

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1.1.1	Operational Plan	Community & Lifestyle	Advocate and support other local service providers in provision of their services within Hope Vale and the region	Number of meetings attended Identification of any duplication between services	DSS	Monthly or as required	Underway	This will be progressed through Interim Hope Vale Local Thriving Communities Advisory Committee
1.1.2	Operational Plan	Community & Lifestyle	Provision of the following services to identified clients - Disability Program, Community Home Support Program (CHSP), HV Aged Care Facility, Indigenous Knowledge Centre, Kindergarten and Child Care Service, HV Radio Station, and Youth Program.	Level of complaints/compliments from clients. Increased client satisfaction.	DSS	Daily	Underway	
1.1.3	Operational Plan	Community & Lifestyle	Advocate and support services for victims of family and domestic violence	Monthly reports submitted.	DSS	Monthly	Not started	This will be progressed through Interim Hope Vale Local Thriving Communities Advisory Committee
1.1.4	Operational Plan	Community & Lifestyle	Review all Social Service programs to ensure that they are compliant with legislative requirements	Quarterly report implemented to ensure that the services are meeting regulatory standards	DSS	Bi Annual	Ongoing	
1.1.5	Operational Plan	Community & Lifestyle	Investigate alternate operational models available for the Hope Vale Aged Care Facility	Investigation results considered by Council	DSS	30/03/2022	Underway	Investigations currently being undertaken with a view to reporting in May 2022
1.1.6	Operational Plan	Community & Lifestyle	Review CHSP and Aged Care clients to ensure that ACAT assessments are current and appropriate for their current needs	Report provided to Director of Social Services and be actioned if previous and current assessments differ	DSS	Quarterly	Not started	
1.1.7	Operational Plan	Community & Lifestyle	Advocate and work with partner agencies regarding control measures for other substance abuse	Departmental reporting	DSS	Ongoing	Not started	
1.1.8	Operational Plan	Community & Lifestyle	Advocate for partner agencies to support persons with gambling addictions	Departmental reporting	DSS	Ongoing	Not started	
1.2.1	Operational Plan	Community & Lifestyle	Implementation of the Animal Management and Environmental Health Annual Work Plan.	Plan completed and referred to Qld Health.	OPS	Ongoing	Ongoing	
1.2.2	Operational Plan	Community & Lifestyle	Develop awareness sessions on animal management and environmental health (including requirements of Council Local Laws) to advise residents	Number of sessions held and community feedback Monitor the condition of animals and environmental health obligations to identify improvement	OPS	Ongoing	Ongoing	No sessions held to date, but educational content circulated on LED signage and social media.

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1.2.3	Operational Plan	Community & Lifestyle	Review of all premises that supply food products and ensure a current permits exist and they comply with the relevant legalisation	Register of premises supplying the provision of food products submitted by Social Services Director to Council	DSS	Ongoing	Ongoing	Inspections undertaken and licences provided as required.
1.2.4	Operational Plan	Community & Lifestyle	Develop policy and a framework that supports the protection of Queensland's existing public health provisions and that local laws exist for the purpose of enforcing compliance	Policy and Framework developed	CEO	31/03/2022	Not started	
1.2.5	Operational Plan	Community & Lifestyle	Review Local laws regarding alcohol and substance abuse to ensure compliance with State Legislation	Review undertaken	CEO	31/03/2022	Not started	
1.3.1	Operational Plan	Community & Lifestyle	Advise State and Federal Government Agencies of Councils objectives and expected outcomes to ensure grant funding received, supports programs for youth matters/activities	Increased activities for youth Appropriate funding sourced	DSS	Ongoing	Ongoing	Sourcing funding through new Deadly Active Sport and Recreation Program
1.3.2	Operational Plan	Community & Lifestyle	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	DSS	Quarterly	Ongoing	
1.3.3	Operational Plan	Community & Lifestyle	Coordinate with DATSIP an Education and Jobs Expo for Hope Vale	Education and Jobs Expo undertaken	DSS	Annually	Underway	
1.3.4	Operational Plan	Community & Lifestyle	Hope Vale Council Education and Youth Support staff to engage with the PCYC to assist with activities and events targeted for youth in Hope Vale	Activities and events held	DSS	Ongoing	Ongoing	It is noted that PCYC funding for Indigenous Community Sport and Recreation Program (ICSRP) will cease as at 30 June 2022
1.3.5	Operational Plan	Community & Lifestyle	Support and assist in the development of a school holiday programs with existing service providers in Hope Vale	Programs developed	DSS	Ongoing	Ongoing	
1.3.6	Operational Plan	Community & Lifestyle	Collaborate with the PCYC to conceptualise schedules so that the Youth Support Program can coordinate programs where both organisations objectives for Youth are aligned	Schedules developed	DSS	Ongoing	Underway	It is noted that PCYC funding for Indigenous Community Sport and Recreation Program (ICSRP) will cease as at 30 June 2022

