

Thursday, 23 September 2021

9:00 AM

Tully Civic Centre
Council Chambers Level 2
38-40 Bryant Street
Tully Q 4854



Cr Mark Nolan - Mayor
Cr Barry Barnes - Division 1
Cr Teresa Millwood - Division 2
Cr Trudy Tschui - Division 3
Cr Nicholas Pervan - Division 4
Cr Jeff Baines - Division 5
Cr Renee McLeod - Division 6

LOCAL GOVERNMENT MEETING

MINUTES

Welcome

Cr M Nolan (Chairman) welcomed everyone and opened the Local Government Meeting at 9:00am

Present

Crs M Nolan (Mayor), B Barnes (Deputy Mayor), T Millwood (via Teleconference link), T Tschui, N Pervan, J Baines, Mr A Graffen (Chief Executive Officer), Mr D Goodman (Director Infrastructure Services), Mr A Sadler (Director Delivery Services), Mr G Singh (Chief Financial Officer), Mr P Crosby (Chief People & Culture Officer), Ms K Slattery (Governance Lead), Ms L Bradley (Manager Finance), Mr A Wilson (Manager Information Services), Mr D Walker (ICT Customer Support Officer) and Mrs J Sands (Minutes Clerk)

Acknowledgement of Country

The Mayor acknowledged the traditional owners and caretakers of the land on which the meeting is being held and paid his respects to the elders, past, present and emerging.

Opening Prayer

The Mayor welcomed Pastor Musu of the Seventh Day Adventist Church to the meeting and invited Pastor Musu to open the meeting prayer.

On completion of the blessing Pastor Musu left the meeting.

Minute of Silence

Cr M Nolan requested that a minute of silence be held for the recent passing of Kendal Rule-Bouttell. Kendal was the daughter of Ian and Anne Rule. Ian Rule worked for Council for 44 years in the Roads Department and he served 2 terms as a Councillor. Former workmates of Ian's who are still in the Council workforce asked to acknowledge the sad passing of Kendal. All present stood and observed 1 minute of silence for Kendal Rule-Bouttell.

9:05am Ms L Bradley (Manager Finance) entered the meeting

Apologies

Cr R McLeod

Declaration of Prescribed Conflicts of Interest or Declarable Conflicts of Interest

Cr M Nolan (Chairman) invited those present to use this opportunity to make public any Prescribed Conflicts of Interest or Declarable Conflicts of Interest in respect of the Items in the Agenda.

Councillors should use this opportunity to disclose and/or comment on other Councillors and/or Staff interests in accordance with the Act and Regulations.

DECLARATION

No Prescribed Conflicts of Interest or Declarable Conflicts of Interest have been declared.

1. CONFIRMATION OF MINUTES

1.1 Minutes of the Local Government Meeting dated 9 September 2021

Recommendation

"That the Minutes of the Local Government Meeting held on 9 September 2021 be confirmed as a true and correct record."

Moved Cr T Tschui

Seconded Cr B Barnes

Resolution Number LG1100

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Clean-up of Town Entrances (Item 5.9 - Minutes 9 September 2021)

Cr B Barnes advised that the Department of Transport & Main Roads (DTMR) have been doing some signs but noticed that from Cardwell to Innisfail there are still many signs that are very stained with mildew and it would be great wed those signs could be cleaned up to a standard. Cr M Nolan confirmed with Cr Barnes that he wanted to refer the matter to DTMR by correspondence as has been done previously.

2.2 Port Hinchinbrook Dredging (Item 5.7 - Minutes 9 September 2021)

Cr B Barnes advised that he will be asking Mr D Goodman (Director Infrastructure Services) about this item in General Business.

2.3 Etty Bay Toilet Facility - Accessibility (Item 5.3 - Minutes 9 September 2021)

Cr N Pervan asked Mr A Graffen (CEO) for an update on this matter and Mr Graffen replied that an inspection of the site has been made and Council is investigating some opportunities as there are some fishing infrastructure grants that have been made available which also fund improved access for all abilities particularly around toilet blocks and Council will be seeking to engage a consultant to come up with a bespoke solution for that facility.

3. RECEIPT OF MINUTES

3.1 Receipt of 'Draft' Minutes of Cassowary Coast Traffic Advisory Committee Meeting held on 25 August 2021

Executive Summary

The 'draft' minutes of the Cassowary Coast Traffic Advisory Committee (CCTAC) meeting held on 25 August 2021 are provided for the Council's information.

