

# **Wujal Wujal Aboriginal Shire Council**

Ordinary Council | Supplementary Papers for meeting held  
Tuesday 15 August 2023



## **Special Council Meeting**

**28<sup>th</sup> February 2023**

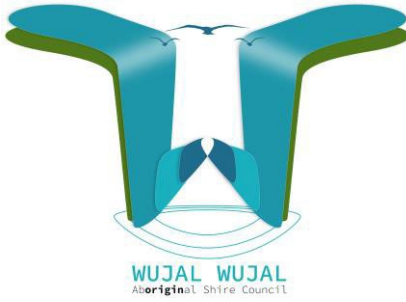
**Present:** Mayor Bradley Creek, Councillors Regan Kulka, Robert Bloomfield, Vincent Tayley and Vanessa Tayley, CEO Kiley Hanslow, Interim Operations Manager John Kelly and Manager Corporate and Commercial Joanne Gowans

**Apologies:** None

**Meeting started: 9.10am**

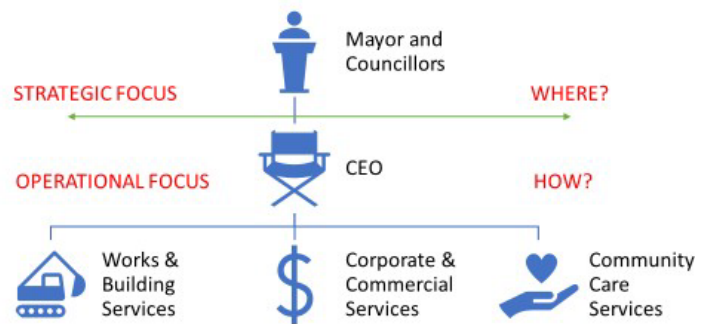
- Manager Corporate and Commercial, Joanne Gowans, lead the meeting.
- The purpose of the meeting was to provide a strategic approach for the direction of the forthcoming budget (2023/24). This was guided by key questions and guiding powerpoints as per below.





## Structure of Council is Important for Function

- Mayor and Councillors have the responsibility to set the Strategy (Vision) for Wujal Wujal. They answer the "Where are We Going?"
- CEO is entrusted with this and answers the "How are we going to deliver this?"
- It is critical that the Mayor and Councillors are focused on the way forward. If distracted by the day to day, we can lose our path forward.



## Activity - Santa

Write down Three Items that you'd wish for.

Rules:

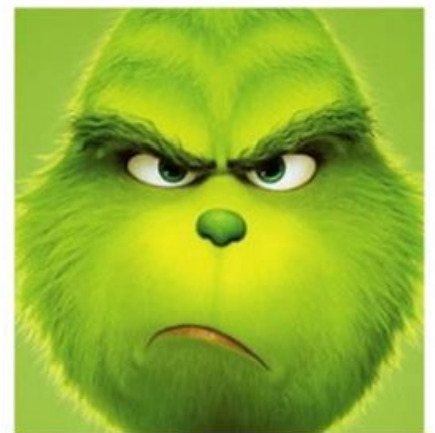
There are none – go for it!



## Activity - Grinch

Write down  
Three Items that  
you'd wish for.

Rules:  
You're using  
your own money



Knowing that we have limited funds, where are we going?

Key areas of focus in our Corporate Plan previously set (Review)

Are there any additional we need to consider in the short term (1-3 years)?

What is needed longer term (4+ years)?



## Key Areas Previously Identified

- Improve Management of Council and its Finances
- Improve Community Housing
- Look after Community Infrastructure
- Create Jobs for locals
- Provide Local Government Services

### What is needed Longer term?

- These items will be put on the Longer term list. They are not of high priority, but what the Mayor and Councillors want considered if funding becomes available.





## Prioritisation

- Of the Longer term items, work to **Prioritise** these into suggested outer years



- This strategic planning meeting resulted in the following being identified as short term prioritised projects:
  1. Memorial Playground – new playground to be installed to keep kids playing safely in community
  2. Opportunity for Café – finalise either an external supplier or council to run
  3. Community Hearst Car and upgrade of cemetery
  4. Community Shop - improve existing store, with more fresh products to be available at affordable prices
  5. Walking Path Lighting
  6. Fix up Community Hall and Gym
  7. Curving Road Channels – extend network to minimise flooding issues
- The following long term prioritised projects were identified:
  1. Housing – continued work with the Department of Housing to have shovel ready sites ready for further housing investment in the area
  2. Service Station upgrade
  3. Boundary extension – extend to the Douglas Shire side of community. Would not include an extension of the AMP.
  4. Aged Care facility upgrade – review location and upgrade/build



5. Club house – to be built on Douglas Shire Council side (or newly extended boundary area) outside of AMP, to allow for a central place for gathering and responsible drinking.
  6. Day care – start a day care centre to allow parents the opportunity to work whilst having their kids taken care of
  7. Community Business Hub – central location for all needs for community related to doing business in town
  8. Boom Gate to Waterfalls – have this across the road to Waterfall and then run tours from Art Gallery precinct up to the Waterfall. This will encourage tourism and create jobs locally
  9. Extend Eco Tents – review and extend operations as Eco Tents come online for tourists
  10. Council Assets – maintain and extend the assets that council has, to ensure Wujal Wujal is well presented and maintained.
- The team was reminded that this provides guidance to the CEO for what is desired by the Mayor and Councillors and it would be a strategic guide for upcoming budgets. The operational team will deliver as funds are available.

**Meeting closed: 12pm**



## **Minutes | Wujal Wujal Aboriginal Shire Council Special Council Meeting | HR Policy Adoption**

Date: Wednesday 22 March 2023

Time: 1.00pm

Venue: Council Chambers, 1 Hartwig Street, Wujal Wujal

Unconfirmed



Opening of Meeting

**1.1 Welcome | Opening of Meeting**

Declaration of opening of meeting by Mayor Bradley Creek  
Meeting open 11.03am

**1.2 Acknowledgement of Traditional Owners**

The Mayor acknowledged the Traditional Owners past present and future.

**1. Attendance, Leave of Absence and Apologies**

**2.1 Attendance**

Councillors:

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

WWASC Staff Representatives

Chief Executive Officer, Kiley Hanslow

**2.2 Leave of Absence | Apologies**

Deputy Mayor Vincent Tayley

**3 Declarations**

None noted

Unconfirmed

## 4. Policies

Council were presented with the following Policies which they considered.

- 4.1 Anti-Discrimination, Workplace Bullying and Harassment Policy
- 4.2 Attendance and Absenteeism Policy
- 4.3 Code of Conduct
- 4.4 Drug and Alcohol Policy
- 4.5 Grievance and Dispute Policy
- 4.6 Leave Policy
- 4.7 Performance Misconduct and Disciplinary Policy
- 4.8 Recruitment and Selection Policy
- 4.9 Vehicle Use Policy
- 4.10 Work, Health and Safety Policy

Resolution: [Acceptance of the Policies as presented](#)

Resolution:	That Council adopt the policies as presented in this meeting: 4.1 Anti-Discrimination, Workplace Bullying and Harassment Policy (with summary) 4.2 Attendance and Absenteeism Policy (with summary) 4.3 Code of Conduct (with summary) 4.4 Drug and Alcohol Policy (with summary) 4.5 Grievance and Dispute Policy 4.6 Leave Policy 4.7 Performance Misconduct and Disciplinary Policy 4.8 Recruitment and Selection Policy 4.9 Vehicle Use Policy 4.10 Work, Health and Safety Policy (with summary)	
Moved:	Councillor Robert Bloomfield	Carried 4/4
Seconded:	Councillor Vanessa Tayley	
Resolution No	22030322-01	

## 5. Meeting Closure

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

Confirmation of meeting minutes:

Mayor Bradley Creek: \_\_\_\_\_ Dated \_\_\_\_\_



## **MINUTES | Wujal Wujal Aboriginal Shire Council Ordinary Meeting**

Date: Tuesday 11 July 2023

Time: 9.00am

Venue: Council Chambers, 1 Hartwig Street, Wujal Wujal

Unconfirmed

## 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"><li>• Strong representation from government agencies fuelling valuable conversations</li><li>• Would like to hold off on holding another community meetings until there is an update on the progress regarding completion of Plugins</li></ul>
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"><li>• Cr Kulka and Cr Vanessa Tayley also attended this meeting</li><li>• Forward planning and discussion regarding logo design</li></ul>
Mon 3 July - Friday 7 July	NAIDOC Week celebrations <ul style="list-style-type: none"><li>• A full week of activities</li><li>• Children in the community enjoyed and benefited from the activities</li><li>• Significant effort from community groups and individuals to make the celebration a success</li><li>• Proposal to change the dates of the celebration to avoid the rain that typically happen in the first week of July</li></ul>

## 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:

<b>Resolution:</b>	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 Kulka 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"><li>• Discussion partnership opportunities</li></ul>
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"><li>• Closing out on aged jobs</li></ul>
	Keogh Bay Group CDP Cook Region visit: discussing paid work trials <ul style="list-style-type: none"><li>• Discussion on the results of the Paid Work Trial, lessons learned, best way to success, what the program will look like moving forward</li></ul>
	Douglas Shire LDMG – 2022/2023 Wet Season planning <ul style="list-style-type: none"><li>• Get Ready and pre-Wet Season checks</li></ul>

Attendance: Councillor Kulka rejoined the meeting 10.37am

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

Thurs 15	<p>Marano Fuels:</p> <ul style="list-style-type: none"> <li>• Met with Angelo and Steve from Marano Fuel to discuss the fuel station.</li> <li>• Opportunity for Marano to help with refreshing the bowser pump covers and generally revitalising the store</li> <li>• Discussed construction of a toilet to the left of the fuel station, similar to other fuel stations.</li> <li>• Discussed repaint of the fuel station. Maranos sent photographs of what other fuel stations look like.</li> </ul>
Tues 20 June	<p>Wujal Wujal Technical Working Group Meeting</p> <ul style="list-style-type: none"> <li>• Reviewed actions from previous TWG.</li> <li>• Discussed Capital Works Program (Interim and Forward Capital Works)</li> <li>• 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</li> <li>• Discussed aged responsive maintenance works for QBuild</li> <li>• Discussed the 2023-24 Housing works program (mostly sheds)</li> <li>• RILIPO provided large maps of the Wujal Wujal Aboriginal Shire area</li> <li>• Discussed the DWQMP and Interagency working group to progress the updates to the plan</li> <li>• Discussed the surveys to occur soon on Ludden's Land for future residential use</li> <li>• 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</li> </ul>
Wed 21 June	<p>Wujal Wujal Justice Group Celebrations</p> <ul style="list-style-type: none"> <li>• 20<sup>th</sup> anniversary of the Justice Group – speeches and celebrating the Justice Group's contributions and dedication over the past 20 years.</li> </ul>
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"> <li>• Housing: funding to complete the Plug-In Project and funding for alternative temporary housing solutions and future housing requirements</li> <li>• Boundary extension: links to the Liquor Commission on progressing the exclusion of the freehold lots from the AMP</li> <li>• Community Connectivity (after the outage from 18-27 April 2023)</li> <li>• The Qld State Government taking ownership of the bridge</li> <li>• 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</li> <li>• Establishment of a flood camera at Emmagen Creek with an IOT connection</li> <li>• Funding for footpaths to increase community health and safety <ul style="list-style-type: none"> <li>• Council discussed priority locations for footpaths</li> </ul> </li> <li>• The need for a local Housing officer to be permanently on-site to better service the needs of the Wujal Wujal community</li> <li>• Provision of an update on the QTC loan</li> <li>• Requested funding for healthy snacks for the children who attend the sport and recreation program</li> </ul>

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



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

#### 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

<b>Resolution:</b>	Council to invite the Bureau of Meteorology to present their 10-30year forecast to council.	
Moved:	Cr Bloomfield	<b>Carried 4/4</b>
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.

<b>Resolution:</b>	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

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

<b>Resolution:</b>	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

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

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- 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 ground work
- 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

<b>Resolution:</b>	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

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

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- General discussion regarding the report

### Resolution 7

<b>Resolution:</b>	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

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**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

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- General discussion regarding the report

### Resolution 8

<b>Resolution:</b>	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

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

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**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:

<b>Resolution:</b>	<b>That Council -</b> <ol style="list-style-type: none"><li>1. Receive and note the report,</li><li>2. Approve the formation of the Wujal Wujal Local Thriving Communities pursuant to Section 264 of the Local Government Regulation 2012</li><li>3. Endorse the draft Terms of Reference for the Advisory Committee as attached to the Chief Executive Officer's report</li><li>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)</li><li>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.</li><li>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.</li><li>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.</li><li>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.</li><li>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</li><li>10. Approve the Terms of Reference as provided with this agenda.</li></ol>	
Moved:	Cr Bloomfield	<b>Carried 4/4</b>
Seconded:	Cr Kulka	
Resolution No	20230711-09	

## 9.2 Community Engagement Policy

<b>Report to:</b>	Mayor and Councillors
<b>Report Date</b>	29 June 2023
<b>Status:</b>	Discussion and Decision

- General discussion regarding the Community Engagement Policy

#### Resolution 10.

<b>Resolution:</b>	That council adopt the reviewed Community Engagement Policy as included in the agenda.	
Moved:	Cr Kulka	<b>Carried 4/4</b>
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

<b>Resolution:</b>	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

<b>Resolution:</b>	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

<b>Resolution:</b>	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 \_\_\_\_\_



## **Minutes | Wujal Wujal Aboriginal Shire Council Special Council Meeting | Budget 2023-2024**

Date: Thursday 27 July 2023

Time: 11.00am

Venue: Council Chambers, 1 Hartwig Street, Wujal Wujal

Unconfirmed Minutes



## Opening of Meeting

### 1.1 Welcome | Opening of Meeting

Declaration of opening of meeting by Mayor Bradley Creek  
Meeting open 11.03am

### 1.2 Acknowledgement of Traditional Owners

The Mayor acknowledged the Traditional Owners past present and future.

