



AGENDA
ORDINARY COUNCIL MEETING
15th June 2017 – 9:00 AM

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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

Deputations

Geoff Darrach	Savanah Bakery and Butchery
Guy Douglas & Students	Doomadgee State School
Cheryl Taylor-White	Capacity and Capability Officer Remote Youth Justice



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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 18th May 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 15th June 2017.



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1.3 CONFIRMATION OF MINUTES

Summary

Minutes of the 18th May 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 18th May 2017 be taken as read and signed as correct.

Attachments

1.3.1 18/05/2017 Ordinary Council Unconfirmed Minutes



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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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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

Deputations

- | | |
|-----------------------------------|--|
|) (9:15am) Geoff Darrach | Savanah Bakery and Butchery |
|) (9:30am) Guy Douglas & Students | Doomadgee State School |
|) Cheryl Taylor-White | Capacity and Capability Officer Remote Youth Justice |



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2. REPORTS

2.01 CHIEF EXECUTIVE OFFICER

Agenda Reference:	2.01.01
Title:	Letter from Doomadgee State School Student Representative Council
Author:	Lothar Siebert, Chief Executive Officer

Summary

Council has received a letter from the Doomadgee State School Student Representative in regards to the problems that are faced by students of the ongoing presence of dogs at the school.

Background

Nil

Comment

Students would like to meet with the Elected Members to discuss these issues.

Statutory Environment

Not applicable

Policy Implications

Not applicable

Strategic Implications

Not applicable

Voting Requirements

Not applicable

Recommendation:

That Council acknowledge the letter written by the Student Representative and invite the students and Teaching Representative to meet with the Elected Members to discuss the issues that they are facing.

Attachments

2.01.01 Letter from Doomadgee State School Student Representatives



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ORDINARY COUNCIL MEETING

15th June 2017 – 9:00 AM

Agenda Reference:	2.01.02
Title:	Queensland Great Artesian Basin Advisory Council
Author:	Lothar Siebert, Chief Executive Officer

Summary

QGABAC Meeting 9th May 2017

The Queensland Great Artesian Basin Advisory Council (the Council) convened in Brisbane on the 11th and 12th May 2017. The Council continues to provide advice to the minister for Natural Resources and Mines and Minister for State Development, the Hon Dr Anthony Lynham, of the view of the industry, communities and other stakeholders concerning the management of the groundwater resources of the Great Artesian basin (GAB) in Queensland.

More information on the Queensland Government's Management of the Great Artesian Basin is available at <http://www.dnrm.qld.gov.au/water/catchments-planning/catchments/great-artesian-basin>

After the QGABAC meeting concluded on the 9th May 2017, members noted and welcomed that, on 12th May, the Deputy Prime Minister announced that the Commonwealth Government will provide \$8 million for water infrastructure upgrades across the Great Artesian Basin for two years.

The next Council meeting will be held on 18th and 19th September 2017.

Statutory Environment

Not applicable

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Goal 7 – Environmental Protection

Voting Requirements

N/A

Recommendation:

For Council Information

Attachments

2.01.02 QGABAC Meeting Information



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ORDINARY COUNCIL MEETING

15th June 2017 – 9:00 AM

Agenda Reference:	2.01.03
Title:	National Disability Insurance Agency - NDIA
Author:	Lothar Siebert, Chief Executive Officer

Summary

The National Disability Insurance Agency is seeking office accommodation in Doomadgee.

In Doomadgee, the NDIA employs a Local Area Coordinator. Their main role is to:

-) Assist people with disability, their families and carers to build and pursue their goals for a good life, exercise choice and control and engage with the Scheme; and
-) Ensure that people with disability can be supported outside the Scheme by working with communities and mainstream services to build awareness and to become inclusive of the range of needs and aspirations of people with disability.

They will deliver this service to your local community by conducting home visits, over the phone and face to face appointments. These appointments can be conducted in alternative premises if this is not something available in Council's premises.

Background

The NDIA is an independent corporate entity operating a national scheme with funding and governance shared among the federal, state and territory governments. The National Disability Insurance Scheme (NDIS) delivered by the NDIA, is the new way of providing support for Australians with disability, their families and carers. The NDIS will provide about 460,000 Australians under the age of 65 with a permanent and significant disability with the reasonable and necessary supports they need to live an ordinary life.

Comment

NDIA would like the officer to commence as soon as possible. If Council can accommodate this request, NDIA is happy to negotiate the terms put forward by Council. In other regional areas, NDIA has signed a letter of Agreement to commit to paying a monthly fee to cover, electricity, cleaning and rent for a 12-month period in exchange for access to office space, with an option to extend if necessary.

Strategic Implications

Goal 1 – Financial Management

Voting Requirements

Majority

Recommendation:

That Council enter into a lease agreement with national Disability Insurance Agency and furthermore authorise the Chief Executive Officer to negotiate the terms and conditions.

