



# ANNUAL OPERATIONAL PLAN 2025

Hopevale Aboriginal Shire Council





# COMMUNITY AND LIFESTYLE

Hopevale Aboriginal Shire Council







**to build a  
strong self  
reliant  
community  
with access to  
a diverse  
range of  
community  
services and  
facilities aimed  
at providing  
opportunities  
for  
participation in  
community  
life.**



# Outcome 1

## accessible health and family support services meeting community needs

Advocate and support other local service providers in the provision of their services within Hope Vale and the region

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, Queensland Community Support Scheme and Youth Engagement Program

Adoption and implementation of the Hope Vale Domestic Family Violence Action Plan

Participation in a regional DFV Taskforce for Hope Vale, Wujal Wujal and Cook Shire.

Delivery of all Social Service programs to ensure that they are compliant with legislative requirement



# Outcome 1 continued

## accessible health and family support services meeting community needs

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Finalise a Memorandum of Understanding between Council and the Hope Vale Primary Health Care Centre to ensure the health needs of Hope Vale Aged Care clients are met

Report to Council on opportunities for better aged services and more home care packages that may be available to both services for the Federal Government changes to the funding arrangements.

Implement the intergration of the Hope Vale Aged Care Facility and the Hope Vale Commonwealth Home Support Program into a single Hope Vale Aged Services business unit

Ensure that ACAT assessments for CHSP and Aged Care clients are current and appropriate for their current needs



# Outcome 2

promote and enforce public health legislation

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Implementation of the Animal Management and Environmental Health Annual Work Plan

Implement the Council's desired action plan in response to the most recent Community Survey on animal management

Implement the endorsed Horse Management Plan

Ensure that all relevant food premises in Hope Vale are inspected and comply with the licencing requirements of the Food Act 2006



# Outcome 3

a cohesive supportive community with opportunities for youth participation

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Deliver the IAS funded Hope Vale Youth Engagement Program

Council to work in collaboration with existing local youth service providers to ensure equitable access to facilities and activities

Coordinate with DATSIP to deliver a Jobs Expo for Hope Vale

Coordinate, support, and assist in the development of a school holiday programs with existing service providers in Hope Vale

Finalise the review of the Youth Strategy



# Outcome 4

## recreation sporting and leisure facilities for community wellbeing

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Manage the delivery of the State Government funded Deadly Active Sport and Recreation Program

Investigate opportunities for a fully operational and funded Hope Vale Sport and Recreation Program

Identify grant programs to provide additional sport and recreation facilities in Hope Vale

Manage and operate the Hope Vale Multi Purpose Complex to ensure usage is maximised

Facilitate the development of an appropriate Sports and Recreation Plan in partnership with the Hope Vale community



# Outcome 5

quality of life for all residents

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Ensure that the Hope Vale Aged Care Facility maintains accreditation

Ensure ongoing provision of delivered care services including Aged Care, CHSP, Child Care and Kindergarten, is maintained

Continuous engagements with Queensland Health representatives and their external service providers to improve the provision and range of health services in Hope Vale





# Outcome 6

## learning opportunities for community vibrancy and diversity

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Deliver daily radio broadcasting focusing on local affairs, information, culture and heritage

Coordinate, advocate, support and participate in NIADOC Week

Support appropriate events in Hope Vale through information being placed on Council's website and Facebook page

Undertake an update of Child Care and Kindergarten policies

Investigate opportunities for the delivery of innovative IT/Digital Programs

Develop and Arts and Cultural Policy and Plan

Check and maintain Sewerage Treatment Plant

Undertake a review of the strategic direction of the radio station

Upgrade the equipment at the radio station



# Outcome 7

## a healthy and safe hopevale

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Continue to support an Hope Vale Local Thriving Communities Advisory Committee (LTC )to provide advice to Council to guide its decisions relating to the implementation of the Queensland Government's Thriving Local Communities Initiative

Implement the actions of the Hope Vale Community Safety Plan

Attend and participate in all Interagency meetings

Investigate funding opportunities for the installation of additional CCTV cameras

