

Item 8.0: ACTING CHIEF EXECUTIVE OFFICER'S INFORMATION REPORT

EXECUTIVE SUMMARY

This report provides a summary of key activities and areas of focus since the last Council meeting held in October 2021.

ITEMS OF INTEREST

Meetings Attended

Over the past month, the following meetings have been attended:

- Auditors undertaking accreditation review at the Aged Care Facility
- Allen Cunneen from LGAQ undertaking the rates and services charges project
- Technical Working Group
- LGAQ Annual Conference in Mackay including the Indigenous Leaders Forum
- Department of Local Government and Shannon regarding the sustainability discussion paper
- Anne Prince Consulting regarding the Regional Waste Plan
- Fourier regarding the fibre optic installation
- LDMG – cyclone season preparation and DMP up-date and Pandemic Plan update
- Weekly DATSIP teleconference with up-dates on COVID
- Weekly DDMG teleconference with updates on COVID

REGIONAL WASTE STRATEGY

Anne Prince Consulting (APC) has been engaged to work with councils on the development of the Regional Waste Plan.

The plan seeks to achieve the following:

Guide current and future waste management and resource recovery

- Identify overall direction and priority responses
- Improved regional approaches and outcomes
- Identify and guide funding priorities

Also the key issues

- Landfill and transfer operations
- Legacy Waste (old motor vehicles)
- Organics
- Kerbside waste collections
- Waste separation and recycling
- Litter and dumping

- Container Refund points (COEX)
- Community education and engagement

Allen Cunneen has been engaged by Anne Prince Consulting to work with our Council to assist with development of this local regional plan.

APUNIPIMA

An initial approach has been made from Apunipima seeking availability of land in Hope Vale for staff accommodation and other facilities.

Following my request for more details on the proposal, the latest from the organisation FOR Council to note is as follows:

At this point no it is not an official request for land. It is an expression of interest as we are currently planning for the future and looking at land availability in communities we have an interest in opening a clinic. If we get Council support and confirmation that land could be made available to us we would source and allocate funding and proceed with a consultation phase.

We currently provide very little by way of clinical services in Hope Vale but these are currently provided out of the TCHHS PHC. However, when a formal request for land is submitted to Council a full list of services would be made available to ensure gaps in service delivery are addressed and duplications do not occur.

A consultation phase with Community would go ahead before a formal request for land to ensure support and need is there.

AGED CARE ACCREDITATION

A site audit was undertaken at the Aged Care Facility from 112 October until 14 October 2021. A subsequent report was provided that identified that a number of standards were not met.

The majority of these unmet standards related to policies and governance procedures the latter of which I believe relates to some confusion/conflict between the National Quality Standards and the Local Government Act relating to the involvement of Council (councillors) in operational matters at the Hostel. I am looking to get a legal opinion on this situation for future reference.

Following our response to the issues raised in the audit report, a decision was made to re-accredit the service until 10 November 2024.

SPECIAL HOLIDAY – RECOGNITION OF EVACUATION TO WOORABINDA

This year on 17 May, there was a special holiday approved to recognise the evacuation to Woorabinda.

I cannot find anywhere where this was to be an on-going annual event and am seeking clarification from Council on this.

FIRST NATIONS CONSULTATIVE COMMITTEE

I provided information to all councillors on this recent initiative from the Queensland Government.



NBN – WIFI INSTALLATION

Council has been approached by the NBN organisation to install a community WiFi system in the township for public use. It is understood that this will be on a trial basis for a specific period of time (perhaps 12 months) and will then be re-assessed.

It has been suggested to them that the Radio Station roof would be the most central location and this would compliment the future facilities to be built in that area.

STREET NUMBERING

This project is progressing and the Mayor and I have been through the current maps making amendments as necessary. Hopefully this project will be completed in the next few weeks to allow house/street numbering to be properly recorded in the Government system.

