



WUJAL WUJAL
Aboriginal Shire Council

MINUTES

Ordinary Council Meeting

Thursday 20 April 2023

COMMENCING AT 9:00AM

Council Chambers

1 Hartwig Street, Wujal Wujal



WWASC COUNCILLORS

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

WWASC holds Council Meetings
On the third Thursday of the Month
Beginning at 9:00am
The attendance of all councillors is requested.



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1. Welcome and Meeting Open

Mayor Bradley Creek declared the meeting open at 9:18am and welcomed all in attendance and acknowledged the traditional custodians of the land and paid respects to the Elders, past, present and emerging.

2. Attendance and Apologies

- All Councillors were in attendance.
- Council, under Section 254K of the Local Government Regulations 2012, accepts Cr Vanessa Tayley’s participation in the meeting via video conference and Cr Reagan Kulka’s participation in the meeting via teleconference.

[Attendance](#) | Deputy Mayor Vincent Tayley arrived at 9:30am.

VISITORS/PRESENTERS

VISITORS	NIL
PRESENTERS	Jim Evans – Boundary Change Presentation

3. Condolences | Congratulations

- Condolences – Uebergang family (S Uebergang was a nurse in Wujal Wujal until 1992).
- Congratulations – Nil.

4. Declarations of Interest

There were no declarations of interest at this time; however, if a member becomes aware of a conflict of interest, this will be declared or raised at that time.

5. Confirmation of Previous Minutes | Matters Arising

5.1 Previous Minutes

[Resolution](#) | Confirmation of Minutes of Ordinary Council meeting held on Thursday 16 February 2023 as circulated.

2023-04-01	<p>Resolution: That the minutes of the Ordinary Council Meeting held on Thursday 16 February 2023 be accepted as a true and correct record.</p> <p>Moved by Cr Vanessa Tayley Seconded by Cr Robert Bloomfield</p> <p style="text-align: right;">CARRIED 4/4</p>
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[Resolution](#) | Confirmation of Minutes of Ordinary meeting held on Tuesday 14 March 2023 as circulated.

2023-04-02	<p>Resolution: That the minutes of the Ordinary Council Meeting held on Tuesday 14 March 2023 be accepted as a true and correct record.</p> <p>Moved by Cr Robert Bloomfield Seconded by Cr Vanessa Tayley</p> <p style="text-align: right;">CARRIED 4/4</p>
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5.2 Business Arising from Previous Minutes

No matters arising.

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Attendance:

Deputy Mayor Vincent Tayley entered at 9:30am.

6. Mayor's Report

Reporting Period	March 2023
Council	Wujal Wujal Aboriginal Shire Council
Reporting Officer	Bradley Creek - Mayor

DATE	MEETING
20.03.2023	DG Jamie Merrick Visit to Wujal Wujal -Discussed infrastructure, the loan, funding, advocated for a residential aged care facility for Wujal Wujal so Elders could remain in community close to their families.
21.03.2023	Teams meeting with TMR regarding roads and funding, including sealing of the road to Woobadda Creek.
22.03.2023	Special Council Meeting – adoption of HR policies for WWASC staff
27.03.2023	ABF Future Immortals meeting and increasing social and emotional wellbeing in Wujal Wujal.
29 - 30.03.2023	FNQROC State Mayoral Delegation – Advocacy for Wujal Wujal. Met with 11 Ministers to discuss and advocate for funding to upgrade the water and sewerage treatment plants in Wujal Wujal, for housing and land availability.
06.04.2023	FNQROC Board Meeting at Mission Beach. This board meeting was hosted by the Cassowary Coast.
12.04.2023	Community Meeting where the community heard presentations on environmental and animal health and management, land availability including rezoning of Ludden's Land on the Master Plan. All community members at the community meeting agreed to this change. Ludden's Land is already zoned residential on the statutory plans, but needed community consensus to change the Master Plan to allow land for housing.
19.04.2023	Mayor Bradley received confirmation that OHub had received funding for them to lease Charlie's Centre in Wujal Wujal. This will allow OHub to provide further services to the Wujal Wujal community.