Attachments

2.01.03 Email from Shelley Caines – National Disability Insurance Agency



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Agenda Reference:	2.01.04
Title:	Nursery Block
Author:	Lothar Siebert, Chief Executive Officer

Summary

My Pathway is requesting the option of extending the current Nursery to the boundary of the block it is situated on.

Background

Comment

There is scope to expand the current nursery that My pathway manages still keeping it within the survey boundaries of the allotment where it is situated.

Statutory Environment

Not applicable

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Goal 7 – Environmental Protection

Voting Requirements

Majority

Recommendation:

That Council authorise the Chief Executive Officer and the Director of Engineering to negotiate the extension of the nursery block with My Pathway

Attachments

2.01.03 Plan showing the extends of the allotment



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Agenda Reference:	2.01.05
Title:	Robbie Katter MP – Budget Priorities
Author:	Lothar Siebert, Chief Executive Officer

Summary

Over the past months Robbie Katter has been pushing for a greater share of budget spending to be allocated to Regional Queensland because he believes there are many opportunities in this region that have been overlooked.

A greater proportion of budget spending will enable the many projects with significant economic benefits to be delivered. This will not only benefit this region but the entire State.

It is vitally important, as the budget approaches, that Robbie Katter can illustrate to the Government the key projects and initiative that Doomadgee Aboriginal Shire Council is pursuing. This will ensure that projects which deliver the greatest benefit will be prioritised.

Comment

Following on from the recent conversation, Robbie Katter has requested a list of priority projects and initiatives which require funding through the upcoming 2018/2018 State Budget. Whilst we have discussed your priorities previously, it would be good to have budget requests in writing so that Robbie can ensure the strongest possible representations can be made to the Government.

Statutory Environment

Not applicable

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Goal 7 – Environmental Protection

Voting Requirements

Majority

Recommendation:

That Council acknowledge the actions of the Chief Executive Officer in advising Robbie Katter that the Doomadgee Aboriginal Shire Council High Budget Initiatives are, Local Independent GP for the Doomadgee Community, Funding for Roads, Funding for Bridges, Funding for new Town Hall, Children Detention Centre in Doomadgee, Dry Out Centre, Sports and Social Club.

Attachments

2.01.03 Letter from Robbie Katter



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Agenda Reference:	2.01.06
Title:	Queensland Country Women's
Author:	Lothar Siebert, Chief Executive Officer

Summary

Gregory Branch of the QCWA in collaboration with local service providers, recently held a Mother's Day afternoon Tea, Domestic and Family Violence Awareness & Support Event. They had 110 ladies attend the event and had a significant amount of positive feedback.

One completion of acquitting the grant, the CWA have approximately \$1000 remaining.

They have proposed an event, such as a BBQ to be held at the Men's Shed in collaboration with local service providers, guest speakers and hopefully a NRL celebrity to sign merchandise. Initial discussions have revealed a date in late July that may be the most suitable however this has not been confirmed as yet.

Comment

CWA is seeking Council's support for this event and the support and attendance of the Mayor and Councillors. They would also welcome any monetary contribution that Council feels they could make to ensure the success of this event.

Statutory Environment

Not applicable

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Goal 4 – Community – Art and Culture

Voting Requirements

Majority

Recommendation:

That Council support the Queensland Country Women's Association Event and furthermore the Mayor and Councillors will attend.

Attachments

2.01.06 Letter from CWA



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2.02 DIRECTOR OF ENGINEERING

Agenda Reference:	2.02.01
Title:	Monthly Report to Council – May 2017
Author:	Garry Jeffries – Director of Engineering

Purpose

Presentation of the Monthly Activity report to Council.

Background

Not applicable

Comment

NDRRA Works:

A claim for flood damage to Doomadgee Roads and Assets is currently being prepared and the Director of Engineering has a meeting scheduled with the Queensland Reconstruction Authority in Brisbane on 5 July 2017 to commence the evaluation process.

Roads to Recovery and TIDS Works:

Woollogarang West Road:

The preliminary design of two floodway's is almost complete and it is hoped the drawings will be available to table at the meeting.

Once the next round on TIDS funding is open, work will re-commence on another 2.5km of bitumen sealing of this road.

New Houses Building Project:

Other than a couple of minor cosmetic changes the final construction drawings have been accepted and negotiations are underway with Building Staff to commence construct.

Council has also received a letter of acceptance for its tender for a further seven houses and the construction of these dwellings will flow on from the first five houses.

Workshop:

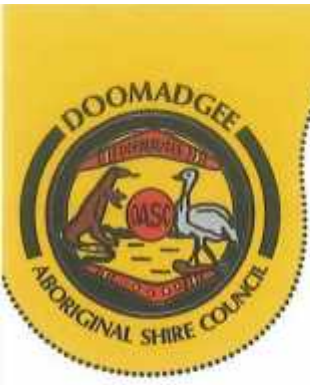
Operations are continuing as per normal.

