



**AGENDA OF  
THE  
MAY ORDINARY MEETING**

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

**275 Sharpe Street**

**Doomadgee Qld 4830**

**On Thursday 23<sup>rd</sup> MAY 2019**

**10:00am**

1. OPENING BY THE MAYOR
2. CONDOLENCES
3. RECORD OF ATTENDANCE
4. CONSIDERATION OF APPLICATIONS OF LEAVE OF ABSENCE
5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING
6. DECLARATION OF INTERESTS
7. CONSIDERATION OF NOTICES(S) OF MOTION AND PETITIONS
8. BUSINESS ARISING FROM PREVIOUS MEETINGS
9. PRESENTATIONS AND/OR ELECTED MEMBERS REPORTS
  - 9.01 Queensland Police
  - 9.02 Queensland Health
10. ACTING CHIEF EXECUTIVE OFFICERS REPORT
  - 10.01 MY PATHWAYS JOINT VENTURE
  - 10.02 NORTH WEST QLD REGIONAL ORGANISATION OF COUNCILS (NWQROC)
  - 10.03 DOOMADGEE BAKERY
  - 10.04 DOOMADAGEE RUGBY LEAGUE CLUB
  - 10.05 COUNCIL VEHICLE USAGE
  - 10.06 EXPRESSION OF INTEREST TO UTILISE COUNCIL ASSETS
  - 10.07 TWO REQUESTS FOR ACCOMMODATION
  - 10.08 OPTION TO RENEW LEASE -THE STATE OF QUEENSLAND
11. DIRECTOR OF ENGINEERING REPORT
12. DIRECTOR OF CORPORATE SERVICES REPORT
  - 12.01 FINANCES
  - 12.02 PRE-BUDGET MEETING
  - 12.03 EXPENSES REIMBURSEMENT POLICY
  - 12.04 TRAVEL EXPENSES REIMBURSEMENT POLICY
  - 12.05 CORPORATE CREDIT CARD POLICY
  - 12.06 GIFTS AND BENEFITS POLICY
  - 12.07 MOTOR VEHICLE POLICY
  - 12.08 RELATED PARTIES POLICY
  - 12.09 COMPLAINTS ABOUT THE PUBLIC OFFICAL POLICY
13. ACTING DIRECTOR OF COMMUNITY SERVICES REPORT
  - 13.01 ANIMALS AND ENVIRONMENT
  - 13.02 YOUTH HUB
  - 13.03 BROADCASTING
  - 13.04 POST OFFICE
  - 13.05 GENERAL BUSINESS
14. PROCUREMENT MANAGERS REPORT
  - 14.01 FLEET
15. CLOSED MEETING
16. PROPOSED MEETING CALANDER
17. CLOSURE OF MEETING

## **1. OPENING**

The Acting Mayor welcome and opening of meeting at 10:00am

## **2. CONDOLENCES**

## **3. RECORD OF ATTENDANCE**

### **Elected Members**

Acting Mayor Jason Ned  
Cr Dean Jupiter  
Cr Scharrayne Foster  
Cr Veron Ned

### **Staff**

Garry Jefferies – Acting Chief Executive Officer  
Debbie Glyde – Director of Corporate Services  
Peter van Heusden - Procurement Manager

### **Absentees**

Gail Richardson – Acting Director of Community Services

## **4. CONSIDERATION OF APPLICATIONS OF LEAVE OF ABSENCE**

## **5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING/S**

05.01 Ordinary Council Meeting 18<sup>th</sup> April 2019

### **Recommendation:**

**That Council confirms the Minutes, as presented, of the following meetings:  
05.01 – Ordinary Council Meeting held on 18<sup>th</sup> April 2019**

## **6. DECLARATION OF INTERESTS**

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

7.01 Notices of Motion

7.02 Petitions

## **8. BUSINESS ARISING FROM PREVIOUS MEETINGS**

## **9. PRESENTATIONS AND/OR ELECTED MEMBERS REPORTS**

## **10. ACTING CHIEF EXECUTIVE OFFICERS REPORT**

|                           |                        |
|---------------------------|------------------------|
| <b>REPORT AUTHOR(S)</b>   | <b>Garry Jefferies</b> |
| <b>REPORT APPROVED BY</b> | <b>Garry Jefferies</b> |
| <b>DEPARTMENT</b>         | <b>Office of the</b>   |
| <b>CEO</b>                |                        |

### **PURPOSE**

Presentation of the Monthly Activity report to Council.