Recommendation

"That the 'draft' minutes of the Cassowary Coast Traffic Advisory Committee meeting held on 25 August 2021 be received and noted."

Moved Cr N Pervan

Seconded Cr T Tschui

Resolution Number LG1101

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

4. GOVERNANCE, ENVIRONMENT & FINANCE

4.1 Information Services Incident Management Policy, and Incident Management Procedure

Executive Summary

As the risk of a cyber breach increases Council must have a repeatable robust response that remediates any incident and improves future resilience.

Given the rate of change in technology and hostile cyber capability, the Incident Management Policy and Procedure need to be contemporary and reviewed regularly. Information Services (IS) has revised the Policy and Procedure to better meet current threats.

Recommendation

"That Council adopt the Incident Management Policy and Incident Management Procedure."

Moved Cr J Baines

Seconded Cr T Tschui

Resolution Number LG1102

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

9:18am Mr A Wilson left the meeting

9:18am Ms N Pirini (Technical Officer Civil) entered the meeting

4.2 Finance Report August 2021

Executive Summary

The purpose of this report is to promote sound financial management and accountability by presenting the Finance Report and Monthly Council Reporting Package as at 31 August 2021 to Council.

The Chief Financial Officer will be available at the Council meeting to answer any questions Councillors may have.

Recommendation

"That the report be received and noted."

Moved Cr J Baines

Seconded Cr B Barnes

Resolution Number LG1103

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

4.3 2021 Management Report on Council-Owned Facilities

Executive Summary

The Queensland Audit Office (QAO) has provided its management report for Cassowary Coast Regional Council in response to a request by a former Councillor to identify and review the appropriateness of the levying and collection of income from Council-owned facilities. Under section 213 of the *Local Government Regulation 2012*, a copy of this management report must be presented at the next ordinary meeting of Council.

Recommendation

"That the correspondence from the Queensland Audit Office in relation to the Cassowary Coast Regional Council 2021 Management Report on Council-Owned Facilities, be noted".

Moved Cr J Baines

Seconded Cr B Barnes

Resolution Number LG1104

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

4.4 Risk Appetite Statement

Executive Summary

Council's Enterprise Risk Management Committee and Councillors recently reviewed the existing Risk Appetite Statement which forms part of Council's Enterprise Risk Management Framework. As a result of this consultation Council's Risk Appetite Statement has been updated to reflect Council's goals and objectives and is attached in Appendix A of this report.

Recommendation

"That Council adopt the updated Risk Appetite Statement 2021 as attached in Appendix A."

Ms K Slattery advised that in Appendix A:

Page 78 - Environmental Item 14 - change out the word 'considerable' to read 'high' i.e.

14. There is high appetite for decisions that promote economically sustainable development.

Page 78 - Asset Sustainability Item 15 - change out the word 'high' to read 'moderate' i.e.

15. We have a moderate appetite to accept that there will be some asset failures that have a moderate impact on the community.

Moved Cr J Baines

Seconded Cr T Tschui

Resolution Number LG1105

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

4.5 Fraud and Corruption Control Framework, Audit Committee Charter and Complaints about the Public Official Policy

Executive Summary

Attached to this report is the draft Fraud and Corruption Control Framework 2021. The purpose of the Framework is to:

- minimise opportunities for fraud and corruption (whether committed by internal or external parties)
- protect public monies, property, and information and organisational and individual rights and
- maintain the effectiveness of Council operations.

Its implementation will ensure that our workforce acts legally, ethically and in the public interest.

The Framework identifies that complaints that involve or may involve corrupt conduct of the Chief Executive Officer as defined in the Crime and Corruption Act 2001 will be referred to the Chair of Council's Audit Committee, thus requiring updates to the Audit Committee Charter and the Complaints about the Public Official: Section 48A of the Crime and Corruption Act 2001 Policy ORG008 which are also attached.

Recommendation

"That Council adopt the:-

- 1. Fraud and Corruption Control Framework 2021;**
- 2. Audit Committee Charter; and**
- 3. Complaints about the Public Official: Section 48A of the *Crime and Corruption Act 2001* Policy ORG008".**

Moved Cr J Baines

Seconded Cr N Pervan

Resolution Number LG1106

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

5. ASSET SUSTAINABILITY

5.1 CCRC Capital Report - August 2021

Executive Summary

Council has adopted its Capital Works Program for the 2021/22 financial year. The status of individual projects is reported monthly.

Recommendation

"That Council receive the report and note the status of Capital Works projects managed by it."

