief Executive Officer and Executive Leadership Team, Governance Officer

3.4.2 Breaches

Sanctions for a breach of this policy will be determined in accordance with the provisions applied under the Council's Code of Conduct. Staff members in breach of this policy will be subject to disciplinary procedures as provided under the Local Government (State) Award.

4. Application

This policy applies to all employees, volunteers and contractors (workers) of Council.

5. Associated Policies

- Risk Management Policy.
- Risk Management Strategy.
- Disaster Management Policy.
- Local Disaster Management Plan and associated sub plans.
- Code of Conduct for Employees.
- Procurement Policy.
- Workplace Health and Safety Policy.

6. Relevant Legislation

- [AS/NZS 5050:2010 Business Continuity – Managing disruption-related risk](#)
- [Disaster Management Act 2003](#)
- [HB 292-2006 A Practitioners Guide to Business Continuity Management](#)
- [ISO 22301 Business Continuity Management BSI Australia](#)
- [ISO 31000 Risk Management Standards](#)
- [Queensland Local Government Act 2009](#)
- [Queensland Local Government Regulation 2012](#)

7. Review

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Two years from date of adoption.

This Policy will commence on adoption by Council, it replaces all other policies (whether written or not).

Kiley Hanslow

Chief Executive Officer

Wujal Wujal Aboriginal Shire Council



Appendix | 9

Tender Document - Council Southside amenities block
refurbishment works



Wujal Wujal Aboriginal Shire Council

Request for :

Wujal Wujal South Side Amenities Block - Flood refit

Request type : External Lists

VP reference Number : VP448565

Opens 17/Feb/2025 : Closes 05/Mar/2025 05:00 PM E. Australia Standard Time

Cut-off date for supplier queries : Wednesday 05 March 2025 05:00 PM E. Australia Standard Time

This Request is not finalized.

1 Supplier response as of the 06/Mar/2025 11:42 AM

Request created by:

Daniel Hall (buildingservices@wujal.qld.gov.au)

You have attached 16 documents to this Request. You can find them in this zip file under '/RequestDocs/'

[Wujal Wujal Aboriginal Shire - VendorPanel](#)

Details of the Request

Wujal Wujal South Side Amenities Block - Flood refit

Estimated Value \$300,000 to 500,000 (hidden from suppliers)
Budgeted Value \$400000 (hidden from suppliers)

Buyer Details

Business: Wujal Wujal Aboriginal Shire Council
Location: Kotzur St
Wujal Wujal, Queensland 4895
Australia
Web Site: <http://www.wujalwujalcouncil.qld.gov.au/>
Business Overview: Wujal Wujal Aboriginal Shire Council
Contact:
Contact Name: Daniel Hall
Position: Manager - Building & Projects
Main Phone: 0448302539
Mobile Phone: None Provided
Email: buildingservices@wujal.qld.gov.au
Local Group: Wujal Wujal Aboriginal Shire Council

Dates:

Can be responded between: 17/Feb/2025 and 05/Mar/2025 05:00 PM E. Australia Standard Time
Supplier query cut-off: Wednesday 05 March 2025 05:00 PM (E. Australia Standard Time)
Decision Date: 08/Mar/2025

What's required

Flood refit works following cyclone Jasper.

Plans and photos attached.

Relace Structural Roof members including all Trusses / veranda joists / insulation and engineering re damaged and additional cyclone holding requirements.

Roofing iron including Skylights and mechanical roof Vents

External Cladding as per 2 Gable ends and Weatherboard Facade

Ceilings including Internal , External including soffits

Joinery including Doors as per original. Solid core doors full gloss enamel or as instructed

Electrical rewire and fittings including Metreboard as per original

Plumbing including hot water as per original

Painting - re paint complete structure including existing and all new internal and external to WWASC colors as required or as instructed. Rust proof mesh grills.

Complete clean

List specific statements and questions by the list administrator(s)

Building & Construction - Commercial & Fitout LB329

1. [Required] - Important: This request for quote (RFQ) was issued by a Purchaser pursuant to a Local Buy LGA Arrangement. By submitting this RFQ response, your organisation accepts and acknowledges that (1) your organisation is being procured via a Local Buy Arrangement; and (2) there are reporting requirements pursuant to your contract with Local Buy, should you quote be accepted by the Purchaser.

Please contact Local Buy if you have any questions regarding your reporting requirements:
compliance@localbuy.net.au / 1800 524 357

Building & Construction - Residential LB331

1. [Required] - Important: This request for quote (RFQ) was issued by a Purchaser pursuant to a Local Buy LGA Arrangement. By submitting this RFQ response, your organisation accepts and acknowledges that (1) your organisation is being procured via a Local Buy Arrangement; and (2) there are reporting requirements pursuant to your contract with Local Buy, should you quote be accepted by the Purchaser.

Please contact Local Buy if you have any questions regarding your reporting requirements:
compliance@localbuy.net.au / 1800 524 357

The following supplier lists were selected

1. Building & Construction - Commercial & Fitout LB329 Type: Pre-Qualified Suppliers, Contract Name/Number: LB329 (Local Buy)
2. Building & Construction - Residential LB331 Type: Pre-Qualified Suppliers, Contract Name/Number: LB331 (Local Buy)

The following categories were selected

- Building & Construction - Commercial & Fitout LB329

1. Asbestos Assessors
2. Asbestos Removal & Associated Works - Class A Licence
3. Asbestos Removal and associated works - Class B Licence
4. Building Fit Out - Visual Interactive Infographic Platform
5. Commercial Construction and Associated works
6. Demolition Works
7. Office & Building Fit Out – General
8. Public Infrastructure

- Building & Construction – Residential LB331

1. Apartment Buildings and Multi-use Accommodation
2. Building Refurbishment and Remediation

- 3. Construction - New Residential Housings and Associated Services
- 4. Modular, Transportable and Prefabricated Dwellings
- 5. Non-Habitable Buildings, Structures, Private Bush Fire Shelters

Suppliers notified of this Request

1: Jackson Semler Pty Ltd Building & Construction - Commercial &Fitout LB329

Local Buy Supplier	Pre-Qualified Supplier
Givvable	Environment Governance

2: Collins Constructions Fnq Pty Ltd Building & Construction - Commercial &Fitout LB329

Local Buy Supplier	Pre-Qualified Supplier
Givvable	Environment Governance

3: Ces Construction Nq Pty Ltd Building & Construction - Commercial &Fitout LB329

Local Buy Supplier	Pre-Qualified Supplier
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4: Allan Sultana Constructions (Qld) Pty Ltd Building & Construction - Commercial &Fitout LB329

Local Buy Supplier	Pre-Qualified Supplier
--------------------	------------------------

5: A Gabrielli Constructions Pty Ltd Building & Construction - Commercial &Fitout LB329

Local Buy Supplier	Pre-Qualified Supplier
Givvable	Environment Governance

6: Iva Construction Pty Ltd Building & Construction - Residential LB331 (has responded)

Local Buy Supplier	Pre-Qualified Supplier
--------------------	------------------------

Information requested by others

None...

Updates made to this Request

None...

Response from:

Response ID: VPR789385

Created Date: Tuesday 04 March 2025 07:59 PM

Posted Date: Tuesday 04 March 2025 08:06 PM

Response reference: None provided

Response via: Building & Construction - Residential LB331

Contract name/number: LB331 (Local Buy)

Expiry date: 30/Apr/2027

Business: **Iva Construction Pty Ltd**
ABN **52674879531**
Location: 4 Foley St
Manunda, Queensland 4870
Australia

Contact: *Contact Name:* Iva Construction
Position: Director
Main Phone: 0418874095
Mobile Phone: 0418874095
Email: ivaconstructionfnq@gmail.com

Web Site: None provided

Description: Building maintenance

Docs attached by the list admin to this supplier: None...

Compliance Details:

<i>Type:</i>	Product Liability Insurance
<i>Policy/Doc #:</i>	not applicable
<i>Coverage Value \$:</i>	Not provided
<i>Issued by :</i>	not applicable
<i>Expiry:</i>	Not applicable
<i>Comments:</i>	insurance not required
<i>Type:</i>	Professional Indemnity Insurance
<i>Policy/Doc #:</i>	not applicable
<i>Coverage Value \$:</i>	Not provided
<i>Issued by :</i>	not applicable
<i>Expiry:</i>	Not applicable
<i>Comments:</i>	Insurance not required
<i>Type:</i>	Public Liability Insurance
<i>Policy/Doc #:</i>	132A010770CAR
<i>Coverage Value \$:</i>	20,000,000
<i>Issued by :</i>	QBE INSURANCE (AUSTRALIA) LIMITED
<i>Expiry:</i>	29/Jul/2025
<i>Comments:</i>	Not provided
<i>Type:</i>	Workers Compensation Insurance
<i>Policy/Doc #:</i>	WSM240422450
<i>Coverage Value \$:</i>	Not provided
<i>Issued by :</i>	Workcover Queensland
<i>Expiry:</i>	30/Jun/2025
<i>Comments:</i>	Not provided

Local Buy Supplier Pre-Qualified Supplier This supplier is a Local Buy Pre-Qualified Supplier. Please release your Quotation via the "Use Local Buy Lists" option.

Selection Status:

Your decision Undecided

Your personal notes:

None added

Your attachments to this response

None provided

Suppliers response:

Wujal Wujal Southside Sports Changerooms as per scope of work

Your criteria/questions for list Building & Construction - Residential LB331

Q1: Important: This request for quote (RFQ) was issued by a Purchaser pursuant to a Local Buy LGA Arrangement. By submitting this RFQ response, your organisation accepts and acknowledges that (1) your organisation is being procured via a Local Buy Arrangement; and (2) there are reporting requirements pursuant to your contract with Local Buy, should you quote be accepted by the Purchaser.

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Q2 - [Required]: Important: This request for quote (RFQ) was issued by a Purchaser pursuant to a Local Buy LGA Arrangement. By submitting this RFQ response, your organisation accepts and acknowledges that (1) your organisation is being procured via a Local Buy Arrangement; and (2) there are reporting requirements pursuant to your contract with Local Buy, should you quote be accepted by the Purchaser.

Please contact Local Buy if you have any questions regarding your reporting requirements:
compliance@localbuy.net.au / 1800 524 357

Ticked

Supplier provided pricing

Price EXCLUDING Tax:	\$ 295,000.00 AUD
Tax component:	\$ 29,500.00 AUD
TOTAL PRICE:	\$ 324,500.00 AUD
These prices are:	Fixed
Comments:	Works are to the Changerooms Building only # External works to Plumbing not included # External works to electrical ie Pole

Invoicing Details

If successful, the supplier will invoice with the following details

Business Name:	Iva Construction Pty Ltd
Business Number:	52 674 879 531 (ABN)

Suppliers Attachments

None provided



Appendix | 10

Microgrid Project



- New_Cables**
 - Solar and Grid Intertie (Red line)
 - Hydro Cable (Yellow line)
- Important Community Sites**
 - Health Center (Pink circle)
 - Main Council Admin building (Green circle)
 - Police Station (Blue circle)
 - Sewage Treatment Plant (Cyan circle)
 - TELCO TOWER (Red circle)
 - Water Supply Intake (Purple circle)
 - Water Treatment Plant (Light Green circle)
- Site_Layout**
 - 500kVA with 3Way RMU (Blue rectangle)
 - BESS BAT HEAVY (Light Green rectangle)
 - BESS PCS (Green rectangle)
 - Control Room (Pink rectangle)
 - S120 and Sinamics DCP PCS (Brown rectangle)



Document Version	Date of release
REV A	14/02/2023

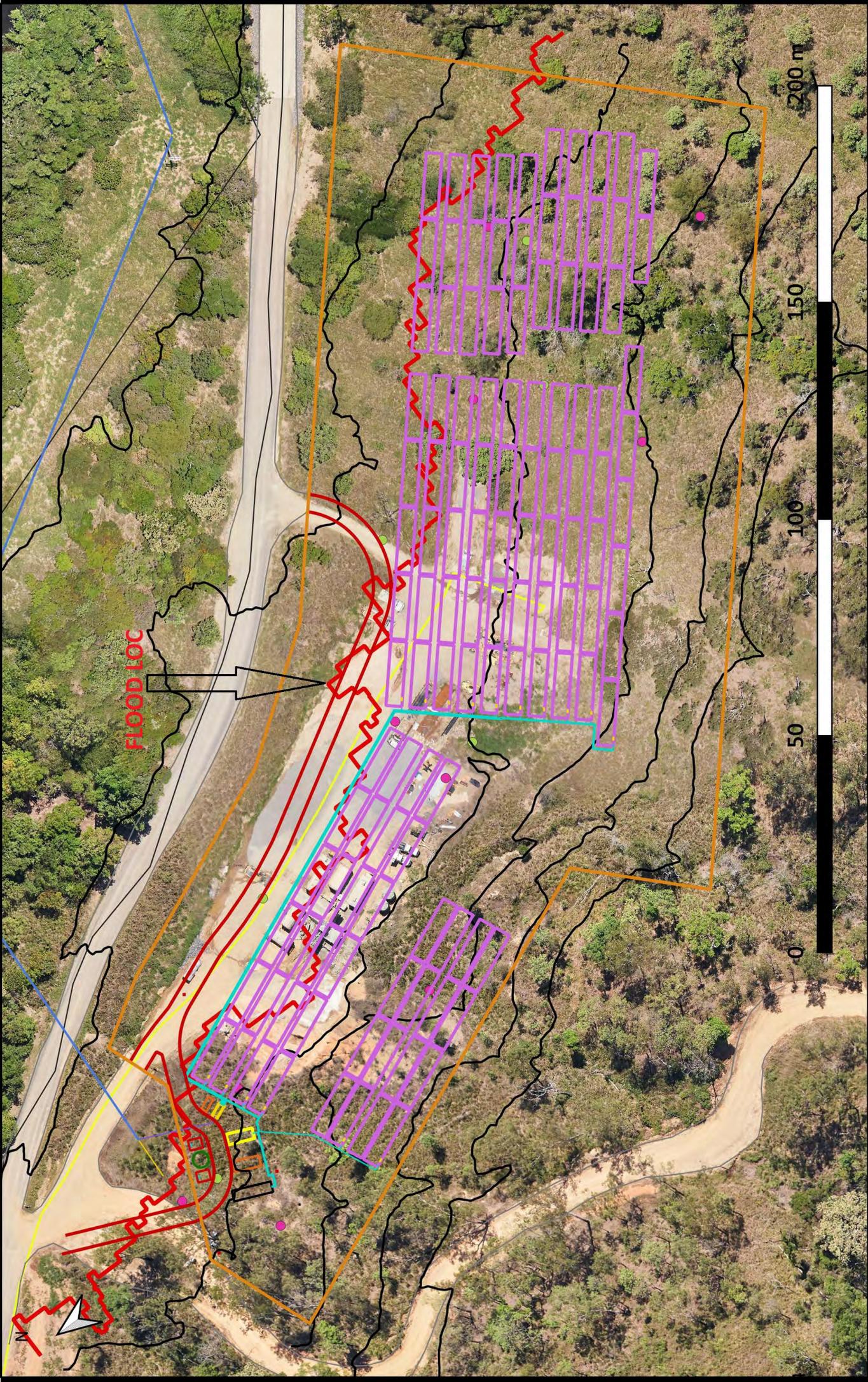


WUJAL WUJAL
PROPOSED SOLAR FARM LOCATION

Construction Phases for Network Construction

WJL-GIS-0200 Page 118

SCALE: AS SHOWN



Document Version

REV 1.1A

Date of release

14/11/2024



Indicative Layout
(Ground Screw Foundation)

WUJAL WUJAL General Arrangement

WJL-GIS-0301

SCALE:AS SHOWN



Appendix | 11

FNQROC Greenhouse Gas Emissions Project – Draft Final

Aboriginal Shire Councils

Emissions Reduction Action Plan



Prepared for
Aboriginal Shires Council

Version	Author	Date	Description of changes
V0a	Cece Hyslop	01/04/2025	First draft
V0b	Sophie Beard	11/04/2025	Review
V1a	Cece Hyslop	11/04/2025	Draft Submission
V1b	Cece Hyslop	02/05/2025	Final Submission

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About Ironbark Sustainability

For nearly two decades, Ironbark Sustainability has worked with councils and their communities to reduce greenhouse emissions, tackle climate change and implement sustainability projects and programs. We bring together a wealth of technical and financial analysis, maintenance and implementation experience in the areas of building energy and water efficiency, climate action and strategy development, public lighting and data management. We pride ourselves on supporting our clients to achieve real action on sustainability.

Our Mission

The Ironbark mission is to achieve real action on sustainability for councils and their communities.



Ironbark is a certified B Corporation. We have been independently assessed as meeting the highest standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose.

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Executive Summary

This Emissions Reduction Action Plan (ERAP) is designed to help FNQROC Aboriginal Shire Councils (ASCs or Council); Hope Vale, Wujal Wujal and Yarrabah, understand their emissions, ways to reduce them in the short to long-term and meet any future goals or net zero targets. By striving to reduce their carbon footprint within ASCs operations and understand their **community's emissions impact**, ASCs is working towards adapting to a changing climate and mitigating the risks associated with inaction. This Plan follows on from the work being undertaken by FNQROC Climate Resilience Technical Committee, to build a low-carbon future, increase resilience and preserve the natural environment. ASCs are also part of the Reef Guardian Councils aimed at reducing the threats climate change poses to the Great Barrier Reef.

This Plan proposes practical actions for ASCs to demonstrate leadership within the community while reducing their emissions. The actions suggested will help guide ASCs to reduce emissions in the short, medium and long-term, in line with national and state targets. Table 1 provides a summary of actions each Council can consider within the next decade to reduce emissions, detailing the actions, with estimated costs, abatement potential and project timeframes.

Table 1: Summary of recommended GHG Emission Reduction Actions for FNQROC Aboriginal Shire Councils (Hope Vale, Wujal Wujal and Yarrabah).

GHG Emissions Reduction Action Plan for FNQROC Aboriginal Shire Councils (Hope Vale, Wujal Wujal and Yarrabah)				
Action	Description	Lifetime Cost [#]	Abatement [*]	Timeframe ⁺
 Energy Audits and Efficiency Upgrades	Implementation of energy efficiency measures (lighting upgrades, building management systems, HVAC upgrades) that will reduce energy consumption at key facilities.	\$	Medium	Short
 Environmentally Sustainable Design (ESD) Policy	Policies for buildings, equipment and infrastructure that embed sustainability principles into the design, construction and procurement of council assets.	\$	Medium	Short
 100% Renewable PPA	Transition to 100% renewable energy PPA	\$	High	Short
 Behind the Meter Solar	Solar panels installed at facilities, providing both zero emissions energy and significant financial benefits by reducing purchase of grid electricity.	\$\$	Medium	Medium
 Battery Storage	Batteries work with solar systems, allowing energy generated during the day to be stored and used at night or on overcast days.	\$\$\$	Medium	Long
 Streetlighting	Upgrade streetlights to LEDs with smart lighting capabilities	\$\$	High	Short
 Passenger Vehicle Transition	The electrification of passenger fleet, including installation of vehicle charging infrastructure.	\$\$	Low	Medium
 Plant Equipment	Replace any plant equipment with electric alternatives	\$\$	Medium	Medium
 FOGO	Provide FOGO at council-operated buildings (Wujal Wujal and YASC only)	\$	Medium	Medium

	Recycling and FOGO	Provide recycling and FOGO bins for residential waste (Hope Vale only)	\$\$	Medium	Medium
	Water and Sewer	Reduce emissions associated with wastewater treatment plants and pumping stations	\$\$\$	High	Medium
	Landfill Gas Flaring	Investigate landfill gas flaring at Hope Vale Landfill	\$\$\$	High	Long
	Utility Vehicle Transition	The electrification of utility fleet, including installation of vehicle charging infrastructure.	\$\$\$	High	Long
	Heavy Vehicle Transition	The electrification of heavy vehicle fleet, including installation of vehicle charging infrastructure.	\$\$	Medium	Long
	Sustainable Infrastructure Policy	Develop a policy to provide lower emissions materials used in road and footpath projects	\$\$	Low	Long
	Scope 3 emissions	Work with suppliers to reduce scope 3 emissions	\$\$	High	Long
	Open Space Lighting	Transition sportsground, parks & reserves and car park lighting to LED	\$\$	Medium	Long

Lifetime cost includes expected returns on investment, \$ (<\$5,000), \$\$ (\$5,000-\$15,000), \$\$\$ (>\$15,000)

*Total Emissions tCO₂-e abated, Low (<500 tCO₂-e), Medium (500 – 1,000 tCO₂-e), High (> 1,000 tCO₂-e)

* Timeframes: Short (<5 years), Medium (5 - 10 years), Long (10+ years)

1. Introduction

The Hope Vale Aboriginal Shire Council, Wujal Wujal Aboriginal Shire Council and Yarrabah Aboriginal Shire Council (ASCs or Council) are committed to understanding their emission sources across both corporate operations and the wider community by actively exploring opportunities and identifying the resources required to meet state government’s reduction targets. A key motivations behind this effort is to strengthen their advocacy for necessary support and funding, as well as to contribute meaningfully to the development of any behaviour change campaigns.

This Emissions Reduction Action Plan builds upon the emissions inventory completed by Ironbark this year, offering insights into the types of actions and projects ASCs can begin exploring.

As ASCs is influenced by national, federal and state policies, Section 2 outlines the direction each level of government is taking to reduce emissions and meet their net zero target and how ASCs can utilise these frameworks to meet their own goals and targets.

Section 3 outlines **ASC’s roles** and responsibilities in emissions reduction, as well as the role community members can play in reducing emissions.

Section 4 provides a brief overview of **each Council’s** emissions inventory and community profile, and outlines actions the community can take to reduce emissions.

Section 5 outlines potential emissions reduction actions that ASCs can explore and consider implementing over the next decade to begin effectively reducing emissions within their operations. Priority should be given to actions that are low cost, easy to implement with a high emissions abatement, particularly those at the top of the emissions reduction hierarchy shown in Figure 1. Longer-term actions, such as transitioning heavy vehicle fleet to EVs, will require detailed planning and may become more viable with technological advancements.

The Plan identifies opportunities within the following key areas of **ASC’s operations**:

- Energy efficiency improvements in buildings and facilities
- Onsite renewable energy generations
- Low emissions technology upgrades in fleet
- Renewable energy supply agreements; and
- Minimising emissions due to waste

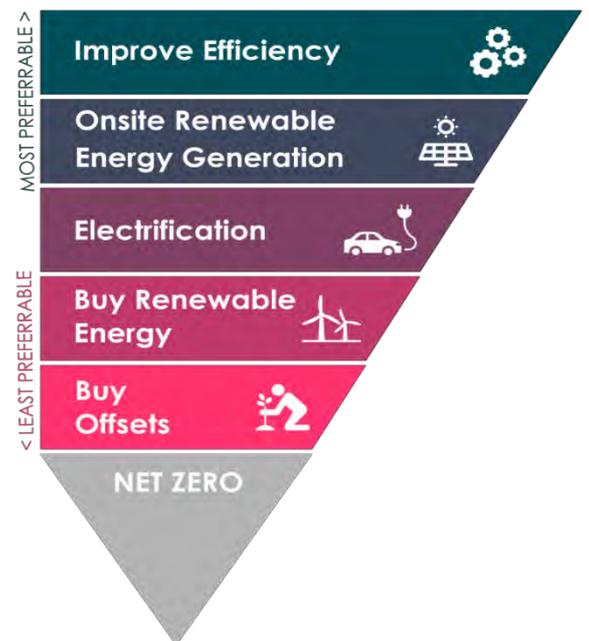


Figure 1: Emissions reduction hierarchy

While the focus is on climate change mitigation **within ASC’s operational control**, many actions will also help ASCs adapt to and build resilience against climate impacts. Regular reviews and updates of this document will ensure actions remain informed by the latest information and technologies, accelerating ASCs emissions reduction journey.

2. State Policy and Target

The Queensland Government has set a net zero target by 2050, with interim targets of 30% below 2005 levels by 2030 and 75% below 2005 levels by 2035.¹ It also has renewable energy targets of 50% by 2030, 70% by 2032 and 80% by 2035. These targets were legislated in April 2024 as part of the Clean Economy Jobs Act 2024 and the planned pathway to meeting the targets is outlined in the [Queensland’s 2035 Clean Economy Pathway: 75% by 2035](#) report. In particular, the Government is:

- Targeting electricity emissions through the [Queensland Energy and Jobs Plan](#), including creating a \$62 billion Super Grid and dramatically expanding solar and wind power supported by two world-class pumped hydro facilities
- Encouraging the protection of vegetation and vegetation regrowth through the [Vegetation Management Framework](#) and \$500 million [Land Restoration Fund](#)
- **Supporting Queensland’s highest emitting facilities to bring forward investment in projects that will drive down emissions**
- Addressing transport emissions through a focus on zero emission technologies and vehicle modes, new and emerging technologies and alternative fuels via the [Zero Emissions Vehicles Strategy and Action Plan](#)

In addition, the state government has a Waste Management and Resource Recovery Strategy.

The vision of this strategy is to become a zero-waste society, where waste is avoided, reused and recycled to the greatest extent possible. Strategic investment in diverse and innovative resource recovery technologies and markets will produce high-value products and generate economic benefits for the state.

Targets for the waste management strategy:

- 25% reduction in household waste
- 90% of waste is recovered and diverted from landfill, and
- 75% recycling rates across all waste types

This strategy has also informed and will be monitored and evaluated alongside the Queensland Organics Strategy and Action Plan 2022-2032.

The target of this strategy and action plan is to:

- Halve the amount of food waste generated
- Divert 80% of the organic material generated from landfill, and
- Achieve a minimum organic recycling rate of 70%

For international and federal policy see Appendix A.



¹ <https://www.energyandclimate.qld.gov.au/climate/action-plan>

2.1 Strategies and Policies Underpinning Emissions Reduction

As part of FNQROC, a Climate Resilience Technical Committee was established to collaboratively address risks and develop opportunities for a climate-resilient and low-carbon future. The focus is on climate mitigation, transition and adaptation opportunities that deliver social, environmental and economic benefits.

In addition, all three ASCs are part of the Reef Guardian Councils which work to provide effective management and protection of the Great Barrier Reef and coordinates efforts between local governments, industries and the communities they serve. In 2018 the Reef developed a mid-term review of the 2050 Long-Term Sustainability Plan to address the pressing issues and threats the Reef faces today and to accelerate actions to mitigate the effect of climate change on the Reef.

The ASCs have a number of plans and policies which have been developed to guide each council in starting their journey to reduce emissions within their own operations as well as within the community.

Those plans and objectives are outlined below, which have been reviewed to help shape this action plan.

Hope Vale Shire Council

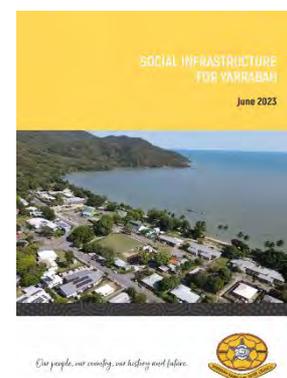
- Annual Operational Plan 2025, Environmental Sustainability: to enrich the environmental assets within the shire boundary ensuring a well managed and preserved natural environment for future generations.
- Corporate Plan 2018-2025, Goal 3: Environmental Sustainability
- FNQROC Regional Resource Recovery Plan

Wujal Wujal Shire Council

- 2024-2025 Operational Plan

Yarrabah Shire Council

- Annual Report 2022-2023
- Social Infrastructure for Yarrabah June 2023
- Yarrabah Microgrid Feasibility Study
- Rivers to Reef Climate Resilience Alliance Action Plan



3. Roles and Responsibilities

This action plan provides recommendations ASCs can take in the short to long-term to reduce emissions and adapt to climate change. The intention of this plan is to provide ASCs with tangible actions that can be implemented to reduce emissions in their own operations. Initiatives aimed at supporting the community to reduce their emissions are also recommended, but the objective of the plan mainly falls **to actions within each Council's** corporate boundary.

Addressing climate change involves broader societal and structural changes beyond a **council's** direct control and will require contributions from various stakeholders, including residents, businesses, industry, and all levels of government. By working together, ASCs can protect both current and future generations from the impacts of climate change.

3.1 Council's Role

Councils can play a supporting role in helping the community understand and reduce their emissions, especially vulnerable and disadvantaged groups.

Local government has a responsibility to sustainable development and management of its own assets and infrastructure under the



Local Government Act 2009.² Councils have a role in working with other partners and the community to improve the shared understanding of climate-related risks and co-design solutions that build the resilience of communities, assets, and infrastructure.

This section **emphasises key areas within Council's sphere of responsibility, influence and advocacy** that can significantly reduce emissions associated with their own assets as well as throughout the community.

Figure 2 **represents Council's three spheres** of responsibility for reducing emissions and building the community's **resilience to** climate change.

"Directly responsible" **refers to the areas** in which Council has direct authority and decision-making power. This includes managing resources, and infrastructure under its organisational operations.



Figure 2: Council's Spheres of Responsibility

² <https://www.yarrabah.qld.gov.au/council/>

Council’s sphere of **“influence”** involves Council’s ability to shape and guide actions of others within the community, for example through education and facilitation of programs. Council can play a pivotal role in this aspect by leveraging its leadership, local insights and established networks to motivate and facilitate climate action within the community.

“Advocacy” relates to Council’s role in representing and championing the interests, concerns, and rights of the Aboriginal Shire community, advocating to state and federal governments and other bodies on behalf of the community to influence decisions that extend beyond its control.

Influence and Advocacy actions will typically require collaboration and partnerships with community groups, other local governments and government bodies for their successful implementation. Education, facilitation, and outreach programs must consider the diverse community within the local government area, ensuring equal access regardless of cultural background, language, gender, socio-economic, life stage, ability, or geographic location.

3.2 The Community’s Role

Each member of the Aboriginal Shire community has a critical role to play in reducing emissions and adapting to climate change. Whilst this plan primarily focuses on the responsibilities of Council to implement actions, some opportunities are designed to be inclusive, mutually advantageous, and scalable both at the community and individual level.

A checklist of ‘What the Community Can Do’ is provided in Section 4.2.4 of this plan. This includes actions an individual can take to reduce their climate impacts and in turn help reduce emissions within their community.



4. Emissions Summary

4.1 Corporate Emissions Inventory

Ironbark Sustainability developed a baseline emissions inventory for the three ASCs earlier in 2025. These inventories serve as a foundation for reducing emissions and achieving any goals or targets set by the council in future years. For the full inventory report, refer to each Council’s individual report.

4.1.1 Hope Vale Aboriginal Shire Council

Council’s total emissions for the FY2022/23 have been calculated as 1,771 tonnes of CO₂ equivalent (tCO₂.e). Figure 3 shows the GHG emissions profile summary for Hope Vale Aboriginal Shire Council by source.

Major emissions sources include:

- Electricity consumption (34%; 610 tCO₂.e) including buildings, water & waste, street lighting, open space lighting | Scopes 2 and 3
- Waste disposal to landfill (63%; 1,091 tCO₂.e) | Scope 1
- Water and wastewater (1%; 20 tCO₂.e) | Scope 1
- Transport fuels (2%; 50 tCO₂.e) | Scope 1 and 3

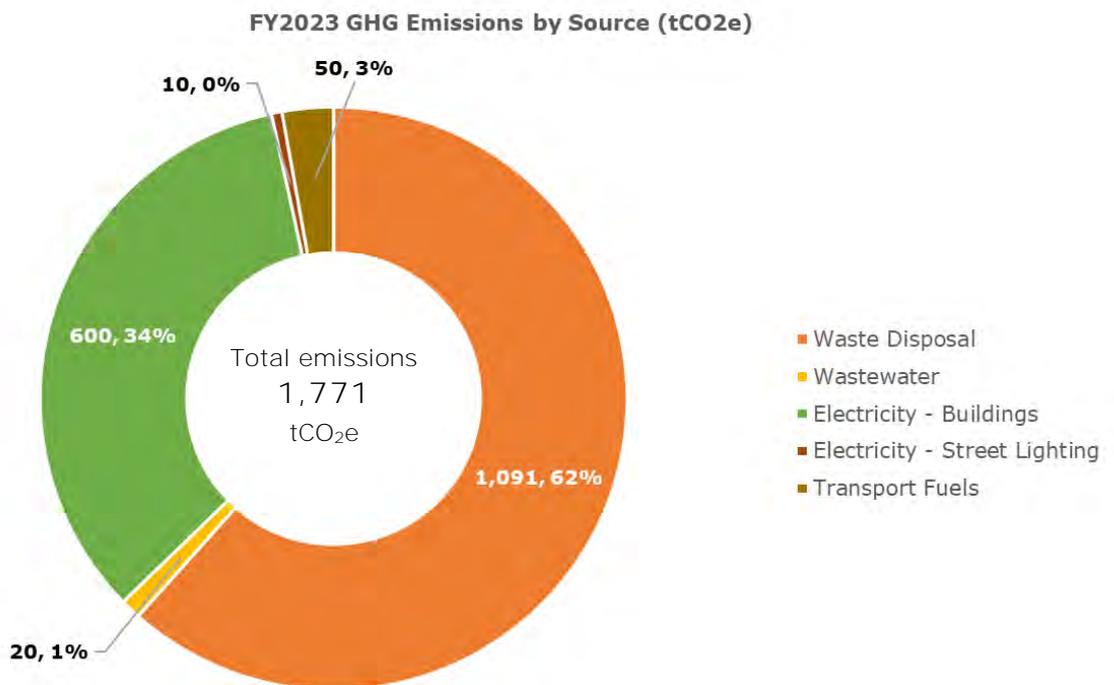


Figure 3: Hope Vale Aboriginal Shire Council emissions inventory FY2022/23

Actions in this plan are recommended based on the emission sources identified in the inventory. If any significant emission sources, such as asphalt and concrete, were not captured, actions can still be proposed to begin addressing them once accurate data is recorded in future inventories.

4.1.2 Wujal Wujal Aboriginal Shire Council

Council's total emissions for the FY2022/23 have been calculated as 32 tonnes of CO₂ equivalent (tCO₂e). Figure 4 shows the GHG emissions profile summary for Wujal Wujal Aboriginal Shire Council by source.

Major emissions sources include:

- Electricity consumption (69%; 22 tCO₂e) including buildings, water & waste, street lighting, open space lighting | Scopes 2 and 3
- Water and wastewater (19%; 6 tCO₂e) | Scope 1
- Transport fuels (11%; 4 tCO₂e) | Scope 1 and 3
- Corporate Waste (1%; < 1 tCO₂e) | Scope 1

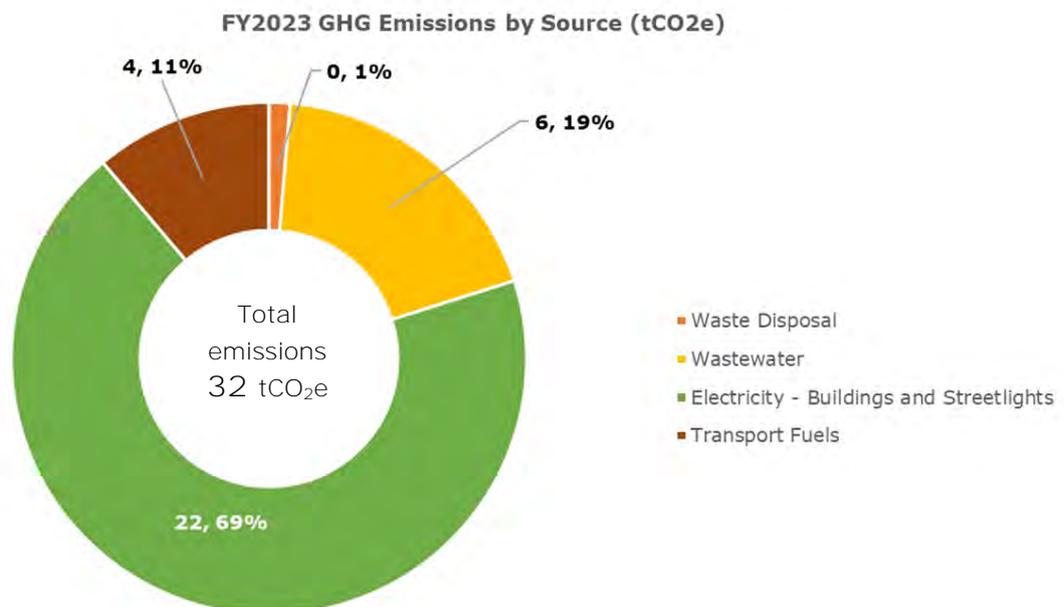


Figure 4: Wujal Wujal Aboriginal Shire Council emissions inventory FY2022/23

Actions in this plan are recommended based on the emission sources identified in the inventory. If any significant emission sources, such as asphalt and concrete, were not captured, actions can still be proposed to begin addressing them once accurate data is recorded in future inventories.

4.1.3 Yarrabah Aboriginal Shire Council

Council's total emissions for the FY2022/23 have been calculated as 268 tonnes of CO₂ equivalent (tCO₂e). Figure 5 shows the GHG emissions profile summary for Yarrabah Aboriginal Shire Council by source.

Major emissions sources include:

- Electricity consumption (73%; 208 tCO₂e) including buildings, water & waste, street lighting, open space lighting | Scopes 2 and 3
- Corporate Waste (1%; 2 tCO₂e) | Scope 1
- Water and wastewater (19%; 52 tCO₂e) | Scope 1
- Transport fuels (6%; 19 tCO₂e) | Scope 1 and 3

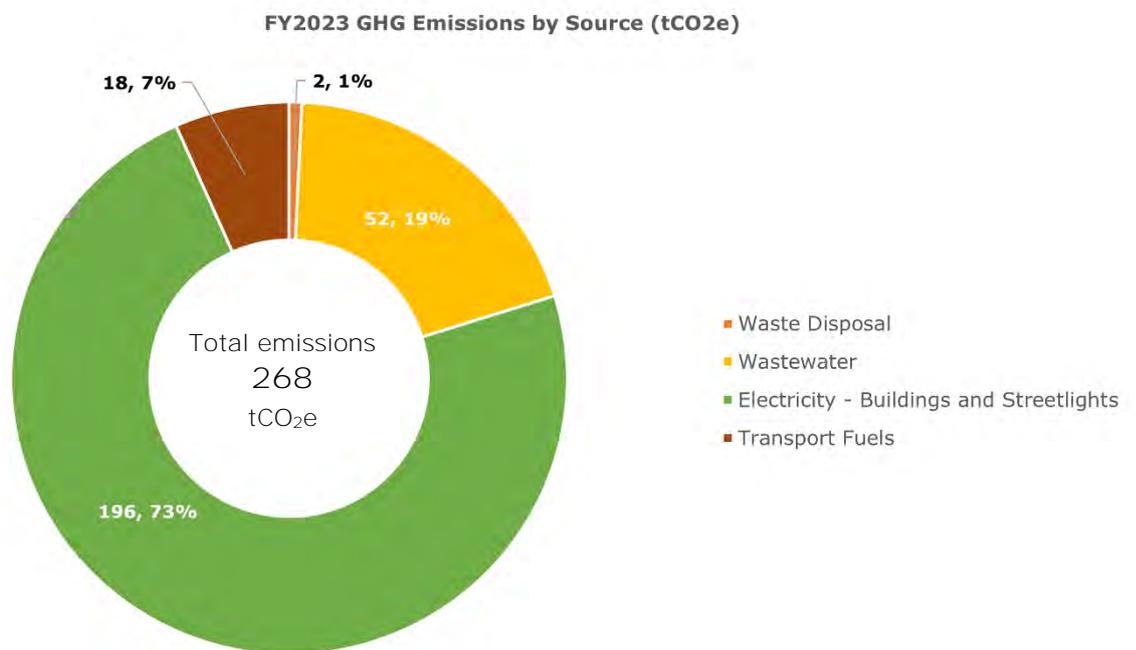


Figure 5: Yarrabah Aboriginal Shire Council emissions inventory FY2022/23

Actions in this plan are recommended based on the emission sources identified in the inventory. If any significant emission sources, such as asphalt and concrete, were not captured, actions can still be proposed to begin addressing them once accurate data is record in future inventories.

4.2 Community Emissions Summary (Snapshot Climate)

Snapshot Climate is Ironbark Sustainability’s emissions profile tool which helps councils to understand emissions at the municipality scale. This tool was designed to help decision makers understand how emissions impact their communities and support informed decision on how to reduce them.

The emissions data is collated from a range of publicly available datasets, including the National Greenhouse and Energy Reporting Scheme (NGERs), the Safeguard Registry and the Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories (GPC).

If a particular dataset is unavailable, it likely means that the corresponding emission sources are either not



publicly accessible or do not exist. For example, in small councils where natural gas is not used, gas emissions will not be included in the Snapshot profile.

4.2.1 Hope Vale Aboriginal Shire Council

Hope Vale’s community emissions profile includes all emissions produced within the local government boundary including from residential, commercial and industrial activities (Figure 6).³ Electricity and transport emissions were the only two emission sources captured in local and state level datasets. In FY2022/23, the community generated 34,000 t CO₂-e, with the most significant source of emissions from industrial electricity (47%), followed by transport emissions at 41% (vehicles, freight and bus).

Hope Vale

2022/23 municipal emissions snapshot

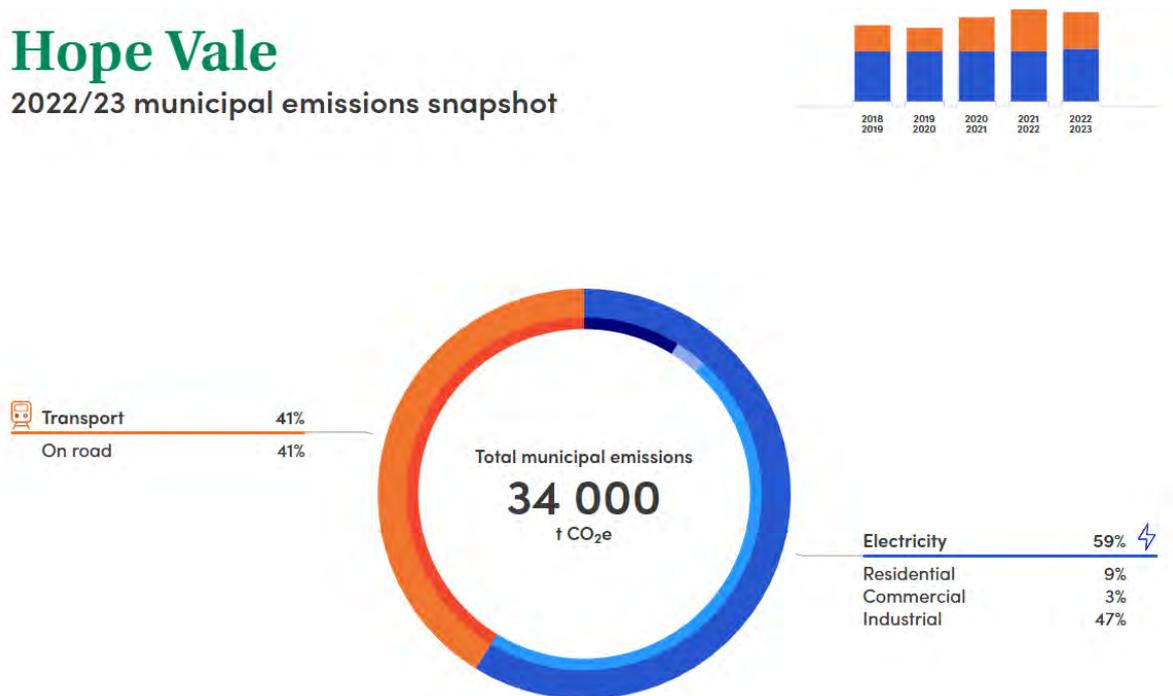


Figure 6: Hope Vale Aboriginal Shire Council's community emissions FY022/23

³ Based on Snapshot climate data tool in accordance with the Global Protocol for Community-Scale Greenhouse Gas Inventories (GPC). The tool encompasses a wide array of top down or state level data on emissions and their sources. <https://snapshotclimate.com.au/>

4.2.2 Wujal Wujal Aboriginal Shire Council

Wujal Wujal’s community emissions profile in FY2022/23 only includes emissions from transport (1,000 t CO₂-e), Figure 7. Other emission sources like electricity cannot be accounted for as the local population (under 300) is too small to account for, or electricity data is not available for the region. Transport emissions only account for passenger vehicle usage as captured by Google’s Environmental Insights Explorer, so this number may be underestimated. Although these community emissions are under-reported, the community can still make progress in reducing its reliance on fossil fuel sources (like diesel generators) and reducing the amount of waste going to landfill.

Wujal Wujal

2022/23 municipal emissions snapshot



Figure 7: Wujal Wujal Aboriginal Shire Council community emissions FY2022/23

4.2.3 Yarrabah Aboriginal Shire Council

Yarrabah community's emissions include emissions from within the local government boundary from residential and commercial activities. In FY2022/23, the community generated 14,000 tCO₂-e, with the most significant source of emissions from electricity (57%), Figure 8. Residential electricity was the highest sector at 36%, followed by automotive transportation at 36%, commercial electricity at 21% and waste at 7%. Other modes of transportation was not recorded.

