



WUJAL WUJAL  
Aboriginal Shire Council

# MINUTES

ORDINARY COUNCIL  
MEETING

THURSDAY

20 October 2022

WWASC COUNCILLORS

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

WWASC holds their Ordinary Council Meetings  
On the third Thursday of the Month

## ORDER OF BUSINESS

### 1. WELCOME / MEETING OPENED

Mayor Creek welcomed members, staff and visitors and declared the meeting open at 9.30am.  
Mayor Creek welcomed new Chief Executive Officer Kiley Hanslow.

### 2. ATTENDANCE / APOLOGIES

#### Attendance

Mayor Bradley Creek  
Cr. Vanessa Tayley  
Cr. Regan Kulka  
Cr. Robert Bloomfield (in attendance from item 6 onwards)  
Cr. Vincent Tayley  
Ms Kiley Hanslow, Chief Executive Officer  
Mr Victor Mills, Director works and Building Services  
Mrs Joanne Gowans, Manager Corporate and Commercial  
Mr Brett De Chastel, Executive Governance Advisor

#### Apologies

Nil

#### Visitors

Jay Ellul and Mel Ison – Local Government Division, Department of State Development, Infrastructure, Local Government and Planning

#### Presenters

Brett De Chastel, Executive Governance Advisor

### 3. CONDOLENCES / CONGRATULATIONS

#### Condolences

The Yeatman Family (Yarrabah)  
The Rocky Family (Lockhart and Wujal Wujal)

#### Congratulations

Councillor Vincent Tayley on recognition of 10 years of service in the Wujal Wujal Aboriginal Shire Council.

### 4. COUNCILLOR OBLIGATIONS/DECLARATION OF INTERESTS

Mayor Creek invited those present to use this opportunity to make public any Material Personal Interests and/or Conflicts of Interest (real or perceived) in respect of items in the Agenda.

#### 4.1 Declaration of Prescribed Conflict of Interest (MPI) on any item of business

Pursuant to Section 175C of the Local Government Act 2009, no declarations of material personal interests were made during this meeting.

4.2 Declaration of Declarable Conflict of Interest on any item of business

Pursuant to Section 175E of the Local Government Act 2009, no declarations of conflict of interests were made during this meeting.

4.3 Register of Interests – Councillors must notify changes within 30 days of the change

Nil.

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 Confirmation of previous minutes

<b>Resolution:</b>	Confirmation of previous meeting minutes of Ordinary meeting held on 16 September 2022.	
Moved:	Cr. Vincent Tayley	<b>Carried 4/0</b>
Seconded:	Cr. Reagan Kulka	
Decision No:	01-20102022	

5.2 Confirmation of Special Meeting Minutes

<b>Resolution:</b>	Confirmation of Special Meeting minutes held on 11 October 2022. – Community engagement model meeting with Pama Futures	
Moved:	Mayor Bradley Creek	<b>Carried 4/0</b>
Seconded:	Cr. Reagan Kulka	
Decision No:	02-20102022	

Cr. Robert Bloomfield joined the meeting..

6. REPORTS

6.1 Mayor’s Report

<b>DATE</b>	<b>MEETING</b>
20 Sept 2022	<ul style="list-style-type: none"> <li>Meeting with Justice Group to discuss the Alcohol Management Plan (AMP). Mayor Bradley, former CEO Steve Wilton and Councillor Kulka sat with the Justice Group to discuss Alcohol Management Plan and carriage limit. The Justice Group did not support the any change to the carriage limit. As such, the Mayor indicated that there will be no change to the current alcohol prohibition in Wujal Wujal.</li> <li>Attended meeting around justice and youth in the community.</li> </ul>
21 Sept 2022	<p>Wujal Wujal Progress Meeting on Wujal Empowerment Model. Mayor Bradley and Councillor Reagan Kulka discussed the youth empowerment model. This model will be further discussed during today’s meeting, including communication with families and Pama Futures and LTC support. Other communities have a different model around this.</p> <ul style="list-style-type: none"> <li>Discussions between Douglas and Wujal Wujal road and boundaries issues. Spoke to Douglas Shire Mayor and CEO regarding (i) working together on joint lobbying to upgrade the road and (ii) options for changing the boundary. Our Council is looking to pursue a boundary extension for housing, road maintenance, cultural and environmental management reasons.</li> </ul>

