HOPE VALE ABORIGINAL SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Wednesday 16th September 2026

Council Chambers, Hope Vale at 9:00am

AGENDA

1. Meeting Opening

Declaration of opening of meeting, acknowledgment of Traditional Owners and observing a minute's silence in recognition of those members of the region that have recently passed away or suffered illness or injury.

1.1 Declaration of Opening of Meeting by the Mayor
1.2 Acknowledgment of Traditional Owners
1.3 Observing a minute's silence

2. Record of Attendance and Leave of Absence

3. Obligations of Councillors

3.1 Declaration of Prescribed Conflict of Interest of any Item of Business
3.2 Declaration of Declarable Conflict of Interest of any Item of Business
3.3 Councillors to review existing Registers of Interest and Related Parties Disclosures

4. Confirmation of Minutes

4.1 Confirmation of the Minutes for the Ordinary Meeting held on Wednesday 19th August 2026

5. Business Arising from Minutes

5.1 Business arising from the Minutes of the Ordinary Meeting held on Wednesday 19th August 2026

6. Reports

6.1.1 Mayor's Report
6.2.1 Chief Executive Officer's Operational Report
6.2.2 130th LGAQ Conference - Cairns
6.2.3 Restoration of Old Police Building.
6.3.1 Finance Report August 2026
6.3.2 Councillor Remuneration
6.3.3 Annual Assessment of Impairment of Debtors 30 June 2026
6.4.1 Director - Social Services Report and action for approval
6.5.1 Operations Report – August 2026
6.5.2 Adoption of Hope Vale Local Disaster Management Plan 2026-2027

6.6.1 Capital Works Monthly Update
6.7.1 Corporate Services Report

7. Confidential Session

7.1 Confidential Session

8. Visits, Visitors and Presentations

8.1 Visits, Visitors and Presentations

9. Correspondence

9.1 Correspondence

10. General Business

10.1 General Business

11. Next Meeting Date: Wednesday 14th October 2026

12. Meeting Closure

Agenda Item Submission

Submission

Agenda Section

Chief Executive Officer’s Report

Agenda Item Subject *

Chief Executive Officer's Operational Report

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 16th September 2026

Date Requested *

31-Aug-26

Date item was requested

Item Reference Number

OM2026/09-005

Classification *

☑ **Information** ☐ Action ☐ Note ☐ Confidential

Details

Recommendation *

That council receive and note the report

Background/Summary

Council officers met the week of 24th to hold our Quarterly Risk Management meeting. This meeting has combined risk, internal and external Audit and work health and safety. There are specific tasks that are part of our governance structure that directors and I need to report back against. For example if the Auditors have identified any issues as part of our financial management procedures or part of the regulatory and mandatory governance required under the act then we are required to fix the issue but also within a given time frame.

Out of that Risk management is a risk register where we look at our operation to ascertain the greatest risk to our operations. At present we have approximately 40 identified risks that could shut the operations down, or create an extreme expense to the shire. This can range from Cyber threat, to climate change, to bad financial management, poor recruitment of unqualified staff, legal risks, liability claims, disaster management not in place and other more local issues such as power outages and freight operations.

The mayor and I met with Acting Superintendent Mick Searle from the Police to discuss the general police operations in town and what can be done better and collaborating on opportunities.

I have been corresponding with Director-General of the local Government department around the process of Qbuild being awarded the project Management for the Upgrade of the After school care building. I'm unsure if any matters can be resolved but we have undertaken to her appraised of the situation as it exists. She is intending to visit with Council on 22nd September 2026

The Hon Corinne MacMillan MP Shadow Minister for Child Safety, Communities and the Prevention of Domestic Violence is also requesting attendance with Council on 22nd September, 2026. This could be a valuable opportunity to express council's feelings around the operation of the government departments that are involved in the Hopevale Action Plan.

I attended the FNQROC quarterly meeting on Thursday 3/8/ 2026 in Douglas Shire. Council wasn't represented at the last meeting and I consider it strategic to ensure that we have a presence on this regional board. It was also timely because Energy Qld was represented and spoke about renewables and distributed energy so it it was an ideal forum to put this council's concern's forward about future demands and infrastructure capabilities.

Council's main Financial operating system -Practical- is about to become redundant in 18 months time. Council will need to allocate funding in the next financial year to accommodate the new software. To offset this though is the fact that we wont be paying for Practical. However, it is assumed the new software will most likely be more expensive. The Finance manager and I have commenced discussions with Civica, to look at their new replacement software - Altitude- and will now need to look at other software to assess the most suited to our needs. We have also had discussions with Wujal Wujal Shire who are in the same position and there may be cost savings if we collaborate in this purchase. It could also be beneficial in the future if either shire needs temporary assistance as we did in our recent changes. The biggest issue will be the implementation of the software as there are 26 other shires with Practical who will all be seeking to change at the same time. We have been advised that it will take 9 months to install the new Civica software, Altitude. Council will be updated on our progress from time to time.

Budget and Resource Considerations

Action Options

Appointments and Meetings

Date	Description
20-Aug-26	Darren Cleland and Kelsey Ormsby - DSDIP Updates
21-Aug-26	DATSIP - Kerrie Lee Bird and Lisa Scott - Hopevale Action Plan Review
24-Aug-26	Telstra Lease discussion
25-Aug-26	Risk Management Meeting - CT management Group/Auditors/ Executives
26-Aug-26	Review of Corporate Risk Register - CT Management Group
02-Sep-26	FNQROC Meeting Mossman
03-Sep-26	FNQROC Meeting - Mossman
09-Sep-26	LDMG Meeting
11-Sep-26	Draft Cape York and Torres Strait Regional plan and infrastructure plan.

Link to Operational Plan

5.1 Transparent and accountable decision making

Consultation

Mayor and Staff and Regional Stakeholders.

Risk Assessment

(•) **Low** ( ) Medium ( ) High

Attach Supporting Agenda Materials

Reference Document

( ) Yes (•) **Not Applicable**

Report Prepared by *

Lew Rojahn

Submitter Email *

lew.rojahn@hopevale.qld.gov.au

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Hope Vale Support	10-Sep-26

Comments, Questions and Rejections Notes

A full history of this Submissions journey can be found in the Action History Tab contained in the pane on the right

Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *

**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment

Agenda Item Submission

Submission

Agenda Section

Chief Executive Officer's Report

Agenda Item Subject *

130th LGAQ Conference - Cairns

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 16th September 2026

Date Requested *

28-Aug-26

Date item was requested

Item Reference Number

OM2026/09-001

Classification *

☐ Information ☑ **Action** ☐ Note ☐ Confidential

Details

Recommendation *

That council grant permission for Councillors to attend the 130th LGAQ Conference to be held in Cairns from 19th to 21st October 2026.

Background/Summary

Each Year the Local Government Assn. of Queensland holds an annual conference for all Queensland councils to consider submissions and vote of Local Government issues that arise for the Association. It also provides great opportunity for Councillors to network with their peers on matters that are similar across the local government community.

This year it is being held in Cairns at the Convention Centre.

Council has traditionally granted approval for any councillor and the CEO to attend.

The CEO will be on annual leave and will not be attending.

Budget and Resource Considerations

Council pays accommodation, conference registration and event attendance, travel expenses and provides a travel allowance.

Total cost will be in the vicinity of $20600 for 5 Councillors.

Action Options

Councillors will need to advise the Executive Assistant of their intention to attend or not to ensure accommodation can be secured and travel plans put i place.

Appointments and Meetings

Date	Description
19-Oct-26	Commencement of Conference
21-Aug-26	End of Conference

Link to Operational Plan

5-3 Local Leadership and Governance

Consultation

N/a

Risk Assessment

(•) **Low** ( ) Medium ( ) High

Attach Supporting Agenda Materials

doc00718520260828102343.pdf 683.52KB

Reference Document

( ) Yes (•) **Not Applicable**

Report Prepared by *

Lew Rojahn

Submitter Email *

lew.rojahn@hopevale.qld.gov.au

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Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Lew Rojahn	02-Sep-26

Comments, Questions and Rejections Notes

A full history of this Submissions journey can be found in the Action History Tab contained in the pane on the right

Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *

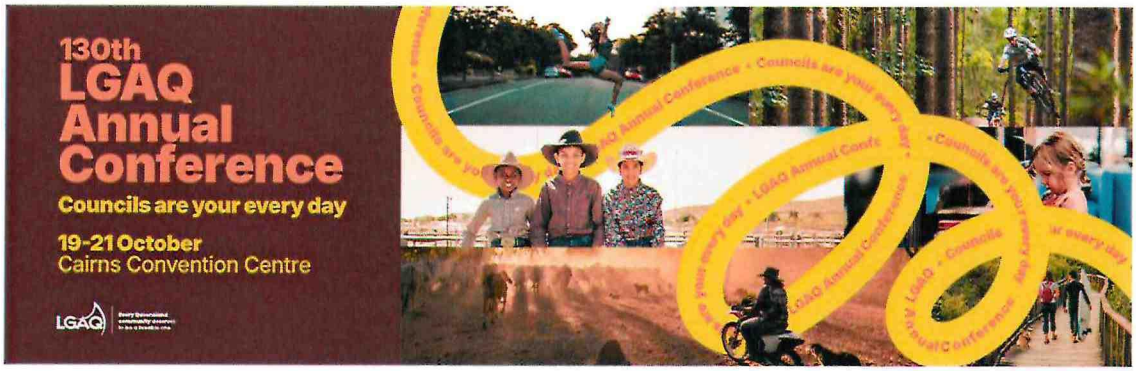
**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment

Lew Rojahn

From: LGAQ <ask@lgaq.asn.au>
Sent: Friday, August 14, 2026 9:31 AM
To: Lew Rojahn
Subject: Registrations are now open for the 2026 LGAQ Annual Conference in Cairns!

Click here to view this email in your browser.



Dear Lew,

Registrations are now open for the 2026 LGAQ Annual Conference in Cairns from Monday 19-Wednesday 21 October and the preliminary program is now available.

Queensland local government's biggest annual gathering returns this year, bringing councils from across the state together to tackle the issues that matter, hear fresh ideas and perspectives, and connect with colleagues from across the sector.

This year's program will put local government leadership firmly in the spotlight. First Term Talkback brings together four first-term mayors for a discussion on their experiences at the helm so far. Then we're turning to some of local government's more experienced hands for Would You Rather..., a panel discussion – and quiz.

Annual Conference is packed with thought-provoking sessions, compelling keynote speakers including former ABC elections guru Antony Green, networking opportunities and plenty of chances to share ideas with colleagues from across Queensland.

And with Cairns celebrating its 150th anniversary – and the LGAQ marking 130 years – there's no better backdrop for Queensland local government to come together.

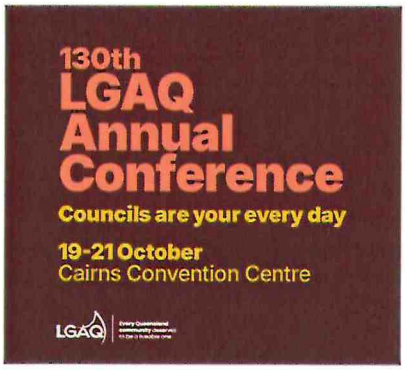
On the Tuesday night, join us for the biggest birthday party of the year, with one important dress code: colour!

Click below to explore the preliminary program and register now to join us in Cairns.

Register here **View the program**

Kick off Conference at the beach

Start your time in Cairns with a light healthy breakfast and some beach volleyball on the Cairns Esplanade, featuring Olympic gold medallist Nat Cook OAM OLY. Join the action on Monday 19 October or cheer from the sidelines, then enjoy breakfast and coffee with fellow delegates. **Registration details coming soon.**



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25 Evelyn Street, Newstead, Brisbane Qld 4006
ask@lgaq.asn.au · 1300 542 700

Agenda Item Submission

Submission

Agenda Section

Chief Executive Officer's Report

Agenda Item Subject *

Restoration of Old Police Building.

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 16th September 2026

Date Requested *

28-Aug-26

Date item was requested

Item Reference Number

OM2026/09-002

Classification *

☐ Information ☑ **Action** ☐ Note ☐ Confidential

Details

Recommendation *

That council receive and note the report and that Ms Deemal-Hall be advised that Council plans to develop the land in question for community housing and is not prepared at this time to consider any conflicting uses of the existing buildings.

Background/Summary

Ms Gwen Deemal-Hall has submitted a request to Council to develop the old police Station to be used as a Community Research and history site. She has suggested that the university of Melbourne Architecture programme will be involved to develop designs and restore the building. She believes it is a culturally significant building and worthy of saving.

Council has recently undertaken a community survey to assess the community sentiment around this building. Council officers believe this is a site that could be further developed for Community housing and the purpose of the survey was to assess the community attachment to the building. The results of that survey indicate little interest with one comment suggesting that part of the building could be preserved to acknowledge the past and its use but demolish the rest of the building.

Council officers believe the building is too deteriorated to preserve and currently constitutes a risk to the community because it is unsound through the infestation of white ants and vermin.

Ms Deemal-Hall has indicated her interest in the building but at this time has not confirmed any input by the University or any investors. I have indicated that it is not on Council's priority list and that we see community housing as a higher priority.

I have advised Ms Deemal Hall that should Council be supportive of her proposal she will be required to submit the following information as a subsequent development application to Council:-

Information such as;

- The planning and timing of the design and restoration works (There would be significant replacement required and I question its historical content on that basis.)
- Estimated capital and ongoing operational costs.

- Who would underwrite the cost of the restoration and who would oversee the project
- The level of community consultation and historical research to be undertaken to confirm it as an authentic museum
- The basis of assessment for likely demand for such a facility
- The Capacity of any organization to enter into a lease of the premises over the anticipated period.
- Preparation of working drawings and plans indicating works to be undertaken and the provision of parking and toilets etc.

Also Council would need to consider the terms of the tenure ie lease and what that would entail in relation to the development

Budget and Resource Considerations

Council has not allocated any funding , grants or revenue, to this project in the current budget.

Based on the Expression of Interest, I would see this as a private investment and Council would need a guarantee that funding is available from grants or other sources to complete the restoration. If this is not in place, it will fall back to council to complete the restoration on a building that may not be supported by Council. It would also take funds that Council may prefer to be aligned to a project that has greater priority for Council.

Council would need to assess its responsibility for looking after the asset should the lease be cancelled.

Action Options

1. Council can advise Ms Deemal-Hall that the restoration of the old Police Station is not Council's priority and intends to remove the building to make land available for Community housing.
2. Council can request additional information that will confirm the involvement of professional Organisations such as architects, University of Melbourne, and funding sources that will support the restoration and the operating expenses of the proposed research centre.
3. Council advise Ms Deemal -Hall that it is not prepared to consider any proposals at this time until the Town Planning review is undertaken and future use of the land can be determined in line with Community needs.
4. Council can request that a formal application with supporting information and drawn building plans be submitted for approval.

Appointments and Meetings

Date	Description

Link to Operational Plan

2-5 Community Master Planning

Consultation

Ms Gwen Deemal-Hall

Kieran Eustice - Mgr Building Capital Development

Risk Assessment

(●) **Low** ( ) Medium ( ) High

Attach Supporting Agenda Materials

doc00718620260828113137.pdf 1.18MB

Reference Document

( ) Yes (●) **Not Applicable**

Report Prepared by *

Lew Rojahn

Submitter Email *

lew.rojahn@hopevale.qld.gov.au

Hope Vale Aboriginal Shire Council 3 Muni Street Hope Vale Business Precinct QLD 4895 (07) 4083 8000
info@hopevale.qld.gov.au 46 4855 820 13 www.hopevale.qld.gov.au

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Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Lew Rojahn	02-Sep-26

Comments, Questions and Rejections Notes

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Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *

**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment

Lew Rojahn

From: Gwen Deemal-Hall <gwen.hall2@hotmail.com>
Sent: Tuesday, August 11, 2026 2:42 PM
To: Lew Rojahn
Subject: Lease of old Police Station

Follow Up Flag: Follow up
Flag Status: Flagged

Re: Consideration for historical significant building -old Hope Vale Police Station repurpose
Please consider this letter as an expression of interest for a lease for the old Hope Vale police station.
This building is one of the remaining historically significant building within Hope Vale community.
I am seeking an opportunity to have a lease for this building with a view to have the building fully restored and to be used as a community research and history area site.
University of Melbourne- Architecture Program will be involved to develop the designs which would be submitted to Hope Vale Council as part of your DA process.
The architecture program will assist with not only approval plans but also have experience in working with restoration for culturally significant buildings- Which this one is. I would be looking to have it energy compliant to meet councils' net zero targets.
The aim is to have a specific historical building dedicated for community research which is different from the IKC model(Indigenous Knowledge Centres funded via Qld State Government) which are public libraries and knowledge hubs.
Please advise what is the process to register a formal application for the Old Police Station.
My contact details;
Email: gwen.hall2@hotmail.com
Ph: 0456-544-533

Get Outlook for iOS

Lew Rojahn

From: Kieran Eustice
Sent: Tuesday, August 25, 2026 3:09 PM
To: Lew Rojahn
Subject: Lease of Old Police Station Repsonce

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Lew,

This is in connection with the email received from Gwen Deemal. My response is below.

I am supportive of restoring older buildings where they hold significant historical or cultural value. At this stage, however, I am not convinced that the old police station warrants retention in its entirety given is historical use.

We have previously reached out to community members and received some stories about the police station and its history. There has also been some interest in acknowledging the site or retaining an element of the building. However, nothing received to date has indicated strong support for preserving the entire building.

Council's current view is that the site may be better suited to future housing development and community growth.

If this proposal is to be taken to Council for consideration, I believe we would need further information around the proposed scope, including:

- the planning and timing of the design and restoration works;
- estimated capital and ongoing operational costs;
- how the restoration would be funded;
- the level of community consultation and historical research undertaken; and
- whether the proposed community research/history facility has been tested to determine likely demand and ongoing use.

With that information, Council would be in a better position to consider whether restoration represents a worthwhile long-term use of the site compared with its potential for future housing or other development.

Regards,

Kieran Eustice | Capital Works Manager
Hope Vale Aboriginal Shire Council
3 Muni Street, Hopevale QLD 4895
M:0494 657 276
E: keustice@hopevale.qld.gov.au
W:www.hopevale.qld.gov.au

GWEN JEEVAH - POLICE STATION.

Lew Rojahn

From:	Lew Rojahn
Sent:	Friday, August 28, 2026 9:20 AM
To:	gwen.hall2@hotmail.com
Cc:	Kieran Eustice
Subject:	Restoration of old Police building

Good Morning Gwen
Thankyou for your expression of interest in the preservation of the old police station here in Hopevale.

You may or may not be aware that Council has put a survey to the community about whether this has any value to the community and there has been minimal response. There does not seem to be any strong sentiment to preserve the building but there has been a suggestion that some part of it could be held to acknowledge its existence.
The problem with the building from Council's point of view is that it is essentially condemned and isn't worth restoring based on the termite damage and the current danger it is to the community in its present state. To restore it would be expensive and time consuming and Council does not have it as a priority at this time.

Council is planning to look at creating additional community housing on that whole block and we believe that is more important than preserving a building that doesn't seem to have any support from the community.

However, because you have submitted your EOI for this building and now we have the results of the survey, I will submit both to Council so we can decide whether it is worth your while in proceeding based on Council's intentions for that area.

If Council is will to look at your proposal, we will require a lot more information before any project could be approved.

Information such as;

- The planning and timing of the design and restoration works (There would be significant replacement required and I question its historical content on that basis.)
- Estimated capital and ongoing operational costs.
- Who would underwrite the cost of the restoration and who would oversee the project
- The level of community consultation and historical research to be undertaken to confirm it as an authentic museum
- The basis of assessment for likely demand for such a facility
- The Capacity of any organization to enter into a lease of the premises over the anticipated period.
- Preparation of working drawings and plans indicating works to be undertaken and the provision of parking and toilets etc.

Thankyou again for your enquiry.

Agenda Item Submission

Submission

Agenda Section

Finance Report

Agenda Item Subject *

Finance Report August 2026

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 16th September 2026

Date Requested *

09-Sep-26

Date item was requested

Item Reference Number

OM2026/09-006

Classification *

☑ **Information** ☐ Action ☐ Note ☐ Confidential

Details

Recommendation *

That council receive and note the financial report for August 2026. That Council take note that June 2026 financial statements are being finalised and that this report is preliminary and may be materially impacted by year end adjustments

Background/Summary

Budget and Resource Considerations

Action Options

Appointments and Meetings

Date	Description

Link to Operational Plan

Consultation

Risk Assessment

◉ **Low** ○ Medium ○ High

Attach Supporting Agenda Materials

Hope Vale Aboriginal Shire Council August 2026 Report.pdf 1.33MB

Reference Document

◯ Yes ◯ Not Applicable

Report Prepared by *

Micah Nkiwane

Submitter Email *

micah.nkiwane@hopevale.qld.gov.au

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Lew Rojahn	09-Sep-26

Comments, Questions and Rejections Notes

A full history of this Submissions journey can be found in the Action History Tab contained in the pane on the right

Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *

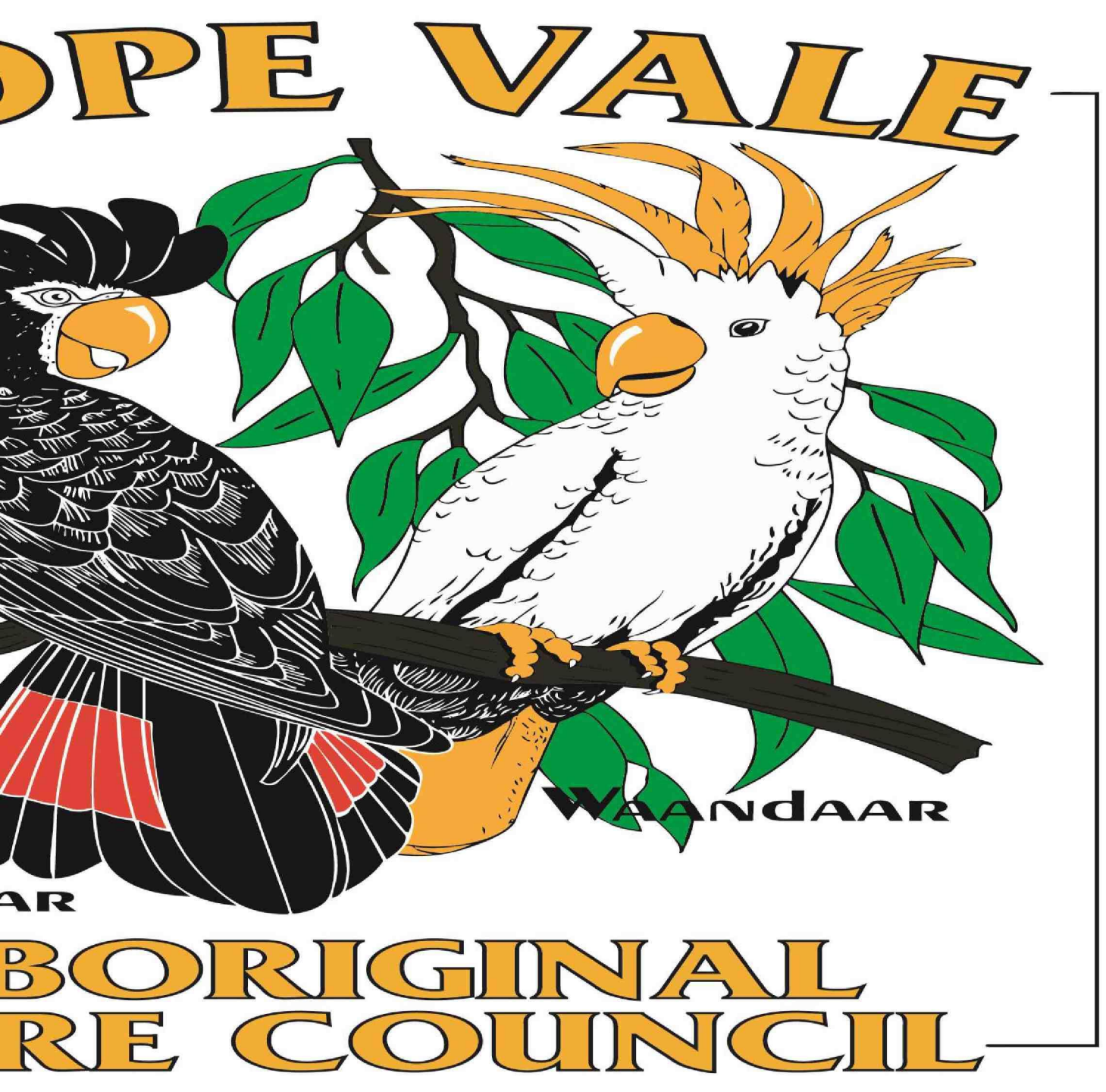
**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment

HOPE VALE



ABORIGINAL SHIRE COUNCIL



Agenda

1. Council's Finances
2. Financial Performance
3. Profit and Loss 01/08/2026 to 31/08/2026
4. Profit and Loss compared to same period last year
5. Main Sources of Income
6. Expenditure Distribution
7. Financial Position
8. Balance Sheet Statement
9. Cash at Bank
10. Cashflow Forecast
11. Restricted versus Unrestricted Cash Position
12. Aged Receivables
13. Aged Payables
14. Sustainability Ratios

Financial Performance

Profit and Loss

Profit and Loss Statement for the period 1 August 2026 to 31 August 2026 (change since last report)-**Preliminary**

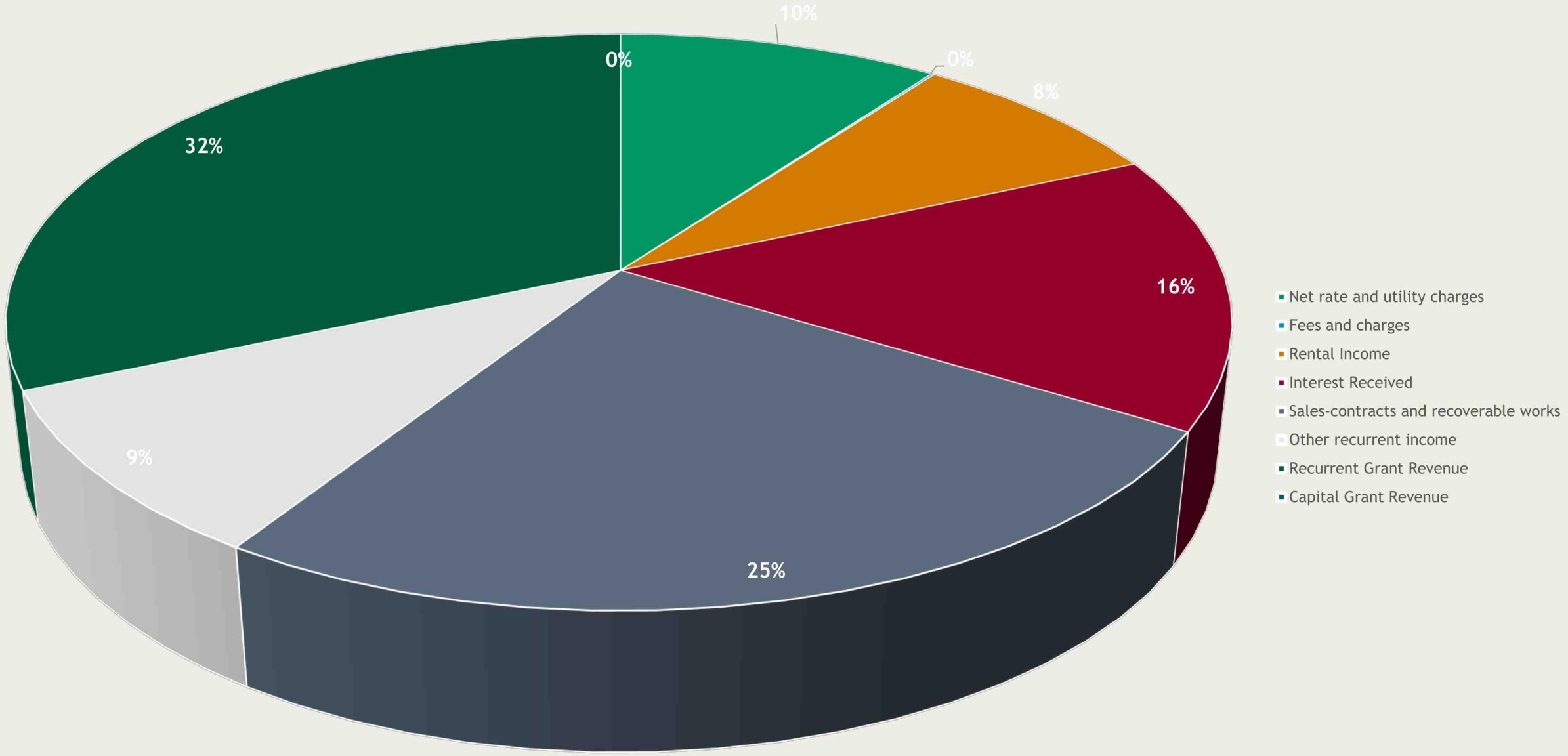
Description	YTD Actual	YTD budget	YTD Variance	Comments
Recurrent Revenue				
Net rate and utility charges	320,210	230,241	**89,970**	instructed by annual utility charges-$267,344 and rates on 40 year lease-$65,518
Fees and charges	2,768	33,725	**-30,957**	Revenue deficits in child care and meeting room hire
Rental income	260,737	39,288	**221,449**	Largely instructed by lease payments of $259,849.74
Interest received	495,464	360,008	**135,456**	underbudgeted to anticipate Council capital contributions
Other recurrent income	299,324	360,008	**-60,684**	Largely instructed by Medicare, Child care and Cape Flattery contribution
Sales - contract and recoverable works	806,616	709,930	**96,686**	Largely instructed by do and charges, upgrades and renovations
Grants, subsidies, contributions and donations	1,008,113	2,066,779	**-1,058,666**	Largely instructed by the financial assistance grants and IEI
Total Recurrent Revenue	**3,193,233**	**3,799,980**	**-606,747**	Behind budget for the month
Capital Revenue				
Grants, subsidies, contributions and donations	2,100	7,779,296	**-7,777,196**	Year end not finalised and capital grants/capital revenue not received/recognised
Total Capital Revenue	**2,100**	**7,779,296**	**-7,777,196**	
Total Income	**3,195,333**	**11,579,275**	**-8,383,942**	**Behind budget**
Recurrent Expenses				
Employee benefits	-875,292	-1,337,825	**462,533**	Behind budget
Materials and services	-1,247,546	-2,248,935	**1,001,389**	Behind budget-instructed by capital spend
Finance costs	-12,687	-8,417	**-4,270**	
Depreciation and amortisation	-894,437	-906,610	**12,173**	
Total Recurrent Expenses	**-3,029,962**	**-4,501,786**	**1,471,825**	**Behind budget**
Capital Expenses				
Impairment Losses				
Revaluation Decrements				
Loss on sale of assets				
Total Capital Expenses	**0**	**0**		
Total Expenses	**-3,029,962**	**-4,501,786**	**1,471,825**	**Behind budget**
Net Result Attributable to Council	**165,371**	**7,077,489**	**-6,912,118**	**Behind budget**

Profit and Loss

Profit and Loss Statement for the period 1 August 2026 to 31 August 2026 (compared to same period last four years)- **Preliminary**

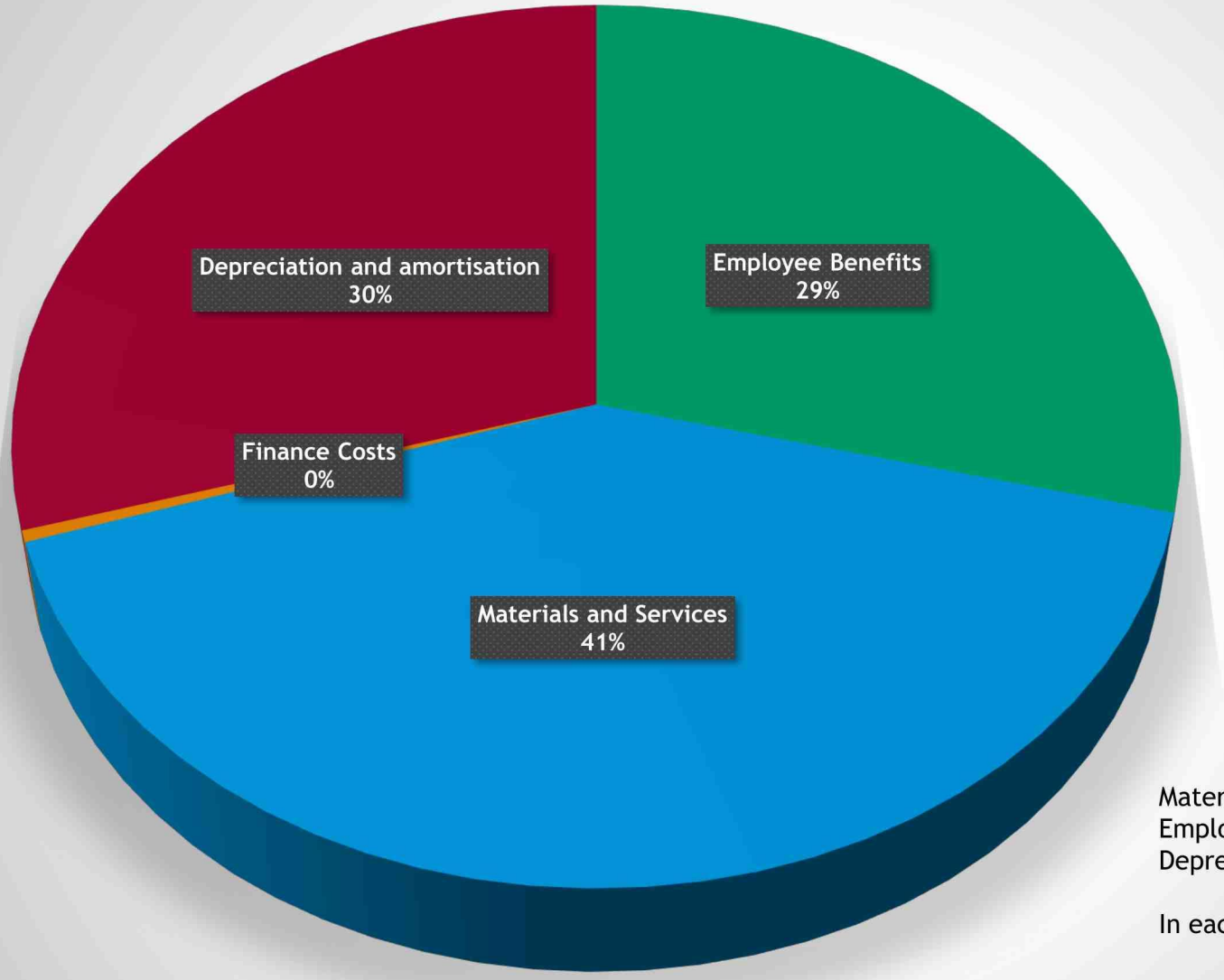
	To 30 August 2026	To 30 August 2025	To 30 August 2024	To 30 August 2023	To 30 August 2022
Revenue					
Recurrent Revenue	3,193,233	5,653,796	5,405,747	4,654,224	2,552,984
Capital Revenue	2,100	2,278,980	-613,022	212,691	533,488
Total Income	**3,195,333**	**7,932,777**	**4,792,724**	**5,388,182**	**3,086,473**
Expenses					
Recurrent Expenses	3,029,962	2,799,875	3,462,917	4,937,966	2,699,936
Total Expenses	**3,029,962**	**2,799,875**	**3,462,917**	**4,937,966**	**2,699,936**
Net Income	**165,371**	**5,132,901**	**1,329,807**	**450,215**	**386,537**

Main Sources of Council Income-Preliminary



Expenditure

Main Sources of Council Expenditure-Preliminary



Employee Benefits	875292
Materials and Services	1,247,546
Finance Costs	12,687
Depreciation and amortisation	894,437
Total	3,029,962

This reflects the cost structure of Council

Materials and Services 41 cents
Employee benefits 29 cents
Depreciation 30 cents

In each dollar of expenditure

Financial Position

Assets

Balance Sheet Statement as at 31 August 2026 (with comparison to last report)-

Preliminary

	This Report $	Last Report $	Shift $
Assets			
Current Assets			
Cash and Cash Equivalents	66,893,383	66,291,329	602,054
Trade and Other Receivables	2,709,364	2,803,827	94,463
Inventories	668	668	-
Other Assets	2,965	2,965	-
Total Current Assets	**69,606,381**	**69,098,790**	507,591
Non-Current Assets			
Trade and Other Receivables	17,832,635	17,832,635	-
Right of Use Assets	432,329	432,329	-
Property, Plant and Equipment	98,230,063	98,677,281	447,218
Capital Works in Progress	5,461,045	5,319,090	141,955
Total Non-Current Assets	**121,956,073**	**122,261,337**	305,264
Total Assets	**191,562,455**	**191,360,127**	202,328

Liabilities

Balance Sheet Statement as at 31 August 2026 (with comparison to last report)-Preliminary

	This Report $	Last Report $	Shift $
Liabilities			
Current Liabilities			
Trade and Other Payables	627,460	704,788	77,328
Provisions	285,833	192,856	92,977
Lease Liability Current	2,509,342	1,803,450	705,892
Total Current Liabilities	**3,422,635**	**2,701,095**	721,540
Non-Current Liabilities			
Trade and Other Payables	4,882	3,124	1,758
Provisions	273,841	276,875	3,034
Lease Liability Non-Current	371,951	371,951	-
Total Non-Current Liabilities	**650,674**	**651,950**	1,276
Total Liabilities	**4,073,310**	**3,353,045**	720,265
Net Assets	**187,489,144**	**188,007,082**	517,938

Cash at bank-as at 31 August 2026

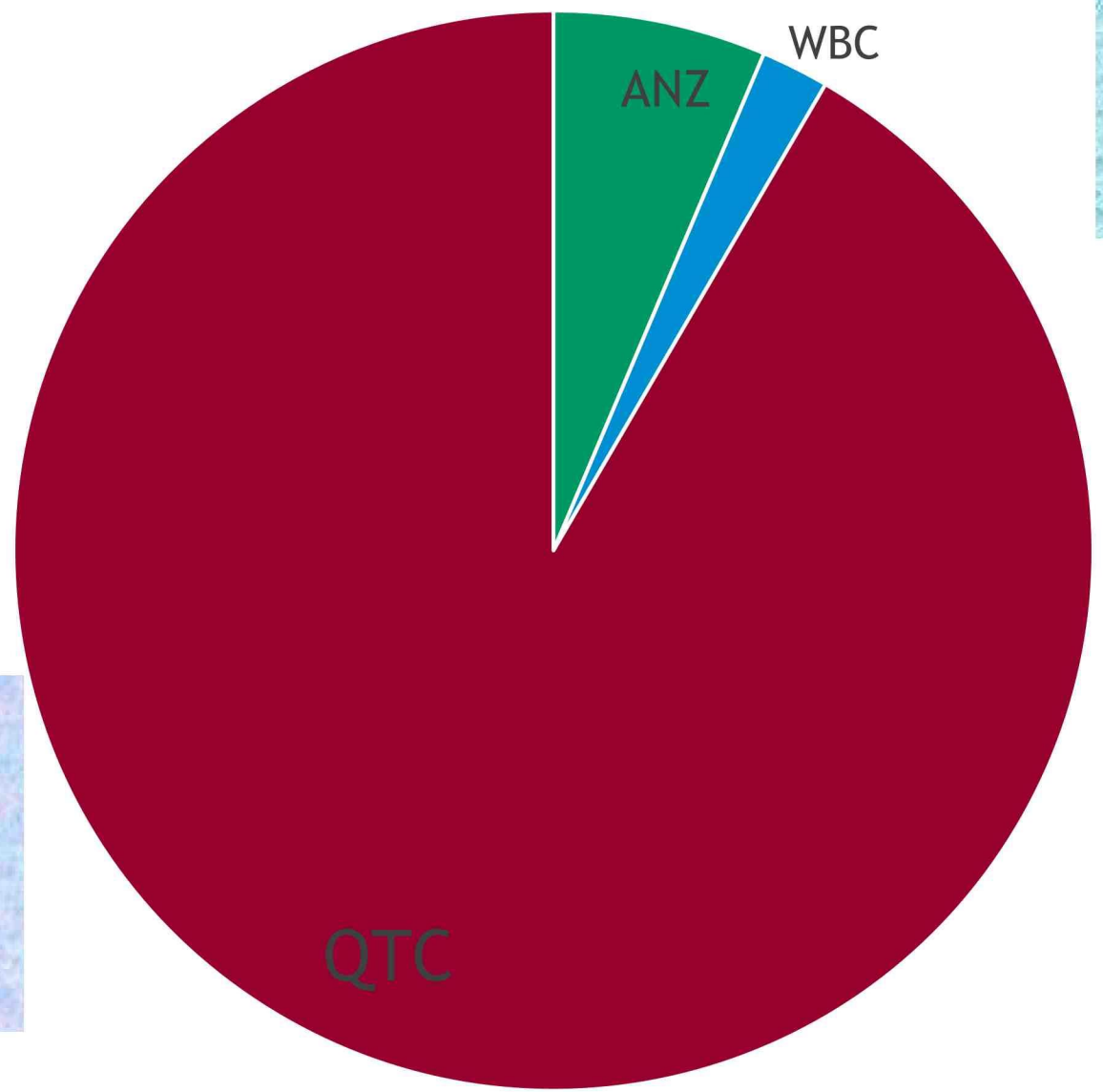
Council banking is with three banks

Westpac Banking Corporation-the main account

$1,357,068.20
($1,070,467.24)

Total Cash Available

$66,861,220.41
($66,263,704.93)



