

CHIEF EXECUTIVE OFFICER

COUNCIL REPORT

Meeting 14 December 2022



Item 1: Meetings Attended

- CEO attended a Northern QLD Situational Awareness Weather Briefing teleconference on 7 November 2022.
- Mayor, Councillors, and CEO attended the Council Meeting in Hope Vale on 9 November 2022.
- CEO met with Scott Quail from Department of Communities Housing and Digital Economy and Department of Energy and Public Works in Hope Vale on 10 November 2022.
- CEO met with Tim Poole, Manager, Engagement and Partnerships Team, Aboriginal and Torres Strait Islander Housing, Department of Communities, Housing and Digital Economy in Cairns on 14 November 2022 for discussions in relation to the Hope Vale Housing Plan.
- Mayor and CEO met with Mark Say and Jack Clifton from the Federal Department of Climate Change, Energy, the Environment and Water in Cairns on 14 November 2022 for discussions on mining applications under the Federal Environmental Protection and Biodiversity Conservation Act.
- Mayor and CEO attended the Torres Cape Indigenous Council Alliance (TCICA) Inc Meeting, in Yarrabah on Tuesday 15 November 2022.
- Mayor and CEO attended the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships' Climate Economic Pathways (CEP) Conference in Cairns on 16 & 17 November 2022.
- Mayor and CEO met with Dr Chris Sarra, Director-General, Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships and Tim Fell, Executive Director, Local Thriving Communities, Aboriginal and Torres Strait Islander Partnerships, Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships, in Cairns on 16 November 2022 for discussions on the Hope Vale Local Thriving Communities
- Mayor and CEO met with Francis Loban and Kassmena Birch from National Indigenous Australians Agency in Cairns on 17 November 2022 for general discussions on issues affecting Hope Vale.
- CEO attended the Qld Local Government CEO Forum on 24 November 2022 and the Qld Indigenous Local Government CEO Forum on 25 November 2022 in Brisbane.

- CEO attended the Torres Cape Indigenous Council Alliance (TCICA) Inc Delegation to Canberra on 29 November 2022 to 1 December 2022 to progress the advocacy priorities of TCICA with key Government Ministers, Shadow Ministers and Departmental Executives. The visit represents a continuation of conversations with Ministers on issues of importance to the TCICA region.
- The CEO and Operations Manager attended the Hope Vale Technical Working Group Meeting in Hope Vale on 6 December 2022.
- The CEO undertook a teleconference on 6 December 2022 with Pip Schroor, Regional Resilience Coordinator, Torres Cape Indigenous Council Alliance (TCICA) Inc with a view to undertaking a checklist that helps local governments bridge the isolation gap, enhance communication of current resilience and disaster management capacity in the Cape York and Torres Strait region and develop a 'baseline' of resilience.
- CEO met with Neil McIntyre, Peter Brown and Robyn Bartlett from Diatreme Resources in Hope Vale on 6 December 2022 for general discussions on the status of their silica mining proposal. It was noted that Peter Brown would be departing from Diatreme Resources in the near future and expressed his appreciation to Council for its assistance.
- The CEO, the Executive Leadership Team, Council's WH&S (via teleconference) and Peter Savage undertook the Quarterly Risk Management Meeting in Hope Vale on 7 December 2022.
- The CEO met with Theo Psaros, Chairman, and Nicholas Villa from Metallica Minerals Limited in Hope Vale on 8 December 2022 for general discussions on the status of their silica mining proposal.
- The CEO met with Katherine Wiggins, via teleconference, from the Northern Queensland Primary Health Network (NQPHN) on 8 December 2022 for discussions on its role to PHNs established nationally by the Commonwealth Department of Health to provide local communities with better access to improved primary healthcare services.
- The CEO met with Marika Seden from Alluvium Consulting, in Hope Vale on 8 December 2022. This firm has recently been engaged by Walmbaar Aboriginal Corporation RNTBC (Walmbaar) to assist members to review the functioning of their organisation, refresh their strategic plan, and engage with mining interests that impact their native title rights and interests.
- The CEO and Director Finance and Corporate Services met (via teleconference) with Brett Manktelow from Fourier Services for discussions on ensuring Council's cyber security protocols are satisfactory.
- A number of other meetings were also held by the CEO in relation to various administration, organizational, staffing and tenure issues.