	<p>Issues</p> <ol style="list-style-type: none"> <li>1. Cost of maintaining the road, bridges and other assets.</li> <li>2. Upgrading the road – Douglas Shire and WWASC can work together to lobby for funds to upgrade the road. Sections of road to be upgraded have been identified (GPS points). Road lengths and locations requiring maintenance will be given to Douglas Shire Council. Bitumen the flats and concrete the hills. Perhaps this will be project through the Regional Transport Group or lobby via the Government Champions.</li> </ol> <p>Proposed Options for Boundary Changes</p> <ol style="list-style-type: none"> <li>1. Small boundary change to pick up the land across the bridge. It is optimal to have this boundary change settled first.</li> <li>2. Larger boundary change right down to Emmogen Creek. Douglas Shire currently funds the maintenance of the roads and infrastructure in Douglas Shire. From a planning perspective, it makes sense to extend the boundary to beyond the bridge; however, the substantial costs to maintain the bridge will need to be paid by WWASC if the boundary is extended.</li> </ol> <p>Further research will be undertaken on options.</p>
23 Sept 2022	<ul style="list-style-type: none"> <li>• Meeting with Pama Futures Cairns Office CYP, where discussions were held on the Pama Futures model for Wujal Wujal community. Mayor Bradley confirmed we need to get this right and not rush things around community engagement.</li> </ul>
17 – 19 Oct 2022	<ul style="list-style-type: none"> <li>• Mayor Bradley attended the LGAQ Annual Conference in Cairns, where he met with other councils, stakeholders, QRA, etc.</li> <li>• Cherbourg Council presented at the conference on their facilities for the future. It has taken 10 years of hard work to build their finances to be able to create local jobs. They have set up a major recycling centre. All recycling from Gympie to Kingaroy comes to Cherbourg Council. Cherbourg has also established a Call Centre with Fujitsu and trained local members to take calls for Fujitsu which has creates jobs for local people. These are good example for other communities.</li> <li>• At the LGAQ conference, Mayor Bradley caught up with other councils and discussed council and local issues that were affecting them.</li> </ul>

<b>Resolution:</b>	That Council endorses the Mayor’s monthly report for October 2022	
Moved:	Mayor Bradley Creek	<b>Carried 5/0</b>
Seconded:	Cr. Vanessa Tayley	
Decision No:	03-20102022	

[6.2 Chief Executive Officer’s Report \(verbal\)](#)

**Commencement in CEO WWASC role**

CEO Kiley Hanslow provided an overview of her first three days, including:

- Smoking Ceremony at the sacred waterfall with Aunty Kathleen
- Meeting Wujal Wujal community stakeholders and WWASC team
- Virtual meetings with external stakeholders who are very supportive of Wujal Wujal.

## 6.3 Manager Corporate and Commercial Services Report For month ended 30 September 2022

### Financial Audit

Corporate and Commercial Manager Joanne Gowans advised the Council that the end of year audit had been completed and acknowledged the good work that has been done by Finance Manager Lynette Simbil and her Finance team, which ensured that the audit went smoothly.

### 6.3.1 Accounts Receivable

There will be an additional \$600,000 received as part of the Financial Assistance Grant (FAG). Most of the FAG is spent on staff wages.

#### **Review of Capital Works Program progress**

Works for Queensland (W4Q) funding - \$1.08M was provided to repair and maintain council buildings. The consultant building engineer has the complete scope of works. A fire inspector has inspected the building and will provide a report. Some buildings of concern are:

1. The retaining wall under the Council Administration building. - the retaining wall is washing away and there is rust on the beams.
2. Playgroup and Library – there is no fire separation between the library and playgroup area. The playgroup area has no facilities fit for purpose or evacuation points.
3. MyPathways leased Women’s Centre – this building is very old and is unsafe and is a risk for Council.
4. Staff housing – there are minor compliance issues in some staff housing, including light switch heights, requirement for installation of flashing around windows and repairs and maintenance required. Councillor Vincent Tayley raised there are community houses where power switches do not work and nails that are coming out of verandah areas that need to be reseted.

Joanne Gowans has provided a list of priorities to Mel Ison from Local Government Division, Department of State Development, Infrastructure, Local Government and Planning for review and rewording.

Governance Advisor Brett De Chastel advised Council they have until 30 June 2024 to spend the W4Q funds.

Housing Plug-In Project – This project must be completed by 26 March 2024. The project is overspent due to delays with the COVID19 pandemic, shortage of construction materials and skilled labour (which was diverted to flooded areas in southern Queensland and NSW), and miscalculation of GST for the Housing Plug-In Project. There is a meeting scheduled on Tuesday 25 October 2022 to request the use of future funding from the subdivision project to be reallocated to the housing plug-in project to complete the project. The subdivision project will need to be carefully and accurately project-managed to ensure work is scheduled well, and the subdivision project comes in on budget and on time.

Project Manager Laurie Raleigh will project manage all capital projects. Coordinator Building Services Patrick Nandy Sr will target current works to ensure they are completed in time.

Eco Tents – Further work needs to be done on the operating model for the Eco Tents, including who will use these. There are two models for use:

1. Wet hire – where everything is provided (e.g. food, linen, etc.), similar to a hotel.
2. Dry Hire – where those using the Eco Tents provide their own personal requirements.