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1.4.1	Operational Plan	Community & Lifestyle	Support the PCYC to ensure activities provided are in accordance with community wishes	Level of community participation	DSS	Ongoing	Underway	It is noted that PCYC funding for Indigenous Community Sport and Recreation Program (ICSRP) will cease as at 30 June 2022
1.4.2	Operational Plan	Community & Lifestyle	Investigate opportunities for a fully operational and funded PCYC program	Report to Council	CEO	31/12/2021	Completed	PCYC have submitted a proposal with an estimate of cost in excess of \$600,000. PCYC have advised that funding under the Indigenous Community Sport and Recreation Program (ICSRP) has ceased and accordingly they will be ending their presence on 30 June 2022.
1.4.3	Operational Plan	Community & Lifestyle	Identify grants programs to provide additional sport and recreation facilities in Hope Vale	Number of submissions made	DSS	Ongoing	Ongoing	Researching alternative funding areas such as Deadly Active Program
1.4.4	Operational Plan	Community & Lifestyle	Facilitate a meeting with Cape Flattery Mine to seek continued financial support of the Aquatic Centre	Meeting scheduled and reported to Council	CEO	30/09/2021	Completed	Cape Flattery Silica Mines have advised that the 10 year agreement is now finished but will contribute \$25,000 per annum towards the pools running costs, on a year to years basis.
1.4.5	Operational Plan	Community & Lifestyle	Facilitate the development of an appropriate Sports and Recreation Plan in partnership with the PCYC	Sport and Recreation Plan endorsed	DSS	2/02/2022	Not started	
1.5.1	Operational Plan	Community & Lifestyle	Review and/or develop policies and procedures to maintain accreditation of the Aged Care Facility	Increased resident intakes maintain Accreditation	DSS	Monthly	Ongoing	Significant resources are being utilised to ensure Accreditation
1.5.2	Operational Plan	Community & Lifestyle	Monitor the continual delivery of care services such as Aged Care, CHSP, Child Care, and the Kindergarten to the people of Hope Vale	Level of complaints/compliments recorded from clients Compliance with legislative requirements Feedback from parents and carers	DSS	Daily	Ongoing	

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1.5.3	Operational Plan	Community & Lifestyle	Continuous engagements with Queensland Health representatives, and their external Service providers, to discuss current level provision of services, but also identify services that are not available but have been determined as being pertinent for Hope Vale	Report to Council	DSS	Quarterly	Not started	This will be progressed through Interim Hope Vale Local Thriving Communities Advisory Committee
1.6.1	Operational Plan	Community & Lifestyle	Deliver daily radio broadcasting focusing on local affairs, information, culture and heritage	Number of hours of local radio content	DSS	Ongoing	Ongoing	
1.6.2	Operational Plan	Community & Lifestyle	Advocate, support and participate in NIADOC and Culture Week	Successful completion of these cultural activities	DSS	30/09/2021	Completed	
1.6.3	Operational Plan	Community & Lifestyle	Investigate and adhere to legislation and regulations regarding the Before and After School Care facility newly constructed.	Operation of facility is legislatively compliant	DSS	30/07/2021	Cancelled	
1.6.4	Operational Plan	Community & Lifestyle	Support appropriate events in Hope Vale through information being placed on Council's website and Facebook page	Website and Facebook page up-dated	DSS	Ongoing	Ongoing	Information is placed on Council's website and Facebook page as required
1.6.5	Operational Plan	Community & Lifestyle	Develop, in conjunction with partners, a Better Education Policy	Policy Developed	DSS	30/06/2022	Not started	
1.6.6	Operational Plan	Community & Lifestyle	Investigate opportunities for the delivery of innovative IT/Digital Programs	Website and Facebook page up-dated	DSS	Ongoing	Not started	
1.6.7	Operational Plan	Community & Lifestyle	Encourage and support the development of programs for traditional language teaching and use	Relevant section of Arts and Culture Policy and Plan	DSS	Ongoing	Not started	
1.6.8	Operational Plan	Community & Lifestyle	Develop and Arts and Cultural Policy and Plan	Policy and Plan Development	DSS	15/03/2022	Not started	
1.7.1	Operational Plan	Community & Lifestyle	Attend and participate in all Interagency meetings	Improved collaboration between agencies /community	CEO	Monthly or as required	Ongoing	Meetings attended.
1.7.2	Operational Plan	Community & Lifestyle	Advocate for the Rural Fire Service and investigate opportunities from external organisations to seek financial assistance	Works completed	CEO	30/08/2021	Underway	Initial discussions with QFES around funding opportunities. Discussions on-going