[Resolution | That Council accept the Mayors Report](#)

2023-04-03	<p>Resolution</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the Mayor's report 2. Note the meetings attended by the Mayor <p>Moved by Mayor Bradley Creek</p> <p>Seconded by Deputy Mayor Vincent Tayley</p> <p style="text-align: right;">CARRIED 5/5</p>
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6.2 Chief Executive Officer Report



Reporting Period	March 2023
Council	Wujal Wujal Aboriginal Shire Council (WWASC)
Reporting Officer	Chief Executive Officer, Kiley Hanslow

6.2.1 Report on meetings attended on behalf of WWASC

- All meetings attended between 7 March and 5 April 2023 are listed in the meeting agenda.
- The below meetings were further discussed in more detail at this meeting:

DATE	MEETING
07.03.2023	Attended the Regional Connectivity Funds Forum in Cairns and met with State Government, NBN and Telstra to advocate for funding and connectivity improvements through the Regional Connectivity Fund (RCF) or Mobile Black Spot Solutions (with Mobile Network Operators).
10.03.2023	Attended Indigenous Chiefs Forum. Highlighted topic of discussion was payroll, pay, entitlements and allowances. Review commissioned through quotation to LGAQ/Peak Services to review staff award rates, entitlements and allowances to ensure these are correct.
20.03.2023	Meeting with Mayor Bradley and Government Champion DG Jamie Merrick and Executive Director Alena Tracey. Discussion included: <ul style="list-style-type: none"> • WWASC QTC loan. • Advocate for Boundary Extension. • Advocate for land and funding for community houses to ease overcrowding. • Residential Aged Care in Wujal Wujal to help aging residents who want to stay in community to be close to their families. • Business support for community locals • Advocate for flood boat for Wujal Wujal once SES members are trained in flood rescues. • Advocate for flood camera at Emmagen Creek. DG Jamie Merrick agreed to look at land held by DES and if communications towers could be constructed on that land. • Advocated for funding for footpaths and solar lights throughout the Wujal Wujal community to increase community safety. • Advocate for financial support for Community Togetherness Day and concert on 4 June 2023. DG Jamie Merrick committed to provide \$5,000 towards the Community Togetherness Day. • Advocated for a local housing officer – a local Bama Wujal Wujal community member, to work, four days per week, to help community with their housing requirements. • Advocate for the upgrade of the data exchange at Ayton to modernise it and increase the data available to Wujal Wujal Aboriginal Shire. • Advocated for more funding for WWASC to deliver State and Federal government services. • Provided update on grant application submitted 2.03.2023 for lights on sports oval.
22.03.2023	CEO, Mayor and elected members attended a Special Council Meeting with Council elected members to review and pass 15 policy documents.
23.03.2023	Attended 6pm Cape York LMAC Reef Guardian Council meeting in Cooktown. The CEO and Depot team have prepared the Reef Guardian Council Action Plan with the assistance of the Reef Guardian Council GBRMPA team. \$920,000 funding is available for shovel-ready projects that protect the health of the reef. Council reviewed the Reef Guardian Action Plan.



Resolution – Council approve the Reef Guardian Council Action Plan tabled by the Chief Executive Officer.

2023-04-04	<p>Resolution: That Council accept the Reef Guardian Action Plan tabled by the Chief Executive Officer.</p> <p>Moved by Cr Vanessa Tayley Seconded by Cr Reagan Kulka</p>	CARRIED 5/5
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Chief Executive Officer report on meetings continued...

DATE	MEETING
29.03.2023	<ul style="list-style-type: none"> • LGAQ HR Masterclass. Discussion included employee payroll and entitlements – getting these right and the penalties for not – Peak Services have now been commissioned to undertake a review on pay rates and entitlements for WWASC staff. • Medical cannabis use and fitness for work – Drug and alcohol policies and declaration of prescription to supervisors. Could result in adjustment of duties.

6.2.2 Follow Ups

- Emergency Management Network – conversations with Scott Quail, Wendy Rowlands and Fourier Team Brett Manktelow and Matthew Fox. The UPS batteries need to be changed. Council elected members worked hard to get this in place for an emergency network for community. Council won an award for the Emergency Management Network in 2017 and Cr Bloomfield travelled to Canberra to accept this award.
- Council want to see this Emergency Management Network up and running for the community. This is vital for community emergency alerts and text messages, as well as to access updates from BOM and Emergency Services.

