

## **ITEM 15 - ATTACHMENTS TO OCTOBER 2023 BUSINESS PAPER**

### **15. CHIEF EXECUTIVE OFFICER'S REPORT**

- 8.1.2 INTERNAL CONTROL ISSUES FROM QUEENSLAND AUDIT OFFICE**
  - 8.1.2.1 INFORMATION RESTORE AND BACKUP POLICY**

### **15. DIRECTOR CORPORATE SERVICES REPORT**

- 8.2.1 FINANCIAL STATEMENTS**

### **15. DIRECTOR ENGINEERING SERVICES REPORT**

Nil

### **15. DIRECTOR ENVIRONMENT & COMMUNITY DEVELOPMENT REPORT**

Nil

### **15. CORRESPONDENCE**

Nil

### **15. GENERAL BUSINESS**

Nil

### **15. CHIEF EXECUTIVE OFFICER'S CONFIDENTIAL REPORT**

Nil

### **15. DIRECTOR CORPORATE SERVICES CONFIDENTIAL REPORT**

Nil

### **15. DIRECTOR ENGINEERING SERVICES CONFIDENTIAL REPORT**

Nil

### **15. DIRECTOR ENVIRONMENT & COMMUNITY DEVELOPMENT CONFIDENTIAL REPORT**

Nil

# Doomadgee Aboriginal Shire Council Policy



<b>Policy Name:</b>	Information Backup & Restore Policy
<b>Policy Number:</b>	51
<b>Policy Type:</b>	Administrative
<b>Link to Corporate Plan</b>	Administration and Corporate Services
<b>Date Approved:</b>	Council Meeting 10 <sup>th</sup> October 2023
<b>Resolution Number:</b>	? - 10/23
<b>Approving Officer:</b>	Council

## Section 1 - Introduction

### **Context**

Doomadgee Aboriginal Shire Council has a duty to ensure that all information and data, which it is responsible for is securely and routinely backed up. The Council has a responsibility to ensure that information and data, which has been backed up, can be restored in the event of deletion, loss, corruption, damage or made unavailable due to unforeseen circumstances.

### **Purpose**

The purpose of this policy is to identify and establish processes, procedures and good working practices for the backup and timely recovery of the Council's information and data existing in both electronic and physical form.

### **Scope**

The scope of this policy extends to the back-up of all essential information and data regardless of the form it takes - including the recovery of IT systems and supporting infrastructure.

## Section 2 – Policy

There is always a risk that systems and/or procedures will fail resulting in loss of access to information, data, and systems despite the implementation of best practice. The following steps will help ensure the Council's information and data is backed up and restored securely in the most efficient manner possible.

### **Information and Communication Technology (ICT) Systems / Data Backups**

1. The Council's outsourced ICT system administrators are responsible for providing system support and data backup tasks and must ensure that adequate backup and system recovery practices, processes and procedures are in place.
- 2.
3. All data, operating systems/domain infrastructure data and supporting system configuration files must be systematically backed up - including patches, fixes and updates which may be required in the event of system re-installation and/or configuration.
4. Wherever practicable, any backup media must be encrypted and labeled.
4. Any system used to manage backed-up media should be checked on a regular basis i.e., NAS Devices and External Hard Drives.
5. Copies of backup media must be removed from devices as soon as possible when a backup or restore has been completed.

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6. Backup media, if any which is retained on-site must be stored securely in a locked safe and at a sufficient distance away from the original data to ensure both the original and backup copies are not compromised by the same event.
7. Access to the on-site backup location and storage safe must be restricted to authorized personnel only.
8. All backups identified for long term storage must be stored at a remote secure location to ensure the integrity of all backup media.
9. Hard copy paper files containing important information and data should be scanned and stored electronically to ensure digital copies are created which can be backed up by the Council's ICT systems. Where this may not be possible, photocopies of paper files must be made and stored in a secure storage location.
10. Regular tests must be carried out to establish the effectiveness of the Council's backup and restore procedures by restoring data/software from backup copies and analysing the results. Outsourced ICT providers relationship managers should be provided with information relating to any issues with the backup testing of their data.
11. The outsourced ICT provider should maintain a record of job failures, with the re-running of any failed jobs logged in to their backup software management system.

## **Employee /User Responsibilities**

Employee/Users also have a responsibility to ensure Council data is securely maintained and is available for backup:

1. Users must not store any data/files on the local drive of a computer (this excludes the normal functioning of the Windows operating system and other authorised software which require the 'caching' of files locally in order to function). Instead, Users must save data (files) on their allocated areas – this could be an area within the network environment, a mapped drive or a network shared folder the User has access to. Data (files) which are stored "locally" will NOT be backed up and will therefore be at risk of exposure, damage, corruption, or loss.
2. If the Council network becomes unavailable for whatever reason and work-related data is at risk of being lost, Users have no option but to save the data (files) locally (i.e., on the computer being used) or on approved media storage such as a Council owned encrypted Data stick (USB storage). Once the Corporate Network becomes available again, data (files) should be immediately transferred to the corporate network in order for it to be backed up safely and local copies of data on the computer or portable storage media should be deleted. This will help to ensure the availability and integrity of data and to avoid duplicate copies of data being stored.
3. Only Council purchased and encrypted USB data sticks should be used, and any data stored must be for temporary purposes. All sensitive, business, and personal identifiable information should be removed from the USB data stick and moved to an appropriate Council data network location as soon as possible in order to ensure the data is made available to the Council and can be successfully backed up.

