



**AGENDA**  
**ORDINARY COUNCIL MEETING**  
**20<sup>th</sup> APRIL 2017 – 10:00 AM**

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## **AGENDA**

### **ORDINARY COUNCIL MEETING**

**20<sup>th</sup> APRIL 2017 – 10:00 AM**

#### **1. OPENING BUSINESS**

Cr Edric Walden opened the meeting.

#### **1.1 PRESENT**

##### **Elected Members**

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

##### **Staff**

Lothar Siebert – Chief Executive Officer  
Garry Jeffries – Director of Engineering  
Richard Kelly – Director of Corporate Services  
Leonie Florence – Director of Community Services  
Juanita Holden – Governance and Grants Officer  
Delwyn O'Keefe – PA Mayor and Councillors

##### **Appointments**



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### ORDINARY COUNCIL MEETING

20<sup>th</sup> APRIL 2017 – 10:00 AM

#### 1.2 APOLOGIES WITH OR WITHOUT

##### **Summary**

This report is to table, for Council's record, any apologies and requests for leave of absence received from Elected Members for the Ordinary Council Meeting held 20<sup>th</sup> April 2017.

##### **Background**

Not applicable

##### **Comment**

Council can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by Council will be recorded as absent without notice.

##### **Statutory Environment**

Not applicable

##### **Policy Implications**

Not applicable

##### **Strategic Implications**

Not applicable

##### **Voting Requirements**

Majority

##### **Recommendation:**

That Council receives and notes Elected Member apologies with or without and/ or requests for leave of absence for the Ordinary Council Meeting held 20<sup>th</sup> April 2017.



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### ORDINARY COUNCIL MEETING

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#### 1.3 CONFIRMATION OF MINUTES

##### **Summary**

Minutes of the 21<sup>st</sup> March 2017 are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

##### **Background**

Not applicable

##### **Comment**

Not applicable

##### **Statutory Environment**

The minutes as submitted must comply with s272 (2) (3) *Local Government Regulations 2012*

##### **Policy Implications**

Not applicable

##### **Strategic Implications**

Not applicable

##### **Voting Requirements**

Majority

##### **Recommendation:**

That the minutes of the Ordinary Meeting of Council held 21<sup>st</sup> March 2017 be taken as read and signed as correct.

##### **Recommendation:**

That the minutes of the Special Meeting of Council held 3<sup>rd</sup> April 2017 be taken as read and signed as correct.

##### **Attachments**

- 1.3.1 21/03/2017 Ordinary Council Unconfirmed Minutes
- 1.3.2 03/04/2017 Special Council Unconfirmed Minutes



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### ORDINARY COUNCIL MEETING

20<sup>th</sup> APRIL 2017 – 10:00 AM

#### 1.4 OBLIGATIONS OF COUNCILLORS

##### Summary

##### **1.4.1 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.*

##### **1.4.2 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.*

##### Background

Not applicable

##### Comment

Not applicable

##### Statutory Environment

S172 (9) of the *Local Government Act 2009* requires that a councillor's declaration of a MPI or a possible MPI be recorded.

S173 (8) of the *Local Government Act 2009* requires that a councillor's declaration of a COI (real or perceived) must be recorded.

##### Policy Implications

Not applicable

##### Strategic Implications

Not applicable

##### Voting Requirements

Not applicable



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20<sup>th</sup> APRIL 2017 – 10:00 AM

#### 1.5 PETITIONS AND DEPUTATIONS

##### **Summary**

A deputation is a person, or the person or body of person so appointed or authorised to represent or act for another or others with the intent of addressing Council to take a particular action or view, or to alter or reconsider an administrative decision or the re-dress of local or personal grievances.

It should be noted that deputations are a public process and as such the identity of persons making a deputation to Council will be on the public record.

##### **Comment**

A deputation wishing to attend and address a meeting of Council shall apply to the CEO not less than seven (7) clear days before the meeting.

The CEO, on receiving the application for a deputation shall notify the Mayor who shall determine whether the deputation be heard. The CEO shall inform the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and a time period allowed (15 minutes).

For deputations comprised of three or more persons, only three persons shall be at liberty to address the Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chair may finalise the deputation.

The Chair may terminate an address by a person in a deputation at any time where –

The Chair is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting; or

The person uses insulting or offensive language

##### **Statutory Environment**

Not applicable

##### **Policy Implications**

Not applicable

##### **Strategic Implications**

Not applicable

##### **Voting Requirements**

Not applicable



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## 2. REPORTS

### 2.01 CHIEF EXECUTIVE OFFICER

Agenda Reference:	<b>2.01.01</b>
Title:	<b>National General Assembly of Local Government – Call for Motions</b>
File Reference:	
Author:	<b>Lothar Siebert, Chief Executive Officer</b>

#### Summary

The ALGA Board is calling for motions under the theme of "Building Tomorrow's Communities". This year, the NGA (National General Assembly of Local Government) will focus on debate on motions that address how councils can work in partnership with the Australian Government in particular to meet the current and future needs of local government.

