



## **MEETING BOOK**

**Northern Peninsula Area Regional Council**

**Ordinary Council Meeting #4**

**To commence at 9:00am**

**On**

**Tuesday 23<sup>rd</sup> July 2024**

**Injinoo Boardroom**

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**AGENDA ITEM 1- 5**  
**ORDINARY COUNCIL MEETING #4**  
**Tuesday 22<sup>nd</sup> July 2024**  
**Injinoo Boardroom**

- 1. Welcome and Opening of Meeting**
- 2. Acknowledgement of Traditional Owners**
- 3. Present**
- 4. Apologies**
- 5. Declarations of Conflicts of Interest**



**UNCONFIRMED**

**Meeting Minutes**  
**ORDINARY COUNCIL MEETING #3**  
**Tuesday 18<sup>th</sup> June 2024**  
**Bamaga Boardroom**

## **Northern Peninsula Area Regional Council**

### **Ordinary Council Meeting #3**

**To commence at 9.00am**

**On**

**Tuesday 18<sup>th</sup> June 2024**

**Bamaga Boardroom**





## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #3  
Tuesday 18<sup>th</sup> June 2024  
Bamaga Boardroom

### Agenda Item 1. Welcome and Opening of Meeting

Mayor Poi Poi welcomed attendees and opened the meeting at 9.38am with a prayer by Cr Gebadi.

### Agenda Item 2. Acknowledgement of Country

Mayor Poi Poi paid respects on behalf of the Council to the traditional owners of the land upon which the meeting was held and the traditional owners of the Northern Peninsula Area; and to their elders past, present and emerging.

A minute silence was held out of respect to sorry business within the NPA.

### Agenda Item 3. Present

#### Mayor & Councillors

Mayor Robert Poi Poi	Mayor
Cr David Byrne	Division 1
Cr Mary Yoelu	Division 2 / Deputy Mayor
Cr Kitty Gebadi	Division 3
Cr Marlene Bond	Division 4
Cr Bradford Elu	Division 5

#### Other Attendees

Kate Gallaway	CEO
Gus Yates	Executive Manager Operations
Gina Peter	Executive Manager Corporate & Finance Services
Elimau Blarrey	Senior Executive Assistant (Minute Taker)

### Agenda Item 4. Apologies

Yanetta Nadredre	Executive Manager Community & Regulatory Services
Robert James	Executive Manager Building & Infrastructure

### Agenda Item 5. Declarations of Conflict of Interest

Nil

### Agenda Item 6. Confirmation of Minutes of Previous Meeting

#### Resolution

##### That Council:

Notes and confirms the minutes from the Council Meeting held Thursday 30<sup>th</sup> May 2024.

Moved: Cr Gebadi

Vote: 6/0

Seconded: Cr Byrne

Resolution: C6.1-18062024

CARRIED

### Agenda Item 7. Business Arising from Previous Meeting

Action items were discussed as per the Action Task List



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #3  
Tuesday 18<sup>th</sup> June 2024  
Bamaga Boardroom

### Agenda Item 8. Mayor Report

#### Resolution

##### That Council:

- Note the Mayor's verbal report from Tuesday 18<sup>th</sup> June 2024

Moved: Cr Bond

Vote: 6/0

Seconded: Cr Elu

Resolution: C8.1-18062024

CARRIED

### Agenda Item 12.2. Alternative Governance Structures for Injinoo Community

Cr Gebadi left the room at 10:26am

Cr Gebadi returned into the room at 10:27am

Meeting paused for Morning Tea Break at 10:30am

Meeting resumed from Morning Tea at 10:40am

#### Resolution

##### That Council resolves:

- Note the Report
- Following the discussion at the Council meeting, and in response to the request from the Injinoo Councillor, to seek formal state advice regarding alternative governance structures for Injinoo Community to devolve from NPARC, prior to full community consultation.

Moved: Cr Byrne

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C12.2-18062024

CARRIED

### Agenda Item 12.5. Gravel Pits

#### Resolution

##### That Council resolves:

- Pursuant to section 254J(1) of the Local Government Regulation 2012 ("LG Reg"), to close this part of the meeting to the public;
- Pursuant to section 254J(5) of the LG Reg:
  - The matters to be discussed includes legal proceedings involving the local government and negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #3  
Tuesday 18<sup>th</sup> June 2024  
Bamaga Boardroom

- b. An overview of what is to be discussed while the meeting is closed is matters relating to the Native Title validation for the use of gravel pits in the Northern Peninsula Area local government area, including Federal Court Proceeding QUD 86/2024 in which Council is the Respondent.

Moved: Cr Gebadi  
Vote: 6/0

Seconded: Cr Bond  
Resolution: C12.5.1-18062024

CARRIED

### Resolution

That Council resolves:

1. To open the meeting to the public

Moved: Cr Gebadi  
Vote: 6/0

Seconded: Cr Yoelu  
Resolution: C12.5.2-18062024

CARRIED

### Resolution

That Council resolves:

1. notes this Report;

Moved: Cr Gebadi  
Vote: 6/0

Seconded: Cr Byrne  
Resolution: C12.5.3-18062024

CARRIED

### Agenda Item 9. CEO Report

### Resolution

That Council:

- Note the Report

Moved: Cr Byrne  
Vote: 6/0

Seconded: Cr Gebadi  
Resolution: C9-18062024

CARRIED

### Agenda Item 10. Executive Reports



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #3  
Tuesday 18<sup>th</sup> June 2024  
Bamaga Boardroom

### Agenda Item 10.1. Executive Manager Operations Report

Mayor Poipoi left the room at 11:41am

Mayor Poipoi returned into the room at 11:42am

Cr Byrne left the room at 11:58am

Cr Byrne returned into the room at 11:59am

#### Resolution

##### That Council:

- Note the report.

Moved: Cr Bond

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C10.1-18062024

CARRIED

### Agenda Item 10.2. Executive Manager Community & Regulatory Services Report

#### Resolution

##### That Council:

- Defer the matter to the June Special Meeting

Moved: Cr Bond

Vote: 6/0

Seconded: Cr Gebadi

Resolution: C10.2-18062024

CARRIED

### Agenda Item 10.3. Executive Manager Building & Infrastructure Report

#### Resolution

##### That Council:

- Defer the matter to the June Special Meeting.

Moved: Cr Gebadi

Vote: 6/0

Seconded: Cr Elu

Resolution: C10.3-18062024

CARRIED

### Agenda Item 10.4. Executive Manager Finance & Corporate Services Report

#### Resolution

##### That Council:

- Note the report.



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #3  
Tuesday 18<sup>th</sup> June 2024  
Bamaga Boardroom

Moved: Cr Byrne  
Vote: 6/0

Seconded: Cr Bond  
Resolution: C10.4-18062024

CARRIED

### Agenda Item 11. Financial Reports Agenda Item 11.1. May 2024 Financial Report

Cr Elu left the room at 12:50pm

Cr Elu returned into the room at 12:52pm

#### Resolution

##### That Council:

Note and accept the Finance report for the period ending 31 May 2024

Moved: Cr Bond  
Vote: 6/0

Seconded: Cr Yoelu  
Resolution: C11.1-18062024

CARRIED

Council meeting break for lunch at 1:30pm

Moved: Cr Byrne

Second: Cr Bond

6/0

Council meeting open from lunch at 2:14pm

Moved: Cr Yoelu

Second: Cr Byrne

6/0

### Agenda Item 12. Reports

#### Agenda Item 12.1. July 2024 Community Meetings

#### Resolution

##### That Council:

- Note the Report
- Approves the proposed dates for Community Meetings

Moved: Cr Elu  
Vote: 6/0

Seconded: Cr Bond  
Resolution: C12.1-18062024

CARRIED

### Agenda Item 12.3. 2025 Special Holidays

**Resolution**

**That Council:**

- Note the Report
- Authorise the CEO to submit the following as special and show holidays
  - Umagico Day – 2<sup>nd</sup> May for Division 2
  - Mabo Day – 3<sup>rd</sup> June
  - Injinoo Day – 1<sup>st</sup> September for Division 1
  - NPA Show – 5<sup>th</sup> September
  - Bamaga Day – 8<sup>th</sup> September for Division 3
  - Seisia Day – 17<sup>th</sup> October for Division 5
  - NPA Sporting Carnival – 24<sup>th</sup> October
  - New Mapoon Day – 14<sup>th</sup> November for Division 4

**Moved: Cr Gebadi**

**Vote: 6/0**

**Seconded: Cr Bond**

**Resolution: C12.3-18062024**

**CARRIED / NOT CARRIED**

**Agenda Item 12.4.      Amendment of 2022-26 Corporate Plan**

**Resolution**

**That Council:**

- Note the Report
- Amend the 2022-2026 Corporate Plan as attached

**Moved: Cr Bond**

**Vote: 6/0**

**Seconded: Cr Elu**

**Resolution: C12.4-18062024**

**CARRIED**

**Agenda Item 12.6.      Late Report - Report back from Audit Committee Meeting**

**Resolution**

**That Council:**

- Note and endorse the minutes of the NPARC Internal Audit Committee

**Moved: Cr Gebadi**

**Vote: 6/0**

**Seconded: Cr Yoelu**

**Resolution: C12.6-18062024**

**CARRIED**

**Agenda Item 13.      General Discussion**



## UNCONFIRMED

Meeting Minutes  
ORDINARY COUNCIL MEETING #3  
Tuesday 18<sup>th</sup> June 2024  
Bamaga Boardroom

### Resolution

#### That Council:

- Appoint Cr Bond as the community representative to the Ely Coordination Committee
- Appoint Leonie Ishmail as the alternative community representative to the Ely Coordination Committee

Moved: Cr Byrne

Vote: 6/0

Seconded: Cr Elu

Resolution: C13.1-18062024

CARRIED

### Agenda Item 14. Close of Meeting

Meeting closed at 3:44pm with a prayer by Cr Gebadi.

DRAFT



**UNCONFIRMED**

**Meeting Minutes**  
**SPECIAL COUNCIL MEETING**  
**Friday 28<sup>th</sup> June 2024**  
**Bamaga Boardroom**

## **Northern Peninsula Area Regional Council**

### **Special Council Meeting**

**To commence at 11.00am**

**On**

**Friday 28<sup>th</sup> June 2024**

**Bamaga Boardroom**





## UNCONFIRMED

Meeting Minutes  
SPECIAL COUNCIL MEETING  
Friday 28<sup>th</sup> June 2024  
Bamaga Boardroom

### Agenda Item 1. Welcome and Opening of Meeting

Mayor Poi Poi welcomed attendees and opened the meeting at 11:05am with a prayer by Cr Yoelu.

### Agenda Item 2. Acknowledgement of Country

Mayor Poi Poi paid respects on behalf of the Council to the traditional owners of the land upon which the meeting was held and the traditional owners of the Northern Peninsula Area; and to their elders past, present and emerging.

### Agenda Item 3. Present

#### Mayor & Councillors

Mayor Robert Poi Poi	Mayor
Cr David Byrne	Division 1
Cr Mary Yoelu	Division 2 / Deputy Mayor
Cr Kitty Gebadi	Division 3
Cr Bradford Elu	Division 5

#### Other Attendees

Kate Galloway	Chief Executive Officer
Gus Yates	Executive Manager Operations
Gina Peter	Executive Manager Corporate & Finance Services
Yanetta Nadredre	Executive Manager Community & Regulatory Services
Robert James	Executive Manager Building & Infrastructure
Gavin Herbst	Finance Manager
Elimau Blarrey	Senior Executive Assistant (Minute Taker)

Cr Gebadi and Cr Byrne has requested to join the meeting by videoconference. A resolution is required.

#### Resolution

##### That Council:

Accepts Cr Gebadi and Cr Byrne to join the meeting by videoconference

Moved: Cr Elu

Vote: 3/0

Seconded: Cr Yoelu

Resolution: C3-28062024

CARRIED

Cr Byrne joined the meeting at 11.08am



## UNCONFIRMED

Meeting Minutes  
SPECIAL COUNCIL MEETING  
Friday 28<sup>th</sup> June 2024  
Bamaga Boardroom

### Agenda Item 4. Apologies

#### Resolution

##### That Council:

Grants a leave of absence to Cr Bond who is absent on carers leave.

Moved: Cr Elu

Vote: 4/0

Seconded: Cr Yoelu

Resolution: C4-28062024

CARRIED

### Agenda Item 5. Declarations of Conflict of Interest

Nil

### Agenda Item 6. Other Business

#### Agenda Item 6.1 2024-25 Budget

Cr Yoelu left the room at 11:53am.

Cr Yoelu returned into the room at 11:55am.

Council break for 5 minutes 12:15pm

Cr Gebadi joined the meeting at 12:19pm

Council returned from break at 12:28pm

#### Resolution

##### That Council:

Adopt the Schedule of Regulatory Fees & Commercial Charges 2024/25 in accordance with Sections 97, and 280(2) (d) of the Local Government Act 2009 and Section 262 (3) (c) of the Local Government Regulation 2012

Moved: Cr Yoelu

Vote: 5/0

Seconded: Cr Elu

Resolution: C6.1.1-28062024

CARRIED

**Resolution**

**That Council:**

Adopts the following pursuant to the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council Budget for the 2024/2025 financial year, incorporating

- The statements of financial position;
- The statements of cash flow;
- The statements of income and expenditure;
- The long-term financial forecast;
- The statements of changes in equity;
- The relevant measures of financial sustainability.

**Moved: Cr Yoelu**

**Vote: 5/0**

**Seconded: Cr Gebadi**

**Resolution: C6.1.2-28062024**

**CARRIED**

**Resolution**

**That Council:**

Adopts the 2024/2025 Revenue Policy.

**Moved: Cr Elu**

**Vote: 5/0**

**Seconded: Cr Gebadi**

**Resolution: C6.1.3-28062024**

**CARRIED**

**Resolution**

**That Council:**

Adopts the 2024/2025 Revenue Statement.

**Moved: Cr Yoelu**

**Vote: 5/0**

**Seconded: Cr Byrne**

**Resolution: C6.1.4-28062024**

**CARRIED**

**Resolution**

That Pursuant to the section 205 of the Local Government Regulation 2012, the statement of the financial operations and financial position of the Council in response of the previous financial year ("the Statement of Estimated Financial Position") be received and its contents noted by council.

**Moved: Cr Byrne**

**Vote: 5/0**

**Seconded: Cr Gebadi**

**Resolution: C6.1.5-28062024**

**CARRIED**

**Resolution**

**That Council:**

Adopts the 2024/2025 Debt Policy.

**Moved: Cr Elu**

**Vote: 5/0**

**Seconded: Cr Gebadi**

**Resolution: C6.1.6-28062024**

**CARRIED**

**Resolution**

**That Council:**

Adopts the 2024/2025 Investment Policy.

**Moved: Cr Yoelu**

**Vote: 5/0**

**Seconded: Cr Elu**

**Resolution: C6.1.7-28062024**

**CARRIED**

**Resolution**

**That Council:**

Adopts the 2024/2025 Procurement Policy.

**Moved: Cr Elu**

**Vote: 5/0**

**Seconded: Cr Yoelu**

**Resolution: C6.1.8-28062024**

**CARRIED**



## UNCONFIRMED

Meeting Minutes  
SPECIAL COUNCIL MEETING  
Friday 28<sup>th</sup> June 2024  
Bamaga Boardroom

### Resolution

#### That Council:

Adopts the Concessions Policy.

Moved: Cr Yoelu

Vote: 5/0

Seconded: Cr Gebadi

Resolution: C6.1.9-28062024

CARRIED

### Agenda Item 6.2

### 2024-25 Operational Plan

### Resolution

#### That Council:

1. Adopt the 2024-2025 Operational Plan as attached

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Byrne

Resolution: C6.2-28062024

CARRIED

### Agenda Item 6.3

### Executive Manager Community & Regulatory Services Report

Mayor Poipoi left the room at 1:51pm

Mayor Poipoi returned into the room at 1:53pm

### Resolution

#### That Council:

1. Note the report

Moved: Cr Byrne

Vote: 5/0

Seconded: Cr Yoelu

Resolution: C6.3-28062024

CARRIED



## UNCONFIRMED

Meeting Minutes  
SPECIAL COUNCIL MEETING  
Friday 28<sup>th</sup> June 2024  
Bamaga Boardroom

### Agenda Item 6.4

### Executive Manager Building & Infrastructure Report

#### Resolution

That Council:

1. Note the report

Moved: Cr Gebadi

Vote: 5/0

Seconded: Cr Elu

Resolution: C6.4-28062024

CARRIED

### Agenda Item 7. Close of Meeting

Meeting closed at 2:13pm with a prayer by Cr Yoelu.



**UNCONFIRMED**

**Meeting Minutes**  
**SPECIAL COUNCIL MEETING**  
**Monday 15<sup>th</sup> July 2024**  
**Bamaga Boardroom**

## **Northern Peninsula Area Regional Council**

### **Special Council Meeting**

**To commence at 11.30am**

**On**

**Monday 15<sup>th</sup> July 2024**

**Bamaga Boardroom**



## UNCONFIRMED

Meeting Minutes  
SPECIAL COUNCIL MEETING  
Monday 15<sup>th</sup> July 2024  
Bamaga Boardroom

### Agenda Item 1. Welcome and Opening of Meeting

Mayor Poi Poi welcomed attendees and opened the meeting at 11:40am with a prayer by Cr Gebadi.

### Agenda Item 2. Acknowledgement of Country

Mayor Poi Poi paid respects on behalf of the Council to the traditional owners of the land upon which the meeting was held and the traditional owners of the Northern Peninsula Area; and to their elders past, present and emerging.

Council observed a minute silence out of respect to sorry business within the communities.

### Agenda Item 3. Present

#### Mayor & Councillors

Mayor Robert Poi Poi	Mayor
Cr David Byrne	Division 1
Cr Kitty Gebadi	Division 3
Cr Bradford Elu	Division 5

#### Other Attendees

Kate Gallaway	Chief Executive Officer
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Cr Byrne has requested to join the meeting by teleconference. A resolution is required.

#### Resolution

##### That Council:

Accepts Cr Byrne to join the meeting by teleconference

Moved: Cr Elu

Vote: 3/0

Seconded: Cr Gebadi

Resolution: C3-15072024

**CARRIED**

Cr Byrne joined the meeting at 11.43am





## UNCONFIRMED

Meeting Minutes  
SPECIAL COUNCIL MEETING  
Monday 15<sup>th</sup> July 2024  
Bamaga Boardroom

### Agenda Item 4.

### Apologies

#### Resolution

##### That Council:

Grants a leave of absence to Cr Yoelu who is absent on other business and Cr Bond who is absent for work reasons.

Moved: Cr Elu

Vote: 4/0

Seconded: Cr Gebadi

Resolution: C4-15072024

CARRIED

### Agenda Item 5.

### Declarations of Conflict of Interest

Nil

### Agenda Item 6.

### Other Business

### Agenda Item 6.1

### Gravel Pits

#### Resolution

##### That Council resolves:

1. Pursuant to section 254J(1) of the Local Government Regulation 2012 ("LG Reg"), to close this part of the meeting to the public;
2. Pursuant to section 254J(5) of the LG Reg:
  - a. The matters to be discussed includes legal proceedings involving the local government and negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government
  - b. An overview of what is to be discussed while the meeting is closed is matters relating to the Native Title validation for the use of gravel pits in the Northern Peninsula Area local government area, including Federal Court Proceeding QUD 86/2024 in which Council is the Respondent.

Moved: Cr Gebadi

Vote: 4/0

Seconded: Cr Elu

Resolution: C6.1.1-15072024

CARRIED

**Resolution**

**That Council resolves:**

1. To open the meeting to the public

**Moved: Cr Gebadi**

**Vote: 4/0**

**Seconded: Cr Byrne**

**Resolution: C6.1.2-15072024**

**CARRIED**

**Resolution**

**That Council:**

1. resolves to enter into the Northern Peninsula Area Regional Council Quarrying Indigenous Land Use Agreement (including the Cultural Heritage Management Agreement which forms part of that document) (**Quarry ILUA**) to validate Council's use of sand and gravel pits and water points throughout the Northern Peninsula Area;
2. delegates to the Chief Executive Officer the power to negotiate, finalise and execute on behalf of Council, the Quarry ILUA, subject to paragraph 3 of this resolution;
3. notes the commercial terms of the Quarry ILUA will be substantially reflected by the document considered at this meeting.

