



**MINUTES
OF THE
NOVEMBER ORDINARY MEETING**

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

On Thursday 15th November 2018

11:15am

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1. OPENING

The Acting Mayor welcomed members and opened the meeting at 11:15am

2. CONDOLENCES

None Recorded

3. RECORD OF ATTENDANCE

Elected Members

Acting Mayor Jason Ned
Cr Dean Jupiter
Cr Scharrayne Foster

Staff

Rod Richardson – Acting Chief Executive Officer
Garry Jeffries – Director of Engineering
Gail Richardson – Acting Director of Community Services
Peter van Heusden – Procurement Manager
Monique Cunningham – Acting PA to CEO, Minute Taker

Absentees

Elected Members

Cr Vernon Ned

Staff

Juanita Holden – Director of Corporate Services
Trudy Mellor – Governance Officer

4. CONSIDERATION OF APPLICATIONS OF LEAVE OF ABSENCE

None Recorded

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Not Available

6. DECLARATION OF INTERESTS

None Recorded

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

7.01 Notices of Motion

None Recorded

7.02 Petitions

None Recorded

6. BUSINESS ARISING FROM PREVIOUS MEETINGS

None Recorded

7. PRESENTATIONS AND/OR ELECTED MEMBERS REPORTS

None Recorded

8. ACTING CHIEF EXECUTIVE OFFICERS REPORT

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

Credit Issue

Credit cancelled due to outstanding accounts for Regional Airlines and Doomadgee Supermarket;

- DASC are in the process of trying to fix this situation so that DASC can gain back these credit facilities.

Burke Town Finance Contract

Local Government will be requested to run advertisements on behalf of DASC for an Accountant.

- Marylou McKay has been offered a three (3) month contract, commencing Monday 26th November in the role of Accounts Payable and Receivable Officer, based at the Cairns office, 21 Pease Street.

Resolution	Letter to be delivered to Burke Shire on 15th November 2018 confirming cancellation of Finance contract with three (3) months' notice. Contract to end on 28th February 2018.
Moved	Acting Mayor, Jason Ned
Seconded	Cr Scharrayne Foster
	Carried

Community Bus Service

- Reinstate a community bus service and DASC to employ a bus driver.
- Develop a Bus Usage Policy
- Bus services to run as follows
- Once a month to Mt Isa, for shopping;
 - o In special circumstances such as Sorry Business requirements
 - o In the month prior to Christmas additional services to run weekly to Mt Isa
 - o Additional services for after flooding shopping
- To use these services people will need to book a ticket to cover costs which is suggested to be \$50 per head.
- Bus Hire - DASC will cover the cost of the Driver from Monday to Friday however if bus hire is required outside of these normal working days, a hire fee will include costs for the driver.

Resolution	Bus Service to be reinstated and develop Usage Policy
Moved	Acting Mayor, Jason Ned
Seconded	Cr Scharrayne Foster
	Carried

- DASC would like to pay TA to employees prior to travel

Resolution: TA to be paid prior to travel
Moved: Acting Mayor, Jason Ned
Seconded: Cr Dean Jupiter Carried

- My Pathway – CCC are not happy with the relationship between Lothar Siebert and Michael Johnson of Pathways.

Resolution: letter regarding cancellation of contract sent Tuesday 13 th November 2018
Moved: Acting Mayor, Jason Ned
Seconded: Cr Dean Jupiter Carried

- Bank Authorisation Changes

Resolution: Acting CEO authorised to deal with the Commonwealth Bank regarding authorisation changes.
Moved: Acting Mayor, Jason Ned
Seconded: Cr Dean Jupiter Carried

9. DIRECTOR OF ENGINEERING MONTHLY REPORT

REPORT AUTHOR(S) Garry Jeffries
REPORT APPROVED BY Rod Richardson
DEPARTMENT Engineering

- NDRRA Works Issue
- Roads to Recovery and TIDS Works
- Strategic Implications (Legislative, Financial, Risk, Environmental and Social)
- Reference to Corporate Plan
- Consultation
- Water Park

Resolution: Council receives the Director of Engineering Monthly Report as presented.	
Moved: Acting Mayor, Jason Ned	
Seconded: Cr Dean Jupiter	Carried

9. DIRECTOR OF ENGINEERING MONTHLY REPORT

REPORT AUTHOR(S) **Garry Jeffries**
REPORT APPROVED BY **Rod Richardson**
DEPARTMENT **Engineering**

PURPOSE

Presentation of the Monthly Activity report to Council.

ISSUES

NDRRA Works:

K & G Booth have almost completed the works on Old Doomadgee Road and will then move to the remaining gravel section on Woollogarang West Road.

The Council crew have been working on Woollogarang East Road and River Road.

Roads to Recovery and TIDS Works:

Woollogarang West Road:

Once rock protection is placed on the downstream side of the concrete floodway this project will be complete. It is expected that this work will be done within the next 3-4 weeks.

New Houses Building Project:

This project is now complete.

Workshop:

Operations are continuing as per normal.

Mainly routine servicing and minor repairs have been required in the last month.

The issues with the Tip Truck breakdowns are being resolved and two of the trucks are back on the road. To assist with the backlog of repairs Council has engaged a diesel fitter from Isa Diesel for a couple of weeks.

General Gang:

Operations are continuing as per normal.

The General Gang have been working on keeping the community clean as well as assisting with maintenance at the airport and sewage effluent lagoons.

Airport:

The airport is currently operating as normal.

The annual technical inspection of the airport has been complete and there are a few minor items that require attention.

Water and Sewerage:

Water operations have been continuing as normal. However, whilst two new pumps have been installed they are still struggling to keep up with demand. Consequently, water restrictions have been put in place in the interest of conserving water. Due to recent high temperatures the water demand has been very high and this is being monitored very closely to ensure continuity of supply.

AECOM Consulting Engineers have almost completed the tender documents for the pending upgrades to the WTP and it is intended that this work will commence before the wet season.

Rodeo Ground Amenities Buildings

The installation of the second (prefab) ablution unit has commenced and is expected to be complete within two weeks.

The only outstanding items for this project will then be the lighting to the arena and fencing of the site. It is hoped to have this work completed prior to the Christmas shutdown.

New Regional Waste Facility

The preliminary design and costing for this project is complete and AECOM have been instructed to submit this to the Department of Environment and Heritage Protection for comment with the intent to gain approval in principle to proceed.

Workshop Redevelopment

The Old Piggery has been dismantled, removed and the site cleaned up. Placing of the gravel hardstand is now underway and once complete fencing of the entire site will commence.

The first of the materials for the internal fit out are now on site and this work will now get underway.

Government Employee Housing Project

Council's part in this project is now complete and the whole project is nearing completion and will soon be open for occupation.

Staff Housing

This project is currently on hold following discussions with the Department of Local Government Racing & Multicultural Affairs in respect of the funding arrangements.

Water Park

This project is currently on hold following discussions with the Department of Local Government Racing & Multicultural Affairs in respect of the funding arrangements.

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

- Local Government Act 2009
- Local Government Regulations 2012

REFERENCE TO CORPORATE PLAN

Goal 8: Environment - Waste Management - Effective Waste Management Collection and Disposal Service

Goal 9: Infrastructure - Development, Maintenance and Replacement - To maintain and upgrade essential infrastructure to maximise the utility of existing assets and provide for their long-term improvement and/or replacement

Goal 12: Planning and Development - To develop and implement planning controls that ensure and encourage balanced and sustainable development and to promote the Shire as a desirable place to live, work, invest and to visit

CONSULTATION

Regular updates have been provided to Council, Contractors and Department of Local Government, Racing and Multicultural Affairs.

ATTACHMENTS

Nil

RECOMMENDATION

That the Monthly Report from the Director of Engineering be received.

