



**CONFIRMED MINUTES
OF THE
ORDINARY MEETING**

**HELD IN THE BOARDROOM
DOOMADGEE ABORIGINAL SHIRE COUNCIL
275 Sharpe Street
Doomadgee Qld 4830**

**On Thursday 12th October 2017
At 10:18am**

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1. OPENING

Cr Edric Walden declared the meeting open at 10:18am

2. ATTENDANCE

Elected Members

Mayor Edric Walden

Cr Dean Jupiter

Cr Scharrayne Foster

Cr Tony Chong – Entered the Meeting at 10:43am

Staff

Lothar Siebert – Chief Executive Officer

Garry Jeffries – Director of Engineering

Richard Kelly – Director of Corporate Services

Juanita Holden – Governance Manager

3. DISCLOSURE OF MATERIAL PERSONAL INTEREST AND CONFLICT OF INTEREST

Material Personal Interest (MPI) Section 172 Local Government Act 2009

Involves the ability for you or an associate to *gain a material benefit or suffer a material loss as a result of a decision that is made*. It includes interests that arise from personal or family relationships. These interests must be disclosed prior to the item to be discussed and you must leave the room. A record will be recorded at the item and in the MPI Register. Associate being Councillor, spouse, parent, child, sibling, partner, employer etc.

Conflict of Interest (COI) Section 173 Local Government Act 2009

Exists whenever there is a *disparity between your personal interest (real or perceived conflict of interest) and the public interest*. e.g. office holder of a community group. These interests must be disclosed prior to the item to be discussed. A record will be recorded at the item and in the COI Register. The Councillor will then decide whether to stay or leave the meeting.

Noted

4. APOLOGIES / LEAVE OF ABSENCE

Cr Jason Ned

Resolution No 1-10/17

Moved Cr Scharrayne Foster

Seconded Cr Edric Walden

That Council receive the apology from Cr Jason Ned.

Carried

5. CONFIRMATION OF MINUTES

That the Minutes of the Ordinary Meeting of Council held 20th September 2017 to be taken as read and signed as correct.

Resolution No 2-10/17

Moved Cr Edric Walden

Seconded Cr Scharrayne Foster

That the Minutes of the Ordinary Meeting of Council held 20th September 2017 be taken as read and signed as correct.

Carried

That the Minutes of the Special Meeting of Council held 9th October 2017 be taken as read and signed as correct.

Resolution No 3-10/17

Moved Cr Edric Walden

Seconded Cr Scharrayne Foster

That the Minutes of the Special Meeting of Council held 9th October 2017 be taken as read and signed as correct. **Carried**

6. BUSINESS ARISING FROM PREVIOUS MEETINGS

Nil

Attendance:

Garry Jeffries left the meeting at 10:25am

Attendance:

Juanita Holden left the meeting at 10:27am

Attendance:

Garry Jeffries and Juanita Holden returned to the meeting at 10:30am

7. PRESENTATIONS

LGAQ – Teleconference in regards to the LGAQ Annual Membership – 12:40pm

8. CHIEF EXECUTIVE OFFICERS REPORTS

Agenda Reference: 8.01

Title: Application for Amend Reserve by way of SP277163

Attachment: DNRM Application to Amend Reserve

Summary

Reference is made to previous correspondence and it is advised that action has been finalised and the attached Smartmap provides the details. The following changes have been made:

Previously – Lots 30, 31 & 32 on NC13

Currently – Lots 312, 313, 153, 154 & 416 on SP277163

Recommendation:

For Council Information.

Noted – Further information required – to be presented at the November Council Meeting

Agenda Reference: 8.02

Title: Interim Local Law - Doomadgee Aboriginal Shire Council Interim Subordinate Local Law No. 7 (Indigenous Community Land Management) 2017

Attachment: Interim Local Law

Summary

Interim Local Laws are typically introduced to address cases of immediate public health and safety risks or where there is a concern that action may be taken during public consultation to make the law, which would defeat the purpose of introducing the law. Community engagement is not required prior to making an interim local law. Interim local laws do not require a review for anti-competitive provisions. Interim Local Laws are adopted for a limited period of six months or less while the Local Government conducts public consultation before introducing the law permanently.

Local Government Act 2009 – Section 30 -

30 Expiry of interim local law revives previous law

- 1) This section applies if—
 - a. an interim local law amends or repeals a local law; and
 - b. the interim local law expires; and
 - c. the interim local law is not made (either with or without change) as a local law.
- 2) When the interim local law expires—
 - a. the local law is revived in its previous form; and
 - b. any subordinate local law or provision of a subordinate local law, that stopped having effect because the local law was amended or repealed, is revived in its previous form.
- 3) The previous form of a local law, subordinate local law, or provision of a subordinate local law is the form it was in immediately before the interim local law commenced.
- 4) This section does not affect anything that was done or suffered under the interim local law before it expired.
- 5) This section applies despite the Acts Interpretation Act 1954, section 19.

Upon review of the Subordinate Local Law No. 7 (Indigenous Community Land Management) 2017, we are of the opinion that Council should amend the definitions section of Subordinate Local Law 7 to define "standard trust area conditions" along the lines of the following:

- Do not engage conduct which may cause nuisance, inconvenience or annoyance to residents of the Trust Area;
- Respect the traditional custom and lore of the Trust Area;
- Do not engage in conduct that would adversely affect the amenity of the surrounding Trust Area;
- Do not engage in conduct likely to cause conflict within the Trust Area;
- Comply with the Local Government's policies; and
- Follow any direction given by an authorised officer of the Local Government.

Subordinate Local Law 7 needs be strengthened to give Council greater power to remove troublesome residents or visitors, noting that Council only has the power to remove residents or visitors who are not Traditional Owners of the area. Therefore, placing an Interim Local Law in place with an expiry date of 6 months from date of adoption, will give time to prepare the changes to the Subordinate Local Law No 7 (Indigenous Community Land Management) 2017

Attendance:

Cr Tony Chong entered the meeting at 10:43am

Recommendation:

That Council adopt the Interim Local Law - Doomadgee Aboriginal Shire Council Interim Subordinate Local Law No. 7 (Indigenous Community Land Management) 2017 as presented with an expiry date of 20th March 2018.

Resolution No 4-10/17

Moved Cr Dean Jupiter

Seconded Cr Scharrayne Foster

That Council adopt the Interim Local Law – Doomadgee Aboriginal Shire Council Interim Subordinate Local Law No 7 (Indigenous Community Land Management) 2017 as presented with an expiry date of 20th March 2018. **Carried**

Agenda Reference: 8.03

Title: Gulf Savannah Development – Indigenous Gulf Council 2018 Financial Year

Summary

Council has received the 2018 Financial Year Subscription fees for the Gulf Savannah Development Inc. As previously discussed with Council, there are many levels of Membership.

Diamond - \$15,500 (Ex GST)

- Seat on Gulf Savannah Development Board
- Voting Rights (one vote)
- Free advertising in GSD's Small Business e-newsletter and Investment Information Document
- Council Logo on all GSD collateral including letterheads
- Annual membership certificate
- Copies of relevant GSD publications
- Copies of GSD media releases
- Promotion on GSD's website (profile, logo and link)
- Invitation to GSD Open Forums and Events
- Recognition as a partner committed to the sustainable development of the Gulf Savannah region
- Other entitlements or benefits as negotiated with GSD

Platinum - \$7,500 (Ex GST)

- Seat on Gulf Savannah Development Board as an observer
- Free advertising in GSD's Small Business e-newsletter and Investment Information Document
- Council Logo on all GSD collateral including letterheads
- Annual membership certificate
- Copies of relevant GSD publications
- Copies of GSD media releases
- Promotion on GSD's website (profile, logo and link)
- Invitation to GSD Open Forums and Events
- Recognition as a partner committed to the sustainable development of the Gulf Savannah region
- Other entitlements or benefits as negotiated with GSD

Savannah Gold - \$530 (Ex GST)

- Annual membership certificate
- Copies of relevant GSD publications
- Copies of GSD media releases
- Promotion on GSD's website (profile, logo and link)
- Invitation to GSD Open Forums and Events
- Discounted advertising in GSD publications and workshops
- Discounted advertising in monthly Gulf/Tablelands small business e-newsletter

Savannah Silver - \$160 (Ex GST)

- Annual membership certificate
- Copies of GSD media releases
- Listing on GSD Web Site
- Invitation to GSD Open Forums
- Discounted advertising in GSD publications and workshops
- Discounted advertising in monthly Gulf/Tablelands small business e-newsletter

Recommendation:

That Council approve of the 2018 Financial Subscription for the Diamond Package as presented.

or

That Council approve of the 2018 Financial Subscription for the Platinum Package as presented.

Resolution No 5-10/17

Moved Cr Dean Jupiter

Seconded Cr Edric Walden

That Council authorise the payment for the 2018 Financial Subscription for the Diamond Package as presented. **Carried**

Agenda Reference: 8.04
Title: 2017 Christmas Shutdown

Recommendation:

That Council operations will close down on Thursday 21st December 2017 and re-open on Tuesday 2nd January 2018, noting that a skeleton staff will be on duty during this period to attend to emergencies. Furthermore, that staff will be granted 5 days on pay without penalty in recognition of good service throughout the year.

Resolution No 6-10/17

Moved Cr Scharrayne Foster

Seconded Cr Edric Walden

That Council operations will close from Thursday 21st December 2017 and re-open on Tuesday 2nd January 2018, noting that a skeleton staff will be on duty during this period to attend to any emergencies. Furthermore, that staff will be granted 5 days full pay without penalty in recognition of good service throughout the year.

Carried

9. DIRECTOR OF ENGINEERING

Agenda Reference: 9.01
Title: Monthly Report to Council – October 2017

Attendance:

Juanita Holden left the meeting at 10:53am and returned at 10:55am

NDRRA Works:

The road crew have completed an opening grade of Woologarang West Road and are now preparing the gravel pavement of the next 2.5km for bitumen sealing.

Roads to Recovery and TIDS Works:

Woologarang West Road:

Negotiations with concreting contractors is nearing completion for the construction of the two floodway's on this road will be coordinated with the building projects in the Community. The re shaping of the next 2.5km of gravel pavement in preparation for bitumen sealing is being incorporated with the NDRRA works.

New Houses Building Project:

Work is progressing well on the houses and it is expected that six of the twelve floor slabs including underfloor drainage will be placed within the next 10-14 days. Once the slabs are complete block laying will commence and it is hoped to have the majority of the rooves on prior to the Christmas Shutdown period.

Workshop:

Operations are continuing as per normal. Mainly routine servicing and minor repairs have been required in the last month. There have been no major repairs required this month.

Road Gang:

The roads crew has been deployed to the Woologarang West Road to commence NDRRA works as reported above.

General Gang:

Operations are continuing as per normal.

The open space crew and the general gang have been working together on keeping the community clean.

Airport:

Airport operations are continuing as per normal.

Airport inspections are carried out each day, airport lighting and electrical inspections are carried out monthly as per legislative requirements. The CEO and DOE met with REX representatives and there are a few matters that need to be addressed subsequent to recent audit inspections of the airport and its operations.

Water and Sewerage:

Operations are continuing as per normal. It is now likely that most of the suggested upgrades to the WTP will come to fruition as Doomadgee has been successful with grant funding for improvements to water, waste water and solid waste infrastructure.

Rodeo Ground Upgrade & Cultural Centre

We are waiting on the delivery of the accommodation and ablution units from Myuma. Once they are on site installation will proceed

New Regional Waste Facility

The preliminary design and costing are now complete and the reports will be tabled for Council's information.

Workshop Redevelopment

The concrete footing and slab placement are well underway in preparation for the erection of the shed. The structural steel fabrication is nearing completion and once the major components are galvanised it will be delivered to site. The Builder for the construction of the shed will be mobilising to site in 14-21days to start work once the steel is on site.