**Moved: Cr Elu**

**Vote: 4/0**

**Seconded: Cr Gebadi**

**Resolution: C6.1.3-15072024**

**CARRIED**

**Agenda Item 7. Close of Meeting**

Meeting closed at 1:03pm with a prayer by Cr Gebadi.

### Council Ordinary Monthly Meeting Action Register

Action	Updated	Update	Person Responsible	Date of Meeting
F/up CEQ r.e. Injinoo Shop	17.02.2023	Meeting held with CEQ and visit occurring late Feb from CEQ to progress	CEQ-EMCRS	25.01.2023
	16/03/2023	CEQ has visited the sites to progress		
	18/04/2023	Cost is about \$500-600k. Internal communications at CEQ about how to support		
	23.05.2023	Meeting held with CEQ on 19/05/2023 with various options to assist. To be discussed further and capital funds sourced		
	29.08.2023	Preferred option identified by Cr Nona. Email sent to CEQ to progress.		
	26/09/2023	Fit out works commenced. Waiting on Give Back assistance confirmation from CEQ		
		Scoping works completed in October to progress		
	24/10/2023	Update requested following October visit		
	16/11/2023	Preliminary works progressing. CEQ support through give-back		
	19/12/2023	CEQ progressing works		
	15/01/24	Meeting held with CEQ on 14/02. Equipment has been dispatched to NPA and quote requested for toilet works		
	27/02/2024	Met with CEQ rep and finalised shop fittings and equipment.		
	06/03/2024	Equipment ready to be shipped. Dependent on Seaswift capability		
	30/05/24	CEQ has organised shipping with SeaSwift.		
	11/06/2024	No further updates		
	16/07/2024	Shelving has arrived, planning is underway with CEQ to put up shelving as per new floor plans.		
F/up Stingers Program and support from Royal Lifesaving	16/03/2023	Awaiting response	EMCRS	24.02.2023
	18/04/2023	Awaiting contact information to progress		
	23.05.2023	Contact made and awaiting reply		
	07.06.2023	Follow up with an email, awaiting reply		
	17/07/2023	Still progressing with <a href="https://rlssq.com.au">https://rlssq.com.au</a> to get stinger signage.		
	29/08/2023	Nil response. Progressing internally		
	20/09/2023	Awaiting quotes for signage.		
	15/10/2023	Delays – supplier has requested to conduct a beach audit. We have advised signage is required promptly as jellyfish season has already approached.		
	07/11/2023	Aerial audit is being conducted on Seisia, Umagico and Injinoo beach to finalise signage.		
	12/12/2023	Signage is being reviewed for approval then printing stage will commence.		
	10/01/2024	Signs approved for printing to commence.		
	20/01/2024	Signs in printing stage.		
	06/03/2024	No further updates		
	13/04/2024	Delays due to staff on leave.		
	22/05/2024	Signs printed, delivery pending seaswift.		
	11/06/2024	NO further updates		



Action	Updated	Update	Person Responsible	Date of Meeting
	20/02/2024 6/03/2024 17/04/2024 22/05/2024  14/6/2024 18/07/24	Matter previously being managed by Building Supervisor. Has been handed over to new P&F Manager to progress with priority No updates this reporting period, Information hasn't been passed onto P&F Manager Materials have been ordered, waiting on sea swift to delivered, works will be completed ASAP Sea Swift have not delivered, keeps making excuses. Will need to follow up  Fridges are at stores ready to be pick up. Action: will pickup and drop off week of Monday 27 <sup>th</sup> May Carpenters will be installing security screens next week as well Works have started on Security Screens / Fridges are still at stores, staff was away when planed to do works. Will sort out by next reporting		
F/up with Harbour Master regarding management of the Wharf Light by Seaswift <b>Lighting at Wharf Toilets</b>	23/08/2023  20/09/2023 18/10/2023 10/11/2023 13/12/2023 08/01/2024  22/02/2024 07/03/2024 17/04/2024 27/05/204 14/06/2024 14/07/2024	Lights have been inspected. Power cables were removed as part of wharf upgrade works in 2019- 2020 A quote to replace small solar lights will be provided to TMR in September Quote is being prepared to be supplied to TMR for consideration. Quote on hold electrician has been busy on oval lights No Action in October Awaiting quote for repairs so that a request can be put into TMR Reconnecting mains power is looking to be challenging and potentially very expensive and having an engineer sign off on the unusual footing has been proving problematic. MSQ & TMR staff are going to provide a detailed scope for Council to quote on TMR are sourcing a suitable solar light for NPARC to install using local electrical contractors TMR have advised that the new solar light has been purchased and is on its way to Cairns for transport to NPA TMR Have advised that the Pole and Light have been delivered o Seaswift. Yet to arrive in the NPA. Waiting on delivery Pole and light has arrived in Seisia Quote requested for install Still awaiting Quote from Local electricians	CEO, EMO	25.07.2023
Investigate angle parking at Bakery	20/09/2023 18/10/2023	Options are being sketched Ongoing	EMO	29.08.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	10/11/2023 13/12/2023 08/01/2024 22/02/2024 07/03/2024 17/04/2024 24/05/2024 14/06/2024 14/07/2024	Will program to be completed in Early 2024. As above Roads to work with Airport Staff to complete in February Works scheduled to be completed in the last week of February weather permitting Weather did not allow works to be completed in February Works Manager has materials on site and is scheduling works for May to minimise impacts of wet weather. Still on track to be completed in May Airport manager was unable to complete prior to leaving Roads and airport staff will schedule the works to be completed after the Lui street drain detour is removed Roads staff have not found time in June due to competing priorities with dry season fire breaks. Works scheduled		
F/up anthropologist reports within 2004 Injinoo Council Files	27/09/2023 22/02/2024 7.3.2024 17/04/2024 21.05.2024 14/06/24 16.07.24	Clarification with Cr Nona that files were from pre-amalgamation and locked away in the safe in the Injinoo office. The safe was excluded from the records clean-up. On investigation the reports were not in the safe. Further investigations revealed that the reports may be in the Injinoo Community Hall attic. Waiting for repair works to be completed to access the attic. All the rooms have been emptied at Injinoo Hall. We now have access to the attic. PFM is repairing the damage door to secure access to attic. Arrangements will be made to remove files from attic. Records Management team has been tasked to put together small team to relocate the files to Bamaga Archives. Estimate time for completion week ending 17 <sup>th</sup> March 2024. Materials being sorted by records Records management has relocated majority of files to archive. There is a small number of files to be relocated, delayed due to staffing issues. MCA is looking at alternative arrangements to have remaining files relocated. This has been scheduled for W/C 24/6 Completed. All files from Injinoo have been relocated to Archive. No anthropologist files were found.	EMFCS	29.08.2023
Follow up compliance notice re scaffolding	07/11/2023	Compliance officer has advised, they did not serve the compliance notice as owner agreed	EMCRS	24.10.2023

Action	Updated	Update	Person Responsible	Date of Meeting
	12/12/2023 10/01/2024 20/02/2024 06/03/2024 13/04/2024 22/05/2024 11/06/2024 17/07/2024	to move the items. Will be moved by wet season. Previous compliance officer is assisting with the removal of these items to his yard. RSM contacted owner, he will action removal once back in community. No action in January. No updates Delays in moving equipment due to weather Still pending weather Still pending weather Delays due to resignation of RSM		
Speed bumps in new Injinoosubdivision	13/12/2023 08/01/2024 22/02/2024 07/03/2024 17/04/2024 24/05/2024 14/06/2024 14/07/2024	Works Manager & EMO to meet with Cr Nona in the new year to identify where the speed bumps are to be installed Meeting Scheduled for Wednesday 17 <sup>th</sup> December Meeting Held with Cr Nona. Blade mix has been ordered and speed bumps will be programmed to be installed after it arrives Blade mix has arrived. Will be programmed for late April / May Works manager has works scheduled for May Works Manager has been on leave will seek update Monday 27 <sup>th</sup> May if works are on track Quotes for speed bump signs are being requested. Once signs have arrived in the NPA the speed bumps and signs will be installed. Still awaiting signs	EMO	21.11.2023
Leaf guard at Somerset toilets	22/02/2024 07/03/2024 17/04/2024 24/05/2024 14/06/2024 14/07/2024	Leaf guard has been ordered and will be installed when it arrives Still awaiting leaf Guard to arrive in the NPA Materials have arrived. Will be installed by Council plumbers once repairs have been completed on the Summerset Campground access road Still pending on Road works Awaiting advice back from Plumber Working progress Works Completed	EMO	16.01.2024
Bad debt comparison report to each month	14/06/2024 16.07.2024	Working progress – Report will be provided July Council meeting Work in progress. Due to high workload with end of financial year processing.	EMFCS	31.05.2024
F/up IEOP Compliance for Lui St development	16/07/2024	RILIPO is providing support to resolve this issue with contractor. Visiting prior to TWG to discuss further with council as well	CEO	18.06.2024
Concerns regarding admin phone	16/07/2024	Previous request made to RMT to have a phone divert but this was not possible. IT feedback being sought on options. It was also attempted to include a phone divert to CSOM	CEO	18.06.2024

Action	Updated	Update	Person Responsible	Date of Meeting
		mobile but this was being changed daily by staff. In the interim, duties have been spilt at Bamaga Office and staff report daily they have returned all missed calls.		
Ongoing issues with Drain at Tumena and Danalgub st	14/07/2024	Scoping up drainage to include in R2R 24 – 29 funding	EMO	18.06.2024
Road closures for illegal dumping	14/07/2024	<p>Roads on Road reserve need to go through a more formal process to temporarily or permanently close them.</p> <p>Roads off road reserve (DOGIT) can be closed more informally by Council. It is recommended that reasons are advertised.</p> <p>Suggested next steps is for reg services to identify roads that they would like closed and if they are on or off road reserve. And a report be brought to council requesting the temporary closure of the roads off road reserve.</p>	EMO	18.06.2024
P&G - work with media for schedule for community	14/07/2024	P&G Manager has been away a lot of June for family reasons. Will action in July	EMO	18.06.2024
Fire breaks between budget lodge and Umagico Cemetery + back of daycare	14/07/2024	Roads crew have been made aware of the areas and commenced fire breaks in Seisia and New Mapoon during June prior to being drawn away to assist other sections	EMO	18.06.2024
Umagico Cemetery fence broken	14/07/2024	P&G Manager has been away a lot of June for family reasons. Will action in July	EMO	18.06.2024
Drain broken/needs to be cleaned: Langie Draha near Quarry Height Sign; Injinoo Church before PK Creek; Pail st drain; Wasiu st drain	14/07/2024	Contractors were engaged for Langie	EMO	18.06.2024
Catholic Church access / driveway to be graded	14/07/2024	Tasked to Roads, grader developed mechanical issues in June. Roads have a plan and will action in the near future when equipment is available.	EMO	18.06.2024
Truck offloading at Bamaga oval	14/07/2024	Contacted trucking company Task Complete	EMO	18.06.2024
Small croc signs at all beaches	14/07/2024	Tasked to Rangers	EMO	18.06.2024
Grass on side of road from New Mapoon to Cape York Ice and Tackle	14/07/2024	Tasked to P&G	EMO	18.06.2024
Lui St - vehicles driving into park. F/up locks	14/07/2024	Tasked to P&G	EMO	18.06.2024



Action	Updated	Update	Person Responsible	Date of Meeting
Grass at alleyways in Bamaga	14/07/2024	Tasked to P&G	EMO	18.06.2024
Tree over growing from Anu St onto alley way	14/07/2024	Trees reported to Qbuild to be trimmed	EMO	18.06.2024
Wash away at Alau beach roundabout towards community side	14/07/2024	Tasked to Roads, grader developed mechanical issues in June. Roads have a plan and will action in the near future when equipment is available.	EMO	18.06.2024

## Resolutions

Resolution	Updated	Update	Person Responsible	Date of Meeting
Community Meetings	16/07/2024	Meetings have been scheduled. Some suggested changes due to sorry business included in CEO report	CEO	18.06.2024
Alternative Reporting Structures for Injinoo Community	16/07/2024	Request has been made to Department of Local Government. Brief discussions held and response expected shortly	CEO	18.06.2024
2025 Special Holidays	16/07/2024	Application for dated were made	CEO	18.06.2024
Amendment of 2022-26 Corporate Plan	16/07/2024	Amendments were made and updated document requested from C7even	CEO	18.06.2024
Gravel Pits	16/07/2024	Further update in CEO report	CEO	18.06.2024
Report back from Audit Committee Meeting	16/07/2024	No actions required	CEO	18.06.2024



**Title of Report:** Apudthama Land and Sea Ranger

**Agenda Item:** 8.1

**Classification:** For noting

**Author** Ranger Coordinator – Angelina Williams

**Attachments** Area of Operation Map

## Officers Recommendation:

**That Council:**

Note the Report

## PURPOSE OF REPORT

To provide a summary of current operations within the Ranger Program

## BACKGROUND

My name is Angelina Williams I am the Ranger Coordinator for Apudthama Land and Sea Ranger, I was born at Thursday Island and raised in Bamaga, I am a proud Angkamuthi/Yadaikana woman from my grandfather side, and I am also very proud Saibailaig from my mother, grandmothers' & father side (Dhoeybaw & Saibai Koedal Clan. I am a mother of 4 children (2 girls & 2 boys). This is my 7th year being a ranger and I enjoy the work that I do either out on country or in the office.

The Apudthama Land & Sea Rangers Program was established 15 years ago, the program came about when the NPARC & Apudthama Land Trust saw a need to patrol Apudthama Land to manage and protect cultural significant sites, coastal beaches for ghost nets & realized that there were also marine debris that came through after each monsoon. Which meant that we had to strengthen the Bio security across the area in conjunction with NAQS fee for service work.

## STAFFING

Our staff structure I have 12 male rangers, 3 of the male rangers are Senior Ranger Team Leader Christopher Lifu, Trevor Nona & William Ingui, 9 Field Operations staff which is split between the 3 senior rangers that forms 3 groups of 4 and one female ranger as an admin/field operation. Working and managing 12 male rangers can be quiet challenging as a woman leading the team of men, but I have learnt that I am not the only female ranger coordinator who is going through challengers. Challengers is what I enjoy as it shapes me to be a better coordinator.

## SCOPE OF DELIVERY

Please find attached our Area of operation map.

The project plan for the ranger program is informed by traditional owners through a consultation mechanism known as the steering committee, we have four meeting held quarterly within each financial year. In the steering committee we have rep from NIAA, NPARC EMO, NPARC Ranger Coordinator and Apudthama Land Trust board directors, their chair and rep from each clan groups, Angkamuthi, Atambaya, Gudang and Yadaikana.

Our daily operations are working off our project plan each year, completing as much jobs as possible and report to the funding body every 6 months (July to December & January to June) as well as Biosecurity Ghost Net & Marine Debris annual reporting.

Jobs that rangers do:

- Clean fallen trees off road on country.
- Clean camping area – Muttee Head & Somerset.
- Clean Toilets and refill water on country – Pajinka, Somerset and Muttee Heads.
- Cleaning of gravesites Patterson, Somerset, Muttee Heads, Atambaya & Vriilya Point.
- Empty bins Somerset & Muttee Heads.
- Erecting and replacing signs
- Engagement with Traditional Owner, stake holders, other NPARC departments and tourist during tourist season.
- Engagement with our local schools within NPA Junior and Senior based on their curriculum for the term (if subject is around what rangers do on country; marine life etc.) as well as NAIDOC celebration, Under 8's Day, Careers Market.
- Biosecurity Fee for Service work – light trapping, coastal surveillance, aquatic survey, plant mapping/prep & survey, annual animal visit, animal check-up, ghost net and marine debris beach clean-up, postmortem workshop, screw worm fly assistance, fruit fly assistance, banana & citrus health monitoring, mango pest monitoring, vegetation management, ghost net transact monitoring. All data is collected via Biosecurity Top Watch App and submitted through to NAQS with Wi-Fi connection.
- Weed mapping & weed control – The Northern Peninsula Area and Apudthama Land has roughly 7 species of weeds that's Hymenachne, Gamber Grass, Lions Tail, Sicklepod, Pond apple, Singapore Daisy, Neem tree, which burns twice as much as normal grass if not controlled. Weed mapping and weed control usually take place after wet season when juvenile weed starts to shoot or before it seeds as it reduces the fuel for control burns or uncontrol bush fire lit by locals in community or on country, which usually happens July/Aug/Nov. For this year we are working together with Rural Fire Service to plan control burns within NPA and on country.
- Turtle Monitoring – (started back 2012) Turtle monitoring is during our peak turtle season August/September each year, we have four species of turtle that nest on our beach Flatback, Hawksbill, Green and Olive ridley turtle. Turtle species are identified by their tracks.
  - Rangers are to camp at Jardine Beach and conduct daytime patrols throughout August (31 days of recording). 10-kilometre mainland censuses beach stretching west from the mouth of the Jardine River; there are sectors placed on the beach, which is one sector per 1 km. Daily patrols recorded all turtle tracks, clutches, species, and predation (including partial or full, and what predated the nest). On Jardine Beach we have predators such as pigs, dingos, goannas, and people collecting eggs.

- The same for Crab Island in September but due to the high density of turtles nesting on the Island the turtle tracks are counted with 14 transects set up around the island at 500 metre intervals around 7km of beach.
- Protective cages are places over Olive Ridley, Hawksbill and Green Turtle nest. It is monitored throughout the month on Jardine beach as these species of turtle hardly nest on Jardine only flat backs.
- Croc sight assessment, education awareness and erecting of croc signs around NPA was very active during their mating season and this is very unusual to have crocs act very aggressive and keeps coming back. Therefore, daily assessments are done to monitor the croc through the Wildlife App.
- Aerial Shoot- CYNRM contracts Des Butler from Air North Lee Ase from Old Mapoon to do our before peak turtle season shoot and another one end of year in Nov/Dec to keep the population of feral pigs down as they are not only predated the turtle nest but also destroying our wetlands.
- Fisheries and Boarder Force patrol travel from Weipa each year to do patrols on the coast from Vyrilia Point to Pajinka and into Escape River.
- Tangaroa Blue visits Fly Point quarterly setting up transect collecting debris between each transect and Somerset 5 beach loop annually to collect marine debris and monitor the area year by year.
- Ranger's exchange – where rangers travel to visit other near by ranger program for a week to experience what area they cover, what jobs they do and techniques.
- Junior Ranger – 3x Work experience students from Senior Campus from the disengaged class – David Ahboo

## ACHIEVEMENTS

More detail on the progress of deliverables under the operational plan

- All rangers are trained in Cert II in CAESM, our training provider is Shaun Seymore and Mark Lane from Seymore Out Bush. They are due back up here this financial year for Cert III CAESM.
- Rangers Coordinator is currently doing Cert IV Leadership and Management training over Thursday Island TAFE and attended my 7<sup>th</sup> block this month & have three more blocks to go completion is in November due to block 5 got cancelled
- Rangers first aid training is delivered by Surf Life Saving Queensland that travels up from Brisbane each year to deliver first aid, I also include other NPARC employees that requires their first aid done and will continue to that. This year training, they delivered Senior First Aid, Advance Resus and Mental Health First Aid.
- 10 rangers got there coxswains licence
- New Ranger shed is getting built this month.
- Shaun Seymour training provider delivering Cert II in Conservation and Ecosystem Management starting mid-August with 5 rangers.
- New ride on mower delivered
- Biosecurity has purchased 2x ATV's and box trailer to deliver ghost net and marine debris clean-ups and also to use for other ranger operational duties and turtle monitoring camps



Aug/Sept.

