



AGENDA
ORDINARY COUNCIL MEETING
18th MAY 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

Appointments

Guy Douglas	Save the Children – Support for Child Health Expo 14 th June 2017
Hon Minister Coralie O'Rourke	Minister for Disability, Minister for Seniors and Minister Assisting the Premier on North Queensland
Carolyn Nicholas	Chief of Staff
Barry Broe	Coordinator General (DATSIP)
Greg Anderson	Regional Director, North Queensland (DATSIP)
Phil Peach	Manager Government Coordination (DATSIP)

Attachments

1.1 Itinerary for Ministerial and Government Champion Visit



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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 18th May 2017.



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1.3 CONFIRMATION OF MINUTES

Summary

Minutes of the 20th April 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 20th April 2017 be taken as read and signed as correct.

Attachments

1.3.1 20/04/2017 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

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:	2.01.01
Title:	Department of Aboriginal and Torres Strait Islander Partnerships
Author:	Lothar Siebert, Chief Executive Officer

Summary

Following discussions between respective Councils, the Department of Aboriginal and Torres Strait Islander Partnerships and Community Enterprise Queensland (CEQ) confirmation that Doomadgee Retail Store will transfer to the Management of CEQ on Monday 15th May 2017. During the week prior to this date, a number of CEQ staff will visit the community to assist store employees in preparing for store transfer.

Discussions regarding land and store building transfers are ongoing, and wish to confirm that decisions regarding this matter are separate to business operations and service continuity to the community.

Background

Nil

Comment

Nil

Statutory Environment

Not applicable

Policy Implications

Not applicable

Strategic Implications

Not applicable

Voting Requirements

Not applicable

Recommendation:

For Council discussion.

Attachments

2.01.01 Letter from Department of Aboriginal and Torres Strait Islander Partnerships



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Agenda Reference:	2.01.02
Title:	Queensland Police Service - Doomadgee
Author:	Lothar Siebert, Chief Executive Officer

Summary

Aaron Baxter – Senior Sergeant QPS Doomadgee is seeking a letter of authority / no objection for the use of the AVT on Council land

Background

The Mount Isa District has purchased an ATV for operational purposes. The AVT may be deployed to Doomadgee as required on short notice.

Comment

Statutory Environment

Not applicable

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Voting Requirements

Majority

Recommendation:

1. That Council approve the use to operate All-Terrain Vehicles (AVT) on Council land and advise that permission is granted with conditions.

Attachments

2.01.02 Email from Senior Sergeant Aaron Baxter



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Agenda Reference:	2.01.03
Title:	Regional Express – DTMR Long Distance Air Services
Author:	Lothar Siebert, Chief Executive Officer

Summary

Regional express Airlines in partnership with the Queensland State Government Department of Transport and Main Roads, will hold a consultative stakeholder meeting for the contracted Long Distance Gulf air services in Normanton on Wednesday June 14th 2017 at 10:00am.

Interested stakeholders are encouraged to attend to provide feedback, learn more about the services, or provide agenda items for specific issues that can be discussed with Transport and main Roads representatives from Brisbane.

Background

Nil

Comment

RSVP's are required and due before Wednesday June 7th 2017

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 Email from Steve Jones – Rex Airlines



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Agenda Reference:	2.01.04
Title:	Queensland Great Artesian Basin Advisory Committee
Author:	Lothar Siebert, Chief Executive Officer

Summary

The Draft GAB Strategic Management Plan will be considered by the GAB Coordinating Committee in June at Adelaide. Then it will be released for public comment late July early August 2017. The Draft GAB and Other Regional Aquifers Water Plan consultation closed April 17 2017. 57 written submissions were received. A submission was not made by the Local Government Association of Queensland, submissions were received from tablelands regional Council, the Central Western Remote Area Planning and Development Board, The Outback Regional Water Alliance and the Flinders Shire Council. The issues raised are:

-) Aquifers management under the plan
-) Protection of springs and existing entitlements
-) Trading, conversion of area based to volumetric licences
-) Impact of resource sector on GAB water quantity and quality
-) Monitoring and reporting
-) Capping and piping, sunset clause, provision of incentives
-) Unallocated water

Background

The QGABAC met in Brisbane from May 11 to 12, 2017. The Council has been appointed for a three-year term with a recent twelve-month extension for continuity in order to complete a number of projects, the most significant being the GAB Water Plan, which will see memberships expire December 2017. The role of Council is to provide advice to the Minister for Natural Resources and Mines.

Comment

Nil

Statutory Environment

Not applicable

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Goal 7 – Environmental Protection

Voting Requirements

Not applicable

Recommendation:

For Council information.

