

**Hope Vale Aboriginal Shire Council**  
**Quarterly Report September 2020 to December 2020**

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1.1.1	Annual Operational Plan	Community & Lifestyle	Advocate for medical, family and child health support and services within Hope Vale and the region.	Council will meet quarterly with health services.	SSD	Monthly or as required	Underway	
1.1.2	Annual Operational Plan	Community & Lifestyle	Provision of the following services to identified clients - Disability Program, Community Home Support Program (CHSP), HV Aged Care Facility, Indigenous Knowledge Centre, Kindergarten and Child Care Service, HV Radio Station, and Youth Program.	Level of complaints/compliments from clients. Report monthly.	SSD	Monthly	Ongoing	Suggest change to performance measure as we actively seek complaints as a tool for improvement. Level of participation and outputs against the program.
1.1.3	Annual Operational Plan	Community & Lifestyle	Provide reports on each Social Service to Council.	Monthly reports submitted.	SSD	Monthly	Ongoing	
1.1.4	Annual Operational Plan	Community & Lifestyle	Quarterly reporting to ensure meeting regulatory standards	Compliance with legislative requirements	SSD	Quarterly	Not started	
1.1.5	Annual Operational Plan	Community & Lifestyle	Make application for funding and licensing for a out of school hours program	Funding and licensing approved	SSD	Jul-21	Underway	commenced in March 2020 and is well ahead of scheduled completion.
1.1.6	Annual Operational Plan	Community & Lifestyle	Investigate alternate management and operation models for the Hope Vale Aged Care Facility	Investigation results considered by Council	SSD	Dec-21	Underway	SDAP is working with DSS to evaluate current structure and opportunity for improvement.
1.2.1	Corporate Plan	Community & Lifestyle	Implementation of the Animal Management and Environmental Health Annual Work Plan.	Plan completed and referred to Qld Health.	OPS	Ongoing	Underway	
1.2.2	Annual Operational Plan	Community & Lifestyle	Review of all Food premises to ensure a permit exists and appropriate procedures are in place	Reports submitted by Social Services Director	SSD	Ongoing	Underway	1 outstanding at this time discussion with QLD Health underway to determine suitable process.
1.2.3	Corporate Plan	Community & Lifestyle	Ensuring the public health safety of the town.	Bi-monthly meetings with Qld Health to ensure compliance on regulatory issues and legislation. Report on Meeting Outcomes.	OPS	Ongoing	Ongoing	Working with relevant stakeholders to ensure positive outcomes for youth.

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1.2.4	Corporate Plan	Community & Lifestyle	React to emerging health threats promptly and as required.	Bi-monthly meetings with Qld Health to ensure compliance on regulatory issues and legislation. Report on Meeting Outcomes.	OPS	Ongoing	Underway	
1.3.1	Corporate Plan	Community & Lifestyle	Advocating with State and Federal Government Agencies to ensure organisations funded for youth issues/activities meet their objectives and outcomes.	Increased activities for youth.	SSD	Ongoing	Ongoing	Youth team is constantly working in this area with families and community. Support is provided to Stakeholders within the community providing programs for the youth.
1.3.1	Annual Operational Plan	Community & Lifestyle	Advocating with State and Federal Government Agencies to ensure organisations funded for youth issues/activities meet their objectives and outcomes	Increased activities for youth	SSD	Ongoing	Completed	NIAA has renewed the IAS funding for this program.
1.3.2	Annual Operational Plan	Community & Lifestyle	Council will work in collaboration with existing local youth service providers to ensure equitable access to facilities and activities	Number of activities and events held	SSD	Ongoing	Ongoing	Working with relevant stakeholders to ensure positive outcomes for youth.
1.3.3	Annual Operational Plan	Community & Lifestyle	Support Education and Jobs Expo for Hope Vale	Jobs Expo undertaken	SSD	Annually	Underway	Youth Engagement Team is in planning process
1.3.4	Annual Operational Plan	Community & Lifestyle	Promote education for the continuous improvement in outcomes for children/parents and community members through the Education and Youth Support program	Improved education outcomes	SSD	Ongoing	Ongoing	Youth team is constantly working in this area with families and community.
1.3.5	Annual Operational Plan	Community & Lifestyle	School holiday programs developed	Programs developed	SSD	Ongoing	Completed	School holiday are planned and undertaken each school holidays in collaboration with PCYC and Apunipima.

