

ITEM 15 - ATTACHMENTS TO JANUARY 2024 BUSINESS PAPER

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Nil

15. CORRESPONDENCE

Nil

15. GENERAL BUSINESS

Nil

15. CHIEF EXECUTIVE OFFICER'S CONFIDENTIAL REPORT

Nil

15. DIRECTOR CORPORATE SERVICES CONFIDENTIAL REPORT

Nil

15. DIRECTOR ENGINEERING SERVICES CONFIDENTIAL REPORT

Nil

15. DIRECTOR ENVIRONMENT & COMMUNITY DEVELOPMENT CONFIDENTIAL REPORT

Nil



Doomadgee Aboriginal Shire Council

COUNCILLOR EXPENSES REIMBURSEMENT POLICY

POLICY NUMBER: 9

POLICY TYPE: STATUTORY

Policy Responsibility: Corporate Services Director

Next Review Date: 18 January 2024

Document Control Version History

Version Number	Date	Reference / Comments
1	22 May 2020	New Policy - Council Resolution 11-5/20
2	15 October 2020	Council Meeting 15 October 2020 Item 10 – 7/20
3	21 July 2022	Council Meeting 22 July 2022 - Resolution 9 – 7/22
4	18 January 2024	Council Meeting 18 January 2024 – Resolution ? - 1/24



Doomadgee Aboriginal Shire Council

1. BACKGROUND:

Section 250(1) of the Local Government Regulation 2012 states that a local government must adopt an Expenses Reimbursement Policy for Elected Members.

Section 249(2) of the Local Government Regulation 2012 requires that the policy is to provide for the following:

- (a) Payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors; and
- (b) Provision of facilities to the Councillors for that purpose.

Section 186(b) of the Local Government Regulation 2012 requires Council's annual report to contain details of "the expenses incurred by, and the facilities provided to, each Councillor during the financial year under the local government's expenses reimbursement policy."

2. OBJECTIVES:

The Councillor Expenses Reimbursement Policy is designed to:

1. Clarify the extent of expense reimbursement and facilities provided to Councillors;
2. Ensure the use of public moneys in the public interest by responsible budgeting and accounting;
3. Ensure the fair and reasonable allocation of council resources (allowances, facilities and other benefits) to enable all councillors to conduct the duties of their office; and
4. Promote accountability for expenditure and use of facilities by Councillors.

3. RELEVANT LEGISLATION:

Sections 186, 249-250 Local Government Regulation 2012.

4. PROVISION OF FACILITIES:

4.1 Councillors of the Doomadgee Aboriginal Shire Council will be provided with –

- Use of Council facilities for conducting Council business;
- A Councillor may use their own mobile phone and other communication devices be reimbursed for these costs up to the amount of \$50.00 per week. To receive this reimbursement Councillors will be required to provide the necessary IT equipment required to undertake their role as a Councillor. The minimum requirement is a smart phone with a publicly listed phone number and capability for a Council email account.
- ICT support and access to Council software and Council's electronic document records management system;
- One Council email account;
- Name Badge;
- Access to office space and meeting room at the Doomadgee Council Chambers during office hours, subject to availability;
- Business cards as required;



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- One business diary, which must be returned to Council for scanning/filing purposes in line with Council's record keeping requirements;
- Reasonable access to photocopiers, printers, facsimile machines, telephone and internet access at Council Chambers, such use is to prior approval of the CEO;
- Safety equipment (where required for site inspections etc.);
- One corporate jacket for use at Official functions (one per term of Council);
- A Councillor uniform and a tie/scarf;
- A travel reimbursement of up to \$50 per week (excluding the Mayor) for all travel expenses for official business, within the Doomadgee and Burke Shire areas;
- Councillors may have access to a Council vehicle for official business, outside of the Doomadgee and Burke Shire areas, where such purpose has been approved by Council or the Chief Executive Officer in advance and a vehicle is available. Fuel for the council-owned vehicle used for this official council business, will be provided or paid for by council;
- Council may by resolution, agree to cover costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillor's performance of his/her civic functions;
- Councillors are to be covered under Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillor's liability, personal accident, and travel insurance;
- Any other administrative necessities which Council considers necessary to meet the business of Council.

4.2 Additional Facilities for the Mayor

The Mayor is provided with a fully maintained vehicle while attending Council approved activities and for private use. When the Mayor is away for a period of time this vehicle will be provided to the Deputy Mayor to be used for attending council approved activities. A log book must be maintained.

4.3 Maintenance costs of Council owned equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to Councillors for official business use. This includes the replacement of any facilities which fall under council's asset replacement program.

5. PAYMENT OF EXPENSES

Expenses will be paid to a Councillor through administrative processes approved by Council's Chief Executive Officer subject to the limits outlined in this policy. Council will reimburse expenses incurred for:

5.1 Professional Development

- Mandatory professional development (requires a Council resolution determining such development as mandatory in advance); and
- Discretionary professional development deemed essential for the Councillor's role (requires a Council resolution approving such development in advance).

5.2 Travel as required to represent Council

- Where Council resolves that Councillors are to attend conferences, workshops or training courses, Council will cover the following expenses:



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- Registration fees;
- Accommodation including breakfast (where appropriate);
- Economy airfares (any upgrades to be at the Councillor's expense);
- Reasonable meal expenditure (will only be reimbursed upon presentation of receipts/tax invoices);
- Reasonable taxi fares or public transport costs (will only be reimbursed upon presentation of receipts/tax invoices);
- Councillors are to travel via the most direct route, using the most economical and efficient mode of Transport; and
- Council will pay for overnight accommodation if a councillor is required to stay overnight outside of Doomadgee for the purposes of official business where it is not practical for them to return home (e.g. their property is in excess of 50km from Doomadgee and/or on unsealed roads that are not accessible due to wet weather).

NOTE: Any fines incurred while travelling in council-owned vehicles or privately owned vehicles when attending to Council business will be the responsibility of the Councillor incurring the fine.

5.3 Travel bookings

All Councillor travel that is approved by Council will be booked and paid for by Council. Economy class is to be used.

Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business. They cannot be used to offset other unapproved expenses (e.g. cost of partner or spouse accompanying the Councillor).

5.4 Travel transfer costs

Any travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed provided that tax receipts for same are submitted to Council for reimbursement. Example: trains, taxis, buses and ferry fares.

Cab charge vouchers may also be used if approved by Council where Councillors are required to undertake duties relating to the business of Council.

5.5 Private vehicle usage

Councillor's private vehicle usage under this clause will be reimbursed by Council if the:

- Travel is to and from the Councillor's private residence to attend official business of the council outside the Doomadgee and Burke Shire areas that have been endorsed by Council resolution.

Reimbursement of private vehicle usage will be subject to:

- The claim for mileage being substantiated with a signed claim form by the Councillor;
- No Council vehicle being available for use by the Councillor to attend the business being claimed for (Councillors may be required to share vehicles for travel or utilise a Council vehicle where this is more economical for Council);



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- The total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers; and
- The mileage rate for travel in a private vehicle being 72 cents per kilometre.

5.6 Accommodation

All Councillor accommodation for Council business will be booked and paid for by Council's travel provider. Where possible, the minimum standards for Councillor's accommodation shall be three or four-star rating.

Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

Where a Councillor elects to stay with family or friends in lieu of using Council provided accommodation, an allowance will be payable in the amount of \$60 per night.

5.7 Councillors Spouses

Spouses, partners and family members of Councillors are entitled to receive expense reimbursement and the provisions of Council facilities where these benefits are offered to the Councillor and can be supplied to the spouse, partner and family member at no further cost to the Council.

Council may approve the attendance of spouses or partners at approved Council business for example the Local Government Association Annual Conference or official dinners within the Shire.

5.8 Meals and Drinks

Council will reimburse costs of meals for a councillor when:

- the councillor incurs the cost personally; and
- the meal was not provided within the registration costs of the approved activity/event; and/or
- during an approved flight.

Should the Councillor choose not to attend a provided dinner/meal, then the full cost of the alternative meal shall be met by the Councillor.

Costs are to be reimbursed with reference to the Australian Taxation Office Guidelines for Reasonable Allowances set for each income tax year. The year 2023/2024 are showing allowances as:

Breakfast	-	\$32.10
Lunch	-	\$36.10
Dinner; and	-	\$61.20
Incidentals	-	\$23.00.

Adjustments will be made each financial year in accordance with the Australian Taxation Office Guidelines for Reasonable Allowance set for each income tax year.



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Council will not reimburse expenditure on alcohol, except where such expenses are incurred by the Mayor (in accordance with this policy and any other relevant policy) and where such expenses are deemed reasonable.

DOOMADGEE ABORIGINAL SHIRE COUNCIL



Policy Name:	<i>Staff Travel Expenses Policy</i>
Policy Number:	20
Policy Type:	<i>Administrative</i>
Link to Corporate Plan	<i>Key Governance – Administration and Corporate Services</i>
Date Approved:	<i>18/11/2021</i>
Approving Officer:	<i>Council</i>
Review/Amendment Date:	<i>18/01/2024</i>
Resolution Number:	<i>Resolution ? - 1/24</i>

Policy Responsibility: Director Corporate Services

Next Review Date: 18 January 2026

Aim

Staff are often required to travel on Council Business, Training and Conferences and will incur expenditure as part of that travel. This policy is designed to inform staff what their entitlements are when travelling on behalf of the Council either for training or another activity approved by the CEO or Director. It will clearly state guidelines to be followed by employees when travelling on behalf of the Shire and receiving reimbursement.

Scope

Applies to all staff employed by the Doomadgee Shire Council

Policy

Doomadgee Shire Council is committed to funding the travel requirements related to legitimate and approved activities for staff members.

Procedure

1. Accommodation

- a) Any staff member who is required to stay overnight in accommodation due to an inability to return home should have accommodation booked through the Council prior to the training or authorised activity. This will ensure that value for money is sought. All accommodation receipts must be kept and provided to the Council.
- b) If circumstances beyond the control of the employee prohibit pre-booking accommodation, then approval should first be sought from either the CEO or Director to book accommodation en-route. All accommodation should be documented with a receipt.

DOOMADGEE ABORIGINAL SHIRE COUNCIL



- c) If the circumstances addressed in clause 1.b occur, employees are responsible for securing reasonably priced accommodation in accordance with the ATO taxation determination of reasonable travel allowance and section 54(1) of the Public Services Act 2008.

2. Meals and Incidentals Allowance

For meals whilst attending training, flights or official Council business in the course of the employees work when the meal was not provided within the costs of the registration or approval of the event the following will be paid as travel expenses current with the reasonable costs of meals, expenses and incidentals calculated with reference to Australian Taxation Office Guidelines for Reasonable Allowances set for each income tax year.

Should the staff member choose not to attend a provided dinner/meal, then the full cost of the alternative meal shall be met by the staff member. The Australian Taxation Office Guidelines for the year 2023/2024 are showing allowances as:

Breakfast	-	\$32.10
Lunch	-	\$36.10
Dinner; and	-	\$61.20
Incidentals	-	\$23.00.

Adjustments will be made each financial year in accordance with the Australian Taxation Office Guidelines for Reasonable Allowance set for each income tax year.

3. Air travel

- a) All air travel must first be authorised by the CEO or Director and all bookings must be made by Council to ensure that the best value for money is obtained.
- b) Should air travel be refused, council will reimburse the employee the amount equivalent to the most direct route airfare.

4. Reimbursement for use of a private vehicle

- a) Where a council vehicle is not available or previously approved by a supervisor, employees who attend training or authorised functions using their own vehicle will be paid the vehicle allowance as stipulated under the Queensland Local Government Industry Award – State 2017.
- b) The initial starting point and kilometres travelled must be calculated by documenting the speedometer reading before leaving the immediately upon arrival at the destination (home or workplace).
- c) When travelling to the destination, the most direct route must be taken.
- d) Council will not pay the travel allowance for non-work-related travel. Kilometres travelled may need to be justified before reimbursement is given.

