



Wujal Wujal Aboriginal Shire Council

Ordinary Council | Meeting Minutes

Date: Tuesday 12 December 2023
Time: 9.24am
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 9.24am

1.2 Acknowledgement of Traditional Owners

2. Attendance, Leave of Absence and Apologies

2.1 Attendance

Councillors

Councillor Bradley Creek	Mayor	in Person
Councillor Regan Kulka	Deputy Mayor	in Person
Councillor Robert Bloomfield		Mobile Phone
Councillor Vanessa Tayley		Teams
Councillor Vincent Tayley		in Person

WWASC Staff Representatives

Kiley Hanslow	Chief Executive Officer	in Person
Perry Gould	Manager Works and Building Services	in Person
Micah Nkiwane	Manager Corporate and Commercial Services	in Person
Molin Orange	Executive Assistant	in Person

2.3 Visitors | Presenters

Nil

3. Condolences | Congratulations

NIL

4. Mayoral Motion

Nil

5. Confirmation of minutes of the Previous Meeting

Minutes of the Ordinary Council Meeting | 14 November 2023

Resolution:	That the minutes of the Ordinary Council Meeting held on Tuesday 14 November 2023 accepted as a true and correct record of that meeting.	
Moved:	Councillor Regan Kulka	Lost/Carried 5/5
Seconded:	Councillor Vincent Tayley	
Resolution No	20231212-01	



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

CEO Kiley Hanslow gave an overview of the works that have been carried out:

- Operations Manager Perry Gould's Civil team are patching the potholes around Wujal Wujal community, including around Olufson Creek where within the Wujal Wujal Aboriginal Shire boundaries.
- Warning to community about the crocodile at the top of Thompson Creek was posted on Facebook and on the electronic noticeboard on 15.11.2023.
- Operations Manager Perry working with his team to remove the tree blocking the sign on the south side.
- Had discussions with N .Chatfield from Department of Tourism, Innovation and Sport regarding footpaths. New funding is available under tourism strategy for walking paths in community. Working with Peak Services to progress this grant application.
- Followed up with Ergon Energy on the street light audit – Ergon / Energex are currently undertaking a Smart Public Lighting Strategy; however, funding is not available for this smart lighting, which will make this strategy cost-prohibitive to smaller Councils. I have requested assistance from Charlie Casa (Ergon Energy) and Ricardo Sandolval Lillo (RILIPO) to identify a solution for street lighting audit and improvements for Wujal Wujal to increase public safety.
- Investigated options to fund "Beautify Wujal" community projects, including the Knowledge Tree area. Met with Mayor Bradley Creek and Perry Gould to plan works for around and under the Knowledge Trees.
- Awaiting confirmation on number of solar lights and type to provide this to Douglas Shire to request approval to install these lights on the Bloomfield River Bridge.



8. Items for Consideration and Decision

8.1 2024 Ordinary Council Meeting Dates

Wujal Wujal Aboriginal Shire Council proposed the following meeting dates for the 2024 Ordinary Council Meetings to be held. Council meets on the third Tuesday of every month in Council Chambers, with some instances varied to account for conflicting commitments.

Date	Time	Place
16 January 2024	09:00am	Council Chambers
20 February 2024	09:00am	Council Chambers
19 March 2024	09:00am	Council Chambers
16 April 2024	09:00am	Council Chambers
21 May 2024	09:00am	Council Chambers
18 June 2024	09:00am	Council Chambers
16 July 2024	09:00am	Council Chambers
20 August 2024	09:00am	Council Chambers
17 September 2024	09:00am	Council Chambers
15 October 2024	09:00am	Council Chambers
19 November 2024	09:00am	Council Chambers
10 December 2024	09:00am	Council Chambers

Resolution:	That Council accept the proposed 2024 Meeting dates for the Wujal Wujal Aboriginal Shire Ordinary Council Meetings.	
Moved:	Councillor Bradley Creek - Mayor	Lost/Carried 5/5
Seconded:	Councillor Vanessa Tayley	
Resolution No	20231212-02	