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1.3.6	Annual Operational Plan	Community & Lifestyle	Weekly activity schedules for the sporting precinct	Schedules developed	SSD	Ongoing	Underway	PCYC and Youth Program plan a weekly schedule. This is on the notice board at the MPC
1.3.7	Annual Operational Plan	Community & Lifestyle	Council will collaborate to deliver innovative IT/Digital programs	Program delivered	SSD	Ongoing	Underway	This is in planning with State Libraries Queensland and the ICK
1.4.1	Annual Operational Plan	Community & Lifestyle	Support the Sporting Reference Group to ensure activities provided by PCYC are appropriate and in accordance with community wishes	Level of community participation	SSD	Ongoing	Underway	Council regularly attends Sporting Reference Group meetings .
1.4.2	Annual Operational Plan	Community & Lifestyle	Support PCYC in developing a calendar of events for the Multi Purpose Centre and promotion of facility	Level of community participation	SSD	Ongoing	Ongoing	undertaken annually for the summer school holidays in particular
1.4.3	Annual Operational Plan	Community & Lifestyle	Identify grants programs to provide additional sport and recreation facilities in Hope Vale	Number of submissions made	SSD	Ongoing	Not started	
1.4.4	Annual Operational Plan	Community & Lifestyle	Maintain a safe pool facility and enhance aquatic programs to encourage increased patronage.	Pool Facility complies with standards.	SSD	Ongoing	Underway	Council has contract in place to provide activity and delivery of activity safely.
1.5.1	Annual Operational Plan	Community & Lifestyle	Regular liaison with Queensland Health, and its Service Providers, about provision of services in Hope Vale.	Feedback through reports to Council	SSD	Monthly	Ongoing	regular stakeholder meetings facilitate this
1.5.2	Annual Operational Plan	Community & Lifestyle	Provide delivery of care services (aged care, CHSP, Qld Community Support Scheme) to the people of Hope Vale	Delivery of compliant services	SSD	Ongoing	Ongoing	
1.5.3	Annual Operational Plan	Community & Lifestyle	Support the provision of active ageing activities for elders in conjunction with PCYC and MyPathways	Provision of activities	SSD	Ongoing	Underway	CHSP provides social support activities to over 50's

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1.6.1	Annual Operational Plan	Community & Lifestyle	Facilitate and promote services and programs that help improve literacy, including digital literacy	Provision of Services	SSD	Ongoing	Underway	Youth Team have been providing support to youth to obtain licenses, white cards, blue cards etc by assisting with access to digital tools via the IKC
1.6.2	Annual Operational Plan	Community & Lifestyle	Support provision of appropriate, accessible arts activities to encourage artistic and cultural expression	Activities undertaken	SSD	Ongoing	Ongoing	Council supports other stakeholders delivering these programs. ie transport participants engaged in activities at Hope Vale Arts and Culture Centre
1.6.3	Corporate Plan	Community & Lifestyle	Recognise and publicly display Hope Vale's history through streetscape design.	Applicable streetscape in place.	OPS	Jun-21	Underway	
1.6.3b	Annual Operational Plan	Community & Lifestyle	Support appropriate events in Hope Vale through information being placed on Council's website and Facebook page	Website and Facebook page up-dated	SSD	Ongoing	Ongoing	
1.7.1	Annual Operational Plan	Community & Lifestyle	Attend and participate in community meetings such as Interagency meeting and Community Safety Committee meeting	Improved collaboration between agencies /community	SSD	Monthly or as required	Ongoing	
1.7.2	Corporate Plan	Community & Lifestyle	Streetlighting upgrade to be undertaken.	Upgrade undertaken.	OPS	Jun-21	Completed	
1.7.3	Corporate Plan	Community & Lifestyle	Continue to participate in discussions on the future of Alcohol Management Plan with State Government with view to agreement of recommendation in HVASC submission.	Legislation amended.	CEO	Mar-21	Underway	
1.7.4	Corporate Plan	Community & Lifestyle	Review of Disaster Management Plan.	Report endorsed by EMQ & Queensland Police Service.	CEO	Jan-21	Completed	
1.7.5	Corporate Plan	Community & Lifestyle	Coordinate Local Disaster Management Group meetings.	Number of meetings held.	CEO	Ongoing	Ongoing	

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1.7.6	Corporate Plan	Community & Lifestyle	Continue to support Hope Vale SES in accordance with MOU with Dept of Emergency Services.	Effective SES Group.	OPS	Ongoing	Ongoing	
1.7.7	Corporate Plan	Community & Lifestyle	Provide animal control in accordance with legislative requirements.	Compliance with requirements of Aboriginal & Torres Strait Islander Public Health Program.	OPS	Ongoing	Ongoing	
1.7.8	Corporate Plan	Community & Lifestyle	Undertake installation of a community awareness digital signage installation.	Works Undertaken.	OPS	Jun-21	Completed	
1.7.9	Annual Operational Plan	Community & Lifestyle	Council will advocate to Governments on crime prevention programs and solutions.	Participation in Police Commissioner's/Mayors meetings.	CEO	Ongoing	Not started	
1.7.10	Annual Operational Plan	Community & Lifestyle	Work with partners to ensure that adequate health programs, inspections and education are focused on lifting overall community health standards.	Departmental reporting.	SSD	Ongoing	Not started	
2.1.1	Corporate Plan	Economic Development	Promote Hope Vale by hosting an annual business expo which supports and promotes intending and local business and connects Hope Vale with regional opportunities.	Undertake Expo.	CEO	Jun-21	Not started	
2.1.2	Corporate Plan	Economic Development	Development of local business links on HVASC website.	Website up-dated.	CEO	Ongoing	Not started	
2.1.3	Corporate Plan	Economic Development	Attendance and participation in Far North Queensland Regional Organisation of Councils (FNQROC) and Torres Cape Indigenous Council Alliance (TCICA) meetings.	Meetings attended and reports to Council.	CEO	Ongoing	Ongoing	
2.2.1	Corporate Plan	Economic Development	Develop and review a policy to support business and economic development which links to Council, State, Federal and regional strategies.	Report provided to Council.	CEO	Apr-21	Not started	