EDUCATION INCENTIVES & CHRISTMAS ACTIVITIES

The following is a breakdown of what is proposed for education incentives and Christmas activities this year.

Education

I have included Council as a sponsor for the school awards in the Community Spirit category to a value of \$500.00.

There will be 5 students that have completed year 12 in 2021 therefore as in previous years, we can provide JB HiFi gift cards of \$50.00 each.

Christmas

We can provide Chocolate stockings to be handed to children on Christmas morning after church at a cost of \$633.00.

It is intended to provide all staff members with a meat tray or ham to the value of \$50.00. These can be organised through the local supermarket. Any Christmas parties will therefore need to be organised privately between workers/work groups.

There has been a community Christmas BBQ organised most years with the support of community organisations. I am seeking Council's views on our input into this considering our other commitments mentioned above.

RECOMMENDATION

That Council notes the contents of the Acting Chief Executive's Officers Report



Item 8.1: HVACSC WEBSITE UPGRADE

EXECUTIVE SUMMARY

To improve the public information available from Council, a proposal has been received from LGAQ to up-grade Council's website to make it more user friendly and professional.

BACKGROUND AND INFORMATION

There has been a number of proposals provided to Council in the past 12 months to up-grade Council's website however nothing has progressed in this area.

LGAQ has introduced a new platform Jadu and has been assisting many councils across Queensland over the past couple of years to improve their websites.

The Hope Vale Council website has been in its current format for at least the past 10 years and is supported by a small company based in Cairns.

LGAQ has provided a quote to undertake this work which includes the following:

Design and build website, population of current data and initial training - \$25,100.00

Annual licence, hosting, support and maintenance - \$13,476.00 (this amount is flexible each year depending on a formula such as population, council annual expenditure and a base amount)

COUNCIL POLICY

There appears to be no implications to Council Policy.

LEGAL/LEGISLATIVE IMPLICATIONS

There appears to be no legal implications.

FINANCIAL IMPLICATIONS

The Finance Director has advised that funds are available in the 2021/2022 budget to undertake the proposed works.

RECOMMENDATION

That Council endorses the development of a new Council website by the Local Government Association of Queensland at a cost of \$25,100.00 and with an initial annual fee of \$13,476.00.

Item 8.2: LETTER OF SUPPORT – NERELLE NICOL

EXECUTIVE SUMMARY

Request for a letter of support from Nerelle Nicol who is applying for funding to undertake a research project on luggers in Far North Queensland.

BACKGROUND

Information from Nerelle as below:

As mentioned I am currently exploring funding to document and record memory, stories, songs, dance, photographs, artefacts and other significant objects, associated with Luggers, owned, managed or crewed by Aboriginal, Torres Strait, and South Sea Islanders in Far North Queensland and undertake archival research in collections held across the north and other Institutions, to provide a broader context for this history, to produce a Concept Development Plan for a large scale, inclusive, community led major Exhibition to be launched across a number of venues in Cairns in 2023.

Documentation and recordings will include seafaring knowledge and practices associated with sailing and living on luggers, as well as the historical aspects of the marine industry in which the luggers played a key role. The remaining elders with experience and knowledge of lugger life will be central to my project. It will record important local history held by Elders or others in the community, before it is lost forever, providing a sense of honour and pride for these long-overlooked workers. It will also showcase the living cultural heritage held by dancers, singers, and storytellers within the lugger families and communities of Far North Queensland, contributing to a more inclusive understanding and appreciation of local history. The concept report will bring together historical research and reference that participants, contributors and community can share or build on at their discretion and maintain for future generations.

To this end Cape Bedford/Hopevale has been a significant part of this history and I am hoping the Council will provide me with a letter of support so I can pursue various funding opportunities to bring this important story to realisation.

LEGAL/LEGISLATIVE IMPLICATIONS

There appears to be no legal implications.

FINANCIAL IMPLICATIONS

Nil

RECOMMENDATION

That Council approves a letter of support to Nerelle Nicol towards her proposed project on luggers in Far North Queensland.