Yarrabah

2022/23 municipal emissions snapshot

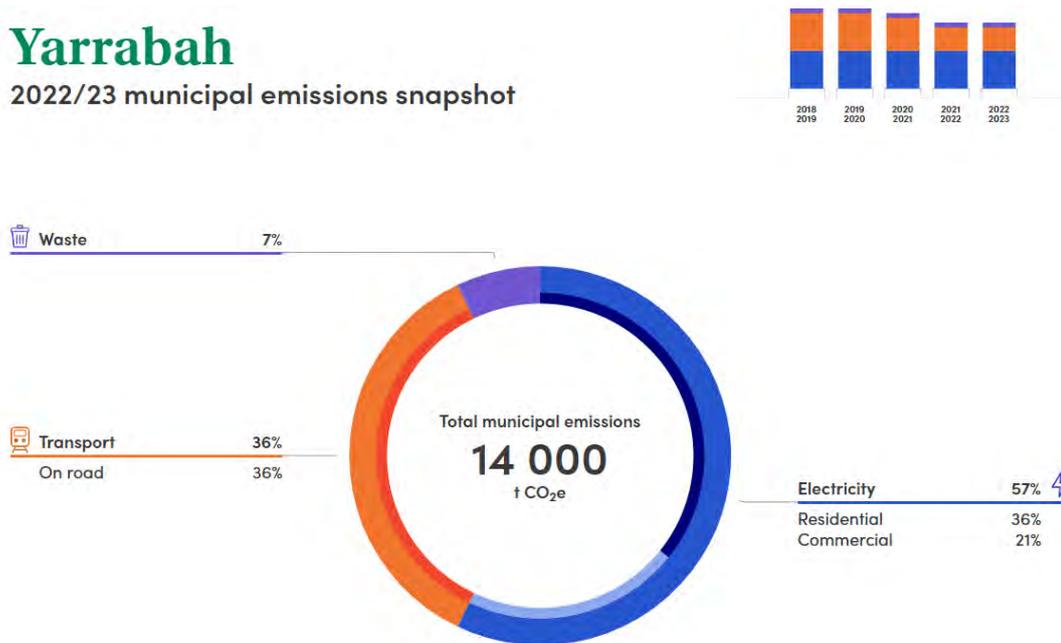


Figure 8: Yarrabah Aboriginal Shire Council community emissions FY2022/23

4.2.4 What the Community Can Do

To achieve meaningful emissions reductions, it is essential for each **Council's** community to take action, both individually and collectively, to contribute to a healthier local environment. Actions an individual or group can take to reduce their climate impacts and in turn help reduce the community emissions within each Council include:

- Opt for energy-efficient appliances
- Install rooftop solar and opt for 100% GreenPower
- Investigate bulk buys of solar, batteries, and renewable energy purchase agreements for your community
- Transition your home and business to electric heating, cooking, and hot water systems, reducing reliance on fossil fuels
- Support local businesses practicing sustainability
- Make simple changes for a more sustainable home, like using energy-efficient LED light bulbs, sealing draughts, and setting timers
- Choose low-emission vehicles where possible (electric vehicles, e-bikes, smaller cars)
- Use sustainable transport options available like buses, cycling, walking, or carpooling
- Advocate for better public transport, cycling paths, and the availability of EV charging network
- Divert organic waste from landfill and support circular packaging initiatives

- Push for sustainable urban planning and climate-resilient building codes
- Maintain and plant vegetation, especially canopy trees, to combat the urban heat island effect
- Support vulnerable community members during heatwaves
- Reduce water consumption
- Develop personal emergency plans for cyclones, floods and other major storms
- Stay updated on fire prevention and risk minimisation
- Engage with and support your neighbours and community
- Use Council resources and participate in community events
- Community groups can lead climate change education and develop response plans for extreme weather
- Collaborate to address water security challenges
- Collaborate to protect and restore vegetation and biodiversity
- Advocate against deforestation and for the revegetation of degraded land
- Consume more locally-sourced, sustainable, and plant-based food

5. Corporate Emissions Reduction Actions

In order to reduce emissions, ASCs will need to undertake several projects and programs over the coming decade. This plan has used the emissions reduction hierarchy shown in Figure 9 to prioritise actions for implementation in the short term.

The emissions reduction opportunities that are expected to be the most impactful and cost effective based on the baseline emissions inventory have been identified within this Action Plan. Most of the opportunities presented can be implemented within the next five to 10 years, however some will require further technology advancement and cost reduction before they are feasible or financially viable to deliver.

The actions described in this Plan have been identified for implementation based on typical impact and return on investment. ASCs will need to complete a detailed business case or conduct feasibility studies before implementing any of the opportunities identified.

These actions have been broken up between actions which can be implemented in the short-term (<5 years), medium-term (5-10 years), and long-term (>10 years). If an action is only applicable to one or two councils (e.g. landfill waste), this has been clearly indicated. Otherwise, all actions are recommended for all three Councils.

While this action plan doesn't include specific costings for each action, Appendix B provides cost estimates for each type of emission reducing project, giving ASCs a clearer understanding of the costs associated with different actions.

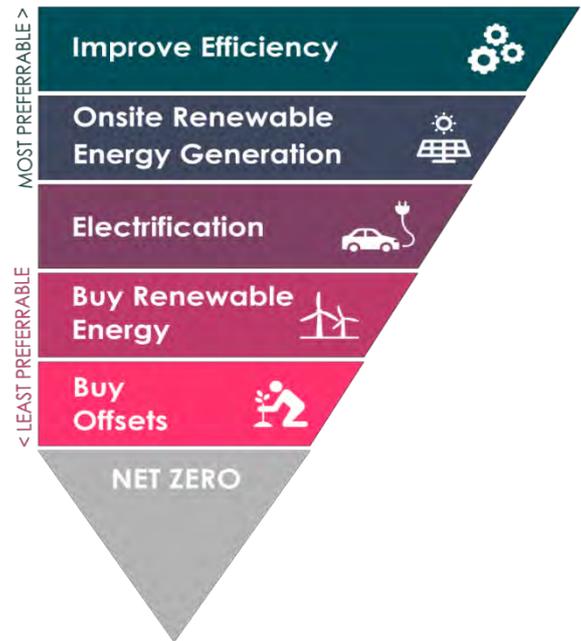


Figure 9: Greenhouse emissions reduction hierarchy

5.1 Actions to Commence in the short-term

This first section presents actions to be considered within the next five years, prioritised based on the emissions reduction hierarchy, expected impact and return on investment.

5.1.1 ASCs Building Energy Efficiency

Energy efficiency is at the top of the emissions reduction hierarchy and typically the first actions most councils look at implementing. This involves actions that are generally low cost and offer a high level of abatement potential.

5.1.1.1 Energy Audits and Efficiency Upgrades

Energy Efficiency at Large Facilities

A systematic process for energy efficiency improvements would include repeating a pattern of conducting audits, implementing efficiency upgrades, monitoring and reporting on the outcomes over a 3-5 year period for a defined list of ASC's **largest energy** consuming facilities (sites which use >25,000 kWh/year). This would be embedded in any Asset Management Plan and maintenance schedules.



Emissions from buildings for Hope Vale, Wujal Wujal and Yarrabah account for 34%, 69% and 73%, respectively of the total inventory.⁴ Conducting audits and implementing efficiency actions can result in a reduction of emissions between 5%-10%, which highlights a high **emissions abatement potential for ASC's larger** emission sources.

It's recommended ASCs begin with conducting detailed Type 2 audits over the next two years to understand each building's energy profile. For these sites, actions resulting from audits could include:

- Lighting upgrades to LEDs and smart controls
- Replacements of gas hot water systems with heat pumps
- Building management systems (BMS)
- Building fabric improvements including insulation and draft sealing
- Heating and cooling improvements including optimisation of fans and controls, and
- Replacement of appliances more than ten years old

There may also be financial benefits to bulk replacement of systems across multiple assets.

There are further facility management improvements that can be employed that when implemented can help reduce emissions, such as:

- Energy bill validation
- NABERS ratings at large assets
- Energy and water sub-metering, and
- Green leasing agreements



⁴ Streetlighting are included in Wujal Wujal and Yarrabah building emissions as **there wasn't any way to distinguish** between buildings in streetlighting in the asset lists. However, streetlighting emissions account for a small portion of the building emissions, sometimes less than 1%.

Energy Efficiency at Medium and Small Sized Facilities

The remaining buildings which consume less than 25,000 kWh/year would benefit from a basic stock take audit. This is for sites with basic equipment, but relatively high consumption, where **a simple 'stock take' of existing energy technology and passive thermal opportunities should be conducted.** This approach identifies all potential energy efficiency improvements and their associated costs without detailing site-specific savings. Given the predictability of certain upgrades, such as lighting technology, motion sensors, or air conditioning and hot water system improvements, a broad assessment is sufficient, avoiding the need for detailed reports at each individual site.

A stock take can either be conducted in-house or by another service provider. These facilities can be assessed less frequently, with an assessment process every 6-10 years being appropriate.

5.1.1.2 Environmentally Sustainable Design (ESD) Policy

ESD Policy for New Buildings and Renovations

Ensuring that energy efficiency is considered at the design stage of any new building or major renovation is crucial. This can be achieved through the implementation of an ESD Policy. An ESD Policy can be developed for each ASC or as a regional policy in collaboration with FNQROC. A regional approach would allow all councils to align with shared guidelines, promoting consistency and potentially simplifying the development process through collective input and stronger regional buy-in.



New Council Chambers at Yarrabah ASC

Features of these policies include requirements for improvements in energy and water efficiency, indoor environment quality (IEQ), sustainable transport options, waste management and ecological impact. This in turn promises a myriad of health, social and economic advantages.

On average **there's potential to reduce up to 70% of buildings electricity, produce 60% less emissions, use up to 50% less potable water and recycle 95% of waste.**

A strong and robust ESD policy has the potential to greatly impact ASC's **financial and carbon** emissions footprint. These policies are common and widespread and would be relatively straight forward to produce. A greater challenge is ensuring the policy is adhered to and reported on within relevant projects. Regular review to identify and integrate improvements in sustainable practices and technology is also crucial to the success of such policies.

Additionally, incorporating technical equipment specifications into an ESD policy will ensure that efficient equipment is selected for replacement. Establishing these specifications might also eliminate the need for audits at smaller assets that consume less than 25,000 kWh/year.

5.1.2 Renewable Energy PPA

As identified in the inventory reports, **electricity emissions are ASC’s highest emitting source**, indicating that participating in a 100% renewable energy electricity contract such as a Power Purchase Agreement (PPA) will have a significant **impact on ASC’s emissions**.



A 100% renewable energy PPA is one of the most cost-effective and impactful ways to decarbonise electricity. A PPA is a contract between an electricity buyer (ASCs) and a seller (e.g. Ergon Energy) which ensures that a certain amount of energy is generated from renewable sources, such as large-scale solar or wind farms, with an added benefit of locking in contract certainty for a nominated period, typically 3-5 years. The cost of renewables in a PPA is typically cost neutral, making them a cost-effective solution to electricity emissions reduction. This is now a common method for procuring electricity for local governments.

It is recommended that ASCs pursue a 100% renewable energy PPA collectively through FNQROC, rather than negotiating individually. This collaborative approach could offer greater **bargaining power and streamlined implementation**. **It’s been advised that** FNQROC on behalf of FNQ Climate Resilience Technical Committee will be looking into this option.

In other states, many councils have successfully secured PPAs by participating in larger consortia of councils, for example through the Victorian Energy Collaboration (VECO),⁵ which covers 51 councils, the **Western Australia Local Government Association’s PPA**,⁶ which covers 48 councils and the Southern Sydney Regional Organisation of Councils (SSROC) signed in 2022 securing 100% renewable energy for 25 councils from three solar farms.⁷

5.1.3 Behind the Meter Solar



Maximising the behind the meter solar generation potential across buildings can reduce electricity drawn from the grid, leading to large financial savings.

Behind the meter solar can have a payback period of as little as 3 to 4 years depending on the size of the system and the electricity usage profile of the site. Yarrabah Shire Council is leading the way in installed solar PV with 12 sites totalling 128kVA. Hope Vale and Wujal Wujal have solar, but sites and system size is unknown.

The biggest barrier to installing more solar is the upfront cost, but funding options like the Community Emissions Upgrade

⁵ <https://www.vecq.org.au/>

⁶ <https://walga.asn.au/media-and-resources/media-releases>

⁷ <https://reneweconomy.com.au/25-sydney-councils-ink-massive-renewables-ppa-with-three-nsw-solar-farms/>

Fund,⁸ and the Australian Government investment in the Reef Guardians⁹ can reduce the upfront costs and provide a better return on investment. CEUF has just opened the second round of applications, and the Reef Guardians funding is still open and accepting applications for carbon emission reduction projects.¹⁰

There are, however, a number of factors that will limit the behind the meter solar potential at different sites:

i. Distribution of electricity usage across the day

Sites that use a large amount of electricity during daylight hours are better suited to behind the meter solar. The greatest cost savings are realised when a site directly consumes the electricity it produces, resulting in shorter returns on investment. Sites using the bulk of electricity in non-daylight hours will still be required to import the majority of electricity from the grid unless battery systems are installed. There will be a much longer ROI for systems at these sites.



ii. Available roof space or land to install solar panels.

The availability of roof space or land to install panels will also limit the size of system that can be installed. This will have an impact on large consuming sites and may limit the potential for battery systems if a site cannot produce sufficient surplus electricity during the day for charging. Behind the meter solar at large sites with energy consumption above the available **solar panel 'real estate' capacity can still provide a strong ROI but will only be able to supply a portion of the site's total energy usage.**

iii. Electrification of fleet

Determining a site's solar potential should also consider expected increases in the electricity load following the electrification of fleet and the addition of EV charging points as ASC's fleet transitions to electric alternatives.

iv. Site specific issues.

There are a number of site-specific issues that may limit or prevent behind the meter solar panel installations. This can include orientation of roofs, shading from neighbouring buildings or trees, heritage listings, structural issues or switchboard and loading capacity constraints. Detailed site assessments are required to identify and determine the potential impact of these issues.

5.1.3.1 Batteries

Using batteries in combination with solar systems enable the storage of surplus electricity generated during peak sunlight hours to be consumed during non-daylight hours or at times of the day when solar is not generating sufficient electricity to meet onsite demand. The ability to

⁸ <https://www.dcceew.gov.au/energy/programs/community-energy-upgrades-fund>

⁹ <https://www.dcceew.gov.au/about/news/boost-for-reef-guardians#:~:text=The%20Australian%20Government%20is%20investing,better%20managing%20the%20Reef%20region.>

¹⁰ Wujal Wujal and Yarrabah have already received funding for some projects under the Reef Guardian, so will need to confirm these councils can apply for more projects.

shift solar electricity self-consumption across the day will allow more sites to become increasingly self-sufficient and improve the viability of solar systems on previously marginal sites, such as sites with low electricity usage during the day and high usage at night. Batteries may also allow for the installation of larger systems on some sites.

Presently, the greatest barrier to the uptake of batteries remains the cost. The current payback period for most batteries is over 10 years. Batteries such as the Tesla Powerwall 2 or LGES battery are sold with a 10-year warranty but are estimated to last up to 15 with only a small decline in performance. Even assuming a 15-year lifecycle, there would currently only be a minimal return on investment on a solar battery, if any at all.

The price of batteries has rapidly declined over the last 10 years. While the rate of decline has slowed over the last four years, further price declines are still expected over the next 4 to 5, improving their financial viability. Solar Choice cites between \$1,000 to \$1,300 per kWh for battery storage as a key marker for battery affordability.

5.1.3.2 Batteries to Support Electricity Security

While the current ROI on batteries makes them only marginally viable from a financial perspective, ASCs may still seek to install batteries at key council sites and facilities to improve energy security. Solar plus battery combinations can be used to create uninterrupted power sources for critical infrastructure, including emergency evacuation centres, rural fire service, to replace polluting diesel generators and remove an additional asset that requires management and maintenance.

Batteries used in combination with solar panels can also replace diesel generators at sites without grid connection. Through careful design, batteries can be used to match solar generated supply with demand throughout the year. This can provide security of energy supply, reducing reliance on fuel supply networks.

5.1.3.3 Renewable Energy Certificates

Installing solar systems can generate further financial benefits through the creation of Renewable Energy Certificates. For systems under 100 kW, small-scale technology certificates (STCs) are created upfront for the estimated generation over the life of the system. The system **installer will typically sell these STC's on the owner's behalf and return this money as a rebate** on the purchase cost of the system. The STC must be registered with the CER within 12 months of installation **or it won't qualify.**

For solar systems sized 100 kW or more, large-scale generation certificates (LGCs) are created based on actual metered generation across the life of the system (1MWh of generation equals 1 LGC). LGCs are registered and accounted for on the Renewable Energy Certification (REC) register administrated by the Clean Energy Regulator.

There are two options to consider; the first being to sell LGCs associated with a solar system and re-invest those funds into a Revolving Energy Fund for other energy efficiency projects. Once the LGCs are sold on the market, emissions reductions associated with this renewable **energy can't be used to Council's** reduce emissions.

Another option is to retire the LGCs to offset electricity emissions to be in line with the net zero target of 2050.

There are some subtle differences around how STCs and LGCs are handled which are outlined below:

Small-scale Technology Certificates (STC)

STCs are like an upfront subsidy for renewable energy systems that are under 100 kW. They are deemed upfront upon installation and are usually converted to cash then given as a rebate (or discount) by the installer. If STCs are sold, the carbon reduction and renewable energy generation associated with the energy generated can be claimed but only if it is self-consumed (behind the meter). Exported renewable energy generation cannot be treated as a carbon credit if the STCs are sold.

Large-scale Generation Certificates (LGC)

If a renewable energy system is 100 kW or larger, then its eligible for one LGC for every megawatt hour the system generates. LGCs are not deemed upfront and Council would need to keep track of the renewable energy generation on an annual basis to be able to create and then sell LGCs. If the LGCs are sold, the carbon reduction and renewable energy generation associated with the energy generated cannot be claimed. However, if the LGCs are sold, it will generate income.

5.1.4 Streetlighting

Emissions from streetlighting were included in the total emissions for all three councils, however, only Hope Vale separated these from building and facilities emissions. For Wujal Wujal and Yarrabah, the first step would be to identify and report streetlighting emissions separately to gain a more accurate understanding of this source.



Electricity consumption by street lights can be reduced through bulk replacement of these lights, with LEDs is a cost-effective way to significantly reduce emissions.

ASCs should investigate replacing their street lighting with energy-efficient LED street lights. **Council's Distribution Network Service Provider (DNSP), Ergon Energy, has approved a range of technologies for this purpose and allows councils to accelerate replacements.** LED lights use less energy and have reduced maintenance requirements.

5.1.5 Smart lighting

The concept of a "Smart City" or "Smart Network" is one that is eliciting great interest from communities worldwide. Smart street lights can be a particularly useful component within a smart city because they are:

1. Positioned high on poles, enabling clear and efficient transmission of data.
2. Already connected to a power source, facilitating easy connection to smart network communication devices.
3. Able to serve a dual purpose within smart cities, either acting as relays or nodes in a smart grid network or forming a standalone street lighting control network that independently manages and optimises lighting operations.

These communication devices are being installed in street lighting networks today across the country. In Queensland, local council are advocating for Ergon to integrate smart systems into LED bulk replacements.

A bulk replacement program is a prime opportunity to enable smart city capability in the **region's street lighting network**. ASCs can ensure that best practice design planning is included within a project so that in the future it is ready to take advantage of the significant energy and management benefits of smart lighting. This will need to be incorporated into the planning of the first stages of the project, prior to installation. It is crucial that ASCs engages with Ergon as part of any bulk replacement program.

Projects in Australia have demonstrated energy savings of 25% to 40% through:

- Trimming allows incremental dimming which optimises lighting design and minimises over-lighting
 - Dimming allows lighting levels to be reduced during low-traffic periods
- Constant light output settings maintain consistent lighting levels over a street light's lifespan, preventing unnecessary over-lighting

5.2 Actions to commence in the medium-term

5.2.1 Fleet Transition

Transport fuels contribute 2% for Hope Vale Aboriginal Shire Council, 11% for Wujal Wujal Aboriginal Shire Council and 6% for Yarrabah Aboriginal Shire Council of the total emissions for each council. These figures are estimates due to incomplete data at the time the inventory was developed. As ASCs improves their data collection, this emissions source may change in the future.

Typical solutions for reducing transport fuel costs, such as reducing the size of ASC's fleet, reducing vehicle usage and purchasing more fuel-efficient vehicles will help to lower emissions, but do not deliver the step change required to mitigate climate change. Electrification of ASC's fleet is a key action to achieve this and to reduce emissions most cost effectively.

Due to varying zero emissions fleet and plant technology maturity, costs and availability among different vehicle types, an immediate full transition of **fleet isn't feasible. Instead, a** phased approach is necessary, allowing gradual integration of zero emissions fleet, which includes Electric Vehicles (EVs) as technology advances, costs decrease, and suitable models become accessible. This method also provides sufficient time for policy adjustments and installation of essential charging infrastructure to facilitate the transition.

Given this context, it is recommended to undertake the following actions over the medium-term **to work towards transitioning ASC's full fleet:**

- Develop a detailed Fleet Transition Strategy
- Begin transition of passenger vehicles and charging stations

5.2.1.1 Fleet Transition Planning

The transition to EVs will require a raft of changes across ASCs, from staff cultural change and changes to internal corporate policies, to the installation of charging infrastructure and the development of new maintenance capacity to service EV fleets. In



addition, some sites may need to be upgraded to be able to support the power demand required for EV charging points. As the first step, ASCs should explore developing a detailed fleet transition plan. The plan will consider the phasing and timing of the transition of different vehicle classes to ensure the transition is as efficient as possible, as availability of certain vehicles will require different transition times and once prices approach parity with internal combustion engine vehicles (ICEV) equivalents.

A well-developed transition plan will help set a trajectory for the timely and cost-effective transition to EVs by identifying relevant points when the transition of different vehicle classes makes economic and technical sense and ensuring the appropriate supporting infrastructure and policy settings are in place to enable the transition. The plan should consider ways to improve staff familiarity with EVs and charging stations and provide incentives for early adopters, while also including actions to improve fuel efficiency within the existing petrol/diesel fleet prior to transition. It may also need to review lease back or salary sacrificing schemes to ensure inclusion of electric vehicles as an option for staff.

5.2.1.2 Passenger Vehicle Transition

There is a wide range of EV passenger vehicles available in Australia. The Electric Vehicle Council has listed 58 EV models available in Australia, with an updated list expected to increase later in 2025.¹¹ While the upfront capital costs of EV passenger vehicles are currently higher than the equivalent ICEV, price parity is projected to be achieved in Australia between 2025 and 2030¹². In addition, operating and maintenance costs for electric vehicles are lower than for ICEVs. Table 2 shows a comparison between the fuel usage costs of a standard electric and ICE passenger vehicles. A recent study has also found that EVs are on average 30% cheaper to service over the first three years¹³ while other assessments already put EVs at price parity with ICEVs when considering total lifetime costs.¹⁴

¹¹ Retrieved from <https://electricvehiclecouncil.com.au/evs-available/3/>

¹² Graham, P. and Havas, L. May 2021, Electric Vehicle Projections, CSIRO, https://aemo.com.au/-/media/files/electricity/nem/planning_and_forecasting/inputs-assumptions-methodologies/2021/csiro-ev-forecast-report.pdf

¹³ <https://www.businessinsider.com/electric-car-cost-less-service-maintenance-than-gas-cars-study-2021-10?r=AU&IR=T>

¹⁴ <https://thedriven.io/2020/07/23/lifetime-cost-of-electric-cars-already-lower-than-comparable-ice-vehicles/>

Table 2: Comparison of electric and ICE vehicle running costs

Vehicle	Energy use per 100km	Energy Cost	Approximate fuel cost per 100 km
Kia Niro EV	16.8 kWh	\$0.30 per kWh ¹⁵	\$5.04
Kia Niro Hybrid	4.0 L (ULP)	\$1.82 per L ¹⁶	\$7.28
Ford Ranger	7.6 L (diesel)	\$1.91 per L ¹⁷	\$14.52

Given that the capital costs of passenger electric vehicles are expected to be equal to or within 10% of ICE vehicles by 2026, ASCs should consider beginning a trial with a small number of electric passenger vehicles. This transition should continue, aligning with ASCs budgets and as the cost of EVs further reduce in the coming years.

5.2.1.3 Charging Station Installation

The installation of adequate charging stations to support passenger vehicle transition will require upfront capital expenditure. Charging infrastructure ranges in cost from \$7,000 for a basic two car type 2 charging station to \$29,000 or \$60,000 for a two car 25kW or 50kW DC rapid charging stations, respectively (including installation). If the rollout of charging stations is phased in line with the uptake of new EVs, the capital costs can be spread over the full

transition period. Depending on where the charging stations will be located, the building will likely require electrical upgrades to meet the increased power demands of charging of an EV fleet. The cost to do this will vary at each site, depending on the extent of infrastructure requirements, but could range from a few thousand dollars to \$100,000.



State and Federal grant funding may also be available to subsidise the capital cost of charging infrastructure for ASCs, in particular the CEUF.

¹⁵ Average cost of retail prices for FNQROC councils

¹⁶ https://www.globalpetrolprices.com/Australia/Queensland/gasoline_prices/ April 2025

¹⁷ https://www.globalpetrolprices.com/Australia/Queensland/diesel_prices/ April 2025

5.2.1.4 Plant Equipment

Without detailed information on **each council's fleet** equipment, **it's** difficult to recommend specific actions. However, based on our work with other councils, fuel used by landscaping equipment can account for 10% to 20% of total fuel emissions. Examples of equipment that may be included are mowers, tractors, trailers, backhoes and sweepers, among others.

A list of electric equivalents is provided in Table 3. Note that some of these options may still be cost prohibitive compared to non-electric counterparts.

As part of the vehicle transition plan, ASCs should undertake the following steps to transition plant vehicles and machinery:

- Conduct a detailed analysis of current equipment needs, fuel usage and costs to compare with electrical equipment specifications on fuel usage data (as a minimum) to understand operating costs and the business case before purchasing electric replacements
- Adopt electric alternative machinery such as forklifts, small excavators and material handlers, where there are affordable and good quality options;¹⁸ and
- For other light and heavy plant options (including some of those outlined Table 3 that are still in prototype phase with certain market or engineering limitations (such as tractors, rollers and bobcats), continue to monitor the market and conduct feasibility studies and trials before adopting across the portfolio.

¹⁸ Machinery such as forklifts, small excavators and material handlers have been supported by demand in applications where noise and environmental pollution from traditional diesel engines become an occupational risk, such as in instances of indoor use. The availability of these machines in Australia makes the replacement of these vehicles straight forward.

Table 3: Electric replacements for general construction and plant machinery

Vehicle type	EV replacement make and model	Australian availability	Approx. Cost	Other details
Aerator	N/A	N/A	N/A	
ATV	Crossfire E1	Yes	\$18,000	Range: 5 hours Battery size: 2080ah
Bobcat loader	Bobcat T7X	N/A	N/A	Range: 4 hours Battery size: 62kWh
Bucket broom	N/A	N/A	N/A	
Bunker rake	Baroness SP160EB	N/A	N/A	Range: 4–7 hours Battery size: 2.5kWh
Compactor	N/A	N/A	N/A	
Crane loader	N/A	N/A	N/A	
1.8T excavator	JCB 19C-IE	Yes	\$143,000	Range: 4 hours Battery size: 20kWh
3-5T Forklift	Komatsu FB30	Yes	\$39,000- \$77,000	Battery size: up to 725ah
Front end loader	Avant e5-25	Yes	\$83,000	Range: 6 hours Battery size: 27kWh
Greens roller	Tru Turf RE50	Yes	\$46,000	Range: 36 greens Battery size: 1.5kwh Lithium
Kerb machine	N/A	N/A	N/A	
Lawn mower - large	N/A	N/A	N/A	
Lawn mower – small to medium	EcoTeq Evo Ecoteq Rival	Yes [#]	\$93,500 \$71,500	Range: 8 hours
Lawn mower - small	Toro eTRIFlex 3370	Yes	\$92,400	
Loader	Avant e5-25; No replacements for the larger models	Yes/No	\$16,000	
Posi Track Loader	Bobcat T7X	Not yet	N/A	Range: 4 hours Battery size: 62kWh
Pavement sweeper*	Ecoteq Ecosweep360	Yes	\$177,000	Range: 8 hours
Roller	Ammann eARX26-2	Prototype stage only	N/A	Range: 18 hours Battery size: 31.5kWh
Trencher	N/A	N/A	N/A	
Turf sweeper	N/A	N/A	N/A	
Tractor	N/A	N/A	N/A	
Wheeled excavator	Sennebogen	Yes	Various	Various

[#] Some councils have trialled an EcoTeq mower with mixed success. Maintenance is easy, capital cost was steep and current model didn't cut through long grass effectively.

5.2.2 Landfill and Corporate Waste Emissions

5.2.2.1 Recycling and FOGO Diversion (Hope Vale Aboriginal Shire Council)

Waste from the Hope Vale landfill is the highest emission source at 62%. As a first step, Hope Vale should conduct a waste audit to assess the composition of landfill waste, including the proportions of municipal solid waste (MSW), construction & demolition (C&D) waste and commercial and industrial (C&I) waste. This will support Council in planning the introduction of recycling and food organics, garden organics bins to help reduce waste related emissions.



If FOGO bins were provided to households, Hope Vale could divert up to 35% of food waste and up to 16% of garden waste. If recycling bins were provided to households emissions could be reduced by up to 13%.

In order to achieve these emissions savings, Hope Vale would need to educate its residents about what goes into the FOGO stream, and recycling bins, by producing a range of resources like videos, flyers, stickers and magnets which will help reduce contamination in the organics bin and improve the quality of recycled compost products.



A main challenge for this will be the cost. The State Government enacted a waste levy, which commenced on 1 July 2019 for all landfill operators.¹⁹ The levy aims to:

- Reduce the amount of waste going to landfill
- Encourage waste avoidance
- Provide a source of funding to enable better resource recovery practices
- Provide certainty and security of feedstocks for advanced technology, and
- Facilitate industry investment in resource recovery infrastructure

If council implements FOGO and recycling collection, there will be a cost per household per year. However, reinvestment of the waste levy revenue into waste management and resource recovery project means that Hope Vale does not incur a net cost for disposal of MSW. This means there would be no financial savings associated with reduced levy fees for minimising household waste to landfill.

¹⁹ <https://www.qld.gov.au/environment/circular-economy-waste-reduction/disposal-levy/about/overview>

5.2.2.2 Corporate Waste Emissions (Wujal Wujal Aboriginal Shire Council and Yarrabah Aboriginal Shire Council)

Wujal Wujal and Yarrabah **Aboriginal Shire Councils don't** own or operate a landfill. Council corporate waste generates 1% of total emissions for both Councils. Although emissions from waste are low, it is still worth considering reducing waste by adding Food Organics Garden Organics (FOGO) bins to council-operated buildings that currently lack them.

Providing FOGO bins at council-operated buildings, which are community facing, demonstrates **Council's commitment** to reducing waste emissions. This initiative can also serve as a valuable opportunity to educate the community and encourage residents and businesses to reduce their own emissions.

5.2.3 Water and Sewer

ASCs currently operates their own wastewater treatment plants and associated pumping stations. Emissions associated with water and sewage treatment come from three main sources:

- Electricity usage during water and wastewater treatment and distribution (scope 2 and 3),
- Release of Methane (CH₄) and Nitrous Oxide (N₂O) emissions from biosolids during wastewater treatment (Scope 1),
- The consumption of fuels within the operations of water and wastewater treatment, for example the use of diesel generators (Scope 1).

The easiest emissions reduction opportunities to achieve for water and sewerage treatment are those focused on reducing consumption of grid supplied electricity through:

- Energy efficiency actions,
- Optimisation of equipment such as pumps and blowers,
- Installation of behind the meter renewable energy, and

Other opportunities include:

- Reducing/eliminating stormwater inflow to the sewer system
- Flaring methane emitted from anaerobic sewerage treatment,
- Using methane from anaerobic sewerage treatment to generate electricity (biogas), and
- Modifying sewerage treatment to favour processes that do not produce methane, for example aerobic processes

Councils should therefore focus efforts on improving the efficiency of equipment and systems at their wastewater plants.

5.3 Actions to Commence in the long-term

ASCs should consider further opportunities for emissions reduction beyond 10 years as costs decrease and more advanced technology becomes available. Additionally, actions have been included in this section on the recommendations to better capture all emission sources in future inventories. While these future actions are worth pursuing, they should only be considered after implementing actions that offer a better return on investment.

5.3.1 Landfill gas flaring (Hope Vale Aboriginal Shire Council)

As emissions from waste are a **significant contributor to Council's** inventory, with legacy emissions from the landfill playing a large role as they can last for 20-30 years after a landfill site is closed. As an initial step, it is recommended to conduct a gas audit at the Hope Vale landfill to assess the amount of gas being released.



To reduce emissions, it is suggested that Council captures methane from landfill and undertake flaring, either on-site or off-site with a biogas company. Gas flaring converts methane into a less potent greenhouse gas, carbon dioxide.

Costs can vary significantly, as flaring is very site specific depending on whether it occurs on-site or off-site. However, by implementing this action, Council could reduce emissions by up to 30%.

5.3.2 Utility and Heavy Vehicle Fleet Transition

Although **the type of vehicles in Council's fleet is unknown, based on other council data, it's** likely there are a few utility and heavy vehicles. Replacing ICE vehicles with EVs can lead to significant reductions in greenhouse gas emissions and overall operational costs over the **vehicle's lifetime. With advancements in EV technology, vehicles will soon be able to travel over** 500 km on a single charge, enabling council to effectively cover its vast regional landscape.

5.3.2.1 Utility Vehicle Transition

There are limited EV replacement options available within the Australian market for utility vehicles (utes), but this is expected to change in the coming years. In overseas markets there are a number of utes and pick-up trucks already available, with the launch of many more planned.

The range of options around EVs are steadily increasing year on year, while prices are falling. Once EV utes have entered the Australian market, a similar approach to the phased transition of passenger vehicles could be undertaken to transition the utility fleet. As with passenger vehicles, sufficient EV charging stations will need to be planned and budgeted within the capital works plan. Phasing the installation out over the full transition period will help to reduce the impact of the additional capital expenditure.

5.3.2.2 Heavy Vehicle Transition

The remaining emission sources weren't captured in the FY2022/23 inventory. When ASCs can better collect emissions from these sources, these actions should be considered.

Heavy vehicles include contractor fuels from waste trucks. Despite the trucks being owned by a third party, they still fall under ASC's responsibility.

The electrification of heavy vehicle fleets is trailing that of passenger and utility vehicles in Australia, with the technology largely only used in trial programs with local governments. High costs in the order of two or three times that of equivalent diesel vehicles are the primary barrier to electric truck take up, although fuel and maintenance savings could deliver payback within the life of the vehicle depending on usage.



Joint-council EV waste truck trial with the City of Adelaide, City of Port Adelaide Enfield, City of Charles Sturt, City of Marion and Cleanaway in 2021

Another low carbon alternative fuel source to diesel is hydrogen gas. Whilst the technology for hydrogen powered vehicles is

even less mature than EVs, government investment in local hydrogen production has ignited interest in hydrogen technology development in Australia.

It should be noted that hydrogen only reduces greenhouse gas emissions if it is made using renewable energy to power the process, typically referred to as green hydrogen. The alternatives, grey and blue hydrogen, are produced using coal-powered electricity or natural gas so are not zero-emissions fuel sources.

Fleet transition to hydrogen-fuelled vehicles would be similar to that for EVs but would require consideration of refuelling and distribution infrastructure. As the economy more broadly transitions away from natural gas and towards hydrogen, this will become more straightforward.

In 2022, the Australian Government introduced the Driving the Nation fund, allocating \$500 million to support more affordable and cleaner transportation, which includes charging infrastructure. This initiative is co-funded by the Australia Renewable Energy Agency (ARENA) and expands upon the previous 'Future Fuels Fund' established in 2020.²⁰ This program is now closed, but in November 2024 ARENA opened the focus area – Trucks, Charging and Innovation – allocating \$100 million aimed to support demonstration and deployment of heavy vehicles, charging solutions and other innovation supporting uptake of BEVs. The focus area includes:

- Demonstration and deployment of heavy BEVs
- Deployment of charging solutions to accelerate the adoption of heavy BEVs
- Supporting other innovation to accelerate the uptake of BEVs.

Local Governments are eligible to apply for this funding individually or through regional initiatives.

²⁰ Retrieved from <https://arena.gov.au/funding/driving-the-nation-program/>

5.3.3 Sustainable Infrastructure Policy

The majority of emissions from capital works for roads, sewer and water infrastructure are as a result of either the project (materials, plant and equipment during the works as well as any clearing of vegetation) or the ongoing operating costs associated with the project (such as electricity used for water pumping).

Local governments are responsible for a wide range of hard surface infrastructure construction repair and specification, including:

- Roads
- Footpaths and driveway cross overs
- Shared paths
- Car parks
- Drainage and water infrastructure, and
- Outdoor sporting courts such as tennis, netball, basketball and skating



Concrete and asphalt are high-intensity emissions materials, accounting for a large proportion **of an infrastructure project's construction carbon footprint**. Given extensive council investment in infrastructure capital works and maintenance, these projects have significant environmental impacts. There are many ways to reduce emissions whilst simultaneously reducing local waste problems, for example using rubber, glass and crushed concrete instead of virgin materials.

Actions to reduce emissions may involve a change in design, altering processes or using different materials. Updates to infrastructure guidelines and processes can consider the following requirements, in-line with relevant Australian Standards:

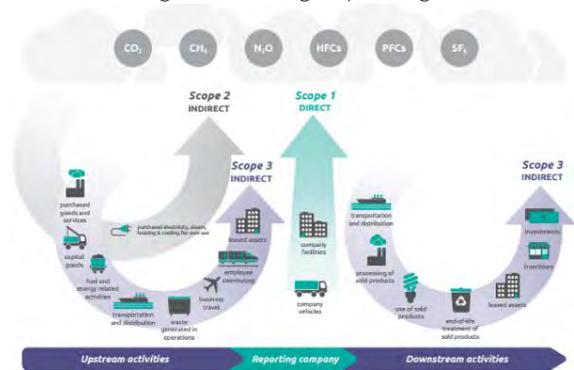
- Use of low emission recycled priority materials (e.g. glass, plastic, rubber) and recycled civil materials (e.g. soil, rock, crushed concrete, recycled asphalt pavement) in council infrastructure projects. Of particular importance from an emissions perspective is the substitution of Portland cement for slag or fly ash in concrete
- Use of low emission processes (such as warm mix asphalt)
- Training of engineers and designers as well as road construction and maintenance crews to identify the potential site issues and best practices to adopt
- Review of road, path, sewer and water systems design to identify design changes that can reduce the use of materials. This may also be an opportunity to review the volume of hard surfacing and opportunities to introduce more permeable and green space within relevant streetscapes (especially residential roads and key precincts)

5.3.4 Other Scope 3 emissions

Another opportunity is to address emissions within ASC’s supply chain.

The Federal government has recently mandated that companies disclose their climate-related risks and governance in their annual reporting. This requires companies to prove they have governance in place to mitigate risks posed by climate change, including reporting on emissions within their operational controls as well as in their value chain.

Although it is not currently mandatory for local government to report on these emissions, it’s worth considering this proactively as it may become required in the near future. Additionally, some of ASC’s suppliers within their supply chain may meet this threshold currently and will have to begin reporting on it this year.



To be at the forefront of this mandatory reporting, ASCs could integrate emissions reporting into their current procurement policy for major suppliers.

5.3.5 Open Space Lighting

Open space lighting can produce a considerable amount of emissions, which mainly come from ASC’s assets: reserves & parks, car parks and sportsgrounds lights. Emissions stemming from sporting facilities, such as football or cricket ovals, arise primarily from the utilisation of floodlights during nighttime and weekend events, ranging anywhere between 40-60% of a facility’s total consumption. Exploring the viability of upgrading sportsgrounds, parks, and reserve lights is advisable. The potential return on investment could be greater, considering the substantial expense of these large floodlights and the significant labour costs associated with their installation.

6. Large-scale Emission Reduction and Carbon Drawdown

Far North Queensland has abundant solar and natural resources which means it is well placed to capitalise on the economic development opportunities presented by the national transition to a low carbon economy such as: large-scale renewable energy projects; new technologies and fuel sources, such as green hydrogen; and carbon drawdown projects that actively remove carbon dioxide from the atmosphere.



Table 4 outlines opportunities for ASCs **and their eligibility under the Australian Government’s Emissions Reduction Fund (ERF) to generate Australian Carbon Credit Units (ACCUs)**. The ACCUs are administered by the independent statutory authority the Clean Energy Finance Corporate (CEFC) to encourage GHG emissions abatement. One ACCU represents 1 tCO₂-e that would have otherwise been released into the atmosphere. Any carbon offset units generated by these projects that are not retired to offset emissions for ASCs can be sold on the carbon market for additional revenue and potentially reinvested in other climate projects. Refer to Section 7 for more information on offsetting.

These projects may be led by other stakeholders, with financing options including grants, CEFC loans, external investors, or community funds.

Table 4. Opportunities for renewable energy and carbon drawdown

Opportunity	Description	Eligibility under the ERF
Emission reduction: Large-scale local renewable energy generation	Renewable energy generation located within ASCs on council or private land. Could be established in partnership with community, financed through grants and investors, with income generated by selling electricity to community	Can be used to offset grid electricity consumption by creating large-scale generation certificates (LGCs) ²¹
Emission reduction: Green hydrogen production	Green hydrogen is a clean energy source that only emits water vapour and leaves no residue in the air, unlike coal and oil. Green hydrogen is considered a promising alternative fuel for transitioning away from fossil fuels, particularly for heavy fleet and plant operations. However, its production is energy-intensive, and it only serves as a low or zero-emissions fuel if powered by renewable energy sources. Given Far North Queensland’s significant solar potential, the area is well-suited for large-scale green hydrogen production	Could be used to generate ACCUs if produced with renewable energy generation that qualifies under the established methods recognised by the Clean Energy Regulator ²²
Carbon drawdown: Reforestation and afforestation	Permanent planting of forest trees on previously agricultural land to remove carbon from the	Can generate ACCUs if trees are planted to achieve forest cover and have a 20%

²¹ Clean Energy Regulator, 2022. Large-scale generation certificates, <https://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Power-stations/Large-scale-generation-certificates>

²² <https://cer.gov.au/>

	atmosphere as trees grow and sequester it in their biomass and in the soil. Significant areas need to be vegetated for emissions to be substantially reduced. Sequestering 1,000 tCO ₂ -e would require the planting of approximately 100-200 hectares of mixed story vegetation per year.	crown cover at a tree height of at least two metres across an area of at least 0.2 hectares ²³
Carbon drawdown: Biochar production	Burning biomass in low-oxygen environments creates biochar, a stable form of carbon that can be buried in soil, thus storing the carbon drawn down from the atmosphere. Biochar facilities use pyrolysis to convert biomass into a stable, carbon-rich form of charcoal that can be added to soil increase its long-term carbon content. Biochar can be sold to local landowners to improve soil fertility, water holding capacity and crop productivity ²⁴	Not currently eligible under the ERF. Recognised under international carbon credit schemes

Table 5 outlines the actions ASCs can take to maximise large-scale emissions reduction and carbon drawdown opportunities. The table provides **ASC's role**, timeframe for action to be completed and benefit fully realised across ASCs, emissions impact and cost.

Table 5: Actions to Maximise Low Carbon Opportunities Across each Council area

Action	Council Role	Timeframe for completion	Impact/ Reach	Cost
Advocate for the development of large-scale renewable energy projects and the enhancement of electricity transmission, local energy storage, and distribution infrastructure for ASCs.	Advocacy	5-10 years	High	\$
Explore opportunities to participate in state, regional or privately-led initiatives to assess the feasibility of Green Hydrogen production in the region. This initiative could not only aid in reducing reliance on fossil fuels in transport but also create local jobs and further diversify ASC's economy.	Influence	10+ years	High	\$
Investigate current and emerging solutions to capture and sequester greenhouse gas emissions through ASCs land-use practices and disseminate findings to the community on appropriate opportunities.	Influence	10+ years	Medium	\$
Monitor waste to energy regional facility opportunities to divert non-organic waste from landfill and use as an additional energy source (Hope Vale only)	Influence	10+ years	High	\$\$\$

²³ Clean Energy Regulator, 2024, Reforestation and afforestation method, <https://cer.gov.au/schemes/australian-carbon-credit-unit-scheme/accu-scheme-methods/reforestation-and-afforestation>

²⁴ Department of Primary Industries and Regional Development, 2022. Carbon farming: applying biochar to increase soil carbon, <https://www.agric.wa.gov.au/soil-carbon/carbon-farming-applying-biochar-increase-soil-carbon>

\$ = cost generally includes staff time and/or training and workshop facilitation. Typically less than \$100,000

\$\$\$: cost involves major capital works or dedicated staff to navigate complex implementation processes. Typically more than \$200,000

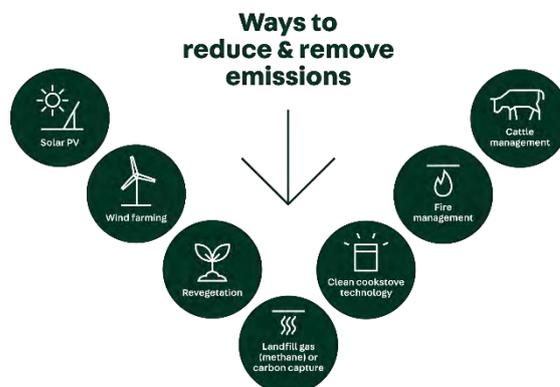
Medium impact: annual emissions reduction potential of the action in 2035 is expected to be between 1,000 and 5,000 tCO₂-e per year, or the adaptation intervention targets a sub-sector of the community or a Council operations

High impact: annual emissions reduction potential of the action in 2035 is expected to be more than 5,000 tCO₂-e per year, or the adaptation intervention has a community-wide or a Council operations-wide focus

7. Carbon Offsets

Carbon offsets can be purchased by local government to reduce the remaining emissions needed in order to reach any goals or net zero targets. Typically, one credit allows the **emission of one tonne of 'carbon dioxide equivalent'** (a combined measure of the warming potential of various greenhouse gases). As shown in the emissions reduction hierarchy in Section 1, this is the least preferable method, but it is an option for achieving net zero.

Carbon sequestration involves the removal and storage of carbon dioxide from the atmosphere in carbon sinks, such as forests, woody plants or soils. Certain carbon sequestration projects can create carbon credits, which can be used to offset greenhouse gas emissions.



7.1 Australian Carbon Credit Units (ACCUs)

Australian Carbon Credit Units (ACCUs) are an Australian based carbon credit that are awarded to eligible energy efficiency and carbon sequestration projects that result in a reduction of Greenhouse Gas (GHG) emissions. One ACCU represents the avoidance or removal of one tonne of carbon dioxide equivalent (tCO₂-e).

Under the Federal government's Emission Reduction Fund (ERF), organisations and individuals can generate ACCUs for emissions reductions. The ACCUs can be sold to the Commonwealth or they can be sold on the voluntary market and are eligible as offset units.

