



HOPE VALE ABORIGINAL SHIRE COUNCIL

MEETING REPORT

ITEM NO: 6.2.4

GENERAL MEETING:

SUBJECT: Strategic and Operational Risk Management Committee Meeting

CLASSIFICATION: INFORMATION

RECOMMENDATION

That Council note the report.

BUDGET & RESOURCE CONSIDERATIONS

N/a

BACKGROUND/ DISCUSSION

The Management Team met with Peter Savage (CT Management Group). This meeting facilitates the Council's Disaster Co Ordination Committee and the Workplace Health and Safety Management Committee.

The attached report provides a summary of the meeting.

LINK TO CORPORATE PLAN

This is supported by Item 5.6.6 – “Ongoing development of an Enterprise Risk Management System through an effective Risk Management Committee”.

CONSULTATION (Internal/External)

Management team

LEGAL CONSIDERATIONS

Good Liability Management

POLICY IMPLICATIONS

This meeting is conducted to support the implementation of the following policies:

- Fraud and Corruption Policy
- Fraud and Corruption Prevention Framework
- Terms of Reference Operational Risk Management Committee

- Business Continuity Plan
- Workplace Health and Safety Policy
- Risk Management Framework Guidelines

RISK ASSESSMENT

Low

ATTACHMENTS:

Report of the Strategic and Operational Risk Management Committee

REFERENCE DOCUMENT:

Not applicable

<p>Report Prepared by:</p> <p>Lew Rojahn CEO</p> <p>Date: 10/02/2026</p>	<p>Report Authorised by:</p> <p>Lew Rojahn CHIEF EXECUTIVE OFFICER</p>
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Report to Council

Strategic and Operational Risk Management Committee meeting held 9th October 2025

The quarterly meeting of the Strategic and Operational Risk Management Committee was held in the Hope Vale office on Tuesday 3rd February 2026. The meeting also facilitates the Council's Disaster Co-ordination Committee and the Workplace Health and Safety Management Committee. The meeting was chaired by Acting CEO Lou Rojahn and attended by the management team and Peter Savage (a consultant with CT Management Group).

A summary of the business items discussed is provided below:

Strategic and Operational Risk Management Committee

The meeting reviewed progress on the revision of Council's Asset Management Plans which are nearing completion. The ongoing work to implement Cyber-Security controls was reviewed. It was noted that a new Uninterruptible Power Supply (UPS) has been installed and that the servers will be updated shortly. The Director of Operations reported that the annual report on Water Quality had been submitted to the regulator and no non-compliances were identified. The Director of Social Services reported that Child Care and the Kindergarten had been inspected and that no issues from the inspections had been reported. The CEO requested that particular attention be paid to ensuring all procurement activities are conducted in line with the current policy.

Disaster Co-ordination Committee

The Committee received reports on the progress of cyclone season. The Committee would like to see a partnership with Congress in regard to 2026 fire season preparations and also in generating volunteers for the Rural Fire Brigade (RFS) and State Emergency Service (SES). An application has been made to replace the current SES vehicle.

Work is continuing at the Multi-Purpose Centre to specify the electrical works to be undertaken. Jeff Magnus is to run local training sessions for the LDMG and Councillors in the near future. The vehicle mounted two-way radios have reached end of life and funding is being sought for their replacement.

Workplace Health and Safety Management Committee

The meeting noted that the Workplace Health and Safety Advisor position has been vacant. Sam Howell of Feddersen Consulting Group has been appointed to the position of Workplace health and Safety Advisor. His initial visit will commence 4th February and be for a period of 3 weeks. He will be undertaking a number of reviews of current activities and systems and also giving priority to the Safety improvement Notices issued by WorkSafe Qld following the Spring Creek Road traffic incident in November 2025.

Operational Plan - Quarterly Report October 2025 to December 2025

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1.1.1	Operational Plan	Our Community	Identify funded service level agreements for agencies delivering services to Hope Vale	Service Level Agreements and associated funding identified	CEO	31-12-25	Ongoing	ongoing
1.1.2	Operational Plan	Our Community	Request all data sets from service providers to establish clear performance indicators that are data led	Data sets provided	CEO	31-12-25	Underway	under investigation
1.1.3	Operational Plan	Our Community	Advocate and support other local service providers in the provision of their services within Hope Vale and the region	Number of meetings attended Identification of any duplication between services	SSD	Monthly	Ongoing	Community Safety Meetings have recommenced in August 2025 and are held on a bi monthly basis. Interagency Meeting date to be confirmed in February 2025.
1.1.4	Operational Plan	Our Community	Provision of the following services to identified clients - Community Home Support Program (CHSP), HV Aged Care Facility, Indigenous Knowledge Centre, Kindergarten and Child Care Service, HV Radio Station, Sport and Recreation Program, National Disability Insurance Scheme Connector, Queensland Community Support Scheme and Youth Engagement Program	Services are delivered in compliance with legislative, funding, and accountability requirements	SSD	Daily	Ongoing	Ongoing - monitoring through regular Manager meetings and monthly reporting process
1.1.5	Operational Plan	Our Community	Delivery of all Social Service programs to ensure that they are compliant with legislative requirements	Monthly Council report to confirm that the services are meeting regulatory standards	SSD	Monthly	Ongoing	Ongoing - monitoring through regular meetings and reporting process
1.1.6	Operational Plan	Our Community	Ensure that ACAT assessments for CHSP and Aged Care clients are current and appropriate for their current needs	All ACAT assessments are undertaken and correct	SSD	Quarterly	Not started	This has changed to a single assessment contact through My Aged Care in line with the new Aged Care Act 2024 that commenced on the 1 November 2025.
1.1.7	Operational Plan	Our Community	Finalise a Memorandum of Understanding between Council and the Hope Vale Primary Health Care Centre to ensure the health needs of Hope Vale Aged	Memorandum of Understanding finalised	SSD	31-12-25	Underway	Draft has been completed. Consultation to take place with QLD Health.