Coordinate and attend all Local Disaster Management Group meetings

Support recruitment, training and funding for the SES and Rural Fire Service Units

Advocate to relevant governments departments and support local police in crime prevention strategies

Investigate opportunities for the upgrading of the animal pound



# Outcome 7 continued

## a healthy and safe hopevale

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Investigate opportunities for an upgrade of the SES building

Explore funding opportunities for digital security infrastructure to support the provision of 24/7 gym access within the MPC

Seek funding for the continuation of a security patrol for Hope Vale

Explore options for the procurement of high quality emergency and disaster management equipment to ensure that Council is adequately resourced given our responsibility for disaster operations

Explore funding opportunities for digital security infrastructure to support the provision of 24/7 gym access at the MPC

Seek funding for the continuation of a security patrol for Hope Vale





# ECONOMIC DEVELOPMENT

Hopevale Aboriginal Shire Council





**to promote a  
strong,  
competitive and  
diverse economy  
throughout  
hopevale by  
investing in  
supporting and  
promoting  
sustainable  
economic and  
business  
development and  
local  
employment  
opportunities.**



# Outcome 1

## diverse profitable and sustainable local business

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Explore opportunities for the establishment of a 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

Facilitate a second storey extension, construction and upgrade of office spaces in the Everlina Office Precinct

Develop and endorse a Precinct Plan over Council controlled land in the Hope Vale

Promote and endorse local business by publishing links on Hope Vale Councils website

Conduct a waste stream audit to evaluate the viability of implementing a containers for change initiative in Hopevale



# Outcome 2

a strong and diverse economic base underpinned by a skilled and diverse workforce

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Ensure Council policy development supports business and economic development which links to Council, State, Federal and regional strategies

Investigate possible options for vacant land at Millers Block for future sustainable economic opportunities

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



# Outcome 3

well developed relationships  
with industry commerce and  
government

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Attendance at external Economic Development Conference/ workshops to promote HVASC and build relationships and networks

Maintain membership of peak regional business organisations and connect quarterly for cross collaboration and opportunity seeking

Attend meetings with Cook Shire Council, Wujal Wujal Aboriginal Shire Council, and other Regional bodies to identify collaborative partnerships

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



# Outcome 4

work collaboratively towards  
a strong tourism region

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Installation of improved Directional Signage within the Shire

Promote major and local events on Councils website and/or social media

Facilitate the preparation of a scoping study for the Shire Tourism Development and Promotion Plan

Investigate grant funding and approvals for the construction of a Boat Ramp and Public Toilet facilities at Elim Beach



# Outcome 5

appropriate infrastructure  
that supports sustainable  
economic development

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Investigate funding opportunities for the implementation of the Hope Vale Master Plan and Precinct Plan for the release of serviced industrial, commercial and residential land for the area

Collaborate with organisations and agencies that support the ongoing viability, success and a self-sustaining model for the benefit of the Hope Vale community

Submit a development application for the residential development outlined as area RS1 from the Hope Vale Master Plan



# Outcome 6

## sustainable growth

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Encourage private enterprise and government development to maximise employment opportunities and development in the Shire