Any individual or business can participate in the ACCU scheme, including industry, business, First Nations people and landholders. Projects to reduce emissions such as improving energy efficiency, avoiding emissions of methane and nitrous oxide, or converting methane to less damaging greenhouse gasses are eligible. In addition, storing carbon or avoiding emissions from agricultural activities are eligible, including:

- Reforestation
- Revegetation
- Savanna burning
- Managing beef cattle herds
- Restoring blue carbon ecosystems
- Restoring rangelands
- Improving soil carbon
- Protecting native forest or vegetation at risk of clearing

In addition, ACCUs can be earned from other projects that benefit the environment, economy, social or cultural, but not necessarily reducing carbon. Some of these can include:

- Improving water quality, reducing soil erosion and reducing salinity through revegetation activities

- Improving farm resilience and sustainability by diversifying land use
- Improving farm productivity by replenishing soil's carbon content
- Valuing traditional knowledge of fire management, providing economic opportunities for First Nations communities and reducing late season wildfire damage in savanna areas
- Increasing biodiversity and expanding habitats for native species
- Lowering emissions and reducing energy costs for Australian businesses

Generating ACCUs from Carbon Sequestration

Trees and vegetation in environments provide significant community benefits including regulating water flow, improvements to water quality, filtering pollutants and reducing the impacts of high temperature. In addition, there are a wide range of ecosystem benefits for other flora and fauna from vegetation.

Carbon credits may be generated by organisations and individuals adopting new farming and land restoration practices and technologies.²⁵ From an emissions perspective, there is direct benefit in protecting and planting vegetation but there are rules for crediting emissions²⁶ and significant areas need to be vegetated for emissions to be substantially reduced. Sequestering 1,000 tCO₂-e would require the planting of approximately 100-200 hectares of mixed story vegetation per year.

7.2 Verified Carbon Unit (VCU)

The Verified Carbon Standard (VCS) is an international carbon offsetting program that generates verified carbon units (VCUs), supporting projects aimed at reducing or removing greenhouse gas (GHG) emissions from the atmosphere. Each VCU represents one tonne of carbon dioxide equivalent, and projects undergo a stringent validation and verification process within Verra's Registry.

The registry can encompass a wide range of projects, including those in the chemical industry, construction, energy demand, fugitive emissions, manufacturing, transport, and waste sectors. The price per offset varies significantly based on project type, source, geography, and vintage, but it typically falls below that of an Australian Carbon Credit Unit (ACCU).

However, VCUs may not be as reliable for projects focused solely on reducing carbon emissions. Therefore, it's advisable to prioritise purchasing carbon offsets through ACCUs initially.

²⁵ The Land Restoration Fund buys premium carbon credits from carbon farming projects that produce ACCUs plus demonstrated additional environmental, economic, social and First Nations co-benefits. As a result, the LRF may pay more for the ACCUs generated from carbon farming projects than the ERF which is required by legislation to purchase lowest cost abatement. For more detail see <https://www.qld.gov.au/environment/climate/climate-change/land-restoration-fund/about/australian-market>

²⁶ <https://www.dcceew.gov.au/climate-change/emissions-reduction/emissions-reduction-fund/methods/reforestation-and-afforestation-20>

8. Monitoring and Reporting

8.1 Annual Emissions Tracking and Data Management

ASCs should continue to track emission on an annual basis.

Accurate and comprehensive data collection is essential for informed decision-making related to energy use, emissions reduction, and operational costs.

Improving emissions data collection and addressing data gaps will ensure future inventories accurately represent **ASC's emissions. The more emissions sources reported, the better** ASCs will understand their impacts, leading to greater opportunities for measurable reductions as ASCs works towards reducing emissions.



See below some recommended steps to ensure **ASC's inventories are best practice**:

- Continue to conduct annual inventories
- Determine what emissions sources to include and collect data accordingly
- Develop a data management plan: Develop a robust data management plan to set the framework for future emissions monitoring and reporting. This includes the following actions.
 - Identify what data needs to be collected or improved to undertake future inventories (e.g., upload all bills to Azility reporting platform and ensure billing asset names align with asset register)
 - Identify what data management systems and/or platforms to use to store emissions data
 - Identify what greenhouse reporting tools to use to report on emissions.
 - Identify what other items should be monitored. For example, set up an alert system for unusually high energy (electricity, gas, fuel, etc) and water spends and developing a tracking system for highest-consuming sites / vehicles.
 - Link billing data back to the relevant service manager to engage them on energy use and potential efficiency opportunities
 - Better understand the fuel usage

For further information refer to the inventory reports.

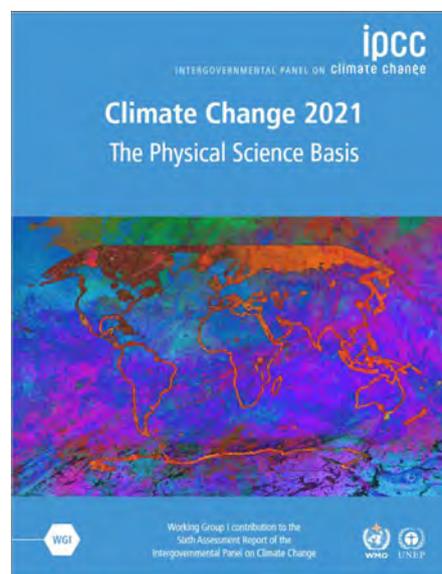
8.2 Next Steps

This action plan gives ASCs an understanding of how to reduce emissions from their baseline **emissions inventory as well as how to reduce emissions from future emission sources. It's** recommended that the next step involve developing a more detailed action plan, including cost-analysis, emissions abatement modelling, and a clear emissions reduction pathway to better **understand the trajectory of each Council's emissions.** If a comprehensive action plan is not feasible at this stage, undertaking business cases or feasibility studies for the short-term actions outlined in Section 5.1 **would be a valuable starting point for ASC's emissions reduction** journey.

Appendix A: International and Federal Policy

International Agreements

The Paris Agreement, adopted in December 2015 at the United Nations Climate Change Conference of Parties (COP21), stands as a legally binding international treaty on climate change. Ratified by 196 countries, its primary objective is to curb global warming, aiming to limit the temperature increase to below 2°C and striving for efforts to cap it at 1.5°C above pre-industrial levels.²⁷ Widely recognised as a significant step forward in the global effort to address climate change, the Paris Agreement signifies a robust political commitment by nations to collaboratively address this pressing issue. The most recent conference, COP29, held in November 2024 in Azerbaijan, recognised that securing finance for climate action was a key goal for the coming year. The conference focused on the next round of national climate plans, or NDCs, currently being developed to ensure strategies and targets are economy-wide and on track to 1.5 degrees of warming.



The Intergovernmental Panel on Climate Change (IPCC) is a significant organisation established by the United Nations to assess the scientific knowledge on climate change. Tasked with compiling, evaluating and summarising the latest scientific literature, the IPCC produces comprehensive assessment reports utilised by policymakers worldwide to inform their decision-making on climate change mitigation, adaptation and net zero strategies.

In 2021 and 2022, the IPCC released its Sixth Assessment Report (AR6), showing that climate change is already being observed in every region of the world. The report emphasised that human activities have caused approximately 1.1°C of warming since 1850-1900, underscoring the imminent risk of reaching 1.5°C of global temperature rise. Urgent and decisive action to reduce emissions in the next two decades is deemed crucial to prevent surpassing this threshold.²⁸

²⁷ United Nations, 2015, Paris Agreement, https://unfccc.int/sites/default/files/english_paris_agreement.pdf

²⁸ IPCC article 9 August 2021, *Climate change widespread, rapid, and intensifying*: <https://www.ipcc.ch/2021/08/09/ar6-wg1-20210809-pr/>

United Nations' Sustainable Development Goals

In 2015, the UN set 17 Sustainable Development Goals (SDGs) as a comprehensive framework to providing peace and prosperity for people and the planet, both now and into the future. The target to achieve these goals was set for 2030. The 193 countries that pledged commitment to this target, recognising that ending poverty is intertwined with efforts to enhance health and education, reduce inequality and stimulate economic growth, all while addressing climate change and working to preserve our oceans and forests. Australia is one of the 193 countries which have committed to the goals. It will require all stakeholders, state governments, local governments and businesses to take action for Australia to meet the 2030 target. By aligning this Strategy with the goals, Council aims to work towards building a more sustainable, equitable and resilient community, capable of adapting to the effects of climate change.



Figure 10: United Nations' Sustainable Development Goals (SDGs)

Federal Policy and Target

As a signatory to the Paris Agreement, Australia must set targets and develop a plan for reducing greenhouse gas (GHG) emissions. The Agreement explicitly recognises and engages local and subnational governments and their critical role in supporting the transformation, including setting goals and strategies aligned with the science. In 2022, the Australian government recommitted to achieving net-zero emission by 2050 and increased its 2030 target to 43% below 2005 emissions level. This 2030 target is in line with the lower end of the **Australia Climate Change Authority's recommended range of between 40-60%** reduction in emission by 2030. Under the terms of the Paris Agreement, countries must update their Nationally Determined Contribution (NDC) every five years. Australia is currently in the process of updating its NDC which will include the 2035 target. This update will hold the government accountable to more ambitious action, aiming to keep global average temperature well below 2°C and pursuing efforts to keep it to 1.5°C. Re-establishing an interim target will inform the pathways to net zero by 2050 and provide insights into potential progress made to-date.

Climate Disclosure Bill 2024

In September 2024, the Australia Parliament passed the *Treasury Laws Amendment (Financial Market Infrastructure and Other Measures) Bill 2024*. This bill is part of a broader legislative effort aimed at increasing transparency and accountability regarding climate-related financial risks and opportunities for large businesses and financial institutions.

In accordance with the new law, from January 1, 2025, larger companies must disclose information on their greenhouse gas emissions (including scope 1, 2 and scope 3 emissions), governance, strategy, risk management, and targets related to climate change. The reporting requirements align with international standards, specifically the frameworks developed by the International Sustainability Standards Board (ISSB) and the Task Force on Climate-Related Financial Disclosures (TCFD). Over the following two years, more entities will be required to report. This legislation will have a flow on effect to smaller companies that fall within the value chain of reporting entities. **Local governments aren't required to report under this bill, but may fall within the value chain of reporting entities.**

Appendix B: Cost Assumptions

Solar PV:

- Average \$ per kW of solar PV in Queensland: \$1,160
- Maintenance cost of \$15/year/kW

Energy Efficiency: Buildings

- Estimated costs of assessments are as follows:
 - Mechanical engineer report - \$8,000
 - Detailed energy audit - \$5,000
 - Basic equipment inventory audit - \$0 – as these are being incorporated into existing building condition audits

ESD Policy:

- Costs will be based on ASC's **capital works expenditure for new builds and renewals**. A 3% increase to capital works budget per project has been used to estimate costs to achieve a 40% and 20% operational savings for major and minor buildings respectively based on a range of different external reports²⁹.
- Costs of developing a policy are \$20,000

Fleet Transition

- Current cost of small ICE passenger vehicle: \$39,990
- Current cost of small electric vehicle: \$46,990
- Current cost of medium ICE vehicle: \$42,260
- Current cost of medium electric vehicle: \$56,770
- Current cost of large ICE vehicle: \$32,995 – \$57,090
- Current cost of large electric vehicle: \$67,500 – \$98,700
- Current cost of ICE large diesel van: \$53,156
- Current cost of electric van: \$89,990
- Current cost of ICE petrol ute: \$57,490
- Current cost of ICE diesel ute: \$67,990
- Current cost of electric ute: \$184,900
- Cost of Type 2 electric vehicle charger: \$7,000 for two vehicles
- All passenger and light commercial vehicles to be charged by Type 2 chargers

²⁹ The Value of Green Star: A decade of environmental benefits by the Green Building Council of Australia (2013), Green Building Council of Australia (GBGA), Annual report (2019), Green Star Financial Transparency Research Paper (2016); The Value of Green Star A Decade of Environmental Benefits (2013); and Pitt & Sherry, Harrington, 2013, *Environmentally Efficient Design Planning Policies* Cities of Banyule, Moreland, Port Phillip, Stonnington, Whitehorse and Yarra, Expert Evidence – Benefit Cost Analysis and Ironbark Sustainability, 2019, ESD Policy for Council Buildings Background Paper, Blue Mountains City Council and Blacktown City Council.

Appendix C: Glossary

Business-as-usual (BAU): BAU refers to the normal trajectory of emissions and/or the uptake of actions that impact or respond to global warming. This is what is expected to occur without additional action to reduce emissions.

Biodiversity: This is the biological variety and variability of all forms of life on earth. This includes the individual plants and animals that form our ecosystems, and the variation of these ecosystems.

Carbon credits: An instrument that represents ownership of one metric tonne of carbon dioxide equivalent that can be traded, sold, or retired. If a company is regulated under a cap-and-trade system, they most likely have an allowance of credits they can use toward their cap. If they use fewer emissions (credits) than they are allocated, they can trade, sell, hold, or do whatever they like with the credit. Please also see relevant information under carbon offsets below.

Carbon offsets: Offset units are used to compensate for emissions an organisation produces and to bring their carbon footprint down to zero. Offset units are generated by projects that reduce, remove or capture emissions from the atmosphere such as reforestation, renewable energy, or energy efficiency. Carbon credits and carbon offsets both represent the emission of a certain amount of carbon into the atmosphere. But carbon credits represent the right to emit that carbon, whereas carbon offsets represent the production of a certain amount of sustainable energy to counterbalance the use of fossil fuels. So a carbon offset derived from a third-party certified project usually generates a carbon credit.

In Australia, the Australian Government oversees the Emissions Reduction Fund to incentivise emission reduction and carbon storage. Under the scheme, those who adopt approved ERF methods can earn Australian Carbon Credit Units (ACCUs). The ACCUs are overseen by the Australian Government and administered by the independent statutory authority the Clean Energy Finance Corporate (CEFC) to encourage GHG emissions abatement. One ACCU represents 1tCO₂-e that would have otherwise been released into the atmosphere.

Carbon drawdown: Refers to any process that actively removes carbon dioxide (CO₂) from the atmosphere. The goal of drawdown methods is to reduce the concentration of atmospheric CO₂, effectively lowering greenhouse gases that contribute to climate change. Examples of carbon drawdown:

- **Reforestation and Afforestation:** Planting trees (reforestation) or establishing forests on land not previously forested (afforestation) pulls CO₂ out of the atmosphere as trees grow, making it a drawdown method.
- **Direct Air Capture (DAC):** Technologies that capture CO₂ directly from the air, which can then be stored or used in various applications.
- **Biochar Production:** Burning biomass in low-oxygen environments creates biochar, a stable form of carbon that can be buried in soil, thus storing the carbon drawn down from the atmosphere.

Carbon sequestration: The long-term storage of CO₂ to prevent its release into the atmosphere. This can involve capturing emissions at their source or drawing CO₂ from the atmosphere and storing it in soils, plants, geological formations, or oceans.

Examples:

- Soil Sequestration: Storing carbon in soil through practices like no-till farming.
- Geologic Sequestration: Injecting captured CO₂ into underground rock formations.
- Ecosystem Restoration: Wetlands and mangroves naturally absorb and store carbon.

Circular economy: A system in which all resources are highly valued and remain in the system through reuse, re-purposing, and recycling. A circular economy tends to focus on local production.

Corporate emissions: **Corporate emissions are Council's emissions that originate from sources within Council's operational control and are linked to Council's operations.**

Community emissions: Community emissions are the total sum of emissions produced by a city, region, or municipality. This includes emissions associated with all sectors present within a community such as transport, waste, agriculture, industry, commercial and residential.

Community emissions are distinguished from a council's corporate emissions.

CO₂-e: **Also known as 'carbon dioxide equivalent', this is a measure used to quantify the emissions associated with various greenhouse gases on the basis of their global warming potential.** CO₂-e is a measure that was created to make the effects of different greenhouse gases comparable because every gas has a different global warming potential.

Emissions abatement: The reduction of the amount of greenhouse gases that are produced when fossil fuels are burned or harvested. This reduction occurs due to the actions of our community and goes beyond a business-as-usual scenario.

Emissions reduction: Reducing the amount of greenhouse gases emitted into the atmosphere from human activities.

Energy efficiency: Using less energy to perform the same task. For example, energy efficient appliances such as refrigerators or air conditioners can perform the exact same function while using less electricity, which means greenhouse gas emissions and money can be saved.

Environmentally Sustainable Design (ESD): Design of buildings and infrastructure that meets the needs of owners, occupants and the environment through high performance, energy, and resource efficiency. ESD aims to reduce impacts on the environment in the construction and use of buildings and improve the comfort of the inhabitants.

Greenhouse gas (GHG) emissions: These are emissions released by the process of consuming fossil fuels and the production of materials. Through the process of the greenhouse **effect, these gases remain in our atmosphere and trap the sun's heat, increasing the** temperature of the earth. Greenhouse gases refer to the seven gases that have direct effects on climate change: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), chlorofluorocarbons (CFCs), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃).

Intergovernmental Panel on Climate Change (IPCC): This body was established by the United Nations to provide policymakers with regular scientific assessments on climate change and its implications and future risks. As an authoritative global body, the IPCC also suggests various adaptation and mitigation options to reduce the impacts of climate change.

Mitigation: Climate change mitigation reduces or eliminates the causes of climate change. This includes actions that reduce emissions, such as improving the energy efficiency of buildings or

switching to electric vehicles and include efforts to capture and sequester carbon from the atmosphere.

Net zero emissions: Refers to achieving an overall balance between greenhouse gas emissions produced and greenhouse gas emissions extracted from the atmosphere. Net zero emissions includes all greenhouse gases (methane, nitrous oxide, and others), not just carbon dioxide. This usually involves the purchase of carbon credits.

Power Purchase Agreement (PPA): An agreement between an independent power generator and a purchaser for the supply and sale of energy. Usually, this will be between a large organisation, such as a council or a company, and a renewable energy electricity supplier such as a local wind farm. PPAs ensure that all the electricity purchased comes from a specific source at an agreed price.

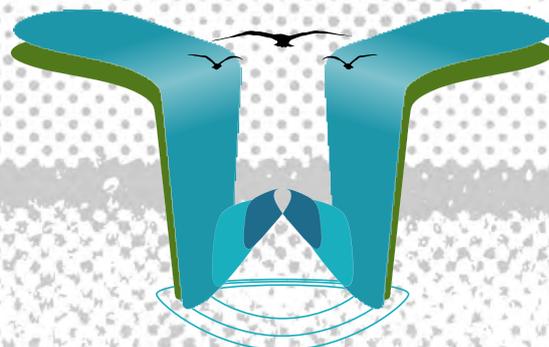
Renewable energy: This energy is collected from renewable sources that are naturally replenished or infinite. These sources include sunlight, wind, movement of water and geothermal heat. Energy can be harnessed from these on a small (residential), medium (community) or large (commercial) scale to provide energy that does not produce any emissions during generation.

Smart Lighting: An intelligent lighting system that utilises advanced technologies, such as sensors, connectivity, and automation, to enhance the efficiency, functionality, and sustainability of street lighting infrastructure.

Solar PV: Solar photovoltaics are rooftop solar panels that produce electricity from solar energy (the sun) directly.

Corporate Greenhouse Gas Emissions Inventory for FY 2022/23 and 2023/24

Wujal Wujal Aboriginal Shire Council



WUJAL WUJAL
Aboriginal Shire Council

Prepared for
Wujal Wujal Aboriginal Shire Council

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About Ironbark Sustainability

Ironbark Sustainability is a specialist consultancy that works with government and business around Australia by assisting them to reduce energy and water usage through sustainable asset and data management and on-the-ground implementation.

Ironbark has been operating since 2005 and brings together a wealth of technical and financial analysis, maintenance and implementation experience in the areas of building energy and water efficiency, public lighting and data management. We pride ourselves on supporting our clients to achieve real action regarding the sustainable management of their operations.

Our Mission

The Ironbark mission is to achieve real action on sustainability for councils and their communities.



Ironbark is a certified B Corporation. We have been independently assessed as meeting the highest standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose

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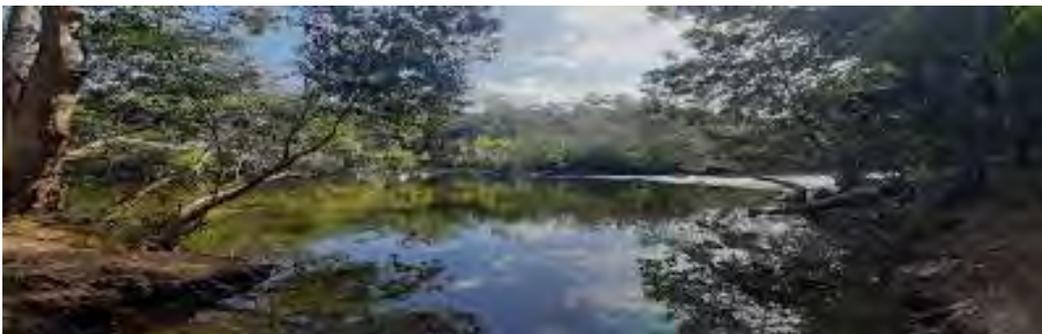
1. Introduction

Wujal Wujal Aboriginal Shire Council (WWASC) is committed to reducing its greenhouse gas emissions (GHG) and acting on climate change. The first stage in achieving this is to establish a greenhouse gas emissions baseline for Council's corporate emissions, on the basis of which subsequent actions can be planned.

A GHG baseline is an inventory of GHG emissions from business & service activities as part of Council's responsibilities. This is typically a one (or more) year(s) snapshot that serves as a reference point for councils/organisations to understand and track their changing GHG emissions over time. A GHG baseline includes both direct and indirect emissions, also known as Scope 1, Scope 2 and Scope 3 emissions (more details on this are in Section 3.2.1). A point worth noting is that this baseline is relative to the size of council operations, size of the region and the population it services.

This report presents WWASC's corporate inventory for the financial year 2022/23 and 2023/24 establishing a reliable baseline upon which to measure emissions reductions year on year.

Building on the lessons learned from this process, the recommendations outlined in Sections 3, 4, and 5 will assist Council in standardising its corporate emissions reporting framework and adopting best-practice protocols for corporate-level emissions reporting. This report will serve as the foundation for a robust emissions management system, equipping Council with the necessary tools to oversee emissions monitoring and reporting in the years ahead. It is important to note that this report focuses solely on Council's organisational emissions and does not include community emissions.



1.1 Benefits of Taking Action

For decades, Australian local governments have been at the forefront of climate action, often in the face of challenging federal and state policy environments. Councils have implemented energy efficiency and renewable energy projects that have resulted in millions of tonnes of GHG emissions abatement and have worked with and mobilised communities to take on the challenge at the grass-roots level.



The international Paris Agreement adopted in December 2015 represented a historic turning point in the global fight against climate change. To date, over 171 nations have ratified this agreement. Central to the adoption of the Paris Agreement are several items of critical importance to Australian councils. The first concerns how Australian councils can set localised emissions reductions targets that align with the ambitious target of the Paris Agreement to limit the increase in global average temperature to below 2°C **and as close to 1.5°C as possible**. The second is that the Paris Agreement explicitly recognises and engages local and sub-national governments, which is a significant success for councils and regions around the world.

Climate change poses a substantial threat both to the environment and economy in Queensland – with rising temperatures, more frequent and severe drought & fire seasons, more severe and frequent storm & flood events and higher energy costs being just some of the issues arising. In response, there is a movement across the state which is seeing local councils acting to ensure that they are contributing to global targets and building up the resilience of their communities to the impacts of climate change.

The benefits of acting in the context of global climate change and its impacts on Queensland are two-fold. As well as the environmental benefits, improving resource efficiency within Council's operations will result in reduced costs and improved energy security for Council, freeing up limited resources for investment elsewhere. This ultimately benefits not only Council but also the wider community.



2. Best Practice in Corporate GHG Inventory Reporting

This inventory has been developed in line with the Climate Active¹ Program and the National Greenhouse and Energy Reporting Scheme² (NGER) guidelines. The following sections provide an overview of national and international best practice in GHG inventory calculation and reporting.

2.1 WRI GHG Protocol Corporate Standard

The World Resources Institute (WRI) GHG Protocol Corporate Accounting and Reporting Standard is the international standard for GHG reporting for companies and other organisations preparing a GHG emissions inventory. The requirements and guidance provided in the protocol form the basis of many national reporting standards, including NGER.

The WRI states that GHG accounting and reporting shall be based on the following principles:

Relevance

- Ensure the GHG inventory appropriately reflects the GHG emissions of the company and serves the decision-making needs of users – both internal and external to the company.

Completeness

- Account for and report on all GHG emission sources and activities within the chosen inventory boundary. Disclose and justify any specific exclusions.

Consistency

- Use consistent methodologies to allow for meaningful comparisons of emissions over time. Transparently document any changes to the data, inventory boundary, methods, or any other relevant factors in the time series.

Transparency

- Address all relevant issues in a factual and coherent manner, based on a clear audit trail. Disclose any relevant assumptions and make appropriate references to the accounting and calculation methodologies and data sources used.

Accuracy

- Ensure that the quantification of GHG emissions is systematically neither over nor under actual emissions, as far as can be judged, and that uncertainties are reduced as far as practicable. Achieve sufficient accuracy to enable users to make decisions with reasonable assurance as to the integrity of the reported information.

¹ <https://www.climateactive.org.au/>

² <http://www.cleanenergyregulator.gov.au/NGER>

2.2 International Standards

The ISO 14064 standard (published in 2006) is part of the ISO 14000 series of International Standards for environmental management. The ISO 14064 standard provides governments, businesses, regions and other organisations with a complimentary set of tools to quantify, monitor, report and verify greenhouse gas emissions. Whilst a highly respected and internationally recognised standard, ISO is impractical for the majority of Australian councils. The additional administrative overheads (in particular life-cycle analysis) are a large burden since data on life-cycle up/down stream emissions is scarce in Australia. ISO 14064 may be relevant for large major city councils such as Sydney, Brisbane or Melbourne. As they are participating in the international C40 council field, the standard would ensure consistency and allow comparison with other leading cities worldwide. However, for other councils ISO 14064 may not be that significant.

2.3 National Greenhouse and Energy Reporting Guidelines (NGER)

NGER is Australia's national framework (and Act) for reporting and disseminating organisational information about greenhouse gas emissions, energy production, and energy consumption. NGER provides a common national reporting platform and tool for assessing corporate emissions.

NGER was introduced in 2007 to provide data and accounting in relation to greenhouse gas emissions and energy consumption and production. The scheme's legislated objectives are to:

- inform policy-making and the Australian public
- meet Australia's international reporting obligations
- provide a single national reporting framework for energy and emissions reporting.

NGER guidelines have been developed in line with the WBCSD/WRI GHG Protocol.

2.4 Climate Active

The Climate Active Certification for Organisations is a voluntary standard to manage greenhouse gas emissions and to achieve carbon neutrality. It is the Australian Government's current iteration of the carbon neutral certification previously known as NCOS. It provides best practice guidance on how to measure, reduce, offset, report and audit emissions that occur as a result of the operations of an organisation.

Climate Active provides a methodology for organisations voluntarily seeking to be carbon neutral and a benchmark for how to account for emissions. Climate Active sets minimum requirements for calculating, auditing and offsetting the carbon footprint of an organisation, product, service or event.

Climate Active is built on the NGER guidelines and as such the requirements of the two are very closely aligned. For a Climate Active aligned inventory, a GHG emissions inventory is required that follows the NGER guidelines, plus additional requirements

must be met to demonstrate that carbon neutral has been achieved. Climate Active places emphasis on the same best practice carbon accounting principles as detailed in the WBCSD/WRI GHG Protocol and ISO 14064.

Should Council wish to pursue a carbon neutral target down the track, the inventory presented here would provide a good foundation to meet Climate Active requirements for a GHG inventory.



3. Methodology

3.1 Reporting Framework

Council’s corporate emissions have been calculated based on the guidelines provided by the Australian NGER methodology and the WRI GHG Protocol Corporate Standard. To align with best practice and to set Council up for possible carbon neutral certification, the inventory has been developed with the view to meet Climate Active requirements as much as possible. As such, it includes Scopes 1, 2 and 3 emissions, and has an emphasis on completeness.

3.2 Reporting Boundaries

3.2.1 Operational Boundary - Scopes

The operational boundary is defined using the scopes framework. In line with NGER, and the Global Greenhouse Gas Protocol, corporate emissions have been divided into three scopes:

- Scope 1 emissions are defined as “direct emissions from owned or controlled sources” and are emissions created when Council burns a fuel in an owned asset such as fleet burning diesel, petrol, or a building using natural gas.
- Scope 2 emissions are defined as “indirect emissions from the generation of purchased energy” and related to electricity purchased for Council-owned and operated assets.
- Scope 3 emissions are defined as “all indirect emissions (not included in scope 2) that occur in the value chain of the reporting entity (Council).” These include electricity purchased for Council owned but not occupied buildings, electricity purchased for street lighting, emissions associated with water use and emissions from the extraction and production of fuels (including diesel, petrol, natural gas and electricity).

The three scopes are also described in Figure 1.

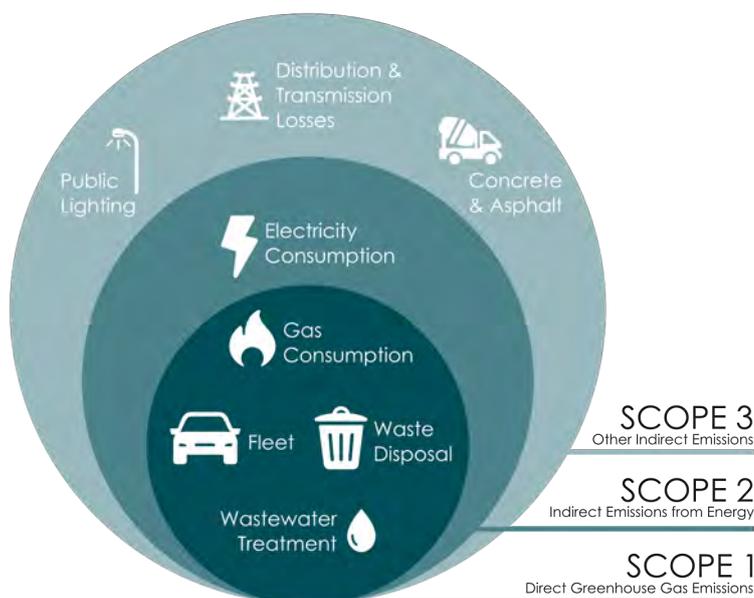


Figure 1: Example of scopes of GHG emissions

3.2.2 Organisational Emissions Boundary

The development of the 2022/23 corporate emissions inventory is based on Climate Active's guidance for setting an emissions boundary for organisations.

The control approach adopted for Council is the Operational Control approach to reporting.

Under the operational control approach, Council accounts for 100% (scopes 1, 2 and 3) of the GHG emissions from operations over which it has the ability to introduce and implement operating policies. Emissions from sites for which Council does not have operational control, such as many sites leased to third parties, will be reported under scope 3.

Operational control can be defined according to whether Council:

- was paying the utility costs for the facility
- had the ability to set operating policies, health and safety policies and environmental policies

Operational control was assessed at all Council facilities and buildings which included:

- Council owned and operated facilities
- Council facilities leased out to third party
- facilities Council leased from a third party

All sites that are owned and operated by Council or are leased from third parties and operated by Council are under Council's control. Sites where Council facilities are leased to third parties were under Council's operational control only where Council was paying the utility costs.

As this is the first year of inventory, Council has focused on emission sources where activity data is currently available. Moving forward, it is recommended to refer the Climate Active's relevance test (see Appendix 2 for details) to determine which emission sources can be excluded.

3.2.3 Emission sources categories

Council's emission sources can be divided into three categories:

- **Quantified** – sources inside the emissions boundary with complete data
- **Non-quantified** – sources inside the emissions boundary but are not included in the inventory due to lack of complete and reliable data
- **Excluded** – sources that have been excluded as they fall outside Council's reporting boundaries and have been assessed as not relevant according to Climate Active's relevance test (Appendix 2: Relevance Test).

This inventory has adopted the approach to initially focus on and include significant emissions sources that Council can measure and mitigate. In assessing whether an emissions source should be included, if a source is negligible but requires substantial resources to quantify, it will be categorised as a non-quantified (immaterial) emissions

source in line with the provisions of the Climate Active Carbon Neutral Standard for Organisations.

Table 1 below depicts quantified sources, non-quantified sources and excluded sources.

Table 1: Quantified, Non-Quantified, Excluded Emission Sources

Quantified	Non-quantified	Excluded
Electricity - street lighting	Fugitive– buildings (HVAC) and vehicles	Investments
Electricity - buildings	Lubricants – greases/oils	Community emissions
Transport and Stationery fuel	Contractor fuels	Reticulated Gas (Not Applicable)
Waste disposal (Corporate Waste)	Asphalt and construction materials (hard surface infrastructure)	
Water and wastewater	Accommodation	
	Hire cars and taxis	
	Contracts and services	
	Air Travel	
	Staff commute	
	Office paper	
	Goods and services (uplift applied)	

3.2.4 Materiality

In developing a corporate inventory for councils, a balance must be struck between the materiality of a given emissions source and the resources required to compile the emissions data on an annual basis. This saves resources that can ultimately be directed towards emissions reduction actions. An emissions source can be non-quantified only when estimations are not practical and if they are immaterial (<1% for individual items and no more than 5% collectively).

4. Council's Corporate Emissions Inventory

Council's corporate emissions are those resulting from Council's own operations. The following emission sources have been grouped into meaningful sectors and developed using data provided by Council and/or their suppliers:

Electricity:

- Electricity - Buildings: emissions produced through the electricity used by buildings that Council owns and operates.
- Electricity – Water & waste: emissions produced through the electricity used by the treatment and distribution of waste, water and wastewater.



Electricity Street Lighting:

- Electricity – street lighting: emissions produced through the electricity used by streetlights for which Council pays the bills.

Transport fuel:

- Diesel – fleet: emissions created through the diesel fuel consumed by Council's fleet.
- Petrol – fleet: emissions created through the petrol/unleaded fuel consumed by Council's fleet.
- Employee commute: emissions from Council staff travel between place of residence and work.

Stationary Fuel

- Diesel: emissions created through diesel fuel consumed.
- Petrol: emissions created through petrol/unleaded fuel consumed.
- LPG: emissions created through LPG fuel consumed.
- Lubricants: emissions associated with petroleum-based oils and greases purchased by Council.

Corporate Waste:

- Waste: emissions from the aerobic or anaerobic decomposition, or incineration of waste.

Wastewater:

- Wastewater: emissions from escape of fugitive gases (methane and nitrous oxide) from the wastewater system.

Fugitive gases

- Vehicle refrigerant: emissions from vehicle refrigerant leakage.
- Building refrigerant: emissions from building refrigerant leakage (HVAC systems and refrigeration).

Contractor Fuel:

- Contractor fuels: fuel emissions from other companies contracted by Council to undertake works.

Asphalt and construction Materials:

- Construction Materials: emissions associated with concrete, asphalt, cement/lime and gravel aggregate used for road reconstruction or road works which have been contracted by Council.

Business travel:

- Accommodation: emissions associated with overnight stays by council employees for Council business.

- Air Travel: emissions created through air travel by council employees for Council business.
- Taxis: emissions created through fuel consumption of taxis hired by Council staff.
- Other business travel (rail, buses, trams, hire cars): emissions created through fuel consumption of non-council-owned transport modes taken by Council staff.

Other goods & services:

- Other scope 3 (goods and services): emissions created through the supply chain by Council purchased goods and services.

4.1 2022/23 Emissions Summary

Council's total emissions for the period 2022/23 have been calculated as 32 tonnes of CO₂ equivalent (tCO₂-e). Figure 4 shows the GHG emissions profile summary for Wujal Wujal Aboriginal Shire Council by source.

Major emissions sources include:

- Electricity consumption (69 %; 22 tCO₂-e) including buildings, water & waste, street lighting, open space lighting | Scopes 2 and 3
- Water and wastewater (19%; 6 tCO₂-e) | Scope 1
- Transport fuels (11%; 4 tCO₂-e) | Scope 1 and 3
- Corporate Waste (1%; < 1 tCO₂-e) | Scope 3

Emission sources that have not been captured in this inventory due to unavailable or incomplete data include lubricants (oil and greases), fugitive emissions (buildings - HVAC and vehicles), contractor fuels, construction materials (asphalt and concrete), office paper, staff commute and business travel (accommodation, air travel and hire car/taxis). Moving forward Council might also consider including professional services used for events, entertainment and business services and other emissions within Council's supply chain.

Across Council's inventory, scope 1 (direct emissions) accounts for 30% of emissions (10 tCO₂-e), scope 2 (emissions associated with consumption of grid electricity, not including owned streetlighting) accounts for 70% (22 tCO₂-e) and scope 3 (indirect emissions) accounts for 1% (<1 t CO₂-e). See Figure 2 for breakdown.

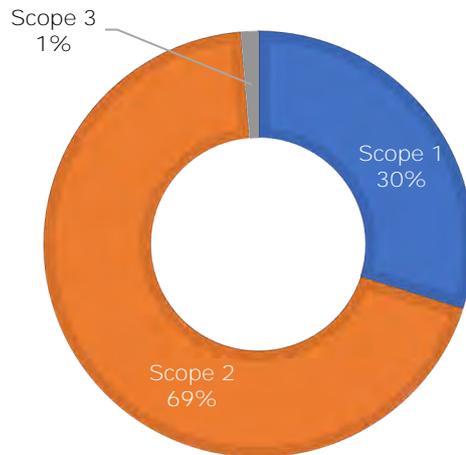


Figure 2: FY2022/23 GHG emissions by scope

4.2 2023/24 Emissions Summary

Council's total emissions for the period 2023/24 have been calculated as 33 tonnes of CO₂ equivalent (tCO₂-e). Figure 5 shows the GHG emissions profile summary for Wujal Wujal Aboriginal Shire Council by source.

Major emissions sources include:

- Electricity consumption (70 %; 23 tCO₂-e) including buildings, water & waste, street lighting, open space lighting | Scopes 2 and 3
- Water and wastewater (18%; 6 tCO₂-e) | Scope 1
- Transport fuels (11%; 4 tCO₂-e) | Scope 1 and 3
- Corporate Waste (1%; < 1 tCO₂-e) | Scope 3

Emission sources that have not been captured in this inventory due to unavailable or incomplete data include lubricants (oil and greases), fugitive emissions (buildings - HVAC and vehicles), contractor fuels, construction materials (asphalt and concrete), office paper, staff commute and business travel (accommodation, air travel and hire car/taxis). Moving forward Council might also consider including professional services used for events, entertainment and business services and other emissions within Council's supply chain.

Across Council's inventory, scope 1 (direct emissions) accounts for 29% of emissions (10 tCO₂-e), scope 2 (emissions associated with consumption of grid electricity, not including owned streetlighting) accounts for 70% (23 tCO₂-e) and scope 3 (indirect emissions) accounts for 1% (<1 t CO₂-e). See Figure 3 for breakdown.

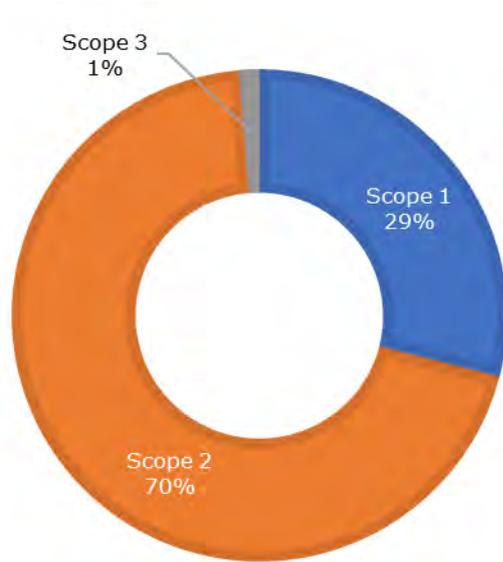


Figure 3: FY2023/24 GHG emissions by scope

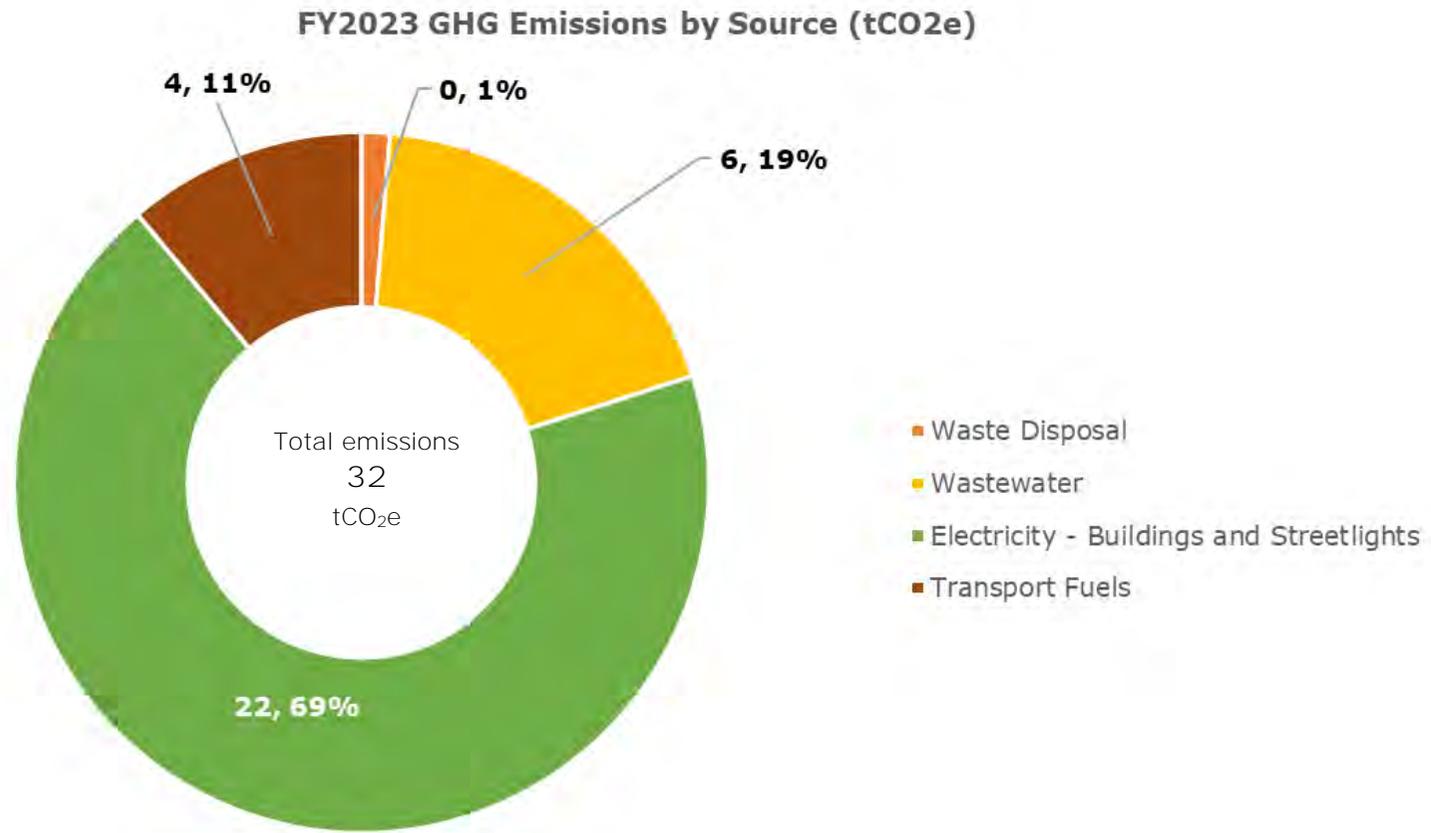


Figure 4: FY2022/23 GHG emissions profile summary by sector

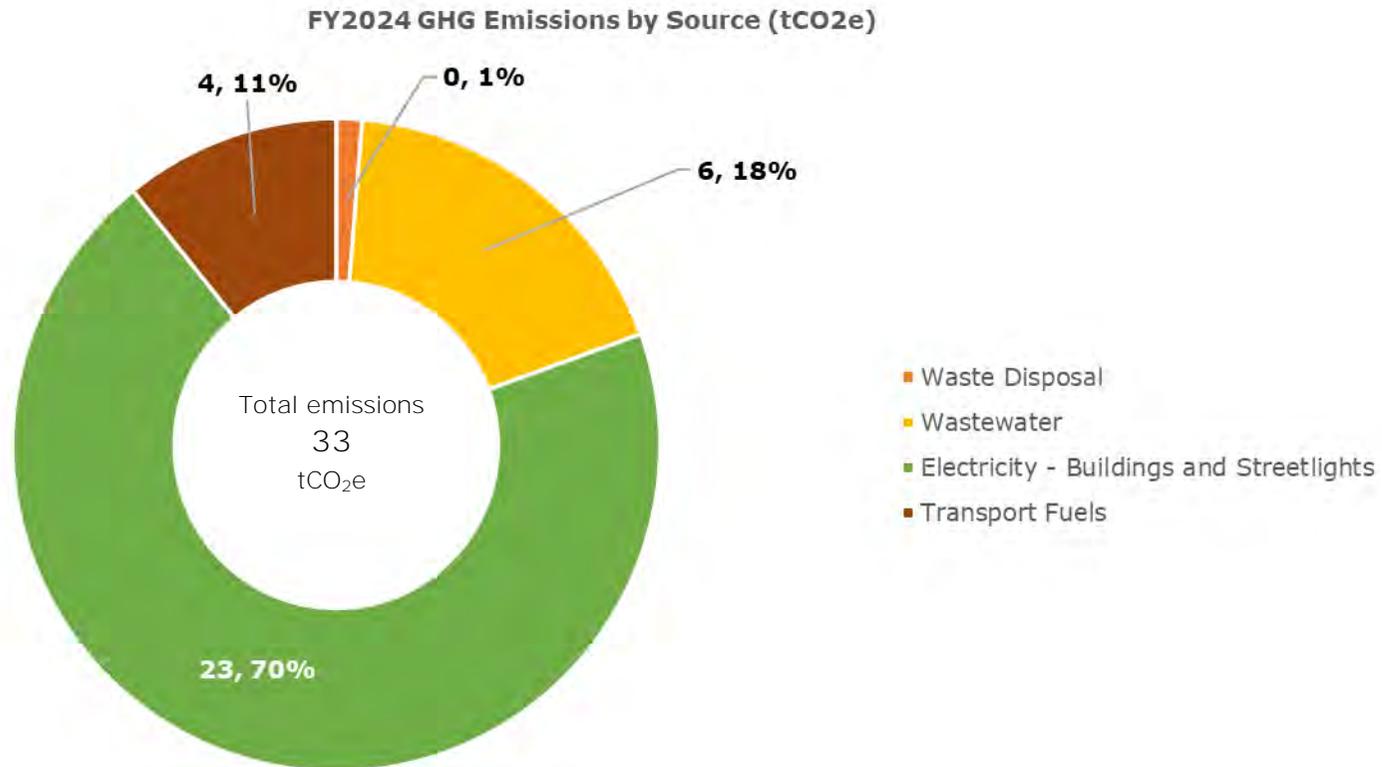


Figure 5: FY2023/24 GHG emissions profile summary by sector

4.3 Detailed GHG Emissions Inventory

4.3.1 FY 2022/23

Table 2 shows the detailed breakdown of GHG emissions of Council corporate operations for FY 2022/23.