Australia and New Zealand Banking Group-two funding accounts

$4,265,759.43
($4,211,220.96)

Queensland Treasury Corporation-two high interest accounts

$61,238,392.78
($60,982,016.73)

	July Actual	August Actual	Sept Budget	1st Quarter Budget
Cash inflows :				
Recurrent Revenue				
Rates, Levies and Charges	8,601	8,937	115,120	**132,658**
Fees and Charges	325,950	225	16,863	**343,037**
Sales Revenue	639,847	442,835	354,965	**1,437,647**
Grants, subsidies, contributions and donations - recurrent	1,576,665	405,283	1,855,330	**3,837,278**
Total Recurrent Revenues	**2,551,062**	**857,280**	**2,342,278**	**5,750,620**
Rental and other incomes				
Rental income	5,017	72,974	19,644	**97,636**
Interest received	-	-		**-**
Other income	56,739	52,686	10,417	**119,842**
Total Rental and other incomes	**61,756**	**125,661**	**30,061**	**217,478**
Total Cash Inflows	**2,612,818**	**982,941**	**2,372,338**	**5,968,097**
Cash Outflows				
Recurrent Expenses				**-**
Employee benefits	524,142	492,227	668,912	**1,685,282**
Materials and services	1,666,023	910,005	1,124,467	**3,700,496**
Finance costs	-	-	4,208	**4,208**
Other expense	-	-		**-**
Total Recurrent Expenses	**2,190,166**	**1,402,232**	**1,797,588**	**5,389,986**
Total Cash Outflows	**2,190,166**	**1,402,232**	**1,797,588**	**5,389,986**
Other Unrestricted Cash Flow Movements				
Other Unrestricted Cash Flow Movements	239,044	256,376	250,000	**745,420**
Total Other Unrestricted Cash Flow Movements	**239,044**	**256,376**	**250,000**	**745,420**
				-
Unrestricted Cash at Beginning of Month	60,852,473	61,591,798	61,172,507	**60,852,473**
Cash movement for Month	739,325	- 419,291	574,750	**894,784**
Unrestricted Cash at End of Month	**61,591,798**	**61,172,507**	**61,747,257**	**61,747,257**
Capital Cash Flow Forecast				**-**
				-
Capital movements				**-**
Grants, and subsidies (Capital)				**-**
Capital revenue		705,892	3,889,648	**4,595,540**
Capital expenses		-	234,033	**234,033**
Restricted Cash at Start of Month	**4,464,490**	**4,671,907**	**5,720,876**	**4,464,490**
Net Restricted Cash movement for Month	**207,417**	**1,048,969**	**3,655,615**	**4,912,002**
Restricted Cash at End of Month	**4,671,907**	**5,720,876**	**9,376,491**	**9,376,491**
	-	-	-	**-**
Total Cash Balance Forecast	-	-	-	**-**
Total Cash at End of Month	**66,263,705**	**66,893,383**	**71,123,749**	**71,123,749**

Restricted v Unrestricted Cash Position

Restricted and Unrestricted Cash as at 31 August 2026

	Funding Type	$
Restricted Grant Funding	Capital	5,720,876
	Recurrent	1,012,047
	Total	**6,732,923**

Balance of Unrestricted Cash **60,160,460**

Aged Receivables

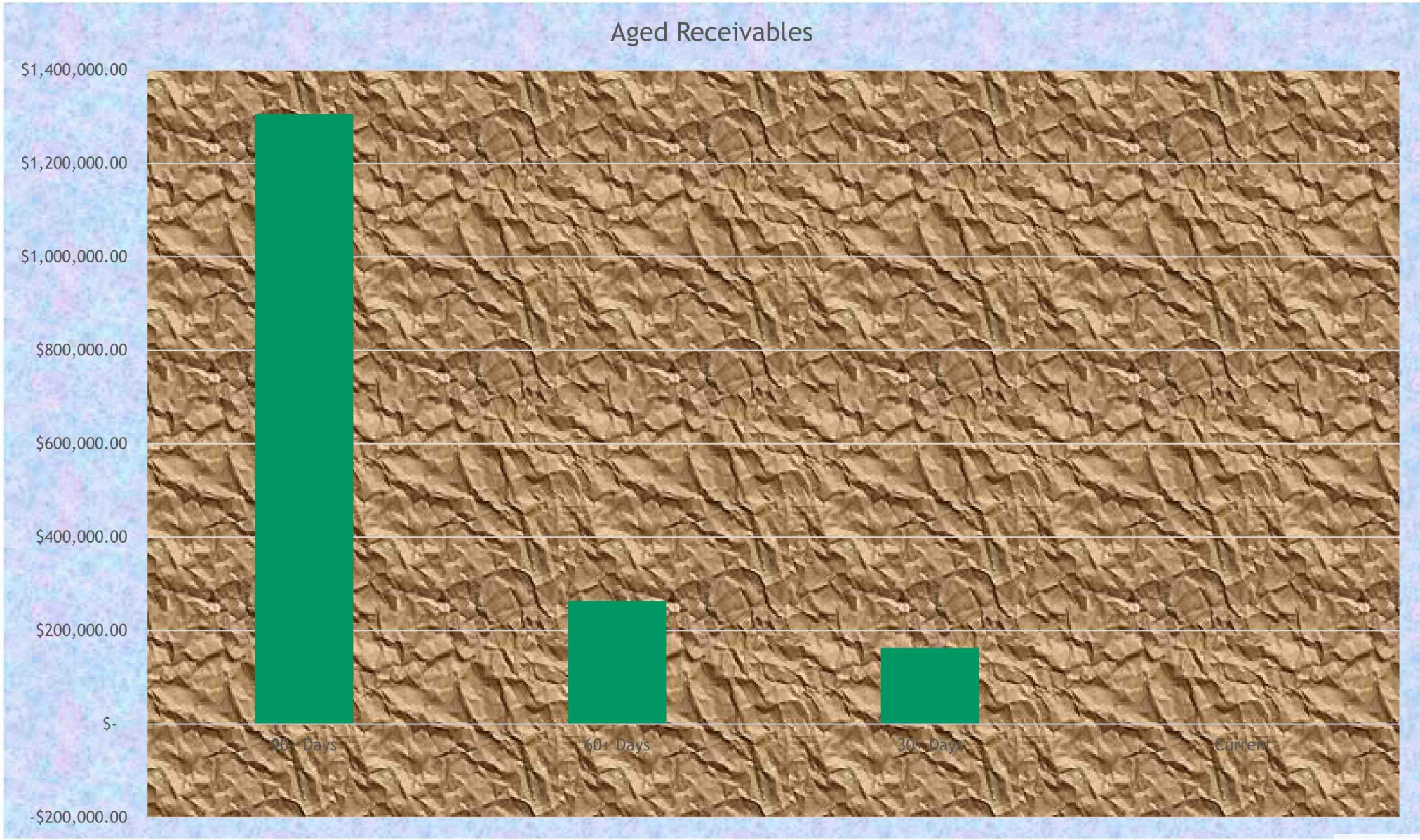
Who owes us money

Key Notes

Total Balance as at 31 August 2026 $1,731,858

Over 90 days has a risk of non collection

Note: Mostly child-care fees and lease fees



Aged Payables

Who we owe money to

Total Balance as at 31 August 2026

$64,820.55

We are giving more credit to the commercial community more than we are receiving



Sustainability Ratios

Sustainability Ratios-Preliminary

The below ratios represent Council's sustainability. The targets are indicated in *italics*.

1. Council Controlled Revenue Ratio

5.8%

- The portion of total **revenue** that relates to charges generated by Council's operations.

2. Operating Surplus Ratio

-12.6%

- The surplus from operating revenue after operating expenses are deducted.

3. Operating Cash Ratio

10.3%
>0.00%

- The surplus from operating revenue after operating expenses are deducted (sans depreciation and finance costs).

4. Unrestricted Cash Expense Cover Ratio

17.42
>4

the unrestricted cash balance can meet expenses (sans depreciation and finance costs).

5. Asset Sustainability Ratio

227.70%
>90%

- Capital expenditure as a ratio compared to depreciation.

6. Asset Consumption Ratio

56.50%
>60%

- Written down value of infrastructure assets compared to their replacement cost.

Agenda Item Submission

Submission

Agenda Section

Finance Report

Agenda Item Subject *

Councillor Remuneration

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 16th September 2026

Date Requested *

08-Sep-26

Date item was requested

Item Reference Number

OM2026/09-003

Classification *

☑ **Information** ☑ **Action** ☐ Note ☐ Confidential

Details

Recommendation *

That council receive and note the Local Government Remuneration Commission Annual Report 2024 and note the determination of the Mayor, Deputy Mayor and Councillors' remuneration for A2 Councils on page 14. Elected Councillors are no longer required to be paid on the basis of sitting allowances and Councillors have an option to adopt the recommended salaries and be paid like ordinary employees without the validation of attendance at Council meetings.

Background/Summary

This arrangement is effective from 01/07/2026

Budget and Resource Considerations

Action Options

Follow the Local Government recommendation which will ëven out" Councillors remuneration.

Appointments and Meetings

Date	Description

Link to Operational Plan

Consultation

Advised by the remuneration tribunal

Risk Assessment

(•) **Low** ( ) Medium ( ) High

Attach Supporting Agenda Materials

Local Government Remuneration Commission Annual Report.pdf 8.17MB

Reference Document

( ) Yes (•) **Not Applicable**

Report Prepared by *

Micah Nkiwane

Submitter Email *

micah.nkiwane@hopevale.qld.gov.au

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Lew Rojahn	09-Sep-26

Comments, Questions and Rejections Notes

A full history of this Submissions journey can be found in the Action History Tab contained in the pane on the right

Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *

**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment

Local Government
Remuneration Commission

ANNUAL REPORT 2024

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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not consider individual circumstances or situations. Where appropriate, independent legal advice should be sought.

An electronic copy of this report is available at https://www.localgovernment.qld.gov.au/for-councils/governance/local-government-remuneration-commission

Local Government
Remuneration Commission

04 December 2024

Hon Ann Leahy MP
Minister for Local Government and Water and
Minister for Fire, Disaster Recovery and Volunteers
1 William Street
Brisbane QLD 4000

Dear Minister

On 29 November 2024, the Local Government Remuneration Commission (the Commission) concluded its determination of the levels of remuneration for mayors, deputy mayors and councillors of Queensland local governments (excluding Brisbane City Council) as required by section 177(c) of the *Local Government Act 2009* and Chapter 8, Division 1 of the *Local Government Regulation 2012* (the Regulation).

Our determinations on these matters, together with the Remuneration Schedule to apply from 1 July 2025 are included in the enclosed Report, which we commend to you.

Yours sincerely

Robert (Bob) Abbot OAM	Andrea Ranson	Reimen Hii
Chairperson	Commissioner	Commissioner


PAPUA NEW GUINEA
TORRES STRAIT ISLAND REGIONAL
TORRES SHIRE
Waiben
Bamaga
NORTHERN PENINSULA AREA REGIONAL
MAPOON ABORIGINAL SHIRE
NAPRANUM ABORIGINAL SHIRE
Mapoon
Weipa
Napranum
Lockhart River
WEIPA TOWN
Aurukun
LOCKHART RIVER ABORIGINAL SHIRE
AURUKUN SHIRE
COOK SHIRE
PORMPURAAW ABORIGINAL SHIRE
Pormpuraaw
Kowanyama
KOWANYAMA ABORIGINAL SHIRE
Hope Vale
Cooktown
HOPE VALE ABORIGINAL SHIRE
WUJAL WUJAL ABORIGINAL SHIRE
Wujal Wujal
DOUGLAS SHIRE
Mossman
MORNINGTON SHIRE
Gununa
DOMADGEE ABORIGINAL SHIRE
CARPENTARIA SHIRE
MAREEBA SHIRE
Cairns
Yarrabah
YARRABAH ABORIGINAL SHIRE
Mareeba
Atherton
CAIRNS REGIONAL
Innisfail
CASSOWARY COAST REGIONAL
Burketown
Normanton
Doomadgee
Croydon
Georgetown
CROYDON SHIRE
ETHERIDGE SHIRE
TABLELANDS REGIONAL
BURKE SHIRE
Ingham
PALM ISLAND ABORIGINAL SHIRE
HINCHINBROOK SHIRE
Great Palm Island
Townsville
TOWNSVILLE CITY
Ayr
BURDEKIN SHIRE
CHARTERS TOWERS REGIONAL
Charters Towers
WHITSUNDAY REGIONAL
Proserpine
MACKAY REGIONAL
Mackay
MOUNT ISA CITY
Mount Isa
Julia Creek
RICHMOND SHIRE
Cloncurry
MCKINLAY SHIRE
Richmond
Hughenden
FLINDERS SHIRE
CLONCURRY SHIRE
Moranbah
ISAAC REGIONAL
Winton
WINTON SHIRE
BOULIA SHIRE
Boulia
LONGREACH REGIONAL
BARCALDINE REGIONAL
LIVINGSTONE SHIRE
ROCKHAMPTON REGIONAL
Yeppoon
Longreach
Barcaldine
Emerald
Rockhampton
Gladstone
CENTRAL HIGHLANDS REGIONAL
GLADSTONE REGIONAL
Bedourie
DIAMANTINA SHIRE
Blackall
WOORABINDA ABORIGINAL SHIRE
Woorabinda
Biloela
BUNDABERG REGIONAL
Bundaberg
Jundah
BLACKALL TAMBO REGIONAL
Torquay (Hervey Bay)
BARCOO SHIRE
BANANA SHIRE
NORTH BURNETT REGIONAL
Gayndah
FRASER COAST REGIONAL
MURWEH SHIRE
Charleville
SOUTH BURNETT REGIONAL
QUILPIE SHIRE
Quilpie
Roma
WESTERN DOWNS REGIONAL
Dalby
MARANOA REGIONAL
Refer to inset
PAROO SHIRE
Thargomindah
Cunnamulla
St George
TOOWOOMBA REGIONAL
BULLOO SHIRE
BALONNE SHIRE
GOONDIWINDI REGIONAL
Goondiwindi
New South Wales
SOUTHERN DOWNS REGIONAL
South Australia
Northern Territory
0 50 100 200
Kilometres
CHERBOURG ABORIGINAL SHIRE
Cherbourg
Gympie
GYMPIE REGIONAL
NOOSA SHIRE
Tewantin
Kingaroy
SOUTH BURNETT REGIONAL
Nambour
SUNSHINE COAST REGIONAL
Caboolture
TOOWOOMBA REGIONAL
SOMERSET REGIONAL
Esk
MORETON BAY REGIONAL
BRISBANE CITY
Brisbane
Cleveland
Toowoomba
Gatton
LOCKYER VALLEY REGIONAL
Ipswich
Logan
REDLAND CITY
IPSWICH CITY
LOGAN CITY
Beaudesert
Gold Coast
SOUTHERN DOWNS REGIONAL
SCENIC RIM REGIONAL
GOLD COAST CITY
Warwick
0 25 50
Kilometres
Inset: South East Queensland

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1. 2024 Report key determinations

Determination of maximum remuneration levels

The Commission has decided to increase the maximum remuneration levels for mayors, deputy mayors and councillors as follows:

Council Categories A1, A2, A3 and B1	Increase by 3% from 1 July 2025
Council Categories B2, B3, C1, C2, C3, D2, D3, E2 and F2	Increase by 2.5% from 1 July 2025

In making its determination of maximum remuneration levels applicable for 2025-26, the Commission considered the following:

- The outcomes of the Commission's 2023 remuneration category methodology.
- Remuneration and wages indexation applied for other public sector entities.
- The importance of maintaining financially sustainable and fiscally responsible wage growth, taking into consideration:
    - the recently challenging and unstable inflationary environment and measures taken by other government authorities to manage the impacts of inflation.
    - the challenges faced by local governments and their communities in relation to climate change and environmental, social and corporate governance (ESG) reporting, and the additional resources required in relation to sustainability and resilience strategies.
    - the realistic affordability and sustainability impacts for councils and their communities of wage increases for elected members.
    - the potential differential impact of Consumer Price Impact (CPI) changes across various parts of Queensland, including rural and remote regions.
    - the appropriateness or otherwise of CPI as a potential measure in significant inflationary periods of time and the relative volatility of annual CPI since the COVID-19 pandemic.
    - existing remuneration disparity in dollar terms between the remuneration paid to mayors and councillors in smaller, rural, regional and remote parts of Queensland when compared to mayors and councillors in larger, metropolitan locations.
    - anecdotal evidence of the desire to attract and retain high quality candidates to these roles, particularly in regional and remote areas.
    - the continuing significant disparity in remuneration between Mayors and Councillors from smaller rural, regional, and remote communities compared to those in larger metropolitan areas, as highlighted in written and oral deputations to the Commission over the last five years.
    - the gap in real wage terms between Mayors and Councillors in Categories A1 to B1 and those in Categories B2 to F2, despite the equally important work undertaken by local governments in all categories.
    - the Commission remains committed to addressing this gap through its annual remuneration schedule and category reviews and has applied a higher percentage increase for A1, A2, A3 and B1 councils.

The Commission further took into consideration the following data:

Increase in CPI[1]:

	Dec Qtr 2023	Mar Qtr 2024	June Qtr 2024	Sep Qtr 2024
All Groups CPI inflation change (quarterly)				
Brisbane	0.5%	1.1%	1.0%	-0.9%
Australia*	0.6%	1.0%	1.0%	0.2%
All Groups CPI inflation change (**annual**)				
Brisbane	4.2%	3.4%	3.4%	1.8%
Australia	4.1%	3.6%	3.8%	2.8%

* Australia' refers to weighted average of eight capital cities

Increases in the Wage Price Index (WPI)[2]:

For the financial year ended 30 June 2024 as compared to the financial year ending 30 June 2023[1]:

		Seasonally adjusted		Original	
		All Industries	Public Sector	All Industries	Public Sector
Quarterly change Mar 2024 to June 2024	Queensland			0.7%	
	Australia	0.8%	0.9%	4.1%	3.9%
Annual change Jun 2023 to Jun 2024	Queensland			4.6%	
	Australia	0.6%	0.7%	4.1%	3.9%

Brisbane City Council's Independent Councillor Remuneration Tribunal (ICRT)[3]:

- The Commission has considered the Brisbane City Council's Independent Councillor Remuneration Tribunal (ICRT) determination as a potentially relevant factor.
- The Tribunal has determined that the base rate for a BCC Councillor should be increased by 2.5% on 1 June 2022 with effect on and from 1 September 2022.

The Office of Industrial Relations (OIR):

The State Government Entities Certified Agreement 2023 (2023 Core Agreement) wage increase arrangements:

- 4% effective 1 July 2023 + COLA[4] payment of max 3% base wages
- 4% effective 1 July 2024 + max 3% COLA if applicable
- 3% effective 1 July 2025 + max 3% COLA if applicable.

---

[1] Australian Bureau of Statistics https://www.qgso.qld.gov.au/statistics/theme/economy/prices-indexes/consumer-price-index-state

[2] Australian Bureau of Statistics https://www.abs.gov.au/statistics/economy/price-indexes-and-inflation/wage-price-index-australia/latest-release#state-and-territory-wage-growth

[3] Brisbane City Council's Independent Councillor Remuneration Tribunal https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/lord-mayor-and-councillors/councillors-remuneration-policy

[4] COLA refers to the Cost-of-Living Adjustment paid if CPI is higher than the base wage increases e.g. in a year where base increase is 4% and CPI is 7% the COLA paid will be 3%. If base increase is 4% and CPI is 6%, the COLA paid will be 2%.

New South Wales[5]

- The New South Wales Local Government Remuneration Tribunal has determined an increase of 3.75% to mayoral and councillor fees for the 2024-25 financial year, with effect from 1 July 2024, circulated on 29 May 2024.

Victoria[6]

- On 1 July 2024, the Victorian Independent Remuneration Tribunal (VIRT) made the allowance payable to mayors, deputy mayors, and councillors (Victoria) Annual Adjustment Determination 2024.

- The VIRT determined a 3.5% increase to the values of the base allowances payable to mayors, deputy mayors, and councillors, effective from 1 July 2024. A 3.5% increase has also been applied to the base allowance values which take effect on:

    - 18 December 2024
    - 18 December 2025

Western Australia[7]

- In a determination published on 26 March 2024, the Western Australian Salaries and Allowances Tribunal, resolved that attendance fees and annual allowance ranges for Elected Members would be increased by 4%, with the adjustment to taking effect from 1 July 2024
- In Western Australia a local government or regional local government can elect to pay council members an attendance or an annual fee to all council members who attend council, committee or prescribed meetings. There is also provision for reimbursement of expenses.

Tasmania[8]

- In Tasmania, the remuneration for local government councillors is automatically increased under the provisions of the Local Government (General) Regulations 2015.
- Allowances are adjusted from 1 November each year by multiplying the allowances for the previous year by the inflationary factor for the current year.
- Individual allowances payable to elected members from 1 November 2024 will be rounded to the nearest dollar using the inflationary factor, which is 5.14% for 2023-24.

[5] https://www.olg.nsw.gov.au/https-www-olg-nsw-gov-au-category-https-www-olg-nsw-gov-au-category-council-circulars/24-08-2024-25-determination-of-the-local-government-remuneration-tribunal/
[6] https://www.vic.gov.au/allowances-mayors-deputy-mayors-and-councillors-annual-adjustment
[7] Local Government Chief Executive Officers and Elected Members Determination No 1 of 2024 (www.wa.gov.au)
[8] https://www.dpac.tas.gov.au/__data/assets/pdf_file/0024/385107/2024-Councillor-allowances-information-sheet.pdf

Northern Territory[9]

- In the Northern Territory, the allowances for local government council members are indexed by CPI (Darwin) on 1 July each year.
- The Northern Territory Remuneration Tribunal has also increased the basic allowances paid to every Councillor on 29 January 2024 by 2.5% in recognition of general wage and salary increases across the Northern Territory over the past year, effective from 1 July 2024.

Councillor advisors

The Commission did not receive any direction or request from councils to make recommendations relating to councillor advisors in the period between 1 December 2023 to 30 November 2024.

[9] https://cmc.nt.gov.au/__data/assets/pdf_file/0004/1355665/report-determination-1-of-2024-allowances-for-members-local-government-councils.pdf

2. The Commission

Formation and composition

The Local Government Remuneration Commission (the Commission) is an independent entity established under the *Local Government Act 2009* (the Act). On 1 October 2019, Governor in Council, approved the current Commission for a term of four years.

The Chair and Commissioners were reappointed by Governor in Council for a second four-year term on 1 October 2023.

This is the sixth report of the Commission, and the 18th report about Queensland councillor remuneration, including the reports of the former Local Government Remuneration and Discipline Tribunal and the Local Government Remuneration Tribunal.

The Chair and Commissioners of the Commission are:

Mr Robert (Bob) Abbot OAM

Chairperson

Mr Abbot has extensive experience in the local government sector with 32 years as an elected councillor and mayor. Mr Abbot has experience working at state and national local government organisations and has held board and panel positions, including Deputy Chair of the South-East Queensland Council of Mayors, Director of the Local Government Association of Queensland (LGAQ), and Director of the Australian Local Government Association. Mr Abbot has been a mentor for newly elected mayors on behalf of the LGAQ, with a particular focus on mentoring Queensland Indigenous mayors.

In the 2021 Australia Day Honours List, Mr Abbot was the recipient of an Order of Australia (OAM) for his service to local government and to the communities of Noosa and the Sunshine Coast.

Ms Andrea Ranson

Commissioner

Ms Ranson is a practising commercial and dispute resolution lawyer with experience in both public and private sectors of business and governance. She holds a Master of Laws (LLM), Bachelor of Laws (Hons) and Bachelor of Arts from Monash University, Victoria. She is additionally a Graduate of the Australian Institute of Directors (AICD) and a Fellow of the Governance Institute of Australia (FGIA).

Ms Ranson is a director appointed to North Queensland Bulk Ports Corporation, a government owned corporation, holding the role of Chair of the Corporate Governance and Planning Committee, and the role of Member of the Audit & Financial Risk Management Committee of that Board. Ms Ranson was appointed on 1 October 2024, as a Member of the Mackay Health & Hospital Service, a Member of the Finance Committee and a Member of the Sustainability and Capital Works Committees of that Board. Her experience includes business and commercial law, employment and industrial relations, diversity, justice, and ethics. Ms Ranson lives regionally and is passionate about regional development. Ms Ranson is a Nationally

Accredited Mediator presently working with QCAT, the QSBC, the QBCC and is a member of the QLD Department of Justice & Attorney-General Dispute Resolution Panel.

Mr Reimen Hii

Commissioner

Mr Hii is a barrister and Nationally Accredited Mediator. He holds the degrees of Bachelor of Laws and Bachelor of Arts. He is a practicing lawyer with extensive knowledge in public administration and community affairs, and a particular interest in civil and commercial law. Mr Hii is experienced in professional discipline matters, including investigations, public administration, corporate and public governance, public sector ethics and finance.

Mr Hii has a culturally and linguistically diverse background and experience collaborating with diverse communities. Mr Hii has previously been recognised as Australian Young Lawyer of the Year by the Law Council of Australia, in recognition of his significant contribution to access to justice and diversity advocacy. Mr Hii provides a deep understanding of diversity and brings well respected analytic skill, together with legal and business acumen to the role.

Remuneration responsibilities

Chapter 6, Part 3 of the *Local Government Act 2009* (the Act) established the Local Government Remuneration Commission to assume the remuneration functions of the former Local Government Remuneration and Discipline Tribunal which ceased to exist on 3 December 2018.

Section 177 of the Act provides the functions of the Commission are:

- to establish the categories of local governments, and
- to decide the category to which each local government belongs, and
- to decide the maximum amount of remuneration payable to the councillors in each of the categories, and
- to consider and make recommendations to the Minister about the following matters relating to councillor advisors—
  - (i) whether or not to prescribe a local government under section 197D(1)(a)
  - (ii) the number of councillor advisors each councillor of a local government may appoint
  - (iii) the number of councillor advisors a councillor of the council under the City of Brisbane Act 2010 may appoint; and
- another function related to the remuneration of councillors if directed, in writing, by the Minister.

Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012* (Regulation) sets out the processes of the Commission in deciding the remuneration that is payable to mayors and councillors.

The Regulation requires the Commission to review the categories of local governments once every four years, in the year prior to each quadrennial election, to determine whether the categories and the assignment of local governments to those categories require amendment.

After determining the categories of local governments, the Regulation also requires the Commission to decide annually, before 1 December each year, the maximum amount of remuneration to be paid to mayors, deputy mayors and councillors in each category from 1 July of the following year.

In addition, section 248 of the Regulation allows a local government to make a submission to the Commission to vary the remuneration for a councillor, or councillors, to a level higher than that stated in the Remuneration schedule where the local government considers exceptional circumstances apply. The Commission may, but is not required to, consider any such submission. If the Commission is satisfied that exceptional circumstances exist, the Commission may approve payment of a higher amount of remuneration.

Section 197A of the Act established requirements for councils that wish to employ councillor advisors and councillor administrative support staff to assist councillors to complete their duties.

The requirements in relation to the appointment of councillor advisors include the following:

- must vote to pass a resolution to create councillor advisor positions (except Brisbane City Council)
- appoint advisor, at the discretion of councillors and only until the councillor's term ends, unless re-appointed by a new councillor

- must report the costs of councillor advisors to the community, for example through the council's annual report.

Requirements for councillor advisors include the following:

- they must submit registers of interests and keep them up to date
- they must follow a new Code of Conduct for councillor advisors in Queensland
- they must comply with the local government principles and can be found guilty of integrity offences.

At the time of this report, the Commission is yet to receive any submissions or enquiries in relation to councillor advisors as at the date of its determination.

3. Remuneration determination

Remuneration determination for councillors

As required by section 246 of the Regulation the Commission has prepared a Remuneration Schedule (the Schedule) for the 2024-2025 financial year, applicable from 1 July 2025, which appears below.

Arrangements have been made to publish the Schedule in the Queensland Government Gazette and for this report to be presented to the Minister for Local Government.

Methodology

The Commission had regard to the matters in section 244 and 247 (2), (5) of the Regulation in determining the Schedule. The Commission also noted and had regard to the matters listed throughout this report to determine the appropriate maximum remuneration in each category of local government.

Matters not included in the Remuneration schedule

The Commission considered all submissions received during the consultation phase of the review of council categorisations for the purpose of developing a framework to create categories and place councils.

Pro rata payment

Should an elected representative hold a councillor position for only part of a financial year, they are only entitled to remuneration to reflect the portion of the year served. It is out of the scope of the Commission's powers to determine otherwise.

Remuneration schedule to apply from 1 July 2025

Remuneration determined from 1 July 2025 ($ per annum; see Note 1)

Category	Local Governments assigned to categories	Mayor	Deputy Mayor	Councillor
A1 *Note 1	Barcaldine Regional Council	$122,975	$70,946	$61,486
	Barcoo Shire Council			
	Bulloo Shire Council			
	Croydon Shire Council			
	Doomadgee Aboriginal Shire Council			
	Kowanyama Aboriginal Shire Council			
	Mapoon Aboriginal Shire Council			
	McKinlay Shire Council			
	Richmond Shire Council			
	Torres Shire Council			
	Woorabinda Aboriginal Shire Council			
	Wujal Wujal Aboriginal Shire Council			
A2 *Note 1	Aurukun Shire Council	$122,975	$70,946	$61,486 *
	Blackall-Tambo Regional Council			
	Boulia Shire Council			
	Burke Shire Council			
	Cherbourg Aboriginal Shire Council			
	Cloncurry Shire Council			
	Diamantina Shire Council			
	Etheridge Shire Council			
	Hinchinbrook Shire Council			
	Hope Vale Aboriginal Shire Council			
	Lockhart River Aboriginal Shire Council			
	Mornington Shire Council			
	Murweh Shire Council			
	Napranum Aboriginal Shire Council			
	North Burnett Regional Council			

BASC $40949.67
monthly FEE $1711.36

Category	Local Governments assigned to categories	Mayor	Deputy Mayor	Councillor
	Palm Island Aboriginal Shire Council			
	Paroo Shire Council			
	Pormpuraaw Aboriginal Shire Council			
	Quilpie Shire Council			
	Winton Shire Council			
	Yarrabah Aboriginal Shire Council			
A3 * Note 1	Longreach Regional Council	$124,157	$71,629	$62,078
	Balonne Shire Council			
	Douglas Shire Council			
	Flinders Shire Council			
	Goondiwindi Regional Council			
	Northern Peninsula Area Regional Council			
B1	Banana Shire Council	$124,157	$71,629	$62,078
	Carpentaria Shire Council			
	Burdekin Shire Council			
	Cook Shire Council			
	Torres Strait Island Regional Council			
B2	Maranoa Regional Council	$149,895	$93,684	$79,630
	Cassowary Coast Regional Council			
	Charters Towers Regional Council			
	Gympie Regional Council			
	Livingstone Shire Council			
	Mareeba Shire Council			
	Mount Isa City Council			
	Scenic Rim Regional Council			
	Somerset Regional Council			
	South Burnett Regional Council			
	Southern Downs Regional Council			
	Tablelands Regional Council			

Category	Local Governments assigned to categories	Mayor	Deputy Mayor	Councillor
B3	Isaac Regional Council Noosa Shire Council Whitsunday Regional Council Lockyer Valley Regional Council	$150,258	$93,911	$79,823
C1	Central Highlands Regional Council Western Downs Regional Council	$152,068	$95,041	$80,784
C2	Gladstone Regional Council Rockhampton Regional Council	$175,435	$115,419	$101,567
C3	Bundaberg Regional Council Fraser Coast Regional Council	$177,138	$116,539	$102,553
D2	Cairns Regional Council Mackay Regional Council Redland City Council Toowoomba Regional Council	$203,137	$138,501	$120,037
D3	Townsville City Council Ipswich City Council	$230,836	$156,974	$138,501
E2	Logan City Council Moreton Bay City Council Sunshine Coast Regional Council	$258,539	$179,130	$156,970
F2	Gold Coast City Council	$286,239	$201,596	$170,819

Notes to the Remuneration schedule

The 2014 annual report by the former Local Government Remuneration and Discipline Tribunal explained the rationale behind the adoption of a system of remuneration which comprised a base payment (of two thirds of the annual remuneration) and a monthly payment based upon attendance at, and participation in, the 12 mandated council meetings.

The monetary amounts shown are the per annum figures to apply from 1 July 2025. If an elected representative only serves for part of a full financial year (that is, 1 July to 30 June) they are only entitled to a pro rata payment to reflect the portion of the year served.

*Note 1: For councillors in category A1, A2 and A3 councils, a base payment (two thirds of the annual remuneration) and a monthly payment based upon attendance at council meetings (one third of the annual remuneration) is payable for the 12 months commencing 1 July 2025. Participation in, scheduled meetings of council is subject to certification by the mayor and/or chief executive of the council. Mayors and deputy mayors in category A1, A2 and A3 are currently entitled to receive their full annual remuneration level shown.

The Commission has not determined to make changes to the system of base payment and mandated council meetings for its 2025-2026 determination. Future consideration by the Commission may be given to whether changes to the current system should be made.

4. Matters raised with the Commission

A summary table of submissions made to the Commission during the review period and the Commission's determination is provided below.

Meetings and deputations

Local governments were provided with the opportunity to engage with the Commission at the Annual Conference of the LGAQ in Brisbane from 21 to 23 October 2024.

City of Moreton Bay, Gladstone Regional Council, Issac Regional Council and Toowoomba Regional Council provided the Commission with oral deputations during the 2024 LGAQ Conference.

Local governments were also given an opportunity to provide written submissions to the Commission. Two written submissions were received and considered.

The submissions in general proposed greater remuneration based on the complexities of modern governance faced by councillors and mayors.

In making its determination, the Commission had regard to all submissions it received, together with the matters on throughout this report.

Key points raised with the Commission during the 2024 review period included themes that had been consistently submitted by councils in earlier years: as accounting for an increase in complexity and workload for elected members that includes but not limited to:

- **Remuneration and talent**: need for competitive salaries to attract diverse and skilled elected candidates and a desire to attract and maintain high quality candidates, particularly in regional areas.
- **Innovation recognition:** exploring potential ways to incentivise and reward innovative council initiatives that support community growth, resourcefulness and development.
- **Inflationary impact:** addressing the disproportionate impact of rising inflation on local governments and their constituents, especially those on lower incomes and in rural areas.
- **Community sustainability:** ensuring the long-term viability and prosperity of communities during the global transition to renewable energy and the need for significant infrastructure changes.

Table – Summary of 2024 submissions

1	**Date received**	21 October 2024 - LGAQ Annual Conference
	Received from	**City of Moreton Bay** Mayor, Peter Flannery CEO, Scott Waters
	Summary of submission	Concerns have been raised regarding the timing of the remuneration review, which is being conducted near the end of the election term. There is a view that elected members may be hesitant to advocate for fair remuneration adjustments so close to an election, as this timing may not allow for balanced consideration. To address this, it is recommended that the Commission consider scheduling remuneration category reviews at mid-term rather than at the end of the electoral cycle, allowing for a more objective review process. Additionally, the creation of a new subcategory between the existing E2 and F2 categories is proposed. The current category structure does not adequately account for differences in revenue sources or population demands. For instance, unlike some council, which benefits from revenue streams from sewer and water services, Moreton Bay does not have access to such a base. The rapid growth and development in the Moreton Bay region also underscore the need for reconsidering category classifications. Major projects, including the possible relocation of Stadium and substantial population growth, along with developments in the Caboolture West and other site expansions, highlight the increasing workload placed on councillors. As such, the establishment of a new subcategory would more accurately reflect the workload required to effectively manage a large and growing population in Moreton Bay.
	Determination	The Commission acknowledged the Council's concerns and indicated that they would raise the matter with the Minister to explore whether the timing of category reviews could be adjusted. In response, the Commission noted that the difference in pay between categories E2 and F2 is minimal, and therefore the creation of a subcategory might not significantly impact remuneration. This will be revisited in the future category framework review.

2	**Date received**	22 October 2024 - LGAQ Annual Conference and via E-mail
	Received from	**Gladstone Regional Council** Councillor Kahn Goodluck Councillor Leanne Patrick
	Summary of submission	Appropriate remuneration for mayors and councillors is essential to fostering strong and sustainable local governance. Considering expanded responsibilities and complex regulatory requirements, there is a need for a remuneration approach that reflects the dedication of local government officials and aligns with that of state and federal representatives, as well as comparable private sector roles. The responsibilities of mayors and councillors have evolved significantly, often requiring a full-time commitment to meet community expectations. A revised remuneration framework would better reflect this commitment, supporting the attraction of individuals with diverse skills and expertise who are eager to contribute to their communities enabling greater representation of groups underrepresented in local government, such as women and younger individuals, fostering a dynamic council environment. The introduction of a Transition Allowance is also recommended to support councillors and mayors as they transition out of their roles, recognising their commitment to public service. This allowance would help mitigate the financial impact of leaving office, ensuring a smoother return to other professions. Furthermore, running for office involves considerable personal financial outlay. Aligning the allowable deductions for local government candidates with those available to state and federal candidates would reduce financial barriers. Advocacy for equitable tax deduction allowances for local government candidates would help ensure that financial limitations do not deter qualified candidates from pursuing local office.
	Determination	The Commission explained the role of the Commissioners, outlining the statutory requirements that define their powers and limitations. While acknowledging the council's concerns about long-term planning and the challenges of attracting high-quality candidates, particularly regarding potential provisions for election cost entitlements or a transition allowance, the Commission advised that these matters fall outside their statutory authority to recommend or implement. The Commission emphasised that, although they cannot make changes in this area, they recognise the importance of the issue, which will be documented in their upcoming report. Additionally, the Commission recommended that the council seek legal advice on what actions it may be able to take independently, noting that the statutory framework does not prevent the council from pursuing such initiatives.

3	**Date received**	22 October 2024 - LGAQ Annual Conference and via E-mail
	Received from	**Issac Regional Council** Councillor Jane Pickels CEO, Cale Dendle
	Summary of submission	The Council highlighted the similarities between the roles and challenges faced by Central Highlands Regional Council and Western Downs Regional Council, both of which are categorised one level higher than Isaac Regional Council. The Council expressed a preference for having these similarities reflected in the category framework. The discussion also touched on the issue of whether the role should be considered full-time or part-time. Additionally, the Council raised the non-resident population factor, emphasising the unique situation in which they serve both the oldest and youngest communities in the country, from coastal areas to rural regions, and the challenges associated with meeting the needs of these diverse populations. The Council also sought clarification on how subcategories were calculated, noting that the differences between some were minimal, while others showed a more significant jump. Understanding this would provide greater insight into the categorisation process. While Council is pleased to see the recent reclassification of Central Highlands and Western Downs to Category C1, there is some confusion as to why Isaac remains classified as B3. It is unclear why the initial increment in both Category B and Category C is significantly lower than subsequent increments within the same categories. This discrepancy appears to undercut the intent of last year's review of the categorisation methodology.
	Determination	The Commission provided a detailed explanation of the methodology used to calculate the categories and subcategories, highlighting the benefits of applying primary and supporting criteria. These criteria ensure a more objective assessment across councils, eliminating the subjective elements of earlier practices. The Commission acknowledged the council's concerns and agreed on the importance of attracting qualified and diverse candidates. Additionally, the Commission emphasised that increasing revenue is the key factor accepted across the industry for councils seeking to move into higher categories. While the Commission will continue exploring options, they assured the council that the points raised will be considered as part of ongoing improvements to the remuneration framework in the coming years.

4	**Date received**	22 October 2024 – LGAQ Annual Conference
	Received from	**Toowoomba Regional Council** Mayor, Geoff MacDonald A/CEO, Nick Hauser
	Summary of submission	Council expressed its appreciation for the work of the Remuneration Commission, particularly in successfully completing the recent category review. They commended the efforts involved and sought further clarification on the remuneration framework, the Commission's role, and the general methodology used. Council also conveyed its gratitude for the inclusion of the SEIFA index and other supporting criteria in the review process. Additionally, Council noted that based on their current revenue, they believe they should be categorised one level higher, aligning more closely with the D3 councils instead of D2. In closing, Council thanked the Commission for accommodating the meeting on short notice and advised that they would review the materials available on the website and submit any requests if necessary.
	Determination	The Commission thanked the Mayor for his appreciation of the new remuneration framework and methodology, assuring that they remain committed to continuously improving the process. Future review of the framework is planned for around 2028. The Commissioner provided further explanation on how the methodology works, detailing how the criteria were suggested and generally accepted by councils as comparable factors. The Commission also mentioned that they will continue to explore additional factors, such as innovation and industry-specific needs, and work towards developing measurable criteria. They acknowledged the challenges in creating fair and equitable standards that can be universally applied. Additionally, the Commission inquired whether the council had any specific requests regarding the upcoming annual remuneration determination. Council expressed gratitude for the Commission's correspondence seeking feedback and advised they would use that channel to submit any future submissions as needed.

5. Other activities

Exceptional circumstances submissions (matters raised under Local Government Regulation 2012, section 248):

Nil.

6. Future priorities

The Commission will continue to consider enhancements to the framework for council remuneration categorisation including an equitable method to consider industry impacts on councils and matters relating to transitioning communities and improving sustainability.

The Commission will continue to invite submissions from all Councils as part of its general review of categories and maximum determination of remuneration.

The Commission intends to engage with local governments throughout the year including the option for a mid-year deputation process to be established. The Commission invites councils in all areas to participate in the deputation process and any further opportunities for submissions to be made that the Commission may announce.

