



**AGENDA
OF THE
ORDINARY MEETING**

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

**On Thursday 19th April 2018
At 10:00am**

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1. OPENING

2. ATTENDANCE

Elected Members

Mayor Edric Walden
Cr Jason Ned
Cr Dean Jupiter
Cr Scharrayne Foster
Cr Tony Chong

Staff

Lothar Siebert – Chief Executive Officer
Garry Jeffries – Director of Engineering
Juanita Holden – Acting Director of Corporate Services
Leonie Florence – Director of Community Services
Trudy Mellor – Governance Officer

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.

4. APOLOGIES / LEAVE OF ABSENCE

5. CONFIRMATION OF MINUTES

That the Minutes of the Ordinary Meeting of Council held 22nd March 2018 to be taken as read and signed as correct.

Recommendation:

That the minutes of the Ordinary Meeting of Council held 22nd March 2018 be taken as read and signed as correct.

6. BUSINESS ARISING FROM PREVIOUS MEETINGS

7. PRESENTATIONS AND/OR ELECTED MEMBERS REPORTS

8. CHIEF EXECUTIVE OFFICERS REPORT

8.01 – Gidgee Healing Stakeholder In-Service

Summary

Council has been invited to attend a Gidgee Healing Stakeholder in-service on the 23rd April. This in-service will be held at Save the Children from 11:00am to 1:00pm. The information session will provide Doomadgee Stakeholders with a better understanding of Gidgee Healing Services and Programs and how best to utilise the services/programs to the benefit of clients, families and community.

Recommendation:

For Council Information.

8.02 –Review of the Family Responsibility Commission - Doomadgee

Summary

Tammy Williams, Acting Director – General, DATSIP has written to the Mayor advising that the DATSIP and the Department of Prime Minister and Cabinet are in the process of conducting a review of the Family Responsibility Commission in each of the locations where they currently operate, including Doomadgee.

The review for the Doomadgee consultation will be conducted during the week commencing 21st May 2018. This review will be conducted by staff from DATSIP and the FRC.

DATSIP is requesting that Council advise if they are happy for the review to be conducted over this period and that the review team meet with Council on Tuesday 22nd May.

Recommendation:

That Council advise DATSIP that the review can take place in the week commencing 21st May 2018.

8.03 –National General Assembly of Local Government 2018

Summary

The 2018 Regional Forum will bring together noted regional campaigners, academics, industry innovators and government officials to explore the challenges of successful collaboration, as a catalyst for region scale metropolitan, regional and rural community growth.

The program will run from Sunday 17th June to Wednesday 20th June – Canberra. Registrations are due before the 4th May 2018.

Recommendation:

That Council authorise the nominated delegates to attend the NGA in Canberra from the 17th June to the 20th June.

8.04 –Sponsorship Request

Summary

Andrew Walden (Manager/Trainer) of the Regulators Football Team Doomadgee are seeking sponsorship for the following:

- Transportation
- Food
- Accommodation

The team is involved in the Gulf Football carnival, along with Normanton, Mornington Island and Burketown. The Competition will run for 6 months commencing 28th April 2018.

Recommendation:

For Council discussion

8.05 –Queensland Corrective Services Visit

Summary

The District Manager and the Regional Manager would like to conduct a site visit to engage with Council and other key stakeholders and members of the Doomadgee community to discuss service delivery.

The visit has been planned for Tuesday 24th April 2018. They will meet with Council at 10:30am at the Council. All Councillors are encouraged to attend.

Recommendation:

For Council Information

8.06 –Ministerial Champion and Government Champion Visit

Summary

Following on from the discussion with Council in Cairns on the 15th March, Minister O'Rourke and Barry Broe have organised a follow up visit to Doomadgee. This has been planned for the 2nd week of May 2018.

Recommendation:

For Council information

8.07 –Request for Office Space – New Century Resources

Summary

Century Mine is in operation again and the Community Liaison Officer's role is employment and training in Doomadgee, Normanton and Mornington Island. Century Mine will be working with Waanyi ReGen around training and development need for the training in Doomadgee and will be bringing people into Doomadgee to discuss training needs in Community.

They are looking for appropriate office space to rent on a regular basis.

Recommendation:

For Council discussion

9. DIRECTOR OF ENGINEERING

9.01 – Report – April 2018

PURPOSE

Presentation of the Monthly Activity report to Council.

BACKGROUND

Not applicable

COMMENT

NDRRA Works:

Both Woologarang West Road and Old Doomadgee Road have been given a light grade after the recent rain event.

Final trimming of the gravel sheeting placed in late 2017 will be undertaken in coming weeks in preparation for bitumen sealing.

Roads to Recovery and TIDS Works:

Woologarang West Road:

Negotiations are underway with Concreting Contractors with a view to commencing the Concrete Floodways in the near future.

New Houses Building Project:

This project is still progressing very well and it is expected that the 30 June deadline can be met:

- There is only 1 house to go for the roof ring beams to be installed;
- Two rooves have been completed with framing of another four ready for sheeting and two others with trusses up;
- Two additional roofers will be on site next week and it is expected all rooves will be completed within the next three weeks;
- Plumbing and electrical “rough ins” continue prior to roof sheeting;
- The first shipment of windows will arrive next week and the installation of doors and windows will commence; and
- Painting has also commenced and will continue as the houses reach lock up stage.