### **BACKGROUND**

Not applicable

### **COMMENT**

#### **10.01 Doomadgee Aboriginal Shire Council – My Pathways Joint Venture**

Act. Mayor, Jason Ned and ACEO Garry Jeffries met with Paul Synnott and Kenny Bedford of My Pathways in the interest of getting the Joint Venture (JV) arrangement between the two parties working collaboratively on Community projects.

The meeting was very productive highlighting some keys areas to be addressed going forward and a formal JV board meeting has been convened for 17 May 2019 to develop a strategy to move forward on a number of projects.

The outcomes of that meeting will be tabled for Council's information and discussion.

#### **10.02 North West Qld Regional Organisation of Councils (NWQROC)**

A meeting of the NWQROC was held in Townsville on the 9, 10 May 2019 and was attended by the ACEO.


Other than the scheduled agenda items the primary focus of this meeting was to promote the NWQROC's six point plan that has been distributed to various political parties for their comment and support. It was a deliberate strategy to change the venue of this meeting to Townsville in the interest of gaining access to campaigning political candidates within the Herbert electorate.

The NWQROC message was delivered loud and clear to all of the candidates that attended the meeting and to the wider public arena by the following full page advertisement that appeared on the 2<sup>nd</sup> page of the Townsville Bulletin on Friday, 10 May.

It is the intention to produce a "scorecard" of the various political party responses to this six point plan and use this to lobby government for a more reasonable share of all government funding given the magnitude of the wealth that the North West Region combined contributes to the national economy.

This six point plan is also detailed in the advertisement for Council's information.

ADVERTISEMENT



## A STRONG TOWNVILLE NEEDS A STRONG REGION.

The Mayors from the communities of the North West have launched our 2019 Federal Election Platform with a Six-Point Plan for a better deal for our North West Queensland communities.

Hard-working locals in our region contribute \$176,000 per capita to the national economy - compared to only \$66,000, or nearly three times elsewhere in Queensland. Yet our region continues to be overlooked when it comes to essential economic and social infrastructure investment.

Like Townsville, we now have to rebuild after devastating floods. And with our strong linkages to Townsville, when we prosper that's good for your local community as well.

Although we have received a generous response to the recent flood disaster, our Six-Point Plan goes to the heart of what our communities need to build a strong and sustainable future:





- Fair funding for our beef, freight and tourism roads;
- A power policy for the real world including remote Australia;
- Investing in water infrastructure and dams;
- Building our productive regions with sustainable populations through immigration incentives and correct tax arrangements;
- Delivering first world telecommunications and connectivity; and
- Funding and delivering community services in a way that works for remote communities.

If our communities continue to be ignored, it will also hurt Townsville's efforts to build a better future.

We know many people in the electorate of Herbert do care about their neighbours in the North West and that is so important to us. So, we are asking you to please help us to get the politicians to listen.

If you haven't made up your mind this election, maybe how they treat us in this moment - your mates in the north west - might just help you decide. Either way please make sure that your preferred political party and their candidates are supporting all our communities.

Because a strong Townsville needs a strong North West Queensland!

www.nwqroc.com.au | 0419 754 905 | www@nwqroc.com.au | PO Box 25, Normanton QLD 4850



Mayor Jack Bawden  
Carpentaria Shire Council & NWQROC Chair



Mayor Ernie Camp  
Burke Shire Council



Mayor Greg Campbell  
Cloncurry Shire Council



Acting Mayor Jason Nield  
Doomadgee Aboriginal Shire Council



Mayor Warren Devlin  
Etheridge Shire Council



Mayor Jane McNamee  
Flinders Shire Council



Mayor Belinda Murphy  
McKinlay Shire Council



Mayor Joyce McCulloch  
Mount Isa City Council



Mayor John Wharton AM  
Richmond Shire Council

**FIND OUT MORE HERE:**  
[www.nwqroc.com.au/fairregionaldeal/](http://www.nwqroc.com.au/fairregionaldeal/)

Authorised by Greg Hoffmann PSM, 29-33 Haig Street, Normanton QLD 4850.



86302294 - V1

### **10.03 Doomadgee Bakery**

Council has received a request from the Tenant of the Bakery to have the front fence of the premises replaced.

This fence has been inspected and it is recommended that Council consider this request favorably.

The fence has been in a poor state of repair for some time and appears to have been patched up on repeated occasions and neither of the gates function that well. Parts of the fence are also broken and/or twisted, exposing sharp edges of steel and wire which pose a significant safety risk.