Further information about the Commission can be located at https://www.localgovernment.qld.gov.au/for-councils/governance/local-government-remuneration-commission

Local Government Remuneration Commission
PO Box 15009
City East Qld 4002

1 William Street
Brisbane Qld 4000

Email: LGRCenquiries@dsdilgp.qld.gov.au
Phone: (07) 3452 7992
Website:https://www.localgovernment.qld.gov.au/for-councils/governance/local-government-remuneration-commission

Agenda Item Submission

Submission

Agenda Section

Finance Report

Agenda Item Subject *

Annual Assessment of Impairment of Debtors 30 June 2026

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 16th September 2026

Date Requested *

08-Sep-26

Date item was requested

Item Reference Number

OM2026/09-004

Classification *

☐ Information ☑ **Action** ☐ Note ☐ Confidential

Details

Recommendation *

That council receive and note the annual assessment of impairment of debtors and note the following.

-That the provision for doubtful debts as at 30 June 2026 is raised to $667,327.94 based on amounts outstanding which are over 90 days as per our assessment.

-That Council consider writing off the the majority of Community debt as recoverability is doubtful.

-That the specific debt recommended for write off is $40,384.77 as per the schedule attached.

Background/Summary

Accounting standards require annual assesment of impairment of debtors. Actual debts wriiten off will have to be entered into the Loss Register reportable to the Minister and the Auditor General.

Budget and Resource Considerations

Action Options

Appointments and Meetings

Date	Description

Link to Operational Plan

Consultation

Risk Assessment

○ Low ◉ **Medium** ○ High

Attach Supporting Agenda Materials

Debtors Aged Balances June 2026 Council final.pdf 421.88KB

Reference Document

○ Yes ◉ **Not Applicable**

Report Prepared by *

Micah Nkiwane

Submitter Email *

micah.nkiwane@hopevale.qld.gov.au

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Lew Rojahn	09-Sep-26

Comments, Questions and Rejections Notes

A full history of this Submissions journey can be found in the Action History Tab contained in the pane on the right

Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *

**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment

ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL	Comments
ABIGAIL	ABIGIAL BOWEN - CHILDCARE	4,223.31				**4,223.31**	No payment payment made.
ADL001	Adllins Media Pty Ltd				1,000.00	**1,000.00**	Rodeo Sponsorship/sent email to Kaitlyn
AGNESM	AGNES MCLEAN(DAYCARE FEES)		66.35			**66.35**	Written off in 2023, amount due is 2026 charges
AGYP	Alliance of Gugu Yimithirr People	-1,114.00				**-1,114.00**	Should be closed to Revenue Account - Venue Hire ??
ALICE	ALICE WALKER (UTILITY CHARGES)	981.61				**981.61**	Currently paying by installment
ALICHA	ALICHA GIBSON (DAYCARE FEES)	1,385.06				**1,385.06**	No payment made.
ALLWA	ALICE-LEE WALKER (CHILDCARE FEES)	-99.69				**-99.69**	To be deactivated, credits should be transferred to Debtor: Alice
AMP	AMBERLEE SMITH-PORT (CHILDCARE)	-1,195.29		-250.00	-200.00	**-1,645.29**	Currently paying, invoice should be raised
ANAYLOR	ALGON NAYLOR	630.00				**630.00**	Last payment is 2023.
ANGELAM	ANGELA MCIVOR (DAYCARE FEES)	113.55				**113.55**	Last payment is 2020
ATENBOWE	ATENMALE BOWEN-COBUS (CHILDCARE FEE	-257.58		-58.02	408.66	**93.06**	Currently paying, Centrelink item
AUSTWAD	WADE AUSTIN (CHILDCARE FEES)	12,045.07				**12,045.07**	Last payment is 2023.
BALWEST	BALCARRA WEST (CHILDCARE FEES)		-33.71		28.45	**-5.26**	Currently paying
BAMBH	HERMAN BAMBIE (UTILITY CHARGES)	1,369.69			-1,400.00	**-30.31**	Currently paying
BAMH1	Herman Bambie (UTILITY CHARGES)				-50.00	**-50.00**	Credits to be transferred to BAMBH
BARP	PHILLIP BARU (UTILITY CHARGES)	7,256.37				**7,256.37**	Last payment is 2016
BASP	PADDY BASSANI (UTILITY CHARGES)	2,819.55				**2,819.55**	Last payment is 2018
BINTHI	BINTHI ABORIGINAL CORP	4,620.00				**4,620.00**	Binthi claimed this invoice was deducted from the Grant fund under the care of Shannon Gibbs
BLIENT	TIFFANY DEERAL (DAYCARE FEES)	3,009.31	95.60		191.15	**3,296.06**	Currently paying by Installment
BOWEMEG	MEGAN BOWEN (UTILITY CHARGES)	13,976.95				**13,976.95**	Last payment is 2018
BOWJU	JUDY BOWEN (DAYCARE FEES)	-500.00				**-500.00**	Written Off in 2023, paid made in 2023 and 2025
BOWM1	MARCIA BOWEN (UTILITY CHARGES)	15,823.29				**15,823.29**	No payment made.
BOWMAD	Madge Bowen (DOH RENT)	164.02				**164.02**	Unpaid tenancy rental (DOH rent)
BOWMAR	MARIAH BOWEN (CHILDCARE FEES)	1,674.90			311.40	**1,986.30**	Last receipt is 2022
BOWN1	THEA BOWEN (UTILITY CHARGES)	4,105.20				**4,105.20**	Last receipt 2022
BOWRI	RICHARD & LILLIAN BOWEN (UTILITY CHARGE	5,536.59				**5,536.59**	Last payment is 2025
BRACKEN	BRACKENHURST CONCRETING (LEASE)	12,036.01				**12,036.01**	Is this company still in Hope Vale? No contact details
BRIEWOI	BRIEANNA WOIBO (DAYCARE FEES)	930.62				**930.62**	Last payment is 2019
BROOKDEE	BROOKLYN DEEMAL (CHILDCARE FEES)		-32.72		183.14	**150.42**	
BUILD	QBUILD, DEPT OF HOUSING & PUBLIC WORKS	38,348.54	267,952.72		185,080.96	**491,382.22**	
BUSHBES	BESENCE BUSH (CHILDCARE FEES)	563.75				**563.75**	No payment made
BUTCHER	HOPEVALE BUTCHER SHOP (LEASE)	0.02				**0.02**	To be closed and deactivated
BUTCHER2	BRUCE BURNS / SHANE TOWNSEND	3,410.00				**3,410.00**	Last payment is 2021
BWB	BUUBU-GUJIN/WAARNTHURR-INN/BALNGGAR	0.40				**0.40**	To be closed and deactivated
CAITBOW	CAITLYNN BOWEN (CHILDCARE FEES)	4,484.81				**4,484.81**	Last payment is 2024
CANDCOR	CANDICE CORBETT (CHILDCARE FEES)		280.00		118.55	**398.55**	Invoices were raised in June 2026
CAPEYORK	CAPE YORK NATURAL RESOURCE MANAGEM	-109.80				**-109.80**	To be closed to Venue Hire Revenue
CARINA	CARINA NICHOLLS (CHILDCARE FEES)	401.00				**401.00**	Last payment is 2022
CEDRIC	CEDRIC MCIVOR (DOH RENT)	2,034.98				**2,034.98**	Last payment is 2025
CENTACAR	CENTACARE FNQ	330.00				**330.00**	Will send SOA
CENTRAL	CENTRAL HOUSING (LEASE)	4,251.11				**4,251.11**	Will send again SOA end of July
CHAGIB	CHANTEL GIBSON (DAYCARE FEES)	5,926.85				**5,926.85**	Last payment is 2025
CHAJ1	JOHN CHARLIE (UTILITY CHARGES)	539.49				**539.49**	Last payment is 2025
CHARMAIN	CHARMAINE HARRIGAN (DOH RENT)	1,877.67				**1,877.67**	Last payment is 2021
CHAVANNE	CHAVNANNE BOWEN				1,032.00	**1,032.00**	Will send SOA
CHERYL	CHERYL CANNON (UTILITY CHARGES)	13,153.29				**13,153.29**	Last payment is 2021
CHESTON	C.MCLEAN & S.CASSAR (UTILITY CHARGES)	14,003.29				**14,003.29**	Last payment is 2019
CHILDLAU	LAURA CHILD (DAYCARE FEES)	371.37				**371.37**	Last payment is 2023
CHRISSY	CHRISTINA KYLE (UTILITY CHARGES)	12,073.05				**12,073.05**	Last payment is 2021
CINDY	RONNIE & SELINA BOWEN (DAYCARE)	4,872.31	16.15		892.39	**5,780.85**	Last payment is 2025
CLUDYATE	CLAUDIA YATES (CHILDCARE FEES)	276.38				**276.38**	No payment made
COATJ	JOYCE COATES (UTILITY CHARGES)	1,736.41				**1,736.41**	Last payment is July 2026
COBB	BRIAN COBUS (UTILITY CHARGES)	6,485.59				**6,485.59**	Last payment is 2008
CONGRESS	HOPEVALE CONGRESS ABORIGINAL CORP Le	22,151.71				**22,151.71**	Will send SOA
CULT	CULTURAL CENTRE (UTILITY CHARGES)	4,251.11				**4,251.11**	Last payment is 2024
CYI2	CAPE YORK INSTITUTE		258.00			**258.00**	Will send SOA
CYLC	Cape York Land Council	3,407.00			258.00	**3,665.00**	Last payment is 2025
CYLC1	CAPE YORK LAND COUNCIL				1,587.00	**1,587.00**	
CYS	CAPE YORK SOLUTIONS	1,551.78				**1,551.78**	Will send SOA
DARG	GRAHAM DARKAN (UTILITY CHARGES)	1,412.14				**1,412.14**	

ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL	
DARGR	GRAHAM DARKAN (UTILITY CHARGES)	7,969.82				**7,969.82**	Currently paying by installment
DARKIN	MALCOLM DARKIN - CHILDCARE	14,239.60	323.00		1,489.05	**16,051.65**	No payment made
DAV001	David Kempton MP				500.00	**500.00**	Sent email to Kaitlyn to reach out to her contact person/Rodeo sponsorship
DAYMARRA	DAYMARRA DEERAL (DAYCARE)	147.61				**147.61**	No payment made
DEEMAL L	LAUREN DEEMAL (DAYCARE FEES)		66.40			**66.40**	
DEERG	GERTUDE DEERAL (UTILITY CHARGES)				-128.04	**-128.04**	
DEL	DELEECE BOWEN	930.00				**930.00**	Venue Hire, will send SOA
DETSI	CYPTRP - DETSI	3,697.00				**3,697.00**	Disputed as booking cancelled, will review, will send SOA
DEVON	DEVON BALLY (UTILITY CHARGES)	4,898.29				**4,898.29**	Last payment is 2024
DIA	DIATREME RESOURCES	287.50				**287.50**	Will send SOA
DIATREME	DIATREME RESOURCES LIMITED	19,907.15				**19,907.15**	Will send SOA
DOES	CYPTRP - DEPT OF ENVIROMENT&SCIENCE	1,276.00				**1,276.00**	Disputed as booking cancelled, will review, will send SOA

DOPC	DEPARTMENT OF THE PREMIER AND CABINE	3,465.00				**3,465.00**	Sponsorship in 2020 but not paid, write off
EILEEN	EILEEN HALL	465.00				**465.00**	Not paid, venue hire
EILEENS	EILEEN STENNER (CHILDCARE FEES)	-166.15			611.50	**445.35**	
EJD	EMMA DEEMAL - CHILDCARE	194.30				**194.30**	No payment made
ELIGIB	ELIANA GIBSON (CHILDCARE FEES)	266.00				**266.00**	No payment made
EMILY	EMILY McGREEN (DAYCARE FEES)	2,557.43				**2,557.43**	Last payment is 2025
EMMY	E.MCGREEN & D.BOWEN (UTILITY CHARGES)	4,098.05				**4,098.05**	Last payment is 2024
EMPLO	DEPT OF EDUCATION,TRAINING & EMPLOYME				140,228.69	**140,228.69**	Credit note was raised to close, duplicate
FARZANA	FARZANA WOIBO (DAYCARE FEES)	26.00				**26.00**	Last payment is 2023
FAYLENE	FAYLENE MCGREEN (CHILDCARE FEES)	4,199.82				**4,199.82**	Last payment is 2024
FLIC	Clarence Flinders T/A Wurrima Torque Mec				19,650.11	**19,650.11**	Under review with Micah and Felicia
FRANCHES	FRANCHESCA HODGES (CHILDCARE FEES)	86.31				**86.31**	Last payment is 2024.
FRANCINE	FRANCINE DEEMAL (DAYCARE)	9,539.00	1,939.63		4,162.78	**15,641.41**	2025 and 2026 charges but no payment made
FRC	FAMILY RESPONSIBILITIES COMMISSION(LEA	2,644.24				**2,644.24**	Will send SOA
G2GSA	GOOD TO GREAT SCHOOL AUSTRALIA	2,466.12				**2,466.12**	Lease in 2023 not paid, is this org still existing???
GEORGIAG	GEORGIA GIBSON (DAYCARE)	808.55				**808.55**	Last payment is 2023
GIBI1	IRENE GIBSON (LEASE)	64,902.61				**64,902.61**	Last payment is 2018
GIBK	KAREN GIBSON (UTILITY CHARGES)	2,740.47				**2,740.47**	Currently paying by installment
GIBKATH	KATHY GIBSON	286.00				**286.00**	Venue hire, no payment
GIBN1	NARELLE GIBSON (UTILITY CHARGES)	6,485.59				**6,485.59**	Last payment is 2008
GIBSOI	IVAN GIBSON (F'STORE)	-843.27		-29.01		**-872.28**	Paid out
GIBSOL	LES GIBSON (UTILITY CHARGES)	7,813.18				**7,813.18**	Last payment is 2021
GIBSONKA	KAREN GIBSON	443.00				**443.00**	Venue hire, not paid
GLENIS	GLENIS WOIBO (DAYCARE)	95.55				**95.55**	2025 charges not paid
HARB	BERNARD HART (UTILITY CHARGES)	3,997.94				**3,997.94**	No payment made
HARJ	JASON HARRIGAN	325.00				**325.00**	Venue hire not paid
HAYLEY	HAYLEY FORD (DAYCARE FEES)	5.00				**5.00**	not paid
HEALTHQ	QUEENSLAND HEALTH (UTILITIES)	40,442.25				**40,442.25**	Will send SOA
HEATHERC	HEATHER CANNON(DAYCARE FEES)	1,182.38				**1,182.38**	Last payment is 2021
HOPEFOU	HOPEVALE FOUNDATION (LEASE)	2,989.98				**2,989.98**	Is this still existing. No lease agreement. Will send by post.
HOUSEPUB	STATE QLD REPRESENTED BY DEPT OF HPW	0.18				**0.18**	
HOUSING	DEPARTMENT OF HOUSING & PUBLIC WORKS	3,640.12			20,957.89	**24,598.01**	Will send Soa
HVCON	HOPEVALE CONGRESS ABORIGINAL CORP	5,313.00		1,789.00		**7,102.00**	Will send SOA
HVFOUND	HOPE VALE FOUNDATION (PURCHASES)	2,877.00			258.00	**3,135.00**	Is this still existing. No lease agreement. Will send by post.
I&CAPE	ISLAND & CAPE RETAIL ENTERPRISES	509.05	1,947.00	14,258.82		**16,714.87**	Will send SOA
IANMC	IAN MCLEAN (DAYCARE FEES)	-24.94				**-24.94**	
IBALEASE	INDIGENOUS BUSINESS AUSTRALIA	4,323.09				**4,323.09**	Will send SOA
IDLU	INDIGENOUS DRIVER LICENSING UNIT		258.00			**258.00**	Will send SOA
IRIS	MALAMBI UNDERWOOD (DAYCARE FEES)	1,842.00				**1,842.00**	Last payment is 2022
IVY VAN	IVY VANDERLEY (CHILDCARE FEES)	3,326.47				**3,326.47**	Last payment is 2024
JACKLGIB	JACKLYN GIBSON (DAYCARE FEES)	138.24				**138.24**	No payment made
JAMEKAT	KATHERINE JAMES (CHILD CARE)	426.00				**426.00**	No Payment made.
JANSEN	JANSEN BOWEN (UTILITY CHARGES)	13,823.29				**13,823.29**	Last payment is 2019.
JARRETT	JARRETT GIBSON (UTILITY CHARGES)	772.69			-100.00	**672.69**	Currently paying
JASWILS	JASMINE WILSON (CHILDCARE FEES)		56.23			**56.23**	
JAZ	JAZMYN BAMBIE (CHILDCARE FEES)	1,319.58	395.45			**1,715.03**	Last payment is 2025
JKERR	JEMMA KERR (CHILDCARE FEES)	-3,634.28	-24.42	-750.00	-159.47	**-4,568.17**	Invoice should be raised
JONES	JONES LANG LASALLE	-8,196.56				**-8,196.56**	

ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL	
JUSTICE	Hopevale Thurrpiil Community Justice Gro	68,735.28	516.00		46,709.40	**115,960.68**	Will send SOA
JUUNJUUW	JUUNJUWARRA ABORIGINAL CORPORATION	1,592.53				**1,592.53**	Will send SOA
KAIT	KAITLYN MCLEAN (CHILDCARE FEE'S)	5,240.08		-20.48	118.39	**5,337.99**	Currently paying thru payroll
KAMARE	KAMAREE COSTELLO (DAYCARE FESS)	5,694.78				**5,694.78**	Last payment is 2019
KAREN	KAREN GIBSON (DAYCARE FEES)	-25.00				**-25.00**	
KARMAR	KARMAREE COSTELLO (DAYCARE FEES)	4,489.72				**4,489.72**	Last payemnt is 2019
KATHER	Katherine Grayson (DAYCARE FEES)	2,120.89				**2,120.89**	No payment made
KATWIV	KATE WIVELL (DAYCARE FEES)	693.23				**693.23**	No payment made
KELLY	KELLY ROSS-KULKA (CHILDCARE FEES)	3,000.00				**3,000.00**	Last payment is 2025
KHAND	KHANDRA STAFFORD (DAYCARE FEES)	273.26				**273.26**	Last payment is 2022
KINDER	CRECHE & KINDERGARTEN ASSOCIATION	-7,876.78				**-7,876.78**	Sent email to Jane Harpley.
KIRSTY	KIRSTY BOWEN (DAYCARE FEES)	2,355.06				**2,355.06**	Last payment is 2025
KULKASS	KASSY KULKA (CHILDCARE FEES)	229.32				**229.32**	Last payment is 2021
KURT	KURTIS GIBSON (CHILDCARE FEES)	5,178.89				**5,178.89**	No Payment made
LATWOI	LATOIA WOIBO (DAYCARE FEES)	829.04				**829.04**	Last payment is 2019
LEILANI	LEILANI PORT (CHILDCARE FEES)	2,725.95				**2,725.95**	No Payment made.
LEOVANES	VANESSA LEO (DAYCARE FEES)	2,074.33	82.95	-300.00	-217.05	**1,640.23**	Last paymenbt is June 2026
LILYROSE	LILY ROSENDALE (DAYCARE FEES)	1,645.67	21.75			**1,667.42**	Last payment is 2020
LISABR	LISA BRODBECK (DAYCARE FEES)	-0.42				**-0.42**	
LNONA	LARZARIA NONA (CHILDCARE FEES)	744.51				**744.51**	No Payment made
LOLA	LOLA ROSENDALE (DAYCARE FEES)	323.00				**323.00**	Last payemnt is 2018
MABEL	SHERONA (MABEL) OLBAR (DAYCARE)	5,703.64				**5,703.64**	Last payment is 2024
MAGGIE	MAGGIE BOWEN (CHILDCARE FEES)	8,559.19	305.75			**8,864.94**	No payment made
MAMBOW	MAMUNJI BOWEN (CHILDCARE FEES)	4,850.70				**4,850.70**	Last payment is 2024
MARCIA	MARCIA BOWEN (CHILDCARE FEES)	10,913.92	54.50		46.63	**11,015.05**	No payment made

MARLA	MARLA GIBSON (DAYCARE)	3,353.04				**3,353.04**	Last payment is 2015
MARY	MARY KERR (CHILDCARE FEES)	-69.81				**-69.81**	To be reviewed or close to Revenu acct
MATERNIT	MATERNITY SERVICES	258.00				**258.00**	Will send SOA, venue hire
MAUDE	MAUDE OLBAR (UTILITY CHARGES)	10,079.39				**10,079.39**	Last payment is 2021
MCGTI	TIM MCGREEN (UTILITY CHARGES)	11,833.77				**11,833.77**	Currently paying by instalment
MICA	ALISON MICHAEL (UTILITY CHARGES)	-348.41				**-348.41**	Last payment is 2024, will send SOA for utility charges
MPDT	THE TREE SPECIALIST			1,000.00		**1,000.00**	Sent email to Kaitlyn and Kian for follow up to their contact person
MPURCELL	MARIAH PURCELL - CHILDCARE	5,705.07	372.85		177.00	**6,254.92**	No Payment made
MYPATH	ENTERPRISE MANAGEMENT GROUP (LEASE)	539.17				**539.17**	No Touch Mode
MYRA	MYRA FORD (DAYCARE FEES)	-181.42		-300.00	-200.00	**-681.42**	Micah to close to GL used in paying her.
NATCHRI	NATALIA CHRISTIE (CHILDCARE FEES)	1,043.38				**1,043.38**	Last payment is 2023.
NAYLORMA	MARY NAYLOR (DAYCARE FEES)	701.00				**701.00**	Last payment is 2017
NDIA	NDIA - NATIONAL DISABILITY INSURANCE AG		48,201.62			**48,201.62**	Grant funding? Wait for monies to come?
NIAA	NATIONAL INDIGENOUS AUSTRALIANS AGEN	-2,424.51				**-2,424.51**	Sent email for remittance advice\
NORMANBY	NORMANBY COOPERATION	200.00				**200.00**	2017 Venue hire, Write off
OUR	OUR B8 N TACKLE (LEASE)	64,582.93				**64,582.93**	Under Litigation
PAMAF	PAMA FUTURES	-1,539.00				**-1,539.00**	To be cloase to Revenue Account, venue hire
PATHWAYS	MY PATHWAYS		516.00			**516.00**	
PEAJ2	JUNE PEARSON	1,480.60				**1,480.60**	Last payment is 2020
PEAKACC	PEAK ACCOUNTING	1,782.86				**1,782.86**	No response from them, this a claim to NDIA which they said had expired, should be written off
PEARMERI	MERINDI PEARSON (CHILDCARE FEES)	474.54		-120.00	-23.42	**331.12**	Currently paying by installment
PEAW	WESLEY PEARSON (DOH RENT))	4,532.90				**4,532.90**	Last payment is 2020
PUBLIC	PUBLIC TRUSTEE OF QUEENSLAND	-131.00				**-131.00**	Steven Deeral Account, should be closed to revenue, Aged Care
QPWS	QUEENSLAND PARKS & WILDLIFE SERVICE		258.00			**258.00**	Will send SOA, venue hire
RACHELLE	RACHELLE MCIVOR (LEASE)	106,588.83				**106,588.83**	Under litigation
RAELINDA	RAELINDA WOIBO (UTILITY CHARGES)	1,787.37				**1,787.37**	Currently paying
RENARTAB	RENARTA BULMER (DAYCARE FEES)	708.80				**708.80**	Last payment is 2023.
REXLYN	REXLYN ASHWELL (DAYCARE FEES)	702.50				**702.50**	No payment made.
RHONDELL	RHONDELL DOUGHBOY	929.00				**929.00**	Salary sacrifice in 2017, not employee anymore, write off
RICHARD	R.FORD & K.STAFFORD (UTILITY CHARGES)	3,297.52			-120.00	**3,177.52**	Currently paying by installment
ROSEM	ROSEMARY OBERLEUTER (DAYCARE FEES)	264.07				**264.07**	Last payment is 2019
ROSIEB	ROSIE BAIRD (DAYCARE FEES)	3,688.02				**3,688.02**	Last payment is 2025
ROSSDELA	DELANKAH ROSS-HART (DAYCARE FEES)	811.00				**811.00**	Last payment is 2021
RYNARTA	RYNARTA BOUNGHI (DAYCARE)	-37.80				**-37.80**	Invoice to be raised or close to revenue account childcare
SELWYN	SELWYN COBUS (DAYCARE FEES)	758.87				**758.87**	Last payment is 2014
ACCOUNT	**DEBTOR NAME**	**90 DAYS**	**60 DAYS**	**30 DAYS**	**CURRENT**	**TOTAL**	
SELWYNM	SELWYN MCIVOR (UTILITY CHARGES)	1,412.14				**1,412.14**	
SERVICES	SERVICES AUSTRALIA	5,071.00				**5,071.00**	Will send SOA
SHA001	Shane Alexander and Angela House				9,741.76	**9,741.76**	
SHANGRAY	SHANAYCIE GRAY (CHILDCARE FEES)				573.30	**573.30**	
SHANROSS	SHANIEKA ROSS (CHILDCARE FEES)	597.66				**597.66**	No payment made.
SHANYAC	SHANNAYA CONNOLLY - CHILDCARE	5,222.81				**5,222.81**	Last payment is 2025
SIMONEM	SIMONE McGREEN (DAYCARE)	10,456.35				**10,456.35**	Last payment is 2013
SOUTH	SOUTH CAPE YORK CATCHMENTS INC	-701.00				**-701.00**	To be closed to Venue Hire Revenue account
STENJAN	JANINE STENNER)CHILDCARE FEES)	-5,103.26	-12.60	-500.00	-146.80	**-5,762.66**	To be reviewed, invoices should be raised, currently paying
STEPGIB	STEPHANIE GIBSON	286.00				**286.00**	Will send SOA, venue hire
STJC	St Johns Lutheran Church (UTILITY CHARGE	30,859.17				**30,859.17**	Will send SOA, no payment made
STOA	ALBERT STORCH (UTILITY CHARGE)	2,194.53				**2,194.53**	Last payment is 2025
SUSBALLY	SUSAN BALLY (CHILDCARE FEES)	89.18				**89.18**	No payment made.
SWAE	ENID SWAIN (DAYCARE FEES)	3.30				**3.30**	
TALISHA	TALISHA ROSS (CHILDCARE FEES)	-2,692.51		-300.00	-200.00	**-3,192.51**	Currently paying
TCJG	HOPEVALE THURRPIIL COMMUNITY JUSTICE	-50.00				**-50.00**	Will send SOA
TELSTRA	TELSTRA CORPRPORATION LIMITED	-472.23			8,094.04	**7,621.81**	Will send SOA
TERI	TERIAH PEARSON (DAYCARE FEES)	13,895.62				**13,895.62**	Currently paying by installment
THANIL	THANIL ABORIGINAL CORPORATION	-1,587.00				**-1,587.00**	Should be closed to Venue Hire Revenue account
THEAW	THEA WOIBO (CHILDCARE FEES)	108.29				**108.29**	No payment made
TIARA	TIARA DARKAN (CHILDCARE FEES)	76.00				**76.00**	No payment made
TIFFDEER	TIFFANY DEERAL	8.00				**8.00**	Currently paying
TIMOTH	TIMOTHY ROSENDALE (DOH RENT)	2,945.50				**2,945.50**	Last payment is 2020
TORISTA	TORI STAFFORD (CHILDCARE FEES)		331.25			**331.25**	Will send SOA
TORRES	TORRES & CAPE HOSPITAL & HEALTH SERVI	-23,331.92			74,201.68	**50,869.76**	Under recon by Dale
TYRA	TYRA GIBSON (CHILDCARE FEES)	554.36				**554.36**	No payment made
VANA	IVANA GIBSON (DAYCARE FEES)	838.49				**838.49**	Last payment is 2024
VANESA	VANESSA ROSENDALE (DAYCARE FEES)	1,288.27				**1,288.27**	Last payment is 2021
VANR	Vanessa Rosendale	2.00				**2.00**	
WARVONE	VONETTA WARE (CHILDCARE FEES)	932.23				**932.23**	Last payment is 2025
WHITE	KIRIANA WHITE (DAYCARE FEES)	324.96				**324.96**	Last payment is 2021
WILLIAM	W.COUTTS & J.KEPPLE (UTILITY CHARGES)	2,194.53				**2,194.53**	Last payment is 2025
WOIB1	BETTY WOIBO(DAYCARE FEES)	5.60				**5.60**	
WOIGLEN	GLENDA WOIBO (CHILDCARE FEES)	105.58				**105.58**	Last payment is 2025
WUNJUN	W.MCLEAN & C.BOWEN (UTILITY CHARGES)	12,177.79				**12,177.79**	Last payemnt is 2020
YULGUNJI	YULGUNJII INDIGENOUS CORPORATION (LEA	41,877.35				**41,877.35**	Post Office?
	TOTALS:	**929,692.30**	**324,211.75**	**14,420.31**	**515,667.14**	**1,783,991.50**	

Annual Assessment of Impairment as per Accounting Standard

Provision for Doubtful Debts June 2026	**$**	**667,327.94**

Bad Debts Recommended for write off by Council Resolution

BINTHI ABORIGINAL CORP	$	4,620.00	Binthi claimed this invoice was deducted from the Grant fund under the care of Shannon Gibbs
DEPARTMENT OF THE PREMIER AND CABINET	$	3,465.00	Sponsorship in 2020 but not paid, write off
RHONDELL DOUGHBOY	$	929.00	Salary sacrifice in 2017, not employee anymore, write off
KATHY GIBSON	$	286.00	Deceased
PHILLIP BARU (UTILITY CHARGES)	$	7,256.37	Deceased
Madge Bowen (DOH RENT)	$	164.02	Deceased
JASON HARRIGAN	$	325.00	2021 Venue hire
CHARMAINE HARRIGAN (DOH RENT)	$	1,877.67	DOH Rent
CEDRIC MCIVOR (DOH RENT)	$	2,034.98	Deceased
TIMOTHY ROSENDALE (DOH RENT)	$	2,945.50	No longer employed by Council
WESLEY PEARSON (DOH RENT))	$	4,532.90	Current employee of Council DOH Rent deduction stopped in 2020
PEAK ACCOUNTING	$	1,782.86	Expired NDIS claim
ALGON NAYLOR	$	630.00	Expired NDIS claim
BRUCE BURNS / SHANE TOWNSEND	$	3,410.00	Last payment is 2021
JOYCE COATES (UTILITY CHARGES)	$	1,736.41	Deceased
ALBERT STORCH (UTILITY CHARGE)	$	2,194.53	Deceased
W.COUTTS & J.KEPPLE (UTILITY CHARGES)	$	2,194.53	Wife deceased
Total	**$**	**40,384.77**	

Agenda Item Submission

Submission

Agenda Section

Social Service Director Report

Agenda Item Subject *

Director - Social Services Report and action for approval

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 16th September 2026

Date Requested *

11-Sep-26

Date item was requested

Item Reference Number

OM2026/09-011

Classification *

☑ **Information** ☑ **Action** ☐ Note ☐ Confidential

Details

Recommendation *

That council receive and note the report and action for approvals

Background/Summary

HOPE VALE RADIO STATION

The Communications and Media Centre is funded by the Federal Government. Currently we have two (2) community people employed at the Radio Station – a senior broadcaster and a junior broadcaster.

Operating Hours

8:00am – 5:00pm - Monday to Thursday

8:00am –3:00pm - Friday

Shows/Programs that are airing

- Community announcements
  - Muni's Day Service at Alligator Creek Sunday 13th September
  - School dental services
  - Father's Day Lunch
- Mental Health Awareness with Aman from Mental Health Apunipima

Outcomes achieved

- Announcing Community meetings and events
- Community Notice of Local Communities Issues
- Community announcements
- Weather Updates
- Community Events
- Health messages and programs
- School announcements

Meetings/Events Attended by Social Services Team for the Month of August

- Hope Vale Congress meeting
- Justice meeting
- Staff participated in Queensland Aboriginal and Torres Strait Islander Broadcasting conference in Brisbane
- Staff participated in the National Aboriginal and Torres Strait Islander Broadcasting conference in Cairns

Incidents/Accidents

- Three break-ins by juveniles
- One attempted break in, but security cameras caught them and alerted the Police in time.

Feedback Compliments/Complaints

- Received a compliment from a listener, stating the interview with Apunipima was clear and straight forward. He enjoyed listening to the conversation and had learnt something about mental health awareness.

Compliance Issues: N/A

Staff Movements

Jayson has worked across IKC, Kindy and Day Care assisting with backfill when staff are not available to work.

Kerry attended both the State and National Broadcasting conferences in Brisbane and Cairns.

GEORGE BOWEN MEMORIAL KINDERGARTEN

1. *George Bowen Memorial Kindergarten is licensed for twenty – five (25) children of kindergarten age. The centre is currently regulated by the* Education and Care Services *National Law and the Education and Care Services National Regulations (National Regulations). The service receives Federal and State Government Funding. The children attend on Monday-Wednesday 9am-2.30pm.*

Operating Hours
8:00am – 4:00pm - Monday to Wednesday
8:00 – 1:00pm - Thursday - Friday
Monday-Wednesday 9.00am-2.30pm - Kindergarten Program

20 Children enrolled in the educational program

16 Number of children attended in the reporting month

5 children's enrolment has ceased

3 Funded positions

4 Referrals made

0 Evebts attended

15hrs Operating hours for children

6 Kindergarten or Pre-Prep Enrolments from Nola's Day Care

Parent/Career Engagement

Conversations are being held with Parents/Carers when welcoming the parents each kindy day morning and afternoon. Making sure that parents feel comfortable within the kindy environment and talking about learning experiences and routines. Talking about their child's day.

Community Engagement

nil

Breakfast Program

The Breakfast program ensures that all children have access to nutritious food in a safe and supportive environment, to positively impact health and learning.

Programs/Themes for the month

- Fruit and veggie garden
- Kitchen garden

Programs and Activities

- Sensory
- Language
- Emotions and feelings
- Kitchen garden
- Vegetable garden

Activities or events the children and educators are working towards

- Sensory Project
- Healthy Eating
- Language Program
- Fruit and veggie garden
- Kitchen garden

-

First 5s forever:

Visit to the age care, parent open day, continuing with the veggie garden and making a kitchen garden.

Incidents/Accidents

Nil

Feedback Compliments/Complaints

Nil

Compliance Issues

- Adhoc inspection found no compliance issues, the only issue was the staff updates on qualifications and notices and insurances needing to be displayed.

Staff Movements

1

Recruitment

N/A

Training and Development

Wynonna is still studying her bachelor's in early education and care

COVID- 19 Safe Activity

- Staying Safe during COVID-19 by encouraging children to wash their hands regularly
- Blowing noses always

Good News Story for the month August

This month has been an exciting month. We had a lot of exciting learning experiences. We watched our veggie grow and to our excitement found couple of cucumbers. We all had a taste. Some children loved the cucumber, and some did not. The children have learnt a lot especially knowing now what a seed grows into. Nanny Alice has now introduced and extended language about freshwater animals in Guugu Yimithirr freshwater turtle, dew fish, eel, water, freshwater crayfish. The children are learning really well about their culture and the local language.

Miss Kirstyn Lemon from ECDP has been continuing her activity about whole body listening, feelings and zones of regulation, turn taking, numeracy-counting stars and matching numbers. Matching shapes and colours. Sung days of the week, months of the year and discussed the weather.

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Nola's Place Child Care Centre

We have 28 children enrolled at the centre. I extend an invitation to parents and caregivers in the community to enrol their child/ren.

Twenty-eight children were in attendance this reporting month.

Three referrals have been made by the centre to a speech therapist for session held every second Thursday and weekly session with Autism Queensland.

Monthly Hopevale Early years network meeting with educators and health professionals working with young people of Hopevale.

We celebrated Indigenous children Day and invited Parents/Carer to the Centre. We had three sets of families attend. Families actively joined and participated alongside their children in a range of fun and engaging activities, such as Barra burra seeds mobile, Play dough, cultural animal dot painting, biscuits decoration.

We are also in the process of providing face-to face feedback and creating a complementary box for parents to express their concerns.

Adhoc inspection found several compliance issues that immediately had been seen to and fixed, however some repairs are still in the process of fixing and should be completed this week.

We are proud of Jemily and Helena who have successfully graduated from Cairns Tafe with their Diploma. Their achievement reflects their commitment dedication and hard work in their studies. The dedication they continue to show to the children and families in our daycare community.

0 incident this month

No staff are studying, as they are now all qualified.

NDIS Community Connector

Our NDIS Community Connector has been off on Medical Leave for this pass two weeks. All updates will be provided on the day.

Community Resilience Officer Monthly Report

1. Executive Summary

- Key Achievement: Activity planning for community engagement
- Emerging Risk: We are at peak Bushfire season with very few volunteers and even fewer trained
- Stakeholder Engagement: Have been engaging with Queensland health, Apunipima, Cooktown District Community Centre and QES.

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2. Program & Initiative Status

Active Resilience Projects

Project / Initiative Target Audience Completion % Monthly Milestone Achieved Status (On Track/Delayed)

Disaster Preparedness Workshops All community members XX% On Track

Climate Adaptation Plan All community members XX%

Community Hub Network Community Members XX%

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3. Community Engagement & Capacity Building

- Community Consultations: Conducted 1 focus groups regarding local risk profiles.
- Volunteer Mobilization: Supported 0 active Community Resilience Network volunteers this month.
- Educational Outreach: Distributed 1 emergency preparedness toolkits across local libraries and community centres.
- Vulnerable Populations: Partnered with 0 local aged-care and disability providers to review independent evacuation plans.

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4. Key Metrics & Resilience Indicators

- SLA / Response Rate: 0% of community resilience grant applications processed within timeline.
- Event Attendance: Community Engagement Activities will start on the 15th of September.
- Digital Reach: 30 unique visits to Council's online Emergency Management Dashboard.
- Training Completed: 0 residents trained in basic psychological first aid or community disaster management. This will be done on the 29th of September.

---

5. Inter-Agency Collaboration & Partnerships

- Emergency Services: Met with [QFES / SES / Police] to align community messaging for the upcoming Bushfire season and AusAlert.
- NGOs / Charities:
- Internal Liaison: Having a LDMG meeting next month

---

6. Budget & Grants Management

- Operational Budget: Spent $0 of monthly $0 allocation
- Grant 1: 0
- Acquittals: 0

---

7. Next Month's Priorities

- Priority 1: Finalize changes to the Local Disaster Management Plan to be prepared for the LDMG meeting
- Priority 2: Starting to put into action the ideas I have to work with other communities and within our own, with lot of Community Engagement Activities to commence on the 15th of September.

HOPE VALE AGED CARE REPORT AUGUST 2026

SUMMARY OF CHSP CLIENT STATUS AND ACTIVITY

Reporting item	Number	Comment
Number of clients	4	One resident went to Cairns and never returned.
Number of new clients	1	One new resident was admitted in last week. We hope that she stays on as a full-time resident rather than respite.
Clients on waiting list	3	
Number of clients transitioned to a Support at Home provider	0	

AGED CARE OCCUPANCY AND ACTIVITY

Reporting item	Number	Comment
Number of available beds	16	
Total number of residents	4	
Number of new permanent residents	3	
Number of Residents discharged	1	
Number of respite care residents	2	2 residents have not transferred over to permanent care via My Age Care Portal but permanent contract has been signed.

AGED CARE LEGISLATIVE COMPLIANCE STATUS REPORT

Compliance requirement	Number of clients	Overdue	Action taken
Signed CHSP agreement			
Signed current CHSP care plans			
Signed residents' agreements	4	0	
Signed current residential care plans	0	4	Unable to complete due to staffing shortage.
Advanced health directives completed	2	2	1 resident awaiting Application for Public Advocate to make decision. Other resident is on leave and unable to complete yet.

AGED CARE ACTIVITY REPORTING

Care minutes	**Target minutes**	**Actual minutes**	**Comments/action being taken**
	15624	12366	Staff attendance is very poor. Active disciplinary action being undertaken to rectify unexplained absences. Staff recruitment required, active recruitment being undertaken to fill short falls and gaps in the roster.
Registered nurse on site 24/7 (exempt)	**Target Minutes / Hours**	**Actual Minutes/ Hours**	Actual Care Minutes >
	24hr exemption in place. Target is 3224	4032	4032

STAFF MANAGEMENT

Workforce			
Indicator	**No of staff Required**	**No staff working at beginning of the Month**	**No of staff working at end of the Month**
Facility Manager/Registered Nurse	1	1	1
Service Coordinator	1	1	1
Personal care/Support workers	12	9	10
Leisure and lifestyle Coordinator	1	1	1
Leisure and lifestyle Support worker	0	0	0
Administration Officer	1	1	1
Cook	2	1	1

Staff changes over the past month

Staff	**Staff establishment**	**Actual number of staff**	**Number of resignations**	**Number of new staff**
Total staff		19	2	
Carers	9			

HR Management

Reporting item	**No of staff**	**Overdue**	**Action taken**
Current Police checks	19	0	
Aged Care Code of conduct	19	2	
Performance review	0	0	Unclear as unaware of where these are kept? Electronically or manual?