Table 2: 2022/23 Detailed GHG emissions inventory (by Scope)

Emissions Source	Consumption	Units	Emissions (tCO ₂ e)	% Total	Cost (\$)
Direct emissions (scope 1)					
Transport Fuels		kL	10	11%	\$-
Wastewater treatment and discharge			6	18%	\$-
TOTAL DIRECT EMISSIONS (scope 1)			10	30 %	\$-
Indirect emissions (scope 2)					
Electricity – Buildings		kWh	22	69%	\$-
TOTAL INDIRECT EMISSIONS (scope 2)			22	69%	\$-
Indirect emissions (scope 3)					
Council Corporate Waste	265	kg	0.42	1%	
Emissions from extraction, production and transport of electricity (included in Scope 2)		kWh			\$-
TOTAL INDIRECT EMISSIONS (scope 3)			0.42	1%	\$-
TOTAL EMISSIONS (scope1+2+3)			32	100.00%	\$-

4.3.2 FY 2023/24

Table 3 shows the detailed breakdown of GHG emissions of Council corporate operations for FY 2023/24.

Table 3: 2023/24 Detailed GHG emissions inventory (by Scope)

Emissions Source	Consumption	Units	Emissions (tCO ₂ e)	% Total	Cost (\$)
Direct emissions (scope 1)					
Transport Fuels		kL	10	11%	\$-
Wastewater treatment and discharge			6	18%	\$-
TOTAL DIRECT EMISSIONS (scope 1)			10	29 %	\$-
Indirect emissions (scope 2)					
Electricity – Buildings		kWh	23	70%	\$-
TOTAL INDIRECT EMISSIONS (scope 2)			23	70%	\$-
Indirect emissions (scope 3)					
Council Corporate Waste	265	kg	0.42	1%	
Emissions from extraction, production and transport of electricity (included in Scope 2)		kWh			\$-
TOTAL INDIRECT EMISSIONS (scope 3)			0.42	1%	\$-
TOTAL EMISSIONS (scope1+2+3)			33	100.00%	\$-

4.4 Year on Year emissions comparison

Figure 6 presents WWASC total corporate emissions (tCO₂-e) over two consecutive financial years and shows a slight increase in total emissions from FY2023 to FY2024, due to an increase in electricity consumption.

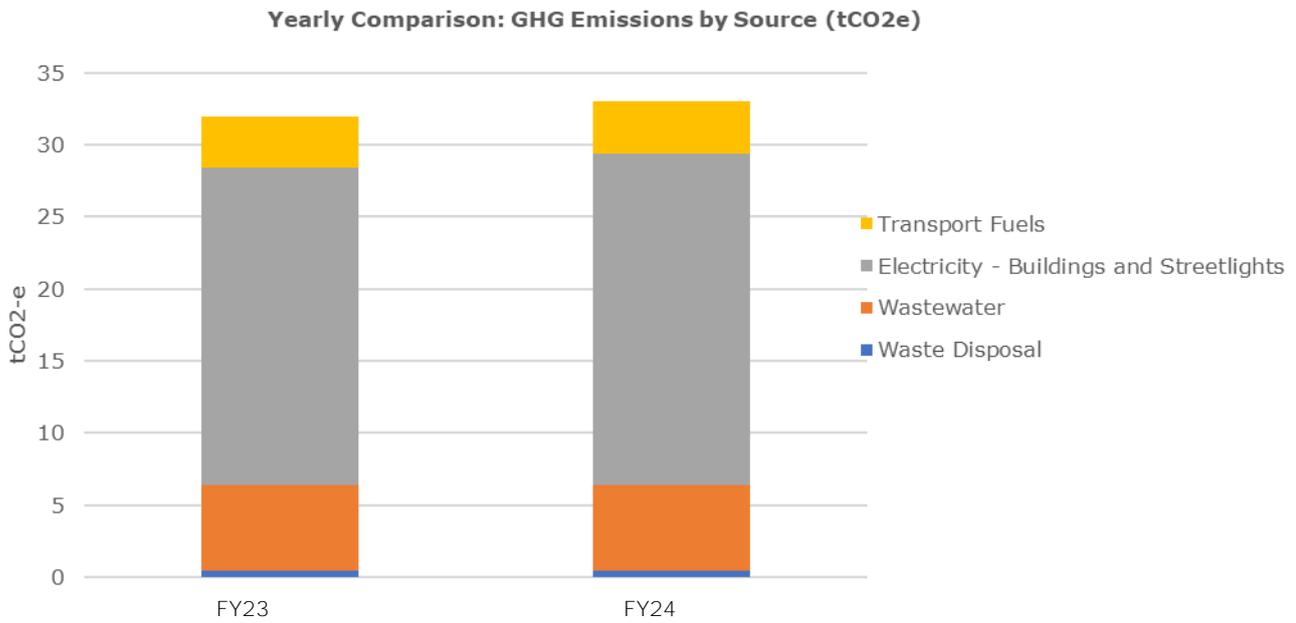


Figure 6: Historical trend over two financial years

DRAFT

5. Inventory standards and frameworks

This inventory reports on emissions that are under their operational control. The inventory is largely compliant with the NGER framework and aligned to Climate Active.

Refer to Table 4 below for the emissions that have been included in Council's 2022/23 corporate inventory compared with what Council would need to report on to align with NGER or Climate Active.

Table 4: Mapping of included emissions sources with NGER and Climate Active

Scope	GHG emissions sources	WWASC 2022/23 reported emissions	To achieve minimal NGER Compliance	Climate Active compliance (aligned or certified)
Scope 1	Transport fuels	Estimated	✓	✓
	Stationary fuels	Estimated	✓	✓
	Natural Gas (reticulated)	NA	✓	✓
	Fugitive Emissions (Refrigerants)	x	✓	✓
	Lubricants	x	✓	✓
	Wastewater treatment and discharge	Estimated	✓	✓
	Waste disposal to Landfill	NA	✓	✓
Scope 2	Electricity (buildings, water & waste, street lighting, open space lighting)	Estimated	✓	✓
Scope 3	Electricity (Scope 3 portion)	✓	NA	✓
	Natural Gas (Scope 3 portion)	NA	NA	✓
	Transport Fuels (Scope 3 portion)	Estimated	NA	✓
	Stationary Fuels (Scope 3 portion)	Estimated	NA	✓
	Lubricants (Scope 3 portion)	x	NA	✓
	Contractor Fuels	x	NA	✓
	Asphalt and associated construction materials	x	NA	✓
	Water use (covered in Council owned water/wastewater plants)	x	NA	✓
	Corporate Waste	✓	NA	✓
	Air Travel	x	NA	✓
	Hire Cars and Taxis	x	NA	✓
	Public Transport	x	NA	✓
	Accommodation	x	NA	✓
	Office Paper	x	NA	✓
	Daily staff commute	x	NA	✓
Contracts & services	x	NA	✓	

To align with Climate Active (in the next reporting year) or be accredited with Climate Active in the future, Council would need to report on all Scope 1 and 2 emissions, and all the Scope 3 emissions that can be influenced through their policies and operations management.

6. Overview by Emissions Source

This section provides an overview of each emissions source captured. Specifically, it provides:

- a description of the emissions source
- a summary the data quality and issues
- recommendations to improve emissions reporting going forward

Aboriginal Shire Councils have been experiencing an increase in extreme weather events, including cyclones and flooding. These events have placed significant pressure on Council resources and have made accessing reliable data more challenging. Where data was unavailable, estimates were calculated using the following methodology:

- Electricity Emissions WWASC: Estimated by determining an electricity emissions per person ratio based on data from a similar Queensland council, Yarrabah Aboriginal Shire Council. This ratio was then applied to WWASC to estimate its electricity emissions.
- Transport Fuel Emissions: Estimated using a Community-to-Corporate ratio for transport fuel emissions. This ratio was derived from transport fuel emissions data from a comparable Queensland council, Cook Shire Council, along with Snapshot community transport fuel emissions. The ratio was then applied to WWASC's Snapshot profile to determine the estimate.
- Wastewater Emissions: Calculated using WWASC population figures in conjunction with a wastewater emissions calculator, *Wastewater_Emissions_Calculator_2022-2023*.
- Corporate Waste Emissions: Estimated based on Council's Full Time Employment (FTE).

These methodologies provide a reasonable approach to filling data gaps while ensuring consistency in emission estimations.

6.1 Site List

As a first step it is important Council develops a complete list of Council facilities along with the associated up to date data including connected electricity, gas and water data. See the Data Collection Guide, provided by Ironbark at the start of the project for the minimum data requirement for each site. This asset/site master list should be reviewed annually.

6.2 Electricity

6.2.1 Description

Emissions from electricity fall under both the scope 2 and scope 3 emissions categories and for the following emissions sources:

- Electricity - Council owned/operated/occupied
 - Emissions produced in the generation of electricity used by buildings that Council owns, operates and occupies
- Electricity (Street Lighting – Council/DNSP owned)
 - Emissions produced in the generation of electricity used by streetlights that Council pays the bills for
 - Emissions from Council owned street lights are split across Scope 2 and 3 emissions whereas Emissions from DNSP owned street lights are captured in Scope 3 emissions.
- Electricity - Water/Wastewater

- o Emissions produced in the generation of electricity used for water and wastewater operations
- Transmission and distribution – these are emissions that result from the manufacture, transmission losses and other losses of electricity consumed directly by all Council sites.

6.2.2 Data Quality and Issues

No electricity data was provided and emissions were estimated by determining an electricity emissions per person ratio based on data from a similar Queensland council, Yarrabah Aboriginal Shire Council. This ratio was then applied to WWASC to estimate its electricity emissions.

6.2.3 Emission Factor

Ironbark uses the emission factors for the applicable year published by the Federal Government in the National Greenhouse Accounts Factors³ documents for electricity emissions calculations.

The emissions factors for electricity (both consumption and transmission) change year on year as they are calculated based on the grid energy mix and other factors which are highly changeable. This contrasts with the emissions factors for some other sources such as fuels which remain constant.

6.2.4 Recommendations

To improve the quality of future reporting Ironbark recommends the following:

- Map asset/site names with electricity accounts in the council's asset/site master list, i.e. each asset/site name should be linked to the following electricity account information
 - o NMI
 - o Meter #
 - o Location
 - o Closed/open date
 - o Electricity Account No.
 - o Electricity supplier
 - o Network Tariff
- For the electricity accounts, per NMI, it is recommended to check for 'leased properties' which Council is leasing out to or leasing from third parties. Accordingly, Council should review and apply the Climate Active 'relevance test' (see Appendix 2: Relevance Test).
- Currently all electricity accounts where Council pays the bills are assumed to be under Council's "operational control". It is recommended that Council reviews all sites including those that are leased and leased out and tag each account as:
 - o Electricity (Council) – where Council, owns, operates, and occupies the site – reported as Scope 2
 - o Electricity (Commercial) – where Council owns a site, but it is occupied and operated by a business – reported as Scope 3 or excluded
 - o Electricity (Community) - where Council owns a site, but it is occupied and operated by a community group
 - o Electricity (Street Lighting DNSP owned) – DNSP owned street lighting

³ National Greenhouse Accounts Factors | Department of Industry, Science, Energy and Resources

- Electricity (Street Lighting Council owned) – Council owned street lighting
- Electricity (Waste and Wastewater) – where Council owns and operates waste (landfill) site and water and wastewater treatment plants (WWWTP).

Note: From an organisational emissions perspective this will make no difference. However, for reporting purposes this will reallocate emissions to scope 3 and support prioritisation of emissions reduction actions.

- Perform an annual update to Council's master site list to:
 - Review sites are marked correctly as under Council operational control (Council control) or not under Council operational control (Other third-party control).
 - Ensure all NMIs which are being billed for are clearly linked to a council site.
- Establish a utilities billing review process to ensure bills are being received for all sites under Council control. If Council is receiving the electricity bills and then billing the tenant, include a note and mark as not under Council operational control (Commercial).
- Ensure electricity data is being sourced from retailers. This is the preferred method of sourcing data as it includes more detail.
- Ensure activity data covers 365 days for each NMI across small sites, large sites and street lighting and estimate any data gaps as mentioned above.
- Ensure activity data captures solar generation, self-consumption, and export to the grid (where relevant).

6.3 Bottled gas (LPG)

6.3.1 Description

Emissions from LPG fall under the scope 1 and scope 3 emissions categories.

Scope 1 emissions are defined as "direct emissions from owned or controlled sources" and are emissions created when Council burns a fuel in an owned asset: in this case a building using LPG.

Scope 3 emissions are generated from the extraction, production and transport of LPG for buildings.

6.3.2 Data Quality and Issues

LPG data was unavailable and was not included in FY 2022/23 and FY2023/24 inventories. This emissions source is recorded as a gap to be resolved in the next reporting period.

6.3.3 Emission Factor

Ironbark uses the emission factors for the applicable year published by the Federal Government in the National Greenhouse Accounts Factors⁴ documents under the category of fuel combustion emission factors.

⁴ National Greenhouse Accounts Factors | Department of Industry, Science, Energy and Resources

6.3.4 Recommendations

Ironbark recommends Council investigate areas of LPG consumption across Council owned or operated infrastructure and ensure:

- LPG consumption data, including quantities, are stored at a central location.
- All LPG purchases are clearly linked to a facility.
- Invoices are being received for all sites under Council operational control, and that invoices are not being received for sites which are not under Council operational control.

6.4 Transport and Stationary Fuels

6.4.1 Description

Emissions from transport and stationary fuels fall under scopes 1 and 3:

- Scope 1 emissions cover emissions from the burning of fossil fuels (gasoline and diesel) by the fleet and plant under Council's direct control.
- Scope 3 emissions are generated from the extraction, production and transport of fuels.

Emissions from fuel consumption are divided into Fleet (Diesel and Petrol) and Plant (Diesel and Petrol):

- Transport Fuels covers Council's vehicle fleet, and off-road (plant) vehicles.
- Stationary Fuels includes emissions from fuel consumption for electricity generation (diesel generators), fuels consumed in construction, and other sources like domestic heating, and plant fuel consumption.

6.4.2 Data Quality and Issues

Transport and stationary fuel data was unavailable. Ironbark used data from Snapshot and fuel ratios (Community and Corporate) from similar Councils in Queensland (Cook Shire Council) to estimate Council's fuel consumption.

6.4.3 Emission Factor

Ironbark uses the emission factors for the applicable year published by the Federal Government in the National Greenhouse Accounts Factors⁵ documents under the category of fuel combustion emission factors.

6.4.4 Recommendations

To improve the quality of future reporting Ironbark recommends the following:

- Request standard fuel consumption reports from the supplier and establish an inhouse centralised reporting system for the fuel data ensuring fuel usage (litres), fuel type and costs are recorded alongside each asset and/or category.
- Help identify available fuel alternatives and to improve the visibility of any savings we suggest council distinguish fuel consumption using the following categories:
 - Passenger fleet vehicles: this is predominantly staff cars - sedans, wagons, SUVs
 - Heavy/utility fleet vehicles: Trucks, Utes, Buses, Vans

⁵ National Greenhouse Accounts Factors | Department of Industry, Science, Energy and Resources

- o Plant: excavator, grader, loader, backhoe, digger, roller, forklift, compactor, tractor, mower, sweeper, tipper, etc.
- o Stationary energy: generator, boiler, hot water heater, oil heater, fuel stove etc.

Or at its simplest, separate out "Plant" (diggers etc) from road vehicles "Fleet".

6.5 Water/Wastewater

6.5.1 Description

Council's emissions from water supply/disposal and wastewater treatment fall under scope 1 direct emissions, as these operations are under council operational control. Emissions from Water/Wastewater operations and from the electricity consumption component have been separately reported.

6.5.2 Data Quality and Issues

Water/Wastewater data was unavailable. Ironbark used a wastewater emissions calculator, WWC_STR_001_Wastewater_Emissions_Calculator_2022-2023_Original, and the Shire's population to estimate emissions arising from water and wastewater treatment.

6.5.3 Emission Factor

Ironbark used the outputs from council provided calculator or emissions from water and sewerage operations.

6.5.4 Recommendations

It is recommended that Council:

- Measure and monitor emissions produced by wastewater treatment processes at Council facilities using the NGER Wastewater Domestic and Commercial Calculator 2023-24 (updated annually) to calculate emissions from wastewater treatment plants under Councils operational control.

The wastewater domestic and commercial calculator can be accessed at:

<https://cer.gov.au/schemes/national-greenhouse-and-energy-reporting-scheme/report-emissions-and-energy/nger>

- Consider employing a water meter data management application/tool such as Aqualus to manage water data including customer relationships, billing, water analytics and field installation and maintenance work.

6.6 Corporate Waste

6.6.1 Description

If the landfill is under Council's operational control, emissions from waste to landfill are considered Scope 1 emissions. If the landfill is not under Council's operational control, emissions from waste to landfill will be accounted as Scope 3 emissions.

6.6.2 Data Quality and Issues

Council does not own a landfill and waste is disposed of outside the Shire. Corporate waste emissions were estimated based on Council's Full Time Employment (FTE).

6.6.3 Emission Factor

Ironbark uses the emission factors for the applicable year published by the Federal Government in the National Greenhouse Accounts Factors⁶ documents under the waste emission factors.

6.6.4 Recommendations

Ironbark recommends Council:

- Undergoing a waste audit of Council's operations will provide more robust data for inclusion in future inventories. It also helps identify contamination types and levels data used to inform future emission reduction opportunities.
- Collect quantities of waste being disposed divided across the following:
 - Waste streams (%) across municipal solid waste (MSW), commercial and industrial (C&I) waste, and construction and demolition (C&D).
 - Waste mix types across each stream type, i.e. food, paper & paperboard, garden & park, wood & wood waste, textiles, sludge, nappies, rubber & leather, and inert material (only if affordable to do so)
- Capture any diversion of overall quantities towards organic/food/garden and recycling.

6.7 Fugitive Gases

6.7.1 Description

Fugitive emissions occur where refrigerants with a high Global Warming Potential leak into the atmosphere, and they are a Scope 1 emissions source. For example:

- usage of refrigerants in heating ventilation and air conditioning systems in Council owned and operated buildings
- refrigerant usage in vehicles

6.7.2 Data Quality and Issues

Fugitive emissions data was unavailable and was not included in FY 2022/23 and FY2023/24 inventories. This emissions source is recorded as a gap to be resolved in the next reporting period.

⁶ National Greenhouse Accounts Factors | Department of Industry, Science, Energy and Resources

6.7.3 Emission Factor

UK Government GHG Conversion Factors for Company Reporting (Department for Business, Energy & Industrial Strategy; Department for Environment Food & Rural Affairs) - Conversion factors 2023 - Full set (for advanced users) – Refrigerant & other⁷.

6.7.4 Recommendations

To facilitate future reporting Ironbark recommends the following:

- For large heating ventilation and air conditioning systems, work with Council's building air conditioning maintenance team to record the type of refrigerant and the amount (kilograms) used each year for maintenance.
- For smaller reverse cycle air conditioners, record the number of units used in Council buildings and the type and charge of refrigerant used and apply standard yearly leakage factors.
- Work with the team maintaining Council's vehicles to record the type of refrigerant and the amount (kilograms) used for vehicle maintenance.
- Record the number of fridges used in Council buildings and the type and charge of refrigerant used and apply standard yearly leakage factors.
- Liaise with procurement, fleet and property teams to work with contracted service providers to capture this data

To improve the accuracy of this calculation, there are primarily two methods to calculate fugitive gases for buildings:

- Council's AC contractor provides actual tonnes of refrigerant gases by refrigerant type for the financial year.
- Deriving the refrigerant capacity from the label on the HVAC unit and applying a leakage rate to calculate the GHG emissions.

Suggested sources for activity data:

- For large heating ventilation and air conditioning systems / smaller reverse cycle air conditioners - building air conditioning maintenance team
- For refrigerant top-up in vehicles - team maintaining Council's vehicles

6.8 Lubricants

6.8.1 Description

Emissions from lubricants fall under scope 1 and scope 3. Scope 1 covers emissions from lubricant use by council, whereas scope 3 covers emissions from extraction, production and transport. There are two emissions factors available for lubricants: one for oils and one for greases. It is therefore important that the lubricant type is reported as well as the volume/quantity consumed.

⁷ <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2023>

6.8.2 Data Quality and Issues

Lubricants data was unavailable and was not included in the FY 2022/23 and FY2023/24 inventories. This emissions source is recorded as a gap to be resolved in the next reporting period.

6.8.3 Emission Factor

Ironbark uses the emission factors for the applicable year published by the Federal Government in the National Greenhouse Accounts Factors⁸ documents under the category of fuel combustion emission factors.

6.8.4 Recommendations

Council collects the activity data for Lubricants (Oil) and Lubricants (Grease) across the Council corporate operations.

6.9 Asphalt & associated construction materials

6.9.1 Description

Councils are responsible for a wide range of hard surface infrastructure construction repair and specification, including:

- Roads,
- Footpaths and driveway cross overs
- Shared paths
- Car parks
- Drainage and water infrastructure
- Sports complexes
- Event facilities
- Open spaces
- Communal areas

Asphalt is a scope 3 emissions source and covers asphalt and gravel aggregate used for road reconstruction or road works which have been contracted by Council during the reporting period. Asphalt use can vary significantly depending on the works executed during the reporting period. This emissions source may be significant in future years.

6.9.2 Data Quality and Issues

Asphalt & associated construction materials data was unavailable and was not included in the FY 2022/23 and FY2023/24 inventories. This emissions source is recorded as a gap to be resolved in the next reporting period.

⁸ National Greenhouse Accounts Factors | Department of Industry, Science, Energy and Resources

6.9.3 Emission Factor

Emission factors are sourced from AusLCI Carbon Emissions Factors Database⁹.

6.9.4 Recommendations

To facilitate future reporting Ironbark recommends the following:

- Inform the procurement or road projects team that they will be required to provide data (asphalt, concrete, other data for road construction, etc.) for Council reporting, on an annual basis.
- Aim to get as much detail about the data as possible, including the amount of crude oil used and the amount of aggregate and any information available about the aggregate such as recycled content.
- Data collection should include information on all infrastructure emission sources, including asphalt, concrete (emissions from road building are typically 50% from concrete and 50% from the rest of the road building), land clearing (for new or expanded roads) and contractor vehicles.

6.10 Contractor Fuels

6.10.1 Description

Contractor fuels is a scope 3 emissions source and is related to contractor fuel consumption. The emissions total for contractor fuels includes direct emissions from the burning of fuel and indirect emissions from production, and transportation. Examples are waste services and road works contractors.

It may be possible that Council hires a large number of contractors on an often ad hoc basis, however, to begin with, Council could identify contractors that:

- provide services on a regular basis
- provides services that are typically delivered by Council but are outsourced to a third party
- provides services where fuel consumption and emissions are likely to be significant

6.10.2 Data Quality and Issues

Contractor fuel data was unavailable and was not included in the FY 2022/23 and FY2023/24 inventories. This emissions source is recorded as a gap to be resolved in the next reporting period.

6.10.3 Emission Factor

Ironbark uses the emission factors for the applicable year published by the Federal Government in the National Greenhouse Accounts Factors¹⁰ documents under the category of fuel combustion emission factors.

⁹ <https://www.alcas.asn.au/auslci-emissions-factors>

¹⁰ National Greenhouse Accounts Factors | Department of Industry, Science, Energy and Resources

6.10.4 Recommendations

To facilitate future reporting Ironbark recommends Council:

- Liaise with contractors to provide details on the fuel type and litres of fuel consumed. See the Data Collection Guide, provided by Ironbark, for information on the fields required. It is recommended that Council discuss these reporting requirements with the appropriate team at the beginning of the reporting period to ensure the correct details are collected.
- Identify contractors that fit a certain (Council defined) criterion and inform the relevant contractors that they will be required to provide fuel consumption reports on a financial year basis.
- Work with Council's procurement team to ensure this requirement is included in future contracts. Additionally, this provides a valuable opportunity for Council to embed sustainability and emissions considerations into local decision making more broadly.
- Store contractor fuel data in an accessible central location.

6.11 Office Paper

6.11.1 Description

Office paper is a scope 3 emission source and includes all printer/copier paper purchased during the reporting period.

6.11.2 Data Quality and Issues

Office paper data was unavailable and was not included in the FY 2022/23 and FY2023/24 inventories. This emissions source is recorded as a gap to be resolved in the next reporting period.

6.11.3 Emission Factor

EPA Victoria information Bulletin 'Greenhouse Gas Emission Factors for Office Copy Paper', Publication 1374.1*, October 2013¹¹.

6.11.4 Recommendations

For Council to collect office paper data, we recommend the following:

- Maintain reporting systems to request an annual report of paper consumption from the procurement team or paper supplier.
- Work with the procurement team to develop a report format on office paper usage (number of reams and paper type and size purchased during the reporting period), for Council reporting on an annual basis. Going further, the paper consumption can be captured across the different divisions, thereby further enabling actions to reduce consumption.

¹¹ <http://www.epa.vic.gov.au/our-work/publications/publication/2013/october/1374-1>

- Where budget and practicality allow, purchase Carbon Neutral certified paper.

6.12 Accommodation

6.12.1 Description

Accommodation is a scope 3 emission source and includes emissions generated from the energy consumed by accommodation used by Council staff when travelling on business.

6.12.2 Data Quality and Issues

Accommodation data was unavailable and was not included in FY 2022/23 and FY2023/24 inventories. This emissions source is recorded as a gap to be resolved in the next reporting period.

6.12.3 Emission Factor

Emission factors were sourced from Baseline Energy Consumption and Greenhouse Gas Emissions - In Commercial Buildings in Australia¹²; Table 6.4 - Hotels, Average Energy Intensity by State, Territory and Region

6.12.4 Recommendations

Council to continue the current practice of activity data collection and to further improve the process, we recommend the following:

- Activity data to be collected (Refer to the Data Collection Guide provided by Ironbark for information on the fields required)
 - The state or country in which accommodation is located whether location is Regional or Metro
 - Star rating of accommodation
 - Number of nights stayed
- Suggested sources for activity data:
 - Corporate strategy or finance team
- Ensure all relevant details (as outlined in the Data Collection Guide provided by Ironbark) are included in reporting, across the areas where council has an operational control
- Work with and inform the finance or corporate strategy team that they will be required to provide detailed data annually in a standard format on accommodation for business travel for Council reporting.
- It is recommended that Council discuss these reporting requirements with the appropriate team at the beginning of the reporting period to ensure the correct details are collected.

¹² <https://www.energy.gov.au/publications/baseline-energy-consumption-and-greenhouse-gas-emissions-commercial-buildings-australia>

6.13 Air Travel

6.13.1 Description

Flights for business travel is a scope 3 emissions source and covers all flights taken by Council employees and non-Council staff on Council business.

6.13.2 Data Quality and Issues

Accommodation data was unavailable and was not included in FY 2022/23 and FY2023/24 inventories. This emissions source is recorded as a gap to be resolved in the next reporting period.

6.13.3 Emission Factor

UK Government GHG Conversion Factors for Company Reporting (Department for Business, Energy & Industrial Strategy; Department for Environment Food & Rural Affairs)

- Conversion factors 2021 - Full set (for advanced users) – Business travel - air+ WTT Business travel – air;
- Note: these factors include radiative forcing and uplift factors
- The 473km limit for short-haul flights has been defined following the classification used by UK DEFRA (see table 32), based on the guidance from CORINAIR (originally referenced here). CORINAIR sets 250 nautical miles (463km) as the upper limit for 'short flights'

6.13.4 Recommendations

Council to continue the current practice of activity data collection and to further improve the process, we recommend the following:

- Activity data to be collected (refer the Data Collection Guide provided by Ironbark for information on the fields required)
 - Passenger name
 - No of passengers
 - Date of travel
 - Departure and arrival location
 - Single/return
 - Class (Economy/Business)
 - Cost
 - Distance (km)
- Investigate data source contacts such as travel agency or finance/corporate strategy team
- Communicate to the finance/corporate strategy team that they will be required to provide detailed flight data annually in a standard format.
- Apply the relevant (DEFRA) emission factors for the km and class of travel.
- It is recommended that Council discuss these reporting requirements with the appropriate team at the beginning of the reporting period to ensure the correct details are collected.

6.14 Hire cars and taxis

6.14.1 Description

Hire cars and taxis are a scope 3 emissions source and covers taxi/cab travel by Council employees, and fuel used by hire cars.

6.14.2 Data Quality and Issues

Hire cars and taxis data was unavailable and was not included in FY 2022/23 and FY2023/24 inventories. This emissions source is recorded as a gap to be resolved in the next reporting period.

6.14.3 Emission Factor

For this emission source, we have referenced emissions factor (gCO₂-e/km travelled) from Environment Protection Authority (EPA)¹³ – more details are provided in the inventory calculator.

6.14.4 Recommendations

Council to continue the current practice of activity data collection; Contact your corporate strategy team or finance team for a list of council travel using hire cars or taxis for the reporting period. The data required under this category includes vehicle type, vehicle fuel type and charge (\$).

6.15 Staff Commute

6.15.1 Description

Council employee commute between work and home is a scope 3 emissions source.

6.15.2 Data Quality and Issues

Staff commute data was unavailable and was not included in FY 2022/23 and FY2023/24 inventories. This emissions source is recorded as a gap to be resolved in the next reporting period.

6.15.3 Emission Factor

For this emission source, we have referenced emissions factor (gCO₂-e/km travelled) from Environment Protection Authority (EPA)¹⁴ – more details are provided in the inventory calculator.

¹³ <https://www.epa.vic.gov.au/about-epa/publications/1562>

¹⁴ <https://www.epa.vic.gov.au/about-epa/publications/1562>

6.15.4 Recommendations

To facilitate future reporting Ironbark recommends the following:

- Council to conduct Annual Employee Survey to capture staff commuting patterns for a sample of Council staff. Survey to provide a snapshot of how staff commutes to and from Council office locations over a defined period. This should include modes of transport, distance travelled, vehicle fuel efficiencies and fuel types (including electricity). See Appendix 6: Example Staff Commute Survey.

6.16 Other goods and services

6.16.1 Description

Scope 3 emissions sources relate to goods or services provided by a third party (supply chain). These emissions categories include Food, Cleaning and Chemicals, Horticulture and Agriculture, ICT service and equipment, Machinery and vehicles, Office equipment & supplies, Postage, courier and freight, Products and Professional Services.

6.16.2 Recommendations

Federal climate disclosure reporting will become mandatory starting FY 2024/25. Federal departments and many businesses are directly required to report or, as suppliers, will need to provide emissions data and strategies to the reporting organisations. While mandatory reporting does not apply to local governments at this stage, councils play an important role in demonstrating leadership within the supply chains to which they are linked. Scope 3, or supply chain emissions, can be significant and difficult to assess.

Ironbark recommends Council:

- Request suppliers provide details on the carbon footprint of the product or service being delivered.
- Inform the procurement (or finance) team that they will be required to provide details on goods and services procured for Council operations annually, including:
 - Type of product or service
 - Volume or amount of product
 - Carbon profile of the product or service
 - Cost of product or service
- Aim to get as much detail about the goods and services as possible, including information on recycling or carbon-neutral content.
- Maintain a scope 3 emissions uplift factor for products and services where spend-based data is the only available option.
- Consider applying for Climate Active (CA) Carbon Neutral certification or requesting access to scope 3 spend-based emission factors from CA.
- Advocate for government action to make CA scope 3 emission factors public.

- Consider engaging a suitably qualified consultant to report on scope 3 supply chain and emissions. Reporting on supply chain emissions has the advantage of identifying high-emitter sources to target for emissions reduction.

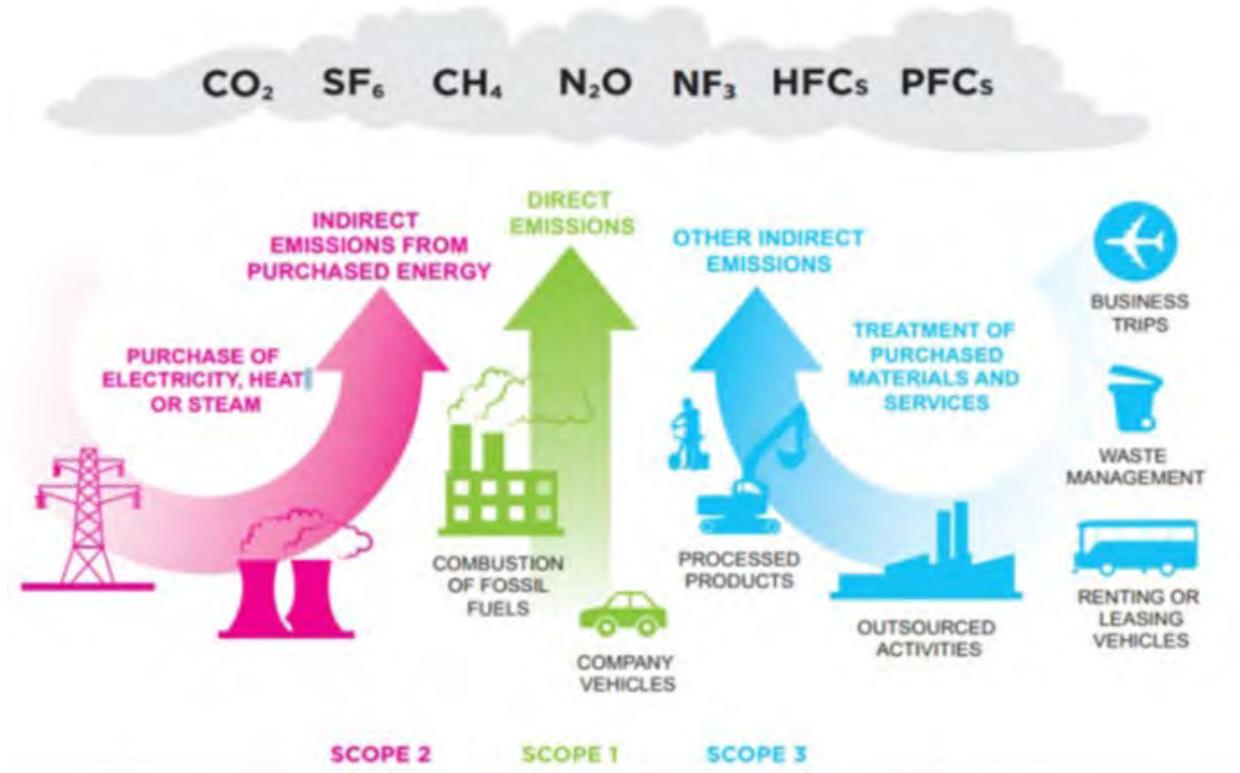


Figure 7: GHG emissions by scope

7. Improving emissions inventory reporting

7.1 Establish data collection process

Ironbark recommends that Council establish an emissions inventory data collection and reporting process to be performed annually or every couple of years to track the impact of emissions reduction measures undertaken by Council.

Council's process might include but is not limited to the following:

1. Identify key contacts, internal and external, for each emissions source
2. Develop a data mapping and management plan
3. Trigger data collection of emissions sources (for previous FY) at the start of each financial year or in line with financial reporting.
4. Develop the emissions inventory for Council operations from data collected
5. Identify issues and improve data processes including addressing data gaps and refining/improving data quality
6. Communicate and report of emissions tracking against emissions reduction actions
7. Repeat 3 to 6

7.2 Improve data and address gaps

Quality data is the foundation of a robust and comprehensive emissions inventory. Insufficient data can create gaps, while excess data from various sources can lead to duplicate or double counting of emissions. It's important to ensure that data per emission source is collected from a single central contact/location and tracked through data mapping. A well-structured data management plan is essential for this. For assistance in this, refer to Appendix 4: Example Data and Contacts List.

Activity data for some emissions sources were unavailable for the FY 2022/23 and FY 2023/24 reporting periods. The greater the number of emissions sources reported, the greater Council's understanding of its impacts and the greater opportunities for measurable reductions as Council moves towards reducing emissions. Table 5 outlines the recommended emissions sources to focus on between now and the following inventory. These emissions represent the most significant gaps in Council's current inventory. Appendix 3: Inventory Data, Sources and Approaches in conjunction with the data collection guide provided at the start of the project, outlines the emissions sources and the data requirements and approaches per emissions source.

Table 5: Top 5 priority recommendations

Priority	Recommendation	Scope
1	Accurate electricity data from assets ¹⁵	2
2	Water and wastewater	1
3	Transport and stationary fuels	1
4	LPG (if applicable)	1
5	Contractor fuels (additional)	3

¹⁵ While Ironbark has provided estimates of electricity emissions, it would be advantageous for Council to collect precise and asset-specific electricity usage data. This approach will help ensure that future reporting reflects the most accurate and relevant emissions figures from Council's operations.

7.3 Data gap analysis summary

Table 6 summarises priority steps Council can undertake to improve emissions data collection and address data gaps. Better data collection methods will ensure future inventories are a more accurate representation of Council's emissions. See Section 6 for more detailed guidance on each emissions source. To help coordinate data collection, see Appendix 4: Example Data and Contacts List.

Table 6: Steps to improve emissions data collection

Emissions Source	Action
All	Report emissions data across financial years including costs
Electricity	Map asset/site names with electricity accounts and ensure open/closed date and tariffs are included for each site.
Electricity	Identify whether each asset/site is occupied by Council, community or residential/business entities
Electricity	Establish a workflow for regular updates to Council's master site list
Electricity	Establish a utilities billing review process to ensure bills are being received for all sites under Council control
Electricity	Ensure electricity data is being sourced from retailers, and that data for every asset covers 365 days
Electricity	Ensure solar generation data captured where applicable
Electricity ¹⁶	Undertake a street light audit to develop a register where each light is identified using either a nearby street address or its GPS coordinates
Bottled Gas (LPG)	Investigate if there are areas of LPG consumption across council owned or operated infrastructure
Fuel	Categorise fuel usage and cost data as either Transport or Stationary and Fleet or Plant equipment. This entails listing fuel cost and usage alongside each asset, or at a minimum, alongside each asset category.
Water	Map asset names with water meters in Council's asset list and capture water usage data from council operations.
Wastewater	Establish a process to measure and monitor emissions produced by wastewater treatment processes at council-run facilities including biosolids removal
Fugitive Gases	Record data on refrigerant leakage from air conditioners, vehicles and refrigerator equipment
Asphalt and construction materials	Establish data collection processes to capture additional construction materials (and recycled materials where applicable)
Contractor fuels	Liaise with contractors to report emissions and fuel usage
Business Travel	Investigate ways and tools to capture flight, taxi/car hire and accommodation data such as Corporate Traveller.
Lubricants	Establish a process to capture the use of both oil and greases within Council's operations from vehicle/plant servicing and depots

¹⁶ Refers to Council owned street lights.

<p>Other goods and services (scope 3)</p>	<p>Request suppliers to provide details on the carbon footprint of the product or service being delivered and aim to get as much detail about the goods or services as possible, including the information on recycle or carbon neutral content.</p> <p>Advocate to government to have CA scope 3 emission factors made public.</p> <p>Consider engaging a suitably qualified consultant to report on scope 3, supply chain, emissions. This has the added advantage of identifying high emitter sources to be targeted for emissions reduction.</p>
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8. Next Steps

8.1 Develop an Emissions Reduction Plan

Council has developed a corporate inventory establishing a baseline upon which reductions can be measured. Insight into Council emission sectors and reduction opportunities provides a foundation for developing an emissions reduction plan.

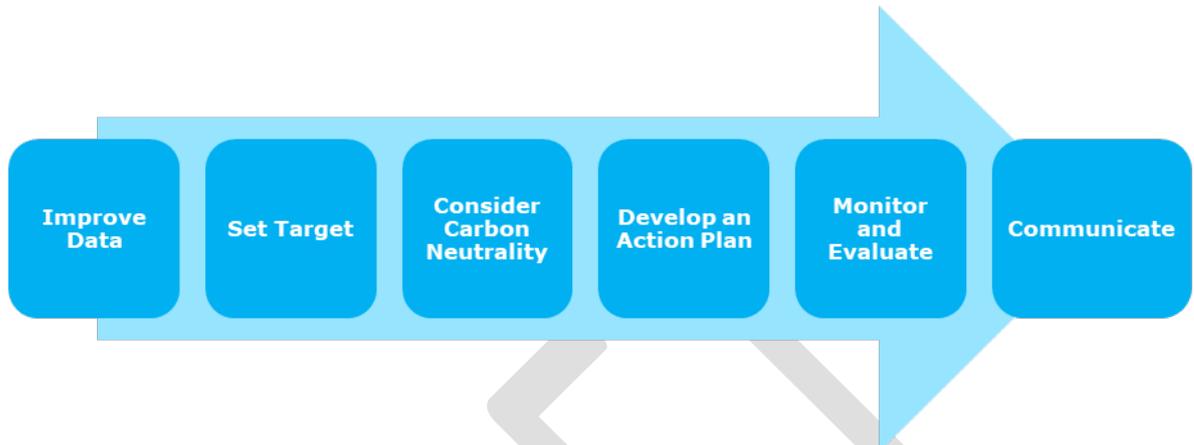


Figure 8: Develop an emissions reduction plan

8.1.1 Agree on an Appropriate Target

The information in this report provides a basis for developing a science derived emissions reduction target for Council's Corporate operations emissions. This target can be the driver of Council's action plan and Council's corporate climate strategy communications. An official target provides a goal for Council to aim for and a benchmark against which to assess progress.

8.1.2 Consider Carbon Neutrality

As part of Council's corporate target setting, Council may wish to consider carbon neutrality. The Australian Government's Climate Active Program is used to certify organisations such as local governments as Carbon Neutral. Becoming certified carbon neutral is an excellent communication tool, providing a platform for robust emissions reporting and third-party verification. However, Council is advised to consider carbon neutral certification carefully, as there are some important, long-term implications to Council's budget. Council may wish to prioritise funding emissions reduction activities over purchasing carbon offsets.

This inventory has been developed to provide a good starting point for Carbon Neutral certification, however further investment will be required to meet the Climate Active Carbon Neutral Standard.

8.1.3 Develop an Action Plan

Once a target has been set, Council can then develop a GHG reduction plan to assist in achieving this target. Council will need to consider which carbon emissions reduction opportunities are available and assess the financial and practical feasibility of these actions, as well as the carbon mitigation impact.

8.1.4 Monitoring and Evaluation, Review and Learning

By subjecting actions to close monitoring and evaluation, Council can learn whether specific actions are effective and redirect resources if necessary. This not only allows Council to mitigate the risk associated with under-performing projects, but it also provides confidence that resources are being used effectively to achieve the planned outcome. Monitoring and evaluation provide a fantastic opportunity for Council to demonstrate leadership to the community and celebrate success. Lessons learnt, both positive and negative, can be shared with other councils to allow for replication.

8.1.5 Communicate Council's Actions

This inventory and target can be used in communications both internally and externally to support Council in engaging staff and the wider community with their climate change mitigation strategies.

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Appendix 1: Glossary

Term	Definition
CA	Climate Active (Australia's carbon neutral certification scheme)
CCA	Climate Change Authority
WWASC	Wujal Wujal Aboriginal Shire Council
CH ₄	Methane
CMS	Carbon Management System
CO ₂	Carbon dioxide
CO ₂ -e	Carbon dioxide equivalent. The universal unit of measurement to indicate the global warming potential (GWP) of each GHG, expressed in terms of the GWP of one unit of carbon dioxide. It is used to evaluate the climate impact of releasing (or avoiding releasing) different GHGs on a common basis.
DNSP	Distribution Network Service Provider, also known as Energy Distribution Business (DB) also known as distributors.
Emissions Factor (EF)	An emissions factor is a measure of the mass of Emissions relative to a unit of activity.
ERF	Emissions Reduction Fund
FY	Financial Year
GHG	Greenhouse gas
Global Covenant of Mayors	Global Covenant of Mayors for Climate & Energy is a coalition of city leaders addressing climate change by pledging to reduce their greenhouse gas emissions, tracking their progress, and preparing for the impacts of climate change. It was formed through a merger of the Compact of Mayors and the Covenant of Mayors.
Greenhouse Gas Protocol	The Greenhouse Gas Protocol, developed by World Resources Institute and World Business Council on Sustainable Development, sets the global standard for how to measure, manage, and report Emissions.
GWP	Global Warming Potential. The Global Warming Potential was developed to allow comparisons of the global warming impacts of different gases. Specifically, it is a measure of how much energy the emissions of one tonne of a gas will absorb over a given period of time, relative to the emissions of one tonne of carbon dioxide
IPCC	Intergovernmental Panel on Climate Change
kt	Kilotonne
LPG	Liquified Petroleum Gas
MSW	Municipal solid waste - Solid waste generated from municipal and residential activities, and including waste collected by, or on behalf of, a municipal council. MSW does not refer to waste delivered to municipal disposal sites by commercial operators or waste from municipal demolition projects.
Mt	Megatonne
NA	Not available
NGER	National Greenhouse and Energy Reporting Scheme
NMI	National Meter Identifier
PV	Photovoltaic
Street lighting	Street lighting found in residential streets and main roads
tCO ₂ e	Tonnes of CO ₂ equivalent
TS	Transfer Station – Facilities where collection vehicles deposit waste and/or recyclables collected from elsewhere. (Waste or recyclables are then put into larger transfer vehicles for transport to a landfill site, MRF or resource recovery facility.) Transfer stations may be used by both individuals and vehicles and may include recycling facilities and facilities for compacting and baling waste and recyclable materials.

