



MINUTES | Wujal Wujal Aboriginal Shire Council Ordinary Meeting

Date: Tuesday 11 July 2023

Time: 9.00am

Venue: Council Chambers, 1 Hartwig Street, Wujal Wujal

1. Opening of Meeting

1.1 Welcome | Opening of Meeting

Declaration of opening of meeting by Mayor Bradley Creek at 9.29am

1.2 Acknowledgement of Traditional Owners

Traditional Owners acknowledged

2. Attendance, Leave of Absence and Apologies

2.1 Attendance

Councillors:

Councillor Bradley Creek, Mayor
Councillor Regan Kulka, Deputy Mayor
Councillor Robert Bloomfield
Councillor Vanessa Tayley

WWASC Staff Representatives

Chief Executive Officer, Kiley Hanslow
Manger, Works and Building Services, Perry Gould
Manger, Corporate and Commercial, Micah Nkiwane
Executive Assistant, Tania Edwards

Presenters

No presentation

2.2 Leave of Absence | Apologies

Councillor Vincent Tayley

2.3 Visitors | Presenters

Nil for this meeting

3. Condolences | Congratulations

- Congratulations to all those who received NAIDOC awards, including three year 12 graduates
- Condolences to Yarrabah Community for their recent losses

4. Mayoral Motion

- Cooktown has plans to open an Aged Care Facility, that will cater to our Community.

5. Confirmation of minutes of the Previous Meeting

Minutes of the Ordinary Council Meeting held 13 June 2023.

Corrections as noted below:

- Spelling correction: Talbot Cook to be spelt Cooke.
- Councillor Vanessa Tayley's conflict be noted for the item regarding Cr Vincent Tayley.

[Resolution 1: Confirmation of Minutes of Ordinary Council meeting held on Tuesday 13 June 2023.](#)

Resolution:	That the minutes of the Ordinary Council Meeting held on Tuesday 13 June be accepted as a true and correct record of that meeting subject to the amendments noted.	
Moved:	Cr Kulka	Carried 4/4
Seconded:	Cr Vanessa Tayley	
Resolution No	20230711-01	

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

None noted for this meeting

7. Business Arising or Outstanding Matters from Previous Meeting

None noted

8. Reports

8.1 Mayor's Report June 2023

The Mayor represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings between 3 June 2023 and 7 July 2023:

Date	Meeting & Commentary
Tues 6 June	Round Table: Peace Lutheran College, discussion regarding partnership opportunities
Thurs 8 - Friday 9 June	Indigenous Leaders Forum, Cairns
Tues 13 June	Ordinary Council Meeting
Wed 14 June	Wujal Wujal Community Meeting <ul style="list-style-type: none">• Strong representation from government agencies fuelling valuable conversations• Would like to hold off an holding another community meetings until there is an update on the progress regarding completion of Plugins
Tues 20 June	Wujal Wujal Technical Working Group Meeting
Wed 21 June	Wujal Wujal Justice Group Celebrations
Thurs 22 June	Government Champions visit: The Honourable Leanne Enoch
Mond 26 June	Empowerment Model: discussions with Pama Futures <ul style="list-style-type: none">• Cr Kulka and Cr Vanessa Tayley also attended this meeting• Forward planning and discussion regarding logo design
Mon 3 July - Friday 7 July	NAIDOC Week celebrations <ul style="list-style-type: none">• A full week of activities• Children in the community enjoyed and benefited from the activities• Significant effort from community groups and individuals to make the celebration a success• Proposal to change the dates of the celebration to avoid the rain that typically happen in the first week of July

Correspondence

Letter to the Mayor regarding Financial Sustainability and Risk Framework from Nikki Boyd, Assistant Minister for Local Government

- Implications for our Annual Reporting
- Measures to determine the long-term sustainability of Councils

Resolution 2:

Resolution:	That Council receive the Mayor's report for the month June 2023 as presented, and note the meetings attended by the Mayor.	
Moved:	Cr Creek	Carried 4/4
Seconded:	Cr Kulka	
Resolution No	20230711-02	

Attendance Cr Kuika left the meeting 10.35am

8.2 Chief Executive Officer Report

8.2.1 Meetings

The Chief Executive Officer represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings between 3 June 2023 and 7 July 2023:

Date	Meeting & Commentary
Tues 6 June	Round Table: Peace Lutheran College <ul style="list-style-type: none">• Discussion partnership opportunities
Wed 7 June	Containers for Change – Pop up Site
Thurs 8 June	Responsive Maintenance Service Improvement Project – pre-engagement catchup <ul style="list-style-type: none">• Closing out on aged jobs
	Keogh Bay Group CDP Cook Region visit: discussing paid work trials <ul style="list-style-type: none">• Discussion on the results of the Paid Work Trial, lessons learned, best way to success, what the program will look like moving forward
	Douglas Shire LDMG – 2022/2023 Wet Season planning <ul style="list-style-type: none">• Get Ready and pre-Wet Season checks

Attendance: Councillor Kulka rejoined the meeting 10.37am

	Café Lease: met with potential lessors to discuss lease potential <ul style="list-style-type: none">• There was still more work to be done on the lease• Inspected the café• Lease to be improved further by Preston Law• Will progress with potential lessors and advise Council of outcomes
Tues 13 June	Ordinary Council Meeting
Wed 14 June	Wujal Wujal Community Meeting: <ul style="list-style-type: none">• A range of organisations attended, including: Housing, Animal and Environmental Management, CDCC, Apunipima, Police, Justice Group, Clinic, Office of Free Trading, QBuild.

Thurs 15	<p>Marano Fuels:</p> <ul style="list-style-type: none"> • Met with Angelo and Steve from Marano Fuel to discuss the fuel station. • Opportunity for Marano to help with refreshing the bowser pump covers and generally revitalising the store • Discussed construction of a toilet to the left of the fuel station, similar to other fuel stations. • Discussed repaint of the fuel station. Maranos sent photographs of what other fuel stations look like.
Tues 20 June	<p>Wujal Wujal Technical Working Group Meeting</p> <ul style="list-style-type: none"> • Reviewed actions from previous TWG. • Discussed Capital Works Program (Interim and Forward Capital Works) • ATSI Public Health joined the meeting and we discussed the need for the waiting room to be extended on the clinic, to ensure people were not waiting outside in the weather • Discussed aged responsive maintenance works for QBuild • Discussed the 2023-24 Housing works program (mostly sheds) • RILIPO provided large maps of the Wujal Wujal Aboriginal Shire area • Discussed the DWQMP and Interagency working group to progress the updates to the plan • Discussed the surveys to occur soon on Ludden’s Land for future residential use • Discussed the 9 lot subdivision area and the 5 lot subdivision area – need to discuss with WTMA regarding the removal of the few trees blocking the use of the land for the back three blocks
Wed 21 June	<p>Wujal Wujal Justice Group Celebrations</p> <ul style="list-style-type: none"> • 20th anniversary of the Justice Group – speeches and celebrating the Justice Group’s contributions and dedication over the past 20 years.
Thurs 22 June	<p>Government Champions visit: The Honourable Leanne Enoch, Director-General Jamie Merrick, Executive Director Alena Tracey and Pia. Discussed:</p> <ul style="list-style-type: none"> • Housing: funding to complete the Plug-In Project and funding for alternative temporary housing solutions and future housing requirements • Boundary extension: links to the Liquor Commission on progressing the exclusion of the freehold lots from the AMP • Community Connectivity (after the outage from 18-27 April 2023) • The Qld State Government taking ownership of the bridge • Minister Di Farmer’s attendance in Wujal Wujal and funding to support the development of a small business hub to assist small business owners with their administration requirements • Establishment of a flood camera at Emmagen Creek with an IOT connection • Funding for footpaths to increase community health and safety <ul style="list-style-type: none"> • Council discussed priority locations for footpaths • The need for a local Housing officer to be permanently on-site to better service the needs of the Wujal Wujal community • Provision of an update on the QTC loan • Requested funding for healthy snacks for the children who attend the sport and recreation program