## 1. Attendance, Leave of Absence and Apologies

### 2.1 Attendance

#### Councillors:

Councillor Bradley Creek, Mayor  
Councillor Robert Bloomfield  
Councillor Regan Kulka

#### WWASC Staff Representatives

Chief Executive Officer, Kiley Hanslow  
Manger of Works and Building Services, Perry Gould  
Manger of Finance. Micah Nkiwane  
Executive Assistant, Tania Edwards

### 2.2 Leave of Absence | Apologies

Councillor Vanessa Tayley  
Deputy Mayor Vincent Tayley on leave of absence

## 2. Budget 2023-2024

- Budget Plan is a fluid document and as we continue to examine parameters, elements of the Budget 2023-2024 as presented here may change to reflect those.
- Budget Planning should ideally begin in January of the year, and this Budget was prepared under less than ideal timeframes.
- The approach in this budget is very conservative and prepared with the view that everything is an investment, this perspective drives our consideration of any expenses
- Any expenditure needs to be justified and accurately allocated to ensure our accounts accurately reflect our daily operations
- We achieve better outcomes when we work as a team, we bring this point of view to our collective ownership of the operations
- This budget includes a 5.6% increase in wages for staff, they may be another increase in September, however that information has not yet been formalised and if that happens the budget will need to be amended to reflect that.
- The reinstatement of the Stores Function within the organisation has not yet been taken into consideration in this budget presented to you today.
- Electronic requisition process has been implemented and is still being fully embedded.
- We have included an estimated \$80,000 for the implementation of electronic timesheet processing in this budget. The implementation of this process will alleviate any fraud related to staff claiming for hours they work when they are not actually at work
- GPS tracking of vehicles was raised, but has not been accounted for in this budget

## Statement of Comprehensive Income

- We have taken a conservative view on potential grant funding
- Traineeships in Aged Care, Finance and Stores: we have not been able to quantify the costs of these planned items and this information while not included in this budget may be available for the mid-year review.
- Plugins: we will advise the department that we are unable to deliver on completion of these and will ask the department for their assistance/advise when we meet with them next week.
- Peppercorn Leases: there are several peppercorn leases such as \$1/year for Justice Lease. We have to maintain the buildings and the money is therefore out of pocket for us with the current arrangements.
- Centrelink: we are loosing \$3,000 per month on providing this service to the community and we are seeking additional funding to address this.
- Leases which have not been charged rent: investigation has revealed that there are several lessees that have not been charged rent for quite some time. This include: QPS, Telstra and Apunipuma.
- Operating deficit includes a depreciation of \$2m.
- Fuel & Vehicle use monitoring is planned for this coming year.
- Fuel Station monitoring is to change from monthly dip stick reading of the fuel to weekly readings.

Correction to item 1.3 Statement of Comprehensive Income: the table in the budget was incorrect. Correct table was printed and provided to councillors, and updated in the Budget document.

- Cash Flow: organisations don't fail because they are not profitable, they fail due to lack of cash flow.
- Our focus is on finding better efficiencies to continue to improve our cash flow.
- Potential to increase our sales revenue and through improved collaboration between the various teams involved in the generation of invoices.
- Operational Budgets overview: looking for shortfalls and create strategies to manage those.
- Chief Executive Office budget will be split for mid-year budget review to more accurately reflect how the funding is spend, highlighting the funding allocation on community services.
- Full ownership of the budget will be given to the managers, who will work closely with the finance team.

### 2.1 Adoption of Budget 2023-2024

Resolution: Acceptance of the Budget 2023-2024 as presented

Resolution:	Acceptance of the Budget 2023-2024 as presented.	
Moved:	Cr Creek	Carried 3/3
Seconded:	Cr Kulka	
Resolution No	20230727-01	

### 2.2 Adoption of Fees and Charges

Councillors are advised of a correction to the Fees and Schedule included in these papers.

Correction on page 23 or 33 of the Budget 2023-2024 to the printing fees.

The fees were inaccurately noted as 21.12 per printed copy for whole documents.

The corrected fees are .50 per page black and white and 1.00 per page colour.

- Legislation requires that the Fees and Charges are reviewed and adopted annually.
- Rates and Charges have been increased to match the increase in the consumer index increase 5.6%.
- Review will be undertaken to ensure all our tenants have been paying all relevant fees and charges.

Resolution: Acceptance of the Fees and Charges as presented

Resolution:	Acceptance of the Fees and Charges as presented	
Moved:	Cr Kulka	Carried 3/3
Seconded:	Cr Bloomfield	
Resolution No	20230727-02	

### 3. Quarterly Update | Operational Plan 2022-2023

- Reflects our strategy moving forward

Attendance: Cr Bloomfield left the meeting 12.08pm

- Page 9: Councillor Portfolio areas are due for review, and the CEO proposes these be reviewed at a future ordinary council meeting to improve the allocation

Attendance: Cr Bloomfield rejoined the meeting 12.11pm

- Desexing of female dogs, proposal to increase advertising. Investigate possibility to offer voucher as encouragement

Resolution: Acceptance of the Quarterly update to the operational plan as presented

Resolution:	Acceptance of the Quarterly update to the 2022-2023 Operational Plan as presented.	
Moved:	Cr Creek	Carried 3/3
Seconded:	Cr Bloomfield	
Resolution No	20230727-03	

### 4. Operational Plan 2023-2024

- Outlines our plans for this financial year

Resolution: Acceptance of the Operational plan 2023-2024 as presented

Resolution:	Acceptance of the 2023-2024 Operational Plan as presented.	
Moved:	Cr Kulka	Carried 3/3
Seconded:	Cr Bloomfield	
Resolution No	20230727-04	

### 5. Meeting Closure

There being no further business, the Mayor declared the meeting closed at 12.28pm

Confirmation of meeting minutes:

Mayor Bradley Creek: \_\_\_\_\_ Dated \_\_\_\_\_

# **Code of Conduct for Councillors in Queensland**

**Approved on 4 August 2020**

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## Purpose of the Code of Conduct

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in local government and Council decisions.

## Background

Under section 150D of the *Local Government Act 2009* (the LGA), the Minister for Local Government (the Minister) must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, Councillors must understand and commit to complying with the local government principles and obligations of Councillors in accordance with section 169 of the LGA and 169 of the *City of Brisbane Act 2010* (CoBA), as well as the standards of behaviour set out in this Code of Conduct.

All Councillors are required to make a declaration of office under the applicable legislation. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct.

## The Local Government Principles and Values

The legislation is founded on five local government principles with which Councillors must comply while performing their roles as elected representatives. These principles are listed below:

1. Transparent and effective processes, and decision- making in the public interest
2. Sustainable development and management of assets and infrastructure, and delivery of effective services
3. Democratic representation, social inclusion and meaningful community engagement.
4. Good governance of, and by, local government
5. Ethical and legal behaviour of Councillors and local government employees.

This Code of Conduct provides a set of values that describe the types of conduct Councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

1. In making decisions in the public interest, Councillors will:
  - make decisions in open council meetings
  - properly inform relevant personnel of all relevant information
  - make decisions in accordance with law and policy
  - commit to exercising proper diligence, care and attention.
2. To ensure the effective and economical delivery of services, Councillors will:
  - manage council resources effectively, efficiently and economically

- foster a culture of excellence in service delivery.
3. In representing and meaningfully engaging with the community, Councillors will:
    - show respect to all persons
    - clearly and accurately explain Council's decisions
    - accept and value differences of opinion.
  4. In exercising good governance, Councillors are committed to:
    - the development of open and transparent processes and procedures
    - keeping clear, concise and accessible records of decisions.
  5. To meet the community's expectations for high level leadership, Councillors will:
    - be committed to the highest ethical standards
    - uphold the system of local government and relevant laws applicable.

This Code of Conduct also sets out standards of behaviour aimed at helping Councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which Councillors are expected to conduct themselves.

It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.

## Standards of Behaviour

This Code of Conduct sets out the standards of behaviour applying to all Councillors in Queensland. The behavioural standards relate to, and are consistent with, the local government principles and their associated values.

The standards of behaviour are summarised as the three Rs, being:

1. **RESPONSIBILITIES**
2. **RESPECT**
3. **REPUTATION.**

Each standard of behaviour includes, but is not limited to, several examples to guide Councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

### 1. Carry out RESPONSIBILITIES conscientiously and in the best interests of the Council and the community

For example, Councillors will, at a minimum, have the following responsibilities:

- 1.1 Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given
- 1.2 Respect and comply with all policies, procedures and resolutions of Council
- 1.3 Use only official Council electronic communication accounts (e.g. email

accounts) when conducting Council business

- 1.4 Report any suspected wrongdoing to the appropriate entity in a timely manner
- 1.5 Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)
- 1.6 Cooperate with any investigation being undertaken by the local government or other entity
- 1.7 Ensure that the Councillor's Advisor is aware of their obligations to comply with the standards of behaviour in the Code of Conduct for Councillor Advisors in Queensland.

### 2. Treat people in a reasonable, just, RESPECTFUL and non-discriminatory way

For example, Councillors will, at a minimum, act in the following ways:

- 2.1 Treat fellow Councillors, Council employees and members of the public with courtesy, honesty and fairness
- 2.2 Not use abusive, obscene or threatening language (either oral or written) or behaviour towards other Councillors, Council employees or members of the public
- 2.3 Have proper regard for other people's rights, obligations, cultural differences, safety, health and welfare.



### 3. Ensure conduct does not reflect adversely on the REPUTATION of Council

For example, Councillors will, at a minimum, conduct themselves in the following manner:

- 3.1 When expressing an opinion dissenting with the majority decision of Council, respect the democratic process by acknowledging that the Council decision represents the majority view of the Council
- 3.2 When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views
- 3.3 At all times strive to maintain and strengthen the public's trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority or dignity.

## Consequences of Failing to Comply with the Code of Conduct

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this code of conduct may give rise to a complaint against a Councillor's conduct and subsequent disciplinary action under the legislation.

A complaint about the conduct of a Councillor must be submitted to the Office of the Independent Assessor (OIA), who will assess the complaint and determine the category of the allegation. In order of least to most serious, the categories of complaint are **unsuitable meeting conduct**, **inappropriate conduct**, **misconduct**, and then **corrupt conduct**.

### Unsuitable Meeting Conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behaviour in the Code of Conduct that occurs within a meeting of Council (including standing committee meetings), is dealt with as **unsuitable meeting conduct**.

Unsuitable meeting conduct by a Councillor is dealt with by the Chairperson of the meeting. It is important that the Chairperson deal with matters of unsuitable meeting conduct locally, and as efficiently and effectively as possible so that Council can continue with their business of making effective decisions in the public interest.

### NOTE

Chairpersons of meetings are carrying out a statutory responsibility under the legislation to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the

trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct.

### Inappropriate Conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behaviour in the Code of Conduct or a policy, procedure or resolution of a Council, and is not unsuitable meeting conduct, misconduct or corrupt conduct is dealt with as **inappropriate conduct**.

The conduct of a Councillor is also inappropriate conduct if the conduct contravenes an order by the Chairperson of a meeting of Council for the Councillor to leave the meeting or is a series of conduct at Council meetings that leads to orders for the Councillor's unsuitable meeting conduct being made on three occasions within a period of one year. The local government is not required to notify the OIA and may deal with the conduct under section 150AG of the LGA (including Brisbane City Council).

The OIA is responsible for assessing allegations of suspected inappropriate conduct other than those arising from unsuitable meeting conduct. If the OIA chooses to refer the matter to the Council to deal with, the Council must deal with the matter as quickly and effectively as possible.

### Misconduct

Councillors are required to comply with all laws that apply to local governments, this includes refraining from engaging in **misconduct**.

The OIA is responsible for assessing and investigating instances of suspected

misconduct. The OIA may make an application to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a Councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions or exercise of the Councillor's powers, or
- is, or involves:
  - a breach of trust placed in the Councillor, either knowingly or recklessly
  - misuse of information or material acquired by the Councillor, whether the misuse is for the benefit of the Councillor or for the benefit or to the detriment of another person
  - a Councillor giving a direction to any Council employee (other than the Mayor giving direction to the Chief Executive Officer, or for Brisbane City Council, the Lord Mayor giving direction to the Chief Executive Officer and senior contract officers)
  - a release of confidential information outside of the Council
  - failure to declare a conflict of interest or appropriately deal with a conflict of interest in a meeting
  - attempting to influence a decision maker about a matter in which the Councillor has a conflict of interest
  - failure by a Councillor to report a suspected prescribed conflict of interest of another Councillor
  - failure to submit, update or review your registers of interests, or

- is a failure by the Councillor to comply with:
  - an order made by the Council or the Councillor Conduct Tribunal
  - any acceptable request guidelines of the Council made under the legislation
  - the reimbursement of expenses policy of the Council.

The conduct of a Councillor is also misconduct if the conduct leads to the Councillor being disciplined for inappropriate conduct on three occasions within a period of one year or is conduct that is identified in an order of Council that will be dealt with as misconduct if the Councillor engages in the conduct again.

The conduct of a Councillor may also be misconduct if a Councillor purports to direct the Chief Executive Officer in relation to disciplinary action regarding the conduct of a Councillor Advisor.