#### Training planned

- Firearm and platform training also will be trained by Shaun Seymore & Mark Lane, training is funded by CYNRM.
- Rangers drone & drone training will be funded by Biosecurity ghost net & marine debris – date and location is yet to confirm as it will be a joint training together with Napranum and Old Mapoon rangers.

## OUTCOMES

### Data

Data collected for turtle monitoring, ghost net collections, weed mapping etc is retained in cyber tracker

### Impact

Council meets with ALT and NIAA for steering committee meeting quarterly, level of service is discussed during these meeting, with positive feedback being received from ALT & NIAA.

### Gaps

Outlined in Challenges below

## CHALLENGES

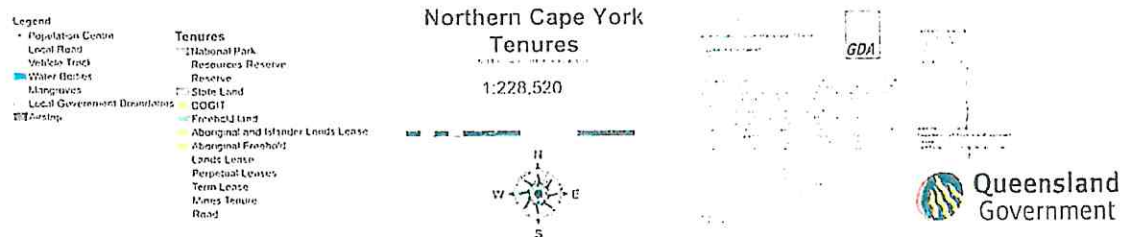
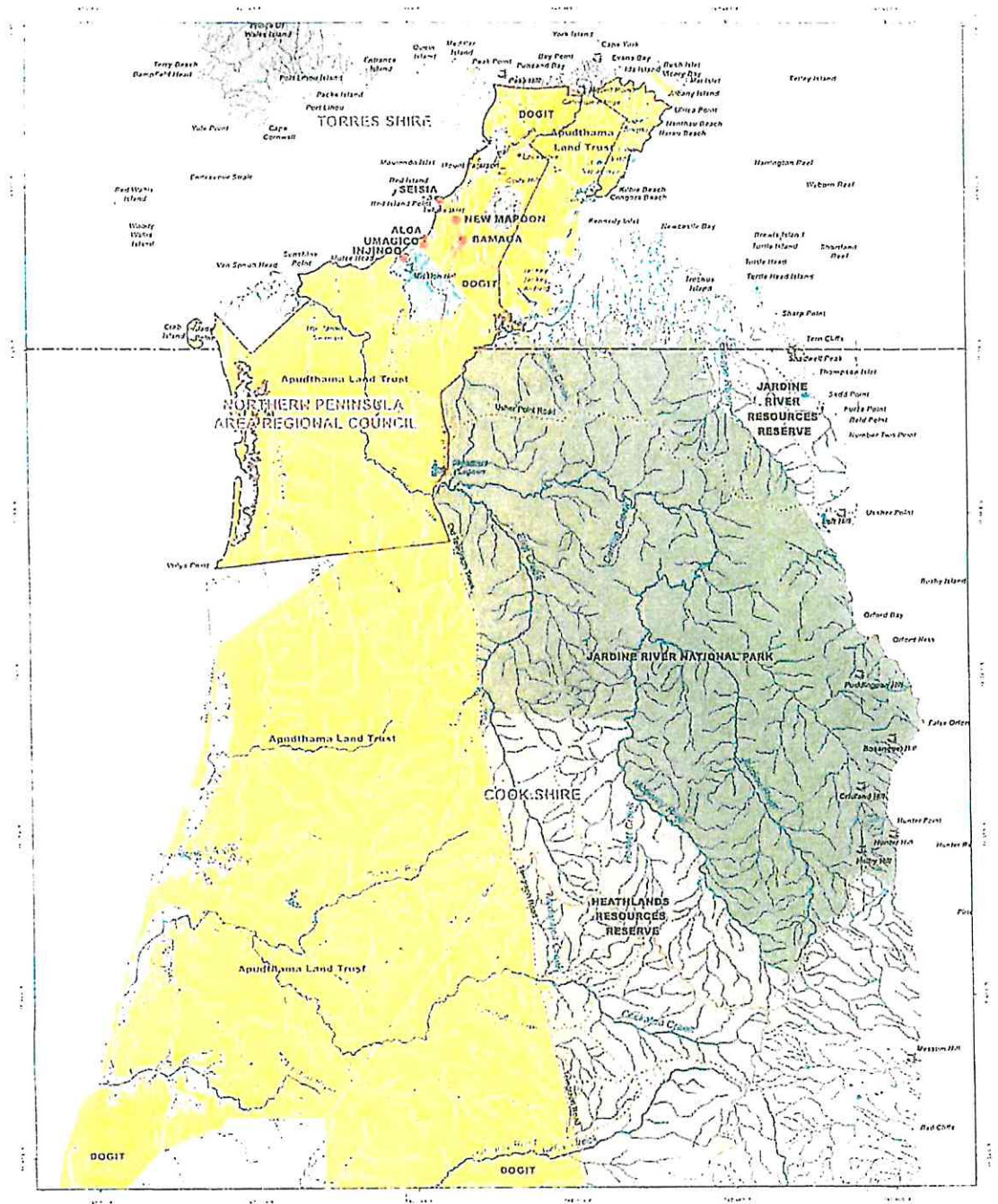
- Uncertainty of when the ranger program is getting transitioned over to Land Trust.
- Weather Conditions
- Equipment breaks down
- When ranger vessel not operational
- When vehicle break down due to ongoing issues – (old vehicles) working with EMO and NIAA to replace vehicles
- Looking around for freight when Sea swift dropping off freight at wrong location
- Staff shortage
- Signs going missing during tourist season (croc sign & jelly fish signs)
- Locals or tourist living their rubbish behind
- Tourist camping outside from camping areas

## RECOMMENDATIONS

Any recommendations to improve future delivery

- Continue working with NIAA to fund the replacement of aging vehicles and equipment.
- Hold quarterly or six monthly updates on the Ranger transition with Ranger staff





**Title of Report:** Operational Update on Grants Management  
**Agenda Item:** 8.2  
**Classification:** For noting  
**Author:** Grants Manager  
**Attachments:** Appendix 1 – Grant Management Structure & Grant Control Model  
Appendix 2 – Update on Grants for 2024

## Officers Recommendation:

**That Council:**

Note the Report

## PURPOSE OF REPORT

To provide a summary of current operations within the Grants Management Team and the progress of the implementation of the Grants Control Model.

## STAFFING

The Grants Management Team consists of the Grants Manager (formerly known as Grants Officer), the Grants Advisor from Peak Services and the Grants Administration Officer, which is a vacant position that's being advertised. Appendix 1 – illustrates a brief overview of how the Grants Management Team operates and how the Grant Control Model is implemented within that structure.

### Our Team

- Permanent Grants Manager who commenced 22<sup>nd</sup> May 2024. The Grants Manager is responsible for sourcing and preparing high quality funding and grants applications to leverage Council's existing funding for infrastructure, services, and projects. This position is also responsible for coordinating, assisting with and preparing milestone and progress reports for grant funded projects in accordance with funding body requirements.
- Grants Administration Officer who is under the direct supervision of the Grants Manager. This position is to assist in the overall administration of Council's grants applications, funding agreements through to final acquittals. Duties include collaborating with project managers to write grant applications, maximise Council's opportunities to receive grants and subsidy revenue and to provide direct administration support to the Grants Manager.
- We currently contract a Management Accountant who commenced 23<sup>rd</sup> October 2023, who is on a remote-based contract with NPARC and works closely with the Finance Manager. They are responsible for the efficient and effective performance of all duties associated with preparation of budgets, budget reviews, monthly budget variance analysis and reporting, maintenance of the financial system including general ledger and



other associated financial modules. This position is critical in our team with grant funding being the fundamental source of Council's income.

- Grants Advisor from Peaks Services who was contracted with Council since 7<sup>th</sup> August 2023 and is working together with our Grants Management Team to effectively manage and coordinate our grant funded programs and liaise with funding bodies to write and submit grant applications. Peak Services and NPARC has worked closely to write over 20 grants applications in the past few months and has successfully secured over \$13.7 million in grant funding support for Council's projects and initiatives that will truly make a positive impact in our communities. Peak Services signed a recent renewal of their contract with Council, to see this service continuing for NPARC until 30<sup>th</sup> June 2025.

## **SCOPE OF DELIVERY**

NPA Regional Council is a unique council in Queensland. It consists of delivering an extensive range of programs and services to the NPA Communities, because of its remote and isolated location. This results in council being responsible for managing many types of grant funding agreements that typically fall into two categories, Capital and Operational. These funding can be singular, 12-monthly or over consecutive years. Majority of the funds are sourced from State, Federal and Commonwealth government funding bodies, in some cases, from private sectors. Majority of grant fundings are competitive and merit based, where Council competes with other organisations for the funding. There are also 'closed' opportunities where council is approached by a funder to apply for an allocated amount of funding, however a grant application is still required in which council must demonstrate the capacity to deliver an eligible project to receive the allocated amount. From the CEO to our Executive Manager for Finance and Corporate Services to the Grants Management Team, we ensure productive processes are in place with documentation management, record keeping, meeting coordination, and ensuring compliance with organisational policies and procedures. Our team works effectively to portray Council's demonstrated commitment to community-focused initiatives and enhance Council's ability to successfully source grant funding for the betterment of our communities. Processes & measures that we have put in place to deliver this program within Council, are:

- Grants Manager continues to productively implement the Grant Control Group for each grant funded projects for the purpose of monitoring administration, financial management and milestone completion with the Project Leads and the Management Accountant on a monthly, sometimes fortnightly basis.
- Regular weekly meetings via Teams with Grants Advisor from Peak Services to discuss and action grants identification, project identification, grants applications, grant agreements and grant delivery.
- Regular fortnightly meetings with Executive Manager Finance and Corporate Services, Finance Manager, Grants Manager and Finance Coordinator to discuss monitoring of grants, milestone progress on all grants and financial reports.
- Regular monthly meetings with the Grants Steering Committee which consists of the CEO, Executive Managers of all programs, Finance Manager, Grants Manager and Finance Coordinator to discuss how we are monitoring the grants, milestone progress on the grants, financial reports and to monitor compliance with funding deadlines to decide whether we need to consult with a funding body to negotiate variation requests.
- Monthly or Quarterly meetings with representative from the various funding bodies, together with Grants Manager, Grants Advisor of Peak Services, respective Project Leads, to discuss; eligible expenditures, variation requests, explore alternatives in carrying out

deliverables, discuss progress of the execution of agreements and in some cases request to rollover unexpended funds.

- Regular meeting with the Executive Manager for Finance and Corporate Services to monitor the progress of the implementation of the Grants Control Model.

## ACHIEVEMENTS

An invaluable accomplishment achieved by Council was that the Finance and Corporate Services Team has finally reached its full capacity year ending 30<sup>th</sup> June 2024, since the change of staff structure in October 2023. Having all these positions filled resulted in many issues being identified and resolved, for example, the Grants Financial Register contained several historical data that needed to be closed and archived, several reports that were vital to grant applications, such as the Council's Financial Statements being two financial years overdue, and this was because of inadequate staff capacity and high staff turnover. The Grants Management Team is now up to date with majority of reporting, up to date with the Works in Progress Grants Register and the Grants by Projects Finance Register. These registers are monitored on a weekly basis by the Grants Management Team and reviewed on a fortnightly basis by the Finance and Corporate Services Team and on a monthly basis by the CEO, Executive Managers, Finance Manager, Grants Manager and Finance Coordinator.

Another invaluable accomplishment achieved by Council is that they have been successful in securing grant funds from Works for Queensland; to upgrade their financial system from Civica's PCS Practical Plus to a leading Enterprise Resource Planning Software System called Community Ready by Ready Tech, this system is specifically designed for local government councils. For years, using an antiquated financial system like Civica's PCS Practical Plus, our Accountants have been struggling with generating reports in a timely manner. For basic tasks such as importing financial data into excel to analyse and customise, or simply generating reports can take over 2 hours to produce and then require additional time to analyse and construct the data to suit the reporting requirements for grant agreements. Introducing and implementing the Community Ready ERP Software System, will be a crucial pivotal moment for Council, enhancing the Management Accountant's reporting capacity to provide true and accurate financial data in a time efficient manner.

Another invaluable accomplishment achieved by Council was working collaboratively with the Apudthama Land Trust organisation in the transition of handing over the NPA Rangers Program, a major grant funded community program, as they will be taking on the responsibility to continue to successfully deliver this program in the NPA.

## OUTCOMES

### Data

See information below of the data that's being captured of the work we strive to continuously achieve for Council:

Submitted Applications	Successful Grants (Since Oct 2023)	Unsuccessful Grants (Since Oct 2023)	Pending Grants	Total Amount Awarded
25	14	3	7	\$14,594,557.00

Successful Grant Applications



### **Impact**

The grants management team has been instrumental in liaising between funders and project leads, successfully renegotiating project timelines and funding variations. Notable achievements include securing up to an additional 12 months for the delivery of three phases of the Local Roads and Community Infrastructure (LRCI) program, the WCCCA New Mapoon multipurpose building, the Pajinka toilet block, and various Works for Queensland (W4Q) projects and the Local Government Illegal Dumping and Waste Activities program. Additionally, the team has successfully negotiated the retention of significant underspend for the Deadly Active program, TMR Cycle Network Local Government Grants Program as well as retained funds for small arts and community projects.

Successful various Works for Queensland projects and other programs' outcomes that were advantageous to our NPA communities were the Seisia Foreshore project, Renovation and upgrade to the vacant New Mapoon laundromat, C7EVEN "the bush is not your bin" Campaign, Remote Communities Freight Assistance Scheme. Even though the Grants Management Team and Project Leads continues to deliver favourable outcomes for Council, we have had a couple of unsuccessful outcomes, with the NIAA 1000 Jobs Packages because of incomplete data and the reports continually being overdue and also the unsuccessful outcome with the Active Kit program in the Indigenous Knowledge Centres, where our request for grant agreement extension was declined, resulting in Council returning the unspent funds.

### **Gaps**

For Council to continue to achieve favourable outcomes to benefit and contribute to our communities and for the smooth operation of the Grants Management Team, the gaps that need to be addressed are:

- Communication barriers: Acknowledging that Council encourages and continuously support our local people with using their expertise and recognizing their experience to carry out their roles and responsibilities as third level managers of our programs, we understand that English is not their first preferred spoken language, so their capacity to write reports, to understand the terminologies in grant agreements, the vast functionalities of the different grant fundings and funding bodies; depicts that the Grants Management Team, is crucial in mentoring and facilitating these Managers and Project Leads, in capturing true and accurate data for funding reports, simplifying terminologies in grant agreements, clarifying the vast functionalities of the different grant fundings and funding bodies; and enabling them to implement budget controls in their projects to avoid overspend/underspend of funds, when funding acquittals are due.

- Lack of training opportunities: Considering the above, there are lack of training opportunities available for Project Leads and third level Managers to be able to upskill them to write reports, to understand the terminologies in grant agreements, and being able to grasp the vast functionalities of the different funding bodies, providing training and upskilling opportunities for our Project Leads and third level Managers would be ideal in reducing the amount of time the Grants Team need to mentor them and allowing more time for the team to focus on increasing the grant funding income capacity of Council to grow and develop councils buildings and infrastructure, services and programs.

## CHALLENGES

When considering grant fundings, we must ensure we are strategic by following the process of evaluating whether Council has the capacity in all our programs and services to perform the key deliverables of the funding agreement; we examine staff capacity, risk of projects colliding and our ability to meet deadlines; this evaluation concludes whether the respective program can successfully carry out the funding agreement requirements. However, even though we follow this process and agree to apply, there are many challenges that Council faces, like:

- Issues with staff retention in project delivery roles, this impact flows through to other departments and ultimately effects the delivery of grant agreements,
- Issues with high staff turnover in the finance and grants teams, which has historically seen council not meeting funding reporting requirements and not expending funds according to the funding agreements.
- Grant agreement reports are delayed as information is not available in a timely manner both from project leads and the finance team. In most cases, the information provided has proven to be incorrect due to misunderstanding of what expenditure is included in a funding agreement and/or incorrect assignment of the job cost codes.

Council continues to face the usual challenges with meeting funding agreement deadlines because we are a remote and isolated Council and rely heavily on freight companies that travel by sea. Our materials and resources for our grant funded projects are always delayed after the tropical cyclone season at the beginning of the year and the tropical monsoon season in our region at the end of every year, this simultaneously puts a time strain on majority of our project delivery because works can only be done during the 6 months of 'dry season' every year.

The challenges for the Grants Management Team with lack of resources to carry out key responsibilities are:

- Limited access to work laptop: most of our week is consumed with several meetings, we anticipate on being time efficient with the ability to log into a laptop to do our administrative work whenever and wherever possible, particularly in between meetings in various locations. As our council consist of 4 administration offices and other works buildings across the five communities of the NPA, where have meetings with Project Leads and with funding bodies in the boardrooms, so permanent access to a laptop allows flexibility to work and be more productive in the management of our Grants program, especially during peak reporting periods to meet tight deadlines.
- Limited access to work vehicle: some of these programs deliver multiple projects so taking into consideration the challenges that council faces to meet funding reporting requirements, not expending funds according to the funding agreements and reports being delayed as information is not available in a timely manner both from project leads and finance team; the Grants Manager is vital in providing hands-on consultation and

mentoring with the project leads and communicating their challenges and information back to the Finance Team to ensure effective collaboration; as all this work in conjunction with our primary duty to submit reports and financial acquittals to the funding bodies on time. Where mentoring is not required by a Project Lead, our team still need to provide hands-on consultation with them to verbally extract all the required information, simultaneously inputting that information into the report, while they attend to other tasks in their office, oversee their projects and their team. This also portrays why permanent access to a laptop is crucial for the Grants Management Team.

- No permanent access to a private office space. Confidential information is constantly being discussed regarding funding agreements, unexpended funds, reporting requirements and financial acquittals, it's difficult discretely communicate the information when meeting through teams with no privacy and this also portrays unprofessional representation to other stakeholders.

Another challenge our team faces, is the recruitment of the Grants Administration Officer being stagnated due to our team being overwhelmed with overdue workloads, challenges with high staff turnover, back log of outstanding reports and actions tasks; so majority of the focus of the team is to continually complete and reduce the overdue workloads before the next report or action task is due, all this usually clash causing constant tight timelines.

## RECOMMENDATIONS

For the Grants Management Team to be able to function to its full capacity, ensuring that we meet the requirements of the funding bodies, to meet the requests of the Project Leads and third level Managers by being instrumental in liaising between funders and project leads, successfully renegotiating project timelines and funding variations and to address the gaps such as Communication barriers, lack of training, lack of mentoring support and mismanagement of grant funding expenditure, we would like to put forwards these recommendations:

- Permanent access to a laptop for Grants Manager to assist our team with overall management of the Grants program.
- Permanent access to a vehicle for Grants Manager and Administration Officer to be able to meet with all programs in various locations, as our council does consist of 4 administration offices and several works' buildings across the five communities of the NPA.
- Permanent access to our own office space to be able to discuss confidential matters regarding Grants Management.
- Appropriate relevant training for Project Leads and third level Managers to learn about budget control, identify what expenditure is included in the funding agreements and the importance of correct assignment of job cost codes; to avoid causing unnecessary additional work for the Management Accountant so that all information continue to be true and accurate resulting in Grant agreement reports submitted on time.