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1.7.3	Operational Plan	Community & Lifestyle	Continue to participate in discussions on the future of Alcohol Management Plan with State Government with view to agreement of recommendation in HVASC submission	Legislation amended	CEO	30/12/2021	Underway	Community Safety Plan approved. Funding provided by DATSIP for implementation of CSP especially around alcohol management. Letter to be forwarded to DG of DATSIP
1.7.4	Operational Plan	Community & Lifestyle	Installation of additional CCTV Cameras	Installed in agreed locations	OPS	30/06/2022	Not started	Further information required
1.7.5	Operational Plan	Community & Lifestyle	Coordinate and attend all Local Disaster Management Group meetings	Number of meetings held - Aren't these convened by Ops manager and Mayor?	CEO	Ongoing	Ongoing	Meetings convened as required. Co-ordinated by CEO as LDMG Coordinator
1.7.6	Operational Plan	Community & Lifestyle	Support recruitment and training for the SES Unit	Continue to advocate and support the SES	OPS	Ongoing	Ongoing	
1.7.7	Operational Plan	Community & Lifestyle	Establish and coordinate a Community Safety Committee so community concerns can be raised and considered and if necessary, actioned	Establishment of committee	CEO	30/06/2022	Underway	Issue to be considered by Interim Hope Vale Local Thriving Communities Advisory Committee
1.7.8	Operational Plan	Community & Lifestyle	Advocate to relevant government departments and support local police in crime prevention strategies	Participation in Police Commissioner's/Mayors meetings	CEO	Ongoing and as required	Ongoing	Meetings with TCICA, LGAQ, FNQROC, local agencies, and the Police Commissioner have been attended by Mayor, Councillors and CEO
1.7.9	Operational Plan	Community & Lifestyle	Develop processes and procedures for the operation of the Dog Pound	Processes and Procedures developed	OPS	31/12/2021	Cancelled	The Dog pound infrastructure is not utilised or fit for purpose as a Dog Pound. Operations in current discussions with Cook Shire to utilise the Cook Dog Pound inside a renewed MOU.
1.7.10	Operational Plan	Community & Lifestyle	Install lighting at Kellar Street Roundabouts	Works completed	OPS	31/12/2021	Completed	
1.7.11	Operational Plan	Community & Lifestyle	Review and enforce Local Laws and regulations to address local issues	Review undertaken	CEO	30/06/2022	Not started	

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
2.1.1	Operational Plan	Economic Development	Promote Hope Vale by hosting an annual business expo which supports and promotes intending and local business and connects Hope Vale with regional opportunities	Undertake Expo	CEO	30/04/2022	Not started	
2.1.2	Operational Plan	Economic Development	Promote and endorse local business by publishing links on Hope Vale Councils website	Website up-dated	CEO	30/06/2022	Underway	New website to be completed by early June 2022
2.1.3	Operational Plan	Economic Development	In partnership with other Indigenous Councils, DESBT and DATSIP, advocate for the establishment of a small business committee for the purpose of sourcing support for established local businesses, identifying new local business opportunities, determining what support services are required to assist in the establishment of new businesses and the long term sustainability of these businesses.	Establishment of committee	CEO	1/09/2021	Not started	
2.1.4	Operational Plan	Economic Development	Precipitate discussions with DATSIP regarding the funding and development of a Commercial Industrial Area that aligns with Councils Master Plan that will provide more local business opportunities	Report to Council	CEO	1/03/2022	Not started	
2.2.1	Operational Plan	Economic Development	Develop a policy to support business and economic development which links to Council, State, Federal and regional strategies	Report provided to Council	CEO	30/04/2022	Not started	
2.2.2	Operational Plan	Economic Development	Investigate possible options for vacant land at Millers Block for future sustainable economic opportunities	Report to Council	CEO	1/03/2022	Underway	

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
2.2.3	Operational Plan	Economic Development	Facilitate consultation with education institutions and other 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	1/05/2022	Not started	
2.3.1	Operational Plan	Economic Development	Attendance at external Economic Development Conference/ workshops to promote HVASC and build relationships and networks	Number of meetings attended	CEO	Ongoing	Ongoing	
2.3.2	Operational Plan	Economic Development	Council will become a member of a peak business body and connect with peak regional organisations quarterly for cross collaboration and opportunity seeking.	Membership of peak business bodies	CEO	Ongoing	Ongoing	
2.3.3	Operational Plan	Economic Development	Apply Councils time, the Hope Vale brand and resources to key shared issues. Ensure to build a constituency of relationships with organisations who have shared beliefs, interests, and ambitions. Collaborating with them on solving shared issues will make them engaged advocates of Hope Vale Council and make them your most powerful allies in building other relationships.	Networking opportunities	CCIL	Ongoing	Ongoing	
2.3.4	Operational Plan	Economic Development	Attend meetings with Cook Shire Council, Wujal Wujal Aboriginal Shire Council, and other Regional bodies to identify collaborative partnerships	Number of meetings attended - Rollover as was not fulfilled in last years Annual Operational Plan	CEO	Ongoing	Ongoing	Collaboration on Disaster Management with MOU in place. Meetings also undertaken in relation to regional aged care services.
2.4.1	Operational Plan	Economic Development	Commence works on improved Visitor Signage within the Shire	Works commenced	OPS	30/06/2022	Underway	
2.4.2	Operational Plan	Economic Development	Promote major and local events on Councils website	Website up-dated	CEO	Ongoing	Ongoing	New website to be completed by early June 2022