Car Park at the Guest Accommodation – finalisation of the car park is due by 17 November 2022. Laurie Raleigh is sourcing three quotes to finalise these works.

Indigenous Councils Critical Infrastructure Program (ICCIP) - The Indigenous Councils Critical Infrastructure Program (ICCIP) is a \$120 million funding program that delivers critical water, wastewater and solid waste infrastructure to Queensland's Indigenous Councils. The ICCIP Water Treatment Plant and Waste Water Treatment Plant SCADA upgrade is currently underway. There are some concerns around this. The Department is visiting next Tuesday. Further work may need to be done to provide the required solution for the Wujal Wujal community's needs. More funding may be required from the Department. Unspent funds have been quarantined. The Department is paying for sewer and water assessors to ensure compliance with regulations and the Wujal Wujal Environmental Certificate. The assessor will look at chlorination, flow rates, etc. The Department is paying for the assessor to do this work. Both water and wastewater treatment plant have reached their end-of-life period. Council is looking at options to extend their useful life. We need to ensure there are redundancy/backup measures in place e.g. if a pump fails.

Beautification of town Centre – Anzac Park requires seating and clearing. We must get the community involved in planning the design of the town centre. AThis could be raised at the next town meeting to get the community's ideas on this.

Lights for Oval – need to plan this for next year. Yarabah has tilt lights, designed to be tilted down in cyclones or when maintenance is required. This may be a good solution for Wujal Wujal. Work must go into the planning and design of the lights to get the planning right, to get the best product, which will be fit for purpose, will be suitable in a flood area, will not rust, will keep costs down, ensure adequate asset life and limit required maintenance. Solar lights/electricity dual model may be an option, though batteries will be required to run the lights at night. We will need to secure a grant for these lights. Mel Ison from Local Government will look at what other councils have in place. Mayor Bradley raised that Yarabah saved W4Q funds for two years to pay for their lights. Mel Ison from the Department stated there will be funds available in the Indigenous Local Government Sustainability Program (ILGSP) Building Better Regions funding for 2024-26 and maintenance costs could be met through the W4Q Program. Jay Ellul from Local Government committed to look into available funding.

An Audit Risk Management meeting will be held today. The financials will be delivered on time to the Queensland Audit Office (QAO). There will be a change of auditors in January 2023, so processes will need to be in place and correct at this time.

A staff member will be employed in the Post Office soon. They will first undertake training with Australia Post. The post office is currently only open for one hour per day.

An Expression of Interest (EOI) will be released for the café soon. The current lessee will leave at the end of November 2022. The EOI will have a focus on employing locals and providing healthy food. The café could link up to the accommodation centre. Many locals have qualifications in hospitality and the café would provide great employment opportunities for the Wujal Wujal community.

Mrs Gowans will have a meeting with Queensland Social Enterprise Council (QSEC) on Tuesday 26 October 2022, on how to increase social enterprise in Wujal Wujal. There are opportunities to support visitors to the community with the café and arts centre.

The Local Government representative on the Council's Audit and Risk Committee has changed from Jim Evans to Jay Ellul.

<b>Resolution:</b>	That Council note the Department of Local Government representative on the Council’s Audit and Risk Committee has changed from Jim Evans to Jay Ellul	
Moved:	Cr. Reagan Kulka	<b>Carried 5/0</b>
Seconded:	Cr. Robert Bloomfield	
Decision No:	04-20102022	

Mrs Gowans tabled the WWASC financial report for September 2022. This has been the first month with a green tick, where WWASC has achieved and operated within budget and met their financial commitments on time.

<b>Resolution:</b>	That Council endorses the monthly financial report for September 2022	
Moved:	Mayor Bradley Creek	<b>Carried 5/0</b>
Seconded:	Cr. Vincent Tayley	
Decision No:	05-20102022	

### 6.3.2 Accounts Payable

#### Bank Accounts

The Council needs to update its bank account signatories. There is a requirement to remove BDO from the bank accounts including BDO representatives:

- Tali McKay
- Tom Hogbin
- Peter Twaddell

Further, the former Chief Executive Steve Wilton also needs to be removed from the Bank Signatories list.

Add onto ANZ Account WWASC Accounts Payable Officer Renelle Shipton.

<b>Resolution:</b>	That Council endorses the above removal and addition to the WWASC bank accounts	
Moved:	Cr. Vanessa Tayley	<b>Carried 5/0</b>
Seconded:	Cr. Robert Bloomfield	
Decision No:	06-20102022	

### 6.3.3 Information Management – Records Management

Nil business raised.

