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**DOOMADGEE ABORIGINAL SHIRE COUNCIL**  
**MINUTES – ORDINARY MEETING OF COUNCIL**  
THURSDAY, 18<sup>th</sup> FEBRUARY 2016

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Minutes of the Ordinary Meeting of the Doomadgee Aboriginal Shire Council held in the Boardroom, Cairns Annexe, 21 Pease Street Edge Hill on Thursday 18<sup>th</sup> February 2016

**PRESENT**

Cr F O'Keefe	Mayor
Cr T Douglas	Deputy Mayor
Cr J Ned	Councillor
Cr V Ned	Councillor

Council Officers:

R Richardson	Chief Executive Officer
J Graham	Acting Chief Executive Officer
A David	Chief Financial Officer (11:24 - 11:48)
G Jeffries	Manager Infrastructure and Projects (11:49 – 12:08)

**APOLOGIES & LEAVE OF ABSENCE**

G Richardson	Manager Community Services
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The Mayor officially opened the meeting at 11:14

**CONFIRMATION OF PREVIOUS MINUTES**

**8-02/16**

*Moved Cr F O'Keefe Seconded Cr V Ned that the Minutes of the Special Meeting of Council held on Wednesday 16<sup>th</sup> December 2015, be confirmed as a true and correct record of that meeting.*

**CARRIED (4/0)**

**9-02/16**

*Moved Cr V Ned Seconded Cr F O'Keefe that the Minutes of the previous Meeting of Council held on Thursday 21<sup>st</sup> January 2016, be confirmed as a true and correct record of that meeting.*

**CARRIED (4/0)**

**10-02/16**

*Moved Cr J Ned Seconded Cr T Douglas that the Minutes of the Special Meeting of Council held on Friday 29<sup>th</sup> January 2016, be confirmed as a true and correct record of that meeting.*

**CARRIED (4/0)**

**DISCLOSURE OF MATERIAL PERSONAL INTEREST AND CONFLICT OF INTEREST**

Nil

**ELECTED MEMBERS REPORTS**

Nil

**PRESENTATIONS**

Nil

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**CHIEF EXECUTIVE OFFICER'S REPORT**

**7.1 Traditional Language Name – Doomadgee State Government Services Hub**

<b>LOCATION/ADDRESS:</b>	267 Gunthadoo Street
<b>APPLICANT:</b>	Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP)
<b>FILE NUMBER:</b>	
<b>AUTHOR:</b>	Acting Chief Executive Officer
<b>CONTRIBUTOR(S):</b>	Deputy Chief Executive Officer
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	2 <sup>nd</sup> February 2016

**PURPOSE**

Approval of the proposed Traditional Language name for the Doomadgee State Government Services Hub located at 267 Gunthadoo Street Doomadgee.

**RECOMMENDATION**

That Council authorise the nomenclature process, recognising 267 Gunthadoo Street Doomadgee (Doomadgee State Government Services Hub) with the Traditional Language name of Gamburinjutha and offer facilitation assistance with regard the official opening of this facility in due course.

**BACKGROUND**

Towards the end of last year, discussions were held regarding the possibility of having a language name for the State Government Service Hub.

Representatives from the Department of Aboriginal and Torres Strait Islander Partnerships were advised to speak to some Elders in the community and let them decide what the name should be. This was completed and information back to CEO on 20 October 2015 (refer email below).

*Hello Rod,*

*I wish to advise Council that after speaking with Mayor O'Keefe last week, I met with two of the traditional elders Aunty Eva and Aunty Inez. Aunty Eva mentioned that Aunty Clara was not well so I spoke with these two aunties.*

*The language name Aunty Eva has given for the Qld Government Service Hub building is Gamburinjutha which means – "to talk together".*

*Aunty Eva pronounces it like GUM – BUR - INN – JAH but I will get the phonetic.*

*Can you advise if I need to do anything else protocol wise around this?*

*Thanks*

*Christine Watson | Senior Project Officer*

**COMMENT**

DATSIP would like to schedule an official opening of the building, in-line with the first visit of the Government Champion for this year, which is likely to occur in early/mid-April following finalisation of the 2016 Local Government Elections.