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2.3.1	Corporate Plan	Economic Development	Attendance at external Economic Development Conference/workshops to promote HVASC and build relationships and networks.	Number of meetings attended.	CEO	Ongoing	Not started	
2.3.2	Corporate Plan	Economic Development	Council will become a member of a peak business body and connect with peak regional organisations quarterly for cross collaboration and opportunity seeking.	Membership of peak business body.	CEO	Ongoing	Completed	
2.4.1	Corporate Plan	Economic Development	Implement improved visitor signage within the Shire.	Works Undertaken.	OPS	Jun-21	Underway	
2.4.2	Corporate Plan	Economic Development	Promote major and local events on Council website.	Website up-dated.	CEO	Ongoing	Ongoing	
2.4.3	Corporate Plan	Economic Development	Facilitate the preparation of a scoping study for the Shire Tourism Development and Promotion Plan.	Scoping Study endorsed.	CEO	Mar-21	Not started	
2.5.1	Corporate Plan	Economic Development	Investigate funding opportunities for the implementation of the Hope Vale Master Plan for the release of serviced industrial, commercial and residential land for the area.	Applications submitted.	OPS	Ongoing	Ongoing	
2.5.2	Corporate Plan	Economic Development	Advocate for improved provision of utility and telecommunication services across the region.	Improved telecommunications.	CEO	Ongoing	Underway	
2.5.3	Corporate Plan	Economic Development	Continue support for the HV Foundation to ensure viability, success and a self-sustaining model.	Ongoing support.	CEO	Mar-21	Not started	
2.5.4	Corporate Plan	Economic Development	Complete Stage 1 of the sealing of the Hope Vale Airport Road (Banana Farm Road).	Stage 1 completed.	OPS	Jun-21	Completed	
2.5.5	Corporate Plan	Economic Development	Commence construction of Hope Vale Parkland Performance Space and Public Toilets.	Works underway.	OPS	Jun-22	Underway	
2.5.6	Corporate Plan	Economic Development	Extension of bitumen seal on Elim Beach Rd.	Project completed.	OPS	Jun-21	Underway	

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2.5.7	Corporate Plan	Economic Development	Commence investigation and design for a possible public boat ramp and trailer parking facility in the Hope Vale Shire.	Investigation and design completed.	OPS	Jun-21	Underway	
2.6.1	Corporate Plan	Economic Development	Encourage private enterprise development to maximise employment opportunities and development in the Shire.	External opportunities capitalised.	CEO	Jun-21	Ongoing	
2.6.2	Corporate Plan	Economic Development	Review the communication strategy to promote Hope Vale.	Strategy reviewed.	CEO	Nov-21	Underway	
3.1.1	Corporate Plan	Environmental Responsibility	Liaison with Hope Vale Rangers and land owners on their obligations relating to pest and weed management in conjunction with the Biosecurity Plan.	An agreement between parties of individual responsibilities.	OPS	Ongoing	Ongoing	
3.1.2	Corporate Plan	Environmental Responsibility	In conjunction with QFES, HV Rural Fire Brigade and land owners implement the Hope Vale Shire Fire Management Plan.	Plan implemented.	OPS	Ongoing	Ongoing	
3.2.1	Corporate Plan	Environmental Responsibility	Undertake and complete seal of Dump Road.	Works completed.	OPS	Jun-21	Completed	
3.2.2	Corporate Plan	Environmental Responsibility	Finalise negotiation in relation to increasing proposed lease area for expansion of landfill.	Lease finalised.	CEO	Apr-21	Completed	
3.3.3	Corporate Plan	Environmental Responsibility	Undertake regular maintenance at landfill in accordance with EHP guidelines.	Site maintained and no adverse reports received.	OPS	Weekly	Ongoing	
3.2.4	Corporate Plan	Environmental Responsibility	Implement Site Management Plan incorporating ICCIP scope.	In compliance with license requirements.	OPS	Jun-21	Underway	
3.3.1	Corporate Plan	Environmental Responsibility	Installation of generators to water bores and treatment plant for backup power supply.	Works Completed.	OPS	Jun-21	Completed	
3.3.2	Corporate Plan	Environmental Responsibility	Checking and maintenance of Water Treatment Plant.	Records checked.	OPS	Daily	Ongoing	
3.3.3	Corporate Plan	Environmental Responsibility	Checking and maintenance of water reticulation system.	Records checked.	OPS	Daily	Ongoing	
3.3.4	Corporate Plan	Environmental Responsibility	Provision of water samples for testing.	Positive results of testing.	OPS	Weekly	Ongoing	