Operational Plan - Quarterly Report October 2025 to December 2025

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1.1.8	Operational Plan	Our Community	Identify opportunities for better aged services and more home care packages that may be available from the Federal Government changes to the funding arrangements	Report considered by Council on the Remote and Aboriginal and Torres Strait Islander Aged Care Service Development Assistance Panel (SDAP) consultancy recommendations.	SSD	31-12-25	Underway	Integrated Aged Care Model for Hope Vale has commenced - 31 October 2025.
1.1.9	Operational Plan	Our Community	Implement a seamless aged care service for the Hope Vale community that takes into account the Federal Government changes to the funding arrangements.	Implement a single Hope Vale Aged Care Service	SSD	31-12-25	Underway	Integrated Aged Care Model for Hope Vale has commenced - 31 October 2025. Staff to be provided with further training around the new standards so we are compliant.
1.1.10	Operational Plan	Our Community	Ensure that the Hope Vale Aged Care Facility maintains accreditation	Accreditation is maintained	SSD	Monthly	Not started	Self Assessment to begin in February 2026.
1.1.11	Operational Plan	Our Community	Coordinate, support, and assist in the development of a school holiday programs with existing service providers in Hope Vale	Programs developed and delivered	SSD	Ongoing	Ongoing with EOY Review	Completed for each school holidays.
1.1.12	Operational Plan	Our Community	Manage the delivery of the State Government funded Deadly Active Sport and Recreation Program	Monthly reports to Council on the delivery and effectiveness of the program	SSD	Ongoing	Underway	Weekly programs being finalised. Recruitment of the Coordinator has not yet commenced.
1.1.13	Operational Plan	Our Community	Deliver daily radio broadcasting focusing on local affairs, information, culture and heritage	Monthly reports to Council on the delivery and effectiveness of the program	SSD	Ongoing	Ongoing	New van has arrived.
1.1.14	Operational Plan	Our Community	Undertake an update of Child Care and Kindergarten policies	Policies endorsed	SSD	30-12-25	Completed	Kindergarten and Nola's Place Polices and Procedures completed and endorsed by Council.
1.1.15	Operational Plan	Our Community	Undertake a review of the strategic direction of the radio station	Strategy considered by Council	SSD	31-12-25	Underway	A draft strategy has been commenced.
1.1.16	Operational Plan	Our Community	Upgrade the equipment at the radio station	Upgrade undertaken	SSD	31-12-25	Underway	Completed except for the radio table.
1.2.1	Operational Plan	Our Community	Submit a development application for the residential development outlined as area RS1 from the Hope Vale Master Plan	Development application submitted	CEO	30-09-25	Not started	to be commenced
1.2.2	Operational Plan	Our Community	Undertake programmed construction of new houses and plug ins under contract with Dept of Public Works and Housing	Constructions completed	OPS	30-06-25	Completed	Completed

Operational Plan - Quarterly Report October 2025 to December 2025

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1.2.3	Operational Plan	Our Community	Maintain the ongoing provision for the delivery of responsive maintenance works for the 40 year leased dwellings as required by the Dept of Housing	Works completed within a timely manner as contractually required	OPS	Ongoing	Ongoing	Ongoing
1.2.4	Operational Plan	Our Community	Investigate possible options for vacant land at Millers Block for future sustainable economic opportunities	Report to Council	CEO	01-09-26	Ongoing	Meeting With Solicitors Feb 26
1.2.5	Operational Plan	Our Community	Ensure on-going promotion of land for sale in Hope Valley Estate and support Indigenous Business Australia to assist prospective land purchasers	Number of private houses constructed in Hope Valley Estate	CEO	Ongoing	Ongoing	ongoing
1.2.6	Operational Plan	Our Community	Finalise the Hope Vale Housing Plan	Hope Vale Housing Plan endorsed by Council and the Department of Housing and Public Works	FIN	30-09-25	Underway	
1.2.7	Operational Plan	Our Community	Finalise the 10 Year Strategic Capital Housing Works Plan in conjunction with the Department of Housing and Local Government	Plan finalised and endorsed	Fin	30-09-25	Underway	
1.3.1	Operational Plan	Our Community	Advocate for equitable education that matches the standard of other regional schools and lifts literacy and numeracy outcomes	Make representations to the Department of Education	CEO	30-09-25	Underway	Response received from Min For Education
1.3.2	Operational Plan	Our Community	Support programs that prepare young people for leadership, employment, and higher education	Ongoing liaison with relevant agencies	SSD	Ongoing	Ongoing	Youth Engagement Officer started in October 2025. Another casual position is available.
1.3.3	Operational Plan	Our Community	Deliver the Hope Vale Youth Engagement Program	Monthly reports to Council on the delivery and effectiveness of the Program	SSD	Monthly	Underway	Youth Engagement Officer started in October 2025.
1.3.4	Operational Plan	Our Community	Council to work in collaboration with existing local youth service providers to ensure equitable access to facilities and activities	Register of activities created that confirm the number of events convened that have provided opportunities for youth participation	SSD	Quarterly	Underway	Weekly programs have been developed.
1.4.1	Operational Plan	Our Community	Advocate for community based safety programs such as police support officers, community liaison officers, and a night guard service	Advocacy undertaken	SSD	Ongoing	Ongoing	Community Safety Meetings have recommenced in August 2025 and are held on a bi monthly basis.

Operational Plan - Quarterly Report October 2025 to December 2025

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1.4.2	Operational Plan	Our Community	Support Hope Vale Community Safety Committee to focus on areas such as anti social behaviour and the implementation of the Hope Vale Domestic Violence Action Plan	Quarterly meetings of the Hope Vale Community Safety Committee	SSD	Ongoing	Underway	Monthly Meetings. Review of the DFV Plan has been undertaken and the DFV Committee to be established.
1.4.3	Operational Plan	Our Community	Implementation of the Hope Vale Domestic Family Violence Action Plan	Ongoing implementation of the Hope Vale Domestic Family Violence Action Plan by the Hope Vale Community Safety Committee	SSD	Ongoing	Underway	Monthly Meetings. Review of the DFV Plan has been undertaken and the First Joint Taskforce meeting held on 20 November 2023. Action Plan formalised. This taskforce has not recommenced due to new elected Council's for each Shire. Follow up will be required with each Shire Council's re commitment to the taskforce.
1.4.4	Operational Plan	Our Community	Participation in a regional DFV Taskforce for Hope Vale, Wujal Wujal and Cook Shire.	Meeting attendance	SSD	Ongoing	Ongoing	
1.4.5	Operational Plan	Our Community	Advocate to relevant governments departments and support local police in crime prevention strategies	Participation in Police Commissioner's/Mayor meetings	CEO	Ongoing	Ongoing	ongoing relationship with Police
1.4.6	Operational Plan	Our Community	Implement the actions of the Hope Vale Community Safety Plan	Report to Council	SSD	Ongoing	Ongoing	Meetings started in August and are held on a bi monthly basis.
1.4.7	Operational Plan	Our Community	Seek funding opportunities for the installation of additional lighting and CCTV cameras in central business area	Funding applications submitted	OPS	30-09-25	Underway	Grant funding approved. Progressing to delivery.
1.4.8	Operational Plan	Our Community	Advocate for funding for the continuation of a security patrol for Hope Vale	Implementation of a security patrol	SSD	31-12-25	Not started	To commence
1.4.9	Operational Plan	Our Community	Undertake review of Hope Vale Local Disaster Management Plan	Plan reviewed	CEO	31-10-25	Underway	Liaising with Emergency Management
1.4.10	Operational Plan	Our Community	Advocate for high quality emergency and disaster management equipment to ensure that Council is adequately resourced given our responsibility for disaster operations	Equipment procured	OPS	Ongoing	Ongoing	Tests for MPC Building after fixing electrical issues.
1.4.11	Operational Plan	Our Community	Coordinate and attend all Local Disaster Management Group meetings	Number of meetings held	OPS	Ongoing	Ongoing	LDMG meetings being held routinely and in response to events