	<p>Dabu Jajikal Cyclone Preparedness Project. Met with Tegan Koster and Tomika Daylight. Discussed:</p> <ul style="list-style-type: none"> • Dabu Jajikal’s Get Ready preparations • Cool Cultural burns around Weary Bay • Revegetation around Weary Bay • The Dolphin Project with research around the Snubfin and Humpback dolphin species
	<p>NAIDOC week – Planning session</p> <ul style="list-style-type: none"> • Planning with Events Management Officer Jesse Farber • Finetuning what each organisation will contribute and dates/times of contributions
<p>Friday 23 June</p>	<p>IPRA Visit:</p> <ul style="list-style-type: none"> • Discussions on the rights of patients to be responsible for their own health (mental and physical). • Liaising between patients, family, carers, support people and clinical teams. • IPRA’s help patients, their families, carers and other support people to know more about their rights under the Act. Understanding these Rights can help patients to be more involved in decision making about their treatment and care. • Help the patient, and the patient’s nominated support persons, family, carers and other support persons to communicate to health practitioners the patient’s views, wishes and preferences about the patient’s treatment and care
<p>Tues 27 June</p>	<p>Cook JV Finance</p> <ul style="list-style-type: none"> • Review of JV Finance and allocation of the \$200,000 distribution: \$133,334 Profit Distribution ex CDP JV (GST Free) \$66,666 legacy Distribution ex CDP JV (GST Free)
<p>Thurs 29 June</p>	<p>WWASC LGAQ Election Information and Workforce Strategy planning session:</p> <p><u>Election Information:</u></p> <p>Caretaker period commences early February 2024. This means:</p> <ul style="list-style-type: none"> • No distribution of election material • Cannot spend more than 1% of revenue during caretaker period • Cannot make major policy decisions • Elected member updates are distributed during this period • Cannot adopt, appeal or make changes to Local Laws or planning • Elected Members need to notify ECQ to run again so they will receive updates • Those running need to undertake the “So you want to be a Councillor” training • Need to subscribe to the countdown newsletter on ECQ • Councillors must not use credit cards during the Caretaker Period • Councillors must use a dedicated bank account so transactions can be reviewed • Donation caps will be provided by ECQ • Council to track campaign expenditure • There must be a disclosure within 30 days of what was received and how this was spent

	<ul style="list-style-type: none"> • Code of Conduct requirements remain in place • Councillors must not use Council staff, resource or social media for election purposes. • Acceptable Request Guidelines must be adhered to • Kim from LGAQ will provide a presentation to Council on these requirements at the Ordinary Council Meeting on 15 August 2023. <p><u>Workforce Strategy (CEO presented):</u></p> <ul style="list-style-type: none"> • WWASC needs to run as a business to be successful. • Financial decisions need to ensure the long-term financial sustainability of Council. • Critical positions have been identified for the Depot. • Critical positions will be identified for each of the other Departments. • LGAQ provided information on services available through Peak Services, including legal, training, recruitment and grants
Mon 3 July – Frid 7 July	<p>NAIDOC Week celebrations</p> <ul style="list-style-type: none"> • NAIDOC Week festivities and events over the week. • All organisations within Wujal Wujal took part in these events • Coloured Stone band attended and performed in concert on Thursday 6 July 2023 • A wonderful week was enjoyed by the Wujal Wujal community

8.2.2 Follow Ups

- Nil for this meeting

8.2.3 Other Information

Bureau of Meteorology

The Bureau are contacting councils to offer a presentation (20min) to councillors about the climate projections we are forecasting with an outlook of about 10-30 years. They can also provide information on sea level inundation data.

Resolution 3

Resolution:	Council to invite the Bureau of Meteorology to present their 10-30year forecast to council.	
Moved:	Cr Bloomfield	Carried 4/4
Seconded:	Cr Kulka	
Resolution No	20230711-03	

LMAC Meeting 27 June 2023: Dolphin Project

- Dolphin Project discussed

8.2.4 Reef Authority new brand – the Nautilus shell

- General discussion

8.2.5 Dolphin Project

Cape York Communities are teaming up with marine biologists to study dolphins

Resolution 4.

Resolution:	That Council accept the Chief Executive's Report for the month of June as presented in this agenda.	
Moved:	Cr Vanessa Tayley	Carried 4/4
Seconded:	Cr Bloomfield	
Resolution No	20230711-04	

Adjournment: Council paused the meeting 10.57am

Resumed: Council resumed at 11.29am

8.3 Corporate and Corporate Services Division Report (C&CS)

8.3.1 Financial Dashboard

Due to the end of year rollover taking place at present, we are not able to provide a report at this meeting, we will however provide a comprehensive report for the financial year to the next Council meeting.