10. DIRECTOR OF CORPORATE SERVICES

REPORT AUTHOR(S) Simba Chimpaka
REPORT APPROVED BY Juanita Holden
DEPARTMENT Corporate Services

Teleconference with Simba Chimpaka

10.01 FINANCIAL REPORT

- Submitted Financial Statements to Auditors for 2015-2016 and 2016-2017
- Working on 2017-2018 Financial Statements which is 90% finalised and should be sent to Auditors shortly
- Overdue Tax Reports have now been completed
- Budget review to be done in early February 2019

Recommended that Council charge services charges twice a year.

- 10.02 Councillor Acceptance Requests Guidelines
- 10.03 Complaints about the CEO Policy
- 10.04 Grant Update
- 10.05 WHS November Visit

Resolution:	Further discussion on Financial Report at the next meeting being held in Cairns Office on 11th December 2018.
Moved:	Acting Mayor, Jason Ned
Seconded:	Cr Dean Jupiter
	Carried

10. DIRECTOR OF CORPORATE SERVICES

10.01 – Financial Report

REPORT AUTHOR(S) Simba Chimpaka
REPORT APPROVED BY Juanita Holden
DEPARTMENT Corporate Services

1. FINANCIAL SUMMARY (SNAPSHOT)

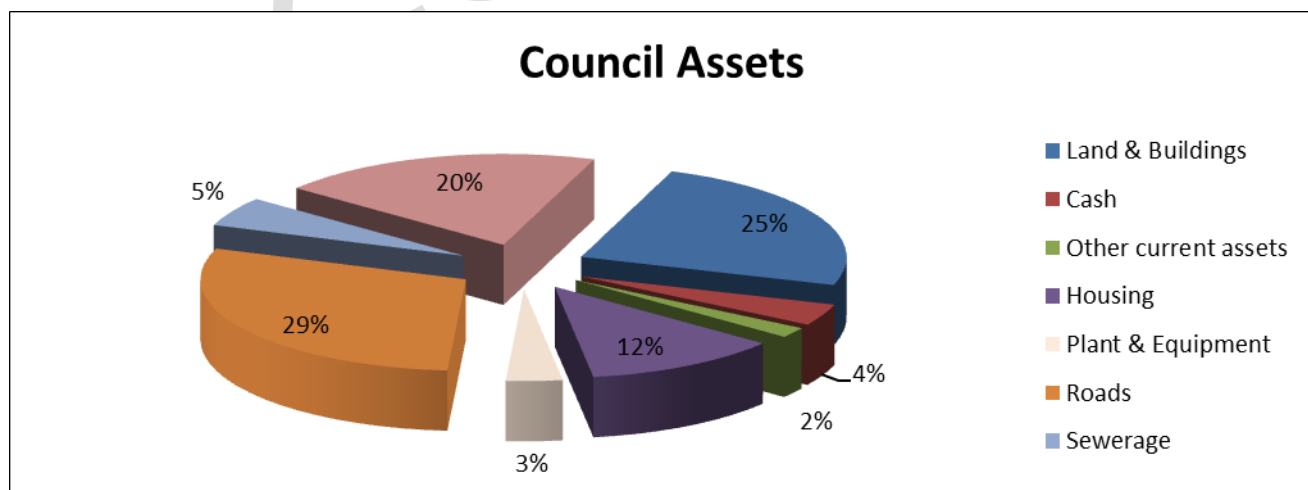
This monthly report illustrates the financial performance and position of Doomadgee Shire Council compared to its adopted budget for the 2018-19 financial year.

	Year to Date Actual	Annual Budget (Target)	Actual:Budget Variance	Actual as a % of Annual Budget
Total Operating Revenue	1,803,664	15,559,827	- 13,756,163	12%
Total Operating Expenditure	4,060,759	14,071,406	- 10,010,647	29%
Profit/loss	- 2,257,095	1,488,421	- 3,745,516	-52%
Cash & Cash Equivalents	5,336,040	9,432,215	- 4,096,175	57%
Other Current Assets	883,083	700,000	183,083	126%
Liabilities (Current)	1,167,758	874,000	293,758	134%
Liabilities (Non Current)	26,476	1,976,864	- 1,950,388	1%
Current Assets to Liabilities Ratio	7	4		

Council reported a year to date operating loss of \$2, 2 million at the end of October against an annual profit forecast of \$1, 4 million.

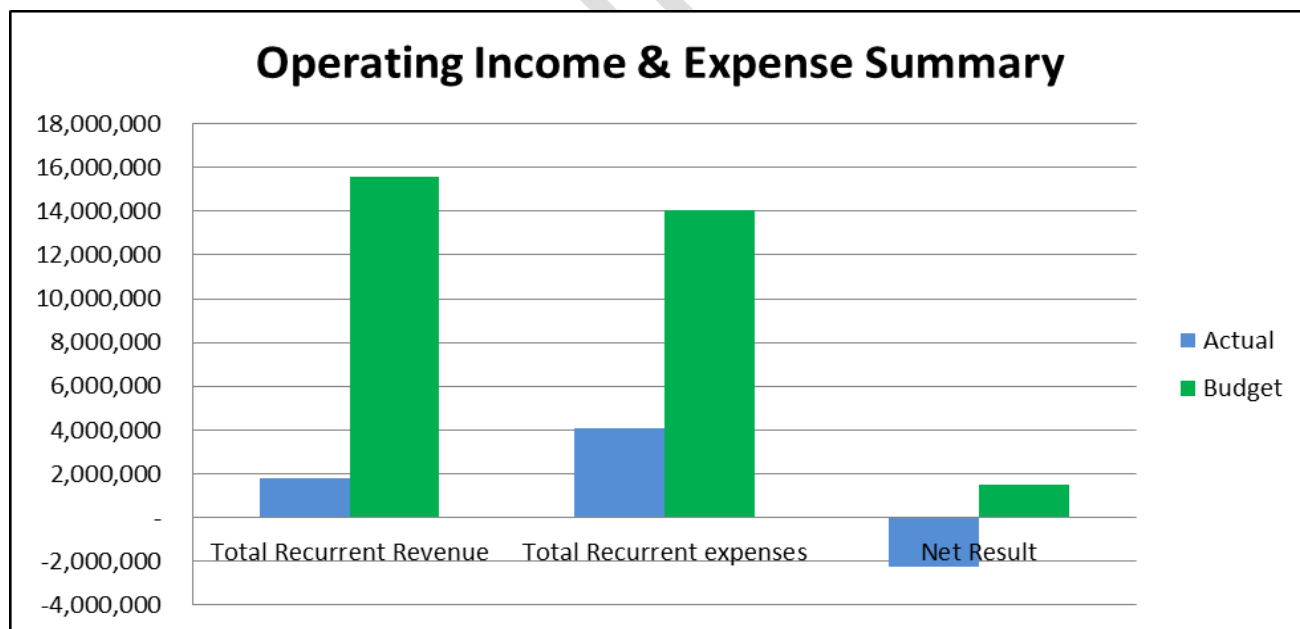
Total operating revenues increased from \$1, 6 million to \$1, and 8 million from the previous month. Year to date income remains significantly lower than annual budget figures at 12% of annual estimates versus a quarterly pro rata forecast of 25%. Overall operating costs are within annual budget estimates sitting at 29% of the annual budget. Cash balances have declined to a balance of \$5 million versus annual cash balance forecast of \$9 million.

Cash balances declined from \$6 million down to \$5 million at the end of October.