Waste	Any discarded, rejected, unwanted, surplus, or abandoned matter including material intended for recycling, reprocessing, recovery, purification, or sale. In this document, the term 'solid waste' refers to non-hazardous, non-prescribed, solid waste materials ranging from municipal garbage to industrial waste.
WBCSD	World Business Council for Sustainable Development
WRI	World Resources Institute

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Appendix 2: Relevance Test

Going forward, it is recommended to Council to refer to the below Relevance Test by Climate Active.

Table 7: Climate Active Relevance Test for Emission Source

Emission Source	Relevance Test (relevant if at least two of the following criteria are met)				
	The emissions from a particular source are likely to be large relative to the organisation's electricity, stationary energy and fuel emissions.	The emissions from a particular source contribute to the organisation's greenhouse gas risk exposure.	If key stakeholders deem the emissions from a particular source are relevant.	The responsible entity has the potential to influence the reduction of emissions from a particular source.	The emissions are from outsourced activities previously undertaken within the organisation's boundary, or from outsourced activities typically undertaken within the boundary for comparable organisations.

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Appendix 3: Inventory Data, Sources and Approaches

Table 8 below should be read with Council's EnC A01 data mapping for Council systems, roles and contacts to identify Council team.

Table 8: GHG emission activity data, sources, calculation approaches and data mapping

GHG Emission Source	Activity data to be collected	Suggested sources	Emissions Calculation Approach	Council System	Council Team
Scope 1					
Transport Fuels (Petrol)	<ul style="list-style-type: none"> Consumption/ quantity; OR Fuel invoices 	<ul style="list-style-type: none"> Activity data from Fleet Management System Fuel consumption reports from the supplier Fuel consumption reports from Fleet Manager / Fuel Card Fuel consumption reports from finance – bulk fuel from depot Purchases of bottled gas – invoices/reports from supplier 	<p>Approach #1</p> <ul style="list-style-type: none"> Activity data (Consumption quantity) (x) Emission factor provided by National Greenhouse Accounts (Table 3: Fuel combustion emission factors) <p>Approach #2</p> <ul style="list-style-type: none"> Fuel Spend (\$) converted into fuel usage quantity using average \$/litre (x) Emission factor provided by National Greenhouse Accounts (Table 3: Fuel combustion emission factors) National Greenhouse Accounts Factors 2023 can be accessed at https://www.dcceew.gov.au/climate-change/publications/national-greenhouse-accounts-factors-2023 		
Transport Fuels (Diesel)					
Transport Fuels (LPG)					
Stationary Fuels (Petrol)					
Stationary Fuels (Diesel)					
Stationary Fuels (LPG)					
Natural Gas	<ul style="list-style-type: none"> Asset/ Account/ Type MIRN/DPI Bill Start Date (dd-mm-yyyy) Bill End Date (dd-mm-yyyy) Total Consumption [MJ] Usage cost (\$) Total cost (\$) 	<ul style="list-style-type: none"> Billing Data from Building Facilities Management team Reports from suppliers 	<ul style="list-style-type: none"> Consumption quantity (x) Emission factor provided by National Greenhouse Accounts (Table 2: Emission factors for the consumption of gaseous fuels) National Greenhouse Accounts Factors 2023 can be accessed at https://www.dcceew.gov.au/climate-change/publications/national-greenhouse-accounts-factors-2023 		

GHG Emission Source	Activity data to be collected	Suggested sources	Emissions Calculation Approach	Council System	Council Team
Fugitive Emissions (Refrigerants)	<ul style="list-style-type: none"> For large heating ventilation and air conditioning systems - the type of refrigerant and the amount (kilograms or litres) used/top-up each year for maintenance. For smaller reverse cycle air conditioners - number of units used in Council buildings and the refrigerant type and total charge (kg) in system – standard leakage rates can then be applied For refrigerant top-up in vehicles - type of refrigerant and the kg/litres used/top-up for vehicle maintenance each year Number of fridges used in Council buildings and the type and charge of refrigerant used and leakage rates 	<ul style="list-style-type: none"> For large heating ventilation and air conditioning systems / smaller reverse cycle air conditioners - building air conditioning maintenance team For refrigerant top-up in vehicles - team maintaining Council's vehicles Council procurement division 	<p>Approach #1</p> <ul style="list-style-type: none"> Refrigerant top-up quantities (x) DEFRA refrigerant unit conversion factors <p>Approach #2</p> <ul style="list-style-type: none"> Default/Average Leakage Rate (either from equipment supplier or from Australian Institute of Refrigeration, Air Conditioning and Heating) (x) Refrigerant quantity (x) Global Warming Potential of Refrigerant Global Warming Potential (GWP) of refrigerants can be accessed at www.awe.gov.au/environment/protection/ozone/rac/global-warming-potential-values-hfc-refrigerants 		
Lubricants (Oil)	<ul style="list-style-type: none"> Volume (L) of oil used in the reporting period 	<ul style="list-style-type: none"> Council procurement division Mechanics service provider who service Council vehicles and plant 	<ul style="list-style-type: none"> Consumption quantity (x) Emission factor provided by National Greenhouse Accounts (Table 3: Fuel combustion emission factors) National Greenhouse Accounts Factors 2023 can be accessed at https://www.dcceew.gov.au/climate-change/publications/national- 		

GHG Emission Source	Activity data to be collected	Suggested sources	Emissions Calculation Approach	Council System	Council Team
			greenhouse-accounts-factors-2023		
Lubricants (Grease)	➤ Weight (kg) of grease used in the reporting period	<ul style="list-style-type: none"> Council procurement division Mechanics service provider who service Council vehicles and plant 	<ul style="list-style-type: none"> Consumption quantity (x) Emission factor provided by National Greenhouse Accounts (Table 3: Fuel combustion emission factors) National Greenhouse Accounts Factors 2023 can be accessed at https://www.dcceew.gov.au/climate-change/publications/national-greenhouse-accounts-factors-2023 		
Waste to Landfill	Refer to the data collection guide, DOU_STR_001_GHG_Inventory_Data_Collection_Guide_v1d	Council landfill and waste division	<ul style="list-style-type: none"> Refer to the data collection guide, WWC_STR_001_GHG_Inventory_Data_Collection_Guide_v1d 		
Fugitive emissions of Landfill	Refer to the data collection guide, WWC_STR_001_GHG_Inventory_Data_Collection_Guide_v1d	Council landfill and waste division	<ul style="list-style-type: none"> Refer to the data collection guide, WWC_STR_001_GHG_Inventory_Data_Collection_Guide_v1d 		
Wastewater treatment plant	Refer to the data collection guide, WWC_STR_001_GHG_Inventory_Data_Collection_Guide_v1d	Council wastewater treatment plant	<ul style="list-style-type: none"> Refer to the data collection guide, WWC_STR_001_GHG_Inventory_Data_Collection_Guide_v1d 		
Scope 2					
Electricity (Council) <i>Emissions produced through the electricity used by buildings that Council owns and occupies</i>	<ul style="list-style-type: none"> NMI Bill start Date Bill end Date (bill start date and bill end date should overall cover 365 days in the reporting period) Total Consumption (kWh) Usage cost (\$) Total cost (\$) 	<ul style="list-style-type: none"> Utility bills from the electricity retailer or finance department (preferably a spreadsheet with all data for the financial year) Utility Management System 	<ul style="list-style-type: none"> Activity data (Consumption quantity) (x) Emission factor provided by National Greenhouse Accounts (Table 46: scope 2 and 3 emissions factors – consumption of purchased electricity by end users) National Greenhouse Accounts Factors 2023 can be accessed at https://www.dcceew.gov.au/climate-change/publications/national- 		

GHG Emission Source	Activity data to be collected	Suggested sources	Emissions Calculation Approach	Council System	Council Team
			greenhouse-accounts-factors-2023 •		
Scope 3					
Street Lighting ¹⁷ <i>Emissions produced through the electricity used by streetlights that Council pays the bills for</i>	➤ Electricity consumption quantities are included in the bills provided by the retailer	➤ Electricity bills from the retailer	<ul style="list-style-type: none"> Consumption quantity (kWh) (x) Emission factor provided by National Greenhouse Accounts (Table 46: scope 2 and 3 emissions factors – consumption of purchased electricity by end users) National Greenhouse Accounts Factors 2023 can be accessed at https://www.dcceew.gov.au/climate-change/publications/national-greenhouse-accounts-factors-2023 		
Electricity (Commercial) <i>Emissions produced through the electricity used by buildings that Council owns but does not occupy</i>	<ul style="list-style-type: none"> Electricity consumption quantities are included in the bills provided by the retailer 	<ul style="list-style-type: none"> Electricity bills from the retailer 	<ul style="list-style-type: none"> Consumption quantity (kWh) (x) Emission factor provided by National Greenhouse Accounts (Table 46: scope 2 and 3 emissions factors – consumption of purchased electricity by end users) National Greenhouse Accounts Factors 2023 can be accessed at https://www.dcceew.gov.au/climate-change/publications/national-greenhouse-accounts-factors-2023 		
Contractor Fuels <i>Where council contracts other companies to undertake works</i>	<ul style="list-style-type: none"> Fuel type (ULP, Diesel, LPG) Litres of fuel consumed of each type 	<ul style="list-style-type: none"> Contractors to collect fuel used on Council projects. Procurement team 	<p>Approach #1</p> <ul style="list-style-type: none"> Fuel consumption quantity by fuel type (e.g. petrol, diesel) for each contractor or collectively * Emission factor provided by National Greenhouse Accounts (Table 3: Fuel combustion emission factors) 		

¹⁷ Street lighting can be reported as a Scope 2 or 3 emission for councils depending on if they fall under council's operational control. Any metered open space lighting that Council owns and maintains is to be included as scope 2; however, all other streetlights owned by DNSP/DB is scope 3.

GHG Emission Source	Activity data to be collected	Suggested sources	Emissions Calculation Approach	Council System	Council Team
<p><i>for them that use large amounts of fuel, Council should report the emissions for the fuel use as their scope 3 emissions. Examples are waste and road works contractors.</i></p>			<p>Approach #2</p> <ul style="list-style-type: none"> Fuel spend (\$) converted into fuel quantity (x) emission factor provided by National Greenhouse Accounts (Table 3: Fuel combustion emission factors) National Greenhouse Accounts Factors 2023 can be accessed at https://www.dcceew.gov.au/climate-change/publications/national-greenhouse-accounts-factors-2023 <p>How to select which contractor to include?</p> <ul style="list-style-type: none"> It could be decided internally; however, some suggestions are as follows: <ul style="list-style-type: none"> Contractors with annual spend (\$) > \$100,000 Top 3 Contractors in order of spend (\$) 		
<p>Water use</p> <p><i>Emissions produced through the processes associated with delivery of water to Council facilities, and disposal of wastewater</i></p>	<ul style="list-style-type: none"> Account # / meter serial # Asset name Bill start date Bill end date Water volume consumed (kL) Usage charges (\$) Total charges (\$) 	<ul style="list-style-type: none"> Utility bills from the water retailer or finance department (preferably a spreadsheet with all data for the financial year) Utility Management System 	<p>If Water operations under Council Operational Control:</p> <ul style="list-style-type: none"> Emissions from water usage in the operations need to be reported as scope 2 emissions <p>If Water operations outside Council Operational Control: emissions from water usage to be accounted as scope 3 (limited to water usage in Council owned and operated buildings).</p> <p>Water usage quantity x emission factor provided by the Bureau of Meteorology, as follows:</p>		

GHG Emission Source	Activity data to be collected	Suggested sources	Emissions Calculation Approach	Council System	Council Team
			<ul style="list-style-type: none"> Bureau of Meteorology's National performance report 2022-23: urban water utilities. Table 2.3 Average volume of residential water supplied per property (kL/property) Table 2.6 Total net greenhouse gas emissions per 1,000 properties (t CO₂ equivalent/1,000 properties) Report can be accessed at http://www.bom.gov.au/water/ 		
<p>Corporate Waste</p> <p><i>Emissions created from the waste produced at Councils' sites</i></p> <p><i>If the landfill is not under Council's operational control, emissions from waste to landfill will be accounted as scope 3 emissions.</i></p>	<ul style="list-style-type: none"> Quantity of Municipal (MSW), Commercial & Industrial (C&I), Construction & Demolition (C&D) as broad waste stream category or bifurcated into composition categories (Mixed Waste, Asbestos, Veterinary Waste, Vegetation or Garden, Compost of Mulch, Soil, Bricks and Concrete, Plasterboard, Batteries, E-Waste, Ferrous (Iron or Steel), Oil, Mattresses, Tyres, Commingled Recyclables, Paper or Cardboard, Plastic, Glass) OR Total quantities of waste going to landfill or recycling 	<ul style="list-style-type: none"> Waste activity data from Waste services Kerbside waste audit report / Corporate Waste Team Data from landfill on the disposed/received quantities 	<p>Approach #1</p> <ul style="list-style-type: none"> Quantity of waste by type (x) Emission factor provided by National Greenhouse Accounts (Table 47: Waste mix methane conversion factors) Waste types <ul style="list-style-type: none"> Food Paper and cardboard Garden and green Wood Textiles Sludge Nappies Rubber and leather Inert waste (including concrete/metal/plastics/glass) Alternative waste treatment residues) <p>Approach #2 (if quantities of waste by types are not available)</p> <ul style="list-style-type: none"> Quantity of waste (x) Emission factor provided by National Greenhouse Accounts (Table 49: Waste emission factors for total waste disposed to landfill by broad waste stream category) Waste quantities to be segregated by <ul style="list-style-type: none"> Municipal solid waste 		

GHG Emission Source	Activity data to be collected	Suggested sources	Emissions Calculation Approach	Council System	Council Team
	<p>across MSW, C&I, C&D categories OR</p> <ul style="list-style-type: none"> Total quantities of waste going to landfill, recycling, green waste, food waste 		<ul style="list-style-type: none"> Commercial and industrial waste Construction and demolition waste 		
<p>Scope 3 components of scope 1 and scope 2 emissions</p> <ul style="list-style-type: none"> Electricity Transport fuels Natural Gas Stationary fuels Lubricants 	<p>Activity data to be sourced from scope 1 and scope 2 entries Activity data to be sourced from scope 1 and scope 2 entries</p>		<ul style="list-style-type: none"> Consumption quantities (x) scope 3 Emission factors provided by National Greenhouse Accounts 		
<p>Air Travel</p> <p><i>Flights for business travel is a scope 3 emissions source and covers all flights taken by Council employees, and non-council staff on Council business.</i></p>	<ul style="list-style-type: none"> Passenger name (optional) No of passengers Date of travel Departure and arrival location Single/return Class (Economy/Business) Cost Distance (km) 	<p>Corporate strategy or finance team</p>	<ul style="list-style-type: none"> Distance (x) emission factor provided by UK Government GHG Conversion Factors for Company Reporting. www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2023 Emission factors: <ul style="list-style-type: none"> Domestic economy: 0.24587 kgCO2e/passenger.km Short-haul Economy: 0.15102kgCO2e/passenger.km Short-haul Business: 0.22652 kgCO2e/passenger.km Long-haul Economy: 0.14787 kgCO2e/passenger.km Long-haul Business: 0.42882 kgCO2e/ passenger.km Haul types are based on the following distances as guided by the United Kingdom (UK) Department for 		

GHG Emission Source	Activity data to be collected	Suggested sources	Emissions Calculation Approach	Council System	Council Team
			Environment, Food & Rural Affairs (DEFRA): <ul style="list-style-type: none"> o domestic: 0-500km o short-haul = 501-3,700km o long-haul > 3,700km. 		
Hire Cars and Taxis <i>Hire cars and taxis are a scope 3 emissions source and covers taxi/Uber travel by council employees, and fuel used by hire cars.</i>	<ul style="list-style-type: none"> • Taxi/Uber/Ride Share – \$ spend • For hire cars need fuel type: Diesel, ULP, LPG and litres used or \$ spend 	Corporate strategy or finance team	Approach #1 <ul style="list-style-type: none"> • Fuel consumption quantity (x) emission factor provided by National Greenhouse Accounts (Table 3: Fuel combustion emission factors) Approach #2 <ul style="list-style-type: none"> • Spend (\$) to be converted to Km using CBD average \$ cost per km <ul style="list-style-type: none"> o Sydney - \$2.26 o Melbourne - \$1.73 o Brisbane - \$2.17 o Adelaide - \$1.96 o Perth - \$1.72 o Hobart - \$2.04 o Darwin - \$1.67 o Canberra - \$2.13 • Distance (km) (x) Emission factor provided by Carbon Dioxide Emissions Intensity for New Australian Light Vehicles 2020, National Transport Commission: <ul style="list-style-type: none"> o Table 16: Average emissions intensity and annual sales by detailed buyer type for the MA category, 202 • Emission factor for taxis EF = 0.102 (kg.CO2e/km) 		
Office Paper <i>Office paper is a scope 3 emission source and includes all</i>	<ul style="list-style-type: none"> • Stock description (type of paper/brand) • Base unit (ream, pack, box, etc.) 	Corporate strategy or finance team	<ul style="list-style-type: none"> • Paper consumption quantity (x) emission factor by EPA (1374.1: Greenhouse gas emissions factors for office copy paper Environment Protection Authority Victoria) 		

GHG Emission Source	Activity data to be collected	Suggested sources	Emissions Calculation Approach	Council System	Council Team
<i>printer/copier paper purchased across council operations during reporting period.</i>	<ul style="list-style-type: none"> Quantity of base unit Paper size (A4, etc.) Recycled content (%) GSM (weight of paper) Whether paper is FSC certified or Carbon Neutral (optional) 		(www.epa.vic.gov.au/about-epa/publications/1374-1)		
Employee commuting (vehicle)	<ul style="list-style-type: none"> Employee Survey to be conducted to capture staff commuting patterns for a sample of Council staff. Survey to provide a snapshot of how staff commutes to and from Council office locations over a defined period. This should include modes of transport, distance travelled, vehicle fuel efficiencies and fuel types (including electricity). 	<ul style="list-style-type: none"> Employee survey 	<p>Approach #1</p> <ul style="list-style-type: none"> Fuel consumption quantity (restricted to employee commuting purposes only) by fuel type (e.g. petrol, diesel) * Emission factor provided by National Greenhouse Accounts (Table 3: Fuel combustion emission factors) <p>Approach #2</p> <ul style="list-style-type: none"> Distance (Km) converted into fuel consumption quantity via fuel efficiency of motorbikes/scooters/cars (kWh/100km) <p>Reference Emission Factors (Source: EPA 2018-19); Unit (kg.CO₂e/km)</p> <ul style="list-style-type: none"> Walk = 0, Bike = 0, Motorbike/scooter = 0.09, hybrid car = 0.12, small car = 0.17, medium car = 0.23 large car = 0.25 		
Employee commuting (public transport)	<ul style="list-style-type: none"> Questions around staff travel in an appropriate annual Council staff survey. Data required is km travelled for each mode of travel. 	Corporate strategy team or finance team for council issued travel card records, or expenses information for council travel using public	<p>Approach #1</p> <p>Passenger km (x) emission factors (Source: EPA 2018-19); Unit (kg.CO₂e/km)</p> <ul style="list-style-type: none"> tram = 0.12 train (metro) = 0.02 bus = 0.12 		

GHG Emission Source	Activity data to be collected	Suggested sources	Emissions Calculation Approach	Council System	Council Team
	<p>Typically, surveys ask for main mode of travel, days/week used and estimate of km travelled. For e.g.</p> <ul style="list-style-type: none"> o Travel card # o Date/Time o Transaction type: touch on / off o Service: Tram, Bus, Train o Zone o Cost 	<p>transport for the reporting period.</p> <p>If the travel card is registered to Council, this data should be available from the online account</p>	<p>Approach # 2</p> <p>Passenger km (x) emission factors (Source: Department for Business, Energy and Industrial Strategy - Greenhouse gas reporting conversion factors 2023; Government of UK); Unit (kg.CO₂e/km)</p> <ul style="list-style-type: none"> • tram: 0.02813 • train: 0.03549 • bus: 0.10227 		
Hard Surface Infrastructure			<p>Approach # 1</p> <ul style="list-style-type: none"> • Refer Infrastructure Materials Calculator (www.iscouncil.org/is-v2-1/) <p>Approach # 2</p> <ul style="list-style-type: none"> • Consumption quantities (x) emission factors provided by The Australian Life Cycle Inventory Database Initiative (auslci.com.au/index.php/Datasets) <p>Approach # 3</p> <ul style="list-style-type: none"> • Council spend on contractor (\$) (x) emissions factors provided by Climate Active (Climate Active emission factors are currently only available to certified councils; We suggest checking with Climate Active) 		
Accommodation <i>Accommodation is a scope 3 emission source and includes emissions generated from</i>	<ul style="list-style-type: none"> • The state or country in which accommodation is located • Star rating of accommodation • Number of nights stayed 	Corporate strategy or finance team	Total Energy Consumption: Duration of Stay (x) Area of the room as per the Hotel/motel Star rating (x) Average Energy Intensity for each State Region(MJ/m ² .a) accessible at www.energy.gov.au/publications/baseline-energy-consumption-and-greenhouse-gas-emissions-commercial-buildings-australia		

GHG Emission Source	Activity data to be collected	Suggested sources	Emissions Calculation Approach	Council System	Council Team
<p><i>the energy consumed by accommodation used by council staff when travelling on business.</i></p>	<ul style="list-style-type: none"> • Region • Hotel/motel room star rating 		<p>Assumed electricity / gas consumption split: 65:35</p> <p>Emissions from Electricity/gas Consumption: Electricity/Gas consumption (x) Electricity/Gas emission factors from National Greenhouse Accounts</p> <p>Electricity/Gas emission factors from National Greenhouse Accounts</p> <ul style="list-style-type: none"> • Table 3: Fuel combustion emission factors • Table 46: scope 2 and 3 emissions factors – consumption of purchased electricity by end users <p>Area of the room (m²/room) as per Hotel/Motel room star rating (www.abs.gov.au/statistics/industry/tourism-and-transport/tourist-accommodation-australia/latest-release):</p> <ul style="list-style-type: none"> • 1-2 Star: 35 m² • 3 Star: 40 m² • 4 Star: 79 m² • 5 Star: 85 m² <p>https://www.energy.gov.au/publications/baseline-energy-consumption-and-greenhouse-gas-emissions-commercial-buildings-australia</p>		

Appendix 4: Example Data and Contacts List

Status	Division/Group	Requirement/ Emission Source	Responsible Unit/Person/ Contact Point	Data requested (dd-mm- yyyy)	Data received (dd-mm- yyyy)	Data Verified (dd- mm- yyyy)	Cut-off Date	Questions/ Queries/ Issues
Received		Site List		16-Aug-21			24-Sep-21	
Received	Utilities	Electricity	Tech1	16-Aug-21			24-Sep-21	
Pending	Utilities	Gas	Tech1	16-Aug-21			24-Sep-21	
Received	Utilities	Water	Tech1	16-Aug-21			24-Sep-21	
Received	Fuels	Transport Fuels - Diesel	Fleet	16-Aug-21			24-Sep-21	
Received	Fuels	Transport Fuels - E10	Fleet	16-Aug-21			24-Sep-21	
Received	Fuels	Transport Fuels - ULP95	Fleet	16-Aug-21			24-Sep-21	
To be checked	Fuels	Stationary Fuels		16-Aug-21			24-Sep-21	
Pending		Lubricants		16-Aug-21			24-Sep-21	
Partial	Waste	Waste disposal		16-Aug-21			24-Sep-21	
Partial	Waste	Wastewater treatment		16-Aug-21			24-Sep-21	
Pending	Fugitive Emissions	Refrigerant Usage from HVAC in Buildings		16-Aug-21			24-Sep-21	
Pending	Fugitive Emissions	Refrigerant Usage in Vehicles		16-Aug-21			24-Sep-21	
Do Not Track	Other	Office Paper		16-Aug-21			24-Sep-21	

Status	Division/Group	Requirement/ Emission Source	Responsible Unit/Person/ Contact Point	Data requested (dd-mm- yyyy)	Data received (dd-mm- yyyy)	Data Verified (dd- mm- yyyy)	Cut-off Date	Questions/ Queries/ Issues
Do Not Track	Other	Air Travel		16-Aug-21			24-Sep-21	
Do Not Track	Other	Hire Cars and Taxis		16-Aug-21			24-Sep-21	
Do Not Track	Other	Public Transport		16-Aug-21			24-Sep-21	
Do Not Track	Other	Hard Surface Infrastructure		16-Aug-21			24-Sep-21	
Do Not Track	Other	Accommodation		16-Aug-21			24-Sep-21	
Do Not Track	Other	Staff Commute		16-Aug-21			24-Sep-21	
Do Not Track	Other	Contractor Fuels		16-Aug-21			24-Sep-21	
Received	Council Resources	Characteristics of org		16-Aug-21			24-Sep-21	
Pending	Council Resources	Vehicle Fleet		16-Aug-21			24-Sep-21	

Appendix 5: Example Staff Commute Survey

Which area do you commute from? *

How many days per week do you usually work from home? *

- 0
- 1
- 2
- 3
- 4
- 5

How many days per week do you usually work from the office? *

- 0
- 1
- 2
- 3
- 4
- 5

On average, roughly how many km per week would you travel to/from work by walking: *

On average, roughly how many km per week would you travel to/from work by bicycle: *

On average, roughly how many km per week would you travel to/from work by bus: *

On average, roughly how many km per week would you travel to/from work by train: *

On average, roughly how many km per week would you travel to/from work by train: *

On average, roughly how many km per week would you travel to/from work by car: *

What fuel type does your car/motorbike use? *

On average, roughly how many km per week would you travel to/from work by motorbike: *

E-mail (optional, but will let us follow up if we have any data issues)

example@example.com

Appendix 6: Data source details

Table 9: Emissions source and respective data file

Emission Source	Data File
Electricity	<ul style="list-style-type: none"> ASC_GHG Reporting 22.23 23.24
Transport and Stationary Fuels	<ul style="list-style-type: none"> Estimated based on Snapshot figures and Cook Shire Council fuel ratios
Water and wastewater	<ul style="list-style-type: none"> Estimated based on population and WWC_STR_001_Wastewater_Emissions_Calculator_2022-2023_Original
Waste disposal to landfill	<ul style="list-style-type: none"> ASC_GHG Reporting 22.23 23.24
Fugitive gases	None
Lubricants	None
LPG	None
Asphalt and construction materials	None
Contractor fuels	None
Office Paper	None
Accommodation	None
Air travel	None
Hire cars and taxis	None
Staff Commute	None



Appendix | 12

Cultural Heritage Risk Assessment – Survey All Other Areas

12/05/2025

Appendix F 'All other Areas'

Cultural Heritage Field Assessment Report (CHFAR)

Wujal Wujal Aboriginal Shire Council

Status: All Other Areas Assessed

Version 1.4

[John Dockrill](#)

Technical Advisor: Archaeology Survey Team Pty Ltd.

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1. Project Details

Project Details			
District	North Queensland Region / Far North		
Project name and work description	Wujalwarra Cultural Heritage Risk Assessment <ul style="list-style-type: none">Wujal Wujal Aboriginal Shire Council		
Project Number	WWASC001		
Reference number	38765/1		
DJAC Contact	Stephanie Little	Contact	0484 045 908
Local Government	Wujal Wujal Aboriginal Shire Council		
Location	Wujal Wujal Community		

Appendix F: All Other Areas CH RA

2 Field Assessment

2.1 Personnel, Qualification and Timing

1. Personnel

The Cultural Heritage Risk Assessment was conducted by John Dockrill, Archaeologist and Heritage Consultant (Archaeology Survey Team Pty Ltd.) and traditional Owner family group members who speak for the Wujal Wujal Shire Area with Cultural Authority. This survey undertook comprehensive consultation to ensure community was and continues to remain informed on the Cultural Heritage Risk Assessment Process.

2.2 Limitations

Over the project timeline, there were unforeseen challenges required flexibility in scheduling and execution with some decisions made in the field based on current and emerging challenges, these included:

- Weather Conditions: Heavy rainfall and unpredictable weather events impacted fieldwork access, requiring adjustments to survey schedules.
- Community Availability: The scheduling of meetings and surveys had to be adapted to align with the availability of Elders and community members required for the Field Surveys, Assessments and consultations.
- Height of Grass and heavily obstructed Ground Surface Visibility

2.3 Consultation

Community consultation has been a very important factor when identifying those with the cultural authority to speak for the Wujal Wujal area. Advertising and having a collective of the Wujal Wujal community representatives attend and meet and discuss the new infrastructure that is being placed into the community is exceptionally important particularly given the knowledge that consultations may have occurred but may not have included all relevant parties or enough people to understand where the infrastructure was being placed and the cultural heritage evidence that may be disturbed in the new infrastructure and also changing the footprint of current

infrastructure that did not have a survey in the past. All those stakeholder meetings had occurred and there was representation from various bodies working across the community including the Justice Group. There were still many people in the community who had heard that there were new buildings being constructed although did not fully understand what buildings were proposed or where they were being constructed.

2.4 Methodology

The survey strategy for the WWASC CH RA 'All Other Areas' has been developed to guide the responsible identification and management of Aboriginal cultural heritage across WWASC-managed lands. This strategy is underpinned by a thorough risk assessment process, systematic field assessment methodology, and meaningful engagement with the Wujalwarra Traditional Owners. Field surveys were guided by both archaeological best practice and culturally informed knowledge shared by Yalanji Elders. Methodological priorities included:

- Consultation and focus on known large trees, Rock features, high ground, ridgelines, and other elevated features more likely to retain cultural material
- Consideration of traditional travel routes still in use today
- Walking evenly spaced transects across varied terrain to maximise ground visibility
- Paying particular attention to **mounds, scarred trees, Hammer Rocks and Bases, grinding stones, Sharpening stones and culturally significant large trees**, which are known traditional resource areas

Historical and ethnographic reports by Roth, Hislop, and Anderson, in addition to oral histories shared by Yalanji Elders, informed the predictive understanding for artifact distribution.

I. Safety, Inductions, and Field Protocols

Before commencing fieldwork, all survey team members underwent **training in Safe Work Method Statements (SWMS)** relevant to each survey area. Each team member demonstrated their understanding of the identified risks and corresponding mitigation strategies and formally acknowledged this by signing the SWMS documentation.

Daily inductions were conducted to reinforce safety protocols, and Traditional Owners participated by offering critical input on potential hazards and culturally sensitive areas. The **Emergency Action Plan** was reviewed each morning and covered:

- Vehicle-related incidents
- Slips, trips, and falls
- Encounters with snakes, spiders, feral pigs, crocodiles, and cassowaries
- Elder TO current ailments

This collaborative approach ensured that both safety and cultural obligations were upheld in the field.

II. Cultural Heritage Risk Assessment (CHRA)

A formal Cultural Heritage Risk Assessment (CHRA) was conducted to address concerns regarding the potential presence of cultural heritage within the project area 'WWASC All Other Areas'. This assessment formed the basis for identifying areas of cultural sensitivity, evaluating environmental and safety risks, and informing the survey design.

The CH RA of 'All Other Areas' comprised of consultations with key Yalanji Traditional Owners who were available within Wujal Wujal and locally and who speak with authority for the area of survey and we believe the survey remains comprehensive.

In this CH RA we undertook the following:

- Ground Surface Visibility
- Ground Surface Integrity
- Consultation with Key Stakeholders
- Terrain and vegetation complexity
- Known and predicted areas of cultural significance
- Survey Team capability and cultural knowledge
- Site safety planning and emergency preparedness

Due to the extent of WWASC-managed lands, the survey encompassed approximately 64 hectares, including scoping to determine the spatial boundaries and nature of these lands. Further assessments will be necessary to achieve comprehensive survey coverage.

2.5 Visibility

The project survey area extended across the WWASC managed lands as outlined in the mapping below.



Image 01. Wujal Wujal Shire Council Boundary and some key features. Google Earth Image 2025.

Table 2: Ground Surface Visibility Assessment (GSV)

Ground Surface Visibility (Assessment)	Visibility Rating
Very Poor heavy vegetation, scrub, foliage or debris cover, dense tree or scrub cover, soil surface difficult to see.	0-9% of the ground surface visible
Poor moderate level of vegetation, scrub, and/or tree cover, some small patches of soil surface visible (in the form of animal tracks, erosion, scalds, blowouts etc.), in isolated patches, soil surface visible in random patches.	10-29% of the ground surface visible
Fair Moderate levels of vegetation, scrub and/or tree cover, moderate sized patches of soil surface visible (possibly associated with animal /stock tracks, unsealed walking tracks, erosion, blow outs etc.), soil surface visible as moderate to small patches, across a larger section of the study area	30-49% of the ground surface visible
Good Moderate to low level of vegetation, tree or scrub cover, greater number of areas of soil surface visible in the form of erosion, scalds, blowouts, recent, grading or clearing, fire or slashing.	50-69% of the ground surface visible
Very good Low levels of vegetation/scrub cover, greater area of soil surface visible due to past or recent land-use practices such as grading, fire or slashing.	70-89% of the ground surface visible
Excellent Very low to non-existent levels of vegetation/scrub cover, high soil surface visibility due to past or recent land use practices, such as grading, fire or slashing.	90-100% of the ground surface visible

Ground surface visibility across the assessed area ranged consistently from *very poor* to *fair*, with an estimated 9–35% likelihood of identifying cultural heritage evidence in situ. This limited visibility is primarily due to the dense and tall grass, which conceals surface features and, when disturbed, reveals further ground debris. The majority of the area is heavily vegetated and will require controlled burning to expose the ground surface effectively before any planned construction activities proceed outside the Wujal Wujal Community around Thompson Creek and along the Zig Zag Road.

During the assessment, several tangible cultural heritage items were identified, including a scarred tree. Given the extent of ground cover and leaf litter, it is highly likely that additional evidence remains obscured. Further investigation and site preparation will be necessary prior to any development planned around Wujal Wujal Community to ensure cultural heritage is properly identified and protected, which will need to be site specific.

2.6 Ground Surface Integrity

The Ground Surface Integrity (GSI) across the project area has been significantly compromised at several locations due to a rain event following Cyclone Jasper and the continuing rain to date. Given the current **Ground Surface Visibility (GSV)** and the compromised GSI, future activities may uncover cultural heritage materials that remain buried beneath the land slips. Any cultural heritage found in these areas may be in a disturbed state, well out of context, and complicating archaeological interpretation. Careful documentation and assessment will be required to ensure the proper protection of any discoveries, and it is integral to include the WWASC Cultural Heritage Officer to undertake regular ad-hock assessments for each project.

Ground Surface Visibility (GSV) Disclaimer

At the time of this assessment, ground surface visibility across the undeveloped land was extremely poor due to high grass coverage and natural surface debris. Observable visibility was largely confined to exposed areas along the road corridor. As such, the probability of identifying in situ cultural heritage features was significantly reduced. It is imperative that future ground disturbance works in this area include clearly defined project boundaries and are preceded by targeted cultural heritage surveys conducted under improved GSV conditions.

3. Assessment of Undeveloped Lands (WWASC)

This Cultural Heritage Risk Assessment (CHRA) and accompanying report pertains specifically to undeveloped lands located within the jurisdiction of the Wujal Wujal Aboriginal Shire Council (WWASC). The report has been prepared to support WWASC's broader strategic land use planning and to inform future development proposals within the region. It should be noted, however, that this assessment does not replace the need for detailed, site-specific Cultural Heritage Surveys as required under the *Queensland Aboriginal Cultural Heritage Act 2003*. In alignment with the Duty of Care Guidelines, any new project must be preceded by a cultural heritage assessment tailored to the specific scope of proposed works, especially where adequate ground surface visibility can be achieved.

3.1 Preliminary Development Considerations

Discussions relating to potential residential development along the Zig Zag Track through to the Roaring Meg Crossing identified the relatively flat terrain and its elevated position above the floodplain as favourable for future housing. However, it was acknowledged that any development in this area would necessitate significant upgrades to the existing road infrastructure as through our visits we were regularly impacted by vehicle bogging and muddy tracks.

Given the area's high cultural sensitivity and long-term use by Traditional Owners, any proposed development must be preceded by targeted cultural heritage surveys. These should occur after initial vegetation reduction—such as slashing or controlled burning—to ensure clear visibility of the ground surface. Dense grass, leaf litter, and organic debris currently limit visibility and increase the risk of disturbing unidentified cultural material.

3.2 Community Engagement and Cultural Authority

The CHRA was conducted in collaboration with key Kuku Yalanji Elders and Cultural Knowledge Holders, including Jacky Ball Snr, Leslie Walker, Kathleen Walker, Jacky Ball Jnr, Allan Baird, and Ernie Baird, with additional consultation from Stella Bassani. The process was responsive to community needs and responsibilities, including health appointments and family obligations, which shaped the timing and conduct of fieldwork.

On one occasion, field access to Zig Zag was delayed to allow for Jacky Ball Jnr's dialysis treatment before collecting other Elders, Allan and Ernie Baird to proceed with assessments. These considerations reflect a respectful approach that honours cultural responsibilities and the lived realities of Elders.

3.3 Oral Histories and Cultural Landscape

Ernie and Allan Baird shared significant cultural knowledge during the assessment. They identified Thompson Creek—formerly known as Lundin—as the original settlement area for their family. This oral history aligns with documented burial locations of Baird family members east of the Cape Tribulation Road and corroborates the presence of a Bora ground in the vicinity. They fondly pointed out the site of their family home, formerly situated on the western side of the road, partially on the hill.

As the group ascended the Zig Zag Range, stories emerged of Panikan Creek serving as a refuge during World War II and earlier, during times of forced removals. This narrative affirms the role of the area as a place of sanctuary and resistance—a key theme in Wujalwarra’s cultural memory.

At the crest of the range lies **Dubu Mirridji (Split Rock)**, a sacred site of significant spiritual and cultural value. Elders agreed that the site must be protected by a physical buffer zone, limiting access only to those maintaining vegetation (e.g., grass-cutting), and preventing any inappropriate physical proximity. According to oral tradition, this site marks the location where two northern warriors stood firm to hold back a massive wave, transforming into stone to protect the land. The cleaved rock is a tangible representation of this ancestral act.

Some Elders expressed interest in installing a nearby viewing seat to facilitate cultural education. However, Allan, Ernie, and Jacky recommended that any such infrastructure be placed at a respectful distance to safeguard the sanctity of the site.

Kathleen Walker guided our cultural protocol, requesting that he call out to the old people before entering the area, an act of respect founded in cultural Lore, acknowledging one's presence on another clan's Country. This practice continues the tradition of ceremonial self-announcement, affirming rightful presence and relational responsibility.

3.4 *Spiritual / Ancestral Phenomena The Min Min Light*

Elder Baird recounted a local sighting of a **Binyu (Min Min) light** between Meg and Wujalwarra. According to the account, a lone horse rider was pursued by a glowing orb that eventually ascended over the Zig Zag and vanished into the sky. These phenomena, often dismissed in Western discourse as optical illusions or atmospheric anomalies, are interpreted in Aboriginal cosmologies as manifestations of spiritual energy, ancestral spirits, or beings, guarding Country.

Min Min lights are understood not merely as folklore but as integral to the spiritual fabric of the land. Their movements, purposeful, silent, and intelligent, reinforce cultural beliefs of place-based ancestral agency. Elder Baird’s recollection strengthens the assertion that the Wujalwarra landscape remains deeply alive with spiritual presence.

3.5 *Customary Law and Historical Justice*

Elder A. Baird also shared a narrative associated with the upper Zig Zag region involving inter-group conflict and customary justice. In this story, a local Bama man was killed by outsiders, his body displayed in a tree. In response, the local community mobilised and tracked the perpetrators as far as the Cape Tribulation area, where traditional payback was enacted, resulting in the deaths of the entire offending group.

This oral history highlights the continuity of Law and justice within Bama culture and reinforces the importance of landscape features as repositories of memory, identity, and moral authority. The upper Zig Zag remains not only culturally significant but also historically meaningful Landscape where community, lore, and Country converge.

4. Actions/ recommendations

This Cultural Heritage Assessment pertains specifically to 'All Other Areas' outside the designated Priority Construction Zones of Wujal Wujal. It is important to acknowledge the inherent limitations of surface surveys, dense grass cover and subsurface deposits may obscure cultural heritage material, meaning that undetected cultural heritage may still be present within the surveyed area.

Environmental events such as flooding, bushfires, landslips, or ground disturbances from development activities can expose previously unknown cultural heritage materials. Therefore, ongoing vigilance is essential.

While most primary residence of Wujalwarra Bama may now lie outside the Zig Zag to Roaring Meg corridor, some Elders would like to return to country while others may need to remain close to medical facilities although maintain enduring cultural connections to these lands. Community members across this the entire scope of this CH RA continue to reference camping, fishing, and hunting along the Roaring Meg River and adjacent creek systems. As such, any proposed development between Dikarrba and the Roaring Meg Crossing carries a high likelihood of encountering cultural heritage in areas previously used for traditional activities.

Prior to development, it is strongly recommended that vegetation, particularly dense grass cover, be reduced through controlled cultural burning to enable clear ground visibility and facilitate proper cultural heritage assessment.

- I. A Cultural Heritage and Cultural Awareness and Cultural Heritage Induction should be conducted at all sites prior to the commencement of any work, to ensure that all work crews and staff are aware of the cultural heritage requirements and sensitivities involved when working in community or on country around Wujal Wujal Aboriginal Shire managed lands.
- II. The Cultural heritage Induction must include the '**Find – Stop – Notify – Manage**' procedure and reporting as provided in attachment (a), and this document must be carried with the site or project supervisor for each project when undertaking excavation works within WWASC lands.
- III. WWASC and any contractor working for WWASC must exercise their 'Duty of Care' as required under **Section 28 of the Aboriginal Cultural Heritage Act 2003 (ACHA)**. A document signed by proponents when on country undertaking activities for Wujal Wujal Shire Council acknowledging their duty of care obligations would be beneficial for the organisation.
- IV. If any potential cultural heritage finds are discovered during the works, the 'Find – Stop – Notify – Manage' procedure must be followed. WWASC Cultural Heritage Officer Wialliam Harrigan should be notified in the first instance. I am available to assist as necessary if cultural evidence is found to ensure proper documentation and protection, and, in cases where skeletal remains are not involved, Traditional Owners may consider relocating any cultural evidence to a safe location.
- V. The traditional owners who are capable, some of who participated in this survey should be considered for any monitoring activities that may be undertaken across WWASC managed lands. Families as identified in this report should be considered first for future work which will also give WWASC better response and capability in managing any new finds on their country while building capacity of the recognised families who speak for it.
- VI. William Harrigan WWASC Cultural heritage Officer not only is a very important leader he is respected and speaks for the Wujal Wujal area. We recommend that he should be utilised to oversee WWASC projects in a cultural capacity (let's discuss this more in depth at a suitable time).

- VII. Once the survey is completed this document should be shared in its entirety with Jabalbina Yalanji Aboriginal Corporation as the Cultural heritage Body for Eastern Kuku Yalanji.

In the event of a 'New Find', it is essential that the discovery is managed in accordance with best practice protocols:

- Record the GPS coordinates of the find.
- Do not disturb or remove the item(s) until detailed photographic documentation is completed and the surrounding area has been carefully examined.
- Consider the broader landscape context in which the find was located before any decision is made to move it.
- If removal is necessary, a clear chain of custody must be maintained, documenting where the item was moved, how it is secured, and who has access.

In accordance with the *Queensland Aboriginal Cultural Heritage Act 2003* and its Duty of Care Guidelines, all proposed developments or land-disturbing activities must be preceded by a Cultural Heritage Assessment that is specific to the scope of works.

Project proponents are advised that the Wujal Wujal Cultural Heritage Officer (CHO) should be engaged as the primary point of contact for all cultural heritage matters. The CHO possesses the local cultural authority and knowledge required to lead assessments, evaluate new finds, and provide culturally appropriate guidance.

To ensure compliance and best practice, proponents should consult the CHO in the early planning stages of any project. Where necessary, our team is available to provide supplementary advice and support to facilitate responsible cultural heritage management in alignment with legislative obligations.

Signature



.....
John Dockrill 12/05/2025

Important Notice:

This appendix, while specific to the Zig Zag area through to the Meg Crossing, must be read in conjunction with the main Cultural Heritage Risk Assessment report prepared for the Wujal Wujal Aboriginal Shire Council (WWASC). We affirm the accuracy and integrity of the information as submitted; however, we do not accept responsibility for any versions that have been altered, edited, or reformatted post-delivery. Any requests for amendments or modifications should be directed to us for review. We remain available to assist with reasonable updates to ensure the document continues to meet professional, cultural, and legislative standards.

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Appendix A: Photos



Image 02. Scar Tree, Multiple scars, Zig Zag. The grass is high and dense as seen here. Photo: Dockrill 2025



Image 03. Allan Baird (Left) Jacky Ball Jnr (Centre) and Earnie Baird (Right) having a breather after the survey up Zigzag. Photo John Dockrill 2025

Upper Daintree Rd, Wujal Wujal QLD 4895, Australia

☉ 282°W (T) ● -15°57'51.1", 145°20'9.2" ±4m ▲ 260m



Vine to stop Jarramali Zig zag road
Archaeology Survey Team Pty Ltd.

WWASC All.other Area
03 May 2025, 14:39:27

Image 04. Upper Zig Zag, Elder Allan Baird, Jacky Ball Jnr and Earnie Baird had this vine (Jarramali Vine) put on the car to hold back the storm coming over us. Photo: John Dockrill 2025



Image 05. Earnie Baird (L) Jacky Ball Jnr (C) and Allan Baird (R) as we travel along the road toward Meg. Photo John Dockrill 2025.



Image 06. Meg Crossing Looking down at the Eastern Entrance to the Roaring Meg Falls crossing. Photo John Dockrill 2025.



Image 07. Meg Crossing, (Photos Left to Right) Jacky Ball Snr, Kathleen Walker (Front) Gloria Walker, Lilly Yougie, Leslie Walker. Photo John Dockrill 2025.



Image 08. Zig Zag Outstation, a little overgrown, this place has strong historical context for many Wujalwarra. Photo John Dockrill 2025.



Image 09. Second and third Infrastructure below Main House at Zig zag Outstation Photo John Dockrill 2025.Dockrill



Image 10. Wujal Wujal Community, it is clear to see the limited space available for housing, expansions will need to consider the land outside of Wujal Community. Photo John Dockrill 2025.



Image 11. Looking toward the Wujal Waterfall from the tower. Photo John Dockrill 2025.



Image 12. Leslie Walker at the Tower where we overlook Wujal Wujal Community. Photo John Dockrill 2025.

Appendix B: Map of Assessed Area



Image 13. Map of Wujal Wujal Shire including specific features and Badja Badja approximate location Google Earth Image 2025.