6.5.3 Other Information

- I am working with staff to ensure they remain focussed on achieving the requirements of their positions, working as per my CEO direction to achieve the strategic requirements of Council and provide the required service to the community, and that the messaging out to community and stakeholders is accurate, ethical and consistent.
- There was a tombstone revealing community event scheduled for 15 April 2023, with an after-party on the oval. A/SGT Martin organised additional police to come from Cairns to Wujal Wujal to cover the event but would like to see a formal process for future events, so he has at least two weeks' notice to organise additional Police to be in community to cover any issues that might occur. Council discussed a formal process and prior notification/booking for the use of facilities.
- Council agreed events should have one month forward notice to allow adequate coverage, facilities preparation, support including policing support and public safety, keys, etc. Council requires this one month forward notice for future events. This requirement will be raised at the next community meeting.
- Council enquired on when the current lease on the Wujal Wujal Supermarket will expire. This lease expires in October 2023. The running of the shop will be put out to tender.

Resolution – Council accept the March 2023 monthly report from the Chief Executive Officer.

2023-04-05	<p>Resolution: That Council accept Chief Executive Officer's monthly report for March 2023 as presented.</p> <p>Moved by Cr Vanessa Tayley Seconded by Cr Reagan Kulka</p>	CARRIED 5/5
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6.3 Corporate and Corporate Services Division Report (C&CS)



Reporting Period	March 2023
Branch	Corporate and Commercial Services
Reporting Officer	Micah Nkiwane – Finance Manager

- Micah Nkiwane presented the Corporate and Commercial Services monthly financial reports.
- Micah provided the Council a brief introduction of himself and his drive to help the community, including mentoring and assisting business start-ups in the community.
- Micah stated QBuild is going well. Council need to look at opportunities and challenge with QBuild and housing maintenance. Need to look at creating own-source revenue for Council, to become less dependent on grants.
- Mayor Bradley, CEO Kiley Hanslow and Operations Manager Perry Gould will meet with Cook Shire Mayor Peter Scott and CEO Brian Joiner to discuss contract for the road to Cooktown.
- Mayor Bradley, CEO Kiley Hanslow and Operations Manager Perry Gould will meet with Mayor Michael Kerr and CEO Rachel Brophy to discuss road maintenance along the China Camp Road.
- Jim Evans confirmed Council's debt recovery is going well and this is a credit to the Accounts team.
- Micah confirmed he is looking at the QTC forecasting model for financial sustainability prior to the 30 June 2023.
- Micah confirmed WWASC have received most budgeted income. Micah is working on reviewing Practical coding including job cost codes and simplifying processes to increase efficiencies.
- EO Kiley Hanslow requested monthly reports be provided to the CEO and Managers, including cost centres, job cost codes, budget, budget YTD, income YTD, expenditure YTD, variance, etc. These reports have been requested but have not been provided to date.
- Mayor Bradley agreed Council needs notification of funds coming in and expenditure reporting.
- Jim Evans confirmed some projects are two years out of date. Council agreed they need to monitor these dates and funds more closely and these reports should be provided at each Ordinary Council Meeting.
- Micah mentioned SIEMENS has completed works on energy efficient buildings in other areas which would benefit Council. Micah to discuss further with CEO Kiley Hanslow.
- A new finance report is required from 1 July 2023 to include Council's financial performance before depreciation – Council's cash position. This is in line with the new Financial Sustainability Framework.
- Micah will continue to focus on increasing revenue with building operations and also look at unearned grant revenue.
- CEO Kiley Hanslow asked whether Council is currently claiming fuel tax credits. This is an area where Council could benefit.
- Jim Evans confirmed Council should focus on priorities with the purchase of assets through grants, to ensure the whole of life costs do not outweigh the benefit of having the asset.
- CEO Kiley Hanslow recommended Council deposit holding funds into the QTC investment account to earn interest on funds whilst projects were in the

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planning stages, prior to any expenditure. Jim Evans confirmed this is done by most other Councils and is very beneficial.

- WWASC is running slightly behind in revenue but is catching up. Total revenue vs total recurrent expenses is relatively balanced. Need R2R documentation to receive funding.
- Council advised that the new phone system should be recognised as an asset, and he will work on doing that.
- Council discussed the Practical financial system. CEO Kiley Hanslow and Jim Evans requested Micah look around at what other Councils are using to see what is fit for purpose. Cook Shire Council has Authority. Financial systems cost a lot of money. Perhaps there is funding for this. CEO Kiley Hanslow agreed a financial system that provides direct reporting would save everyone a lot of time.

Attendance | Deputy Mayor Vincent Tayley was excused from the meeting.

Resolution – Council accept the monthly report from the Manager Corporate and Commercial Services.