8.2 Expenditure Request

An expenditure of \$235,000.00 for the completion of a portion of the Plug Project and reimbursement will be made from the final Project payment i.e. (borrow the money from the Forward Remote Capital Program (Subdivision Project) to complete the project, then reimburse the Forward Remote Capital Program (Subdivision Project) when the final payment of \$235,294.00 is paid on completion of the project, as per the Remote Capital Program (Plug-In Project) funding agreement)

Resolution:	That Council accepts the proposed expenditure of \$235,000.00 for the completion of a portion of the Plug Project and reimbursement will be made from the final Project payment.	
Moved:	Councillor Reagan Kulka - Deputy Mayor	Lost/Carried 5/5
Seconded:	Councillor Vanessa Tayley	
Resolution No	20231212-03	



8.3 Update on Annual Report 2022 / 2023

The Annual Report is to be tabled at the next Council Meeting; this is due to a delay from the e Audit Team

Resolution:	That Council accepts the proposed update on the Annual Report 2022/ 2023	
Moved:	Councillor Bradley Creek - Mayor	Lost/Carried 5/5
Seconded:	Councillor Robert Bloomfield	
Resolution No	20231212-04	

Councillor Reagan Kulka left the room at 9.47am

Councillor Reagan Kulka returned at 9.50am

Manager Corporate and Commercial, Micah Nkiwane left the room at 9.52am

Manager Corporate and Commercial, Micah Nkiwane returned at 9.54am

9. Presentations to Council

Presenters: Nil

10. Reports

10.1 Mayor's Report November 2023

The Mayor represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings between 15 November and 28 November 2023.

Mayor Bradley Creek outlined the outcomes of the meetings he attended. Due consideration of the report was given by Councillors.

Notes were:

Date	Meeting & Commentary
15 November 2023	Meeting with CHSP clients and Elders to consult on the Aged Care facility <ul style="list-style-type: none"> Some of the elders are not keen to move to the new proposed Aged Care facility location. Council has given them until 14 January 2024 to decide on this so that a majority outcome decision can then be made. Funding for the Aged Care facility project expires at the end of January 2024. It is recommended that more effort is put in place to encourage the elders to see and accept the long-term benefits of relocating to the new facility.
	Wujal Wujal Local Disaster Management Group Meeting (LDMG) Meeting <ul style="list-style-type: none"> This meeting was beneficial, as we now see ourselves faced with the arrival of Tropical Cyclone Jasper. Preparations are now fully underway for this event.



16 November 2023	<p>WW Model planning</p> <ul style="list-style-type: none"> Warranga Community Group - planning for the new year 2024.
20 November 2023	<p>Growing Respect Joint Mayoral Taskforce</p> <ul style="list-style-type: none"> Met with other regional Mayors in Cooktown to discuss domestic and family violence and the signing of Not Now, Not Ever Pledge and Growing Respect Mayoral Taskforce Terms of Reference.
21 November 2023	<p>Meeting with Cynthia Lui MP Cooktown</p> <ul style="list-style-type: none"> Discussed funding concerns for Wujal Wujal and looking at ways to rectify this.
28 November 2023	<p>Telstra Meeting - Wujal Cultural Advisory</p> <ul style="list-style-type: none"> Discussed the service being provided by Telstra in the area.
	<p>Meeting at Bloomfield River State School</p> <ul style="list-style-type: none"> Discussed future for the school and the consideration of not having students from year 6 moving on to boarding school before year 7.

Resolution:	That Council receive the Resolution: Acceptance of the Mayors Report as presented.	
Moved:	Councillor Bradley Creek, Mayor	Lost/Carried 5/5
Seconded:	Councillor Reagan Kulka, Deputy Mayor	
Resolution No	20231212-05	

Meeting attendance: Meeting adjourned: 10:02am

Meeting attendance: Meeting resumed: 11:05am

Councillor Vincent Tayley – entered the meeting at 11.05am

Operations Manager, Works and Building Services, Perry Gould entered the meeting at 11.17am



10.2 Chief Executive Officer Report

10.2.1 Meetings

The Chief Executive Officer (CEO) represented the interests of the Wujal Wujal Aboriginal Shire Council at the following meetings between 7 November and 5 December 2023.