Attachments

2.01.04 Email from Scott Mason



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Agenda Reference:	2.01.05
Title:	DATSIP – request for information on Community Activities
Author:	Lothar Siebert, Chief Executive Officer

Summary

DATSIP is requesting information in regards to the Community arranging activities for the following events:

-) National Sorry Day – 26th May 2017
-) National Reconciliation Week – 27th May to 3rd June 2017
-) 50th Anniversary of the 1967 Referendum – 1st June 2017
-) 25th Anniversary of Mabo Decision – 2nd to 3rd June (2nd June is a special holiday for Doomadgee Mabo Day)

Background

Nil

Comment

Nil

Statutory Environment

Not applicable

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Goal 4 – Community – Arts and Culture

Voting Requirements

Majority

Recommendation:

For Council discussion.

Attachments

Nil



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Agenda Reference:	2.01.06
Title:	Meeting with My Pathway
Author:	Lothar Siebert, Chief Executive Officer

Summary

Council Executive Staff met with My Pathway CEO and National Manager Participation and Development in Cairns on Friday 5th May 2017.

Background

Comment

Statutory Environment

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Goal 2 – Administration and Corporate Services

Voting Requirements

Majority

Recommendation:

For Council Information

Attachments

2.01.06 Minutes from meeting with My Pathway and Doomadgee Performance Snapshot



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Agenda Reference:	2.01.07
Title:	Extension to Doomadgee Solar Farm
Author:	Lothar Siebert, Chief Executive Officer

Summary

Russ Rowbotham Ergon Energy has confirmed that the outcome of the intended extension to the Doomadgee Solar Farm. Ergon Energy has made application to the government via the Australian Renewable Energy Agency for funding to progress with the intended augmentation of the existing Solar Farm.

As this time, the Ministers Office has chosen to not progress with this intended project and as a result Ergon will not be pursuing this project in the immediate future.

Background

The Doomadgee Solar Farm is an Ergon Energy owned asset, and does not provide concessional benefits to the community. The solar generation is considered a "Generator" of electricity. The generation is to support the ongoing costs of the power station to reduce reliance on running costs.

The Queensland Competition Authority sets regulated prices for regional customers consistent with the Queensland Government's uniform tariff policy (UTP). The UTP acts to subsidise the costs of supplying some residential and small business customers in regional Queensland so that, wherever possible, non-market customers of the same class would pay no more for their electricity, regardless of their geographic location.

The regulated prices for residential and small business customers in regional Queensland reflect the Queensland Government's uniform tariff policy, which subsidises electricity prices in the regions so they are the same as prices in the lower-cost south east.

Comment

Statutory Environment

Not applicable

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Goal 9 – Infrastructure – development, Maintenance and Replacement

Voting Requirements

Majority

Recommendation:

For Council discussion

Attachments

2.01.07 Email from Russ Rowbotham – Customer Partnership Manager – Isolated Systems



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Agenda Reference:	2.01.08
Title:	Indigenous Economic Development Forum
Author:	Lothar Siebert, Chief Executive Officer

Summary

2017 marks the anniversary of the 1967 referendum, 25 years since the High Court's landmark Mabo decision and two decades since the 700 page Bringing Them Home Report and recommendations were handed down.

This Indigenous Economic Development Forum will allow participants to learn how to:

-) Sustain and grow Aboriginal and Torres Strait Islander businesses to improve economic outcomes
-) Make the best use of Aboriginal and Torres Strait Islander land and its resources for economic advantage
-) Establish economically beneficial and collaborative partnerships
-) Attract, recruit and retain Aboriginal and Torres Strait Islander employees
-) Create pathways into sustainable employment

Background

Nil

Comment

28th – 30th June 2017 – Cairns

Statutory Environment

Not applicable

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Goal 2 – Administration and Corporate Services

Goal 3 – Human Resources

Voting Requirements

Majority

Recommendation:

That Council authorise the Mayor and Chief Executive Officer to organise the attendance of Elected Members and Council Officers to attend the Forum to be held in Cairns.

Attachments

2.01.08 Registration Information



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Agenda Reference:	2.01.09
Title:	Taylor's Carnival Amusements
Author:	Lothar Siebert, Chief Executive Officer

Summary

Taylor's Carnival have proposed coming to Doomadgee Community this year. The proposed dates are 10th to the 22nd October 2017. They would like to bring a selection of rides big and small, games and Carnival food. The proposed schedule is attached

Background

Nil

Comment

Nil

Statutory Environment

Not applicable

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Not applicable

Voting Requirements

Majority

Recommendation: For Council discussion.

