



Wujal Wujal Aboriginal Shire Council

Ordinary Council | Meeting Minutes

Date: Tuesday 14 November 2023
Time: 9.00am
Venue: Council Chambers, 131 Hartwig Street, Wujal Wujal

1. Opening of Meeting

1.1 Welcome | Opening of Meeting

Declaration of opening of meeting by Mayor Bradley Creek at 9.10am

1.2 Acknowledgement of Traditional Owners

The Mayor acknowledged the Traditional Owners

2. Attendance, Leave of Absence and Apologies

2.1 Attendance

Councillors:

Councillor Bradley Creek, Mayor

Councillor Reagan Kulka, Deputy Mayor

Councillor Robert Bloomfield

Councillor Vanessa Tayley (Phone)

WWASC Staff Representatives

Chief Executive Officer, Kiley Hanslow

Operations Manager, Works and Building Services, Perry Gould

Manager Corporate and Commercial, Micah Nkiwane

Executive Assistant, Molin Orange

Presenters

Gerhard Visser - Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts

2.2 Leave of Absence | Apologies

Leave of Absence Councillor Vincent Tayley

2.3 Visitors | Presenters

Nil

3. Condolences | Congratulations

Condolences:

- Kulka Families
- Wilson and Schrieber Families
- Salt and Toby Families – Mossman Shire
- Carbine Families
- Johnson, Margert and Wilson Families in Yarrabah
- Cherbourg Community
- Woorabindah Community

Congratulations:

To all the Traditional Owners who got their land back

- Tayley families near Laura Crocodile Station
- Kuku-warra
- Possum (Kiku)
- Tiapan (Kuleu)
- Dominique Yougie and partner on the birth of their son
- Bloomfield School Year 5 and 6 students on their Canberra trip – Got to make their own Dollar Coin at the Mint in Canberra.
- Art Centre Exhibition – Opening
- Renelle Shipton on her promotion to Operations Accountant

4. Mayoral Motion

Nil

5. Confirmation of minutes of the Previous Meeting

Minutes of the Ordinary Council Meeting | 10 October 2023

Resolution: [Confirmation of Minutes of Ordinary Council meeting held on Tuesday 19 September 2023.](#)

Resolution:	That the minutes of the Ordinary Council Meeting held on Tuesday 19 September 2023 be accepted as a true and correct record of that meeting.	
Moved:	Cr Robert Bloomfield	Carried 4/4
Seconded:	Cr Vanessa Tayley	
Resolution No	20231114-01	

6. Declarations of Interest in the matters on the Agenda

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

7. Business Arising or Outstanding Matters from Previous Meeting

Nil

8. Items for Consideration and Decision

8.1 Governance Policies

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

The Local Government Act requires Councils to prepare and adopt Policies to govern their activities. The following Policies have been drafted for Council to consider.

- Communication and Media Policy
- Confidential Information Policy
- Councillor Interaction with Staff Policy and Register
- Email and Internet Use Policy
- Instrument of Appointment of Contractors for Engagement
- Social Media Policy

Resolution:	That Council adopt the Policies as presented at this meeting: <ul style="list-style-type: none">• Communication and Media Policy• Confidential Information Policy• Councillor Interaction with Staff Policy and Register• Email and Internet Use Policy• Instrument of Appointment of Contractors for Engagement• Social Media Policy	
Moved:	Cr Robert Bloomfield	Carried 4/4
Seconded:	Cr Vanessa Tayley	
Resolution No	20231114-02	

Meeting attendance: Meeting adjourned: 10:51am

Meeting attendance: Meeting resumed: 11:22am

8.2 Tender for Supermarket Operations

Report to: CEO, Mayor and Councillors
Subject: Consideration of Tenders for Supermarket Operation Lease VP3821112
Reporting Officer: Manager Corporate and Commercial
Status: Decision

A tender process was undertaken to source applicants to operate the Wujal Wujal Supermarket Lease for a period of five years with an option to renew for an additional five years.

WWASC managed the tender process using Vendor Panel, in accordance with the *Local Government Regulation 2012*.

Council is advised that there was one conforming submission received, from Community Enterprise

Queensland.

Credentials of the response received from Community Enterprise Queensland (CEQ) were examined and found to be within the guidelines and was deemed most advantageous to Council.