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 has primarily been involved with the preparation of the new workshop site as well as some road maintenance around town.



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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.

A number of new mowers and brush cutters have been delivered to assist the crews with these duties.

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 has now been in operation for almost two months and an official opening needs to be planned.

Water and Sewerage:

Operations are continuing as per normal.

The SCADA upgrade works is now complete and a few mechanical “bugs” that became evident with some of the older equipment have now been resolved.

Representatives for the Depart of Energy & Water Supply attended Doomadgee to inspect and report on the operation of the Water Treatment Plant. A copy of their report will be tabled for discussion.

Rodeo Ground Upgrade & Cultural Centre

MMG and Aussie Wide Constructions are working as planned at the Rodeo Grounds and Council staff have been providing some assistance as required.

New Regional Waste Facility

The preliminary design is well underway and a draft report has been presented for the closure of the existing facilities. The will be tabled for Council’s information.

Workshop Redevelopment

Preparation of the site for the New Workshop is well under way; with stockpiling and placement of sand and gravel for the hardstand over the site continuing.

The final preparation and certification of the construction drawings is being done by AECOM and it is expected to have these ready to start construction within two weeks.

Building Our Regions Funding Projects.

The assessment of the detailed applications is nearing completion and it is expected that the outcome should be known with two weeks. The four projects that are the subject of these applications are: -

-) Nicholson River Weir Outlook BBQ Shelters;
-) Water Park;
-) Airport Carpark; and
-) Footpaths & Cycleways.

Statutory Environment

Local Government Act 2009



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Policy Implications

Statutory Process

Strategic Implications

Goal 9 – Infrastructure – Development, Maintenance and Replacement

Goal 11 – Planning and Development

Voting Requirements

N/A

Recommendation:

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

Attachments

Nil



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2.03 DIRECTOR OF CORPORATE SERVICES

Agenda Reference:	2.03.01
Title:	Monthly Report to Council
Author:	Richard Kelly – Director of Corporate Services

Internal Audit

A timetable is attached, scheduling our program through until 30 June 2017.

Information Technology

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

Tenders have now closed for our ongoing support contract which expires on 30 June. There were four interested parties who requested tender specifications. As only one conforming tender response has been received (from our existing provider, Data Central Pty Ltd and is attached), **it is recommended that DASC renew their contract for an additional three years, with a further two-year option.**

Insurance

Insurance claims currently pending include:

-) Server failure in Cairns Office (awaiting final costs and report from Assessor)
-) Damage caused by vandalism to Council mobile equipment in Workshop yard (awaiting status report on repairs and final cost).
-) Airport vandalism – awaiting final costs to be submitted.

We are currently receiving / reviewing renewal advices from our Brokers for the 2017/18 Financial Year.

Leases / Licence Agreements

-) A review of all Council Managed Leases and Licences is continuing, with the assistance of our Finance our Legal teams.
-) The Memorandum of Understanding (MOU) for the Doomadgee Men's Shed is still deferred, pending further advice. A separate lease is being negotiated for Office 2 at 15 Sharpe Street.
-) Warrgoobulginda Aboriginal Corporation, represented by Eleanor Logan, have been requested to attend this meeting, to discuss leasing and service charges arrangements regarding the Women's Shelter and Day Care Centre. I have received financial statements relating to their operation, and attach for your perusal. Current out standings on service charges amount to approximately 70k. There is no lease in place at present.
-) Australia Post have been approached about transferring their Agency agreement to a third party, and discussions are currently underway with CEQ Enterprises (the operators of the Doomadgee Retail Store) to facilitate this. Australia Post have no major issues with this proposal, and are prepared to negotiate with CEQ in due course.
-) Centrelink have provided an offer to renew our Agency Agreement in Doomadgee, which is currently being reviewed to ensure it not only meets the needs of our Community, but also is cost effective for DASC.



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Annual Report

The Annual Report will be made available as soon as possible after the completion of the Audited Financial Statements (AFS). At the time of writing, the Financials are still with the QAO.

Bellette Branding have been engaged to assist with the design and layout of this year's Annual Report, which is now complete (minus the AFS at this stage), and is provided for your perusal.

Finance

-) The Monthly Financial Report is attached for Council consideration.
-) External Audit is still to be completed – awaiting QAO advice.
-) 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 before he leaves.
-) I am reviewing all staff positions in Cairns, with a view to improving performance and outcomes in this area. Len Boyling will be Acting Finance Manager until 30 June 2017. A recruitment process is underway to select a suitable replacement, with a start date on or before 30 June 2017.
-) The 2017-18 budget preparation is now underway, with a workshop held in Cairns during the week ending Friday 5 May, involving the Deputy Mayor and senior staff, assisting the finance team. Follow up workshops will be held over the next few weeks.
-) A Schedule of Fees and Charges for the 2017/18 financial year is yet to approved by Council, and will form part of the budget process. This will be given priority so that we can issue rate notices as soon as possible.
-) A write off of Bad Debts is provided for Council approval (Closed Session)
-) A Workplace Health and Safety submission from ABW Compliance Consultants is also attached for Council's consideration. The aim is to provide Council staff with assistance in the development, implementation and the on-going management of WH&S systems and processes.