Council holds stock of "panel" fencing similar to that around the Council offices and not only would such a fence improve the security of Council's asset it would also improve the aesthetics of the premises.

The request from the tenant will be tabled for Council's information.

### **10.04 Doomadgee Rugby League Club (DRLC)**

Council has received a letter of DRLC for past sponsorship and appreciation of Council's support in the past.

They have also sent a request for further funding for the remainder of the football competition season.

This correspondence will be tabled for Council's discussion and consideration.

### **10.05 Council Vehicle Usage**

It is considered that the policy regarding the use of Council supplied vehicles needs to be reviewed, accordingly it has been included in the Director of Corporate Services report for discussion.

Council has been receiving a number of reports/complaints about some Council vehicles been used outside normal business hours for non-work related activities.

It has been made very clear to Council Staff what their obligations and responsibilities are in respect of vehicle usage however there is continuing infringements of the policy occurring despite warnings being given.

This is a serious problem and potentially exposes Council to considerable liability should there be a mishap involving one of these vehicles during such times.

Council needs to carefully consider the options available for monitoring and controlling the use of these vehicles for inclusion in the policy.

#### **10.06 Expression of Interest to Utilize Council Assets**

Council has received two expressions of interest for the use of two of Council premises, namely:-

- The “Old” Council Workshop; and
- The Building on the corner of Gunnalunga Drive and Gunthadoo Street, commonly known as the “MMG Building”.

Once the New Council Workshop is operational the old premises will be become redundant. As the new facility will be fully equipped with new infrastructure; the old facility will remain as is and still be operational.

There have already been some preliminary discussions about making the Old Workshop available to an interested party to hire or lease to provide small vehicle/plant maintenance and repairs for the wider Community.

The “MMG Building” has previously been endorsed by Council to provide a Training Facility to compliment other training efforts within the Community. This facility is ideal for this as it has accommodation as well as office space and generous for training groups.

The expressions of interest received will be tabled for Council’s discussion and consideration.

#### **10.06 Expression of Interest to Utilise Council Assets**

North West Queensland Indigenous Catholic Social Services is seeking assistance in providing accommodation for the Manager as tabled

Queensland Ambulance Service is seeking assistance with accommodation for the OIC at Doomadgee station, as tabled

#### **10.07 Option to renew lease**

The State of Queensland is exercising the option to renew the lease on Doomadgee Hub as tabled.

#### **Recommendation**

***That the Acting Chief Executive Officer report be noted and received***

## 11. ENGINEERING

**REPORT AUTHOR(S)**  
**REPORT APPROVED BY**  
**DEPARTMENT**

**Gary Jefferies Director of Engineering**  
**Gary Jefferies**  
**Engineering**

### **PURPOSE**

Presentation of the Monthly Activity report to Council.

### **BACKGROUND**

Not applicable

### **COMMENT**

#### **NDRRA Works:**

Preparations are underway to recommence the NDRRA works on the Woollogarang West Road in preparation for bitumen sealing under the TIDS programme.

#### **TIDS Works:**

##### Woollogarang West Road:

Work has commenced in conjunction with the NDRRA works and it is intended to bitumen seal another 5.0km of this road before 30 June 2019.

##### Workshop:

Operations are continuing as per normal.

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

The exception to this was the engine re-build for the 140 Grader due to a hole in a cylinder liner which is now back in service.

##### 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.

There has been a high incidence of bird activity over recent weeks and the ARO's are working hard to disperse them during the aircraft activity on the runway.

##### Water and Sewerage:

Thanks to cyclone Trevor our water reserves are fully replenished and operations are back to normal.

Due to the turbid nature of fresh runoff water, our Water Treatment staff are working to maintain the treated water clarity. There may be increased pipeline flushing in some areas that may "stir up" the water and residents are asked to run their taps for a short while if this occurs.



New Regional Waste Facility

AECOM are liaising with the Environmental Authorities to move this project to the next phase in preparation to start construction.

Works for Queensland (W4Q) 2017-2019

Approximately 70% of the kerb and channel (K&C) for this project is complete and the pavement construction for that portion is in its final stages.

The work in Potter Street will follow the completion of the K&C in the other streets.

Works for Queensland (W4Q) 2019-2021

Council has not yet been advised on the status of the approval process in respect of the projects that have been put forward for this funding round.