Government Employee Housing Project

Christopher Contracting is progressing well with this project with the majority of the sewer and stormwater pipework already complete. There have been a few design issues but so far, they have been managed so as not to cause any major delays. Strategic Builders Pty Ltd have been awarded the building contract and Council at their Special Meeting of 9 Oct 2017 endorsed the latest proposal for the 30-man camp with en-suited rooms.

Attendance:

Leonie Florence entered the meeting at 11:03am and left at 11:03am

Attendance:

Cr Dean Jupiter left the meeting at 11:03am

Attendance:

Leonie Florence entered the meeting at 11:05am and left at 11:05am

Attendance:

Cr Dean Jupiter entered the meeting at 11:05am

Recommendation:

That the Director of Engineering's report as presented be noted and received by Council.

Noted

Adjournment:

The Mayor adjourned the meeting for morning tea at 11:08am and reopened the meeting at 11:33am

10. DIRECTOR OF CORPORATE SERVICES

Agenda Reference:	10.01
Title:	Monthly Report to Council – October 2017
Attachments:	IT Report Preston Law Status Report Financial Reports

Attendance:

Cr Scharrayne Foster entered the meeting at 11:34am

Information Technology (Item 10.01)

A detailed status report from Data Central is provided as an attachment to this report.

Insurance

Insurance claims currently pending include:

- Airport vandalism – awaiting finalisation.

Leases / Licence Agreements (Item 10.02)

An overall status report is attached for your perusal (10.02)

- The Memorandum of Understanding (MOU) for the Doomadgee Men's Shed is ready for signing. The Agreement has been drawn up, and executed by them, but not Council as yet. A separate lease is being negotiated for Office 2 at 15 Sharpe Street.
- We are still awaiting a response from Warrgoobulginda Aboriginal Corporation (WAC), regarding the Women's Shelter and Day Care Centre. Lease documentation, with a commencement date of 1 July 2017, has been sent to WAC with a covering letter. It should be noted that service charges are still outstanding (\$70,506 up to 30 June 2017). This does not include current charges for this financial year 2017-18 (\$15,477). Council has certain responsibilities here to ensure the continued operation of this facility, with particular reference to the National Quality Framework and access to qualified early childhood teachers. The facility is available to all residents working in the Community, and is an essential element to a stable and committed workforce.
- Australia Post have been approached about transferring their Agency agreement to a third party, and discussions are currently underway with CEQ Enterprises (the operators of the Doomadgee Retail Store) to facilitate this. Australia Post have no major issues with this proposal, and are prepared to negotiate with CEQ in due course. This will be further discussed and formalised with Council when CEQ management are here next.
- The Department of Human Services (DHS) have agreed to an offer to renew our Centrelink Agency Agreement in Doomadgee for a period of three months only, as it is not cost effective for Council to continue to provide these services indefinitely, but this will ensure it meets the needs of our Community in the short term. Council and DHS have now agreed to terminate our Agency Agreement, effective 27 October 2017. The DHS called for Expressions of Interest on the 28th August, which closed on the 11th September. My Pathways was approached by Council on behalf of the DHS to take on this role in the Community, and submitted their expression of interest to the Department. This is likely to succeed.
- Child Safety House: A letter and proposed lease was sent to the Department of Communities, Child Safety and Disability Services on the 14 August 2017. We have been advised that it has now progressed to Crown Law for review and advice, and we are still awaiting their response.
- North West Hospital and Health Service (NWHHS): we are currently pursuing Queensland Health for a resolution to the final transfer of the old hospital site, and at the same time asking Crown Law for a reconsideration of their (on behalf of Queensland Health) refusal to pay for structural maintenance. As we have agreed in principle to a lease valued at \$6,000 for each property, the issue of maintenance costs is a significant one for Council.
- North and West Remote Health (NWRH): Aged Care facility (Lot 30) and accommodation block (Lot 31). Draft Licences prepared, awaiting agreement between both parties.

- PCYC – yet to be resolved, due to Council wanting to use the building at some point for a Sports and Recreation Club. Lease transferred to week by week until further notice. PCYC advised in writing 11 October 17.
- Chongy & Sons Concreting Pty Ltd: Awaiting registration of the Survey Plan, and clarification of the rates component, commencement date and term of the lease. An ILUA may still be required (if extinguishment of Native Title has not occurred) as the lease is on the DOGIT. I propose that as an alternative, we can enter into an agreement to lease now, subject to Native Title. I am still concerned however that by leasing the premises, Council will still be responsible for any loss or damage as a result of incidents / accidents occurring on the lease. This is mainly because council has had prior knowledge of defects in the batching plant. Council, as owner of the facility, will still retain some liability.

Finance

- The in-house Finance team remains under-resourced at present, due to the impact of staff changes in the Cairns Office. A short list of candidates for a replacement Finance Manager is being drafted, and Interviews are due to commence in the week beginning 16 October.
- A review has been undertaken to ascertain the best way forward for this year's audit, and the outsourcing of all high-end accounting tasks is now complete.
- As the 2016-17 audit is now due to begin, DASC must avoid any further unnecessary delays in the publishing of our Annual Reports.
- Consideration is being given to transferring the REX ticketing functions from reception to the Store, or as an alternative the airport staff, due to difficulties with staffing issues in the main office.
- Attached are Debtors and Creditors Aged reports. **(Item 10.03)**
- Approximate Cash Balances are as follows:

	\$m
CBA	\$3.918
QTC	<u>\$7.111</u>
	\$11.029 (Actual 11 th October 2017)
Less:	
	\$2,981 Restricted Cash (40 Year Leases) as at 30 June 2017
	<u>\$2,863</u> Unspent Tied Grants as at 30 June 2017
	<u>\$5.185</u> Net Unrestricted Cash

Resolution No 7-10/17

Moved Cr Tony Chong

Seconded Cr Edric Walden

That Council authorise the Chief Executive Officer and Director of Corporate Services to offer \$550,000 to purchase the identified building as discussed for a new Council Office in Cairns. **Carried**

Recommendation:

That the report from the Director of Corporate Services report as presented be noted and received.

Noted

Attendance:

Richard Kelly left the meeting at 11:54am and returned at 11:55am

Attendance:

Leonie Florence entered the meeting at 11:56am

Attendance:

Shane Booth entered the meeting at 11:56am

11. DIRECTOR OF COMMUNITY SERVICES

Agenda Reference: 11.01
Title: Monthly Report to Council – October 2017

Attendance:
Richard Kelly left the meeting at 11:57am and returned at 11:58am

Animal Pest & Environmental Control

Council acknowledgement of Shane Booth and his successful completion of certificate 1V in Animal Regulation and Management. Shane to present report on training.

Night Patrol

Community Safety Patrol trial has been delayed due to legal obligations noted by Prime Ministers and Cabinet of My Pathway and Council.

A Risk Assessment along with Policies and Procedures are required before we can operate Night Patrol. Currently we are working to establish the documentation required.

Youth Hub

Wade Charles and Mandy Brown have commenced employment at the Youth Hub. Wade has already impressed us with his programming, activities and initiatives for engaging our youth. Mandy Brown and experienced artist, has returned to her community after 17 years absence and is also keen to pass on her skills and ideas for our youth.

Radio Station

Blackstar Radio have quoted the cost of \$26, 964.92 for the upgrade and transfer to the new area at the broadcasting building. Data Central are reviewing Blackstar's quote and Andrew has said verbally that they should be able to reduce the costs considerably.

Community Engagement Officer

At present David Escott is seeking membership for the Sports and Social Club. A Non-Government Organisation (NGO) has already been setup however a further Board Member is required to incorporate an Association in Queensland. Further discussion concerning this matter is required.

Attached Report from Shane Booth (Item 11.01)

Recommendation:
That the report from the Director of Community Services report as presented be noted and received.

Noted

Attendance:
Leonie Florence and Shane Booth left the meeting at 12:19pm

12. GOVERNANCE MANAGER

Agenda Reference: 12.01
Title: Monthly Report to Council – October 2017

Legislation and Compliance

Compliance with legislation can be challenging and often a complex area for Councils to navigate. State and Federal legislation and regulation changes frequently, and the consequences for councils not keeping across these changes are often serious. Governance within DASC is moving forward and is starting to clearly identify all relevant compliance demands and action required to achieve compliance. The following have been either updated or implemented:

- Local Law Register – s31 LGA09 – Available for Public and on the Web Site
- Record of Material Personal Interest (Councillor) - Available for Public and on the Web Site
- Record of Conflict of Interest (Councillor) - Available for Public and on the Web Site
- Record of Conflict of Interest & Material Personal Interest – Executive Staff
- Council Minutes – Available for Public and on the Website
- Council Resolution Register – On Council Website

Councillor Register of Interest

The local government must ensure a copy of the Register of Interest of Councillors is available for inspection by the public at the office and on the Council Website. All Councillor Registers of Interest have been uploaded onto the Council Website. It is up to Councillors to ensure that these registers are completed and up to date at all times.

Attached are Register of Interest for those Councillors that need to have these completed. Please ensure that they are completed and returned to the Chief Executive Officer ASAP.

Governance Related Issues

Agenda for Meetings:

The notice of meeting given to Councillors must include an agenda of the items to be discussed at the meeting. A Councillor, who wants an item of business included on the agenda for a particular meeting, must give written notice of the nature of the business to the Chief Executive Officer at least seven days before the notice of the meeting is given. Items for consideration may include questions on notice. Business not on the Agenda or arising from the agenda must not be considered at the meeting unless council agrees to admit such business at the meeting. However, for a Special Meeting of Council only those matters listed on the Agenda may be considered.

Deputations at Council Meetings:

A person or group wishing to be received as a deputation by the Council must make a written request at least 7 days before the meeting, to the Chief Executive Officer setting out the matter to be raised by the deputation and specifying the name and address of the person authorised to receive notices on behalf of the deputation.

The Chief Executive Officer must inform the Chairperson upon the receipt of the request. Otherwise directed by the Chairperson, the Chief Executive Officer must list the hearing of the deputation on the next ordinary meeting agenda and give to the person specified in the request notice of time and date when the deputation will be heard.

The chairperson will determine the number of people in the deputation who will be permitted to address council or respond to questions. The appointed speakers must restrict their addresses to not more than five minutes or as determined by the Chairperson.

If a member of the deputation other than the appointed speaker/s interjects or attempts to address the Council, the Chairperson may warn the deputation that a repetition may result in the deputation not being further heard. If there is further interjection after the chairperson has given the warning the Chairperson may call on the item on the next business. Unless the Council otherwise resolves, the effect of calling on the next business is that the deputation will not be heard further at that meeting and if the deputation wishes to be heard at a subsequent meeting, a fresh request must be given to the Chief Executive Officer.

Policies and Procedures

Vehicle Policy (Item 12.01)

Management and Councillors have had reports of increased out of hours usage of Council Vehicles by staff. All officers have been advised that the use of Council Vehicles for private use is not allowed. The running costs of these vehicles is increasing and there are insurance implications to council if this usage is continued. The Current Vehicle Policy was provided to Councillors at the August Council Meeting for comment and adoption at the September Council Meeting.

Recommendation:

That Council adopt the Vehicle Policy as presented.

Resolution No 8-10/17

Moved Cr Dean Jupiter

Seconded Cr Scharrayne Foster

That Council adopt the Vehicle Policy as presented

Carried

Recommendation:

That the report from the Governance Manager be noted and received.