2. STATEMENT OF INCOME AND EXPENDITURE BY TYPE

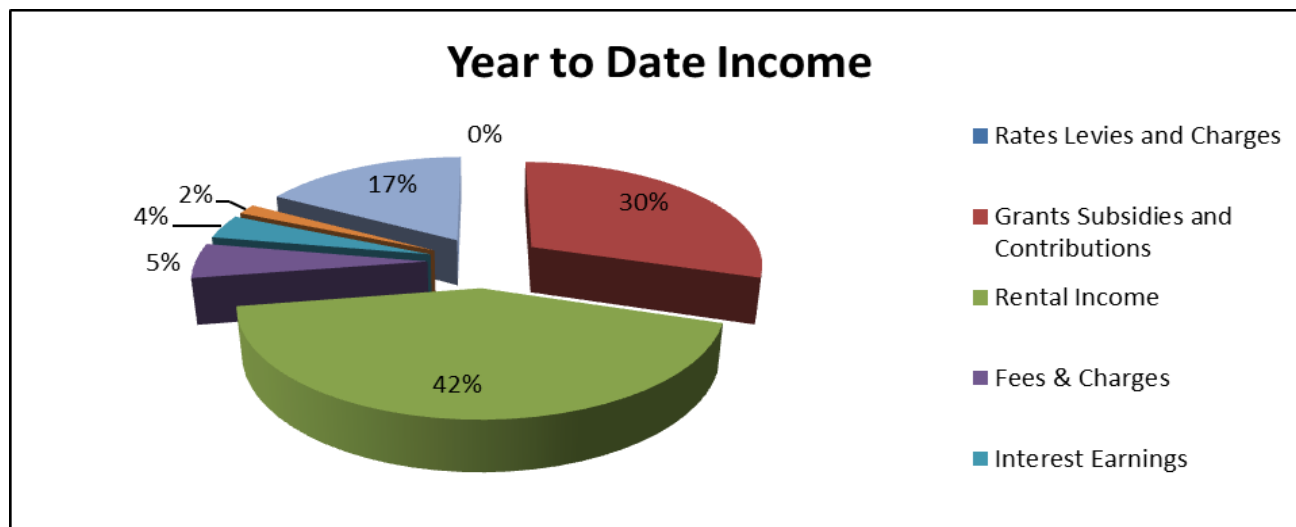
STATEMENT OF INCOME AND EXPENDITURE				
	YTD		Annual	
	Actual	Budget	Variance	Status
Recurrent Revenue				
Rates Levies and Charges	-	622,829	(622,829)	Below Budget
Grants Subsidies and Contributions	538,707	8,117,632	(7,578,925)	Below Budget
Rental Income	768,355	655,846	112,509	
Fees & Charges	96,548	360,122	(263,574)	Below Budget
Interest Earnings	67,472	216,000	(148,528)	Below Budget
Other Revenue	28,860	203,121	(174,261)	Below Budget
Sales Revenue	303,723	5,384,277	(5,080,554)	Below Budget
Total Recurrent Revenue	1,803,664	15,559,827	(13,756,163)	
Recurrent Expenses				
Employee benefits	1,371,464	4,022,129	(2,650,665)	Within Budget
Materials and services	1,504,167	6,217,464	(4,713,297)	Within Budget
Finance costs	695	12,371	(11,676)	Within Budget
Depreciation and amortisation	1,164,145	3,492,434	(2,328,289)	Within Budget
Other expenses	69,687	285,008	(215,321)	Within Budget
Reallocation codes	(49,399)	42,000	(91,399)	Within Budget
Total Recurrent expenses	4,060,759	14,071,406	(10,010,647)	
Net Result	(2,257,095)	1,488,421	(3,745,516)	



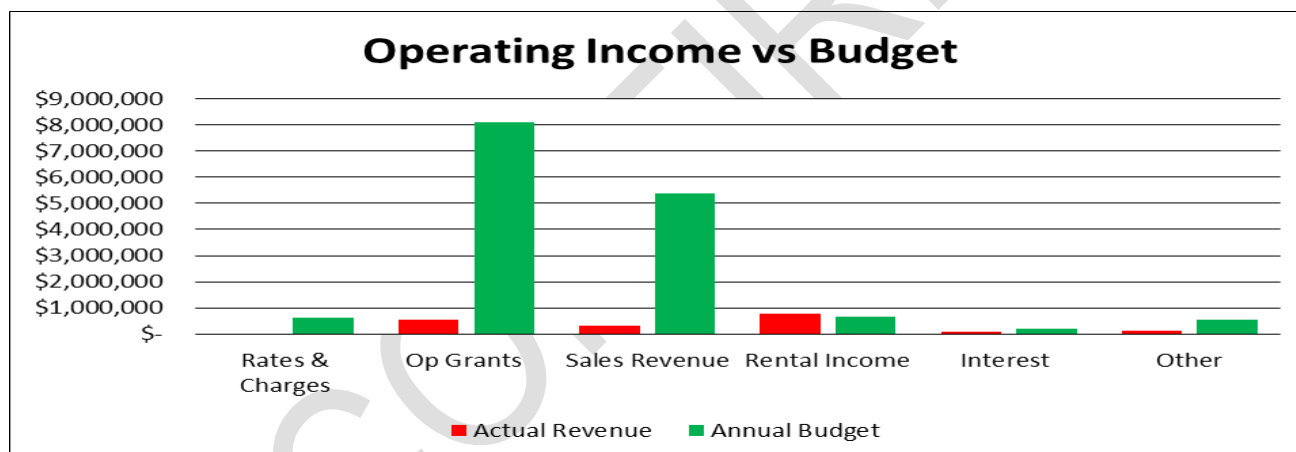
Overall operating income is lower than budget.

Operating expenditure is within budget on aggregate level with some exceptions on a line by line basis

3. INCOME ANALYSIS



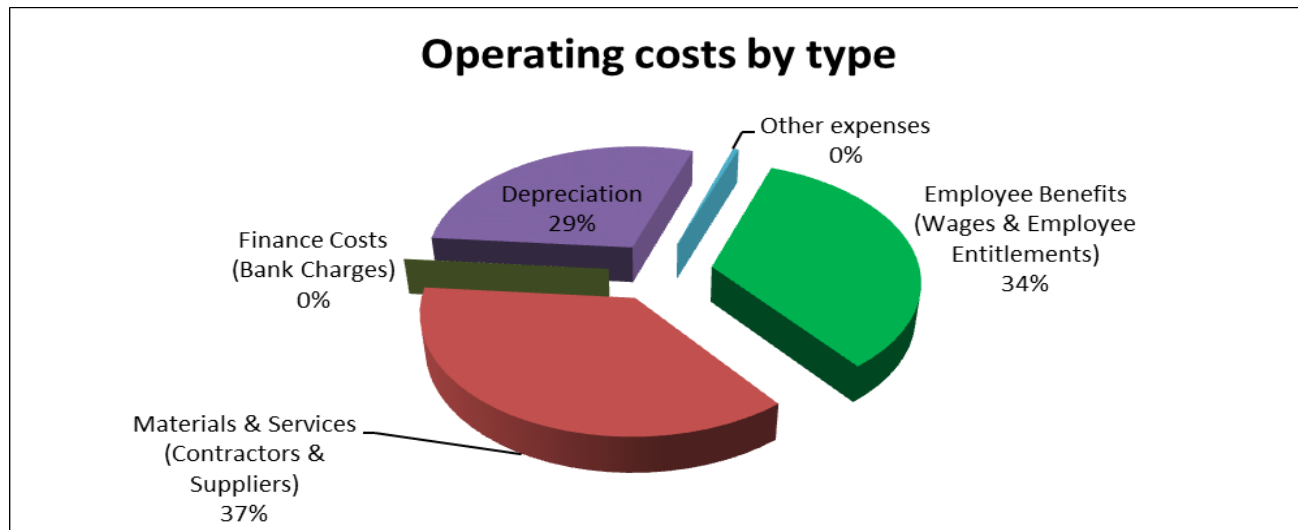
Rental income constituted the largest income stream at the end of October at 42% of total operating income. Grants, subsidies and contributions should be the largest income stream and are expected to increase as works are completed and funding is received.