Status of Core training

Mandatory training	No of staff	Overdue	Action Required
Orientation/Induction	19	5	Induction process not being conducted due to the change over of Management. Improvement to be made and to catch up with staff to complete mandatory orientation components
Elder Abuse		10	Staff shortage on the floor has left no room for completion of training. To manage recruitment and staff attendance to ensure time for training and education completion. Previous attendance on education and training not managed
Fire Safety		10	As above
First Aid		7	As above
Infection control		7	As above
Manual Handling		10	As above
Open disclosure		10	As above
SIRS		10	As above

QUALITY IMPROVEMENT

Feedback/complaints management

Complaints / Compliments	Total No	Type of incident			
		Employee	Service	Facilities	Other
Number of Complaints/ Compliments in the reporting period	1				1 resident
% Investigations completed within 5 days	1				Completed and resident happy with outcome

Incident/near miss management

Incidents	Total No	Type of incident				
		Client	Employee	Equipment	Facility	Medication
Number of Incidents in the reporting period	0					
% Investigations completed within 5 days	0					
SIRS		**Priority 1 Incident**		**Priority 2 Incidents**		
Number of SIRS Incidents in the reporting period	0 2			2		

Incidents	Total	Type of incident				
	No	Client	Employee	Equipment	Facility	Medication
% SIRS Investigations completed within 24 hours	0			0		
% SIRS Investigations completed within 30 days hours	2			2		

Key Issues & action taken:

- Dietician recommendations and menu update not being followed as information not given to staff. Information printed and hung in kitchen and staff given education on dietician recommendations necessary to meet the improved Aged Care Standards.
-
- The installation of the new stove completed 14/7/26.
-
- Walk-in freezer has a seal issue which is the last issue to rectify before it is fully operational.
-
- Waitlist for admissions is sitting at 5 but only 3 qualify for after the pre-admission screening. Based on care minutes only 1 can be admitted unless recruitment numbers increase.
-
- Access to the Aged Care Provider Portal for lodgment of Medicare and funding for Aged Care has only just been granted 11/9/26 so have some catching up to do as some residents remain on Respite care when they have been permanent since last year. Some have not been lodged for any payments.
-
- RN exemption hours are up-to-date.

Commonwealth Home Support Program (CHSP)

Overview:

This program is funded to support helping people live as independently as possible, giving them a small amount of help with a focus on working with them, rather than doing things for them. This includes meals, domestic assistance, personal care, yard maintenance, and transport. To assess the program, you would need to be over 50 years old and registered on My Aged Care and assessed as eligible by the Regional Assessment service.

- Currently we have 33 Clients that require assistance whilst living at home.
- No permanent staff. The challenge is getting consistency with getting casual staff from the casual pool. However, we are in the process of recruiting new staff.
- 1 incident to report this month.

Sports and Recreation: MPC, Swimming Pool & Splash Park

The Casual Sports & Rec Officer position has been filled and has hit the ground running. He continues to deliver programs after 3pm – 7pm and the centre. We still need to advertise for two other casual Sports & Rec Officer/Youth Engagement Officer to assist with school holiday activities.

Activities including;

MPC

Activity	Quantity	Total Number of Participants
Touch Football	5	43
Volleyball	7	69
Group Fitness Classes	12	18

Basketball	5	13

Swimming Pool & Splash Park

Activity		
Pool Activities	23	76
Splash Park	23	76

GYM:

- Gym is operational with 45 Gym members have registered
- Maintenance is still required for the 24/7 MPC 24 Hour Gym Access Control, this is in progress waiting on the repair guy.
- Trendmills may need to be replaced due to it being 10 years old as members are finding it unsafe to use. Quotes have been sorted, however budget needs to be reviewed. Cost of a replacement Trendmill is $10, 567.12

Success Stories

The Volleyball competition successfully commenced with four teams registering and participating in the trial round. Despite community unrest affecting attendance, the event was well received and provided a positive opportunity for community members to engage in sport, teamwork, and healthy activity. Promotion through Facebook is ongoing, and we expect participation to grow as community conditions improve.

During this reporting period. We have had three special events, they were;

National Aboriginal and Torres Strait Islander Children's Day – We collaborated with Cooktown District Community Centre and Gungarde Aboriginal Corporation to delivery activities at the Child Care and Kindy. Parents/carers were invited to attend. Three sets of Parents attended and enjoyed the activities of the day with their children.

International day of Worlds Indigenous Peoples – we acknowledged via Facebook post

Book week was successfully celebrated through a collaborative effort between IKC, CRRO, Day Care, Kindy and Gungarde. The event brought together children, parents, and carers for an enjoyable morning filled with book reading, face painting, games and interactive activities. Families actively participate and engaged with the program, creating a fun and welcoming atmosphere that encouraged a love of reading and learning. The morning concluded with a shared morning tea, with positive feedback.

Budget and Resource Considerations

* 1 Trendmill replacement at Gym will cost $10, 567.12

* Rose Manzini from Cape York Solutions has presented a promising opportunity for Hope Vale Shire Council to be involved in the development of an Early Family Hub. As we transition Kindergarten services to C&K and explore options for Day Care, this is a chance to advocate for the needs of our children and families. The current system is not delivering the outcomes our children deserve, and we must be prepared to do things differently to give every child the best possible start in life to have a stronger and healthier future.

*Request an additional Community Event for October - We seek approval from Hope Vale Shire Council to support Mental Health Awareness walk during Mental Health Month in October. This year, our community has experienced a concerning increase in suicide attempts and tragically, the loss of several lives. To promote healing, connection, and awareness, we propose a "Walk towards healing" form Bull Crossing to Elim Beach on the 17th October. The event will invite other organisations to participate and contribute to the course as we hope that we walk together in support of mental health, wellbeing, and those impacted by suicide. This initiative will provide an opportunity for community members to come together, show support for one another and reinforce the message that no one has to face their struggles alone. We respectfully seek Hope Vale Shire Councils approval and support to deliver this important community event.

Action Options

Require Hope Vale Shire Council to support Cape York Solutions, by passing a resolution to support the work.

Appointments and Meetings

Date	Description
16-Sep-26	

Link to Operational Plan

Consultation

Risk Assessment

(•) **Low** ( ) Medium ( ) High

Attach Supporting Agenda Materials

Reference Document

( ) Yes (•) **Not Applicable**

Report Prepared by *

Audrey Deemal

Submitter Email *

audrey.deemal@hopevale.qld.gov.au

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Tisha Gordon	11-Sep-26

Comments, Questions and Rejections Notes

A full history of this Submissions journey can be found in the Action History Tab contained in the pane on the right

Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *

**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment

Agenda Item Submission

Submission

Agenda Section

Director Operations Report

Agenda Item Subject *

Operations Report – August 2026

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 16th September 2026

Date Requested *

10-Sep-26

Date item was requested

Item Reference Number

OM2026/09-008

Classification *

☑ **Information** ☐ Action ☐ Note ☐ Confidential

Details

Recommendation *

That council receive and note the Operations Report for August 2026

Background/Summary

Operations Report – August 2026

This report provides a snapshot of key operational activities, infrastructure updates, and service delivery across Council for August 2026. It informs Council on the status of Essential Services, Environmental Management, Open Spaces, Cleaning Services, Work Health and Safety (WH&S), Building and Construction, Civil Works, and related operational matters.

Key Highlights

Work Health and Safety

The rollout of the Work Health and Safety Action Plan is underway. This 12-month program aims to strengthen Council's WH&S practices and improve organisational safety culture. Quarterly reports on implementation progress are being provided to Council.

Water Operations

Routine water quality testing was undertaken in accordance with Council's Drinking Water Quality Management Plan. All results were compliant with:

- Australian Drinking Water Guidelines
- Water Supply (Safety and Reliability) Act 2008 (Qld)

Other key observations:

- Water consumption remains stable overall, with peak demand recorded in November 2025.

- A total of 54 mm of rainfall was recorded at the Water Treatment Plant during August 2026.
- No significant operational issues were reported during the period, aside from routine reactive maintenance across the water reticulation network.

Sewage Operations

The Sewage Treatment Plant operated in compliance with its Environmental Authority under the *Environmental Protection Act 1994 (Qld)*. Implementation of Hope Vale Sewage Treatment Plant Site-Based Management Plan is in progress.

Key activities included:

- No major operational issues were reported.
- Maintenance activities were limited to routine reactive works on the reticulation system.

Environmental Health

Implementation of the 2027-2033 Environmental Health Plan continues to progress.

Key updates include:

- Council continues to receive support through the Aboriginal and Torres Strait Islander Environmental Health Program.
- Tropical Vets team is scheduled to visit from 3 to 5 November 2026.
- Tropical Vets continues to provide supervision and support to the Animal Management Worker, including animal sedation and euthanasia services where required

Management of horses within the community continues under the direction of the Chief Executive Officer. Horses are being lured to the pound and being taken out of the community.

Building, Construction and Civil Works

Construction activity experienced a seasonal slowdown during the reporting period.

Current status:

- Reduced volumes of QBuild upgrade works and "do and charge" projects were undertaken, consistent with typical late and early financial year trends.
- Civil road construction projects are expected to commence later than anticipated, with approvals expected around September 2026.
- QRA-funded works on Rehab Road have commenced.
- A separate update on External Disaster and Resilience Projects has been submitted to this Council meeting.

Open Spaces and Waste

- Council's mechanic continues to maintain the primary waste collection truck to ensure operational continuity.
- The vehicle is being kept operational pending its planned replacement under the 2026-27 budget.

Summary

Operational services across water, wastewater, environmental health, civil works, and waste management continued to perform effectively throughout July 2026. Compliance obligations were met, key planning initiatives progressed, and essential service delivery was maintained despite seasonal impacts on construction activity. Procurement and project planning activities are continuing to support future infrastructure delivery and operational resilience.

Budget and Resource Considerations

Nil

Action Options

That Council note the Operations Report for August 2026 for information.

Appointments and Meetings

Date	Description

Link to Operational Plan

4.0 Our Services and Infrastructure – we service our community

Consultation

N/A

Risk Assessment

(●) **Low** ( ) Medium ( ) High

Attach Supporting Agenda Materials

Monthly Water Consumption Data.pdf	850.88KB
Monthly Daily Average Water Consumption Data.pdf	700.03KB

Reference Document

( ) Yes (●) **Not Applicable**

Report Prepared by *

Onisimo Mukodi

Submitter Email *

onisimo.mukodi@hopevale.qld.gov.au

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Hope Vale Support	10-Sep-26

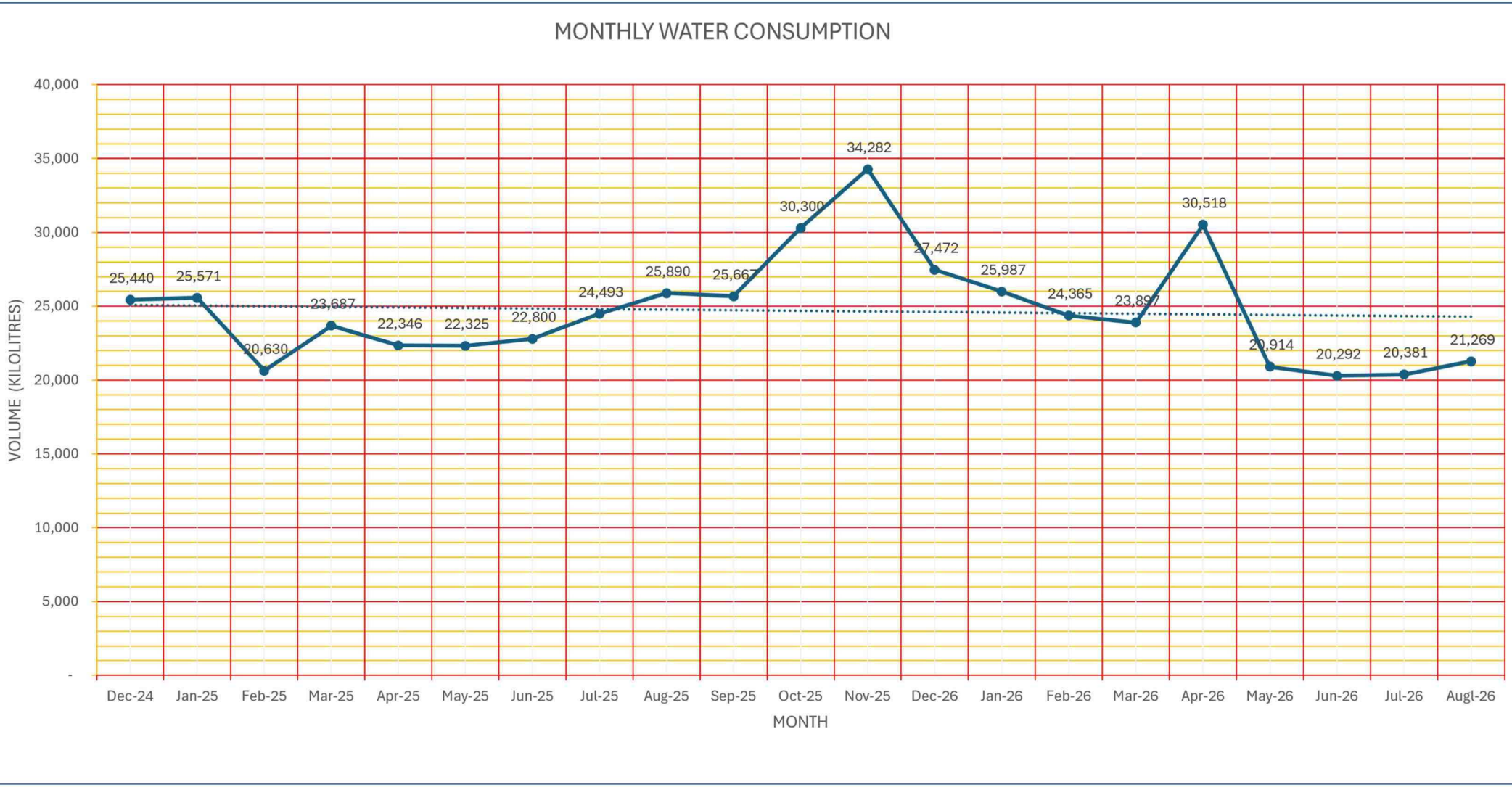
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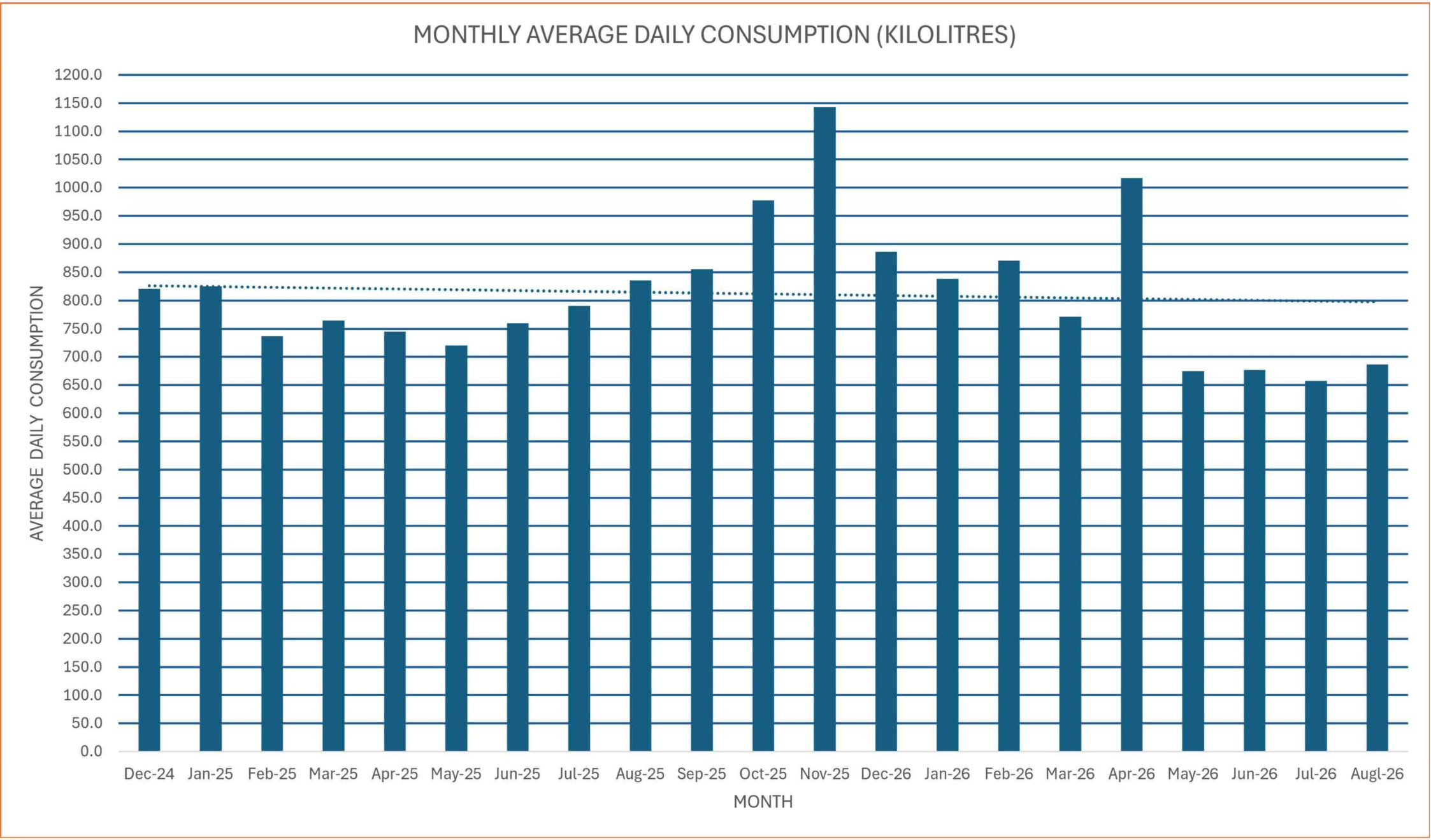
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Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *

**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment


MONTHLY WATER CONSUMPTION
VOLUME (KILOLITRES)
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
-
25,440
25,571
20,630
23,687
22,346
22,325
22,800
24,493
25,890
25,667
30,300
34,282
27,472
25,987
24,365
23,897
30,518
20,914
20,292
20,381
21,269
Dec-24
Jan-25
Feb-25
Mar-25
Apr-25
May-25
Jun-25
Jul-25
Aug-25
Sep-25
Oct-25
Nov-25
Dec-26
Jan-26
Feb-26
Mar-26
Apr-26
May-26
Jun-26
Jul-26
Augl-26
MONTH


MONTHLY AVERAGE DAILY CONSUMPTION (KILOLITRES)
AVERAGE DAILY CONSUMPTION
1200.0
1150.0
1100.0
1050.0
1000.0
950.0
900.0
850.0
800.0
750.0
700.0
650.0
600.0
550.0
500.0
450.0
400.0
350.0
300.0
250.0
200.0
150.0
100.0
50.0
0.0
Dec-24
Jan-25
Feb-25
Mar-25
Apr-25
May-25
Jun-25
Jul-25
Aug-25
Sep-25
Oct-25
Nov-25
Dec-26
Jan-26
Feb-26
Mar-26
Apr-26
May-26
Jun-26
Jul-26
Augl-26
MONTH

Agenda Item Submission

Submission

Agenda Section

Director Operations Report

Agenda Item Subject *

Adoption of Hope Vale Local Disaster Management Plan 2026-2027

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 16th September 2026

Date Requested *

09-Sep-26

Date item was requested

Item Reference Number

OM2026/09-008

Classification *

☐ Information ☑ **Action** ☐ Note ☐ Confidential

Details

Recommendation *

That council endorses the Hope Vale Local Disaster Management Plan 2026-2027.

Background/Summary

The Hope Vale Local Disaster Management Plan 2026-2027 has been developed by the Hope Vale Local Disaster Management Group (LDMG) on behalf of the Hope Vale Aboriginal Shire Council. The Plan details the arrangements required under the *Disaster Management Act 2003*, outlining the disaster management framework and defining the agreed roles and responsibilities of all relevant stakeholders. It also describes how the disaster management system operates before, during and after a disaster event.

The Plan adopts an all-hazards approach to disaster management, with a focus on minimising the impacts of disasters on the Hope Vale community through coordinated and collaborative efforts involving all levels of government, non-government organisations and other entities with disaster management responsibilities or capabilities.

As a dynamic and risk-based document, the Plan is reviewed and updated regularly to reflect changes in legislation, evolving risk profiles within the region, and lessons learned from disaster events both locally and across Queensland.

While the Hope Vale community cannot prevent disasters from occurring, the adverse social, environmental and economic impacts of disaster events can be reduced through comprehensive planning, preparedness, effective response arrangements and coordinated recovery activities.

Accordingly, it is recommended that the Hope Vale Local Disaster Management Plan 2026-2027 be endorsed by the Hope Vale Aboriginal Shire Council for implementation and distribution.

Budget and Resource Considerations

Nil

Action Options

It is recommended that the Hope Vale Local Disaster Management Plan 2026-2027 be endorsed by the Hope Vale Aboriginal Shire Council for implementation and distribution.

Appointments and Meetings

Date	Description

Link to Operational Plan

4. Our service and infrastructure - we serve our community.

Consultation

N/A

Risk Assessment

Low **Medium** High

Attach Supporting Agenda Materials

Hope Vale LDMP 2026-2027 Draft 2 R2.pdf 2.52MB

Reference Document

Yes **Not Applicable**

Report Prepared by *

Onisimo Mukodi

Submitter Email *

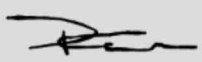
onisimo.mukodi@hopevale.qld.gov.au

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Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Tisha Gordon	10-Sep-26

Comments, Questions and Rejections Notes

A full history of this Submissions journey can be found in the Action History Tab contained in the pane on the right

Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *

**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment

2026 – 2027

HOPE VALE



ABORIGINAL SHIRE COUNCIL

LOCAL DISASTER MANAGEMENT PLAN

Prepared under the provisions of the Disaster Management Act 203, ss.57 & 58

Foreword

The Australian Constitution provides for the delineation of Commonwealth and State responsibilities. Section 118 of the Constitution Act allows for the recognition of the laws brought down by the States, and sections 51 and 119 allow for the Commonwealth to enact laws regarding national matters, including the protection of the country against invasion. Public safety, both from a law enforcement and disaster management perspective, falls within the ambit of the responsibilities of the States, and accordingly, each State has developed relevant legislation

This document, which has been developed by the Hope Vale Local Disaster Management Group, on behalf of the Hope Vale Aboriginal Shire Council, and originally approved by Council Resolution at its meeting on 10/07/2013 describes the arrangements required under the Disaster Management Act 2003, outlining the disaster management system and specifying agreed roles and responsibilities. It also describes how the disaster management system works during an event.

The focus of the document is on using an 'all-hazards' functional approach, minimising impacts on disaster-affected communities, by ensuring a coordinated effort by all levels of government and non-government entities with responsibilities or capabilities in comprehensive disaster management.

This is a dynamic, risk-based document that will be kept up to date to match changes in legislation, or in the region's risk profile, and to reflect learnings from disaster events here and elsewhere.

As a community we are unable to prevent a disaster from happening, however, we are able to minimise the adverse effects a disaster has on a community (both economically and socially) through comprehensive planning and preparation and managing effective response and recovery.

_____

Mayor
Hope Vale Aboriginal Shire Council
Chairperson
Hope Vale Local Disaster Management Group

Dated: / 09 / 2026

Hope Vale Aboriginal Shire Council acknowledges the assistance of the Queensland and Australian Governments in the facilitation of this project through funding from the Community Development and Recovery Package, Natural Disaster Relief and Recovery Arrangements

Endorsement

The preparation of this Local Disaster Management Plan has been undertaken in accordance with the *Disaster Management Act 2003 (the Act)*, to provide for effective disaster management in the local government area.

The plan is endorsed for distribution by the Hope Vale Aboriginal Shire Council.

_____

Chief Executive Officer

Hope Vale Aboriginal Shire Council

Dated: / 09 / 2026

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Administration and Governance

Document Control

The Local Disaster Management Plan is a controlled document. The controller of the document is the Hope Vale Aboriginal Shire Council's Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:

Chief Executive Officer

Hope Vale Aboriginal Shire Council

1 Muni Street

Hope Vale QLD 4885

The LDC may approve inconsequential amendments to this document. Any changes to the intent of the document must be endorsed by the Local Disaster Management Group and approved by Council.

A copy of each amendment is to be forwarded to those identified in the distribution list. On receipt, the amendment is to be inserted into the document and the Amendment Register updated and signed.

Amendment Register:

Amendment		Plan Updated	
No / Ref	Approval Date	Inserted by	Date
First draft under the DM Act 2003	Oct-11	EMQ	Oct-11
Changes made to reflect current practice as outlined in Local Disaster Management Guidelines	30/10/2012	EMQ	20/11/2012
2013 Review	10/07/2013	RCM Disaster Management Services	
Changes made to reflect current practice	14/07/2016	QFES	14/07/2016
Changes made to reflect endorsed guidelines	Jul-18	QFES	Jul-18
Changes to reflect current practice	Aug-19	QFES	Aug-19
Changes to reflect current practice	Feb-21	QFES	Feb-21
2022 Review	Jul-22	QFES and LDMG	
2023 Review	Jun-23	QFES and LDMG	
2025 Review	Sept 25	LDMG	Oct 25
2026 Review	Sept 26	LDMG	Sept 26

Note: The latest version of this document will be available on Council's website Homepage – Hope Vale Aboriginal Shire Council and the Queensland Disaster Management web site www.disaster.qld.gov.au

Glossary of Terms

A Disaster Management glossary of terms and acronyms list is published as part of the PPRR Disaster Management Guideline. _A Full Disaster Management Lexicon is also provided by the Office of the Inspector General Emergency Management (IGEM). Please review the excepted Lexicon for clarification of terms.

Authority to Plan

This Plan has been developed by the Hope Vale Local Disaster Management Group, appointed by and on behalf of the Hope Vale Aboriginal Shire Council.

The Hope Vale Aboriginal Shire Local Disaster Management Plan has been prepared by the Local Disaster Management Group in accordance with the Disaster Management Act 2003 and the Disaster Management Regulation 2014. This LDMP is consistent with Queensland's Disaster Management Standard and PPRR Disaster Management Guideline.

The Hope Vale Aboriginal Shire Council has a legislative responsibility to develop a Disaster Management Plan in accordance with Section 57(1) Disaster Management Act 2003.

The authorising environment for disaster management documents is detailed in Figure 1.

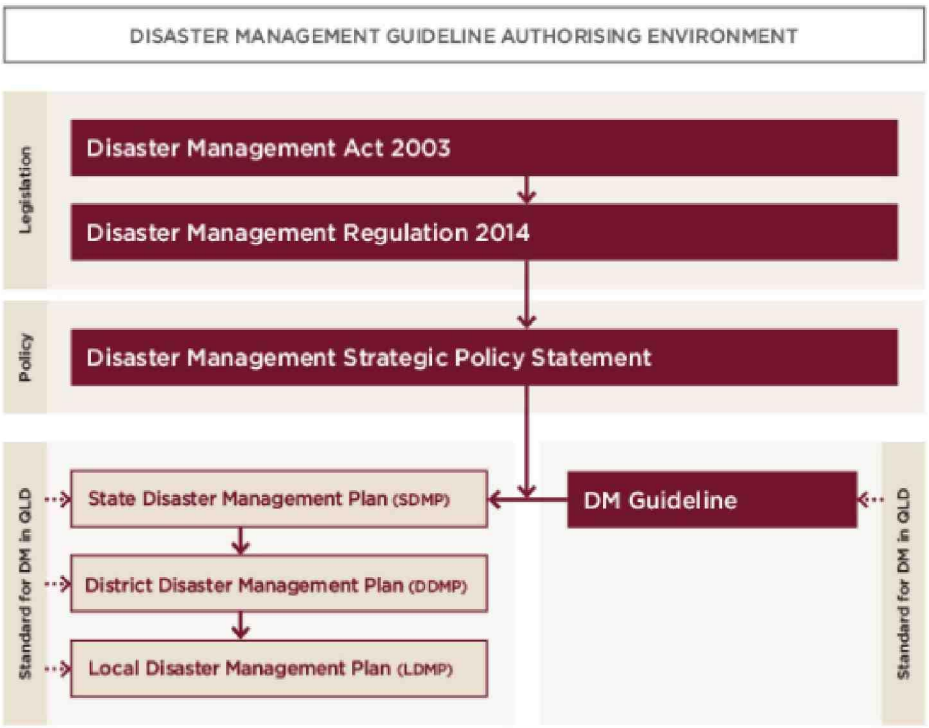


Figure 1: Disaster Management Authorising Environment

Aim and Objectives of the Plan

The purpose of the Hope Vale Local Disaster Management Plan is to:

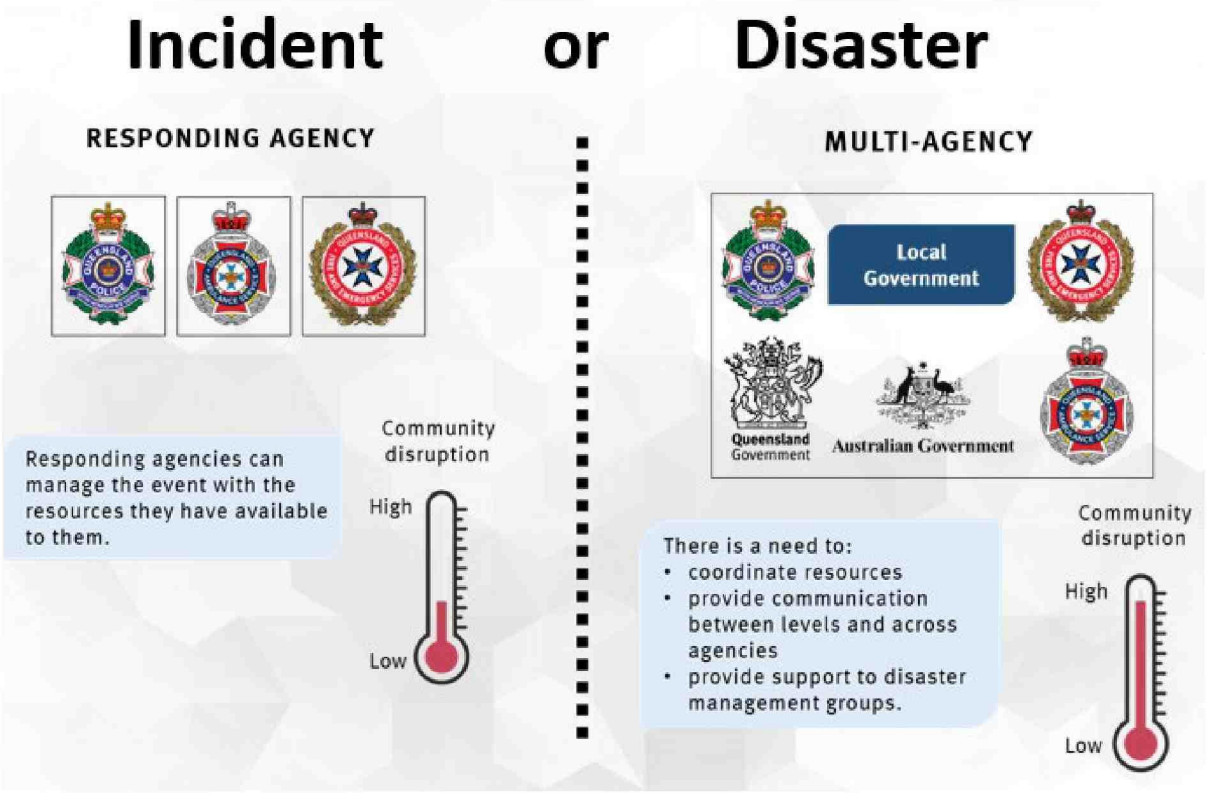
- Ensure the safety and sustainability of the local community
- Reduce or eliminate risk to the community and community infrastructure
- Inform disaster management responses at the District and State levels
- Be consistent with best practice disaster management issues
- Promote effective liaison between the Council and other agencies involved in disaster management
- Ensure compliance with the Disaster Management Act 2003 and its regulations

NB It is important that all agencies understand that there are major differences between 'Incident Management' and 'Disaster Management'.

Incidents can be managed via the emergency services or other agencies, employing resources normally available to them. This includes traffic accidents, missing persons, etc. Incidents do not usually cause major community disruption.

Disasters require a coordinated multi-agency, multi-jurisdictional response, and usually result in some sort of community dislocation or severe disruption.

This document does not address Incident Management.



Objectives

The objective of the Local Disaster Management Plan is to facilitate the implementation of effective and efficient disaster management strategies and arrangements including:

- The development, review and assessment of effective disaster management for the local government area, including arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster;
- Compliance with the State Disaster Management Group's (SDMG) Strategic Policy Framework; the State Disaster Management Plan; the Local Disaster Management Guidelines, and any other Guidelines relevant to local level disaster management and disaster operations;
- The development, implementation and monitoring of priorities for disaster management for the local government area.

Structure of the Local Disaster Management Plan (LDMP)

LDMP

The LDMP is an overarching document that details the structure, management arrangements and governance provisions that underpin the process of disaster management in the Hope Vale Aboriginal Shire area. It provides an overview of the arrangements for dealing with disasters and sets out the role of the LDMG and the community from the initial notification through the various stages of response and recovery to the disaster is finalised. The LDMP is designed to be flexible so it can be adapted to any disaster to ensure an integrated, coordinated, and timely response.

LDMP Review

S. 59 of the Act allows Council to review or renew the plan as appropriate but requires that the Plan be assessed for effectiveness on an annual basis.

Proposed Review Cycle

The Local Disaster Management Plan should be reviewed by a working group from the Local Disaster Management Group as follows:

June	Working group reviews and amends (as required) the main plan.
August	Draft plan submitted to full Local Disaster Management Group for acceptance or amendment.
September	Reviewed plan submitted to Council for approval as required.
October	Update plan submitted (as required) to District Disaster Management Group for endorsement.

DMP Sub- Plans

The LDMP is complemented by a number of sub-plans that expand on information contained in the LDMP by providing information for the activation and operation of key capabilities. Sub-plans integrate seamlessly with the LDMP but can also be used on a stand-alone basis.

Sub Plans:

- Activation of the LDMG
- Community Support
- Disaster Coordination Centre
- Disaster Recovery
- Evacuation
- Evacuation Centre Management
- Financial Management
- Initial Impact & Needs Assessment
- Public Health
- Public Information & Warnings
- Public Works & Engineering
- Resupply Operations
- Transport & Logistics
- COVID – 19 Pandemic Plan

Review of Operational and Recovery Sub Plans

The Disaster Management Operational and Recovery Sub-Plans should be reviewed by LDMG working groups as follows:

April-July Working groups review and amend (as required) the supporting plans.

September Draft amended plans submitted to full Local Disaster Management Group for acceptance or further amendment.

N.B. If at any time during the year, it becomes apparent that an urgent amendment to or review of the planning documentation is required for operational effectiveness, then such review or amendment must be implemented expeditiously.

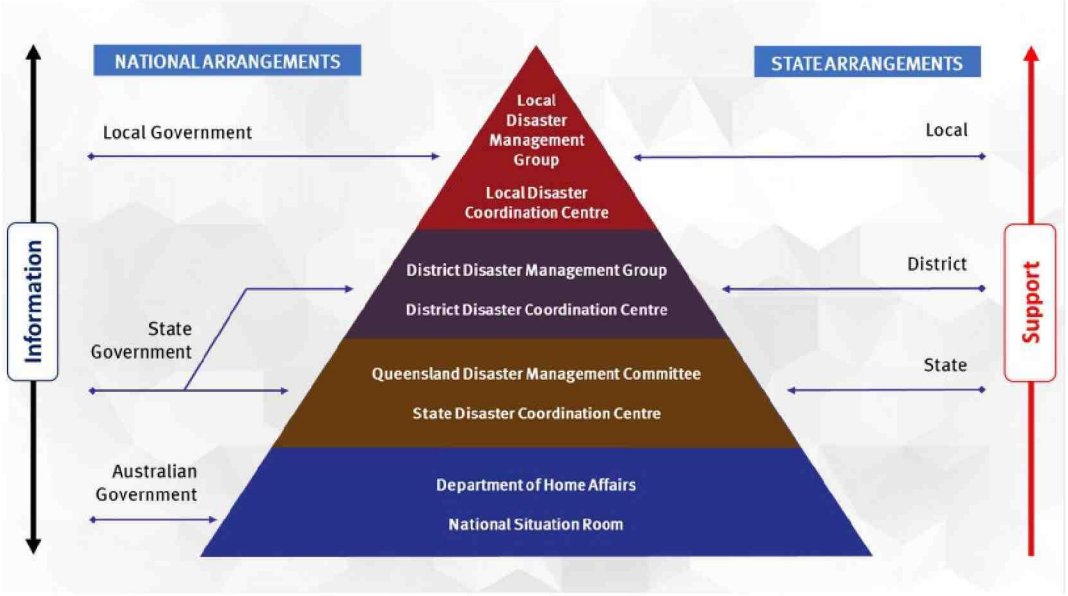
The Plan should also be reviewed as a result of any changes in legislation, guidelines or policy, and as a result of any changes recommended subsequent to the annual District Assessment..

The master contact list for all organisations/persons involved in the Council's disaster management arrangements should be updated at each LDMG meeting and will be held by the Local Disaster Coordinator.

Queensland Disaster Management Arrangements

Queensland's whole-of-government disaster management arrangements are based upon partnerships between government, government owned corporations, non-government organisations, commerce and industry sectors, and the local community. These arrangements recognise each level of the QDMA must work collaboratively to ensure the effective coordination of planning, services, information and resources necessary for comprehensive disaster management. The QDMA is based on a four-tiered system, incorporating the three levels of government (Australian, State and Local), with an additional State government tier known as disaster districts.

Local government underpins the QDMA as the frontline of disaster management and has primary responsibility for managing events in their local government area. The Hope Vale Aboriginal Shire is ideally suited to manage disaster events at the community level, based on its understanding of local, social, environmental, and economic issues, and knowledge of the region's infrastructure.



The principal structures comprising the Queensland Disaster Management Arrangements are:

- Local, District and State disaster management groups, responsible for the planning, organisation, coordination and implementation of all measures to mitigate, prevent, prepare for, respond to and recover from disasters.
- Local, district and State coordination centres to support disaster management groups in coordinating information, resources and services necessary for disaster operations.
- State government functional lead agencies through which the disaster management functions and responsibilities of the State are managed and coordinated.
- State government hazard-specific primary agencies responsible for the preparation of plans for, and management of, specific hazards.

Disaster Management Strategic Policy Framework

The LDMP is consistent with the Disaster Management Strategic Policy Statement, which informs the State Government's strategic approach to keeping people safe and making communities more resilient to disaster risks and impacts. The LDMG takes a flexible and scalable approach to disaster management, which reduces the risk and enhances community resilience while ensuring effective response and recovery capabilities.

Disaster Management Guiding Principle

In accordance with section 4A(b) of the Act, all events, whether natural or caused by human activity, should be managed in accordance with the Strategic Policy Statement, the State Disaster Management Plan (SDMP) and relevant disaster management guidelines. The Act identifies four key principles that guide disaster management in Queensland:

Comprehensive Approach

The comprehensive approach to disaster management comprises the four PPRR phases. This approach ensures a balance between the reduction of risk and the enhancement of community resilience, while ensuring effective response and recovery capabilities.

The four phases of PPRR are not linear nor independent — they overlap and support each other. For example, recovery activities are likely to begin during the response phase and mitigation strategies may be considered during the recovery phase.

All Hazard Approach

The all-hazards approach assumes the functions and activities used to manage one event are likely to be applicable to a range of events, whether natural or caused by human activity.

Local Disaster Management Capability

Local level capability is recognised as the frontline for disaster management, primarily due to the benefits of localised knowledge and networks.

Support by District & State Groups

The Act establishes a District Disaster Management Group (DDMG) for each of the 23 districts in Queensland, to provide support when required or requested by an LDMG. The Hope Vale LDMG is included in the Cairns Disaster District. See the District Disaster Management Plan.

The Queensland Disaster Management Committee (QDMC) provides additional support and assistance when required or requested by a DDMG. The State Disaster Management Plan (SDMP) provides a framework for response and recovery operations.

IGEM Emergency Management Assurance Framework

Part 1A of the Act establishes the IGEM and Office of the IGEM. The priority for the Office of the IGEM is to facilitate improvements to Queensland's disaster management arrangements to enable confidence in the system and enhance public safety. The functions of the Office of the IGEM are detailed in section 16C of the Act.

The Emergency Management Assurance Framework (EMAF), developed by the Office of the IGEM in partnership with disaster management practitioners, provides the foundation for guiding and supporting the continuous improvement of entities' programs across all phases of disaster management. The EMAF outlines the structure and mechanism for reviewing and assessing the effectiveness of disaster management arrangements. The EMAF is comprised of Principles, the Standard for Disaster Management in Queensland ('Standard') and Assurance Activities.

Integration with Council's Corporate, Strategic and Operational Planning Process

Disaster management priorities for the Hope Vale Aboriginal Shire Council will ensure compliance with the disaster management legislation and will provide a sound legal grounding for disaster management in Hope Vale:

The Hope Vale Aboriginal Shire Council Corporate Plan addresses disaster management in the following terms:

CORPORATE OBJECTIVE 5 - INFRASTRUCTURE SERVICES

Council is committed to ensuring effective risk management and initiating and co-ordinating appropriate disaster management processes. Council will continue to play a lead role in coordination of services at the time

Strategy: Ensure a preparedness to respond to natural disasters and other emergencies and engage in planning activities aimed at minimising the impact of such disasters on the community

CORPORATE OBJECTIVE 6 - ORGANISATIONAL EXCELLENCE AND GOVERNANCE

Strategy: Develop and implement proactive risk management strategies to reduce risk to the council and the community

The Hope Vale Council Community Plan identifies a number of issues which are addressed as a part of the hazard and risk assessment process undertaken in concert with the development and maintenance of this Local Disaster Management Plan. Such issues include Safe and Healthy Community, Erosion and Flood Mitigation, Ranger Program, etc., all of which can impact on the resilience of the community.

Local Disaster Management Group

Establishment

The Hope Vale Local Disaster Management Group (the LDMG) is established in accordance with s. 29 of the Act.

Roles and Responsibilities of Local Government

The Act details a range of functions and responsibilities for local government to ensure it meets its statutory obligations. Section 80 of the Act requires local government to undertake the following functions:

a) To ensure it has a disaster response capability.

b) To approve its LDMP.

c) To ensure information about an event or a disaster in its area is promptly given to the DDC for the district in which its area is situated.

d) To perform other functions given to the local government under the Act.