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
2.4.3	Operational Plan	Economic Development	Facilitate the preparation of a scoping study for the Shire Tourism Development and Promotion Plan	Scoping Study endorsed	CEO	30/06/2022	Not started	
2.4.4	Operational Plan		Seek grant funding for the construction of a Boat Ramp and Public Toilet facilities at Elim Beach. TTNQ and TMR indicated that they would any application with regards to these two projects	Infrastructure built	OPS	30/03/2022	Ongoing	Application for design and feasibility study submitted inside the 2022 ATSI TIDS Program.
2.5.1	Operational Plan	Economic Development	Investigate funding opportunities for the implementation of the Hope Vale Master Plan for the release of serviced industrial, commercial and residential land for the area.	Applications submitted.	OPS	30/06/2022	Ongoing	
2.5.2	Operational Plan	Economic Development	Demonstrate collaboration and support for the HV Foundation to ensure viability, success and a self-sustaining model	Report to Council	CEO	30/03/2022	Ongoing	Council has 2 councillors on HV Foundation Board
2.6.1	Operational Plan		Encourage private enterprise development to maximise employment opportunities and development in the Shire	External opportunities capitalised	CEO	30/06/2022	Not started	
2.6.2	Operational Plan		Review the communication strategy to promote Hope vale	Strategy reviewed	CEO	30/06/2022	Underway	
3.1.1	Operational Plan	Environmental Responsibility	Liaison with Hope Vale Rangers and land owners on their obligations relating to pest and weed management in conjunction with the Biosecurity Plan.	An agreement between parties of individual responsibilities.	OPS	Ongoing	Ongoing	
3.1.2	Operational Plan	Environmental Responsibility	In conjunction with QFES, HV Rural Fire Brigade and land owners implement the Hope Vale Shire Fire Management Plan.	Plan implemented.	OPS	Ongoing	Ongoing	
3.1.3	Operational Plan	Environmental Responsibility	Facilitate the development of a Shire Environmental Management Plan	Shire Environmental Management Plan endorsed	OPS	31/12/2021	Not started	
3.1.4	Operational Plan	Environmental Responsibility	Facilitate the formation of an Environmental Action Group	Action Group formed	OPS	31/12/2021	Not started	
3.1.5	Operational Plan	Environmental Responsibility	Develop and promote policies to preserve and promote the natural environment while increasing local community involvement in its management	Policies Developed	OPS	31/12/2021	Not started	

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
3.2.1	Operational Plan	Environmental Responsibility	Investigate recycling opportunities	Findings reported to Council	OPS	30/04/2022	Underway	Met with APC and Allan Cuneen to discuss on 7 April 2022. Update to be provided to Council in the May meeting.
3.2.2	Operational Plan	Environmental Responsibility	Finalise negotiation in relation to increasing proposed lease area for expansion of landfill	Lease finalised	CEO	30/04/2022	Underway	In progress. Agreement in place waiting on finalisation of lease
3.3.3	Operational Plan	Environmental Responsibility	Undertake regular maintenance at landfill in accordance with EHP guidelines	Site maintained and no adverse reports received.	OPS	Weekly	Ongoing	
3.2.4	Operational Plan	Environmental Responsibility	Implement Site Management Plan for Refuse Area	In compliance with license requirements	OPS	31/01/2022	Completed	
3.3.1	Operational Plan	Environmental Responsibility	Investigate cleaning primary ponds at sewerage ponds	Findings reported to Council	OPS	30/06/2022	Completed	
3.3.2	Operational Plan	Environmental Responsibility	Checking and maintenance of Water Treatment Plant.	Records checked.	OPS	Daily	Ongoing	
3.3.3	Operational Plan	Environmental Responsibility	Check and Maintain Water Reticulation System	Records checked and recorded	OPS	Daily	Ongoing	
3.3.4	Operational Plan	Environmental Responsibility	Water samples available for testing for Cairns Regional Council Water and Waste	Positive results of testing	OPS	Weekly	Ongoing	
3.3.5	Operational Plan	Environmental Responsibility	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	Ongoing	
3.3.6	Operational Plan	Environmental Responsibility	Ensure legislative reporting requirements relating to water are completed as required and compliant	Positive feedback from relevant Government agencies	OPS	Ongoing	Ongoing	
3.3.7	Operational Plan	Environmental Responsibility	Check and Maintain Sewerage Treatment Plant	Records checked and recorded	OPS	Daily	Ongoing	
3.3.8	Operational Plan	Environmental Responsibility	Check and maintain Sewerage Reticulation System	Records checked and recorded	OPS	Daily	Ongoing	
3.3.9	Operational Plan	Environmental Responsibility	Testing of sewerage out flows	Positive results of testing	OPS	Weekly	Ongoing	
3.3.10	Operational Plan	Environmental Responsibility	Ensure legislative reporting requirements in relation to the Sewerage Operations reporting are compliant	Positive feedback from relevant Government agencies	OPS	Ongoing	Ongoing	
3.3.11	Operational Plan	Environmental Responsibility	Clean Water Reservoir Tanks	Works Completed	OPS	30/06/2022	Underway	Second tank clean booked for April 20th 2022.
3.3.12	Operational Plan	Environmental Responsibility	Investigate filtration options at Council bore sites	Findings reported to Council	OPS	30/06/2022	Completed	