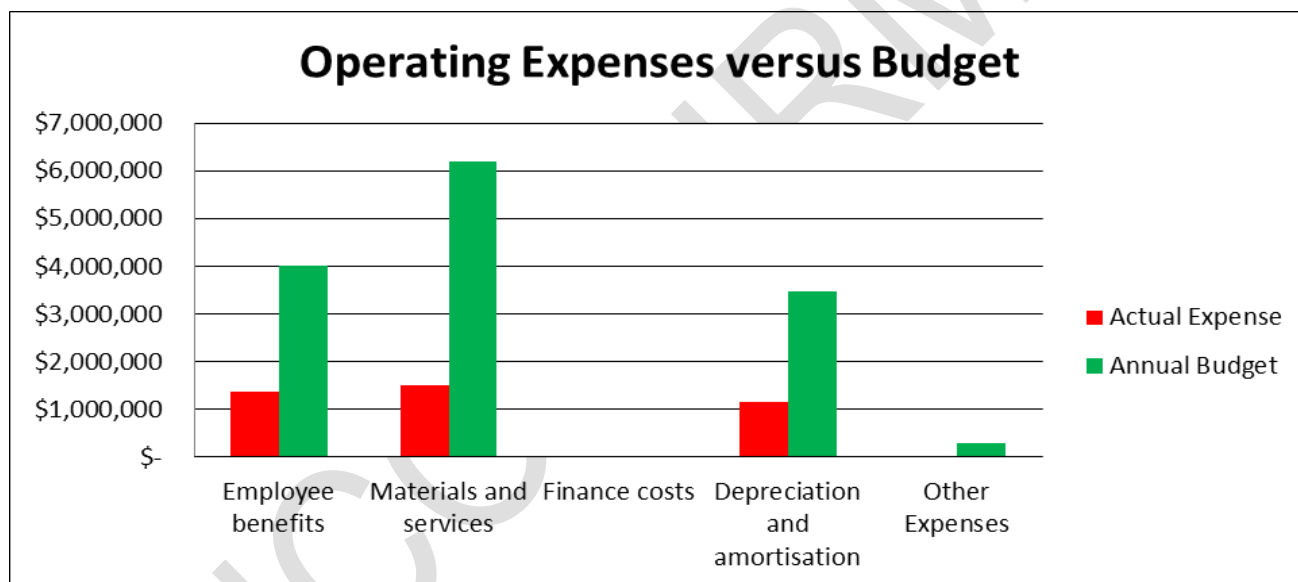
The graph above illustrates significant variances in actual revenue to date measured against annual budget estimates. Operating income across all revenue streams is below budget due to a combination of factors including timing of receipt of grants, timing of levying of service charges, timing of billing for sales and private works revenue, timing of raising of leasing charges; Main budget exceptions are illustrated below:

Income Stream	Year to Date Actual	Annual Budget	Variance	Comment
Rates, Levies & Charges	-	622,829	- 622,829	Levies and charges scheduled to be raised in the second half of the year
Grants Subsidies & Contributions	538,707	8,117,632	- 7,578,925	Review and follow up on all grants in progress, significant number of grant acquittals to be finalised
Fees & Charges	96,548	360,122	- 263,574	
Interest Earnings	67,472	216,000	- 148,528	Cash balances affecting monthly interest earnings
Sales Revenue	303,723	5,384,277	- 5,080,554	Review of sales and service contracts required

4. OPERATING EXPENSES ANALYSIS



Materials and services constituted the largest cost component (37% of total operating expenditure) at the end of October in line with budget forecasts.



Overall operating expenses are within budget, there are no significant variances to report.

EMPLOYEE BENEFITS ANALYSIS								
	FTE (Council Employees & Councillors)	Total Staff Wages & Salaries Incl Councillors	Annual Leave Long Service Leave & Entitlements	Sick Leave	Superannuation Incl Councillors	Other Employee Related Costs	Isolation Leave Airfares	Total Employee Benefits
Annual Budget		3,490,089	200,000	78,000	203,040	43,800	7,200	4,022,129
July	86	256,831	23,163	10,968	29,288	4,037	-	324,288
Aug	83	221,135	15,471	8,934	25,212	10,710	-	281,462
Sept	83	234,491	10,975	6,055	25,638	3,698	-	280,856
Oct	83	377,805	51,024	4,705	45,349	5,975	-	484,858
Total YTD Benefits Paid		1,090,262	100,633	30,662	125,487	24,420	-	1,371,464
Variance		2,399,827	99,367	47,338	77,553	19,380	7,200	2,650,665

OPERATING EXPENSES ANALYSIS CONTINUED

MATERIALS AND SERVICES ANALYSIS				Expenditure within/over Budget
	Actual	Budget	Variance	
Materials/Workshop Consumables/Other Tools	462,313	352,820	(109,493)	✗
Service Contracts	79,649	3,142,903	3,063,254	✓
Telephone & Communications	30,406	70,800	40,394	✓
Consultancy Expenses	119,212	295,000	175,788	✓
Fire Equipment & Service Contacts	-	7,200	7,200	✓
Freight and Postage	23,101	37,500	14,399	✓
Travel and Accommodation	10,465	184,300	173,835	✓
Contractors	-	27,600	27,600	✓
IT Expenses	82,281	384,300	302,019	✓
Administration Supplies and Consumables	14,528	51,000	36,472	✓
Donation and Contribution	-	6,600	6,600	✓
Maintenance - Office Furniture & Equipment	-	4,200	4,200	✓
Vehicle Repairs & Maintenance	2,484	40,000	37,516	✓
Electricity/Gas	45,598	216,000	170,402	✓
Water Testing	2,823	18,000	15,177	✓
Registration- P&E	114	42,000	41,886	✓
Maintenance -P&E	58,875	176,841	117,966	✓
Maintenance - Building	40,039	130,800	90,761	✓
Subscription and Advertising	34,992	20,000	(14,992)	✗
Vending Machine Purchases Guest House	455	-	(455)	✗
Legal Fees	4,095	90,000	85,905	✓
Insurance Premiums	465,371	424,200	(41,171)	✗
Property Rental	4,361	27,000	22,639	✓
Staff training	205	-	(205)	✗
Audit services	-	399,000	399,000	✓
External Labour Hire	15,040	21,000	5,960	✗
Guest house/Airport food purchases	3,400	8,400	5,000	✓
Workshop Tools	161	-	(161)	✓
Donation Rodeo Waanyi Native Title	-	40,000	40,000	✓
Plant & Equipment Hire	4,118	-	(4,118)	✗
Other Expenses	70,423	77,208	6,785	✓
Total	1,574,508	6,217,464	4,717,496	✓

Most materials and services expenditure is within budget with a few variances including workshop materials and consumables costs, subscriptions and advertising and insurance costs.