As administration is extremely time consuming, and we want to ensure council's quality assurance processes are executed proficiently in the Grants Management program when liaising with funding bodies ensuring good reporting momentum. The recruitment of the Grants



## **ORDINARY COUNCIL MEETING # 4**

### **Agenda Item 8.2**

**Tuesday, 23<sup>rd</sup> of July 2024**

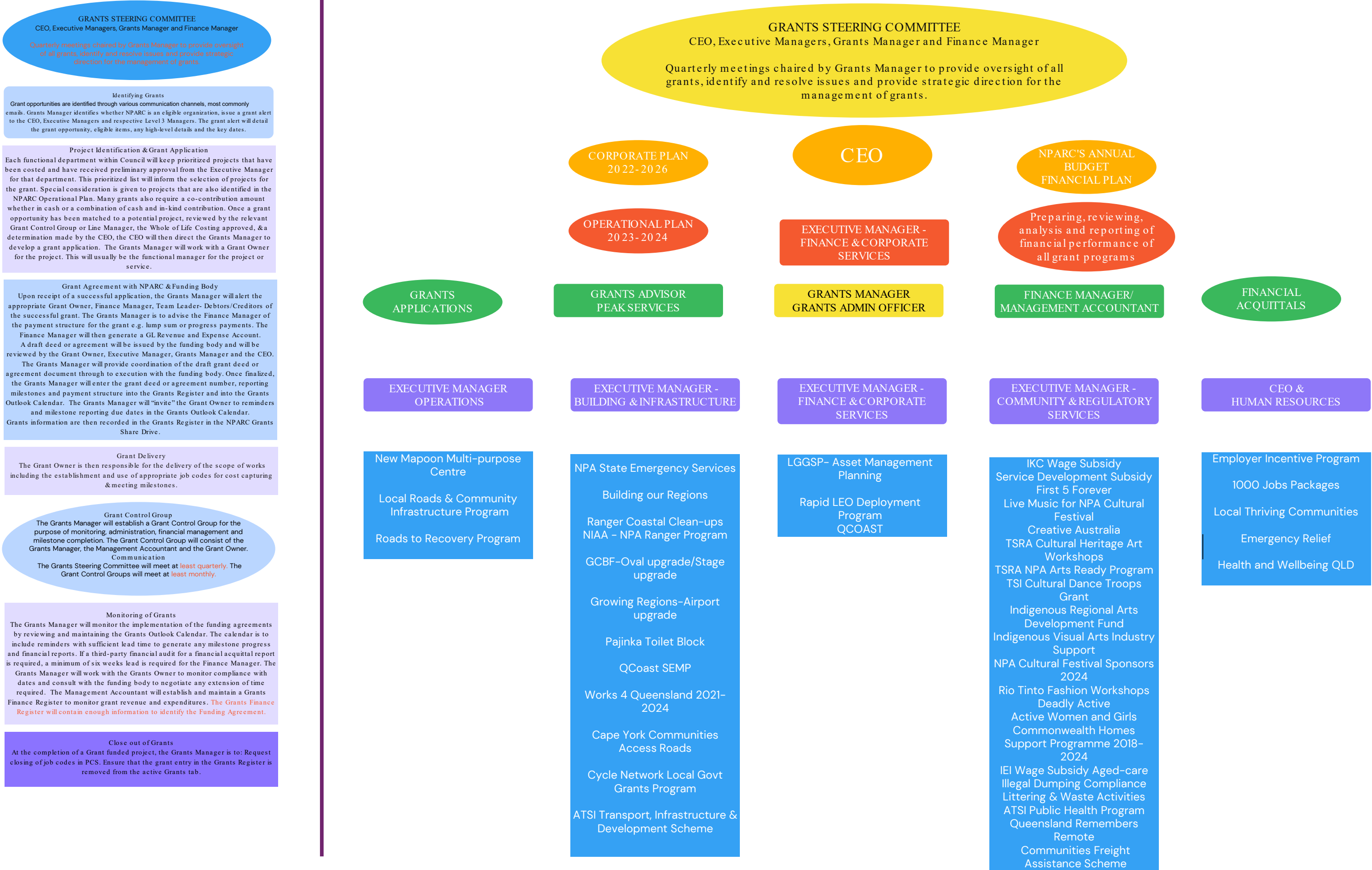
**Injinoo Boardroom**

Administration Officer will be ideal as this position is essential to work with project lead and third level managers to provide that additional support to write out the reports, keeping the Works in Progress Grants Register and the Grants by Projects Finance Register up to date, scheduling and coordinating meetings and venues.



# GRANT CONTROL MODEL

# GRANTS MANAGEMENT



Status	Type	Department	Fund	Amount
In Progress	Acquittal	Community & regulatory services	Creative Australia - Council is reviewing financial system to finalising this final acquittal.	
In Progress	Acquittal	Operations	Roads to recovery circular 2024 - Operations teams in process of preparing a Work schedule to be submitted to the department.	
In Progress	Acquittal	Building & infrastructure	Interim and Forward Programs - Housing funding agreements - Council working with department to resolve overdue quarterly reports.	
In Progress	Acquittal	Finance & Corporate services	QCoast SEMP - Qcoast - project complete and council completing final reporting.	
In Progress	Acquittal	Community & regulatory services	ActiveKit - request for grant agreement extension declined. Council to complete final report and return unspent funds.	
In Progress	Acquittal	Community & regulatory services	QLD remembers (Heritage Specialist Consultant for NPA War Memorial honour board plaque) - Council has successful in negotiating the requirements of this agreement and final report are underway.	
In Progress	Acquittal	Community & regulatory services	Torres Strait Regional Authority - Council submitted audit documents in regards to the ED21_22/02 - Tourism Officer and Events Coordinator grant agreement and waiting on confirmation from TSRA that grant agreement is closed.	
In Progress	Acquittal	Community & regulatory services	IKC and F5F 12month reports are in progress.	
In Progress	Acquittal	Community & regulatory services	Deadly Active Year 2 Expenditure report in progress.	
In Progress	Acquittal	Finance & Corporate services	LEO Rapid Deployment Program	
In Progress	Acquittal	Finance & Corporate services	LDMB Reporting underway.	



In Progress	Acquittal	Community & regulatory services	Indigenous Employment Initiative - quarterly reporting coordinated between Aged Care and grant teams. Next Report due in 3rd August
In Progress	Acquittal	Community & regulatory services	Emergency Relief funding reporting underway.
In Progress	Acquittal	Community & regulatory services	Multiple Agreements - Following the successful delivery of the NPA Festival there are now multiple reporting actions required to acquit the number of agreements linked with the festival.
In Progress	Acquittal	Finance & Corporate services	Employee Incentive Program
In Progress	Quality assurance	Community & regulatory services	Debt Recovery -CHSP 2021-22 - Council working with department to review grant acquittals submitted and PCS data.
Overdue	Acquittal	Operations	Ranger Program - Council working with NIAA to resolve overdue Annual and IAS performance reports.
Overdue	Acquittal	Community & regulatory services	Aged Care reporting under review due to identified overdue reporting.
Overdue	Acquittal	Community & regulatory services	NIAA 1000s Job - Council working with NIAA to resolve overdue reporting.
In Progress	Grant Writing	Finance & Corporate services	Regional Precincts' and Partnership Project -Delivery Stream - Injinoo Historical village - pending further community and stakeholder consultation to progress application.
In Progress	Grant Writing	Community & regulatory services	Regional Precincts' and Partnership Project -Planning Stream - Jardine River - pending further community and stakeholder consultation to progress application.

In Progress	Grant Writing	Operations	LRCI Phase 4 - Project Nominations including part of the Cycleway Project (Nona Creek Bridge and Approaches Portion ) and road sealing projects (1.Sebasio St, Bamaga;2.Atambya, Injinoo.) Total \$279,794.
Opportunity	Grant Writing	Operations	Housing Support Program (Community Enabling Infrastructure)
Opportunity	Grant Writing	Operations	Queensland Remembers Grants Program – Anzac memorial upgrades
Opportunity	Grant Writing	Operations	Safer Local Roads and Infrastructure Program (SLRIP) - Funding for resealing road projects. Aurecom leading application and grants to provide support in submission.
Opportunity	Grant Writing	Operations	2025-26 Cycle Network Local Government Grants program - Aurecom exploring application with NPARC Operations team, and grants to provide support for submission.
Opportunity	Grant Writing	Operations	2025-26 Walking Network Local Government Grants program - Aurecom exploring application with NPARC Operations team, and grants to provide support for submission.
Opportunity	Grant Writing	Operations	Local Government Grants and Subsidy program - exploring two applications: Sewer Pump Station upgrades and asset condition report (planning).
Opportunity	Grant Writing	Operations	Water Grid Fund - Operations currently exploring opportunity with QLD Water and State Department directly to identify suitable project.
Pending outcome	Grant Writing	Community & regulatory services	Senior Isolation Services grant - Application submitted for social activity funding for Aged Care program

Pending outcome	Grant Writing	Operations	Expansion of Indigenous Rangers Program - Funding application to support more women ranger positions.	
Pending outcome	Grant Writing	Finance & Corporate services	Road Safety Grants - Project prepared with C7EVEN requesting funding for a road safety campaign and educational workshops.	
Pending outcome	Grant Writing	Community & regulatory services	Play Our Way - Expression of interest submitted for upgrades to Bamaga Sporting Precinct	
Submitted	Grant Writing	Operations	Work for Queensland2024-27, nomination of six projects were submitted which encompassed multiple smaller projects. Total \$2,610,000	
Submitted	Grant Writing	Community & regulatory services	Sky trans - Sponsorship for flights and freight to support cultural festival	
Submitted	Grant Writing	Community & regulatory services	Ely Trust - New Mapoon dance group and art workshop for Cultural festival	
Submitted	Grant Writing	Community & regulatory services	WCCCA - Napranum and Mapoon dance groups to perform at the Cultural Festival.	
Submitted	Grant Writing	Human Resources	Growing Workforce Participation Fund - Council has applied for staffing and expert support to deliver a Skills Audit and targeted training program for council staff. Requested \$200,000.	
Successful	Grant Writing	Operations	Disaster Ready Funding - Place of Refuge 23/24 (DRF30301) - \$ 1,887,000.00 Waiting on provision of a funding agreement.	
Successful	Grant Writing	Operations	Growing Regions - Round 1 - Airport Runway Upgrade - Approved for full amount.	\$ 13,495,190.00
Successful	Grant Writing	Operations	DAFF Biosecurity Capability Building Initiative for Rangers Groups - funding for equipment for ranger program	\$ 24,964.00

Successful	Grant Writing	Community & regulatory services	TSRA Ad Hoc Grant - Successful application to support Torres Strait Islander dance groups to attend cultural festival.	\$	25,000.00
Successful	Grant Writing	Community & regulatory services	Live Music Australia - Live music for NPA Cultural festival 2024		\$65,120
Successful	Grant Writing	HR & WHS	Skilling Queenslanders for Work First Start program		\$15,000
Successful	Grant Writing	Community & regulatory services	IRADF - Mural and mural workshops for NPA Festival		\$41,355
Successful	Grant Writing	Community & regulatory services	Rio Tinto - Art Centre Fashion Workshops	\$	50,000.00
Successful	Grant Writing	Community & regulatory services	Remote Communities Freight Assistance Scheme - Two applications for Injinoo Service Station and Umagico Supermarket were successful. Supporting evidence provided to TMR and subsidy is now to be applied to customers.		
Successful	Grant Writing	Community & regulatory services	GCBF - Application for purchase of stage and equipment for community and cultural events.	\$	35,000.00
Successful	Grant Writing	Operations	Queensland Resilience and Risk Reduction Fund 2023-24 funding - Two projects submitted: Sawyer Road upgrades and Back-up generators for key council locations. Only Back-up generators application was successful.	\$	529,531.00
Successful	Grant Writing	Operations	SES Support Grant Round 2024-25 - Application for new vehicle for SES was successful in requesting both a waive of co-contribution and special circumstances to request above the prescribed grant amount.	\$	143,481.00
Successful	Grant Writing	Community & regulatory services	Active Women and Girls program - submission of application for Promoting Sports for Women & Girls of the NPARC	\$	25,000.00

Successful	Grant Writing	Community & regulatory services	Indigenous Visual Arts Industry Support (IVAIS)- Operational funding for the Art Centre Grant	\$159,880
Unsuccessful	Grant Writing	Community & regulatory services	IKC refurbishment application for upgrades to 4 IKCS was unsuccessful.	
Unsuccessful	Grant Writing	Operations	Remote Airport Upgrade program (RAUP) - Bamaga Airport upgrades unsuccessful	
Withdrawn	Grant Writing	Operations	Disaster Ready Fund - Round 2 - Application for Airport runway upgrades withdrawn.	
Approved	Variation	Operations	Local Roads and Community Infrastructure Program (Phases 2 &3) - Council was successful in request for extension of the Phase 2 and 3 funding agreements due to exceptional circumstances. Council is actively working to resolve overdue Annual reports.	\$ 556,324.00
Approved	Variation	Community & regulatory services	Deadly Active - Year 1 reports - Variation has been approved and is in progress to action unspent funds of \$92,093.98 by 30th June 2024.	\$ 92,093.98
Approved	Variation	Community & regulatory services	DES Partnership funding for compliance officer - variation granted for another 12months of funding.	
Approved	Variation	Community & regulatory services	DES Illegal dumping and litter grant - Council has completed Activity 3 (C7EVEN campaign) and variation to extend the funding agreement delivery timeframe has been approved by the department; Metal recycling component of this grant has been identified as high risk for delivery.	
Approved	Variation	Operations	Western Cape Communities Trust - Request for extension of funding agreement was approved by WCCCA board for their contribution towards the New Mapoon Multipurpose Centre and opening ceremony funding agreements.	

Approved	Variation	Building & infrastructure	Department of Regional Development, Manufacturing and Water - Pajinka Toilet Block - variation was approved for the delivery of this project.
Approved	Variation	Community & regulatory service	Successful variation of the TSRA agreement - CAH 022022 - to include an additional workshop to be delivered to utilise the identified underspend
In Progress	Variation	Operations	TMR CNLGG Umg-Bam - Cycleway project - Council and TMR have now identified actions required to progress this project, agreement variations remain under discussions with TMR with support from Aurecom.
In Progress	Acquittal	Operations	W4Q 21-24 (projects multiple) - Council is finalising works on all projects. Variation for a change of scope was approved and council currently in the process of requesting a variation for four projects that have not be completed by 30 June 2024.

**Title of Report: Operational Update on Stores Month of June 2024**

**Agenda Item: 8.3**

**Classification: For noting**

**Author Ray Sailor**

**Attachments N/A**

## Officers Recommendation:

**That Council:**

Note the Report

## PURPOSE OF REPORT

To provide a summary of current operations within the Stores Department.

## STAFFING

- Ray Sailor – Stores Manager: Supervise all operations of the stores.
- John Adidi – Stores Assistant: duties are generating requisitions, issuing of Internal and External sales, stock coding.
- Kenny Sebasio – Stores Assistant: duties are Floor Supervisor, Deliveries, Stock receivals, stock coding.
- Margaret Gebadi – Stores Assistant: duties are generating requisitions, Stock issuing internal and external sales, Stock takes, data entry, stock coding.

Training undertaken –		Training on PCS to generate Purchase Orders through stores. Margaret and John are undergoing training to raise PO. on PCS and training to generate invoice for internal sales through store to be advised.
Staff Attendance – expected hrs vs actual hrs		Currently short, staffed request to refill position submitted. Staff to be trained for future operations.

Staff to undergo more training in stock issuing, goods receivable, Recording.

Product Lines available

Current Line Products	
Building & Hardware	Basic Flooring
Paint	Disposables
Tools	Cleaning Products + Equipment
Screws & nails	Protective Personal Equipment
Locks	Work wear
Garden Equipment	Office Stationery
Hygiene Products i.e disinfectants, sanitisers	

#### Discontinued Line Products

Gardening - Potting mix, Hoses/fittings due watering restrictions.

Electrical - Ceiling fans, light switches.

Plumbing – brass fittings/connections.

Swimming Pool Products – Salt, Hydrochloric Acid, orders are placed on request.

#### **Stores Sales**

Sales Report – Sales have decreased since last year due reduced stock lines.

	LAST YEAR	CURRENT YEAR
	June-23	June Apr-24
Internal Sales	54,695.01	49,642.85
Credit Sales	27,127.65	35,607.15
EFTPOS Sales	18,118.35	6,567.67
Direct Debit	0.00	3,119.95
Total Sales	99,941.01	94,937.62

## ACHIEVEMENTS

- All Purchase Orders for stores are raised at stores.
- New lighting installed in Bay 1
- Remove roller door, installed front wall in Bay 2

## REPAIRS & MAINTENANCE

- Sourcing quotes from Local Contractors to install new lighting in Bay 2



## CHALLENGES

- Management of stock control to minimise discrepancies.
- Receival/distributions of all stock through stores becoming a central point.
- Disposal of old stocks
- Planning for New Structure on staffing and future operations (Purchasing and Distributions of goods and services)

## STORES FUTURE PURCHASING PROCESS/OPERATIONS.

Recommendation for all Managers/Supervisor to be responsible for all their own department orders. (e.g., uniforms, office supplies, one off orders, building/ materials for larger projects) Stores to supply internally only, not externally and only hold essential bulk items and only items upon approved requests for internal departments e.g., office supplies (A4 copy papers) cleaning products, disposables (toilet paper, hand towels, facial tissues) stores to become a centralized point for receiving and distribution of goods.

- Quotes/requests are to be sourced through our approved suppliers (Vendor Panel)
- Approved quotes or requests are sent from Managers/Supervisors/Staff through to stores.
- Approved Quotes/requests is raised through PCS by Stores Officers
- POs are approved through PCS by Signing Officers
- POs are sent through to suppliers (Vendor Panel) by email.
- Stores to be the centralized point of delivery - all goods are received through stores; goods are checked off signed/enter through PCS by receiving Stores officer.
- Invoice and goods received copy is sent to Finance for processing/ payments.
- Goods are to be distributed or collect by departments from stores.

## RECOMMENDATIONS

For the stores to operate efficiently Staff requirements for New Stores Structure.

- Manager – manage operations of stores and delegation increased to \$10,000.00.
- Procurement officers – recruitment of 2 x Procurement/issuing officers delegation to \$5000.00.
- Floor supervisor – duties are receiving and distributions of goods.
- Opportunity for voluntary redundancy to fit the proposed structure of Stores for Council.



## **RECOMMENDATIONS**

- Upgrade of POS System (Software that can control stock sufficiently and produce invoice/quotes and reports such as daily sales, monthly sales, quarterly/yearly sales and be transparent with current system.)
- Consider upgrading area for storage.
- Recommendation for the cargo receiving area to be concreted, for this will allow our forklift to operate efficiently during our monsoon season, rather than sealing area with bitumen, Waiting on quote from Rob Davi
- Expansion of cargo receiving bay.
- Closure of 1 x bay in the back shed to store archives/records.
- New Forklift.

End of Report.



**AGENDA ITEM 9**  
**ORDINARY COUNCIL MEETING #4**  
**Tuesday 23<sup>rd</sup> July 2024**  
**Bamaga Boardroom**

**9. Mayor Verbal Report**

**Title of Report** CEO Report

**Agenda Item:** 10

**Classification:** For Noting

**Author** Chief Executive Officer

**Attachments** HR Manager Report

## Officers Recommendation:

### That Council:

- Note the Report and proposed changes to community meetings

## PURPOSE OF REPORT

To provide a status update for Council from the Chief Executive Officer

## CORPORATE PLANNING & GOVERNANCE

Under the Local Government Act, Council needs to have a Corporate Plan, as well as adopt the annual operational plan and budget with a number of policies each year.

### *Corporate Plan*

The Corporate Plan update was finalised at the last meeting. The updated document has been requested from C7Even and will be published on the website. The annual update as required under legislation is included on the August Council agenda.

### *Annual Operational Plan and Budget*

The 2024-25 annual operational plan and budget was adopted at the special budget meeting. A copy of the operational plan and relevant budgets have been provided to all level 3 managers. The budget file has been updated to allow import into PCS. Planning processes have commenced to allow operational level reporting as part of financial reporting from July 2024.

### *Review of Register of Interests*

Councillors are reminded they have 30 days following the 30 June to complete their annual confirmation regarding their register of interests. For those who have not completed this, I would encourage you to complete it ASAP.

## KEY PROJECT UPDATES

### *Use of Sand and Gravel*

At the consultation meeting held on 16/7, native title holders present at the meeting voted in favour of entering into the agreement. It is waiting on IIAC to hold a directors meeting to sign the agreement which is expected by the end of the month. Following this there is a 4-6 week registration process.