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<b>CONSULTATION</b>	Nil
<b>LEGISLATIVE ENVIRONMENT</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
<b>STRATEGIC ASSOCIATION / ALIGNMENT TO CORPORATE PLAN</b>	Not applicable
<b>RISK ASSESSMENT</b>	Not applicable
<b>FINANCIAL IMPACT</b>	Not applicable
<b>ASSET MANAGEMENT &amp; SUSTAINABILITY IMPACT</b>	Not applicable
<b>POLICY ASSOCIATION</b>	Not applicable
<b>CULTURAL CONSIDERATIONS</b>	Not applicable

**11-02/16**

***Moved Cr F O'Keefe Seconded Cr T Douglas that Council authorise the nomenclature process, recognising 267 Gunthadoo Street Doomadgee (Doomadgee State Government Services Hub) with the Traditional Language name of Gamburinjutha and offer facilitation assistance with regard the official opening of this facility in due course.***

**CARRIED (4/0)**

**7.2 Adoption of 2015/2016 Operations Plan**

<b>LOCATION/ADDRESS:</b>	Not Applicable
<b>APPLICANT:</b>	Not Applicable
<b>FILE NUMBER:</b>	
<b>AUTHOR:</b>	Acting Chief Executive Officer
<b>CONTRIBUTOR(S):</b>	Not applicable
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	2 <sup>nd</sup> February 2016

**PURPOSE**

Endorsement of the 2015/2016 Operations Plan (as attached)

**RECOMMENDATION**

That Council endorse the 2015/2016 Operations Plan for Doomadgee Aboriginal Shire Council, as presented.

**BACKGROUND**

Council is required to have regard for and adopt an annual Operations Plan, and Council is presented with the plan for 2015/2016 which will form the basis of the 2016/2017 Operations Plan which will act as an informing instrument to the 2016/2017 Annual Budget process.

**COMMENT**

Not applicable

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<b>CONSULTATION</b>	Nil
<b>LEGISLATIVE ENVIRONMENT</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
<b>STRATEGIC ASSOCIATION / ALIGNMENT TO CORPORATE PLAN</b>	This plan provides Strategic Direction to Council
<b>RISK ASSESSMENT</b>	Not applicable
<b>FINANCIAL IMPACT</b>	Not applicable
<b>ASSET MANAGEMENT &amp; SUSTAINABILITY IMPACT</b>	Not applicable
<b>POLICY ASSOCIATION</b>	Not applicable
<b>CULTURAL CONSIDERATIONS</b>	Not applicable

*12-02/16*

*Moved Cr F O’Keefe Seconded Cr J Ned that Council endorse the 2015/2016 Operations Plan for Doomadgee Aboriginal Shire Council, as presented.*

**CARRIED (4/0)**

**DEPUTY CHIEF EXECUTIVE OFFICER’S REPORT**

**8.1 Asset Management (Progress Update)**

<b>LOCATION/ADDRESS:</b>	Not Applicable
<b>APPLICANT:</b>	Not Applicable
<b>FILE NUMBER:</b>	
<b>AUTHOR:</b>	Deputy Chief Executive Officer
<b>CONTRIBUTOR(S):</b>	Not applicable
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	15 <sup>th</sup> February 2016

**PURPOSE**

Provision of an update on the Asset Management revaluation process

**RECOMMENDATION**

That Council acknowledge the update provided by the Deputy Chief Executive Officer and support the Deputy CEO and Cr V Ned as Council’s Asset Management Steering Committee representatives in facilitating and attending the next Quarterly meeting to be held early March 2016.

**BACKGROUND**

Council commenced the process of rationalising the Asset Management arrangements within Doomadgee Aboriginal Shire Council, and has already adopted an Asset Management Strategy and Asset Management Policy.

**COMMENT**

As a continuation of this process, Council held the inaugural meeting of the Asset Management Steering Committee and following this meeting, Council nominated Cr Vernon Ned during a Special Meeting held in December 2015 (verbal nomination).

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Local Government Infrastructure Services, on behalf of Council, have commenced a Request For Quote (RFQ) process from prospective valuation companies to provide a complete revaluation of Council's assets at the same time as utilising a restructured componentisation structure to enable much clearer reporting and recording of asset movements.

This work will assist in the long-term planning framework, providing Council with an informing strategy moving forward.

The next Steering Committee meeting will be held during early March 2016, at which time a final appointment of a valuation firm will be recommended by that group to enable engagement by Council.

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<b>CONSULTATION</b>	Nil
<b>LEGISLATIVE ENVIRONMENT</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
<b>STRATEGIC ASSOCIATION / ALIGNMENT TO CORPORATE PLAN</b>	Not applicable
<b>RISK ASSESSMENT</b>	Not applicable
<b>FINANCIAL IMPACT</b>	Subject to estimates, an adjusted allocation may be required to be considered during the March 2015 Budget Review
<b>ASSET MANAGEMENT &amp; SUSTAINABILITY IMPACT</b>	Completely supports this initiative
<b>POLICY ASSOCIATION</b>	Asset Management Policy
<b>CULTURAL CONSIDERATIONS</b>	Not applicable

**13-02/16**

***Moved Cr F O'Keefe Seconded Cr V Ned that Council acknowledge the update provided by the Deputy Chief Executive Officer and support the Deputy CEO and Cr V Ned as Council's Asset Management Steering Committee representatives in facilitating and attending the next Quarterly meeting to be held early March 2016.***

