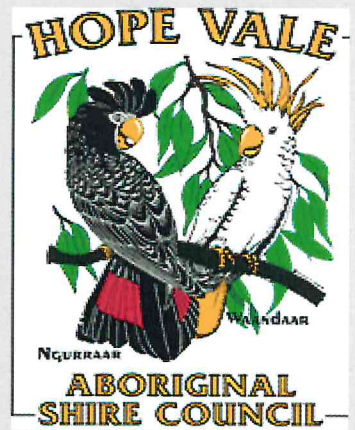


# Minutes



General Meeting

Wednesday 20 April 2022

Council Chambers, Hope Vale

## **1 DECLARATION OF OPENING**

The Mayor declared the meeting open at 9.12am.

Mayor Woibo then acknowledged the traditional owners of the land on which the meeting is being held and elders, past present and emerging.

The meeting then observed a minute silence to acknowledge those members of the Hope Vale region who have recently passed away as well as other members of the region who have recently suffered illness or injury.

## **2 MEMBERS PRESENT:**

Cr Jason Woibo - Mayor

Cr Bruce Woibo - Deputy Mayor

Cr Barry Bowen

Cr Keithan Bowen

Cr Allison Michael

### **Officers Present:**

Chief Executive Officer – Steve Linnane

Social Services Director Deborah Burke (Item 6.3)

Operations Manager Gene Brookes (Item 6.5)

## **3 OBLIGATIONS OF COUNCILLORS**

### **3.1 DECLARATION OF PRESCRIBED CONFLICT OF INTEREST ON ANY ITEM OF BUSINESS**

Pursuant to Sections 150EG-150EM of the Local Government Act 2009, Cr Allison Michael notified the meeting of a Prescribed Conflict of Interest in relation to that part of Item 10 dealing with Nambal Resources

### **3.2 DECLARABLE CONFLICT OF INTEREST ON ANY ITEM OF BUSINESS**

Pursuant to Sections 150EN-150ET of the Local Government Act 2009, no declarable conflict of interests were made relating to this meeting.

### **3.3 REGISTERS OF INTEREST**

Councillors were reminded of their obligation to keep their Registers of Interests and Related Parties Disclosures updated.



#### **4 Confirmation of Minutes of General Meeting held on Wednesday 16 March 2022**

Moved by Cr Allison Michael

Seconded by Cr Keithean Bowen

**Resolution**

That the Minutes of the General Meeting held on Wednesday 16 March 2022, be accepted as a true and correct record.

**CARRIED**

#### **5 Business arising from Minutes of General Meeting held on Wednesday 16 March 2022.**

Nil

#### **6 OFFICER'S REPORTS**

##### **6.1 Chief Executive Officer's Report**

The Chief Executive Officers Report dated 13 April 2022, was considered by Council

Moved Cr Barry Bowen

Seconded by Cr Bruce Woibo

**Resolution**

**That Council**

- (a) receive the Chief Executive Officer's Report dated 13 April 2022, and**
- (b) note the meetings attended by the Chief Executive Officer.**

**CARRIED**

##### **6.1.1 2022 Interim Queensland Audit Office Report**

The Queensland Audit Office has presented the interim report for Hope Vale Aboriginal Shire Council for the financial year ending 30 June 2022. (Attachment A)

The Queensland Audit Office did not identify any such significant deficiencies



**Moved Cr Barry Bowen****Seconded by Mayor Jason Woibo****Resolution**

**That Council receive and note the interim Queensland Audit Office report for Hope Vale Aboriginal Shire Council for the financial year ending 30 June 2022.**

**CARRIED****6.1.2 Consultancy Service**

Deb Bettens from Increment 3 has assisted Council in the provision of its aged care services for many years. With the increased regulatory, compliance and audit requirements for aged care services, it is considered important to formalise this consultancy service.

**Moved by Cr Allison Michael****Seconded by Cr Keithean Bowen****Resolution**

**That Council, pursuant to Section 235(b) of the Local Government Regulations 2021, resolves that Increment 3 be appointed to provide consultancy services for Council's aged care services, and because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.**

**CARRIED****6.1.3 Communication Plan and Strategy**

There have been discussions at recent Council meetings about the need to have a better and more strategic focus on communications with Council's key stakeholders, including Hope Vale residents, government agencies, business organisations and peak bodies.