#### Background

The Australian Local Government Association (ALGA) is the national peak advocacy body for local government. ALGA's work includes but is not limited to the establishment of national policy and extensive liaison lobbying with departments

#### Comment

Closing Date Friday 21<sup>st</sup> April 2017

#### Statutory Environment

Not applicable

#### Policy Implications

Not applicable

#### Strategic Implications

Goal 2 – Administration and Corporate Services

#### Voting Requirements

Majority

#### Recommendation:

For Council discussion.

#### Attachments

2.01.01 2017 National General Assembly of Local Government – Call for Motions



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### ORDINARY COUNCIL MEETING

#### 20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.01.02</b>
Title:	<b>National General Assembly of Local Government – Canberra 18-21 June 2017</b>
File Reference:	
Author:	<b>Lothar Siebert, Chief Executive Officer</b>

#### Summary

The 2017 NGA will be held from 18-21 June at the National Convention Centre, Canberra.

#### Background

NGA represents a unique opportunity for leading Australian companies to connect with over 800 delegates from councils across Australia. The NGA is the premiere event in the local government calendar and is an opportunity for key local government representatives to debate issues of national significance, hear from political and academic speakers as well as to develop policy and strategy for the coming year.

#### Comment

Council to discuss which representatives are to attend this year.

#### Statutory Environment

Not applicable

#### Policy Implications

Not applicable

#### Financial Implications

Standard Registration (early bird) - \$1,029.00 per delegate

Regional Co-operation and Development Forum Registration Fees - \$425.00 per delegate

#### Strategic Implications

Goal 2 – Administration and Corporate Services

#### Voting Requirements

Majority

#### Recommendation:

1. That Council authorise the Mayor and Chief Executive Officer to attend the National General Assembly of Local Government in Canberra from the 18-21 June 2017.

2. That Council authorise the Mayor, Chief Executive Officer and one other officer to attend the National General Assembly of Local Government in Canberra from the 18-21 June 2017.

#### Attachments

2.01.02 2017 National General Assembly of Local Government – Program and Registration





## AGENDA

### ORDINARY COUNCIL MEETING

20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.01.03</b>
Title:	<b>LGAQ – LGM LGW 2015/2016 Report to Members</b>
File Reference:	
Author:	<b>Lothar Siebert, Chief Executive Officer</b>

#### Summary

The Queensland Local Government owned and controlled self-insurance schemes have once again delivered excellent results for members. Importantly, the strong financial results for LGM Queensland and Local Government Work care shown in the annual report have been achieved in conjunction with continued reductions in member contributions and enhancement of member services

#### Background

Nil

#### Comment

Nil

#### Statutory Environment

Not applicable

#### Policy Implications

Not applicable

#### Financial Implications

Not applicable

#### Strategic Implications

Goal 1 – Financial Management

#### Voting Requirements

Not applicable

#### Recommendation:

For Council information.

#### Attachments

2.01.03 LGAQ – LGM LGW 2015/16 Report to Members



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### ORDINARY COUNCIL MEETING

#### 20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.01.04</b>
Title:	<b>Regional Development Australia</b>
File Reference:	
Author:	<b>Lothar Siebert, Chief Executive Officer</b>

#### Summary

Glenys Schuntner has written to Council thanking for the ongoing support of the Regional Development Australia Townsville and North West Queensland Committee.

#### Background

The 12 Queensland RDA Committees work collaboratively to identify common issues, priorities and strategies relating to both Australia and State government programs and policies. Queensland comprises of 78 local governments. The number of local government authorities per RDA region can range from 1 to 21. All Queensland RDAs either have local council representatives on their committees or meet with their council's regularly. All RDAs have informal arrangements with their local councils and the majority have conducted joint events and programs together.

#### Comment

Nil

#### Statutory Environment

Not applicable

#### Policy Implications

Not applicable

#### Financial Implications

Not applicable

#### Strategic Implications

Goal 6 - Economic Development

#### Voting Requirements

Not applicable

#### Recommendation:

For Council information.

#### Attachments

2.01.04          Launch Edition of RDA on Q Newsletter



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### ORDINARY COUNCIL MEETING

#### 20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.01.05</b>
Title:	<b>Brisbane City Council – Invitation 2017 Asia Pacific Cities Summit &amp; Mayors Forum in Daejeon, South Korea – 10-13 September 2017</b>
File Reference:	
Author:	<b>Lothar Siebert, Chief Executive Officer</b>

#### Summary

Brisbane City Council has formally invited CEO – Lothar Siebert to participate in the 2017 Asia Pacific Cities Summit & Mayors Forum in Daejeon, South Korea from 10-13 September 2017.

#### Background

The Asia Pacific Cities Summit (APCS) & Mayors' Forum is firmly positioned as the region's leading business and civic event. The APCS is an initiative of Brisbane City Council and since it was established in 1996, over 9000 delegates from more than 500 cities have participated in the event.