In accordance with section 80 of the Act, a disaster response capability for local government means the ability to provide equipment and a suitable number of people to effectively manage or help another entity to manage an emergency or disaster in the local government area. To ensure this can be achieved, all Hope Vale Aboriginal Shire Council services have designated responsibilities in disaster management that reflect their legislated and/or technical capability.

In addition to these functions, Section 29 of the Act specifies that local government must establish a LDMG for the local government's area.

Establishment of the LDMG

LDMGs are established under section 29 of the Act by local governments to support and coordinate disaster management activities for their respective LGAs.

A Hope Vale LDMG Terms of Reference is available on request

LDMG responsibilities are outlined in Manual M.1.030

The functions of the LDMG

Section 30 Disaster Management Act 2003 which states:

A local group has the following functions for its area:

(a) to ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State.
(b) to develop effective disaster management, and regularly review and assess the disaster management strategies.
(c) to prepare a local disaster management plan
(d) to identify, and provide advice to the relevant district group about, support services required by the local group to facilitate disaster management and disaster operations in the area.
(e) to ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster.
(f) to manage disaster operations in the area under policies and procedures decided by the State group.
(g) to provide reports and make recommendations to the district group about matters relating to disaster operations.
(h) to identify, and coordinate the use of, resources that may be used for disaster operations in the area.
(i) to establish and review communication systems in the group, and with the district group and other local groups in the disaster district when a disaster happens.
(j) to ensure information about a disaster in the area is promptly given to the district group.
(k) to perform other functions given to the group under this Act.
(l) to perform a function incidental to a function mentioned in paragraphs (a) to (k).

Meeting Schedules, Processes and Governance

In accordance with s. 12 of the Disaster Management Regulations 2014, the LDMG may conduct its business, including its meetings, in a way it considers appropriate.

The Act prescribes the following requirements with regards to the conduct of meetings:

- Meetings must be held at least once every six months at times and places decided by the Chairperson Additional meetings may be held as required but must be held if asked for in writing by at least one-half of LDMG members, or by the DDC.
- A quorum is required for meeting resolutions to be officiated (s. 13 of the Disaster Management Regulations 2014) equal to one-half of LDMG members plus one, or when one-half is not a whole number, the next highest whole number. An appointed deputy attending a meeting on behalf of a LDMG member is to be counted in the quorum). A template for recording attendance at LDMG meetings is available on the DM Portal.

- The Chairperson or Deputy Chairperson is to preside at meeting (s.34). If both are absent the Chairperson or Deputy Chairperson may appoint another member of the group to preside. If both offices are vacant the group will choose a member to preside.
- Meetings may be held, or members may take part using any technology that reasonably allows them to hear and take part in discussions (s. 17 of the Disaster Management Regulations). Members participating through these means are taken to be present at the meeting.
- Resolutions may be passed at meetings, however, are also considered valid if a majority of members give written agreement and notice of the resolution is given under the group's approved procedures (s. 17 3 (a) of the Disaster Management Regulations 2014).
- Minutes of meetings must be kept (s.18 of the Disaster Management Regulations).

A variety of templates to assist LDMGs to manage business and meetings are available on the DM Portal.

Attendance

If a member, or their appointed Deputy, continually does not attend LDMG meetings it is suggested that the LDMG Executive Team meet with the member to discuss the ongoing non-attendance at LDMG meetings. A formal record of LDMG member attendance should be maintained and this can be used to monitor member attendance across meetings.

A template to monitor progressive meeting attendance is available on the DM Portal.

Meeting Minutes

The LDMG meeting minutes should provide a summary of key discussion points and resolutions and may be subject to public scrutiny under the Right to Information Act 2009. It should be noted in the minutes whether or not a quorum was established at the meeting. The meeting attendance sheet should then be attached to the back as an accurate account of who attended the meeting and whether the meeting had a quorum, thus making any resolutions or decisions valid.

An example of a LDMG meeting Minutes template is available on the DM Portal.

Resolution statement

In addition to meeting minutes, the LDMG Secretariat should produce a resolution statement to provide a running log of actions undertaken and an audit trail through to the acquittal of those resolutions. Once acquitted the resolution should be recorded on a resolution register.

An example of a LDMG Resolution Statement is available on the DM Portal.

Resolutions register

For governance purposes, a register detailing each resolution passed by the LDMG and details of actions undertaken to acquit the resolution should be kept. This provides an easy reference document and a historical record of past LDMG resolutions.

An example of a LDMG Resolutions Register is available on the DM Portal.

Letterhead/Logo

As LDMG business is conducted on behalf of the relevant local government or combined local governments, the relevant local government/s letterhead and logos should be used for all LDMG business.

Records Maintenance

When managing LDMG records, the LDMG must comply with the requirements of the Public Records Act 2002 and records may be subjected to public scrutiny under the Right to Information Act 2009.

The Queensland State Archives General Retention and Disposal Schedule for Administrative Records outlines the requirements for retaining documents in accordance with the Public Records Act 2002. The Schedule and further information for LDMGs, including managing records during disaster events, can be obtained at www.archives.qld.gov.au in the section "Recordkeeping for Government".

Business and Meeting Governance

In accordance with section 38 of the Act, the LDMG will conduct its business, including meetings as prescribed by the Regulation. Quorum (50% +1 of membership) must be achieved for valid decisions of the LDMG. The Chairperson or Deputy Chairperson is to chair at the meeting. If both are absent the Chairperson or Deputy Chairperson may appoint another member of the group to chair. If both offices are vacant the group will choose a member to chair.

Meetings may be held, or members may take part using any technology that reasonably allows them to hear and take part in discussions. Members participating through these means are taken to be present at the meeting.

LDMG Operational Decision-Making Capability

The LDMG Chair and LDC are authorised to make initial operational response coordination decisions on behalf of the full LDMG to initiate the disaster management arrangements and while acting in accordance with LDMG approved plans and procedures. The Chair and LDC have an exclusively operational response coordination function, which will not replace the policy decision-making role of the full LDMG.

Membership Records

Each LDMG is required to maintain a register of its current members and advisors for reference during both general business and operational periods. As a minimum, details should consist of:

- full name.
- designated position title.
- department/organisation or agency name.
- work address.
- business and after-hours telephone numbers (both landline and mobile); and
- email address.

Templates to collect and store LDMG member contact details, for agencies to advise the LDMG of a change to their member details and to develop a membership register are available on the DM Portal. Membership records must be collected, stored, and disposed of in accordance with the Information Privacy Principles contained in Schedule 3 of the Information Privacy Act 2009.

When the register is updated, an updated copy shall be provided to the DDC and Emergency Management Coordinator (QFES) If the alteration relates to a member of the Executive Team of the LDMG, the SDCC shall be advised.

Hope Vale Aboriginal Shire Council LDMG Membership

Hope Vale Aboriginal Shire Council has appointed the following Executive, Core and Advisory Members of the Local Disaster Management Group, in accordance with sections 33 & 34 of the Act.

The core members and advisors of the LDMG should have:

- the authority to commit their respective Organisation to the LDMG's decisions.
- the ability to effectively navigate their respective organizations to seek approval for the commitment of their Organisation resources.
- a sound understanding of the QDMA and this LDMP.

A private contact list will be maintained by the Hope Vale Aboriginal Shire Council.

Roles and Responsibilities

The below table details the membership and responsibilities of the LDMG as appointed in accordance with Sections 33 and 34 of the Act.

AGENCY	POSITION	STATUS	RESPONSIBILITIES
Local Disaster Management Group	Core and Advisors		• Development of the comprehensive Local Disaster Management • Planning strategies • Design and maintenance of a public education/awareness program • Design, maintenance, and operation of a Local Disaster Coordination • Centre, including the training of sufficient personnel to operate the Centre Coordination of support to response agencies. • Reconnaissance and impact assessment • Provision of public information prior to, during and following disaster • event impacts • Recommendations re areas to be considered for directed evacuation. • Public advice re voluntary evacuation. • Identification, resourcing, staffing and operation of Evacuation Centre(s) • Provision of locally based community support services • Identification, resourcing, staffing and operation of Evacuation Centre
Hope Vale Aboriginal Shire Council	LDMG Chair	Core – Executive	• Is responsible for presiding at all meetings of the Local Disaster Management Group (LDMG) unless absent. • Activation of the LDMG as required. • Activation of the Local Disaster Co-ordination Centre (LDCC).
	LDMG Deputy Chair	Deputy Core - Executive	Is responsible for presiding at all meetings of the LDMG at which the chairperson is absent, but the deputy chairperson is present.
	Local Disaster Coordinator – Chief Executive Officer	Core – Executive	• Is responsible for maintaining the operational readiness of the LDMG/ LDCC. • Is responsible for providing trained staff to operate the LDCC. • Is responsible for the overall management of the LDCC during operations unless absent.

	Community Recovery and Resilience Officer	Core	• Is responsible for advising the Chairperson and the LDMG on disaster related matters, both during disaster activations and during normal times unless absent. • Responsible for reporting to the DDMG both during disaster activations and during normal times unless absent.
	Director of Operations	Core	• Maintenance of the Local Government function (via Local Government Business Continuity Contingency Planning) • Maintenance of normal Local Government services to the community: - Water - Refuse disposal - Public health - Animal control - Airport Operations - Environmental protection • Maintenance of a disaster response capability • Ensure that council members and staff undertake disaster management training as required
	Director of Community Services	Core	
	Essential Services Supervisor	Core	
	WHS and Depot Operations Officer	Core	

	Open Spaces Supervisor	Core	
	Civil Construction Coordinator	Core	
	Animal Management Worker	Core	
	Environmental Health Worker	Core	
Queensland Fire and Emergency Services	Emergency Management Coordinator	Core – Executive	State Disaster Management Plan

	First Officer – Rural	Core	
	State Emergency Services Local Controller	Core	
Queensland Police Service 	Officer in charge	Core	State Disaster Management Plan
Hope Vale Health Clinic 	Director of Nursing	Core	State Disaster Management Plan (Queensland Health)

	Nominated attendee on request of LDMG	Advisor	State Disaster Management Plan
Island and Cape Retail	Store Manager	Advisor	
Department of Housing	Department of Housing Staff	Advisor	
Advisor to the LDMG	Other	Advisor	The LDMG may invite participants from a range of entities, such as industry and community organisations to participate in the business of the group in an advisory capacity, as required, on a casual or ongoing basis. Whilst advisor input is considered by members in their decision making, meeting resolutions will only be carried by member consensus and advisors will not be included in the calculation of a quorum.

Meeting Deputies

S. 14 of the Disaster Management 2014 Regulations provides for meeting deputies for particular members:

> (1) A member of a disaster management group may, with the approval of the chairperson of the group, appoint by signed notice another person as his or her deputy.
>
> (2) The deputy may attend a group meeting in the member's absence and exercise the member's functions and powers under this Act at the meeting.
>
> (3) A deputy attending a group meeting is to be counted in deciding if there is a quorum for the meeting.

Advisors to the LDMG

The LDMG may invite participants from a range of entities, such as industry and community organisations to participate in the business of the group in an advisory capacity, as required.

It is suggested the list of LDMG advisors is regularly reviewed to reflect current disaster management arrangements for the local government area. Whilst advisor input is considered by members in their decision making, meeting resolutions will only be carried by member consensus and advisors will not be included in the calculation of a quorum.

Where it is important that an advisor has full voting rights, the LDMG should consider whether to appoint the person as a member under s. 33 of the Act.

It is recommended that contact details for advisors are maintained, updated and treated the same as member details in order to be prepared for operational and post-operational activities.

LDMG Sub-Groups

LDMGs may have cause to create sub-groups, whether permanent or temporary, to assist the group with its business. Examples of this may be a Local Recovery Group, an evacuation project team, a cyclone shelter operations management group, or a sub-group formed to deal with a particular issue relating to that local government area.

In these circumstances, the creation of a sub-group must be passed as a LDMG meeting resolution. Terms of Reference should be established to give clear guidance on the establishment, role and function, required outcomes and conduct of business of the sub-group. All sub-groups should be required to provide the LDMG with regular updates at LDMG meetings.

It should also be noted that any decisions made, or actions taken by or on behalf of these sub-groups should be endorsed by the LDMG during normal business, or during disaster operations by the LDMG or LDC, to ensure the validity of decisions under the Act.

Roles and Responsibilities - LDMG Members

<u>ALL members of the LDMG have the following common roles and responsibilities</u>:

- Attend LDMG activities with a full knowledge of their agency resources and services and the expectations of their agency.
- Are available and appropriately briefed to actively participate in LDMG activities to ensure that plans, projects and operations use the full potential of their agency or function, while recognising any limitations.

- Are appropriately positioned within their agency to be able to commit agency resources to LDMG normal business activities; and
- Have a deputy who is appropriately trained to take on their responsibilities should they be unavailable or to provide additional support during extended operations.

District Disaster Management Group Representative

Section 24 of the Act requires the local government to nominate a representative to the District Disaster Management Group and advise the Executive Officer of the State and District Groups of the appointment. The Mayor, Hope Vale Aboriginal Shire Council has been appointed to this position.

The role of Council's representative on the DDMG is to:

(a) Attend meetings of the DDMG.
(b) Assist the chairperson to coordinate the prevention, preparation, response and recovery activities associated with the disaster event at the district level.
(c) Commit the Council's resources, as required, in support of efforts to combat the disaster event.

Reporting

Agency Status Reports

Written member status reports on behalf of member agencies are used to update other LDMG members on the status of the member agency's disaster management initiatives, projects, training, community awareness, disaster management plans, operations or contact information.

This information assists the LDMG to evaluate the status of the disaster management and disaster operations for the local government area. Member status reports are provided at LDMG meetings by exception.

Disaster Management Status Report to the DDMG

Prior to each meeting of the Cairns DDMG a Disaster Management Status Report as set out in Local Disaster Management Group Guidelines shall be submitted to the Executive Officer of the Cairns District Disaster Management Group and the Emergency Management Coordinator – QFES. The Council representative to the DDMG will present a Disaster Management Status Report at each meeting of the DDMG.

The Local Disaster Coordinator is responsible for the development of the report.

Annual Reports

The LDMG is required to complete a status report at the end of each financial year and provide the completed report to the District Disaster Coordinator, Cairns Disaster District. The report will be furnished in the format and at the time stipulated by the DDC.

This report will also be furnished to Council as an Annual Report of the activities of the Local Disaster Management Group. T.1.070 LDMG Annual Disaster Management Status Report

The Local Disaster Coordinator is responsible for the development of the report.

Review and Renewal of the LDMP and Sub Plans

The Plan will be reviewed at least once annually, if other review methods as mentioned above are not undertaken. Minor changes such as typographical changes and changes to position titles may be made to the plan from time to time.

The Hope Vale Local Disaster Management plan will be reviewed by the Chief Executive Officer in accordance with section 59 of the Disaster Management Act 2003. The Main Plan and all Sub Plans will be reviewed internally and be subject to an external review as follows:

Reviewing and renewing plan (1) A local government may review, or renew, its local disaster management plan when the local government considers it appropriate. (2) However, the local government must review the effectiveness of the plan at least once a year.

External Review

An external review of the Local Disaster Management Plan and all associated Sub Plans will be conducted annually in accordance with the external assessment of Local Disaster Management Plans and District Disaster Management Plans Standard released by Inspector General Emergency Management. Disaster Risk Management

LDMG Training

The LDMG works closely with QFES to provide a coordinated program of training from the Queensland Disaster Management Training Framework (QDMTF) that outlines the core training courses and inductions relevant to the key disaster management stakeholders to support the effective performance of their role.

Exercise and Evaluation

Each year it is proposed that one or more of the following exercises shall be held:

- a tabletop exercise or
- a Local Disaster Coordination Centre exercise
- a small-scale exercise involving the SES and the testing of the LDCC or involvement in a District Disaster Exercise.

The purpose of these exercises is to test the resource and response capabilities of the LDMG and other agencies. In determining whether an exercise achieved its original aim, it is important to evaluate to what extent the exercise objectives were met and how the exercise was conducted generally.

Post Event Analysis and Continual Improvement

The LDMG may choose to review its operations following an event through one or more of the following:

- hot debrief – debrief undertaken immediately after operations are complete giving participants the opportunity to share learning points while the experience is still very fresh in their minds.
- post event debrief is a more formalised debrief of the event by the Local Disaster Management Group, conducted days or weeks after an operation, when participants have had an opportunity to take a considered view of the effectiveness of the operation.

Ideally this debrief should occur after each participating agency has had the opportunity to have a single agency debrief of the activity. The LDMG may consider having the debrief facilitated by an independent person or organisation, with the findings tabled at the next LDMG meeting.

The debrief shall:

- seek constructive information from those being debriefed.
- analyse the operation to determine what went right, what went wrong and why without trying to apportion blame.
- acknowledge good performance.
- focus on improving planning and procedures.
- record relevant information to enable reports to be compiled.

The debrief shall address:

- what happened during the event
- areas which were handled well
- areas where the coordination or the response could be improved
- identified areas for amendment of plans, procedures, or training programs
- the required amendment to documentation should be included in the regularly programmed review of the Local Disaster Management Plan
- A Post Event Operational Review Report should be completed in association with Emergency Management Queensland and provided to the district as required.

Community Profile

Geography

Hope Vale Aboriginal Shire is a small, relatively remote community, north of Cooktown, on the eastern coast of Cape York Peninsula.



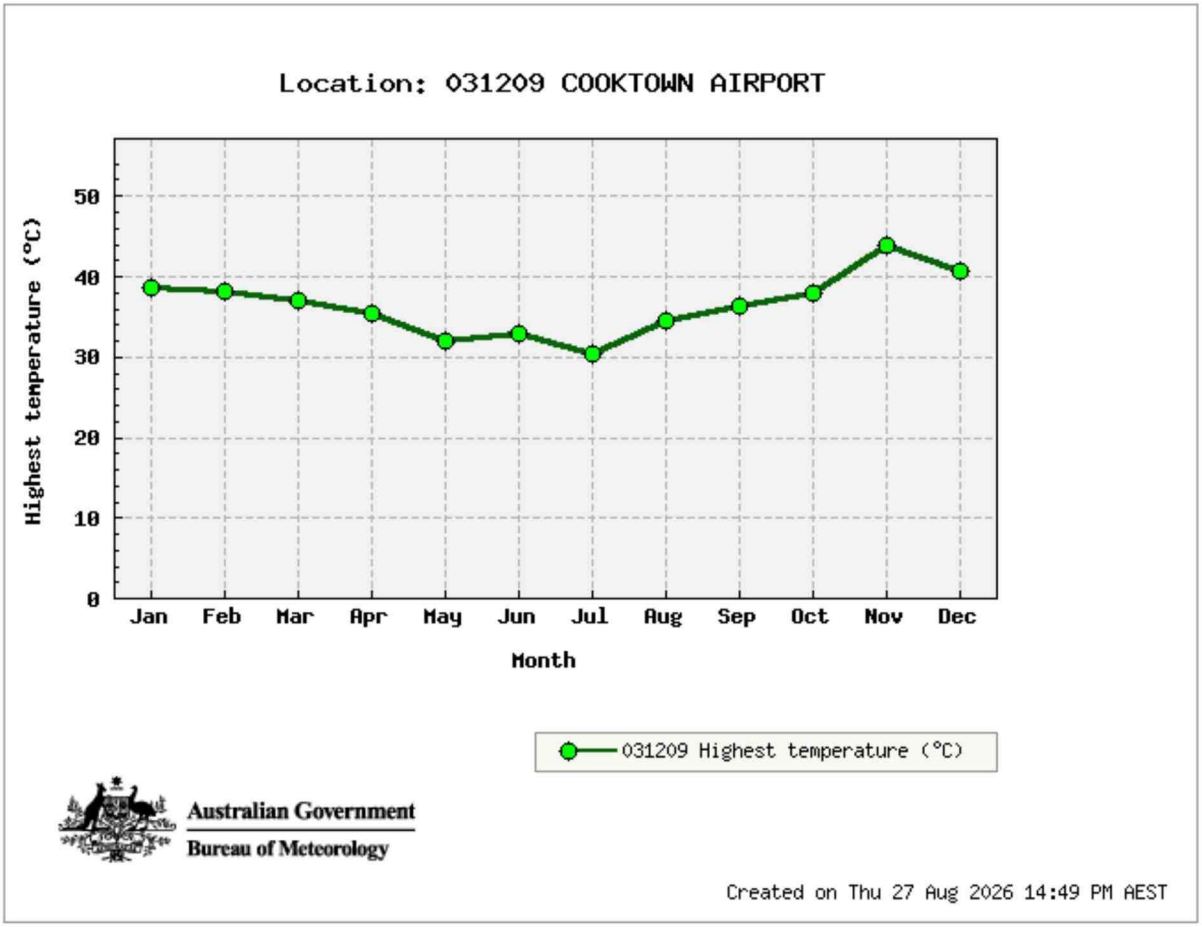
The Shire, which is surrounded by the Cook Shire, encompasses an area of 1100 square kilometres, and has a Coral Sea coastline of approximately 110 km. Hopevale township lies 17 km inland, approximately 45 km northwest of Cooktown via the Endeavour Valley Road, and approximately 370 km north-northwest of Cairns, via the Kennedy and Mulligan Highways.

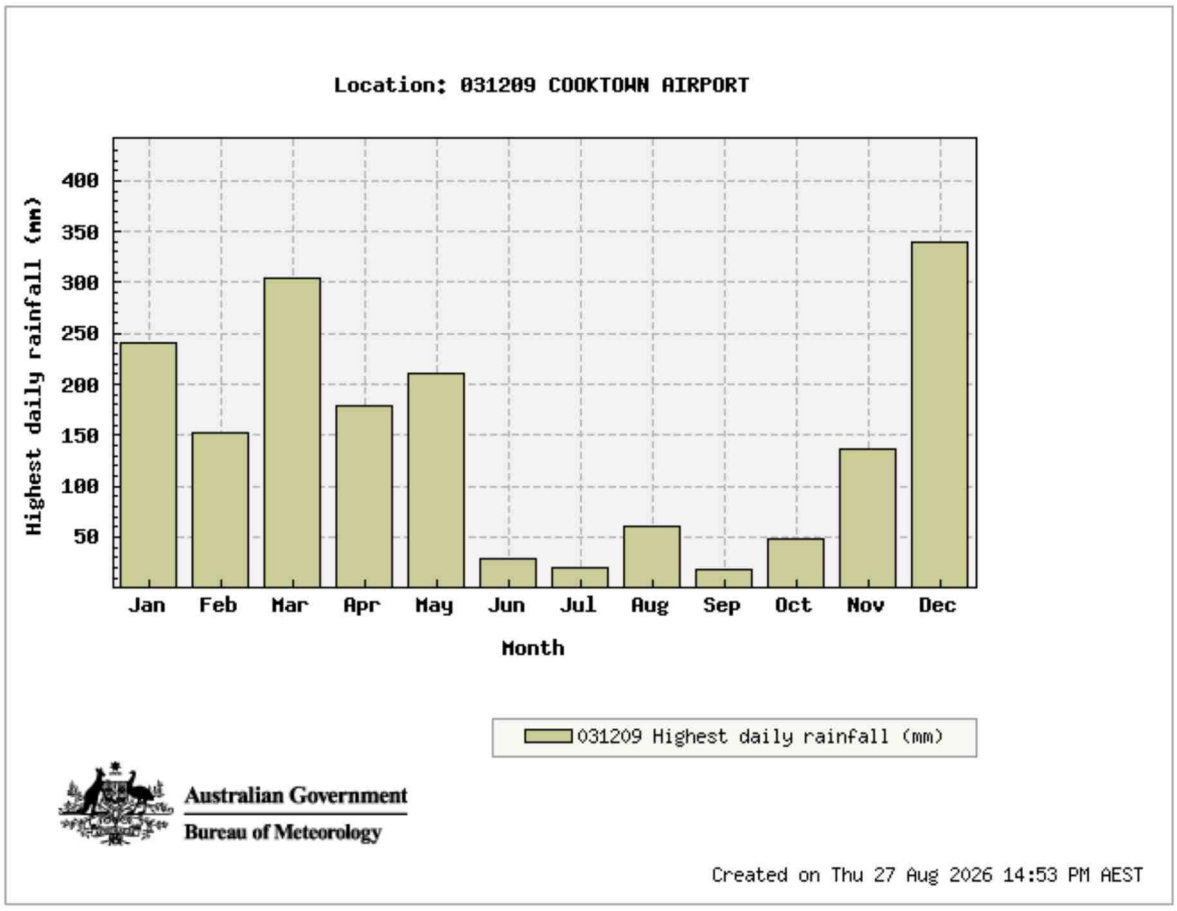
Climate and Weather

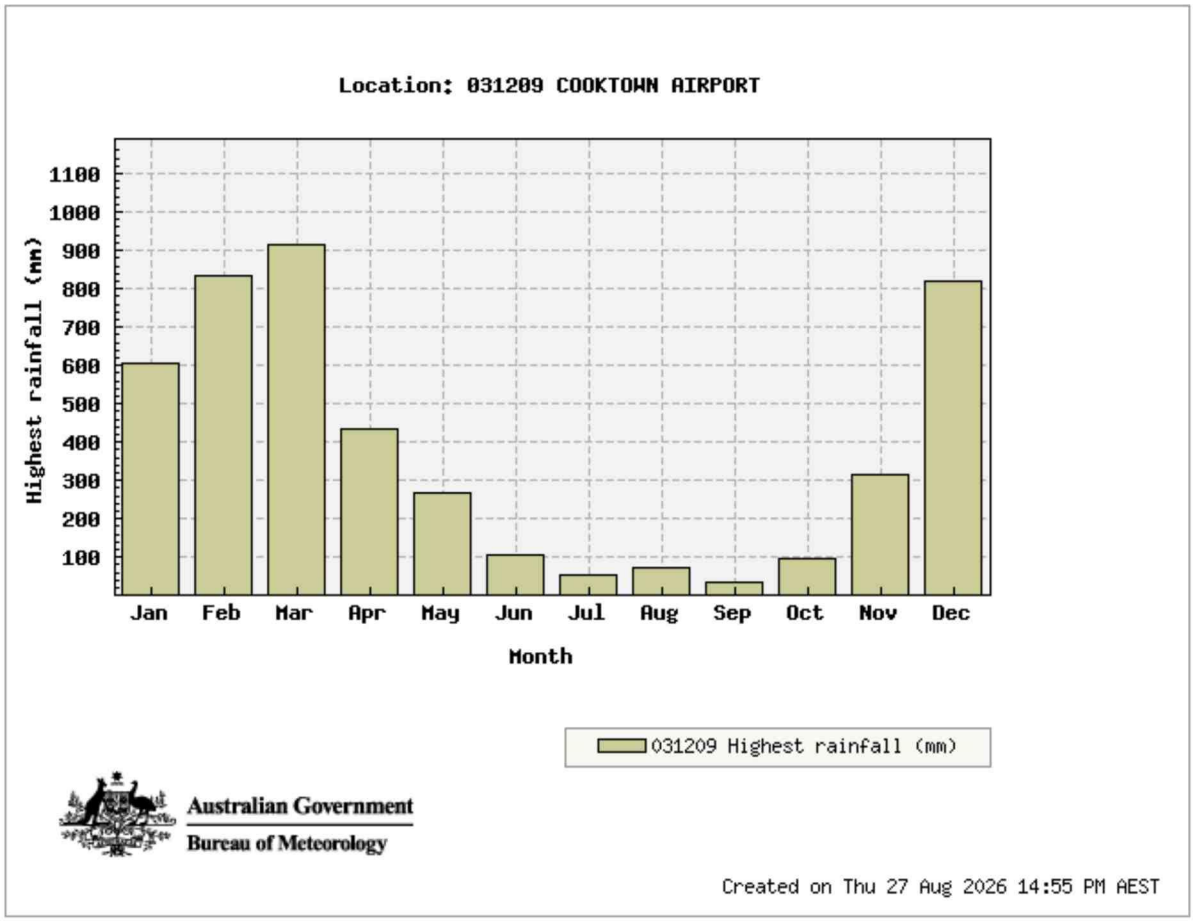
Hope Vale has a tropical climate with hot, moist summers and warm, dry winters. Rainfall is highly seasonal, rainy season is from November to April with most rain occurring during the period December to March.

The following Bureau of Meteorology (BOM) data was recorded at Cooktown Airport, the closest permanent weather station, some 18 kilometres from Hope Vale, and is indicative of the local conditions in Hope Vale:

Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Years	Years
Temperature															
Mean maximum temperature (°C)	32.1	31.9	30.7	29.4	27.9	26.8	26.5	27.3	28.9	30.6	31.9	32.4	29.7	26	2000-2026
Mean minimum temperature (°C)	24.4	24.4	23.9	23.2	21.4	19.7	18.3	18.5	21.1	22.6	23.9	24.5	22.2	26	2000-2026
Highest Temperature (°C)	38.7	38.2	37	35.5	32	32.9	30.4	34.6	36.3	38	43.9	40.6	43.9	26	2000-2026
Date of Highest Temperature	19-Jan	21-Feb	4-Mar	15-Apr	3-May	27-Jun	1-Jul	20-Aug	15-Sep	24-Oct	27-Nov	2-Dec	27-Nov		
	2020	2019	2022	2023	2014	2009	2003	2020	2003	2002	2018	2007	2018		
Lowest Temperature (°C)	20.2	20.7	18.9	15.4	9.1	7.2	7.1	8.2	9.7	14.6	17.8	18.7	7.1	26	2000-2026
Date of Lowest Temperature	14-Jan	21-Feb	18-Mar	30-Apr	22-May	19-Jun	10-Jul	4-Aug	6-Sep	14-Oct	18-Nov	16-Dec	10-Jul		
	2005	2005	2015	2017	2009	2011	2007	2025	2019	2009	2023	2012	2007		
Rainfall															
Mean rainfall (mm)	317.8	332.1	387.5	162.1	47.6	31.9	22.4	18.4	14.8	23.5	56	207.9	1596.4	25	2000-2026
Highest Rainfall	240.6	152.6	305	179.2	211.2	29.2	20.6	61	42.6	48.6	136	339.8	339.8	25	2000-2026
Date of Highest Rainfall	9-Jan	24-Feb	19-Mar	27-Apr	22-May	12-Jun	14-Jul	31-Aug	17-Sep	28-Oct	10-Nov	16-Dec	16-Dec		
	2018	2016	2004	2021	2016	2015	2006	2010	2023	2024	2000	2023	2023		
Highest Daily Rainfall	240.6	152.6	305	179.2	211.2	29.2	20.6	61	42.6	48.6	136	339.8	339.8	25	
Date of Highest Daily Rainfall	19-Jan	24-Feb	19-Mar	27-Apr	22-May	12-Jun	14-Jul	31-Aug	17-Sep	28-Oct	10-Nov	16-Dec	16-Dec		
	2018	2016	2004	2021	2016	2015	2006	2010	2023	2024	2000	2023	2023		




Location: 031209 COOKTOWN AIRPORT
Highest daily rainfall (mm)
400
350
300
250
200
150
100
50
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Month
031209 Highest daily rainfall (mm)
Australian Government
Bureau of Meteorology
Created on Thu 27 Aug 2026 14:53 PM AEST



Population

Based on information from the Office of Economic and Statistical Research, Queensland Treasury – Queensland Regional Profiles

Current Population

At the 2021 Census, the estimated resident population of Hope Vale Aboriginal Shire Council Local Government Area is 976 persons. 18.7% of persons in the region were aged 0 to 14 years, 64.3% were aged 15 to 64 years and 17% were aged 65 years and over. 88.4per cent of the population is of Aboriginal or Torres Strait Islander origin.

Projected Population

The population is projected to increase by an average annual growth rate of 0.4 per cent over the 20-year period between 2011 and 2031. Hope Vale Aboriginal Shire's population in 2031 is projected to be 939 persons.

Unemployment Level

(There were 416 people who reported being in the labour force in the week before Census night in Hope Vale (S) (Local Government Areas). Of these 41.6% were employed full time, 16.3% were employed part-time and 39.4% were unemployed.

Internet Access

In Hope Vale (S) (Local Government Areas), 70.3% of households had at least one person access the internet from the dwelling. This could have been through a desktop/laptop computer, mobile or smart phone, tablet, music or video player, gaming console, smart TV or any other device.

Access to Private Vehicles

In Hope Vale (S) (Local Government Areas), 42.1% of occupied private dwellings had one registered motor vehicle garaged or parked at their address, 20.6% had two registered motor vehicles and 9.4% had three or more registered motor vehicles.

Building Stock

At the time of the 2021 Census there were 281 occupied private dwellings counted in Hope Vale, with 81.5% being rented properties. The buildings are owned by Council but rented and maintained by the Department of Housing.

The majority of buildings in Hope Vale are low-set, masonry/concrete construction with iron roofing.

A significant percentage of the building stock is over 30 years old and was constructed prior to the introduction of improved wind-rated building codes. Light industry facilities where they exist usually have steel frames and iron roofing and cladding.

Community Capacity / Preparedness

Council and the various member agencies of the Local Disaster Management Group provide community awareness information in relation to potential hazards and how the community and individuals should respond. Hope Vale Aboriginal Shire Council is the major employer in the region but has limited resources and personnel to contribute considerably to the response demands of any disastrous event. There is a limited emergency services response capacity, commensurate with the remote environment. This includes Queensland Police Service, Queensland Fire & Rescue Service, (Rural Fires volunteers), and State Emergency Service volunteers.

Normal emergency services support systems are available from external areas to supplement local resources, but because of isolation by impassable roads in the wet season, assistance will often be limited to what can be supplied via aerial transportation.

The relatively limited medical facilities and response capacity would require urgent external assistance for any serious multi-casualty events, such as a major transportation incident.

Significant external assistance would also be required to assist in the facilitation of the community's recovery from a major event.

In disastrous or catastrophic circumstances, there is the potential for those members of the community who have a disaster or emergency response role to be themselves impacted by the event, rendering them unable to perform their allocated role. In these circumstances, outside response assistance will be required from the disaster management system, and that assistance will be obtained as per the graphic on page 76 of this document.

Industry

Most employed people in the area work for the Council.

There is a significant silica mining operation at Cape Flattery, which employs some local people, but most of the workforce is fly in fly out.

There are few private businesses and few industries: some indigenous specialist art and craft activity, some tourism ventures (camping ground, etc), retail premises and more recently a local residential building program, employing local residents in the building of new homes in Hope Vale.

Critical Infrastructure

Transport (Roads)

Most of the roads within the residential part of the community are sealed. The Endeavour River Road, the road to Cooktown is mostly sealed, but has some unsealed sections. Improvements have been made to this road enabling greater access to Cooktown from Hope Vale during extreme weather events, but the road is still subject to some flooding and closures during the wet season. This becomes a major issue should the community be impacted by a major event such as a tropical cyclone, resulting in significant damage to the community. Access to external assistance would then be restricted to what can be brought into the community via air to a dirt airstrip.

Transport (Air)

The Hope Vale Aboriginal Shire Council owns and operates an unsealed airstrip in the town precinct in Hope vale. This airstrip is suitable for helicopters and light aircraft only. The airport is located at 15 17.58 S 145 06.51 E, and has a single runway, measuring 920 x 60 m. There is no fuel available at the airport. Hope Vale Airport is not registered or certified by the Civil Aviation Safety Authority, but a report is currently being compiled in an effort to have the facility upgraded to meet CASA standards for registration.

There is no Aerodrome Emergency Plan.

Transport (Marine)

There is a deep-water port facility at the silica mining facility at Cape Flattery, which is used exclusively by the mining company.

Essential Services

Power

Hope Vale is connected to the Queensland state electricity grid, via the Atherton Tablelands transmission system consists of a 66 kV sub-transmission network, through a single circuit 132 kV line to the Lakeland 132/66/22 kV substation which supplies the Cooktown area. Individual residential power supply is accessed through the use of pre-paid electricity meter cards.

Telecommunications

Telephone System

There is an efficient landline telephone system, but even with recent improvements in mobile telephony systems, coverage in the region is very limited.

NB – An approach was made to the Regional Manager, Telstra Countrywide in an effort to obtain a more detailed description of the communications facilities to the community, but the request was declined as the information was deemed to be 'commercial in confidence'.

Council has four satellite telephone handsets. These have been issued to the CEO, Director Social Services, Director of Operations and one spare to be allocated as required during an event.

Television, Broadcast Radio, and Internet

The area has limited coverage by broadcast radio, via ABC and commercial providers. The area is reasonably well served by free to air broadcast television, and subscription satellite television is becoming more popular.

ADSL internet connection is available, with wireless service restricted to the limited areas covered by the 4G mobile telephone network.

Broadcast Radio Stations

A Queensland Remote Aboriginal Media owned local radio station is operated on frequency FM 107.7 from studios in Hope Vale. Remote Indigenous Broadcasting Services (RIBS) funding provides the equipment, periodic maintenance and remote support for technical issues.

2-Way Radio Communications Systems

The area has a limited radio communication capacity. Council has secured 16 UHF Radios (10 vehicle mounted, and 6 handheld). They have been programmed to Council dedicated Channel HVC-01. Queensland Police Service also have efficient coverage over the whole area. The Primary Health Care Centre is equipped with video conferencing facilities.

Water Supply

The water supply for the township of Hope vale is provided from the eastern bore fields, which encompass a series of four bores on Beach Road and Tea Tree Road. The water is treated and pumped to twin high level reservoirs in the town area, from where it is gravity fed to town consumers. There is a backup supply via three bores in the town bore field. The water treatment and reticulation system has backup generators which trigger in in the event of power outage. In the worst case, Council's water reservoirs have supply capacity of 4,000 kilolitres. This without replenishment would last for approximately four days based on long term seasonal demand for this time of the year. With water rationing, the supply can be stretched a further four to five days.

Sewerage

The majority of the Hope Vale township community is sewered, with only a small number of adjacent farms employing biocycle sewage systems. The treatment plant has a back-up generator, which operates the pumping stations and the aerators. There is no formalised sewerage system in areas outside the township.

Food supply

The Hope Vale Community relies on the local supermarket run by Island and Cape Retail and shops in Cooktown including Cornetts IGA. During the rainy season supplies are often cut off by flooding at McLeod River on Mulligan Hwy. Access is often cut off due to flooding at Little Annan River and Isabella Creek. Collaboration with Island and Cape is critical to manage food supply during local disaster events.

Emergency Services

Queensland Police Service

QPS provide a full-time permanent staff of four personnel. Given leave provisions, etc it could reasonably be expected that 2 officers would be in the community at any given time.



Queensland Fire and Emergency Services

There is a notional unit of the volunteer Rural Fire Service in Hope Vale, it has faced challenges in increasing the number of volunteer fire fighters in Hope Vale. Efforts are being made to boost membership and getting Hope Vale Congress Rangers to participate.

State Emergency Service

There is a small unit of the State Emergency Service within the community.

Numbers are limited in all emergency services, both permanent and volunteer, as is the norm for remote areas, and would need to be supplemented expeditiously in the event of a major incident or disaster occurring in the area.



Medical

Hope Vale Primary Health Care Centre

Centre Services	Accident & Emergency	Environmental Health & Disease Control
	Child & Adolescent Health	Mental Health
	Chronic Disease	Sexual Health
	Emergency On Call after hours	Women's Health, Diabetes & Nutritional Health
Visiting Services	Chest (Thoracic) Specialist	Optometrist
	Child Health	Paediatrician
	Dental Services	Physician
	Environmental Health	Public Health
	Family Health	QAS
	Mental Health	Radiographer
	Nutritionist/Dietician Services	Royal Flying Doctor Services
	Obstetrician and Gynaecologist	Sexual Health
	Occupational Therapist	Women's Health
	Ophthalmologist	
Community Health Services	Antenatal Clinics	Nutrition Health Visits
	Chronic Disease Program	School/Child Health Screen
	Diabetic Care	Women's Health Clinics

There are currently 5 registered nurses on staff, and medical officers from Cooktown are available four days per week. The centre is not equipped to handle serious trauma or multiple casualties, and any event involving such issues would require immediate medical evacuation assistance.

Mortuary Capacity

There is refrigerated storage space for 2 bodies.

Aged Care Facility

Council operates an aged care hostel, which provides accommodation and care for the elderly. The facility has a capacity of 25.

Community Service Organisations

There are several community service organisation within Hope Vale, providing such services as:

- Counselling
- Support, information, advocacy
- Referrals
- Community education and awareness
- Crisis care for women and children escaping domestic and family violence

Fuel Supply

Hope Vale Petrol Station provide the following Diesel and Unleaded supplies -

- Diesel Tank 1 - 20,600 litres
- Diesel Tank 2 - 11,200 litres
- Unleaded Tank – 22,000 litres

Hope Vale Aboriginal Council Diesel Tank – 19,000 litres



Proposed Future Development

Future development proposals are taken into consideration during hazard and risk assessments of the Region. There are currently a number of housing developments either under way or in the planning stages.

Multi-purpose Centre

A Multi-Purpose Centre has been built in the township of Hope Vale – this is a place of refuge.

A place of refuge is not specifically designed as a public cyclone shelter and is usually a privately-owned or government building that will provide a level of protection from the effects of the cyclone as it passes. The place of refuge is capable of accommodating the entire community for a short duration. And post event it can be used as an evacuation centre for recovery centre.

Pioneer Hall

In the event of the Multi-Purpose Centre not having the capacity the Pioneer Hall will be considered as a backup.

Neighbouring relationships

Hope Vale Aboriginal Shire Council as an active member of TCICA. Other members include:

- Cook Shire Council
- Kowanyama Aboriginal Shire Council
- Lockhart River Aboriginal Community
- Mapoon Aboriginal Shire Council
- Napranum Aboriginal Shire Council
- Northern Peninsula Area Regional Council
- Pormpuraaw Aboriginal Shire Council
- Weipa Town Authority
- Wujal Wujal Aboriginal Shire Council

Identified Local Hazards

Past determinations of the Local Disaster Management Group have identified the following hazards as being relevant in Hope Vale.