Item 8.3: LOCAL THRIVING COMMUNITIES ADVISORY COMMITTEE

EXECUTIVE SUMMARY

Local Thriving Communities (LTC) is an initiative of the Queensland Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (DSDSATSIP) which is a significant, long-term reform that will result in a visibly different way of government working with communities to deliver better outcomes for the state's 19 remote and discrete Aboriginal and Torres Strait Islander communities.

This approach is based on mutual respect and high expectations relationships, applying a collaborative approach to give Aboriginal and Torres Strait Islander communities a greater voice in shaping their future.

Independent decision-making bodies will begin providing a representative voice for engaging with Queensland Government to:

- make decisions about their own future
- build on their strengths as a community
- invest in the things that will make communities stronger, that will make a difference to people's lives
- create thriving communities.

Following the recent Torres Cape Indigenous Councils Alliance (TCICA) workshop on the Local Thriving Communities and Pama Futures reforms, it is evident that the Hope Vale Aboriginal Shire Council's (Council) interest in progressing Local Thriving Communities (LTC) would be best suited through the establishment of an authentic and representative local decision-making group in Hope Vale that respects the role of Council in the community.

Such a group would acknowledge the role of Mayors, councillors and local governments, including through local government election processes and leadership across a range of issues in community that extends well beyond Council responsibilities.

INFORMATION

Section 264 of the Queensland Local Government Regulation 2012 allows a local government to appoint advisory committees. It is through such a committee that any LTC initiatives could be channelled and discussed whilst still meeting the intent of the LTC reform and recognising the role of Council.

A draft Term of Reference for a Local Thriving Communities Advisory Committee has been developed based on similar documents from other Councils for consideration.

Also, whilst Council has recently endorsed a Community Safety Committee, a new LTC Advisory Committee could form the core of the Community Safety Committee.



COUNCIL POLICY

Currently, there is no policy impacting on this proposal and the proposed Terms of Reference for the Advisory Committee would form the requirements for the operation of the group.

LEGAL/LEGISLATIVE IMPLICATIONS

This proposal is covered in *Section 264 of the Queensland Local Government Regulation 2012*

FINANCIAL IMPLICATIONS

None at this stage other than time spent at meetings by councillors and staff and on administrative matters

RECOMMENDATION

That Council

1. endorse the establishment of a Local Thriving Communities Advisory Committee and the proposed Terms of Reference for the committee.
2. Approve for the Mayor to formally write to the Minister for Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships to confirm Council's interest in progressing Local Thriving Communities through an authentic and representative local decision-making group in Hope Vale that respects the role of Council in the community.



HOPE VALE ABORIGINAL SHIRE COUNCIL

DRAFT TERMS OF REFERENCE Interim Local Thriving Communities Advisory Committee

The following table sets out the formal terms of reference for the Committee:

Head of Power - Advisory Committee appointed by Council under Section 264 of the *Local Government Regulation 2012*.

General Purpose - The Committee shall provide advice to Council to guide its decisions relating to the implementation of the Queensland Government's Thriving Local Communities Initiative.

Membership - The Committee shall be made up of

- Mayor, Hope Vale Aboriginal Shire Council
- Nominated Councillor from Hope Vale Aboriginal Shire Council
- 5 Community members appointed by Council

The Committee will be chaired by the HVASC Mayor

The Committee shall appoint a Deputy Chair from one of the Committee members.

Quorum - There must be at least 4 members of the Committee present at each meeting to form a quorum, including at least two community members. Where a quorum is not obtained for a particular meeting within 30 minutes of the appointed starting time of the meeting, the Chair shall postpone the meeting to a later date.

Appointment of Other External Members - Recruitment and appointment of community members will be managed by the CEO and endorsed by Council.

Meeting Frequency - Meetings of the Committee shall be quarterly. Additional meetings may be called as deemed appropriate provided the overall number of meetings each year does not exceed eight (8) in a financial year.