**CARRIED (4/0)**

**8.2 IT Vision Accounting System – Deployment Update**

<b>LOCATION/ADDRESS:</b>	Cairns Annexe
<b>APPLICANT:</b>	Not Applicable
<b>FILE NUMBER:</b>	
<b>AUTHOR:</b>	Deputy Chief Executive Officer
<b>CONTRIBUTOR(S):</b>	Not applicable
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	15 <sup>th</sup> February 2016

**PURPOSE**

Provision on an update on the successful progress of Council's IT and Accounting Development Upgrade project

**RECOMMENDATION**

That Council acknowledge the progress to-date, acknowledging a scheduled go-live handover, Thursday 24 March 2016.

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**BACKGROUND**

The deployment of IT Infrastructure commenced late last year and was finalised either side of Christmas 2015 with the Cairns server coming online during the first week of January 2016.

**COMMENT**

Stage-one deployment occurred during the week of 1 February 2016 to 5 February 2016 with stage-two (the final stage) scheduled to occur start Monday 14 March 2016 and conclude with a go-live functioning system from 24 March 2016.

A post-implementation training session be held in Doomadgee to ensure local users (generally enquiry, reporting and limited transactions) are familiar with the system and can maximise the usefulness of this solution.

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<b>CONSULTATION</b>	Nil
<b>LEGISLATIVE ENVIRONMENT</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
<b>STRATEGIC ASSOCIATION / ALIGNMENT TO CORPORATE PLAN</b>	Not applicable
<b>RISK ASSESSMENT</b>	Not applicable
<b>FINANCIAL IMPACT</b>	Not applicable
<b>ASSET MANAGEMENT &amp; SUSTAINABILITY IMPACT</b>	Not applicable
<b>POLICY ASSOCIATION</b>	Not applicable
<b>CULTURAL CONSIDERATIONS</b>	Not applicable

**14-02/16**

*Moved Cr F O'Keefe Seconded Cr T Douglas that Council acknowledge the progress to-date, acknowledging a scheduled go-live handover, Thursday 24 March 2016.*

**CARRIED (4/0)**

**CHIEF FINANCIAL OFFICER'S REPORT**

The Deputy Chief Executive Officer left the meeting at 11:23 and returned at 11:24.

The Chief Financial Officer entered the meeting at 11:24

**9.1 Monthly Report (Chief Financial Officer) – January 2016**

<b>LOCATION/ADDRESS:</b>	Not applicable
<b>APPLICANT:</b>	Not applicable
<b>FILE NUMBER:</b>	5103
<b>AUTHOR:</b>	Chief Financial Officer
<b>CONTRIBUTOR(S):</b>	Not applicable
<b>RESPONSIBLE OFFICER:</b>	Deputy Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	7 <sup>th</sup> February 2016

**PURPOSE**

Presentation of the Monthly Financial Report to Council.

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**RECOMMENDATION**

That the Monthly Financial Reports for the month ended 31 January 2016, as presented, be received.

**BACKGROUND**

1. Financial Report
2. Cash position
3. Job summary with comparative and movement report
4. Worksheets – detail analysis with graph report
5. FAG grant
6. SGFA grant
7. Guest house
8. Revenue and expenditure detail with original
9. Revenue and expenditure summary with original
10. Balance sheet
11. Financial reporting – Statement of comprehensive income, Financial Position, Equity, and Cash Flow
12. Debtors and Creditors Aged Trial Balance
13. QTC statement – Capital Guaranteed cash fund
14. QTC statement – Sports and art precinct

**COMMENT**

Commentary is contained within the attached report

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

**15-02/16**

***Moved Cr F O'Keefe Seconded Cr T Douglas that the Monthly Financial Reports for the month ended 31 January 2016, as presented, be received.***

**CARRIED (4/0)**

The Chief Financial Officer left the meeting at 11:48 and did not return.

The Deputy Chief Executive Officer left the meeting at 11:49 and returned at 11:49

The Manager Infrastructure and Projects entered the meeting at 11:49

**MANAGER INFRASTRUCTURE AND PROJECTS REPORT**

**11.1 Monthly Report (Infrastructure and Projects Manager) – January 2016**

<b>LOCATION/ADDRESS:</b>	Not applicable
<b>APPLICANT:</b>	Not applicable
<b>FILE NUMBER:</b>	
<b>AUTHOR:</b>	Manager Infrastructure and Projects
<b>CONTRIBUTOR(S):</b>	Not applicable
<b>RESPONSIBLE OFFICER:</b>	Deputy Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	12 <sup>th</sup> February 2016

**PURPOSE**

Presentation of the Monthly Activity report to Council.

**RECOMMENDATION**

That the Monthly Activity Report (Infrastructure and Projects) be received.