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5. Travel time

- a) All travel completed in ordinary hours of work will be paid at the ordinary rates for approved activities.
- b) All travel time completed outside of ordinary hours **will not be paid.**

6. Other costs

- a) Foreseeable travel expenses must first be authorised and should be booked prior to travel, these include rental car costs. These expenses must relate directly to the purpose of the travel.
- b) Unplanned expenses such as taxi and public transport fares, and business telephone calls must be documented with receipts and may require justification before reimbursement is given.
- c) Receipts must be provided to receive reimbursement.
- d) All expenditure and behaviour whilst travelling on behalf of Council must adhere to the Code of Conduct

Responsibility

Responsible Department:	Corporate Services
Policy Administrator:	Director of Corporate Services

Review

Review Period:	2 Years
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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
November 2021	1		18/11/2021		October 2023
January 2024			18/01/2024	Policy Review	January 2026

Privacy Provision

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

ATTACHMENT 8.1.7
DOOMADGEE ABORIGINAL SHIRE COUNCIL



Policy Name:	INFORMATION & COMMUNICATION TECHNOLOGY SECURITY POLICY
Policy Number:	52
Policy Type:	<i>Administrative</i>
Link to Corporate Plan	<i>Key Governance – Administration and Corporate Services</i>
Date Approved:	<i>18/11/2021</i>
Resolution Number:	<i>11/21</i>
Approving Officer:	<i>Corporate Services Director</i>
Date Approved:	<i>18 January 2024</i>
Resolution Number	<i>? /24</i>

1. PURPOSE OF POLICY

To provide a governing framework for the security and management of electronic information within Council and standards of behaviour expected of persons using the Doomadgee Aboriginal Shire Council (DASC) computer facilities.

2. SCOPE

This cybersecurity policy(policy) provides the basis of cybersecurity management within Doomadgee Aboriginal Shire Council.

This Policy applies to all employees, contractors, and volunteers, who perform work for or on behalf of Council. It applies to all employees in all their work-related interactions with each other, and with customers or contacts. Any reference to staff or employee is to be taken as a reference to a contractor or volunteer.

Effective protection of business information creates a competitive advantage, both in the ability to preserve the reputation of Doomadgee Aboriginal Shire Council and in reducing the risk of the occurrence of negative events and incidents.

3. DEFINITIONS/APPLICATION

This Policy governs access to and use of the Council’s electronic information and any information and communication technology (ITC) assets which create, process, store, view or transmit information.



ITC: Information Technology and Communication.

Computer Network includes all DASC internet, email and computer facilities which are used by Users, inside and outside working hours, in the workplace of DASC (or a related corporation of DASC) or at any other place while performing work for DASC (or a related corporation of DASC). It includes but is not limited to desktop computers, laptop computers, Blackberry's, Palm Pilots, or other handheld electronic devices, smart phones or similar products and any other means of accessing DASC's email, internet, and computer facilities, including but not limited to a personal home computer that has access to DASC's IT systems.

Confidential information includes but is not limited to trade secrets of DASC and non-public information regarding the organisation and affairs of DASC.

Intellectual Property means all forms of intellectual property rights throughout the world including copyright, patent, design, trademark, and all confidential information, including know how and trade secrets.

Person includes any natural person, company, partnership, association, trust, business, or representative(s), successors, assigns or substitutes.

4. ITC POLICY STATEMENT

DASC seeks a consistent approach to the security and protection of ITC that creates, stores, views or transmits information, against unauthorised or accidental modification, loss, or release.

DASC has engaged an ITC managing contractor, Data Central, who has implemented the following ITC principals and guidelines:

4.1 Passwords, level of network access, virus protection, confidentiality, and the usage of data

To avoid employees' work account passwords being compromised, these best practices are advised for setting up passwords:

- (a) Use at least 8 characters (must contain capital and lower-case letters, numbers, and symbols)
- (b) Do not write down password and leave it unprotected
- (c) Do not exchange credentials when not requested or approved by supervisor
- (d) Change passwords every 3 months.

4.2 Security awareness

Emails can contain malicious content and malware. To reduce harm, employees should employ the following strategies: If an employee is not sure



that an email, or any type of data is safe, the employee should contact Data Central on 1300 731 743.

- (a) Do not open attachments or click any links where content is not well explained
- (b) Check the email addresses and names of senders.
- (c) Search for inconsistencies
- (d) Block junk, spam, and scam emails
- (e) Avoid emails that contain common scam subject lines such as prizes, products, and money transfers.

4.3 Device Security and Using Personal Devices

Logging in to any work accounts for personal devices such as mobile phones, tablets, or laptops, can put Doomadgee Aboriginal Shire Council data at risk. Doomadgee Aboriginal Shire Council does not recommend accessing any Doomadgee Aboriginal Shire Council data from personal devices. However, if this cannot be avoided, employees are obligated to keep their devices in a safe place and not exposed to anyone else. Employees are recommended to follow these best practice steps:

- (a) Keep all electronic devices' passwords secure and protected
- (b) Logging into accounts should only be performed through safe networks
- (c) Install security updates on a regular basis
- (d) Upgrade antivirus software on a regular basis
- (e) Never leave devices unprotected and exposed
- (f) Lock computers when leaving the desk.

4.4 Staff allocated devices such as mobile phones, tablets or laptops are responsible for the care and safe keeping of these devices.

- (a) Ensuring that these items are not left in motor vehicles or unsecure locations.
- (b) Items are looked after and kept in good working condition.
- (c) Items are not stored checked in luggage.

5. REPLACEMENT OF MOBILE PHONES, TABLETS AND OR LAPTOPS ALLOCATED STAFF PROCEDURES

- (a) Lost, stolen, or damaged devices such as mobile phones, tablets or laptops must be reported to the Director Corporate Services in writing explaining the circumstances of the loss as soon as possible after the incident.
- (b) Fill out loss of portable asset form submitting it to the Director of Corporate Services and Data Central.
- (c) The staff member or officer allocated the device will be responsible for the replacement cost unless otherwise at the discretion of the CEO if the loss or damage was deemed out of the employee/officer's control.



- (d) The loss and or damage will be recorded on a register and if the item has been replaced once at Council's cost, the employee will be responsible for the replacement cost of the device.