### 6.3.4 Director of Works and Building Services Report For month ended 30 September 2022

Climate Risk Management & Resilience Advisory Group - Queensland Reconstruction Authority in relation to the preparation of Regional Resilience Strategies across Queensland and sharing of the key insights and common learnings coming out of those. Discussion on resilience building for Wujal Wujal, to ensure the community is safe and vulnerable people are cared for, as well as how to ensure all stakeholders are in place in an emergency event.

Discussions around WWASC CCTV network for security reasons, this will have to be completed in couple of stages, WWASC is required to do a community consultation on where these cameras will be located and who will have access to the footage, the cost implication will be in excess of \$100,000.00. Need to look at the priority areas, including around the Works and Building Depot and critical community and council assets.

DW&BS was nominated with Mayor Butcher to do a presentation at the UN Conference Learning Lab His presentation was on Resilience and how WWASC community went through the 2019 floods and also all our cultural burns. There was a large attendance in Brisbane and QRA CEO Brendon Moon was very professional and passionate about how the grass roots communities are still and always will be mentored by the elders and how these cultural learnings must always be passed on to the next generation.

Following on from Corporate and Commercial Manager Joanne Gowan's report above, Mayor Bradley Creek, Joanne Gowans, the CEO and the Director Building and Works Services met to discuss Art Centre Café lease.

LGAQ Workforce Teams catch up to discuss what available funds LGAQ have to continue with their support to indigenous council in upskilling, and to have job ready locals in the community. Currently this is \$30,000. Would like to increase this to \$100,000.

There have been some recent staffing issues. Staff, as always, must report up to their direct line manager and abide by the WWASC Code of Conduct whilst employed by the Council. Staff are bound by the requirement not to bring WWASC into disrepute. Breaches of the Code of Conduct are subject to performance management and/or disciplinary proceedings, which must be dealt with by the CEO under the Local Government Act. Staff management and staffing issues are outside of Councillor responsibilities. These are the responsibility of the CEO under the Local Government Act and there are procedures in place which must be followed under the Act.

Action Item: The CEO will listen to staff issues and provide advice at the next Council meeting on a proposed pathway forward to improve communication and staff morale over time.

## **Works & Building Operational Report**

### 6.3.5 Building

#### **Plug In Project**

The Director-General will attend WW next Tuesday. Requesting additional funds from them. Building costs, delays due to COVID19, etc. have resulted in budget being exceeded. Requesting \$400K from next project to finish housing Plug Ins. Unspent funds will go back to the Subdivision project.

### 6.3.6 Water & Waste

#### Essentials Services

#### Water and Sewer

The Director of Works and Building Services outlined reviews and remedial work being done on the water and sewerage systems.

**Meeting adjourned for lunch at 12:20pm**

**Meeting reconvened at 1:18pm**

## Health

### 6.3.7 Recycle Centre

- Looking at opening for an additional day to manage demand and support the community. Banabilla and Ayton and Cooktown use the Recycling station.

### 6.3.8 Animal Management & Environmental Health

#### Animal Control

- Helen (vet nurse) was in town for two days and Zenarra and Helen went around town and medicated all available dog and updated the spread sheet.

### 6.3.10 Arts Centre

Arts Centre Report reviewed.

### 6.3.11 Indigenous Knowledge Centre

October 2022 IKC Report reviewed

### 6.3.12 Kindergarten

NIL REPORT RECEIVED – NO REPORT RECIVED

No report has been received for Kindergarten for an extensive amount of time.

CEO to discuss with Kindergarten Director to request monthly reports be provided for future months.

## 7. CLOSED SESSION - Nil

## 8. GENERAL BUSINESS/ LATE ITEMS

Douglas Shire – Light for the bridge

Mayor Bradley Creek to write to Mayor Douglas Shire to request lighting for the bridge.

Street lighting for houses on the south side, including on footpath – ask for this later after the light issue is dealt with.

Signage around town that references three tribes – change to read three clan groups – review all signs – CEO and Vic to review costing to change and bring back at the next meeting for the Council to make a decision.

## 9. BRETT DE CHASTEL – GOVERNANCE ADVISOR – COMMUNITY ENGAGEMENT SESSION

Presenter Brett De Chastel provided a presentation on community engagement. There is a need to get community engagement planning right, to ensure everyone has the opportunity to be involved.

Keep meetings positive – for negative remarks, request people talk to you more about it out of session, to keep the meeting positive, but also to address any concerns they may have.

Always invite the Housing team along to community engagement.

Talk to councillors with their relevant portfolios. These portfolios should be tabled in the next newsletter, radio station, Facebook and electronic board – have a section on Councillors' portfolios.

Talk to Kerie at Pama Futures to ask what extra resources they can put into community engagement, including a facilitator who knows the Wujal Wujal community. The WWASC can help with support and taking them around community, but Pama Futures must facilitate and lead the discussion.

O Hub – want to lease a space for their business purposes – Mayor Bradley will provide more information out of session.

**Meeting closed at 2:24 pm**