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
3.3.13	Operational Plan	Environmental Responsibility	Installation of a leachate pump station at the sewerage ponds	Works Commenced	OPS	30/06/2022	Cancelled	
4.1.1	Operational Plan	Infrastructure Services	Review current Asset Management Plans for all asset classes	Plans reviewed	FIN	Ongoing	Ongoing	Reviewed as part of the W4Q Program 2021-2024
4.1.2	Operational Plan	Infrastructure Services	Facilitate the development of flood mitigation plans and the provision and maintenance of necessary flood mitigation works	Flood mitigation plan endorsed	OPS	28/02/2022	Not started	
4.1.3	Operational Plan	Infrastructure Services	Consider cultural, heritage and local character in implementation of the Hope Vale Master Plan	Endorsement of concept plans	OPS	Ongoing	Ongoing	
4.1.4	Operational Plan	Infrastructure Services	Finalisation of surveys to allow Council infrastructure on Hope Vale Congress land to be transferred to Council	Formal lease arrangements for finalisation	CEO	30/06/2022	Underway	
4.1.5	Operational Plan	Infrastructure Services	Finalise construction Initial Interim Housing Program of new houses and plug ins under contract with Dept of Public Works and Housing	Planned constructions completed	OPS	20/12/2021	Underway	On track for completion by June 30th 2022
4.1.6	Operational Plan	Infrastructure Services	Investigate other Upgrade opportunities under the housing program with Dept of Public Works and Housing	More Upgrades opportunities investigated and Planned upgrades completed	OPS	Ongoing	Ongoing	
4.1.7	Operational Plan	Infrastructure Services	Ongoing responsive maintenance of 40 year lease dwellings as required by the Dept of Housing	Works completed within a timely manner as contractually required	OPS	Ongoing	Ongoing	
4.1.8	Operational Plan	Infrastructure Services	Commence construction of second Interim Housing Program including new houses and plug ins under contract with Dept of Public Works and Housing	Works commenced	OPS	30/06/2022	Underway	Design review process underway.
4.1.9	Operational Plan	Infrastructure Services	Delivery of Roads to Recovery 2019 - 2024 program, including development and delivery of council endorsed projects	Works completed	OPS	30/06/2022	Underway	
4.1.10	Operational Plan	Infrastructure Services	Investigate QRA Betterment Projects opportunities.	Investigations in progress	OPS	30/06/2022	Underway	
4.1.11	Operational Plan	Infrastructure Services	Commence Construction of the Hope Vale Housing Investment Plan	Works commenced	OPS	30/06/2022	Underway	
4.1.12	Operational Plan	Infrastructure Services	Develop and implement street numbering and rural addresses	Street numbering implemented -	CEO	30/06/2022	Underway	Project being coordinated with assistance of DATSIP

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
4.1.13	Operational Plan	Infrastructure Services	Complete Stage 2 of the sealing of the Hope Vale Airport Road	Works Completed	OPS	30/06/2022	Completed	
4.1.14	Operational Plan	Infrastructure Services	Continue extension of Bitumen Seal on Elim Beach Rd	Works Completed	OPS	31/12/2021	Completed	
4.1.15	Operational Plan	Infrastructure Services	Investigate funding opportunities for an extension of Bitumen Seal on Mclvor Rd	Works Completed	OPS	30/06/2022	Underway	
4.1.16	Operational Plan	Infrastructure Services	Ongoing maintenance of Council's road network.	Roads maintained to agreed standard	OPS	Ongoing	Ongoing	
4.1.17	Operational Plan	Infrastructure Services	Participate in Technical Working Group meetings to ensure coordinated approach to infrastructure activities	Number of meetings attended Outcomes presented to Council	OPS	Ongoing	Ongoing	
4.2.1	Operational Plan	Infrastructure Services	Ensure on-going availability of land in Hope Valley Estate and supporting Indigenous Business Australia to assist prospective land purchasers	Number of private houses constructed in Hope Valley Estate	CEO	Ongoing	Ongoing	Vacant blocks of land are available. Sale Policy being prepared
4.2.2	Operational Plan	Infrastructure Services	Develop and implement a Biosecurity Plan	Plan endorsed	CEO	28/02/2022	Not started	See 4.3.3 below
4.2.3	Operational Plan	Infrastructure Services	On-going liaison with Department of Natural Resources and Mines seeking decision on request from Cape York Land Council to transfer town area DOGIT to Dhuppi Warra Aboriginal Corporation	Advice received from DNRM	CEO	30/06/2022	Ongoing	Discussions being undertaken with Government Champion
4.2.4	Operational Plan	Infrastructure Services	Restoration of damaged roads approved by QRA for repair under NDRRA 2021	Road works commenced and reports submitted as required	OPS	Ongoing	Ongoing	
4.2.5	Operational Plan	Infrastructure Services	Investigate funding opportunities for the replacement of Everlina Bridge	Investigations to be progressed through funding opportunities	OPS	30/06/2022	Ongoing	
4.2.6	Operational Plan	Infrastructure Services	Continue Inspections and Maintenance of Bridges to ensure access throughout the shire	Compliance with Bridge AMP	OPS	Ongoing	Ongoing	
4.2.7	Operational Plan	Infrastructure Services	Investigate Council fuel bowser and tank at Workshop	Findings reported to Council	OPS	30/06/2022	Completed	
4.3.1	Operational Plan	Infrastructure Services	Undertake construction components inside the endorsed streetscaping masterplan.	Works undertaken.	OPS	30/11/2021	Completed	
4.3.2	Operational Plan	Infrastructure Services	Implement parks and open space maintenance program.	Plan completed and endorsed by Council.	OPS	Ongoing	Ongoing	
4.3.3	Operational Plan	Infrastructure Services	Develop and implement a Biosecurity Plan	Plan endorsed	OPS	30/06/2022	Not started	