### *Works for Queensland*

Relevant projects were submitted by Council Officers. There has been no communication from the minister in response to the correspondence. Department officials discussed at the CEO Forum on 26/6 that the response has been prepared.

#### *Cape York Peninsula Tentative List Submission*

There has been some further discussions regarding this with Department of Environment, Science and Innovation. While they have acknowledged NPARC is not currently impacted by the tentative list submission, there are further traditional owner groups seeking to make an application. If this does occur, NPARC will be engaged as part of the consultation processes.

It is a further opportunity to engage with State Government about the development of a visitor management plan with further tourists likely to be attracted to the world heritage listing.

## HUMAN RESOURCES

HR Manager report is attached to this report.

## UPCOMING MEETINGS & VISITS

The following upcoming visits and meetings are scheduled.

Date	Time	Purpose	Venue
24/07/24	10am to 12pm	Seisia and Bamaga Subdivision Designs	Bamaga Boardroom
25/07/2024	2pm to 4pm	Standing Orders and Policy Workshop	Bamaga Boardroom
26/07/2024	9am to 2pm	Elected Member Update	Bamaga Boardroom
30/07/2024	2pm to 4pm	Technical Working Group	Bamaga Boardroom
30/07/2024	5pm to 7pm	Injinoo Community Meeting	Injinoo Hall
31/07/2024	5pm to 7pm	Umagico Community Meeting	Umagico Hall
01/08/2024	10am to 2pm	Local Decision Making Meeting	Bamaga Boardroom
05/08/2024	5pm to 7pm	New Mapoon Community Meeting	New Mapoon Hall
07/08/2024*	5pm to 7pm	Bamaga Community Meeting	Bamaga Hall
20/08/2024 & 21/08/2024	All day	QPS Mayor Summit	Cairns
22/08/2024*	5pm to 7pm	Seisia Community Meeting	Seisia Hall
23/08/2024*	10am to 12pm	All staff meeting	Bamaga Hall
26/08/2024	10am to 5pm	Trustee Meeting	Bamaga Boardroom
27/08/2024	8.30am to 5pm	Council Meeting	Umagico Boardroom

### Community Meetings

At the June Council Meeting, council resolved to have community meetings on the following dates

- 29/7 – Bamaga Community Meeting
- 30/7 – Injinoo Community Meeting
- 31/7 – Umagico Community Meeting
- 1/8 – Seisia Community Meeting
- 2/8 – All Staff Meeting
- 5/8 – New Mapoon Community Meeting

Due to sorry business, alternative dates are proposed

Date	Time	Purpose	Venue
30/07/2024	5pm to 7pm	Injinoo Community Meeting	Injinoo Hall
31/07/2024	5pm to 7pm	Umagico Community Meeting	Umagico Hall
05/08/2024	5pm to 7pm	New Mapoon Community Meeting	New Mapoon Hall
07/08/2024*	5pm to 7pm	Bamaga Community Meeting	Bamaga Hall
22/08/2024*	5pm to 7pm	Seisia Community Meeting	Seisia Hall
23/08/2024*	10am to 12pm	All staff meeting	Bamaga Hall

### Elected Members Update

Elected Members Updates are conducted each year by LGAQ to bring updates on what's impacting Queensland local government. It also provides insights into LGAQ's work in advocacy and representation as well as the daily support LGAQ can provide to the council. The draft agenda is below

TIME	TOPIC
9:00am	<b>Welcome</b>
9:05am	<b>The Class of 2024   A New Term of Local Government</b>
9:30am	<b>Governance – Working Together</b> <ul style="list-style-type: none"> <li>- What makes a good chamber?</li> <li>- Strategy vs. operations</li> <li>- Being an effective Councillor – achieving for your community</li> <li>- A strong, united front</li> </ul>
10:45am	<b>Morning Tea</b>
11:00am	<b>Advocacy – One United Voice</b> <ul style="list-style-type: none"> <li>- Introduction to LGAQ's advocacy and how we work together</li> </ul>



## ORDINARY COUNCIL MEETING # 4

### Agenda Item 10

Tuesday 22<sup>nd</sup> July 2024

Injinoo Board Room

	<ul style="list-style-type: none"><li>- LGAQ campaigns – the year ahead</li><li>- Issues impacting your local area</li></ul> <p><i>Please select on of the advocacy electives on the next page.</i></p>
12:30pm	<b>The LGAQ – Here for You</b>

## SNAP SEND SOLVE

There has been a significant increase in the number of Snap Send Solve reports. There were 7 reports in June and 6 month to day in July. These related to water leaks, park reports, stray animals and bin reports. We also maintain feedback and complaints registers.

We are also seeking the new LFS staff to provide data on bookings completed.



## Northern Peninsula Area Regional Council

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### HR Monthly Report

**Author:** Leonie Ishmail - HR Manager

**Authorizer:** Kate Gallaway – CEO

**Attachments:** None

**Purpose of Report:** HR Monthly Report – July 2024

**Team:**

Leonie Ishmail – HR Manager

Joyce Soki - HR Advisor

Seaniqua Unwin – HR Admin Support

Michael Madeley – WHS Coordinator

Dale Salee – WHS Trainee

### Human Resources

#### **1. Employment Outlook**

**Current number of employees -**

- Full Time – 135
- Part Time –10
- Causal - 102

#### **Resignation/Terminations**

Department	Number of Employees
Regulatory Services Manager	Bernard Charlie – Resigned
Illegal Dumping Officer	Warren Strevens – Resigned
Evans Coordinator	Hassim Adidi – Resigned
Sports and Recreation Officer	Marlon Nakachi- Terminated
Aged Care Coordinator	Tianna Aki – Fujii – Resigned



Aged Care Manager	Patricia Fulton (Nona)
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day a week on work experience. The students undertook WHS inductions by our NPARC WHS team before commencement. The following departments are hosting students.

- Rangers
- Parks and Gardens
- Animal Control
- Civil Construction
- Plumbing

## **Work Health & Safety**

### **Incidents**

- Jardine Ferry – Dangerous event- worker standing between vehicles. Have completed report & toolboxes onsite & discussed with EMRSC
- Batching Plant – Dangerous event – Standing on pallet while suspended by forklift. Waiting for Manager to fill in Incident report. To follow up

### **Induction**

- 2 x NPARC & 5 x NPASC

### **Training**

- HSR Training completed – 8 out of 17 employees passed course.
- First Aid Training – Poor attendance from NPARC staff. 56 x registered.
- Mooring line training – Jardine ferry
- WHS Cert IV – Dale Salee- Passed course & now completed modules (6 Months)

### **Toolbox Meeting**

Discussion continued with Managers and supervisors of outdoor work teams to invite WHS team to toolbox meetings to deliver WHS safety talks. PPE register has been issued for sign off and return to WHS.

### **Workcover cases**

Only the one from Workshop – Employee has had steroid injections and is still unfit to return to work. As per Work Capacity Cert. Ongoing.

### **Rehabilitation And Return to Work Co-ordinator:**

One employee who will be unfit to return to previous duties. Ongoing discussions with Leonie, Sireli & Gus.

### **Site Inspection**

- Bamaga Oval to prepare for Cultural Festival
- Culvert Upgrade – Lui Street, Bamaga
- Toilet Upgrade – Muttee Heads

**Complaints received:**

- 17/06 – Food issue at Bam Bam Bakery – Reported to George from Regulators and was going to investigate it.

**Safety Awareness Bulletins sent out:**

- Toolbox talk month was Housekeeping – delivered by Managers.

**Other Works**

- Brief discussion with overflow at Bamaga Treatment area – Scott (Plumber is looking into rectification or replacement of covers.

**Positives for the month**

- Continual improvement with returning of SWMS, prestarts & toolboxes

**Concerns for Improvement**

None to report

**Title of Report:** July Operations Information Report

**Agenda Item:** 11.1

**Classification:** For information

**Author:** Executive Manager, Operations

**Attachments:** Nil

## Officers Recommendation:

**That Council:**

Note the Report

## PURPOSE OF REPORT

To provide Councillors with an outline of monthly activities undertaken by Operation Department sections.

## BACKGROUND AND CONTEXT

### Capital Projects Update

#### Robert Bottger (Project Manager - Roads)

##### 1. Umagico to Bamaga Cycleway

- Extension of Time has been granted for LRCI Phase 2 and 3 through to 30 June 2025. All funding for the project now has the same expiration date
- Project will be delivered as 4 separable portions (1. Umagico end, 2. Injinoo Road, 3. Nona Creek Bridge and approaches, 4. Bamaga end)
- Aurecon has submitted updated designs for Separable Portion 1 (Umagico township) and 4 (Bamaga township) to Council for review. Section 2 and 3 designs currently being prepared.

##### **Forecast Activities Next Month**

- Designs for Injinoo Road and Nona Creek Bridge sections to be finalised and issued to Council for review and TMR for approval.
- Nona Creek Bridge to be ordered following approval/endorsement of drawings.

##### 2. Bamaga to Seisia Cycleway

- 30% Design submission issued to TMR on 26 April 2024.
- TMR feedback has been received and Aurecon are finalising the 80% design submission, expected to be issued by 18 July.

##### **Forecast Activities Next Month**

- 80% design to be submitted
- TMR to provide feedback comments
- Design to be finalised with 100% issued.

### 3. NP1 – Ferry Road Southern Approach

- Possession of Site has been awarded and the Contractor has mobilised to site.
- The Contractor is in the process of setting up their camp facilities at the old TMR compound south of the ferry crossing and reached an agreement with the land trust.
- Works have commenced and traffic management is in place over the project extents.
- The Contractor is working on a 3:1 roster and will be back on site on 19<sup>th</sup> July.
- Council has engaged Aurecon to fulfil the role of site inspector.

#### Forecast Activities Next Month

- The Contractor will commence earthworks operations and drainage works over the next month.
- Pavement works will commence after the completion of the above, with sealing of the road currently forecast to commence in August/September.

### 4. NP2

- NP2 is currently on hold due to funds having been reallocated to NP1.
- Stuart Head is in the process of securing additional betterment money through QRA which may be used to help with delivery of NP2 and NP1. Estimated Funding for NP1 from QRA is now \$9.3M. Official approval due shortly.
- If successful, TMR funds will be reallocated toward NP2 with aspirations to deliver culvert works this year.

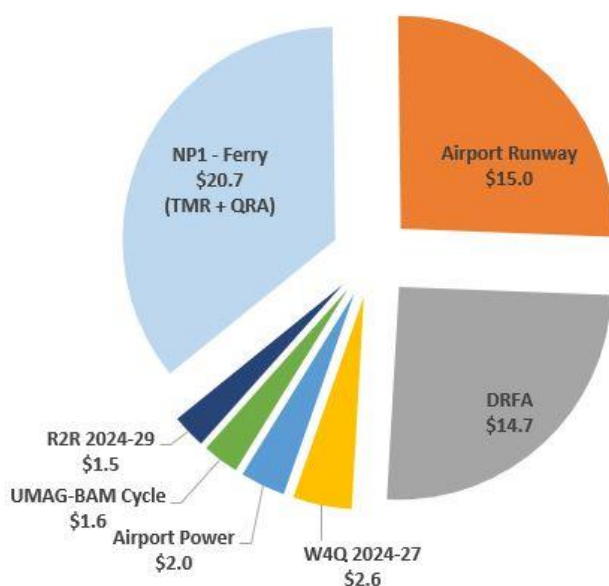
#### Forecast Activities Next Month

- The 2024 Betterment round is due for announcement by QRA in the next few months. Additional funds for NP2 will be applied for.

### 5. Grant Applications

- The below Pie Chart demonstrates grant funding for 2024-25 financial year.

**Capital Works 2024-25 Grants (58.1M)**



- Council is currently investigating the feasibility of applying for the following upcoming grants:
  - Housing Support Program (Priority 1):
    - Investigating eligibility requirements and whether Council can secure funds to design and construct additional housing lots in each community.
    - Due 16th August
  - Walking Local Government Grants Program
    - Council has an endorsed walking network plan which funds will be applied for to construct preferred sections.
    - Due 30th September
  - Safer Local Roads Infrastructure Program
    - Council will be applying for funds (~\$5M) to construct Section 2 of the Injinoo Back Road design completed earlier this year
    - Due 30th September
  - TMR's 2025 Cycle Network Local Government Grants Program
    - Due 30th September
    - Council will apply for funding to construct the Bamaga to Seisia Cycleway, currently under design.

**6. 2023 REPA Town Streets ((3105-4810)**

- 33 sites were approved by QRA within the 5 communities for pavement repairs.
- Main locations are cul-de-sacs and T Intersections where the pavement has failed.
- Council has now approved \$5.7M for this Town Streets program. Due to be delivered by 30 June 2025. Concrete supply will be a major focus.

**Forecast Activities Next Month**

- Survey locations in Seisia and New Mapoon, prepare design drawings and tender documents, call for tenders from preferred supplier list.
- Aim to commence physical work onsite in September.

**7. 2023-24 TC Jasper - Emergency Works (3105-4811)**

- Emergency Works are continuing on Pajinka, Ferry, and Punsand Roads as well as a number of township gravel roads.
- Potholing has been performed by Council crews on sealed town streets as well as the airport runway.
- An EOT was granted for this work until 12 June 2024.
- Emergency works has been completed. Acquittal of the program to be lodged with QRA.

**8. 2023-24 TC Jasper – Major Roads (3105-4812)**

- The submission has been fully approved by QRA for the event related damage to the main Arterial Roads. These roads include Ferry, Pajinka, Mutee Heads, Somerset, and PDR. Estimated value \$4M.
- Works can commence late in July after the July Council Meeting, subject to acceptance of the recommendation.

**Forecast Activities Next Month**

- Award Contract(s), commence delivery of program.
- Expected delivery timeframe between 8 and 12 weeks, subject to weather conditions.

9. 2023-24 TC Jasper – Minor Roads (3105-4813)

- Damage evidence in the form of photographs have been collected for all local roads.
- The submission has been completed and lodged with QRA for approval.
- It is anticipated these works will commence in September 2024.

**Forecast Activities Next Month**

- QRA to approve submission scope.
- Tender documents to be prepared and contractors invite through Local Buy.

10. 2022-23 QRRRF (QRA) Airport Power Line (3105-4850)

- This project is jointly funded with ATSI TIDS contributing \$439.5K and QRA providing an additional 1.613M. Total project value \$2.0525M.
- Ergon expects to have the design phase completed by 31 August. There is a slight hold up whilst Ergon finalise the Environmental Approval with the State Govt to enable the roadside tree clearing to occur. It is anticipated that construction will be completed by the end of June 2025.
- Council needs to focus on the connection scope from the Ergon Pillar Box to all the current facilities at the airport including the terminal, strip lighting, fuel, house, generator, etc.

**Forecast Activities Next Month**

- Electrician to inspect current facility in August and define scope for internal works required.

11. Roads to Recovery 2024-29

- Currently reviewing eligible project options for inclusion and approval by grant funder.

12. Sebasio Street Powerline Upgrade

- Project status – works tendered via Local Buy. Recommendation to be tabled at July Council meeting
- Aim to deliver project prior to next wet season

**Parks & Gardens**

General cleaning and maintenance activities in public areas, Council offices and facilities throughout out the five communities during June.

Fence repairs were completed at Lui street and the airport carpark.

Assisted events preparing and decorating the Bamaga oval for the cultural festival.

**Works**

**Roads**

Continued with patching potholes within all communities. Graded rough sections on Ferry Road to allow batching plant materials to be carted in. Carted aggregate and sand into the batching plant. Removed and replaced damaged road signs around the five communities.



Reinstated fire breaks around Seisia and New Mapoon. Assisted with the set up at the cultural festival.

### **Solid Waste**

Normal operational have been completed with minimal disruption. Mechanical faults have occurred with both garbage trucks separately and been repaired.

Gas bottles that should not have been accepted or stored at the Transfer station have been removed and staff advised to tell people that gas bottles are not accepted at the transfer station and to return them to the place of purchase, BP Bamaga, Elgas or Boral distributor.

Green waste was transferred out to the landfill, tyres have been stockpiled for transfer to the landfill for future disposal.

### **Wastewater**

Scheduled servicing and maintenance activities have been undertaken at the seven pump stations and three lagoons.

Cleaning of public toilets including the cemetery toilets as required occurred through the month.

Jakoda Mundie has commenced as a casual within the Wastewater team whilst recruitment of a full time waste water labourer.

### **Water**

The month of June saw smooth and consistent operations at the Bamaga Water Treatment Plant. All reservoirs were maintained at acceptable levels, and no issues were observed throughout the month.

Rainfall in Bamaga was recorded at 1.8 mm, which was significantly less than the average, recorded for June of 14.5mm.

The total water production (filtrate) volume for Bamaga WTP for the month was 128.302 ML, averaging 4.276ML/day.

Good progress has been made on projects, with 52% of the work completed. Veolia plans to close out 13% of projects, necessitating further consolidation of costs. A new O&M project, New Injinoo Development, has been initiated, requiring the installation of a new water meter. This install has been completed. Several projects have been closed and assigned to O&M Cost Plus which were completed internally and/or discontinued.

The current membranes for Trains A and B maintain a PDT between 8 and 12. Operators have observed 2-3 membranes creeping up during Sonic testing. All essential items are onsite and ready. Veolia will continue monitoring to determine the replacement date and mobilise additional personnel and spare tools to expedite the replacement process.

Veolia has been in discussions with the State Government along with private consultation companies and providing a lot of information for the proposed Water Treatment Plant upgrade. No further correspondence to this work has been relayed during June.



The State Government has awarded the contract for the completion of the reservoir liner project and works are scheduled to start in July. Veolia completed some reservoir bypass testing and also began to reduce the reservoir level in the Seisia tank in preparation for the liner installation work to commence early July. State has also awarded the contract for repair of the reservoir tendons with work to be completed over the first 2 weeks of June. The reservoir tendon repair work has been completed.

All bulk flow meters have been mechanically and electrically installed and are reading. The 2 Jardine along with the bypass flow meters are not communicating back to the SCADA system which will be addressed during the PLC and RTU upgrade project scheduled to begin during July.

2 residential leaks were inspected and handed over to NPARC.

1 commercial leaks were inspected and handed over to NPARC.

0 mains leaks were identified and repaired.

There were 0 new service requests and 0 new service installations completed in the period.

There were 0 OHS incidents, 0 environmental incidents.

### Workshop

Summary of works carried out during June:

- IVECCO Garbage Truck – Bandit – Not completed
- Mack Truck – Batching Plant - Replace all damaged wiring harnesses – still ongoing jobs and waiting for parts to arrive – trunnion bearing.
- Kenworth – Batching Plant – Replace all damaged wiring harnesses and all other electrical faults – still ongoing diagnoses with the TPS Sensor.
- 3 x Ranger D/C Landcruiser front end rebuild.

SUMMARY OF COMPLETED JOBS			
SERVICE – PM	BREAKDOWN	SMALL PLANT	TYRES
6	17	10	28

Stocktake:

End of Year stocktake has been completed yet to be uploaded into mentor APM.

- will now have to see if we have the budget to do it.
- Current staff with limited experience and knowledge especially on some very basic things.
- Our Mentor APM fleet management system will have to be monitored by an extra admin person for now until we get on top of things properly.
- Staff absenteeism.
- Staff not willing to take on challenges and learn new things

Challenges:

- Workshop staff with family commitments that put a major hinderance to their attendance which always puts major setback on our planning.

Lighting in the workshop still an ongoing issue. Billy Wymarra have submitted a quote to do the job and

Improvements:

- Our new Trade Assistant have started.
- Continuous clean up and improvements all around the workshop.

Recommendations:

- Discussion with LGAQ and Busy at Work regarding the 2 apprentices to attend training at Thursday Island.
- Have access to the Camera here at the workshop.
- Have an extra person on 6 months contract to cover for Rodney Luff while his away on Work Cover sick leave.

## **Rangers**

Ranger Coordinator will be presenting in Person to this months Council meeting.

## **Airport**

The NPA airport has remained operational through June.