Accordingly, Tracey Wilson from Working Visions, Director of Finance and Corporate Services, and the CEO have been working to develop a Communication Strategy. The purpose of the Strategy is to assist in

- Clarify what needs to be communicated
- Clarify which audience/s are to be focused on, by identifying the best opportunities
- Determine communication vehicles which provide the best chance of reaching target audience/s
- Craft messages to heighten impact and produce maximum results
- Develop strategies for measuring each element of the entire Communications Strategy
- Establish timelines for the implementation of communication activities



- Review the results of communication activities to help manage Council's communication effectiveness.

The Strategy's aim is to introduce and maintain a simple to manage, but high-quality effective and efficient media and communications action strategy to engage with Hope Vale residents, internal and external stakeholders and potential investors and funders.

At its meeting held 16 March 2022, Council resolved to defer consideration of the Hope Vale Aboriginal Shire Council Communication Strategy until this meeting.

**Moved by Cr Barry Bowen**

**Seconded by Mayor Jason Woibo**

**Resolution**

**That the Hope Vale Aboriginal Shire Council Communication Strategy as attached to the Chief Executive Officer's Report be received and endorsed.**

**CARRIED**

#### **6.1.4 2021/2022 Operational Plan – Third Quarter Report**

Council's Annual Operational Plan documents the annual progress in the implementation of the 5-year corporate plan and manages Council's operational risks. This report provides an assessment on Council's progress towards implementing the annual Operational Plan for the third quarter ending 30 March 2022.

**Moved by Cr Barry Bowen**

**Seconded by Mayor Jason Woibo**

**Resolution**

**That Council receive and note the assessment attached to the Chief Executive Officer's Report on Council's progress towards implementing the annual Operational Plan for the third quarter ending 30 March 2022.**

**CARRIED**

#### **6.1.5 Audit Committee Chair**

The Chair of Council's Audit Committee, Mr. Ross Higgins has resigned from the role and action is being undertaken to recruit a new Chair. As it is proposed to hold Audit Committee meetings in May 2022, it is important that a Chair for the Audit Committee be appointed in the near future.



**Moved Cr Keithan Bowen****Seconded by Cr Allison Michael****Resolution****That Cam Charlton be appointed as the Chair of Council's Audit Committee.****CARRIED****6.1.6 Risk Management Policy and Risk Management Framework and Guidelines**

Council's Risk Management Policy and Risk Management Framework and Guidelines (Attachment D) have been reviewed and updated by Council's Operational Risk Management Committee after input by various external stakeholders.

The objectives of the Risk Management Policy are:

- Align Council activities to and support business objectives identified in Council's corporate and operational plans.
- Maintain and improve reliability and quality of service provided by Hope Vale Aboriginal Shire Council.
- Minimise and eliminate adverse impacts from Council's services or infrastructure on the community, visitors and the environment.
- Capitalize on opportunities identified in the Corporate Plan for Hope Vale Aboriginal Shire Council.
- Safeguard Council's employees, contractors, volunteers, assets, financial sustainability, property, reputation, and information.
- Promote risk management principles as a strategic tool to ensure better informed decision making throughout Council; and
- Create a culture of risk management across the Council.

**Moved Mayor Jason Woibo****Seconded by Cr Allison Michael****Resolution****That the Risk Management Policy and Risk Management Framework and Guidelines, attached to the Chief Executive Officer's Report, be received and endorsed.****CARRIED**

At 10.45am the meeting was adjourned for 15 minutes for morning tea.



## 6.2 Finance and Corporate Services Director's Report

The Finance and Corporate Services Director's Report dated 10 April 2022 was considered by Council.

**Moved Cr Allison Michael**

**Seconded by Mayor Jason Woibo**

**Resolution**

**That Council receive, note and endorse the Finance and Corporate Services Director's Report dated 10 April 2022.**

**CARRIED**

## 6.3 Social Services Director's Report

The Social Services Director's Report dated 11 April 2022 was considered by Council.

**Moved by Cr Keithan Bowen**

**Seconded by Mayor Jason Woibo**

**Resolution**

**That the Social Services Director's Report dated 11 April 2022 be received and noted.**

**CARRIED**

## 6.4 Human Resource Manager's Report

NIL

## 6.5 Operations Manager's Report

The Operations Manager's Report dated 12 April 2022 was considered by Council.



It was agreed that the letter be received, and that Council participate in the Deadly Active Sport and Recreation Program

## 9 GENERAL BUSINESS

Cr Allison Michaels briefed the meeting on the official opening of the Gateway to Cape York, held at Lakeland on 8 April 2022.