**Recommendation**

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

## **12. CORPORATE SERVICES**

**REPORT AUTHOR(S)**                 **Debbie Glyde Director of Corporate Services**  
**REPORT APPROVED BY**         **Gary Jefferies**  
**DEPARTMENT**                     **Finance**

### **12.01 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.

### **Doomadgee ASC - Commentary on finances for the period 1 July 2018 to 30 April 2019**

#### **1. Introduction**

The Income Statement indicates a loss of \$5.088 million for the ten months, while a surplus was budgeted. After ten months of the year revenue and expenditure should be at approximately 83% of budget. Operational expenditure is fairly close at 79.3%, but revenue is well below at 47.6%, hence the deficit for the ten months. To make matters worse, capital revenue is currently included with operational revenue, which if separated out would make operational revenue worse.

#### **2. Opening balances for 2018/19**

As the financial statements for 2017/18 are not yet finalised and audited, there are bound to be changes to the Statement of Financial Position, when these are completed. Such possible changes should have no impact on the cash and investment figures indicated, and should also have little impact, if any, on the operational figures as indicated. Other changes should mostly be marginal.

#### **3. Deterioration in cash and investments**

Probably the standout feature of the finances for the year to date is that cash and investments have deteriorated from \$10.878 million to \$4,660 as at the end of April. The reasons for this are mostly detailed as per the One Page Summary worksheet of this report. In short \$952,138 of the Operational loss (total loss less depreciation which is a non-cash component) and the expenditure on Capital projects (\$4.135 million) make up \$5.088 of this cash funds deterioration. The major remaining reason for the deterioration is that Current Liabilities have come down noticeably, which would have required cash funding.

#### **4. Possible positives**

Rates and charges were levied early April, an NDRRA claim is in progress and some claims for contractual construction works we completed. These could have a positive influence on the cash flow position going forward, but these should probably rather be seen as normal continuing operations where the final impact may be limited.

## 5. Principles applied to these statements

The current figures and results as per this report is a direct extract from SynergySoft. The only figure that was modified is depreciation, as no depreciation function has been performed for the year to date. Given all the prevailing circumstances, modifications will in all probability be required as preparations get underway to scrutinize and refine the figures for year-end purposes, in order to meet annual reporting accounting standards as well as the rigours of the audit process.

### Doomadgee ASC - One Page Cash Flow Summary for the period 1 July 18 to 30 April 19

| <u>Consolidated Budget Summary</u>                  | <b>Adopted<br/>Budget<br/>2018/19</b> | <b>Actuals July<br/>18 to 30 April<br/>19</b> | <b>%</b>       |
|---|---------------------------------------|---|----------------|
| <b><u>Operational Revenue</u></b>                   |                                       |   |                |
| Rates and Utility Charges                           | 622,829                               | 749,806                                       | 120.4%         |
| Fees and Charges                                    | 360,122                               | 221,079                                       | 61.4%          |
| Rental Income                                       | 655,846                               | 845,463                                       | 128.9%         |
| Interest Received                                   | 216,000                               | 105,957                                       | 49.1%          |
| Grants and Subsidies                                | 8,117,632                             | 3,521,391                                     | 43.4%          |
| Sales Revenue                                       | 5,384,277                             | 1,761,203                                     | 32.7%          |
| Other Income  | 203,121                               | 201,468                                       | 99.2%          |
| <b>Total Operational Income</b>                     | <b>15,559,827</b>                     | <b>7,406,367</b>                              | <b>47.6%</b>   |
| <b><u>Operational Expenses</u></b>                  |                                       |   |                |
| Employee wages                                      | (4,022,129)                           | (3,716,223)                                   | 92.4%          |
| Materials and Services                              | (6,544,472)                           | (4,634,098)                                   | 70.8%          |
| Finance Cost  | (12,371)                              | (8,184)                                       | 66.2%          |
| Depreciation  | (3,492,434)                           | (2,793,947)                                   | 80.0%          |
| <b>Total Operational Expense</b>                    | <b>(14,071,406)</b>                   | <b>(11,152,452)</b>                           | <b>79.3%</b>   |
| <b>Operational Surplus / (Deficit) for the Year</b> | <b>1,488,421</b>                      | <b>(3,746,085)</b>                            | <b>-251.7%</b> |