5.1 Physical Documents

Employees are required to ensure that:

- (a) All sensitive and confidential information in hardcopy form is secure in their work area at the end of the day
- (b) Printed documents containing sensitive and confidential information should be immediately removed from the printer
- (c) Any sensitive and confidential information must be removed from the desk and locked in a drawer when the desk is unoccupied and at the end of the workday
- (d) File cabinets containing sensitive and confidential information must be kept closed and locked when not in use or when not attended
- (e) Keys used for access to sensitive and confidential information must not be left at an unattended desk
- (f) Upon disposal of sensitive and confidential documents, documents should be shredded in the official shredder bins or placed in the lock confidential disposal bins. Whiteboards containing sensitive and confidential information should be erased.

5.2 Working Remotely

When working remotely, all cybersecurity policies and procedures must be followed.

5.3 Acceptable Use

User accounts on work systems are only to be used for the business purposes of Doomadgee Aboriginal Shire Council and not to be used for personal activities. Employees are responsible for protecting all confidential information used and/or stored on their accounts. This includes their user logins and passwords. Employees are prohibited from making unauthorised copies of such confidential information and/or distributing it to unauthorised persons outside of Doomadgee Aboriginal Shire Council. Employees must not purposely engage in any activity with the intent to: harass other users; degrade the performance of the system; divert system resources to their own use; or gain access to Doomadgee Aboriginal Shire Council systems for which they do not have authorisation.

5.4 Security Requirements

Employees must not install unauthorised software. Employees must not use unauthorised devices on their workstations unless they have received specific authorisation from Data Central on 1300 731 743. Employees must not attempt to turn off or circumvent any security measures. Employees must



report any security breaches, suspicious activities or issues that may cause a cyber security breach to Data Central on 1300 731 743.

5.5 Transferring Data

Data transfer is a common cause of cybercrime. Employees should follow these best practices when transferring data:

- (a) Avoid transferring personal information such as customer data and employee information
- (b) Adhere to the relevant personal information legislation
- (c) Data should only be shared over authorised networks
- (d) If applicable, destroy any sensitive data when it is no longer needed.

5.6 Breach of the Policy

Depending on the circumstances, non-compliance with this Policy may constitute a breach of employment obligations, misconduct, harassment, sexual harassment, discrimination, bullying, privacy.

Suspected breaches of this Policy will be investigated and dealt with in accordance with the process in Council's Performance, Misconduct and Disciplinary Procedures Policy. All suspected breaches will be dealt with on a case-by-case basis. Depending on the severity of the breach, Council may take formal disciplinary action against the employee, up to and including termination of employment. When investigating suspected breaches, the principles of natural justice will apply.

If this policy is breached, one or more of the following disciplinary actions will take place:

- (a) Incidents will be assessed on a case-by-case basis
- (b) In case of breaches that are intentional or repeated or cases that cause direct harm to Doomadgee Aboriginal Shire Council, employees may face serious disciplinary action
- (c) Subject to the gravity of the breach, formal warnings may be issued to the offending employee.

6. VARIATIONS

Council and/or the Chief Executive Officer reserves the right to vary, replace or terminate this policy from time to time.

7. ASSOCIATED DOCUMENTS`

- Policy Number 39 Social Media Policy.
- Policy Number 25 Code of Conduct

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- Policy number 31 Performance, Misconduct and Disciplinary Procedures Policy
- IT Security Awareness Induction Document
- Monthly Awareness updates

8. PRIVACY PROVISION

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

Responsibility

Responsible Department:	Corporate Services
Policy Administrator:	Director of Corporate Services

Review

Review Period:	3 Years
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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
November 2021			18/11/2021	New Policy – Policy No 52	June 2023
January 2024			18/01/2024	Conditions of Use	January 2027



Enquiries to: Kirstine Sketcher-Baker
Executive Director
Patient Safety and Quality
Clinical Excellence Queensland

Telephone: 3328 9424
File Ref: C-ECTF23/13301

Queensland Health

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

Email: troy.fraser@doomadgee.qld.gov.au

Dear Mr Fraser,

Further to my earlier correspondence dated 29 August 2023, regarding reporting on recommendations made in the Rheumatic Heart Disease Doomadgee Cluster coronial inquest, I recognise additional time and support is required to ensure all stakeholders are appropriately involved in considering and planning the effective implementation of the recommendations.

To ensure responses accurately reflect and report on both the activities in progress and planned next steps, the coordination of recommendation responses will now occur in early 2024. Prior to this, the recommendation implementation status will be reported as 'under consideration'. This means the Minister agrees to support the recommendation but is currently deciding the best way to achieve implementation.

As a result of ongoing discussions and engagement with Doomadgee stakeholders, there have been some changes to the responsible reporting entities, recommendation leads and supporting leads, please refer to the attached revised table (Attachment 1 – version 1.4).

The coordination of Queensland Health's July to December 2023 coronial responses report will commence in early January 2024. Prior to this, Mr Sean Birgan, Health Service Chief Executive, North West Hospital and Health Service will liaise directly with you and recommendation stakeholders, to coordinate reporting on Recommendations 6, 7 and 8.

Gunawuna Jungai has been nominated as the lead for Recommendation 2, 3, 4, 5 and 18 with the Office of the Chief First Nations Health Officer as the Responsible Reporting Entity. Gunawuna Jungai will work with supporting leads, including The Doomadgee Aboriginal Shire Council to implement these recommendations.

Ms Haylene Grogan, Chief First Nations Health Officer, Office of the Chief First Nations Health Officer, will liaise directly with you to coordinate reporting on Recommendations 2, 3, 4, 5 and 18.

Should you require any further information in relation to the recommendation reporting process, I have arranged for Ms Kirstine Sketcher-Baker, Executive Director, Patient Safety and Quality, Clinical Excellence Queensland, on telephone 3328 9424 to be available to assist you.