It is noted that the lowest price response and/or the highest weighted response may not be the most advantageous. In accordance with S104 (3) of the Local Government Act 2009, Council must also give consideration to the following sound contracting principles:

- (a) Value for money; and
- (b) Open and effective competition; and
- (c) The development of competitive local business and industry; and
- (d) Environmental protection; and
- (e) Ethical behaviour and fair dealing.

It is recommended that Council accept the Community Enterprise Queensland (CEQ) tender response as the successful tender.

Resolution: That Council approves the selection of CEQ as the successful responder for the Wujal Wujal Supermarket tender.

Resolution:	That Council approves the selection of CEQ as the successful responder for the Wujal Wujal Supermarket tender VP3821112	
Moved:	Cr Bradley Creek	Carried 4/4
Seconded:	Cr Robert Bloomfield	
Resolution No	20231114-03	

9. Presentations to Council

Report to: CEO, Mayor and Councillors
Subject: Discuss Subdivision Site - Wujal Wujal Aboriginal Shire Council
Reporting Officer: Chief Executive Officer
Status: Information | Discussion

8.1 11.20am | Gerhard Vissa of DSDSATSIP

Presenter: Gerhard Visser - Remote Indigenous Land and Infrastructure Program Office (RILIPO)

Meeting attendance: Gerhard Visser joined the meeting virtually at 11:23am

Presenter: Gerhard Visser - gave a comprehensive overview of the works that RILIPO have undertaken on the planning and community engagement works on the proposed subdivision site on Lot 2 of SP301682, Douglas Street.

Gerhard covered information and reviews done by Department of Environment and Science (DES) on Lot 2, Plan SP301682 confirming that Lot 2 was suitable for any use and was removed from the Environmental Management Register (EMR).

- All cyclone debris and rubbish was fully cleared and cleaned by RILIPO - DSDSATSIP
- Lot 2 has been fully decontaminated
- Certificate confirming decontamination has been provided by DES
- Lot 2 is ready to commence the subdivision inground infrastructure works for the nine lots

Meeting attendance: Gerhard Visser left the meeting 01:05pm

Meeting attendance: Meeting adjourned for lunch at 01:07pm

Meeting attendance: Meeting reconvened at 2:08pm - Cr Robert Bloomfield did not return to the meeting until 02.20pm.

10. Reports

10.1 Mayor's Report October 2023

The Mayor represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings between 10 October and 6 November 2023:

Mayor Bradley Creek outlined the outcomes of the meetings he attended. He Stated that the Rodeo was a success, and that the turnout was very good. No incidents were reported, everyone was well behaved and everyone who attended enjoyed the afternoon and night. Other meetings attended are listed below.

Date	Meet Meeting and Commentary
11 October 2023	CEQ visit post summit engagement LDMG Meeting Rodeo Committee Debrief meeting
25 October 2023	Wujal Wujal Inter Agency Meeting
27 October 2023	Wujal Wujal Foundation Day
1 November 2023	Meeting with Jodi Cannon, Peak Services, LGAQ discussions including Black Spots for Communication
8 November 2023	TCICA – including the Council Sustainability Project presentation

Resolution: Acceptance of the Mayors Report as presented.

Resolution:	That Council receive the Resolution: Acceptance of the Mayors Report as presented.	
Moved:	Cr Bradley Creek	Carried 4/4
Seconded:	Cr Robert Bloomfield	
Resolution No	20231114-04	

10.2 Chief Executive Officer Report

10.2.1 Meetings

The Chief Executive Officer represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings between 6 October 2023 and 6 November 2023:

CEO Kiley Hanslow outlined the outcomes of the meetings she attended.

CEO Kiley Hanslow outlined in her report information on the subdivision of proposed Lots to be used for housing development.

RILIPO have undertaken planning and community engagement works on the proposed subdivision site on Lot 2 of SP301682, Douglas Street. Department of Environment and Science (DES) inspected, reviewed and carried out assessments, reviews and inspections on Lot 2, Plan SP301682 in June 2018 and submitted a report in July 2018, confirming Lot 2 was suitable for any use, and removed this from the Environmental Management Register (EMR). The lot was not on the Contaminated Land Register.

On Monday 6 November 2023, Council advertised the subdivision site in Wujal Wujal on its Facebook page; however, concerns were raised by some traditional owners about:

- Not enough Community consultation
- Concerns about contaminated land

Council feels that this Community consultation is very important, to discuss concerns Community members have, and present expert information to community members about the proposed subdivision site. Community consultation was undertaken, facilitated by Cape York Land Council and Jabalbina Rangers in 2018.