## Corrupt Conduct

**Corrupt conduct** is defined by, and dealt with, under the *Crime and Corruption Act 2001*<sup>1</sup> and must be referred to the Crime and Corruption Commission (CCC). For a Councillor, corrupt conduct involves behaviour that:

- adversely affects or could adversely affect the performance of the Councillor's responsibilities, and
- involves the performance of the Councillor's responsibilities in a way that:
  - is not honest or impartial, or
  - involves a breach of the trust placed in the Councillor, or
  - involves the misuse of information acquired by the Councillor, and

<sup>1</sup> Section 15, Crime and Corruption Act 2001

- is engaged in for the purpose of providing a benefit or a detriment to a person, and
- if proven would be a criminal offence.

Councillors are reminded of their obligations under section 38 of the *Crime and Corruption Act 2001* to report suspected corrupt conduct.

The OIA has entered into a section 40<sup>2</sup> arrangement with the CCC which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to assume responsibility for or monitor an

investigation, should the CCC consider that appropriate.

Further information about the CCC's jurisdiction and other topics in relation to local government is available at

<https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Corruption-in-focus-Guide-2020.pdf> (Chapter 4).

## More Information

For any further enquiries on this matter please contact the department.

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<sup>2</sup> Section 40, Crime and Corruption Act 2001



Our ref: DGBN23/165

13 April 2023

Department of  
**State Development, Infrastructure,  
Local Government and Planning**

Councillor Bradley Creek  
Mayor  
Wujal Wujal Aboriginal Shire Council  
mayor.creek@wujal.qld.gov.au

Dear Councillor Creek

The Department of State Development, Infrastructure, Local Government and Planning (the department) is aware of the challenges faced by councils in dealing with inappropriate conduct matters referred to councils by the Office of the Independent Assessor (OIA). The department is aware that a significant proportion of these complaints are made by councillors themselves and the sensitivities therefore which arise in other councillors deciding these matters.

I am aware that some councils are not dealing with these matters as required under the *Local Government Act 2009* (LGA) or are alternatively seeking to refer the matters back to the OIA to decide.

Given the difficulties some councils are facing in dealing with these matters, the department will be providing further training and support to councils to assist in meeting these statutory requirements. Further information will be available on this support in due course. Information will also be part of the department's proposed induction training for councillors elected in 2024.

In the meantime, I am writing to you to confirm a number of key points regarding how councils must manage inappropriate conduct referrals from the OIA:

- under section 150AF of the LGA, councils must investigate all referrals of inappropriate conduct from the OIA. All councils must have an investigation policy for investigating inappropriate conduct matters. The investigation can be as simple or as complex as considered appropriate by council. Councils have a number of options for dealing with a matter including mediation, investigation by council or investigation by an external entity (a list of preferred investigators can be obtained from the department to assist)
- it is not possible under the LGA to send the referral back to the OIA to decide or take alternative action (unless in investigating a matter, misconduct is identified)
- the OIA may, in referring the matter to council, make recommendations about how matters are to be handled. These recommendations must be adopted unless council passes a resolution stating reasons for a different approach.

Councillors must decide the outcome after the investigation is completed. I acknowledge the sensitivities and difficulties which arise in making a decision and for that reason, the adoption of recommendations made by an independent external investigator is strongly encouraged, unless there are clear grounds to decide to the contrary. However, ultimately this is a decision for the council to make, with no role for either the department or the OIA.

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
**Telephone** 13 QGOV (13 74 68)  
**Website** [www.statedevelopment.qld.gov.au](http://www.statedevelopment.qld.gov.au)  
**ABN** 29 230 178 530

All council decisions must be made in an open council meeting to ensure transparency and effective process has been followed and all decision making was conducted in the public interest.

Finally, where a councillor has referred a complaint themselves to the OIA, not as a complainant, but simply to comply with their obligations to refer matters under section 150R of the LGA, this in itself does not mean that particular councillor has a conflict of interest in then deciding the inappropriate conduct complaint. I acknowledge this is a difficult area and as always, departmental officers are available to assist councils in handling inappropriate conduct matters and ensuring statutory obligations are met.

If you require any further information or would like to provide information to the department on what particular tools or resources you think would assist councils respond to inappropriate conduct matters, please contact your regional advisor or Mrs Bronwyn Blagoev, Executive Director, Local Government Division in the department by phone on (07) 3252 6792 or by email at [bronwyn.blagoev@dsdilgp.qld.gov.au](mailto:bronwyn.blagoev@dsdilgp.qld.gov.au), who will be pleased to assist.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mike Kaiser', with a small flourish at the end.

Mike Kaiser  
**Director-General**



**Hon Steven Miles MP**

Deputy Premier

Minister for State Development, Infrastructure,

Local Government and Planning

Minister Assisting the Premier on Olympic and Paralympic Games Infrastructure

Our ref: MBN23/371

18 May 2023

Councillor Bradley Creek  
Mayor  
Wujal Wujal Aboriginal Shire Council  
mayor.creek@wujal.qld.gov.au

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
**Telephone** +61 3719 7100  
**Email** deputy.premier@ministerial.qld.gov.au  
**Website** www.statedevelopment.qld.gov.au

ABN 65 959 415 158

Dear Councillor Creek

The growing challenge of ensuring long-term local government sustainability and capability is an important issue for all councils and the Queensland Government, in particular Queensland's Indigenous and remote councils.

The Department of State Development, Infrastructure, Local Government and Planning (the department) has commenced a project that is focused on reviewing and identifying opportunities to improve how Indigenous local governments:

- 1) deliver, own, operate and maintain critical infrastructure (water and wastewater)
- 2) manage their corporate services functions (including finance, asset management, procurement, governance, and human resources).

Price Waterhouse Coopers (PwC) Indigenous Consulting (PIC) has been engaged to undertake the research, consultation, and development of options for this project, in conjunction with the department. PIC is a Supply Nation Certified Indigenous Business which combines Indigenous expertise and experience with PwC's consulting capability in the areas of finance and infrastructure.

Critical to success will be collaboration and engagement with all Indigenous councils in the codesign of models to increase the overall sustainability of Indigenous local governments and improve the delivery of essential services to Indigenous communities.

Formal consultation will commence in June 2023 and will consist of group and individual discussions and codesign workshops. I expect to receive a report from the department in late October 2023 outlining options for consideration.

Your participation is essential to the development of models that will work for your council and community.

I have asked for Ms Jo Stephenson, Project Director, in the department to assist you with any queries. Ms Stephenson will be in contact shortly to advise of engagement opportunities for your council. You may wish to contact Ms Stephenson on 0417 610 889 or by email at [jo.stephenson@dsdilgp.qld.gov.au](mailto:jo.stephenson@dsdilgp.qld.gov.au).

Yours sincerely

A handwritten signature in blue ink, appearing to read 'S. Miles', with a stylized flourish at the end.

**STEVEN MILES MP**  
**DEPUTY PREMIER**  
**Minister for State Development, Infrastructure,**  
**Local Government and Planning**  
**Minister Assisting the Premier on**  
**Olympic and Paralympic Games Infrastructure**

cc: Ms Kiley Creek  
Chief Executive Officer  
Wujal Wujal Aboriginal Shire Council  
[kiley@wujal.qld.gov.au](mailto:kiley@wujal.qld.gov.au)



# MINUTES

## Community Safety Committee MEETING

### Wujal Wujal

DATE	Wednesday 19 <sup>th</sup> July 2023
TIME	10.30am to 12 noon
VENUE	Wujal Wujal Council Chambers
TELECONFERENCE	MS Teams available for those not able to attend
CHAIRPERSON	Kiley Hanslow

### Attendance

ATTENDANCE KEY: **P**: Present    **PT**: Teleconference.    **V**: Videoconference.    **AP**: Apologies

Responses to date.

NAME	POSITION & ORGANISATION/AGENCY	ATTENDANCE
Mayor Bradley Creek	Mayor WWASC	AP
Kiley Hanslow	CEO WWASC	P
Cr Vanessa Tayley	WWASC	AP
Kerry-Lee Bird	Manager, TATSIPCA	AP
Ros Woodward	Principal BRSS	AP
Joh Anthonis	CEO/Coord Justice Group	AP
Lucille Cassar	Justice Group	P
Rachel Salam	Youth Coordinator Justice Group	AP
Sgt Carey Allen	OIC, QPS	P
Vince Connellan	DoN – WW Clinic	P
Kathleen Walker	Justice Group	P
PLO Mary Barlow	PLO, QPS	P
Debbie Corbett	Justice Group – DV Coordinator	AP
Kathleen Walker	Justice Group	P
Doreen Ball	Justice Group	P
Lilly Yougie	Justice Group	P
Keely Flinders	LTC Coordinator, WWASC	P
Lisa Scott	TATSIPCA	P

### Items

ITEM	TOPIC	Notes
1.	Welcome and Acknowledgements	CEO Kiley Hanslow welcomed everyone to the meeting and acknowledged the Traditional Owners and Elders.
2.	Previous Minutes – 17 <sup>th</sup> May 2023	Moved: Seconded:

3.	<p>Actions from Previous Minutes:- Meeting held 13<sup>th</sup> February 2023</p>	<p><b>Action</b> – CEO would like Dave Clarke Lockhart River CEO, Kevin Bell Kowanyama CEO and Mayor Sands Kowanyama Mayor to attend the next meeting.</p> <p><i>To be carried over to next meeting.</i></p> <p><b>Action</b> – <u>Waterfall car park signage:-</u> CEO to email Debbie Dixon Searle to request new signage for water Please send sign template to the Officer in Charge who will seek approval to use Police logo.</p> <p><i>To be carried over to next meeting.</i></p> <p><b>Actions</b> - Further discussions will be undertaken with OIC Carey Allen when he is back from Cairns. Maybe later shifts to be undertake in Wujal Wujal on the noisy nights. Mayor Bradley said that he would discuss this at the Police summit that is going to take place in March. There was also an idea tabled around Cooktown Police assisting - the traffic officer may be able to come to Wujal Wujal - doing something together over a weekend.</p> <p><i>Completed – QPS change shifts as required</i></p> <p><b>Action</b> - Kerry-Lee to provide a list of service providers who provide parenting programs in Wujal Wujal.</p> <p><i>To be carried over to next meeting.</i> <i>CDCC, Apunipima – Addiction Services</i></p>
4.	<p><b><u>Standing Items</u></b></p> <p>Agenda Items/Presentations/Guest Speakers</p> <p><b><u>Community Safety Plan:</u></b></p> <p>•Implementation of Community Safety Plan Action Items, Progress on 6 key Priorities and Reporting updates.</p> <p>Adhering to the 6 key indicators that State Government adhere to relating to harm and wellbeing and the AMP's:</p>	<p><b>Deb Corbett (see below email), Justice Group</b> Deb is currently on leave and provided an update via Lucille.</p> <p><b>Alcohol/violence</b></p> <ul style="list-style-type: none"> <li>• Usual display of drunken behaviour which seems to be increasing in the community.</li> <li>• There is an acceptance of this sort of behaviour in the community.</li> <li>• Provided an example of two intoxicated persons (couple) who were yelling abuse at each other, and children were in the street watching and hearing this.(children were not from this family or house)_</li> <li>• Deb stopped and moved the children away</li> <li>• Residents must hear the DFV and yelling (etc) but no-one is calling the Police. . Happens more often in community. Accepting of behaviours. Behaviours building – 2 yelling abuse in street.</li> <li>• Children watching/hearing this DFV. Mandatory reporting to child safety.</li> <li>• Residents must be sick of hearing dfv but no-one call police.</li> <li>• This (DFV, yelling, etc) is becoming a way of life.</li> <li>• How to respond to such behaviour so children/young people don't become desensitised to this?</li> <li>• Noted a number of family services have had contact with this particular couple/family.</li> <li>• Whole of community education approach required and neighbours and community to move the kids away from the situation.</li> <li>• QPS will be ale to do a DFV application against one of them. One day one of the couple is the aggressor, next time it could be the other.</li> <li>• QPS will make sure they know the house is being monitored by the Police. The couple arguing are not even the tenants.</li> <li>• QPS have let Housing know, but no reply.</li> </ul>

- Addiction is part of a vicious circle – services have made contact.

\* Justice Group Court Data below

#### **Speed sign on the hill**

- Cars have been speeding over the hill on entry to the community.
- This has been raised before, and Kiley advised speed bumps can't be installed halfway down the hill. May be able to put them in another area.
- A speed sign may be possible.

**Action:** Kiley will follow up about the speed bumps or speed signs.

#### **Vince Connellan - Clinic**

- An Elder Abuse officer from DJAG will be meeting with Clinic staff. Will be organising group sessions and one on one sessions when she comes back to community.

#### **Keely Flinders - WWASC**

- Keely is Local Thriving Communities Officer.
- Spent a couple of weeks training in Hope Vale with Carmen Pearson.
- In conversations for WWASC to consider if they progress with Pama Futures or Local Decision Making Body?
- Keely is working to make Wujal Wujal thriving, and to make decisions at a local level.

#### **Wujal Wujal rodeo (23 September)**

- Debbie Dixon-Searle (Liquor Licensing) provided an update if the Wujal Wujal Rodeo was being considered as a licensed event.
- If so – any permit for the event must be submitted no later than 21 working days before the event.
- Submit to Debbie Dixon-Searle directly, not through the portal.
- Need to provide information including what kind of drinks will be at the bar, having licensed security, how many drinks per person per day, and how will the licensee ensure the person only has their specific amount of alcohol.
- QPS expressed they would prefer an alcohol free event – too easy for it to get out of control with a high number of people if they're drinking.
- Justice Group members at the meeting expressed their wishes for this Rodeo to be alcohol free
- Kiley suggested the Justice Group women attend the next Council meeting to raise their concerns.
- JG members raised they did not believe the community (in general) may not be ready to drink in moderation yet.

**Action:** Justice Group members to attend the next WWASC meeting 15 August to raise their concerns with the Rodeo becoming a licensed event.