Statutory Environment

Local Government Act 2009

Policy Implications

Statutory Process

Strategic Implications

Goal 1 – Financial Management

Goal 2 – Administration and Corporate Services

Voting Requirements

Majority

Recommendation:

That the receive the Cash Position - Operations Report for May 2017 by income as presented.



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Recommendation:

That the receive the Monthly Financial Report for May 2017 as presented.

Recommendation:

That the report for Corporate Services as provided be noted and received.

Attachments:

- 2.03.01A – Annual Internal Audit Plan
- 2.03.01B – Doomadgee IT Report May 2017
- 2.03.01C – ABW Compliance Consultants Proposal - Tabled
- 2.03.01D – May 2017 Cash Position
- 2.03.01E – May 2017 Monthly Financial Report

CONFIDENTIAL



**Annual Internal Audit Plan
for FY2017**

Doomadgee Aboriginal Shire Council

April 2017





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1. Background

The Internal Audit function represents an integral part of Doomadgee Aboriginal Shire Council's governance framework. It provides the organisation's stakeholders with a level of assurance that business processes are operating appropriately and effectively in accordance with organisational and legislative requirements.

The Internal Audit function examines, assesses and evaluates the operational and financial control measures the organisation has adopted, or plans to adopt, to manage the risks to achieving Council's objectives.

Council has an Internal Audit Policy supporting the creation of an Internal Audit function. In accordance with Section 207 Internal Audit of the Local Government Regulation 2012 (LGR2012), Council's is to:

- 1.1 Undertake an internal audit each financial year;
- 1.2 Prepare an internal audit plan after evaluating operational risks and relevant accounting document;
- 1.3 Implement an internal audit plan;
- 1.4 Monitor its implementation of the internal audit plan;
- 1.5 Prepare and present an internal audit progress report;
- 1.6 Assess compliance with the internal audit plan; and
- 1.7 Twice per financial year, prepare a summary of Internal Audit recommendations and the actions taken by management, if any, in response to the recommendations and a summary of any actions that have not been taken.

2. Purpose and coverage – Internal Audit Plan Development

The purpose of Council's Internal Audit function is to objectively evaluate the organisation's business processes, work practices and systems of internal control to report opportunities for improvement and to recommend enhancements to improve effectiveness and control.

Internal Audit will operate across all levels of the organisation, with the aim of developing practical recommendations to improve the adequacy and effectiveness of Council activities, operations and procedures.

The Internal Audit function reports to the Chief Executive Officer and the Council's Audit Committee (where there is one). This Annual Internal Audit Plan has been developed to be compliant with the professional standards of the Institute of Internal Auditors and the requirements of the LG 2012.

To ensure the internal audit activity is directed to areas of highest risk and most benefit to Council, and to work within Council's allocated budget for internal audit service, this plan has been developed to ensure the proposed projects continue to reflect the areas of greatest importance to the organisation.



3. Overview of Council's Risk Management Framework

The internal audit approach and methodology is risk based and can be linked to Council's structured risk management framework and annual risk assessment process, when fully developed. Council continues to progress with its risk management process. Internal Audit will assess the stage of risk maturity that Council has in place and tailor project reviews to examine risks and controls as required.

Internal Audit will identify opportunities to improve internal controls and business processes. Each finding is assigned a Risk Severity Rating to enable management to give priority to those items considered to be of greater risk or opportunity to the organisation. The formal Risk Severity Rating scale to be applied at Doomadgee Aboriginal Shire Council is included in each of our reports.

4. Development of the Strategic Internal Audit Plan and Annual Internal Audit Plan

This document was developed in consultation with the Chief Executive Officer and Corporate Services Manager.

This has produced a customised Annual Internal Audit Plan that reflects upon many of the organisation's key business objectives and ensures audit effort is directed to the areas where management believe opportunities for improvement can generate value-based outcomes for the organisation.

The following table represents the project that is proposed for 2017. We have included a brief overview of the project scope and the link to the potential risk areas impacting Council. Each project will culminate in the distribution of a report or other relevant outcomes to the CEO and/or the Corporate Services Manager.