**Cash Flow impacts resulting from Budgets**

|  |                   |                    |                |
|--|-------------------|--------------------|----------------|
| Operational Surplus / (Deficit)                            | 1,488,421         | (3,746,085)        | -251.7%        |
| Capital Revenue  | 9,206,000         | 0                  | 0.0%           |
| Cashflow advantage from Depreciation                       | 3,492,434         | 2,793,947          | 80.0%          |
| <b>Total funding available for Capital Works Programme</b> | <b>14,186,855</b> | <b>(952,138)</b>   | <b>-6.7%</b>   |
| Expenditure as per detailed Works Programme                | (10,646,000)      | (4,135,638)        | 38.8%          |
| <b>Cash/Investment movement (decrease)/increase</b>        | <b>3,540,855</b>  | <b>(5,087,775)</b> | <b>-143.7%</b> |

**Doomadgee ASC - Statement of Financial Position 30 April 2019**

|                                       | <b>2018/19</b>        | <b>2017/18</b>        |
|---------------------------------------|-----------------------|-----------------------|
| <b>Current Assets</b>                 |                       |                       |
| Cash at bank, on hand and investments | 4,660,091.65          | 10,933,439.05         |
| Trade and other debtors               | 1,526,593.33          | 1,465,806.24          |
| Inventories                           | 105,103.71            | 109,074.12            |
| Other financial assets                | 1,365,591.79          | 187,772.41            |
| <b>Total Current Assets</b>           | <b>7,657,380.48</b>   | <b>12,696,091.82</b>  |
| <b>Non-Current Assets</b>             |                       |                       |
| Property, plant and equipment         | 119,715,552.14        | 119,283,493.72        |
| <b>Total Non-Current Assets</b>       | <b>119,715,552.14</b> | <b>119,283,493.72</b> |
| <b>Total Assets</b>                   | <b>127,372,932.62</b> | <b>131,979,585.54</b> |
| <b>Current Liabilities</b>            |                       |                       |
| Sundry accounts payable               | 720,311.05            | 2,119,832.84          |
| Provisions                            | 361,538.22            | 216,389.69            |
| <b>Total Current Liabilities</b>      | <b>1,081,849.27</b>   | <b>2,336,222.53</b>   |
| <b>Non-Current Liabilities</b>        |                       |                       |
| Provisions                            | 30,823.52             | 26,475.89             |
| <b>Total Non-Current Liabilities</b>  | <b>30,823.52</b>      | <b>26,475.89</b>      |
| <b>Total Liabilities</b>              | <b>1,112,672.79</b>   | <b>2,362,698.42</b>   |
| <b>Net Community Assets</b>           | <b>126,260,259.83</b> | <b>129,616,887.12</b> |
| <b>Community Equity</b>               |                       |                       |
| Accumulated surplus                   | 83,408,780.42         | 86,765,407.71         |
| Asset revaluation reserve             | 42,851,479.41         | 42,851,479.41         |
| <b>Total Community Equity</b>         | <b>126,260,259.83</b> | <b>129,616,887.12</b> |

