



DOUGLAS SHIRE COUNCIL

ORDINARY COUNCIL MEETING

MINUTES

Tuesday 31 October 2023

ENSURING EXCELLENCE IN GOVERNANCE
ACCOUNTABLE AND TRANSPARENT DECISION-MAKING
INCLUSIVE ENGAGEMENT, PLANNING AND PARTNERSHIPS
CELEBRATING OUR COMMUNITIES

DOUGLAS
SHIRE COUNCIL

Rachel Brophy
CHIEF EXECUTIVE OFFICER



**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE DOUGLAS SHIRE
COUNCIL HELD ON TUESDAY 31 OCTOBER 2023 COMMENCING AT 10:00A.M.**

Mayor Cr Kerr opened the meeting at 10:00am by welcoming everyone to the Ordinary Meeting of the Douglas Shire Council being held on 31 October 2023 at the Mossman Council Chambers.

This Ordinary Meeting of Council is being Live Streamed on Council's Website and will also be available for others to watch at a later time.

Cr Kerr acknowledged the Kuku Yalanji people who are the Traditional Custodians of the Land on which this meeting is being held and paid respect to their Elders past, present and emerging, and extended that respect to other Indigenous Australians who may be listening or watching this morning.

**DOUGLAS SHIRE COUNCIL
ORDINARY MEETING
TUESDAY 31 OCTOBER 2023
10:00 AM
ORDER OF BUSINESS**

1. Attendance & Apologies	5
1.1. PRESENT	5
1.2. APOLOGIES.....	5
1.3. OFFICERS IN ATTENDANCE	5
2. Conflict Of Interest/Material Personal Interest	5
3. Deputations.....	5
3.1. CAIRNS AND HINTERLAND HOSPITAL AND HEALTH SERVICE - LOCAL AREA NEEDS ASSESSMENT AND STRATEGIC PLAN.....	5
4. Mayoral Minutes.....	5
5. Confirmation Of Minutes Of Council Meeting	6
5.1. CONFIRM MINUTES - ORDINARY MEETING HELD 26 SEPTEMBER 2023	6
6. Officers Reports.....	6
6.1. ANNUAL REPORT 2022-2023	6
6.2. FINANCIAL REPORT SEPTEMBER 2023	6
6.3. REVISED BUDGET 2023-2024	6
6.4. 2023-2024FY REGISTER OF SOLE AND SPECIALISED SUPPLIERS - INTERIM UPDATE.....	7
6.5. 2024 001 REGISTER OF PRE QUALIFIED SUPPLIERS FOR WET AND DRY PLANT AND EQUIPMENT HIRE	7
6.6. CONTRACT 2024-032 DAINTREE FERRY DAVIT MODIFICATIONS AWARD ...	8

6.7.	CONTRACT: 2024-021 ENGINEERING SCADA CONTROL SYSTEM SUPPORT	8
6.8.	TOURISM PORT DOUGLAS DAINTREE – ONE YEAR EXTENSION OF RESOURCE AND PERFORMANCE	9
6.9.	FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023.....	9
6.10.	REPORT FROM THE CHIEF EXECUTIVE OFFICER FOR PERIOD JULY TO SEPTEMBER 2023.....	9
6.11.	OPERATIONAL PLAN PROGRESS REPORT FOR JULY TO SEPTEMBER 2023	9
6.12.	CAPITAL WORKS PROGRESS REPORT FOR JULY TO SEPTEMBER 2023	9
6.13.	DAINTREE COAST COMMUNITY SHED INC - TENURE PART OF 69 TEA TREE ROAD DIWAN (LOT 45 RP739764)	10
6.14.	RADF ROUND ONE 2023-24 FUNDING RECOMMENDATIONS	10
7.	Notices Of Motion	10
8.	Urgent Business.....	10
9.	Petitions.....	11
10.	Meeting Closure	11

1. ATTENDANCE & APOLOGIES

1.1. PRESENT

Cr Michael Kerr (Mayor), Cr Lisa Scomazzon (Deputy Mayor), Cr Peter McKeown, Cr Abigail Noli, Cr Roy Zammataro.

1.2. APOLOGIES

There were no apologies.

1.3. OFFICERS IN ATTENDANCE

Rachel Brophy (Chief Executive Officer), Lisa Golding (Manager People and Community Services), Tara Killeen (Chief Financial Officer), Paul Hoye (Manager Environment and Planning), Peter White (Acting Manager Water and Wastewater), Scott Hahne (Manager Project Office), Pieter Kleinhans (Acting Manager Infrastructure), Alexandra Earl (Community Development Officer), Colin Chalmers (Team Leader Asset Management), Katie Wilkinson (Senior Asset Accountant), Sean O'Connor (Procurement Coordinator), Helen Coulthard (Property Officer), Jessa Lloyd (Arts and Culture Officer), Natalie Crimmins (Senior Governance Officer), Kelly Dean (Mayor/Councillor Support Officer), Marcus Wilson (Senior Media and Communications Officer), Tarren Woodhams (Digital Communications Officer).