4.1 Proposed Internal Audit Project FY2017

Year 1	Project	Department	Overview of project scope	Potential Risks	Est. Days	Est. Dates
1	Fraud & Ethical Conduct Review (including Fraud Risk Assessment)	<u>Organisation wide</u>	<p>Fraud and corruption control has received renewed focus from the Auditor-General recently. The Fraud Management in Local Government Report was critical of the awareness, effectiveness and responsiveness of Councils in implementing fraud prevention and detection strategies to manage fraud risk. Management supported the inclusion of this project in order to advance the fraud risk and control environment at Council.</p> <p>The Internal Audit project is expected to encompass:</p> <p>Fraud & corruption control activities</p> <ul style="list-style-type: none"> Preparation of (or critique existing) Fraud & Corruption Policy and Fraud & Corruption Control Plans Development of a Fraud Risk Assessment & Register Interviews with a selection of employees to understand the fraud and ethical conduct of the <u>organisation</u>, its 'tone at the top' and fraud monitoring practices Use Fraud and Scam questionnaires developed by QAO, if appropriate 	<p>Loss due to theft/fraud</p> <p>Reputation risk</p> <p>Non-compliance risk</p> <p>Failure to achieve <u>organisational</u> objectives</p>	20	June 2017



		<p>This is intended to act as a baseline from which to advance the fraud risk and control environment at Council.</p> <p>Risk management framework</p> <p>To assist Council to progress its Risk Management requirements, this Internal Audit project will:</p> <ul style="list-style-type: none"> Review Council's Risk Management Policy and Risk Management Framework documents and provide options for Improvements (by way of proposed amendments using mark ups for management's consideration). Establish, or review and confirm Council's risk tolerance (risk appetite) having regard to the parameters for "Likelihood", "Consequence" and "Control Effectiveness" applicable at DASC. Where appropriate, and if necessary, consider the organisational objectives from Council's Corporate Plan and the risks to which the organisation may be exposed. Conduct interviews with key personnel of Council (no more than 7 interviews) to identify the strategic, operational and fraud risks that interviewees consider are relevant to Council. Use our knowledge of other Local Governments to prompt the identification of further risks to which the organisation may be exposed. Use our professional judgement to assess the Likelihood, Consequence and Control Effectiveness ratings for each risk identified, based on the risk assessment parameters in the Risk Management Policy or Framework. <p>No Internal Audit Report will be prepared for this project as the key deliverable is the Risk Registers and Policy document reviews.</p>			
2	Internal Audit Planning & Co-ordination	Internal Audit	Review and develop the Internal Audit Plan for Council for FY2017. Periodic meetings with senior management to discuss issues of concern and incorporate relevant reviews into the Internal Audit Plan. As required, meet with External Audit to discuss Internal Audit activity.	Performed: Annually	3 Ongoing to June 2017
TOTAL – INTERNAL AUDIT ACTIVITY FOR FY 2016-17					23 Days

[ENDS]



2.03.01B - Doomadgee IT Report for May 2017

GENERAL IT MATTERS

All Servers and Server equipment are online and working as required.

12 New Workstations have now been installed and are operational.

INTERNET AND COMMUNICATIONS

The Internet and VPN connections between both Doomadgee and Cairns along with all other connections have been stable for some months with no reported outages.

4 New Lines for the Head Office Building are now in place for the New Councillors Office and the New Internet Café.

The Internet Hub Workstations have been installed and will be in operation by June 11 2017

CCTV & ALARMS

New CCTV cameras for the following sites – DOE, DOCS, Crib Room, and SES House have been installed.

8 new CCTV cameras have been installed at the PCYC building to boost security to protect the council's property.

DOOMADGEE WEBSITE AND OTHER MEDIA

Photos of all Councillors and Executive Staff are required to be taken and placed on the Doomadgee Website.

Doomadgee have their own Facebook Page; this page was setup by Data Central some months ago and is getting a lot of attention from the public with over 10,000 hits and continues to grow.

More Information and stories are needed for its continuation and promotion.

Internet Café

The new Internet Café will be commissioned by June 11 to allow community people full access to the Internet via this Café, this will allow the community to perform transactions such as money orders, banking and other services alike.

We have used refurbished computers from the main council office at no cost.



2.03:01 D

DOOMADGEE ABORIGINAL SHIRE COUNCIL
OPERATIONS REPORT BY INCOME TYPE

FOR THE PERIOD ENDING 31 MAY 2017

	NOTE	Act YTD \$	Bud YTD \$	Bud 2017 \$
Income				
Revenue				
Recurrent revenue				
Rates, levies & charges	3(a)	48,500 0	595,746	595,746
Fees & charges	3(b)	377,530 0	255,933	279,220
Rental Income	3(c)	562,943 0	974,078	1,062,650
Interest Received	3(d)	122,978 0	177,606	193,750
Sales Revenue	3(e)	406,078 0	3,864,026	5,524,745
Other revenue	3(f)	957,946 0	121,870	132,967
Grants, subsidies, contributions & donations	4(a)	4,564,178 0	2,980,370	3,307,745
		<u>7,040,153</u>	<u>8,969,629</u>	<u>11,096,823</u>
Capital revenue				
Grants, subsidies, contributions & donations	4(b)	1,505,845 0	2,427,710	2,427,710
Total Revenue		<u>8,545,998</u>	<u>11,397,339</u>	<u>13,524,533</u>
Total Income		<u>8,545,998</u>	<u>11,397,339</u>	<u>13,524,533</u>
Expenses				
Recurrent expenses				
Employee benefits	5	-3,331,338	-3,505,216	-3,829,983
Materials & services	6	-2,422,884	-5,892,153	-7,749,388
Finance costs	7	-8,869	-9,614	-10,500
Depreciation	12	-2,439,530	-2,509,595	-2,737,714
		<u>-8,202,621</u>	<u>-11,916,578</u>	<u>-14,327,585</u>
Loss on disposal of non-current assets		0	-34,500	-46,000
Net Result		<u>343,377</u>	<u>-553,739</u>	<u>-849,052</u>