Review the communication strategy to promote Hope Vale



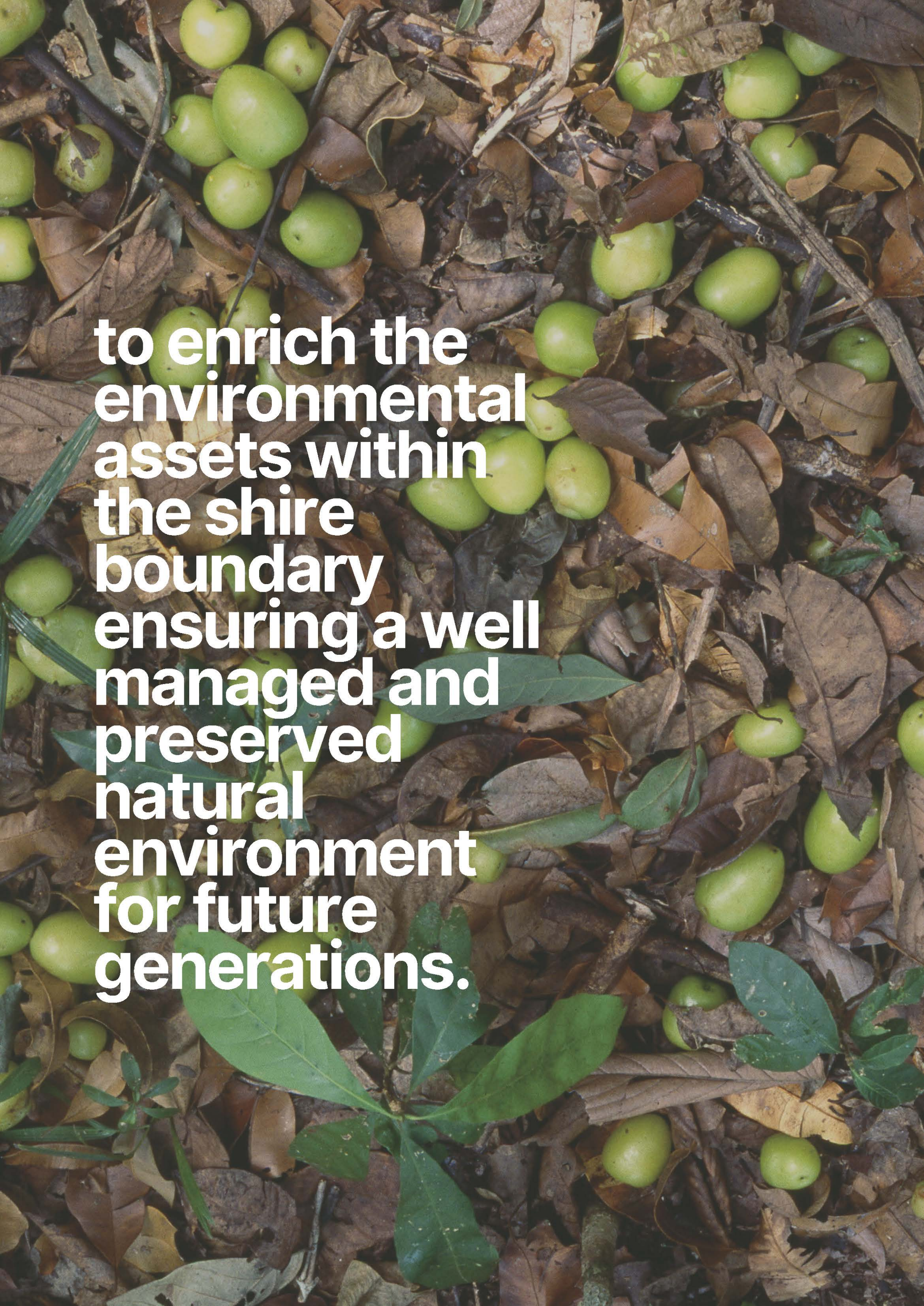


# ENVIRONMENTAL SUSTAINABILITY

Hopevale Aboriginal Shire Council







**to enrich the  
environmental  
assets within  
the shire  
boundary  
ensuring a well  
managed and  
preserved  
natural  
environment  
for future  
generations.**



# Outcome 1

awareness of and  
appropriate response to  
effects of climate change

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Development of a Biosecurity Plan for the Shire

Support the reintroduction of a Ranger Program operated by Hope Vale Congress

In conjunction with QFES, HV Rural Fire Brigade, Hope Vale Congress, and land owners implement the Hope Vale Shire Fire Management Plan



# Outcome 2

## integrated waste management

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Investigate recycling opportunities

Finalise negotiation in relation to increasing proposed lease area for expansion of landfill