Attachments

2.01.09 Letter from Taylor's Carnival Amusements



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Agenda Reference:	2.01.10
Title:	Heavy Vehicle Access Forum
Author:	Lothar Siebert, Chief Executive Officer

Summary

The Local Government Heavy Vehicle Forum will be an opportunity for Councils to come together and learn from peers and industry to work towards heavy vehicle access outcomes.

Background

Following the highly successful Local Government Heavy Vehicle Forum held in Brisbane last year, the LGAQ and the NHVR are once again collaborating to deliver a second Queensland forum in 2017.

Comment

Event to be held in Townsville – Friday 26th May 2017

Statutory Environment

Not applicable

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Goal 9 – Infrastructure – Development, Maintenance and Replacement

Voting Requirements

Majority

Recommendation:

That Council authorise the Chief Executive Office to organise the attendance of Appropriate staff and Elected Members to attend the Heavy Vehicle Forum in Townsville.

Attachments

2.01.10 Forum Agenda



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Agenda Reference:	2.01.11
Title:	DATSIP - Technical Working Group
Author:	Lothar Siebert, Chief Executive Officer

Summary

DATSIP has requested to hold a Technical Working Group Meeting in Doomadgee in June or July. Following this meeting a discussion is proposed regarding the master Planning for Residential and Industrial Land Use Project.

Background

Not applicable

Comment

Nil

Statutory Environment

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Voting Requirements

Majority

Recommendation:

1. That Council advise DATSIP that approval to hold a Technical Working Group Meeting in July 2017.

Attachments

2.01.11A Email from Colleen Golledge DATSIP



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2.02 DIRECTOR OF ENGINEERING

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

Purpose

Presentation of the Monthly Activity report to Council.

Background

Not applicable

Comment

NDRRA Works:

A condition report has been completed on the rural roads and a flood damage claim will be prepared accordingly.

Roads to Recovery and TIDS Works:

Woollogarang West Road:

The ground survey for the two-concrete floodways has been completed and the Engineering Design is in progress. 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:

The final construction drawings for the first five houses has been submitted for final approval. In the meantime, fabrication of the roof trusses has commenced.

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:



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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 a month and an official opening needs to be planned.

Water and Sewerage:

Operations are continuing as per normal.

The SCADA upgrade works is continuing to work well, in fact too well, as it has identified some issues with aging equipment that needs replacing to get the plant operating to it best efficiency. Austek has been instructed to make the necessary repairs and replacements.

Rodeo Ground Upgrade & Cultural Centre

MMG and Aussie Wide Constructions have commenced work at the Rodeo Grounds and Council will liaise with them to integrate any planned works for this infrastructure.

New Regional Waste Facility

The ground modelling survey has been completed and the initial design is underway.

Workshop Redevelopment

The clearing and preparation of the site for the New Workshop has commenced including stockpiling of sand and gravel required for the development. The construction drawings are nearing completion for structural engineering certification.

Concrete Block Making Equipment

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

Building Our Regions Funding Projects.

The detailed applications have been submitted for the four projects had were accepted at the Expression of Interest stage namely: -

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

It is expected that it will take 4-6 weeks for the assessment of these application before Council is notified of the outcome.

Consultation



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Not applicable

Statutory Environment

Local Government Act 2009

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Not applicable

Voting Requirements

Majority

Recommendation:

1. 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 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. As Data Central's contact concludes on 30 June this year, Tenders have now been called for the next contractual period, commencing 1 July 2017. Tender documents are attached for your perusal.

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)
-) 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).
-) Consideration is being given to the quantification of a proposed rates component to be charged by Council in new leases. It is a 'general rates' equivalent, to be imposed until such time as general rates are chargeable. In addition to the rates component, each tenant would be expected to pay Council's usual service charges for water, sewerage, garbage, etc.
-) A report prepared by Preston Law is attached for your consideration.

Recommendation:

It is recommended that Council adopt and impose a 'Proposed Rates Component' in all future commercial (i.e. non-residential) leases, and for leases to Government Departments and NGO's.



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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.
-) 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 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.

Statutory Environment

Local Government Act 2009

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
- 2.03.02 Tender Specifications for provision of IT
- 2.03.03 Letter of Advice – Preston Law
- 2.03.04 Finance Report
- 2.03.05 Cash Position



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2.04 DIRECTOR OF COMMUNITY SERVICES

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

Summary

Animal Pest & Environmental Control

Mt Isa veterinary clinic to visit – 5th June to 9th June 2017.

Flyers has been displayed around town warning of the \$30,000 fines for those who keep pigs in the community. Two pigs have been removed after the owners were advised that pigs are classified as feral animals and cannot be kept in Doomadgee.