8.3.2 Corporate and Commercial Services Monthly Report Points

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

Bas Invoicing – Value Chain

- Any staff absences in the finance team severely impact our revenue generation through invoicing; working to address this key person dependency risk.
- Improved process for communication with QBuild is required to ensure Council maximises on revenue.
- Keen to employ local community members, main attribute we are seeking is a willingness to learn and reliability, as skills can be taught on the job.
- Council in support of an online booking system for the accommodation.
- Maximising the potential to earn money from tourists passing through town requires the Art Centre to be open, the public toilets to be open, the café and general store to be open on weekends.
- Tourism business operator has expressed an interest in promoting our accommodation to his clients. Kiley has hits contact details to follow up with him.
- Continuing to develop next year's budget, working with managers to ensure they manage their own budgets
- Improving our grant funding management to improvement council's sustainability
- Council officers have assured Council that operationally Council is in a good position
- QTC Fixed Term Loan could be paid faster, freeing us from the obligation of the loan; council officers are investigating this at present and will advise Council of outcome.
- Electronic Timesheet quotes are being sought, an electronic payroll system will be advantageous for council.
- Discussion regarding rising star staff members and the plans to grow them, bringing in new staff underneath them to be trained.

Resolution 5

Resolution:	That Council receive the Corporate and Commercial Report for the month June 2023 as presented in the agenda.	
Moved:	Cr Creek	Carried 4/4
Seconded:	Cr Kulka	
Resolution No	20230711-05	

Adjournment: Council paused the meeting for lunch at 12.15pm.

Resumed: Council meeting resumed at 1.16pm

8.4 Works and Building Services Monthly Report – June 2023

Report to:	CEO, Mayor and Councillors
Subject:	Operations Information Report
Reporting Period:	June 2023
Reporting Officer:	Manager Operations, Perry Gould
Status:	Information

- Employing a Stores Person/Purchasing Officer will Considering improve the performance of the whole unit.
- We have engaged Peak Services to manage our Grant Agreements and Projects, with an emphasis on the financial management. Moving forward this will be a more professional means of managing the financial element of project management and we will focus on undertaking the practical on the groundwork
- Potable Water Supply upgrade meeting took place yesterday.
- BlueCards are required for those who will do the SES training.
- Discussion regarding Sports Centre condition, maintenance and upkeep an options for a potential upgrade/replacement

Resolution 6

Resolution:	That the Council accept the Works and Building Services Report for month June 2023 as presented.	
Moved:	Cr Vanessa Tayley	Carried 4/4
Seconded:	Cr Kulka	
Resolution No	20230711-06	

8.5 Aged Care Services Monthly Report - June 2023

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

- General discussion regarding the report

Resolution 7

Resolution:	That Council receive the Aged Care Services Monthly Report for the month June 2023 as presented.	
Moved:	Cr Creek	Carried 4/4
Seconded:	Cr Bloomfield	
Resolution No	20230711-07	

8.6 Bana Yirriji Gallery and Art Centre Monthly Report June 2023

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

- General discussion regarding the report

Resolution 8

Resolution:	That Council receive the Art Centre Report for the month June 2023 as presented.	
Moved:	Cr Bloomfield	Carried 4/4
Seconded:	Cr Vanessa	
Resolution No	20230711-08	

9. Policy Review

9.1.1 Local Thriving Communities Advisory Committee

Report to:	Mayor and Councillors
Subject:	Local Thriving Communities Advisory Committee
Report Date	29 June 2023
Status:	Discussion and Decision

Attendance: Councillor Kulka left the meeting 2.14pm

- Discussion regarding matters the committee could oversee, including potential for Community Security Patrol courses for community members to be employed to patrol community, especially on school holidays to employ younger people as security patrol

Resolution 9:

Resolution:	<p>That Council -</p> <ol style="list-style-type: none"> 1. Receive and note the report, 2. Approve the formation of the Wujal Wujal Local Thriving Communities pursuant to Section 264 of the Local Government Regulation 2012 3. Endorse the draft Terms of Reference for the Advisory Committee as attached to the Chief Executive Officer’s report 4. That Council exempts the Wujal Wujal LTC Advisory Committee from taking minutes of its proceedings (Pursuant to Section 245G of the Local Government Regulations 2012 Advisory committees exempted from taking minutes) 5. That Council require the Wujal Wujal LTC Advisory Committee report on its deliberations and its advice or recommendations to Council through formal written report. Reports will be presented to the next Council meeting following the committee meeting, these reports will be for informational purposes or for consideration of recommendations. 6. Support the development of selection criterion for interested members to respond via an expression of interest process (application). Council will assess and appoint accordingly. 7. That Council advise the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (DSDSATSIP) of the formation of the Wujal Wujal LTC Advisory Committee. 8. That Council Support WWASC approaching DSDSATSIP for sufficient funding to provide secretariat support to the LTC group. This is additional to the current allocated LTC funding to Council. 9. Support the recommendation that government stakeholder engagement in the Wujal Wujal LTC Advisory Committee will be by invitation only, on specific topic related matters 10. Approve the Terms of Reference as provided with this agenda. 	
Moved:	Cr Bloomfield	Carried 4/4
Seconded:	Cr Kulka	
Resolution No	20230711-09	

9.2 Community Engagement Policy

Report to: Mayor and Councillors
Report Date: 29 June 2023
Status: Discussion and Decision

- General discussion regarding the Community Engagement Policy

Resolution 10.

Resolution:	That council adopt the reviewed Community Engagement Policy as included in the agenda.	
Moved:	Cr Kulka	Carried 4/4
Seconded:	Cr Vanessa Tayley	
Resolution No	20230711-10	

9.3 Councillor Code of Conduct Policy, Complaints Register and our requirement to publicly list this information

Report to: Mayor and Councillors
Report Date: 29 June 2023
Status: Discussion and Decision

- General discussion regarding the Community Engagement Policy

Resolution 11

Resolution:	That council adopt the reviewed Code of Conduct – Councillors as presented in the agenda.	
Moved:	Cr Creek	Carried 4/4
Seconded:	Cr Bloomfield	
Resolution No	20230711-11	

9.3.3 Complaints about a Councillor

- General discussion regarding the policy

Resolution 12

Resolution:	That the Council adopt the Complaints Management Policy – Councillors as presented in this agenda.	
Moved:	Cr Vanessa Tayley	Carried 4/4
Seconded:	Cr Kulka	
Resolution No	20230711-12	

Resolution 13

Resolution:	That the WWASC Councillor Conduct Register be listed publicly available on the WWASC website but Councillor names will not be listed in the register.	
Moved:	Cr Creek	Carried 4/4
Seconded:	Cr Kulka	
Resolution No	20230711-13	

10. Closed Matters

No closed items for the meeting 11 July 2023

11. General Business | Late Items

11.1 Items raised by Councillors

- Light at boat ramp: request for stronger light near the boat ramp
- Grass cutting: request for grass to be kept shorter near the boat ramp
- Plugin: mowing around barricaded sections around Plugins
- Requested a health inspection at Bloomfield Middle Shop
- Pothole in road before Granit Creek brought to attention for repair
- Laundromat: repair light/ replace with sensor light – timed on and off with daylight hours. One of the drying machines is out of order
- Request the toilets at the Art Centre be kept open for tourists to use
- Tree loping: walk around to be organised to identify what needs to be done
- Knowledge Tree seat replacement discussed

Attendance: Councillor Bloomfield left the meeting 3.07pm

- Footpath Douglas Street – measure please
- Footpath for south side. Douglas Shire Council property so will need to be discussed with them
- Boundary Extension raised. Wanting to extend the sealed road to Thompson Creek with pathway for pedestrians as well. Concrete will be needed for some sections

Attendance: Councillor Bloomfield re-joined the meeting 3.10pm

- Safety edges on culverts missing from between WW and Thompson Creek.

11.2 July-December Elected Member Training

Promoted to the councillors.

12. Presentation to Council

No presentation to Council this meeting

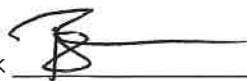
13. Next Ordinary Council Meeting Date

The next Ordinary Council Meeting is set for Tuesday 15 August 2023.

14. Meeting Closure

The meeting was closed 3.16pm.

Confirmation of Minutes: Mayor Bradley Creek



Date _____