**Doomadgee Aboriginal Shire Council - Capital Works Expenditure for the period 1 July 2018 to 30 April 2019**

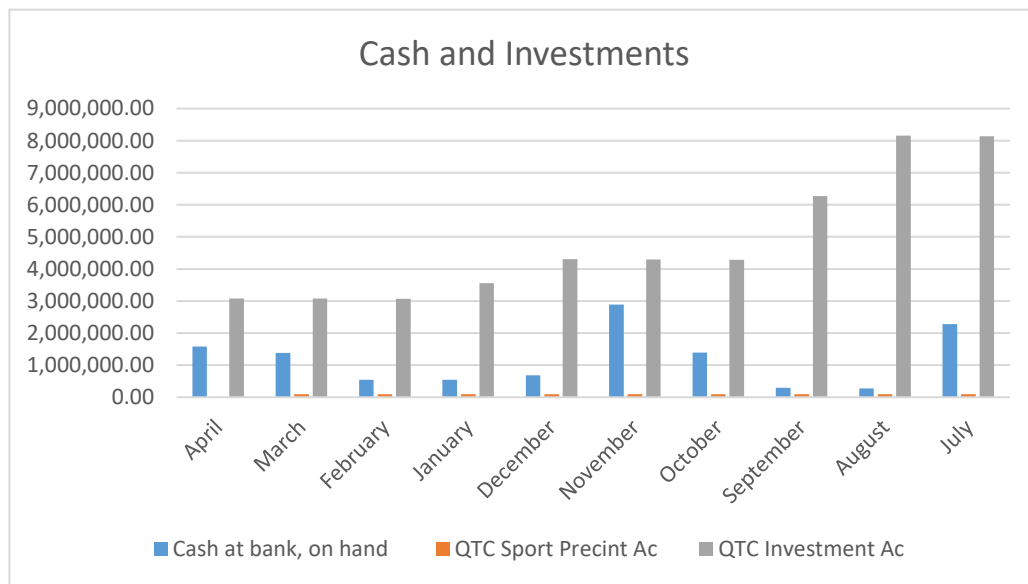
| <b>Description of works</b>                   | <b>Asset class</b>      | <b>Expenditure</b>  | <b>Total expenditure</b> |
|---|-------------------------|---------------------|--------------------------|
| W4Q works                                     | Land and buildings      | 388,081.04          |                          |
| Various smaller building works                | Land and buildings      | 63,148.51           |                          |
| Rodeo ground and amenities building           | Land and buildings      | 312,655.66          |                          |
| Airport Terminal upgrade cost                 | Land and buildings      | 7,150.91            | 771,036.12               |
| Capital improvements various houses           | Houses                  | 90,057.64           |                          |
| New staff housing program                     | Houses                  | 108,030.88          |                          |
| Contract work for Department of Housing (net) | Houses                  | 1,237,243.54        | 1,435,332.06             |
| Various office related equipment              | Furniture and equipment | 32,527.43           |                          |
| Various youth and related programs            | Furniture and equipment | 4,447.94            | 36,975.37                |
| Various Plant and equipment (net)             | Plant and equipment     | 745,066.72          | 745,066.72               |
| Various Council roads                         | Roads and drainage      | 64,965.58           |                          |
| NDRRA restoration roadworks                   | Roads and drainage      | 565,482.32          |                          |
| R2R roadworks                                 | Roads and drainage      | 285,789.29          | 916,237.19               |
| Airport improvements                          | Other structures        | 114,280.73          | 114,280.73               |
| Various works                                 | Water infrastructure    | 116,709.48          | 116,709.48               |
|   |                         | <b>4,135,637.67</b> | <b>4,135,637.67</b>      |

## Doomadgee ASC - Cash Position as at 30 April 2019

| Current Assets        | 2018/19             | 2017/18             |
|-----------------------|---------------------|---------------------|
| Cash at bank, on hand | 1,578,522.62        | 2,082,613.00        |
| QTC Sport Precinct Ac | 4,003.38            | 91,171.00           |
| QTC Investment Ac     | 3,077,565.65        | 6,960,159.00        |
| <b>Total Cash</b>     | <b>4,660,091.65</b> | <b>9,133,943.00</b> |

Lease - DOGIT

31,876.85



### Debtors Balance

|         | Current  | Credit   | 30      | 60      | 90+      | Total            |
|---------|----------|----------|---------|---------|----------|------------------|
| 30-4-19 | 53867.03 | -28358.8 | 6627.09 | 74507.7 | 349987.4 | <b>456630.43</b> |

### Creditors Balance

|         | Current | 30 | 60 | 90+ | Total    |
|---------|---------|----|----|-----|----------|
| 30-4-19 | 0       | 0  | 0  | 0   | <b>0</b> |

All creditors in system paid.

Purchase Orders Outstanding Balance

|         | Current   | 30       | 60       | 90+       | Total             |
|---------|-----------|----------|----------|-----------|-------------------|
| 30-4-19 | 146339.52 | 196925.6 | 48172.23 | 193309.48 | <b>584,746.78</b> |

Outstanding orders

There are currently orders in the system that need to be cancelled as they are currently paid or no longer required. This will be processed in the coming month to clean up the outstanding.

Trade and Aged Debtors

|                                     |                       |
|-------------------------------------|-----------------------|
| Rates                               | \$622,090.50          |
| Trade Debtors                       | \$456,630.44          |
| Avdata Landing fees                 | \$ 23,397.25          |
| Trade Debtors – Housing             | \$194,452.99          |
| Social Housing Lease Receivables    | \$711,157.92          |
| Provision for Doubtful Debts        | (\$401,725.62)        |
| Sundry Debtors                      | (\$ 72,081.91)        |
| Staff Cash Advance Clearing Account | (\$ 7,328.24)         |
|                                     | <b>\$1,526,593.33</b> |

**12.02** Pre-budget Meeting

Council need to set date for pre-budget meeting to set the rates for the Water, Sewerage and Garbage for the 2019-20 financial year. This meeting also confirms the Capital Works for the year.