Flyers have also been displayed at Doomadgee school (Principal's permission) stating that the school is a dog free zone. This has been done to assist the Animal Management team so that they have more power to control or remove the dogs.

Night Patrol

A Night Patrol activity date is to be confirmed with My Pathway. Prime Minister's Cabinet has been approached regarding funding and they are in favour of the proposal and suggested that it could be a long process refunding, however it would be in our best interest to proceed with a Night Patrol team. In their opinion they thought it will help Doomadgee establish an intervention and prevention program while also creating a format of what and where funding is needed. This could also expedite funding process.

Youth Hub

The Public Health team will be conducting 'Quick Checks' at the Youth Hub for 15-29 years, from the 23rd to the 25th May 2017. It is hoped that this free sexual health check initiative, along with a pool comp/prizes and BBQ will help promote this quick and easy test.

Vicki Chong from Prime Minister's Cabinet will also be visiting the same week to discuss and review funding for the Youth Hub and Radio Station.

Community Engagement Officer

The Community Engagement Officer Trainee position has closed and interviews are being held.

Statutory Environment

Local Government Act 2009

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Goal 4 – Community – Arts and Culture

Goal 10 – Community and Human Services



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Voting Requirements

Majority

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

Review Council's Policies and Procedures and ensure they meet community expectations and legislative requirements:

There are 3 main types of Policies that Council needs to be implementing:

-) Strategic –
 - o Are required by legislation as part of council's business operations
 - o Required under the Local Government Act 2009 and Local Government Regulations 2012
 - o Must be adopted by Council
-) Strategic –
 - o Are high level policies which articulate the principles which instruct council across key strategic areas – risk management and strategic planning
 - o Must be adopted by Council
-) Administrative –
 - o Are lower order policies which translate the requirements of legislation or a strategic level policy into operational principles that guide the operation of council
 - o These do not need to go the Council for adoption
 - o Approved at CEO level

Policies need to be:

-) Clear and concise
-) Specific
-) Refer to a head of power (legislation)
-) Provide reference to procedure/mechanism for policy to be implemented if necessary
-) Specify a review date for the policy and the officer responsible for the policy

I am proposing prior to Council adoption of a Policy, that a workshop with Executive Staff and Councillors is run. This will give all stakeholders a chance to ask questions and work through issues. I would like to start this next month.



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Review and enforce Local Laws and Regulations to address local issues

Under s31 of the *Local Government Act 2009* and s14 of the *Local Government Regulations 2012* a local government must keep a register of its local laws and make the register available for inspection at the public office and displayed on its website. The Register must contain, for each local law, the law's name, purpose and general effect. Queensland Local Governments have adopted a diverse range of local laws to assist them to govern their respective areas.

Local Laws are statutory instruments made by local governments to regulate a broad range of issues within their communities. S28 of the *Local Government Act 2009* provides the power for local governments to make and enforce local laws that are necessary or convenient for the good rule and government of their local government area. The *Local Government Acts* empower local governments to make local laws that are suitable to their particular needs and resources and that achieve the purpose and principles of local government.

This can be a very expensive and time-consuming task for Council. There are many requirements that need to be followed in implementing Local Laws and such should not be done without the correct procedures being followed. I have developed a Local Law Process for DASC and Councillors will workshop with me in regards to reviewing, implementing and adopting of local laws.

Council need to be aware that once a local law has been adopted, the procedure to change and re adopt is very timely and costly.

Governance Framework – Develop and Implement

The purpose of a Corporate Governance Framework is to ensure that compliance with legislation and best practice democratic local government is being implemented and continually monitored. The Framework is not a policy or statement of intent, but rather a document, which outlines council's governance policies and practices. It provides readers with an overview of the governance program that has been put in place in order to assist elected members, management and employees in meeting their governance responsibilities. Council is committed to high standards of corporate governance and accountability and seeks continuous improvement in this regard. This project will develop over time within Council.

Annual Report

Council is required to produce and adopt an Annual Report by 30 November each year. The Annual Report is one of council's key planning and accountability documents. It provides a comprehensive assessment of council's performance in implementing the 5-year Corporate Plan and Annual Operational Plan. The Annual Report is also one of the only documents that provide a report on council's financial performance throughout the preceding financial year.

The Annual Report for 2015-2016 is in final stages with all the compliance and statutory information being captured and reported on. I will be starting on the 2016-2017 in the upcoming weeks.

Statutory Environment

Local Government Act 2009

Policy Implications

Statutory Process



AGENDA

ORDINARY COUNCIL MEETING

18th MAY 2017 – 9:00 AM

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

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

The CEO wishes to discuss a staffing matter

3. CLOSURE OF MEETING