Noted

Attendance:

Leonie Florence entered the meeting at 12:34pm and left at 12:36pm

Adjournment:

The Mayor adjourned the meeting for lunch at 12:36pm and reopened the meeting at 12:40pm

13. PRESENTATIONS

LGAQ – Teleconference in regards to the LGAQ Annual Membership – 12:40pm

Resolution No 9-10/17

Moved Cr Dean Jupiter

Seconded Cr Scharrayne Foster

That Council authorise the payment for the 2018 LGAQ Financial Subscription as presented.

Carried

Attendance:

Cr Scharrayne Foster left the meeting at 1:24pm and returned at 1:30pm

14. CLOSED SESSION

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

Resolution No 10-10/17

Moved Cr Dean Jupiter

Seconded Cr Edric Walden

That in accordance with Section 275 of the Local Government Regulations 2012, the General meeting was closed to the public at 1:30pm for the discussion of the following matters:

Carried

- **Confidential Matter in relation to the Queensland Industrial Relations Commission**

Resolution No 11-10/17

Moved Cr Dean Jupiter

Seconded Cr Edric Walden

That in accordance with Section 275 of the Local Government regulations 2012, the General meeting was reopened to the public at 1:39pm for the taking of resolutions.

Carried

15. PROPOSED MEETING CALENDAR

Thursday 16 th November 2017	9:00am – 4:00pm	Doomadgee	Ordinary Meeting
Thursday 21 st December 2017	9:00am – 4:00pm	Doomadgee	Ordinary Meeting

Resolution No 12-10/17

Moved Cr Dean Jupiter

Seconded Cr Scharrayne Foster

That Council resolve to move the December Ordinary Council Meeting to Wednesday 20th December, followed by Staff Christmas BBQ

Carried

16. CLOSURE OF MEETING

The Meeting closed at: 1:40pm

Edric Walden

Mayor

Doomadgee Aboriginal Shire Council

17 ATTACHMENTS

- 8.01 Application to Amend Reserve (description) by way of SP277163
- 8.02 Doomadgee Aboriginal Shire Council Interim Subordinate Local Law No 7
- 10.01 IT Report
- 10.02 Preston Law Status
- 11.01 Report from Shane Booth
- 12.01 Vehicle Policy

Confirmed Minutes

Item 8.01 Application to Amend Reserve (description) by way of SP277163



Queensland
Government

Department of
Natural Resources and Mines

Author: Taylah Hopper
File / Ref number 2017/000398
Directorate / Unit: State Land Asset Management
Phone (07) 4222 5427

25 July 2017

Doomadgee Shire Council
275 Sharpe Street
Doomadgee, QLD 4830

Dear Sir/Madam,

RE: Application to Amend Reserve (description) by way of SP277163.

Reference is made to previous correspondence and it is advised that action has been finalised and the attached Smartmap provides the details for your information.

If you wish to discuss this matter please contact Taylah Hopper on (07) 4222 5427.

Please be advised that the following changes have taken place:

- Previously – Lots 30, 31 & 32 on NC13
- Currently – Lots 312, 313, 153, 154 & 416 on SP277163

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to Townsville.SLAMS@dnrm.qld.gov.au. Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

Please quote reference number 2017/000398 in any future correspondence.

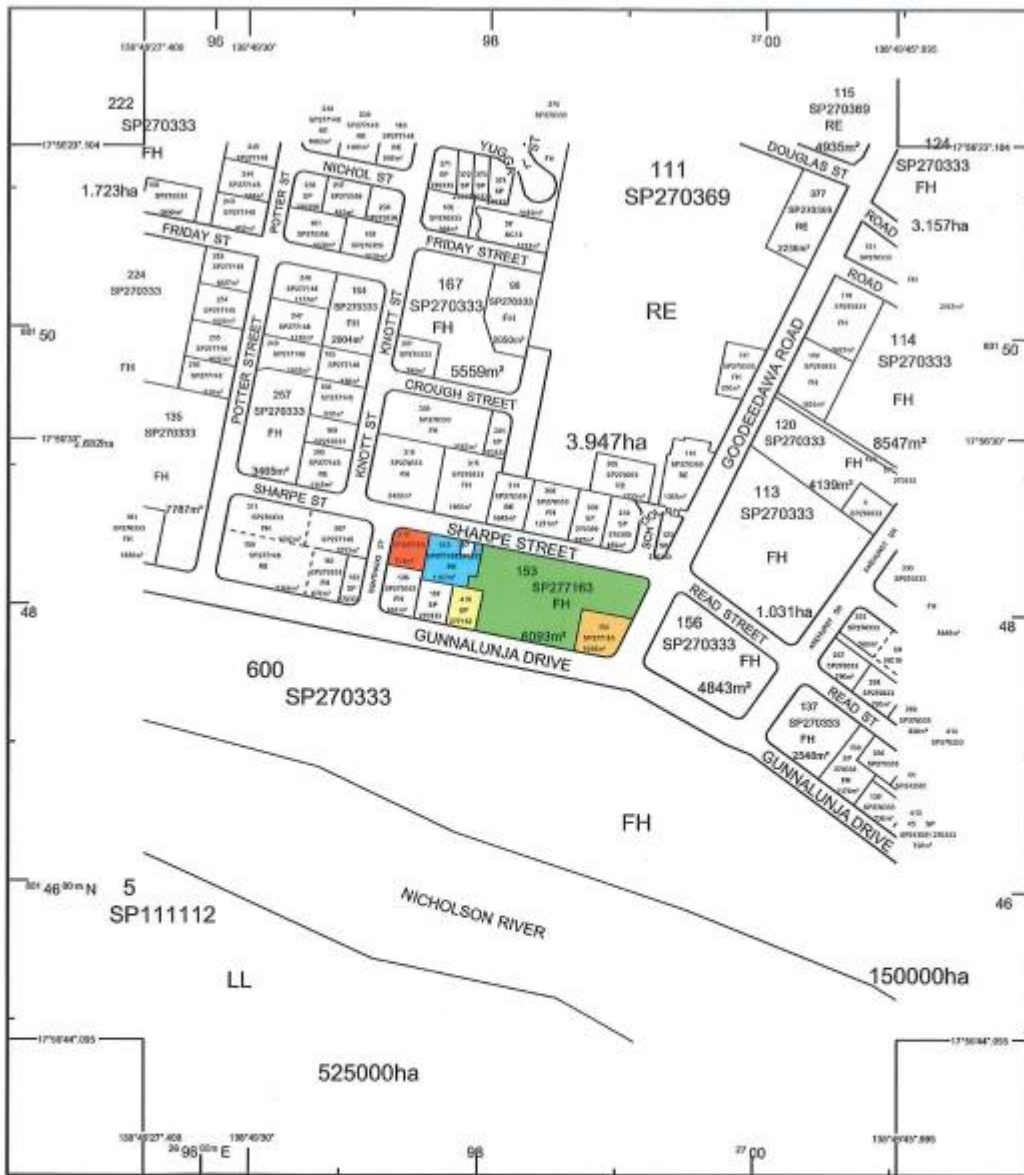
Yours sincerely

A handwritten signature in black ink that reads 'Taylah Hopper'.

Taylah Hopper
Land Administration Officer
Service Delivery – North Region, Cairns

Postal :
DNRM Cairns
PO Box 5318
Townsville
4810 QLD

Telephone : (07) 4222 5427
Fax: (07) 4799 7533



STANDARD MAP NUMBER
8662-23244



SmartMap

An Online Product of
Geospatial Information Services
Based upon an extraction from the
Digital Cadastral Data Base



SUBJECT PARCEL DESCRIPTION

CCDS	No LeadPlan Selected.
LotPlan	No LeadPlan Selected.
AreaVolume	No LeadPlan Selected.
Tenure	No LeadPlan Selected.
Local Government	No LeadPlan Selected.
Locality	No LeadPlan Selected.
Segment/Parcel	No LeadPlan Selected.

CLIENT SERVICE STANDARDS

PROVIDED (date/time) 26/10/2017
For additional information regarding this SmartMap see page 2.
Shading Rules have been applied.

CCDS: 24010917

Some of the information recorded in this document (the information) accept all responsibility and risk associated with the use of the information and should seek independent professional advice in relation to dealings with property.

Despite Department of Natural Resources and Mines (DNRM)'s best efforts, DNRM makes no representations or warranties in relation to the information, and, to the extent permitted by law, exclude or limit all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with any use of or reliance on the information.

For further information on SmartMap products visit <http://dnrm.qld.gov.au/property/mapping/thesmap>



Queensland Government
(c) The State of Queensland,
(Department of Natural
Resources and Mines) 2017.

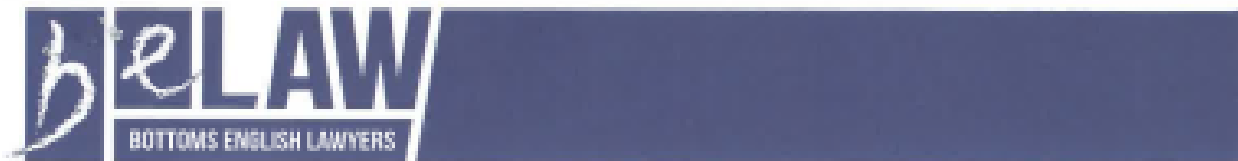


Additional Information Page

Shading Rules

- Lot Number = 312 and Plan Number = SP277163
- Lot Number = 313 and Plan Number = SP277163
- Lot Number = 153 and Plan Number = SP277163
- Lot Number = 154 and Plan Number = SP277163
- Lot Number = 416 and Plan Number = SP277163

Item 8.02 BeLaw – Subordinate Local Law 7



Our Ref: JRB-KL-21305

18 July 2017

Chief Executive Officer
Doomadgee Aboriginal Shire Council
275 Sharpe Street
DOOMADGEE QLD 4830

By hand delivery

Dear Sir,

RE: SUBORDINATE LOCAL LAW 7

We have conducted a review of Council's Subordinate Local Law 7 (Indigenous Community Land Management) 2016.

We are of the opinion that said Subordinate Local Law 7 could be strengthened to give Council greater power to remove troublesome residents or visitors, noting that Council only has the power to remove residents or visitors who are not Traditional Owners of the area.

We are of the opinion that Council should amend the definitions section of Subordinate Local Law 7 to define "standard trust area conditions" along the lines of the following:

- Do not engage conduct which may cause nuisance, inconvenience or annoyance to residents of the Trust Area;
- Respect the traditional custom and lore of the Trust Area;
- Do not engage in conduct that would adversely affect the amenity of the surrounding Trust Area;
- Do not engage in conduct likely to cause conflict within the Trust Area;
- Comply with the Local Government's policies and
- Follow any direction given by an authorised officer of the Local Government.

The above list is not exhaustive and is only meant to provide examples of the kind of standard trust area conditions which could be included in Subordinate Local Law 7.

Council may adopt the above, or similar, changes to Subordinate Local Law 7 by way of an Interim Local Law, which is a faster process than amending the Local Law.

An Interim Local Law must state its expiry date, we suggest 6 months from the date of adoption, and should Council fail to adopt a new Local Law in that time period, the pre-existing Local Law would come back into force.

We have provided, for your information, an outline below on how to adopt an Interim Local Law and how to amend a Local Law.

Bottoms English Lawyers
Pty Ltd

ACTN 158 205 768
ABN 57 158 205 768

Email
bottomslaw@belaw.com.au

Website
www.belaw.com.au

CARMS OFFICE:

Street Address
63 Mulgrave Road
Cairns, Queensland 4870

Postal Address
PO Box 5196
Cairns, Queensland 4870

Telephone
07 4051 5088

Facsimile
07 4051 5088

BRISBANE OFFICE:

Street Address
L11, 231 North Quay
Brisbane, Queensland 4000

Telephone
07 3236 1462

Facsimile
07 3236 1460

TOWNSVILLE OFFICE:

Street Address
25 Stuart Street
Townsville, Queensland 4810

Telephone
07 4722 2715

Facsimile
07 4722 2778

John Bottoms | BA, LL.B.
Principal

Daniel Chang | J.D., MBA
Principal

Jony Tucker | LL.B.
Solicitor

Rhonda Leama | LL.B.
Solicitor

Phanel Rhola | LL.B.
Solicitor

Adopting an Interim Local Law

Council passes an Interim Local Law by passing a resolution at a full meeting of Council. As advised above, such Interim Local Law must state its expiry date. Council is not required to undertake public consultation in relation to an Interim Local Law but must publish a notice of making the Interim Local Law in the Government Gazette and on Council's website within 1 month of the resolution being passed.