**Resolution**

*That the Council call a pre-budget meeting for 20th June 2019*

**Recommendation**

*That the Director of Corporate Services report be noted and received.*







**12.05 Corporate Credit Card Policy**

**REPORT AUTHOR(S)** Debbie Glyde

**REPORT APPROVED BY** Garry Jefferies

**DEPARTMENT** Corporate Services

**PURPOSE**

Seeking a resolution for the adoption of revised policy 21 Corporate Credit Cards.

**ISSUES**

The objective of this Policy is to state the process and responsibilities for the issue and use of corporate credit cards by specific employees of Doomadgee Aboriginal Shire Council ("Council").

This Policy applies to all Council employees who are issued with a corporate credit card or involved in the issue, authorisation or payment process.

This Policy applies to all procurement of goods and services made with a corporate credit card. Use of a corporate credit card outside the parameters of this Policy must be approved by the Chief Executive Officer.

This Council is required to review its policies either annually or every 2 years depending on the policy.

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

*Local Government Regulation 2012.*

*Local Government Act 2009.*

*Crime and Corruption Act 2001.*

**REFERENCE TO CORPORATE PLAN**

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

**CONSULTATION**

Acting CEO, Mead Perry Group

**ATTACHMENTS**

1. Corporate Credit Card Policy

**RECOMMENDATION**

*That the Corporate Credit Card Policy, as presented, be adopted.*







**12.09**

**Complaints about the Public Official Policy**

**REPORT AUTHOR(S)**

**Debbie Glyde**

**REPORT APPROVED BY**

**Garry Jefferies**

**DEPARTMENT**

**Corporate Services**

**PURPOSE**

The purpose of the Complaints about the Public Official Policy (“the policy”) is to ensure compliance with s48A of the *Crime and Corruption Commission Act 2001* (“the Act”).

**BACKGROUND**

Council is required under the Act to have a process in place to deal with complaints made about possible corrupt conduct by Council’s ‘public official’, namely Council’s Chief Executive Officer.

The policy provides that the ‘nominated persons’ to receive and investigate a complaint about possible corrupt conduct by the CEO are the Mayor and the Director of Corporate Services.

The policy gives the ‘nominated persons’ the ability to request resourcing to investigate the complaint, or outsource the investigation, if deemed necessary. The policy also delegates to the ‘nominated persons’ the same authority, functions and powers of the CEO to direct and control staff and to enter a contract for the purpose of investigating the complaint.

**ISSUES**

The contact details of the “nominated persons”, namely the Mayor and the Director of Corporate Services are included within the policy. Should the persons holding those positions change, the Crime and Corruption Commission must be immediately informed of the change of contact details and the policy updated to include the correct contact details.

**CONSULTATION**

As required under the Act, the Crime and Corruption Commission were consulted throughout the drafting of the policy.

**ATTACHMENTS**

Complaints about the Public Official Policy

**RECOMMENDATION**

That Council:

- adopts the Complaints about the Public Official Policy; and
- authorises the Acting CEO to write to the Chairperson of the Crime and Corruption Commission enclosing a copy of the Complaints about the Public Official Policy for the Chairperson’s approval.

## **13. ACTING DIRECTOR OF COMMUNITY SERVICES**

**REPORT AUTHOR(S)**  
**REPORT APPROVED BY**  
**DEPARTMENT**

**Gail Richardson**  
**Garry Jefferies**  
**Community Services**

I would like to thank the council staff, councillors and community for their many condolences in the passing of Rod. The flowers and messages were very much appreciated and it gave our children more of insight into their fathers love for what he did in his working life. Therefore, many thanks from myself our daughter Deena and sons Damien & Scott and families.

### **13.01 Animal & Environment**

- Hannah Burton will be in on the 27<sup>th</sup> of May for the vet visit. Shane and Leon are to both assist bringing dogs & cats to the vet clinic when required and assist as required.
- the older residents have been having their yards done through Kenny gang and Shane with the removal of the Chinese Apple trees other pest weeds and the grass is being cut as well.
- Shane been assisting at the water plant with testing, sewerage testing and mixing of chemicals where required.
- Fogging has been occurring.
- Follow up inspections of food outlets and all places have improved.
- Removal of deceased animals has been ongoing with up to 25 cases and these have not only been dogs but horses as well.

### **13.02 Youth Hub**

- The numbers at the youth are steadily increasing which is positive
- The workshops that have been conducted have had good attendance
- Elijah is still conducting his culture events which have been gathering momentum for all ages which is a positive for the community in general not just the youth.
- Football training is happening and the youth hub is assisting with that
- Brettlyn still has more workshops in the coming weeks with the final one being the pop up restaurant which will show case the past 6 month's activities
- The school is using the computer room at the hub for those students who have slipped through the cracks and not attending school. Through this program the intention is to ease them back into either the classroom or a TAFE program to further their education.
- We have received a new agreement from PM&C for the next 3 years with \$300 thousand per year. The agreement does have a few more condition than the previous one but we will be able to meet all condition without too much trouble.