Undertake regular maintenance at landfill in accordance with EHP guidelines

Formalise the endorsed Waste Initiatives for Hope Vale Aboriginal Shire Council

Participation in the implementation of the FNQROC Regional Resource Recovery Plan



# Outcome 3

## efficient use and management of water resources

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Ensure legislative reporting requirements in relation to the Sewerage Operations reporting are compliant

Check and Maintain Water Treatment Plant

Check and Maintain Water Reticulation System

Water samples available for testing for Cairns Regional Council Water and Waste

Identify training and development opportunities for Water and Sewerage Officers

Ensure legislative reporting requirements relating to water are completed as required and compliant

Check and maintain Sewerage Treatment Plant

Check and maintain Sewerage Reticulation System

Testing of sewerage out flows

Complete the installation of 2 additional water bores to the extent of available funding





# INFRASTRUCTURE

Hopevale Aboriginal Shire Council







**to effectively  
plan deliver and  
maintain  
physical  
services and  
infrastructure  
networks for  
our  
community's  
current and  
future needs.**



# Outcome 1 continued

appropriate planning and management of infrastructure that meets current and future needs

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Participate in Technical Working Group meetings to ensure coordinated approach to infrastructure activities

Finalise and implement street numbering and rural addresses

Seek funding from the Department of Environment and Science for a Kerbside and Community Bin Stabilisation project

Seek funding from the Department of Environment and Science for the procurement, training and operation of new garbage compactor including servicing and maintenance program

Seek funding from the Department of Environment and Science for a Mobile Rubbish Trailer Service at Elim Beach

Seek 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



# Outcome 2

## safe and reliable infrastructure

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Ensure ongoing promotion of land for sale in Hope Valley Estate and support Indigenous Business Australia to assist prospective land purchasers

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

Restoration of damaged infrastructure approved by QRA for repair under the QRRRF program

Investigate opportunities for the replacement of Everlina bridge

Facilitate inspections and assessment of bridges infrastructure to ensure safe access throughout the shire

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

Conduct a detailed options analysis to explore alternative solutions for critical infrastructure assets enhancements



# Outcome 2 continued

## safe and reliable infrastructure

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Investigate temporary access solutions to ensure access to critical infrastructure and the continuity of critical services during inundation events

Prepare a comprehensive business case to evaluate the costs, benefits, and feasibility of critical infrastructure assets renewal and replacement options

Prepare an Energy options paper for Hope Vale Aboriginal Shire Council

Prepare and seek funding opportunities for the Hope Vale Energy Precinct Planning Project



# Outcome 3

pleasant streetscapes open  
spaces parks and gardens

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Develop, implement, publish and circulate a Parks and Gardens and Open Spaces planned monthly scheduled program of works

Undertake the planned Parks and Gardens and Open Spaces scheduled works and maintenance programs

Develop a streetscape plan for the centre median strip in Muni Street between Reuther Street and Keller Road

Identify and facilitate the actions required to increase the size of the Hopevale cemetery



# Outcome 4

## councils buildings and facilities that meet community needs

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Investigate funding opportunities for the development of a responsive maintenance program for Councils building infrastructure assets

Install shade sails over the external fitness equipment at the Hope Vale Multi-Purpose Centre

Continue to seek funding for a planned digital service centre in Hope Vale

Continue to seek funding for a planned upgrade of Everlina Plaza to provide additional commercial space within Hope Vale