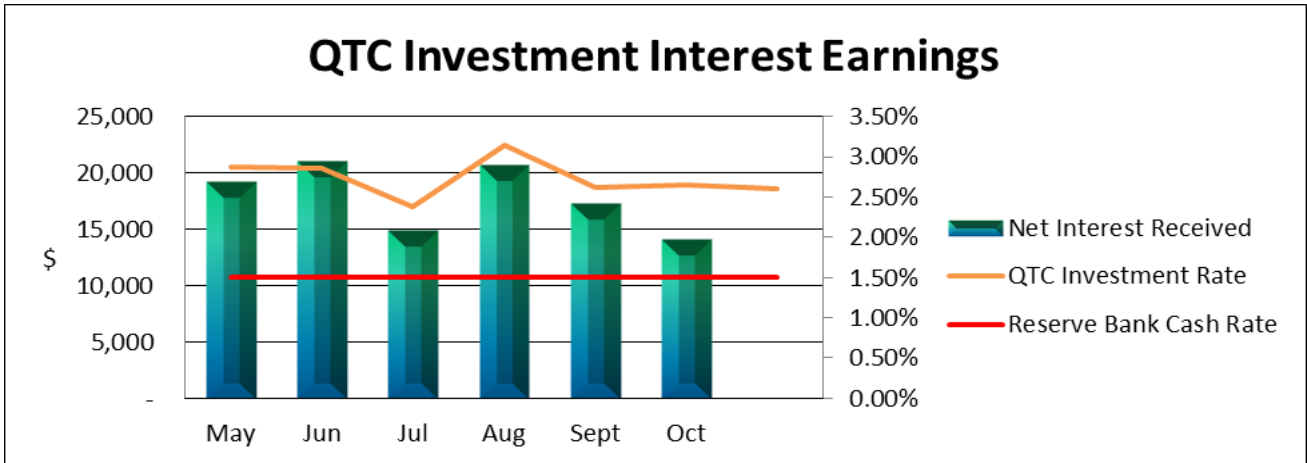
5. STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION			
	18-19 YTD	Previous Year	YTD
	Actual	2017-18	Movements
Current Assets			
Cash and cash equivalents	5,336,040	10,723,559	- 5,387,518
Trade and other receivables	1,493,519	1,479,207	14,311
Inventories	175,193	113,018	62,175
Other financial assets	883,083	518,247	364,836
Non-current assets classified as held for sale	-	-	-
Total current assets	7,887,835	12,834,031	- 4,946,197
Non-current Assets			
Receivables	22,340,204	22,340,204	-
Property, plant and equipment	90,405,828	90,405,828	-
Capital works in progress	2,548,521	17,500	2,531,021
Intangible assets	-	-	-
Total non-current assets	115,294,553	112,763,532	2,531,021
TOTAL ASSETS	123,182,388	125,597,564	- 2,415,176
Current Liabilities			
Trade and other payables	1,117,893	2,440,118	- 1,322,225
Borrowings	-	-	-
Provisions	49,865	49,865	-
Other	-	-	-
Total current liabilities	1,167,758	2,489,983	- 1,322,225
Non-current Liabilities			
Trade and other payables	-	-	-
Interest bearing liabilities	-	-	-
Provisions	26,476	26,476	-
Other	-	-	-
Total non-current liabilities	26,476	26,476	-
TOTAL LIABILITIES	1,194,233	2,516,459	- 1,322,225
NET COMMUNITY ASSETS	121,988,154	123,081,105	- 1,092,951
Community Equity			
Asset revaluation reserve	37,069,673	37,069,673	-
Accumulated Surplus	84,918,481	86,011,432	- 1,092,951
Other reserves	-	-	-
TOTAL COMMUNITY EQUITY	121,988,154	123,081,105	- 1,092,951

Balance sheet items are still being reconciled and will draw from audited financial statements once the external auditors have signed off on the financial statements.

6. CASH HOLDINGS

Cash & Cash Equivalents	Average Investment Rate	Reserve Bank Interest Rate	YTD Interest Earnings	Cash Balance
DASC General Operating Account	-	1.50%	-	1,395,699
QTC Investments Account	2.60%	1.50%	66,840.0	4,281,209
Other cash held				30,307
Cash Floats				4,975



- Travel Allowance and Travel Expense Reimbursement Policies discussion

Recommendation:
That Council receive the Finance Report as presented.

10.02 – Councillor Acceptable Requests Guidelines

REPORT AUTHOR(S) **Juanita Holden**
REPORT APPROVED BY **Rod Richardson**
DEPARTMENT **Corporate Services**

PURPOSE

The purpose of adopting the Councillor Acceptable Request Guidelines is to ensure there is clear separation of duties between the political arm (Mayor and Councillors) and administration arm (Council Officers) of Doomadgee Aboriginal Shire Council.

ISSUES

Pursuant to section 170A of the Local Government Act 2009 (the Act), a Local Government must adopt by resolution, guidelines about:

- The way in which a Councillor may ask a local government employee for advice to help the Councillor carry out his or her responsibilities under the Act; and
- Reasonable limits on requests that a Councillor may make.

REFERENCE TO CORPORATE PLAN

Goal 1: Key Governance – Financial Management Outcome: To achieve maximum community benefit from available financial resources

Goal 2: Key Governance Goal – Administration and Corporate Services Outcome: To provide timely, quality services to customers through effective and efficient administration of Council affairs

CONSULTATION

Consultation has occurred with relevant Council Staff and Mead Perry Group Consultant.

ATTACHMENTS

1. Draft Councillor Acceptable Request Guidelines

Recommendation:

That Council resolve to adopt the Acceptable Request Guidelines Policy

10.03 – Complaints about the CEO Policy

REPORT AUTHOR(S) Juanita Holden
REPORT APPROVED BY Rod Richardson
DEPARTMENT Corporate Services

PURPOSE

The purpose of adopting the Complaints about the CEO policy is to set out how Council will deal with a complaint (also information or matter) that involves or may involve corrupt conduct of its Chief Executive Officer.

The policy is designed to assist Council and its officers to:

1. Comply with s48A of the Crime and Corruption Act 2001
2. Promote public confidence in the way suspected corrupt conduct of the CEO is dealt with (s34(c) CC Act)
3. Promote accountability, integrity and transparency in the way Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the CEO

ISSUES

Council has a moral requirement to ensure that all council handles all complaints about the CEO are dealt with. Council will maintain community confidence in its organisation and operations by promoting accountability, integrity and transparency and ensuring suspected corrupt conduct is managed effectively in accordance with the requirements of the Crime and Corruption Act 2001. Having regard to s48A(2) and (3) of the CC Act, Council does not wish to appoint a “nominated person” and will rely on the CEO to manage complaints.

REFERENCE TO CORPORATE PLAN

Goal 1: Key Governance – Financial Management Outcome: To achieve maximum community benefit from available financial resources

Goal 2: Key Governance Goal – Administration and Corporate Services Outcome: To provide timely, quality services to customers through effective and efficient administration of Council affairs

CONSULTATION

Consultation has occurred with relevant Council Staff and Mead Perry Group Consultant.

ATTACHMENTS

1. Draft Complaints about the CEO Policy

Recommendation:
That Council resolve to adopt the Complaints about the CEO Policy.

10.04 – Grant Update

TASK	UPDATE	
FACILITIES EXPANSION PROJECT – DOOMADGEE RODEO GROUNDS		
ACTIONS COMPLETED		
<ul style="list-style-type: none"> - Draft Report to Council re: Purchase of Dongas – Resolution made to sell 3 of 4 Dongas and include 1 in the facility expansion of the Rodeo Grounds. - Gantt Chart produces – which includes installation of lighting as per the funding agreement. - Revised Costs completed and forwarded to the department - Project signage ordered from Mt Isa Signs - Submission to department for Change of Scope and Extension of Time submitted – awaiting response 		
<i>ACTION FROM 10/09 MEETING (JH): Transfer \$36,000 spent to demountable buildings under job cost for the Rodeo Grounds to an alternative account as the full amount is not being utilised under the funding agreement – to be completed no later than 30/09/2018.</i>	Outstanding	
<i>ACTION (JH): Decision from Council was to sell 3 of the 4 Dongas – proceed to advertising auction details.</i>	Outstanding	
<i>ACTION (GJ): 1 of the 4 Dongas to be included in the Rodeo Facility Expansion Project – ensure that installation costs are done separate from the grant funding (possibility of utilising sales funds from other 3 Dongas to cover)</i>	Outstanding	
<i>ACTION (LR): Lisa discussed issues raised from Jo Stephenson with Directors – approval provided to advise Jo that if the EOT and COS not approved, Council will take financial responsibility for the project as per the submission risk register.</i>	Lisa spoken to Jo verbally. Requested that all issues be put in writing and Council respond. 18/10 – request declined. Currently with A/CEO.	
<i>ACTION (GJ): Quotes for lighting to be finalised as per the procurement process. Estimated quotes to be sent to LR to ensure Jo Stephenson is advised. Note: Installation must occur prior to the end of November to ensure time for acquittal, etc.</i>	Outstanding	
<i>ACTION (GJ): When signage arrives – to be erected on the amenities building (following approval from the department that the EOT and COS has been approved)</i>	Outstanding	
STAFF HOUSING PROJECT		
ACTIONS COMPLETED		
<ul style="list-style-type: none"> - Draft Tender Documents completed – Scope and final drawings to be included - Quote received from Local Buy to advertise tender to construct via LG Tenderbox - Revised Costs and Gantt Chart completed - Report to Council completed – resolved that Council will provide additional funding to design and construct 2 x 2 B and 1 x 1B townhouse complex - Signage Ordered <p>**Council resolved to end project and renounce the funding provided by LGGSP funding. Lisa drafted letter in line with A/CEO instruction. A/CEO to provide further instruction once final decision made.</p>		

