



**MINUTES OF THE
JANUARY ORDINARY MEETING**

**HELD IN THE BOARDROOM DOOMADGEE
ABORIGINAL SHIRE COUNCIL**

**275 Sharpe Street
Doomadgee Qld 4830**

On Monday 21st January 2019

11.15am

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1. OPENING

The Acting Mayor welcome and opening of meeting at 11.15am

2. CONDOLENCES

Auntie Eva – 1 Minutes Silence

3. RECORD OF ATTENDANCE

Elected Members

Acting Mayor Jason Ned
Cr Dean Jupiter
Cr Veron Ned

Staff

Rod Richardson – Acting Chief Executive Officer
Gail Richardson – Acting Director of Community Services
Peter van Heusden - Procurement Manager

Guest

Mark Watt – Mead Perry

Absentees

Elected Members

Cr Scharrayne Foster

Staff

Garry Jeffries – Director of Engineering/Acting Chief Executive Officer on Annual Leave

4. CONSIDERATION OF APPLICATIONS OF LEAVE OF ABSENCE

Nothing to record

5. CONFIRMATION OF MINUTUTES OF PREVIOUS MEETING/S

05.01 General Meeting 14th December 2018

Officers Recommendation:

That Council confirms the Minutes, as presented, of the following meetings:
05.01 – Ordinary Meeting of Council held on 14th December 2018

Resolution No 1-01/19

Moved: Cr Jason Ned

Seconded: Cr Dean Jupiter

That the Minutes of the Ordinary Meeting of Council held 17th December 2018 be taken as read and signed as correct. **Carried**

6. DECLARATION OF INTERERTS

Nothing to record

7. CONSIDERATION OF NOTICE(S) OF MOTION AND PETITIONS

7.01 Notices of Motion

Nothing to record

7.02 Petitions

Nothing to record

8. BUSINESS ARISING FROM PREVIOUS MEETINGS

Nothing to record

9. PRESENTATIONS AND/OR ELECTED MEMBERS REPORTS

Nothing to record

Confirmed

10. ACTING CHIEF EXECUTIVE OFFICERS REPORT

REPORT AUTHOR(S) Rod Richardson
REPORT APPROVED BY Rod Richardson
DEPARTMENT Office of the CEO

PURPOSE

Presentation of the Monthly Activity report to Council

10.01 LEASE OPTION ON BAKERY LEASE

Council are currently looking into the lease option for the Bakery lease.

- To renew Lease for a further 3 year period

Accepted as reported

10.02 ERECTION OF CARPORTS IN COUNCIL CAR PARK

Council we will be erecting carports in the Council carpark to provide vehicles with some protection against the extreme weather conditions.

Accepted as reported

10.03 WATER SUPPLY ISSUES - UPDATE

Garry Jeffries is working on this issue.

- One pump up is dry
- Steve Christopher showing water plant staff how to flush lines and open taps properly
- Boil Water notice on chlorination

Accepted as reported

10.04 FRC LEASE AGREEMENT DISCUSSION

An email from Martine Care, Preston Law is attached regarding FRC requesting to change their Licence Agreement to a month to month option to fit in with their funding.

Action to be taken:

- Council to allow variation to the FRC Licence to be changed to a month by month basis, effective from 1st January 2019.

Rod Richardson

From: Martine Care <MCare@prestonlaw.com.au>
Sent: Friday, 11 January 2019 1:37 PM
To: Rod Richardson
Subject: FW: Doomadgee Aboriginal Shire Council - Licence Agreement with FRC - Office 4, 15 Sharpe Street, Doomadgee [PL140519]
Attachments: Licence Agreement.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning Rod,

I hope this email finds you well.

I have been contacted by Family Responsibilities Commission (FRC) regarding the attached Licence Agreement. As you will note the Licence Agreement with FRC expired on 31 December 2018

Clause 11 of the Licence Agreement sets out the requirements in relation to the option to renew the licence. Item 5 of Clause 1 Reference Schedule provides for two option periods, the current period we are in and, a further period of one year (2019). Any request to renew the licence during an option period was to be submitted to Council by 30 November 2018.

I confirm that this request was submitted to my office and subsequently forwarded to Juanita Holden (see my email chain below).

Month to Month Tenancy

We have been advised that FRC would like to continue occupying the space however this would be on the basis of a month by month basis tenancy commencing on 1 January 2019. FRC have advised our office that they currently have funding until June 2019 however they are unsure if this funding will continue. As such the month to month tenancy can be terminated at the end of June 2019 if necessary.

Instructions

Can you please advise if Council is agreeable to this arrangement and I will prepare the necessary documents for your review.

