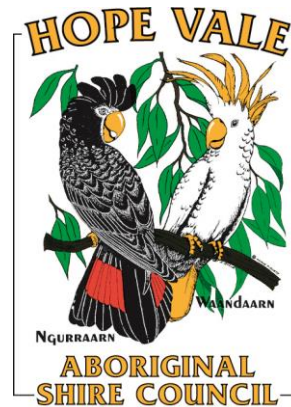


CHIEF EXECUTIVE OFFICER

COUNCIL REPORT

Meeting 20 April 2022



Item 1: Meetings Attended

- CEO met with Sumant Narula, Chief Financial Officer and Joanne Bambie, Human Resource Manager, Cape Flattery Silica Mines Pty Ltd in Hope Vale on 15 March 2020.
- Mayor, Councillors, and the CEO attended the Council Meeting held in Hope Vale on 16 March 2022.
- CEO and Director of Finance and Corporate Services met with Tracey Wilson (via teleconference) on 17 March 2022 for discussions on the proposed new website project.
- CEO met with Charlene Berndt, Director, Aboriginal & Torres Strait Islander, Department of Resources and Marion Renouf, Department of Resources, (via teleconference) on 18 March 2022 for discussions on the status of various Government Champion issues as well as introducing Marion Renouf as the Government Champion's Support Officer.
- CEO met with the ALP candidate for Leichhardt, Elida Faith on 19 March 2022 in Cooktown to outline for her those issues of importance to Council.
- CEO and Operations Manager met with Josie Flores, Regional Manager, Cook - My Pathway, on for discussions on 21 March 2022, for discussions on a possible project to fence the Hope Vale township for animal control purposes.
- CEO and the Operations Manager attended the Technical Working Group Meeting held (via teleconference) on 22 March 2022.
- CEO and the Operations Manager met with Biannka Brannigan and Michael Coots from Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (via teleconference) on 22 March 2022, for discussions on finalizing the Hope Vale Street Numbering Project.
- CEO and the Management Team undertook an Operational Risk Management Meeting on 23 March 2022 (via teleconference).
- CEO met with Rod Curtin, Deputy Commissioner, Families Responsibilities Commission, in Hope Vale on 24 March 2022.

- CEO attended the Local Government CEO Forum in Brisbane on 31 March 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 5 April 2022 for discussions on Hope Vale Local Housing Plan.
- Mayor, CEO, and Director of Finance and Corporate Services undertook a teleconference with Deborah Bettens from Increment 3 (Council Consultant) and Samantha Martinek, Assistant Director, Aged Care Regulation QLD, Australian Government Department of Health on 5 April 2022 outlining Council's actions in relation to ensuring full compliance at the Hope Vale Aged Care Hostel.
- Mayor and CEO met Theo Psaros, Executive Chairman and Nicholas Villa, General Manager Cape Flattery Silica in Cairns on 6 April 2022 for general discussions on the Cape Flattery Silica sands project.
- Mayor and CEO met with Jake Mckenna, Manager Home Ownership, Department of Communities, Housing and Digital Economy in Cairns on 7 April 2022.
- Mayor and CEO attended a meeting of the Far North Queensland Regional Organisation of Councils (FNQROC) in Cairns on 7 April 2022.
- Mayor and CEO met with Tanjil Whitnell from Reach Mediation in Cairns on 8 April 2022 in relation to a proposal for a mediation program for Hope Vale.
- Mayor, CEO and Cr Michael met (and via teleconference) with the various applicable agencies in Hope Vale on 11 April 2022 to discuss an action plan to address the anti-social behavior occurring in Hope Vale
- 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: 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

Recommendation:

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

Item 3: 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.

Recommendation:

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, 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.

Item 4 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 the attached Communication Strategy (Attachment B). 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 the next meeting.

Recommendation:

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

Item 5: 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. Attachment C to this report provides an assessment on Council's progress towards implementing the annual Operational Plan for the third quarter ending 30 March 2022.

Recommendation:

That Council receive and note the assessment on Council's progress towards implementing the annual Operational Plan for the third quarter ending 30 March 2022.

Item 6: 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.

Recommendation:

That Council delegate authority to the Mayor to appoint the Chair of Council's Audit Committee.

Item 7: 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;
- Capitalise 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.

Recommendation:

That the Risk Management Policy and Risk Management Framework and Guidelines, attached to the Chief Executive Officer's Report, be received and endorsed.

Item 8: First Nations Tourist Action Plan for Tropical North Queensland

Mayor Ross Andrews from Yarrabah Aboriginal Shire Council is FNQROCs representative on the Steering Committee to lead the development of TNQ First Nations Tourism Action Plan. Attached is the project overview (Attachment E)

Through March to June 2022 there will be a series of face-to-face workshops, meetings, and online surveys. Workshops will be held in Cairns, Mossman, Cooktown, Laura, Coen, Weipa, Bamaga, Thursday Island, Innisfail, Atherton, Normanton, Lockhart River, and Yarrabah

Recommendation:

That Council receive and note the project overview of the First Nations Tourist Action Plan for Tropical North Queensland

Steve Linnane

Chief Executive Officer

13 April 2022