#### **Clinic:**

- Vince has to do 'mass gathering event' planning.
- There is a lot of responsibility on those who organise these sorts of events for example to have first aid officers. Clinic will respond to emergencies.
- It is the event organiser's responsibility to let agencies know (eg Clinic, QPS, Qld Ambulance Service) about an event.
- Every event in Wujal Wujal should be emailed to QPS at least two weeks before.

		<ul style="list-style-type: none"> <li>Organisers could also utilise SES to take some of the stress off local services.</li> </ul> <p><b>QPS</b></p> <ul style="list-style-type: none"> <li>Have received an email stating one of the football finals might be held in Wujal Wujal 2 September.</li> </ul> <p><b>Action:</b> Kiley to find out when the football finals are being held. If it is WW, try to shift it to Cooktown.</p> <ul style="list-style-type: none"> <li>Next court date 8 August</li> <li>Alcohol is a factor in every job QPS attend.</li> </ul> <p>There was a survey around 2020–</p> <ul style="list-style-type: none"> <li>around 76% of community participants would like some sort of change to AMP – carriage limits, canteen etc.</li> <li>This seemed to lead to some hinking it's ok to be walking around with alcohol.</li> <li>Then 2022 survey for canteen or carriage limit (AMP changes), with a lot of people preferring canteen instead of the carriage limit</li> </ul>
5.	<u>General Business</u>	<p><b>Young people not going to school issue</b></p> <ul style="list-style-type: none"> <li>Drinking and gunja with young people is a major concern.</li> <li>Need to stop people bringing in gunja.</li> <li>Need to educate young people on what's important</li> <li>Parental responsibility to get children/young people to school.</li> </ul> <p><b>Clinic</b></p> <ul style="list-style-type: none"> <li>Lice and scabies outbreaks with young people and younger children.</li> <li>Sometimes also sharing hats – even after having their hair done.</li> <li>QHealth will work to sanitise the whole household not just the individual.</li> <li>When there was a major outbreak of scabies previously, the WWASC had free laundry.</li> <li>Possibly look at a big laundry washing and dry for bedding.</li> <li>Influenza B shot uptake is under 50%. Childhood vaccination is good.</li> <li>New childhood nurse coming in soon.</li> <li>High risk being vaccinated against COVID today.</li> </ul> <p><b>Fire management plan</b></p> <ul style="list-style-type: none"> <li>Chloe Swiney from QFRS coming in on 7 august to draw up the plan and logistics around it</li> <li>Back burns will occur then. around it as well.</li> <li>Fire hose reels being installed on the south side houses</li> </ul> <p><b>Action:</b> Kiley to find out how long fire hose reels (south side houses) reach</p> <p><b>Action:</b> Kiley to speak to Housing re issues raised (overgrown yards, allocations)</p>
6.	Next Meeting	<p>Wed 20 September 2023, 10:30 – 12:00</p>

7.	Close	12:30
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#### Actions

Action	Who	Update
CEO would like Dave Clarke Lockhart River CEO, Kevin Bell Kowanyama CEO and Mayor Sands Kowanyama Mayor to attend the next meeting.	Lisa Scott	To be invited to next Community Safety meeting (to discuss their canteens)
CEO to email Debbie Dixon Searle to request new signage for water Please send sign template to the Officer in Charge who will seek approval to use Police logo.	Kiley Hanslow	Carried over till September meeting
Kerry-Lee to provide a list of service providers who provide parenting programs in Wujal Wujal.	Kerry-Lee Bird	Before Sept meeting.
Kiley to follow up about the speed bumps or speed signs.	Kiley Hanslow	When possible
Justice Group members to attend the next WWASC meeting 15 August to raise their concerns with the Rodeo becoming a licensed event.	Justice Group	15 August 2023 Council meeting
Kiley to find out when the football finals are being held. If it is WW, try to shift it to Cooktown.	Kiley Hanslow	ASAP
Kiley to find how long the fire houses installed on the south houses are	Kiley Hanslow	When possible
Kiley to speak to Housing re issues raised (overgrown yards, allocations)	Kiley Hanslow	Completed 19/07/2023

#### Justice Group's court data

	June 2023
Possession of liquor	9
Public nuisance	7
Probation order	0
Breach bail	21
Wilful damages	6
Unlawful wounding	1
Common assault	1
Break ins/stealing	10
Drugs	2
DFV	9
Police protection	2
Bodily harm	2
Failure to appear	2
Traffic	11
Protection order	0

Arson	1
Dangerous weapon	1

Lucille Cassar <kuku.wujaljustice@gmail.com>

## INTERAGENCY MEETING TODAY

1 message

dfvcounsellor.wujaljustice@gmail.com <dfvcounsellor.wujaljustice@gmail.com>  
To: Lucille Cassar <kuku.wujaljustice@gmail.com>

Wed, Jul 19, 2023 at 8:42

Hi Lucille,

Here is my update on DFV program for Interagency meeting. You can print it out and give to Lisa Scott rather than her write everything down – after you have read it out.  
Thanks ☺

DFV Counsellor on leave for 2 weeks.

New DFV support worker and co-ordinator of womens group Tianni Otto – part time.

Advertising Mens Support Worker/Mens Group Coordinator

Tuesday yarnning circles supported by Apunipima and CDCC.

The aim of the yarnning circles is to discuss the identified social issues of community and for the group to come to their own solutions. From these discussions the group can realise they have strengths and work together on how to apply such without it being culturally inappropriate for them.

One of the biggest discussions we have had is around sexting and how much of it is being sent around.

We believe education is key in these discussions and rely on those visiting services with their expertise in their field.

Womens and Mens Group in the evenings is not so structured yet can introduce again what topic was discussed in yarnning. Or it can lead on to something completely different.

Outside services do not attend the night groups – although QIFVLS will support myself with DFV legal education – eg. Elder Abuse/Family Law/DFV Applications.

Thanks

Deb

**Debbie Corbett - Domestic & Family Violence Counsellor**

Wujal Wujal Aboriginal Community Justice Group

120 Hartwig Street Wujal Wujal Qld 4895

# WUJAL WUJAL INTERAGENCY MINUTES

DATE	Wednesday 19 July 2023
TIME	1:00 – 2:30 pm
VENUE	Wujal Wujal Aboriginal Shire Council Chambers
CHAIRPERSON	CEO Hanslow
MINUTES	TATSCIPCA

## Attendees

ATTENDANCE KEY: **P**: Present **PT**: Teleconference. **V**: Videoconference. **AP**: Apologies

NAME	POSITION & ORGANISATION/AGENCY	ATTENDANCE
Mayor Bradley	WWASC	AP
CEO Kiley Hanslow	WWASC	P
Cr Tayley	WWASC	AP
Amanda Nicholson	Apunipima	
Alena Tracey	DES	
Kerry-Lee Bird	Manager, TATSCIPCA Cape Team	AP
Lisa Scott	Senior Project Officer, TATSCIPCA Cape team	P
Felicia McLean	Apunipima	
Simone Hudson	Services Australia	
Kylie Mason	ITEC Health	
Kim Giese	CDCC	P
Josie Flores	My Pathway	P
Rosita Werheid	Youth Justice	AP
Victor Mills	WWASC	
Vince Connellan	QLD Health	P
Rachel Salam	Wujal Wujal Justice Group	P
Lucille Cassar	Wujal Wujal Justice Group	
Aubrey Hearsey	DoH	P
Jana Tuia	DoH	P
Renee Harrigan	Cape York Family Centre	



Ros Woodard	Bloomfield State School	P
Snr Sgt Carey Allen	OIC, QPS	P
PLO Mary Barlow,	PLO QPS	P
Beau Peberdy	CDCC	P
Keely Flinders	LTC, WWASC	P
Tiannie Otto	Justice Group	P
Tracey Boulton	CEO, CDCC	P
Genni Hartley	CYJMA	P
Frances Gertz	CYJMA	P
Trent Gorrie	Holy Spirit	V
Sila Pati	Holy Spirit	V
Rosie Werheid	Case Worker, Youth Justice	AP

## Items

ITEM	TOPIC	NOTES / ACTIONS
1.	Welcome and Introductions	CEO Kiley Hanslow welcomed everyone to the meeting, and acknowledged the Traditional Owners and Elders.
2.	Previous Minutes	Moved: Vince Connellan Seconded: Aubrey Hearsey
3.	Previous Actions	Nil
4.	Agenda Items/Presentations/Guest Speakers	<b>Standing Items</b> <b><u>4.1 Community Safety Plan Update</u></b> The renewed approach to alcohol had also been discussed at the Community Safety Committee (held before this Interagency meeting). No progress on the Alcohol Management Plan (AMP) as there is a lot of work and consultations to be done. It is acknowledged incidents Police attend are all related to alcohol. There needs to be more positive data (reduction in DFV, assaults etc) and have this maintained for a certain amount of time before options around the AMP could be considered (eg changing freehold boundary extension, canteen)
5.	Agency Updates	<b>Tiannie, WWJG:</b> <ul style="list-style-type: none"> <li>Have just returned after holidays.</li> <li>Have re-started the women's yarning group.</li> <li>Attended NAIDOC at Rossville.</li> <li>Working with Jabalbina to get camps running.</li> </ul>



	<p><b>Tracey, CDCC:</b></p> <ul style="list-style-type: none"> <li>– Held a successful DV Month and worked with the Justice Group on activities. Supported the Wujal Wujal family fun day, and put up a jumping castle.</li> <li>– Hold Playgroups in Wujal Wujal on Fridays (with the Kindy).</li> <li>– CDCC eager to work with transitioning young ones from kindy.</li> <li>– Karen Whipper and Kalpanna have been working with young people/youth on finance, budgeting, elder abuse, and doing financial bingo.</li> <li>– CDCC providing a lot of DV Support and attending community meetings.</li> <li>– Introduced Beau who works one day a week at Wujal Wujal. The RADIO program is funded by PHN, to YETI who then fund CDCC to provide the AOD program.(Alcohol and Other Drugs)</li> <li>– There are a number of young people in Wujal Wujal who are disengaged and need more focussed support.</li> </ul> <p><b>Genni, Child Safety:</b></p> <ul style="list-style-type: none"> <li>– Don't have a lot of clients in Wujal Wujal.</li> <li>– Priority is to find kinship carers. This has been difficult due to a number of challenges including everyone in the house having to have a Blue Card.</li> <li>– Have a number of young people/children living out of community but could come back for respite if there were kinship carers.</li> </ul> <p><b>Aub &amp; Jana, Dept of Housing:</b></p> <ul style="list-style-type: none"> <li>– Jana is in the community every second week. Every other week Aub or one of the Housing officers from the Cooktown hub will be in Wujal Wujal</li> <li>– Dept has opened the My Home Awards.</li> <li>– This program encourages good gardens and lawns (maintaining or improving). Have information packs and seedlings.</li> <li>– There will be money prizes.</li> </ul> <p><b>Action: Aub to send Kiley the flyer for My Home Awards. Kiley to put on the WWASC Facebook page.</b></p> <ul style="list-style-type: none"> <li>– Doorknocking across the community and collecting statistics on who is living in the house.</li> <li>– Matching overcrowding and underutilised dwellings. Have been explaining to residents it is ok to let DoH know about the overcrowding – rent is fixed.</li> <li>– An updated number of people in the community helps Council have a more accurate understanding and ability to advocate for additional funds for housing and services (state and federal governments utilise inaccurate Census data).</li> </ul> <p><b>Action: Kiley to speak with DoH out of session regarding some concerns raised at Community Safety meeting.</b></p> <p><b>Action: Aub to provide WWASC with numbers/data once doorknocking and numbers have been collated.</b></p> <p><b>Vince Connellan, Clinic:</b></p> <ul style="list-style-type: none"> <li>– Flu season is here, but there has been a poor uptake of the flu vax.</li> <li>– Clinic is also down two nurses, although now have a trainee health worker. New staff at front desk.</li> </ul> <p><b>Ros, Bloomfield River State School:</b></p>
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		<ul style="list-style-type: none"> <li>– Attendance is low.</li> <li>– Had NAIDOC Week last week.</li> <li>– Still putting out recruitment calls for teach aides to build up a pool.</li> <li>– Would like to know who to connect with to transition young ones to preppies.</li> <li>• Kim Giese from CDCC provided her details.</li> </ul> <p><b>Action: Ros and Kim to follow up off the line</b></p> <p><b>Carey, QPS:</b></p> <ul style="list-style-type: none"> <li>– Increase in alcohol fuelled offences. Sly grog continues.</li> <li>– Tension in community.</li> <li>– QPS on the road as much as they can.</li> <li>– Mary noted the QPS staff all support each other and work well together. Good team</li> </ul> <p><b>Kim, CDCC:</b></p> <ul style="list-style-type: none"> <li>– Have a pack to help with those starting prep. Don't do the reading or writing, but other skills including sitting at a desk, or birth certificates and associated paperwork.</li> </ul> <p><b>Beau, CDCC:</b></p> <ul style="list-style-type: none"> <li>– Provides support to clients through the Cooktown and Holy Spirit Schools.</li> <li>– Has had a number of referrals so triage these for prioritising. The overflow is reported to YETI who report it to PHN (funding body)</li> <li>– Funded for 12 – 25 year olds, although majority are aged 13-17 year olds.</li> <li>– If required, advocacy to the funding body would be helpful.</li> </ul> <p><b>Josie, My Pathways:</b></p> <ul style="list-style-type: none"> <li>– Have had CDP extension period approved and developed a new workplan, CDP boost. Extension period 1July 2023 – 31Oct2024</li> <li>– Paid Work Experience program – now with a variation for either 2 days over 13 weeks, or 4 days a week for 7 weeks.</li> <li>– New inclusion Employee Intern Program 32 hours fully funded over 6 months. Hosted to employers for community projects which much include training (eg Cert II Infrastructure and Resources and My Pathways will help with white card, first aid, machinery tickets etc). Will get 30 placements across the region.</li> <li>– Since April have also participated in NAIDOC, CIAF, community togetherness day, seating at the carpark, fencing at the oval, DV March, Community meeting, Hosted Community Morning Tea with AEC</li> <li>– In Wujal Wujal have a case load of 155: 8 exempt with 2 new participants.</li> <li>– Will send out flyers for work experience.</li> <li>– Have 2 new staff – Courtney Rollins and Laurel Doughboy</li> <li>– Still bringing up Howards Driving School monthly into community (don't have to be a My Pathways client), next visit 26<sup>th</sup> July 2023.</li> <li>– Indigenous Drivers Licensing Unit been in April will be in community again in October.</li> <li>– Will promote the flu vaccination or any other stakeholder messaging, due to extensive audience</li> </ul> <p><b>Action: Aub will send the My Home Awards information to Josie</b></p> <p><b>Rachel, JG:</b></p>
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		<ul style="list-style-type: none"> <li>– Renovations finished. Had Daniel Wallwork come up and work with the youth on graffiti art.</li> <li>– Youth group on Thursdays, have had good engagement. Majority are at boarding school, some disengaged and wandering around.</li> <li>– Will do an opening of the renewed youth space in August – will try and work in with the Interagency meeting.</li> <li>– Happy to work with Beau.</li> </ul> <p><b>Trent and Sila (video conference), Holy Spirit:</b></p> <ul style="list-style-type: none"> <li>– Have 4 Wujal Wujal boarders. Noted some students can't handle boarding. Some young people want to attend as a day student.</li> <li>– Would like a bus from Wujal Wujal to Holy Spirit. but don't have the resources for a day student's bus.</li> </ul> <p><b>Action: Tracey and Kiley to raise this issue with Education (Caroline) about a daily bus for students from Wujal Wujal to Cooktown.</b></p> <p>Vince also noted the Clinic is bussing patients at a great cost to Cooktown for dialysis – may be a way for Clinic, Schools, WWASC to combine funds and resources and have a daily run between Wujal Wujal and Cooktown to meet needs.</p> <p><b>Apology and inclusion: Rosie Werheid (YJ) provided this update:</b></p> <ul style="list-style-type: none"> <li>– Currently have 1 client in community but another Cairns YJ client is visiting the community.</li> <li>– Had one young person attend court in June and nil in July.</li> <li>– Visited the community 5 times in June and July for reporting and program engagements with clients.</li> </ul>
6.	Other Business	<p><b>6.1 Local Thriving Communities</b></p> <p>Keely Flinders is the new WWASC Local Thriving Communities Officer. This is her first Interagency meeting. Keely is looking forward to seeing positive outcomes for Wujal Wujal, and working with stakeholders.</p>
3.	Next Meeting	<p>Wednesday 16 August  <b>10:30 – 12:00 * Note new time</b>  Council Training Room</p> <p>Following this meeting, members are welcome to attend the Youth Building</p>
<b>MEETING CLOSED: 2:25pm</b>		