Operational Plan - Quarterly Report October 2025 to December 2025

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1.4.12	Operational Plan	Our Community	Support recruitment, training and funding for the SES and Rural Fire Service Units	Continue to advocate and support the SES	OPS	Ongoing	Ongoing	CEO engaging Congress to build its capacity for fire fitting. SES core member LDMG
1.4.13	Operational Plan	Our Community	In conjunction with QFES, HV Rural Fire Brigade, Hope Vale Congress, and land owners implement the Hope Vale Shire Fire Management Plan	Plan implemented and analysed to demonstrate effectiveness	OPS	31-12-25	Ongoing	Directly and through LDMG
1.4.14	Operational Plan	Our Community	Implementation of the Animal Management and Environmental Health Annual Work Plan	Plan implemented	OPS	Ongoing	Ongoing	Environmental Health Annual Work Plan revised for achievable targets. Implementation in progress.
1.4.15	Operational Plan	Our Community	Implement the endorsed Horse Management Plan	Horse Management Plan implemented	OPS	Ongoing	Underway	Refer CEO
1.4.16	Operational Plan	Our Community	Investigate opportunities for the upgrading of the Pound	Report to Council	OPS	31-12-25	Ongoing with EOY Review	Modular unit being considered in consultation with Vet.
1.4.17	Operational Plan	Our Community	Support the operations of the Ranger Program operated by Hope Vale Congress	Incorporate the Ranger Service into the Hope Vale Local Disaster planning process	OPS	Ongoing	Ongoing	CEO engaging Congress for participation in LDM.
1.4.18	Operational Plan	Our Community	Ensure that all relevant food premises in Hope Vale are inspected and comply with the licencing requirements of the Food Act 2006	All relevant food premises are inspected and licensed	SSD	Ongoing	Ongoing	Currently have 4 Food premises operating out of Hope Vale. On-going support to assist Food Business operations with the surrounding area of Hope Vale. Food Business Licence inspections took place on the 21 August 2025 on 8 businesses. 4 have had renewals completed. Further follow up to be undertaken with the remainder of the businesses.
2.1.1	Operational Plan	Our Culture, Our Country	Develop and Arts and Cultural Plan and Policy	Plan and Policy Development	SSD	30-06-26	Not started	Not yet commenced.

Operational Plan - Quarterly Report October 2025 to December 2025

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
2.1.2	Operational Plan	Our Culture, Our Country	Develop and publish a calendar of community events	Calendar developed, maintained and published	SSD	30-09-25	Underway	Draft completed for 2026. Further consultation to take place with Council.
2.1.3	Operational Plan	Our Culture, Our Country	Support appropriate events in Hope Vale through information being placed on Council's website and Facebook page	Website and Facebook page up-dated	CEO	Ongoing	Ongoing	ongoing
2.1.4	Operational Plan	Our Culture, Our Country	Coordinate, advocate, support and participate in NIADOC Week	Successful delivery of activities for the NIADOC week	SSD	30-09-25	Completed	Completed for 2025. Preparation for 2026 - funding grant is underway.
2.2.1	Operational Plan	Our Culture, Our Country	Finalise the review of the Youth Strategy	Strategy endorsed	SSD	31-12-25	Not started	To commence a new one.
2.2.2	Operational Plan	Our Culture, Our Country	Advocate for targeted programs for early childhood development and parenting support	Level of advocacy	SSD	30-06-26	Underway	Commenced with relevant organisations.
2.2.3	Operational Plan	Our Culture, Our Country	Investigate options for the implementation of an early childhood development and parenting support Centre in Hope vale	Investigation undertaken	SSD	30-06-26	Not started	
2.3.1	Operational Plan	Our Culture, Our Country	Support the operations of the Ranger Program operated by Hope Vale Congress	Level of support	OPS	Ongoing	Ongoing	CEO engaging with Congress.
2.3.2	Operational Plan	Our Culture, Our Country	Support the operations of the Ranger Program operated by Hope Vale Congress	Level of support	OPS	Ongoing	Ongoing	CEO engaging with Congress.
2.3.3	Operational Plan	Our Culture, Our Country	Develop Biosecurity Plan for the Shire	Adopted Biosecurity Plan in accordance with the Act	OPS	30-06-26	Not started	Not commenced
2.4.1	Operational Plan	Our Culture, Our Country	Facilitate the preparation of a scoping study for the Shire Tourism Development and Promotion Plan	Scoping study endorsed	CEO	31-03-26	Not started	Not started
2.4.2	Operational Plan	Our Culture, Our Country	Facilitate the preparation of a scoping study for the Shire Tourism Development and Promotion Plan	Scoping study endorsed	CEO	31-03-26	Not started	Not Started
2.4.3	Operational Plan	Our Culture, Our Country	Develop and Arts and Cultural Plan and Policy	Plan and Policy Development	SSD	30-06-26	Not started	AS ABOVE - 2-1.1
2.5.1	Operational Plan	Our Culture, Our Country	Develop and endorse a Precinct Plans over Council controlled land in the Hope Vale.	Plans endorsed	CEO	30-06-26	Ongoing	Review of Town plan under way.
2.5.2	Operational Plan	Our Culture, Our Country	Develop and endorse a Precinct Plan over Hope Vale's existing industrial area with a view to providing additional residential land.	Precinct Plan endorsed	CEO	30-06-26	Ongoing	Review of Town plan under way.
2.5.3	Operational Plan	Our Culture, Our Country	Liaise with Department of Natural Resources and Mines seeking determination on Cape York Land Council's request to transfer town area DOGIT to Dhuppi Warra Aboriginal Corporation	Advice received from DNRM	CEO	31-12-25	Underway	under investigation