Moved Mayor Jason Woibo

Seconded by Cr Barry Bowen

### Resolution

That Council provide the Community Meeting Rooms (free of charge) and make a contribution of \$250 for a Mother's Day Morning Tea on 4 May 2022

CARRIED

## 10 CONFIDENTIAL SESSION

Moved by Cr Barry Bowen

Seconded by Cr Keithean Bowen

### Resolution

That the meeting be closed to the public pursuant to sections 254J (3) (e) (f) and (g) of the Local Government Regulation 2012 to consider the following items:

- 10.1 Disposal of freehold land – Hope Valley Estate,
- 10.2 Discussions on the appointment of representation on the Interim Hope Vale Local Thriving Communities Advisory Committee,
- 10.3 Business Unit analysis – Social Services Department,
- 10.4 Contract for supply and delivery of road construction materials,
- 10.5 Confidential reporting of data in relation to the Aged Care Centre operations.

CARRIED



Moved by Cr Bruce Woibo

Seconded by Cr Barry Bowen

**Resolution**

That the meeting be re-opened to the public.

**CARRIED**

Moved by Mayor Jason Woibo

Seconded by Cr Barry Bowen

**Resolution**

That

- a) the Chief Executive Officer draft a policy for the disposal of freehold land at Hope Valley Estate,
- b) the Chief Executive Officer be authorized to prepare a draft Contract of Sale for the disposal of a parcel of land in Hope Valley Estate to Ivana Gibson,
- c) those community members nominated in closed session be approached to confirm that they are agreeable to appointment as community members on the Interim Hope Vale Local Thriving Communities Advisory Committee,
- d) the Confidential Social Services Director's Report dated 10 April 2022 of data in relation to the Aged Care Centre operations be noted, and
- e) the Confidential Finance and Corporate Services Director's Report dated 10 April 2022, submitting a business analysis of each of the Units of the Social Services Department, be noted.

**CARRIED**

Moved by Cr Barry Bowen

Seconded by Cr Bruce Woibo

**Resolution**

That

- a) Council is satisfied that Nambal Resources are the only supplier who is reasonably available for the supply and delivery of road construction materials to Hope Vale Stockpile site, and
- b) The Chief Executive Officer be authorized to negotiate pricing with Nambal Resources in the event of future fuel price fluctuations.

**CARRIED**

Cr Allison Michael notified the meeting of a Prescribed Conflict of Interest in relation to this item due to her role on the Board of Nambal Resources and left the meeting for this item and took no part in discussions.



**Moved by Cr Allison Michael****Seconded by Cr Bruce Woibo****Resolution****That**

- a) the Operations Manager's Report dated 12 April 2022 be received and noted,
- b) the cost of air-conditioning repairs (other than fair wear and tear) at the transitional housing be met by the tenant,
- c) Council endorse a systematic inspection program of properties within the Hope Vale Aboriginal Shire Council's jurisdiction in accordance with Section 133 of the Local Government Act 2009. The properties to be included in the Systematic Inspection Program are to be designated in the town area for animal management purposes in order to monitor compliance with the requirements of the Animal Management (Cats & Dogs) Act 2008, more specifically dog registration and dog numbers per residence. The systematic Inspection Program will be conducted between the hours of 8am and 5pm on weekdays, commencing on Monday May 30th, 2022, and concluding Friday June 10th, 2022.
- d) Council close the Aerodrome for 4 weeks commencing 3rd of May 2022, to enable major civil works to be undertaken inside the aerodrome,
- e) Council assist the St John's Lutheran Church by removing the the raised garden beds, leveling off ground works and removing green waste, including plant and personnel, free of charge,
- f) the proposed BMX Track at the MPC be constructed with a polymer surface, and
- g) Council nominate Cr Keithean Bowen as a representative of the Cape York Local Marine Advisory Committee

**CARRIED**

At 1.30pm the meeting was adjourned until 3.30pm to enable a Hope Vale Aboriginal Shire Council (As Trustee) Meeting to be undertaken.

## **7 VISITORS AND PRESENTATIONS**

Nil

## **8 CORRESPONDENCE**

### **8.1 Deadly Active Sport and Recreation Program**

Correspondence from the Department of Tourism, Innovation and Sport dated 23 March 2022, regarding the new Deadly Active Sport and Recreation Program (the Program). The Program will provide funding to specified Local Governments Areas (LGA) with jurisdiction over discrete communities, to coordinate and facilitate delivery of community identified physical activity opportunities for Aboriginal and Torres Strait Islander peoples. The aim of the Program is to increase physical activity participation among First Nations people.



## **11 NEXT MEETING**

The next Council Meeting will be held on Wednesday 18 May 2022.

## **17 MEETING CLOSURE**

There being no further business, the meeting closed at 4.02 pm.

  
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**Mayor Cr Jason Woibo**  
.....  
**Steve Linnane**  
**Chief Executive Officer**