06/04/2025

Cultural Heritage Field Assessment Report (CHFAR)

**Wujal Wujal Aboriginal Shire Council
Cultural Heritage Risk Assessment
Priority 1 – 3 Projects (Disturbed
Area)**

**Surveys Conducted between
December 24th - March 15th, 2025**

**Status: All Priority Project Areas
Surveyed.**

[Surveys of Undeveloped Land across WWAS
to be completed by 30th April 2025].

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1. Project Details

Project Details			
District	North Queensland Region / Far North		
Project name and work description	Wujalwarra Cultural Heritage Risk Assessment <ul style="list-style-type: none">Wujal Wujal Aboriginal Shire Council		
Project Number	WWASC001		
Reference number	38765/1		
DJAC Contact	Stephanie Little	Contact	0484 045 908
Local Government	Wujal Wujal Aboriginal Shire Council		
Location	Wujal Wujal Community		

1.1 Overview

Following the severe flooding event of 2023, post-Cyclone Jasper, Wujal Wujal Aboriginal Shire Council secured funding to upgrade and replace critical infrastructure that was damaged or destroyed.

In December 2024, Archaeology Survey Team Pty Ltd. was engaged to undertake a comprehensive Cultural Heritage Risk Assessment (CHRA) across the Wujal Wujal Shire with the goal to provide a comprehensive report on the Cultural Heritage Values, risk and risk mitigation measures needed to protect both Cultural heritage while WWASC discharge their 'Duty of Care'. This assessment has ensured that all new developments and infrastructure upgrades mitigate damage through responsible recommendations for contractors while complying with the Queensland Aboriginal Cultural Heritage Act 2003 and the Cultural Heritage 'Duty of Care' Recommendations.

Our approach involved in-depth consultation with families who hold recognised authority to speak for Wujal Warra, alongside extensive field surveys and site visits. These engagements allowed us to outline the scope of proposed works, discuss potential impacts, and address any cultural concerns raised by Wujal Warra Bama who speak for the area. Deep consultation regarding site locations and historical concerns was integral to this process, ensuring that all essential community infrastructure projects align with cultural, social, and environmental values.

The assessment was structured into three priority levels based on the urgency and significance of the infrastructure for the Wujal Wujal community. Priority One works, deemed the most critical, were assessed first, ensuring the protection of cultural heritage in areas with immediate infrastructure needs. Priority Three works, which involve less urgent and largely undisturbed lands within the Shire, were scheduled for later assessment.

This report reflects the level of consultation and assessment conducted between December 24, 2024, and March 15, 2025. All Priority One, Priority Two, and selected Priority Three infrastructure projects have been assessed, with only the non-developed areas of Wujal Wujal Shire, including the lands along the Zig Zag to Meg Crossing above Wujal, remaining for future evaluation.

Working closely with WWASC, RLPO and other Service Providers, Archaeology Survey team Pty Ltd. has commenced the CH RA and completed CH Risk Assessments for all Priority Works in Wujal Wujal leaving the rest of the Shire to survey following this report. AST has ensured the consultation and surveying process has been carried out in-depthly to ensure those who speak with Authority for Wujal Wujal have been included. Archaeology Survey Team Pty Ltd. continues to work closely with the Council and community representatives to integrate cultural heritage management strategies into all stages of infrastructure development as outlined in our recommendations

Further discussions and planning will be required to implement long-term cultural heritage management strategies, ensuring that cultural values are safeguarded as development progresses across the Wujal Wujal Shire that may include a cultural heritage management plan or plans.

Wujal Wujal Shire is located within a region of significant environmental and cultural heritage values and includes globally recognised natural assets. Wujal Wujal is bordered by National Parks and the Wet Tropics, a UNESCO World Heritage-listed area (Zone A) including the Great Barrier Reef Marine Park which is also UNESCO World Heritage listed.

The flora in the project area includes a wide variety of species, such as Scrub Bloodwood (*Baloghia inophylla*), Box gum (*Eucalyptus moluccana*), Soap tree (*Alphitonia excelsa*), Grass tree (*Xanthorea* spp), Lawyer cane (*Calamus motii*), Swamp Paper bark (*Melaleuca quinquenervia*) with small sections of coastal rainforest and various species of wattle, epiphytes including the Bush Pandanus (*Pandanus monticola*). These species hold significant ecological value and are culturally important to the Wujalwarra and Eastern Kuku Yalanji Traditional Owners generally as resource plants.

Observed fauna included the laced monitor, spectacle flying fox (*Pteropus conspicillatus*), Wallaby, bandicoot (*Perameles nasuta*), Brahminy Kite (*Haliastur indus*) and evidence of feral pigs. Various fish species including Blue tailed mullet (*Moolgarda buchanani*), Red bream or Mangrove Jack (*Lutjanus argentimaculatus*), Butter fish or Striped Scat, (*Selenotoca multifasciata*) and a Barramundi (*Lates calcarifer*) breaching the surface in pursuit of mullet at Plantation creek.

1.2 Desktop Analysis

A desktop analysis was completed for the Wujal Wujal/ Bloomfield Valey area prior to commencing the CH RA. The Wujal Wujal and Bloomfield Valley regions in far North Queensland have been critical in anthropological research that examines the intersection of traditional Aboriginal cultures and the impacts of European contact history and colonisation. This analysis explores anthropological studies of the Kuku Yalanji people and their interactions with European settlers, particularly focusing on the influence of early figures such as Roth , Hislop from the late 1800's into the 1900's and Chris Anderson and Anthropologist who conducted most of his life's research in and around Traditional owners of the Bloomfield Valley area including Wujal Wujal in consideration to the past way of life and the evolving lifestyle and expectations under a colonialist governed life.

There is a lot of contact history associated with Wujal Wujal and the Bloomfield valley region. The following map was created by Chris Anderson on the clan estates around Bloomfield and Wujal providing us with a better understanding of the displacement that occurred here and demonstrating that the consultations are an important part of any works in the area generally.

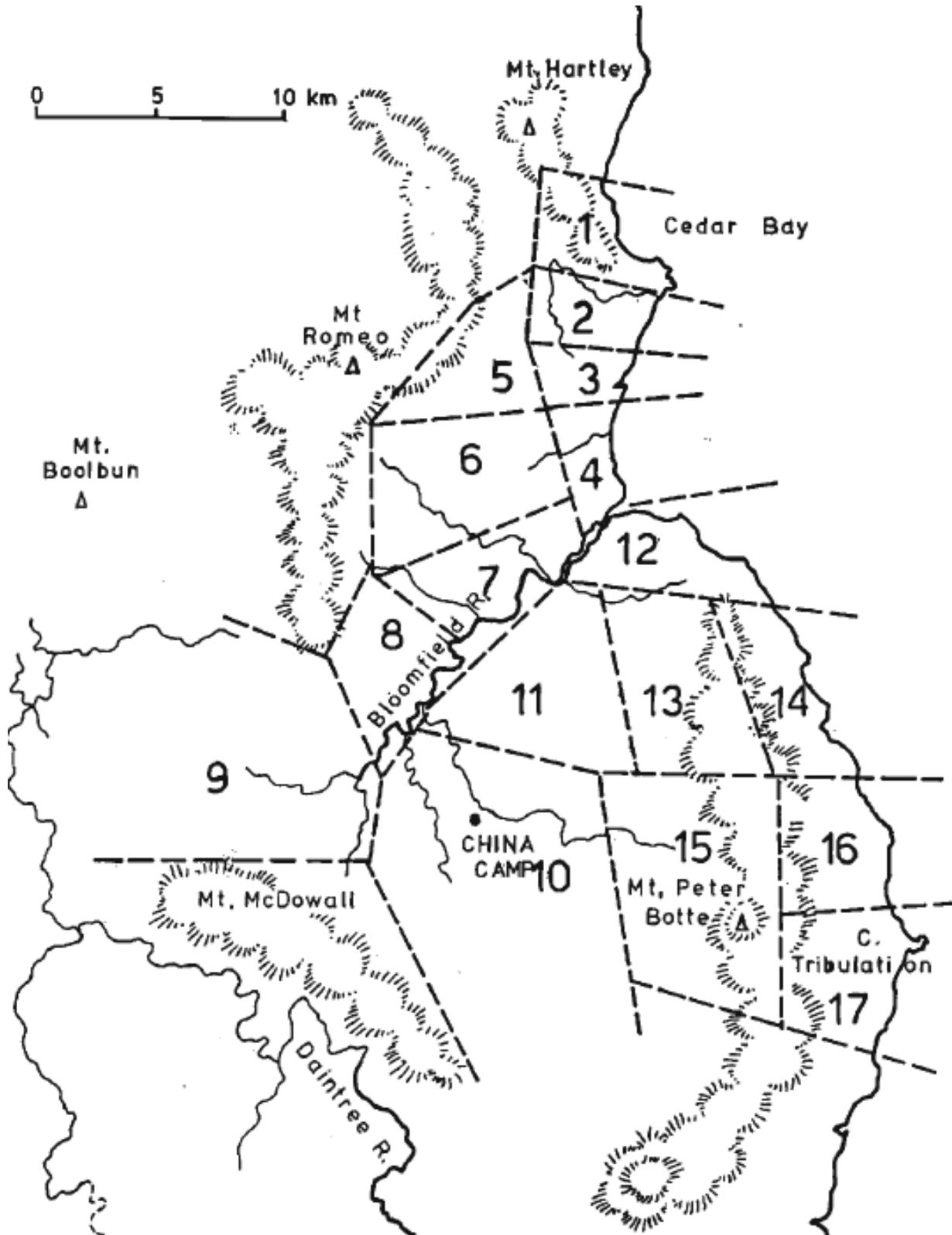


Image 1: Kuku Yalanji Territory showing the complexity of clan estate, as depicted in Anderson, C., & Robins, R. (1988). Dismissed due to lack of evidence: Contemporary Kuku-Yalanji campsites and their significance. Page 185.

1.3 Duty of Care

In accordance with the **Aboriginal Cultural Heritage Act 2003 (ACHA)** and its 'duty of care' guidelines, WWASC has requested that a **Cultural Heritage Risk Assessment** is completed across the community for the Phase 1-3 Priority works consisting of 64 hectares (WWMP Draft, 17.01.2025). A further focus will then be over the other WWASC Lands, identifying sites, cultural evidence and intangible cultural heritage. A clear mapping of known and identified Cultural Heritage Values will be collated that will inform councils other activities and works within the WWASC Master Plan and across undeveloped lands.

These activities will involve identifying and mapping cultural sites and seeking historical markers that may still exist and providing recommendations for best future management of Cultural Heritage.

Wujalwarra have long used these lands as living, working, and learning, including the harvesting of cultural resources and the practice of ceremonies to maintain cultural connection to country. These visits provide important opportunities for elders to pass on knowledge to the younger generation. Historically, the establishment of the Wujal Wujal Mission and other significant industries such as the Vilele Sugar Plantation, at Plantation that led to the displacement of Aboriginal families throughout the valley.

Although WWASC represents the **Wujalwarra** Traditional Owners, it is a separate entity from the Traditional Owners, and as such, it is required to complete a **Cultural Heritage Assessment** for any activities that may disturb or damage cultural heritage directly of the cultural heritage values of the Wujal Wujal Shire.

The Queensland Aboriginal Cultural Heritage Act 2003 (ACHA) and the 2003 duty of care guidelines outline five categories of activities, each with different levels of risk to Aboriginal cultural heritage that must be considered before any works can occur in Undisturbed areas and specific locations where it is possible to yield cultural heritage evidence, Wujal community is a good example of a highly disturbed area that may have Cultural heritage remaining here:

- **Category 1:** No surface disturbance.
- **Category 2:** No additional surface disturbance.
- **Category 3:** Previously developed areas.
- **Category 4:** Areas with prior significant ground disturbance.
- **Category 5:** Activities causing additional surface disturbance.

Categories 1 through 2 are considered lower risk, while **Category 3 - 5** involves high-risk activities that disturb the surface, with severe penalties for harming cultural heritage. As of 14 October 2024, fines of up to **\$161,300 for individuals** and **\$1,613,000 for corporations** apply for unlawful harm to Aboriginal or Torres Strait Islander cultural heritage or breaches of duty of care.

Recognising the deep cultural and spiritual connection that Wujalwarra and other Eastern Kuku Yalanji traditional owners continue to have with the Wuajl Wujal Shire, Archaeology Survey Team Pty Ltd. has commenced Cultural heritage surveys and has completed the Cultural Heritage Fiels Assessments across the Wuajl Wujal Priority 1-3 Projects. However, further surveying will be conducted in April to complete the remaining land within the WWASC shire boundary outside of the community. To ensure the **Cultural Heritage Assessment** (CHA) is thorough and transparent, it has been essential to engage with Wujalwarra Traditional Owners who speak for country here and those with an interest and as such each meeting was advertised in advance to uphold a meeting allowing enough notice for all interested parties to attend.

Engaging the appropriate **Cultural Authorities**, as identified and endorsed through clan governance, is essential to ensure that all voices connected to Wujal Wujal are heard in guiding the protection of cultural heritage for the Wujal Wujal Area. The involvement of recognised Cultural Authorities is critical to preserving both the tangible and intangible cultural values of Wujal Wujal and this will also ensure that any current and future works can follow the cultural heritage recommendations in this report, including a new finds procedure and monitoring requirements allowing WWASC and its contractors to follow these guidelines to ensure that they comply with the Queensland Cultural Heritage Act 2003 and that they ensure their duty of care in respect to Cultural heritage across Wujal Wujal Aboriginal Shire.

1.4 *Scope of Works*

The Project Scope: WWASC Cultural Heritage (CH) RA Surveys December 19, 2024 – April 5, 2025

Project Overview

The Wujal Wujal Aboriginal Shire Council (WWASC) Cultural Heritage Risk Assessment (CHRA) Surveys aim to assess and document cultural heritage values within priority project areas. The project involves desktop assessments, Traditional Owner (TO) consultations, on-ground surveys, and reporting to ensure compliance with cultural heritage requirements. The scope includes the phased execution of surveys, engagement with key community stakeholders, and the preparation of comprehensive CH reports.

Objectives

- Identify and assess cultural heritage values within WWASC Community based on the priority areas.
- Engage Traditional Owners and knowledge holders in the survey process.
- Conduct phased CH RA surveys aligned with project priorities.
- Prepare and deliver comprehensive CH RA reports to support WWASC developments.

Project Scope and Deliverables

- 1. Preliminary Planning and Mapping**
 - Determine and prioritise survey areas with Support of WWASC and RILPO.
 - Map capital project locations and assess priority work lots.
 - Conduct desktop assessment based on WWAS boundary and general area information.
- 2. Community Engagement & Traditional Owner Consultations**
 - Organize and conduct a community meetings x 2 to discuss survey plans.
 - Engage Justice Group and Elders and TO Knowledge Holders to guide survey processes.
 - Identify and sign the CH RA survey Team into the AST System.
- 3. Cultural Heritage Surveys & Reporting**
 - Conduct CH RA training sessions.
 - Implement three phases of CH RA surveys, covering priority and general WWASC lands.
 - Draft reports and recommendations for each phase, addressing survey findings.
 - Compile and finalise the comprehensive CH RA report.

Wujal Wujal Aboriginal Shire Council Cultural Heritage Risk Assessment

Gantt Chart



Image 2. Gantt Chart timeline 25.03.2025 The Initial Timeline saw an earlier completion time however had to be revised due to sorry business and inclement weather which has seen all priority projects completed CH RA completed consecutively with the final part of the assessments across the undeveloped portion of Wujal Wujal Shire outside of the community itself.

1.5 Cultural Heritage and Environmental Context

The project area lies within the ancestral lands of the Eastern Kuku Yalanji people, on land that is administered by the Wujal Wujal Aboriginal Shire Council. The Eastern Kuku Yalanji continuously inhabited the region, living along the Bloomfield River in camps and up along the larger tributaries, using it for habitation, cultural learning, resource harvesting, and custom well before the arrival of European Australians that has continued through to present day. This reflects the continued connection to country that the EKY of Wujal Wujal have. Today WWASC manages the lands that were once declared a Mission and DOGIT, Deed of Grant of Land In Trust, 23/03.1987, refer to attachment (b).

Before and during European settlement in the valley, the Kuku Yalanji utilised the land for living sites ceremony, burials and the harvesting of resources such as fish and plants all along and around the Bloomfield River and conducted ceremonies that reinforced their spiritual connection to Country. The area has always been known to be rich in food and living resources and this is supported by the “*seventeen different clans* with language spoken that included Kuku Yanyu, Kuku Yalanyu, Kuku Nyunkul and Kuku Bidiji, together they were often referred to by Bama and Europeans as Kuku-Yalanji”, Anderson (1984).

The Biodiversity of Wujal Wujal Shire flourishes through the lands that are situated within an ecological corridor, that has benefited from ancient Gondwanan origins and its status as a refuge for primitive flora further enhanced by its location within the Wet Tropics World Heritage Area.

In this this rainforest region there are approximately 3000 plant species and approximately 700 endemic plant species found in the region. With a rich array of fauna, including cassowaries, tree kangaroos, possums, quolls, birds butterflies, various fish species and an array of lizard and snake species.

Wujal Wujal is home to a diverse range of flora from coastal rainforest to open drier wattle and bloodwood dry forest, plants including the Scrub Bloodwood (*Baloghia inophylla*), and Black Wattle (*Acacia mearnsii*). Culturally important plants, such as Bush Pandanus (*Pandanus monticola*), Paperbark (*Melaleuca*), Strangler Fig (*Ficus watkinsiana*) Lawyer cane (*Calamus motii*), Umbrella Tree (*Schefflera actinophylla*) and the Hopes Cycad (*Lepidozamia hopei*), this is not an exhaustive list, only a few common species are noted here, there are many others found here. These species not only hold ecological value but are integral to the cultural practices and knowledge of the Eastern Kuku Yalanji Traditional Owners.

Flowing from the Roaring Meg Falls, the Wujal Wujal falls continues down the Bloomfield River and is part of the Great Barrier Reef Catchment of the World Heritage UNESCO Listed Great Barrier Reef. The project area is one of great environmental and cultural importance and is surrounded by the following National Parks: Daintree National Park, Ngalba-bulal National Park, Kalkajaka National Park, and Hope Islands National Park. It is also bordered by the Douglas Shire LGA to the South and Cook Shire Council LGA in the North.

1.6 Identification and Documentation of Cultural Heritage

During the cultural heritage assessment for WWASC, we used a variety of technology to document cultural evidence from the current nearby Management Plans, QGIS, Qld Globe and Google Earth to name some. We also used Garmin GPS units and mobile apps to capture high-resolution photographs of significant cultural sites and features which included geotagging each image, ensuring that the location of the cultural evidence was accurately recorded. Photographs serve as crucial visual documentation that complement our findings, illustrating the context and condition of an identified item heritage sites.

Additionally, we utilised various cameras and drones to capture aerial imagery in hard-to-reach landscapes. This perspective provided us with a broader view of the landscape, helping us to identify other areas for further investigation. This report will include detailed explanations of the cultural heritage findings, along with photographs captured through both camera and drone, ensuring a thorough representation of the cultural landscape.

It is important to note that some places are Yirmbal, which means we cannot go this these locations and this is important as the Blue Tongue Lizard Story Baja Baja there are sections within Wujal Wujal that are Yirmbal and should be avoided.

2. Field Assessment

2.1 Personnel, Qualification and Timing

I. Personnel

The Cultural Heritage Risk Assessment was conducted by John Dockrill, Archaeologist and Heritage Consultant (Archaeology Survey Team Pty Ltd.) and traditional Owner family group members who speak for the Wujal Wujal Shire Area with Cultural Authority. This survey undertook comprehensive consultation to ensure community was and continues to remain informed on the Cultural Heritage Risk Assessment Process.

II. Qualifications/ Experience

As an archaeologist and anthropologist, I am the founder and principal of Archaeology Survey Team Pty Ltd, where I also serve as Managing Director. I hold tertiary qualifications from James Cook University in Queensland and have extensive experience in cultural heritage management. Over the years, I have collaborated with prominent Indigenous organisations, including the Northern Land Council (NT), Balkanu, Jabalbina Yalanji Aboriginal Corporation RNTBC and with WWASC, providing technical advice on cultural heritage and archaeology, with a specialisation in cultural heritage protection.

My expertise includes the technical writing of Cultural Heritage Management Plans and sub-agreements for both private and government entities, such as Douglas Shire Council, VOLT Advisory Group, and various other private organisations.

III. Key Projects and Contributions

One very important project to Wujal Wujal that I recently undertook was the cultural heritage assessment for the Cape Tribulation to Bloomfield Road under the Disaster Ready Fund, administered through the National Emergency Management Agency (NEMA). Working in advance of Transport and Main Roads (TMR) machinery, I led a thorough cultural assessment to ensure that the reconstruction works along this vital road, located within the Wet Tropics World Heritage Area, were conducted with the utmost respect for the cultural heritage of the Eastern Kuku Yalanji people culturally advising TMR throughout the process.

Collaborating with the relevant Cultural Authorities, we worked to identify, assess, and protect significant cultural sites and new finds ensuring that they were properly documented and safeguarded. This project exemplified the necessity of working closely with Traditional Custodians to mitigate risks to cultural heritage sites while enabling infrastructure development in an environmentally and culturally sensitive area.

IV. Professional Background

Before obtaining my formal qualifications, I gained valuable experience delivering remote employment services and writing grants for Indigenous organisations and private businesses. This included developing projects focused on Indigenous Staff programs, community initiatives, and environmental and green energy ventures.

I have over seven years of professional experience in archaeology and anthropology. My fieldwork has taken me to Southeast Asia, where I have excavated in Laos Plain of Jar sites, (Under Dr Nigel Chang) searching for the creators of the iconic Jars and assessing protections for UNESCO-listed sites in Northeast Thailand. I have also worked with the Waanyi and Garawa Traditional Owners in the Northern Territory, mapping cultural heritage sites and developing a comprehensive database for the Land Council.

Upon returning to Queensland during the COVID-19 pandemic, I worked with Jabalbina Yalanji Aboriginal Corporation RNTBC, furthering my knowledge and expertise in cultural heritage management as the Staff Operations Manager. Following this, I registered my business as Archaeology Survey Team, initially as a sole trader before transitioning it into a Pty Ltd company in the current financial year.

With extensive experience and a strong commitment to protecting Indigenous cultural heritage, my work continues to prioritise the preservation and recognition of Traditional Owners' rights and cultural values in every project, while having the conversations around community advancement and development.

Archaeology Survey Team Pty Ltd. is dedicated to enhancing its operational capabilities through ongoing research and development initiatives, leveraging extensive experience and a steadfast commitment to safeguarding Indigenous cultural heritage. These efforts encompass the molecular characterisation of plant deoxyribonucleic acid (DNA), with the aim of supporting Indigenous organisations, councils, and governmental bodies to optimise land management strategies. Our ongoing research endeavors are designed to develop forward-looking practices that mitigate the risk of plant extinction events, while simultaneously enhancing the resolution of Native Title determinations by providing robust, science-based evidence derived from molecular and ecological analyses.

Central to our mission is the prioritisation of preserving and recognising the rights and cultural values of Traditional Owners in every project that we undertake. We remain committed to fostering dialogues surrounding community advancement and development, ensuring that our work endeavours align with the cultural and social aspirations of Indigenous communities while promoting sustainable outcomes.

V. *Limitations*

Over the project timeline, there were unforeseen challenges required flexibility in scheduling and execution with some decisions made in the field based on current of emerging challenges. These included:

- **Weather Conditions:** Heavy rainfall and unpredictable weather events impacted fieldwork, requiring adjustments to survey schedules.
- **Sorry Business:** Traditional Owner availability was significantly affected by Sorry Business, necessitating postponements of key meetings and consultations.
- **Community Availability:** The scheduling of meetings and surveys had to be adapted to align with the availability of Elders and community members.

Meetings and collaboration with Elders and Community

While the project aimed to follow the established timeline, adjustments were made to accommodate potential delays and TO availability. Extra time was allocated to:

- Arrange and conduct community and Elders' meetings x2.
- Identify and confirm CH RA survey teams.
- Conduct and complete surveys amid weather constraints.
- Finalise reporting and ensure cultural protocols were upheld.

The WWASC CH RA Priority Surveys were carried out with careful consideration of cultural protocols, environmental conditions, and community engagement requirements. Despite challenges, the project remains committed to delivering high-quality CH assessments and reports to support WWASC's development initiatives while respecting Traditional Owner guidance and the significance of cultural heritage protection.

Given the size and terrain of WWAS, multiple visits were required to complete the Cultural Heritage Assessment for for the Priority 1 to priority 3 sites with further field assessment of the undeveloped areas within the WWASC LGA to continue un the following weeks. The final assessment report will be added as an appendix to this report.

VI. Timing

The project received approval over the Christmas break, although many families were away spending time together. During this period, we engaged with various Traditional Owners to discuss dates for their participation in the risk assessments and to seek their general advice. It was clear that a community meeting or multiple meetings would be important and necessary. Initially we had scheduled a meeting for mid-January 2025, to align with the next WWASC community meeting.

During this time, a significant community member of Wujal Wujal and former Deputy Mayor passed away. In accordance with cultural protocols surrounding Sorry Business, all planned activities were postponed allowing the community to observe the mourning period. The Cultural Heritage Risk Assessment resumed at the earliest opportunity following Sorry Business, on February 3rd, 2025.

Priorities were identified for the infrastructure upgrades. These were categorised into three levels, with Priority 1 projects requiring immediate attention and completion.

Priority 1 Upgrades Cultural Heritage Assessments

These upgrades were deemed the most urgent for Wujal Wujal, requiring immediate cultural heritage assessment. The identified projects included:

- Cemetery upgrade to mitigate runoff and sediment damage.
- Council Administration and Business Development Hub (Stages 1, 2, and 3).
- Reconstruction of the multipurpose Place of Refuge.
- Redevelopment of the Knowledge Tree area.
- Sports ground upgrades, including ablution blocks, shade structures, fencing, driveway access, and BBQ facilities.
- Reconstruction and improvement of the sports ground playing field.
- Development of the Arts and Cultural Building, which also functions as a Place of Refuge.
- Upgrades to the sewage treatment plant.
- Installation of sports field lighting.

Priority 2 Upgrades Cultural Heritage Assessments

These projects were essential to the council's critical infrastructure program and included:

- Construction of a new water treatment plant.
- Drainage improvements behind and through the splash park.

Priority 3 Upgrades Cultural Heritage Assessments

These upgrades were considered lower priority but still necessary for Wujal Wujal Shire Council's long-term infrastructure planning. Identified projects included:

- Construction of a female gym and multipurpose facility.
- Development of a bike path, bike park, and pump track.
- Establishment of a community garden.

Final Cultural Heritage Assessment: The final component of the WWASC Cultural Heritage Risk Assessment will be conducted following this report. It will be included as an appendix to this report that will ensure priority works and cultural heritage recommendations can inform the development of the Indigenous Land Use Agreement (ILUA) for these priority projects.

2.2 Consultation

Community consultation has been a very important factor when identifying those with the cultural authority to speak for the Wujal Wujal area. Advertising and having a collective of the Wujal Wujal community representatives attend and meet and discuss the new infrastructure that is being placed into the community is exceptionally important particularly given the knowledge that consultations may have occurred but may not have included all relevant parties or enough people to understand where the infrastructure was being placed and the cultural heritage evidence that may be disturbed in the new infrastructure and also changing the footprint of current infrastructure that did not have a survey in the past. All those stakeholder meetings had occurred and there was representation from various bodies working across the community including the Justice Group. There were still many people in the community who had heard that there were new buildings being constructed although did not fully understand what buildings were proposed or where they were being constructed.

1. Meetings and Field Trip

Meetings occurred on February the 19th 2025 right after the community council meeting where we had Justice group and some of the traditional Owners at the meeting to discuss the new proposed Infrastructure for Wujal Wujal. Although this was a good meeting it was important to ensure more attendance and more representation.

AST was invited to attend a stakeholder meeting on the 25th of February 2025 where we had an opportunity to discuss the entire programme and the master plan which included infrastructure etc.. Many stakeholders attended this meeting with a broad range from various government organisations all in support of WWASC. It was at this meeting that RILIP and AST discussed further consultation and agreed on a field trip with Traditional Owners of Wujalwarra on the 11th March 2025. We met at the Aged Care building and discussed the layout of infrastructure and the priorities in which it would need to be built before travelling out to the Priority sites and to where the infrastructure would be constructed. This was a very important field trip and we gained valuable insight and a lot of advice that RILIP can include in the planning for Wujal Wujal.



Image 3. Meeting at the Aged Care Facility Wujal Wujal consulting with Wujalwarra bama for the proposed infrastructure and sites, before the field trip and site visits, 11.03.2025 - Photo John Dockrill.

Further consultations with Alma Ball, Jacky Ball (snr), Jacky Ball, Leslie Walker, William Harrigan, Kathleen Walker, Stella Basini, Junibel Doughboy, Doreen Ball, Doreen Collins, Sonya Doughboy, Robert Collins, Charmaine Nandy and Mervyn Collins supported the projects infrastructure projects at Wujal Wujal. We have focused on the above Wujalwarra traditional owners to speak for the priority infrastructure at Wujal Wujal who most of the recognised families are who can talk for the WWASC area of responsibility. Some Elders such as Peter Wallace did not attend the meetings although messages were left to discuss the area, we will continue to seek input for the rest of the Cultural Heritage Risk Assessment (CH RA).

That is the priority 1-2 priority three projects under the project management of Ricardo Sandoval, the Principal Engagement and Planning Officer for the Remote Indigenous Land and Infrastructure Programme (RILIPO).

During discussions resulting from the meeting and field trip about infrastructure priorities, most expressed their views on the proposed sites and showed general support for the plans. One Traditional Owner, however, brought up a critical point: the need for vertical infrastructure. With Wujal Wujal's limited land availability, he argued that building upward is the only way to secure housing for future generations—otherwise, we risk losing them as they leave their homelands in search of other suitable living areas. Flat land suitable for housing is scarce in Wujal Wujal, so he suggested looking to the hill's northwest as a viable option for expansion.

Housing remains a pressing need, yet the lack of available land creates a real bottleneck. In further talks with Traditional Owners, there's clear unease about placing homes or infrastructure in areas that have flooded before. Some suggested raising key buildings—like the current hall or indoor centre—to a height that offers flood resilience. These structures, while significant in the community, aren't residential and lack much office space. Elevating them could provide secure, accessible hubs during disasters, and we think this is worth exploring with Wujal Wujal Aboriginal Shire Council.



Image 4. In field consulting with Wujalwarra bama at the proposed housing site. RILIPO and AST discuss the proposed infrastructure and sites, gaining valuable knowledge and feedback and endorsement for various works, 11.03.2025 - Photo John Dockrill.

Mr Collins (pictured on the far right) shared ideas for the Multipurpose Place of Refuge and Cultural Centre, envisioning a top story with vehicle parking and a helicopter pad. He stressed that this approach makes the most of our limited real estate, especially in a practical sense. A rooftop helipad would not only boost safety during floods or other natural disasters, this would isolate the landing zone from kids and potential disruptions, but it would also ensure safer, more reliable access when it's needed most.

Wujal Wujal is expanding, and unless we embrace vertical real estate, we'll be stuck revisiting these same issues in the near future. Mr Collins pointed out that multi-story buildings with lifts could work for the elderly, though those unable to climb stairs might still prefer ground-level homes. Younger folks and couples, on the other hand, could thrive in taller housing. Interestingly, past meetings suggested the community wasn't keen on multi-story options, but given the land constraints and growth pressures, maybe it's time to rethink that. Some modelling around population growth and housing availability could help clarify the path forward.

Mr. Collins sees a housing crisis looming if we don't act now. He's requesting for this to be a top priority—because hard decisions today could save us from bigger headaches tomorrow.

The field trip on March 11th with the Traditional Owners of Wujal Wujal marked a significant moment of connection and dialogue. It opened a space for community members—some of whom have felt their voices muted within the

broader community and some were unable to articulate their perspectives on the land and its future. Our engagement with Traditional Owners is ongoing, extending beyond this report. As we survey beyond Wujal Wujal we will continue to consult and further insights will re-emerge as an appendix to this report, enriching the document and reinforcing a comprehensive, culturally grounded approach to the infrastructure projects ahead and Cultural Heritage. This process aligns closely with the 'Duty of Care' outlined in the Queensland Aboriginal Cultural Heritage Act 2003.

II. Stakeholder Consultations

Consultations through the RILIPO stakeholder meeting on the 25th February, this was a very important meeting and we would be happy to continue supporting Wujal Wujal if WWASC would like this.

2.3 Methodology

The survey strategy for the Wujal Wujal P1–P3 Infrastructure Works has been developed to guide the responsible identification and management of Aboriginal cultural heritage across WWASC-managed lands. This strategy is underpinned by a thorough risk assessment process, systematic field methodologies, and meaningful engagement with the Wujalwarra Traditional Owners. Field surveys were guided by both archaeological best practice and culturally informed knowledge shared by Yalanji Elders. Methodological priorities included:

- Focus on high ground, ridgelines, and other elevated features more likely to retain cultural material
- Consideration of traditional travel routes still in use today
- Walking evenly spaced transects across varied terrain to maximise ground visibility
- Paying particular attention to **mounds, scarred trees, Hammer Rocks and Bases, grinding stones, Sharpening stones and culturally significant large trees**, which are known traditional resource areas

Historical and ethnographic reports by Roth, Hislop, and Anderson, in addition to oral histories shared by Yalanji Elders, informed the predictive model for artifact distribution.

I. Cultural Heritage Risk Assessment (CHRA) and Scoping Phase

A formal Cultural Heritage Risk Assessment (CHRA) was conducted to address concerns regarding the potential presence of cultural heritage within the project area. This assessment formed the basis for identifying areas of cultural sensitivity, evaluating environmental and safety risks, and informing the survey design.

The CHRA included a detailed **scoping phase**, which considered:

- Consultation with stakeholders and Yalanji Traditional Owners
- Terrain and vegetation complexity
- Known and predicted areas of cultural significance
- Survey team capability and cultural knowledge
- Site safety planning and emergency preparedness

Due to the extent of WWASC-managed lands, the survey encompassed over **27 hectares**, including scoping to determine the spatial boundaries and nature of these lands. Further assessments will be necessary to achieve comprehensive survey coverage.

II. Safety, Inductions, and Field Protocols

Before commencing fieldwork, all survey team members underwent **training in Safe Work Method Statements (SWMS)** relevant to each survey area. Each team member demonstrated their understanding of the identified risks and corresponding mitigation strategies and formally acknowledged this by signing the SWMS documentation.

Daily inductions were conducted to reinforce safety protocols, and Traditional Owners participated by offering critical input on potential hazards and culturally sensitive areas. The **Emergency Action Plan** was reviewed each morning and covered:

- Vehicle-related incidents
- Slips, trips, and falls
- Encounters with snakes, spiders, feral pigs, crocodiles, and cassowaries

This collaborative approach ensured that both safety and cultural obligations were upheld in the field.

III. Engagement and Community Consultation

WWASC, in collaboration with the Archaeology Survey Team (AST), actively engaged with the Wujalwarra community throughout the planning and execution of the CHRA. This included:

- Publicly advertising the CHRA process with WWASC support
- Hosting two formal consultation meetings (19 February and 11 March 2025)
- Ongoing discussions with individual Yalanji Elders

The 11 March meeting was attended by fourteen Traditional Owners representing the Harrigan, Ball, Walker, Collins, Bassani, Nandy, and Doughboy families. Participants ranged in age from 45 to 80, providing a representative collective of those with authority to speak for Wujalwarra Country. These meetings enabled open discussion and valuable feedback regarding proposed infrastructure and survey methodology.

IV. Preliminary Survey Results

The initial survey successfully recorded **various cultural heritage values**, including:

- **Story sites**
- **Sorry Places**
- **Wells**
- **Springs**
- **Potential Burial Site**

These findings confirm the cultural sensitivity of the area and justify further field assessments to complete the heritage recording across WWASC-managed lands.

Through structured risk assessment, community endorsement, and culturally grounded field practice, the survey team has demonstrated that the P1–P3 Infrastructure works at Wujal Wujal can proceed in a manner that respects and protects Aboriginal cultural heritage. Continued collaboration with Yalanji Elders and stakeholders will be essential as further assessments are conducted across the broader survey area.

V. Safety Protocols

Specific to the River and on the marshland environments around Wujal Wujal Shire managed lands where Saltwater crocodiles and feral pigs are present, daily toolbox meetings and safety discussions were to ensure the safety of all personnel. Given the hazardous nature of working near marshes and rivers, special emphasis was placed on the risks of crocodile and feral pig attacks.

Each survey day began with safety inductions using SWMS forms, led by the Archaeology Survey Team. The toolbox meetings served as a critical platform to ensure that Traditional Owners and team members fully understood the safety briefings and SWMS risk and mitigation strategies, particularly in relation to working in the marshland and around tropical rivers. During these meetings, participants were quizzed on their understanding of the safety protocols, with Richard providing valuable feedback on potential hazards and concerns specific to the marshland environment.

Emergency procedures were discussed in depth, focusing on scenarios such as slips, falls, vehicle accidents, working on or near roads and encounters with local wildlife, particularly near water sources where crocodiles are known to be active. All personnel took extra care when navigating the area, ensuring constant vigilance for wildlife and hazardous terrain

VI. Integration of Traditional Knowledge

Central to the assessment process for WWASC managed lands is the integration of traditional knowledge shared by Traditional Owners, who conveyed personal connections and historical usage of the area spanning generations. This insight guided and will continue to guide the identification of focus areas where artifacts were and are most likely to be found, highlighting the significant intangible cultural heritage associated with ongoing cultural practices and historical traditions.

2.4 Visibility

The project survey area extended across the WWASC managed lands area from Plantation Creek in the North to the Bloomfield River in the South as defined in both maps below.

Table 2: Ground Surface Visibility Assessment (GSV)

Ground Surface Visibility (Assessment)	Visibility Rating
Very Poor heavy vegetation, scrub, foliage or debris cover, dense tree or scrub cover, soil surface difficult to see.	0-9% of the ground surface visible
Poor moderate level of vegetation, scrub, and/or tree cover, some small patches of soil surface visible (in the form of animal tracks, erosion, scalds, blowouts etc.), in isolated patches, soil surface visible in random patches.	10-29% of the ground surface visible
Fair Moderate levels of vegetation, scrub and/or tree cover, moderate sized patches of soil surface visible (possibly associated with animal /stock tracks, unsealed walking tracks, erosion, blow outs etc.), soil surface visible as moderate to small patches, across a larger section of the study area	30-49% of the ground surface visible
Good Moderate to low level of vegetation, tree or scrub cover, greater number of areas of soil surface visible in the form of erosion, scalds, blowouts, recent, grading or clearing, fire or slashing.	50-69% of the ground surface visible
Very good Low levels of vegetation/scrub cover, greater area of soil surface visible due to past or recent land-use practices such as grading, fire or slashing.	70-89% of the ground surface visible
Excellent Very low to non-existent levels of vegetation/scrub cover, high soil surface visibility due to past or recent land use practices, such as grading, fire or slashing.	90-100% of the ground surface visible

Despite ground surface visibility consistently ranging from 'Very Good' to Excellent with a 85-95% success rate in identifying evidence in its original position, although the landscape has been challenging to assess due to the post-Cyclone Jasper flooding event, movement of soils from the clean up after Cyclone Jasper. The general torrential rain that had slowed the process although we believe that any evidence that may have been on the ground would have been seen or was washed away out of situ. The flooding washed clean many surfaces and deposited large amounts of sand across the flats. Additionally, much of the area is covered by dense grass, which may require controlled burning to fully expose the ground surface. Several artefacts were found, including stone tools and scar trees, and there is likely more evidence hidden beneath the thick grass and leaf litter.

2.5 Ground Surface Integrity

The Ground Surface Integrity (GSI) across the project area has been significantly compromised at several locations due to a rain event following Cyclone Jasper and the continuing rain to date. Given the current **Ground Surface Visibility (GSV)** and the compromised GSI, future activities may uncover cultural heritage materials that remain buried beneath the ground. Any cultural heritage found in these areas could also be in a disturbed state, well out of context, and complicating archaeological interpretation. Careful documentation and assessment will be required to ensure the proper protection of any discoveries, and it is integral to include the WWASC Cultural Heritage Officer to undertake regular ad-hock assessments for each project.

3. Results Cultural Heritage Risk Assessment

3.1 Desktop Analysis

A desktop analysis was completed for the Wujal Wujal/ Bloomfield Valey area prior to commencing the CH RA. The Wujal Wujal and Bloomfield Valley regions in far North Queensland have been critical in anthropological research that examines the intersection of traditional Aboriginal cultures and the impacts of European contact history and colonisation. This analysis explores anthropological studies of the Kuku Yalanji people and their interactions with European settlers, particularly focusing on the influence of early figures such as Roth , Hislop from the late 1800's into the 1900's and Chris Anderson and Anthropologist from the 1980's who conducted most of his life's research in and around Traditional owners of the Bloomfield Valley area specifically the Kuku Yalanji people in consideration to the past way of life and the evolving lifestyle and expectations under a colonialist governed life.

The Kuku Yalanji (Eastern Yalanji were the dominant group in the Bloomfield River area, stretching from the Daintree River up to the Bloomfield region. Their land encompassed both coastal and rainforest areas, where they practiced sustainable harvesting of marine life, fruits, and animals. The Kuku Yalanji known for his deep knowledge of the landscape and his role in maintaining spiritual traditions and who were renowned for their ability to navigate their lands and preserve their ecological balance, a trait observed and recorded by ethnologist Walter E. Roth in his detailed studies.

The arrival of missionaries and settlers in the late 19th century disrupted the traditional governance and movement of these clans. However, the Kuku Yalanji persisted in their efforts to maintain cultural practices, even in the face of displacement and cultural suppression.

In the Bloomfield area most of the lowland, behind the beaches and hinterland of the river were selected by Europeans and that the river system itself had land selected right to the Waterfall, Bana Yerry Anderson (1984). The 1890's saw industry failures, the logging of red cedar coming to an end and the demise of agricultural business and in response to this we see the increase of tin mining albeit small scale. It was in 1886 that Wuajl Wujal saw their first Lutheran Missionaries (Anderson, 1984), 1eleven year before the **Aboriginal Protection and Restriction of the Sale of Opium Act, 1897**.

The introduction of the **Aboriginal Protection and Restriction of the Sale of Opium Act, 1897** saw the forced removals and relocations of indigenous persons across Queensland and today many Bama see this act at the core to the destruction of custom/ Lore and the family, a generation of light skinned children removed from their mothers and placed with European families and what is understood today as forced assimilation. By the 1970's Wuajl Wujal Mission was run by the Lutheran Church who preached to approximately 250 people and this represented **seventeen different clans** with language spoken that included Kuku Yanyu, Kuku Yalanyu, Kuku Nyunkul and Kuku Bidiji, together they were often referred to by Bama and Europeans as Kuku-Yalanji, Anderson (1984).

I was a young child in 1978, living with my parents and siblings further downstream on Bloomfield River near the old Sawmill (Eastern Side), today it is referred to as Dockrill's Landing. In 1978, the Mission, situated on Kuku Yanji Estate, became known as Wujal Wujal. I grew up calling it Wujal Wujal Mission, my uncle was also a Lutheran Minister there through the late 1980's and 1990's. I also recall some families including the Banjo Family residing outside of the Wujal Wujal Mission, further down at a place called Middle Camp, situated near the Bloomfield River School today. Middle Camp was shut during my childhood and the families had nowhere else to go but the Wujal Wujal Mission.

There is a lot of contact history associated with Wujal Wujal and the Bloomfield valley region. The following map was created by Chris Anderson on the clan estates around Bloomfield and Wujal providing us with a better understanding of the displacement that occurred here and demonstrating that the consultations are an important part of any works in the area generally.

3.2 DSDSATSIP Database Assessment

A Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships Database and Register request 170520, was submitted for WWASC managed lands. The DSDSATIP search has revealed Cultural Heritage that has been recorded as identified below and should be registered as a Cultural Landscape.

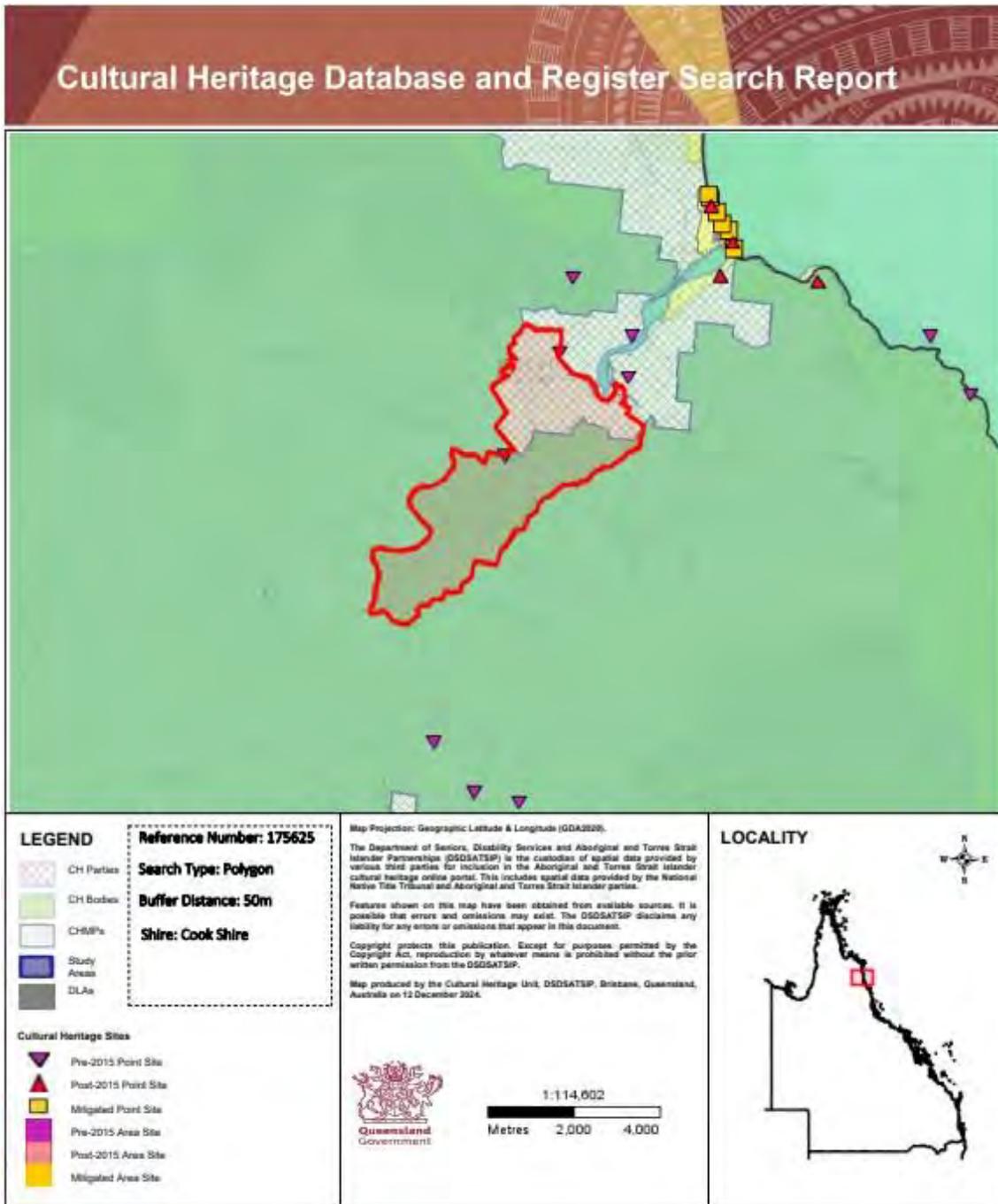


Image 5: The CH Database Search by DSDSATSIP reveals sites within the Polygon.