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
4.3.4	Operational Plan	Infrastructure Services	Complete Streetscaping of Muni Street	Works completed	OPS	30/10/2021	Completed	
4.3.5	Operational Plan	Infrastructure Services	Complete construction of Hope Vale Parkland Performance Space and Public Toilets	Works Completed	OPS	28/02/2023	Underway	
4.4.1	Operational Plan	Infrastructure Services	Investigate funding opportunities for the development of a responsive maintenance program for Councils Building Assets	Plans up-dated as required	FIN	Ongoing	Completed	Funding sourced and approved under the W4Q Program 2021-2024
4.4.3	Operational Plan	Infrastructure Services	Finalise Construction of the Shelter and Footpath at the Hope Vale Cemetery	Works Completed	OPS	28/02/2022	Completed	
4.4.4	Operational Plan	Infrastructure Services	Investigate funding opportunities to upgrade the Hope Vale Football Oval	Investigate funding sources	OPS	30/06/2022	Completed	
4.4.5	Operational Plan	Infrastructure Services	Finalise the Installation of backup generators at Council Admin, Child Care and Aged Care	Works Completed	OPS	30/10/2021	Completed	
4.4.6	Operational Plan	Infrastructure Services	Commence upgrade works to Hope Vale Business Precinct	Works undertaken	OPS	30/06/2022	Not started	
4.4.7	Operational Plan	Infrastructure Services	Finalise the upgrade at the Hope Vale Art Centre Building Entrance	Works Completed	OPS	30/12/2021	Completed	
4.4.8	Operational Plan	Infrastructure Services	Finalise the upgrade at the Information Knowledge Centre Building Entrance	Works Completed	OPS	30/09/2021	Completed	
4.4.9	Operational Plan	Infrastructure Services	Finalise upgrade of the Old Justice Building	Works Completed	OPS	30/09/2021	Completed	
4.4.10	Operational Plan	Infrastructure Services	Upgrade and undertake Preventative Maintenance at the Aged Care Hostel	Works Completed	OPS	30/05/2022	Completed	
4.4.11	Operational Plan	Infrastructure Services	Finalise the upgrade of the Kindergarten Fence Line	Works Completed	OPS	31/10/2022	Completed	
5.1.1	Operational Plan	Organisational Excellence and Governance	Prepare Annual Operational Plan	Preparation of Report	CEO	30/06/2022	Not started	
5.1.2	Operational Plan	Organisational Excellence and Governance	Present quarterly, the annual operational plan and provide status to the Council of the deliverable outcomes	Reports to Council on a quarterly basis, as completed/and or the progression of the outcomes as advised by CEO, Operations Manager, Director of Finance, Director of Social Services and Human Resources Manager	CEO	Quarterly	Ongoing	

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
5.1.3	Operational Plan	Organisational Excellence and Governance	Conduct monthly Ordinary Council Meeting and ensure reports are available to Councillors at least two days prior to the Ordinary Council Meeting	Number of meetings held and that reports are made available to Councillors prior to the meeting date	CEO	Monthly	Ongoing	Monthly meetings being held and agendas provided to councillors in accordance with legislative requirements
5.1.4	Operational Plan	Organisational Excellence and Governance	Conduct monthly Ordinary Council Meeting and ensure reports are available on Councils website at least two days prior to the Ordinary Council Meeting	Number of meetings held and that reports are made available on the website prior to the meeting date	CEO	Monthly	Ongoing	Council meeting papers are placed on Council website by 5.00pm on day following provision of agendas to councillors
5.1.5	Operational Plan	Organisational Excellence and Governance	Council minutes prepared and placed onto Council website. Unconfirmed minutes placed onto website with 10 days of the Councils Ordinary Meeting	Minutes on website and unconfirmed minutes on website within 10 days of meeting	CEO	Monthly	Ongoing	
5.1.6	Operational Plan	Organisational Excellence and Governance	Community engagement and awareness of Councils decisions and operations	Number of engagements - Rollover as was not fulfilled in last years Annual Operational Plan Level of feedback from community - Rollover as was not fulfilled in last years Annual Operational Plan	CEO	Ongoing	Ongoing	Council minutes placed on website. Monthly newsletter released. Facebook and website updates on council activities.
5.1.7	Operational Plan	Organisational Excellence and Governance	Maintain membership and attendance at LGAQ, ILF, FNQROC, TCICA and LGMA forums, deputations and meetings	Positive feedback to Council Meetings attended	CEO	Ongoing	Ongoing	Memberships maintained and meetings attended as required
5.1.8	Operational Plan	Organisational Excellence and Governance	Identification and attendance at training and self development for councillors and senior staff	Number of training workshops attended	CEO	Ongoing	Ongoing	Social Media training, Conflict of Interest Training, Policies workshop undertaken
5.1.9	Operational Plan	Organisational Excellence and 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 is applicable are amended and new policies created where required if legislation dictates the implementation of such	CEO	31/03/2022	Underway	