Action	Who	Update
Aub to send Kiley the flyer for My Home Awards.	Aub	
Kiley to put on the WWASC Facebook page.	Kiley	
Kiley to speak with DoH out of session regarding some concerns raised at Community Safety meeting.	Kiley	Completed 19/07/2023
Aub to provide WWASC with numbers/data once doorknocking and numbers have been collated.	Aub	Once completed

Ros and Kim to follow up off the line (re getting little ones ready for prep)	Ros and Kim	
Aub will send the My Home Awards information to Josie	Aub	
Tracey B and Kiley to raise the issue with Education (Caroline) about a daily bus for students from Wujal Wujal to Cooktown.	Tracey and Kiley	

**Torres and Cape**

Hospital and Health Service



# Health Services in Wujal Wujal

Wujal Wujal Aboriginal Shire Council

Monday 31 July 2023



**Queensland**  
Government

## Acknowledgement:

*"We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of this country and recognise their connection to land, wind, water and community. We pay our respects to them, their culture, and to the Elders both past and present"*

# OVERVIEW

- **YOUR COMMUNITY** - Social Determinants & Health Profile
- **HEALTH SERVICE ACCESS** - Primary Health Care & Specialist Services
- **HEALTH OUTCOMES** – Potentially Preventable Hospitalisations & Median Death
- **INVESTING IN HEALTH** - Workforce, Infrastructure & Upcoming Initiatives
- **PLANNING FOR THE FUTURE** – Strategy & Engagement
- **DISCUSSION**

430 wujal wujal

## YOUR COMMUNITY – Social Demographics / Determinants

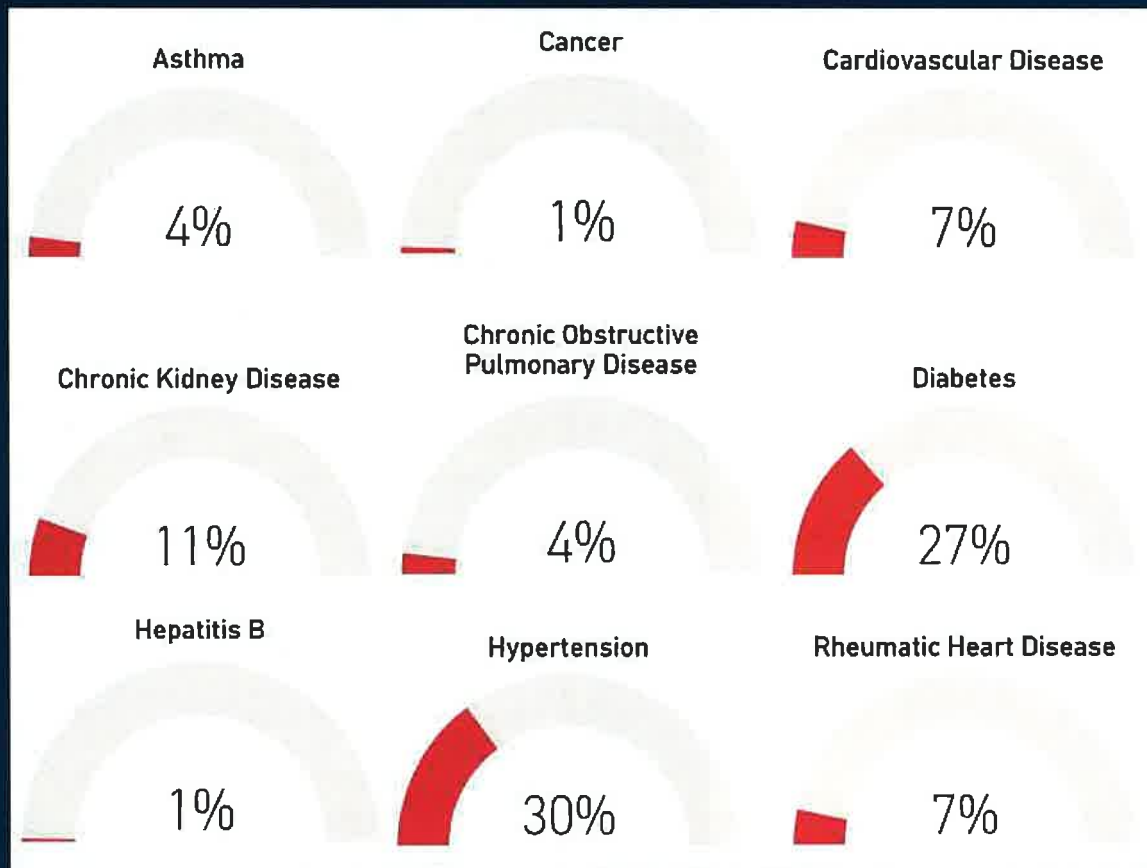
- Wujal Wujal Population: 286 (21.1% Aboriginal and/or Torres Strait Islander)
- Expected population ↓: 0% per year (Wujal Wujal) v 1.4% per year (Qld) over next 25 yrs
- Median age: 26.6 years (Wujal Wujal) v 38.4 years (Qld)
- Secondary education (completed Year 11 or 12): 45.9% (Wujal Wujal) v 63.6% (Qld)
- Non-school qualifications (e.g. degree, diploma): 50.3% (Wujal Wujal) v 62.5% (Qld)
- 100% of Wujal Wujal residents classified as most disadvantaged (v 20% for Qld)
- Median income \$17,264 per year (v \$40,924 for Qld)
- Unemployment rate: 22.4% (Wujal Wujal) v 3.8% (Qld)
- Housing: 68.4% one family households (v 69% Qld); 92.4% renting (v 33.1% Qld)

Data Source: Queensland Government Statistician's Office, Queensland Treasury, Queensland Regional Profiles: Resident Profile for Wujal Wujal



# YOUR COMMUNITY – Health Profile

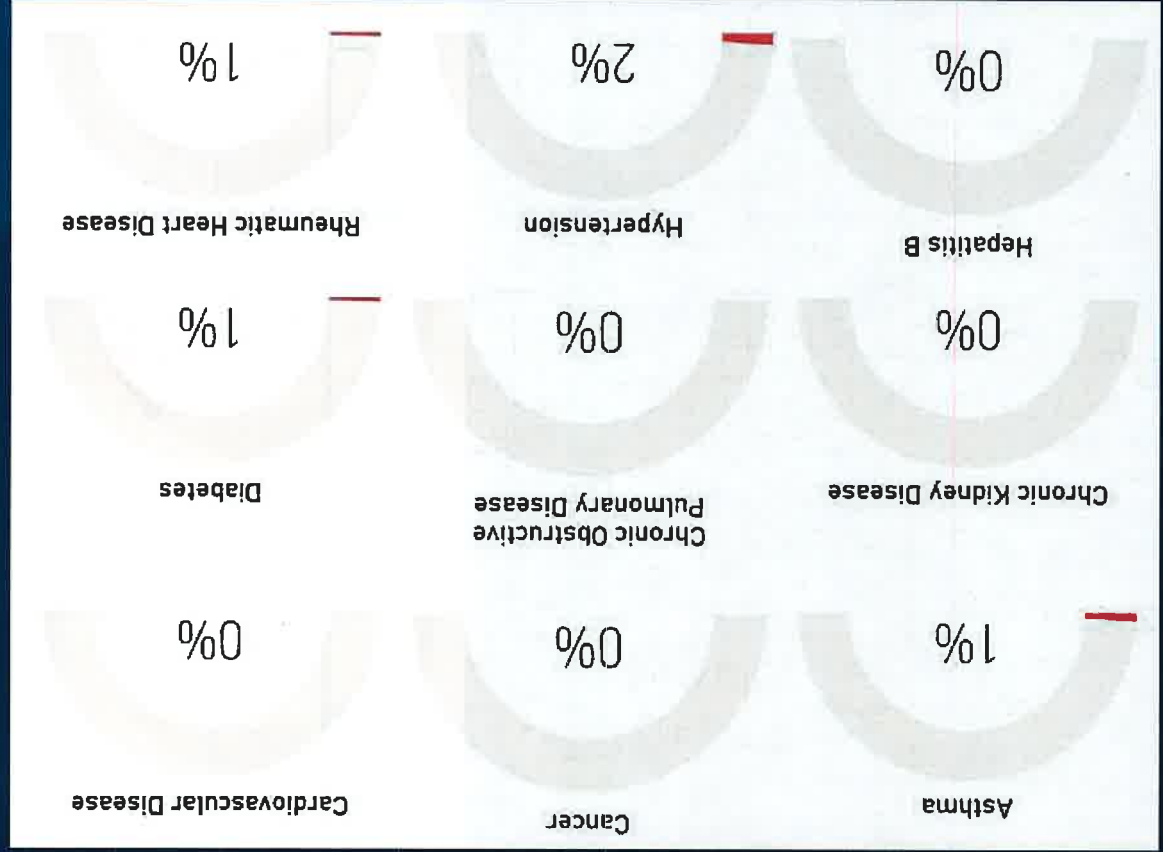
- Prevalence of Chronic Conditions (Adults)



*Data Source: TCHHS health data, current as of July 2023; NB: Data from Communicare only.*

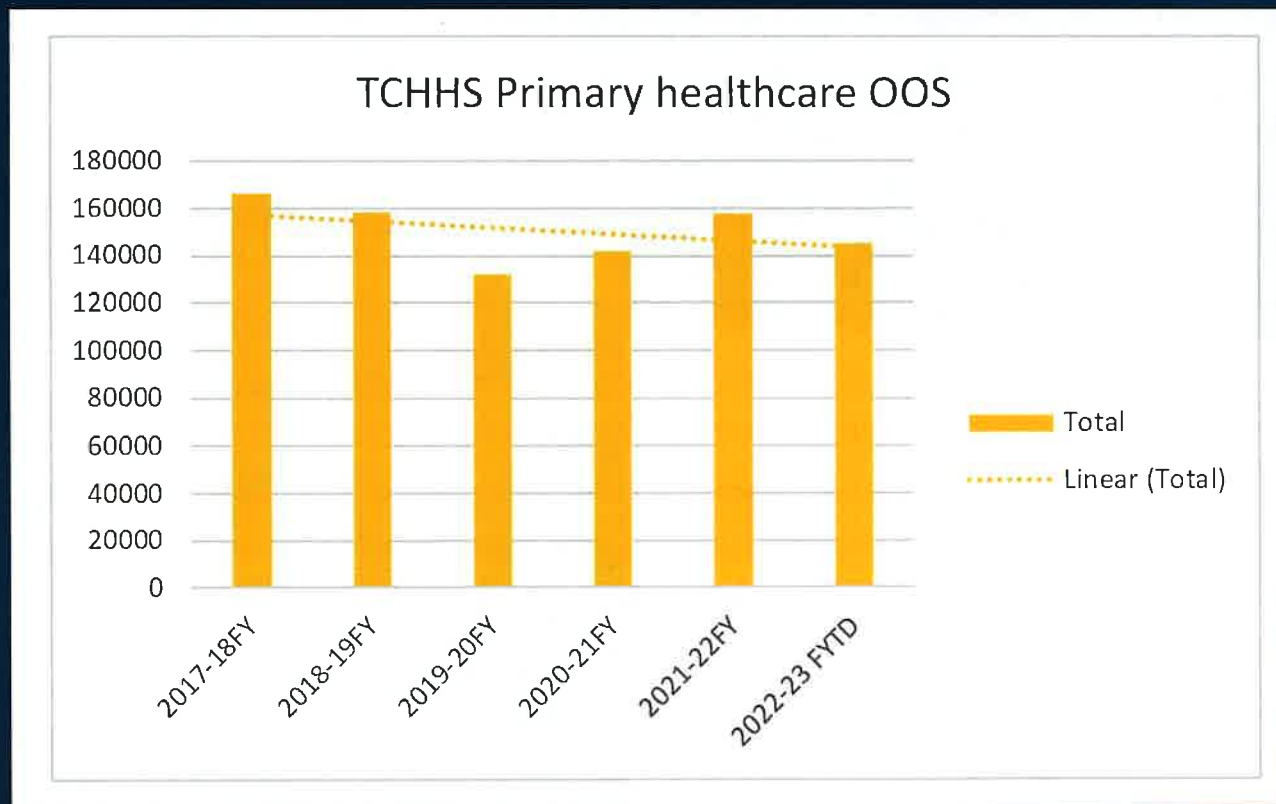
# YOUR COMMUNITY – Health Profile

## Prevalence of Chronic Conditions (Children & Youth – Under 18 years)



Data Source: TCHHS health data, current as of July 2023; NB: Data from Communicare only.