Sales figures for June are as follows:

Sale item	Monthly Totals	Comments
Jet A-1 litres	19,404.49	
Jet A-1 sales	\$51,239.95	
Avgas litres	8,778.61	
Avgas sales	\$30,286.20	
Landing fees	\$6,521.25	
Passenger tax	\$1,090.91	May
Parking Fees	\$35.25	May

Sale items	Skytrans	Other airlines	Total
Flights in/out	65	115	180
Passengers in/out	1,940	50	1,990

Major Maintenance issues identified/corrected.

Boundary Fencing	Applied for Funding. Small repairs around Carpark will start in June
Main Generators has faulted	Awaiting for parts to arrive
Fuel Supply	NQ petro engaged to: <ul style="list-style-type: none"> <li>- Supply and install new Jet A1 hose</li> <li>- Replace Avgas sump</li> </ul>

## **Airport HR**

The recruitment for a replacement Airport Manager was undertaken in June. A contract is being offered to Damien Elu, the recruitment process will commence in July to fill the now vacant assistant airport manager position.



Recruitment for a casual ARO trainee has concluded with

## CRITICAL DATES

N/A.

## OTHER OPTIONS CONSIDERED

N/A.

## LEGAL AND LEGISLATION CONSIDERATIONS

N/A

## POLICY CONSIDERATIONS

N/A.

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

This report is in line with the following sections of the Operational Plan 2020-2021:

1. Reliable and Affordable essential Services
  - 1.1 Water
  - 1.2 Landfill
  - 1.3 Access
2. Safe, clean and attractive physical environments
  - 2.1 Animal Management
  - 2.2 Clean and tidy public areas in each Community

## FINANCIAL AND RESOURCE CONSIDERATIONS

Operational budget expenditure

## CONSULTATION

Works Manager  
Parks and Gardens Supervisor  
Ranger Coordinator  
Workshop Manager  
NPARC Project Managers  
Airport Manager  
Batching Plant Manager

**Title of Report:** June Update on Community & Regulatory Services Report

**Agenda Item:** 11.2

**Classification:** For noting

**Author** Executive Manager, Community & Regulatory Services

**Attachments** Compliance Report

## Officers Recommendation:

**That Council:** Note the report

## PURPOSE OF REPORT

To provide Councillors with an update of monthly activities undertaken by Community Services and Regulatory departments.

### Community Services

The Community Services Team continues to engage with internal and external stakeholders of the Northern Peninsula Area [NPA] region with event planning, event delivery and feedback consultations including discussions of strategies for improved community satisfaction. Additionally, the team has been collaborating with other NPARC departments in preparation for the Cultural Festival.

### Indigenous Knowledge Centres [IKCs]

IKCs in the NPA region are vital for delivering services to communities. Despite facing challenges such as IT issues and limited space, they're making progress with History Banner projects and First 5 Forever and book exchange programs. Efforts are underway for language workshops and project visits to enhance services further. Meanwhile, maintenance for buildings are underway and support continues to assist with Sports and recreation and cultural festival events.

### Events Team

The Events team is actively collaborating with both internal and external stakeholders to organise a range of community events, including the upcoming 2024 Culture Festival, community markets, and the Junior League in partnership with QRL. Additionally, the team is working with QRL and NPARRL to facilitate the local QRL football competition, with the first TV vs NPA Challenge already underway.

The team is committed to promoting cultural events and sports within the community, recognising their importance in building social cohesion and celebrating our diverse cultures. Despite challenges, including the resignation of both the Events Coordinator and Assistant during the busiest time, the team successfully managed to carry out the Cultural Festival event.

A full briefing of the festival will be included in July's report. The team remains dedicated to these initiatives and is confident that these events will be successful and impactful.

### Art Centre

June has continued to be a busy month for the centre. We were pleased to have our local artists showcase their artwork to our visiting tourists and Gub Titui staff, resulting in all the artworks being sold. Additionally, we received excellent news regarding further funding approvals for the Cultural Festival. Artists' workshops have been ongoing, and renovations to the entrance of the art centre are nearing completion. Completing these works has been challenging due to the busy period, but progress is being made.

The 2024 Cultural Festival event was a huge success, despite minimal community engagement. A full briefing will be included in July's report. The team carried out the event with dedication and excellence, welcoming our visitors and receiving positive feedback from the attendees.

Additionally, local artists have been diligently working at the centre, completing their fashion pieces for the Country to Couture fashion show in Darwin and the CAIF event in Cairns next week.

### Home and Community Care

The Aged Care Compliance Report ensures regulatory compliance. The program encompasses various services for 36 clients. While progress is being made in meeting domestic assistance targets, changes to fees for electronic Home Care Packages (HCP) have been implemented for approved HCPs. Additionally, an updated client intake form and checklist have been introduced to streamline the intake and care planning processes.

### STAFFING

The current staffing at Aged Care consists of 15 employees, including 8 full-time and 7 casual staff members. Due to frequent staff absences, additional resources are required to ensure smooth operations and maintain service quality.

### SCOPE OF DELIVERY

The current team of six support workers each manages five clients, ensuring personalised and attentive care. Services delivered include:

- **Transportation:** Providing group transportation for activities, shopping, medication pickups, and health appointments.
- **Meals:** Offering weekly lunches and dinners from Monday to Friday.
- **Domestic Assistance:** Clients are assigned domestic assistance based on their care plans.
- **Personal Assistance:** Provided according to individual care plans.
- **Individual Social Support:** Tailored to each client's care plan.
- **Social Group Activities:** Scheduled for Tuesdays and Thursdays.
- **Home Maintenance:** Scheduled as required.

All services are documented to meet reporting and record-keeping requirements. We ensure that all services provided meet our clients' needs, and we are actively addressing any areas where services may not meet appropriate standards, striving for continual improvement.

### ACHIEVEMENTS

Teamwork becomes particularly evident in the absence of staff members. It is during these times that the collective effort and collaboration among team members shine through. They step in to support each other, ensuring that all tasks and responsibilities are seamlessly handled. This demonstrates their

strong sense of commitment and mutual support within the team, highlighting their dedication to maintaining high standards of service delivery even under challenging circumstances.

## OUTCOMES

### Data

- Data is recorded daily and inputted into the compliance spreadsheet regularly.
- Meal quantities have increased due to an increase in clients.
- A large number of clients are participating in activities.

### Impact

The provision of meals has increased significantly due to a rise in the number of clients. Social support for individuals is also seeing a notable increase and requires close monitoring. Community needs are effectively being addressed.

### Gaps

Gaps have been identified in staffing when absences occur, indicating a need for additional staff from the casual pool. Services delivered;

- Transport - Group activities, shopping, medications, and Health appointments.
- Meals - Weekly Lunch and Dinner Monday to Friday
- Domestic assistance - All clients are rostered appropriate days suited for them.
- Personal assistance – requested from clients.
- Social support individual – rostered days
- Social group activities – Tuesday and Thursday
- Home maintenance - When requested from Clients.

### Achievements

- Have achieved clients on HCP.
- 9 clients waiting on HCP letters of approval to start program.
- Staff Action Rosters

## CHALLENGES

- Casual pool staff needed to cover absences, male staff essential for client support.
- Front electric gate needs roller, electronics, and missing bar repairs.
- Repairs needed for board room door lock.
- Dishwasher repair needed for leaks and cycle function.
- Additional cook required due to staff absence.
- Registration of new additional staff on Aged Care Portals

## Regulatory Services

There are several key issues that the Regulatory Services Department is currently addressing. One significant matter involves an individual selling meat from home. We are collaborating with public health officials to resolve this issue. It was referred to Safe Food to discuss licensing requirements, and it has been determined that if the meat is supplied to another business in the area, Safe Food accreditation as a Cold Storage facility is required. Safe Food is also addressing labelling and retail supplier requirements with meat supplier.

The business owner has been advised to discuss with the council the land use arrangements under the planning scheme and the potential need for food business licensing if the operations do not fit under the Safe Food accreditation.

Additionally, we are working on scheduling another vet visit in August, as the previous one did not work out as planned to have monthly visits. This upcoming visit aims to provide necessary veterinary services to the community and address any outstanding animal health issues. The team is also managing an influx of animals, particularly dogs and horses, in all our communities and is now looking into euthanasia options to control the population, as the recent horse management plan to implement the horse paddock was denied by the local traditional owners.

Regarding staff changes, our Illegal Dumping Compliance Officer, Warren, has resigned, as well as Bernard from the Manager position. Both positions are currently being advertised. These changes have temporarily impacted our operational capacity, but we are actively seeking qualified candidates to fill these roles and restore full functionality to the department.

Due to these recent developments, a more detailed report for this department will be provided in the July report, which will cover all ongoing and upcoming initiatives in greater depth.

## Injinoo Service Station

### STAFFING

According to the plan, the Service Station structure regarding staffing should be as follows:

Full-Time Manager

Full-Time Service Station Attendant 2x

Part-Time Service Station Attendant 2x

We currently have 6 Staff on the roster. This consists of 2x Full Time and 4x Casuals. During June we were able to work closely as a team to achieve goals. The Manager went on a brief leave and other staff were also on leave through parts of the month. Through the month of June, there were no further training or upskilling of staff. In the coming months, it will be ideal to provide opportunities for the Service Station staff to develop more. Overall, the attendance was good, and productivity was great.

### SCOPE OF DELIVERY

In June regular services and products were supplied to the community and customers. The sales of fuel, groceries, and general merchandise were made. The residents of the local community have been the main customers, along with NPARC vehicle fleet, additionally internal requisitions for fuel and goods. Also, fuel was provided to local business through the month as well, in form of purchase orders. The operating times for the Service Station were 8am to 5pm Monday to Friday, and 1pm to 5pm on weekends. We increased our stock levels to ensure that we are constantly able to supply to community with desired goods. This is also important with the increased tourist activity.

### ACHIEVEMENTS

- Regular hours and attendance from all staff
- Successful closure of month and rollover of financial year
- Successful EOFY stocktake.
- Positive relationship with Seaswift and Local depot with on-time deliveries and open communication with Seaswift staff regarding orders
- Fuel, powercards and other stocked items readily available to customers
- Increase of activity and sales with the rise of tourists



## OUTCOMES

### June Sales

AMOUNTS TENDERED FOR SALES		
CASH	624	15165.70
ACCOUNT	278	77857.53
EFTPOS	1,931	81940.39
		174963.62

## IMPACT

We believe that at the current point, the Service Station is meeting the needs of the community. It provides essential goods and fuel to customers. However, there is a great opportunity to further grow with additional services and the extension of trading hours moving into the new tourist season. This will benefit the tourists and local communities.

## CHALLENGES

The challenges are mentioned in the parts above. There are several challenges from minor to major. These are:

- Storage (New fridge and freezers)
- Security of the Service Station
- Break and entry attempts
- Doors and security alarm system
- Building/Property (Upgrade and security)
- Steel cage needed for back door (has been scoped out by Building team)
- Working Space
- Meeting high expectations from the community
- Turnover and balancing of stock, making sure we are selling what we order and not running out of stock before next arrival of goods – Lack of storage also impacts this.

## RECOMMENDATIONS

The recommendations are to approach each challenge and take the appropriate actions.

The challenges have been ongoing. We have identified each challenge and gap, relating to the Service Station's operation in June 2024. Looking at ways to improve the overall quality of service and implementing those ideas will increase sales, the satisfaction of the customers and the working conditions for the staff to be more vibrant and productive.

## Umagico Supermarket

### STAFFING

Umagico Supermarket consists of a total of 18 staff members, including 9 full-time employees and casual staff. We continue to focus on staff development and effective management to ensure the smooth operation of the supermarket.





## ACHIEVEMENTS

### Training Initiatives:

Island and Cape have conducted training sessions in June 2024, focusing on Cert III and Cert IV in Retail for three staff members. Additionally, an Island and Cape trainer will visit on July 2024, to enrol three new staff members in Cert II and Cert III programs for Retail. These training programs aim to enhance the skills and qualifications of our staff, contributing to overall service improvement.

### Technological Advancements:

The implementation of the new Smart Retail system is now operational, providing improved reporting capabilities and enhancing our overall retail operations. This system allows for better inventory management, sales tracking, assist with invoicing and customer service.

### Infrastructure:

The new flooring has been completed and looks great. This upgrade not only improves the look of the supermarket but also ensures a safer and more pleasant shopping environment for our customers.

### Product Offerings

Prices are being held down by the arrival of new freezer stock. We can now satisfy customer demand for premium goods at affordable costs by stocking fresh meat in-store.

### Freight Initiatives

The 5% Freight Subsidy Scheme is now applied to customers' everyday shopping, and we will see an additional 15% increase, taking it to a total of 20% in the next few months. This initiative aims to improve the high costs of freight, benefiting both the store and our customers.

## OUTCOMES:

### Sales Performance:

Sales were down by \$100k in June due to flooring renovation and no cash in the ATM, causing customers to shop at Ibis instead. Sales have also been impacted by numerous public holidays and staff shortages which typically see reduced foot traffic and sales volumes.

## IMPACTS:

### Price Increase:

A 6% price increase has now been applied to cover rising operational costs, particularly those associated with freight.

### Freight Costs:

Freight continues to be a significant issue, with Seaswift proving too costly. To address this, we are exploring alternative options and freight tenders will soon be open for submissions. Additionally, we will discuss and implement any recommendations to improve future delivery processes. We are committed to finding more cost-effective freight solutions to help mitigate these expenses and keep prices as low as possible for our customers.

### Supermarket Contributions:

The supermarket has been a contributor to all NPARC events, providing support and resources that enhance community engagement and participation.

### GAPS:

### CHALLENGES:

#### Staff Management:

Staff not coming to work and not informing managers. There is a need to improve communication and accountability among staff to ensure that operational efficiency is maintained.

#### Community Engagement:

The store is chasing up suppliers for better pricing to benefit the community and rising living costs. Ensuring affordability for our customers remains a top priority.

### RECOMMENDATIONS:

#### Meetings and Communication:

Continue with team-building meetings and BBQs once a month to foster new ideas from the executive and staff in the workplace.

#### Freight and Supply Chain:

Explore alternative freight options, such as trucking during the dry season, to reduce costs. Discuss and implement any recommendations to improve future delivery processes.

### Jardine Ferry

The tourist season has slowed down compared to last year, with a noticeable decrease in visitors due to the weather. The entire team has returned to duty and is diligently maintaining the ferry, roadhouse, and grounds. With the operating hours of 7:00am to 6:00pm every day, staff have struggled to open the ferry on time. This has caused interruptions in visitors' timetables, resulting in missed connections to Thursday Island and other tour destinations. Additionally, this also poses a significant challenge for the current staff, who are working overtime and risk being fatigued.

Since the Jardine Ferry refurbishments, including the installation of new ramps and hydraulic boom gates, there have been minimal incidents in the last month, the service contractor has also been on leave. Training sessions have been diligently conducted, covering essential topics such as man overboard, fire onboard, and SMS training for the entire crew. The SMS training was intensive and highly effective, specifically tailored to our ferry vessel.

Despite this training, SMS processes have not been enforced regularly, and staff are reluctant to carry them out due to staffing issues. Additionally, the 20-tonne ban has been lifted from the ferry, the mooring ropes have arrived, and training has been conducted in compliance with AMSA regulations.

Other challenges include the pending completion of the AMSA inspection report, the need for a more efficient attendance tracking system utilising fingerprinting for payroll purposes, and improvements in staff training and financial reporting for the Point of Sale system.



## **ORDINARY COUNCIL MEETING #04**

### **Agenda Item 11.2**

**Tuesday, 23rd July 2024**

**Injinoo Boardroom**

We have initiated efforts to explore the possibility of reactivating the fuel station at the ferry. Contractors have completed the necessary testing on the fuel tanks, and the tanks have been filled. Management is now assessing the requirements and steps needed to resume operations as a self-service station, which will help eliminate the challenges associated with manual fueling. Additionally, the installation of a Navman on the ferry to enhance vessel movement control is currently in progress.

Furthermore, an MOU has been drafted and is progressing to contractors who wish to camp at the Jardine Ferry site. This MOU outlines the terms and conditions for camping, ensuring that all parties are aware of their responsibilities and the support they can expect from us. This initiative aims to facilitate smoother operations and provide clear guidelines for the contractors, ultimately contributing to the efficiency and safety of the ferry operations.

Our team remains committed to overcoming these challenges and ensuring the ferry and associated services operate smoothly for both visitors and local community members.

## HOME CARE SERVICES

### MONTHLY AGED CARE COMPLIANCE REPORT

REPORT TO	Yanetta Nadardre
REPORT DATE	04/07/2024
REPORT FROM	Beth Wright

#### AGED CARE SERVICE DELIVERY

##### Summary of client status over the past month

Reporting item	Number	Comment
HCP Clients	7	Level 1:            Level 2:    7    Level 3:            Level 4:
New HCP Clients	0	Level 1:            Level 2:            Level 3:            Level 4:
HCP Enquires		
Referrals for assessment or reassessment		HCP – 3 active HCP – 4 inquiry Thelma Jacob received letter but did not contact provider – reverted to waiting list.

##### Summary of CHSP client status and activity

Summary of client needs and delivery

Reporting item	Number	Comment	
Number of clients	32		
Number of new clients	0		
Clients on waiting list			
Number of clients transitioned to HCP			
CHSP Hours	Monthly target	Hours delivered	Comment
Social support group	672	774	
Domestic assistance	52	33	
Social support individual	78	42.5	
Personal care	25	17	
Home maintenance	29	63.5	
Flexible respite	7	-	
Meals#	761	826	Client Increase for meals
Transport	135	145	Client for Dialysis 3 days a week
Home Modifications	\$395	-	

##### Aged care legislative compliance status report

Compliance requirement	Number of clients	Overdue	Action taken
Charter of aged care rights explained	39		
Signed aged care agreements	39		Review ongoing
Signed current care plans	36		Review ongoing
Advanced health directives completed (HCP clients only)	1	1	Need health appt to conduct this procedure.

**Aged care activity reporting**

Agency	Report submitted in the past month	Date due	Date Submitted
Operational update	07/05/2024	14/05/2024	18/06/2024
Compliance report	07/05/2024	14/06/2024	18/06/2024

**STAFF MANAGEMENT****Staff changes over the past month.**

Staff	Staff establishment	Current number of staff	Number of resignations	Number of new staff
Total staff	14	14	2	1
Carers	6	6	-	

**HR Management**

Reporting item	No of staff	Overdue	Action required
Current Police checks	14		
Aged Care Code of conduct	14		
Current Drivers licence	13		
Performance review	14	14	
Annual Flu vax	3	11	Contacted PHC and they will inform us when Fluvax is available. No Fluvax due to broken fridge.

**Status of Core training**

Mandatory training	No of staff	Overdue	Action Required
Orientation	14		
Fire Safety	14	14	
First Aid	14		All staff due for CPR refresher in October 2024
Manual Handling	14		Staff completed training
Infection control	14		
Elder Abuse	14	14	
Food Safety	14	2	
Open disclosure	14	1	

**Training attended over the last month.**

**Mandatory training completed as stated above.**

## QUALITY IMPROVEMENT

### Progress against Plan for Continuous Improvement

#### Feedback/complaints management

Complaints	Total No	Type of incident			
		Employee	Service	Facilities	Other
Number of Complaints in the reporting period	1		1		
% Investigations completed within 5 days	1		1		

#### Key issues and action taken

- No complaints as yet, in the process of doing a Consumers survey, on what changes they like to see and if our delivery of care effective and sufficient.

#### Incident/near miss management

Incidents	Total No	Type of Investigation				
		Client	Employee	Equipment	Facility	Medication
Number of Incidents in the reporting period						
% Investigations completed within 5 days						
Number of SIRS Incidents in the reporting period						
% SIRS Investigations completed within 24 hours						
% SIRS Investigations completed within 30 days hours						

#### Key Issues & action taken



**Title of Report:** July Information Report

**Agenda Item:** 11.3

**Classification:** For information

**Author** Executive Manager, Building & Infrastructure

**Attachments** Nil

## Officers Recommendation:

**That Council:**

Note the Report

## PURPOSE OF REPORT

To provide Councillors with an outline of monthly activities undertaken by Building & Infrastructure sections.