Yours sincerely,

DR HELEN BROWN MB BCh BAO, FRACP, MPhil
Deputy Director-General
Clinical Excellence Queensland
03 / 01 /2024

cc: Sean.Birgan@health.qld.gov.au
Haylene.Grogan@health.qld.gov.au

RHD Doomadgee Cluster Inquest – Recommendation leads and supporting leads

No.	Recommendation	Responsible Reporting Entity	Lead	Supporting leads
1(i)	The North West Hospital and Health Service and Gidgee Healing, together with Queensland Health, consider engaging an expert to work with the community and each relevant service to assess and map the healthcare services currently provided in Doomadgee to <i>identify duplication and fragmentation of care</i> ;	CE NWHHS	CE NWHHS & Chief Executive Officer Gidgee Healing	Senior Director Community funding services branch / DDG HPSP
1(ii)	The North West Hospital and Health Service and Gidgee Healing, together with Queensland Health, consider engaging an expert to work with the community and each relevant service to assess and map the healthcare services currently provided in Doomadgee to <i>identify what services and consumers have been transitioned and ensure provision of those individual medical records (with consents)</i> ;	CE NWHHS	CE NWHHS & Chief Executive Officer Gidgee Healing	Senior Director Community funding services branch / DDG HPSP
1(iii)	The North West Hospital and Health Service and Gidgee Healing, together with Queensland Health, consider engaging an expert to work with the community and each relevant service to assess and map the healthcare services currently provided in Doomadgee to <i>identify gaps in service provision</i> ;	CE NWHHS	CE NWHHS & Chief Executive Officer Gidgee Healing	Senior Director Community funding services branch / DDG HPSP
1(iv)	The North West Hospital and Health Service and Gidgee Healing, together with Queensland Health, consider engaging an expert to work with the community and each relevant service to assess and map the healthcare services currently provided in Doomadgee to <i>clearly define the roles of each service and develop (or refine) guidelines for information sharing between Gidgee and NWHHS</i> ;	CE NWHHS	CE NWHHS & Chief Executive Officer Gidgee Healing	Senior Director Community funding services branch / DDG HPSP
1(v)	The North West Hospital and Health Service and Gidgee Healing, together with Queensland Health, consider engaging an expert to work with the community and each relevant service to assess and map the healthcare services currently provided in Doomadgee to <i>identify appropriate and achievable processes for follow up and the engagement of patients in the community</i> ;	CE NWHHS	CE NWHHS & Chief Executive Officer Gidgee Healing	Senior Director Community funding services branch / DDG HPSP
1(vi)	The North West Hospital and Health Service and Gidgee Healing, together with Queensland Health, consider engaging an expert to work with the community and each relevant service to assess and map the healthcare services currently provided in Doomadgee to <i>identify issues and propose solutions regarding the accommodation of clinical staff from Gidgee and NWHHS in Doomadgee</i> ;	CE NWHHS	CE NWHHS & Chief Executive Officer Gidgee Healing	Senior Director Community funding services branch / DDG HPSP
1(vii)	The North West Hospital and Health Service and Gidgee Healing, together with Queensland Health, consider engaging an expert to work with the community and each relevant service to assess and map the healthcare services currently provided in Doomadgee to <i>propose a model of care which will effectively meet the community's needs; and</i>	CE NWHHS	CE NWHHS & Chief Executive Officer Gidgee Healing	Senior Director Community funding services branch / DDG HPSP
1(viii)	The North West Hospital and Health Service and Gidgee Healing, together with Queensland Health, consider engaging an expert to work with the community and each relevant service to assess and map the healthcare services currently provided in Doomadgee to <i>consider streamlining the management of RHD patients by the introduction of a Nurse Navigator role based in Doomadgee (due to the issues recently identified in the media and through this inquest, there are now multiple clinicians who have 'an interest' in a patient with RHD, which holds the potential for duplication, confusion, and lack of continuity of care).</i>	CE NWHHS	CE NWHHS & Chief Executive Officer Gidgee Healing	Senior Director Community funding services branch / DDG HPSP
2	That a restorative expert be engaged to assist in repairing the relationship between clinicians and between all stakeholder health services in the provision of care in the Doomadgee community.	OCFNHO	Gunawuna Jungai OCFNHO	NWHHS
3	That a cultural leader/restorative expert be engaged to facilitate a process to attempt to restore the trust and relationship between the community and healthcare providers in Doomadgee (and only upon recommendation or endorsement of the community).			Gidgee Healing

RHD Doomadgee Cluster Inquest – Recommendation leads and supporting leads

4	The community to consider appointing an independent community member as a Community Liaison Officer (or similar such title) who is employed to act as an independent conduit between the local Health Council and the Health Service Providers, and who can promote and assist in the recruitment of local people to work with Health Service Providers.			Yellagundjimara Aboriginal Health Council
5	The community, through the Community Liaison Officer, to consider developing a model for the provision of community support to the local health services, including cultural training and immersion, and the development of a group of community members who can attend Gidgee or the Hospital to assist with patient management in times of acute illness or a patient dying (such as the development of a 'guardian angel service').			Doomadgee Aboriginal Shire Council North West Remote Health All Doomadgee Community members
6	That consideration be given to identifying willing community members and training them in CPR to develop greater capacity within the community to support the medical workforce when responding to life-threatening emergencies, but not aimed at replacing trained medical personnel. [Queensland Health submitted that the availability of an appropriate training course is a matter that requires consideration, and it would be beneficial for the Yellagundimarra Aboriginal Health Council to be consulted in the first instance, to determine how this could be implemented, rather than Queensland Health imposing it upon the community].	CE NWHHS	CE NWHHS Chief Executive Officer, Doomadgee Aboriginal Shire Council Yellagundjimarra Aboriginal Health Council	
7	Queensland Health to consult with the Doomadgee Shire Council and provide funding and support for training and employing a further environmental health officer to address the primordial risks associated with RHD and other communicable diseases (there is an opportunity to learn from other communities, the NACCHO paper refers to the Maningrida community in the Northern Territory as a case study).	CE NWHHS	CE NWHHS Chief Executive Officer, Doomadgee Aboriginal Shire Council Public Health Physician, Townsville Tropical Public Health	DDG HPSP & DDG QPHaSS (Health Housing) CE Townsville HHS
8	The community to consider developing a local RHD action plan in consultation with the local school, Gidgee and the Doomadgee Hospital which has actionable targets and dovetails into the 'Ending Rheumatic Heart Disease: Queensland First Nations Strategy 2021-2024'.	CE NWHHS	CE NWHHS Gidgee Healing	