If you would like to discuss the matter or have any queries, please do not hesitate to contact me directly on 4052 0730.

Kind regards,



Martine Care | Partner | [Preston Law](#)
mcare@prestonlaw.com.au | T +61 7 4052 0730 | F +61 7 4052 0777
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10.05 STATE GOVERNMENTS WORK FOR QUEENSLAND GRANT - DISCUSSION

It has been announced that Doomadgee Aboriginal Shire Council will receive an amount of **\$1,530,000** under the 2019-21 round of the W4Q Program which is to support Council with job-creating maintenance and minor infrastructure works with consideration on projects providing young people aged between 15 to 24 years.

Action to be taken:

PCYC

- Get Tim in to quote on what is to be done to bring building back up to a suitable standard.

Confirmed



Department of Local Government,
Racing and Multicultural Affairs

Our ref: MBN18/1291

13 December 2018

Mr Rod Richardson
Acting Chief Executive Officer
Doomadgee Aboriginal Shire Council
Sharpe Street
DOOMADGEE QLD 4830

Dear Mr Richardson

I am writing to you about the next round of the Palaszczuk Government's Works for Queensland (W4Q) Program.

The Honourable Stirling Hinchliffe MP, Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs has announced an amount of \$1,530,000 under the 2019-21 round of the W4Q Program has been made available to the Doomadgee Aboriginal Shire Council. The Minister has written to your Mayor about the Program.

As with previous W4Q rounds, a key objective of the 2019-21 W4Q Program is to support Councils with job-creating maintenance and minor infrastructure works. Your Council should consider projects providing employment for young people (aged between 15 to 24 years) in the not in employment, education or training (NEET) category.

Funds provided under the 2019-21 W4Q Program, managed by the Department of Local Government, Racing and Multicultural Affairs, may be used for maintenance and minor works to improve the condition, quality or lifespan of an asset or for maintaining a community asset. Funds may also be spent on enhancing the scope of projects already committed to by the Council.

Your Council will receive 50 per cent of its approved funding upon receipt of confirmation of Funding Approval to be paid in 2018-19 to better assist with planning and implementing your proposed projects.

1 William Street Brisbane
PO Box 15009 City East
Queensland 4002 Australia
Telephone +617 3452 7009
ABN 251 66 523 889

The 2019-21 W4Q funding period is from **1 July 2019 to 30 June 2021**. All endorsed projects must be delivered by 30 June 2021. There is no obligation for Councils to make a co-contribution under the 2019-21 W4Q Program.

I will write to you again in early 2019 with details about the 2019-21 W4Q Funding Program Guidelines. The guidelines will provide further specific detail in relation to the eligibility criteria, information requirements for each proposed project, key submission dates, and the State's requirements for involvement in key project milestones. In the interim, I encourage your Council to begin working on its List of Projects which is to be submitted in March 2019.

I have asked for Ms Jo Stephenson, Regional Director, Northern Region, Local Government and Regional Services in the Department to assist you with any further queries. You may wish to contact Ms Stephenson on 4758 3419 or by email at jo.stephenson@dlgrma.qld.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Warwick Agnew', is positioned above the printed name.

Warwick Agnew
Director-General

From: Susanne Le Boutillier

Sent: Thursday, 10 January 2019 7:14 PM

To: Jason.ned@doomadgee.qld.gov.au; mayor@doomadgee.qld.gov.au

Cc: Greg S Anderson <Greg.ANDERSON@datsip.qld.gov.au>; Sandra Moore <Sandra.Moore@csyw.qld.gov.au>; Ron Weatherall <Ron.Weatherall@csyw.qld.gov.au>; Tim Wilson <Tim.WILSON@csyw.qld.gov.au>; Cassandra Aggett <Cassandra.Aggett@csyw.qld.gov.au>

Subject: RE: Opportunity to strengthen responses for men and DCSYW service reform

Dear Mayor

Happy New Year.

I understand things have started to move with setting up the Strong Women Group and it was great to see some of the photos shared from the Doomadgee women's visit to Galiwin'ku.

I'd appreciate being able to come up and have a yarn with you about this project and what else could be done in the service reform space in Doomadgee.

I'm about to go on leave for a couple of weeks, but wanted to check in with you whether a visit from myself and some others towards the end of February would be convenient for you?

Regards

Susanne Le Boutillier | Executive Director
Investment and Commissioning
Department of Child Safety, Youth and Women
T: 07 3097 6260 | M: 0412 181 635

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10.06 POLICIES REQUIRED FOR LEGISLATIVE PURPOSES

Several policies that Council are required to have by Government to be compliant with the Queensland Government Legislation cannot be found in our records.

