



HOPE VALE ABORIGINAL SHIRE COUNCIL MEETING REPORT

ITEM NO: 6.02.1 **GENERAL MEETING:**
SUBJECT: **CHIEF EXECUTIVE OFFICER'S REPORT FOR FEBRUARY 2026**
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

Council has a number of compliance issues to deal with and some matters that have been triggered as a result of the transition.

- In relation to Compliance, Council needs to undertake the following actions:
 - 6 month review of the operational plan – Report to February Mtg,
 - 6 Month Budget review - Commenced
 - Acquittal reports across all grants - Continuing

In relation to the transitional matters, the following matters need to be continued or completed:-

- A Financial Manager has been appointed and commenced with Council on 27th January and we will now need to transition his role into the BDO role to address daily operational matters eg payroll, debtors, creditors, reporting etc.
- BDO will start working on budget development and uploading the costing into Civica
- Meetings and discussions have been held with Juungjuwarra and Cape York Partnerships to rectify the outstanding billing we have with them. Lease Management has been assigned to the

Corporate Services Manager to identify all leases and ascertain other outstanding billing requirements.

- In relation to Juungjuwarra, we are undertaking a number of requested repair items that should have been done prior to the lease commencing. This includes leaking toilet roof at the Service station, Repairs to roller door motors, repairs to toilets.
- An ice machine that had been sitting in the warehouse since prior to Xmas has now been installed for the Staff in the depot
- We have undertaken an audit of all our IT infrastructure to ascertain if our list is correct. We have identified that we are paying for a service for more machines than we currently have listed. All our servers need replacement, and we will most likely move to a cloud solution as the most economical solution and risk free environment. It is our intention to try to meet as many of the ESSENTIAL 8 requirements for Cyber security as we can with our resources. Some issues need to be addressed immediately but others can be included in our budget for next year to spread the cost.
- WE have also identified that most of our equipment is over 7 years old and is not managing the current software needs. With everything moving through Microsoft now, the need for greater RAM capacity and storage, is getting beyond the capacity of our machines so we have an opportunity now to upgrade all servers, laptops, desktops, phones etc to carry Council forward for a number of years. In that upgrade, I have requested new smaller computers for Councillors and providing phones for upper management to remove the reliance of Council business on private phones.
- I have just authorized the purchase of a Subaru Forester vehicle for the Cairns office, and we can now bring the silver PRADO that is in Cairns up to Hopevale to replace the Deputy Mayors Vehicle. AS we undertook and audit of IT resources, we have now commenced an Audit of our vehicle stock to ascertain what needs replacing and what can be sold. We have identified already that we have been paying for registration on vehicles that are no longer being used. We will need to review the Motor Vehicle Policy as part of this process.
- In discussion with the Mayor, we have identified a Cemetery Management Software that will cost \$9500 per year licence and will map the cemetery, insert identifiers, provide public access via the website manage the burial information, provide information on the person interred etc. The Company will need to come to site to enter the cemetery and gather the existing information. Depending on what is needed, it may help to have a local person with knowledge to ensure the information is correct. The software will also reserve sites for families and can cater for the future expansion of the cemetery.
- The new Organisational Structure is currently being prepared by Directors to submit to Council for discussion and approval. It may be that we need a separate workshop to discuss this.
- Employment of positions within our structure as it currently exists is continuing.?????
- At this stage we have appointed a contract WHS officer to attend one week per month. We are also considering the appointment of a local person to train as our WHS officer within our organisation.
- Mr. Clarrie Flinders has now completed all the requirements of his lease to commence his business. He is currently finishing his employment obligations with a Mine near Emerald and will soon commence on site fulltime. WE are seeking prices to purchase a new 4 tower lift and a new compressor. All electrical points have been checked and rectified.

Item 2: Appointments and Meetings

February 2026

- 20 WHS Meeting with Staff/Housing Meeting with Dept/Cape York Regional Plan Review/Discussion Day
- 21 Council meeting
- 22 Internal Recruitment meeting
- 26 CAIRNS OFFICE
- 27 - Induct new Finance Manager / WHS Contract Meeting/Telstra Meeting/Fourier Audit exit review.
- 29 Return to Hopevale – Aged Care/Redman Solutions/ Everlina Bridge Cultural Assessment/GFW Solutions/Telstra Meetings/Review of Mowing solutions
- 30 Contract Discussions
- 02 Civica Altitude System upgrade
- 03 Juunjuwarra / Risk Management Meeting
- 04 Feddersen WHS Contract Meeting / Redman Meeting Software
- 06 Fourier IT assessment
- 09 WHS Update
- 10 Managers Meeting / Telstra Exceed – Wifi / Closing the Gap Funding project / Regional Kiosk Facility
- 11 Cook LDMG / Juunjuwarra
- 12 Travel to Cairns / Safety apparel follow up
- 13 Meet with Cairns Staff

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

<p>Report Prepared by:</p> <p>Lew Rojahn CEO</p> <p>Date: 8/01/2026</p>	<p>Report Authorised by:</p> <p>Lew Rojahn CHIEF EXECUTIVE OFFICER</p>
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