Tropical Cyclones

Information from the Bureau of Meteorology suggests that there have been a number of tropical cyclones with the potential to impact Hope Vale since 1894. The Bureau has no record of any direct damage to Hope Vale as a result of cyclonic activity.

Cyclone Name	Date	Summary
Zeta	**1894**	The western edge of tropical disturbance Zeta (named by Clement Wragge) struck the coast in the vicinity of Cape Tribulation at 4.30 pm 6 April. Unspecified damage was reported at Cooktown by the Courier Mail.
Unnamed	**1907**	TC crossed the coast just to the north of Cooktown. Many buildings were totally wrecked including 3 churches, two schools, 4 halls, 3 hotels, several shops and a large number of houses. There were 9 deaths.
Unnamed	**1911**	Widespread damage to plantations near Cooktown by winds and floods.
Unnamed	**1925**	TC crossed the coast between Cooktown and Cairns. At Cooktown two hotels were slightly damaged and many outhouses and fences were blown down. At Mossman several small buildings were unroofed though most damage was done to the sugar cane which was flattened.
Unnamed	**1930**	TC crossed the coast at Cape Flattery. Two luggers wrecked at Torres Strait. Launch wrecked on Sudbury Reef near Cairns though crew escaped and reached Cairns in small boats. Island Steamer Morinda struck heavy weather at Cooks Passage (NNE of Cape Flattery) on the 4th and was buffeted for 24 hours with winds estimated at 74 knots and bar down to 987 hPa. as they hove to 40 nm off Osprey Reef.
Unnamed	**1940**	TC crossed the coast north of Cooktown. Cooktown recorded 1374 points (349 mm) of rain in 24 hours. The Laura railway bridge was washed away. The Cooktown baths were badly damaged by the seas. The Endeavour River was 7 feet over the bridge. The railway line was washed away between Kuranda and Mareeba. Flooding in Northern Interior.
Unnamed	**1949**	TC crossed the coast North of Cooktown with much devastation. Only 12 of the towns 125 houses intact with **30 flattened, 40 badly damaged** and others requiring repairs. There were **300 left homeless out of a population of 420**. **Five business houses out of the 25 were wrecked** with the others damaged, some extensively. Main part of hospital OK but surrounding buildings wrecked. Shire Office was flattened and the Railway Station and Wharf sheds were extensively damaged.
Madge	**1973**	Madge crossed the coast just north of Cooktown. The only impact from the cyclone was flooding and the road from Cooktown to the aerodrome was 1.8 m under water.
Eddie	**1981**	It crossed the coast at Princess Charlotte Bay with only minor impact. Cooktown had a 0.64 m storm surge. There was minor flooding.
Grace	**2004**	Winds and waves brought tide levels above the highest tides of the year (HAT) and this was particularly evident at Cooktown where a 0.4 m storm surge was recorded on the morning high tide (0.3 m above HAT) on 19 March. Many boats were upturned in the harbour and washed away.
Ita	**April 2014**	Tropical cyclone Ita began life as a tropical low southwest of the Solomon Islands in the northeastern Coral Sea on April 2nd, 2014. On the afternoon of April 10, Ita intensified extremely rapidly, reaching category 4 and then category 5 in the span of 6 hours. At the same time it turned southwest towards the far north Queensland coast, where it made landfall at about 10pm on the evening of Friday April 11th near Cape Flattery

Nathan	**9 - 27 March 2015**	Severe Tropical Cyclone Nathan was a long-lasting tropical cyclone that made multiple landfalls as it moved, from the Coral Sea to the far north Queensland coast, then across the Gulf of Carpentaria and over the Top End of the Northern Territory coast.
Jasper	**2 - 17 December 2023**	Severe Tropical Cyclone Jasper peaked as a category 5 cyclone in the Coral Sea, south of the Solomon Islands before weakening to a category 1 system, south of Willis Island. Jasper then moved westwards and redeveloped into a category 2 cyclone before crossing the far north Queensland coast, in the vicinity of Wujal Wujal at 1000 UTC 13 December 2023 (8 pm AEST, UTC+10h).
Narelle	**15-28 March 2026**	Severe Tropical Cyclone Narelle was a long-lived system that crossed the coasts of far north Queensland, Northern Territory and Western Australia at severe intensity, only the second cyclone to do so following Ingrid (2005).

Flooding

Wet season flooding is a regular occurrence but is limited to road closures and resultant loss of access. There is no record of any residential or business properties being subject to flood inundation.

Severe Storms

There is a history of severe storm activity in the area, with most damage limited to the environment, via the uprooting of trees. There have been occasional lightning strikes which have impacted on power and/or telephone infrastructure. There is no record of any storm damage to residential or business properties.

Climate Change

Although climate change of itself is not a hazard, it has the capacity to significantly influence the likelihood and consequences of a number of natural hazards addressed in this document.

Impacts of climate change on the Cape York region

(adapted from *Climate Change in the Cape York Region* - Queensland Office of Climate Change)

Projections for the Cape York region include a slight decline in rainfall with increasing temperature and evaporation, in conjunction with more extreme climate events and sea-level rise. The temperature projections for inaction on climate change suggest a temperature increase well outside the range of temperatures ever experienced over the last 50 years. The projections for temperature and number of hot days are all in the same direction - increasing.

Extreme storm events such as cyclones pose a significant risk to the communities of Cape York. A high proportion of Cape York's population reside in close proximity to the coast, greatly increasing the likely consequence of cyclones. The riskiest areas are those closest to the coast, which can incur flash flooding, wind damage and considerable structural damage from falling trees, affecting industry, infrastructure and roads.

For extensive agriculture, the combination of high rainfall (exceeding 1400 mm per year) and soils that contain very low concentrations of most nutrients essential for plant growth gives rise to low beef productivity in the Cape York region. Climate change will bring further challenges for this industry, for example:

- Higher temperatures are likely to exacerbate existing problems of poor pasture quality.
- Increased thermal stress of animals is very likely, particularly away from the coastline. This can reduce animal production, reproductive performance and increase mortality.
- Tropical weeds may increase in abundance and distribution.
- Overall it is likely that pastures may decline in quality, with potential for more woody and weed species causing lower animal production.

Sea-level rise will pose a particular challenge for the coastlines and communities of Cape York. During inundation incidents, when a disruption of the water supply may occur, the short-term risk of communicable disease transmission increases. Coastal erosion and storm surges also threaten infrastructure vital to emergency rescues.

Malaria and other mosquito-borne diseases are likely to be affected by changing temperatures, humidity and rainfall. A key concern for those inhabiting the Torres Strait and far north Queensland is the contamination of the local mosquito population by infected people entering the region or wind-born mosquitoes bringing the disease from Papua New Guinea.

Temperature extremes

Global Climate Models indicate that increasing greenhouse gas concentrations in the atmosphere will increase the likelihood of a record high temperature in a given region. Under a high emissions scenario in 2070 for Palmerville (the closest centre to Hope Vale referred to in climate change projections, and only 135 km away from Hope Vale) the number of hot days above 35 °C is projected to more than double, from 97 days to 210 days.

Cyclones and sea-level rise

Risks from Climate Change to Indigenous Communities in the Tropical North of Australia

Commonwealth Department of Climate Change and Energy Efficiency

Projections of sea surface temperatures near tropical north Australia indicate an increase of approximately 0.7° C by 2030 and by approximately 1.7° C by 2070.

Sea level rise in the tropical north of Australia is expected to be similar to the global average of at least 79 cm by 2100. Sea level rise will have the most significant impact in the short to medium term when it is combined with extreme events such as king tides and storm surges.

Some studies indicate an increase in the proportion of tropical cyclones in the more intense categories, but a possible decrease in the total number.

Overview of climate projections

2030 **medium emissions scenario**	**2050** **low and high emissions scenarios**	**2070** **low and high emissions scenarios**
Annual and seasonal temperature	**Annual and seasonal temperature**	**Annual and seasonal temperature**

Annual mean temperature (the average of all daily temperatures within a given year) is projected to increase by 0.8 °C. There is little variation in projections across the seasons. There is little variation in projections across the seasons.	Annual temperature will increase by 1.0 °C and 1.7 °C under the low and high emissions scenarios respectively. There is little variation in projections across the seasons.	Annual temperature is projected to increase by 1.4 °C and 2.7 °C under the low and high emissions scenarios respectively. There is little variation in projections across the seasons.
Annual and seasonal rainfall No change in the annual rainfall (the total rainfall received within a given year) is projected. The largest seasonal decrease of three per cent (-3 mm) is projected for spring.	**Annual and seasonal rainfall** Annual rainfall will decrease by one per cent (-9 mm) under both high and low emissions scenarios. The largest seasonal decrease of 12 per cent (-10 mm) under the high emissions scenario is projected for spring.	**Annual and seasonal rainfall** Annual rainfall is projected to decrease by one per cent (-14 mm) for each emissions scenario. The largest seasonal decrease under a high emissions scenario of 10 per cent (-10 mm) is projected for spring.
Annual and seasonal potential evaporation Across all seasons the annual 'best estimate' increase is projected to be around three per cent (66 mm), with some models projecting up to a five per cent increase in autumn (23 mm), summer (26 mm) and winter (25 mm).	**Annual and seasonal potential evaporation** Under a high emissions scenario an increase in annual potential evaporation of up to nine per cent (199 mm) is projected with the best estimate being six per cent (133 mm). Autumn, summer and winter are projected to have the greatest increases up to 10 per	**Annual and seasonal potential evaporation** Under a high emissions scenario, annual potential evaporation is projected to increase by as much as 14 per cent (310 mm). Autumn, summer and winter are projected to be the seasons most impacted with increases up to 17 per cent (79 mm, 90

	cent (46 mm, 53 mm and 49 mm respectively).	mm and 84 mm respectively) in some models.

Response to Climate Change in Hope Vale

The potential impact of climate change on the frequency and intensity of severe weather events will be factored into the annual reviews of the disaster risk reduction strategies as enumerated in the Local Disaster Management Plan.

- The risk of bushfire is predicted to rise as result of the hotter, drier conditions associated with climate change.
- Due to the impact of climate change there will be an increase in the number of high fire danger days.
- An informed public can add significantly to the protection of life and property during bushfire.
- Using the food and accommodation providers and Council's offices as vehicles to promote awareness and preparedness in the tourist population will also assist in this area, as the time when tourists frequent the Hope Vale is also the peak fire season.

The risk of increased frequency and intensity of tropical cyclones, floods or severe storms will be addressed by the Local Disaster Management Group via community awareness campaigns approaching the storm/cyclone season annually. The community awareness campaigns will operate in concert with the regular information provided at that time by Emergency Management Queensland.

Wildfire

The goal of the Bushfire Risk Mitigation Plan (BRMP) is to document and encourage proactive actions to mitigate bushfire hazard and risk through planning and actions by land managers, owners or occupiers, as per section 67 of the Fire and Emergency Services Act 1990.

The Disaster Management Act 2003 and the Queensland State Disaster Management Plan provides the authority to promote bushfire mitigation planning as an important component of Local Disaster Management Plans

The Queensland State Disaster Management Plan stipulates that Queensland Fire and Emergency Services (QFES) has primary management responsibility for ensuring the preparation of Bushfire Mitigation and Readiness Plans.

The BRMP process is consistent with the hazard specific planning envisaged under the Queensland Disaster Management Arrangements (QDMA).

Hazardous sites

No large Hazardous Material/Dangerous Goods Storage sites have been identified in Hope Vale that fall under the definition as per the Dangerous Goods Safety Management Act 2001.

Transportation and storage regulations, individual company policies and procedures and emergency services contingency response plans are in place to safeguard the population and the environment from accidental exposure to any hazardous chemicals, but their presence in and transportation through residential areas is nevertheless a risk to the community. Response to a serious event involving significant chemical hazards would require mobilisation of resources from outside the community.

The table below provides an overview of some of the Dangerous Goods in Hope Vale:

Location	Type	Quantity
Service Station	Fuel and Gas	
Council Depot	Gases, Chemicals	
Supermarket	Gas, Chemicals	
Swimming Pool	Chlorine	
Water Treatment Plant	Chlorine	

Although it is considered that an incident involving an emergency response to any of these sites would be adequately managed by the statutory emergency services with the resources normally available to them, the activation of part (or parts) of the Local Disaster Management Plan may assist the responding agencies.

Such activities may include: Evacuation; Evacuation Centre Management.

Oil spills and spills of other noxious substances at sea are not coordinated by the Queensland disaster management system, but are managed under national arrangements - The National Plan to Combat Pollution of the Sea by Oil and other Noxious and Hazardous Substances, which is managed by the Australian Maritime Safety Authority and Maritime Safety Queensland.

Epidemic / Pandemic

The risk of an outbreak of disease throughout the population of Hope Vale could cause the health system to be taxed to its limits and may involve the isolation and quarantine of large numbers of people for a protracted period.

The prospect of a severe influenza pandemic is real. An influenza pandemic is a disease outbreak that occurs worldwide when:

- a new strain of influenza virus emerges to which no-one is immune;
- the virus causes disease in humans; and
- the virus is easily spread between humans.

Pandemic

The COVID -19 is an ongoing global pandemic. Hope Vale has a Pandemic Plan that covers how this community will put arrangements in place– please refer to this plan

Emergency Animal Disease

Animal pests and diseases are a major threat to Australia's livestock and poultry industries and an outbreak could impact on our access to export markets and undermine livelihoods. Australia is currently free of the world's worst animal diseases such as foot-and-mouth disease and avian influenza, but has been recently impacted by other diseases, such as Equine Influenza.

Far North Queensland was affected by papaya fruit fly from 1995 to 1998. This affected a large range of fruit and vegetable crops. Over 700 growers were affected within a 15,000 square kilometre quarantine area. The incursion cost Queensland industry around $110 million in lost trade, control, treatment and eradication. The Australian Quarantine and Inspection Service (AQIS), through the Northern Australian Quarantine Strategy maintains a system of fruit fly traps across northern Australia.

Screw-worm flies could cost close to $500 million a year nationally in lost production and control measures if they entered Australia. They would have a devastating effect on northern livestock production.

The social, economic and environmental consequences of a Foot and Mouth Disease worst-case scenario outbreak involves key beef and lamb export markets being closed for an extended period. The Productivity Commission estimates that the cost of a Foot and Mouth Disease incursion under this scenario would be between $8 billion and $13 billion of gross domestic product and its consequences would be felt nationally for nearly 10 years after the event. It would be crippling for the livestock industry. Although regarded as a low risk, it is possible that an outbreak of an emergency animal disease could be intentional.

Emergency Plant Disease

Australia's agricultural industries are fortunate to experience a relative freedom from many pests that adversely affect plant industries worldwide. Maintaining this pest and disease freedom is vital for the ongoing productivity, sustainability and quality of Australia's agricultural industries. The introduction of pests can cause serious production losses to plant industries, jeopardise exports of plants and plant material, and have a significant impact on the environment and economy.

Australia's geographic isolation and lack of shared borders have in the past, provided a degree of natural protection from exotic threats. Australia's national quarantine system also helps prevent the introduction of pests, diseases and weeds that can harm agricultural industries and the environment.

Earthquakes

Earthquakes have not in the immediate past been a major threat in Hope Vale. *Recent* historical data exists in relation to tremors, but none has caused any great concern. Notwithstanding, the existence of even a slightly volatile seismic environment acts as a prompt for maintaining situational awareness of the threat, and its possible consequences.

The following table represents a sample of the *recorded* earthquakes to occur in or within the near vicinity of Hope Vale.

Date	Magnitude (Richter Scale)	Location
7/7/58	4.4	125 km W of Hope Vale
10/3/72	4.0	230 km WNW of Hopevale

17/9/71	4.0	125 km WNW of Hope Vale
9/2/67	3.9	70 km SSW of Hope Vale
29/12/67	3.7	75 km SSW of Hope Vale
27/2/61	3.7	180 km SW of Hope Vale
13/6/96	3.1	290 km W of Hope Vale

Adapted from information supplied by Geoscience Australia

Major Infrastructure Failure

One of the most serious issues facing disaster managers in the 21st century is society's dependence upon technology. The same technology which makes life easier for all, and which everyone takes for granted when it is functioning as planned, has the potential to fail, for a variety of reasons, with potentially devastating consequences.

There is the potential for a "ripple effect", where the failure of one essential service may lead to progressive failures of other essential services – e.g., loss of power would lead to loss of communications, loss of reticulated water supply, loss of sewage treatment capability, etc.

All forms of electronic communication would be affected, affecting such diverse areas as banking and commerce (no automatic teller machines or EFTPOS availability) the transport sector (airline bookings, radar, air traffic control), television, the internet and telephone systems in all businesses and government offices (all spheres of government).

It is important to note that it is probable that the problem will not only affect this area, but would probably have state-wide and possibly national consequences, resulting in a lack of external support capacity.

Major Transportation Event

The potential for a major event involving the transport system is real. There are commercial flights overflying Hope Vale to and from Cairns on a daily basis, with passenger loads of up to several hundred.

Although the road from Hope Vale to Cooktown and beyond is not extremely busy, there is always potential for a serious incident involving larger passenger transport vehicles such as school buses.

Any type of transportation incident involving multiple casualties would significantly stretch the emergency services capacity within Hope Vale and the broader region and would require that activation of significant external resources.

Terrorist Act

It is possible that a terrorist act may occur in the region, but it is more likely that such an act could occur elsewhere but have an effect in Hope Vale.

The response to a terrorist event will be managed under separate arrangements, but any community consequences resulting from the event may well be managed using parts of this Plan, such as Evacuation, Evacuation Centre Management, Community Support or Recovery Sub-Plans.

Risk Assessment

In May 2013, members of the Hope Vale Local Disaster Management Group, along with various community members came together to undertake a hazard and risk analysis of disaster events and their potential impact on Hope Vale.

A risk assessment process (based on the premise of AS/NZS ISO 31000:2009 and the Department of Emergency Services document: the 'Guide to Disaster Risk Management in Queensland Aboriginal and Torres Strait Islander Communities') and in alignment with AS/NZS ISO 31000:2009 was applied to the hazards identified as potentially having an impact on the people, the environment, the economy, public administration, social setting and infrastructure of Hope Vale.

This process identified the risks emanating from each hazard, using Likelihood Descriptors, Risk Descriptors and a Qualitative Analysis Matrix.

In March 2018, Hopevale Aboriginal Shire, Wujal Wujal Aboriginal Shire and Cook Shire undertook the Queensland Emergency Management Risk Framework workshop together in line with our signed MOU. We are all working toward completing this process.

Likelihood Table

How often could it happen?	
A.	Could happen at least once a year
B.	Could happen in each generation
C.	Could happen in my lifetime
D.	Could happen, but probably not in my lifetime
E.	Not much chance that it would ever happen

Consequence Table

What might be the result?		
1.	Slight	Nobody hurt, houses and possession OK, low cost, most services working normally.
2.	Small	A few people need slight first aid treatment, some pets lost, a few personal possessions damaged, slight house damage, a few people may need to move to other houses until the hazard passes, occasional disruption to some services, nearly all things can be handled by the community and council.
3.	Medium	Some people need medical treatment for injuries, a few houses have damage that can be fixed within the community, some services fail, council enterprises stop working normally, numbers of people are worried.
4.	Large	A few lives may be lost, many serious injuries, numbers of houses badly damaged, many people homeless, large costs, damage to culture and traditions, many Community services not working, evacuation likely, external help needed.
5.	Huge	The community cannot work properly, many lives lost and many serious injuries, most houses and other buildings wrecked or badly damaged, major failures of community services, huge costs, people scared and really worried, fear for traditional community survival, evacuation probable, people may leave the community for good, long term counselling of the community members needed, massive recovery effort needed. Almost all recovery resources must come from outside the community.

Qualitative Risk Matrix

Consequence / Likelihood	Slight 1	Small 2	Medium 3	Large 4	Huge 5
A Each year at least	H	H	E	E	E
B Each generation	M	H	H	E	E
C In my lifetime	L	M	H	E	E
D Not in my lifetime, but likely	L	L	M	H	E
E Not much chance	L	L	M	H	H

The 'likelihood' of the risk was based upon the chances of the event actually happening. To decide upon the Level of Risk, the pre-determined levels of likelihood and consequence were combined, using the above table.

For example, if a risk was decided to be 'In my lifetime' and the consequences of that risk are "Minor", then use of the table shows that the Level of Risk is "Low".

If a risk was decided to be 'In my lifetime' and the consequences of that risk are "Major", then use of the table shows that the Level of Risk is "High"

Risk Register

The identified risks are recorded in a Community Risk Register (see Annex B) and are reviewed by Council for any necessary attention. The recommended risk treatment strategies are recorded in the same Annex

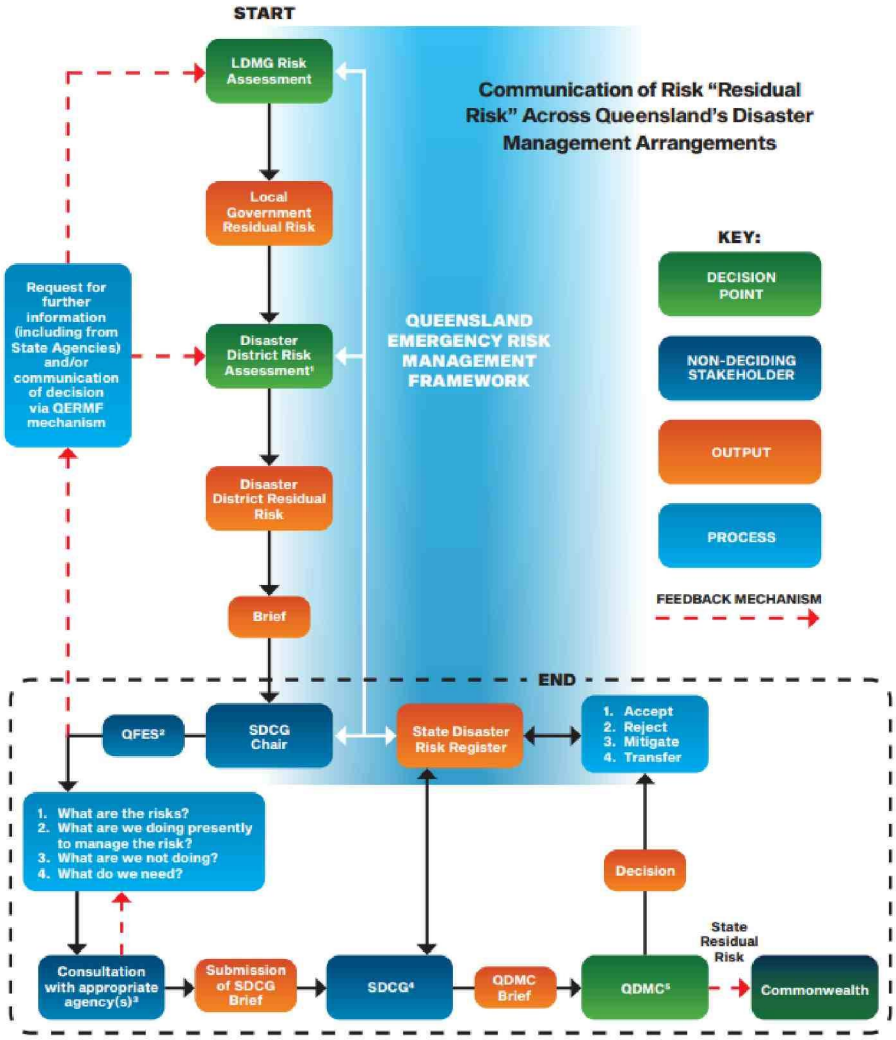
Review of Risk Treatment Strategies

The risk treatment strategies should be reviewed on a regular basis, preferably prior to the annual budgetary determinations by Council in relation to its annual Operation Plan.

Residual Risk

Through the application of the risk assessment process, there will be instances where the LDMG identifies the application of treatment options at the local level will not be adequate and residual risk remains requiring further assistance.

Transferring all or part of this risk through risk sharing is an available treatment option. The application of risk sharing at the local level would involve the transfer or sharing of the risk with neighbouring LDMGs, the DDMG or other stakeholders. The LDMG is transferring Residual Risk to the DDMG.



Capacity Building

Community Awareness

Part of the role of the Local Disaster Management Group is to ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster; (DMA s.30(e)

To that end, the LDMG will undertake a continual community awareness program, encompassing the following activities:

- Community awareness via the coordination and facilitation of school visits from member organisations of the LDMG
- Provision of a community awareness and preparedness campaign to highlight the emergency animal and plant disease risk in the area

- Provision of a community awareness and preparedness campaign to highlight the severe weather risk in Hope Vale and to encourage individual members of the community and business owners to have their own disaster/emergency plans in place
- Provision of a community awareness and preparedness campaign to highlight the public health risk from a human epidemic/pandemic in the area and to encourage individual mitigatory action.

Community awareness activities will be reported on at each meeting of the LDMG and will be included in the LDMG Annual Report.

The current approved version of this document will be available at Council's customer service centres and on the Hope Vale Aboriginal Shire Council web page.

A copy of the Main Plan is available for purchase from Council at a cost of $35.00.

Exercises

A disaster management exercise is *a scenario-driven activity used primarily to train personnel and test capabilities*. It is low-risk and involves varying degrees of simulation or 'pretending'.

There are a number of different styles of exercise. The most common types in use in Queensland are:

Exercise styles	Exercise types	Description
Discussion Exercises	Orientation Seminar	The 'walk through' - especially for inductees
	Agency Presentation	Prepare an agency specific action plan and present it in plenary.
	'Hypothetical'	Responses may be prepared in groups, in plenary, or under the guidance of a facilitator who maintains the pace and asks probing questions (the 'hypothetical'). A cost effective and highly efficient exercise method that might be conducted in conjunction with a field exercise as part of a series.
	Table Top Exercise	Indoor discussion exercises. May feature a model of the area on which a prepared scenario is played out, or simply using a projected map. The model or map is used to illustrate the deployment of resources, but no resources are actually deployed

Field Exercises	Operational Exercise	An exercise in which emergency management organisations and agencies take action in a simulated situation, with deployment of personnel and other resources, to achieve maximum realism. It is conducted on the ground, in real time but under controlled conditions, as though it were a real emergency. A full scale (or Field) exercise might be characterised by some, or all, of: noise, realism, stress, heat and real time. This is resource and cost intensive.

Exercises may be conducted internally, at the instigation of the Local Disaster Coordinator, and with the assistance of personnel from Emergency Management Queensland. Exercises may also be conducted on a district-wide basis, involving a number of different Local Disaster Management Groups, and managed externally, either by the DDMG or by the State Disaster Coordination Centre in Brisbane.

Evaluating the exercise

In determining whether an exercise achieved its original aim, it is important to evaluate to what extent the exercise objectives were met and how the exercise was conducted generally. At the conclusion of an exercise it is also important that debriefs are conducted to capture issues and areas for improvement.

It is recommended that the LDMG consider the use of hot debriefs, conducted immediately following participants' involvement in the exercise; and a more detailed After Action Review conducted within a few days of the exercise, to allow participants time to provide a more considered view of the exercise.

When feedback is being collected it is important to consider issues and action items in two separate categories:

- Exercise design and conduct – issues and feedback relating to the exercise format, design and conduct. This feedback will help to inform the design and conduct of future exercises.
- Achievement of exercise objectives – the exercise evaluation process should examine to what extent the exercise objectives were achieved. Any gaps or issues identified during this process can be reported as 'findings'. Tabling these findings allows for the development of appropriate treatment options designed to address identified gaps and issues. Exercise findings and treatment options should then be captured in a wider Post-Exercise Report.

Details of exercises (activities conducted, training gaps identified, etc) will be included in the annual report of the LDMG.

Post Disaster Assessment

Post-Disaster Operational Review

Debriefing

Debriefing is a valuable tool in the ongoing improvement of disaster management. Effectively undertaken, debriefing will identify areas of concern in the existing planning or response arrangements, as well as identifying areas of appropriate activity.

There are two different levels of debriefing activity, for two distinct purposes.

- Hot Debrief
- (Post-Event) Operational Debrief

The Hot Debrief

This is a debrief undertaken immediately after operations are complete, giving participants the opportunity to share learning points while the experience is still very fresh in their minds.

Multiple hot debriefs during protracted operations may be appropriate to identify significant issues and provide prompt solutions for immediate implementation - in protracted operations, hot debriefs are to be conducted daily. Debriefs are to be conducted by the Local Disaster Coordinator.

The (Post-Event) Operational Debrief

Post event debrief is a more formalised debrief of the event by the Local Disaster Management Group, conducted days or weeks after an operation, when participants have had an opportunity to take a considered view of the effectiveness of the operation.

Ideally this debrief should occur after each participating agency has had the opportunity to have a single agency debrief of the activity.

The LDMG may consider having the debrief facilitated by an independent person or organisation.

An effective debrief will:

- seek constructive information from those being debriefed.
- analyse the operation to determine what went right, what went wrong and why without trying to apportion blame.
- acknowledge good performance.
- focus on improving planning and procedures.
- record relevant information to enable reports to be compiled.

The debrief should address:

- What happened during the event
- Areas which were handled well
- Areas where the coordination or the response could be improved
- Identified areas for amendment of plans, procedures, or training programs

The required amendment to documentation should be included in the regularly programmed review of the Local Disaster Management Plan.

A Post Event Operational Review Report should be completed in association with Queensland Fire and Emergency Services, and any perceived gaps in capacity or process should be addressed in the ongoing disaster management program.

Response Strategy

Warning Notification and Dissemination

Warnings are issued from a number of sources in connection with a number of hazardous situations:

Severe Weather Event	Bureau of Meteorology
Hazardous Materials Incident	Queensland Police Service or Queensland Fire and Rescue Service.
Public Health	Queensland Health, or Hope Vale Aboriginal Shire Council Officers (water/wastewater/environmental health)
Major Infrastructure Failure	The owner of the facility - e.g. Ergon, Telstra, etc
Wildfires	Queensland Fire & Rescue Service
Animal or Plant Disease	Biosecurity Queensland
Space Debris Re-entry	Emergency Management Australia
Potential Terrorism Threat	Queensland Police Service

Many of these warnings are disseminated directly to members of the public via mass media communications systems.

It is the role of the Local Disaster Management Group to ensure that the community is in the best position to receive the information contained in the warnings, and to have the best possible situational awareness to enable them to take appropriate action in relation to any event by which they may be affected.

Further details are addressed in the Public Information & Warning Sub Plan

Activation

Timely activation of the LDMG is critical. The LDMG will activate in response to an actual or threatened disaster that will have significant community consequences and requires a coordinated response and/or recovery effort. The decision to activate is based upon defined triggers and the perceived level of threat. The authority to activate the LDMG is at the discretion of the LDMG Chair based on the nature and scale of the event. The LDMG Chair will consult with the full membership where time permits. Should the Chairperson be unavailable, the Deputy Chairperson of the LDMG is responsible for the decision. Should neither of the above members of Council be available, the decision may be taken by the Local Disaster Coordinator, who will advise the Chair, LDMG as soon as is practicable.

The principal purpose of the emergency response is the preservation of life and property. Response is defined as the actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support.

Activation Criteria

The local disaster management system, involving the LDMG, may be activated for a number of reasons. The following decision criteria should be employed. If yes is answered to any of the questions the LDMG should be activated.

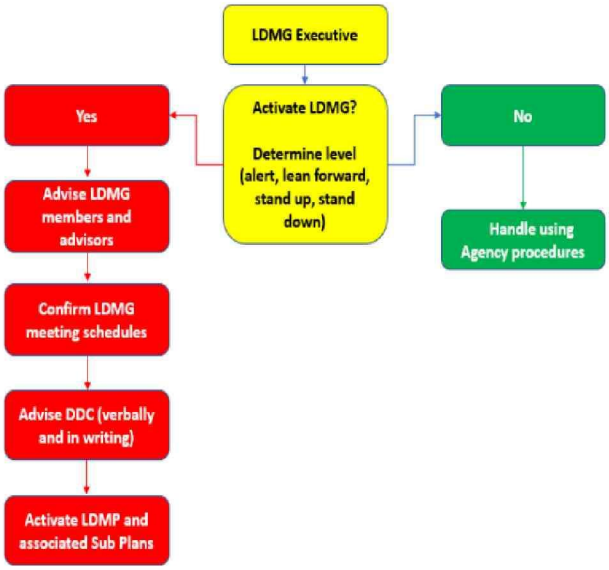
• Is there a perceived need relative to an impending hazard that requires multi-agency coordination?

• Has there been a request from a response agency to provide resources and coordination in support of operations?

• Has there has been a request/direction from the DDC to activate the LDMG?

• Has there been a sudden impact that requires involvement of the LDMG in one or more phases of PPRR?

The following table depicts the disaster management system in operation at local level:



Levels of LDMG Activation

- Alert
- Lean Forward
- Stand-Up
- Stand-Down

The activation of each stage is dependent upon the type of hazard situation.

Level of Activation	Definition
Alert	A heightened level of vigilance and preparedness due to the possibility of an event in the area of responsibility. Some action may be required and the situation should be monitored by staff capable of assessing and preparing for the potential threat.
Lean Forward	An operational state characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on stand by and prepared but not activated. Situational reports (SITREPS) to DDC should continue as arranged.
Stand up	An operational state where resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated. Situational reports to DDMG continue according to agreed timelines.
Stand down	Transition from responding to an event back to normal core business and/or continuance of recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.

Local Disaster Coordination Centre

The Hope Vale Aboriginal Shire Council Local Disaster Coordination Centre is situated in the boardroom of the Hope Vale Aboriginal Shire Council.

Details of the capacities and operations of the Local Disaster Coordination Centre are included in the Disaster Coordination Centre Sub-Plan.

As an alternate should the primary location be affected the Local Disaster Coordination Centre can be moved of the building that the radio station operates.

Concept of Operations for Response

Operational Reporting

Agency Situation Reports will be submitted at intervals as determined by the LDC from the member agencies of the Local Disaster Management Group in order to ensure that the Disaster Coordination Centre maintains complete situational awareness.

LDMG Situation Reports will be submitted on a regular basis to the DDC, Cairns.

Such reports will be required at times stipulated by the DDC Cairns and will be in the format as prescribed in the Disaster Coordination Centre Sub-Plan.

Financial Management

There is a need for Council and other responding agencies to manage specific internal financial arrangements in support of a disaster event, and the eventual financial claiming process to recoup funds. This area has been addressed via the development of an advisory Financial Management Sub-Plan which addresses a number of issues in relation to disaster financial arrangements.

There are two sets of financial arrangements which, if activated by the Minister, provide financial support to Queensland communities impacted by a disaster event through the reimbursement of eligible expenditure:

State Disaster Relief Arrangements (SDRA)

The intent of the SDRA is to assist in the relief of communities whose social wellbeing has been severely affected by a disaster event (natural or non-natural). The SDRA is State funded, and therefore not subject to the Australian government-imposed event eligibility provisions or activation threshold. As a consequence, SDRA is able to address a wider range of disaster events and circumstances where personal hardship exists.

Disaster Recovery Funding Arrangements (DRFA)

The intent of the this funding is to assist the relief and recovery of communities whose social, financial and economic wellbeing has been severely affected by a disaster event. The arrangements provide a cost sharing formula between the State and Australian Government and include a range of pre-agreed relief measures.

Eligible disasters include: Cyclone, Flood, Landslide, Meteor Strike, Storm, Bushfire, Storm Surge, Terrorist Event, Tsunami, Tornado and Earthquake. Drought, frost, heatwave, epidemic events relating from poor environmental planning, commercial development or personal intervention are not eligible events under this funding.

To claim for expenditure reimbursement under SDRA or DRFA arrangements, the relevant arrangements must be activated;

- the relevant relief measures must be activated, and the expenditure must meet the eligibility requirements of that measure; and
- documentary support for all eligible expenditure detailed in the claim must be provided by the claimant.

Media Management

A Public Information and Warnings Sub-Plan has been developed to provide for the effective collection, monitoring, management and dissemination of accurate, useful and timely information and warnings to the public during and after disaster events.

Accessing Support and Allocation of Resources

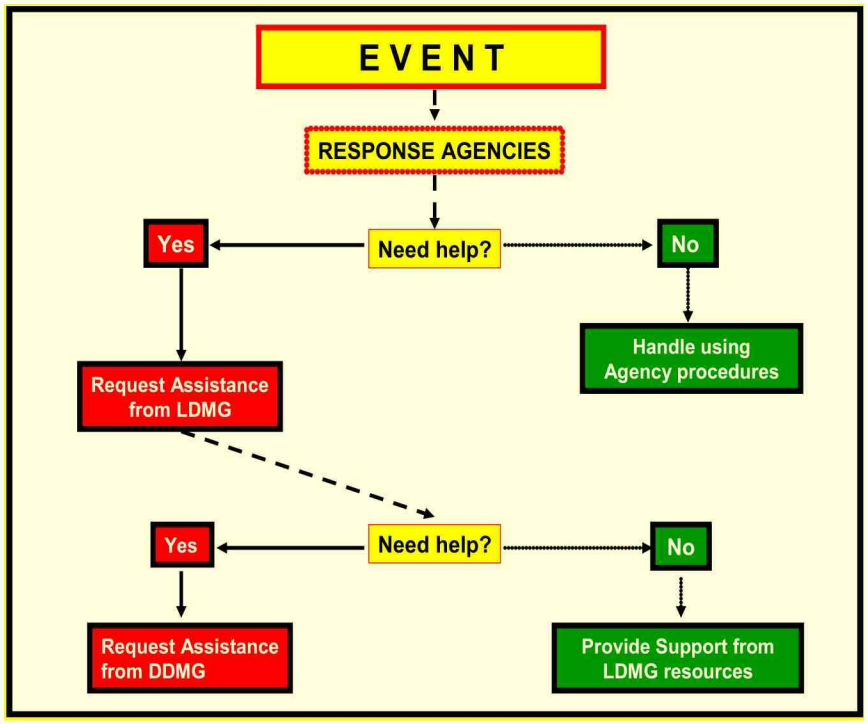
While the Hope Vale LDMG has available to it the combined resources of all of its member agencies to apply to the response to an event, there will be times when the resources available will be either insufficient or inappropriate.

Where the LDMG requires logistics support and/or resources to meet operational requirements that are beyond local capacity and capability, the LDMG should formally seek assistance through a Request for Assistance forwarded to the DDCC.

The DDCC will provide the resource as requested, and the LDMG will be responsible for the management of that resource at local level.

Resources in this context may include human resources, encompassing response personnel and disaster coordination personnel. It should be noted, however that the management of the response to the event will always remain the responsibility of the LDMG.

The following table depicts the disaster management response (and support) system in operation at local level:



Disaster Declaration

Where there is a requirement for a person or a class of persons to exercise the additional powers available under the provisions of s.77 of the Act, the LDMG may request that the District Disaster Coordinator, with the approval of the Minister, declare a disaster situation for the Disaster District or a part of the Disaster District (and, by extension the Hope Vale Aboriginal Shire or a part of the Shire).

The District Disaster Coordinator should take reasonable steps to consult with Council prior to any declaration.

There is also provision for the Premier of Queensland and the Minister for Emergency Services to declare a Disaster Situation for the State of a part of the State.

The chairperson of the State Disaster Management Group or the District Disaster Coordinator only may authorise the exercise of additional powers.

The declaration of a disaster situation does not affect Council's responsibilities in relation to the coordination of the response to and recovery from the disaster event.

Resupply

The LDMG is responsible for the management of and community education and awareness in relation to the resupply of isolated communities and isolated rural properties.

Further details are addressed in the Resupply Operations Sub-Plan and the Queensland Resupply Guidelines. The link below will provide additional information on Resupply.

https://www.disaster.qld.gov.au/dmg/st/Documents/M1205-Queensland-Resupply-Manual.pdf#search=resupply

Hazard Specific Arrangements

The Queensland Disaster Management Arrangements include plans and procedures for specific hazards such as influenza pandemic, animal and plant disease, terrorism and bushfire. Primary agencies are allocated responsibility to prepare for and respond to the specific hazard based on their legislated and/or technical capability and authority. The broader arrangements may be activated to provide coordinated support to the hazard specific arrangements.

The State Disaster Management Plan identifies a number of Specific Hazards which are subject of special planning.

Details of the associated State and National Plans, along with the identified Primary Agency responsible for the development and implementation of these plans are included in the following table.

Hazard Primary Agency State and National Plans

Primary Agency	Hazard	State and National Plans
Department of Agriculture and Fisheries	Animal and Plan Disease	Australian Veterinary Emergency Plan (AUSVETPLAN) Australian Aquatic Veterinary Emergency Plan (AQUAVETPLAN) Australian Emergency Plant Pest Response Plan (PLANTPLAN) Biosecurity Emergency Operations Manual (BEOM)
Queensland Heath	Biological (human related)	State of Queensland Multi-agency Response of Chemical, Biological, Radiological incidents
	Heatwave	Heatwave Response Plan
	Pandemic	Queensland Pandemic Influenza Plan National Action Plan for Human Influenza
Queensland Fire and Emergency Services	Bushfire	Wildfire Mitigation and Readiness Plans (Regional)
	Chemical	State of Queensland Multi-agency Response to Chemical, Biological, Radiological incidents
Transport and Main Roads	Ship-Sourced Pollution	Queensland Coastal Contingency Action Plan National Plan for Maritime Environmental Emergencies
Queensland Police Service	Terrorism	Queensland Counter – Terrorism Plan National Counter –Terrorism Plan

Adapted from Interim Queensland State Disaster Management Plan 2016

Recovery Strategy

Definition of Recovery

In accordance with the Queensland Recovery Plan, disaster recovery is defined as the coordinated process of supporting disaster-affected communities' psychosocial (emotional and social), and physical wellbeing; reconstruction of physical infrastructure; and economic and environmental restoration (including regeneration of the natural environment, associated infrastructure and heritage sites and structures, and the management of pollution and contamination).