2.03.01 E

**DOOMADGEE ABORIGINAL SHIRE COUNCIL
HOUSING AND LEASING SUMMARY**

YEAR	40 YEAR LEASES	HOUSING RENTAL	HOUSING EXPENDITURE	UNSPENT HOUSING
2011-12	0	942,523	280,881	661,642
2012-13	196,000	596,705	395,201	201,504
2013-14	247,177	404,175	344,812	59,363
2014-15	541,734	188,005	318,466	-130,461
2015-16	622,135	115,986	96,755	19,231
2016-17	686,482	184,241	63,202	121,039
TOTAL	2,293,528	2,431,635	1,499,317	932,318
UNSPENT HOUSING	932,318			
RE STRICTED CASH	<u>3,225,846</u>			

**DOOMADGEE ABORIGINAL SHIRE COUNCIL
NET CASH POSITION SUMMARY**

ACCOUNT	30-June-16 Unaudited	April 2017	May 2017
General A/C 4815-00091220	214,576	514,088	1,081,594
Lease A/C 4815-10397458	47,467	53,620	53,635
QTC - Sport Precinct - 22093	89,152	90,804	90,804
QTC - Investment - 22094	8,118,165	6,932,148	6,932,148
Workshop/Airport Float	100	100	310
	<u>8,469,460</u>	<u>7,590,760</u>	<u>8,158,491</u>
Less Restricted Cash			-3,225,846
Less Unspent Tied Grants			-1,779,573
NET UNRE STRICTED CASH			<u>3,153,072</u>



2.04 DIRECTOR OF COMMUNITY SERVICES

Agenda Reference:	2.04.01
Title:	Monthly Report to Council
Author:	Leonie Florence, Director of Community Services

Animal Pest & Environmental Control

Ed Butterworth along with the Animal Management team, provided veterinary services for all animals that visited Doomadgee Veterinary Clinic last week. Ed and Caitlin also visited Doomadgee State School promoting health care of pets and how it helps to improve health in the Community as many diseases that animals carry can affect people as well.

Council will receive a detailed report and feedback from his visit.

The next visit will be 4th September 2017.

Night Patrol

Barry Broe, Coordinator General, Department of State Development, has received our letter of request. The Department is considering our proposal and has confirmed that Council will be notified in due course regarding funding.

Youth Hub

The Public Health team conducted 'Quick Checks' at the Youth Hub and were pleased with the response. The pool comp/prizes and BBQ, along with use of the Youth Hub unit, all helped promote the quick and easy test. Feedback from those who participated said that they felt more comfortable at the venue.

Vicki Chong (Programme Officer) and Tom Atu from Department of the Prime Minister and Cabinet visited last Thursday to discuss the revised project description or Youth Program.

The PMC acknowledged that the Youth Hub service model is crucial to achieve youth leadership and engagement and have confirmed funding will be available to continue this service.

Asman Rory has been employed as the Senior Youth Officer at the Youth Hub. Asman is very experienced in the delivery of Youth and Family community programs.

Radio Station

The Minister has approved the funding for the Indigenous Broadcasting and Media grant for the next three years (2017-2020)

Funding Sought	Funding Approved	Capital	Project Start Date	Project End Date	Employment Full Time
\$582	\$220.152	\$50.250	1 July 2017	30 June 2020	\$169.902 GST Exclusive

This funding will be offered through a new Funding Agreement which will reflect the five new Broadcasting priorities and identify performance based outcomes. The department may approach individual organisations seeking their agreement to an early release of funding. These priorities are:



- Use of new technology to improve content and audience reach and reduce costs.
- Systematic monitoring and response to community communication needs.
- Contribution to cultural expression and maintenance.
- Contribution to community economic and social development.
- Cooperative engagement on communication of community and government priorities

Community Engagement Officer

David Escott has been engaging within the community to put forward the proposal of a Social Club. This survey is to gauge public opinion about what services can be offered through this Social Club Facility. It is hoped that all data from the survey will be collated for the July Council meeting.