Notice of Meetings - At least once a year, Council will publish notice of the days and times when Committee meetings will be held, on Council's website. Notice will also be provided in a conspicuous place at Council's public office.

Integration of Meetings with Council's Budget and Planning Operations - The CEO, in consultation with the Mayor, will determine meeting dates for the financial year ahead. In determining meeting dates the CEO will ensure consideration is given to integrating meetings with Council's statutory and non-statutory planning timeframes including annual budget and operational plan processes, etc.

Meeting Location - Meetings will be held in Council chambers wherever possible though meetings can be moved to a suitable alternative venue, preferably at a Council's facility, provided approval of the Chair is received and appropriate notice (at least two days) is provided to all members.

Standing Orders - For all matters not covered by these Terms of Reference, Council's Standing Orders will apply, and all Committee members will be required to abide by the Standing Orders.



Meeting Reports - The CEO shall provide a secretariat for the Committee. The secretariat shall prepare an agenda and provide a copy of the agenda to all Committee members not later than two (2) business days before each meeting. The secretariat shall also prepare a report of each meeting with the report to be provided to all Committee members not later than five (5) business days after the conclusion of each meeting. All Meeting Reports will be presented to the following Council meeting for consideration.

Committee Recommendations - Recommendations at each meeting will be open with matters/questions decided by a consensus of the members present. Non-member Councillors may attend meetings and provide input, as regulated by the Chair.

Reports of each meeting will be referred to the next available General Meeting of Council for consideration of recommendations. Council may endorse, amend or reject the recommendations as it deems appropriate by resolution. Council may refer particular recommendations back to the Advisory Committee for further consideration.

Attendance at Meetings by Employees or Other Parties and Requests for Employee Assistance - From time to time senior management employees or other employees with specific expertise might be asked to attend Committee Meetings to present information, answer questions, provide advice etc. Where employees are required to attend meetings, they will provide full, frank and meaningful advice on all issues within their capacity. Other external parties (contractors, consultants etc) may also be invited to meetings to provide input at the discretion of the Chair.

Where information is required from employees outside of Committee Meetings, such requests will be directed through the CEO and employees will make every effort to respond in a reasonable timeframe.

Referral of Committee Recommendations - Reports of each meeting will be referred to the next available General Meeting of Council for consideration of recommendations. Council may endorse, amend or reject the recommendations as it deems appropriate by resolution. Council may refer particular recommendations back to the Advisory Committee for further consideration.

Reviews of Terms of Reference - These terms of reference will be reviewed periodically by the Committee as deemed necessary provided that they must be reviewed at least once every twelve (12) months. Minor changes to the Terms of Reference that do not alter the intent of the Committee or its structure etc. can be approved by the Committee provided the changes are referred to all Council for noting. Changes to the intent of the Committee or its structure etc. must be ratified by Council resolution.

It is noted that the role of the Committee will be further defined as the State Government clarifies its LTC's initiatives.

Delegated Authority - The committee has no delegated authority. In accordance with the constraints of the *Local Government Act 2009*, Council cannot delegate authority to the Committee.

Public Access to Meetings - All formal meetings will be open to the public, consistent with legislative requirements and normal practice at Council's General Meeting. By exception, and in accordance with the *Local Government Act 2009*, confidential matters may be considered in closed session without the public present and informative and/or deliberative workshops may be conducted if necessary, without public access.

Remuneration – Unless determined otherwise by the State Government, no remuneration is applicable for community members. Councillors and Council Staff (excluding Council Staff



who are appointed to the Advisory Committee as community members) will receive no additional remuneration for this committee.

Conflict of Interest - Councillor members of the Committee are required to discharge any prescribed or declarable conflict of interest in the same fashion as required under the *Local Government Act 2009*. In the event that a Community Committee member has a prescribed or declarable conflict of interest, they shall declare same to the Chair or the Mayor as soon as they become aware of the situation and the report of the meeting shall record the interest.