Recommendation:

That Council note the meetings attended by the CEO.

Item 2: 2023 Council Meeting Dates

To meet its statutory obligations pursuant to Section 254B of the Local Government Regulations, Council must (at least once per year) publish a notice of the days and times when ordinary council meetings will be held.

254B Public notice of meetings

(1) A local government must, at least once in each year, publish a notice of the days and times when—

(a)its ordinary meetings will be held; and

(b)the ordinary meetings of its standing committees will be held.

(2) The notice mentioned in subsection (1) must be published on the local government's website, and in other ways the local government considers appropriate.

(3) A local government must display in a conspicuous place in its public office a notice of the days and times when—

(a)its meetings will be held; and

(b)meetings of its committees will be held.

(4) A local government must, as soon as practicable, notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.

Recommendation:

That Council approves the following dates and times for the Council Meetings for 2023 and for these to be placed on Council's website and public notice board –

Wednesday 18th January 2023 – 9am Commencement

Wednesday 15th February 2023 – 9am Commencement

Wednesday 15th March 2023 – 9am Commencement

Wednesday 5th April 2023 – 9am Commencement

Wednesday 24th May 2023 – 9am Commencement

Wednesday 21st June 2023 – 9am Commencement

Wednesday 19th July 2023 – 9am Commencement

Wednesday 16th August 2023 – 9am Commencement

Wednesday 20th September 2023 – 9am Commencement

Wednesday 25th October 2023 – 9am Commencement

Wednesday 15th November 2023 – 9am Commencement

Wednesday 13th December 2023 – 9am Commencement

Item 3 – TCICA Canberra Advocacy Delegation

The CEO attended the Torres Cape Indigenous Council Alliance (TCICA) Inc Delegation to Canberra on 29 November 2022 to 1 December 2022 to progress the advocacy priorities of TCICA with key Government Ministers, Shadow Ministers and Departmental Executives. (Attachment A - TCICA Federal Priorities – November 2022) The visit represents a continuation of conversations with Ministers on issues of importance to the TCICA region.

A report on the Canberra delegation is this report (Attachment B)

Recommendation:

That Council receive and note the TCICA Canberra Delegation Report

Item 4 – Human Resources Policies and Procedures

The CEO, Director of Finance and Corporate Services and the Payroll Officer have undertaken a review of Council's key Human Resources Policies and Procedures in conjunction with officers of Peak Services to ensure compliance with the current Industrial Relation framework.

As a result of this review, the following Policies and Procedure are submitted (Attachment C) for Council's consideration and noting -

- Code Of Conduct for Employees
- Work Health and Safety Policy
- Drug And Alcohol Policy
- Performance, Misconduct, And Discipline Policy
- Anti-Discrimination Policy
- Attendance And Absenteeism Policy
- Grievance Dispute Procedure
- Recruitment And Selection Policy
- Leave Policy

Recommendation:

That Council

(a) endorse the following Policies -

- **Code Of Conduct for Employees**
- **Work Health and Safety Policy**
- **Drug And Alcohol Policy**

(b) note the following policies proposed to be adopted by the Chief Executive Officer –

- **Performance, Misconduct, And Discipline Policy**
- **Anti-Discrimination Policy**
- **Attendance And Absenteeism Policy**
- **Grievance Dispute Procedure**
- **Recruitment And Selection Policy**
- **Leave Policy**

Item 6 CEO Verbal Briefing

**Steve Linnane
Chief Executive Officer
9 December 2022**