## **DATA RESTORES**

The Council has well established backup and restore routines in place. Data (file) restores are normally carried out by the outsourced ICT team who will endeavour to restore files from a date specified by the user or from the nearest backed up date.

1. Users must request data (files) to be restored by contacting the current outsourced support service desk, preferably by raising a support ticket or call.



## **Doomadgee Aboriginal Shire Council Policy**

2. Only files which the user is authorised to access will be provided from the restore.
3. Doomadgee Aboriginal Shire Council's management or employee's direct manager will need to verify that the User has permission and/or authorisation to view or obtain restored copies of file/s and/or folder/s.
4. Content will be restored to the same source folder or the same area, so any requestor will need access to that folder/area to access the restored file.
5. Users requesting a restore/s are required to provide as much information about the data (file/s) as necessary – this will include:  
The reason for the restore:
  - The name of file/s and/or folder/s to be restored.
  - Original location of file/s and/or folder/s - the outsourced ICT Support Desk will provide guidance to the User on how to find this out.
  - Date, day or time of deletion/corruption or nearest approximation.
  - The last date, day, or time which the User recalls the data (files) being intact and accessed/used successfully.
6. All backup and recovery (restore) procedures must be documented and made available to the outsourced ICT Provider's personnel responsible for carrying out data (file) restores.
7. Requests from third party software/hardware vendors for file or system restores for the purpose of system support, maintenance, testing or other unforeseen circumstance should be made under supervision from a member of the outsourced ICT Provider.
8. Personnel accessing backup media for the purpose of a restore must ensure that any media used is returned to a secure location when no longer required (applies to media from both Council and remote storage locations).

### **Breaches of Policy**

Breaches of this policy and/or security incidents can be defined as events which could have, or have resulted in, loss or damage to Council assets, or an event which is in breach of the Council's security procedures and policies.

All Council employees, elected members, partner agencies, contractors and vendors have a responsibility to report security incidents and breaches of this policy as quickly as possible through the Council's Incident Reporting Procedure. This obligation also extends to any external organisation contracted to support or access the Information Systems of the Council

The Council will take appropriate measures to remedy any breach of the policy and its associated procedures and guidelines through the relevant frameworks in place. In the case of an individual the matter may be dealt with under the disciplinary process.

### **Section 3 – Governance**

**Policy is governed by the following legislation.**

#### **Responsibility**

<b>Responsible Department:</b>	Executive
<b>Policy Administrator:</b>	Chief Executive Officer

#### **Review**

<b>Review Period:</b>	3 years
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# Doomadgee Aboriginal Shire Council Policy



## Privacy Provision

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

## Change History

Review Date	Revision Number	File Reference:	Approval Date	Change:	Date of Next Review
31/10/2026					

**Doomadgee Aboriginal Shire Council**  
**Statement of Comprehensive Income**  
As at 30 September 2023

	Total Budget	Budget to Date Aug 2023	YTD Actual	Budget to Date Variance	
	\$	\$	\$	%	
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent revenue</b>					
Service charges	1,015,117	253,779	1,006,077	296%	▲
Fees and charges	285,000	71,250	93,291	31%	▲
Sales revenue	874,752	218,688	346,579	58%	▲
Grants, subsidies, contributions and donations	8,678,270	2,169,568	4,643,109	114%	▲
	<u>10,853,139</u>	<u>2,713,285</u>	<u>6,089,057</u>	124%	▲
<b>Capital revenue</b>					
Grants, subsidies, contributions and donations	3,024,700	756,175	(0)	100%	▼
<b>Total capital revenue</b>	<u>3,024,700</u>	<u>756,175</u>	<u>(0)</u>	100%	▼
Rental income	435,299	108,825	80,004	26%	▼
Interest received	225,246	56,312	22,718	60%	▼
Other income	1,665,000	416,250	171,063	59%	▼
<b>Total income</b>	<u>16,203,384</u>	<u>4,050,846</u>	<u>6,362,842</u>	57%	▲
<b>Expenses</b>					
<b>Recurrent expenses</b>					
Employee Benefits	(4,985,704)	(1,246,426)	(1,030,989)	17%	▼
Materials and services	(5,985,453)	(1,496,363)	(1,293,717)	14%	▼
Finance costs	(34,412)	(8,603)	(14,703)	71%	▲
Depreciation and amortisation					
Property, plant and equipment	(3,641,482)	(910,371)	(0)	100%	▼
	<u>(14,647,051)</u>	<u>(3,661,763)</u>	<u>(2,339,408)</u>	36%	▼
<b>Capital expenses</b>	(0)	(0)	(0)	0%	
<b>Total expenses</b>	<u>(14,647,051)</u>	<u>(3,661,763)</u>	<u>(2,339,408)</u>	36%	▼
<b>Net result</b>	<u>1,556,333</u>	<u>389,083</u>	<u>4,023,434</u>	934%	▲
<b>Other comprehensive income</b>					
increase/ (decrease) in asset revaluation surplus	(0)	(0)	(0)	0%	
<b>Total comprehensive income / (loss)</b>	<u>1,556,333</u>	<u>389,083</u>	<u>4,023,434</u>	934%	▲