# HEALTH SERVICE ACCESS – Primary Health Care



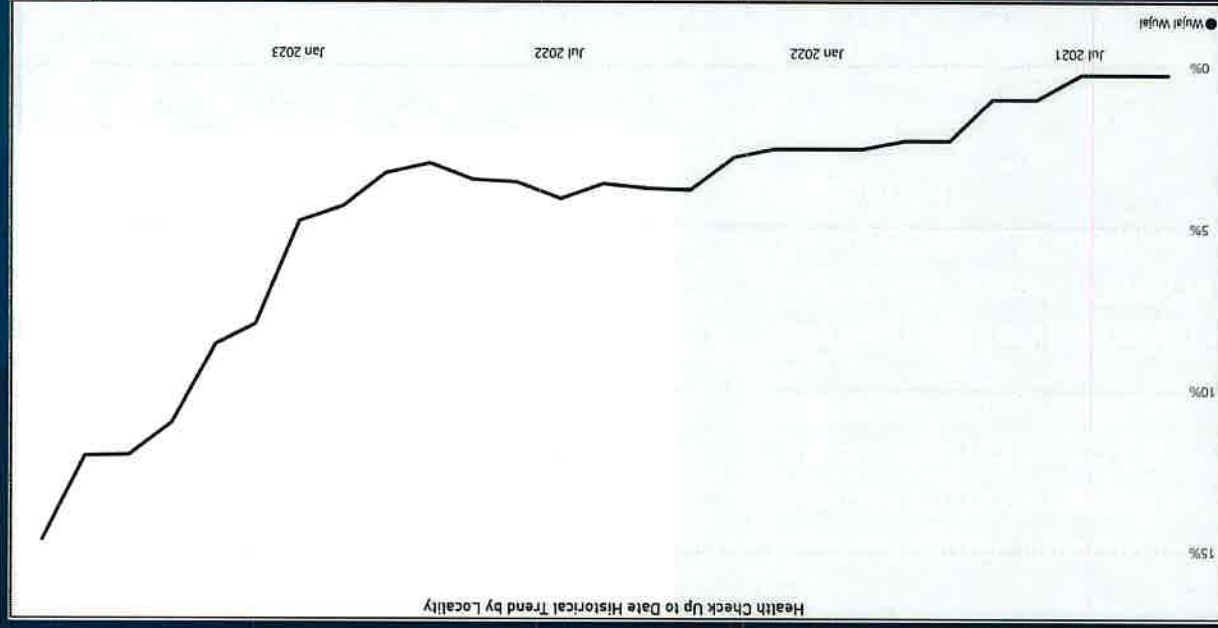
*Data Source: TCHHS health data, current as of July 2023.*

- Primary health care is the first place people go to when they have a health problem and includes a wide range of professionals, e.g. health workers, nurses, General Practitioners (GPs), dentists and pharmacists.
- In Wujal Wujal, primary health care services are provided by the Wujal Wujal Primary Health Care Centre staff and visiting teams.
- Occasions of service for primary health care across TCHHS reduced during COVID-19 and have now rebounded.

# HEALTH SERVICE ACCESS – Primary Health Care

## Aboriginal and Torres Strait Islander Health Checks

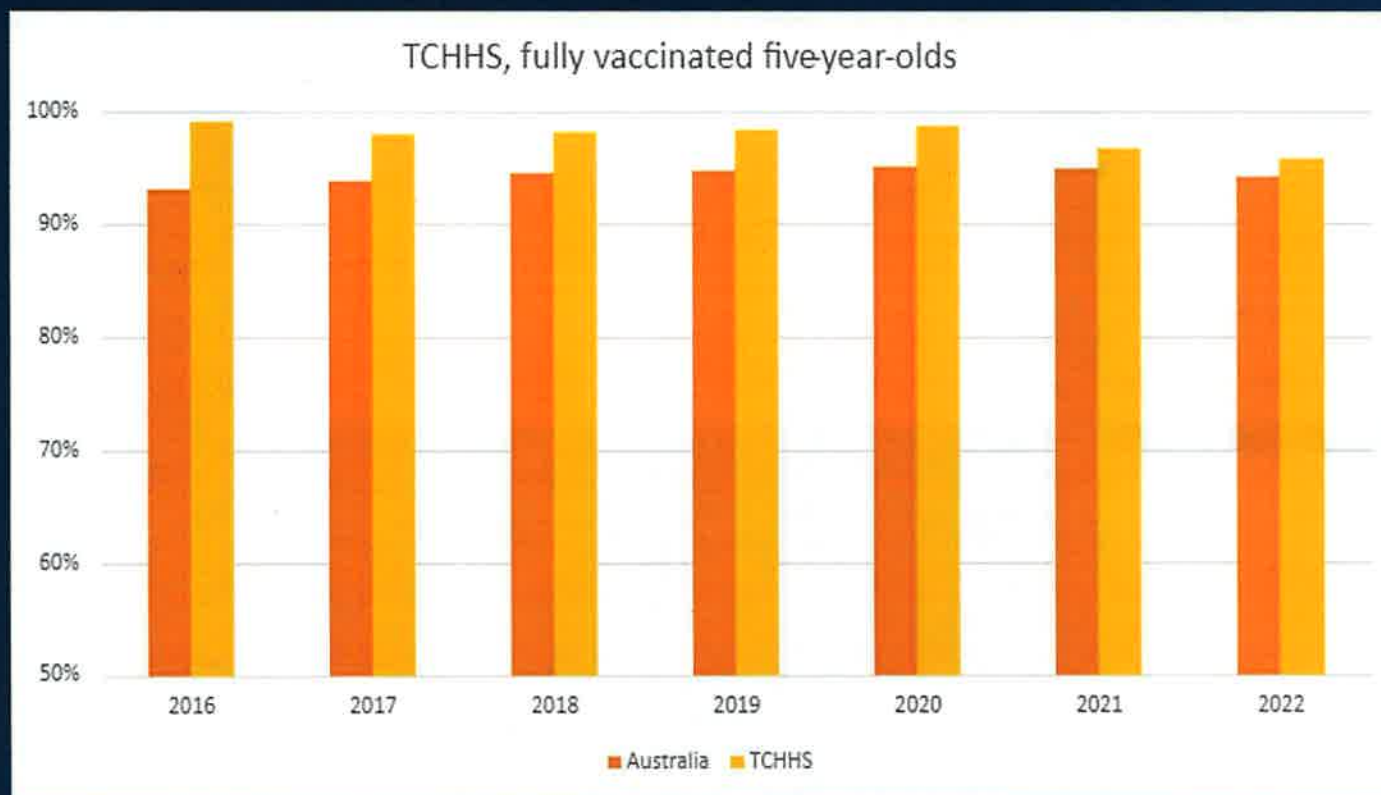
- Aboriginal and Torres Strait Islander people can access a health check once a year as well as follow-up care if needed. This helps keep people healthy by identifying risks of ill health early to prevent chronic conditions from developing.
- TCHS is increasing its focus on Health Checks. Current status for Wujal Wujal is 15%.



Data Source: TCHHS health data, current as at July 2023.

# HEALTH SERVICE ACCESS – Primary Care

## Immunisations & Vaccine Preventable Diseases



**Fully vaccinated**  
(30 June 2023)

- 1 year olds: **91.9%**
- 2 year olds: **92.9%**
- 3 year olds: **96.7%**

*Data Source: TCHHS health data.*



# HEALTH SERVICE ACCESS – Primary Care

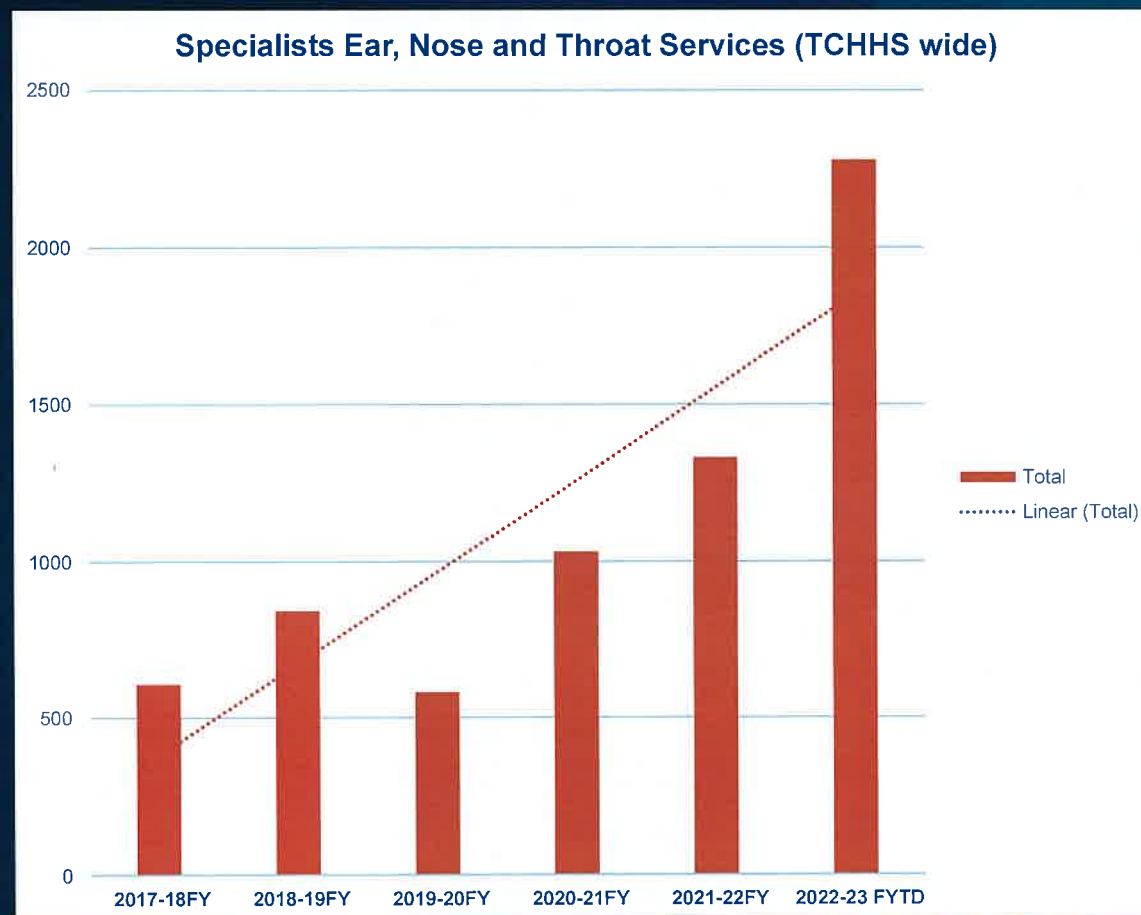
## Reductions in Vaccine Preventable Illnesses



# HEALTH SERVICE ACCESS – Specialist Services

## Ear Nose & Throat (ENT)

- TCHHS identified a gap in ENT services and lobbied for funding from the Department to establish an ENT service. The service incorporates audiology, speech pathology, health workers, general practitioner with specialty in ENT and a specialist surgeon. TCHHS provides a face-to-face ENT service at all PHCCs in the Cape and on Thursday Island and Bamaga.
- The program was launched as a pilot project in 2021 and is seeing exponential growth with a funding extension announced earlier this year. The team currently travels to 13 remote communities with plans to expand.
- TCHHS has received recognition for this program and is being used as a framework for other rural and remote health services. This has also created a rural generalist General Practitioner training pathway.