Our solicitors have offered to produce these policies at a very reasonable cost to Council which will bring our policies in line with Legislation.

Action to be taken:

- Mark Watt believes that these policies were done by Mead Perry a little while ago and will check and confirm that they have them before we commission BELAW to do this work.
- Policies that are required and have not been completed will be commissioned to BELAW.

Confirmed

Rod Richardson

From: Kirsten Lesina | BELAW <KirstenLesina@belaw.com.au>
Sent: Thursday, 10 January 2019 12:24 PM
To: Rod Richardson
Subject: Policies

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Rod,

As discussed, please find below a list of policies which are legislatively required:

- Public Interest Disclosure Policy;
- Councillor Conduct Investigation Policy (this is a new requirement included in the LGA amendments last year);
- Community Grants Policy;
- Entertainment & Hospitality Policy;
- Advertising Spending Policy;
- Procurement Policy;
- Councillors Expenses and Reimbursement Policy; and
- Acceptable Requests Guidelines.

I understand BELAW drafted Acceptable Requests Guidelines for Council in 2016 and I would be happy to review these guidelines free of charge to ensure that they up to date.

I also recommend that Council adopt the following policies:

- Motor Vehicle Use Policy – adoption of this policy will avoid future employees following Lothar and double dipping by claiming a vehicle allowance and having Council pay for fuel and repairs etc.; and
- Financial Delegations Policy – setting out clearly the limits around financial delegations and how they may be used. Whilst this may not stop unscrupulous employees abusing their financial delegations, it can provided justification to terminate them if they breach the policy.

As discussed, I would be happy to prepare the above policies for \$2000 plus GST. Generally it would cost \$500.00 per policy totalling \$4,500.00 but we are happy to offer the discounted fixed fee. I am also happy to offer a free training session to Councillors and/or staff on the new policies, when you are next in Cairns. I also prepared some material last year which was to be used to train Councillors on the local laws and I would be happy to provide a free training session on the local laws as well if required.

I also note that Council's delegations and authorised persons may not be up to date and I am happy to discuss helping Council with this once the policies have been finalised.

We're preparing a client service agreement and will send it through in due course.

Kind regards,

KIRSTEN LESINA
Associate

11. MEAD PERRY GROUP - GUEST

REPORT AUTHOR(S) Mark Watt
REPORT APPROVED BY Rod Richardson

11.01 RECRUITMENT

The Mead Perry Group have been engaged to proceed with the recruitment of two positions being Director of Corporate Services and Finance Manager.

Advertisements have been placed with *Seek*, the Australian Local Government Job Directory and placed on Council's website. Applications close on Monday 4 February 2019.

It is likely that once interviews are conducted and a final decision is made, successful candidates will commence duties in approximately late March.

Accepted as reported

11.02 GRANT APPLICATIONS

Applications are being prepared under the Local Government Grants and Subsidies Program (LGGSP) for 3 Staff Houses and a carpark at the Doomadgee Airport.

Recommendation:

1. *That Council resolve to approve an allocation of 40% in support of the applications for three staff houses and a carpark at the Doomadgee Airport under the Local Government Grants and Subsidies Program; and*
2. *Should the applications be successful, this matter be included for approval in the next quarterly budget review.*

Resolution No. 2-01/19

Moved: Cr Vernon Ned

Seconded: Cr Dean Jupiter

Council approves the recommendation for housing and carpark at the Doomadgee airport.

Carried

12. ACTING DIRECTOR OF COMMUNITY SERVICES

REPORT AUTHOR(S)	Gail Richardson
REPORT APPROVED BY	Rod Richardson
DEPARTMENT	Community Services

12.01 YOUTH HUB:

We have a new staff member Brettlyn Neal arriving to start work on the 21st of January to take up the position of Program Coordinator. Her role will be to design programs to make the Youth Hub a more vibrant space plus mentor Milo & Haley.

Pool tables have been recovered again during the Christmas break.

Some parts of the mural at the Youth Hub has been damaged by rain so steps are being taken to repair it.

Have had a discussion with Jenni Davies at My Pathways to engage the young women of the community to come to the Youth Hub for some basic activities and have them ticked off as their Centrelink requirement so they get used to coming down and joining in socially as well.

Accepted as reported

12.02 ARTS QLD (IRADF):

No funding was granted for the 18/19 financial year as funding had closed when I enquired but the 19/20 round will open around March so we need to start thinking about what to put in for in the way of activities.

Accepted as reported

12.03 ANIMAL MANAGEMENT:

We have had several issues involving dogs just roaming around and making themselves at home at several business accommodation areas and making a nuisance of themselves especially at night.