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3.3.5	Corporate Plan	Environmental Responsibility	Training and development for water officers.	Increased skills of workers.	OPS	Ongoing	Ongoing	
3.3.6	Corporate Plan	Environmental Responsibility	Ensuring legislative reporting requirements relating to water are met.	Positive feedback from relevant Government agencies.	OPS	Ongoing	Ongoing	
3.3.7	Corporate Plan	Environmental Responsibility	Checking and maintenance of Sewerage Treatment Plant.	Records checked.	OPS	Daily	Ongoing	
3.3.8	Corporate Plan	Environmental Responsibility	Checking and maintenance of sewerage reticulation system.	Records checked.	OPS	Daily	Ongoing	
3.3.9	Corporate Plan	Environmental Responsibility	Testing of sewerage out flows.	Positive results of testing.	OPS	Weekly	Ongoing	
3.3.10	Corporate Plan	Environmental Responsibility	Training and development for sewerage officers.	Increased skills of workers.	OPS	Ongoing	Ongoing	
3.3.11	Corporate Plan	Environmental Responsibility	Ensuring legislative reporting requirements relating to sewerage reporting are met.	Positive feedback from relevant Government agencies.	OPS	Ongoing	Ongoing	
4.1.1	Corporate Plan	Infrastructure Services	Develop and implement Asset Management Plans for all asset classes.	Plans developed and implemented.	FIN	Ongoing	Not started	
4.1.2	Corporate Plan	Infrastructure Services	Facilitate the development of flood mitigation plans and the provision and maintenance of necessary flood mitigation works.	Flood mitigation plan endorsed.	CEO	Feb-21	Not started	
4.1.3	Corporate Plan	Infrastructure Services	Consider cultural, heritage and local character in implementation of the Hope Vale Master Plan.	Endorsement of concept plans.	OPS	Ongoing	Completed	
4.1.4	Corporate Plan	Infrastructure Services	Finalisation of surveys to allow Council infrastructure on Hope Vale Congress land to be transferred to Council.	Formal lease arrangements for finalisation.	CEO	Jun-21	Underway	
4.1.5	Corporate Plan	Infrastructure Services	Construction of new houses under contract with Dept of Public Works and Housing.	Planned constructions completed.	OPS	Ongoing	Ongoing	
4.1.6	Corporate Plan	Infrastructure Services	Upgrade housing program under contract with Dept of Public Works and Housing.	Planned upgrades completed.	OPS	Ongoing	Ongoing	



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4.1.7	Corporate Plan	Infrastructure Services	Ongoing maintenance of 40 year lease dwellings as required by the Dept of Housing.	Works completed.	OPS	Ongoing	Ongoing	
4.1.8	Corporate Plan	Infrastructure Services	Commence construction of Interim Housing Program.	Works completed.	OPS	Jun-22	Underway	
4.1.9	Corporate Plan	Infrastructure Services	Delivery of Roads to Recovery 2019 - 2024 program, including development and delivery of council endorsed projects.	Works completed.	OPS	Ongoing	Underway	
4.1.10	Corporate Plan	Infrastructure Services	Investigate QRA Betterment Projects opportunities.	Works completed.	OPS	Ongoing	Underway	
4.2.1	Corporate Plan	Infrastructure Services	Ensure on-going availability of land in Hope Valley Estate and supporting Indigenous Business Australia to assist prospective land purchasers.	Number of private houses constructed in Hope Valley Estate.	CEO	Ongoing	Ongoing	
4.2.2	Corporate Plan	Infrastructure Services	Develop and implement a Biosecurity Plan.	Plan endorsed.	CEO	Mar-21	Underway	
4.2.3	Corporate Plan	Infrastructure Services	On-going liaison with Department of Natural Resources and Mines seeking decision on request from Cape York Land Council to transfer town area DOGIT to Dhuppi Warra Aboriginal Corporation.	Advice received from DNRM.	CEO	Ongoing	Not started	
4.2.4	Corporate Plan	Infrastructure Services	Restoration of damaged roads approved for repair under NDRRA.	Road works completed, QRA sign off and funds reimbursed to Council.	OPS	Ongoing	Completed	
4.2.5	Corporate Plan	Infrastructure Services	Ongoing maintenance of Council's road network.	Roads maintained to agreed standard.	OPS	Ongoing	Ongoing	
4.2.6	Corporate Plan	Infrastructure Services	Investigate funding options for the replacement of the Everlina Bridge.	Investigations completed.	OPS	Ongoing	Ongoing	
4.2.7	Corporate Plan	Infrastructure Services	Inspections and maintenance of bridges to ensure continued access to all parts of Shire.	Compliance with bridge AMP.	OPS	Ongoing	Ongoing	
4.2.8	Corporate Plan	Infrastructure Services	Undertake line marking from Shire boundary along primary access road into Hope Vale.	Works completed.	OPS	Jun-21	Completed	