Operational Plan - Quarterly Report October 2025 to December 2025

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
2.5.4	Operational Plan	Our Culture, Our Country	Ongoing investigations for funding opportunities for the implementation of the Hope Vale Master Plan and Precinct Plans for the release of serviced industrial, commercial and residential land for the area	Extent of plans implemented	FIN	30-06-26	Ongoing	Ongoing
2.5.5	Operational Plan	Our Culture, Our Country	Consider cultural, heritage and local character in implementation of the Hope Vale Master Plan	Endorsement of concept plans	OPS	Ongoing	Underway	Underway
3.1.1	Operational Plan	Our Economy	Secure investment in infrastructure (roads, power, water) to enable land development and attract anchor tenants	Level of secured investment	FIN	Ongoing	Ongoing	Ongoing
3.1.2	Operational Plan	Our Economy	Promote the precinct to strategic industries (e.g., clean energy, logistics, construction) with incentives for local job creation	Level of industry development	FIN	Ongoing	Underway	under review
3.2.1	Operational Plan	Our Economy	Liaise with the State Government to provide local entrepreneurs with mentoring, business planning support, microfinance, and access to markets	Level of support provided	SSD	Ongoing	Underway	One Business has been delivering workshops with local businesses.
3.2.2	Operational Plan	Our Economy	Liaise with the State Government for workshops and training in digital skills, business management, and cultural tourism enterprise	Workshops and training provided	SSD	Ongoing	Underway	AS ABOVE
3.2.3	Operational Plan	Our Economy	Coordinate with DATSIP to deliver a Jobs Expo for Hope Vale	Jobs Expo undertaken	SSD	Annually	Not started	This will be discussed further with My Pathways to take a lead role in this moving forward. Expected to be delivered in June 2026.
3.3.1	Operational Plan	Our Economy	Promote and endorse local business by publishing links on Hope Vale Councils website	Website up-dated	CEO	Ongoing	Not started	to be updated
3.3.2	Operational Plan	Our Economy	Attendance at external Economic Development Conference/ workshops to promote HVASC and build relationships and networks	Number of meetings attended	CEO	Ongoing	Underway	to be investigated
3.3.3	Operational Plan	Our Economy	Maintain membership of peak regional business organisations and connect quarterly for cross collaboration and opportunity seeking	Membership of peak business bodies	CEO	Ongoing	Ongoing	ongoing
3.3.4	Operational Plan	Our Economy	Collaborate with organisations and agencies that support the ongoing viability, success and a self-sustaining model for the benefit of the Hope Vale community	Report to Council	CEO	Ongoing	Ongoing	ongoing

Operational Plan - Quarterly Report October 2025 to December 2025

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
3.3.5	Operational Plan	Our Economy	Encourage private enterprise and government development to maximise employment opportunities and development in the Shire	External opportunities capitalised	CEO	Ongoing	Ongoing	ongoing
3.3.6	Operational Plan	Our Economy	Continue discussions with the sand mining companies and the relevant Government Agencies in relation to the silica sand mining projects currently being proposed within the Hope Vale Aboriginal Shire Council area	The communities' interests are represented	CEO	Ongoing	Delayed	to be commenced
3.4.1	Operational Plan	Our Economy	Facilitate the preparation of a scoping study for the Shire Tourism Development and Promotion Plan	Scoping study endorsed	CEO	31-03-26	Not started	to be commenced
3.4.2	Operational Plan	Our Economy	Incorporate into the scoping study for the Shire Tourism Development and Promotion Plan the promotion of Hope Vale as a gateway to Cape York's unique natural and cultural assets	Scoping study endorsed	CEO	31-03-26	Not started	to be commenced
3.5.1	Operational Plan	Our Economy	Ensure Council policy development supports business and economic development which links to Council, State, Federal and regional strategies	Report to Council	CEO	Ongoing	Ongoing	ongoing
3.5.2	Operational Plan	Our Economy	Facilitate consultation with education institutions and other industry stakeholders to support initiatives that will enhance the employability of local people, including the provision of appropriate training, education and employment networking initiatives that support existing and future industries	Report to Council	CEO	01-05-26	Ongoing	ongoing
3.5.3	Operational Plan	Our Economy	Attend meetings with Cook Shire Council, Wujal Wujal Aboriginal Shire Council, and other Regional bodies to identify collaborative partnerships	Number of meetings attended	CEO	Ongoing	Ongoing	ongoing
3.5.4	Operational Plan	Our Economy	Commence development of an advocacy statement to establish a secure long term financial plan for the Hope Vale community.	Advocacy statement commenced	FIN	30-06-26	Not started	To be reviewed
4.1.1	Operational Plan	Our Services & Infrastructure	Secure investment to upgrade and floodproof water and sewer infrastructure across the township	Investment secured	FIN	31-12-25	Underway	Not Complete
4.1.2	Operational Plan	Our Services & Infrastructure	Secure temporary access solutions to ensure access to critical infrastructure and the continuity of critical services during inundation events	Investigations undertaken	FIN	30-04-26	Underway	In discussion
4.1.3	Operational Plan	Our Services & Infrastructure	Advocate for the second high-voltage (HV) power connection to ensure energy security and enable growth.	Advocate to State Government and energy distributor provider	CEO	31-12-25	Not started	not commenced
4.1.4	Operational Plan	Our Services & Infrastructure	Consider the Energy options paper for Hope Vale Aboriginal Shire Council	Energy Options Paper considered by Council	FIN	30-09-25	Not started	Not Commenced