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.

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 and they have also been assisting with maintenance at the airport.

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 glass and additional screens will arrive next week and the damaged windows and doors will be repaired and extra screens added.

Water and Sewerage:

Operations are continuing as per normal.

The works scope for upgrade works for the water & sewer system are nearing completion and it is intended to have tender documents prepared ready for tendering by mid-May.

Rodeo Ground Amenities Buildings

This work will commence as trades become available from the housing project.

New Regional Waste Facility

This work will now be included in the funding package for water, waste water and solid waste.

Workshop Redevelopment

The shed has now been sheeted and doors fitted and internal services and internal fit out will follow.

Government Employee Housing Project

No change

Disposal of Redundant Assets

Discussion are underway with a Cloncurry Auctioneer and it is hope to hold an auction within the next 4-6 weeks.

Details of this will be tabled for discussion.

Save The Children

Save the Children has written to concerns about child safety in the vicinity of their facility on Goodeedawa Road. The details of their concerns and recommendations will be tabled for discussion.

Jason English Constructions

Jason English has put a proposal to Council to develop a compound adjacent to the current BAS depot for use by his organisation whilst they are working within the Community.

The submission will be tabled for discussion, with the aim of approving the request in principle so that final planning can be undertaken to make a fully detailed application for approval.

CONSULTATION	Not applicable
LEGISLATIVE ENVIRONMENT	<i>Local Government Act 2009</i>
STRATEGIC ASSOCIATION / ALIGNMENT TO CORPORATE PLAN	Not applicable
RISK ASSESSMENT	Not applicable
FINANCIAL IMPACT	Not applicable
ASSET MANAGEMENT AND SUSTAINABILITY IMPACT	Not applicable
POLICY ASSOCIATION	Not applicable
CULTURAL CONSIDERATIONS	Not applicable

RECOMMENDATION *That the report from the Director of Engineering be noted and received.*

10. ACTING DIRECTOR OF CORPORATE SERVICES

10.01 – Financial Report

Summary

To provide Council with the Financial Management Reports for the period ending 31st January 2018.

Cash Position:

February:

Commonwealth Bank:

General Account	\$1,346,570.26
Lease Account	\$ 66,192.86
Trust Account	\$ 450.43
Total	\$1,413,213.55

March:

Commonwealth Bank:

General Account	\$ 174,159.66
Lease Account	\$ 66,192.86
Trust Account	\$ 435.92
Total	\$ 240 788.44

QTC:

Cash Fund	\$9,551,806.63
Sports CF	\$ 92,616.25
Total	\$9,644,422.88

QTC:

Cash Fund	\$9,567,405.97
Sports CF	\$ 92,767.50
Total	\$9,660,173.47

Total Cash \$11,057,636.43

Total Cash \$9,900961.91

Current Outstanding Debtors - As at 31st March 2018

Fees and Charges -	\$ 374,702.32
Avdata (Landing Fees)	\$ 21,475.16
Service Fees 2017/2018	\$ 659,406.50
Total	\$1,055,583.98

Committed Funds – As at 28th February 2018

Purchase Orders	\$1,475,382.67
Total	\$1,475,382.67

Recommendation:

That the Financial Report from the Acting Director of Corporate Services be noted and received.

10.02 – Work Health & Safety Visit

Summary

Tony Walters (Work Health Safety Consultant) is on site this week to discuss the WHS rollout. He will be attending to the following actions this week:

- meeting with all Council Supervisors/Team Leaders to introduce himself and conduct information sessions
- Chemical Register Implementation
- Office Staff fire and other emergency safety training
- Face to Face meetings with field staff – tool box meetings about worker responsibilities
- Develop orientation/induction for new staff
- Work with designated WHS liaison person within the Council
- Documentation for training of staff

Recommendation:

For Council Information

10.02 – Code of Conduct for Staff

REPORT AUTHOR(S) **Juanita Holden**
REPORT APPROVED BY **Lothar Siebert**
DEPARTMENT **Corporate Services**

PURPOSE

Seeking adoption of a new Code of Conduct for Staff.

ISSUES

An action arising from the recent Governance Review was to establish a code of conduct for staff. This is now completed in 'draft' form and Council is requested to consider adopting a new code of conduct for staff.

STRATEGIC IMPLICATIONS (Legislative, Financial, Risk, Environmental and Social)

Doomadgee Aboriginal Shire Council is required to ensure staff act in an ethical way in accordance with the principles of the *Public-Sector Ethics Act 1994*. Ethics is not only about doing what's legal, it's about doing what's right. The code of conduct therefore aims to build and maintain community trust and confidence in the Council, develop the integrity and professionalism of the staff of the Council and ensure that all staff act ethically and consistently.

The risk of not ensuring staff abide by and follow a code of conduct is that employees may face disciplinary procedures if they breach the code. Further, the community can have confidence in Council if it places high value on the actions, behaviour and performance of its staff.