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4.3.1	Corporate Plan	Infrastructure Services	Undertake construction components inside the endorsed streetscaping masterplan.	Works undertaken.	OPS	Jul-21	Underway	
4.3.2	Corporate Plan	Infrastructure Services	Implement parks and open space maintenance program.	Plan completed and endorsed by Council.	OPS	Ongoing	Ongoing	
4.3.3	Corporate Plan	Infrastructure Services	Implement the road maintenance program identifying issues such as pavement repairs, signage requirements, pedestrian crossings, roundabout repairs etc.	Program submitted to CEO for endorsement.	OPS	Ongoing	Ongoing	
4.3.4	Corporate Plan	Infrastructure Services	Develop and implement a Biosecurity Plan.	Plan endorsed.	CEO	Jun-21	Underway	
4.3.5	Corporate Plan	Infrastructure Services	Develop and implement street numbering and rural addresses.	Street numbering implemented.	CEO	Jan-21	Underway	
4.4.1	Corporate Plan	Infrastructure Services	Develop and implement Asset Management Plans for all Asset classes.	Plans up-dated as required.	FIN	Ongoing	Not started	
4.4.2	Corporate Plan	Infrastructure Services	Participate in Technical Working Group meetings to ensure coordinated approach to infrastructure activities.	Number of meetings attended. Outcomes presented to Council.	OPS	Bi-monthly	Ongoing	
4.4.3	Corporate Plan	Infrastructure Services	Attend meetings with Cook Shire Council, Wujal Wujal Aboriginal Shire Council, and other Regional bodies to identify collaborative partnerships.	Report to Council.	CEO	Ongoing	Ongoing	
4.4.4	Corporate Plan	Infrastructure Services	Investigate funding opportunities for the construction of a cemetery shelter, including pedestrian paths and bench seating.	Works undertaken.	OPS	Jun-21	Underway	
4.4.5	Corporate Plan	Infrastructure Services	Upgrade Hope Vale IKC Entrance.	Works undertaken.	OPS	Jun-21	Underway	
4.4.6	Corporate Plan	Infrastructure Services	Install backup generators for water treatment plant.	Works undertaken.	OPS	Jun-21	Completed	

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4.4.7	Corporate Plan	Infrastructure Services	Commence upgrade works to Hope Vale Supermarket.	Works undertaken.	OPS	Jun-21	Cancelled	Works cancelled and funds used on existing W4Q projects
4.4.8	Corporate Plan	Infrastructure Services	Demolition of 3B Flierl Street.	Works undertaken.	OPS	Jun-21	Cancelled	
4.4.9	Corporate Plan	Infrastructure Services	Investigate funding opportunities to upgrade the Radio Station.	Works undertaken.	OPS	Jun-21	Underway	
4.4.10	Corporate Plan	Infrastructure Services	Investigate funding opportunities to upgrade the 1 Muni Street.	Works undertaken.	OPS	Jun-21	Underway	
4.4.11	Corporate Plan	Infrastructure Services	Complete extension of the George Bowen Memorial Kindergarten for after school care facility.	Works undertaken.	OPS	Jun-21	Completed	
4.4.12	Corporate Plan	Infrastructure Services	Investigate funding opportunities to upgrade the Arts & Culture Centre.	Works undertaken.	OPS	Jun-21	Underway	
4.4.13	Corporate Plan	Infrastructure Services	Commence construction of Kindergarten Front Fence.	Works undertaken.	OPS	Jun-21	Underway	
5.1.1	Corporate Plan	Organisational Excellence and Governance	Review of operational plan and provide advice to Council on status.	Reports to Council.	CEO	Quarterly	Ongoing	
5.1.2	Corporate Plan	Organisational Excellence and Governance	Conduct monthly Council meetings.	Number of meetings held.	CEO	Monthly	Ongoing	
5.1.3	Corporate Plan	Organisational Excellence and Governance	Council minutes prepared and placed onto Council website.	Minutes on website. Draft minutes on website within 10 days of meeting.	CEO	Monthly	Ongoing	
5.1.4	Corporate Plan	Organisational Excellence and Governance	Community engagement and awareness of Councils decisions and operations.	Level of feedback from community.	CEO	Ongoing	Ongoing	
5.1.5	Corporate Plan	Organisational Excellence and Governance	Maintain membership and attendance at LGAQ, ILF, FNQROC, TCICA and LGMA forums, deputations and meetings.	Positive feedback to Council. Meetings attended.	CEO	Ongoing	Ongoing	
5.1.6	Corporate Plan	Organisational Excellence and Governance	Identification and attendance at training and self development for councillors and senior staff.	Number of training workshops attended.	CEO	Ongoing	Ongoing	