CEO Kiley Hanslow outlined the outcomes of the meetings she attended (details of these meeting are as shown in the agenda for this meeting. Due consideration of the report was given by councillors.

CEO Kiley Hanslow also stated that the Annual Disaster Management exercise was in good timing as we now have Cyclone Jasper at our door. Preparations for this event have gone very well with most of the groundwork now done and measure are in place for when the cyclone arrives.

Resolution:	That Council receive the Chief Executive Officer' Monthly Report for the month November 2023 as presented.	
Moved:	Councillor Reagan Kulka - Deputy Mayo	Lost/Carried 5/5
Seconded:	Councillor Vanessa Tayley	
Resolution No	2023121206	

10.3 Corporate and Commercial Services Monthly Report Points

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

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

Electronic time sheets - The rollout of electronic timesheets is going well.

Grant Acquittals – this is an ongoing issue

Year-end financial statements and annual reporting –

The Auditors have advised of an unqualified audit report. While we are at the finalisation stage, there are issues around the previous China Camp Road Project identified by the CEO, which require an amendment to the financial statements and the recovery of a contract asset amount from the QRA. We are working with our partners to finalise the matter with the final review now being done and will be available at the next Council meeting.

External Audit

As per the previous matter, the finalisation of the external audit process has been extended to 15 December 2023 to facilitate clearing out matters pertaining to the China Camp Road Project which was completed and capitalised. We expect that these matters will be cleared well within the required timeframe.



Internal Audit

We had our initial Internal Audit planning discussion with our Internal Audit partners, Pacifica, on 10 November 2023. We mapped out the critical areas of our future engagement.

BAS invoicing – this is going well

Other revenue

There is a significant increase of Debtors in the 30-day period which is good to see. We have significantly raised our debt collection efforts, and this will remain an area of focus going forward.

Charlie’s Centre lease has been finalised. The lease commenced on 01 December 2023.

Peppercorn leases will be reviewed this financial year. We therefore require a Council Resolution for a review of Peppercorn leases to adjust them to current market rates.

We on course to opening the Café with an employee willing to take on a few extra hours to assist in the café.

Resolution:	That Council adopt the resolution to review Peppercorn leases to current market rental rates.	
Moved:	Councillor Bradley Creek - Mayor	Lost/Carried 5/5
Seconded:	Councillor Robert Bloomfield	
Resolution No	20231212-07	

Asset Capitalisation and disposal form

- Part of the external audit recommendation is for Council to formalise an asset capitalisation form as well as asset disposal form. We have created the required forms and now require Council approval to formally adopt them. The forms are available for review as an addendum.

Resolution:	That Council adopt the asset capitaliation and disposal forms	
Moved:	Councillor Vanessa Tayley	Lost/Carried 5/5
Seconded:	Councillor Reagan Kulka - Deputy Mayor	
Resolution No	20231212-08	

10.3.2 Legacy Fund

- Council receives joint venture income from the JV Partnership. In principle one third of the income should go to a Community Benefit Fund as a Legacy Fund. We require Council authorisation to formalise the Legacy Fund and to allocate share of revenue from income from previous years in the current financial year.

Resolution:	That Council adopt the creation of the legacy fund and appropriate one third of joint venture income from the date of inception to the community benefit fund	
Moved:	Councillor Reagan Kulka - Deputy Mayor	Lost/Carried 5/5
Seconded:	Councillor Vanessa Tayley	
Resolution No	20231212-09	



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

Resolution:	That Council receive the Corporate and Commercial Report for the month November 2023 as presented.	
Moved:	Councillor Robert Bloomfield	Lost/Carried 5/5
Seconded:	Councillor Vanessa Tayley	
Resolution No	20231212-10	

10.4 Works and Building Services Monthly Report - November 2023

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

Operations Manager Perry Gould outlined the key points from his report which outlines the works undertaken during the month of November 2023 including Civil, Building, Water, Sewer, Parks and Gardens, Animal Management, Environmental Health, Accommodation, Sports and Recreation and Disaster Management.