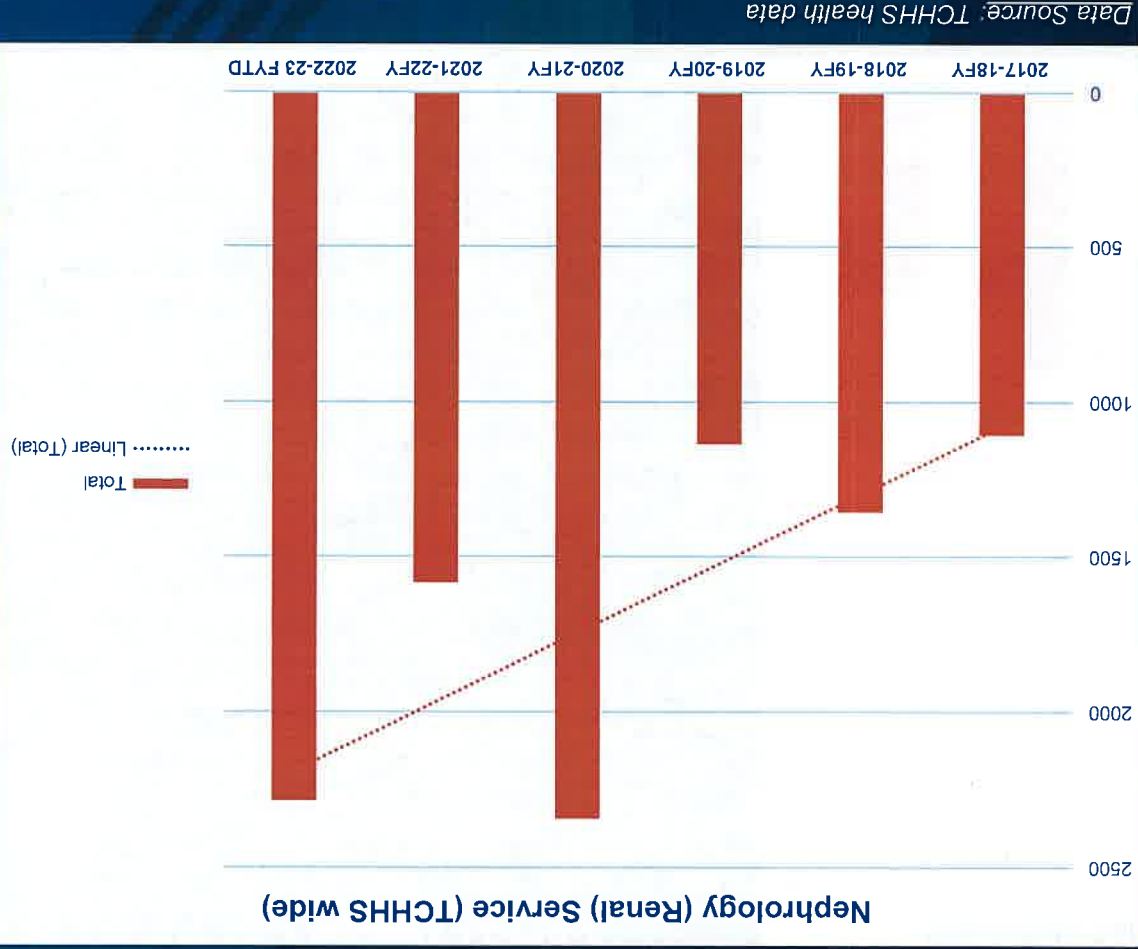


*Data Source: TCHHS health data*

# HEALTH SERVICE ACCESS – Specialist Services

## Nephrology (Renal Services)

- Renal services are a specialised area of medicine involving diagnosis, management and treatment of complications for patients with kidney impairment and/or disease. Specialist nephrology services were traditionally delivered out of Cairns with limited access for TCHHS patients.
- In 2021, TCHHS created its own full time Consultant Nephrologist position which provides continuity of care for TCHHS patients while maintaining linkages to the Cairns nephrology team.
- TCHHS has dialysis units in Thursday Island (nine chairs), Bamaga (four chairs), Cooktown (eight chairs) and Weipa (three chairs). Four dialysis chairs are soon to be operationalised in Kowanyama.

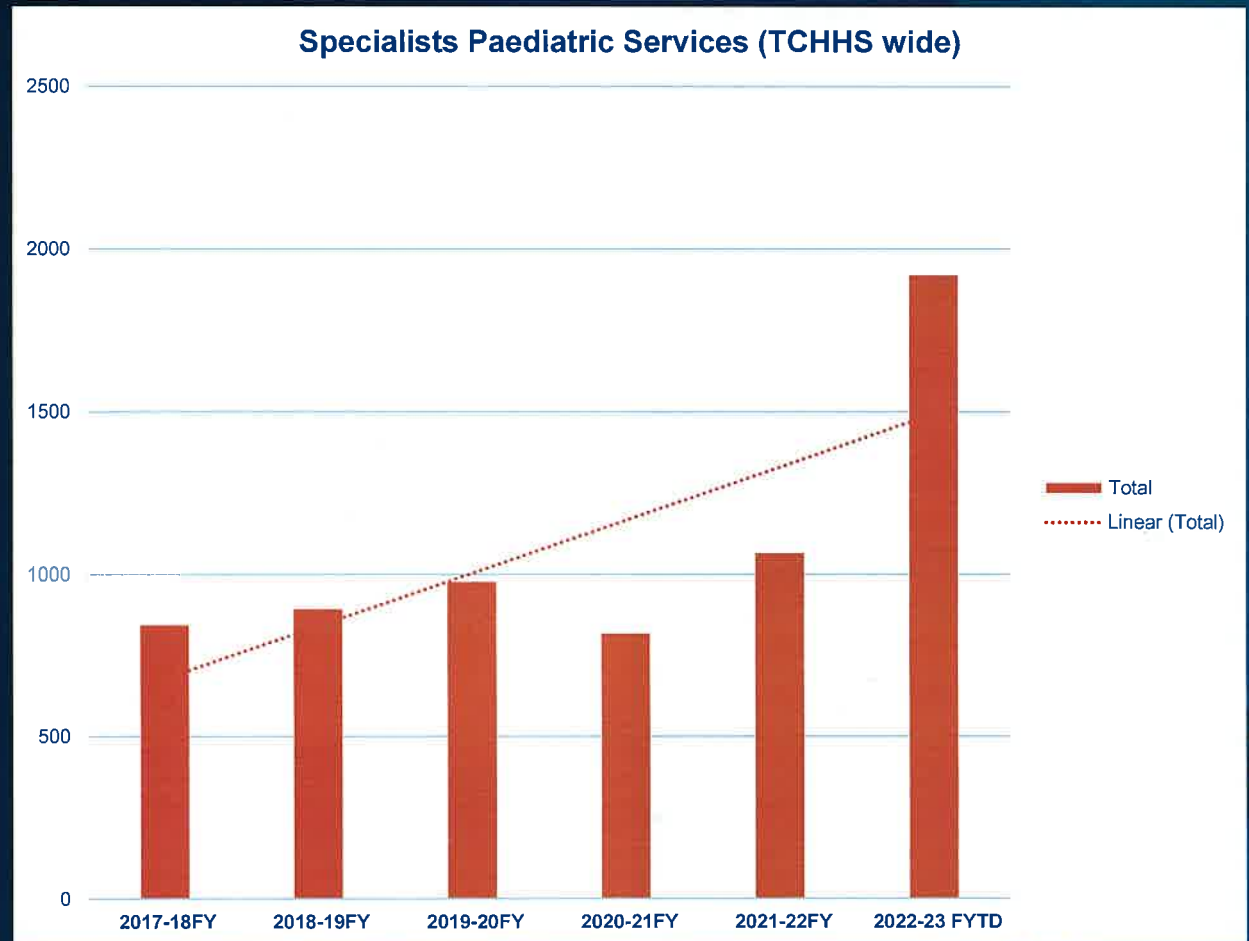




# HEALTH SERVICE ACCESS – Specialist Services

## Paediatric Services

- In 2022, TCHHS created 2 Full Time Equivalent (FTE) Consultant Paediatrician. 0.7 FTE has been allocated to the Northern Sector and 1.3 FTE to the Southern Sector.
- Access to paediatric services has significantly increased with the onboarding of these roles.
- The paediatricians connect in with the primary health care teams across all TCHHS sites.

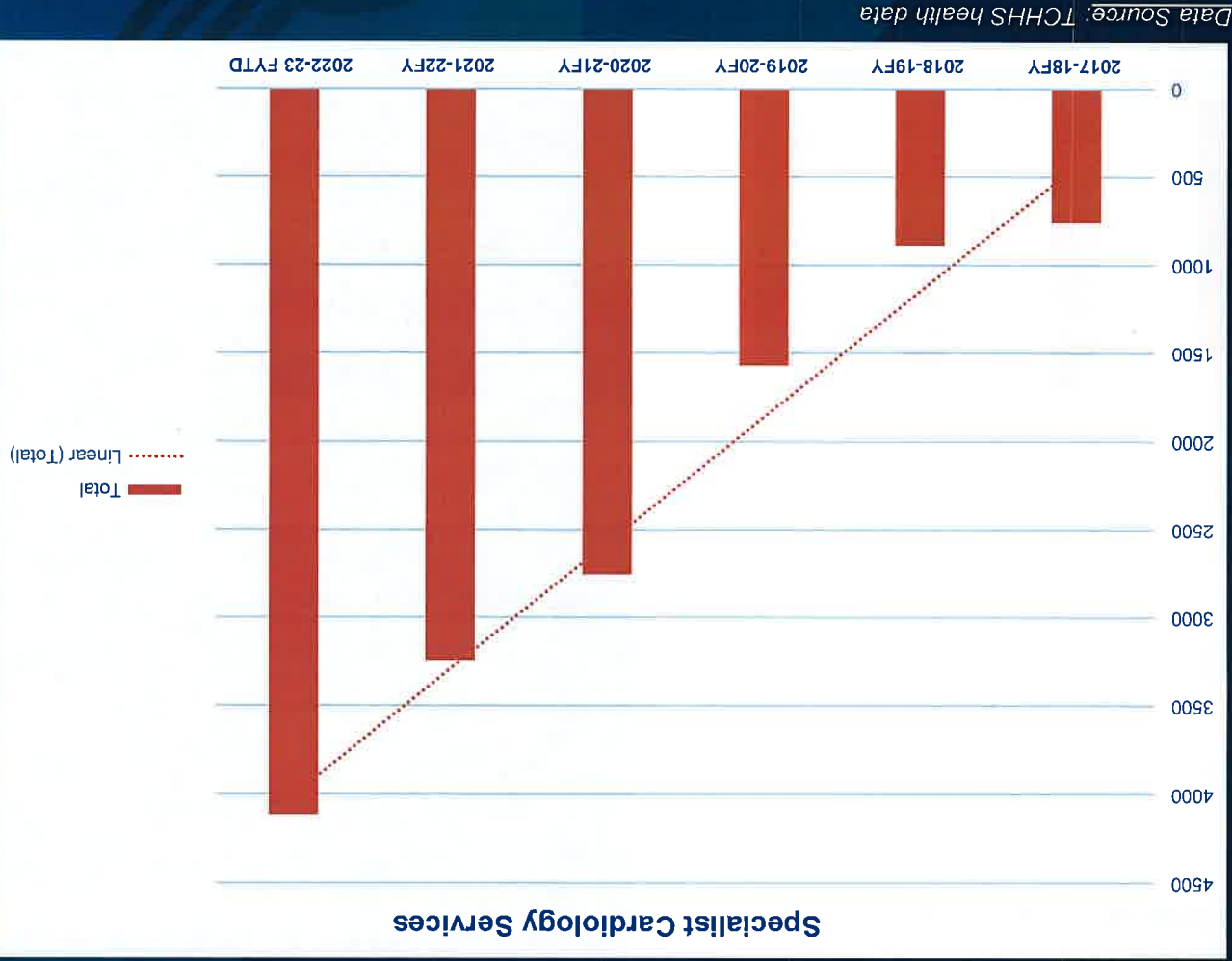


*Data Source: TCHHS health data*

# HEALTH SERVICE ACCESS – Specialist Services

## Cardiology Services

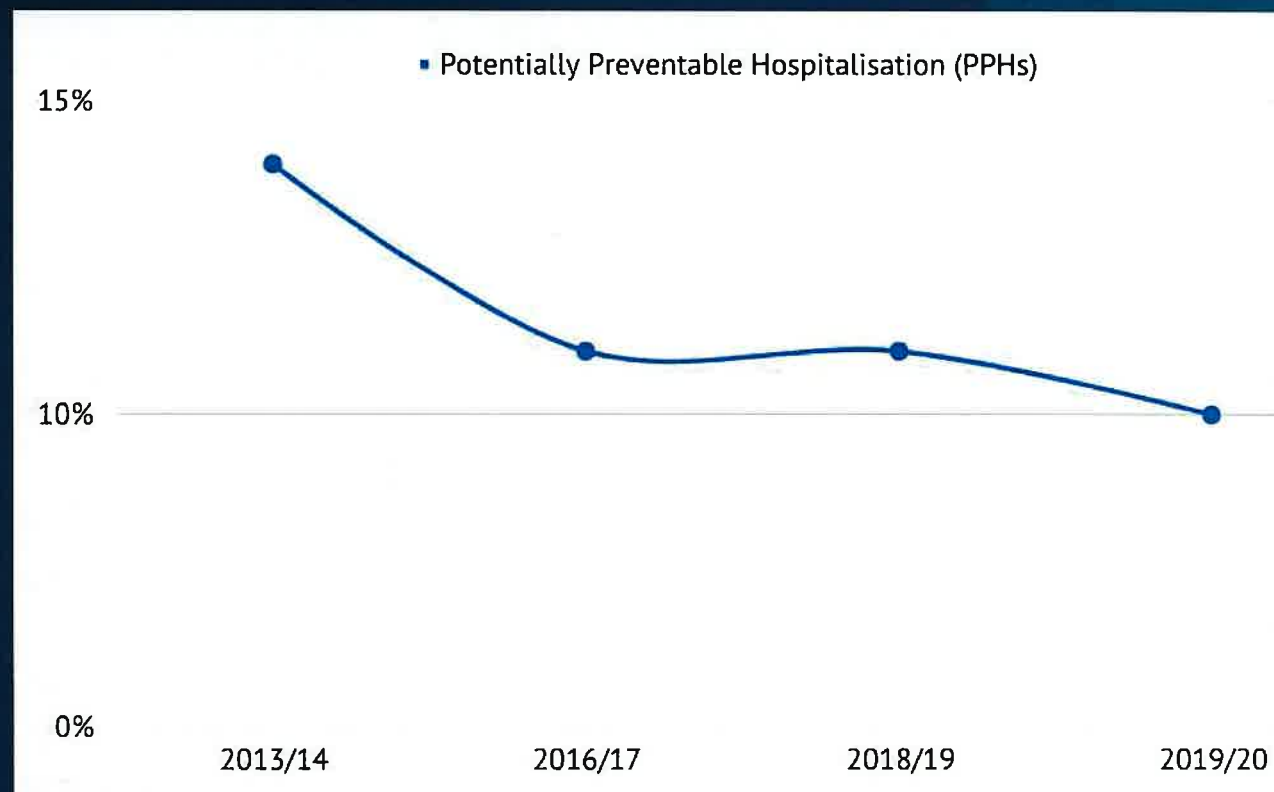
- Cardiology services commenced in 2019 as part of a partnership with Cairns as a combined cardiac outreach service. This is coordinated by a Clinical Nurse Consultant and Cardiac Sonographer who are employed by TCHHS.
- The Cardiac team works with the TCHHS sites to ensure access to optimised for the outreach visits including close management of the wait list to optimise attendance and replace appointments should somebody not be able to attend.