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5.1.7a	Corporate Plan	Organisational Excellence and Governance	Undertake annual review of Council's governance and finance policies.	Review undertaken.	CEO	Mar-21	Ongoing	
5.1.7b	Corporate Plan	Organisational Excellence and Governance	Undertake annual review of Council's governance and finance policies.	Review undertaken.	FIN	Mar-21	Underway	Cash Management, Practical Password Change, Administrative Complaints (incorporating the Human Rights Act 2019), Travel, Expense Reimbursement, Investment, Community Grants and Debt Policies to be endorsed in October 2020 Council meeting.
5.1.8	Corporate Plan	Organisational Excellence and Governance	Meet Qld Audit Office requirements in relation to internal controls and financial reporting.	Satisfactory Audit Reports.	FIN	Aug-20	Completed	QAO Audit signed off and certified on 31 July 2020.
5.2.1	Corporate Plan	Organisational Excellence and Governance	Development and implementation of a Community Engagement Framework and supporting strategies.	Framework endorsed.	CEO	second quarter 21	Not started	
5.2.2	Corporate Plan	Organisational Excellence and Governance	Maintain Council website and Facebook page.	Meeting legislative requirements and community expectations.	CEO	Ongoing	Ongoing	
93	Risk Management Action Plan	Risk Management	Past record keeping practices in childcare have been reported as poor.	Review record keeping in regard to injuries and incidents in Childcare	SSD	Jun-19	Underway	
5.2.3	Annual Operational Plan	Organisational Excellence and Governance	Provide information to community through regular radio sessions	Regular spot identified in radio broadcast schedule	SSD	Monthly or as required	Underway	Discussions with Mayor to take up radio spot
5.3.1	Corporate Plan	Organisational Excellence and Governance	Continue to advocate for telecommunication capacity to enable equitable access to online services, including information services, for Hope Vale.	Improved telecommunication connectivity.	CEO	Ongoing	Completed	

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5.4.1	Corporate Plan	Organisational Excellence and Governance	Undertake an audit of all Council planning documents required by legislation and up-date where necessary.	Meeting legislative requirements.	CEO	Ongoing	Ongoing	
5.4.2	Corporate Plan	Organisational Excellence and Governance	Assessment of Development Applications when received.	Applications finalised.	CEO	Ongoing	Ongoing	
5.6.1	Corporate Plan	Organisational Excellence and Governance	Maximise Council's revenue by reviewing all opportunities and capacity to increase own source revenue and identifying operational areas where efficiencies can be addressed.	Report to Council for endorsement. Recorded increase in Council income shown in financial statements.	FIN	Monthly	Ongoing	Monthly Reports submitted to Council.
5.6.2	Corporate Plan	Organisational Excellence and Governance	Provide a full range of financial services to support Council's operations and to meet planning, reporting and accountability requirements.	Meet Qld Audit Office requirements in relation to internal controls and financial reporting.	FIN	Ongoing	Completed	QAO Final Management Report issued in August 2020 and no issues were identified.
5.6.3	Corporate Plan	Organisational Excellence and Governance	Submission of financial reports to Council.	Report to Council meeting.	FIN	Monthly	Ongoing	New Reporting Templates introduced in September 2020.
5.6.4	Corporate Plan	Organisational Excellence and Governance	Preparation and review of annual budget.	Endorsement by Council.	FIN	Jul-21	Underway	Planning Audit Visit beginning November 23 as advised by QAO
5.6.5	Corporate Plan	Organisational Excellence and Governance	Preparation of annual financial statements.	Statements available for audit.	FIN	Aug-21	Not started	
5.6.6	Corporate Plan	Organisational Excellence and Governance	Preparation of community financial report.	Inclusion in annual report.	FIN	Aug-21	Not started	
5.6.7	Corporate Plan	Organisational Excellence and Governance	Acquittal of grants to Council.	No breach notices from funding bodies.	FIN	Sep-20	Completed	Acquittals completed
5.6.8	Corporate Plan	Organisational Excellence and Governance	Ongoing financial and corporate support operations to meet the needs of the organisation and clients.	Reports to CEO & Council and level of satisfaction of clients.	FIN	Daily	Ongoing	

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
5.6.13	Corporate Plan	Organisational Excellence and Governance	Review of existing hosting service for Council's computer information and financial services and reporting of issues.	Review undertaken.	FIN	Ongoing	Underway	Optic Fibre due to be commissioned ready for use in October as advised by CEO in September 2020. Fourier is actively working with Telstra dealer to ensure connection as early as possible as this can take up to 90 days'
5.6.14	Corporate Plan	Organisational Excellence and Governance	Provision of internal audit visits to review and support Council's financial processes and risk assessments.	Reports completed and issues identified.	FIN	3 times per year	Underway	CEO provides Council an audit committee report in the next months Council meeting and reports on findings. Internal Audit Plan issued in October for audit committee review in the December 2020 meeting.
5.6.15	Corporate Plan	Organisational Excellence and Governance	Meetings of Audit Committee.	Committee reports provided to Council.	FIN	3 times per year	Underway	Next Audit Committee is being held in December 2020.
5.6.17	Corporate Plan	Organisational Excellence and Governance	Review and up-date systems for keeping and destruction of records.	Policy and system in place.	FIN	Ongoing	Not started	
5.6.18	Corporate Plan	Organisational Excellence and Governance	Implement Rights to Information and Privacy systems.	Meeting legislative requirements.	CEO	Ongoing	Ongoing	
5.6.19	Corporate Plan	Organisational Excellence and Governance	Review Enterprise Risk Management System.	System reviewed.	CEO	Ongoing	Ongoing	
6.1.1	Corporate Plan	Strategic Planning	Development and implementation of a Disaster Resilience Plan.	Framework endorsed.	CEO	Jun-21	Not started	