**BACKGROUND**

Not applicable

**COMMENT**

**NDRRA Works:**

All past NDRRA works have been completed and to date there has been no significant damage as a result of the recent rain events.

A representative from QRA will be in the Community to perform a data log and condition report of our roads for their records. This process is intended to expedite any future claims we may have for flood damage.

**TIDS Works:**

Woolgarang West Road:

The site survey has been completed and the design of the two concrete floodways' for this road is underway. It is expected that construction will occur in April/May. The project will be funded by a combination of TIDS and RTR schemes.

**Youth Hub:**

Construction of the Media Room has commenced and it is expected that it and the concrete driveway will be completed by the end of April.

**New Houses Building Project:**

Construction of the second five houses is back in full swing and it is hoped they will be ready for handover by mid-April.



**Workshop:**

Operations are continuing as per normal.

The Council Grader and Hino truck overhauls are complete and they have been delivered back to the Community and are in operation.

All other plant has only required minor repairs and routine servicing.

**Road Gang:**

The road gang had been busy attending to repairs of the town streets and local access roads since the Christmas shutdown. They have also been stockpiling sand & gravel for upcoming tendered works that will require deliveries of these materials.

**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, which has been quite a job since the rain.

The airport maintenance is being done on a continual basis and is also quite an effort at the moment due to the recent bout of wet weather.

**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.

Tenders for the new Terminal Upgrade have closed and negotiations are underway with the two lowest tenderers. It is intended to have a contract awarded by the end of February and subject to approval of the Minister of Local Government a special meeting will be convened to decide the outcome.

**Water and Sewerage:**

Operations are continuing as per normal.

Tenders for the Upgrade of the Water Reticulation and also for the SCADA equipment close on the 16 February 2016 and the CEO and Manager – Infrastructure & Projects will attend a meeting with the Consultant on Wednesday 17<sup>th</sup> for preliminary discussions & assessment and report the outcome to the meeting.

**Other Matters:**

1. Rodeo Ground Accommodation – This project is awaiting the power connection.
2. Town Clock – discussions are being held with a clock supplier regarding the style and design for this project. Structural design for the support structure is also being considered.

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

**16-02/16**

*Moved Cr F O'Keefe Seconded Cr J Ned that the Monthly Activity Report (Infrastructure and Projects) be received.*

**CARRIED (4/0)**

**COMMUNITY SERVICE MANAGER'S REPORT**

**12.1 Monthly Report (Community Services Manager) – January 2016**

<b>LOCATION/ADDRESS:</b>	Not applicable
<b>APPLICANT:</b>	Not applicable
<b>FILE NUMBER:</b>	
<b>AUTHOR:</b>	Manager Community Services
<b>CONTRIBUTOR(S):</b>	Not applicable
<b>RESPONSIBLE OFFICER:</b>	Deputy Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	10 <sup>th</sup> February 2016

**PURPOSE**

Presentation of the Monthly Activity report to Council.

**RECOMMENDATION**

That the Monthly Activity Report (Community Services) be received.

**BACKGROUND**

Not applicable

**COMMENT**

**Animal Pest & Environmental Control:**

Shane is fogging 2 nights each week to keep the mosquito population under control.

Increase in the number of dogs dying due to parvo virus again but no unusual for this time of the year.

Still several horses in town and I believe we are starting to get piglets back in town. I have asked Sai via the radio to remind people there is a \$30,000.00 fine for keeping a feral animal at their homes.

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**Youth Hub:**

The school holiday program finished with some good results and the working between PCYC staff and Youth Hub staff worked well in assisting each other.

Marnee Clements was employed on a casual basis to assist Ben.

Final arrangements made for the 2 way strong workshop. It has been put back a week due to them thinking they could drive in. I advised against this due to weather and river condition can change quickly and they are now going back to the original plan of flying in.

**Radio:**

Sai is back on the radio after a holiday in Fiji. He has been pushing the importance of “getting kids back to school” the message is the Doomadgee Way is “every child every day”.

**Swimming Pool:**

The community was lucky enough to have Stingray back to assist Shane with the pool over the school holidays, this was arranged through Phil Peachy - DATSIP and Qld Swim.

3 people gained their Bronzed Medallion during this time and swim lessons for infants and toddlers were held during this time.

There are issues with the pool and maintenance is going to be needed in the near future.

Phil Peachy is liaising with the school, Qld Swim & DATSIP on how best to keep the pool open after school and weekends.

**Cemetery:-**

As MyPathways are back at work the cemetery fence should be completed the signs required for the cemetery have been handed to them for installation.

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

**17-02/16**

***Moved Cr F O’Keefe Seconded Cr J Ned that the Monthly Activity Report (Community Services) be received.***

**CARRIED (4/0)**