2023-04-06	<p>Resolution: That Council accept the monthly report from the Manager Corporate and Commercial Services for March 2023 as presented. Moved by Mayor Bradley Creek Seconded by Cr Reagan Kulka</p> <p style="text-align: right;">CARRIED 4/4</p>
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6.4 Operations Manager, Works and Building Services

Reporting Period	March 2023
Branch	Works and Building Services
Reporting Officer	John Kelly - Interim Operations Manager – Department Head

- Departing Operations Manager John Kelly has provided new Operations Manager Perry Gould a good introduction to the role and the Works and Building Services depot team.
- Operations Manager Perry Gould will join the FNQ Regional Roads Technical Group (RRTG) quarterly meetings.
- The Executive Assistant house is being refurbished and the Executive Assistant will move into the guest accommodation for a period of one week.
- The Containers for Change hours have decreased. The new hours will be advertised on the community electronic noticeboard and on the WWASC Facebook page and WWASC website.
- Operations Manager Perry Gould to look at a contractor to clean out gutters on all buildings.
- Departing Operations Manager John Kelly confirmed he is able to be contacted for any information and tasks that occurred during his time with WWASC.

Resolution – Council accept the monthly report from the Departing Operations Manager, Works and Building Services.

2023-04-07	<p>Resolution: That Council accept the monthly report from the Operations Manager Works and Building Services for March 2023 as presented. Moved by Cr Robert Bloomfield Seconded by Cr Vanessa Tayley</p> <p style="text-align: right;">CARRIED 4/4</p>
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6.4.1 Monthly Project Manager Report - March 2023

Reporting Period	March 2023
Branch	Works and Building Services – Project Management
Reporting Officer	Laurie Raleigh – Project Manager

Project: ICCIP Sewer Network:

- Contractor provided notice to respond. Response not received within timeframe provided.

Project: Guest accommodation carpark

- Fence missing at front of guest accommodation.
- CEO requested barbed wire construction fencing be replaced with more aesthetic fencing

Project: Stormwater Drain -Depot to River

- Contractors to finish of last 30m of concrete when ground dries

Resolution – Council accept the monthly report from the Project Manager.

2023-04-08	Resolution: That Council accept the monthly report from the Project Manager for March 2023 as presented. Moved by Mayor Bradley Creek Seconded by Cr Vanessa Tayley	CARRIED 4/4
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6.4.2 Monthly Building Services Coordinator Report

Reporting Period	March 2023
Branch	Works and Building Services – Building Services
Reporting Officer	Patrick Nandy – Building Services Coordinator

- QBuild jobs being cleared. Aged jobs are reducing
- Building Services Coordinator to source costs and quotes to complete venting system in community hall kitchen.
- Plug Ins – Four Plug-Ins are complete. Six Plug-Ins remaining. Awaiting transfer of funds from the Subdivision project across to the Plug-In project.

Resolution – Council accept the monthly report from the Coordinator Building Services.

2023-04-09	Resolution: That Council accept the monthly report from the Coordinator Building Services for March 2023 as presented. Moved by Cr Vanessa Tayley Seconded by Cr Reagan Kulka	CARRIED 4/4
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6.4.3 Essential Services - Water and Waste

Reporting Period	March 2023
Branch	Works and Building Services - Essential Services – Water and Waste, Environmental Health and Animal Management
Reporting Officer	Michael Leslie – Essential Services Coordinator

Essential Services

- Council reviewed the Essential Services – Water and Waste report.

Resolution – Council accept the monthly report from the Coordinator Essential Services.

2023-04-10	Resolution: That Council accept the monthly report from the Coordinator Essential Services report for March 2023 as presented. Moved by Mayor Bradley Creek Seconded by Cr Reagan Kulka CARRIED 4/4
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6.4.4 Commonwealth Home Support Programme (CHSP/HACC)

Reporting Period	March 2023
Division	CHSP/HACC
Reporting Officer	Gina Manai – Aged Care Services Coordinator

- CHSP Aged Care Services requires more project management support.

Staffing

- Support for the Kitchen/Cook is needed as SM continually is responsible for the provision and ensuring recommendations are being adhere to and that nutritious meals meet the needs of our frail clients including those on special diets (e.g. modified textures, renal, diabetic, low salt, high fibre, fluids only, etc) in line with safe food handling guidelines and legislation.
- A Support Worker is required as previous Support Worker resigned to take up employment elsewhere.

Resolution – Council accept the monthly report from the Coordinator Aged Care Services.