3.3 Table 3. Cultural Heritage Site Points for the DSDSATSIP Database Search.

Cultural heritage site points for the area:

Site ID	Latitude	Longitude	Date Recorded	Attribute	Cultural Heritage Party
EP:G57	-15.962287	145.314858	14/12/2005	Story Place	Cape York United Number 1 Claim
EP:G58	-15.962287	145.314858	14/12/2005	Painting(s)	Cape York United Number 1 Claim
EP:G58	-15.962287	145.314858	27/10/2006	Painting(s)	Cape York United Number 1 Claim

There are no Aboriginal or Torres Strait Islander cultural heritage site polygons recorded in your specific search area.

3.4 Table 4. Cultural Heritage Party/ies for the area:

Cultural Heritage Party/ies for the area:

Reference No.	Federal Court No.	Name	Contact Details
QC2014/008	QUD673/2014	Cape York United Number 1 Claim	Cape York United Number 1 Claim c/ - Cape York Land Council PO Box 2496 CAIRNS QLD 4870 Phone: (07) 4053 9222 Freecall: 1800 623 548 Email: info@cylc.org.au
QCD2007/002 DET	QUD6008/1998	Eastern Kuku Yalanji People	Jabalbina Yalanji Aboriginal Corporation RNTBC PO Box 463 MOSSMAN QLD 4873 Phone. (07) 4098 3552 Email: admin@jabalbina.com.au

3.5 Table 5. Cultural Heritage Body/ies for the area:

Departmental Reference No.	Name	Contact Details	Registration Date
CHB010001	Jabalbina Yalanji Aboriginal Corporation RNTBC	Jabalbina Yalanji Aboriginal Corporation RNTBC PO Box 463 MOSSMAN QLD 4873 Phone: (07) 4098 3552 Email: admin@jabalbina.com.au	11/07/2011

- There are no Cultural Heritage Management Plans recorded in your specific search area.
- There are no Designated Landscape Areas (DLA) recorded in your specific search area.
- There are no Registered Cultural Heritage Study Areas recorded in your specific search area.

3.6 Table 6. National Heritage Areas (Indigenous values) for the area:

Place ID	Name
106008	Wet Tropics World Heritage Area (Indigenous Values)

3.7 Table 8. Heritage Related Areas (QLD Subset) for the area:

Data Source	Name
National Heritage Areas	Great Barrier Reef
National Heritage Areas	Wet Tropics of Queensland
World Heritage Areas	Great Barrier Reef
World Heritage Areas	Wet Tropics of Queensland

4. Cultural Heritage Risk Assessment (CHRA) Survey

The Ground Surface Integrity (GSI) in several locations was significantly impacted by the rain through the wet season period where we have a see significant wet weather since December 2024. With this in mind it was decided to complete all priority work surveys as the weather systems and flooding across north Queensland has continually impacted on restricting access to Wujal Wuajl.

4.1 Priority 1 Infrastructure



Image 6. Waste Treatment Plant Road Upgrade Wujal Wujal Qld Globe Image 2025.

WWASC Sewerage Treatment Plant Road (PI Works)

Proposed Works: Remove existing pavement and replace with 175mm rigid pavement and drainage.

This site was assessed by the survey team, no cultural heritage was identified or understood to be within the proposed works as outlined in yellow.

Cultural Heritage Monitoring should be undertaken whenever there is any excavation or cutting into the earth. Carry out a site-specific Cultural Heritage Induction with key Project staff and contractors prior to construction, informing them of their responsibility under the Aboriginal Cultural Heritage Act 2003 and the Queensland Heritage Act 1992. Exercise 'Duty of Care' as per Section 28 of the ACHA 2003 during any high impact works.

Upon the discovery of potential Cultural Heritage Find during Project works, the 'Find - Stop - Notify - Manage' Procedure, discussed during the induction must be followed.



Image 7. Knowledge tree (Left) and Council Administration and Business Development Hub (Right), Qld Globe Image 2025.

WWASC Council Administration and Business Development Hub (PI Works) Stages 1-3

Knowledge Tree Gathering/ BBQ

Proposed Works: Construction of Council Administration and Business Hub. At the Knowledge tree a BBQ, Shade, Seating and Lighting are to be constructed.

This site was assessed by the survey team, with some concerns regarding: an old Well Site identified (Isolate), Possible burial below the existing office structure, Sorry place to the southernmost corner of the proposed project site. TO's were concerned about the Mango Trees and wish for these to remain. Proposed works should remain as outlined in yellow.

Cultural Heritage Monitoring is highly advised when excavating, scraping or digging activities are carried out here. Carry out a site-specific Cultural Heritage Induction with key Project staff and contractors prior to construction, informing them of their responsibility under the Aboriginal Cultural Heritage Act 2003 and the Queensland Heritage Act 1992. Exercise 'Duty of Care' as per Section 28 of the ACHA 2003 during any high impact ground surface disturbance works.

Upon the discovery of a potential Cultural Heritage Find during Project works, the 'Find - Stop - Notify - Manage' Procedure, discussed during the induction, must be followed.



Image 8. Construction of Multipurpose Place of Refuge and Cultural Centre (Top), and Cultural Cemetery upgrade to reduce road run-off and sediment damage (Bottom) Qld Globe Image 2025.

WWASC Art and Cultural Center/ Place of Refuge (PI Works)

Proposed Works: Construction of Art Centre and Place of Refuge.

This site was assessed by the survey team, with some concerns regarding the Sorry Place nearby and the proximity to the cemetery.

Proposed works should remain as outlined in yellow. Orange is the survey Buffer carried past the Police Station. This site was assessed by the survey team, where we understood some inconsistency with the location of the Sorry Place and Cultural Heritage Officer Billy Harrigan and Leslie Walker are best to offer advice when working here. Proposed works should remain as outlined in yellow.

Cultural Heritage **Monitoring is highly advised** for this area (given its location to the cemetery) when excavating, scraping or digging activities are carried out here.

Carry out a site-specific Cultural Heritage Induction with key Project staff and contractors prior to construction, informing them of their responsibility under the Aboriginal Cultural Heritage Act 2003 and the Queensland Heritage Act 1992. Exercise 'Duty of Care' as per Section 28 of the ACHA 2003 during any high impact ground surface disturbance works.

Upon the discovery of a potential Cultural Heritage Find during Project works, the 'Find - Stop - Notify - Manage' Procedure, discussed during the induction, must be followed



Image 9. Complete Sport Field Upgrades Qld Globe Image 2025.

WWASC Sport Field Upgrades (PI Works)

Proposed Works: Sport Ground Reconstruction, Construction of Ablutions Block, Shade Structures, BBQ. Driveway Lighting and Fencing.

This site was assessed by the survey team, some concern regarding: Old Well/ Spring site identified, this should be isolated from the future works.

The survey team did not have any other concerns for construction although they did worry that the grounds would once again be damaged by floods and was the new infrastructure away.

The Works Should remain as outlined in the respective plans. Orange is the survey buffer.

Cultural Heritage Monitoring should be undertaken whenever there is any excavation or cutting into the earth.

A site-specific Cultural Heritage Induction must be delivered to key Project staff and contractors prior to construction, informing them of their responsibility under the Aboriginal Cultural Heritage Act 2003 including the Duty of Care Guidelines and consideration to the Queensland Heritage Act 1992. Exercise 'Duty of Care' as per Section 28 of the ACHA 2003 during any high impact ground surface disturbance works. Upon the discovery of a potential Cultural Heritage Find during Project works, the 'Find – Stop – Notify – Manage' Procedure, discussed during the induction, must be followed.

4.2 Priority 2 Infrastructure

Priority 2 infrastructure includes



Image 10. Reconstruction of the Water Treatment Plant Qld Globe Image 2025.

WWASC Reconstruction of the Water Treatment Plant (P2 Works)

Proposed Works: Reconstruction and upgrading of the Water Treatment Plant.

This site was assessed by the survey team, with some concerns regarding:

A story site “Bajabaja: Blue Tongue Lizard” story exists here and is attached to the little creek that runs through the community to the east into the river. The survey team wanted to ensure that all who come to work on this site are warmed up before they start any work.

Cultural Heritage Monitoring is highly advised when excavating, scraping or digging activities are carried out here. A site-specific Cultural Heritage Induction must be delivered to key Project staff and contractors prior to construction, informing them of their responsibility under the Aboriginal Cultural Heritage Act 2003 including the Duty of Care Guidelines and consideration to the Queensland Heritage Act 1992. Exercise 'Duty of Care' as per Section 28 of the ACHA 2003 during any high impact ground surface disturbance works.

Upon the discovery of a potential Cultural Heritage Find during Project works, the 'Find – Stop – Notify – Manage' Procedure, discussed during the induction, must be followed.



Image 11. Construct Splash Park Proposed Drainage Upgrade Qld Globe Image 2025.

WWASC Splash Park Drainage (P2 Works)

Proposed Works: Drainage - behind splash park, through splash park

***This site was assessed by the survey team with some concerns regarding:
Cars are buried here, a Sorry place, Old Jail house Site and Living Sites from early Community Days
Proposed work should remain as outlined in the respective plans.***

Cultural Heritage **Monitoring is highly advised** when excavating, scraping or digging activities are carried out here. A site-specific Cultural Heritage Induction must be delivered to key Project staff and contractors prior to construction, informing them of their responsibility under the Aboriginal Cultural Heritage Act 2003 including the Duty of Care Guidelines and consideration to the Queensland Heritage Act 1992.

Exercise 'Duty of Care' as per Section 28 of the ACHA 2003 during any high impact ground surface disturbance works. Upon the discovery of a potential Cultural Heritage Find during Project works, the 'Find – Stop – Notify – Manage' Procedure, discussed during the induction, must be followed.



Image 12. Emergency Services Demountable building site, Qld Globe Image 2025

WWASC Demountable Office (P2 Works)

Proposed Works: Replacement of Demountable SES office destroyed during TC Jasper.

This site was assessed by the survey team, with some concerns regarding: Flood resilience without the site being built up significantly, Tos recalled the clinic and water above the roof, this location is lower. Any proposed work should remain as outlined in the respective plans. Orange is the survey Buffer. Cultural Heritage Monitoring is advised if excavating, scraping or digging activities are carried out here.

Cultural Heritage Monitoring is advised when excavating, scraping or digging activities are carried out here. A site-specific Cultural Heritage Induction must be delivered to key Project staff and contractors prior to construction, informing them of their responsibility under the Aboriginal Cultural Heritage Act 2003 including the Duty of Care Guidelines and consideration to the Queensland Heritage Act 1992.

Exercise 'Duty of Care' as per Section 28 of the ACHA 2003 during any high impact ground surface disturbance works. Upon the discovery of a potential Cultural Heritage Find during Project works, the 'Find – Stop – Notify – Manage' Procedure, discussed during the induction, must be followed.

4.3 Priority 3 Infrastructure



Image 13. Wujal Wujal Community Garden Shed upgrade and Fencing Qld Globe Image 2025.

WWASC Community Garden, shed Upgrade (P3 Works)

Proposed Works: Upgrades for Community Garden Shed, landscaping and planting, fencing and pest protection.

This site was assessed by the survey team, there were concerns with the proposed works here. Proposed work should remain as outlined in the respective plans. Orange is the survey Buffer. Cultural Heritage Monitoring is advised if excavating, scraping or construction digging activities are carried out here.

Cultural Heritage Monitoring is recommended when excavating, scraping or digging activities are carried out here. A site-specific Cultural Heritage Induction must be delivered to key Project staff and contractors prior to construction, informing them of their responsibility under the Aboriginal Cultural Heritage Act 2003 including the Duty of Care Guidelines and consideration to the Queensland Heritage Act 1992.

Exercise 'Duty of Care' as per Section 28 of the ACHA 2003 during any high impact ground surface disturbance works. Upon the discovery of a potential Cultural Heritage Find during Project works, the 'Find – Stop – Notify – Manage' Procedure, discussed during the induction, must be followed.



Image 14. Recreational Hall Upgrade (Lower) Splash Park Fencing (Center) Bike Park Pump Track (Top)

WWASC Recreation Hall Construction Infrastructure, Splash Park upgrades and Bike Park.

Proposed Works: Recreation Hall infrastructure upgrades Construction of a Female Gym and Multipurpose Facilities, Splash Park Fencing and construction of a Bike Park Pump Track.

This site was assessed by the survey team during the Splash Park Drain survey and the same concerns were raised regarding: There was a lot of memories for this section of the community, from swimming, washing cloths and general living here. This was once a flowing creek that had a significant fig tree in the upper portion, known for flooding. Cars are buried here, its also a Sorry place with unresolved business. This is also the site for the Old Jail house. Proposed works should remain as outlined in the respective plans.

Cultural Heritage **Monitoring is highly advised here** when excavating, scraping or digging activities are carried out here.

A site-specific Cultural Heritage Induction must be delivered to key Project staff and contractors prior to construction, informing them of their responsibility under the Aboriginal Cultural Heritage Act 2003 including the Duty of Care Guidelines and consideration to the Queensland Heritage Act 1992.

Exercise 'Duty of Care' as per Section 28 of the ACHA 2003 during any high impact ground surface disturbance works. Upon the discovery of a potential Cultural Heritage Find during Project works, the 'Find – Stop – Notify – Manage' Procedure, discussed during the induction, must be followed.

4.4 *WWASC Undeveloped Lands*

An Additional Appendix with Surveys and Reporting to be completed by COB 30th April 2025.

5. **Challenges and Limitations**

The survey process in Wujal Wujal encountered various challenges when working in the wet season period, primarily the persistent rainfall severely restricted accessibility to and from Wujal Wujal and in and around the community. This wet season factor at times challenged our logistical operations, including the deployment of personnel, inter-team communication, and vehicular access to certain parts. To optimise future survey efforts and mitigate these constraints, it is recommended that project timelines be aligned with the region's dry season, commencing in April and concluding by the end of November, thereby avoiding the peak wet season disruptions.

Additionally, we had the passing of a friend and important member of the community (Former Deputy Mayor) that limited our work significantly. The cultural protocols associated with Sorry Business required a 'stop work' period, further delaying progress although mapping and some other work continued, the field work is needed to generate the data allowing us to compile a comprehensive Cultural Heritage Report. This was compounded by the advanced age and variable health of our Traditional Owner elders, whose availability for in-depth consultation was occasionally limited by illness or hospitalization with times were travel by car was simply too much for them.

Although there was some discussion regarding a potential burial below the Old council chambers this is not agreed by all and in this case if any works where scaping, grubbing or excavation are necessary then a Cultural heritage Monitor must be engaged at a rate of one per machine. This will safe guard against any possibility of damaging a burial site and discharge your Duty of Care Obligations under Cultural Heritage Act 2003.

5. **Actions/ recommendations**

Generally speaking the traditional owners who speak for Wujal Wujal want this new infrastructure completed as soon as possible with the recommendation below. We believe that a stronger relationship with the Traditional owners who speak for Wujal Wujal would allow WWASC to progress many priorities swiftly and this could be achieved by meeting with the specific families who are connected and who we have engaged for this CH RA and report. We believe that this approach will help ensure ongoing support, for future initiatives and maintain transparency, while providing WWASC with valuable cultural guidance that will benefit both project outcomes for Wujal Wujal community.

- I. A Cultural Heritage and Cultural Awareness and Cultural Heritage Induction should be conducted at all sites prior to the commencement of any work, to ensure that all work crews and staff are aware of the cultural heritage requirements and sensitivities involved when working in community or on country around Wujal Wujal Aboriginal Shire managed lands.
- II. The Cultural heritage Induction must include the '**Find – Stop – Notify – Manage**' procedure and reporting as provided in attachment (a), and this document must be carried with the site or project supervisor for each project when undertaking excavation works within WWAS lands.
- III. WWASC and any contractor working for WWASC must exercise their 'Duty of Care' as required under **Section 28 of the Aboriginal Cultural Heritage Act 2003 (ACHA)**. A document signed by proponents when on country

undertaking activities for Wujal Wujal Shire Council acknowledging their duty of care obligations would be beneficial for the organisation.

- IV. If any potential cultural heritage finds are discovered during the works, the 'Find – Stop – Notify – Manage' procedure must be followed. WWASC Cultural Heritage Officer Wialliam Harrigan should be notified in the first instance. I am available to assist as necessary if cultural evidence is found to ensure proper documentation and protection, and, in cases where skeletal remains are not involved, Traditional Owners may consider relocating any cultural evidence to a safe location.
- V. The traditional owners who are capable, some of who participated in this survey should be considered for any monitoring activities that may be undertaken across WWASC managed lands. Families as identified in this report should be considered first for future work which will also give WWASC better response and capability in managing any new finds on their country while building capacity of the recognised families who speak for it.
- VI. William Harrigan WWASC Cultural heritage Officer not only is a very important leader he is respected and speaks for the Wujal Wujal area. We recommend that he should be utilised to oversee WWASC projects in a cultural capacity (let's discuss this more in depth at a suitable time).
- VII. Once the survey is completed this document should be shared in its entirety with Jabalbina Yalanji Aboriginal Corporation as the Cultural heritage Body for Eastern Kuku Yalanji.

This Cultural Heritage, Risk Assessment and Report is specific to the surveyed areas only Priority 1, Priority 2, Priority 3, An appendix to this report will speak to the undeveloped lands within the Wujal Wujal Aboriginal Shire. This report has been compiled for WWASC and should be used to assess the potential for Cultural Heritage disturbance when planning new works.

Note: Cultural heritage cannot be seen beneath the surface and events such as floods, fires, landslips and excavations for work projects can reveal new cultural heritage evidence at any time. It is important to remember that Bama live, where they have lived for thousands of years and Wujal Wujal is not exception it has the high likelihood of revealing cultural heritage through all works within the community where there is soils movement or scraping. It is always important to carefully manage '**New Finds**' by recording the GPS location where the Cultural Heritage item/s is found, do not move cultural heritage until photographs are taken and there the area is carefully scrutinised around the find or finds we must always consider the bigger picture and how a piece of evidence may fit into the broader landscape, before moving it. Once moved a chain of custody should be maintained to identify where it was moved. We have provided a '**New Finds Procedure**' for WWASC and this includes a form for recording the new find, please refer to **attachment (a)**.

Always consult the Wujal Wujal Cultural Heritage Officer for advice in the first instance, we are also available to provide advice where necessary and support around the cultural heritage process.

Signature



.....
John Dockrill 06/04/2025

Important Notice:

While we stand by the accuracy and integrity of the documents we provide, we do not accept responsibility for any version that has been altered or edited after delivery. Should you require any amendments or modifications, we kindly request that you consult with us directly. We are available to assist with reasonable changes to ensure the document remains accurate and professionally compliant.

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Appendix A: Wet Tropics World Heritage Area (Indigenous Values)

Place Details

[Send Feedback](#)

Wet Tropics World Heritage Area (Indigenous Values), Cairns, QLD, Australia

Photographs	None
List	National Heritage List
Class	Indigenous
Legal Status	Within listed place
Place ID	106008
Place File No	4/06/270/0074

Summary Statement of Significance

The Wet Tropics is outstanding in the course of Australia's cultural history as the only area in Australia where Aboriginal people lived permanently in the rainforest, adapting to seasonal abundance and lean times with plants providing much of their food.

Aboriginal traditions linked to the volcanic events at Lake Eacham, which occurred between 20 000 and 10 000 years ago, and palaeoenvironmental evidence from crater lakes on the Atherton Tablelands suggest Aboriginal occupation of the area at this time. The earliest archaeological evidence of occupation comes from the excavations of cave deposits and earthen mounds which indicate that Aboriginal people were living in the heart of the rainforest from at least 5 000 years ago.

Rainforest Aboriginal people were able to permanently occupy the Wet Tropics because they had developed techniques which allowed them to exploit toxic plants throughout the year. The majority of calories consumed by rainforest Aboriginal people came from toxic plants. They processed and ate at least 14 native toxic plants – a greater use than anywhere else in Australia – and developed more complex techniques for processing toxic plants than anywhere elsewhere in Australia. Remains of toxic plants eaten by rainforest Aboriginal people have been recovered from excavations of rockshelters and date to about 3 500 years ago.

Rainforest Aboriginal people developed a unique material culture that enabled them to utilise the plant and other resources on which they relied. This includes a set of distinctive stone tools including: an ovate or rectangular grooved slab associated with a crushing stone; an anvil stone pitted with small hollows and accompanied by a hammer stone; polished waisted stone axes called *ooyurkas*, and bicornual baskets. In addition to the use of this unique material culture, fire management was essential for rainforest Aboriginal people's permanent occupation of the rainforest in the Wet Tropics region. This includes the use of fire to convert patches of rainforest into open forest and the placing hot coals at the base of lawyer vines to kill them so walking tracks and camp sites are kept clear. Both of these techniques are unique to the Wet Tropics region.

Traditional law provides a conceptual framework that underpins the rainforest Aboriginal people's technical achievement in processing toxic plants. These traditions describe the characteristics of plants, in particular sourness, which establishes the degree of difficulty required to process each species. Examples of traditions about creation beings and toxic plants include the Kuku-Yalanji traditions about Kubirri and about the two sisters, the Yidinji tradition about Damarri and Guyala, and the tradition about Girugarr (the eel man) from the southern region of the Wet Tropics. Particular parts of these stories are inscribed in the landscape of the Wet Tropics as features or paths formed by creation beings. Information provided by creation beings on the methods to be used to process toxic plants are unusual in Australia. These traditions are of outstanding heritage value to the nation.

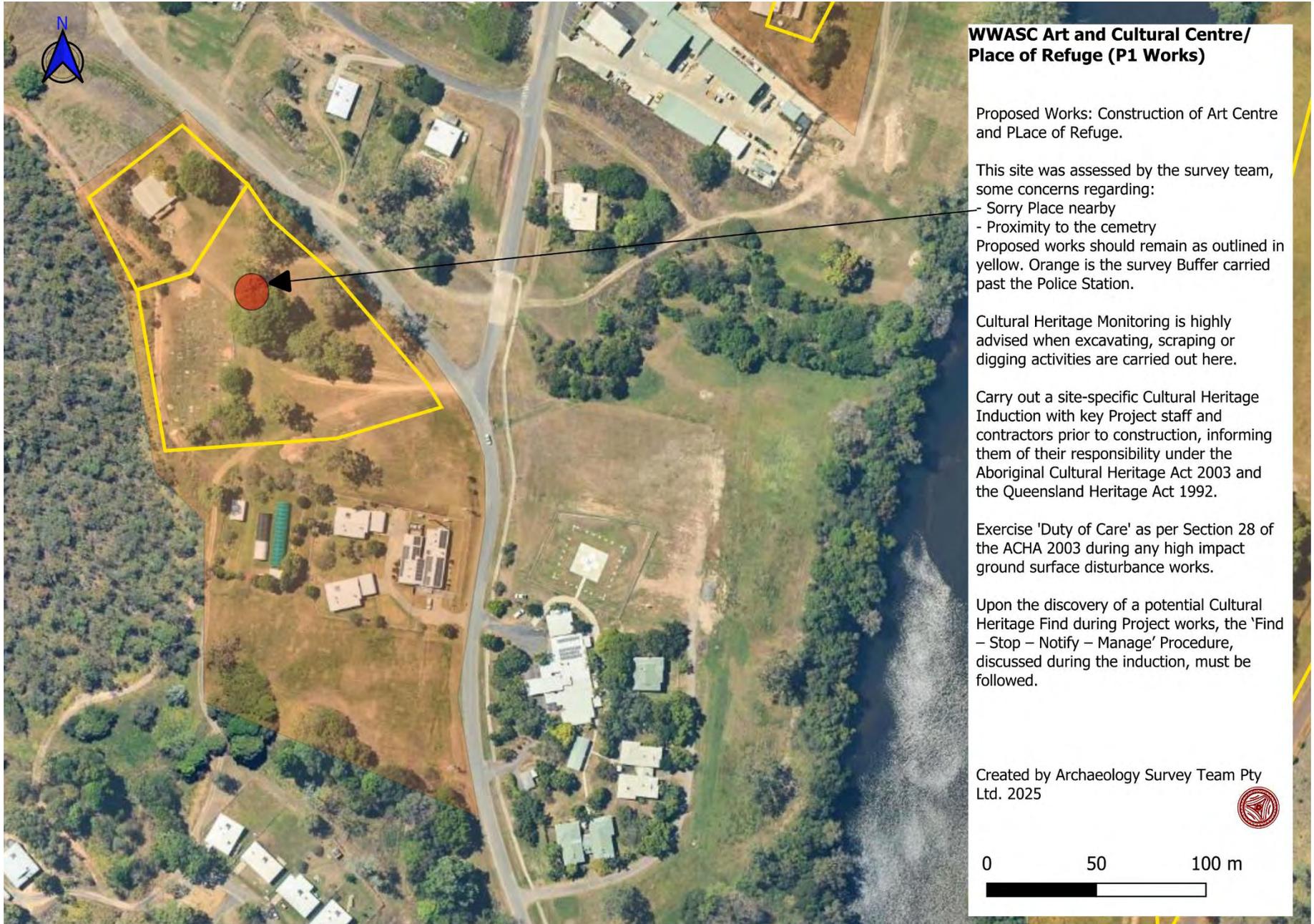
Appendix B.1: Priority 1 Works-WWASC Sewerage Treatment Plant Road



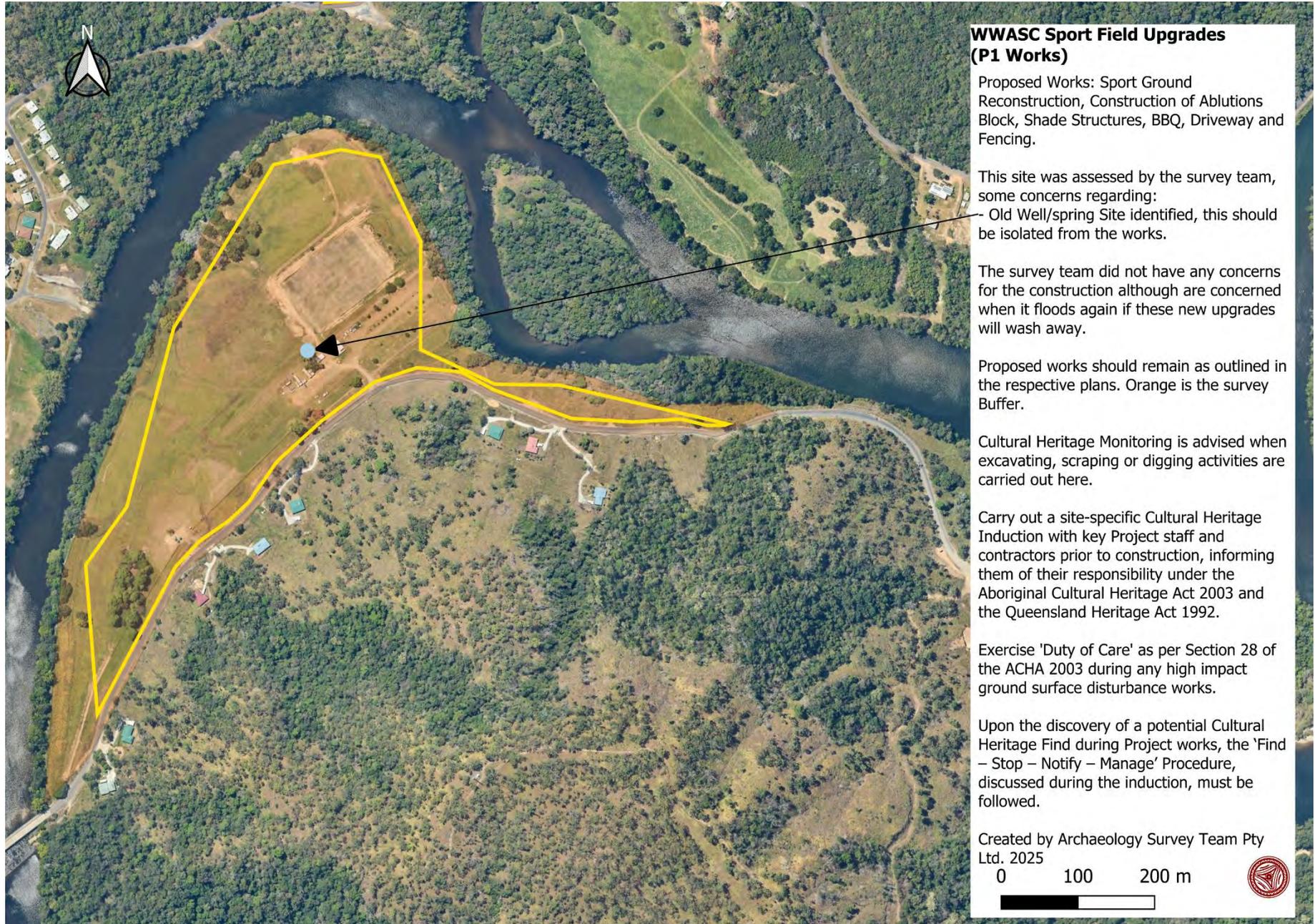
Appendix B.2: Priority 1 Works-WWASC Council Administration/ Business Development Hub and Knowledge Tree Upgrades



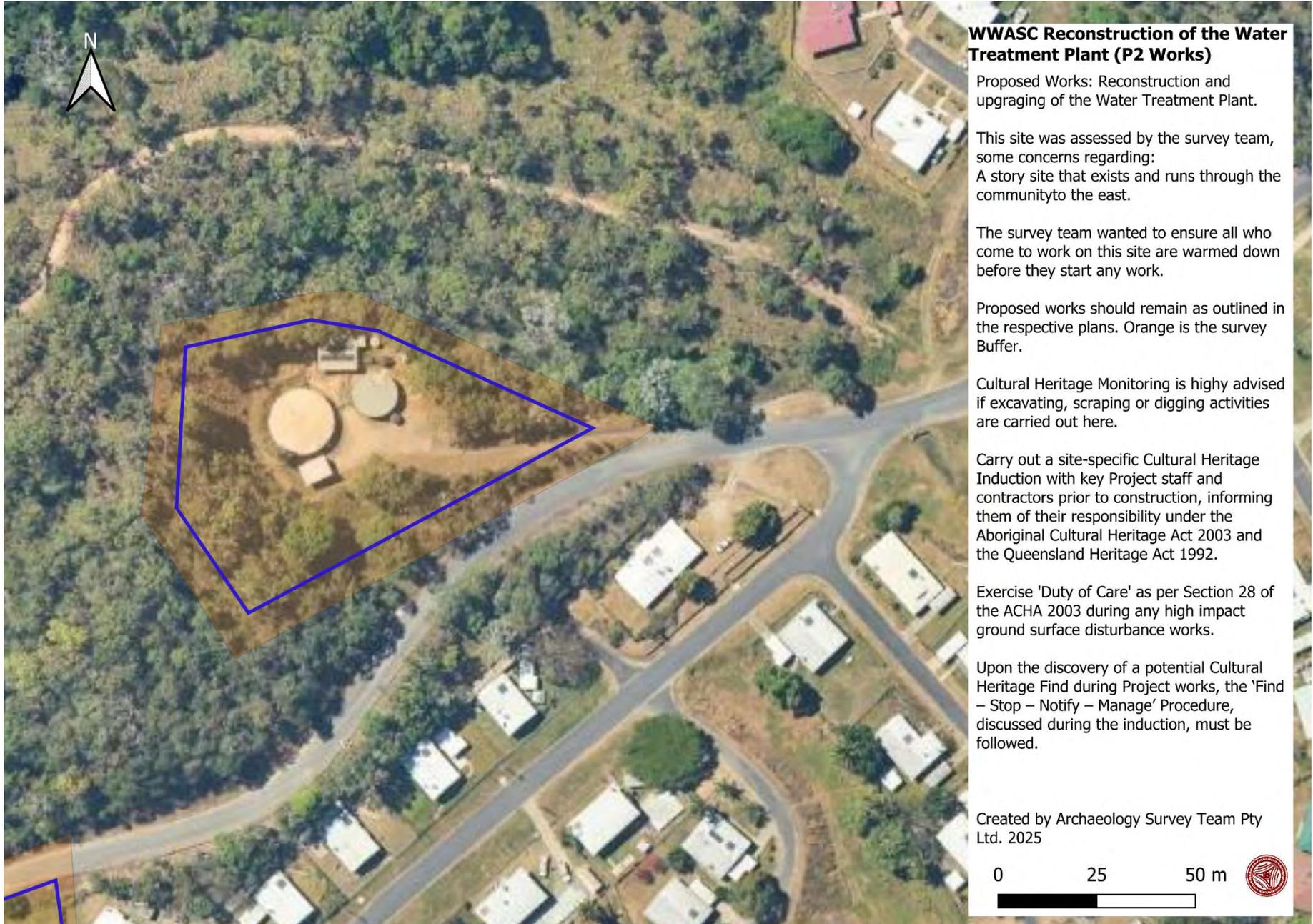
Appendix B.3: Priority 1 Works-WWASC Art and Cultural Centre Building and Place of Refuge



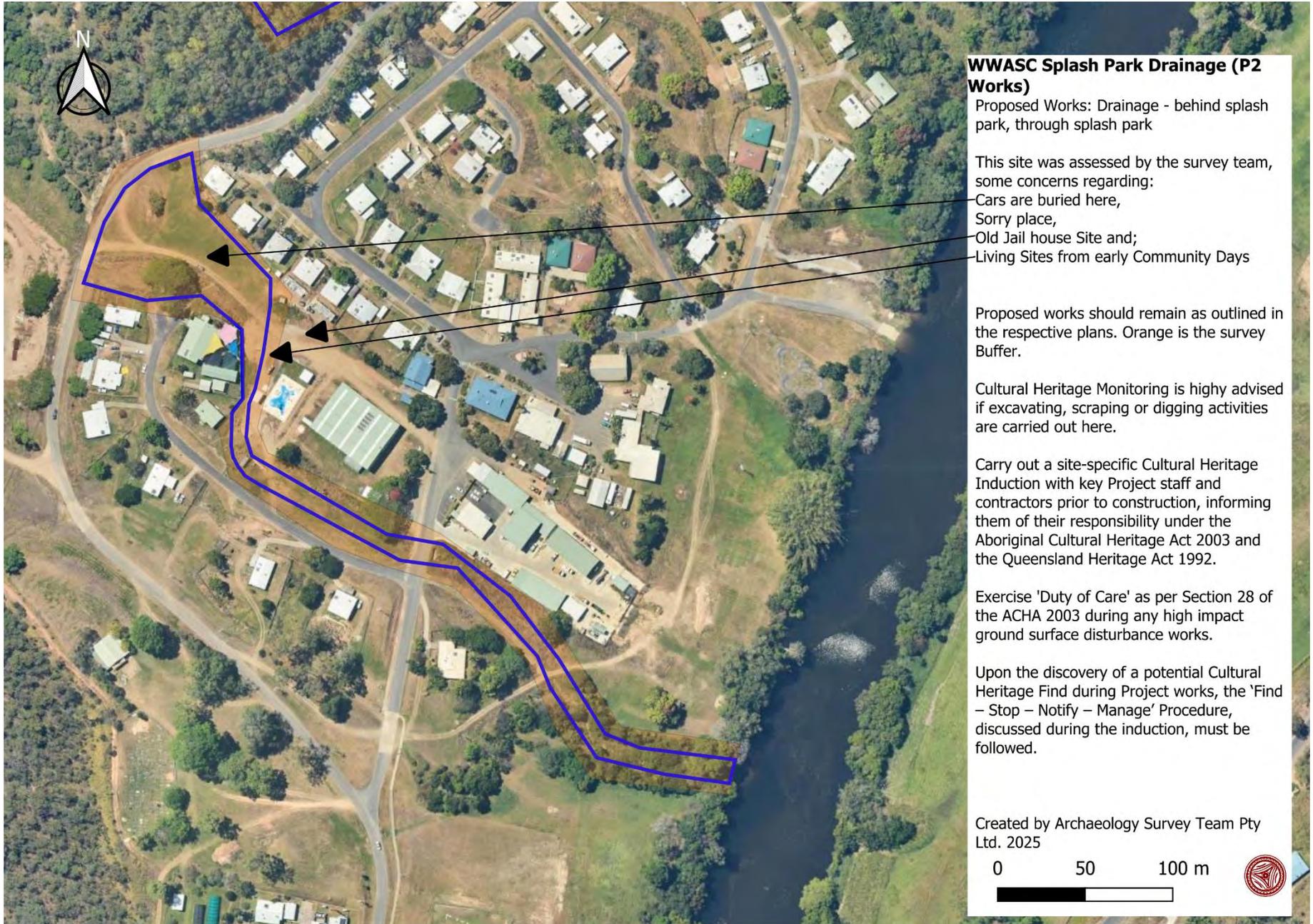
Appendix B.4: Priority 1 Works-WWASC Sport Field Upgrades



Appendix B.5: Priority 2 Works-WWASC Water Treatment Plant Upgrade



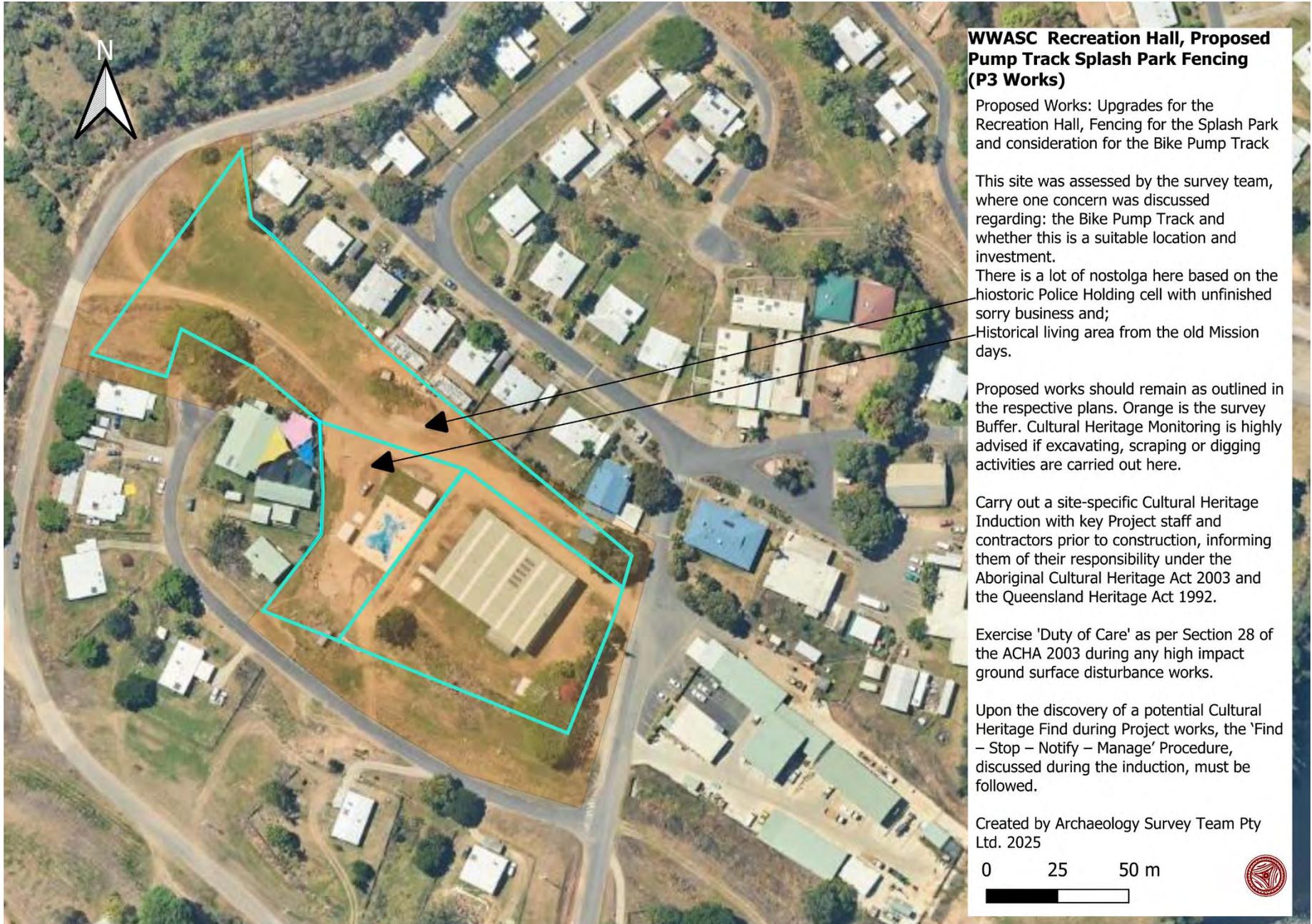
Appendix B.6: Priority 2 Works-WWASC Splash Park Drainage



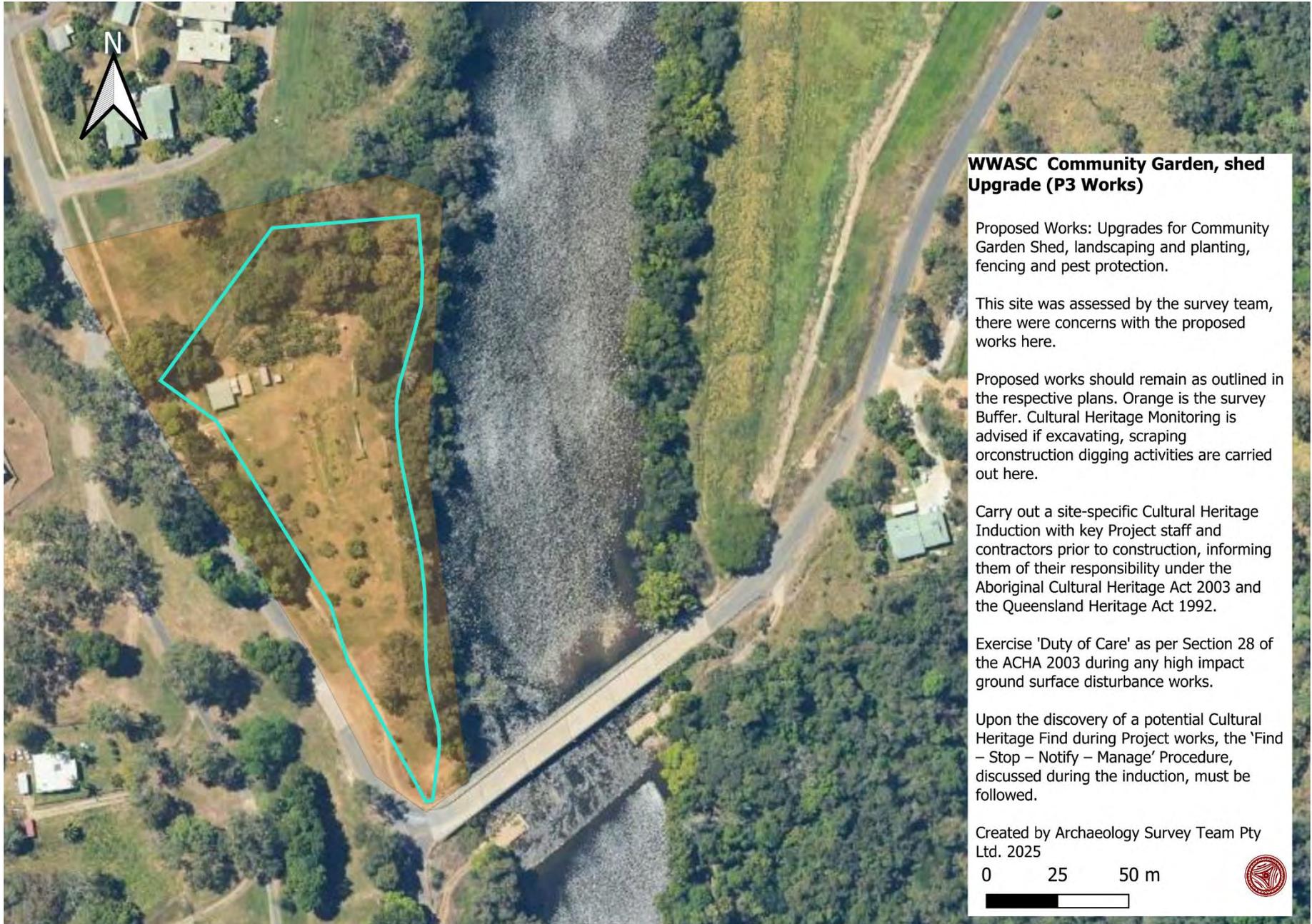
Appendix B.7: Priority 2 Works- WWASC Demountable Office Site



Appendix B.8: Priority 3 Works- WWASC Recreation Hall, Proposed Pump Track Splash Park Fencing



Appendix B.9: Priority 3 Works- WWASC Community Garden, Fence and shed Upgrade



Appendix C: 5 Meter Contouring Across Wujal Wujal Community, use with Appendix B.1-B.9.



Appendix D: High Resolution Photo Wujal Wujal Community.



Appendix E: Photos of Consultations and Survey.