10.4.1 Summary

Total fire ban now lifted

- All fire breaks cleared
- Purchase order raised for generator servicing for 2023 servicing to be undertaken second week in December

Stormwater Drain -Kotzur Street to Douglas Street

- Scope of works to be reduced as department funding will not cover whole project with external engineer to undertake Tender preparation, project management and close out of project
- Meeting with QRA on 2 December 2023 to discuss and move forward with project manager

Tree Lopping:

- Purchase orders raised for council property tree lopping

Mango Tree seating area:

- Log has been felled and milled
- Seat production commenced



Sewer

- Awaiting engineering design from external engineering firm - to seek further funding for rectification works to original design

Sport and Recreation Hall

- Numbers have dropped off recently due to warmer weather, more communication needed to community for activities at the Splash Park
- Some good holiday program events scheduled including:
 - Movie Night 07 December 2023
 - Blue Light Disco 08 December 2023
 - Bike Clinic Basketball Clinic 08 January 2024
 - Basketball Clinic 13 January 2024

Local Disaster Management preparations are now in place ready for cyclone Jasper which is expected to pass through Wujal Wujal in the next few days.

Due consideration of the report was given by Councillors.

Resolution:	That Council receive the Works and Building Services Monthly Report for the month November 2023 as presented.	
Moved:	Councillor Reagan Kulka - Deputy Mayor	Lost/Carried 5/5
Seconded:	Councillor Vincent Tayley	
Resolution No	20231212-11	

10.5 Aged Care Services Monthly Report - November 2023

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

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

Overview

- Dementia Australia – additional resource documents for clients and staff received
- Visit from Aged Care Specialist Atherton – Brad Hunter states if needing support with care plan reviews etc happy to email or a phone call
- Discussions with community members, new referrals to MAC for in-home supports



CEO Kiley Hanslow advised that there was a break-in incident reported over the weekend – forced entry was gained into the facilities kitchen and the cold room door was left open which resulted in all the food which had recently been purchased being spoilt and having to be thrown out.

Due consideration of the report was given by Councillors.

Resolution:	That Council receive the Aged Care Services Monthly Report for the month November 2023.	
Moved:	Councillor Vanessa Tayley	Lost/Carried 5/5
Seconded:	Councillor Robert Bloomfield	
Resolution No	20231212-12	

10.6 Bana Yirriji Gallery and Art Centre Monthly Report November 2023

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

CEO Kiley Hanslow presented the highlights of the report, noting that the service is running well. Sales have however decreased due to a reduction of tourists passing through.

Highlights

- The art centre engaged Edwina in October/November this year to conduct an intensive arts development workshop with our artists to help generate a body of artwork for various opportunities next year, including CIAF, DAAF, Northsite, and local and offsite commercial exhibitions. Edwina also conducted training for our studio staff and assistant manager.
- The art centre staff attended an Indigenous Art Centre Alliance (IACA) conference this month.

Due consideration of the report was given by Councillors.

Resolution:	That Council receive the Art Centre Report for the month November2023.	
Moved:	Councillor Reagan Kulka - Deputy Mayor	Lost/Carried 5/5
Seconded:	Councillor Vincent Tayley	
Resolution No	20231212-13	



10.7 Kindergarten Monthly Report November 2023

Report to: CEO, Mayor and Councillors
Subject: Kindergarten Monthly Report
Period: November 2023
Reporting Officer: Coraleen Shipton - Director/ Teacher
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.