#### Comment

Nil

#### Statutory Environment

Not applicable

#### Policy Implications

Not applicable

#### Financial Implications

Not applicable

#### Strategic Implications

Goal 6 - Economic Development

#### Voting Requirements

Majority

#### Recommendation:

For Council discussion.

#### Attachments

2.01.05          Invitation from Brisbane City Council



## AGENDA

### ORDINARY COUNCIL MEETING

#### 20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.01.06</b>
Title:	<b>Office of the Information Commissioner Qld – Invitation – Launch of Privacy Awareness Week 2017</b>
File Reference:	
Author:	<b>Lothar Siebert, Chief Executive Officer</b>

#### Summary

Council Representative has been invited to attend the official launch of Privacy Awareness Week (PAW). The event will be hosted by the Office of the Information Commissioner, Queensland and will speak about the challenges and opportunities across the Information Privacy Landscape in Queensland, including the role of privacy in facilitating agency information sharing which can lead to better outcomes for Queensland.

#### Background

Privacy Awareness Week is an annual event for the Asia Pacific Region providing an opportunity for individuals and government agencies to promote a culture that protects and respects the privacy of individuals' personal information and to more generally raise privacy awareness.

#### Comment

Confirmation of attendance by 26<sup>th</sup> April 2017

#### Statutory Environment

*Information Privacy Act 2009*

*Right to Information Act 2009*

#### Policy Implications

Information Privacy Policy – to be established

#### Financial Implications

Not applicable

#### Strategic Implications

Goal 2 – Administration and Corporate Services

#### Voting Requirements

Majority

#### Recommendation:

1. That Council authorise an officer to attend the Privacy Awareness Week Event in Brisbane.
2. That Council decline the invitation.

#### Attachments

2.01.06 Invitation – Launch of Privacy Awareness Week 2017



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### ORDINARY COUNCIL MEETING

#### 20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.01.07</b>
Title:	<b>Follow up of 2014-2015 Performance Audit Recommendations</b>
File Reference:	
Author:	<b>Lothar Siebert, Chief Executive Officer</b>

#### Summary

Based on the analysis of responses from the audited entities, QAO will select at least one report that will be followed up in detail, via a follow up audit. The purpose of the follow-up audit will be to inform parliament of the current status of the audit recommendation made in the initial report.

#### Background

Each year QAO conduct a process where they revisit performance audit reports to parliament from the previous year and request audited entities to report on the progress in implementing recommendations made in those reports

#### Comment

Comments are required on the current status of performance audit recommendations made in 2014-2015 to inform the strategic audit planning. The report relevant to Local Government Entities is – Fraud Management in Local Government (Report to Parliament No 19).

#### Statutory Environment

Not applicable

#### Policy Implications

Fraud Management Policy and Procedures

Fraud and Corruption Control Plans

Fraud Risk Assessments

#### Financial Implications

Not applicable

#### Strategic Implications

Goal 2 – Administration and Corporate Services

#### Voting Requirements

Majority

#### Recommendation:

That Council advise the QAO on the Fraud Management Methods that Doomadgee Aboriginal Shire has adopted and implemented.

#### Attachments

2.01.07 QAO Fraud Management in Local Government (Report to Parliament)



## AGENDA

### ORDINARY COUNCIL MEETING

20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.01.08</b>
Title:	<b>Crime and Corruption Commission – Proposed visit to Doomadgee Aboriginal Shire Council</b>
File Reference:	
Author:	<b>Lothar Siebert, Chief Executive Officer</b>

#### Summary

The proposed visits will be for the purpose to engage with Council and relevant support services in the community about who they are and what we do. Proposed dates are March 2017 through to June 2017.

#### Background

Nil

#### Comment

The CCC has been contacted via email and an invitation has been extended to them to visit at the next Council Meeting. Waiting on confirmation from the CCC to confirm when available to be on site.

#### Statutory Environment

Not applicable

#### Policy Implications

Not applicable

#### Financial Implications

Not applicable

#### Strategic Implications

Not applicable

#### Voting Requirements

Majority

#### Recommendation:

That Council write to the CCC extending them an invitation to Country to engage with Council and relevant support services in the community for the May Ordinary Council Meeting.

#### Attachments

2.01.08 CCC proposed visit to Doomadgee



## AGENDA

### ORDINARY COUNCIL MEETING

20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.01.09</b>
Title:	<b>Acting for a Local Government in Legal Proceedings</b>
File Reference:	
Author:	<b>Lothar Siebert, Chief Executive Officer</b>

#### Summary

Council is required to seek Legal Advice from various Legal Representative depending on the nature of the issue.

#### Background

In any proceedings, the Chief Executive Officer, or another employee authorised in writing by the local government, may give instructions and act as the authorised agent for the local government and may sign all documents for the local government.

A local government must pay the costs incurred by the Chief Executive Officer or other employees in any proceedings.