# HEALTH OUTCOMES

## Potentially Preventable Hospitalisations (PPHs)

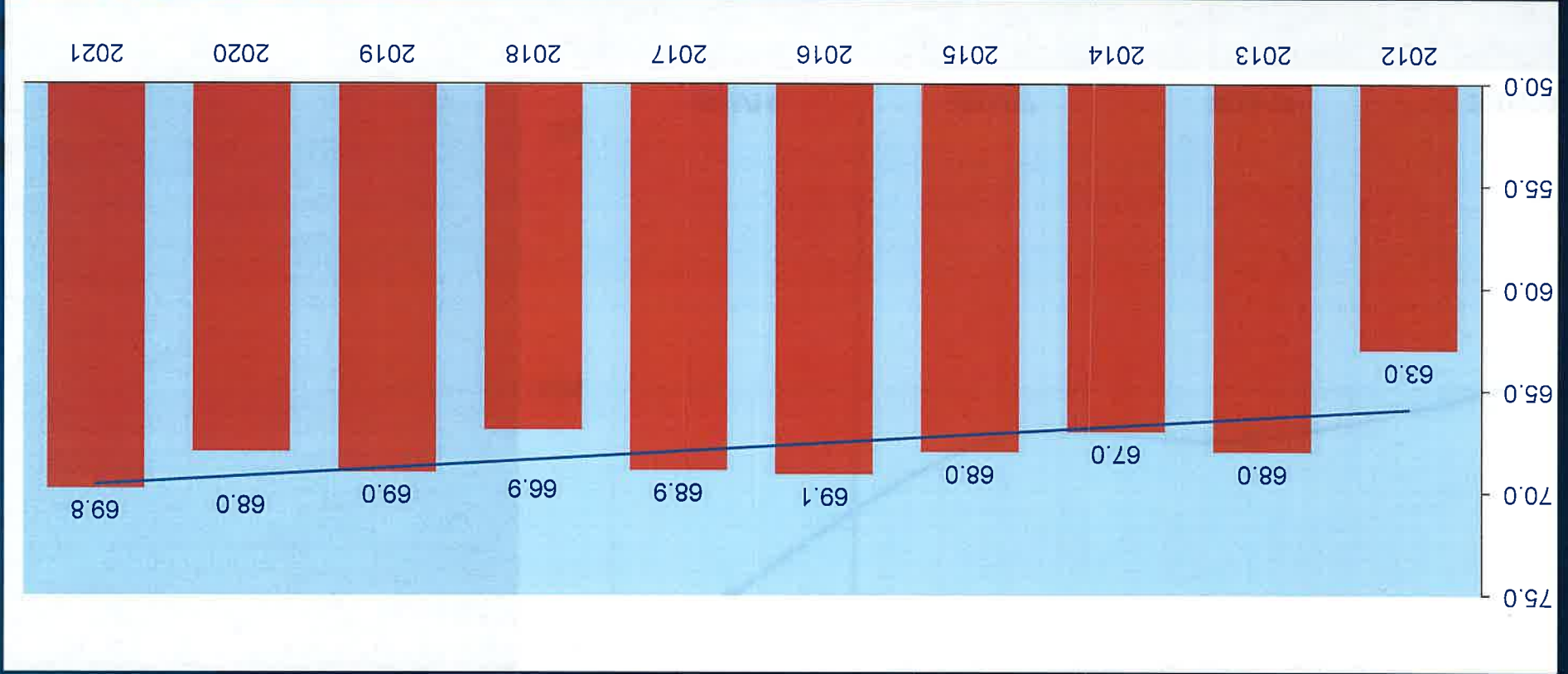
- PPHs are conditions where hospitalisation may have been avoided through timely and adequate non-hospital care.
- The percentage of PPHs for TCHHS has decreased by 4% between 2013/14 to 2019/20 (Chief Health Officer reports) as a result of increasing access to primary health care services.



*Data Source: Chief Health Officer Reports (2013/14, 2016/17, 2018/19 and 2019/20)*

# HEALTH OUTCOMES

Median Age of Death (years), Far North SA3



# INVESTING IN HEALTH – Workforce Diversity

## Aboriginal and/or Torres Strait Islander Staff

- Wujal Wujal: 45% of staff (5 out of 11 staff by headcount) identify as Aboriginal and/or Torres Strait Islander
- TCHHS South ↑: 13.07% (2023) v 11.66% (2015)
- TCHHS: 21.14% (2023) v 18.10% (2015)

### TCHHS South

Professional Stream	Sum of MOHRI Occupied Headcount	Sum of Indigenous MOHRI Headcount	%
A&TSI Health Workforce	34	28	82.35%
Health Clinical Assistants	15	2	13.33%
Managerial and Clerical	88.01	11	12.50%
Medical incl VMOs	32.67	1	3.06%
Nursing	195.5	11.5	5.88%
Operational	70	8	11.43%
Professional and Technical	32.5	0	0.00%
Trade and Artisans	3	0	0.00%
Total	470.68	61.5	13.07%

*Note - the data above is dependant on personal identification*

*Data Source: TCHHS Workforce Diversity Data (report from Decision Support System (DSS) Data Collection)*



# INVESTING IN HEALTH – Workforce Initiatives

## Growing Health Worker and Community Engagement Workforce

- Creating structured and coordinated health career pathways through vocational education and practical on the job training (traineeships, scholarships & cadetships)
- Workforce working group commencing to focus on Aboriginal and Torres Strait workforce and recruitment
- Creating a Manager of Health Worker Services and Health Worker Educator positions for Torres Strait and NPA (this will free up existing positions for TCHHS South staff)
- Partnership discussions with Health and Wellbeing Queensland for a shared Community Engagement Leadership position
- Creating Indigenous Liaison Officer (ILO) positions for each of the hub locations (Bamaga, Thursday Island, Weipa, Cooktown Hospitals and in Cairns)

# INVESTING IN HEALTH - Infrastructure

## Strategic Asset Management Plan (SAMP)

**Purpose:** Informs funding and strategic planning, if we have the right kind of assets and how well they are performing

### SAMP Methodology for Prioritisation

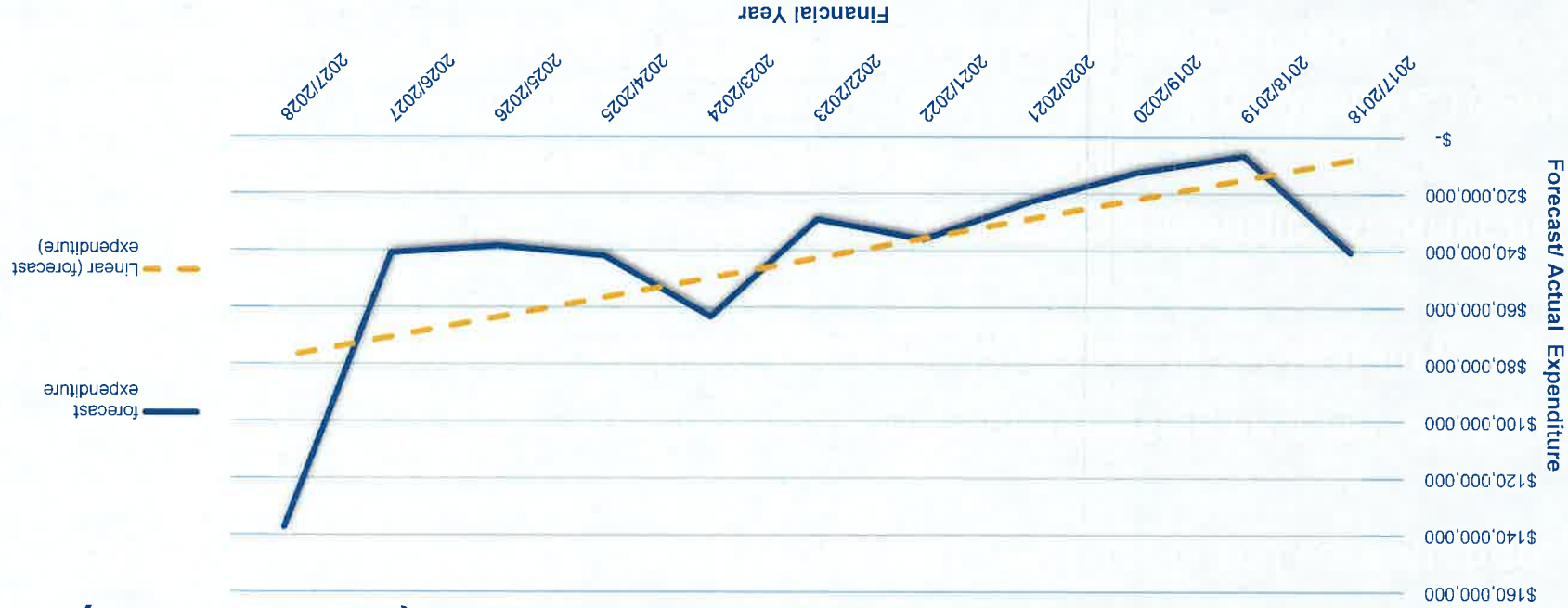
1. Undertake Asset Gap Analysis – Using various data sets, tools and consultation, determine asset intervention required at each site
2. Strategic Alignment Review – Assess operational objectives against key strategic plans
3. Undertake Risk Assessment – strategic, reputational, capacity & capability, financial and investment
4. Asset Criticality Assessment – criteria relating to location, proximity to other health care providers, asset failure consequence and services provided

A score is assigned to each facility against 'strategy', 'risk', 'criticality' which is then totalled to give an overall priority weighting to inform future investment decisions.

# INVESTING IN HEALTH - Infrastructure

- TCHS investment into health infrastructure is increasing. The below graph shows the trending data from 2017/2018.
- TCHS infrastructure investment in Wujal Wujal between 2017 and 2027 is \$5.6M

**Capital Investment Trend - TCHHS (2017 - 2027)**





# INVESTING IN HEALTH – Infrastructure

## Wujal Wujal

- **\$1.4M Wujal Wujal Primary Health Care Centre Roof:** replacement completed 2022 to make building watertight
- **\$1.25M Wujal Wujal Helipad upgrade:** replacement of existing PHCC landing site, upgrading infrastructure to current Australian Standards in 2020
- **Funding for Wujal Wujal Staff Accommodation:** currently being sought as part of the Department of Health's Building Rural and Remote Health Program (BRHHP)



# INVESTING IN HEALTH – Upcoming Initiatives

## Care Coordination Service Centre

- The Care Coordination Service Centre is a joint initiative between TCHS, Cairns and Hinterland Hospital and Health Service (CHHS), and Queensland Aboriginal and Islander Health Council (QAIHC). The Cairns-based centre has a range of co-located patient services including Aboriginal and Torres Strait Islander Patient Experience Officers. It ensures the care of vulnerable patients with complex health needs is fully co-ordinated, thereby reducing their need to travel, and – where possible – provide their care closer to home.

## Family Health Framework

- TCHS has recently commenced a project to develop a culturally inclusive sustainable evidence-based family framework of care. The project will include community consultation and stakeholder engagement.

## Allied Health Integrated Child Development Service

- TCHS has been funded \$3.6 million through the State Government's Connected Community Pathways (CCP) for a new allied health child development service. The program will see the establishment of outreach allied health teams, including speech pathologists, occupational therapists, physiotherapists, psychologists, social workers and dietitians, working with First Nations community-based Allied Health Assistants.

# **PLANNING FOR THE FUTURE - Strategy**

## **TCHHS Strategic Plan 2023-2027**

- The strategy was published 1 July 2023.
- The five pillars include primary and public healthcare services, first 2,000 days of life, workforce and promote wellbeing and safety, healthy minds and care closer to home.

## **Health Equity Strategy 2022-2025**

- The strategy was published 15 December 2022.
- The Implementation Plan has been developed and shared with community through a series of public sessions between 6 June to 18 July 2023.

## **Consumer and Community Engagement Strategy**

- Consultation for the next strategy will commence in the second half of 2023.

# PLANNING FOR THE FUTURE - Engagement

How else can TCHHS best engage with  
Wujal Wujal Aboriginal Shire Council  
and the Wujal Wujal community?





# ANY QUESTIONS?