The recovery phase of disaster management also involves disaster relief in the provision of immediate shelter, life support and human needs to persons affected by, or responding to, a disaster. For this reason the timely coordinated establishment of disaster recovery strategies is equally as important as, and should be activated in conjunction with, an effective disaster response.

National Principles

The LDMG Recovery Groups use the National Principles for Disaster Recovery to guide recovery planning, approach, decision-making and efforts. The principles are:

Principle	Definition
Understand the context	Successful recovery is based on an understanding of the community context, with each community having its own history, values and dynamics.
Recognise complexity	Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.
Use community-led approaches	Successful recovery is locally led, community-centred, responsive and flexible, engaging with community and supporting them to move forward.
Coordinate activities	Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and needs.
Communicate effectively	Successful recovery is built on effective communication between the affected community and other partners.
Recognise and build capacity	Successful recovery recognises, supports, and builds on individual, community and organisational capacity and resilience.

Characteristics for successful recovery

Supporting the National Principles for Disaster Recovery, the Australian Disaster Recovery Framework has identified key characteristics of successful recovery. Queensland has combined some of these characteristics and suggests they be considered when developing, implementing and reviewing recovery sub-plans and recovery programs. The characteristics are outlined below:

Community-Led	Respects the role of all communities in recovery and seeks to engage, enable and include those more at risk in disasters throughout the recovery process

Dynamic and Tailored	Reflects the specific context of the event and unique history, values and dynamics of affected communities whilst reflecting and anticipating community needs, priorities and aspirations in a complex environment.
Evidence-based	Recovery programs are designed, managed, monitored and evaluated on the basis of need and impacts of potentially compounding consequences as well as evidence from diverse sources.
Collaborative, scalable and capability focused	Recovery programs are implemented in a scalable, collaborative and flexible manner drawing on the compatibility of functions and resources. They recognise, utilise and grow existing recovery capabilities
Resilient	Enables the sustainability enhancement of lives, livelihoods, and community resilience

Functional Lines of Recovery

Depending on the nature of the disaster, one or more of these five functional lines of recovery may be the focus of recovery operations.

Functional Line of Recovery	Description	State Lead Agency
Human & Social Recovery	Focuses on supporting the emotional, social, physical and Psychological health and wellbeing of the community	Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts
Economic Recovery	Focuses on rectifying the direct and indirect impacts on the economy	Department of State Development, Infrastructure, Local Government and Planning
Building and Assets Recovery	Focuses on rectifying damage and disruption that inhibits the capacity of essential services and the building sector, including housing, accommodation, education and health facilities	Department of Energy & Public Works
Environmental Recovery	Focuses on rectifying the impacts on the environment as a direct result of a disaster or through a secondary impact or consequence. Impacts to the environment may include damage or loss of flora and fauna, poor air quality, reduced water quality, land degradation and contamination, and cultural and heritage listed place issues.	Department of Environmental Science

Roads and Transport	Focuses on rectifying the effects of a disaster on transport networks resulting in difficulty accessing communities and disruption to critical supply chains (both in and out of the impacted area). Restoration of these networks, or the identification of alternatives, is a priority in disaster recovery	Department of Transport & Main Roads

Recovery Levels of Activation

Depending on the nature, location and size of the event, recovery operations may be managed at either the local level, or through a combination of local and district arrangements.

Local groups should consider how the DDMG and functional lead agencies will work together to accomplish recovery operations for an affected area.

Status	Triggers	Actions	Communications
Alert	• Response phase at 'lean forward' level of activation.	• Appointment of LRC as appropriate. • Potential actions and risks identified. • Information sharing commences. • LRC in contact with LDCC/LDC. • Initial advice to all recovery stakeholders.	• LRC and LRG members on mobile remotely.
Lean Forward (Stand By)	• Response phase at 'stand up' level of activation. • Immediate relief arrangements are required during response phase.	• Monitoring of response arrangements. • Analysis of hazard impact or potential impact. • Relief and recovery planning commences. • Deployments for immediate relief commenced by recovery functional agencies.	• LRC and LRG members on mobile and monitoring email remotely. • Ad hoc reporting.

Stand Up (Activate)	• Immediate relief arrangements continue. • Response phase moves to 'stand down' level of activation. Medium term recovery commences.	• LRG activated at LDCC or alternate location. • Recovery plan activated. • Deployments for immediate relief response. • Action plans for four functions of recovery activated as required. • Community information strategy employed. • Participate in response debrief. • Transition arrangements from 'response and recovery' to 'recovery' activated including handover from LDC to LRC. • Action plans for four functions of recovery continue. • Community information strategies continue.	• LRC and LRG members present at LDCC or alternate location, on established land lines and/or mobiles, monitoring emails. • LRC and LRG members involved in medium term recovery continue as required. • Regular reporting to LDMG/LDC.
Stand Down	• LRG arrangements are finalised. • Communities return to normal activities with ongoing support as required.	• Consolidate financial records. • Reporting requirements finalised. • Participate in recovery debrief. • Participate in post event debrief. • Post event review and evaluation. • Long term recovery arrangements transferred to functional lead agencies. • Return to core business.	• LRC and LRG members resume standard business and after hours contact arrangements. • Functional lead agencies report to LRC/LRG as required.

Recovery in Action

The LDMG may establish a Local Recovery Group (LRG) and appoint a Local Recovery Coordinator (LRC) to plan for and manage the recovery phase of disaster management for their local government area on behalf of the LDMG. This group will work with the functional lead agencies either local or through the DDMG to plan for and coordinate recovery operations. Further information on the functions of a LRC is available in section 4.5.4 of the Queensland Recovery Guidelines.

An example of the structure, role and responsibilities of a LRG is available in the Queensland Recovery Guidelines. The LRG is required, in accordance with s4.7 of these Queensland Recovery Guidelines, to conform to governance requirements for LDMG sub-groups.

Recovery can be a long and complex process which extends beyond immediate support to include repair, reconstruction, rehabilitation, regeneration and restoration of social wellbeing, community development, economic renewal and growth, and the natural environment.

Examples of recovery strategies may include:

• Providing relief measures to assist persons affected by the event who do not have resources to provide for their own personal wellbeing.

• Restoring essential infrastructure in the area or areas affected by the event.

• Restoring the natural and built environment in areas affected by the event.

• Providing personal support to individuals affected by the event, including temporary hospital accommodation, emergency medical supplies, material assistance and counselling services; and/or

• Supporting community development

Further details are addressed in the Recovery Sub Plan

Annexes

Annexure A - Distribution List

Organisation	Hard Copy	Electronic Copy
Hope Vale Aboriginal Shire Council		
Mayor (Chairperson, LDMG)	1	1
Deputy Chairperson, LDMG		1
Other Elected Representatives		4
CEO (Local Disaster Coordinator)		1
Director of Operations		1
Social Services Director		1
Staff core members and advisors	1	
District Disaster Coordinator, Cairns Disaster District		1
Emergency Management Coordinator - QPS, Cairns		1
Local Controller, SES / First Officer, Rural Fire Service		1
Officer in Charge, Queensland Police Service Hope Vale Station,		1
Director of Nursing, Hope Vale Hospital		1
Principal, Hope Vale State School		1

A copy of the Main Plan is required by legislation to be available at the main Council Office, and on Council's web page.

Annex B - Risk Register

Hazard	Important Community Item	Risk No.	Risk	Likelihood	Consequence	Risk Rating	Risk treatment	Recommended	Responsible Agency	Timeline
All Events	**Disaster Response Capacity**	1.	There is a risk that emergency services response to any disaster event will be severely compromised as a result of insufficient response capacity.	**A**	**1**	**E**	• Promote community involvement with voluntary agencies such as State Emergency Service and Rural Fire Service in the community	Y	LDMG	Ongoing
Disease Pandemic	**People**	2.	There is a risk that people will be affected by a disease pandemic, causing death or severe illness	**C**	**2**	**H**	• Public awareness campaign, including specific information for schoolchildren	Y	HVASC Qld Health	As Required
	Medical Services	3.	There is a risk that medical services will be severely stretched by a disease pandemic	**C**			• Ensure that contingency planning maintained to address potential staffing shortages	Y	Qld Health	As Required
	People	4.	There is a risk that the community may be quarantined in isolation for an extended period.	**C**	**3**	**H**	• Ensure social distancing of personnel involved in the receipt and distribution of incoming stores and supplies	Y	HVASC	As Required
Emergency Animal Disease	**Animals**	5.	There is a risk that animals could be affected by a number of emergency animal diseases, such as foot and mouth disease, screw-worm fly, Hendra virus, lissa virus	**C**	**3**	**H**	• Maintain quarantine initiatives	Y	AQIS	Ongoing
							• Maintain community awareness initiatives	Y	AQIS HVASC	Ongoing
							• Development and maintenance of a Pest Management Plan	Y	HVASC	Ongoing
	People	6.	There is a risk that the lack of power would result in failure of refrigeration, possibly leading to unsafe food issues	**B**	**3**	**E**	• Community awareness campaign in relation to safe food handling and storage	Y	HVASC EHW	As Required
			There is a risk that medical services will be affected by the lack of power	**B**	**3**	**E**	• Ensure that the Health Centre generator is maintained and tested on a regular basis, and the fuel stocks maintained at the optimal level.	Y	Qld Health	Ongoing
							• Ensure that the generator at the Aged Care facility is serviced an maintained on a regular basis to enable continuation of dialysis services	Y	HVASC Aged Care	Ongoing
	Infrastructure	7.	There is a risk that the lack of power would result in failure of the water treatment and reticulation system, with associated flow-on risks to health and to fire fighting capacity because of lack of water	**B**	**4**	**E**	• Provision of appropriate portable generators for bores and treatment plant	Y	HVASC Operations Mgr	2013
							• Ensure the generator at the chemical treatment areas is regularly maintained and checked	Y	HVASC Operations Mgr	Ongoing
							• Community awareness campaign in relation to safe drinking water sources	Y	HVASC EHW	As required
							• Identify above-ground water sources	Y	HVASC EHW	Ongoing
							• Ensure that QFRS Rural has sufficient pumping capacity to source water from creeks, etc.	Y	QFRS Rural	Ongoing

Infrastructure Failure – Power							• Ensure that council water trucks are available to assist as required	Y	HVASC Operations Mgr	As Required
		8.	There is a risk that the lack of power would result in failure of the sewerage treatment and pumping system, with associated health and environmental risks	**B**	**3**	**H**	• Provision of appropriate portable generators	Y	HVASC Operations Mgr	Ongoing
							• In conjunction with the public health sub plan, provide community awareness material in relation to alternative disposal methods	Y	LDMG	Ongoing
		9.	There is a risk that the lack of power would result in failure of the telephone system, with associated flow-on to the fax, internet and eftpos systems	**B**	**3**	**H**	• Lobby Telstra to ensure that there is back-up power available to the current repeater tower(s)	Y	HVASC	Immediate
							• Ensure that there is access to the telecommunications tower generator to maintain fuel supplies	Y	HVASC Operations Mgr Telstra	Ongoing
							• Develop a community awareness program aimed at ensuring that resident have an old-fashioned dial telephone available which does not need power to opera	Y	LDMG	Ongoing
							• Purchase appropriate satellite telephone technology for Council, allowing for external communications, via telephone and via the use of the satellite phone as a computer modem	Y	HVASC	FY 2013/14
							• Island & Cape Store have built-in redundancy via a satellite link enable the continuation of eftpos sales as normal	Y	Island & Cape	Ongoing
		10.	There is a risk that the lack of power would result in failure of radio and television transmission systems, resulting in diminished capacity to inform the community in relation to the event	**B**	**1**	**M**	• Develop/maintain a system of community notice boards in prominent positions in each of the communities	Y	HVASC	Ongoing
							• Investigate the development/maintenance of a disaster warden system, similar to Neighbourhood Watch to act as an information conduit to and from the community	Y	HVASC LDMG	Ongoing
							• Obtain advice in relation to the viability of a shire-wide Citizen Band radio repeater coverage, for use as an alternative communications vehicle during times of loss of power and telephone systems	Y	HVASC EMQ	2013
							• Investigate sources of funding for the purchase and installation of a CB repeater system, and a number of individual home-based CB radio sets in outlying areas of the shire.	Y	HVASC	2013
		11.	There is a risk that the lack of power would result in failure of fuel pumping capacity at service stations	**B**	**1**	**M**	• Encourage Island & Cape to maintain and regularly check their generator-driven pumping capacity as a part of normal business continuity planning	Y	LDMG	Ongoing
							• Provide a generator for the Council diesel tank in the workshop	Y	HVASC Operations Mgr	2013
							• Maintain data in relation to above ground (gravity-fed) fuel supplies	Y	HVASC LDMG	Ongoing

Infrastructure Failure - Power	**People**	12.	There is a risk that the lack of power would result in the loss of electrical lighting cooking appliances, with associated flow-on risk of fires	**B**	**3**	**H**	• Community awareness campaign concentrating on fire safety in the home	Y	QFRS Rural	Ongoing
Cyclone	**Infrastructure**	13.	There is a risk of inundation by storm surge	**D**	**5**	**E**	• Obtain and maintain up to date storm surge data and mapping	Y	HVASC LDMG	Ongoing
							• Develop appropriate evacuation planning processes	Y	HVASC LDMG	2013
							• Develop appropriate community awareness planning processes	Y	HVASC LDMG	Ongoing

	People	14.	There is a risk of death or injury from flying debris	**C**	**4**	**E**	• Community awareness campaign in relation to safety in cyclones, including an investigation of the provision of cyclone emergency kits to residents	Y	HVASC LDMG	Ongoing
							• Concerted campaign to have residents clean up their yards of anything which may become a missile during cyclonic winds	Y	HVASC LDMG	Ongoing
							• Development of a local law requiring building sites to be clear of any loose material which may become a missile during cyclonic winds	Y	HVASC	Immediate
		15.	There is a risk of death by drowning	**C**	**4**	**E**	• Community awareness campaign in relation to safety in cyclones	Y	HVASC LDMG	Ongoing
		16.	There is a risk of death by electrocution	**C**	**4**	**E**	• Community awareness campaign in relation to safety in cyclones	Y	HVASC LDMG Ergon Energy	Ongoing
		17.	There is a risk of social and mental distress in the community	**C**	**3**	**H**	• Development of a Community Support sub plan, to include the provision of community support services, including counselling.	Y	HVASC LDMG	August 2027
		18.	There is a risk of looting	**C**	**2**	**M**	• Provision of security patrols	Y	Queensland Police	As Required
		19.	There is a risk of break and enters of evacuated homes	**C**	**2**	**M**	• Provision of security to evacuated areas	Y	Queensland Police	As Required
	Infrastructure	20.	There is a risk of damage to homes	**C**	**3**	**H**	• Homes built prior to 1982 to be retrofitted to meet the new wind load bearing standards • All other homes to be checked for structural integrity and capacity to withstand relevant wind loads	Y	HVASC	Immediate
		21.	There is a risk of damage to business properties	**C**	**3**	**H**	• Buildings to be checked for structural integrity and capacity to withstand relevant wind loads	Y	Building Owners	Immediate
		22.	There is a risk of asbestos contamination from buildings damaged by a cyclone	A	4	E	Ensure that any handling of asbestos in in compliance with the Safe Work Australia How to Safely Remove Asbestos Code of Practice	Y	HVASC QFRS SES	As required
		23.	There is a risk of damage to Council and government properties	**C**	**3**	**H**	• Buildings to be checked for structural integrity and capacity to withstand relevant wind loads	Y	HVASC Dept Housing & Public Works	Immediate

		24.	There is a risk of damage to roads	C	3	H	• Ensure that all road construction/repairs/maintenance is completed prior to the onset of the wet season	Y	HVASC DTMR	Annually
	Environment	25.	There is a risk of severe coastal erosion	C	3	H	• Investigate the construction of sea walls as appropriate	Y	HVASC	Immediate
		26.	There is a risk to severe damage to vegetation	C	3	H	• Promote the planting of deep-rooted and/or low-growing plants, while removing plants/trees susceptible to being blown over	Y	HVASC	Ongoing
Flood	**People**	27.	There is a risk of death by drowning	D	4	H	• Community awareness of the dangers of entering floodwaters	Y	HVASC	Annually
							• Promote swimming lessons for children	Y	Ed Qld	Ongoing
	Infrastructure	28.	There is a risk that the roads will be closed for longer periods than usual	D	1	L	• Maintenance of the Council web page to ensure that tourists are aware of road conditions	Y	HVASC	Ongoing
		29.	There is a risk of damage to buildings	D	1	L	• Review town planning and development arrangements to ensure that housing is only permitted in areas not susceptible to flooding	Y	HVASC	Ongoing
		30.	There is a risk of damage to water and sewerage infrastructure	D	3	M	• Ensure that pumping and treatment equipment is situated above potential flood level	Y	HVASC	Ongoing
		31.	There is a risk of damage to roads	D	3	M	• Ensure that roads are maintained to the optimum possible level	Y	HVASC	Ongoing
	Culture	32.	There is a risk of damage to cemeteries	D	4	H	• Investigate potential locations for additional cemetery space in areas not susceptible to high water table inundation of graves	Y	HVASC	Ongoing
		33.	There is a risk of damage to sites of cultural significance	D	4	H	• Commence and maintain a register of sites of cultural significance, including GPS data, for the information of disaster response personnel from outside the community	Y	HVASC Traditional Owners	Ongoing
Bushfire	**People**	34.	There is a risk of death or injury to firefighters	D	4	H	• Provision of appropriate training for Rural Fire Service volunteers	Y	QFRS	Ongoing
							• Provision of appropriate personal protective equipment for Rural Fire Service volunteers			
							• Provision of appropriate communications			
		35.	There is a risk of death or injury to members of the community	D	4	H	• Provision of a community awareness and preparedness campaign to highlight the fire risk in the community and to encourage individual mitigatory action	Y	QFRS LDMG	Ongoing
		36.	There is a risk of asbestos contamination from buildings damaged by fire	A	4	E	• Ensure that any handling of asbestos in in compliance with the Safe Work Australia How to Safely Remove Asbestos Code of Practice	Y	HVASC QFRS	As Required
	Infrastructure	37.	There is a risk of damage to buildings and infrastructure	D	2	L	• Fuel load reduction burning	Y	QFRS HVASC	Ongoing
							• Development and maintenance of fire breaks	Y	QFRS HVASC	Annually
							• Provision of a community awareness and preparedness campaign to highlight the fire risk in the community and to encourage individual mitigatory action	Y	QFRS LDMG HVASC	Annually

Hazardous Chemical Event	**People**	38.	There is a risk of death or injury as a result of an event involving the delivery, decanting, transportation, storage or application of hazardous chemicals, which include various fuels, acids and gases.	**C**	**2**	**L**	• Continual operator training and vehicle and equipment maintenance in accordance with legislative requirements	Y	HVASC Island & Cape	Ongoing
	Environment	39.	There is a risk of damage to the environment as a result of an event involving hazardous chemicals	**D**	**2**	**L**	• Provision of bund walls as required at relevant locations	Y	Facility Owners	Ongoing
	Infrastructure	40.	There is a risk of damage to buildings by fire as a result of an event involving hazardous chemicals	**D**	**2**	**L**	• Provision of safety training and fire suppression equipment • Continual operator training and vehicle and equipment maintenance in accordance with legislative requirements	Y	Facility Owners	Ongoing
Multi Casualty Events	**Infrastructure**	41.	There is a risk that medical and patient retrieval/rescue services will be severely stretched by a multi casualty event	**A**	**4**	**E**	• Investigate the formation of Ambulance First Responder Groups within the broader community • Provision of community first aid courses • Provision of specific training to other emergency services personnel;	Y	QAS Qld Health	Ongoing
		42.	There is a risk that there will be insufficient space for the storage of deceased persons following a multi casualty event	A	3	E	• Identification of potential alternative storage locations, eg transport freezer containers	Y	QPS	Ongoing
	People	43.	There is a risk of a major event involving a tourist transport or a school bus resulting in death or serious injury	A	3	E	• Ensure that the potential event is subject of a combined emergency services exercise, to identify specific response and resource capacity issues	Y	QPS Qld Health SES QFRS	Annually
Emergency Plant Disease	Environment	44.	There is a risk that plants may be subject to emergency plant disease such as black sigatoka in banana plants	B	3	M	• Ensure that appropriate farming practices are implemented and maintained	Y	Local Farms	Ongoing
		45.	There is a risk of an infestation of noxious weeds such as parthenium weed which reduces the reliability of improved pasture establishment and reduces pasture production potential	A	1	L	• Develop and maintain a Pest Management Plan	Y	HVASC	Ongoing
Noxious Weed Infestation	Environment	46.	There is a risk that an infestation of noxious weeds will affect the growth and sustainability of native plants	A	1	L	• Develop and maintain a Pest Management Plan	Y	HVASC	Ongoing
		47.	There is a risk that an infestation of noxious weeds will promote other pest species such as feral pigs	A	1	L				

Residual Risks

Residual risks as the risks which remain after the Local Disaster Management Group has applied the risk mitigation strategies within their capacity, but those strategies have not sufficiently reduced or eliminated the risk.

Residual risks are listed for the information of the District Disaster Management Group, in order that they may consider mitigation strategies not available to the Local Disaster Management Group.

Hazard	**Important Community Item**	**Risk**	Residual Risk
All Hazards (especially those involving multi-casualty scenarios)	Disaster Response Capacity	There is a risk that emergency services response to any disaster event will be severely compromised as a result of insufficient response capacity.	The community has a limited response capacity, because of its size and location. QPS are the only full-time emergency service represented in the community (4 personnel). The nearest QAS presence is in Cooktown. A casualty retrieval service is provided via the primary health care clinic. State Emergency Service and Rural Fire Service both have a small presence in the community, and in the main share membership. While the capacity is there to handle smaller events, any large-scale impact would require the expeditious deployment of external emergency services resources.

Cyclone / Fire	People	There is a risk to first responders and to the general population of asbestos contamination from damaged buildings.	The community does not have personnel trained in or equipped for asbestos removal. External expertise will be required.
Cyclone Flood Fire Hazmat Event	People	Various Public Health Risks	The community has one Environmental Health Worker. In a major event, professional EHO assistance will be required for a range of public health/environmental health issues. Prior arrangements are already in place with TPHU.

Agenda Item Submission

Submission

Agenda Section

Capital Works Manager Report

Agenda Item Subject *

Capital Works Monthly Update

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 16th September 2026

Date Requested *

08-Sep-26

Date item was requested

Item Reference Number

OM2026/09-005

Classification *

☑ **Information** ☑ **Action** ☐ Note ☐ Confidential

Details

Recommendation *

That council:
Receive and notes the September 2026 Capital Works update and action items as listed below.

Background/Summary

Overview

The capital works program is generally progressing, with several projects moving from appointment into procurement and delivery. CCTV cameras and community lighting are operational. Material procurement has commenced for the Digital Services Centre, the two infill houses and the Everlina Plaza switchboard upgrade, while door works at the Multi-Purpose Centre are underway.

This month's report focuses on delivery constraints, the next housing funding proposals and upcoming Council decisions. Concrete supply, outstanding MPC quotations and QBuild's Kindy delivery costs require attention. The visual status graph provides a quick overview of the program alongside the detailed commentary below.

Project delivery update

Capital works | September 2026

Project status at a glance

Portfolio snapshot

Number of project/programme entries



13 entries in the September tracker

PRIORITY FOLLOW-UP

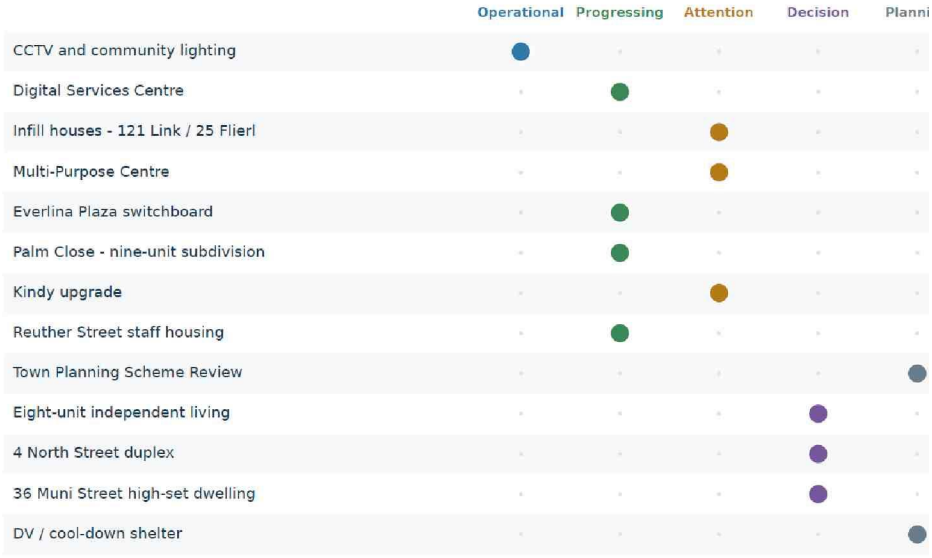
Concrete supply

MPC electrical / mechanical quotes

QBuild fees and Kindy scope

Status by project

Each coloured dot marks the reported status.



DECISION = COUNCIL ENDORSEMENT

Concepts and costing: independent living and 4 North Street.
Assessment of demolition options: 36 Muni Street.

Source: September 2026 Project Tracker. Counts include grouped projects; statuses reflect the supplied update.

CCTV and community lighting:

The CCTV cameras and community lights are installed and operational. This is a key delivery outcome for the community safety program. The next focus is monitoring performance and closing out any defects or outstanding operational matters. Operational status is reported separately from formal project close-out.

Digital Services Centre:

The project is progressing. Council has held the kick-off meeting with HCCM Contractors, and the contractor has commenced procuring materials in preparation for site commencement. The immediate priority is to confirm material delivery dates, mobilisation arrangements and the construction program so that procurement supports an orderly start on site.

Infill housing and concrete supply:

The contractor for 121 Link Road and 25 Flierl Street has been appointed and has started procuring materials. Concrete procurement is presenting difficulties, which officers are working through with the contractor. The priority is to secure supply, confirm the associated construction sequencing and establish any effect on commencement or delivery dates.

Given the planned housing and infrastructure works, a more dependable long-term supply should be investigated. Options could include dedicated supply agreements, contractor partnerships or Council-owned production arrangements. An assessment should compare forecast demand, capital and operating costs, quality control, reliability and value for money before any investment is proposed.

Multi-Purpose Centre and Everlina Plaza:

Works to the MPC access doors have commenced. Final quotations for the electrical and mechanical installations remain outstanding. These are required to confirm the remaining scope against the available budget and establish the next stage of delivery.

The contractor for the Everlina Plaza switchboard upgrade has been appointed and is procuring equipment. The next steps are to confirm component lead times, installation arrangements and any service interruption requirements with the contractor.

Kindy upgrade: QBuild delivery arrangement:

Council has received QBuild's tender forms and resubmitted the tender and updated costings through its portal. Under the current arrangement, Council will undertake the works under QBuild, which is delivering the project on behalf of the Queensland Government.

As previously raised, QBuild's administration and delivery costs were not included in the initial funding submission. These costs may reduce the funding available for physical works and require scope adjustments. Final fees and scope implications need to be clarified before delivery commitments are made. Works will proceed following tender acceptance and formal award.

Forward program and funding

Future capital housing program:

Council endorsement is sought to progress concepts and preliminary construction costings for the eight-unit independent living development and the duplex at 4 North Street, together with an assessment of demolition options for the high-set dwelling at 36 Muni Street. This preparatory work will allow the opportunities to be tested and developed into costed proposals for Housing.

An Architect will be required to prepare the design information, with suitable construction cost advice obtained before funding submissions are finalised. The proposed sequence is to obtain professional fee proposals, confirm the budget for the initial work, develop the concepts and costings, and submit the resulting proposals to the Department of Housing.

Based on advice received, Housing is moving towards project-specific, costed submissions so funding can better reflect delivery requirements. This is intended to reduce the risk of overfunding or underfunding as construction costs change. Funding amounts remain subject to assessment and approval.

Council will need to meet the upfront design and costing fees. Fee proposals will establish the initial expenditure requirement, and a suitable budget allocation must be confirmed before engagement. Recovery of eligible fees will be sought through the subsequent funding submissions, subject to written confirmation of eligibility and approval.

Palm Close nine-unit subdivision:

Design and planning are progressing well. Preliminary layouts and a detailed update are provided as an attachment to this report. Council's consideration of those layouts will guide further design development and the next stage of project coordination.

Reuther Street staff housing:

Three prefabricated/modular housing companies have been approached and are preparing proposals for the staff housing opportunity at the corner of Reuther Street. These will be presented at the October Council meeting. The review should compare proposed layouts, inclusions, site works, delivery timeframes and overall cost on a consistent basis.

DV / cool-down shelter funding:

A meeting is planned for early October to discuss potential Housing Australia Future Fund (HAFF) opportunities for the proposed domestic violence or cool-down shelter. The discussion will help clarify the available funding pathway, eligibility and the information needed to develop a proposal. No funding commitment is reported at this stage.

Town Planning Scheme Review:

The review update is to reflect the UP North meeting dated 15 September 2026, including the agreed priorities and next actions. Confirm the meeting has occurred and incorporate the outcomes before this report is issued.

Budget and Resource Considerations

Approved project budgets and grant conditions remain the basis for expenditure. Current expenditure, committed costs and forecast costs to complete should be confirmed with Finance before the overall budget position is reported as on track. Any forecast shortfall is to be identified and addressed before additional commitments are made.

Action Options

That Council:

1. Notes the September 2026 Capital Works Monthly Update.

2. Endorses the progression of concept designs and preliminary construction costings for:

a. the proposed eight-unit independent living development;

b. the proposed duplex development at 4 North Street; and

c. the potential demolition and redevelopment of the high-set dwelling at 36 Muni Street.

3. Notes that Council will need to initially fund the design and cost-planning work, with eligible costs to be incorporated into future submissions to the Department of Housing. Recovery of these costs will remain subject to funding approval.

Appointments and Meetings

Date	Description

Link to Operational Plan

1-1, Coordinated and High Quality Services. 1-2, Safe, Culturally Appropriate Housing. 2-5, Community Master Planning. 4-4, Digital Infrastructure. 5-5, Strategic Planning.

Consultation

Project consultation and coordination undertaken include the DSC kick-off meeting with HCCM Contractors; liaison with the infill housing contractor on materials and concrete supply; submission of the tender and revised costings to QBuild; and engagement with three prefab/modular housing suppliers for Reuther Street proposals.

Risk Assessment

○ Low ◉ **Medium** ○ High

Attach Supporting Agenda Materials

Hopevale Social Housing_090226_MF.pdf 2.83MB

Reference Document

○ Yes ◉ **Not Applicable**

Report Prepared by *

Submitter Email *

Kieran Eustice kieran.eustice@hopevale.qld.gov.au

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Tisha Gordon	10-Sep-26

Comments, Questions and Rejections Notes

A full history of this Submissions journey can be found in the Action History Tab contained in the pane on the right

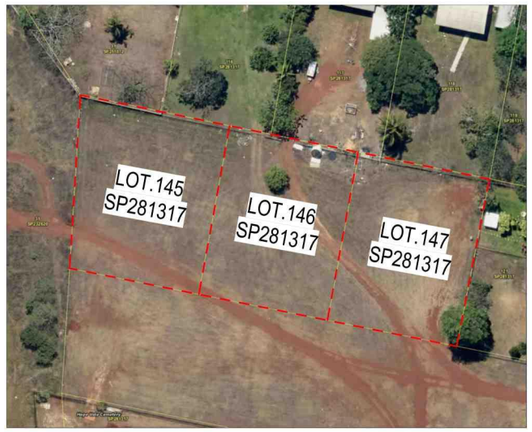
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**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

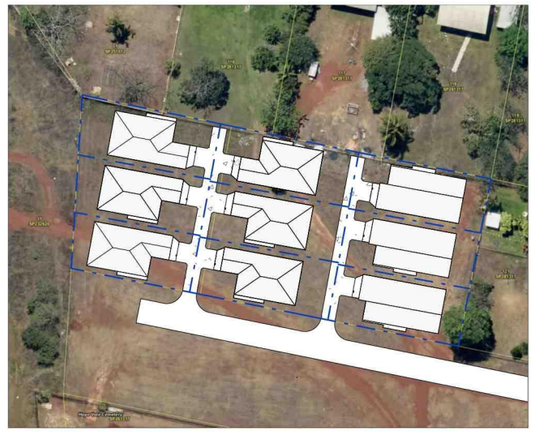
Add Comment

SOCIAL HOUSING PROGRAM

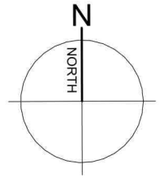
HOPEVALE



1 SITE LOCATION PLAN (EXISTING)
1 : 1500 @ A3



2 SITE LOCATION PLAN (PROPOSED)
1 : 1500 @ A3



TOWN PLANNING

SHIRE COUNCIL: HOPEVALE ASC
SITE ADDRESS:
RPD: Lot. 145, 146,147 on SP281317
ZONE: TOWNSHIP

SITE AREA= 4252 m2

BUILDING AREA= 939m2

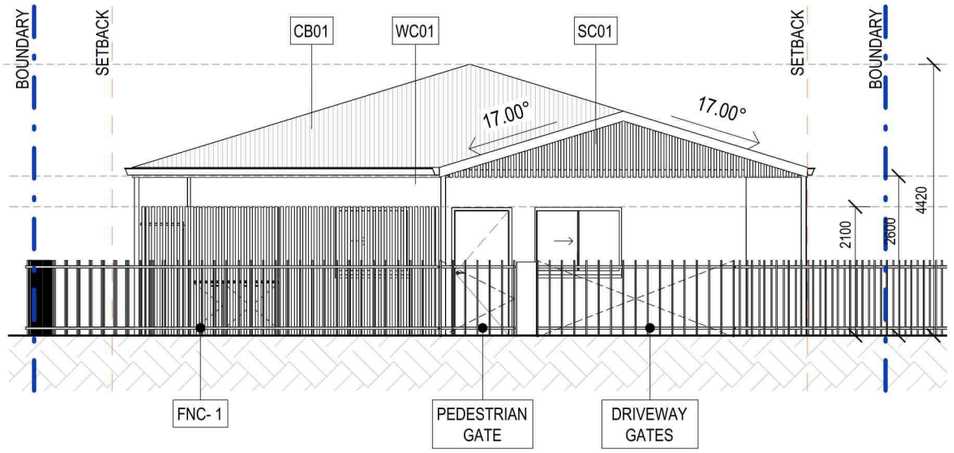
MAXIMUM SITE COVER= 50%
ACTUAL SITE COVER= 21.7m2

MAXIMUM BUILDING HEIGHT= 4.5m

SETBACKS:
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PROVIDED SIDE SETBACK 1.275m
PROVIDED FRONT SETBACK 2.00m

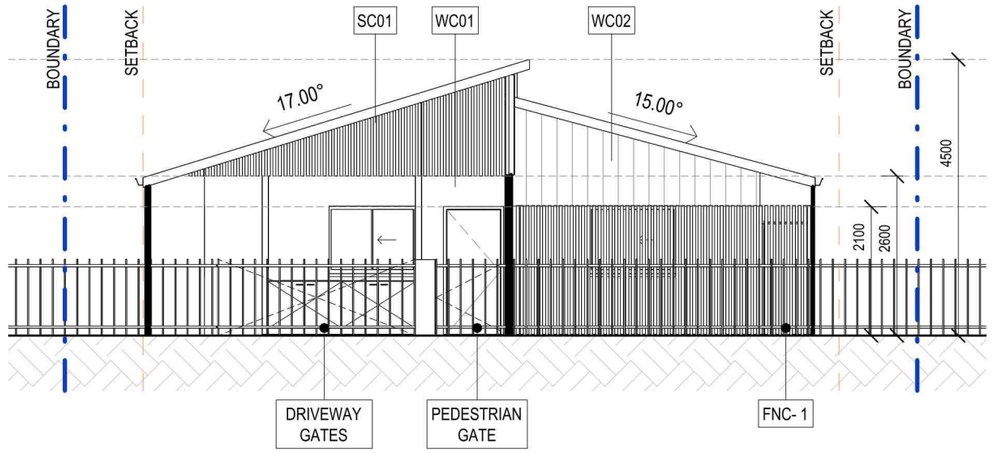
CARPARKING:
DOUBLE CARPORT: 18

TYPE 1 ROOF OPTION



3 ELEVATION TYPE 1
1 : 100 @ A3

TYPE 2 ROOF OPTION



4 ELEVATION TYPE 2
1 : 100 @ A3

AMENDMENTS

ISSUE	DATE	SUBJECT	AUTHORISED
1	Date 1	Revision 1	

DRAWING INDEX SYSTEM
FOR QBUILD USE ONLY

- ☐ CEILING PLANS
- ☐ CONSTRUCTION DETAILS
- ☐ ELEVATIONS
- ☐ EXTERNAL WORKS
- ☐ FITOUTS
- ☐ FLOOR PLANS
- ☐ FURNITURE & EQUIPMENT
- ☐ HYDRAULICS
- ☐ MASTER PLAN
- ☐ MISCELLANEOUS DETAILS
- ☐ OTHER
- ☐ PLAY STRUCTURES
- ☐ ROOF PLANS
- ☐ SECTIONS
- ☐ SETOUT PLAN
- ☐ SITE PLAN
- ☐ STANDARDS

Hopevale Aboriginal Shire Council

HOPE VALE
ABORIGINAL SHIRE COUNCIL

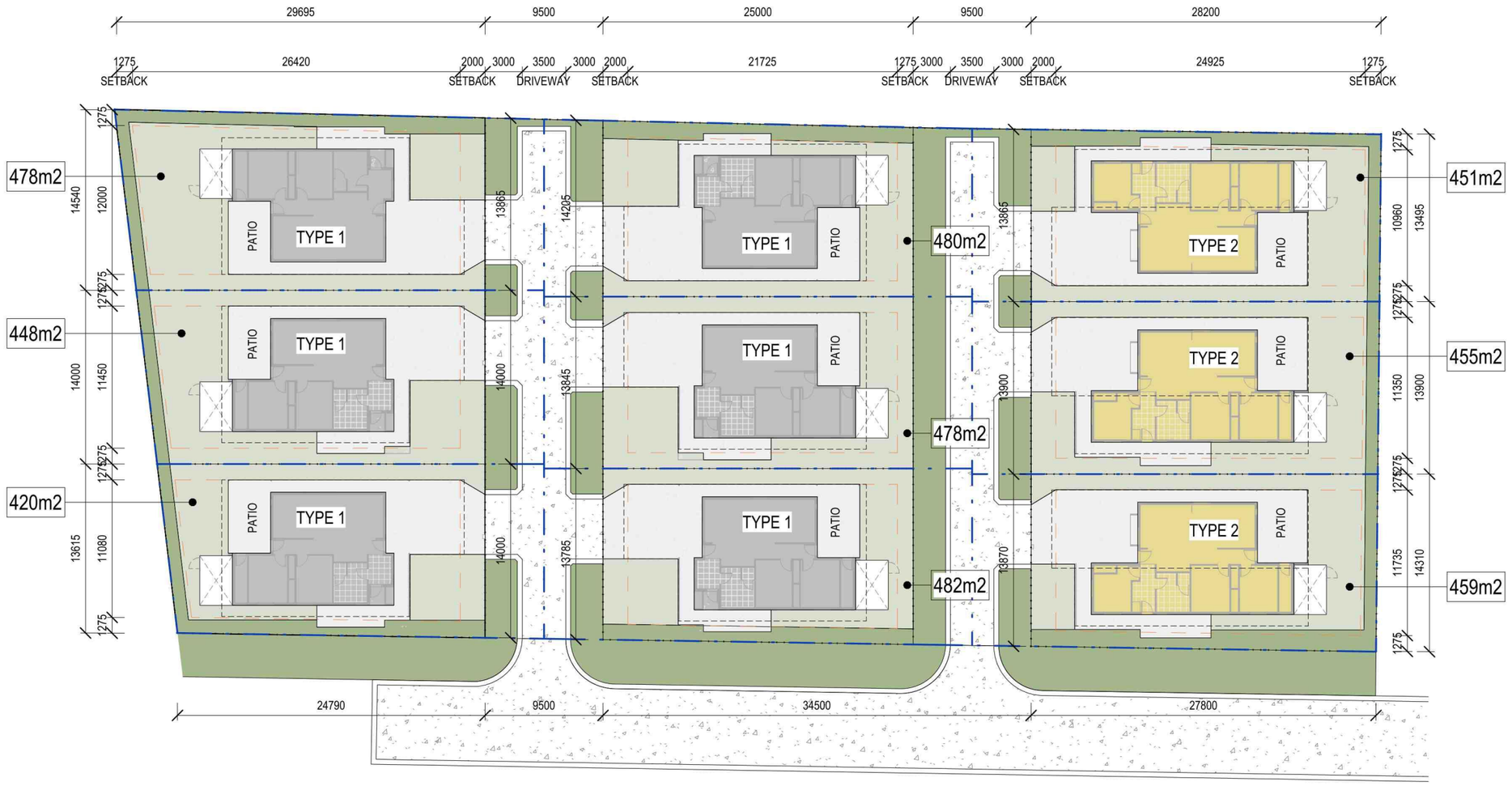
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DRAWN	DATE
MS	
DISCIPLINE TEAM LEADER	DATE
MS	RPEQ No. if Engineer
AUTHORISED FOR ISSUE	DATE

jmc architects
JULIANNE McALLOON ARCHITECTS

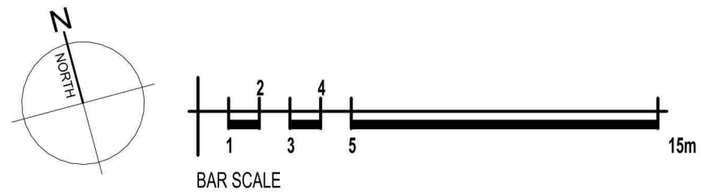
STAGE 1: 9 x 2-3 BED SOCIAL HOUSING DWELLINGS
Lot. 145, 146,147 on SP281317