#### Comment

Nil

#### Statutory Environment

*S240 Local Government Act 2009*

#### Policy Implications

Not applicable

#### Financial Implications

Not applicable

#### Strategic Implications

Goal 2 – Administration and Corporate Services

#### Voting Requirements

Majority

#### Recommendation:

That Council authorised the Chief Executive Office to engage in Legal Advice for representation in regards to any council matter on behalf of Doomadgee Aboriginal Shire Council as needed.

#### Attachments

Nil



## AGENDA

### ORDINARY COUNCIL MEETING

#### 20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.01.10</b>
Title:	<b>Update on visit to Cairns Office</b>
File Reference:	
Author:	<b>Lothar Siebert, Chief Executive Officer</b>

#### **Summary**

The Chief Executive Officer and Director of Corporate Services have been to the Cairns Office in regards to Finance related matters.

#### **Background**

Chief Executive Officer will present a verbal report on this site visit.

#### **Comment**

Chief Executive Officer will present a verbal report on this site visit.

#### **Statutory Environment**

*Local Government Act 2009*

*Local government Regulations 2012*

#### **Policy Implications**

Not applicable

#### **Financial Implications**

Chief Executive Officer will present a verbal report on this site visit.

#### **Strategic Implications**

Goal 1 – Financial Management

Goal 2 – Administration and Corporate Services

#### **Voting Requirements**

Not applicable

#### **Recommendation:**

For Council discussion.

#### **Attachments**

Nil





## AGENDA

### ORDINARY COUNCIL MEETING

#### 20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.01.11</b>
Title:	<b>Heads of Agreement for a Lease for Doomadgee Retail Store</b>
File Reference:	
Author:	<b>Lothar Siebert, Chief Executive Officer</b>

#### Summary

Discussions concerning the Queensland Government's offer to transfer to Council, at no charge, the land and store building which the DATSIP retail store operates from. The intended outcome is the merger of Retail Stores with IBIS under the management of the Community Enterprise Queensland.

#### Background

CEQ's governing legislation requires CEQ to build employment and training opportunities for local people. CEQ demonstrated that commitment throughout the Torres Strait and Northern Peninsula Area with 16 of its 21 service outlets having local indigenous people in management roles and in 15 outlets 100% Indigenous employment. This legislative requirement will extend to the Retail Stores transferring to CEQ. All CEQ staff with over 12 months' service can access training and development opportunities. All store managers attend a week long annual conference in Cairns which has a strong training and development focus.

#### Comment

Nil

#### Statutory Environment

*Part 7A – Community Enterprise Queensland – S60A Aboriginal and Torres Strait Islander Communities (Justice, Land and Other Matters) Act 1984*

#### Policy Implications

Not applicable

#### Financial Implications

Chief Executive Officer will present a verbal report on the financial implications.

#### Strategic Implications

Goal 1 – Financial Management

Goal 2 – Administration and Corporate Services

#### Voting Requirements

Majority

#### Recommendation:

1. That Council approve of the engagement in the Head of Agreement lease between Council and the Community Enterprise Queensland for the merger and transfer of the Store.
2. That Council advise DATSIP that further information will be required before a decision is made in regards to the approval of the merger and transfer of the store.

#### Attachments

- 2.01.11A Email from Katie Holm (Senior Executive Director – DATSIP)
- 2.01.11B Part 7A Community Enterprise Queensland



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### ORDINARY COUNCIL MEETING

#### 20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.01.12</b>
Title:	<b>Sponsorship to Doomadgee Rodeo - Fireworks</b>
File Reference:	
Author:	<b>Lothar Siebert, Chief Executive Officer</b>

#### Summary

The Annual Doomadgee Rodeo is one of the premier sporting events in the Gulf Region, bringing competitors and spectators from Borroloola, Brisbane, Normanton, Mount Isa and Cloncurry. Those with the skills and nerve can take part in the Open Bullock, Station Buck and Jump and Novice Bull while the Ladies Steer Ride and Potty Ride remain popular with the crowds.

#### Background

Fireworks displays at public events are surely the greatest of all entertainment techniques. A Bright Nite Fireworks has over 2500 types of fireworks – aerial shells, ground blooms, bouquet, stars, spinners, mines, roman candles, waterfalls, comets, fountains that burst forth in a myriad of colours, whistles and crackles. They have created global networks which allow them to supply the best quality new products.

#### Comment

Regional Public Event Packages are available to purchase, with an additional sponsorship offered by A Bright Nite Fireworks to the value of \$1,600 when take out a package.

#### Statutory Environment

Not applicable

#### Policy Implications

Community Engagement Policy

#### Financial Implications

\$10,000

#### Strategic Implications

Goal 4 – Community – Arts and Culture

#### Voting Requirements

Majority

#### Recommendation:

1. That Council approve the sponsorship amount of \$7,900.00 for a Gold Package for the Doomadgee Rodeo.
2. That Council approve the sponsorship amount of \$9,500 for a Diamond Package for the Doomadgee Rodeo.
3. That Council does not approve of any sponsorship amount for the Doomadgee Rodeo.