2. CONFLICT OF INTEREST/MATERIAL PERSONAL INTEREST

Nil

3. DEPUTATIONS

3.1. CAIRNS AND HINTERLAND HOSPITAL AND HEALTH SERVICE - LOCAL AREA NEEDS ASSESSMENT AND STRATEGIC PLAN

Cairns and Hinterland Hospital and Health Service (CHHHS) presented the Local Area Needs Assessment (LANA) that was completed in 2022.

The LANA was completed in partnership with community, health professionals and service providers across the region. From the Douglas Shire, 19 community members participated in the facilitated LANA sessions.

Additionally, CHHHS has released their latest Strategic Plan 2023-2027.

Cr Kerr thanked CHHHS representatives for the presentation to Council.

4. MAYORAL MINUTES

Nil

5. CONFIRMATION OF MINUTES OF COUNCIL MEETING

5.1. CONFIRM MINUTES - ORDINARY MEETING HELD 26 SEPTEMBER 2023

Moved

Seconded

That the Minutes of the Ordinary Meeting held Tuesday 26 September 2023 be confirmed.

Item 5.1 did not receive a Mover, therefore the Minutes of the Ordinary Meeting held on 26 September 2023 were not tabled for confirmation.

6. OFFICERS REPORTS

6.1. ANNUAL REPORT 2022-2023

Moved Cr Noli

Seconded Cr McKeown

That Council:

- 1. Pursuant to s 182 of the Local Government Regulation 2012, adopts the 2022-2023 Annual Report.*
- 2. Delegates authority under s 257 of the Local Government Act 2009 to the Chief Executive Officer to approve administrative changes, finalise and publish the 2022-2023 Annual Report.*

Carried Unanimously

6.2. FINANCIAL REPORT SEPTEMBER 2023

Moved Cr Scomazzon

Seconded Cr Noli

That Council notes the Statement of Comprehensive Income for September 2023.

Carried Unanimously

6.3. REVISED BUDGET 2023-2024

Moved Cr Scomazzon

Seconded Cr Zammataro

In accordance with s 169 and 170 of the Local Government Regulation 2012, Council adopts the Revised Budget for the financial year 2023-2024 and the Long-Term Financial Forecast for the financial years 2023-2024 to 2032-2033 as contained in the document titled 2023/2024 Revised Annual Budget and set out in the pages contained therein:

- 1. Budgeted Statement of Income and Expenditure*
- 2. Budgeted Statement of Financial Position*
- 3. Budgeted Statement of Cash Flow*

4. *Budgeted Statement of Changes in Equity*
5. *Long Term Financial Forecast*
6. *Measures of Financial Sustainability*
7. *Budgeted sources and application of Capital Funding*
8. *Budgeted movement in Reserves*
9. *Budgeted Rates and Utilities Charges*
10. *Total Value of change in the rates and charges expressed as a percentage*
11. *Capital Works Program*
12. *The Revenue Policy (adopted by Council resolution on 28 March 2023), as tabled*
13. *The Revenue Statement (adopted by Council resolution on 11 July 2023), as tabled.*

Carried Unanimously

6.4. 2023-2024FY REGISTER OF SOLE AND SPECIALISED SUPPLIERS - INTERIM UPDATE

Moved Cr McKeown

Seconded Cr Kerr

That Council resolves to:

1. *Approve the additional proposed suppliers attached as nominated Sole Source and Specialised Suppliers under s 235 (a) and (b) if the Local Government Regulation 2012 for the supply of equipment and services, for the remainder of the current 2023-2024 financial year.*
2. *Delegates authority under s 257 of the Local Government Act 2009 to the Chief Executive Officer to enter into contracts, negotiate, finalise and execute any and all matters associated with or in relation to Sole and Specialised Suppliers subject to Council's normal procurement policies and procedures.*

Moved Cr Zammataro

Seconded Cr Noli

That Item 6.4 "2023-2024FY Register of Sole and Specialised Suppliers – Interim Update" be deferred to enable further discussion at a Councillor Workshop.

Carried Unanimously

6.5. 2024 001 REGISTER OF PRE QUALIFIED SUPPLIERS FOR WET AND DRY PLANT AND EQUIPMENT HIRE

Moved Cr Scomazzon

Seconded Cr Noli

That Council resolves to:

1. *Award contract 2024-001 Register of Pre-Qualified Suppliers (RoPS): Wet and Dry Plant and Equipment Hire, and appoints the list of suppliers provided, with an initial term of two years commencing on 1 December 2023, with a further two (2) x twelve-month option periods at Council's discretion; and*

2. *Delegates authority under s 257 of the Local Government Act 2009 to the Chief Executive Officer to enter into contracts, negotiate, finalise and execute any and all matters associated with or in relation to this contract/arrangement.*