Complete upgrade works to Everlina Plaza Terrace and street frontage works

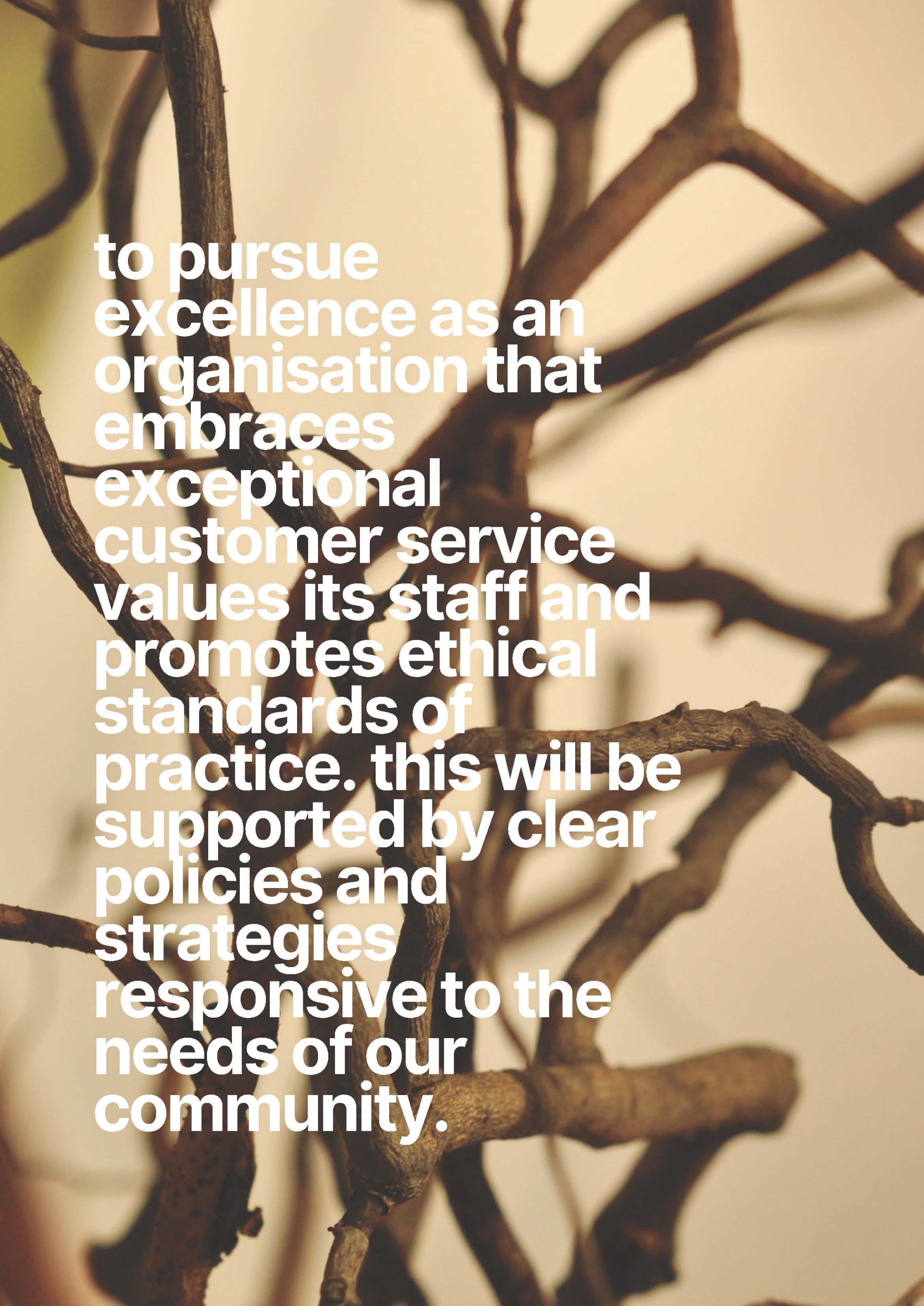




# ORGANISATIONAL EXCELLENCE AND GOVERNANCE

Hopevale Aboriginal Shire Council





to pursue  
excellence as an  
organisation that  
embraces  
exceptional  
customer service  
values its staff and  
promotes ethical  
standards of  
practice. this will be  
supported by clear  
policies and  
strategies  
responsive to the  
needs of our  
community.