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
5.1.10	Operational Plan	Organisational Excellence and Governance	Undertake annual review of Council's finance 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 is applicable are amended and new policies created where required if legislation dictates the implementation of such	FIN	31/03/2022	Not started	
5.1.11	Operational Plan	Organisational Excellence and Governance	Meet Qld Audit Office requirements in relation to internal controls and financial reporting	Satisfactory Audit Reports	FIN	Ongoing	Completed	The QAO Closing Report dated 30 July 2021 identified no deficiencies in either Internal Controls or Financial Reporting
5.1.12	Operational Plan	Organisational Excellence and Governance	Effective Policy Implementation	Legislative Compliance	CEO	Ongoing	Ongoing	Council policies are followed
5.2.1	Operational Plan	Organisational Excellence and Governance	Development and implementation of a Community Engagement Framework and supporting strategies.	Framework endorsed.	DSS	30/10/2022	Not started	
5.2.2	Operational Plan	Organisational Excellence	Maintain Council website and Facebook page.	Meeting legislative requirements and community expectations.	CEO	Ongoing	Completed	Council website compliant and up-dated as required.
5.2.3	Operational Plan	Organisational Excellence and Governance	Provide information to community through regular radio sessions	Regular spot identified in radio broadcast schedule	DSS	Ongoing	Ongoing	
5.2.4	Operational Plan	Organisational Excellence and 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	Ongoing	
5.3.1	Operational Plan	Organisational Excellence and Governance	Review, up-date and amend where required, customer service standards and procedures	Review undertaken and amendments identified and implemented	HRM	Ongoing	Not started	

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
5.3.2	Operational Plan	Organisational Excellence and Governance	Up-date all Council staff on Finance policies through meetings and workshops	Number of meetings/workshops undertaken and feedback from workforce	FIN	Ongoing	Underway	On 30 August, the first round of 20 Council employees have been emailed and advised that they are required to complete the Fraud Awareness mandatory training delivered through E-Learning (web based) within 2 weeks. The courses Council purchased include: Fraud Awareness, Public Interest Disclosure for Governance Staff, Code of Conduct, Reporting Corrupt Conduct, Mental health in The Workplace.
5.3.3	Operational Plan	Organisational Excellence and Governance	Up-date all Council staff on Governance policies through meetings and workshops	Number of meetings/workshops undertaken and feedback from workforce	CEO	Ongoing	Ongoing	Online training programs being undertaken by staff
5.4.1	Operational Plan	Organisational Excellence and Governance	Undertake an audit of all Council planning documents required by legislation and up-date where necessary.	Meeting legislative requirements	CEO	Ongoing	Ongoing	
5.4.2	Operational Plan	Organisational Excellence and Governance	Assessment of Development Applications when received	Applications finalised	CEO	Ongoing	Ongoing	Assessments undertaken as required
5.4.3	Operational Plan	Organisational Excellence and 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	
5.4.4	Operational Plan	Organisational Excellence and Governance	Facilitate in conjunction with partners, the development of a Hope Vale Preferred Town Use Plan	Departmental reporting	CEO	Ongoing	Not started	
5.5.1	Operational Plan	Organisational Excellence and Governance	Development of a training plan for each Council Department	Training Plan developed	HRM	30/06/2022	Not started	

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
5.5.2	Operational Plan	Organisational Excellence and Governance	Ensure safe work practices through implementation of appropriate Work, Health and Safety practices, policies and procedures	Departmental reporting	HRM	Ongoing	Ongoing	
5.5.3	Operational Plan	Organisational Excellence and Governance	Review current staff performance appraisal and development systems for each Council Department	% of appraisals completed	HRM	1/04/2022	Underway	
5.5.4	Operational Plan	Organisational Excellence and Governance	Review and develop where necessary, human resource management policies, procedures and systems for current and future workforce needs	Policy and procedures reviewed	HRM	Ongoing	Underway	
5.5.5	Operational Plan	Organisational Excellence and Governance	Information sessions for all Council staff on workplace health and safety policy and procedures	Information Sessions attended & staff aware of their obligations	HRM	Ongoing	Ongoing	On 30 August, the first round of 20 Council employees have been emailed and advised that they are required to complete the Fraud Awareness mandatory training delivered through E-Learning (web based) within 2 weeks. The courses Council purchased include: F
5.5.6	Operational Plan	Organisational Excellence and Governance	Attend departmental Toolbox meetings to conduct a HR Policy overview	Number of Toolbox meetings attended	HRM	Fortnightly	Ongoing	
5.6.1	Operational Plan	Organisational Excellence and Governance	Maximise revenues in accordance with Council's Revenue Policy	Report to Council for endorsement Recorded increase in Council income shown in financial statements	FIN	Ongoing	Underway	
5.6.2	Operational Plan	Organisational Excellence and 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	2022-2023 External Audit Plan finalised 14 March 2022
5.6.3	Operational Plan	Organisational Excellence and Governance	Effective and efficient management of all financial matters	Report to Council meeting	FIN	Monthly	Ongoing	Monthly Council meeting Reports submitted each month
5.6.4	Operational Plan	Organisational Excellence and Governance	Preparation of Annual Budget	Endorsement and resolution to be made by Council	FIN	30/07/2021	Completed	Annual Budget presented to council and adopted in July 2021