Moved Cr T Tschui

Seconded Cr N Pervan

Resolution Number LG1107

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

5.2 Request to rename a section of Gullotta Road, Walter Lever Estate

Executive Summary

Council received a request from a resident whose property fronts Gullotta Road within Walter Lever Estate to rename a section of the road to allow for ease of location by emergency services agencies, service deliveries and visitors.

Recommendation

"That Council rename the section of Gullotta Road between Lot 5 on SP164352 and Lot 7 on NR232, described as road reserve intersecting Walter Lever Estate Road, Walter Lever Estate; Emmi Road."

Moved Cr T Millwood

Seconded Cr J Baines

Resolution Number LG1108

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

9:48am Cr T Tschui left the meeting

6. ORGANISATIONAL CULTURAL DEVELOPMENT

6.1 Christmas/New Year Shut-down of Council Offices, Libraries and Depots

Executive Summary

It is proposed that Council offices, libraries and depots be closed over the Christmas and New Year period from 3.00pm Wednesday, 22 December 2021 to Monday 3 January 2022 inclusive.

9:50am Cr T Tschui re-entered the meeting

Recommendation

"That Council authorise the closure of its Offices, Libraries and Depots (except for essential and emergency services) from 3.00pm Wednesday, 22 December 2021 to Monday 3 January 2022 inclusive, re-opening on Tuesday, 4 January 2022 and that the closures be advertised in the local media, on Council's web and Facebook pages and notices placed on public notice boards in Council's offices and libraries."

Moved Cr T Tschui

Seconded Cr N Pervan

Resolution Number LG1109

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

6.2 Business and Industry Liaison Officer

Executive Summary

This report proposes the establishment of a new role titled Business and Industry Liaison Officer in the Delivery Services Department, Community Relations and Services Section. Budget for this position of \$112,800 p.a. inclusive of on-costs was included in Councils adopted budget 2021/22. This report requests that the role be formally established into the organisational structure prior to being externally advertised for recruitment.

Recommendation

"That Council authorises the establishment of the new role of Business and Industry Liaison Officer."

Moved Cr T Tschui

Seconded Cr N Pervan

Resolution Number LG1110

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

7. GENERAL BUSINESS

7.1 Market Stall - Sunday 26 September 2021

Cr Tschui thanked those who had brought in their information and reminded everyone that there is still today (Thursday 23 September 2021) and tomorrow (Friday 24 September 2021) if people or groups, clubs, sporting groups would like to get their information to either the Tully or Mission Beach Library so that Cr Tschui can collect them before the weekend and use them for the stall. Cr Tschui hopes to see you there.

7.2 Update on Dunk Island

Cr T Tschui asked Mr D Goodman (Director Infrastructure Services), Mr A Graffen (CEO) and Cr M Nolan (Mayor) if there was any news in relation to a sale or any other information. Mr Graffen replied that Council is not party to the sale of Dunk Island but Council is obviously aware of the reported sale to Upsense Media Capital. Council will play a regulatory role in the future development of the island however, at this stage Council has not received any Development Application.

Cr Tschui asked Mr Goodman (Director Infrastructure Services) if the caretaker role is in place on Dunk Island for the spit and camping facilities. Mr Goodman confirmed that the new caretaker arrangements are in place and now operating. Cr Tschui also asked about bookings for camping and Mr Goodman advised that the change over for bookings has been delayed to ensure that there was no confusion with the school holiday period. Immediately after the school holiday period Council will be transitioning to an online booking system and in addition to that Council is in the final stages of completing an Agreement with the Mission Beach Visitor Information Centre (VIC) to facilitate bookings as a face-to-face process. Cr Tschui also asked if people can book after hours online and Mr Goodman replied that people could book online 365 days a year 24 hours a day!

Cr Tschui also asked what would happen to any Mayfair footings and other bits and pieces that have been left on the island. Mr Goodman advised that currently there is no lease with Mayfair

and the ownership has fallen to Council. There are some of those footings and foundations associated with the toilet block and the camp kitchen facilities that Council are looking to utilise and Council is in negotiations with the builder that Mayfair had engaged. Council understands that Mayfair had already procured some works and Council is looking to negotiate a good price to purchase and if not Council will work out an alternative method of dealing with those.

In relation to the footings that are associated with the bar facility that Mayfair were in the process of building, Council have not made a determination on this and will be informed on our future strategy, in terms of a lease or tender. Currently Council is making it safe and will review that decision as things change at Dunk Island. It is currently unsightly but has the potential to be relatively valuable for a future developer of that area of the island.