All credit to Brettlyn and the work she is doing with the youth in the community and making the Youth Hub the place to be but we still have a long way to go in engaging many of the 15-25-year-olds who hide away.

### **13.03 Broadcasting**

- Sai & Elijah are doing the regular programming plus taking part in community activities when required
- I am still waiting for a response from Black Star Radio on the shifting of the equipment from one room to the next and they have had a purchase order to do the work for several weeks' now.
- Sai hasn't had any communication from them either.

### **13.04 Post Office**

- Is still working well with Maureen learning more each day when she is in there.
- Training is being sourced to improve the finer points of the operations of the Post Office

### **13.05 General Business**

Something to be considered when more housing is planned for Doomadgee this has come from discussions that have occurred both at the Youth Hub and in general in the community over the past few months: -

Housing for those youth say 20 plus who are still living at home but are finding it hard to cope or sleep to come to work because of family pressures placed on them currently: -

- through taking of money that they receive in wages
- Unable to get enough sleep to attend work on a regular basis due to house disruptions
- Being made to stay home from work to look after the house while others go to work or just out and not leave the house empty.
- Being used as permanent baby sitter's for other family members and not being able to attend work
- Not being able to explore other option they may wish to do without family interference.
- 

The youth hub alone has lost one very valuable staff member because of the home situation and that person has since left Doomadgee to pursue other interests which was a great lose to not only the youth hub but the community in years to come.

We currently have a staff member who is struggling to attend work due to the home environment for some of the reasons listed above.

Perhaps this is something that can be discussed at a higher level of government when discussions are being had about further housing for Doomadgee.

***Recommendation:***  
***That Council the Acting Director of Community Services report be noted and received***



## **14. Procurement Manager**

**REPORT AUTHOR(S)** *Peter van Heusden*

**REPORT APPROVED BY** *Garry Jefferies*

**DEPARTMENT** *Procurement*

### **PURPOSE**

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

### **14.01 Fleet Refresh**

In the past month we have delivered the Volumetric Cement Truck to Brisbane for sale. I am waiting on advice as to where this sits.

The trailers that were sitting in Toowoomba have now been moved to Manheim Auctions to be sold off. This should finalise this matter.

A vehicle that was stolen from the works yard while I was on leave (292VUN) has been sent to Mt Isa for repairs and an insurance claim has been made.

The two side tipping trailers and one dolly are in transit to Mt Isa for registration. These should be in our possession in the next two weeks. The third trailer (Drop Deck with Beaver Tail) should be available by the end of May.

4 new Honda brush cutters have been purchased and should be delivered in the third week of May.

All vehicle registrations have been renewed.

**Recommendation:**  
***That Council the Procurement Managers report be noted and received.***

## 14. Closed Session

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

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

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

### **Resolution**

***That Council close the meeting under section 275 Local Government Regulations 2012 (1)(a)(e)(h)***

15.01 – Councillor Remuneration 2018-19  
15.02 – Code of Conduct  
15.03 – Employee Entitlements

### **Resolution**

***That the meeting be re-opened to the public.***

---

## 16. PROPOSED MEETING CALENDAR

|                              |         |           |                  |
|------------------------------|---------|-----------|------------------|
| Thursday 23rd May 2019       | 10.00am | Doomadgee | Ordinary Meeting |
| Thursday 20th June 2019      | 10.00am | Doomadgee | Ordinary Meeting |
| Thursday 18th July 2019      | 10.00am | Doomadgee | Ordinary Meeting |
| Thursday 15th August 2019    | 10.00am | Doomadgee | Ordinary Meeting |
| Thursday 19th September 2019 | 10.00am | Doomadgee | Ordinary Meeting |
| Thursday 17th October 2019   | 10.00am | Doomadgee | Ordinary Meeting |
| Thursday 21st November 2019  | 10.00am | Doomadgee | Ordinary Meeting |
| Thursday 19th December 2019  | 10.00am | Doomadgee | Ordinary Meeting |

## 17. CLOSURE OF MEETING

The Meeting closed \_\_\_\_\_

---

**Jason Ned**  
**Acting Mayor**  
**Doomadgee Aboriginal Shire Council**