- Due consideration of the report was given by councillors

Resolution: Acceptance of the Chief Executive Officer's Monthly Report for October 2023

Resolution:	That Council receive the Chief Executive Officer' Monthly Report for the month October 2023 as presented.	
Moved:	Cr Robert Bloomfield	Carried 4/4
Seconded:	Cr Vanessa Tayley	
Resolution No	20231114-05	

Corporate and Corporate Services Division Report (C&CS)

10.3. Corporate and Commercial Services Monthly Report Points

Report to: CEO, Mayor and Councillors
Subject: Corporate and Commercial Monthly Report October 2023
Reporting Officer: Manager Corporate and Commercial, Micah Nkiwane
Status: Information

Corporate and Commercial Manager Micah Nkiwane outlined the key points from his report

- The budget workshop was held with Managers on 1 November 2023
- Grant Acquittals that were not processed in previous financial years are still an ongoing issue
- Internal Audit planning discussion with Audit partners, Pacifica, start on 10 November 2023.
- The usage of electronic requisitions is going well, and we have completely eliminated paper requisitions.
- The contract document for electronic timesheets was signed and the initial consultation with the implementation consultant from Wageloch was held on 1 November 2023.

Finance will focus on debt collections to recover aged debts.

A review our debtors and recommendations to write off long outstanding debtors that were uncontactable was discussed and agreed upon.

- Due consideration of the report was given by councillors

Resolution: That Council authorises he write off the debt of \$8,075.82 as was presented to Council

Resolution:	That Council approve the debts amounting to \$8,075.82 to be written off	
Moved:	Cr Reagan Kulka	Carried 4/4
Seconded:	Cr Robert Bloomfield	
Resolution No	20231114-06	

10.3.1 Loss and Fraud Register

- Legislation requires Council to maintain a Loss Register in terms of Local Government regulations. We have designed the policy which now requires adoption from the plenary session.

Resolution:	That Council adopt the Loss and Fraud Register	
Moved:	Cr Reagan Kulka	Carried 4/4
Seconded:	Cr Robert Bloomfield	
Resolution No	20231114- 07	

10.3.2 Bank Authorised Signatories-Notice of Authority

- Council's CEO, and Manager Corporate and Commercial have had conversations with the bank to facilitate changes to authorised signatories to reflect the current executive leadership. We now require Council authorisation to cancel all former signatory employees from our Westpac banking infrastructure.

Resolution: Acceptance of the Authorised Signatory change to reflect current executive leadership.

Resolution:	That Council authorise the removal of all signatories (Joanne Gowans, Victor Mills and Stephen Wilton) currently listed on the Westpac bank account and add: CEO - Kiley Hanslow Manager Corporate and Commercial - Micah Ndoda Nkiwane; and Operations Manager - Perry Gould	
Moved:	Cr Bradley Creek	Carried 4/4
Seconded:	Cr Robert Bloomfield	
Resolution No	20231114-08	

- We are working as a team to build the future community we want and to be the change we want to be.....

Resolution: Acceptance of the Manager Corporate and Commercial's Monthly Report for October 2023

Resolution:	That Council receive the Manager Corporate and Commercial's Monthly Report for the month October 2023 as presented.	
Moved:	Cr Vanessa Tayley	Carried 4/4
Seconded:	Cr Regan Kulka	
Resolution No	20231114-09	

10.4 Works and Building Services Monthly Report – October 2023

Report to: CEO, Mayor and Councillors
Subject: Operations Information Report
Reporting Period: October 2023
Prepared by: Manager Operations, Perry Gould
Status: Information

Operations Manager Perry Gould outlined the key points from his report

- Operations Manager Perry Gould advised that interviews were undertaken for three Operations Allrounder positions with a starting date of mid-November 2023.
 - **Total fire ban until 20 November 2023**
 - Tender to be prepared and entered into Vendor Panel for 30-meter drainage for a stormwater drain behind the Works Depot.
 - Padlock upgrade back to Master key system as per Lock Matrix is underway
 - Fuel Station refurbishing – Blue and White (Marano colours)
 - Animal management – Cert. IV in Animal Regulation and Management continues for Zenarra Ashworth and Nikki Gong
-
- Due consideration of the report was given by councillors

Resolution: [Acceptance of the Works and Building Services Monthly Report for the month October 2023](#)

Resolution:	That Council receive the Works and Building Services Monthly Report for the Month October 2023 as presented.	
Moved:	Cr Vanessa Tayley	Carried 4/4
Seconded:	Cr Reagan Kulka	
Resolution No	20231411-10	

10.5 Aged Care Services Monthly Report - September 2023

Report to: CEO, Mayor and Councillors
Subject: Aged Care Services
Reporting Period: October 2023
Reporting Officer: Gina Manai
Status: Information

CEO Kiley Hanslow presented the highlights of the report noting that all is running well with the service.