REFERENCE TO CORPORATE PLAN

Administration and Corporate Services – To provide timely, quality services to customers through effective and efficient administration of Council affairs.

CONSULTATION

Consultation has occurred with all relevant Council Staff. Regular updates have been provided to the Department of Local Government, Racing and Multicultural Affairs.

ATTACHMENTS

1. Policy Code of Conduct for staff

RECOMMENDATION

That the Policy Code of Conduct for staff, as presented, be adopted.

10.03 – Records Management Policy

REPORT AUTHOR(S) Juanita Holden
REPORT APPROVED BY Lothar Siebert
DEPARTMENT Corporate Services

PURPOSE

Seeking adoption of a new Records Management Policy.

ISSUES

An action arising from the recent Governance Review was to establish a records management system. Council staff have now undertaken preliminary steps to prepare for the set-up and commissioning of the IT Vision Synergysoft records system – *Central Records*. In order to provide the overall policy and procedural framework, Council is requested to consider adopting a Records Management Policy.

STRATEGIC IMPLICATIONS (Legislative, Financial, Risk, Environmental and Social)

Doomadgee Aboriginal Council is required to manage its records in accordance with the *Public Records Act 2002* and associated standards. In addition to legislation, Council must ensure it meets basic records standards to guarantee that full and accurate records are held and that the business of Council is adequately documented, preserved and made accessible.

The risk of not undertaking basic record keeping is that Council may face negative audit scrutiny or that Council's operations are jeopardised and unable to function effectively. There is also a financial implication such that poor record keeping may cost valuable time and human resources if standards are not met.

REFERENCE TO CORPORATE PLAN

Administration and Corporate Services – To provide timely, quality services to customers through effective and efficient administration of Council affairs.

CONSULTATION

Consultation has occurred with all relevant Council Staff, in conjunction with the Mead Perry Group and IT Vision. Regular updates have been provided to the Department of Local Government, Racing and Multicultural Affairs.

ATTACHMENTS

1. Records Management Policy

RECOMMENDATION

That the Records Management Policy, as presented, be adopted.

11. DIRECTOR OF COMMUNITY SERVICES

11.01 – Report – April 2018

Animal Management & Environmental Health

Animal Management Training - Approached Burke Shire Council to be included in Animal Management workshop. Still awaiting exact dates.

Domestic Animals- Regular monitoring & patrols of school, hospital and shop
To assist with animal control on these premises ANIMAL FREE ZONE signs will be placed in these areas. Signs have also been ordered for the dump to assist rubbish control.

Animal Health & Welfare - There has been a high increase in sick/neglected dogs. Several have had to be put down. Animal medicine for roundworm/parasites available. Introduce a monthly worming program/dog wash. Currently negotiating with owners for the removal of calves in town

Community Awareness

Flyers around Community promoting Animal Management services
School program "Caring for Pets/Dogs"

RADIO STATION

Broadcasting – Blackstar have supplied a temporary transmitter to replace the radio station transmitter damaged in the electrical storm. Insurance should cover a new transmitter and installation.

Sai is away attending his grandmother's funeral. Good response from stakeholders who are regularly using the radio station for advertising and interviews.

YOUTH HUB

Sport & Recreation- Isiah Walden, Youth Hub assistant, has inquired about the use of the staff car for the Gulf Sports Carnival in Normanton.

Youth Council - A proposal to form a Youth Council to be a voice to engage in community decision making
Provide advice to Council about these issues and how they can be addressed
Develop local initiatives and projects for Doomadgee Youth

Accommodation- Mandy Brown has requested emergency housing for 2 months at the Youth Hub unit.

COMMUNITY SERVICES

Anzac Day- Council has been approached by Jeremy Barrclough, Infantry Officer of the Australian Army to assist with the organisation of a service at 10.30am on Anzac Day.

Five soldiers have been allocated for the service

A request for the flagpoles to be fixed and sign at 'Lest We Forget' repaired

Whether a BBQ or Morning Tea could be provided

Community/ school and other stakeholders approached for their support

ENGAGEMENT OFFICER

David Escott's medical condition is still ongoing and as from the 9th April 2018 he is working half days with light duties. David is able to carry out his duties as Engagement Officer comfortably.

13. PROPOSED MEETING CALENDAR

Thursday 19th April 2018	10:00am	Doomadgee	Ordinary Meeting
Thursday 17th May 2018	10:00am	Doomadgee	Ordinary Meeting
Thursday 21st June 2018	10:00am	Doomadgee	Ordinary Meeting
Thursday 19th July 2018	10:00am	Doomadgee	Ordinary Meeting
Thursday 16th August 2018	10:00am	Doomadgee	Ordinary Meeting
Thursday 20th September 2018	10:00am	Doomadgee	Ordinary Meeting
Thursday 18th October 2018	10:00am	Doomadgee	Ordinary Meeting
Thursday 15th November 2018	10:00am	Doomadgee	Ordinary Meeting
Thursday 20th December 2018	10:00am	Doomadgee	Ordinary Meeting

15. CLOSURE OF MEETING

The Meeting closed _____

Edric Walden
Mayor
Doomadgee Aboriginal Shire Council