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
6.1.2	Corporate Plan	Strategic Planning	Prioritise and implement the endorsed Economic Development Strategy and Hope Vale 2023 objectives.	Status reports to Council	FIN	Ongoing	Ongoing	Status reported emailed
6.2.1	Corporate Plan	Strategic Planning	Collaborate and network with key agencies with a view to promoting an innovative organisation culture.	Meetings attended.	CEO	Ongoing	Not started	
6.3.1	Corporate Plan	Strategic Planning	Council's planning documentation will be prepared and implemented, subject to Council maintaining it's existing financial sustainability rating.	Monthly reports.	FIN	Ongoing	Ongoing	September 2020 Monthly Finance Report demonstrated all Financial Sustainabilities were met.
59	Risk Management Action Plan	Risk Management	Project plan for full implementation of Mango	Develop a project plan to ensure full implementation of Mango	OPS	Feb-19	Delayed	
4	Risk Management Action Plan	Risk Management	Vehicles not replaced on planned basis	Develop vehicle replacement and disposal schedule	OPS	Sep-19	Ongoing	Vehicles replaced as nominated by managers and as budget permits.
40	Risk Management Action Plan	Risk Management	Follow-up on possible WHSO arrangements with Cairns Regional Council.	Follow up completed.	CEO	Dec-20	Underway	Look at options for appointing WHSO.
27	Risk Management Action Plan	Risk Management	Undertake trial evacuation of Council worksites.	Undertake trial evacuation.	OPS	Jun-19	Completed	
71	Risk Management Action Plan	Risk Management	Pest control for all buildings	Include in Mango	OPS	Mar-19	Ongoing	Jim does quarterly
42	Risk Management Action Plan	Risk Management	Implement Risk Treatment for Buildings AMP	Implement Risk Treatment Plan and reporting regime	OPS	Feb-19	Ongoing	
43	Risk Management Action Plan	Risk Management	Implement Risk Treatment for Transport AMP	Implement Risk Treatment Plan and reporting regime	OPS	Feb-19	Ongoing	
44	Risk Management Action Plan	Risk Management	Implement Risk Treatment for Water Network AMP	Implement Risk Treatment Plan and reporting regime	OPS	Feb-19	Ongoing	

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
45	Risk Management Action Plan	Risk Management	Implement Risk Treatment for Sewerage AMP	Implement Risk Treatment Plan and reporting regime	OPS	Feb-19	Ongoing	
47	Risk Management Action Plan	Risk Management	Implement Risk Treatment for Plant & Fleet AMP	Implement Risk Treatment Plan and reporting regime	OPS	Feb-19	Ongoing	
86	Risk Management Action Plan	Risk Management	Building backlog maintenance	Initiate annual building inspections and create 5 year budget projections.	OPS	Jun-19	Ongoing	
305	Economic Development	Training, Employment, Education	Investigate digital café	Digital Strategy	FIN	30/06/2021	Underway	Waiting for Optic Fibre to be switched on before progressing.
306	Economic Development	Training, Employment, Education	Fibre Optic into township	Completed	CEO	30/06/2020	Underway	Telstra advises upgrade to be completed in June 2020
307.1	Economic Development	Training, Employment, Education	Quarterly Community Workshops invited guest	Business Development Strategy / Skills Audit	FIN	30/06/2021	Not started	Capacity building Community engagement Advice Information. TW to assist SG
308	Economic Development	Business	Boat Ramp	Business Case	OPS	30/06/2020	Not started	
313	Economic Development	Business	Open business opportunities for employment training through pop ups, shop fronts, <u>industrial land, short term leasing</u>	part of Business Development Strategy	FIN	30/06/2021	Not started	Part of Business Development strategy. TW to assist.
321	Economic Development	Agriculture, Environment, Sustainability	Investigate Container Refund Scheme (CRS)	Included in HVASC Waste management planning	OPS	30/06/2021	Completed	
324	Economic Development	Agriculture Environment Sustainability Pillar	FNQ ROC Regional Waste Management Group	N/A but may affect Council's policies going forward due to State policy changes	OPS	30/06/2021	Ongoing	