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
5.6.5	Operational Plan	Organisational Excellence and Governance	Preparation of Annual Financial Statements	Statements available for audit	FIN	1/08/2021	Completed	Annual Financial Statements finalised and signed off by QAO 30 July 2021
5.6.6	Operational Plan	Organisational Excellence and Governance	Preparation of Community Financial Report	Inclusion in annual report	FIN	29/08/2021	Completed	Community Financial Report completed and presented to Council in August 2021
5.6.7	Operational Plan	Organisational Excellence and Governance	Effective Grants Management	No breach notices from funding bodies and Investigate funding opportunities that align with Council's EDS and Corporate Plan	FIN	Ongoing	Ongoing	Bi Annual acquittals completed
5.6.8	Operational Plan	Organisational Excellence and 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	Ongoing	Actively involved all in all aspects of Councils operations and support the directors and supervisors of the services on a daily basis.
5.6.9	Operational Plan	Organisational Excellence and Governance	Preparation of Annual Schedule of Fees and Charges	Inclusion in Annual Budget	FIN	29/08/2021	Completed	Schedule of Fees and Charges adopted on 28 July 2021 as part of budget
5.6.10	Operational Plan	Organisational Excellence and Governance	Develop Skills Register and identify training gaps	Skills Register developed	HRM	Ongoing	Underway	
5.6.11	Operational Plan	Organisational Excellence and Governance	Review and maintain Master Employee Register	Register reviewed	HRM	Ongoing	Ongoing	
5.6.12	Operational Plan	Organisational Excellence and Governance	Review appointment contracts for new employees and amend if necessary when legislation is amended	Contracts reviewed and amended if necessary	HRM	Ongoing	Ongoing	
5.6.13	Operational Plan	Organisational Excellence and Governance	Develop and implement a training needs analysis across all Council Departments	Training Needs developed	HRM	17/01/2022	Not started	
5.6.14	Operational Plan	Organisational Excellence and Governance	Review of existing hosting service for Council's computer information and financial services and reporting of issues	Review undertaken once Fibre Optic operational	FIN	30/11/2021	Underway	
5.6.15	Operational Plan	Organisational Excellence and 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	Not started	

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
5.6.16	Operational Plan	Organisational Excellence and Governance	Compile documents required for Audit Committee meetings	Audit Committee reports provided to Council in the next months Ordinary Council meeting	FIN	Minimum 3 times per year	Ongoing	Council held its last Audit Committee meeting on 30 July 2021 and a report was provided to Council in the August 2021 Ordinary Council Meeting.
5.6.17	Operational Plan	Organisational Excellence and Governance	Ensure that no new employee or Labour Hire staff, begins work with Council until all requirements are met	Policy and system in place	HRM	Ongoing	Ongoing	
5.6.18	Operational Plan	Organisational Excellence and Governance	Review and up-date systems for keeping and destruction of records	Record keeping for statutory 7 years	FIN	Ongoing	Ongoing	Finance and Governance Records archived in accordance within statutory guidelines. All archived documents are held with Grace document management in Cairns
5.6.19	Operational Plan	Organisational Excellence and Governance	Implement Rights to Information and Privacy systems	Meeting legislative requirements	CEO	Ongoing	Ongoing	Information available and implemented as required
5.6.20	Operational Plan	Organisational Excellence and Governance	Review Enterprise Risk Management System	System reviewed	CEO	Ongoing	Ongoing	Risk Management Committee meet on a quarterly basis
5.6.21	Operational Plan	Organisational Excellence and 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 and Mental Health Awareness	Inductions include online e-licence training	HRM	Ongoing	Not started	
6.1.1	Operational Plan	Strategic Planning	Development and implementation of a Disaster Resilience Plan	Framework endorsed	CEO	31/01/2022	Underway	

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
6.1.2	Operational Plan	Strategic Planning	Prioritise and implement the endorsed Economic Development Strategy and Hope Vale 2023 objectives	Status reports of the implementation of the EDS included in the operational plan quarterly review	FIN	Quarterly	Completed	Councils is legislatively required to be provided with a quarterly report on the adopted Annual Operational Plan which the CEO presents in the Ordinary Council meeting. Our Council Strategic Planning spreadsheet includes the Annual Operational Plan, Risk Management Action Plan, Economic Development Strategy and statutory compliance requirements. Finance and Governance actions are actioned monthly.
6.1.3	Operational Plan	Strategic Planning	Review Council's policies and procedures and ensure they meet community expectations and legislative requirements	Policies and procedures reviewed	CEO	Quarterly	Ongoing	
6.2.1	Operational Plan	Strategic Planning	Collaborate and network with key agencies with a view to promoting an innovative organisation culture	Meetings attended	CEO	Ongoing	Underway	Land use mapping with DATSIP and LGAQ with Rates and Charges schedules

Hope Vale Aboriginal Shire Council

Quarterly Report Jan 2022 to Mar 2022

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
6.3.1	Operational Plan	Strategic Planning	Council's planning documentation will be prepared and implemented, subject to Council maintaining it's existing financial sustainability rating	Monthly reports	FIN	Ongoing	Ongoing	Council planning requirements are incorporated into each monthly Finance Council report. Identified planning opportunities are presented by way of infrastructure programs available, and like wise the report contains a business unit analysis for the Operations and Social Services Departments. Full consideration is given prior to applying for funding in the development of infrastructure that will facilitate Councils opportunities for generating own source revenue which by default will assist Council in maintaining our existing financial sustainability rating.