COVER SHEET

SCALE: As indicated
AT: A3 SIZE
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CLIENT REFERENCE NUMBER:
DRAWING NUMBER: 8323 /SD/A00.00
ISSUE: 1
SHEET NO:



1 MASTER PLAN
1 : 400 @ A3

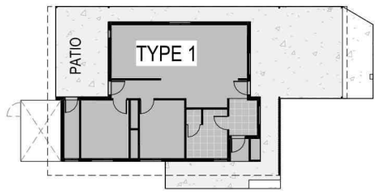


BAR SCALE

LEGEND

- TURF
- GARDEN BED
- PROPERTY SETBACK
- 9x LOTS BOUNDARY RECONFIGURATION
- FNC-1
- FNC- 2

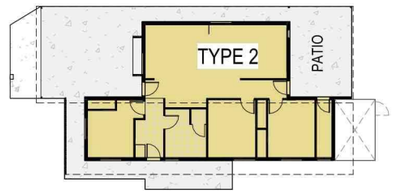
PROPOSED
6x 2 BEDROOM
3x 3 BEDROOM



TYPE 1 HOUSE
2x BEDROOM
DOUBLE CARPORT

BUILDING AREAS
ENCLOSED AREA: 87m2
UNENCLOSED AREA: 24m2

NUMBER OF BUILDINGS - 6



TYPE 2 HOUSE
3x BEDROOM
DOUBLE CARPORT

BUILDING AREAS
ENCLOSED AREA: 107m2
UNENCLOSED AREA: 27m2

NUMBER OF BUILDINGS - 3

AMENDMENTS

ISSUE	DATE	SUBJECT	AUTHORISED
1	Date 1	Revision 1	

DRAWING INDEX SYSTEM
FOR QBUILD USE ONLY

- ☐ CEILING PLANS
- ☐ CONSTRUCTION DETAILS
- ☐ ELEVATIONS
- ☐ EXTERNAL WORKS
- ☐ FITOUTS
- ☐ FLOOR PLANS
- ☐ FURNITURE & EQUIPMENT
- ☐ HYDRAULICS
- ☐ MASTER PLAN
- ☐ MISCELLANEOUS DETAILS
- ☐ OTHER
- ☐ PLAY STRUCTURES
- ☐ ROOF PLANS
- ☐ SECTIONS
- ☐ SETOUT PLAN
- ☐ SITE PLAN
- ☐ STANDARDS

Hopevale Aboriginal Shire Council

HOPE VALE ABORIGINAL SHIRE COUNCIL

MF	02/09/2026
DRAWN	DATE
MS	
DISCIPLINE TEAM LEADER	DATE
MS	RPEQ No. if Engineer
AUTHORISED FOR ISSUE	DATE

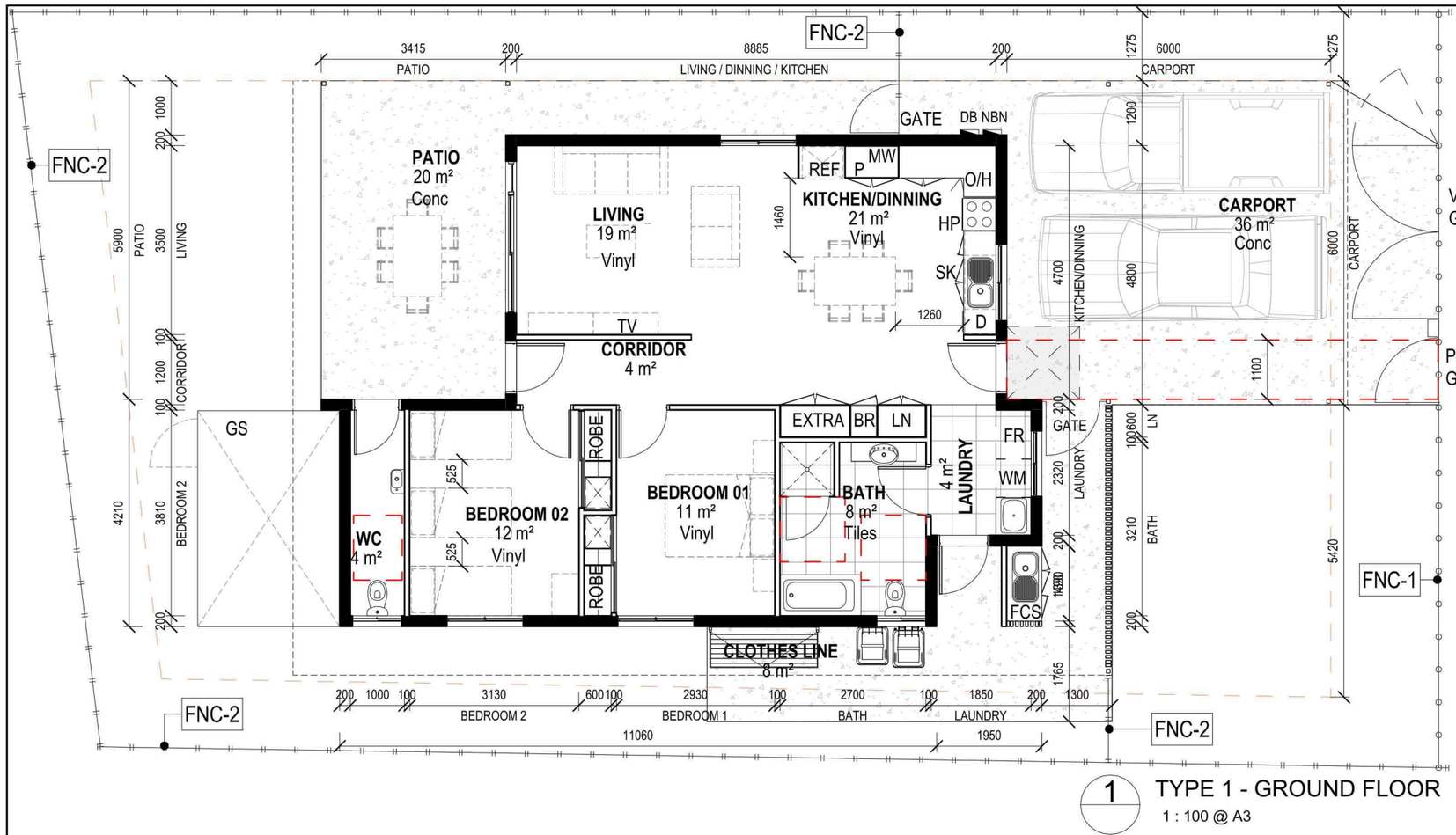
jmc architects
JULIANNE McALLOON ARCHITECTS

STAGE 1: 9 x 2-3 BED SOCIAL HOUSING DWELLINGS

Lot. 145, 146,147 on SP281317

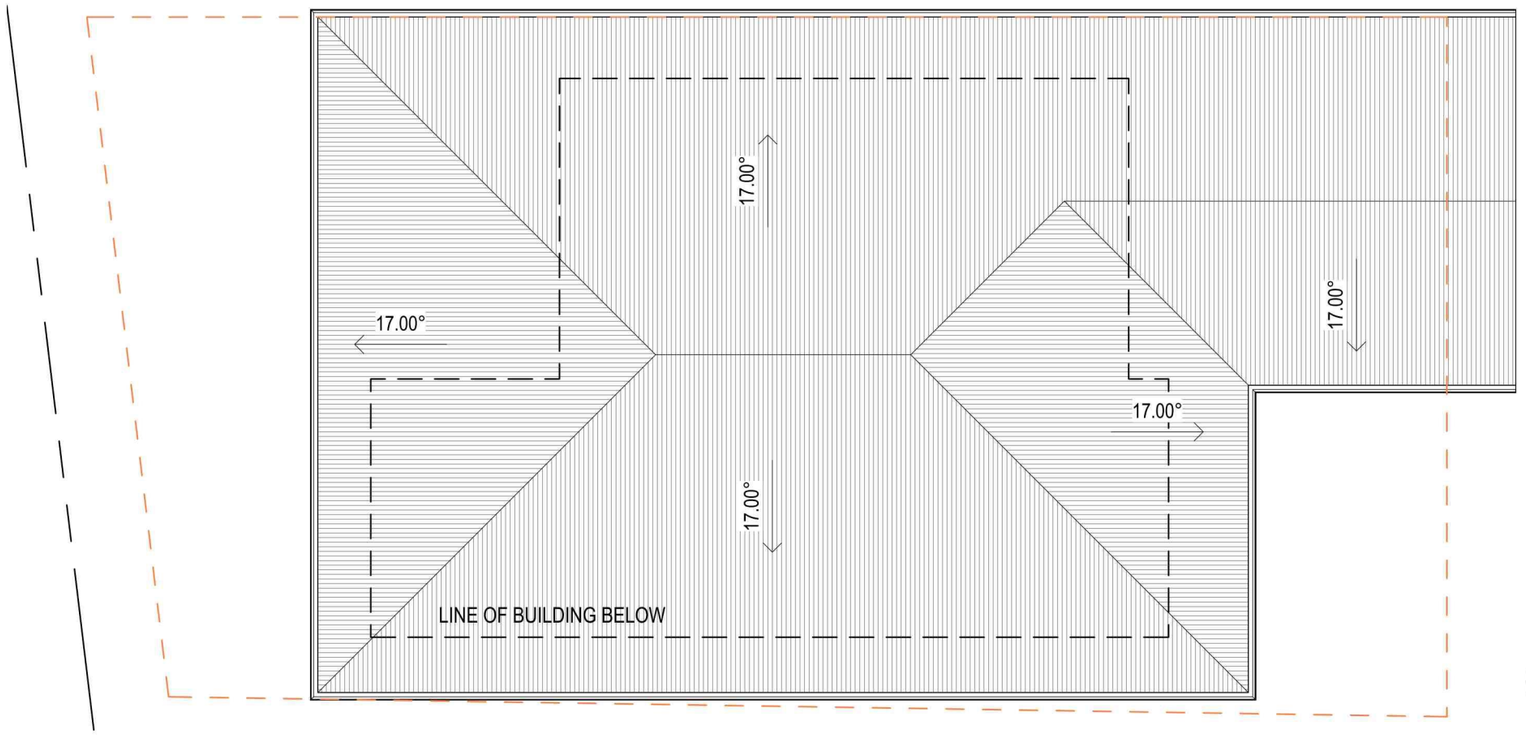
9 LOT SUBDISION MASTER PLAN

SCALE	AT
As indicated	A3 SIZE
MASTER SITE NUMBER	CLIENT REFERENCE NUMBER
DRAWING NUMBER	ISSUE / SHEET NO
8323 /SD/A00.01	1



1 TYPE 1 - GROUND FLOOR

1 : 100 @ A3



2 TYPE 1- ROOF OPTION

1 : 100 @ A3

ABBREVIATIONS

BR	BROOM CLOSET
BATH	BATHTUB
CL	CLOTHESLINE
D	DRAWER
DB	DISTRIBUTION BOARD IN PROPRIETARY CABINET RECESSED INTO WALL FRAMING
FCS	FISH CLEANING SINK
FR	FREEZER
GSS	GLASS SHOWER SCREEN,
GD	LINEAR GRATE TO PATIO/BALCONY
GR	GRABRAIL
GS	GARDEN SHED (4m x 2.63m)
DW	DISHWASHER
HB	HANDBASIN
HP	COOKTOP
LN	LINEN
LT	LAUNDRY TUB
MW	MICROWAVE SHELF
NBN	NATIONAL BROADBAND NETWORK CONTROL BOX
O/H	OVERHEAD CUPBOARD
P	PANTRY
REF	REFRIGERATOR
SK	SINK
SHR	SHOWER
VB	VANITY BASIN
WC	WATER CLOSET
WM	WASHING MACHINE
	CLEARANCE ZONE
	CLEAR ENTRY AREA - 1350mm x 1350mm
FNC-1	VERTICAL POWDERCOAT METAL BAR FENCE + DOUBLE GATES – 1200mm H
FNC-2	TIMBER PALING FIXED TO HARDWOOD RAILS + TREATED POSTS

2 BEDROOM HOUSE - OPTION

Allotment Area = 375.5m2
Plot Ratio = 153.3m2 / 375.5= 0.41
Allow 900mm roof overhangs typical

FECA = 88m2
PATIO + CL= 28m2

N NORTH

AMENDMENTS

ISSUE	DATE	SUBJECT	AUTHORISE
1	Date 1	Revision 1	

DRAWING INDEX SYSTEM
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- ☐ MASTER PLAN
- ☐ MISC DETAILS
- ☐ PLAY STRUCTURES
- ☐ ROOF PLANS
- ☐ SECTIONS
- ☐ SETOUT PLAN
- ☐ SITE PLAN
- ☐ STANDARDS/OTHER

Queensland Government
Department of Housing and Public Works

Hopevale Aboriginal Shire Council

jmc architects
JULIANNE McALLOON ARCHITECTS

MF	02/09/2026
DRAWN	DATE
MS	02/09/2026
DISCIPLINE TEAM LEADER	DATE
MS	RPEQ No. if Engineer
AUTHORISED FOR ISSUE	DATE

STAGE 1: 9 x 2-3 BED SOCIAL HOUSING DWELLINGS

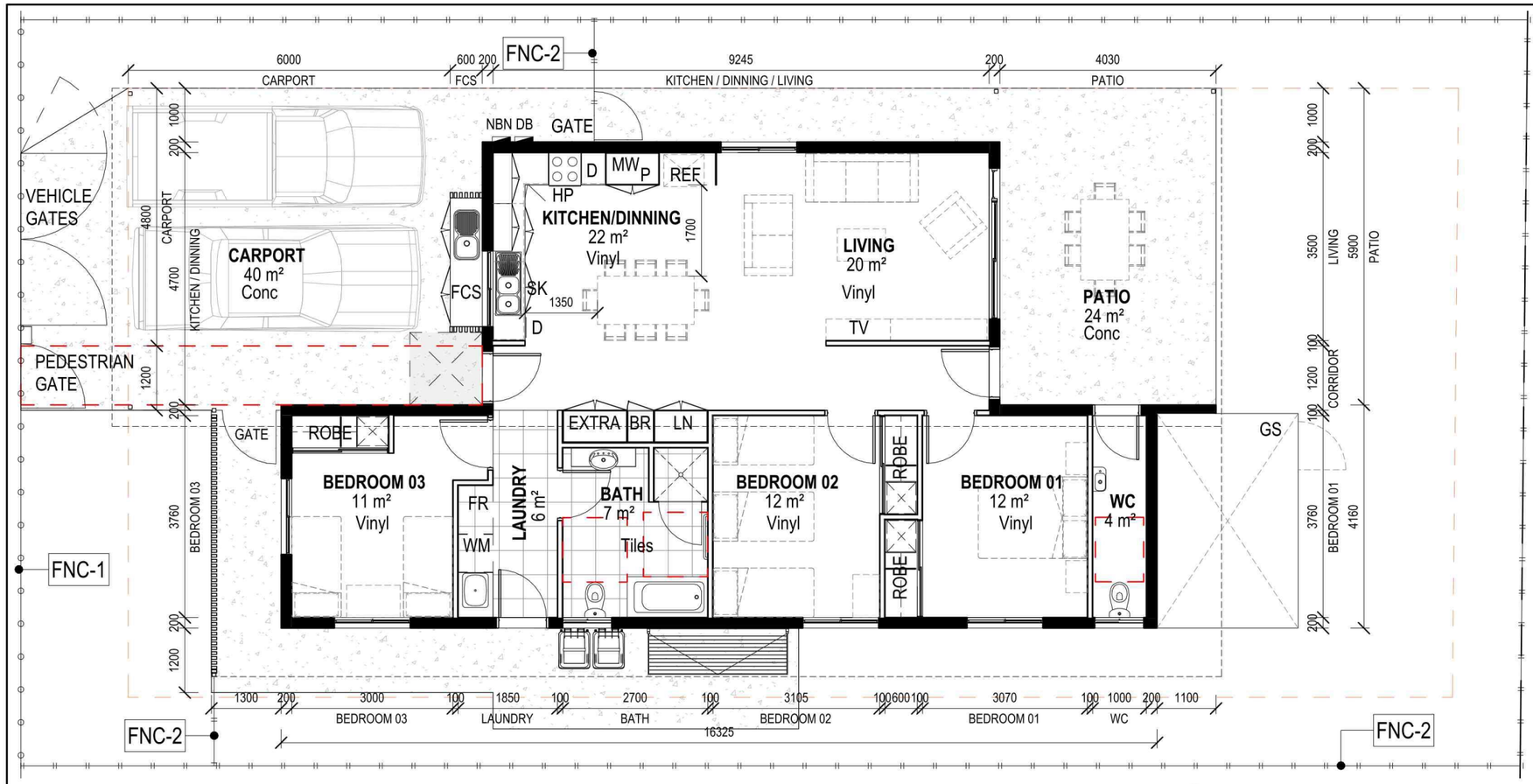
Lot. 145, 146,147 on SP281317

PLAN HOUSE 2 BEDROOMS

SCALE	AT
As indicated	A3 SIZE

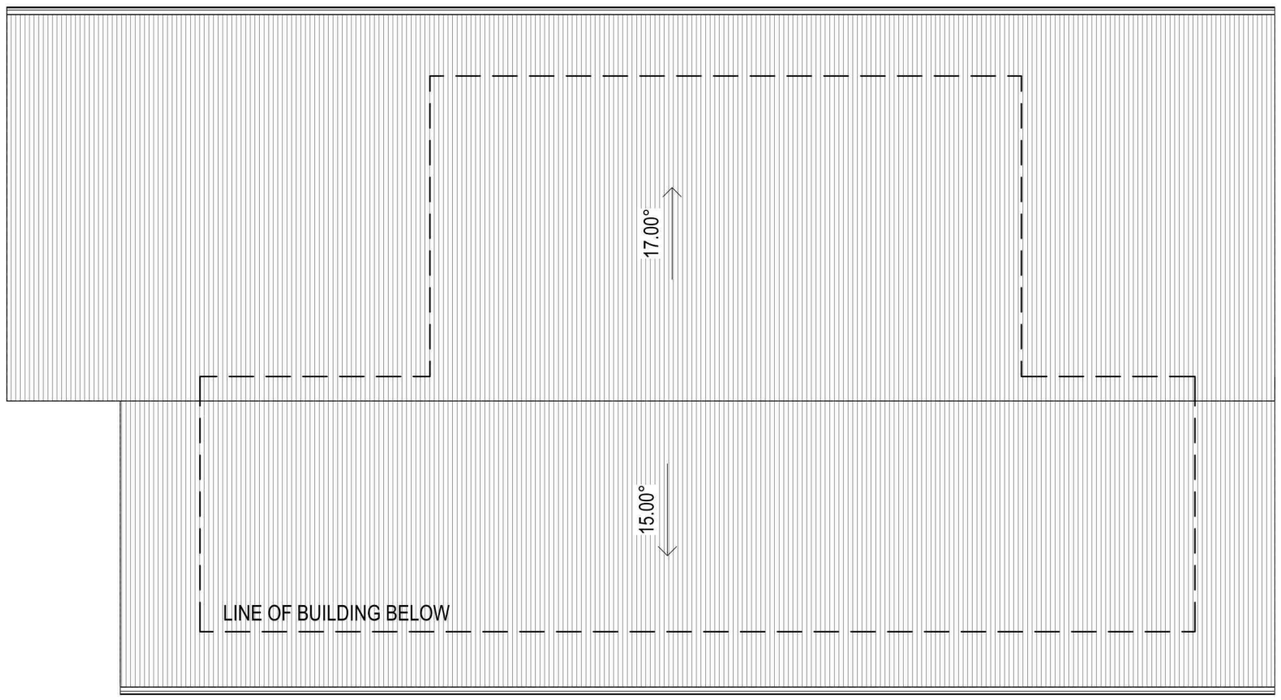
MASTER SITE NUMBER | CLIENT REFERENCE NUMBER

DRAWING NUMBER	ISSUE	SHEET NO
8323 /SD/A01.00	1	



1 TYPE 2- GROUND FLOOR

1 : 100 @ A3



2 TYPE 2- ROOF OPTION

1 : 100 @ A3

3 BEDROOM HOUSE - OPTION

Allotment Area = 385m2
Plot Ratio = 172m2 / 385= 0.45
Allow 900mm roof overhangs typical

FECA = 105m2
PATIO + CL= 32m2

N NORTH

ABBREVIATIONS

BR	BROOM CLOSET
BATH	BATHTUB
CL	CLOTHESLINE
D	DRAWER
DB	DISTRIBUTION BOARD IN PROPRIETARY CABINET RECESSED INTO WALL FRAMING
FCS	FISH CLEANING SINK
FR	FREEZER
GSS	GLASS SHOWER SCREEN,
GD	LINEAR GRATE TO PATIO/BALCONY
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GS	GARDEN SHED (4m x 2.63m)
DW	DISHWASHER
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HP	COOKTOP
LN	LINEN
LT	LAUNDRY TUB
MW	MICROWAVE SHELF
NBN	NATIONAL BROADBAND NETWORK CONTROL BOX
O/H	OVERHEAD CUPBOARD
P	PANTRY
REF	REFRIGERATOR
SK	SINK
SHR	SHOWER
VB	VANITY BASIN
WC	WATER CLOSET
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	CLEARANCE ZONE
	CLEAR ENTRY AREA - 1350mm x 1350mm
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AMENDMENTS

ISSUE	DATE	SUBJECT	AUTHORISE
1	Date 1	Revision 1	

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Queensland Government
Department of Housing and Public Works

Hopevale Aboriginal Shire Council

jmc architects
JULIANNE McALLOON ARCHITECTS

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AUTHORISED FOR ISSUE	DATE

STAGE 1: 9 x 2-3 BED SOCIAL HOUSING DWELLINGS

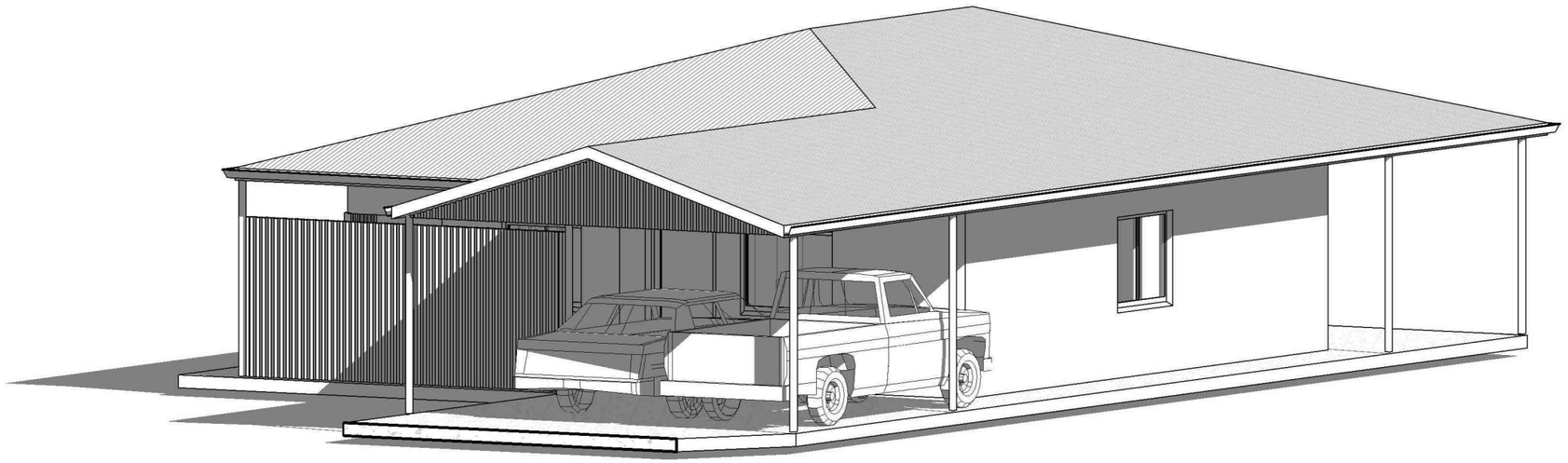
Lot. 145, 146,147 on SP281317

PLAN HOUSE 3 BEDROOMS

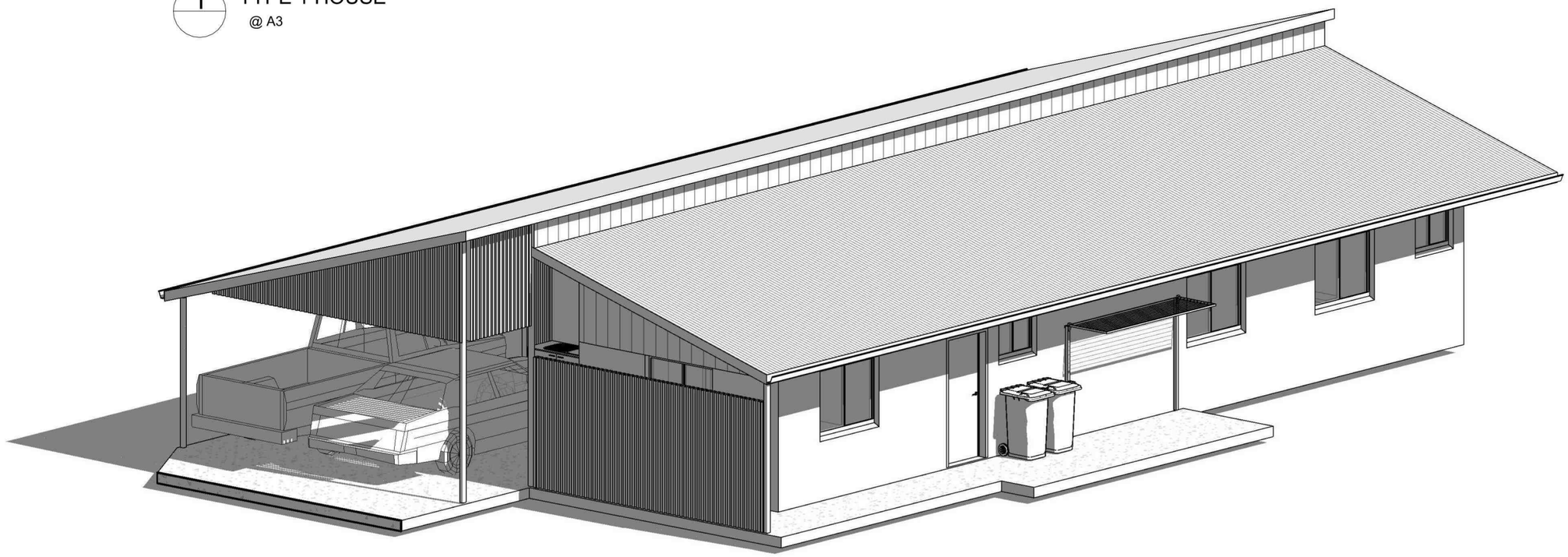
SCALE	AT
As indicated	A3 SIZE

MASTER SITE NUMBER | CLIENT REFERENCE NUMBER

DRAWING NUMBER	ISSUE	SHEET NO
8323 /SD/A01.01	1	



1 TYPE 1 HOUSE
@ A3



2 TYPE 2 HOUSE
@ A3

AMENDMENTS

ISSUE	DATE	SUBJECT	AUTHORISED
1	Date 1	Revision 1	

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- ☐ OTHER
- ☐ PLAY STRUCTURES
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- ☐ SECTIONS
- ☐ SETOUT PLAN
- ☐ SITE PLAN
- ☐ STANDARDS

Hopevale Aboriginal Shire Council

HOPE VALE
ABORIGINAL SHIRE COUNCIL

MF — DRAWN — 02/09/2026 DATE

MS — DISCIPLINE TEAM LEADER — DATE

MS — AUTHORISED FOR ISSUE — RPEQ No. if Engineer — DATE

jmc architects
JULIANNE McALLOON ARCHITECTS

STAGE 1: 9 x 2-3 BED SOCIAL HOUSING DWELLINGS

Lot. 145, 146,147 on SP281317

VIEWS

SCALE — AT — A3 SIZE

MASTER SITE NUMBER

CLIENT REFERENCE NUMBER

DRAWING NUMBER — 8323 /SD/A02.00

ISSUE — 1

SHEET NO

Agenda Item Submission

Submission

Agenda Section

Corporate Services Report

Agenda Item Subject *

Corporate Services Report

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 16th September 2026

Date Requested *

09-Sep-26

Date item was requested

Item Reference Number

OM2026/09-007

Classification *

☑ **Information** ☐ Action ☐ Note ☐ Confidential

Details

Recommendation *

That council receive and note the information in the report.

Background/Summary

Corporate Services

- The team has focused on staff professional development, supporting continuous learning, capability building and the ongoing development of skills across the organisation. A Training Policy has been developed and is currently being reviewed. A partnership with On Common Country has enabled funding to support training for up to 20 employees. Essential training for our cleaners is currently being considered.
- Work to update Council's policies and procedures is ongoing. Documents will be presented to Council as developed.

Human Resources

- Bronwyn Cairns, HR consultant visited Hope Vale from 7-10/09/26. During her visit, Ms. Cairns was able to support staff with HR queries. The team spent a considerable amount of time reviewing HR procedures to identify areas for improvement, streamline processes, strengthen communication, and ensure our practices remain compliant with relevant workplace requirements.
- A new Human Resources Report has been developed and included in this meeting.

Payroll

- Implementation of the new timesheets presented an opportunity to tailor the document to better suit Aged Care Services. A variation of the timesheet has been developed and implemented to improve accuracy, efficiency, and ease of use.

Property Management

- Draft agreements have been issued to the 3 organisations approved at the last meeting for Lease A, Lease F and Lease G at the Everlina Plaza.

Budget and Resource Considerations

Action Options

Appointments and Meetings

Date	Description

Link to Operational Plan

Consultation

Risk Assessment

(●) **Low** ( ) Medium ( ) High

Attach Supporting Agenda Materials

Human Resources Report 16 September 2026.pdf 290.81KB

Reference Document

( ) Yes (●) **Not Applicable**

Report Prepared by *
Felicia

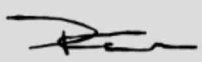
Submitter Email *
felicia.mclean@hopevale.qld.gov.au

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Tisha Gordon	10-Sep-26

Comments, Questions and Rejections Notes

A full history of this Submissions journey can be found in the Action History Tab contained in the pane on the right

Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *

**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment

Human Resources

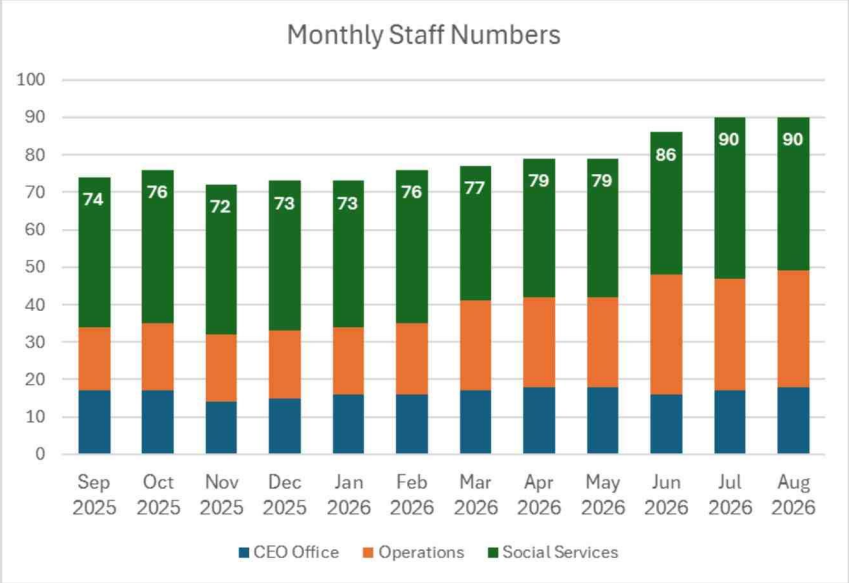
COUNCIL REPORT

Meeting: 16 September 2026

The 2027 data presented below is to the end of Pay Period 9, which ended on 30 August 2026.

1 STAFF PROFILE

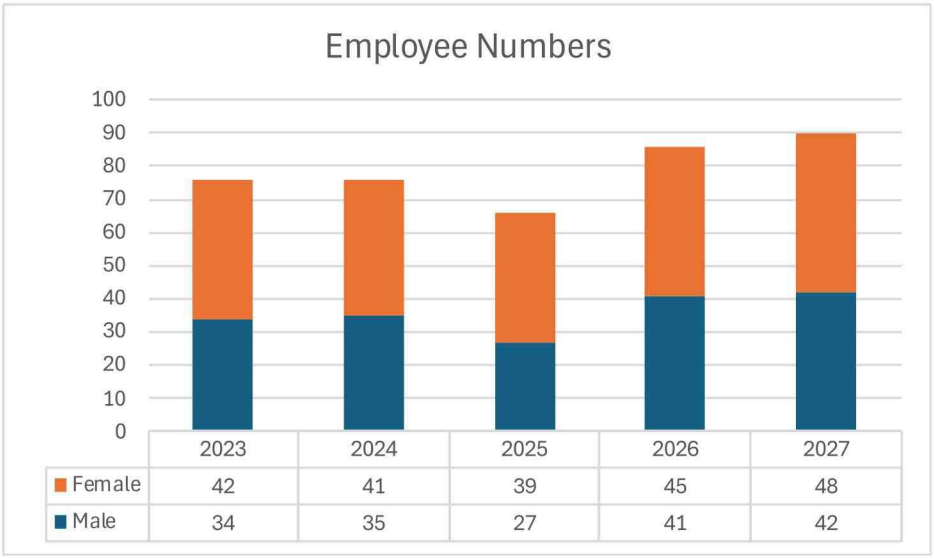
1.1 Monthly Staff Numbers



1.2 Yearly Staff Numbers

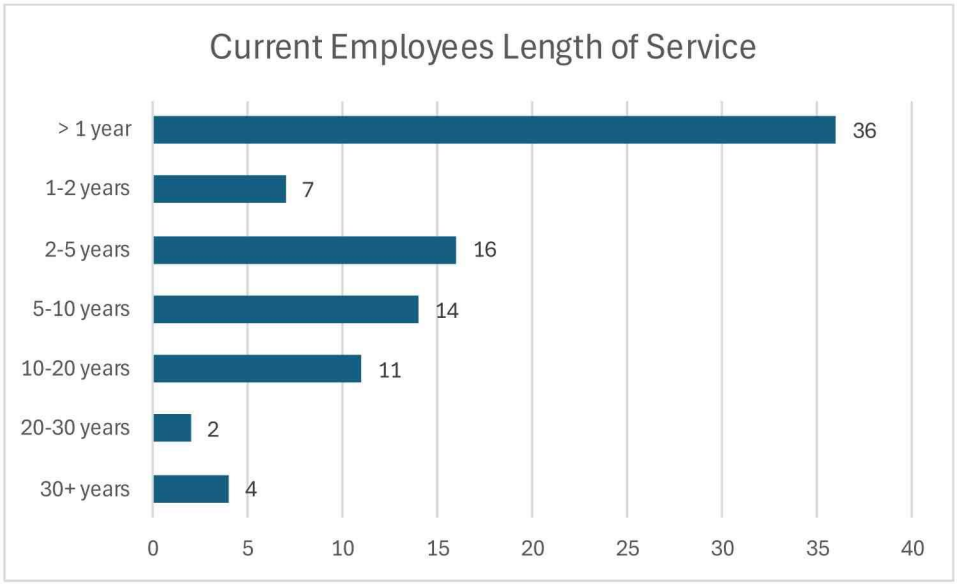
	2023	2024	2025	2026	2027
Department					
Administration & Finance	17	16	15	16	19
Operations	25	24	19	32	31
Social Services	34	36	32	38	40
Total	**76**	**76**	**66**	**86**	**90**
Ethnic Background					
Aboriginal	57	58	59	70	70
Not Stated	19	18	7	16	20
Employment Type					
Full Time	56	54	45	64	66
Part Time	10	10	6	14	12
Casual	10	12	15	8	12

Note: Ethnic Background data is currently incomplete in PCS, however a project is planned to update this.



1.3 Length of Service

Number of Years	2023	2024	2025	2026	2027
> 1 year	0	0	3	36	36
1-2 years	0	5	10	3	7
2-5 years	25	30	19	15	16
5-10 years	23	17	14	14	14
10-20 years	18	15	13	12	11
20-30 years	3	3	3	2	2
30+ years	7	6	4	4	4



2 RECRUITMENT ACTIVITIES

2.1 New Staff

The following staff have commenced this month:

Name	Position	Date
Audrey Deemal	Director of Social Services	10/08/2026
Eric Woibo	Assistant Water Operator (temporary)	10/08/2026
Dylan Nipper	Civil Construction Worker (temporary)	18/08/2026

2.2 Recruitment Activities

Recruitment activities are currently underway for the following positions:

- Aged Care Support Officer
- CHSP Support Worker Officer
- CHSP Administration Assistant

3 TERMINATIONS

The following staff left Council last month:

Name	Position	Date
Roanld Bowen	Civil Labourer	21/08/2026
Annie Mabo	CHSP Support Worker	10/08/2026
Jinney Patterson	CHSP Support Worker	10/08/2026

History	2023	2024	2025	2026	2027
Terminations	19	23	26	25	6
Staff Turnover	25%	30%	39%	29%	7%

4 LEAVE BALANCES

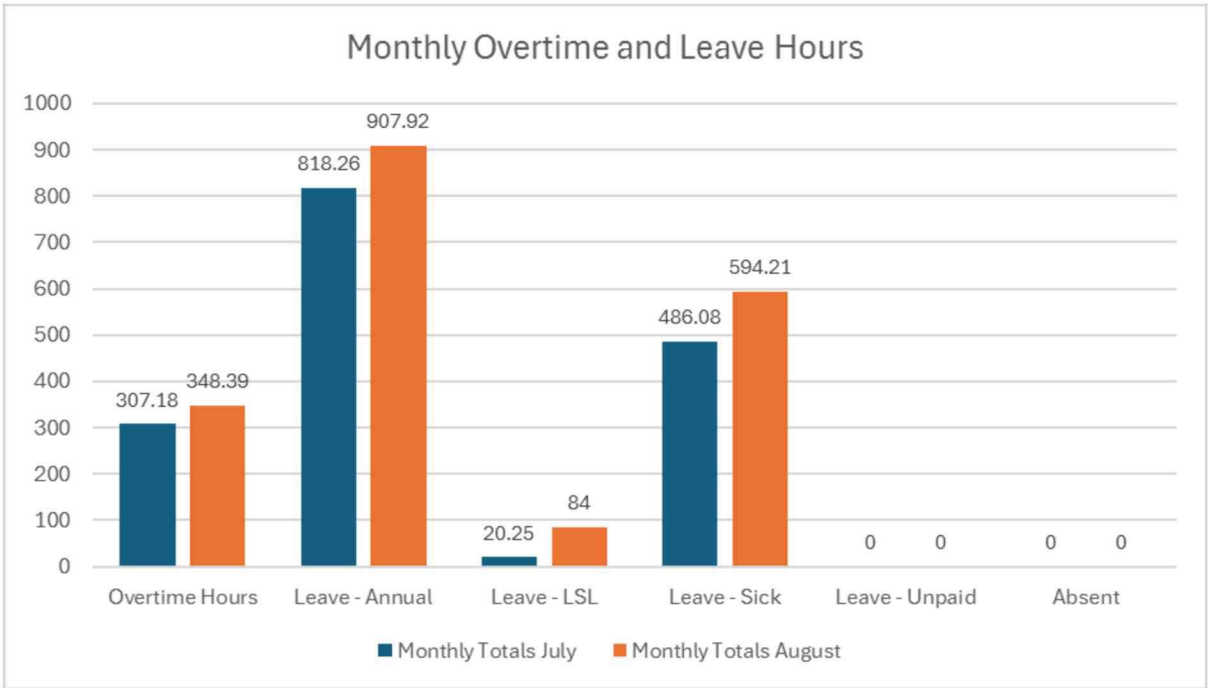
Current Leave Balances are shown below and compared to the balances at the start of the year:

	1 July 2026			Current Balances		
	Annual Leave	Long Service	Sick Leave	Annual Leave	Long Service	Sick Leave
CEO Office	589	1,005	3,005	747	1,079	3,087
Operations	1,943	3,657	4,888	1,932	3,463	3,977
Social Services	1,913	4,483	2,084	2,331	4,719	2,186
Total	4,445	9,145	9,978	5,010	9,261	9,250
Average per employee	56.99	106.34	127.92	64.23	102.90	118.59

5 HOURS SUMMARIES

The following hours have been recorded:

5.1 Monthly Hours for Overtime and Leave



5.2 Yearly Hours Summary

Type	2023	2024	2025	2026	2027
Ordinary Hours	76,920	80,872	75,780	91,512	18,900
Overtime Hours	4,500	4,206	4,281	3,922	656
Leave - Annual	8,536	8,636	8,597	7,821	1,726
Leave - LSL	1,536	867	1,356	526	104
Leave - Sick	3,849	4,216	4,362	4,717	1,080
Leave - Unpaid	1,590	1,567	2,815	1,179	-
Absent	1,929	2,237	4,552	2,323	-