<i>ACTION (GJ) from 10/09 Meeting: Check expenditure to date and notify Lisa via email. Lisa unable to located figure provided in August reporting – to be completed by COB 10/09/2018 as its to be included in submission to department.</i>	Outstanding
<i>ACTION (LR) from 10/09 Meeting: Lisa to finalise submission to the department and send to Jo Stephenson for feedback</i>	No longer required – draft letter currently with Acting CEO to renounce the funding for this project.
<i>ACTION (GJ): Follow up Architect for finalised technical drawings and specifications to be included in tender documents as part of Scope.</i>	Await CEO direction regarding this
ENGAGEMENT OF CORPORATE GOVERNANCE SPECIALIST (MPG)	
<i>Project acquittals sent through to the department – awaiting response and final payment. Exemption of signage completed and approved.</i>	
INSTALLATION OF MOBILE PHONE BOOSTERS	
ACTIONS COMPLETED	
<ul style="list-style-type: none"> - Exemption for signage completed and denied - Signage Ordered - Acquittal documents drafted 	
<i>ACTION (JH): Provide final figures for Acquittal.</i>	Complete – Acquittal sent for electronic signature approval
<i>ACTION (LR): Finalise acquittal draft and forward to JH for approval of electronic signature</i>	Complete – awaiting approval
<i>ACTION (GJ): When signage arrives, to be erected in public place (either telephone tower fencing, on council building/fencing, etc)</i>	Outstanding
KEY WORKS PLANT	
ACTIONS COMPLETED	
<ul style="list-style-type: none"> - Exemption for signage completed and denied – Signage Ordered - Specs provided to local buy in order to quote on – 2 x Tippers, 1 x Step Deck, 2 x Dollies - Quotes received from supplier to Local Buy – confirmed that there is only one supplier that is able to provide delivery to Doomadgee 	
<i>ACTION (LR): Follow up Shane from Local Buy to ensure quotes are received by COB 11/10</i>	Complete
<i>ACTION (LR): Draft a report to Executive Team (E/T) with details of Quote – E/T to determine if value for money acquired as well as if specs suit council.</i>	Complete- Council resolved to purchase 1 x Side Tipper and 1 x Step Deck Trailer under the approved LGGSP funding of \$278,509 and fund another 1 x Side Tipper out of Council Budget. I was tasked to investigate if the existing dollies that have been purchased from Brisbane are able to handle 40t weight capacity and notify the CEO. Following this, purchase details can be arranged via the CEO/DOW.
<i>ACTION (LR): Lisa to talk to Jo Stephenson to query if funds can be acquitted at purchase of goods, however approx. delivery is March 2019. Council can provide proof of purchase and signage.</i>	Completed – can be acquitted at purchase
WATER PARK	
ACTIONS COMPLETED	
<ul style="list-style-type: none"> - Legal negotiations currently in progress with AWL (Gerard Meade) 	

<ul style="list-style-type: none"> - Resolution from Council to downsize 'water park' to 'splash pad/park' and have provided approval for concept/costings to be completed <p>**Council resolved to end project and renounce the funding provided by LGGSP funding. Lisa instructed to continue to with managing design concepts and costings to present a business case to Council.</p>	
<p><i>ACTION (LR): Approach Pat McCormack from Local Buy (30002135) to determine if there are suppliers that can design and construct basic splash pad – check if there are 'off the shelf' products or DASC are able to modify designs accordingly. Quotes/Information to be sent to Garry Jeffries. Want to try to achieve by end of October 2018.</i></p>	<p>Complete – email sent 11/10</p>
<p><i>ACTION (GJ): Once splash pad quotes finalised – 3-4 designs to be put out for community feedback for approx. 10 days. Results to be discussed with E/T and update provided to Council through written report.</i></p>	<p>Not Required at this stage</p>
<p><i>ACTION (LR): Follow up Gerard Meade in relation to Legal Negotiations and update the E/T</i></p>	<p>Complete – Correspondence from AWL received. LR and GM currently working on draft response for A/CEO approval</p>
<p><i>Signage, etc to be ordered for the project – suggest having a meeting in November to provide updates on all grants.</i></p>	
<p>WORKS FOR QLD</p>	
<p>ACTIONS COMPLETED</p> <ul style="list-style-type: none"> - Signage Ordered - Gary to manage accordingly 	
<p>GET READY FUNDING</p>	
<p>ACTIONS COMPELTED</p> <ul style="list-style-type: none"> - Acquittal for 17/18 Completed – awaiting response to see if outstanding \$4K can be rolled over to 18/19. - Juanita provided an overview to Get Ready QLD about arranging a Get Ready Day to engage newly formed emergency services with the community 	
<p><i>ACTION (LR): Lisa to follow up Mike from Get Ready regarding outstanding \$4K and advise Juanita.</i></p>	<p>Complete – awaiting response. Handed over to Gail Richardson</p>
<p>2017/18 IRADF</p>	
<p>ACTIONS COMPELTED</p> <ul style="list-style-type: none"> - Acquittal now submitted 	
<p><i>ACTION (JH): Double check where artist payments have been charged – notify Lisa via email.</i></p>	<p>Complete</p>
<p><i>ACTION (LR): Liaise with David E to acquit the funds once confirmation received from Juanita.</i></p>	<p>Complete</p>
<p><i>ACTION (JH): Liaise with David Escott to arrange framing of artwork and stories and display in the Doomadgee Airport. Artwork will need to go to Mt Isa or Cairns.</i></p>	<p>Outstanding – Handed over to Gail</p>

SUMMARY OF GRANTS – GENERAL UPDATE

Grant	Project Name	Funding Amount \$	Agreement Start Date	Agreement End Date	Acquittal Completed [Insert Date]	Update – as at COB 11.10.2018
Indigenous Economic Development Grant	Untied Grant	\$80,000.00	1/07/2017	30/06/2018	13/08/2018	Now Complete. 18/19 Funds being paid to Council within the next few weeks - \$80,000 approved for 18/19.
State Government Financial Aid Grant	Untied Grant	\$1,917,062.00	1/07/2017	30/06/2018	13/08/2018	Now Complete. 18/19 Funds being paid to Council within the next few weeks - \$1,947,503 approved for 18/19.
2016–17 Local Government Grants and Subsidies Program	Facility expansion and functionality improvement initiative - Doomadgee Rodeo Amenities	\$120,000.00	8/11/2016	31/07/2018		<p>Submission to Department for extension of time and change of scope declined. A/CEO currently negotiating a number of outcomes with the department.</p> <p>Monthly reporting completed.</p> <p>Rachel Lamb from the department phoned and requested figures spent on amenities building and lighting – provided 10/10. Department have concerns that the lighting has not yet been addressed – discussed with Garry and included in October Actions. – STILL REQUIRED as there is a chance funding could still be approved.</p> <p>Signage Ordered.</p> <p>Monthly Reporting Complete.</p>