Operational Plan - Quarterly Report October 2025 to December 2025

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
4.1.5	Operational Plan	Our Services & Infrastructure	Prepare and seek funding opportunities for the Hope Vale Energy Precinct Planning Project	Hope Vale Energy Precinct Planning Project completed and funding opportunities explored	FIN	30-06-26	Not started	Not Commenced
4.1.6	Operational Plan	Our Services & Infrastructure	Seek State Government Assistance in funding a condition assessment and upgrade program of the water distribution system	Condition assessment undertaken and upgrade program commenced	OPS	30-06-26	Ongoing	Pursuing grant funding opportunities including current initiative through CtG Program.
4.1.7	Operational Plan	Our Services & Infrastructure	Conduct a detailed options analysis to explore alternative solutions for critical infrastructure assets enhancements	Detailed options analysis undertaken	FIN	30-04-26	Not started	Not Commenced
4.1.8	Operational Plan	Our Services & Infrastructure	Finalisation of surveys to allow Council infrastructure on Hope Vale Congress land to be transferred to Council	Formal arrangements for finalisation	CEO	30-06-26	Not started	to be investigated
4.1.9	Operational Plan	Our Services & Infrastructure	Ensure legislative reporting requirements in relation to the Sewerage Operations reporting are compliant	Positive feedback from relevant Government agencies	OPS	Ongoing	Ongoing	Compliance testing ongoing
4.1.10	Operational Plan	Our Services & Infrastructure	Check and Maintain Water Treatment Plant	Records checked and recorded	OPS	Daily	Ongoing	Compliance testing ongoing
4.1.11	Operational Plan	Our Services & Infrastructure	Check and Maintain Water Reticulation System	Records checked and recorded	OPS	Daily	Ongoing	Compliance testing ongoing
4.1.12	Operational Plan	Our Services & Infrastructure	Water samples available for testing for Cairns Regional Council Water and Waste	Positive results of testing	OPS	Weekly	Ongoing	Compliance testing ongoing
4.1.13	Operational Plan	Our Services & Infrastructure	Identify training and development opportunities for Water and Sewerage Officers	Increased skills of workers as identified in the Skills Register complied by LGAQ	OPS	Ongoing	Compliant	Current staff meet requirements.
4.1.14	Operational Plan	Our Services & Infrastructure	Ensure legislative reporting requirements relating to water are completed as required and compliant	Positive feedback from relevant Government agencies	OPS	Ongoing	Ongoing	Compliant with DWQMP, legislation, and regulations.
4.1.15	Operational Plan	Our Services & Infrastructure	Check and Maintain Sewerage Treatment Plant	Records checked and recorded	OPS	Daily	Ongoing	Compliant with legislation and regulations.
4.1.16	Operational Plan	Our Services & Infrastructure	Check and maintain Sewerage Reticulation System	Records checked and recorded	OPS	Daily	Ongoing	Compliant with legislation and regulations.
4.1.17	Operational Plan	Our Services & Infrastructure	Testing of sewerage out flows	Positive results of testing	OPS	Weekly	Not started	Compliant with legislation and regulations.
4.2.1	Operational Plan	Our Services & Infrastructure	Advocate for and deliver upgrades to key access routes and regional freight links.	Advocacy undertaken	CEO	Ongoing	Ongoing	ongoing
4.2.2	Operational Plan	Our Services & Infrastructure	Ongoing maintenance of Council's road network	Roads maintained to agreed standard	OPS	Ongoing	Ongoing	Ongoing. Reactive maintenance. Most activities through emergency works.

Operational Plan - Quarterly Report October 2025 to December 2025

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
4.2.3	Operational Plan	Our Services & Infrastructure	Finalise and implement street numbering and rural addresses	Street numbering implemented	CEO	31-12-25	Underway	near completion
4.2.4	Operational Plan	Our Services & Infrastructure	Restoration of damaged infrastructure approved by QRA for repair under the QRRF program	Road works commenced and reports submitted as required	FIN	Ongoing	Underway	in place
4.2.5	Operational Plan	Our Services & Infrastructure	Secure funding for the replacement of Evelina Bridge	Funding secured	FIN	30-09-25	Underway	in place
4.2.6	Operational Plan	Our Services & Infrastructure	Facilitate inspections and assessment of bridges infrastructure to ensure safe access throughout the shire	Compliance with Bridge AMP	FIN	Ongoing	Completed	Complete
4.2.7	Operational Plan	Our Services & Infrastructure	Installation of improved Directional Signage within the Shire	Improved directional signage	OPS	31-12-25	Not started	Designs to be done for implementation in the next financial year.
4.2.8	Operational Plan	Our Services & Infrastructure	Deliver the Roads to Recovery 2024/2029 program, including development and delivery of council endorsed projects	Works completed	OPS	30-06-26	Underway	In progress
4.2.9	Operational Plan	Our Services & Infrastructure	Maximise QRA Betterment project opportunities	Investigations in progress	OPS	30-06-26	Ongoing	Delivery in progress Alligator Creek. More opportunities being pursued with Council consultant partners.
4.3.1	Operational Plan	Our Services & Infrastructure	Participation in the implementation of the FNQROC Regional Resource Recovery Plan	Implementation of the Plan as it relates to Hope Vale	OPS	Ongoing	Ongoing	Ongoing
4.3.2	Operational Plan	Our Services & Infrastructure	Finalise negotiation in relation to increasing proposed lease area for expansion of landfill	Lease finalised	CEO	30-04-26	Underway	being investigated by Ops
4.3.3	Operational Plan	Our Services & Infrastructure	Conduct a waste stream audit to evaluate the viability of implementing a containers for change initiative in Hopevale	Funding, planning and approvals in place for a Containers for Change service in Hope Vale	FIN	28-02-26	Not started	Not Commenced
4.3.4	Operational Plan	Our Services & Infrastructure	Seek confirmation of funding from the Department of Environment and Science for a Kerbside and Community Bin Stabilisation Project	Confirmation of funding	FIN	31-12-25	Not started	not commenced
4.3.5	Operational Plan	Our Services & Infrastructure	Seek confirmation of funding from the Department of Environment and Science for the procurement, training and operation of new garbage compactor including servicing and maintenance program	Confirmation of funding	FIN	31-12-25	Not started	not secured
4.3.6	Operational Plan	Our Services & Infrastructure	Seek confirmation of funding from the Department of Environment and Science for a Mobile Rubbish Trailer Service at Elim Beach	Confirmation of funding	FIN	31-12-25	Not started	not commenced

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
4.3.7	Operational Plan	Our Services & Infrastructure	Seek confirmation of funding from the Department of Environment and Science for the management of the landfill site, including, gatehouse construction, operational start up, site security, environmental compliance, legacy waste Removal and procurement, training and operation of new plant, equipment and landfill management	Confirmation of funding	FIN	31-12-25	Not started	Not Commenced
4.3.8	Operational Plan	Our Services & Infrastructure	Investigate recycling opportunities	Findings reported to Council	OPS	30-06-26	Not started	FNROC block opportunities. Not much opportunity other steel collected by SIMS Metal
4.3.9	Operational Plan	Our Services & Infrastructure	Undertake regular maintenance at landfill in accordance with EHP guidelines	Site maintained and no adverse reports received.	OPS	Weekly	Ongoing	To commence under the revised Environmental Health Management Plan
4.3.10	Operational Plan	Our Services & Infrastructure	Formalise the endorsed Waste Initiatives for Hope Vale Aboriginal Shire Council	Finalise funding approvals from the State Government	OPS	31-12-25	Underway	Initiatives pursued through FNQROC. Grant applications for any opportunities with the support of Peak Services.
4.4.1	Operational Plan	Our Services & Infrastructure	Advocate for a Digital Innovation Hub for remote learning, digital business, and service access.	Liaise with the State Library Board for the planning and funding of a Digital Innovation Hub	SSD	30-03-26	Not started	Follow up to be undertaken here in relation to the funding and who's responsibility it will be with.
4.4.2	Operational Plan	Our Services & Infrastructure	Construct the Hope Vale Digital Service Centre to provide a base for services such as contact centre services, customer support, technical assistance, digital training, online services or a combination of digital services.	Construction undertaken	OPS	30-06-26	Ongoing	Detailed design and specification in progress.
4.4.3	Operational Plan	Our Services & Infrastructure	Continue to seek funding for the operation of the planned digital service centre in Hope Vale	Applications submitted	FIN	31-12-25	Underway	in place
4.4.4	Operational Plan	Our Services & Infrastructure	Investigate opportunities for the delivery of innovative IT/Digital Programs	Monthly reports to Council on the delivery of the Program	SSD	Ongoing	Not started	To commence
4.4.5	Operational Plan	Our Services & Infrastructure	Monitor the effectiveness of the recently installed NBN Community Wi-Fi Mesh	Reports to Council	CEO	Quarterly	Ongoing	ongoing
4.5.1	Operational Plan	Our Services & Infrastructure	Facilitate the development of an appropriate Sports and Recreation Plan in partnership with the Hope Vale community	Sport and Recreation Plan endorsed	SSD	31-12-25	Not started	Review to be undertaken