#### Attachments

2.01.12 A Bright Nite Fireworks – Regional Public Event Packages



## AGENDA

### ORDINARY COUNCIL MEETING

20<sup>th</sup> APRIL 2017 – 10:00 AM

#### **2.02 DIRECTOR OF ENGINEERING**

Agenda Reference:	<b>2.02.01</b>
Title:	<b>Monthly Report to Council</b>
File Reference:	
Author:	<b>Garry Jeffries – Director of Engineering</b>

#### **Purpose**

Presentation of the Monthly Activity report to Council.

#### **Background**

Not applicable

#### **Comment**

##### **Woollogarang West and Old Doomadgee Roads:**

A flooding event has been triggered for Doomadgee Shire and a full assessment of the damage to Council assets will be undertaken within the next two weeks.

The QRA has also advised that day labour works including reasonable plant hire rates has been approved for Council works.

##### **New Houses Building Project:**

Council has received a Letter of Acceptance of its tender for five houses and the full construction plans are currently being finalised. It is expected construction will commence in early May 2017.

##### **Workshop:**

Operations are continuing as per normal.

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

There have been no major repairs required this month.

##### **Road Gang:**

The roads crew have been attending to minor works around town including preparation of the new workshop site.

##### **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.

It is a continual task at this time of the year to keep up with the grass and weed control

##### **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 New Airport Terminal commenced operation on Monday, 11 April 2017. An official opening will need to be arranged by Council.

##### **Water and Sewerage:**

Operations are continuing as per normal.



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The SCADA upgrade works is continuing to work well and Austek has now completed the last of the upgrade including the inclusion of the sewer pump stations and effluent ponds.

#### **Rodeo Ground Upgrade & Cultural Centre**

MMG and Aussie Wide Constructions have held a “meet & greet” within the Community aiming to recruit personnel for the construction phase and it is expected that works will commence on the Rodeo Grounds in late April.

#### **New Regional Waste Facility**

A Waste Engineering Specialist from AECOM and Tim Bastian of DILGP visited the Community on 3-4 April 2017 to gather information regarding our existing facilities and visit the site of the proposed new facility. This was a planned visit as part of the preliminary design phase.

#### **Workshop Redevelopment**

The preparation of the site for the New Workshop has commenced and the design drawings are nearing completion.

#### **Concrete Block Making Equipment**

Because all concrete block making equipment is imported into Australia it is proving difficult to get feedback from overseas suppliers.

#### **Ablution & Shelter at Doomadgee Cemetery and BBQ/Picnic Facilities at the Weir**

Preliminary concept drawings and a project costings will be tabled at the meeting for Council's consideration and comment.

#### **Other Business:**

Preliminary costings for a Community Bus will be tabled for Councils information.

#### **Statutory Environment**

*Local Government Act 2009*

#### **Policy Implications**

Community Engagement Policy

#### **Financial Implications**

\$10,000

#### **Strategic Implications**

Goal 9 – Development, maintenance and Replacement

#### **Voting Requirements**

Majority

#### **Recommendation:**

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

#### **Attachments**

Nil



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### ORDINARY COUNCIL MEETING

20<sup>th</sup> APRIL 2017 – 10:00 AM

#### **2.03 DIRECTOR OF CORPORATE SERVICES**

Agenda Reference:	<b>2.03.01</b>
Title:	<b>Monthly Report to Council</b>
File Reference:	
Author:	<b>Richard Kelly – Director of Corporate Services</b>

##### **Internal Audit**

A considerable amount of time and effort is being put into ensuring that this process continues to be thorough, and independent of Council's Administration. A timetable is being prepared, scheduling a program through until 30 June 2017. DASC will be calling for Expressions of Interest for the continuation of Internal Audit services for the 2017-18 financial year and beyond in due course.

##### **Information Technology**

A detailed status report from Data Central (our IT Consultants) is provided as an attachment to this report.

##### **Insurance**

Insurance claims currently pending include:

- ) Server failure in Cairns Office (awaiting final costs and report from Assessor)
- ) Water damage to Server in Doomadgee (recommendation to settle lodged with insurer)
- ) Damage caused by vandalism to Council mobile equipment in Workshop yard (awaiting status report on repairs and final cost)
- ) Destruction of playground equipment and structural damage to playground infrastructure, as a result of vandalism (quotes with insurer for review)

##### **Leases**

A review of all Council Managed Leases and Licences is continuing, with the assistance of our Finance our Legal teams. This is a long overdue and tedious process, and has been exacerbated by inadequate staff resources.

The Extension (to 2019) of the Temporary Licence Agreement for the Roadhouse Lease has now been signed. Preston Law are advising both parties on ILUA requirements, if any, in relation to future arrangements.