Amending a Local Law

Council can decide its own processes for making a local law so the extent that it is not inconsistent with the *Local Government Act 2009*.

Council amends a local law by passing a resolution at a full meeting of Council.

Council must ensure its local laws are drafted in compliance with the guidelines issued by the Parliamentary Council under the *Legislative Standards Act 1992*, section 9.

Public consultation

Council must carry out public consultation prior to adopting a new local law.

State Interest Check

Council only has to submit the local law to the State Government for a State Interest check if the local law is other than the following:

- a local law that incorporates a model local law;
- a subordinate local law.

As Council is seeking to make a subordinate local law, there appears on the face of it to be no need for a State Interest Check, however it is possible that the State Government will be interested in the new Local Law and request a State Interest Check.

After a Local Law is passed

After passing a resolution to adopt a new local law, the Council must publish a notice of making the local law in the Government Gazette and on Council's website. Such a notice must be published within 1 month after the date Council made the resolution.

Within 14 days after the notice is published in the Government Gazette, Council must give the Minister:

- a copy of the notice; and
- a copy of the local law in electronic form.

Summary

We recommend that Council adopts an Interim Subordinate Local Law 7, which could be tailored to the specific circumstances facing Council at this time, while planning for and undertaking consultation in relation to a broader amendment to Subordinate Local Law 7 to be adopted prior to the expiry of the Interim Local Law.

We have drafted an Interim Local Law (attached) and a Council resolution (below) to give Council the strongest possible powers to deal with the current situation.

Council Resolution

That Council resolves to:

1. repeal Subordinate Local Law No. 7 (Indigenous Community Land Management) 2016; and
2. adopt Interim Subordinate Local Law No. 7 (Indigenous Community Land Management) 2017.

Doomadgee Aboriginal Shire
Council

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18 July 2017

We confirm that if Council adopts the above resolution, it has one month to comply with the advertising requirements discussed above.

If you have any queries about this matter, please do not hesitate to contact the writer.

Yours faithfully,



KIRSTEN LESINA | Associate

BOTTOMS ENGLISH LAWYERS

Individual liability limited by a scheme approved under professional standards legislation

Confirmed Minutes

Doomadgee Aboriginal Shire Council Interim Subordinate Local Law No. 7 (Indigenous Community Land Management) 2017

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Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Doomadgee Aboriginal Shire Council Interim Subordinate Local Law No. 7 (Indigenous Community Land Management) 2017*.

2 Purpose and how it is to be achieved

- (1) The purpose of this subordinate local law is to supplement *Local Law No. 7 (Indigenous Community Land Management) 2016* in order to enable local governments that have jurisdiction over trust areas under the *Aboriginal and Torres Strait Islander Communities (Justice, Land and Other Matters) Act 1984* to regulate the use of these areas.
- (2) The purpose is to be achieved by providing for—
 - (a) the authorisation of classes or categories of persons to enter, be in or live in the trust area; and
 - (b) the designation of the parts of the trust area where an approval to enter, be in or live in the trust area applies; and
 - (c) the prescribing of conditions of use for camping sites; and
 - (d) the designation of land as parks and reserves and the regulation of activities for these areas.

3 Authorising local law

The making of the provisions in this subordinate local law is authorised by *Local Law No. 7 (Indigenous Community Land Management) 2016* (the *authorising local law*).

4 Definitions

Particular words used in this subordinate local law have the same meaning as provided for in the authorising local law.

“Standard trust area conditions” means the following rules of entry to trust areas –

- a) Do not engage conduct which may cause nuisance, inconvenience or annoyance to residents of the Trust Area;
- b) Respect the traditional custom and lore of the Trust Area;
- c) Do not engage in conduct that would adversely affect the amenity of the surrounding Trust Area;
- d) Do not engage in conduct likely to cause conflict within the Trust Area;
- e) Comply with the Local Government’s policies; and
- f) Follow any direction given by an authorised officer of the Local Government.

Part 2 Authority to enter etc. trust area

5 Persons authorised to enter etc trust area—Authorising local law, s 5

For section 5 of the authorising local law, the classes and categories of persons listed in column 1 of schedule 1 are authorised to enter, be in or live in the parts of the trust area mentioned in column 2 of schedule 1, subject to the conditions specified in column 3 of schedule 1.

6 Persons authorised to enter etc trust area—Authorising local law, s 6

For section 6(3) of the authorising local law, an approval granted under section 6(2) of the authorising local law applies to the whole trust area.

Part 3 Scientific research

This part in the authorising local law does not contain any matters to be provided for by subordinate local law.

Part 4 Camping sites

7 Conditions regarding the use of camping site, s 10

For section 10 of the authorising local law, the conditions regarding the use of a camping site are—

- (a) all rubbish must be removed by the camper or placed in receptacles provided
- (b) camping sites must be kept in a clean and tidy state
- (c) fires must not be lit other than in the fireplaces provided
- (d) total fire bans imposed by authorised persons must be observed
- (e) dogs, cats or other domestic animals must not be brought into a camping site
- (f) plants, animals and natural and cultural resources must not be disturbed or damaged
- (g) wildlife must not be fed, and food must not be left in a place where it can be scavenged
- (h) watercourses must not be polluted with shampoos, soaps, detergents, sunscreens or other harmful substances
- (i) any directions given by an authorised person must be complied with
- (j) appliances such as axes must not be used other than to split firewood or drive tent pegs
- (k) machetes must not be used
- (l) noise must not be made as to disturb other visitors, particularly between 10pm and 7am
- (m) electric generating equipment and compressors must not be used without approval
- (n) if camping in an area without toilet facilities, all human waste must be buried at least

45cm deep, at least 50 metres from any lakes, watercourses, walking tracks, campsites or public facilities.]

Part 5 Parks and reserves

8 Designation of parks and reserves—Authorising local law, s 14

(1) For section 14(1) of the authorising local law, the following land is designated as a park—
Intentionally left blank

(2) For section 14(2) of the authorising local law, the following land is designated as a reserve—
Intentionally left blank

9 Prohibited and restricted activities—Authorising local law, s 15(1)

(1) For section 15(1)(a) of the authorising local law, the activities described in column 2 of schedule 2 are declared to be prohibited in the corresponding park or reserve mentioned in column 1 of schedule 2.

(2) For section 15(1)(b) of the authorising local law, the activities described in column 2 of schedule 3 are declared to be restricted in the corresponding park or reserve mentioned in column 1 of schedule 3, to the extent described in column 3 of schedule 3.

10 Motor vehicle access in local government controlled areas—Authorising local law, s 16(1)(b)

For section 16(1)(b) of the authorising local law, the areas prescribed in column 1 of schedule 4 are declared to be motor vehicle access areas.

11 Prohibited vehicles—Authorising local law, s 16(3)

For section 16(3) of the authorising local law, the specific types of motor vehicle prescribed in column 2 of schedule 4 are declared to be prohibited vehicles in the corresponding specified motor vehicle access area in column 1 of schedule 4.

Part 6 Miscellaneous

This part in the authorising local law does not contain any matters to be provided for by subordinate local law.

Part 7 Repeal Provision

12 Repeal of Subordinate Local Law No. 7 (Indigenous Community Land Management) 2016

Subordinate Local Law No. 7 (Indigenous Community Land Management) 2016 is repealed.

Part 8 Expiry of Interim Local Law

13 Time Period for which Subordinate Local Law No. 7 (Indigenous Community Land

Doomadgee Aboriginal Shire Council Interim Subordinate Local Law No. 7 (Indigenous Community Land Management) 2017

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Management) 2017 is in force

Interim Subordinate Local Law No. 7 (Indigenous Community Land Management) 2017 expires on a date which is six months from the date it was adopted.

Confirmed Minutes

Schedule 1 Authority to enter, be in and live in the trust area

Section 5

Column 1 Class or category of person	Column 2 Part of trust area that persons authorised to enter, be in and live in	Column 3 Conditions of authorisation
<p>A person who -</p> <p>Is an Aboriginal who is not a Traditional Owner;</p> <p>and</p> <p>Is currently residing in part of the Doomadgee local government area</p>	<p>Entire trust area</p>	<ul style="list-style-type: none"> • Standard trust area conditions
<p>Visitors (excluding traditional visitors)</p>	<p>Entire Trust Area</p>	<ul style="list-style-type: none"> • Standard Trust Conditions; • Visitor trust area conditions
<p>Traditional visitors of the Doomadgee Aboriginal Shire Council.</p>	<p>Entire Trust Area</p>	<p>Standard Trust Area Conditions</p>
<p>The customers of an approved named tour operator</p>	<p>Entire Trust Area</p>	<ul style="list-style-type: none"> • the persons must be accompanied by the tour operator at all times • the persons must follow any direction given by an authorised person • the persons must comply with the permit approval conditions

Doomadgee Aboriginal Shire Council Interim Subordinate Local Law No. 7 (Indigenous Community Land Management) 2017

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<p>Duly authorised staff, consultants, agents or contractors of local, State or Commonwealth governments for official government business purposes only (including their immediate family).</p>	<p>Entire Trust Area</p>	<p>Standard Trust Area Conditions</p>
<p>Duly authorised staff, consultants, agents or contractors of approved commercial operators and businesses operating in the trust area</p>	<p>Entire Trust Area</p>	<ul style="list-style-type: none"> • Standard Trust Conditions; and • Visitor trust area conditions • the persons must comply with the permit approval conditions

Confirmed

Schedule 2

Prohibited activities for parks and reserves

Section 9(1)

<p style="text-align: center;">Column 1 Park or reserve</p>	<p style="text-align: center;">Column 2 Prohibited activity</p>
<p>All local government controlled areas within the local government area</p>	<ul style="list-style-type: none"> • Any act that interferes with or adversely affect the interests of any aboriginal person, group or impact upon any area of Aboriginal Cultural Heritage • Consumption of liquor - refer Doomadgee Alcohol Management Plan • Any activity not in accordance with the purposes or objects for which such park / reserve is held by Council. • Any act which is likely to injure, endanger, obstruct, inconvenience or annoy any other person. • Organise or play a game which is likely to interfere with the safety or comfort of the public, or likely to damage the park / reserve or anything appertaining thereto. • Discharge a firearm or other weapon in, over or across a park / reserve provided that this prohibition does not apply to archery, pistol, gun or rifle shooting conducted in a park / reserve pursuant to a licence issued by Council of the relevant Local Law. • Throw or discharge a stone or other projectile in, over or across a park/ reserve. • Damage or interfere with vegetation.