RHD Doomadgee Cluster Inquest – Recommendation leads and supporting leads

			Chief Executive Officer, Doomadgee Aboriginal Shire Council Yellagundjimarra Aboriginal Health Council	
9	Queensland Health to consider, in consultation with the community, a project with other government stakeholders to build a laundromat and showering facilities or, in the short-term, approach Orange Sky to provide a laundry/shower truck for Doomadgee.	CE NWHHS	CE NWHHS	
10(i)	North West Hospital and Health Service to <i>review its discharge plan processes to ensure a discharge plan is sent to the relevant receiving primary care provider and local hospital;</i>	CE NWHHS	CE NWHHS	
10(ii)	North West Hospital and Health Service to <i>consider how to address the issue of the inappropriate prescription of Clexane in circumstances where a patient's surgery has not been scheduled within days of discharge;</i>	CE NWHHS	CE NWHHS	
10(iii)	North West Hospital and Health Service to <i>review its doctor coverage and rostering practices at the Doomadgee Hospital to ensure there is appropriate medical coverage for the Hospital, and that those doctors have timely access to the electronic medical record/s;</i>	CE NWHHS	CE NWHHS	
10(iv)	North West Hospital and Health Service to <i>consider 'any lessons' learned in Doomadgee as highlighted through this inquest, and how they may apply to other communities in the NWHHS district including ongoing training in areas of cultural safety and competency and training in 'Sad News Sorry Business'.</i>	CE NWHHS	CE NWHHS	
11	Queensland Health with the First Nations community to consider whether Ryan's rule needs to be adapted to ensure it is culturally appropriate for First Nations people and then promoted and/or adapted accordingly.	ED PSQ	ED PSQ	OCFNHO Queensland Aboriginal and Torres Strait Islander Clinical Network
12	That Queensland health take steps to determine the most effective approach to identify ARF and RHD in Doomadgee and other First Nation communities where there is a high incidence of those conditions and a vulnerability of members of the community to contracting those conditions.	Chair, Qld RHD Exec Management Committee	Chair, Qld RHD Exec Management Committee	
13(a)	That Queensland Health request that the RHD Register and Control Program (the Program), (as part of the review of its services), clarify the purpose and function of the Program, and propose ways of <i>ensuring that clinicians understand the purpose and value of the Program in providing centralised information to support the coordination and provision of care;</i>	DDG QPHaSS	DDG QPHaSS	
13(b)	That Queensland Health request that the RHD Register and Control Program (the Program), (as part of the review of its services), clarify the purpose and function of the Program, and propose ways to <i>ensure the Program is explained to patients and their families, and they are aware of how the Program can support them.</i>	DDG QPHaSS	DDG QPHaSS	

RHD Doomadgee Cluster Inquest – Recommendation leads and supporting leads

14	Queensland Health through the RHD Register and the relevant Hospital and Health Services identify strategies to encourage clinicians working in prevalent communities to adopt a high-risk index of suspicion for ARF/RHD when treating patients in these communities.	Chair, Qld RHD Exec Management Committee	Chair, Qld RHD Exec Management Committee DDG QPHaSS	
15	Queensland Health consider project guidelines for the agreed future roll out of an Aboriginal Community Controlled Health Organisation (ACCHO) in a community which is currently only serviced by a Hospital and Health Service. This includes ensuring the services are mapped and there is an appropriate model of care identified prior to the ACCHO commencing in the community. Note: a request has been made to the Northern Coroner to update the report to read - Aboriginal and Torres Strait Islander Community Controlled Health Organisation (ATSICCHO)	Senior Director Community funding services branch & DDG HPSP	Senior Director Community funding services branch & DDG HPSP	OCFNHO
16	That Queensland Health, the North West Hospital and Health Service and Gidgee Healing consider adopting or adapting a risk matrix such as Matrix for Identifying, Measuring and Monitoring Institutional Racism within Public Hospitals and Health Services (Marrie, A. and Marrie, H. 2014); [In December 2018, the Anti-Discrimination Commission Queensland (ADCQ) released a report Addressing Institutional Barriers to Health Equity for Aboriginal and Torres Strait Islander People in Queensland’s Public Hospital and Health Services (Marrie A, 2017) which used as its auditing tool the Matrix for Identifying, Measuring and Monitoring Institutional Racism within Public Hospitals and Health Services developed in 2014 by Adrian Marrie and Henrietta Marrie AM. The report and it’s response by Queensland Health (QH), has introduced a new strategy for dealing with institutional racism. The Matrix is designed as an external, evidenced-based practical desk-top tool for measuring Closing the Gap health policy transparency, implementation and accountability. Based on the response by QH, the Matrix has clear potential to expose and address institutional racism in the public health system. As a research tool it has the potential to monitor public policy implementation and accountability over time and to be used to undertake health and cost-benefit analyses of the impacts of eliminating institutional racism from the delivery of public health care to Aboriginal and Torres Strait Islander people].	OCFNHO	OCFNHO CE NWHHS CE Gidgee Healing	
17	That Queensland Health, the North West Hospital and Health Service and Gidgee Healing consider whether any improvements could be made with respect to the recording of clinical notes so as to avoid implicit negative cultural and racial connotations.	OCFNHO	OCFNHO CE NWHHS CE Gidgee Healing* (note Gidgee to report separately to PSQ, CEQ)	Queensland Aboriginal and Torres Strait Islander Clinical Network

RHD Doomadgee Cluster Inquest – Recommendation leads and supporting leads

18	That relevant stakeholders co-design with the Doomadgee community a program for ensuring that all clinicians and staff have appropriate training in understanding cultural safety and communicating in a culturally safe way with patients with an understanding of cultural matters specifically relevant to the Doomadgee community.	OCFNHO	Gunawuna Jungai OCFNHO	NWHHS Yellagundgimara Aboriginal Health Council Doomadgee Aboriginal Shire Council Gidgee Healing North West Remote Health All Doomadgee Community members
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Please note – The Queensland Health ‘**Responsible reporting entity**’ will liaise directly with the identified lead and support leads to coordinate six monthly recommendation reporting updates.