<p>2016–17 Local Government Grants and Subsidies Program</p>	<p>Staff Accommodation (high-density Townhouse Project)</p>	<p>\$345,000.00</p>	<p>25/11/2016</p>	<p>31/08/2018</p>		<p>Council and A/CEO had a discussion regarding this project. Draft letter advising the department we will terminate the agreement and renounce the funding with the A/CEO. Rod to advise outcome and next steps.</p> <p>Tender advertising on hold until final technical drawings received from the architect.</p>
<p>2016 - 18 Indigenous Local Government Sustainability Program (ILGSP)</p>	<p>Engagement of Corporate Governance Specialist (Mead Perry Group)</p>	<p>\$192,182.00</p>	<p>8/02/2018</p>	<p>31/12/2018</p>	<p>Complete</p>	<p>Acquittal now complete. Exemption of signage approved.</p>
<p>2016 - 18 Indigenous Local Government Sustainability Program (ILGSP)</p>	<p>Supply and Installation of Mobile Phone Boosters</p>	<p>\$38,845.00</p>	<p>30/05/2018</p>	<p>31/12/2018</p>	<p>Complete</p>	<p>Acquittal documentation finalised.</p> <p>Exemption for signage declined – signage ordered and to be erected.</p>
<p>2016 - 18 Indigenous Local Government Sustainability Program (ILGSP)</p>	<p>Key works plant (side-tipper and step-deck trailers) project</p>	<p>\$278,509.00</p>	<p>29/05/2018</p>	<p>31/12/2018</p>		<p>Council resolved to purchase 1 x Side Tipper and 1 x Step Deck Trailer under the approved LGGSP funding of \$278,509 and fund another 1 x Side Tipper out of Council Budget. I was tasked to investigate if the existing dollies that have been purchased from Brisbane are able to handle 40t weight capacity and notify the CEO. Following this, purchase details can be arranged via the CEO/DOW. I will also provide the new plant specs to the contract heavy diesel mechanic we spoke about today for review and feedback.</p> <p>Quotes received from Local Buy, however yet to be passed onto DASC – Lisa followed up 11/10 AM.</p> <p>Signage exemption declined – signage ordered.</p> <p>Monthly reporting complete.</p>

<p>2017–19 Local Government Grants and Subsidies Program</p>	<p>Doomadgee Water Park Playground</p>	<p>\$359,640.00</p>	<p>1/03/2018</p>	<p>1/06/2019</p>		<p>Council and A/CEO had a discussion regarding this project. Draft letter advising the department we will terminate the agreement and renounce the funding with the A/CEO. Rod to advise outcome and next steps.</p> <p>Lisa instructed by Council to continue with costing and concepts for a small water park and develop a business case to present to Council and lobby for funding to support.</p> <p>Received response from AWL – Gerard Meade and Lisa currently drafting a response for Acting CEO approval. Actions created to continue momentum with project.</p> <p>Monthly reporting completed.</p>
<p>2017-19 Works for Queensland</p>	<p>Town Streets Ablution Block and Store Room (Cemetery)</p>	<p>\$1,440,000.00</p>				<p>October Reporting Complete.</p>
<p>Aboriginal and Torres Strait Islander Public Health Program</p>	<p>Funds 1 x FTE - Rural Lands Officer as well as associated activities</p>	<p>\$814,770.00</p>	<p>1/07/2017</p>	<p>30/06/2022</p>		<p>Lisa developed 18/19 plan and forwarded to Gail. A full handover has been provided and Gail will continue to manage the project.</p>
<p>2017-18 Get Ready QLD</p>		<p>\$6,780.00</p>			<p>Emailed 11/09/2018</p>	<p>17/18 Acquitted.</p> <p>A full handover has been provided and Gail will continue to manage the project.</p>

2017-18 Regional Arts Development Fund	Airport Art Painting	\$15,000.00	1/07/2017	30/09/2018	Acquitted 15/10/2018	17/18 Funds Acquitted A full handover has been provided and Gail will continue to manage the project. Framing of artwork still outstanding – Gail is aware.
2016-17 Youth Development Program	Engaging disengaged youth	\$300,000.00	1/07/2016	30/06/2017	15/10/2018 15/10/2018 OUTSTANDING	A full handover has been provided and Gail will continue to manage the project.
2017-18 Youth Development Program	Engaging disengaged youth	\$450,000.00	1/07/2017	30/06/2018	ACQUITTAL DUE: 1/10/2018	A full handover has been provided and Gail will continue to manage the project.
2018-19 Youth Development Program	Engaging disengaged youth	\$150,000.00	1/07/2018	30/06/2019	ACQUITTAL DUE: 1/10/2019	A full handover has been provided and Gail will continue to manage the project.
2016-20 IBM Grant	Community Broadcasting Program	\$182,152.00	1/07/2016	30/06/2020	Statutory Declaration Due 1st October each year	16/17 Funds Acquitted 17/18 Funds Acquitted A full handover has been provided and Gail will continue to manage the project. 18/19 Funds to be Acquitted by December

10.05 – WHS November Visit

REPORT AUTHOR(S) Tony Walters
REPORT APPROVED BY Juanita Holden
DEPARTMENT Corporate Services

PURPOSE

To provide an update of the recent WHS visit by abw Consultants

ISSUES:

Training completed – 18 staff

- WHS staff responsibilities
- Incident/hazard reporting
- Dangers of using mobile telephones at work and operating plant/machinery

Risk assessments completed – Juanita issued with a USB containing all completed risk assessments (36 completed risk assessments) since my last attendance in August to be entered into the WHS management system.

- Welding
- Truck Tipping and Rock Delivery
- Tractor Mowing Operations
- Traffic Management Excl Dual Carriage
- Fogging Machine draft yet to be completed

Register –

- Developed a Register of Safe Work Method Statements

Policies and Procedures –

- Developed Dial Before You Dig P&P

To be developed

- Safe use of Council Vehicles

Safe Work Method Statement (SWMS) - Juanita issued with a USB containing all completed safe work method statements (36 completed SWMS) since my last attendance in August to be entered into the WHS management system.

SWMS 33 - Welding
SWMS 34- Truck Tipping
SWMS 35- Tractor Mowing Operations
SWMS 36 - Traffic Management
SWMS 37 - Fogging Machine draft yet to be completed

Hazard Reports –

Reported by Safety Consultant –

- Damaged overhead power point located in welding bay.

Toolbox meeting conducted with 18 staff 8/11/18 refer to minutes

Inspections completed while onsite –

- Water treatment plant
- Welding shed/paint store

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

Work Health & Safety Act 2011

Work Health & Safety Regulations 2011

Safe Work Australia

REFERENCE TO CORPORATE PLAN

Goal 9 – Infrastructure – Development, Maintenance and Replacement

- Ensure workplace health and safety obligations are monitored and met

CONSULTATION

Consultation with staff

ATTACHMENTS

- 10.06 a Register of Safe Work Methods
- 10.06 b Dial Before You Dig Policy
- 10.06 c Toolbox Meeting Minutes

RECOMMENDATION

That Council digitise its assets/service maps and then apply to become a member of the Dial Before You Dig Association

That Council develop and initiate “Take 5” pocket booklets for supervisors and staff to conduct mini risk assessment check lists before starting work daily.

That Council consider to initiate a Random Drug Testing and Alcohol testing of staff.

That Council resolve to support the development of a protocol to ensure all staff are conducting pre-starts as required.

11. ACTING DIRECTOR OF COMMUNITY SERVICES

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

11.01 Australia Post

- Open line to Gina to assist in training
- Maureen van Heusden and Rebecca Foster to be trained and signed up in Post Office

11.02 Veterinarian Visits

- Spraying dogs for ticks or tick collars - find the most cost-effective way
- Shane Booth completed course at Palm Island on Environment
- Need to employ a person and purchase a vehicle for the Animal Control role

Resolution: Send out Tender to get the best price for Vet visits	
Moved: Acting Mayor, Jason Ned	
Seconded: Cr Scharrayne Foster	Carried

11.03 Doomadgee Digital Communication & Leadership Program

Resolution: Approved as per recommendation	
Moved: Acting Mayor, Jason Ned	
Seconded: Cr Scharrayne Foster	Carried

11. ACTING DIRECTOR OF COMMUNITY SERVICES

11.01 Australia Post

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

PURPOSE

Training for staff

ISSUES:

Staff feel they need more training in several areas eg. weighing and calculating of outgoing parcel etc, computer etc.