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
4.5.2	Operational Plan	Our Services & Infrastructure	Undertake community and stakeholder engagement that fosters collaboration and encourages partnership cooperation for the implementation of the Hope Vale Sport and Recreation Precinct Master Plan	Stakeholder engagement undertaken	FIN	31-12-25	Underway	under review
4.5.3	Operational Plan	Our Services & Infrastructure	Develop a walking network plan for the township area within Hopevale	Plan endorsed	OPS	30-11-25	Ongoing	Construction of foot path tender in February 2026.
4.5.4	Operational Plan	Our Services & Infrastructure	Construct the walkway/bikeway from the town area to Hope Vale estate	Walkway/bikeway constructed	OPS	30-06-26	Underway	Construction of foot path tender in February 2026.
4.5.5	Operational Plan	Our Services & Infrastructure	Investigate grant funding and approvals for the construction of a Boat Ramp and Public Toilet facilities at Elm Beach	Infrastructure built	OPS	31-03-26	Not started	Not commenced
4.5.6	Operational Plan	Our Services & Infrastructure	Develop, implement, publish and circulate a Parks and Gardens and Open Spaces planned monthly scheduled program of works	Monthly schedules program of works undertaken	OPS	30-09-25	Underway	Supporting Open Spaces Team delivery of community maintenance. Plant availability has improved.
4.5.7	Operational Plan	Our Services & Infrastructure	Undertake the planned Parks and Gardens and Open Spaces scheduled works and maintenance programs	Works Undertaken	OPS	Ongoing	Underway	Daily/weekly consultation with Open Spaces Team. Improvement noticeable.
4.5.8	Operational Plan	Our Services & Infrastructure	Develop a streetscape plan for the centre median strip in Muni Street between Reuther Street and Keller Road	Streetscape Plan prepared	OPS	31-03-26	Not started	Not commenced
4.5.9	Operational Plan	Our Services & Infrastructure	Identify and facilitate the actions required to increase the size of the Hopevale cemetery	Report to Council	CEO	30-06-26	Not started	
4.5.10	Operational Plan	Our Services & Infrastructure	Investigate opportunities for a fully operational and funded Hope Vale Sport and Recreation Program	Report to Council	SSD	31-12-25	Not started	To commence
4.5.11	Operational Plan	Our Services & Infrastructure	Identify grant programs to provide additional sport and recreation facilities in Hope Vale	Number of submissions made	SSD	Ongoing	Not started	To commence
4.5.12	Operational Plan	Our Services & Infrastructure	Manage and operate the Hope Vale Multi Purpose Complex to ensure usage is maximised	Monthly reports to Council	SSD	Ongoing	Underway	Commenced but has numerous maintenance
4.5.13	Operational Plan	Our Services & Infrastructure	Implement the provision of 24/7 gym access within the MPC	Gym is operational 24/7	SSD	31-12-25	Underway	Commenced. However maintenance issues are delaying it being operational.

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
4.6.1	Operational Plan	Our Services & Infrastructure	Facilitate a second storey extension, construction and upgrade of office spaces in the Evalina Office Precinct	Funding, planning, and approvals in place for the Evalina Office Precinct project	FIN	30-06-26	Delayed	not commenced
4.6.2	Operational Plan	Our Services & Infrastructure	Continue to seek funding for a planned upgrade of Evalina Plaza to provide additional commercial space within Hope Vale	Applications submitted	FIN	30-06-26	Delayed	not commenced
4.6.3	Operational Plan	Our Services & Infrastructure	Complete upgrade works to Evalina Plaza Terrace and street frontage works	Programmed works undertaken	FIN	30-09-25	Completed	
4.7.1	Operational Plan	Our Services & Infrastructure	Review current Asset Management Plans for all asset classes	Plans Reviewed	OPS	30-06-26	Underway	In progress with Council's Consultant
4.7.2	Operational Plan	Our Services & Infrastructure	Review current Asset Management Plans for all asset classes	Plans reviewed	FIN	Ongoing	Underway	To be completed
4.7.3	Operational Plan	Our Services & Infrastructure	Prepare a comprehensive business case to evaluate the costs, benefits, and feasibility of critical infrastructure assets renewal and replacement options	Comprehensive business cases undertaken	FIN	30-04-26	Not started	to be commenced
4.7.4	Operational Plan	Our Services & Infrastructure	Investigate funding opportunities for the development of a responsive maintenance program for Councils building infrastructure assets	Plans up-dated as required	FIN	Ongoing	Not started	to be commenced
5.1.1	Operational Plan	Our Governance	Publish regular updates on Council decisions, budgets, and project milestones in accessible formats	Updates are published	CEO	Ongoing	Ongoing	continuing
5.1.2	Operational Plan	Our Governance	Promote major and local events on Councils website and/or social media	Council's social media publicises Hope Vale events	CEO	Ongoing	Ongoing	ongoing
5.1.3	Operational Plan	Our Governance	Review the communication strategy to promote Hope Vale	Strategy reviewed	CEO	31-12-25	Ongoing	ongoing
5.1.4	Operational Plan	Our Governance	Conduct monthly Ordinary Council Meeting	Legislative compliance	CEO	Monthly	Ongoing	ongoing
5.1.5	Operational Plan	Our Governance	Council minutes prepared and placed onto Council website. Draft minutes placed onto Council's website within 10 days of the Councils Ordinary Meeting	Minutes on website and draft minutes on website within 10 days of meeting	CEO	Monthly	Ongoing	ongoing
5.1.6	Operational Plan	Our Governance	Community engagement and awareness of Councils decisions and operations	Number of engagements	CEO	Ongoing	Ongoing	ongoing
5.1.7	Operational Plan	Our Governance	Effective Policy Implementation	Legislative compliance	CEO	Ongoing	Ongoing	ongoing
5.1.8	Operational Plan	Our Governance	Review and maintain Council website and Facebook page	Review undertaken and meets legislative requirements and community expectations	CEO	Ongoing	Underway	Action in place with Adllins.
5.1.9	Operational Plan	Our Governance	Provide information to community through regular radio sessions	Regular spot identified in radio broadcast schedule	CEO	Monthly or as required	Not started	not commenced