Overview:

- Standby Shade Sails have been taken down in preparation for the cyclone alert received
 - Plaque has been removed from the stone for repairs and is waiting for its return.
 - Funds to be sought for flags. On-going
 - Funds to be sought for soft fall edging. On-going
 - Resources e.g., furniture and other outdoor equipment, that need updating due to deterioration.
- i. **Emergency Management** (review current year and prepare for following year)
- Child Thermometer reading to be added to the First Aid Kit.
 - Update First Aid Kits March 2024
 - Update and replace damaged emergency bag.
- ii. **Evacuation Map** – notify changes to Kindy evacuation mapping due to added gateway (entrance) in front of Lois Street, is required to be amended. Ongoing.
- iii. **Record storage and Archiving is in progress as follows:** -
- Children’s portfolio implemented from June 2023 and is ongoing for 2024. It consists of children’s birth certificate, immunisation report, Health Care and or Kindergarten Indoor Checklist - Ongoing
 - Fire Alarm – Kitchen – this is not a mandatory issue in the kitchen

Training/ Professional Development/conferences

- Autism Qld – Face to face training at the Kindy occurred on the 17th and 18 October 2023 and 7 and 8 of November 2023.
- Dr. Kaylene Henderson – Child Psychiatrist / supporting children with behavioural and trauma base situations – to complete by the end of this month.
- First Aid / CPR – with Gary Woolrich in January 2024



Visitors

- CDCC – Transitioning Kindy children to BRSS – 26 October 2023 - 5-year-olds only
- CDCC – Dropped child off – 31 October 2023
- CDCC- Transitioning kindy children to BRSS – 02 November 2023 - 5-year-olds only
- Autism Qld – 7 November 2023
- Autism Qld – 8 November 2023
- CDCC 09 November 2023
- Qld Health 15 November 2023
- CDCC 15 November 2023
- QH Ear check/ HAPEE 21 November 2023
- CDCC 21 November 2023
- C&K visit 23 November 2023
- Brave Hearts 28 November 2023

Resolution:	That Council receive the Kindergarten for the month November 2023 as presented.	
Moved:	Councillor Vanessa Tayley	Lost/Carried 5/5
Seconded:	Councillor Robert Bloomfield	
Resolution No	20231212-14	

Operations Manager, Works and Building Services, Perry Gould – left the room at 11.35am

Operations Manager, Works and Building Services, Perry Gould – returned at 11.36am

10.8 Indigenous Knowledge Centre (IKC)

Report to: CEO, Mayor and Councillors
Subject: Indigenous Knowledge Centre Report October 2
Reporting Officer: Ethel Winkle - Assistant
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

- Indigenous Knowledge Centre is going well. Good attendance by community members
- School holidays have seen a large increase in use by children
- Movie night scheduled for 7 December 2023 – (the new Super Mario movie shown was a hit with all the kids)



Resolution:	That Council receive the IKC Report for the month November 2023 as presented.	
Moved:	Councillor Reagan Kulka - Deputy Mayor	Lost/Carried 5/5
Seconded:	Councillor Vincent Tayley	
Resolution No	20231212-15	

11. General Business

- Councillor Reagan Kulka - advised that there was a huge tree at the front of his home that is causing safety issues – he is concerned it may come down on any one of the neighbouring houses. He asked that the elders please be spoken to regarding the removal of the tree.
- Councillor Vincent Tayley – enquired about stock levels of food at the local shop over the cyclone period. He advised that he was concerned about the loss of power at his home as loss of power also results in loss of water for his household. – he was told that there were standby generators in place and this should solve that issue for him
- Councillor Vanessa Tayley – advised that she will not be running for Councillor again at the next elections as she and her family are re-locating to Melbourne in the New Year. She will however remain in Wujal Wujal until after the elections. She thanked everyone for their support and she hoped that another female will step up and take her place.

Councillor Robert Bloomfield – raised his concerns of a huge tree on his property that could cause massive damage if it fell over - the tree is also close to power lines. CEO Kiley Hanslow recommended calling Aubrey the tree lopper in Wujal Wujal to have the tree cut down.

12. Next Ordinary Council Meeting Date

The next Ordinary Council Meeting is set for Tuesday 16 January 2024.

13. Meeting Closure

Meeting Closed at 11:48am