Image 15. Jackie Ball (Snr) (Left), Leslie Walker (Center) Kathleen Walker (Right) Lunch after surveying the Splash Park Drainage and the Water Treatment Plant. Photo John Dockrill – 2025.



Image 16. William Harrigan stops by for a discussion about the Community Garden shed that survived the floods. William recalls watching a massive tree wash down and split open the art center during the floods. Photo John Dockrill- 2025



Image 17. Jackie Ball Snr (Left) John Dockrill (Centre) and Leslie Walker (Right) discuss this site up near the Old Council Chambers, there is a lot of erosion to the front of the car we are standing at. Photo Kathleen Walker- 2025.



Image 18. Leslie Walker (L) and Jackie Ball Snr (R) There is an old well here and the flooding washed away the cross remembering the passing of a young man somewhere behind them. I recall this area further to the right was the Council Managers residence in the late 1980's. Photo John Dockrill- 2025.



Image 19. At the Aged care facility discussing the projects and talking through the priority works before heading out on the field trip. A very pleasant place to meet and discuss these works, thanks to WWASC and staff of the facility. Photo John Dockrill- 2025.



Image 20. Out on community discussing the old dump site and former football ground, William Harrigan, Jackie Ball and Leslie Walker remember many years ago burying a lot of cars deep to the back center of the photo. Photo John Dockrill- 2025



Image 21. Looking out over Wujal Wujal Community Photo John Dockrill 2024.



Appendix | 13

Community Finance Report

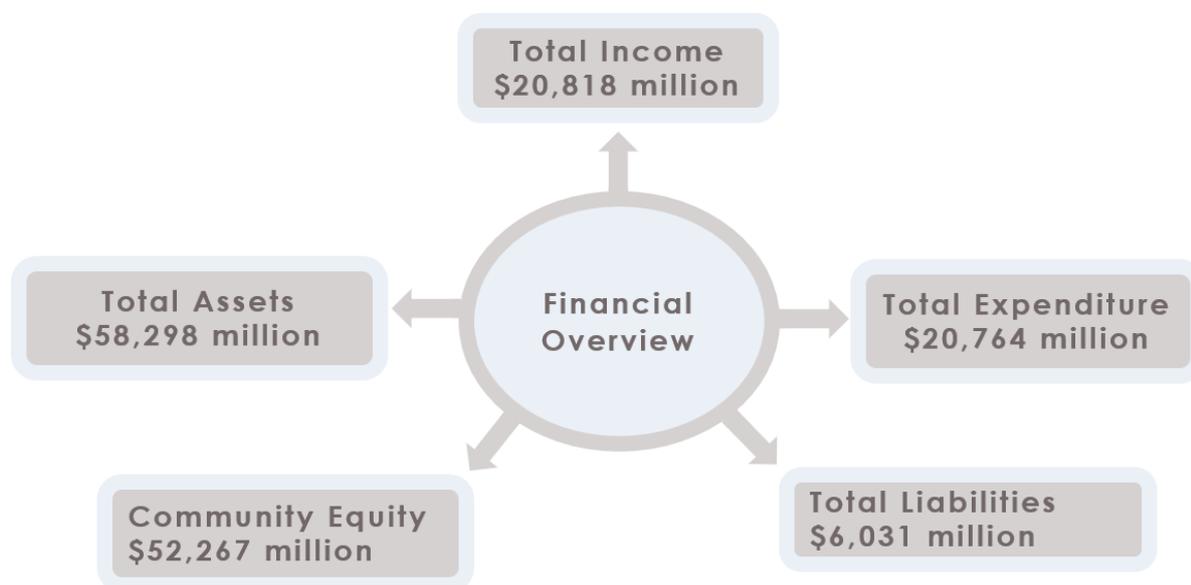
Community Financial Report

The Community Financial Report is a plain English summary of Council's Financial Statements for the period 1 July 2023 to 30 June 2024 and provides an overview of Council's financial management and performance in accordance with Local Government Act 2009, the Local Government Regulation 2012 and Australian Accounting Standards and Interpretations. The financial statements this report is based on have also been audited by the Queensland Audit Office.

The report is consistent with the 2023/2024 audited financial statements and aims to simplify Council's official Financial Statements by providing a visual representation of our financial performance and financial position and include the following:

1. **Statement of Comprehensive Income** provides a summary of Council's financial performance and includes Council's operating and capital revenue, operating expenses, capital income and capital expenses for the period.
2. **Statement of Financial Position** provides a snapshot of Council's Assets and Liabilities as at 30 June 2024.
3. **Statement of Changes in Equity** shows the overall change for the year in Council's 'net wealth.'
4. **Statement of Cash Flows** indicates where Council's cash came from and where it was spent.
5. **Measures of Financial Sustainability** provide three sustainability indicators designed to help monitor the current and long-term sustainability of Council.

Collectively the statements provide a detailed profile on the financial performance and health of Council.



Impact of Tropical Cyclone Jasper on Council's financial position

The catastrophic natural disaster caused by Tropical Cyclone Jasper on 17 December 2023 had a significant impact on Council's financials.

Council **lost nearly all its assets**, this loss included all machinery and plant. We also experienced significant damage to power, sewerage and water infrastructure, Council buildings, vehicles and equipment.

In addition, we also suffered a loss in our regular levels of revenue and had to redirect our financial focus to the immediate needs of recovery such as restoration of sewerage and water infrastructure.

The financial impacts and loss of assets have been carefully evaluated by external parties including valuers and auditors.

Assets which were completely destroyed or no longer functional were 'written-off'.

Assets which incurred minor damage had their condition and remaining service potential adjusted accordingly.

The outcome of this valuation and asset assessment process have been audited and are summarised in this Community Finance Report.

The images shown here illustrate examples of the loss of assets.



Floor to ceiling debris from flood waters that flowed almost 20metres deep through Wujal Wujal



Council vehicles inundated by flood water and debris.

High tide mark of the flood waters on the wall of the Council meeting chambers.



Statement of Comprehensive Income

The Statement of Comprehensive Income measures how Council performed in relation to its income and expenses during the financial year.

This statement illustrates how money received from Council operations is spent.

Summary of results for the 2023-2024 financial year

Operational Revenue increased by \$7,737,356 and Capital Revenue increased by \$500,857.



Capital revenue consists of grants and subsidies from Federal and State Agencies that allow Council to build or upgrade its facilities.

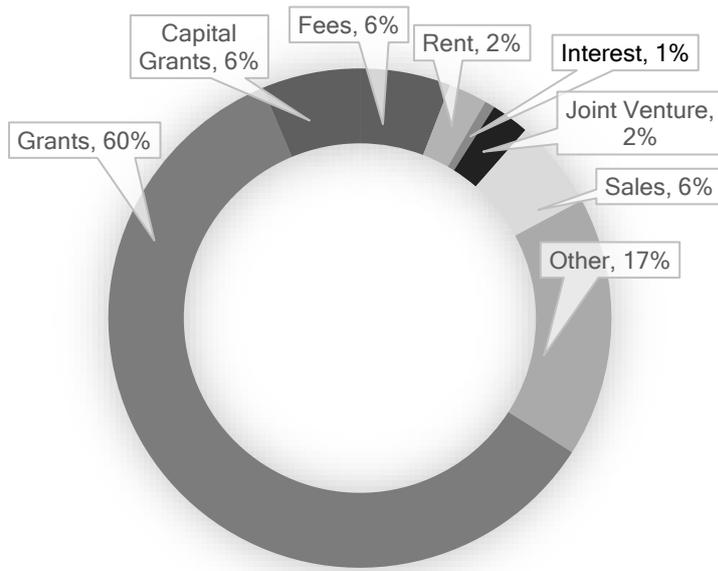
	2024	2023
Operating Revenue	19,502,744	11,765,388
Operating Expenses	17,899,710	9,990,286
Operating Position	1,603,034	1,775,102

Capital Revenue	1,315,260	814,403
Capital Expense	-2,865,052	-814,020
Net Result	53,242	1,775,485
Asset Revaluation Surplus	2,170,875	2,236,897
Total Comprehensive income for the year	2,224,117	4,012,382

Current Assets	12,025,713	7,598,596
Non-Current Assets	46,271,817	48,593,159
Total Assets	58,297,530	56,191,755

Current Liabilities	3,367,936	3,067,666
Non-Current Liabilities	2,662,938	3,081,549
Total Liabilities	6,030,874	6,149,215
Net Community Assets (Equity)	52,266,656	50,042,540

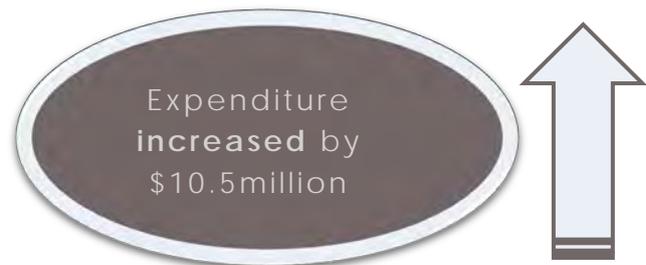
Income



Income	
Fees	\$1,216,873
Rent	\$515,230
Interest	\$134,534
Joint Venture	\$512,861
Sales	\$1,198,378
Other	\$3,506,642
Grants	\$12,418,226
Capital Grants	\$1,315,260
Total Income	\$20,818,004

Expenditure

There is a significant **increase in total expenditure by \$10.5 million** compared to FY 2022/23.



The key drivers of this increase include:

- **Materials and Services Costs:** Increased by \$8.07 million, primarily due to the council's continued efforts in disaster recovery operations.
- **Capital Expenses:** Increased by \$2.5 million, due to the cost of writing off flood damaged assets.
- On the other hand, **employee costs** have decreased by \$113,572, mainly attributed to vacancies within the council.

This financial outcome underscores the council's focus on disaster recovery efforts while efficiently managing human resource costs.

Net position | 2012 – 2024

The net result is the difference between the incomes Council has received for the financial year less the expenses it has incurred throughout the financial year.

The financial performance shows a cyclical pattern of surpluses and deficits. While surpluses peaked during FY 2019/20 to FY 2020/21, there has been a marked decline in recent years.

In the financial year ended 30 June 2024, the Council reported a Net Result surplus of \$53,242.

The decrease in the 2023/24 net surplus was primarily due to the Council allocating substantial resources to disaster recovery efforts aimed at restoring normal operations across the affected areas.

This strategic focus on recovery significantly impacted the financial performance for the year.

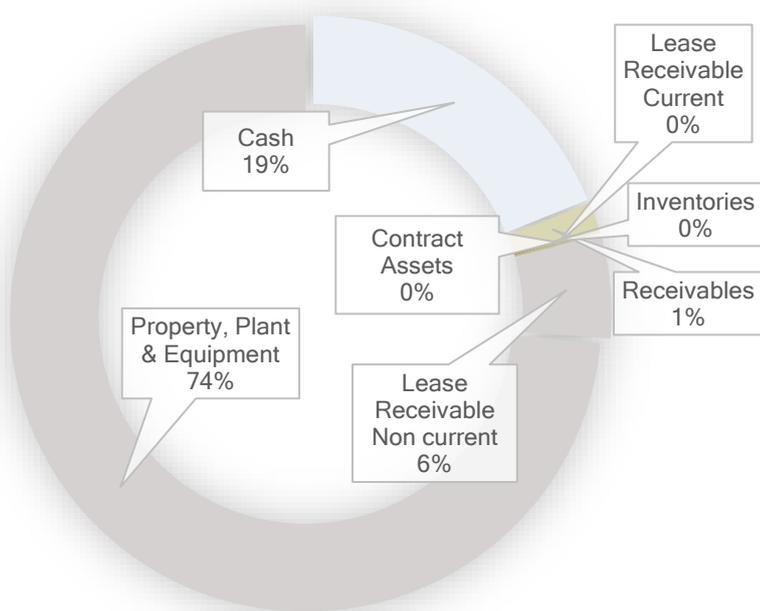
2. Statement of Financial Position

The Statement of Financial Position measures what we own (our assets) and what we owe (our debts), **resulting in our net worth** at the end of the financial year

Assets

Assets are what a company owns or something that's owed to the company. They include tangible items such as buildings, machinery, and equipment as well as intangibles such as accounts receivable, interest owed, patents, or intellectual property.

Through careful and effective financial management, Council increased its cash balances, or cash in the bank. As cash is an asset, this increase of cash balances is reflected as an increase in assets.



Assets	
Cash	\$11,025,254
Receivables	\$825,244
Inventories	\$42,787
Contract Assets	\$45,734
Lease Receivable Current	\$86,693
Lease Receivable Non-Current	\$3,341,721
Property, Plant & Equipment	\$42,930,096
Total Assets	\$58,297,529

Summary of the status of Council's assets:

The Council's Total Assets increased by \$2,105,775 during the financial year 2023-24.

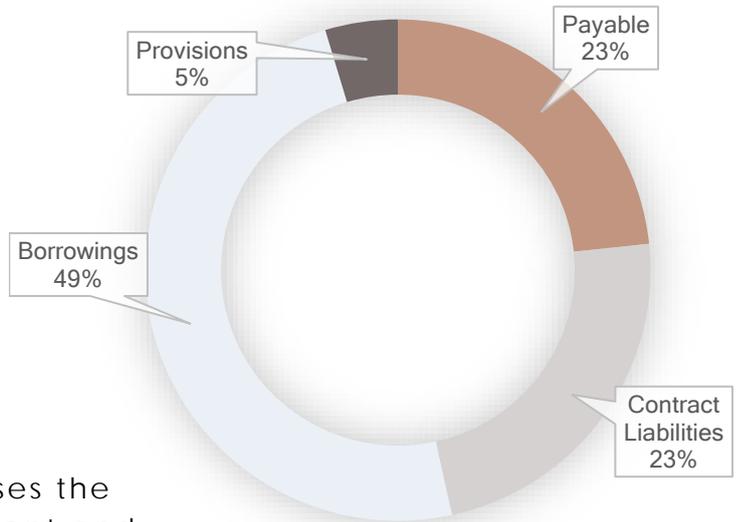
This growth was largely driven by a significant increase in Cash and Cash Equivalents, which rose by \$4,183,805, and Lease Receivables, (Current and Non-Current) which increased by \$1,347,185.

There was however an overall decrease in Property, Plant, and Equipment, which declined by \$3,024,220, along with a reduction of \$412,957 in Investments in Joint Ventures.

Liabilities

A liability is something that a person or company owes, usually a sum of money. Liabilities are settled over time through the transfer of economic benefits including money, goods, or services. They're recorded on the right side of the balance sheet and include loans, accounts payable, deferred revenues, and accrued expenses.

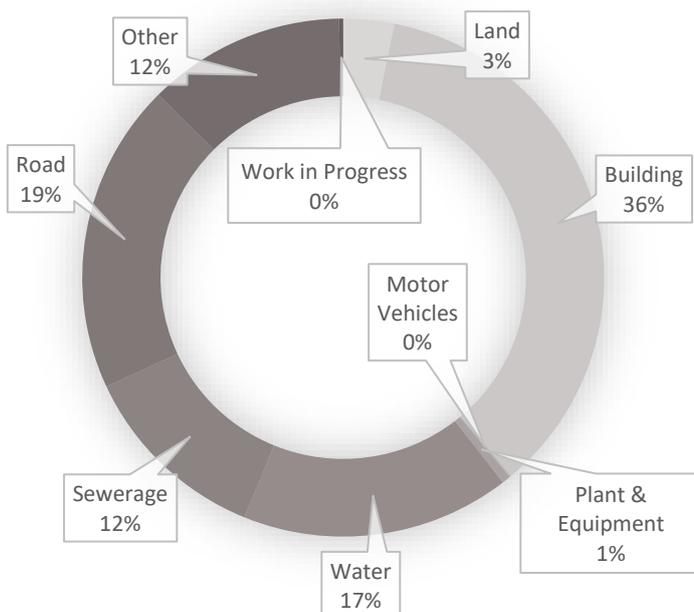
Liabilities	
Payable	\$1,406,842
Contract Liabilities	\$1,401,020
Borrowings	\$2,942,934
Provisions	\$280,078
Total Liabilities	\$6,030,874



Breakdown of property, plant, and equipment

The following table and graph itemises the breakdown value of our property, plant and equipment for the period of this report.

Property, Plant and Equipment	
Land	\$1,355,135
Building	\$15,341,936
Motor Vehicles	\$38,315
Plant & Equipment	\$232,611
Water	\$7,147,564
Sewerage	\$5,116,762
Road	\$8,322,452
Other	\$5,266,949
Work in Progress	\$108,372
Total	\$42,930,096



Statement of Changes in Equity

For the year ended 30 June 2024, the value of Council's assets increased by \$2,105,775, and Liabilities decreased by \$118,341.

This resulted in an **increase** in Council's net worth of \$2.224million.



Item	2024	2023	Movement
Asset	\$58,297,530.00	\$56,191,755.00	\$2,105,775.00
Liabilities	-\$6,030,874.00	-\$6,149,215.00	\$118,341.00
Net worth	\$52,266,656.00	\$50,042,540.00	\$2,224,116.00

Statement of Cash Flows

The Statement of Cash Flows measures the inflow and outflow of cash during the reporting period. The statement is categorised into three groups:

- **Net cash from operating activities:** These are normal day-to-day functions of Council. This would include receipts such as rates, fees and charges, interest received on investments and payments of employee wages, materials and services.
- **Net cash from investing activities:** Including capitol grants for the purchase and construction of property, plant and equipment and proceeds from the sale of assets.
- **Net cash from financing activities:** These are repayments of loans as well as the inflows from new loads drawn down in the year (if any).

Cash and cash equivalent beginning balances	\$6,841,449
Net cash from operating activities	\$3,262,414
Net cash from investing activities	\$1,264,678
Net cash from financing activities	-\$343,287
Cash and cash equivalent closing balances	\$11,025,254

Measures of Financial Sustainability

The Financial Sustainability Statement and the associated measures (ratios) provide evidence of Council's ability to continue operating and provide an acceptable level of service and infrastructure to the community into the future.

Financial Sustainability Ratios

Financial sustainability measures indicate whether Council is operating in a financially sustainable manner.

In accordance with section 178 of the Local Government Regulation 2012, and the new Financial Sustainability Framework effective for the financial year ending 30 June 2024, Councils are required to publish the relevant financial sustainability measures.

The target range for the financial ratios is set in accordance with Department of Housing, Local Government, Planning and Public Works, Financial Management (Sustainability) Guideline 2024 Version 1.

Council's performance against key financial ratios at 30 June 2024 are listed here:

Type	Ration	Rationale	Benchmark	2023-2024	5-year average	Within limits
Financial Capacity	Council Controlled Revenue Ratio	Capacity to generate revenue internally	Contextual	6%	11%	n/a
	Population Growth Ratio	Population growth/decline pressures on council	Contextual	1%	1%	n/a
Operating Performance	Operating Surplus Ratio *	Holistic overview of council operating performance	Contextual	8.22%	-14%	n/a
	Operating Cash Ratio*	Cash operating performance (less depreciation and other non-cash items)	>0%	20%	1%	Yes
Liquidity	Unrestricted Cash Expense Cover Ratio **	Unrestrained liquidity available to council	> 4months	7 months	2 months	Yes
Asset Management	Asset Sustainability Ratio*	Capital renewals program performance	>90%	0%	45%	No
	Asset Consumption Ratio*	Extend to which assets are being consumed	>60%	60%	66%	Yes
	Asset Renewal Funding Ratio**	Asset replacement program performance	Council does not report on this ratio			
Debt Servicing Capacity	Leverage Ratio*	Ability to pay existing debt	0-3 times	1.23 times	-7.9 times	Yes



Appendix | 14

Grants Report

4 April 2025 – 8 May 2025



Submitted
7

Successful
2

In Progress
9

Total Active
58

Funding Applications Submitted Awaiting Outcome Wujal Wujal Aboriginal Shire Council



Funding Program	Funding Body	Grant Type	Project Name	Project Summary	Project Manager	Department	Grant Application Status	Funding Outcome Due Date	Funding Amount Applied For (GST Excl.)	Co-contribution (cash)	Total Project Cost (GST Excl.)
Regional Precincts and Partnership Program - Partnership Development - Stream 1 PLANNING	Department of Infrastructure, Transport, Regional Development, Communications & the Art	Operational	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	Perry	Works and Building	Submitted	Dec 2024 - Feb 2025	\$4,168,580.00	\$0.00	\$4,168,580.00
SES Support Grant 2025-26	Queensland Fire & Emergency Services Department	Capital	All-Terrain Vehicle and Trailer	For the purchase of an All-Terrain Vehicle and Trailer	Kiley	CEO	Submitted	Apr-25	\$53,260.22	\$0.00	\$53,260.22
2025 NAIDOC Local Grants Opportunity	National Indigenous Australians Agency	Operational	Wujal Wujal NAIDOC 2025 Community Celebrations Honouring Strength, Vision and Legacy	Entertainment, equipment and sound system, cultural food and refreshments, decorations, event activities, community transport	Kesa	Community Services	Submitted	Jun-25	\$25,000.00	\$0.00	\$25,000.00
Strong and Resilient Communities - Inclusive Communities R4	Department of Social Services	Operational	Community Empowerment and Inclusion Wujal Wujal Aboriginal Shire	Key initiatives include -School Holiday Programs Sports, arts, education, leadership, and life skills. -Womens Development Supporting female artists, leadership, and empowerment. -Community Events Hosting a Rodeo to boost social and economic participation. -Employment Hiring locals to run events and build skills. -Inclusion & Empowerment Tailored programs for people with disabilities and other target cohorts enhancing life skills, independence, and digital literacy. All programs include workshops on digital skills, self-care, and empowerment	Kesa	Community Services	Submitted	May-25	\$360,000.00	\$0.00	\$360,000.00
Works for Queensland (W4Q) 24-27	Department of Housing, Local Government and Planning (DHLGP)	Capital	Pre and Concept Planning and Design - Council Administration and Business Development Hub	Pre and Concept Planning and Design - Council Administration and Business Development Hub	Perry	Works and Building	Submitted		\$326,000.00	\$0.00	\$326,000.00
Local Conservation and Clean-Up Program	Department of Environment, Tourism, Science and Innovation's	Operational	Bloomfield Riverbank Restoration Initiative –	Planting of plants and trees along the Bloomfield riverbank	Perry	Works and Building	Submitted		\$39,378.19	\$0	\$39,378.19
Get Ready Queensland Rollover Funds	Queensland Reconstruction Authority (QRA)	Capital	Generator	generators for the Higher Places emergency locations for the Zones in community.	Perry	Works and Building	Submitted		\$6,365.33	\$0	\$6,365.33

Successful Funding Applications 4 April - 8 May 2025
Wujal Wujal Aboriginal Shire Council



Funding Program	Funding Body	Grant Type	Project Name	Project Summary	Department	Grant Application Status	Approved Funding (GST Excl.)	Co-contribution (cash)	Total Project Cost (GST Excl.)
Sport & Recreation Recovery Grant (SRRG)	Department of Sport, Racing, Olympic and Paralympic Games	Capital	Splash Park Reimbursement - Recovery Works	Reimbursement of costs for recovery works undertaken following TC Jasper.	Works & Building	Submitted	\$118,104.00	\$0.00	\$118,104.00
Sport & Recreation Recovery Grant (SRRG)	Department of Sport, Racing, Olympic and Paralympic Games	Capital	Sport & Recreation Centre Reimbursement - Recovery Works	Reimbursement of costs for recovery works undertaken following TC Jasper.	Works & Building	Submitted	\$161,807.00	\$0.00	\$161,807.00

Funding Applications In-progress Wujal Wujal Aboriginal Shire Council



Funding Program	Funding Body	Grant Type	Project Name	Project Summary	Project Manager	Department	Submission Due Date
Country Roads Connect Program	Department of Transport and Main Roads (TMR)	Capital	China Camp Road – Seal 180m	Full scope of works in progress	Perry	Works and Building	7-Apr-25
Disaster Ready Fund R3	NEMA	Capital	Kotzur Street Drainage Project	Full scope of works in progress	Perry	Works and Building	16-Apr-25
Disaster Ready Fund R3	NEMA	Capital	Sewer Treatment Plant Rd - Pavement Upgrade	Full scope of works in progress	Perry	Works and Building	16-Apr-25
Disaster Ready Fund R3	NEMA	Capital	Water Intake Road - Pavement Upgrade	Full scope of works in progress	Perry	Works and Building	16-Apr-25
Scheme Supply Fund - My Pathway 2	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	Works and Building	16-Apr-25
Local Government Grants and Subsidies Program 2024-28 - Stage 2 Application Process	Department of Housing, Local Government and Planning (DHLGP)	Capital	Construction of Administration and Business Development Hub	Detailed design and construction of Council Administration and Business Development Hub	Perry	Works and Building	31-Jul-25
Local Government Grants and Subsidies Program 2024-28 - Stage 2 Application Process	Department of Housing, Local Government and Planning (DHLGP)	Capital	Construction of Multipurpose Place of Refuge	Detailed design and construction of Multipurpose Place of Refuge	Perry	Works and Building	31-Jul-25
Roads and Transport Alliance (RTA) TIDS	Department of Transport and Main Roads (TMR)	Operational	P1 - Design Intersection	This project aims to create a design for the upgrade of 2 major intersection within the township of Wujal Wujal, one located at Douglas Street and Kotzur Street and the other connecting Hartwig Street, Heorlein Street and Kotzur Street.		Works and Building	Open
Roads and Transport Alliance (RTA) TIDS	Department of Transport and Main Roads (TMR)	Operational	P2 - Line Marking and Pedestrian Crossing	This project aims to improve road safety at key intersections and crossings through the installation of line markings. Two pedestrian crossings will also be installed following the alignment of a footpath.		Works and Building	Open



Appendix | 15

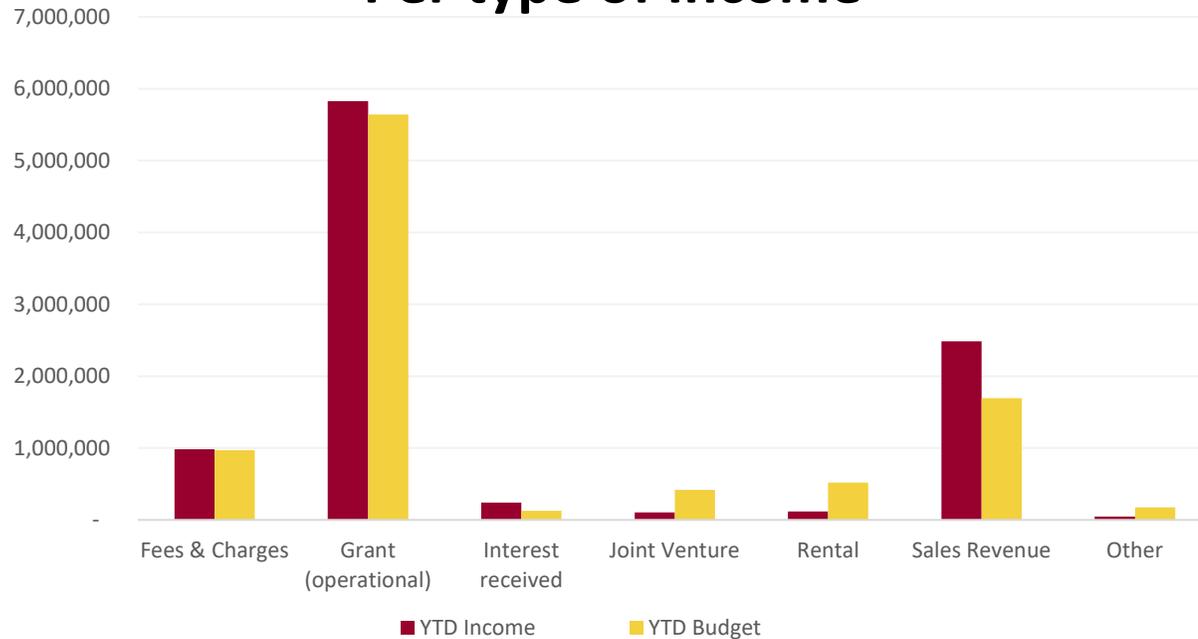
Finance Report



Monthly Financial Report April 2025

Income

Per type of Income



Explanation

Revenue	YTD Budget	YTD Income	Full Year Budget
Fees & Charges	968,390	981,606	1,162,068
Grant (operational)	5,643,583	5,827,996	8,031,305
Interest received	125,000	240,008	150,000
Joint Venture	416,000	103,500	634,400
Rental	517,630	119,310	621,162
Sales Revenue	1,694,430	2,486,141	2,034,120
Other	175,200	46,416	176,240
TOTAL	9,540,233	9,804,978	12,809,295

- The YTD income summary shows total revenue of \$9.8 million, which is ahead of the budgeted 9.5 million, with a full-year target of \$12.8 million.
- Key revenue streams like Interest, Fees & Charges, Sales Revenue are performing above expectations.
- Regarding the variance in grants, it is primarily due to timing differences. For instance, we received early payments for the Deadly Active Sport & Recreation Grant and Indigenous Visual Arts Grant. Additionally, payments for Home Care and Child Care Package were higher during the current period compared to the budgeted amount for the same period.



Monthly Financial Report April 2025

Operational Grants

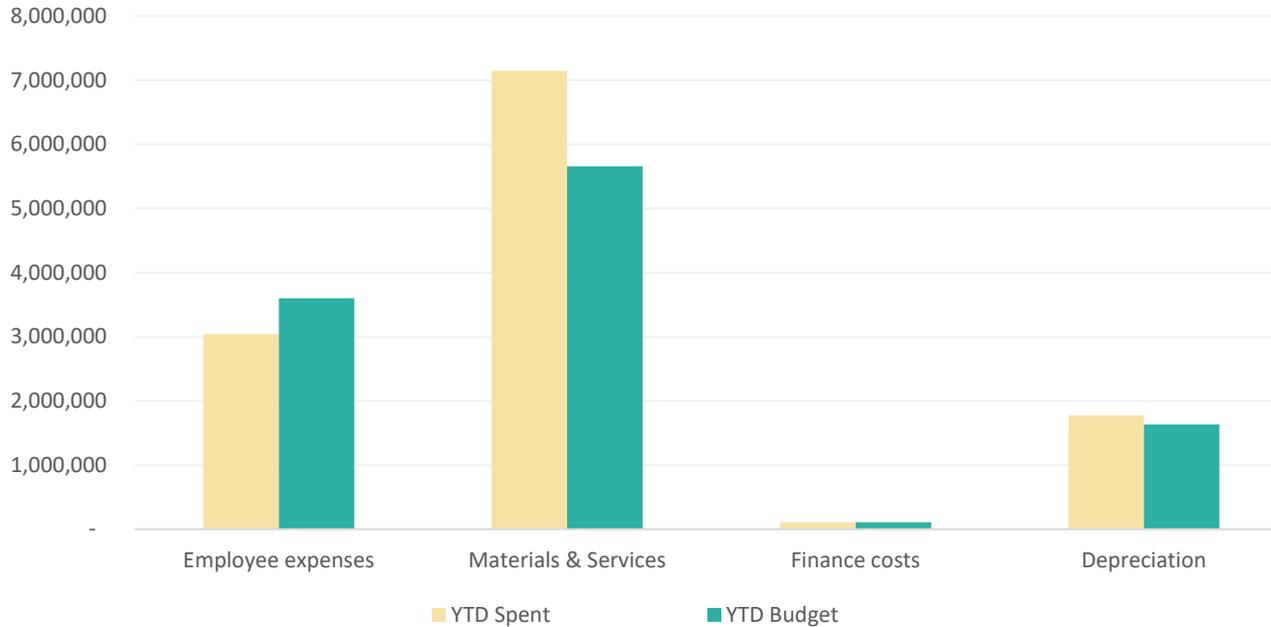
Operational Grant	YTD Budget	YTD Income	Full Year Budget
SQF First Start Grant	22,000	-	30,000
Financial Assistance grants	4,045,026	4,005,158	4,936,604
Thriving Communities	85,808	-	102,969
Other Misc	189,627	-	346,087
ATSI -Public Health Grants	116,624	474,210	178,658
Kindergarten Grants	131,837	192,343	241,196
Public Library grant	15,000	100,000	20,000
Get Ready Queensland Grant	4,070	25,901	4,880
Community Safety Plan DATSIP Funding	65,089	-	85,000
NAIDOC Grant	-	62,203	50,000
Arts Centre Grant	237,412	240,000	376,841
Home Care Package Subsidy	376,173	422,423	648,711
Indigenous Employment Grants	123,229	66,167	164,305
DATSIP Grant	135,182	5,000	190,000
Deadly Active Sport & Recreation Grant	96,507	229,179	151,055
LRRG grants	-	5,413	505,000
TOTAL	5,643,583	5,827,996	8,031,305



Monthly Financial Report April 2025

Expenses

Per type of Expenses



Explanation

Expense	YTD Budget	YTD Spent	Full Year Budget
Employee expenses	3,603,017	3,044,518	4,323,684
Materials & Services	5,659,251	7,153,629	6,574,062
Finance costs	110,400	108,395	132,475
Depreciation	1,632,570	1,776,037	1,959,074
TOTAL	11,005,237	12,082,580	12,989,295

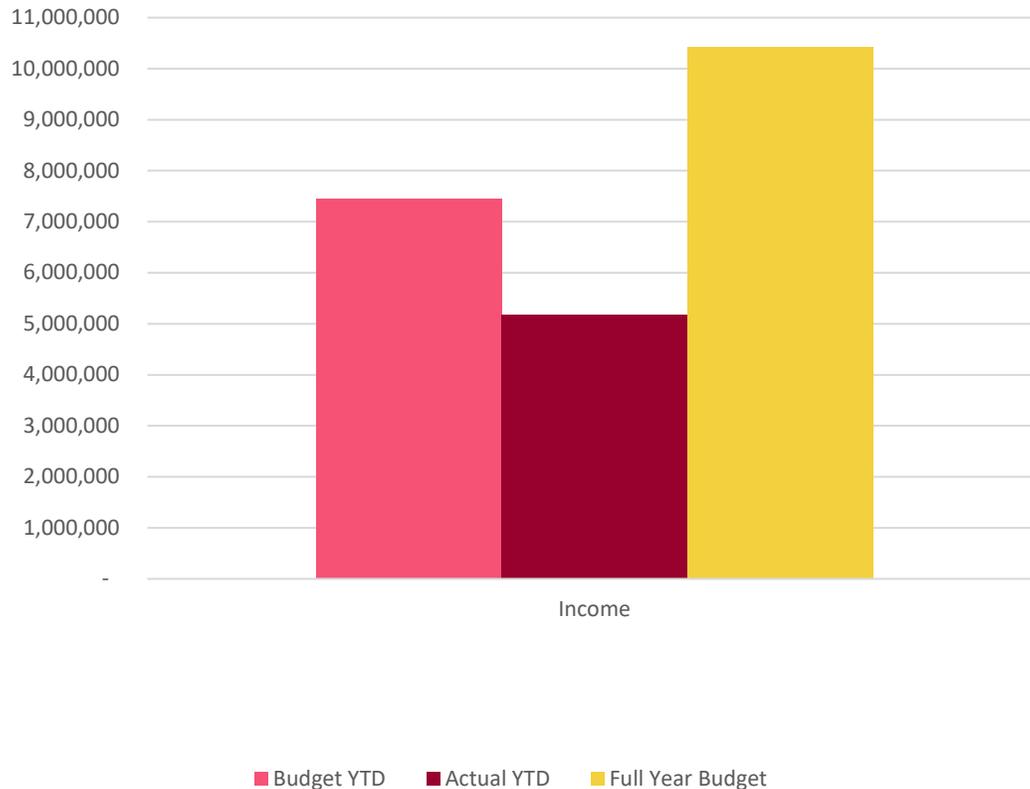
- The YTD expense summary indicates that total spending is \$12.08 million, exceeding the budgeted amount of \$11.00 million, with a full-year budget set at \$12.99 million.
- Employee expenses are significantly under budget, mainly due to vacancies.
- The primary driver of the current budget overrun is the unexpected increase in Materials & Services due to disaster-related restoration efforts and increased expenditure linked to building services income.



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Capital Grants

Capital Grants



Explanation

Particular	Budget YTD	Actual YTD	Full Year Budget
Income	7,464,100	5,173,794	10,433,464

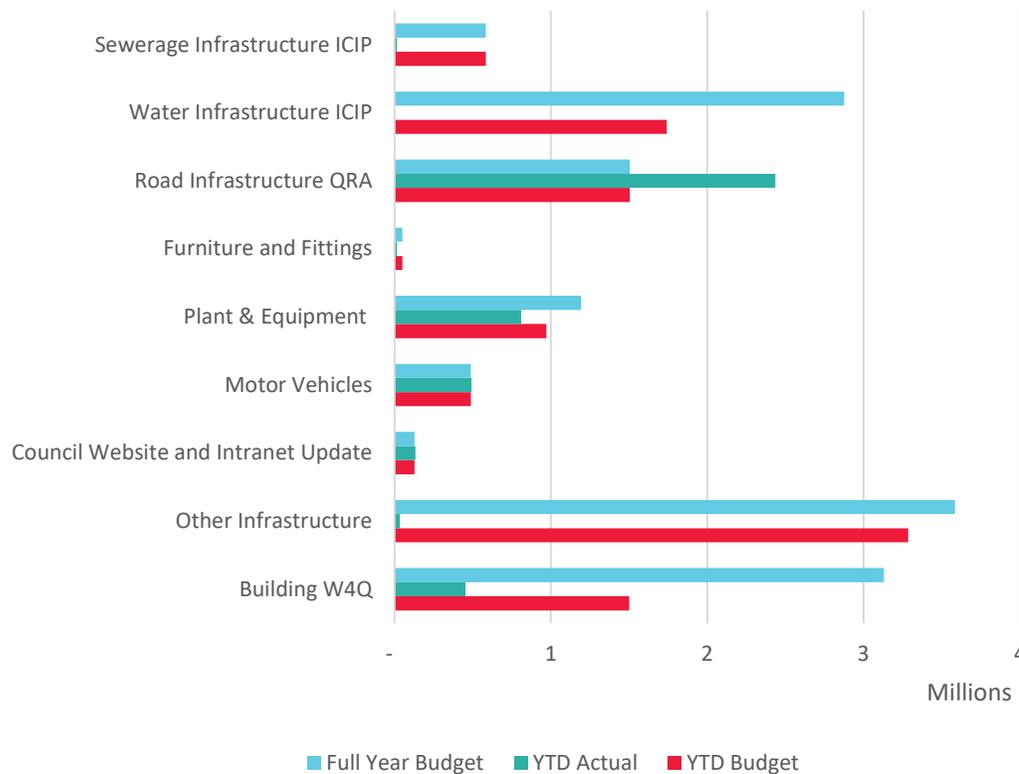
- The YTD income summary reveals that **actual income stands at \$5,173,794**, which is far below the **budgeted YTD income of \$7.4million** and the **full-year budget target of \$10.43 million**. This considerable shortfall in income is primarily due to deferred capital projects, which has led to delays in the anticipated revenue generation
- Council’s main capital projects are delayed whilst awaiting Indigenous land use agreement (ILUA) and cultural heritage assessment.
- The Qld government has provided the timeframe of December 2025 for the ILUA process to be complete.



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Capital Expenditure

Per Area



Explanation

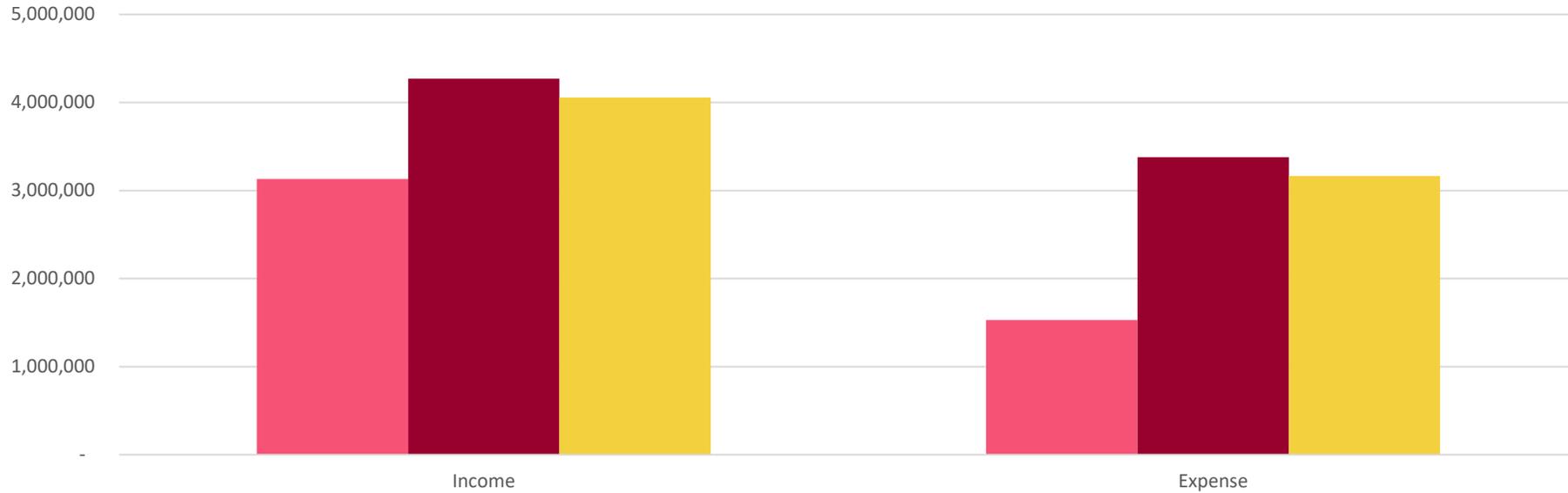
Type	YTD Budget	YTD Actual	Full Year Budget
Building W4Q	1,500,000	453,238	3,130,000
Other Infrastructure	3,284,408	34,523	3,584,408
Council Website and Intranet Update	127,252	133,164	127,252
Motor Vehicles	488,439	491,517	488,439
Plant & Equipment	970,778	809,493	1,193,000
Furniture and Fittings	50,000	15,745	50,000
Road Infrastructure QRA	1,505,317	2,436,339	1,505,317
Water Infrastructure ICIP	1,741,667	-	2,875,000
Sewerage Infrastructure ICIP	584,300	15,279	584,300

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



Monthly Financial Report April 2025

QRA Works (Disaster Works)



■ Budget YTD

■ Actual YTD

■ Full Year Budget

Particular	Budget YTD	Actual YTD	Full Year Budget
Income	3,129,395	4,270,000	4,057,000
Expense	1,530,000	3,377,911	3,165,000
Net	1,599,395	892,089	892,000



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Cash Position

Cash Type	Tied Cash	Untied Cash	Cash Balance
Budget YTD	6,173,089	5,622,543	11,795,632
Actual YTD	8,694,166	4,894,207	13,588,374
Full Year Budget	4,158,073	5,087,356	9,245,429



- Overall cash is above budget by \$1.8M, which is all tied cash due to the delay in Council projects for Native Title and Cultural Heritage works
- Untied Cash is close to budget and therefore Council is currently on target to achieve its cash budget.
- **Council has 4.5 months** of untied cash available for operating expenses. Council has budgeted to have 5 months of cash available at the end of the financial years.
- QLD Sustainability Framework requires **4 months**



Monthly Financial Report April 2025

Creditor & Debtors Days

Account Payable

Current	30 Days	60 Days	90 Days
\$0	\$188,445	\$0	\$12,482

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

Accounts Receivable

Current	30 Days	60 Days	90 Days
\$0	\$101,653	\$75,386	\$301,485

- Council has recently communicated with all businesses and State Government agencies that owe Council. A significant work has been done to chase up money owed to Council.
- As a result of these efforts, a significant amount of **\$2,142,504** has been successfully recovered from the total outstanding balance of **\$2,878,163**, demonstrating the effectiveness of the Council's collection initiatives



Monthly Financial Report April 2025

Expenses through Credit Card

Nature of Expense	Amount (\$)	GST (\$)	Total Amount (\$)
Fuel Expense	827	83	909
Travelling Expense	6,003	527	6,529
Food and Meal	380	38	418
Subscriptions and Membership	430	43	473
Printing and Stationery Expense	193	19	212
Registration Expense	85	9	94
Insurance Expense	25	2	27
Office Expense	943	90	1,033
Grand Total	8,885	811	9,696



Monthly Financial Report April 2025

Financial Report

Statement of Comprehensive Income	YTD End of Month Reporting - April 2025			Comments
	Actual	Budget	Variance	
Revenue				
Recurrent Revenue				
Fees & Charges	981,606	968,390	13,216	Higher Water and Sewerage and Library venue hire
Sales Revenue - Building Construction	2,342,643	1,400,000	942,643	Reflects high BAS responsive revenue
Sales Revenue - Enterprise	143,498	294,430	(150,932)	Delay in opening of service station
Grants, Subsidies, Contributions & Donations	5,827,996	5,643,583	184,413	FA Grant revenue recognition
Total Recurrent Revenue	9,295,743	8,306,403	989,341	
Capital Revenue				
Capital, Grants, Subsidies, Contributions & Donations	5,173,794	7,464,100	(2,290,306)	Impact of QRA revenue recognition and Deferred Capita Projects
Capital Income	-	-	0	
Total Capital Revenue	5,173,794	7,464,100	(2,290,306)	
Rental income	119,310	517,630	(398,320)	Timing Difference
Interest received	240,008	125,000	115,008	Higher interest due to QTC additional investment
Joint Venture	103,500	416,000	(312,500)	Invoice raised for JV at the end of September
Other income	46,416	175,200	(128,784)	Higher due to JAGA Donation received of \$100,000
Total Revenue	14,978,772	17,004,333	(2,025,561)	
Expenses				
Recurrent Expenses				
Employee Benefits	3,044,518	3,603,017	558,499	Favourable due to absences and vacancies
Materials & Services	7,153,629	5,659,251	(1,494,378)	Impact of flood expenditure incurred during the quarter
Finance Costs	108,395	110,400	2,005	Higher interest charges
Depreciation	1,776,037	1,632,570	(143,467)	
Total Recurrent Expenses	12,082,580	11,005,237	(1,077,342)	
Capital expenses	11,302	-	(11,302)	
Total Expenses	12,093,882	11,005,237	(1,088,645)	
Net Operating Surplus/ (Deficit)	2,884,890	5,999,095	(3,114,205)	Net summation of above factors