- Seniors Month – October – activities and outings went very well, clients very happy, given the level of staff and the great input from all - it was a hit!!
 - Dementia Australia visited the centre and spoke with clients and staff in relation to Supports and Activities on how to better support clients with dementia.
 - Delivery Entry and Community Care fenced enclosure work was completed and is working well.
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- Due consideration of the report was given by councillors

[Resolution: Receive Aged Care Services Monthly Report for the month October 2023](#)

Resolution:	That Council receive the Aged Care Services Monthly Report for the month October 2023.	
Moved:	Cr Bradley Creek	Carried 4/4
Seconded:	Cr Robert Bloomfield	
Resolution No	20231114-11	

10.6 Bana Yirriji Gallery and Art Centre Monthly Report October 2023

Report to: CEO, Mayor and Councillors
Subject: Bana Yirriji Gallery and Art Centre
Reporting Period: October 2023
Reporting Officer: Manager of Bana Yirriji Art Centre, Vikki Burrows

CEO Kiley Hanslow presented the highlights of the report, noting that the service is running well.

- Edwina Circuit, Art Consultant worked with the artists and staff, developing fine art skills and training staff on the SAM system.
 - Art Exhibition went off very well and there was a good turnout
 - Visitor numbers have slowed down.
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- Due consideration of the report was given by councillors

[Resolution: Bana Yirriji Gallery and Art Centre Report for the month October 2023](#)

Resolution:	That Council receive the Art Centre Report for the month October 2023.	
Moved:	Cr Vanessa Tayley	Carried 4/4
Seconded:	Cr Robert Bloomfield	
Resolution No	20231411-12	

10.7 Kindergarten Monthly Report September 2023

Report to: CEO, Mayor, and Councillors
Subject: Kindergarten
Reporting Officer: Coraleen Shipton
Status: Information

CEO Kiley Hanslow presented the highlights of the report, noting that the service is running very well.

- Due consideration of the report was given by Councillors.

[Resolution: Receive Kindergarten Report for the month October 2023.](#)

Resolution:	That Council receive the Kindergarten for the month October 2023 as presented.	
Moved:	Cr Robert Bloomfield	Carried 4/4
Seconded:	Cr Robert Kulka	
Resolution No	20231114-13	

10.8 Indigenous Knowledge Centre

Report to: CEO, Mayor and Councillors
Subject: Indigenous Knowledge Centre Report October 2023
Reporting Officer: Ethel Winkle
Status: Information

CEO Kiley Hanslow presented the highlights of the report, noting that the service is running well.

- Due consideration of the report was given by Councillors who commented on the great job being done at the Centre.

[Resolution: Acceptance of the IKC Report for the month October 2023](#)

Resolution:	That Council receive the IKC Report for the month October 2023 as presented.	
Moved:	Cr Robert Bloomfield	Carried 4/4
Seconded:	Cr Vanessa Tayley	
Resolution No	20231114-14	

11. General Business

- Cr Robert Bloomfield raised the issue of potholes, stating that the road past the sewerage treatment plant needs to have the potholes fixed.
- Potholes near Olufsen Creek at the bend were also noted.
- Cr Reagan Kulka advised that there was a crocodile seen up the top of Thompson Creek - Community to be made aware on electronic Notice Board and on Facebook.
- Cr Vanessa Tayley raised a point that there was a sign blocked by tree on the southside.
- A follow up with Ergon on street light audit.
- Footpaths for the community.
- Mayor Bradley suggested that Perry Gould (Operations Manager-Works) arrange a clean-up of the Knowledge tree area.
- That the CEO communicates with the Douglas Shire Council for Wujal Wujal Aboriginal Shire Council to install solar lights at the bridge for security and safety.

12. Next Ordinary Council Meeting Date

The next Ordinary Council Meeting is set for Tuesday 12 December 2023.

13. Meeting Closure

Meeting Closed 5:04pm.