2023-04-11	Resolution: That Council accept the monthly report from the Coordinator Aged Care Services for March 2023 as presented. Moved by Cr Vanessa Tayley Seconded by Cr Robert Bloomfield CARRIED 4/4
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6.5 Art Centre Monthly Report

Reporting Period	March 2023
Department	Art Centre
Reporting Officer	Vikki Burrows – Art Centre Manager

Barriers and Issues:

- Gutters around the Art Centre and toilets need to be cleaned out. Full gutters could overflow and cause water to leak back inside and deteriorate the buildings.
- New Operations Manager Perry Gould to look into a contractor to clean out the gutters in the buildings around Wujal Wujal.

Resolution – Council accept the monthly report from the Manager Art Centre.

2023-04-12	Resolution: That Council accept the monthly report from the Manager Art Centre. Moved by Mayor Bradley Creek Seconded by Cr Robert Bloomfield <div style="text-align: right;">CARRIED 4/4</div>
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6.5.1 Indigenous Knowledge Centre – Monthly Report

Reporting Period	March 2023
Department	Indigenous Knowledge Centre
Reporting Officer	Kiley Hanslow – Chief Executive Officer

- IKC Coordinator, Kylie Mills, finished with Wujal Wujal Aboriginal Shire Council on 21 February 2023.
- There have been some issues with attendance from the My Pathways Paid Work Trial participants.
- Recruitment action is underway at the Indigenous Knowledge Centre. Positions have been advertised and are currently being shortlisted.



Resolution – Council accept the monthly report from the CEO for the Indigenous Knowledge Centre.

2023-04-13	Resolution: That Council accept the monthly report from the Coordinator Indigenous Knowledge Centre. Moved by Cr Reagan Kulka Seconded by Cr Vanessa Tayley <div style="text-align: right;">CARRIED 4/4</div>
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6.6 Kindergarten Monthly Report - February 2023

The monthly Kindergarten report was not submitted, as the Kindergarten Director is on leave.

7. Closed Matters

No confidential items

8. General Business | Late Items

- Cr Reagan Kulka asked about the ANZAC Day activities for Wujal Wujal. These are set for 8am on 25 April 2023.
- Cr Reagan Kulka requested Council patch the potholes on Heorlein Street. More patch filler is on order. WWASC Operations Manager Perry Gould will follow up with the Project Manager on this.
- Cr Vanessa Tayley requested Council Parks and Gardens regularly attend the cemetery to keep the cemetery clean and well-maintained.
- Council asked about the cemetery beautification project – Operations Manager Perry Gould will follow up with Plans Program Office Maria Grimaldi and Michael Cootes on the boundary plans for the cemetery.
- Cr Robert Bloomfield requested Council Parks and Gardens crew clean up the vacant block at Ayton. This block was the old hairdresser property and has inground services and is shovel-ready. Perhaps a duplex could be built on this site.
- Mayor Bradley Creek requested CEO Kiley Hanslow follow up with the Cook Shire CEO Brian Joiner to request the guinea grass near Simms Wharf is cut and the potholes near the Middle Shop are patched.

9. Presentation | Guest Presenters | Jim Evans, Regional Manager, Local Government

- Jim Evans provided a presentation to Council on the process around boundary extensions.
- Jim Evans confirmed Council must resolve the issues around the AMP and the bridge ownership before the application for a boundary extension would be progressed.
- Mayor Bradley and CEO Kiley Hanslow have talked with Director General Jamie Merrick about the State taking on ownership of the bridge and will continue to progress this. Section 59 and 60 of the Local Government Act require Councils to be responsible for maintaining the infrastructure within their boundaries. The upkeep and insurance on the bridge would be cost-prohibitive for Council.
- The application would not progress if the AMP is not resolved. Options are being investigated, including ending the AMP at the bridge, and excluding the freehold blocks from the AMP.
- Timeframes for boundary changes can be quite long and are dependent on the timing of elections. If a boundary change application was submitted in 2023, it would be likely reviewed in 2025, then a report provided in 2026, and if approved, the boundary change would progress around 2028.



10. Next Ordinary Council Meeting Date

The next Ordinary Council Meeting is set for Thursday 18 May 2023.

11. Meeting Closure

There being no further business, the Mayor declared the meeting closed at 1.15pm.

Confirmation of Minutes

These minutes were confirmed by Council at the Ordinary Meeting held on 18 May 2023 in Wujal Wujal Aboriginal Shire Council.



Mayor, Bradley Creek (Chairperson)

18/5/23

Date