Doomadgee Aboriginal Shire Council Interim Subordinate Local Law No. 7 (Indigenous Community Land Management) 2017

9

Schedule 3 Restricted activities for parks and reserves

Section 9(2)

Column 1 Park or reserve	Column 2 Restricted activity	Column 3 Extent of restriction
All local government controlled parks and reserves	<ul style="list-style-type: none"> • Private parties and gatherings of 20 persons or more • Public meetings of 20 persons or more • Training animals 	<ul style="list-style-type: none"> • Permitted only with written approval of Council CEO or delegate

10

Schedule 4 Motor vehicle access areas in local government controlled areas

Sections 10 and 11

Intentionally left blank

Doomadgee Aboriginal Shire Council Interim Subordinate Local Law No. 7 (Indigenous Community Land Management) 2017

11

Certification

This and the preceding 9 pages bearing my initials is a certified copy of Doomadgee Aboriginal Shire Council Interim Subordinate Local Law No. 7 (Indigenous Community Land Management) 2017 made in accordance with the provisions of the Local Government Act 2009, by Doomadgee Aboriginal Shire Council by resolution dated

.....
Signature of Mayor

.....
Name of Mayor

.....
Signature of Witness

.....
Name of CEO

Item 10.01 IT Report

DOOMADGEE IT REPORT FOR SEPT 2017

GENERAL IT MATTERS

All Servers and Server equipment are online and working as required.

Firewall units for Head Office, Cairns and Youth Hub will need replacing ASAP due to age the existing units are 6 Years old and are end of life and are not supported.

Quotations for the New Firewall have been lodged and are awaiting approval.

The Shire now has a fully operational Intranet site for all staff this site allows access for day to day staff activities, documents, policy and procedures, updated Government news and lots more.

The Doomadgee Website continues to be updated with the help of Juanita Holden with Governance and Policy information.

A new Doomadgee Website is in the planning that will encumber all services offered by the Shire Council.

INTERNET AND COMMUNICATIONS

The Internet and VPN connections between both Doomadgee and Cairns along with all other connections have been stable for some months with no reported outages.

The Internet Hub Workstations have been installed and are now operational – Training to be provided on its use.

CCTV & ALARMS

New CCTV Cameras have now been installed at Head Office, Youth Hub, MMG Building etc.

Telephone Accounts.

Andrew from Data Central is working on reducing our existing telephone and mobile costs and is looking at saving the Council upwards of 2k per month to do this Doomadgee will need to exit the Local Buy Enterprise agreement currently in place.

MEDIA REUIREMENTS

Photos of all Councillors and Executive Staff are required to be taken and placed on the Doomadgee Website.

Internet Café

Work is still continuing in this area and a resolution is expected by Feb 2018

Item 10.02 Preston Law Status Report

**DOOMADGEE ABORIGINAL SHIRE COUNCIL
STATUS REPORT – OCTOBER 2017**



	File no.	Matter	Comments	Status
1.	130822	QLD Health (MRS) Old Hospital Land	Advice letter sent to Council on 14/09/17 with recommendation for old hospital land to be included in Council DOGIT.	Council to consider our recommendation and proposed resolution at next meeting.
		New Hospital and Community Centre Leases	North West Health has submitted a draft Lease. Under this Lease Council would have responsibility for all structural and other major maintenance of the community centre.	We recommend the lease terms not be accepted by Council until: - the old hospital site is transferred to Council; and - North West Health agrees to accept full responsibility for maintenance of the community centre
2.	130827	Department of Housing and Public Works (JB)	Lease to Department of Housing and Public Works for Contractors Camp.	With DHPW for comment.
3.	140519	Doomadgee Aboriginal Shire Council Re: Community Justice Building (MSC)	North West Queensland Indigenous Catholic Social Services expressed interest in leasing space.	Draft Licence prepared and sent to NWQICSS. Has been signed. Council to sign Licence.
4.	170230	Men's Shed – Memorandum of Understanding (MSC)	MOU with North West Queensland Indigenous Catholic Social Services.	NWQICSS signed MOU. Council still considering matter.
5.	170292	Lease to PCYC (MSC)	Lease with PCYC has expired.	Council may take over premises. Awaiting further advice from Council.

	File no.	Matter	Comments	Status
6.	170355	Doomadgee Road House (AMK)	Extension of Temporary Licence to be signed by Council.	Council considering renewing Temporary Licence. Awaiting instructions.
7.	170410	Department of Prime Minister and Cabinet (MSC)	Renewal of Lease.	Lease has now registered. DPMC to be invoiced by Council for legal fees and registration fees for Lease.
8.	170481	Shane Robinson Builder (JB)	Claim against Council for \$74,114.81 plus interest and costs.	Deed of Settlement signed by Robinson. Deed with Council for signature.
9.	170527	Community Enterprise Queensland – Retail Shop (MSC)	Council instructed us to act in relation to negotiations with CEQ.	Awaiting instructions from Council regarding position.
10.	170552	Employee Issues (MSC)	Deed of Settlement entered into with former employee.	Superannuation reimbursement from Cloncurry Shire Council and Torres Strait Islander Regional Council pending. To be passed on to the employee once received.
11.	170576	Department of Communities, Child Safety & Disability Services (MRS)	Council draft Lease sent to Department on 14/08/17. Reminder sent on 31/08/17.	We recommend Council to commence invoicing rental. Preston Law to continue chasing Department for a response.
12.	170635	Department of Housing and Public Works (MSC)	Exercise of option of existing Tenancy Agreement.	Deed of Extension has been finalised. Waiting for DHPW to forward signed copies.
13.	170732	North West Hospital and Health Services – Lease (MRS)	Draft Licence for Lot 30 (Aged Care) sent to Council on 25/08/17 with annual licence fee of \$27,000.00. Our advice to Council on Lots 30 and 31 sent 01/09/17.	Our recommendation to Council is for Licence for Lot 30 to be completed before any other commitment made by Council.

	File no.	Matter	Comments	Status
14.	170821	Warrgoobulginda Aboriginal Corporation (MRS)	Final Lease sent to Council on 09/08/17.	Lease needs to be signed by Corporation.
15.	171062	Regional Express Holdings Limited – Agreement – Doomadgee Airport (MSC)	Advice provided to Council regarding Service Agreement.	Awaiting further instructions to determine if anything else required.
16.	171085	General Advices – Debt Collection (MSC)	General debt collection file.	Letters of demand to be prepared when required.
17.	171423	Lease for Batching Plant	Lease to be prepared for Council.	Draft Lease and letter of advice sent to Council for review on 19 September 2017. Awaiting further instructions from Council to finalise the Lease.
18.	160821	Miscellaneous Debt Recovery Matters - Warrgoobulginda Aboriginal Corporation and Waanyi Nation Aboriginal Corporation	Draft letters provided to Council 06/10/17.	Council to confirm it is satisfied with letters so that Preston Law can issue to debtors.

Confirmed Minutes

Item 10.03 – Financial Reports

Printed on : 11.10.17 at 16:37

Doomadgee Aboriginal Shire Council

Creditors Trial Balance

As at today

Creditor # Name	Batch	Date	Inv No.	Description	13.07.2017 > 90 days	12.08.2017 > 60 days	11.09.2017 > 30 days	11.10.2017 Current	Total
254 Cairns Cool Air					-117.50	0.00	0.00	0.00	-117.50
206 23.05.2016 17236				Service Maintenance of all air-conditione	112.50	0.00	0.00	0.00	112.50
206 29.01.2016 16679				Double Up of Payment due to invoice alrea	-230.00	0.00	0.00	0.00	-230.00
344 Kenneth Ned					0.00	137.87	-137.87	0.00	0.00
1251 07.09.2017 050917				DAS Reverse Deduction from Period 03 to be ca	0.00	0.00	-137.87	0.00	-137.87
1252 26.07.2017 05/09/17				D Return of deduction made in error on PPE	0.00	137.87	0.00	0.00	137.87
427 Shane Robinson Design & Construct					24619.38	0.00	0.00	0.00	24619.38
430 26.04.2016 160426-1				DHP stage project Construcion supervision	3918.75	0.00	0.00	0.00	3918.75
430 09.05.2016 160509-1				DHP stage project Construcion supervision	10556.15	0.00	0.00	0.00	10556.15
430 02.05.2016 160502-1				DHP stage project Construcion supervision	10144.48	0.00	0.00	0.00	10144.48
				Totals	24501.88	137.87	-137.87	0.00	24501.88

Date: 11/10/2017
Time: 4:36:39PM

Doomadgee Aboriginal Shire Council
CREDITOR LEDGER

USER: Marilou McKay
PAGE: 1

Outstanding Transactions Only

Invoice Start Date:
Invoice End Date:

Batch #	Trans Type	Date	Ref #	Invoice Description	Y Amount	Balance
254				Cairns Cool Air		
				Unit 10 Traders Lane 117 Anderson Street		
				Manunda QLD 4870		
206	INV	29/01/2016	16679	Double Up of Payment due to invoice already having been s	-230.00	-230.00
206	INV	23/05/2016	17236	Service Maintenance of all air-conditioners at 21 Pease Stre	112.50	112.50
254				Cairns Cool Air	-117.50	-117.50
344				Kenneth Ned		
				C/- Doomadgee Post Office		
				Doomadgee QLD 4830		
1252	INV	26/07/2017	05/09/17 D\$	Return of deduction made in error on PPE 26/07/17 - paid ir	137.87	137.87
1251	INV	07/09/2017	050917 DA!	Reverse Deduction from Period 03 to be captured in Period	-137.87	-137.87
344				Kenneth Ned	0.00	0.00
427				Shane Robinson Design & Construct		
				2 Shamrock Street		
				Blackall QLD 4472		
430	INV	26/04/2016	160426-1	DHP stage project Construcion supervision, Contractor payr	3,918.75	3,918.75
430	INV	02/05/2016	160502-1	DHP stage project Construcion supervision, Contractor payr	10,144.48	10,144.48
430	INV	09/05/2016	160509-1	DHP stage project Construcion supervision, Contractor payr	10,556.15	10,556.15
427				Shane Robinson Design & Construct	24,619.38	24,619.38
TOTALS					24,501.88	24,501.88



Doomadgee Aboriginal Shire Council - Ordinary Meeting Minutes 12th October 2017

Printed on : 11.10.17 at 16:14

Doomadgee Aboriginal Shire Council

Debtors Aged Analysis as at 11 October 2017

As at today

Debtor #	Name	Credit Limit	13.07.2017	12.08.2017	11.09.2017	11.10.2017	Total	Details
			GT 90 days	Age	GT 60 days	GT 30 days	Current	
196	ATSILS (QLD) LTD		0.00	0	0.00	0.00	750.00	
15	Building and Asset Service		27955.00	105	0.00	0.00	27955.00	Services charges 2011/15 Inv 16388
178	Centre of Contemporary Art		0.00	0	0.00	0.00	15000.00	Airport Project - Called 11/10
27	Chongy & Son Concreting		10791.00	399	0.00	0.00	10791.00	
231	Cloncurry Shire Council		0.00	0	0.00	0.00	7989.57	
229	Corporate Traveller		0.00	0	0.00	0.00	652.00	
222	Department Of The Prime Mi		0.00	0	0.00	16149.10	0.00	16149.10
51	Department of Housing & Pu		37566.12	91	0.00	0.00	0.00	37566.12
79	Family Responsibilities Co		0.00	0	0.00	3059.73	0.00	3059.73
179	Fcm Travel Solutions		0.00	0	0.00	1978.00	0.00	1978.00
180	Gidgee Healing		0.00	0	0.00	0.00	375.00	
84	Globetrotter Corporate Tra		0.00	0	0.00	2125.00	500.00	2625.00
221	Goodidja Productions Pty L		0.00	0	0.00	375.00	0.00	375.00
227	Mercy Community Services		0.00	0	0.00	0.00	500.00	
113	My Pathways		13697.97	103	0.00	0.00	184.40	13882.37
470	North West Queensland Indi		0.00	0	0.00	0.00	0.00	-0.71
123	Police Citizens Youth Club		250.00	107	0.00	0.00	0.00	250.00
150	Queensland Health Mt Isa -		0.00	0	0.00	0.00	6000.00	6000.00
128	Realistic Training Options		0.00	0	0.00	0.00	163.00	163.00
230	Red Centre Manufacturing P		0.00	0	0.00	0.00	250.00	250.00
129	Regional Express Holdings		0.00	0	0.00	0.00	7114.80	7114.80
220	Royal Flying Doctor Servic		0.00	0	137.50	0.00	0.00	137.50
146	Telstra Corporation Limite		80566.20	609	0.00	0.00	0.00	80566.20
107	The Lido Group		0.00	0	0.00	0.00	670.00	670.00
152	Waanyi Nation Aboriginal		17454.43	1563	0.00	0.00	0.00	17454.43
168	Warrgoobulginda Aboriginal		70506.00	1502	412.00	0.00	0.00	70918.00
Totals --- Credit Balances:			-0.71	258786.72	549.50	23686.83	40148.77	323171.11