▼ Under-Budget

▲ Over-Budget

**Doomadgee Aboriginal Shire Council**  
**Statement of Financial Position**  
**As at 30 September 2023**

	September	June
	\$	\$
<b>Current assets</b>		
Cash and cash equivalents	14,855,663	11,738,140
Trade & other receivables	1,904,127	704,537
Inventory	117,666	40,197
Contract assets	789,961	319,449
Lease receivable	0	870,863
<b>Total current assets</b>	<u>17,667,417</u>	<u>13,673,186</u>
<b>Non current assets</b>		
Lease receivables	22,727,854	22,727,854
Investments	720,928	720,928
Property, plant and equipment	134,376,117	118,961,992
<b>Total non current assets</b>	<u>157,824,899</u>	<u>142,410,774</u>
<b>Total assets</b>	<u><u>175,492,316</u></u>	<u><u>156,083,960</u></u>
<b>Current liabilities</b>		
Trade & other payables	1,365,758	1,192,856
Provisions	581,751	581,751
Contract Liabilities	4,901,190	3,738,846
<b>Total current liabilities</b>	<u>6,848,699</u>	<u>5,513,453</u>
<b>Non current liabilities</b>		
Provisions	1,916,569	1,916,569
<b>Total non current liabilities</b>	<u>1,916,569</u>	<u>1,916,569</u>
<b>Total liabilities</b>	<u><u>8,765,268</u></u>	<u><u>7,430,022</u></u>
<b>Net community assets</b>	<u><u>166,727,048</u></u>	<u><u>148,653,938</u></u>
<b>Equity</b>		
Asset Revaluation Surplus	72,879,153	58,957,378
Retained Surplus/ (deficiency)	93,847,895	89,696,559
	<u><u>166,727,048</u></u>	<u><u>148,653,938</u></u>

**Doomadgee Aboriginal Shire Council**  
**Statement of Changes In Equity**  
**As at 30 September 2023**

	<b>Note</b>	<b>Asset Revaluation Surplus \$</b>	<b>Retained Surplus \$</b>	<b>Total \$</b>
<b>Balance as at 01 July 2023</b>		58,957,380	67,277,795	126,235,176
Net result		-	4,023,434	4,023,434
<b>Total Comprehensive income for the month</b>		-	4,023,434	4,023,434
<b>As at 30 September 2023</b>		<b>58,957,380</b>	<b>71,301,229</b>	<b>130,258,611</b>
<b>Balance as at 01 July 2021</b>		58,957,380	79,484,848	138,442,229
Net result			12,207,053	12,207,053
<b>Total Comprehensive income for the month</b>		-	12,207,053	12,207,053
<b>Balance as at 30 June 2023</b>		<b>58,957,380</b>	<b>67,277,795</b>	<b>126,235,176</b>



**Doomadgee Aboriginal Shire Council**  
**Statement of Cash Flow**  
**As at 30 September 2023**

<b>Note</b>	<b>August</b>	<b>June</b>
	<b>\$</b>	<b>\$</b>
<b>Cashflows from operating activities</b>		
Receipts from customers	6,177,817	24,704,480
Payments to suppliers and employees	(2,364,683)	(8,711,512)
	<u>3,813,134</u>	<u>15,992,968</u>
Dividend received	-	-
Interest received	22,718	78,069
Borrowing Costs	-	-
<b>Net cash inflow (outflow) from operating activities</b>	<u>3,835,852</u>	<u>16,071,037</u>
<b>Cash flows from investing activities</b>		
Payments for Property, Plant and Equipment	(718,329)	(9,852,011)
Payments for intangible assets	-	-
Proceeds from sale of property plant and equipment	-	-
<b>Net cash inflow (outflow) from investing activities</b>	<u>(718,329)</u>	<u>(9,852,011)</u>
<b>Net increase (decrease) in cash and cash equivalent held</b>	<u>3,117,523</u>	<u>6,219,026</u>
<b>Cash and cash equivalent held at the beginning of the financial year</b>	11,738,140	5,519,114
<b>Cash and cash equivalents at the end of the month</b>	<u>14,855,663</u>	<u>11,738,140</u>