7.3 Update on Sewerage Treatment Plant at Cardwell

Cr B Barnes asked for an update on the Sewerage Treatment Plant in Cardwell. Mr Goodman (Director Infrastructure Services) advised that Council has received an invitation to apply for funding for \$6M from the Federal Government and to access that funding Council has been asked to respond to a request for information through the Community Development Grants program. Council Officers are currently working on that and Council anticipates that it will be able to provide that information to the Federal Government by the end of this week. Council is continuing negotiations and discussions with the State.

7.4 Dredging Project

Cr B Barnes asked Mr D Goodman (Director Infrastructure Services) for any information on the dredging project. Mr Goodman advised that he has no new additional information that has not been provided in the past and that the application has been made. Mr A Graffen (CEO) advised that Council is still negotiating the final points of an agreement that relates to the funding that could be allocated to that dredging.

7.5 Town Planning for Industrial Land

Cr B Barnes spoke about the influx of 43K people into Queensland due to COVID and that people are buying blocks of land in our region as evidenced by the recent sale of all the blocks of land on Pease Street in Tully. Cr Barnes believes that in his opinion Council also needs more industrial land in the upcoming town plan as there are industries that have an appetite to come to our region and he believes that Council should be forward thinking and try to look at good cheap industrial flood-free land for these businesses being in a prime position halfway between Cairns and Townsville.

7.5 Tilapia Competition Continues

Cr N Pervan advised that there are still 4 more days of fishing for tilapia in the Warrina Lakes catchment. It has been a great success with families participating for the last 3 days. A lot of the Councillors here today have been there supporting the competition. The weather is beautiful and Cr Pervan encouraged everyone to get out in the sun and help get rid of some of these pesky fish out of our waterways.

Cr T Tschui supported Cr Pervan's comments adding that she was thanked by a lady for such a great event. Cr Tschui said that it was great to see the children enjoying themselves with no phones or tablets just a fishing line and seeing who could catch the most fish and the biggest fish. Cr Tschui congratulated all of those that evolved that have made it happen as it has been a great and very successful event - Thank You.

Cr B Barnes advised that it was an incident free day for all the children but when the Mayor and his wife Marsha Nolan went for a stroll around the event a young child was snagged and pulled on the line and it flicked back and hit the Mayor's wife in the head with the sinker and the hook

got caught in her forehead. The Mayor advised that Mrs Nolan was fine and took it all on board with a little light humour from the nurses who said that if the hook had landed in her ear lobe it would have been a good look with both the hook and sinker.

7.6 Junk Art Display

Cr J Baines advised that the Junk Art Display is being held at Warrina Lakes on Saturday 25 September 2021 which is all about recycled items and there are 12 entries at this stage. It would be lovely to see everyone there.

7.7 Eco-Fest Day

Cr J Baines advised that the Eco-Fest Day is on Sunday 26 September 2021 at Warrina Lakes. There are plenty of NRM groups attending, such as the Department of Parks and the Great Barrier Reef Marine Park Authority (GBRMPA) and also displays by some Traditional Owners and also Oz Fish. There will be plenty to do and a last chance of 2 hours in the morning for a quick fish. After 10:00am the mini rail will also be running on Sunday with entry only permitted if you are wearing closed in shoes. There will also be a barbecue, so overall it will be a great day with prizes also to be won. The day should conclude by lunch time or early afternoon. Cr Baines advised that it is an extraordinary event and he believes the largest Tilapia tournament in Australia and believes it will continue to be so into the future.

7.8 Abandoned Animals Open Day

Cr M Nolan advised that it was Open Day at the animal refuge this Saturday 25 September 2021 from 9:00am to 12 noon for abandoned and neglected animals. There are wonderful volunteers who work there towards finding a second home for these animals.

7.9 Seafest

Cr M Nolan advised that the Seafest would be held on Saturday 2 October and Sunday 3 October 2021 in Cardwell and recommended this event to everyone. The highlight of the event is a crab race and Cr Barry Barnes will be the race caller with track conditions at the moment dry, but if it rains Cr Barnes does a penetrometer reading earlier in the day and will share that information with fellow Councillors to give punters a fair go. Cr Barnes is a good race caller and Cr Nolan recommends that everybody show up to support Cr Barnes at the crab race.

7.10 Positions Relating to the Feral Pig Program

Cr B Barnes asked for an update on the position that relates to the feral pig program. Mr A Sadler (Director Delivery Services) advised that the recruitment phase is complete for the conservation land management ranger position and the incumbent has recently commenced work.