Carried Unanimously

6.6. CONTRACT 2024-032 DAINTREE FERRY DAVIT MODIFICATIONS AWARD

Moved Cr Scomazzon

Seconded Cr Kerr

That Council:

1. *Resolves to award Contract 2024-032 – Daintree Ferry Davit Modifications to Dawsons Engineering (NQ) Pty Ltd [ABN 46 05 13 53 961] for \$314,118.00 (GST exclusive).*
2. *Delegates authority under s 257 of the Local Government Act 2009 to the Chief Executive Officer to negotiate, finalise and execute any and all matters in relation to this contract.*

For Cr Kerr, Cr Zammataro, Cr Noli, Cr McKeown

Against Cr Scomazzon

Carried

6.7. CONTRACT: 2024-021 ENGINEERING SCADA CONTROL SYSTEM SUPPORT

Moved Cr Noli

Seconded Cr McKeown

That Council:

1. *Resolves to award Contract 2024-021 Engineering SCADA Control System Support to Welcon Technologies Pty Ltd (ABN 86 082 136 187) for a contract period of two years with an option to renew for two further one-year periods.*
2. *Delegates authority under s 257 of the Local Government Act 2009 to the Chief Executive Officer to negotiate, finalise and execute any and all matters in relation to this contract.*

For Cr Kerr, Cr Zammataro, Cr Noli, Cr McKeown

Against Cr Scomazzon

Carried

6.8. TOURISM PORT DOUGLAS DAINTREE – ONE YEAR EXTENSION OF RESOURCE AND PERFORMANCE

Moved Cr Noli

Seconded Cr McKeown

Council agrees to a 1-year extension of the current Resource and Performance Agreement with Tourism Port Douglas Daintree at the current year's funding commitment of \$500,000 (ex GST).

Carried Unanimously

6.9. FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023

Moved Cr Kerr

Seconded Cr McKeown

That Council adopts the Financial Statements for the Year Ended 30 June 2023.

Carried Unanimously

6.10. REPORT FROM THE CHIEF EXECUTIVE OFFICER FOR PERIOD JULY TO SEPTEMBER 2023

Moved Cr Noli

Seconded Cr McKeown

That Council notes the Report from the Chief Executive Officer for the period July to September 2023.

Carried Unanimously

6.11. OPERATIONAL PLAN PROGRESS REPORT FOR JULY TO SEPTEMBER 2023

Moved Cr McKeown

Seconded Cr Zammataro

That Council notes the progress of the implementation of the Operational Plan 2023-2024.

Carried Unanimously

6.12. CAPITAL WORKS PROGRESS REPORT FOR JULY TO SEPTEMBER 2023

Moved Cr Scomazzon

Seconded Cr Noli

That Council receives and notes the progress of the Capital Works Program for the period July to September 2023.

Carried Unanimously

6.13. DAINTREE COAST COMMUNITY SHED INC - TENURE PART OF 69 TEA TREE ROAD DIWAN (LOT 45 RP739764)

Moved Cr Scomazzon

Seconded Cr McKeown

That Council:

1. *Offers a freehold lease to Daintree Coast Community Shed Inc over part of 69 Tea Tree Road Diwan, formally described as Lot 45 on RP739764, for the purpose of a Community Shed with:*
 - a. *the location and dimensions to be as generally indicated in Attachment One (Daintree Coast Community Shed Inc Drawings 1 to 3), and subject to a Cadastral Survey Plan being prepared;*
 - b. *a term of ten (10) years from a date to be determined;*
 - c. *rental of \$132.00 (including GST) per annum, indexed annually on the anniversary of the commencement date in accordance with the Brisbane All Groups Consumer Price Index (CPI);*
 - d. *the lessee responsible for all reasonable costs associated with the preparation and registration of the lease (including surveying);*
 - e. *Council's Standards Terms Document for Freehold Leasing, registered under dealing number 717940168.*
2. *Delegates authority to the Chief Executive Officer in accordance with s 257 of the Local Government Act 2009 to determine and finalise all matters associated with the lease.*

Carried Unanimously

6.14. RADF ROUND ONE 2023-24 FUNDING RECOMMENDATIONS

Moved Cr Noli

Seconded Cr Scomazzon

That Council:

1. *Ratifies the RADF Committee funding recommendations for six applications totalling \$29,900 (exc.GST) in funding detailed in Table 3;*
2. *Ratifies the funding for three applications totalling \$14,950 detailed in Table 4;*
3. *Ratifies the RADF Advisory Committee recommendation for amendments to RADF Projects carried over from 2021-22 round detailed in Table 5.*

Carried Unanimously

7. NOTICES OF MOTION

Nil

8. URGENT BUSINESS

Nil

9. PETITIONS

Nil

10. MEETING CLOSURE

The meeting closed at 11:09am

CONFIRMED THIS DAY OF 2023.

.....
MAYOR/CHAIR