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
5.1.10	Operational Plan	Our Governance	Enhance Council's communication and decision making through appropriate public relations and community consultation processes	Level of feedback from the community	CEO	Monthly or as required	Underway	Social Media more effective.
5.1.11	Operational Plan	Our Governance	Up-date all Council staff on Governance policies through meetings and workshops	Number of meetings/workshops undertaken and feedback from workforce	CEO	Ongoing	Underway	under review
5.1.12	Operational Plan	Our Governance	Implement Rights to Information and Privacy systems	Meeting legislative requirements	CEO	Ongoing	Underway	Part commenced
5.1.13	Operational Plan	Our Governance	Review Council's policies and procedures and ensure they meet community expectations and legislative requirements	Policies and procedures reviewed	CEO	Quarterly	Not started	commenced
5.1.14	Operational Plan	Our Governance	Meet QAO requirements in relation to internal controls and financial reporting	Satisfactory Audit Report and key milestone dates agreed with QAO are met	FIN	Ongoing	Completed	Complete
5.1.15	Operational Plan	Our Governance	Undertake annual review of Council's finance policies	Review undertaken and existing policies is applicable are amended and new policies	FIN	31-05-26	Ongoing	Ongoing
5.1.16	Operational Plan	Our Governance	Maximise revenues in accordance with Council's Revenue Policy	Report to Council	FIN	Ongoing	Ongoing	Ongoing
5.1.17	Operational Plan	Our Governance	Effective and efficient management of all financial matters	Recorded increase in Council income shown in Report to Council	FIN	Monthly	Ongoing	Monthly
5.1.18	Operational Plan	Our Governance	Preparation of Annual Budget	Endorsement and resolution to be made by Council	FIN	31-07-25	Not started	commencing in March
5.1.19	Operational Plan	Our Governance	Preparation of Annual Financial Statements	Statements available for audit	FIN	01-08-25	Not started	To be commenced
5.1.20	Operational Plan	Our Governance	Preparation of Community Financial Report	Inclusion in annual report	FIN	29-08-25	Not started	to be commenced
5.1.21	Operational Plan	Our Governance	Effective grant revenues management	No breach notices from funding bodies and Investigate funding opportunities that align with Council's EDS and Corporate Plan	FIN	Ongoing	Ongoing	Issues identified grants officer employed until March 26
5.1.22	Operational Plan	Our Governance	Preparation of Annual Schedule of Fees and Charges	Inclusion in Annual Budget	FIN	29-08-25	Completed	Complete
5.1.23	Operational Plan	Our Governance	Review of existing hosting service for Council's computer information and financial services and reporting of issues	Review undertaken	FIN	30-11-25	Cancelled	to be commenced upgrades happening
5.1.24	Operational Plan	Our Governance	Provision of internal audit visits to review and support Council's strategic objectives, financial processes and risk assessments	Reports completed and recommendations considered	FIN	Bi - annually	Underway	discussions in place
5.1.25	Operational Plan	Our Governance	Prepare documents required for Audit Committee meetings	Audit Committee reports provided to Council in the next months Council meeting	FIN	Minimum 3 times per year	Ongoing	ongoing
5.1.26	Operational Plan	Our Governance	Review and up-date systems for keeping and destruction of records	Record keeping for statutory 7 years	FIN	Ongoing	Underway	under review

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
5.1.27	Operational Plan	Our Governance	Review up-date and amend the customer service standards and procedures where required	Review undertaken and amendments identified and implemented	FIN	Ongoing	Ongoing	ongoing
5.2.1	Operational Plan	Our Governance	Undertake a review of the Organisational Structure to ensure the ongoing efficient and effective delivery of Council's services	Review completed	CEO	30-11-25	Underway	Workshop to be scheduled
5.2.2	Operational Plan	Our Governance	Undertake a review of the Human Resources function	Review undertaken	CEO	30-11-25	Underway	Payroll audit completed.
5.2.3	Operational Plan	Our Governance	Ongoing financial, corporate, social services and operational support to meet the needs of the Council and clients	Reports to CEO & Council and level of satisfaction of clients.	FIN	Daily	Underway	being reviewed
5.2.4	Operational Plan	Our Governance	Implement the integration of the Hope Vale Aged Care Facility and the Hope Vale Commonwealth Home Support Program into a single Hope Vale Aged Services business unit	Commencement of the Hope Vale Aged Care Service business unit	SSD	31-12-25	Underway	Commenced on the 31 October 2025.
5.3.1	Operational Plan	Our Governance	Regular meetings be held between Council and Hope Vale Congress	Number of meetings undertaken	CEO	Ongoing	Underway	2 meetings held.
5.4.1	Operational Plan	Our Governance	Develop and monitor clear service agreements with Government funded service providers, including expectations, deliverables, and performance reviews.	Service agreements developed and monitored	CEO	Ongoing	Ongoing	ongoing
5.4.2	Operational Plan	Our Governance	Advocate for local delivery of services and ensure accountability from external providers.	Ongoing advocacy	CEO	Ongoing	Ongoing	ongoing
5.4.3	Operational Plan	Our Governance	Attend and participate in all interagency meetings	Improved collaboration between agencies /community	SSD	Monthly or as required	Not started	DWATSPM is currently confirming a date with Council for them to begin.
5.4.4	Operational Plan	Our Governance	Maintain membership and attendance at LGAQ, ILF, FNOROC, TCICA and LGMA forums, deputations and meetings	Positive feedback to Council Meetings attended	CEO	Ongoing	Ongoing	ongoing
5.4.5	Operational Plan	Our Governance	Participate in Technical Working Group meetings to ensure coordinated approach to infrastructure activities	Number of meetings attended Outcomes presented to Council	OPS	Ongoing	Ongoing	FNROC Meetings via Teams. A few face-to-face.
5.4.6	Operational Plan	Our Governance	Continuous engagements with Queensland Health representatives and their external service providers to improve the provision and range of health services in Hope Vale	Report to Council	SSD	Quarterly	Ongoing	Ongoing. Commenced Aged Care Quality Committee Meetings.
5.5.1	Operational Plan	Our Governance	Implement and monitor the Corporate Plan, Operational Plan, Master Plans, and Budget in consultation with the community	Documents prepared, endorsed, and implemented	CEO	Ongoing	Ongoing	ongoing
5.5.2	Operational Plan	Our Governance	Prepare and adopt Capital Infrastructure Plan to guide future infrastructure investment.	Plan adopted	FIN	30-06-26	Not started	to be commenced