The hospital complained about a pack of dogs one was on heat and Peter was able to solve this problem by taking the dog home to his place for a short stay.

The Aged care, ITECH Health have also had issues with unwanted dogs in their yard.

In future if the owner can't be located the dogs will be put down after all avenues to find them are explored. The dogs will be classed as abandoned.

If the owners can be located and they have the animals removed either by themselves or someone they nominate and the dogs keep returning complainants residence they will be also be classed as abandoned and put down.

Will have Sai put the above over the radio from time to time to remind people if they are going away they need to organise someone to take care of their animal during their absence.

Accepted as reported

12.04 RADIO STATION:

Over the next few weeks the radio will focus on "going back to school".

Steve Christopher donated 4 \$50.00 to the community through the radio with a question call in.

The radio was used over Christmas & New Year when the water was running low to help get the messages out about turning taps off etc.

Accepted as reported

12.05 POST OFFICE:

The post office operated over the Christmas break thanks to Maureen and Davina.

The post office is running smoother and compliance with Australia Post rules has improved considerably thanks to the staff we currently have.

Accepted as reported

13. Procurement Manager

REPORT AUTHOR(S)	Peter van Heusden
REPORT APPROVED BY	Rod Richardson
DEPARTMENT	Procurement

PURPOSE

To ensure open and fair procurement with all purchases made by Council. Having regard to Best Value and Local Purchase where available.

This month we have paid for the Purchase of the trailers (Roads). This was to fulfil requirements of the grant funding.

Total Value \$370,150.00 Isa Diesel.

13.01 FLEET REFRESH

Five vehicles have been ordered. At this time we have received 3 Vehicles with another 2 to come.

- Director of engineering. (Received)
- Director of Community Services
- Procurement Manager (Received)
- Water Treatment Plant (Received)
- Community Engagement Officer
- Staff Liaison Officer

Total Value \$230,408.42 Awarded to Pacific Toyota and Mike Carney Toyota.

4 Trade in vehicles have been offered for trade and for sale via and expression of interest (EOI).

- Toyota Prado (Director of Engineering)
- Nissan Navara Ute Water Services
- Mitsubishi Pajero Community Liaison Officer
- Mitsubishi Pajero Staff Liaison Officer

The EOI has now closed.

Negotiations are underway to finalise the purchases of the vehicles.

Accepted as reported

13.02 CARPORTS

Carports have been ordered for the main office. These should be delivered in about five weeks.

Accepted as reported

13.03 UNIFORM REFRESH

We are about to have a refresh of uniforms for all staff. Quotes have been sought and orders should be going in this week.

Accepted as reported

13.04 BOARDROOM CHAIRS

New boardroom chairs have been ordered.

Accepted as reported

Confirmed

14. CLOSED SESSION

That Council close the meeting to the public at under section 275 Local Government Regulations 2012.

Resolution No 3-01/19

Moved **Acting Mayor, Jason Ned**

Seconded **Cr Vernon Ned**

That Council close the meeting to the public at 1.16pm under section 275 Local Government Regulations 2012.
Carried

Items to be considered in Closed Session will be listed and marked accordingly. This section of the Agenda is for those items deemed necessary for discussion in a meeting Closed to the Public in accordance with Local Government Regulation 2012 – Section 275 – Chapter 8 Administration – Part 2 Local Government Meetings and Committees –

- (1) A local government or committee may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to close the meeting to discuss –
 - a. The appointment, dismissal or discipline of employees; or
 - b. Industrial matters affecting employees; or
 - c. The Local Government budget; or
 - d. Rating concessions; or
 - e. Contracts proposed to be made by it; or
 - f. Starting or defending legal proceedings involving it; or
 - g. Any action to be taken by the Local government under the Planning Act, including deciding applications made to it under the Act; or
 - h. Other business for which a public discussion would be likely to prejudice the interest of the Local Government or someone else, or enable a person to gain a financial advantage
- (2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- (3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

15. PROPOSED MEETING CALENDAR

Thursday 21st February 2019	10.00am	Doomadgee	Ordinary Meeting
Thursday 21st March 2019	10.00am	Doomadgee	Ordinary Meeting
Thursday 18 th April 2019	10.00am	Doomadgee	Ordinary Meeting
Thursday 23rd May 2019	10.00am	Doomadgee	Ordinary Meeting
Thursday 20 th June 2019	10.00am	Doomadgee	Ordinary Meeting

16. CLOSURE OF MEETING

The Meeting closed 1.40pm



Jason Ned
Acting Mayor
Doomadgee Aboriginal Shire Council