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

Not sure of the cost involved in bringing a suitable person for a week to conduct training.

REFERENCE TO CORPORATE PLAN

Meeting our grant obligations as the holder of the Licence of the Australia Post Office

CONSULTATION

With Phil Mullins stated they do have a person who can come in and conduct the training. It will need further discussion.

ATTACHMENTS

Nil

RECOMMENDATION

That a suitable person be bought in to do the training to ensure all Post Office Staff are proficient with their duties.

11.02 Veterinarian Visits

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

PURPOSE

1 veterinarian visit before the end of this year to improve the health of all animals within the Doomadgee town boundary.

ISSUES:

As no veterinarian visits have been conducted in the community for some time, we have had many puppies, no desexing, no treatments for ticks and worms etc, this does impact not only on the animals but also on the health of the owners and residents with in the households.

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

Improve health and wellbeing of both animals and residents when close contact is had with their pets.

When the funding for Animal and Environmental grant is restored for 18/19 the cost of this visit to be deducted from the grant funds and returned to council coffers. Cost being approximately \$24,000.00 or less. Cost is impacted by how many desexing are done and also what products are used eg. tablets, dog washes etc.

Due to the costs of these visits per year it might be wise to put an expression of interest out in the wider area.

REFERENCE TO CORPORATE PLAN

Meeting our grant obligations with Queensland Health – Animal & Environmental when fund is restored.

CONSULTATION

With Mt ISA Vet Clinic (always conducted previous visits) on how best we organise a visit before the end of the year and keep the costing to a reasonable figure but deliver a full compressive service for the 5 days.

ATTACHMENTS

A quote should be available when the council meets as it is being worked on by Mt Isa Vet who are in a transition process at the moment.

RECOMMENDATION

That this be approved as a need has been noticed and mentioned by local community residents and businesses.

11.03 Doomadgee Digital Communication & Leadership Program

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

PURPOSE

Seeking adoption of a Doomadgee Digital Communication & Media Leadership Program

ISSUES:

Conformation required that we still have sufficient funding in our Youth Engagement Grant to fund for the Mt Isa visit. 6-7 people to attend (see attached budget)

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

Improve and broaden the broadcasting service within the community. Upskill the current part-time staff to become future fulltime broadcasters within Doomadgee or further afield. See attached for more details regarding the program.

REFERENCE TO CORPORATE PLAN

Meeting our grant obligations with Prime Minister and Cabinet

CONSULTATION

The program has been developed in conjunction with Prime Minister and Cabinet Mt Isa Office – Vicki Williams, Sai and David Escott.

ATTACHMENTS

Doomadgee Digital Communication & Media Leadership Program

RECOMMENDATION

That this be approved as it forms part of the Broadcasting and Youth Engagement Grant from Prime Minister & Cabinet.

11. DIRECTOR OF CORPORATE SERVICES

REPORT AUTHOR(S) Juanita Holden
REPORT APPROVED BY Juanita Holden
DEPARTMENT Corporate/Community Services
PURPOSE

11.04 Doomadgee Digital Communications & Leadership Program

RECOMMENDATION

That Council resolve to identify Environmental Health Issues to be addressed in our community and they are included in the 2018-2022 Activity Plan for Aboriginal and Torres Strait Islander Public Health Program Funding.

UNCONFIRMED

11.04 Doomadgee Digital Communication & Leadership Program

REPORT AUTHOR(S) Juanita Holden
REPORT APPROVED BY Juanita Holden
DEPARTMENT Corporate/Community Services
PURPOSE

The purpose of this report is to update council on the abovementioned project and request direction from Council to identify Environmental Health issues to be addressed in our community.

ISSUES/BACKGROUND

Council has received funding from Queensland Health to support an *Aboriginal and Torres Strait Islander Public Health Program* within our community. The Aboriginal and Torres Strait Islander Public Health Program (ATSI PHP) supports local governments to identify and mitigate the risks associated with public health hazards, and to build sustainable environmental health programs.

The program aims to provide local governments with the means to employ and train local community members to undertake the monitoring and surveillance of public and environmental health hazards and risks within their communities.

From 2014 – 2018, the program funded 1 x FTE for Council (Animal Management – Shane Booth's position), Training for the position (Cert IV in Environmental Health), Vet Clinics, Animal Management (mainly dogs and horses) and education for community members about how to keep domestic pets.

Queensland Health has approached council to extend the program for a further 4 years. The program will run from 2018 – 2022 and provide a total of \$814,770 worth of funding to Council. Due to Council's poor management of grants in the past and delayed audited financial reports, Queensland Health has expressed concern about Council being able to deliver activities related to the program and spend the money appropriately. Previously, reporting requirements have been ignored, audited financials not provided and activity plans detailing councils intention to utilise the money have not been received by Queensland Health. It is important for Councillors to understand that 1 x position is fully funded by this money, and without it, there is risk that the position will be made redundant and Environmental Health ignored in our community.

As Councillors are aware, the executive team has put emphasis on improving grant management in future. We have communicated with Queensland Health that our audited financials have been further delayed. In order to continue to receive the funding, Council must produce an activity plan which outlines council's intention to spend the funding over the next four years.

I have attached a draft for Council's consideration. Direction from Council is necessary as to what can be delivered within the four-year program and what the community focus will be. Mandatory activities have been identified.

PROJECT COSTINGS

\$814,770, received over a 4 year period.

REFERENCE TO CORPORATE PLAN

Goal 1: Key Governance – Financial Management Outcome: To achieve maximum community benefit from available financial resources

Goal 7: Environmental Protection Outcome: To conserve and the natural and built environments to achieve ecologically sustainable development

Goal 8: Waste Management Outcome: To provide and sustain an effective and disposal service

Goal 10: Public Health Outcome: To create and foster a dynamic ongoing relationship with all relevant health policy departments and health service providers to ensure that operational programs are coordinated, focused and effective, in contributing to and enhancing, the health and well being of the whole community

REFERENCE TO OPERATIONAL PLAN

1.2 Effective Grants Management

7.4 - Continually update, with partners, a Pest Identification and Management Plan, and action recommendations of that plan

7.8 - Develop policy to ensure that development is designed to meet user needs and cause minimal impact upon others and the environment

8.1 - Maintain high standards to ensure public facilities, houses and streets are clean and healthy

8.2 - Ensure waste is disposed of in approved dump

8.3 - Ensure the Shire dump complies with regulatory standards

8.4 - Initiate a recycling regime

11.1 - Develop a Health Portfolio link with Qld Health CEO

11.2 - Work with partners to ensure that adequate health programs, inspections and education are focused on lifting overall community health standards

CONSULTATION

Consultation has occurred with executive leadership team.

ATTACHMENTS

1. Proposed Environmental Health Plan 2018 - 2022

RECOMMENDATION

That Council resolve to identify Environmental Health Issues to be addressed in our community and they are included in the 2018-2022 Activity Plan for Aboriginal and Torres strait Islander Public Health Program Funding.

12. CLOSED SESSION

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

Resolution:	That Council close the meeting to the public at 1.16pm under section 275 Local Government Regulations 2012	
Moved:	Acting Mayor, Jason Ned	
Seconded:	Cr Dean Jupiter	Carried

13. PROPOSED MEETING CALENDAR

Tuesday 11th December 2018	10:00am	Cairns Office	Ordinary Meeting
Tuesday 22nd January 2019	10:00am	Doomadgee	Ordinary Meeting

15. CLOSURE OF MEETING

The Meeting closed: 2.35pm

Jason Ned
Acting Mayor
Doomadgee Aboriginal Shire Council