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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
325	Economic Development	Agriculture Environment Sustainability Pillar	Indigenous Waste Project	May be required in future depending on outcome of the plan	OPS	30/06/2020	Ongoing	Offset to Waste & Resource Recovery Infrastructure Plan. Oct 19 data gathering & opportunities, constraints. Situational analysis Nov, report early 2020. - Anne Prince Waste Consultants
331	Economic Development	Tourism	Link with Cooktown/ Cook 2020 and EDS	Attend meetings	CEO	30/06/2021	Delayed	Delayed due to COVID-19
332	Economic Development	Tourism	Trail bike Cooktown - Hope Vale	Project plan required	FIN	30/06/2021	Underway	Emailed TMR further info 8/10
336	Economic Development	Happy Township	Co-designing of new housing linked to community housing		CEO	30/06/2021	Ongoing	SG to assist.
337	Economic Development	Happy Township	Calendar of Events	Calendar created and maintained	SSD	30/06/2020	Ongoing	access provided via email address Calendar@hopevale.qld.gov.au and supplied to all stakeholder - limited uptake at this time.
339	Economic Development	Happy Township	Cyber safety, deadly digitals	Digital Safety Strategy	FIN	30/06/2021	Ongoing	Digital strategy component
340	Economic Development	Happy Township	Street scaping, street signs, house numbers	Master Plan	CEO	30/06/2021	Underway	House numbering completed
341	Economic Development	Happy Township	Masterplanning	Masterplan completed	CEO	30/06/2020	Completed	
349.1	Economic Development	Communications	Advocacy	Advocated	CEO	30/06/2022	Ongoing	
349.2	Economic Development	Communications	Advocacy	Advocated	FIN	30/06/2022	Ongoing	
349.3	Economic Development	Communications	Advocacy	Advocated	OPS	30/06/2022	Ongoing	
350.1	Economic Development	Communications	Attend FNQ ROC / TTNQ meetings	Attendance at meetings	CEO	30/06/2022	Ongoing	

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
350.2	Economic Development	Communications	Attend FNQ ROC / TTNQ meetings	Attendance at meetings	FIN	30/06/2022	Ongoing	TW / SG / SL attend - obtain
350.3	Economic Development	Communications	Attend FNQ ROC / TTNQ meetings	Attendance at meetings	OPS	30/06/2022	Ongoing	
105	Risk Management Action Plan	Internal Audit	Confirm with IT Service Provider that server room location is not near to any office pantry or toilet.	Location of server room assessed as low risk from water damage due to sufficient drainage	FIN	Sep-20	Completed	
106	Risk Management Action Plan	Internal Audit	Cash Management Policy adopted by Council.	Policy adopted.	FIN	Oct-20	Completed	Adopted in October 2020 Council Meeting
107	Risk Management Action Plan	Internal Audit	Consider best approach to ongoing fraud training.	Investigate best approaches to fraud training.	FIN	Feb-21	Not started	
108	Risk Management Action Plan	Internal Audit	Conduct internal workshop to identify potential fraud risks and implement actions to minimise risks.	Fraud discussion included in a quarterly meeting.	FIN	Mar-21	Not started	
109	Risk Management Action Plan	Internal Audit	Identify fraud response strategies	Identify training opportunities for staff (Dept of Local Govt)	FIN	Jun-21	Not started	
110	Risk Management Action Plan	Internal Audit	At least one person in the management team is delegated to specifically manage cyber security risk.	Delegate identified.	FIN	Nov-20	Completed	Shannon Gibbs delegated. Liaise with Fourier to ensure baseline standards are identified and action plans put in place for compliance. Fourier are currently in the process of Council systems to identify current compliance levels with the Australian Cyber Security Centres Essential 8 recommendations. This will be available to Council by November 2020.
111	Risk Management Action Plan	Internal Audit	Training is provided to staff in relation to phishing scams and theft of personal and confidential information.	Schedule of training approved.	FIN	Jun-21	Not started	

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
112	Risk Management Action Plan	Internal Audit	Implement "Sender Policy Frameworks", "Domain based Message Authentication" and "Reporting on Conformance" in the Domain Name Configuration.	Implementation complete by Third Party Provider (Fourier)	FIN	Nov-20	Underway	Council is partially compliant with these requirements. The essential 8 report to be provided by Fourier will identify actions ofor non compliant items.
113	Risk Management Action Plan	Risk Management	Car clean-up completed.	Car clean-up completed.	OPS	Apr-21	Underway	
114	Risk Management Action Plan	Risk Management	Undertake bulk rubbish pick-up.	Bulk rubbish pick-up completed	OPS	Nov-20	Completed	
115	Risk Management Action Plan	Buildings & Facilities	Test standby generators	Standby generators tested.	OPS	Nov-20	Completed	
117	Risk Management Action Plan	Risk Management	Ensure stock of Coved-19 PPE for cyclone season.	Covid-19 PPE on site.	OPS	Nov-20	Completed	QLD Health holding stock on behalf of LG and LDMG
118	Risk Management Action Plan	Buildings & Facilities	Check/test reserve water tank in MPC	Reserve water tanks tested.	OPS	Nov-20	Completed	Water not potable.
125	Risk Management Action Plan	Risk Management	Identify suitable training courses in legislative changes by Peak Services.	Courses identified and communicated to staff.	FIN	Mar-21	Not started	
128	Risk Management Action Plan	Risk Management	Review adequacy of Child Care/Kindy policies.	Review completed and all necessary policies in place.	SSD	Mar-21	Underway	