## BACKGROUND AND CONTEXT

### BAS Manager Update

### NPARC Job Cards / Minor Works

Works are at a manageable level, there were **463** aged job cards in June.

BAS maintenance Invoicing is still carried out for the aged jobs and including new jobs that has recently been issued and may show on the new aged report.

Portal active jobs are **584** which includes new jobs that were issued through the portal are shared out to contractors.

Regular follow ups are still continuing, and as mentioned on previous report. Contractors are still waiting on material ordered or maybe busy with other jobs. Still have support from Contractors.

Row Labels	Count of Work Order
1. < 30 Days Outstanding	231
2. > 30-60 Days Outstanding	152
3. > 61-90 Days Outstanding	80
4. > 91-120 Days Outstanding	52
5. > 121-180 Days Outstanding	43
6. > 181-365 Days Outstanding	23
7. > 366-730 Days Outstanding	3
<b>Grand Total</b>	<b>584</b>

### **Contractor meetings**

Next meeting will be held **26<sup>th</sup> July 2024** with contractors to discuss process of handling maintenance works and time management, contractors advised to carry out works according to response priority time given on work orders.

### **Building Manager update**

### **NAHA 5 x Plugins**

Successful tender has been awarded to HC Builders; works are full steam ahead with some of the Plugins are at lock up stage already. All works that will be done will be from standard to Gold plated.

**Completion - late October 2024**

### **Current Unscheduled Work / Upgrade Works 23/24**

Current works are ongoing, scopes of works include carports, re-roofing, bathrooms, and kitchen up grades and DISMODS. There was a JOM meeting to discuss the works that will be issued and how NPARC was going to be able to handle load of works. Next meeting will be held late August to discuss 24/25 works. Tenders for upcoming works have been coming Quick and fast.

### **Outstanding Purchase Orders – Carried over from 2023/24**

TYPE OF WORK
BATHROOM UPG – 236A SGKZ
BATHROOM UPG – 101 MIMI
MINOR RPRS – 12B YOUNG
GUTTER/DOWNSPIPE – 5 YOUNG
SHOWER RECESS – 70 BROWN
CARPORT UPG – 427 JAWAI
CARPORT UPG – 50B SEBASIO
DRIVEWAY – 7 STEPHEN CL
DRIVEWAY – 4 STEPHEN CL
ROOF SCREWS/GUTTER – 270 ORCHID

### **TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL – 2024**

DESCRIPTION OF WORKS
CARRY OUT HOME MODIFICATIONS – 129 Moses Cl Injinoo
CARRY OUT HOME MODIFICATION -- 192 Wasiu St, Bamaga
CARRY OUT REFURBISHMENTS – 48 WARE ST INJINOO
CARRY OUT KITCHEN UPGRADES – VARIOUS INJINOO RESIDENCES



**Current Purchase Orders – Issued since April to June 2024**

<b>Type of Works</b>
FLOOR/KIT – 7 YOUNG
DRAINPIPE/CONC PATH – 166 WASIU
HANDRAIL UPG – INJINOO
PAINT PKG – SEISIA
PAINT PKG – SEISIA
FENCE UPG – 105 MIMI
VACANT MAINT – 78 SEBASIO
DISMOD – 19 PABLO
CARPORT UPG – 427 JAWAI ST BAMAGA
FLOORING PKG – INJINOO
VARIATION ELECTRICAL – 78 SEBASIO ST BAMAGA
KITCHEN UPG – 49 WARE ST INJINOO
PAINT PKG – UMAGICO
PAINT WORKS – 130 JACOB ST BAMAGA
PAINT PKG – UMAGICO
BATHROOM UPG – 5 WILIMA CL SEISIA
BATHROOM UPG – 74 LUI ST BAMAGA

**TENDERS SUBMITTED TO QBUILD AND AWAITING APPROVAL – 2024**

<b>DESCRIPTION OF WORKS</b>
CARRY OUT BATHROOM UPGRADE – VARIOUS UMAGICO RESIDENCES
CARRY OUT HOME MODIFICATIONS – 133 JACOB ST BAMAGA
CARRY OUT KIT,FLOOR/LAUNDRY – 269 ORCHID CL BAMAGA
CARRY OUT DISMOD – 16 PASCOE ST UMAGICO
CARRY OUT PAINT WORKS – VARIOUS UMAGICO RESIDENCES
CARRY OUT KITCHEN UPGRADE – 76 LITTLE ROPEYARN HWY INJINOO

**Projects Update**

**Remote Capital Program (Housing Development)**

Lackon Pty Ltd have been engaged to Project Manage the Housing Development

**Update**

- Tender documents approved by NPARC
- Documents uploaded for prospective tenderer's 27/6/24

### Current works

- Tendering phase – Closing date 26/7/24 to 26/8/2024
- Site visits with tenderers and Lackon was held 10/7/24
- Compiling quotes for Council built houses
- Land clearing completed on 2 & 3 Kulla Kulla Cl, Umagico (Council built houses)

### Key Milestones

Key Project Milestone	Original Plan Date	Forecast Date (Change from last report)	Actual Date Completed
Engagement of Design Consultant	12/09/2023	02/10/2023	27/10/2023
Concept Design	11/12/2023	09/01/2023	09/01/2023
Development Applications	20/02/2024	21/03/2024	-
Detail Design	23/01/2024	30/05/2024	04/06/2024
Engagement of Construction Contractor	07/05/2024	26/08/2024	-
Issue Construction Documentation	20/02/2024	17/06/2024	04/06/2024
Contractor Mobilisation	04/06/2024	27/08/2024	-
Practical Completion	08/05/2025	27/10/2025	-
Final Completion	05/06/2025	15/11/2025	-

### Bamaga Electrical Rectification Works

87 Sebasio Street, Bamaga – Privately Owned Powerlines Rectification works.

- Tender documents were uploaded to Vendor Panel, tender closed on Friday 14<sup>th</sup> June 2024
- Please find attached the Sebasio Street power line tender assessment report for tabling.

### New Mapoon Multi-Purpose Centre

RPS Pty Ltd has been engaged to project manage the design and construct, Project funds are being provided by WCCCA & QRA.

#### Update

- RPS in discussions with architect's regarding design
- Waiting on details from RPS in relation to proposed dates for design documents etc
- The decision was made for Council to procure materials (via BOQ) so as to ensure WCCA funding was spent prior to new extension date of May 2025

## **NPARC Project Status.**

The report below provides the progression of each project that are currently underway, the Percentage completion is combination of all phases of the project that includes Initiation, Planning and Execution.

### **Beautification of Council sites and buildings – 1. Bamaga Workshop 2.**

#### **Bamaga Office Generator**

##### **1. Bamaga Workshop**

- Works delayed due to the extent of the timber framing that needs to be replaced and arrival of timber to repair
- Still waiting on materials to arrive for new timber framing
- Extension requested through Tamara

##### **3. Bamaga Office Generator**

- Electrical contractor has advised he has been delayed in completing due to other urgent works he has had to undertake.

#### **Update**

- Will follow up with B&B to confirm timeframe when he can install the changeover switch and the contractor engaged to do the workshop regarding materials to complete timber framing

## **Injinoo Hall kitchen**

Hall kitchen is 95% completed. All internal works are completed and is at lock up stage. External electrical works need to be carried out, upgrade to the main switchboard. Works will be completed..

## **Mutee Head Toilets**

#### **Update**

Toilet pack have been transported out to Mutee Heads. There were some building materials missing, have made contact with supplier to fast track it to Bamaga. This has put a delay in works as the materials missing are the structural post for the toilet block. Gear will arrive late July with completion early August now.

## **NPARC Carpenters**

- BAS Maintenance / Job Cards – On going.
- Property & Leasing / Building Maintenance
- Working on Capital works
- Jardine Ferry refurbishment & Awning

## **Property & Facilities**

NPARC's new team in Property and Facilities are tasked with management of the Umagico Contractor's Camp, maintaining council buildings, staff housing, hall hire, meeting room bookings and some tenancy management aspects of the NPARC social housing stock. The P&F team under the new September 2023 endorsed structure continues to report to the Building and Infrastructure Executive Manager.

They have also been actively working on the implementation of the NPA Local Housing Plan, in partnership with the Queensland Government, to improve housing outcomes for the community.

### **NPA Local Housing Plan update:**

Application has been lodged for Council to become a housing provider along with an asset management plan for community housing.

Since March 2024, we saw the following actions:

- NPARC Local Housing Plan Project Officer onboarded.
- Regular Bi-monthly operations meeting held with Department of Housing parties.
- Governance structure and terms of reference have been finalised for both Operations and Governance meetings.

The team continues to work on maintenance requests, tenancy agreements, updating keys for our council buildings, and publishing its new Tenant Information Kit for tenants which is designed as a practical, easy to read guide that covers issues such as maintenance, cleaning, moving in and out. Based in the Injinoo Council office, the team are available to talk about property and facility tenancy, hire, housing applications and maintenance issues.

The team also continues to work with Department of Housing (DoH) and NPARC's Regulatory team to enforce illegal dumping outside of social houses as part of our ongoing community clean up.

Annual inspections for all Council Staff Accommodation have been carried out as well as the annual inspections for all Council Social Properties. Ongoing inspections are regularly carried out through exit and entry reports as well and when maintenance issues arise.

Changes have occurred to the number of Staff Accommodation Properties due to the separation of NPARC staff and approved leasing to some external parties. External Leases are BEL, NPAFACS, and ALT.

NPARC Staff Accommodations	Total Count
Total	28
Tenanted	15
Vacant Tenantable (Available)	6
Vacant Untenantable (Unavailable)	2
Potential Housing Requirements	0

NPARC External Accommodations	Total Count
Total	5
3 Bedroom	2
2 Bedroom	3
1 Bedroom	0
Donga	0

Social Housing	Total Count
Total Social Housing	49
Tenanted	48
Vacant	1
Schedule demolition	2

Social Housing Applications – remains the same this reporting period.

Applicants	Preferred Community	Alternative Community
0	Seisia	5
3	New Mapoon	0
10	Bamaga	4
1	Umagico	1
0	Injinoo	4
2	Did not indicate	0
16		

## CRITICAL DATES

N/A.



## OTHER OPTIONS CONSIDERED

N/A.

## LEGAL AND LEGISLATION CONSIDERATIONS

N/A

## POLICY CONSIDERATIONS

N/A.

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

## FINANCIAL AND RESOURCE CONSIDERATIONS

## CONSULTATION

NPARC Project Managers.  
Property & Lease Manager  
Building Manager  
BAS Office Manager

**Title of Report:** Operational Update on Corporate and Finance Services

**Agenda Item:** 11.4

**Classification:** For noting

**Author** Executive Manager Corporate & Finance Services

**Attachments** Appendix 1 – Bad Debt Comparison Pie Chart

Officers Recommendation:

**That Council:**

Note the Report

### Summary

The purpose of this report is to provide a summary of current operations within the Corporate and Financial Services Department.

### Media / Radio/ Records

NPA RADIO 91.9FM AIRTIME: 10:03am-12pm Mon – Fri Staff: Amy McKeown

Current operations at RIBS, conduct routine checks of building and making sure all equipment are in good working order.

#### PRE-RECORDED INTERVIEWS TO AIR:

TCHHS Public Health Officer Dr Allison Hempenstall and Athena Tamwoy Public Health Health worker talked about Cape York, Torres Strait, and NPA Residents are urged to ensure they protect themselves and their children against a range of respiratory infections this winter.

NPARC NPA Art Centre Manager & 2024 Festival Coordinator – Festival Updates & Art Workshop- preparing for Darwin NT Art Fair

#### COMMUNITY SERVICE ANNOUNCEMENTS

NPARC – NPA Cultural Festival 2024, Roadworks Lui Street Works & Mutee Heads Campground Closure, Bamaga Pool Operating Times during School Holidays, NPA Junior Rugby League, Vacant Positions NPARC.

BOM weather – Peninsula District Forecast & Coastal Waters Forecast Torres Strait to St Lawrence

#### GENERAL

RIBS GENSET is in URGENT need for SERVICE.

GRAM has sent up wall padded foams to put into Studio A. Also, GRAM is arriving this week to attend the 2024 Cultural Festival

Current projects for Media and Communications are;

- Corporate Plan update finalized.
- Waiting on few more photo files to complete the NPARC Media Kit.
- Newsletter progress ongoing
- Live Events Calendar
- Access to back end of website was achieved and events have been updated.
- Ferry Videography – Contact made with C7EVEN videographer
- New User Setup Template - Sections required/sections to be removed.
- QAS Award presentation - NPARC rangers/ media release

RECORDS



## ORDINARY COUNCIL MEETING # 04

### Agenda Item 11.4

Tuesday, 23<sup>rd</sup> of July 2024

Injinoo Boardroom

The Record Management Team focus is the completion of the migration Stage 3 – Migration & Training MOD – NPA 01936, with 12hours remaining from Sharing minds, things were finally moving ahead, but unfortunately another week setback has occurred that I have caused unintentionally by moving folders within SharePoint, causing a loss of metadata to documents, the problem has now been rectified with the assistance of RMT, moving forward.

#### Records Migration Status

Stage 3 – Migration & Training MOD – NPA 01936 – Current, with the following remaining:

1. Retention Labels
2. User Guide
3. Site Content Library – Upgrade as per Council Structure
4. Create more Links
5. OnePlus Mail
6. Human Resource Error with Metadata
7. Metadata

#### SharePoint Training Included

1. How to apply Retention Labels
2. Move Locations Folders
3. Permissions & Security Levels
4. Apply Links
5. Create Folders
6. Delete Folders

#### Policy & Compliance / Security Level

Currently Pending

RECORDS STAFF ROSTER on going

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ELECTRONIC DOCUMENT  TRIM ENTRY	TRIM TRAINING DAY NEW EMPLOYEES	HARDCOPY DOCUMENT  SORTING/FILING	TRIM TRAINING DAY NEW EMPLOYEES	RETENTION & DISPOSAL

#### Files Delivered to Archives

Bamaga Admin – Ex Mayor Files

#### Retention & Disposable Schedule

Memo

To	Ms Romina Nona – Corporate Affairs Manager
From	Esme Newman





## ORDINARY COUNCIL MEETING # 04

### Agenda Item 11.4

Tuesday, 23<sup>rd</sup> of July 2024

Injinoo Boardroom

Subject	Inventory List – for Injinoo Aboriginal Council Files from Injinoo Community Hall Attic
Date	01/07/23

#### PURPOSE

Request to remove all Injinoo Aboriginal Council files from the Injinoo community hall attic, to search and sort through for anthropologist files, could not be located.

Note: files located for safekeeping, were housing plans and maps.

#### IT Support

Bamaga Events Oval, Stores & Workshop PtP Bridging Upgrade to take place on the 10<sup>th</sup> July  
Jardine Ferry & Pool Cloud Voice Solution

Airbridge surveyed the council sites across all communities and some of the surrounding region.-  
Completed

Umagico Environmental Network Connectivity-

#### Problem Statement:

NPARC has engaged AirBridge Networks to provide connectivity to the Environmental team offices in Umagico. AirBridge Networks is working with Council to provide a network refresh, part of this includes upgrades to the wireless PtP

infrastructure. To avoid duplicate costs and reduced performance AirBridge Networks recommends adding new hardware to the Admin Building this will allow the Environmental Unit to be established on the next generation of wireless technology.

#### Solution Design:

AirBridge Networks proposes an upgrade to the existing radio infrastructure at the Umagico Admin Office, including the addition of a new sector. This enhancement aims to uplift bandwidth to 1 Gbps and improve overall reliability. With

Environmental to be the first station site to be upgraded and additional sites to be transitioned as part of planned future works.

#### Site A - Admin Office: (-10.892429, 142.351053)

☑ Install an AirBridge 120 Degree sector antenna at the Administration building, directing coverage towards the environmental and surrounding sites.

#### Site B - Environmental Team Building: (-10.890798, 142.352549)

☑ Deploy a 5GHz station at the Environmental team's main building, connecting to a suitable switch and data rack.

☑ Provide Wi-Fi coverage to both the main building and the demountable. Due to the close proximity of the Demountable it is expected that suitable coverage will be achieved by mounting the Wi-Fi AP externally on the main building and penetrating into the demountable. Upon completion of installation Wi-Fi checks will be performed and if

required an additional piece of work to run a conduit or additional bridging station will be propose

IT Polices RMT/Mette Nording

cover overarching ICT strategy,	fleet management,	Cyber Incident and data recoverability
---------------------------------	-------------------	----------------------------------------

POLICY FRAMEWORK	POLICY FRAMEWORK	CCTV POLICY
ACCEPTABLE USE OF ICT RESOURCES POLICY	policy is a Business Continuity Plan-to be confirmed.	

#### Mette Consulting/RMT – Other Projects with external consultants

2023-2024 Nparc Operational Plan -to support with -Roll out strategic marketing plan  
 Initial discussion with HR Manager -Develop internal protocols/Mette to review.  
 Media & Communications  
 To document history of each community to update website-Media & Communications currently working in progress.  
 Review of Cyber Security-EMCFS to review (RMT) costings to complete works.  
 RMT – Operational Plan  
 Implement Cyber Security – Processing  
 Develop and Engagement strategy -committed C7

#### FINANCE

Finance Manager projects and ongoing work in progress.

- PCS has been successfully rolled into the new financial year. There was very minor issues with the roll.
  - FM is reviewing the Budget carried forward into new year.
- Review of current Policy and Procedures
  - Debtors Policy in draft – ready for endorsement
  - Creditors Policy in working progress
  - Payroll Policy in working progress
- Cash float for Umagico Supermarket ATM. FM has reviewed the process of cash handling at Umagico Supermarket and made recommendation to manage the financial risk. Cash will be purchased from Australia Post to supply Umagico Supermarket on a regular basis. Payment will be made to Australia Post via Creditors EFT.
- ATO BAS Reconciliation for April 24, May 24 & June 24.
- FM has sought external help from our internal auditors Altuis to;
  - Complete the WIP reconciliations 22-23 financial year.
  - CHSP Prior years Reconciliation & Variation
- New templates for monthly financial reporting to Council.
- Review into the stock controls at NPARC Stores.
- Review insurance claim.
  - Umagico Supermarket –
    - Loss of Stock
    - Loss of cash
  - Age Care – Loss of Property due to break and enter.
- Procurement Processes for the New Financial Management systems has commenced.
  - Request for Quote from Ready Tech – Ready Community Financial Suite
  - Short Demo of the FMS was delivered to CEO,EMFCS,FM and finance staff.
  - FM to procure through local buy vendor panel.

- Plan visit to Napranum Aboriginal Shire Council (dates tentative) to see the system in working progress. To share and collate information beneficial to implement a new FMS system in time for new financial year 2025/2026.
- Grants reconciliations are progressing well.
- Asset Valuations are still pending completion from Insight Asset Services.
- FM has been tightening the processes of debtors, creditors, payroll, bank reconciliation and all other financial functions. Support of the staff is essential, streamline processes that is efficient for all is a priority for the moment.

Extension of contractual casual remote work for Management Accountant has been granted from August -November 2024. A second accountant is crucial to Council during this important reporting period. Recruitment of permanent position continues. Precruitment has been engaged to recruit for this position for some time now, unfortunately we have been unsuccessful in attracting an application.