The Memorandum of Understanding (MOU) for the Doomadgee Men's Shed has now been deferred, pending further advice. The Host Agreement with My Pathways has also now been signed (due for renewal in October 2017).

##### **Annual Report**

Due to the interruptions caused by the hardware failures in the Cairns Office, and the resultant delay in the completion of our external audit, the Annual Report has been delayed further, and will be made available as soon as possible after the completion of the Audited Financial Statements. Bellette Branding have been engaged to assist with the design and layout of this year's Annual Report.

##### **Finance**

The Monthly Financial Report is attached for Council consideration.

External Audit is still to be completed – awaiting QAO advice.



## AGENDA

### ORDINARY COUNCIL MEETING

#### 20<sup>th</sup> APRIL 2017 – 10:00 AM

Len Boyling (an experienced Accountant and Synergy user) is assisting the Finance team in addressing the backlog of work that is required to be undertaken to bring everything up to date after the events of 2016, as well as laying a platform for the future and providing much needed software training in the process. It is intended to also bring Len to Doomadgee as part of this overall training and system development program.

I am reviewing all staff positions in Cairns, with a view to improving performance and outcomes in this area. Arminda David has been moved to a specific project role to assist in this process, and Mr Boyling will be Acting Finance Manager until 30 June 2017. A recruitment process is underway to select a suitable appointee to the permanent position of Finance Manager, with a start date on or before 30 June 2017. All Finance staff will be encouraged to apply.

The 2017-18 budget preparation will begin in earnest at the beginning of May, with a workshop in Cairns during the week ending Friday 5 May, involving Council and senior staff, assisting the finance team.

#### **Statutory Environment**

*Local Government Act 2009*

#### **Policy Implications**

Not applicable

#### **Financial Implications**

Not applicable

#### **Strategic Implications**

Goal 1 – Key Governance – Financial Management

Goal 3 – key Governance – Human Resources

#### **Voting Requirements**

Majority

#### **Recommendation:**

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

#### **Attachments**

2.03.01 IT Report



## AGENDA

### ORDINARY COUNCIL MEETING

20<sup>th</sup> APRIL 2017 – 10:00 AM

#### **2.04 DIRECTOR OF COMMUNITY SERVICES**

Agenda Reference:	<b>2.04.01</b>
Title:	<b>Monthly Report to Council</b>
File Reference:	
Author:	<b>Leonie Florence, Director of Community Services</b>

#### **Summary**

##### **Animal Pest & Environmental Control**

Mt Isa veterinary clinic will be visiting Doomadgee – date to be advised.

The 'By- laws for the Dogs' survey has not been completed however it is hoped that community input will be collected over the next 4 weeks. All data will then be presented to Council.

##### **Pest Control**

Under our Host agreement with My Pathway a Pest Control- 2-day course will be available for up to 10 participants at My Pathway in early May. Dates are still to be confirmed however once this is done the course will be advertised.

##### **Night Patrol**

A letter of proposal to establish night patrol in Doomadgee has been accepted by My Pathway. They propose to provide staff training, uniforms and assistance with wages until further grant money is obtained. Juanita and I will also be sourcing funds from external government agencies for vehicles and extra resources.

##### **Youth Hub**

The Stepping Black Project, re starts on the 18<sup>th</sup> April 12, 2017. It will be a fortnight block with a focus on Leadership, life skills and well- being. This unit will involve Cultural and creative activities as well as the completion of small business projects.

##### **Radio/Broadcasting**

An upgrade of the radio station is underway. The new room is being refurbished and once the new desk has been delivered, Blackstar will be sending a technician with Sai (previous broadcaster) from Cairns to transfer and update the system and upskill Kitty and William. There will be no charge to Council.

##### **Meet & Greet**

The community Meet & Greet was well received by stakeholders and the Community. Support and donations from the Retail Store, Savannah Bakery, Roadhouse and My Pathway helped make it a successful event.

It was suggested that future events would be well received especially in other areas of Doomadgee. It was felt that this would help to promote Council's leadership on behalf of the community with the support of other stakeholders

##### **Community Engagement Officer**

The Community Engagement Officer Trainee position has been re advertised and all applications close on the 24<sup>th</sup> April 12, 2017.

##### **Social Club Survey**

The survey for the Social Club was available at the Meet and Greet and was also discussed by the Mayor in his speech. Only a few surveys were completed. Over the next month, it is hoped that most of the community will have been contacted and completed the survey.



## **AGENDA**

### **ORDINARY COUNCIL MEETING**

**20<sup>th</sup> APRIL 2017 – 10:00 AM**

**Background**

Nil

**Comment**

Nil

**Statutory Environment**

Not applicable

**Policy Implications**

Not applicable

**Financial Implications**

Not applicable

**Strategic Implications**

Goal 4 – Community – Arts and Culture

Goal 6 – Economic Development

Goal 7 – Environmental Protection

**Voting Requirements**

Not applicable

**Recommendation:**

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

**Attachments**

Nil





## AGENDA

### ORDINARY COUNCIL MEETING

20<sup>th</sup> APRIL 2017 – 10:00 AM

#### **2.05 GOVERNANCE AND GRANTS OFFICER**

Agenda Reference:	<b>2.05.01</b>
Title:	<b>Local Law Making Process</b>
File Reference:	
Author:	<b>Juanita Holden, Governance and Grants Officer</b>

#### **Summary**

For the Purpose of S29(1) of the Local Government Act 2009, the local government resolves to adopt a process for making each local law of Council.