Recommendation:

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

Attachments

Nil



2.05 GOVERNANCE AND GRANTS OFFICER

Agenda Reference:	2.05.01
Title:	Monthly Report to Council
Author:	Juanita Holden, Governance and Grants Officer

Summary

Proposed Workshop for Elected Members

As previously discussed, I would like to start regular workshops with the Elected Members on all aspects of Governance, in particular the roles and responsibilities of the Elected Members.

Below is a proposed schedule with topics and dates that will cover the next couple of Months:

Topic	Date	Time
Roles and Responsibilities of Elected Members	Thursday 29 th June 2017	10:00am to 12:00pm
Email and Meeting Requests	Thursday 29 th June 2017	12:00pm to 1:00pm
Council Meetings - Procedures	Thursday 13 th July 2017	10:00am to 11:00pm
Corporate Plan/Operational Plan	Thursday 13 th July 2017	11:00am to 12:00pm
Local Laws – Process	Thursday 27 th July 2017	10:00am to 12:00pm
Policies and Procedures – General Information	Thursday 10 th August 2017	10:00am to 12:00pm

As we move through the above sessions, I will have questionnaires for each elected member to complete after each session. This will help you in your roles as Elected Members and I would encourage you to let me know of any topics that you would like discussed at these sessions. It is important that you try and attend each session. I will have booklets for each member ready for each session that we will use as we go through the workshops.

As there are many Policies that are currently being reviewed for adoption, I will present the policies at each Council Meeting for Elected Members to read through and then any questions can be addressed to me before the next meeting prior to adoption. For those Policies that are more in-depth, we will work these in for Workshops.

I will be mindful of your prior commitments and can work around schedules as need to.

Recommendation:

That Council accept the schedule for future Elected Member training as discussed.

Vehicle Policy

There have been questions raised in regards to Councillors using the Council Vehicles for Personal Use. The vehicle is to be housed at the Workshop at all times unless it has been booked out for Council Business. The appropriate channels would that the Councillor contacts the Chief Executive Officer to obtain authorisation to use the vehicle for Council Business, then the Workshop Manager would be advised.

At the Ordinary Meeting of Council 20th February 2017, Council discussed the following:

One of the Landcruiser Wagons will be made available for use by the Councillors, other than the Mayor whom has a dedicated vehicle. The vehicle will be a "pool" vehicle that will be stored at the Workshop and allocated



for use for Council Business only and monitored by a booking system. The terms and conditions for the use of this vehicle will be included in the revised Vehicle Use Policy.

It was resolved – Resolution 13-02/17

Moved Cr Walden, Seconded Cr Ned that the review of the Council Vehicle Usage Policy includes the Councillor vehicle as discussed here.

Councillors need to consider what the Community Perception would be if Councillors were to be allowed to use the Councillors vehicle for private use. There would need to be strict guidelines for what the vehicle could be used for and what the associated fees if applicable would be. Council would need to consider how to approach the possibility that members of the community may ask Councillors to assist with transportation for personal use. This could be a very costly implication to council for the ongoing running costs of the vehicle and insurance of the vehicle would be another issue.

Recommendation:

That council consider all implications of Councillors using vehicle for private use as discussed and furthermore stand by the current Vehicle Usage Policy as updated in February 2017 and have a Councillor vehicle available for Council Business only.

Legislation and Compliance

Compliance with legislation can be challenging and often a complex area for Councils to navigate. State and Federal legislation and regulation changes frequently, and the consequences for councils not keeping across these changes are often serious. Governance within DASC is moving forward and is starting to clearly identify all relevant compliance demands and action required to achieve compliance. The following have been either updated or implemented:

- J Local Law Register – s31 LGA09 – Available for Public and on the Web Site
- J Record of Material Personal Interest (Councillor) - Available for Public and on the Web Site
- J Record of Conflict of Interest (Councillor) - Available for Public and on the Web Site
- J Record of Conflict of Interest & Material Personal Interest – Executive Staff
- J Council Minutes – All up to date

Councillor Register of Interest

The local government must ensure a copy of the Register of Interest of Councillors is available for inspection by the public at the office and on the Council Website. Currently only 2 Councillors have completed these interests and they have been uploaded onto the Council Website. Please see Delwyn in regards to completing these registers ASAP. It is up to Councillors to ensure that these registers are completed and up to date at all times.

Superannuation

Councillor remuneration (ATO refers to local governing bodies remuneration) is not treated for taxation purposes as ordinary wages etc. paid to an employee (PAYG), or even as payments to contractors etc. for services rendered. It is the responsibility for each elected local governing body member to declare in their tax return all remuneration received for performing the role, along with income from all other sources that they have, and to manage the taxation outcomes for all their taxable income.

It is common practice for elected members to voluntarily request that some part of their remuneration be paid to the ATO, referring to their Tax File Reference number – but this is voluntary, and is not PAYG in the true sense – it is a disciplined way of managing their cash - setting aside a reasonable part of the remuneration to be sure that any tax payable can be covered when it is due.