ATTACHMENT 8.2.1 (1)

Doomadgee Aboriginal Shire Council
Statement of Comprehensive Income
As at 30 November 2023

	Total Budget \$	Budget to Date Nov	YTD Actual \$	Budget to Date	
		2023 \$		Variance %	
Income					
Revenue					
Recurrent revenue					
Service charges	1,015,117	422,965	1,006,077	138%	▲
Fees and charges	285,000	118,750	117,587	1%	▼
Sales revenue	874,752	364,480	550,002	51%	▲
Grants, subsidies, contributions and donations	8,678,270	3,615,946	4,876,999	35%	▲
	<u>10,853,139</u>	<u>4,522,141</u>	<u>6,550,665</u>	45%	▲
Capital revenue					
Grants, subsidies, contributions and donations	3,024,700	1,260,292	1,304,793	4%	▲
Total capital revenue	<u>3,024,700</u>	<u>1,260,292</u>	<u>1,304,793</u>	4%	▲
Rental income	435,299	181,375	112,822	38%	▼
Interest received	225,246	93,853	147,673	57%	▲
Other income	1,665,000	693,750	427,954	38%	▼
Total income	<u>16,203,384</u>	<u>6,751,410</u>	<u>8,543,906</u>	27%	▲
Expenses					
Recurrent expenses					
Employee Benefits	(4,985,704)	(2,077,377)	(1,895,455)	9%	▼
Materials and services	(5,985,453)	(2,493,939)	(2,019,225)	19%	▼
Finance costs	(34,412)	(14,338)	(21,395)	49%	▲
Depreciation and amortisation		(0)			
Property, plant and equipment	(3,641,482)	(1,517,284)	(1,708,927)	13%	▲
	<u>(14,647,051)</u>	<u>(6,102,938)</u>	<u>(5,645,002)</u>	8%	▼
Capital expenses	(0)	(0)	(0)	0%	
Total expenses	<u>(14,647,051)</u>	<u>(6,102,938)</u>	<u>(5,645,002)</u>	8%	▼
Net result	<u>1,556,333</u>	<u>648,472</u>	<u>2,898,904</u>	347%	▲
Other comprehensive income					
increase/ (decrease) in asset revaluation surplus	(0)	(0)	(0)	0%	
Total comprehensive income / (loss)	<u>1,556,333</u>	<u>648,472</u>	<u>2,898,904</u>	347%	▲

▼ Under-Budget

▲ Over-Budget

Doomadgee Aboriginal Shire Council
Statement of Financial Position
As at 30 November 2023

	November	June
	\$	\$
Current assets		
Cash and cash equivalents	13,711,728	11,738,140
Trade & other receivables	1,428,692	794,577
Inventory	98,772	34,686
Contract assets	789,961	789,961
Lease receivable	41,268	927,463
Total current assets	<u>16,070,422</u>	<u>14,284,827</u>
Non current assets		
Lease receivables	24,249,183	24,249,183
Investments	720,928	133,657,787
Property, plant and equipment	136,970,547	720,928
Total non current assets	<u>161,940,658</u>	<u>158,627,898</u>
Total assets	<u><u>178,011,079</u></u>	<u><u>172,912,725</u></u>
Current liabilities		
Trade & other payables	3,431,121	1,231,672
Provisions	581,751	4,901,190
Contract Liabilities	4,901,190	581,751
Total current liabilities	<u>8,914,062</u>	<u>6,714,613</u>
Non current liabilities		
Provisions	1,916,569	1,916,569
Total non current liabilities	<u>1,916,569</u>	<u>1,916,569</u>
Total liabilities	<u><u>10,830,631</u></u>	<u><u>8,631,182</u></u>
Net community assets	<u><u>167,180,448</u></u>	<u><u>164,281,543</u></u>
Equity		
Asset Revaluation Surplus	72,879,153	72,879,153
Retained Surplus/ (deficiency)	94,301,295	91,402,391
	<u><u>167,180,448</u></u>	<u><u>164,281,543</u></u>

Doomadgee Aboriginal Shire Council
Statement of Changes In Equity
As at 30 November 2023

	Asset Revaluation Surplus	Retained Surplus	Total
Note	\$	\$	\$
Balance as at 01 July 2023	72,879,153	91,402,391	164,281,543
Net result	-	2,898,904	2,898,904
Total Comprehensive income for the month	-	2,898,904	2,898,904
As at 30 November 2023	72,879,153	94,301,295	167,180,447
Balance as at 01 July 2022	58,957,380	79,484,851	1,398,442,231
Net result	-	11,917,540	11,917,540
increase/ (decrease) in asset revaluation surplus	13,921,773	-	13,921,773
Total Comprehensive income for the month	13,921,773	11,917,540	25,839,312
Balance as at 30 June 2023	72,879,153	91,402,391	1,424,281,543

Doomadgee Aboriginal Shire Council
Statement of Cash Flow
As at 30 November 2023

Note	November \$	June \$
Cashflows from operating activities		
Receipts from customers	8,761,468	25,858,498
Payments to suppliers and employees	(1,913,867)	(9,631,589)
	6,847,601	16,226,909
Dividend received	-	-
Interest received	147,673	78,069
Borrowing Costs	-	-
Net cash inflow (outflow) from operating activities	6,995,274	16,304,978
Cash flows from investing activities		
Payments for Property, Plant and Equipment	(5,021,686)	(10,137,607)
Payments for intangible assets	-	-
Proceeds from sale of property plant and equipment	-	51,655
Net cash inflow (outflow) from investing activities	(5,021,686)	(10,085,952)
Net increase (decrease) in cash and cash equivalent held	1,973,588	6,219,026
Cash and cash equivalent held at the beginning of the financial year	11,738,140	5,519,114
Cash and cash equivalents at the end of the month	13,711,728	11,738,141

ATTACHMENT 8.2.1 (2)

