



HOPE VALE ABORIGINAL SHIRE COUNCIL

MEETING REPORT

ITEM NO: 6.01 **GENERAL MEETING:**

SUBJECT: **Chief Executive Officer's Report for December 2025**

CLASSIFICATION: **INFORMATION**

RECOMMENDATION

That Council

- (a) receive the Chief Executive Officer's Report and
- (b) Note the meetings attended.

BUDGET & RESOURCE CONSIDERATIONS

N/a

BACKGROUND / DISCUSSION

Since my last meeting I have been undertaking the following tasks:

- Meeting with Government Departments (See meeting list below) and other organisations that interact with Council. This has been mainly to identify where we are currently struggling as an organisations and what matters require prioritization.
- Reviewing the Governance of the Council. This has identified a number of minor matters in which we are not compliant ie documents/policies/meeting minutes etc that have not been put on the website for public viewing. I referred to this in my last report and am still working through why this hasn't happened.
- Since the commencement of the transition or senior officers, Council has commenced employment of staff to meet our immediate needs particularly around payroll, creditors and financial reporting. Ms. Carla Bambie has been promoted Administrative Supervisor and will oversee all the positions that will be allocated to Administration. Ms. Felicia McLean has commenced as the Corporate Services Manager and will be working with me to mange Governance and leases as well assist Ms. Bambie with her role. Ms. McLean will also learn payroll and creditors so she can provide backup as required. Ms Judith Savage has been appointed to the Cairns office to support the yet to be appointed Finance Manager with Budgeting, reporting, creditors and debtors and again backup payroll as well as preparation of Cairns Office.
- Council will be meeting with Representatives of the Department of Housing following the meeting to re establish the relationship that has not existed over 12 months. This will progress Council's

housing and housing development as well as look at a 10 year capital works programme. This will essentially re inform all parties about the progress of Council's Strategic capital plan.

- I have asked all Departments to consider their structure and assess any additional positions they may require, and I will submit a new revised structure to council in the New Year for your approval. Positions such as a replacement for Ms Bambie. To address Creditors and assist with Debtors, an administrative officer to assist with general office duties, a replacement receptionist, possibly a trainee and an HR officer to assist with on boarding employees and managing HR Documentation. An induction process will need to be developed and this can be managed by Ms. Felicia McLean.
- To assist with HR, I have appointed an HR Contractor through Mead Perry Group. Her name is Ms. Bronwyn Cairns, and she is assisting with getting employee contracts up to date with all the changes we have made and it may be that she can develop an employee induction as part of her role. Bronwyn has been employed for two months.
- The role for BDO has been extended for 2 months because we are not at a point with our financials that allows broad access and budget distribution. I am also currently talking to prospective Finance managers for the role in Cairns. At this stage no appointment has been made and no applicant is being considered. This role is critical and the right person must be selected.

The WHS Audit was carried out on 25th November 2025. Twenty-Three items of deficiency were identified. Staff have commenced attending to each of those items eg, Confined spaces equipment renewal \$10k approximately; Repair of three electrical boards, removal of old office transportable (Env Health Bldg?) are some of the major works. Other items involved are getting load ratings on our warehouse shelving, cleaning the work area eg grass on fences being a fire hazard, general rubbish and unlabeled item lying around, these are trip items and possible fire hazards. Renewal of all the first aid equipment and finalizing the test and tag items. Are some of the examples we need to attend.

Item 2: Appointment and Meetings

November

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| 13 | Ochre Legal - FNQROC Templates |
| 17 | Ben Lancini – Design Discussion |
| | LRAP Meeting – Louise Robertson |
| | W4Q Programme for 2024 2027 DLG |
| 20 | Mel Ison – LGD – Egrants |
| | Harbour Software – Agenda Management |
| 21 | CROWE Accounting – Internal Auditors |
| | Redman – Agenda management software |
| 24 | LRAP Meeting |
| | Staff Interview |

25	WHS Compliance Audit
	LGAQ Disaster Management Meeting
	Telstra /Hopevale Governance Meeting
26	Mead Perry Group – HR Support
	InfoCouncil Agenda meeting Software display
27	Drug and Alcohol Audit
28	FNQROC Procurement Advisory Ctee
1-5	ANNUAL LEAVE
December 2025	
9	Grants Support - Peak Services
	LRAP Meeting
	LRAP Priority meeting
10	Meeting with External Staff
	Meeting with Mayor and IBIS Manager Jason Vanderlay
	Preston Law – Introduction
	Phone Interview with Fin Mgr Applicant
11	LRAP Review with LDMG
	LRAP Review with Council
12	Department of Housing – Workshop review.

LINK TO OPERATIONAL PLAN

5.3 – Local Leadership and Governance

CONSULTATION (Internal/External)

N/a

RISK ASSESSMENT

Low

ATTACHMENTS:

N/a

REFERENCE DOCUMENT:

N/a

Report Prepared by: Lew Rojahn CEO Date: 30/10/2025	Report Authorised by: Lew Rojahn CHIEF EXECUTIVE OFFICER
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