Because of the different ATO taxation treatment of local governing body members remuneration, the “benefits” of salary sacrifice arrangements (usually lower tax costs) are basically non-existent – there is no taxation benefit to a councillor asking the council to split the way it pays the remuneration so as to pay a percentage or fixed amount of their remuneration towards their costs of running a car, renting a property, financing a laptop or phone etc. The councillor remains responsible (tax-wise) for the whole of the remuneration.

There is a provision in the Local Government Act 2009 (S226(4)) that allows a councillor to request the council pay a percentage or fixed amount of their remuneration to a superannuation fund, but effectively that is simply splitting the way that the remuneration is paid – some to the councillor, some to the super fund.

Disposal of Vehicles

Before any asset is disposed, it is necessary to determine that it is appropriate for disposal. Once determining the estimate or carrying value of the asset, council must consider the following common criteria for determining whether assets may be suitable for disposal:

-) No longer required
-) Unserviceable or beyond economic repair
-) Technologically obsolete
-) Operationally inefficient
-) Surplus to current or immediately foreseeable needs
-) Part of an asset replacement program
-) Contains any environmentally sensitive or hazardous material

In deciding and recommending an asset for disposal, council should consider the needs of other departments, sections or units. This could take the form of a notice communicating surplus assets.

When disposing of an asset, the relevant value is that of the carrying value in Council’s Non-Current Asset Register. If a carrying value is not available for the asset, an estimation of value of the asset should be made having regard to:

-) The potential to sell the asset
-) The perceived value of the asset to a buyer
-) Its age and condition
-) Usefulness for future needs.

Assets with a Carrying Value of Greater than \$5,000 (Exc GST) - For assets with a carrying value greater than \$5,000 the disposal method is determined on a case by case basis considering:

-) Market forces and impact on return from the sale of the asset
-) The purchase price, lifecycle maintenance costs and remaining useful life to maximise where possible the return on investment of the asset
-) The strategic worth of the asset and its long-term benefit to the community
-) Community need for the asset and alternative resources
-) How the funds received from the disposal of the asset are to be allocated

The accepted means of disposal as per section 227 and section 236 of the Local Government Regulation 2012 may include, but is not limited to:

-) Public Tender
-) Public Auction
-) Can be sold in any way as long as the sale price is more than the highest bid received at a previous tender or auction. Noting in this instance the asset must have been the subject of an earlier tender/action process
-) Trade-in
-) Disposal to another government agency
-) Disposal to a community organisation



Statutory Environment

Local Government Act 2009

Policy Implications

Statutory Process

Strategic Implications

Goal 2 - Administration and Corporate Services

Voting Requirements

Majority

Recommendation:

That the report from the Governance and Grants Officer be noted and received.

Attachments

Nil



2.6 CLOSED BUSINESS

Closed Meeting Discussion Items – Section 275 Local Government Regulation 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 Councillors 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 that Act; or
- h. other business for which a public discussion would be likely to prejudice the interests 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.

Agenda Reference:	2.05.01
Title:	Request for Long Term Lease
Author:	Lothar Siebert – Chief Executive Officer

Summary

Request for long term lease over the Aged Care Facility Ngooderi House. Since taking over the management of the facility NWRH has undertaken approximately \$120,000 in repairs and maintenance work which comprised of plumbing works, fence repair, installation of solar panels, roof repair work and removal and replacement of resident's air conditioners. NWRH understands rates are required to be paid on the property but we would respectfully request Council consider approving a peppercorn lease to ease the facility operational costs.

Request for allocation and long-term lease of vacant land adjacent to Ngooderi House for the construction of 2 x 2-bedroom accommodation to house essential nursing and locum staff from Ngooderi House. The attached letter details the capital works investment for this project. NWRH understands rates are required to be paid on the property but we would respectfully request Council consider approving a peppercorn lease to ease the facility operational costs.

Recommendation: For Council discussion.



Agenda Reference:	2.05.02
Title:	Tender IT17
Author:	Richard Kelly – Director of Corporate Services

Summary

Tenders were invited for the Provision of Information Technology, Telecommunications, Website Management, Managed Services and Support.

DASC received 4 intentions to tender that requested the tender specifications. At the close of business and tender on Thursday 1st June, DASC received one conforming proposal with no further correspondence from the other 3 parties.

Recommendation:

That Council renew the contract for an additional three years, with a further two-year option.

Agenda Reference:	2.05.03
Title:	Write Offs – Sundry Debtors
Author:	Richard Kelly – Director of Corporate Services

Summary

A lengthy review has been undertaken of DASC outstanding debts. The report attached outlines a number of debts for write off.

Recommendation:

That Council write off the amount \$201,884 as presented.

Agenda Reference:	2.05.04
Title:	Sorry Business
Author:	Lothar Siebert

Summary

The Chief Executive Officer wishes to discuss Sorry Business and the current policy.

Recommendation:

That Council write off the amount \$201,884 as presented.

3 . CLOSURE OF MEETING