Printed on : 11.10.17 at 16:14

Doomadgee Aboriginal Shire Council

Debtors Trial Balance

As at today

Debtor #	Name	Credit Limit	13.07.2017	12.08.2017	11.09.2017	11.10.2017	Total
			GT 90 days	Age	GT 60 days	GT 30 days	Current
				Of Oldest Invoice (90Days)			
186	ATSILS (QLD) LTD		0.00	0	0.00	0.00	750.00
15	Building and Asset Service		27955.00	105	0.00	0.00	0.00
178	Centre of Contemporary Art		0.00	0	0.00	0.00	15000.00
27	Chongy & Son Concreting		10791.00	399	0.00	0.00	0.00
231	Cloncurry Shire Council		0.00	0	0.00	0.00	7989.57
229	Corporate Traveller		0.00	0	0.00	0.00	652.00
222	Department Of The Prime Mi		0.00	0	0.00	16149.10	0.00
51	Department of Housing & Pu		37566.12	91	0.00	0.00	0.00
79	Family Responsibilities Co		0.00	0	0.00	3059.73	0.00
179	Fcm Travel Solutions		0.00	0	0.00	1978.00	0.00
180	Gidgee Healing		0.00	0	0.00	0.00	375.00
84	Globetrotter Corporate Tra		0.00	0	0.00	2125.00	500.00
221	Goodidja Productions Pty L		0.00	0	0.00	375.00	0.00
227	Mercy Community Services		0.00	0	0.00	0.00	500.00
113	My Pathways		13697.97	103	0.00	0.00	184.40
470	North West Queensland Indi		0.00	0	0.00	0.00	0.00
123	Police Citizens Youth Club		250.00	107	0.00	0.00	0.00
150	Queensland Health Mt Isa -		0.00	0	0.00	0.00	6000.00
128	Realistic Training Options		0.00	0	0.00	0.00	163.00
230	Red Centre Manufacturing P		0.00	0	0.00	0.00	250.00
129	Regional Express Holdings		0.00	0	0.00	0.00	7114.80
220	Royal Flying Doctor Servic		0.00	0	137.50	0.00	0.00
146	Telstra Corporation Limite		80566.20	609	0.00	0.00	0.00
107	The Lido Group		0.00	0	0.00	0.00	670.00
152	Waanyi Nation Aboriginal		17454.43	1563	0.00	0.00	0.00
168	Warrgoobulginda Aboriginal		70506.00	1502	412.00	0.00	0.00
Totals --- Credit Balances:			-0.71	258786.72	549.50	23686.83	40148.77

Date: 11/10/2017
Time: 4:13:58PM

Doomadgee Aboriginal Shire Council
DEBTOR LEDGER

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						Balance
107		The Lido Group				
		P O Box 906				
		Rozelle NSW 2039				
711	INV	25/09/2017	1368	Accommodation for Alex Massey in Room E1 from 21/09/1	170.00	170.00
719	INV	09/10/2017	1398	Accommodation for Alex Lauer in Room R18 from 04/10/1	250.00	250.00
719	INV	09/10/2017	1399	Accommodation for Jayne Henshall in Room R8 from 05/10	125.00	125.00
719	INV	09/10/2017	1400	Accommodation for Georgia Lunn in Room R7 from 05/10/	125.00	125.00
107		The Lido Group				670.00
113		My Pathways				
		PO Box 6795				
		Cairns QLD 4870				
633	INV	30/06/2017	1221	Lease of CDEP Shed @ \$6000.00 Per Annum Plus CPI 3.0%	6,798.00	6,798.00
633	INV	30/06/2017	1222	Lease of CDEP Shed @ \$6180.00 Per Annum Plus CPI 1.5%	6,899.97	6,899.97
719	INV	09/10/2017	1404	Sale of small letters	101.20	101.20
719	INV	09/10/2017	1405	Sale of small letters	83.20	83.20
113		My Pathways				13,882.37
123		Police Citizens Youth Club				
		PO BOX 535				
		MANUNDA QLD 4870				
623	INV	26/06/2017	1213	Accommodation for Donna Cornie in Room R5 from 19/06/	250.00	250.00
123		Police Citizens Youth Club				250.00
128		Realistic Training Options				
		P O Box 1266				
		North Lakes QLD 4509				
711	INV	25/09/2017	1373	Accommodation for Paul Bosley in Room R14 from 20/09/1	163.00	163.00
128		Realistic Training Options				163.00
129		Regional Express Holdings Limited				
		81-83 Baxter Road				
		Mascot NSW				
713	INV	30/09/2017	1391	Turnaround Fees for the month of September 2017	7,114.80	7,114.80
129		Regional Express Holdings Limited				7,114.80
146		Telstra Corporation Limited				
		PO Box 805				
		SOUTH MELBOURNE VIC 3205				
4	INV	10/02/2016	17652	Charges Outstanding from Practical	26,855.40	26,855.40
4	INV	10/02/2016	17653	Charges Outstanding from Practical	26,855.40	26,855.40
4	INV	10/02/2016	17654	Charges Outstanding from Practical	26,855.40	26,855.40
146		Telstra Corporation Limited				80,566.20
15		Building and Asset Services				
		P O BOX 1659				
		MOUNT ISA QLD 4825				
629	INV	28/06/2017	16388	Service Charges 2014/2015	27,955.00	27,955.00
15		Building and Asset Services				27,955.00
150		Queensland Health Mt Isa - Travel Dept.				
		P O Box 27				
		Mount Isa QLD 4825				
711	INV	25/09/2017	1375	Accommodation for Maree Wearne in Room R2 from 19/09	250.00	250.00
711	INV	25/09/2017	1367	Accommodation for Mark Hanlon in Room R12 from 21/09.	125.00	125.00
711	INV	25/09/2017	1374	Accommodation for Belinda Johnson in Room R1 from 20/0	125.00	125.00
712	INV	30/09/2017	1380	Accommodation for Mark Hanlon in Room R12 from 25/09.	500.00	500.00
712	INV	30/09/2017	1388	Accommodation for Andrea Mitchel in Room R4 from 25/09	125.00	125.00

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Doomadgee Aboriginal Shire Council
DEBTOR LEDGER

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						Balance
712	INV	30/09/2017	1389	Accommodation for Kim Shafer in Room R1 from 25/09/17	125.00	125.00
712	INV	30/09/2017	1390	Accommodation for David James in Room R17 from 11/09/17	2,500.00	2,500.00
712	INV	30/09/2017	1381	Accommodation for Thomas Lechte in Room R3 from 27/09/17	250.00	250.00
712	INV	30/09/2017	1382	Accommodation for Uma Lakshman in Room R4 from 27/09/17	250.00	250.00
712	INV	30/09/2017	1383	Accommodation for Reanna McFarland in Room R2 from 27/09/17	125.00	125.00
712	INV	30/09/2017	1384	Accommodation for Toby Wicks in Room R1 from 27/09/17	125.00	125.00
719	INV	09/10/2017	1394	Accommodation for Elisabeth Collins in Room R1 from 03/10/17	375.00	375.00
719	INV	09/10/2017	1395	Accommodation for Erin Pearce in Room R2 from 30/10/17	375.00	375.00
719	INV	09/10/2017	1396	Accommodation for Mary Setmouy in Room R6 from 03/10/17	375.00	375.00
719	INV	09/10/2017	1397	Accommodation for Bettina in Room R5 from 03/10/17 to 04/10/17	375.00	375.00
150	Queensland Health Mt Isa - Travel Dept.					6,000.00
152	Waanyi Nation Aboriginal Corporation No P O Box 12031, George Street Brisbane QLD 4003					
4	INV	01/07/2013	14437	Charges Outstanding from Practical	11,440.00	11,440.00
4	INV	01/08/2013	14515	Charges Outstanding from Practical	536.68	536.68
4	INV	20/01/2015	16355	Charges Outstanding from Practical	220.00	220.00
4	INV	22/01/2015	16396	Charges Outstanding from Practical	2,557.75	2,557.75
4	INV	15/12/2015	17544	Charges Outstanding from Practical	2,700.00	2,700.00
152	Waanyi Nation Aboriginal Corporation No					17,454.43
168	Warrgoobulginda Aboriginal Corporation C/- POST OFFICE DOOMADGEE QLD 4830					
4	INV	31/08/2013	14656	Charges Outstanding from Practical	9,941.00	9,941.00
4	INV	31/08/2013	14657	Charges Outstanding from Practical	11,376.00	11,376.00
4	INV	05/11/2013	14866	Charges Outstanding from Practical	150.00	150.00
4	INV	09/05/2014	15431	Charges Outstanding from Practical	2,700.00	2,700.00
4	INV	13/10/2014	16078	Charges Outstanding from Practical	600.00	600.00
4	INV	19/12/2014	16316	Charges Outstanding from Practical	600.00	600.00
4	INV	22/01/2015	16392	Charges Outstanding from Practical	11,708.00	11,708.00
4	INV	22/01/2015	16393	Charges Outstanding from Practical	10,231.00	10,231.00
4	INV	15/12/2015	17543	Charges Outstanding from Practical	23,200.00	23,200.00
680	INV	07/08/2017	1302	Replacement of Wheelie Bins	412.00	412.00
168	Warrgoobulginda Aboriginal Corporation					70,918.00
178	Centre of Contemporary Arts Cairns - Arts Queensland 96 Abbott Street CAIRNS QLD 4870					
710	INV	20/09/2017	1365	Doomadgee Airport Project	15,000.00	15,000.00
178	Centre of Contemporary Arts Cairns - Arts Queensland					15,000.00
179	Fcm Travel Solutions PO BOX1503, NORTH SYDNEY, NSW 2059					
684	INV	21/08/2017	1323	Accommodation for Richard Renouf in Room R15 from 08/08/17 to 09/08/17	989.00	989.00
684	INV	21/08/2017	1324	Accommodation for John Fitz in Room R16 from 08/08/17 to 09/08/17	989.00	989.00
179	Fcm Travel Solutions					1,978.00
180	Gidgee Healing PO Box 39 MOUNT ISA QLD 4825					
719	INV	09/10/2017	1403	Accommodation for Rachael Wainwright in Room R3 from 04/10/17 to 05/10/17	125.00	125.00
719	INV	09/10/2017	1402	Accommodation for Rhonda Holtz in Room R3 from 04/10/17 to 05/10/17	250.00	250.00
180	Gidgee Healing					375.00