# Outcome 1

## effective governance and leadership

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Prepare Annual Operational Plan

Present quarterly, the annual operational plan and provide status to the Council of the deliverable outcomes

Conduct monthly Ordinary Council Meeting

Council minutes prepared and placed onto Council website. Draft minutes placed onto Council's website within 10 days of the Council's Ordinary Meeting

Community engagement and awareness of Council's decisions and operations

Maintain membership and attendance at LGAQ, ILF, FNQROC, TCICA and LGMA forums, deputations and meetings

Identification and attendance of training and self development for councillors and senior staff

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



# Outcome 1 continued

## effective governance and leadership

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Undertake annual review of Council's finance policies

Meet Qld Audit Office requirements in relation to internal controls and financial reporting

Effective Policy implementation



# Outcome 2

## effective engagement with the community and stakeholders

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Development and implementation of a Community Engagement Framework and supporting strategies

Maintain Council website and Facebook page

Provide information to community through regular radio sessions

Enhance Council's communication and decision making through appropriate public relations and community consultation processes



# Outcome 3

## innovative and accessible customer service and information systems

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Review up-date and amend the customer service standards and procedures where required

Update all Council staff on finance policies through meetings and workshops

Up-date all Council staff on Governance policies through meetings and workshops



# Outcome 4

## implementation of effective integrated planning and reporting processes

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Undertake an audit of all Council planning documents required by legislation and update where necessary

Assessment of Development Applications when received

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



# Outcome 5

## skilled committed and professional staff in a supportive environment

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Development of a training plan for each Council Department

Ensure safe work practices through implementation of appropriate Work, Health and Safety practices, policies and procedures

Review current staff performance appraisal and development systems for each Council Department

Review and develop where necessary, human resource management policies, procedures and systems for current and future workforce needs

Information sessions for all Council staff on workplace health and safety policy and procedures

Attend departmental toolbox meetings to conduct a HR Policy overview

Undertake quarterly WHS Risk Audits and Compliance Reports over Council's operational areas



# Outcome 6

## effective and efficient corporate and administrative services

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Undertake a review of the Organisational Structure to ensure the ongoing efficient and effective delivery of Council's services

Maximise revenues in accordance with Council's Revenue Policy

Meet QAO requirements in relation to internal controls and financial reporting

Effective and efficient management of all financial matters

Preparation of Annual Budget

Preparation of Annual Financial Statements

Preparation of Community Financial Report

Effective grant revenues management

Ongoing financial, corporate, social services and operational support to meet the needs of the Council and clients

Preparation of Annual Schedule of Fees and Charges

Develop skills register and identify training gaps

Review and maintain Master employee register

Review appointment contracts for new employees and amend if necessary when legislation is amended



# Outcome 6 continued

## effective and efficient corporate and administrative services

---

Develop and implement a training needs analysis across all Council Departments

Review of existing hosting service for Council's computer information and financial services and reporting of issues

Provision of internal audit visits to review and support Council's strategic objectives, financial processes and risk assessments

Prepare documents required for Audit Committee meetings

Ensure that no new employee or Labour Hire staff, commenced work with Council until all requirements are met

Review and up-date systems for keeping and destruction of records

Implement Rights to Information and Privacy systems

Ongoing development of an Enterprise Risk Management System through an effective Risk Management Committee

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.





# STRATEGIC PLANNING

Hopevale Aboriginal Shire Council







**to take a  
proactive  
approach to  
strategic and  
integrated  
planning for  
hopevale that  
reflects the  
aspirations  
and lifestyle of  
our  
community.**



# Outcome 1

## planning linked to community need

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Undertake review of Hope Vale Local Disaster Management Plan

Review Council's policies and procedures and ensure they meet community expectations and legislative requirements

Develop a 5-year strategy for the Hopevale radio station

Develop a walking network plan for the township area within Hopevale

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 development and delivery of council endorsed projects

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



# Outcome 2

innovative planning  
performed by local regional  
and national priorities

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Collaborate and network with key agencies with a view to promoting  
an innovative organisation culture





# Outcome 3

planning will consider  
legislation and budget  
constraints

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Council's planning documentation will be prepared and implemented, subject to Council maintaining it's existing financial sustainability rating

Council to introduce the implementation of rating powers