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
5.5.3	Operational Plan	Our Governance	Prepare Annual Operational Plan	Preparation of Report	CEO	31-07-25	Completed	complete
5.5.4	Operational Plan	Our Governance	Present quarterly, the annual operational plan and provide status to the Council of the deliverable outcomes	Reports to Council on a quarterly basis	CEO	Quarterly	Ongoing	ongoing - this is the 2nd qtr
5.5.5	Operational Plan	Our Governance	Undertake an audit of all Council planning documents required by legislation and update where necessary	Meeting legislative requirements	CEO	Ongoing	Not started	Town plan up for review
5.5.6	Operational Plan	Our Governance	Assessment of Development Applications when received	Applications finalised	CEO	Ongoing	Ongoing	ongoing
5.5.7	Operational Plan	Our Governance	Implement through the Shire planning schemes, appropriate controls over development to foster land uses and attitudes that enhance the quality of the natural and built environment	Departmental reporting	CEO	Ongoing	Ongoing	Town Plan review commenced.
5.5.8	Operational Plan	Our Governance	Develop and plan infrastructure projects which address local critical infrastructure and maintenance needs including bridges infrastructure, staff housing, network planning infrastructure and energy infrastructure which also address and support local and regional economic development and delivery of council endorsed projects	Long-term infrastructure upgrade projects undertaken	OPS	30-05-26	Ongoing	Asset management plans, budget process for 2026/27 and long term financial plan.
5.5.9	Operational Plan	Our Governance	Plan both short and long-term infrastructure projects to ensure that the councils roads and bridges infrastructure can support heavy vehicle plant and equipment, heavy vehicle tourism traffic which meets the demands of the community and council operational requirements	Plan endorsed	OPS	31-01-26	Ongoing	Asset management plans, budget process for 2026/27 and long term financial plan.
5.5.10	Operational Plan	Our Governance	Council's planning documentation will be prepared and implemented, subject to Council maintaining it's existing financial sustainability rating	Monthly reports	FIN	Ongoing	Ongoing	ongoing
5.5.11	Operational Plan	Our Governance	Council to introduce the implementation of rating powers	Report to Council	FIN	31-12-25	Not started	to be discussed
5.6.1	Operational Plan	Our Governance	Undertake a review of the Human Resources function	Review undertaken	CEO	30-11-25	Cancelled	
5.6.2	Operational Plan	Our Governance	Undertake a review of the Human Resources function	Review undertaken	CEO	30-11-25	Not started	not commenced
5.6.3	Operational Plan	Our Governance	Identification and attendance of training and self development for councillors and senior staff	Number of training workshops attended	CEO	Ongoing	Not started	not commenced

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
5.6.4	Operational Plan	Our Governance	Undertake quarterly WHS Risk Audits and Compliance Reports over Council's operational areas	Departmental Reporting	CEO	Ongoing	Underway	under review
5.6.5	Operational Plan	Our Governance	Undertake annual review of Council's governance policies. Ensure that when there has been a change in legislation, that the existing policies are updated if required and that new policies are created to reflect the change in legislation if required	Review undertaken and existing policies as applicable are amended and new policies created where required.	CEO	31-03-26	Not started	not commenced
5.6.6	Operational Plan	Our Governance	Ongoing development of an Enterprise Risk Management System through an effective Risk Management Committee	Quarterly risk management meetings held	CEO	Ongoing	Underway	to be investigated with Risk Committee
5.6.7	Operational Plan	Our Governance	Collaborate and network with key agencies with a view to promoting an innovative organisation culture	Meetings attended	CEO	Ongoing	Ongoing	ongoing
5.6.8	Operational Plan	Our Governance	Update all Council staff on finance policies through meetings and workshops	Number of meetings/workshops undertaken and feedback from workforce	FIN	Ongoing	Ongoing	ongoing
5.6.9	Operational Plan	Our Governance	Development of a training plan for each Council Department	Training Plan developed	FIN	30-06-26	Ongoing	ongoing
5.6.10	Operational Plan	Our Governance	Review current staff performance appraisal and development systems for each Council Department	% of appraisals completed	FIN	30-06-26	Not started	to be reviewed
5.6.11	Operational Plan	Our Governance	Review and develop where necessary, human resource management policies, procedures and systems for current and future workforce needs	Policy and procedures reviewed	FIN	Ongoing	Ongoing	ongoing
5.6.12	Operational Plan	Our Governance	Attend departmental toolbox meetings to conduct a HR Policy overview	Number of Toolbox meetings attended	FIN	Fortnightly	Ongoing	ongoing
5.6.13	Operational Plan	Our Governance	Develop skills register and identify training gaps	Skills Register developed	FIN	Ongoing	Ongoing	ongoing
5.6.14	Operational Plan	Our Governance	Review and maintain Master employee register	Register reviewed	FIN	Ongoing	Ongoing	ongoing
5.6.15	Operational Plan	Our Governance	Review appointment contracts for new employees and amend if necessary when legislation is amended	Contracts reviewed and amended if necessary	FIN	Ongoing	Ongoing	ongoing
5.6.16	Operational Plan	Our Governance	Develop and implement a training needs analysis across all Council Departments	Training Needs developed	FIN	17-01-26	Not started	
5.6.17	Operational Plan	Our Governance	Ensure that no new employee or Labour Hire staff, commenced work with Council until all requirements are met	Policy and system in place	FIN	Ongoing	Underway	

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Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
5.6.18	Operational Plan	Our Governance	Ensure that all inductions include mandatory training on the e-licences purchased: Reporting Corrupt Conduct, Public Interest Disclosure Reporting, Fraud Awareness, Code of Code, Mental Health Awareness and WH&S	All inductions undertaken	FIN	Ongoing	Underway	
5.6.19	Operational Plan	Our Governance	Ensure safe work practices through implementation of appropriate Work, Health and Safety practices, policies and procedures	Departmental reporting	OPS	Ongoing	Ongoing	WHS Management Consultant appointed. WHS operational review in progress. WHS Management Plan being rolled out.
5.6.20	Operational Plan	Our Governance	Information sessions for all Council staff on workplace health and safety policy and procedures	Information Sessions attended & staff aware of their obligations	OPS	Ongoing	Ongoing	Toolbox Talks, SWMS Review and Traffic Training ongoing as part of the WHS Management Plan being delivered with the support of Council's consultants.