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Doomadgee Aboriginal Shire Council
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						<u>Balance</u>	
186		ATSILS (QLD) LTD Po Box 13035 GEORGE STREET QLD 4003					
719	INV	09/10/2017	1401	Accommodation for Bonnie Djordjevic in Room R14 from (750.00	750.00	
	186			ATSILS (QLD) LTD		750.00	
220		Royal Flying Doctor Service PO BOX 187 EDGE HILL QLD 4870					
680	INV	07/08/2017	1301	Ref Marita Box REG 429 VUH	137.50	137.50	
	220			Royal Flying Doctor Service		137.50	
221		Goodidja Productions Pty Ltd C/O SB PARTNERS PO BOX 1755 BROADBEACH QLD 4218					
684	INV	21/08/2017	1325	Accommodation for Terese Obrien in Room R18 from 15/08/17	375.00	375.00	
	221			Goodidja Productions Pty Ltd		375.00	
222		Department Of The Prime Minister And Cabinet ATTENTION: JIL (PM&C) PO BOX 6500 CANBERRA ACT 2600					
690	INV	25/08/2017	1327	Lease AG SP233235 of Properties #A61, A62 & A63	13,200.00	13,200.00	
701	INV	11/09/2017	1350	Legal Costs and Registration Fees - Doomadgee	2,949.10	2,949.10	
	222			Department Of The Prime Minister And Cabinet		16,149.10	
227		Mercy Community Services 22 MORRIS WOOLLOOWIN QLD 4030					
703	INV	18/09/2017	1355	Accommodation for Susan Stephenson in Room R18 from 18/09/17	500.00	500.00	
	227			Mercy Community Services		500.00	
229		Corporate Traveller LEVEL 1 22 BROOKHOLLOW AVE BAULKHAM HILLS NSW 2153					
711	INV	25/09/2017	1370	Accommodation for Patricia Consen in Room R3 from 20/09/17	326.00	326.00	
711	INV	25/09/2017	1371	Accommodation for Benny Hodges in Room R5 from 20/09/17	326.00	326.00	
	229			Corporate Traveller		652.00	
230		Red Centre Manufacturing Pty Ltd 21 SMALLWOOD STREET UNDERWOOD QLD 4119					
711	INV	25/09/2017	1379	Accommodation for Michael Barris in Room R7 from 19/09/17	250.00	250.00	
	230			Red Centre Manufacturing Pty Ltd		250.00	
231		Cloncurry Shire Council PO BOX 3 CLONCURRY QLD 4821					
714	INV	05/10/2017	1393	Long Service Leave Accrued for Arminda David	7,989.57	7,989.57	
	231			Cloncurry Shire Council		7,989.57	
27		Chongy & Son Concreting 186 Walden Drive Doomadgee QLD 4830					
203	INV	07/09/2016	502	Supply and delivery of 25m3 of sand	1,375.00	1,375.00	
259	INV	15/12/2016	774	Supply of 5 x 1 Tonne Bags of Bulk Cement @ \$550.00 eac	2,816.00	2,816.00	
275	INV	07/02/2017	833	Sundry Income	3,300.00	3,300.00	

Date: 11/10/2017
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Doomadgee Aboriginal Shire Council
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							<u>Balance</u>	
284	INV	17/02/2017	863	Supply & Delivery of;		3,300.00	3,300.00	
	27			Chongy & Son Concreting			10,791.00	
470				North West Queensland Indigenous Catholic Social Services				
				17 STANLEY STREET				
				PO BOX 324				
				MOUNT ISA 4825				
647	INV	10/07/2017	1252	Accommodation for Deb Harris in Room R17 from 04/07/1:		250.00	-0.71	
	470			North West Queensland Indigenous Catholic Social Services			-0.71	
51				Department of Housing & Public Works				
				Level 5B				
				80 George Street				
				Brisbane QLD 4000				
641	INV	12/07/2017	1245	Lease of premises at 267 Gunthado St Doomadgee Ref 1900		53,029.90	37,566.12	
	51			Department of Housing & Public Works			37,566.12	
79				Family Responsibilities Commission				
				P O Box 5438				
				Cairns QLD 4870				
684	INV	21/08/2017	1326	Lease of premises # A65 - Office 4, 15 Sharpe Street Doom:		3,059.73	3,059.73	
	79			Family Responsibilities Commission			3,059.73	
84				Globetrotter Corporate Traveller				
				35 Stirling Highway				
				Nedlands WA 6009				
684	INV	21/08/2017	1320	Accommodation for Shirley Bradley in Room R4 from 14/0:		375.00	375.00	
689	INV	14/08/2017	1306	Accommodation for Shirley Bradley in Room R4 from 07/0:		375.00	375.00	
691	INV	28/08/2017	1328	Accommodation for Shirley Bradley in Room R4 from 21/0:		500.00	500.00	
696	INV	31/08/2017	1337	Accommodation for Shirley Bradley in Room R4 from 28/0:		500.00	500.00	
701	INV	11/09/2017	1342	Accommodation for Natasha Hodgson in Room R4 from 04:		375.00	375.00	
711	INV	25/09/2017	1369	Accommodation for Shirley Bradley in Room R4 from 18/0:		500.00	500.00	
	84			Globetrotter Corporate Traveller			2,625.00	
TOTAL OUTSTANDING								323,171.11

Printed At : 16:50:43 ON 11 OCT 17 Services Aged Analysis (RDS058) Doomadgee Aboriginal Shire Council														
Page No. : 1														
For Period Ending : 11/10/2017 WARD : 1 DOOMADGEE														
Assessment	Address	Total	Rates		Services		Area Rates		Back	Legal	Other	Pen. Excess	Details:	
		Balance	Current	Arrears	Current	Arrears	Current	Arrears	Rates	Fees	Charges	Surch.	Rates	
AL002	UNIT 117	7892.00	0.00		7892.00	0.00	0.00	0.00	0.00					Plant Housing Public Works - emailed conv 11/10
A09	GOOSEDAWA ROAD	11070.00	0.00		11070.00	0.00	0.00	0.00	0.00					Child Safety - called 11/10 Leasing from DMD School
A64	GOOSEDAWA ROAD	11070.00	0.00		11070.00	0.00	0.00	0.00	0.00					Warrgoobulginda - Lawyers / Richard
AB	267 GUNNALUNJA DR	11070.00	0.00		11070.00	0.00	0.00	0.00	0.00					Dept Housing 267 Gunnalunja
AL003	OFFICE 1, 15 SHAR	2767.50	0.00		2767.50	0.00	0.00	0.00	0.00					Warrgoobulginda - Lawyers / Richard
A66	272 SHARPE STREET	12710.00	0.00		12710.00	0.00	0.00	0.00	0.00					Warrgoobulginda - Lawyers / Richard
WARD Totals for 1		56579.50							0.00		0.00			

10/11/2017

WebView CustomerAgedBalances



Aged Balances for Doomadgee Airport (YDMG) as at 2017-10-11 17:49							
Customer	Customer Name	120 Days+	90-120 Days	60-90 Days	30-60 Days	Current / Pending	Total
150004830	C Q D Superannuation Fund	0.00	0.00	0.00	0.00	67.65	67.65
150005431	Dasap P/L	0.00	0.00	2365.76	1217.70	2097.15	5680.61
150025276	Flightech Air Logistics	0.00	135.30	270.60	0.00	0.00	405.90
150037746	Pardoo Beef Co P/L	0.00	0.00	0.00	0.00	67.65	67.65
150012304	Regional Express Holdings Ltd	0.00	0.00	0.00	0.00	23677.50	23677.50
150004564	Starcage P/L	0.00	0.00	0.00	0.00	135.30	135.30
150004622	State of Queensland	0.00	0.00	0.00	0.00	541.20	541.20
Totals		0.00	135.30	2636.36	1217.70	26586.45	30575.81

7 rows.

Item 11.01 Report from Shane Booth

Wednesday, 11 October 2017 - DASC Council Meeting

REPORT

on

COURSE - ANIMAL CONTROL & REGULATION

Attended by

SHANE BOOTH

About the Course

- Run by University of Queensland - Vocational Education Centre
- Cairns – **2 weeks September 2017**
- The Course was
 - Good combination of theory and practical training,
 - well run, and
 - the site visits to Yarrabah and Mareeba were great to see the results of some of the programs in place for Animal Control and Regulation
 - as well as the Educational programs that have achieved these successful outcomes
- Yarrabah is now at a point where their Dog Management is under control **through the implementation of long-term educational programs**
- They are now achieving and enjoying the **results they planned for**

Areas covered in the Course

- Comply with animal control and regulation
- Assess and impound animals
- Identify and respond to animal behaviour
- Manage conflict situations
- Pound Procedures
- Conducting Community Awareness Programs
- How to prepare and present animal control and regulation case
- Assist with capturing, restraining and moving animals
- Rescue Animals and apply basic First Aid
- Occupational Health & Safety Processes
- Animal Trapping Techniques
- Implement Pest Management Action Plans
- Investigate Non-Compliance
- Act on Non-Compliance

With a FOCUS on COMMUNITY & PUBLIC HEALTH

(The Health of our People on Community)

Using my past experience and what I learned from the Course I want to look at planning and implementing programs in the following areas.

DOG CARE

- Prepare and work with the school and the community to implement a program about DOG CARE AND ANIMALS
 - Targeting the kids at three levels – Prep- Year 3, Years 4-7 and Years 8-10
 - With Talks and Activities with regards to Care of their Dogs and how that makes the Community more Healthy
- Design Posters and flyers for use around the Community
- Regular sessions on the Radio to promote Care of Dogs

MOSQUITOS

- Prepare and work with the Community to educate everyone about what they can do to reduce the risks posed by Mosquito Infestation during the coming Wet Season
- Yard Maintenance promotion to reduce the risks of breeding
- Planning the 'Fogging Strategy' and informing the Community of this process
- Other Dangers that can put the community's health at risk during this time

HORSES

- Prepare a plan to deal with care and control of the local Brumby population
- Strategy to inform community risks associated with droppings (Poo) as they affect health.

Over the next month I will work to design the programs and information flyers to be put in place over the coming year.

Item 12.01 Vehicle Policy

Policy Name:	VEHICLE POLICY
Policy Number:	14
Policy Type:	ADMINISTRATIVE
Link to Corporate Plan	KEY GOVERNANCE – FINANCIAL MANAGEMENT
Date Approved:	
Resolution Number:	
Approving Officer:	COUNCIL ADOPTION

Section 1 – Introduction

Context

The Vehicle Policy is intended to establish Council procedure and guidelines for the provision of motor vehicles as a job facility to service the needs of the community while acknowledging we are not isolated and the decisions we make impact the community beyond the regional boundaries.

The Council constantly assesses the social, environmental and financial implications in maintaining a motor vehicle fleet and therefore the ongoing provision of motor vehicles may change depending upon the circumstances prevailing at the time and the overall cost-benefit to the Council.

Purpose

The primary purpose of the acquisition of motor vehicles by the Doomadgee Aboriginal Shire Council is to meet the Council's transportation requirements associated with business needs.

A secondary and subservient purpose is to acknowledge the current marketplace environment and to make vehicles available for private and commuting purposes for Council employees as part of an employee's overall salary package

Scope

This policy applies to all Councillors and staff.

The Doomadgee Aboriginal Shire Council's Vehicle Policy has been established with the aim of effective asset management.

Section 2 – Policy

Principles

The Chief Executive Officer has authority to purchase items in accordance with the *Local Government Act 2009* and approved delegations. Council will investigate the best option when procuring its Motor Vehicle Fleet with respect to the context, scope and objectives highlighted in this policy.

Definitions

Chief Executive Officer – Person designated as or acting in the position of Chief Executive Officer

Director – Person designated as or acting in the position of Director

Manager – Person designated as or acting in the position of Manager

Authorised Employee – Person who is authorised to use a Council vehicle and who has completed the Vehicle Usage Policy Form and lodged for form with their respective Director/Manager

Unlimited Private Use – is provided to the motor vehicle recipient (responsible officer/Councillor) and their spouse. The vehicle may be operated by an independent person, provided the responsible officer/Councillor or their spouse is in the vehicle at all times.

Use of the vehicle outside of this scope or without the inclusion of the responsible officer/Councillor or their spouse is strictly prohibited and not covered under Council's Motor Vehicle Insurance policy.