7.11 Asset Management Plan for Footpaths

Cr B Barnes asked if the footpath levelling program is proceeding across the region, taking into consideration the Seafest event being held in Cardwell. Mr A Sadler (Director Delivery Services) replied that it is the asset management plan for the footpaths that Cr Barnes is referring to and the condition rating and the management plan moving forward. As highlighted previously this project has been delayed in relation to resourcing. The Senior Asset Inspector role has not been filled yet and as at the last operational plan report it was at 40%. There are further details that need to be completed in relation to the management system for the asset plan but the on ground inspection components is what we are waiting for so that Council can get condition rating. In addition to that, Council has a capital program working on footpaths across the region and recently Rankin Street and others have been done. From a capital point of view Council is on track with its renewals.

7.12 Mountain Bike Project

Cr B Barnes advised that he had been speaking with traditional owners recently and they are very excited about their involvement with the mountain bike project and asked for an update. Mr A Sadler (Director Delivery Services) advised that Council has been working with the project group in relation to finalising the feasibility report and recently Council officers went to Cardwell to look at the skills track and appointing a project officer to help with the design and construction phase. They also looked at the reserve area for the existing facilities where the trailhead and those types of things will go. Mr Sadler is confident that it will still be able to deliver that project within the timeframes that Council has, in relation to the federal funding.

7.13 Congratulations to Council Staff

Cr T Tschui spoke about all the events that have been happening recently in the region such as the Kurrimine Beach Fishing Tournament, the Art Deco in the Tropics event, the Tilapia Tournament, Ona Mission at Mission Beach to name a few and congratulated the Council teams that have worked hard behind the scenes making those events possible. September is a very big month for events and Cr Tschui offered congratulations to the teams that make these events happen for our community. Thank You.

8. MEETING CLOSURE

10:15am There being no further business, the Mayor declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD THIS 14TH DAY OF OCTOBER 2021

Cr M Nolan, Mayor

RISK APPETITE STATEMENT

The Cassowary Coast Regional Council (Council) is a local government entrusted with unique powers and authorities to administer the local government area of the Cassowary Coast Region. The Council established its Enterprise Risk Management (ERM) function in 2009 to identify and assess Council's critical risks and support it in managing those risks. By establishing a systematic approach to identifying, assessing, and managing risk, Council intends to continually improve its governance, increase accountability, and enhance overall performance.

As part of the framework, the Risk Appetite Statement articulates the level and type of risk Council will accept. This statement is the result of a careful evaluation of how risks affect Council's ability to achieve its strategic goals.

Risk appetite description	Appetite level
Financial 1. There is a low appetite for decisions that have a significant negative impact on Council's long term financial sustainability	Low
Legal and Regulatory 2. There is a low appetite for non-compliance with legal, professional and regulatory requirements.	Low
People and Culture 3. There is a low appetite for compromising staff safety and welfare.	Low
4. We have a low appetite for risks arising from inadequately trained staff or failure to adhere to internal processes.	Low
5. We have low appetite for work practices or behaviours which are inconsistent with constructive culture and not focussed on achieving a great customer experience.	Low
Operational 6. We have a low appetite for internal fraud, collusion, theft and associated reputational risk	Low
7. We have a moderate appetite for system failures or information and data security breaches.	Moderate
8. We have a moderate appetite for operational risks arising from failure to meet customer commitments and/or suitability of advice.	Moderate
9. We have a low appetite for key third party partner (contractors) failure which significantly impacts Council and our community.	Low
10. There is significant appetite to diversify council's own-source revenue opportunities and improve financial sustainability.	Significant
11. We have a significant appetite in terms of the operational risk associated with the implementation of change and key strategic plans.	Significant
12. There is a high appetite to invest in and adopt new technologies and systems that will significantly improve efficiency, productivity and communication.	High
13. There is a high appetite for improved efficiency of service delivery and customer experience.	High

Risk appetite description	Appetite level
<u>Environmental</u> 14. There is considerable appetite for decisions that promote economically sustainable development.	High
<u>Asset Sustainability</u> 15. We have a high appetite to accept that there will be some asset failures that have a moderate impact on the community.	Moderate
16. There is significant appetite to pursue fit for purpose engineering designs that consider network risk and promote financial sustainability.	Significant
17. There is significant appetite through Asset Management Plans to review asset and service provision to remove assets and services that add little value to the community and redirect resources to greater impact assets and services.	Significant