#### **Background**

Nil

#### **Comment**

Nil

#### **Statutory Environment**

*S29 (1) Local Government Act 2009*

#### **Policy Implications**

Statutory Process

#### **Financial Implications**

Not Applicable

#### **Strategic Implications**

Goal 2 - Administration and Corporate Services

#### **Voting Requirements**

Majority

#### **Recommendation:**

That Council adopt the Local Law Making Process as presented.

#### **Attachments**

2.05.01 Local Law Making Process



## AGENDA

### ORDINARY COUNCIL MEETING

20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.05.02</b>
Title:	<b>Local Law Register</b>
File Reference:	
Author:	<b>Juanita Holden, Governance and Grants Officer</b>

#### Summary

Queensland Local governments have adopted a diverse range of local laws to assist them to govern their respective areas. The Local Government Act 2009 empower local governments to make local laws suitable to their needs and resources to achieve the purpose and principles of local government.

#### Background

The Local government must:

- ) Keep a register of its local laws
- ) Make sure the register is available for inspection at the local government's public office
- ) Displayed on the Council website

#### Comment

The Register must contain, for each local law, the law's name, purpose and general effect.

A Local Laws Register has been developed and is now available for inspection and will be uploaded onto Council's website this week.

#### Statutory Environment

*S31 Local Government Act 2009*

*S14 Local Government Regulations 2012*

#### Policy Implications

Local Law Making Process

#### Financial Implications

Not applicable

#### Strategic Implications

Goal 2 - Administration and Corporate Services

#### Voting Requirements

Not Applicable

#### Recommendation:

For Council Information.

#### Attachments

2.05.02 Local Law Register



## AGENDA

### ORDINARY COUNCIL MEETING

20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.05.03</b>
Title:	<b>Dog Registrations</b>
File Reference:	
Author:	<b>Juanita Holden, Governance and Grants Officer</b>

#### Summary

The purpose of the Animal Management (Cats and Dogs) Act 2008 is to:

- ) Provide the identification of cats and dogs; and
- ) Provide for the registration of dogs; and
- ) Provide for the effective management of regulated dogs;
- ) Promote the responsible ownership of cats and dogs

#### Background

This is to be primarily achieved by imposing obligations about identifications devices for dogs on their owners, sellers, authorised implanters and operators of pounds and shelters.

- ) Imposing obligations on owners and veterinary surgeons about tattooing cats and dogs for desexing.
- ) Imposing registration obligations on dog owners.
- ) Imposing obligations on regulated dog owners.
- ) Providing for the Chief Executive Officer to establish a regulated dog register.
- ) Appointing authorised officers to investigate, monitor and enforce compliance with the Act.
- ) Requiring whole who may provide PPID registry services to be licenced and imposing obligations on licenses.
- ) Requiring local governments to keep a general register about dogs.
- ) Imposing obligations on particular persons to ensure dogs do not attack or cause fear.
- ) Prohibiting anyone from allowing or encouraging a dog to attack or cause fear to people or other animal.

#### Comment

An owner of a dog must comply with section 46 of the Animal Management (Cats and Dogs) Act 2008 to register the dog in the relevant local government's area within 14 days after starting to keep the dog in the area unless the person had a reasonable excuse.

#### Statutory Environment

Animal Management (Cats and Dogs) Act 2008

Local Law Number 2 (Animal Management) 2016

Subordinate Local Law Number 2 (Animal Management) 2016

#### Policy Implications

Not Applicable



## AGENDA

### ORDINARY COUNCIL MEETING

20<sup>th</sup> APRIL 2017 – 10:00 AM

#### Financial Implications

Cost of establishing a Council Pound

#### Strategic Implications

Goal 2 - Administration and Corporate Services

#### Voting Requirements

Majority

#### Recommendation:

1. That Council set the registration period for of one year for the Doomadgee Aboriginal Shire Council from 1<sup>st</sup> July to 30 June each year.
2. That Council set the Dog Registration Period for one year for the Doomadgee Aboriginal Shire Council from 1<sup>st</sup> January to 31<sup>st</sup> December for each year.
3. That Council establish a Pound within Doomadgee Aboriginal Shire Council for the purpose of impounding animals within the community.
4. That Council authorised the Chief Executive Officer to appoint suitable Authorised Persons to act in the role as Animal Control Officer for the Doomadgee Aboriginal Shire Council.
5. That Council set the Registration fees as follows:

Entire Dog/Bitch (without microchip)	\$50.00 per Animal
Entire Dog/Bitch (Chipped)	\$30.00 Per Animal
De Sexed Dog	\$20.00 Per Animal
Pensioner Entire Dog/Bitch	\$12.00 Per Animal

6. That Council set the impounding fees as follows:

Pound fee for Substance	\$5.00 per day
Release Fee – First Release	\$30.00 Per Animal
Release Fee – Second within a 6-month period	\$40.00 Per Animal
Release Fee – Third within a 6-month period	\$50.00 Per Animal

#### Attachments

Nil



## AGENDA

### ORDINARY COUNCIL MEETING

#### 20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.05.04</b>
Title:	<b>Guidelines for Councillors asking Employee Advice – Acceptable Request Guidelines</b>
File Reference:	
Author:	<b>Juanita Holden, Governance and Grants Officer</b>

#### Summary

These guidelines apply to the Mayor, all Councillors and Employees and relate specifically to requests by Councillors for assistance or information in accordance with the Local Government Act 2009.

#### Background

The Mayor and Councillors of Doomadgee Aboriginal Shire Council will all from time to time require assistance or information from the employees of the Council to enable them to effectively carry out their duties and represent the interest of the community.

#### Comment

Section 170A (6) of the *Local Government Act 2009* (the Act) – Council is required to adopt acceptable requests guidelines about –

- a) *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 this Act; and*
- b) *Reasonable limits on requests that a Councillor may make.*

#### Statutory Environment

S170A (6) *Local Government Act 2009*

#### Policy Implications

Statutory Policy

#### Financial Implications

Not applicable

#### Strategic Implications

Goal 2 - Administration and Corporate Services

#### Voting Requirements

Majority

#### Recommendation:

That Council adopt the Guidelines for Councillors asking for Employee Advice – Acceptable request Guidelines as presented and furthermore will sign the acknowledgment form as confirmation that they understand and accept the guidelines.

#### Attachments

2.05.04 Guidelines for Councillors asking for Employee Advice – Acceptable request Guidelines



## AGENDA

### ORDINARY COUNCIL MEETING

#### 20<sup>th</sup> APRIL 2017 – 10:00 AM

Agenda Reference:	<b>2.05.05</b>
Title:	<b>Expense Reimbursement Policy for Councillors</b>
File Reference:	
Author:	<b>Juanita Holden, Governance and Grants Officer</b>

#### Summary

This policy should be read in conjunction with the Queensland Local Government Act 2009 and associated Regulations, and Doomadgee Aboriginal Shire Council's Mission and Vision statements and Councillor Code of Conduct

#### Background

The objectives of this policy are to:

- ) ensure compliance with community expectations and statutory requirements relating to the payment or reimbursement of legitimate expenses and provision of facilities for councillors while carrying out their duties and responsibilities as elected representatives of the Doomadgee Aboriginal Shire Council; and
- ) ensure that all councillors have the facilities and other support necessary to perform their civic duties.

#### Comment

This policy applies to the Mayor, Deputy Mayor and all Councillors. This policy provides for:

- ) Payment of expenses incurred, or to be incurred, by the councillors in the course of discharging their duties and responsibilities as councillors; and
- ) the provision of facilities to the councillors for that purpose.

This policy does not provide for salaries or other form of councillor remuneration.

#### Statutory Environment

*S249-252 Local Government Regulations 2012*

#### Policy Implications

Expense Reimbursement Policy for Councillors

#### Financial Implications

Not applicable

#### Strategic Implications

Goal 2 - Administration and Corporate Services

#### Voting Requirements

Majority

#### Recommendation:

That Council adopt the Expenses Reimbursement Policy for Councillors as presented.

#### Attachments

2.05.05 To be tabled at Council Meeting



## AGENDA

### ORDINARY COUNCIL MEETING

20<sup>th</sup> APRIL 2017 – 10:00 AM

#### **2.6 CLOSED BUSINESS**

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

Agenda Reference:	<b>2.06.01</b>
Title:	<b>Request for Extension of Lease</b>
File Reference:	
Author:	<b>Juanita Holden, Governance and Grants Officer</b>

#### **Summary**

The applicant is seeking an approval to extend current lease to a 10 Year lease on Lot 226 Special Plan 2733.

#### **Background**

Not applicable

#### **Comment**

Not applicable

#### **Statutory Environment**

*S170A (6) Local Government Act 2009*

#### **Policy Implications**

Not applicable

#### **Financial Implications**

Not applicable

#### **Strategic Implications**

Goal 6 – Economic Development

#### **Voting Requirements**

Majority

#### **Recommendation:**

1. That Council approve the extension of lease for Lot 226 on special Plan 2733 for an additional 10 Years.

#### **Attachments**

2.06.01 Letter from applicant



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**AGENDA**  
**ORDINARY COUNCIL MEETING**  
**20<sup>th</sup> APRIL 2017 – 10:00 AM**

**3. CLOSURE OF MEETING**