Commuter Use – Is the use of a council allocated vehicle by an employee to commute to and from work and garage the vehicle at home overnight. The vehicle is to be available for Council use at all times, including weekends and when the employee is on leave. All commuter use vehicles form part of the general fleet during work hours and available for other employees to use for operational reasons.

Conditions of use for all Commuter Use Vehicles

The commuter use arrangement must be documented and be placed on the employee file. The employee becomes the responsible officer for the vehicle. Council reserves the right to reallocate Council Vehicles based upon operational needs at any time but no less than 2 weeks' notice, except where the vehicle forms part of an employee's employment package. The responsible officer must ensure that the vehicle is properly maintained both mechanically and in appearance.

Unless in an emergency situation, only Council employees or authorised contractors may be in the vehicle at any time. Drivers of commuter vehicles must show due consideration to other road users and set a good example as Council is on 'Public Display' when a vehicle bearing a Council Logo is on the road.

When the employee is not attending work for any reason, arrangements must be made for the vehicle to be returned to Council for the use of other employees unless the responsible officer's Director/Manager/ Supervisor has issued approval for the vehicle to remain at the employee's premises whilst they are not at work. It is at the Chief Executive Officer / Director of Engineering discretion as to whether the vehicle will be allocated to another employee during the period of non-attendance.

Vehicle Allocations

Mayor / Chief Executive Officer

The Mayor / Chief Executive Officer may be entitled to unlimited private use of a fully maintained executive style 4-wheel drive station wagon vehicle or equivalent standard as negotiated with Council and included in their respective approved remuneration schedule.

Councillor Vehicle

One of the Landcruiser Wagons will be made available for the use by the Councillors, other than the Mayor whom has a dedicated vehicle. The vehicle will be a 'pool' vehicle that will be stored at the workshop and allocated for use for Council Business only and monitored by a booking system. All bookings must be made with either the Chief Executive Officer or the Governance Manager. The Workshop will then be notified that the booking has been made. Keys for the vehicle will not be given out unless the Councillor has had prior approval.

Directors / Managers

Directors / Managers may be entitled to unlimited private use within the State of Queensland of a fully maintained medium range "fit for purpose" vehicle as determined by the Chief Executive Officer and included in their respective approved remuneration schedules.

Operational Staff Vehicles

These vehicles are selected on the best overall value to the Council based on the operational requirements of that vehicle. These vehicles will be housed at Council's Depot after the business day ends and on no occasion, will vehicles be allocated to such employees for commuter use.

Commuter use of vehicles, generally from home to work and return by the most direct route, will be made available as determined and approved by the Chief Executive Officer.

Chief Executive Officer – Authority

The Chief Executive Officer has the following authority:

- The allocation of the use of a vehicle for specific after hours use
- Any other accessories or option in the addition to the Vehicle Accessories list

Vehicle Accessories

The following features are to be included as appropriate on all vehicles purchased for the Council.

- a. Power steering
- b. Air conditioning
- c. Air bags (As provided by the vehicle manufacturer)
- d. Floor mats rubber
- e. Tinted window film T35 (As approved by the vehicle manufacturer)
- f. Mud flaps (As approved by the vehicle manufacturer)
- g. Tow bar (As approved by the vehicle manufacturer and determined on vehicle requirements)
- h. Manual and/or automatic transmission (Determined on vehicle requirements)
- i. Hands free mobile telephone car kits plus external aerial (Fits to all motor vehicle on a needs basis)
- j. Bonnet and headlight protectors
- k. Bull Bar, sump guard and side rails with appropriate spotlights (Determined on vehicle requirements)
- l. ABS
- m. UHF radio (Determined on vehicle requirements)

Replacement

All vehicles are to be replaced at two-year intervals. This is deemed the optimum period for changeover, in order to achieve the lowest possible operating costs for each vehicle and as per the Council's plant and equipment replacement program and budgets.

The market will be tested at regular intervals to determine the best option between make, model and colour ranges for new purchase, lease options and second-hand vehicle acquisition to ensure Council achieves best value for money.

Maintenance

- All repairs, maintenance and replacements are to be at the Council's cost
- Insurance and registering of vehicles is arranged by the Council
- The authorised employee is to ensure that the vehicle is made available for service in accordance with the manufacturer's recommended service schedules
- Vehicle faults which occur between services are to have repairs arranged immediately
- Allocated drivers who have use of a Council vehicle shall regularly check tyre pressure, oil and water levels. If any problems arise with the running of the vehicle or it is damaged the allocated driver shall promptly follow up on this

Out of Hours Vehicle Use

Out of hour's use of Council's vehicles by employees who do not have private, restricted and or commuter use is not permitted, except in emergencies, unless authorised. Any emergency use is to be reported to the relevant Manager and or Chief Executive Officer as soon as practicable.

Corporate Care

Officers or any other authorised person using Council vehicles shall use reasonable care and common sense at all times. Vehicles are provided as a privilege not a right.

Private Business Use

Council vehicles are not to be used for any private business use or in any way for private work to gain payment or reward.

Non-Compliance

If conditions of use are, in the opinion of the Chief Executive Officer, Councillors, Directors and/or Managers, seriously disregarded or compromised, then a warning will be issued or if considered appropriate Council may also revoke the entitlement from the employee without compensation, either temporarily or permanently as a form of disciplinary action, if any of the conditions in this policy have been violated by the employee.

Section 3 – Procedure

Authorities and Accountabilities

It is the responsibility of the Chief Executive Officer, Directors and Managers of the Council to ensure that all staff are fully aware of Council's Vehicle Policy and to ensure it is adhered to in accordance with the policy provisions contained in this policy document.

Responsibility of All Drivers

All drivers of Council's vehicles are responsible to ensure that they:

- Hold a current Queensland driver's license for the vehicle
- Lock the vehicle at all times when the vehicle is unattended
- Take full responsibility for all traffic and parking and any other infringements incurred whilst in control of the vehicle
- The employee shall also be fully responsible for the cleanliness, both interior and exterior of the vehicle at all times. Employees who are given the privilege of using their vehicle for private or restricted private use must keep the vehicle clean and tidy during their own time with the vehicle being cleaned at a minimum on a fortnightly basis. Non-adherence to this policy may result in removal of the availability to use the vehicle for private or restricted private use at the discretion of the Chief Executive Officer or his/her delegate
- Report any defects immediately
- Immediately report all accidents or damage to the vehicle including the completion of the necessary accident incident form, insurance report and claim forms and to report same to the Police Department
- Drivers of vehicle must ensure no valuables are left unattended in the vehicle
- Outside business hours, the vehicle is to be garaged off the street
- Conduct regular vehicle inspections to identify and report any damage to the vehicle
- Ensure that the correct odometer readings are always recorded at the time of refuelling the vehicle
- Ensure the vehicle log-book, where relevant, is filled in at all times, in accordance with the Australian Taxation Office (FBT Guidelines)
- Ensure that the no smoking rule applies to drivers and all passengers using the motor vehicle
- The employee is not allowed to place any permanent stickers or any materials that would cause permanent marks on the vehicle without Council approval
- The employee is not allowed to change any fixtures of the vehicle, whether for decorative purposes or personal preferences
- The employee is not allowed to change any fixtures of the vehicle for enhancing performance without the prior consent of the Chief Executive Officer or their delegate
- In the event where an employee had a road accident while driving a Council vehicle, Council shall not be liable for any more compensation to the employee other than required by law. The employee shall bear all compensation costs to the injured parties

or damaged properties or vehicles, either as an out-of-court settlement or court award, if any that are not legally payable /recoverable from Council

- In regards to any damage to a Council vehicle, Council may, at the Chief Executive Officer's or his/her delegate's discretion, decide if the employee is required to pay for the repair of the damages caused by the accident
- Council reserves the right to consider past driving records of the employee in considering the allocation of a Council vehicle. If the Chief Executive Officer or his/her delegate concludes that the employee does not possess a safe driving record, Council reserves the right to revoke the entitlement of the use of Council's vehicle at any time, even if the employee's driving license has not been revoked or suspended by the traffic authorities. In this case, Council will not consider any form of compensation to the employee
- In the event where the employee's driving license has been temporarily suspended, the vehicle must be duly returned to Council's premises during the time of suspension. No compensation of any form will be considered by the management
- All drivers of Council's vehicles are to be provided with and are to be familiar with all the issues relating to this vehicle policy

Extreme Driving Conditions – Water Over Road

Your safety is paramount. Never put you or other staff at risk in the vehicle

If the operator of a vehicle approaches a flooded bridge, causeway, culvert or creek crossing the operator is to follow these procedures:

- Stop the vehicle and assess if the conditions are safe by walking the flooded bridge, causeway, culvert or creek crossing to check for failures, obstacles and the force of the water
- If there is a failure, obstacle or you are unable to walk the crossings safely do not attempt to cross the flooded bridge, causeway, culvert or creek crossing with any vehicle
- Alternatively, if the water is over 300mm deep on inspection do not under any circumstances attempt to cross the flooded bridge, causeway, culvert or creek crossing with any vehicle
- If there is any doubt as to the safety of the flooded bridge, causeway, culvert or creek crossing do not under any circumstances attempt to inspect or cross with any vehicle
- Monitor the situation and contact the depot or office via mobile or satellite phone, UHF or find a local accessible station homestead to advise the Council of your situation. Once the situation has changed and it is safe to cross the bridge, causeway, culvert or creek crossing proceed with caution

Section 4 – Reference and Supporting Information

Supporting documentation

Links to supporting documentation	
Vehicle Usage Policy Staff Declaration	Staff Code of Conduct

Section 5 – Governance

Policy is governed by the following legislation

Name	Link
Australian Tax Office – Fringe Benefit Tax for Non-Profit Organisations	https://www.ato.gov.au/General/Fringe-benefits-tax-(FBT)
Queensland Treasury Corporation – Lease vs. Buy Analysis	https://www.treasury.qld.gov.au

Responsibility

Responsible Department:	Office of the CEO
Policy Administrator:	Chief Executive Officer

Review

Review Period:	Annually
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Privacy Provision

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

Change History

Review Date	Revision Number	File Reference:	Approval Date	Change:	Date of Next Review
15/09/2016	1	126-09/16	15/09/2017	Review – Unlimited Private Use	15/09/2017
20/02/2017	2	12-07/12	20/02/2017	Review – Councillor Usage	20/02/2017
15/07/2017	3				

**Doomadgee Aboriginal Shire Council
Vehicle Policy
Officer Declaration**

Policy

- Council vehicles are only to be used for council business.
- Only Council employees with valid driver's licenses are authorised to drive Council vehicles.
- Named drivers are responsible for checking vehicle's vitals (water, oil, brake fluid) and cleaning of the vehicle on a **weekly basis**.
- Unless mentioned in an employee's contract / position description, council vehicles are not to be taken home. Vehicles must be stored in council workshop compound and keys returned to the sign on/off room at the end of each day.
- Councillors needing to use a council vehicle to attend meetings or training must first have the travel approved and recorded in the minutes at a Council meeting.
- Drivers of Council vehicles are responsible for payment of:
 1. Any insurance excess where that driver is responsible for the accident,
 2. Any fines incurred when using a Council vehicle.

Prohibitions

- No Smoking in Council vehicles.
- No Alcohol or drugs are to be carried in Council Vehicles.
- No Driving / Operating Council vehicles under the influence of alcohol or drugs.
- The following activities are strictly forbidden and **will result in the termination of employment**.
 1. joyriding,
 2. hunting,
 3. bush bashing,
 4. hooning,
 5. grog running and
 6. any activity that deliberately damages the vehicle i.e. "ram" starting another vehicle, ant hill tipping.

Failure to adhere to this policy may result in vehicle driving privileges being removed or dismissal as decided by the Chief Executive Officer.

I _____

Please print your name

have read, understood and will follow the vehicle usage policy.

Signature _____

Date _____ / _____ / 20____