Doomadgee Aboriginal Shire Council
Statement of Comprehensive Income
As at 31 December 2023

	Total Budget	Budget to Date Dec 2023	YTD Actual	Budget to Date Variance	
	\$	\$	\$	%	
Income					
Revenue					
Recurrent revenue					
Service charges	1,015,117	507,559	1,006,077	98%	▲
Fees and charges	285,000	142,500	144,008	1%	▲
Sales revenue	874,752	437,376	559,057	28%	▲
Grants, subsidies, contributions and donations	8,678,270	4,339,135	5,026,999	16%	▲
	<u>10,853,139</u>	<u>5,426,570</u>	<u>6,736,141</u>	24%	▲
Capital revenue					
As at 31 Grants, subsidies, contributions and donations	3,024,700	1,512,350	1,304,793	14%	▼
Total capital revenue	<u>3,024,700</u>	<u>1,512,350</u>	<u>1,304,793</u>	14%	▼
Rental income	435,299	217,650	143,589	34%	▼
Interest received	225,246	112,623	196,676	75%	▲
Other income	1,665,000	832,500	435,218	48%	▼
Total income	<u>16,203,384</u>	<u>8,101,692</u>	<u>8,816,417</u>	9%	▲
Expenses					
Recurrent expenses					
Employee Benefits	(4,985,704)	(2,492,852)	(2,110,297)	15%	▼
Materials and services	(5,985,453)	(2,992,727)	(2,474,967)	17%	▼
Finance costs	(34,412)	(17,206)	(24,825)	44%	▲
Depreciation and amortisation					
Property, plant and equipment	(3,641,482)	(1,820,741)	(2,055,277)	13%	▲
	<u>(14,647,051)</u>	<u>(7,323,526)</u>	<u>(6,665,365)</u>	9%	▼
Capital expenses	(0)		(0)	0%	
Total expenses	<u>(14,647,051)</u>	<u>(7,323,526)</u>	<u>(6,665,365)</u>	9%	▼
Net result	<u>1,556,333</u>	<u>778,167</u>	<u>2,151,052</u>	176%	▲
Other comprehensive income					
increase/ (decrease) in asset revaluation surplus	(0)	(0)	(0)	0%	
Total comprehensive income / (loss)	<u>1,556,333</u>	<u>778,167</u>	<u>2,151,052</u>	176%	▲

▼ Under-Budget

▲ Over-Budget

Doomadgee Aboriginal Shire Council
Statement of Financial Position
As at 31 December 2023

	\$	June \$
Current assets		
Cash and cash equivalents	11,493,021	11,738,140
Trade & other receivables	1,278,878	794,577
Inventory	98,772	34,686
Contract assets	789,961	789,961
Lease receivable	(68,025)	927,463
Total current assets	<u>13,592,607</u>	<u>14,284,827</u>
As at 31 December 2023		
Lease receivables	24,249,183	24,249,183
Investments	720,928	133,657,787
Property, plant and equipment	136,936,844	720,928
Total non current assets	<u>161,906,955</u>	<u>158,627,898</u>
Total assets	<u><u>175,499,562</u></u>	<u><u>172,912,725</u></u>
Current liabilities		
Trade & other payables	1,667,457	1,231,672
Provisions	581,751	4,901,190
Contract Liabilities	4,901,190	581,751
Total current liabilities	<u>7,150,398</u>	<u>6,714,613</u>
Non current liabilities		
Provisions	1,916,569	1,916,569
Total non current liabilities	<u>1,916,569</u>	<u>1,916,569</u>
Total liabilities	<u><u>9,066,967</u></u>	<u><u>8,631,182</u></u>
Net community assets	<u><u>166,432,595</u></u>	<u><u>164,281,543</u></u>
Equity		
Asset Revaluation Surplus	72,879,153	72,879,153
Retained Surplus/ (deficiency)	93,553,442	91,402,391
	<u><u>166,432,595</u></u>	<u><u>164,281,543</u></u>

Doomadgee Aboriginal Shire Council
Statement of Changes In Equity
As at 31 December 2023

	Asset Revaluation Surplus	Retained Surplus	Total
Note	\$	\$	\$
Balance as at 01 July 2023	72,879,153	91,402,391	164,281,543
Net result	-	2,151,052	2,151,052
Total Comprehensive income for the month	<u>-</u>	<u>2,151,052</u>	<u>2,151,052</u>
As at 31 December 2023	<u>72,879,153</u>	<u>93,553,443</u>	<u>166,432,595</u>
Balance as at 01 July 2022	<u>58,957,380</u>	<u>79,484,851</u>	<u>1,398,442,231</u>
Net result	-	11,917,540	11,917,540
increase/ (decrease) in asset revaluation surplus	13,921,773	-	13,921,773
Total Comprehensive income for the month	<u>13,921,773</u>	<u>11,917,540</u>	<u>25,839,312</u>
Balance as at 30 June 2023	<u>72,879,153</u>	<u>91,402,391</u>	<u>1,424,281,543</u>

Doomadgee Aboriginal Shire Council
Statement of Cash Flow
As at 31 December 2023

	Note	\$	June \$
Cashflows from operating activities			
Receipts from customers		9,250,661	25,858,498
Payments to suppliers and employees		<u>(4,358,123)</u>	<u>(9,631,589)</u>
		4,892,538	16,226,909
Dividend received		-	-
Interest received		196,676	78,069
Borrowing Costs		-	-
Net cash inflow (outflow) from operating activities		<u>5,089,214</u>	<u>16,304,978</u>
As at 31 December 2023			
Cash flows from investing activities			
Payments for Property, Plant and Equipment		(5,334,333)	(10,137,607)
Payments for intangible assets		-	-
Proceeds from sale of property plant and equipment		-	51,655
Net cash inflow (outflow) from investing activities		<u>(5,334,333)</u>	<u>(10,085,952)</u>
Net increase (decrease) in cash and cash equivalent held		<u>(245,119)</u>	<u>6,219,026</u>
Cash and cash equivalent held at the beginning of the financial year		11,738,140	5,519,114
Cash and cash equivalents at the end of the month		<u>11,493,021</u>	<u>11,738,141</u>