**Bad Debt Comparison as at 14<sup>th</sup> of June 2024. Types of Debts for Aged Debtors.**

Debtor 90days	Service Charges	Rentals	Purchases	Legal Cost
<b>\$100,00 +</b>				
Seisia Enterprise	\$ 1,297,157.00		\$ 5,378.06	
Cape York Spares & Repairs	\$ 98,841.50		\$ 2,419.05	
Loyalty Beach	\$ 2,542.00	\$ 100,910.25	\$ 8,660.68	
Bamagau Kazil	\$ 27,454.00	\$ 94,508.10	\$ 17,675.92	
XYORK -YORKSTON CONSTRUCTION		\$ 1,250.00	\$ 90,281.89	
Dept of Energy & Public Housing (QGHOUSIN)	\$ 137,892.28			
Mara Carpentry Services			\$ 215,972.08	
<b>\$50,000 - \$100,000</b>				
R Higging ATF Higgins & Lyon Trust	\$ 36,129.00	\$ 34,699.88	\$ 250.00	
Torres & Cape Hospital & Health Services		\$ 71,410.11	\$ 11,965.00	
NPA Constructioin			\$ 84,566.08	
Bamaga Hospital	\$ 87,608.10		\$ 6,528.85	
Coys Budget Motors	\$ 40,689.00	\$ 54,298.75		
NPAFACS	\$ 92,136.04	\$ 20,811.32	\$ 26,338.51	
<b>\$20,000 - \$50,000</b>				
Billy & Florence Daniel		\$ 21,522.24		
XBRO60 - EDNA MARK		\$ 20,376.03		
Mara Carpentry Lease		\$ 21,000.00		
XHRPETBE - BEATRICE PETER		\$ 23,557.59		
Telstra		\$ 21,011.94		\$ 2,750.00



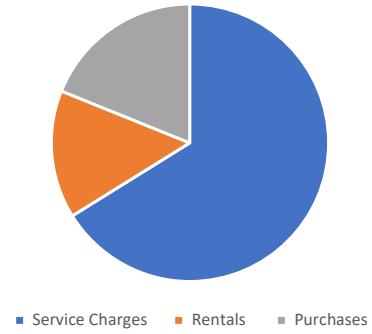
**ORDINARY COUNCIL MEETING # 04**  
**Agenda Item 11.4**  
**Tuesday, 23<sup>rd</sup> of July 2024**  
**Injinoo Boardroom**

St Stephens Catholic Church	\$ 24,748.00			
Allan & Thelma Wiseman	\$ 27,135.20			
Greg Williams Constructions			\$ 2,543.83	
Norman Sailor		\$ 30,151.43		
Top End Motors	\$ 32,107.00			
NPAFACS2		\$ 38,217.13	\$ 3,329.55	

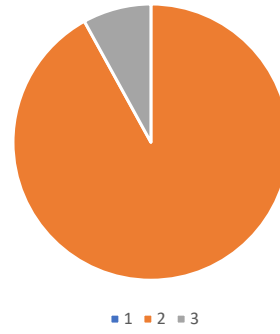


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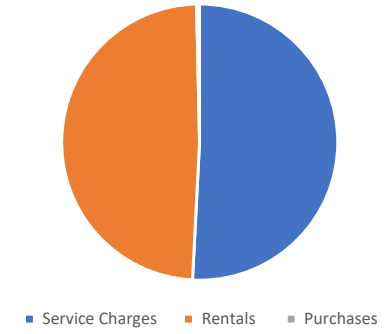
NPAFACS



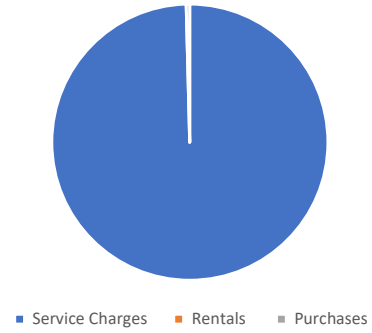
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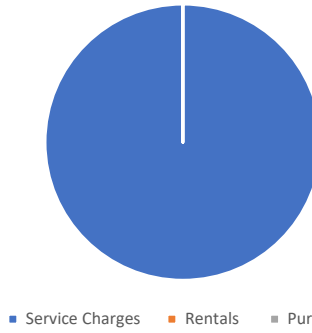
R Higgings ATF Higgins & Lyon Trust



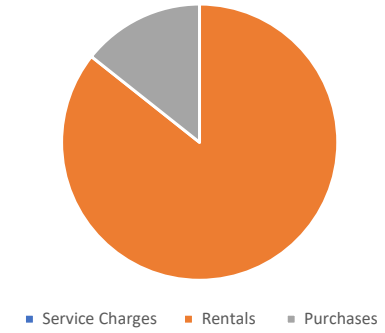
Seisia Enterprise



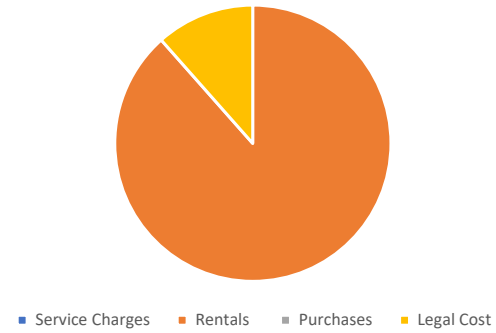
St Stephens Catholic Church



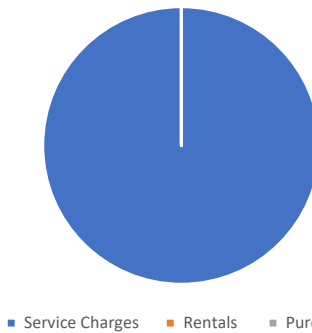
Torres & Cape Hospital & Health Services



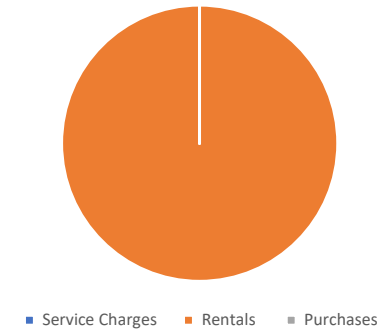
Telstra



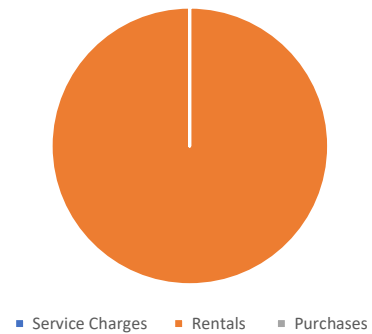
Top End Motors



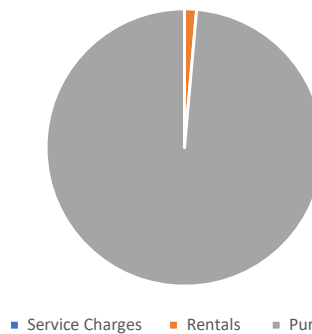
XBRO60 - EDNA MARK



XHRPETBE - BEATRICE PETER



XYORK -YORKSTON CONSTRUCTION





**Title of Report:** June 2024 Finance Report

**Agenda Item:** 12.1

**Classification:** For Noting

**Author** Manager Finance

**Attachments** Statement of Comprehensive Income  
Enterprise Financial Summary  
Cash Position Summary  
Statement of Financial Position  
Debtors and Creditors Outstanding

## Officers Recommendation:

### That Council:

Note and accept the Manager of Finance Report for the period ending 30 June 2024

## PURPOSE OF REPORT

To provide Councillors with a status update on the Council's financial position in accordance with the requirements of the Local Government Act 2009 and s204 of the Local Government Regulations 2012.

## BACKGROUND AND CONTEXT

### Overall position

#### Financials for the month of June and YTD

In the month of June, the bank recorded \$5.865M of income. The five main contributors are National Indigenous Australians Agency (NIAA) \$1.334M, QBuild \$554K, QRA \$382K, Transport and Main Roads \$187K and Skytrain's \$115k.

### Revenue

Operational Revenue for the period to 30 June 2024 is tracking lower than budgeted for the year, as revenues received are at 86% compared to 100% of the year. This is due to the Sales revenue was \$3.7m under budget and Sundry & other revenue is \$2.2m under budget. There were slight improvements in other revenue areas but overall, we are \$5.5m under budget in our revenue. This was due to the late payment of FAGS that was due prior to 30 June but received on 2 July.

### Expenses

Operational Expenditure is tracking lower than Budget at 86% of Budget compared to 100% of the year.



Materials and Services comprises half of Councils Operational Expenditure at \$52.4m, and approximal a third of this is payments to contractors and consultants for the upkeep of Council assets.

The other two thirds of the material and service charges can be contributed the Insurances that Council is required to hold, administration costs, the purchase of stock for the various Enterprises and for Repairs & Maintenance of Council assets.

Employee benefits are slightly lower than compared budget expectations for 2023/24.

Depreciation and finance cost will need end of year adjustments wish will increase cost by approximately \$2.5m.

Overall, I expect the operational expenses for 23/24 fiscal year to be approximately at \$55m compared to a budget of \$60.6m.

As of the year to date the enterprises made a combined loss of \$262K, a breakdown is as follows:

The Alau Supermarket made a \$201K loss for the year.

The Injinoo Batching Plant made a yearly loss of \$732K.

The Injinoo Service Station made a YTD profit of \$14k.

The Jardine Ferry & Roadhouse made a YTD profit \$657K.

### **Budget and Management Reporting**

Budget for the 2024/25 fiscal year completed by the Chief Executive Officer and presented to the council on and past on the 28<sup>th</sup> of June.

### **CRITICAL DATES**

N/A.

### **OTHER OPTIONS CONSIDERED**

N/A.

### **LEGAL AND LEGISLATION CONSIDERATIONS**

N/A

### **POLICY CONSIDERATIONS**

N/A.

### **CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS**

Operational Plan – 2. FISCAL MANAGEMENT





## ORDINARY COUNCIL MEETING # 4

Agenda Item 12.1

Tuesday, 23<sup>rd</sup> July 2024

Injinoo Boardroom

## FINANCIAL AND RESOURCE CONSIDERATIONS

N/A.

## CONSULTATION

N/A.

## Statement of Comprehensive Income

### Consolidated

Description 1	Description 2	Actual YTD	Actual Jun
<b>Recurrent revenue</b>	Enterprise revenue	9,091,448	1,378,009
	Fees and charges	248,817	4,335
	Grants, subsidies, contributions and donations	13,150,079	1,382,492
	Interest received	82,966	-
	Other income	574,312	30,382
	Rates, levies and charges	2,799,872	500
	Rental income	1,325,465	114,451
	Sales revenue	6,892,984	421,794
<b>Recurrent revenue Total</b>		<b>34,165,941</b>	<b>3,331,964</b>
<b>Capital revenue</b>	Grants, subsidies, contributions and donations	6,872,875	1,867,296
<b>Capital revenue Total</b>		<b>6,872,875</b>	<b>1,867,296</b>
<b>Recurrent expenses</b>	Employee benefits	- 16,195,544	- 946,218
	Materials and services	- 26,201,582	- 2,642,821
	Finance costs	- 22,518	-
	Depreciation	- 10,000,000	- 833,333
<b>Recurrent expenses Total</b>		<b>- 52,419,644</b>	<b>- 4,422,373</b>
<b>Grand Total</b>		<b>- 11,380,827</b>	<b>776,887</b>

## Statement of Comprehensive Income

### ENTERPRISES

Description 1	Description 2	Actual YTD	Actual Jun
Recurrent revenue	Enterprise revenue	9,091,448	1,378,009
	Grants, subsidies, contributions and donations	-	-
	Sales revenue	18,770	-
Recurrent revenue Total		9,110,218	1,378,009
Recurrent expenses	Employee benefits	- 2,210,500	- 122,794
	Materials and services	- 7,147,954	- 826,494
	Finance costs	- 13,627	-
Recurrent expenses Total		- 9,372,081	- 949,288
Grand Total		- 261,863	428,722

## Statement of Comprehensive Income

### CORPORATE SERVICES

Description 1	Description 2	Actual YTD	Actual Jun
<b>Recurrent revenue</b>	Fees and charges	995	-
	Grants, subsidies, contributions and donations	9,129,409	15,000
	Interest received	82,966	-
	Other income	365,698	8,668
	Sales revenue	1,102,558	64,988
<b>Recurrent revenue Total</b>		<b>10,681,625</b>	<b>88,655</b>
<b>Capital revenue</b>	Grants, subsidies, contributions and donations	-	-
<b>Capital revenue Total</b>		-	-
<b>Recurrent expenses</b>	Employee benefits	- 3,619,233	- 211,599
	Materials and services	- 4,912,065	- 443,608
	Finance costs	- 8,891	-
<b>Recurrent expenses Total</b>		<b>- 8,540,189</b>	<b>- 655,207</b>

## Statement of Comprehensive Income

### OPERATIONS

Description 1	Description 2	Actual YTD	Actual Jun
<b>Recurrent revenue</b>	Fees and charges	169,763	2,092
	Grants, subsidies, contributions and donations	1,010,611	-
	Other income	121,844	165
	Rates, levies and charges	2,799,872	500
	Rental income	143,784	7,217
	Sales revenue	5,771,656	356,806
<b>Recurrent revenue Total</b>		<b>10,017,530</b>	<b>366,781</b>
<b>Capital revenue</b>	Grants, subsidies, contributions and donations	6,872,875	1,867,296
<b>Capital revenue Total</b>		<b>6,872,875</b>	<b>1,867,296</b>
<b>Recurrent expenses</b>	Employee benefits	- 6,843,211	- 418,725
	Materials and services	- 12,352,725	- 1,157,483
	Finance costs	-	-
<b>Recurrent expenses Total</b>		<b>- 19,195,936</b>	<b>- 1,576,208</b>
<b>Grand Total</b>		<b>- 2,305,531</b>	<b>657,869</b>

## Statement of Comprehensive Income

### COMMUNITY SERVICES

Description 1	Description 2	Actual YTD	Actual Jun
<b>Recurrent revenue</b>	Fees and charges	78,060	2,243
	Grants, subsidies, contributions and donations	3,010,058	1,367,492
	Other income	86,770	21,549
	Rental income	1,181,680	107,235
	Sales revenue	-	-
<b>Recurrent revenue Total</b>		<b>4,356,568</b>	<b>1,498,519</b>
<b>Capital revenue</b>	Grants, subsidies, contributions and donations	-	-
<b>Capital revenue Total</b>		-	-
<b>Recurrent expenses</b>	Employee benefits	- 3,522,599	- 193,100
	Materials and services	- 1,788,839	- 215,237
	Finance costs	-	-
<b>Recurrent expenses Total</b>		<b>- 5,311,438</b>	<b>- 408,337</b>
<b>Grand Total</b>		<b>- 954,870</b>	<b>1,090,182</b>

**Northern Peninsula Area Regional Council**  
**Statement of Cash Flows**  
**For the period 1 July 2023 to 30 June 2024**

	<b>2024 Actual</b>
<b>Cash flows from operating activities:</b>	
Receipts from customers	24,199,328
Payments to suppliers and employees	- 42,392,606
	<u>- 18,193,278</u>
Interest received	156,874
Rental income	1,325,465
Non-capital grants and contributions	13,150,079
Finance costs	- 33,006
<b>Net cash inflow (outflow) from operating activities</b>	<u>- 3,593,865</u>
<b>Cash flows from investing activities:</b>	
Payments for property, plant and equipment	- 13,259,281
Finance lease receipts	
Grants, subsidies, contributions and donations	6,872,875
<b>Net cash inflow (outflow) from investing activities</b>	<u>- 6,386,406</u>
Cash flows from financing activities	
<b>Net cash inflow (outflow) from financing activities</b>	<u></u>
<b>Net increase (decrease) in cash and cash equivalents held</b>	
Cash and cash equivalents at beginning of reporting period	13,689,197
<b>Cash and cash equivalents at end of reporting period</b>	<u>- 9,980,271</u>
<b>Cash and cash equivalents at 30-April-2024</b>	<u><u>3,708,925</u></u>

**Northern Peninsula Area Regional Council**  
**Statement of Financial Position**  
**For the period 1 July 2022 to 30 June 2024**

	<b>2024 Actual</b>
<b>Current Assets</b>	
Cash and cash equivalents	1,830,727
Trade and other receivables	3,060,480
Inventories	968,161
Other financial assets	206,883
	<u>6,066,252</u>
<b>Total current assets</b>	<u>6,066,252</u>
<b>Non-current Assets</b>	
Lease Assets	17,421,672
Property, plant and equipment	212,561,299
Work in Progress	<u>19,170,889</u>
<b>Total non-current assets</b>	<u>249,153,859</u>
<b>TOTAL ASSETS</b>	<u>255,220,111</u>
<b>Current Liabilities</b>	
Trade and other payables	3,360,514
Borrowings	0
Provisions	1,138,047
Other	<u>10,641,196</u>
<b>Total current liabilities</b>	<u>15,139,756</u>
<b>Non-current Liabilities</b>	
Provisions	<u>1,828,266</u>
<b>Total non-current liabilities</b>	<u>1,828,266</u>
<b>TOTAL LIABILITIES</b>	<u>16,968,022</u>
	<u>0</u>
<b>NET COMMUNITY ASSETS</b>	<u><u>238,252,089</u></u>
<b>Community Equity</b>	
Asset revaluation reserve	75,076,287
Retained surplus/(deficiency)	<u>163,175,801</u>
<b>TOTAL COMMUNITY EQUITY</b>	<u><u>238,252,089</u></u>



# AGED DEBTORS REPORT

version: DR2021.3.25.1

Report Conditions; with Current Balances

Financial Year Ending 2024

ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
ADI255	REGINA J WASIU	11 185.71	480.00	600.00	240.00	12 505.71
ADICAS	CASSANDRA ADIDI	4 611.98				4 611.98
AKITEA	TEANNA AKI-FUJI	- 188.80				- 188.80
AMAGAV	GAVIN AMARASIRI	- 646.52				- 646.52
AOG	ASSEMBLY OF GOD CHURCH	4 547.34	1 010.52	505.26		6 063.12
APUISIC	APUDTHAMA INJINOO SPORTING INDIGENOUS	6 168.80				6 168.80
APULAN	APUDTHAMA LAND TRUST	1 187.60				1 187.60
ARMY	DEPARTMENT OF DEFENCE	- 711.13				- 711.13
ATACORP	ANGKAMUTHI TRIBAL ABORIGINAL	634.73				634.73
AUSPOST	AUSTRALIA POST	1 999.86				1 999.86
AUSWASTE	AUSWASTE FNQ Pty Ltd				961.24	961.24
BALKANU	BALKANU CAPE YORK DEVELOPMENT	252.00				252.00
BAMHOS	BAMAGA HOSPITAL	89 096.90		1 120.85		90 217.75
BAMKAZIL	BAMAGAU KAZIL TSI CORPORATION	119 141.37	7 474.55	5 822.10	693.60	133 131.62
BASMAINT	DEPT OF ENERGY & PUBLIC WORKS	23 932.30	- 0.10	- 1.00	24 653.93	48 585.13
BASSMOKE	QBuild, Dept of Energy & Public Works	0.01				0.01
BASUPG	DEPT OF ENERGY & PUBLIC WORKS	152 510.43			178 648.78	331 159.21
BBELEC	B & B ELECTRICAL		800.00	800.00		1 600.00
BEL	BAMAGA ENTERPRISES LIMITED(do not use)	-24 535.55				-24 535.55
BEL1	BAMAGA ENTERPRISE LTD	-48 100.33	-8 782.17	-6 482.62	-1 851.79	-65 216.91
BEL2	BEL PTY LTD	-11 169.68				-11 169.68
BEL3	BAMAGA ENTERPRISE LTD	11 774.46	1 415.97	850.11	13 070.40	27 110.94
BELBP	BAMAGA BP SERVICE STATION(do not use)	14 516.60				14 516.60
BELCYPL	CAPE YORK PENINSULA LODGE(do not use)	56 516.90				56 516.90
BELNOM	BAMAGA NOMINEES PTY LTD				1 389.31	1 389.31
BELTAV	BAMAGA TAVERN(do not use)	19 853.00				19 853.00
BERNIE	BERNIE'S KAI KAI BAR	550.00				550.00
BLAELI	ELIMAU BLARRY			-1 017.08	- 428.55	-1 445.63
BLAKEA	Keas Blarrey	- 5.51				- 5.51
BLAKEN	KEN BLACKHOE	1 285.72				1 285.72
BLUDOG	BLUE DOG HELICOPTERS PTY LTD	- 150.15				- 150.15
BONMER	MERVYN BOND	-1 045.90				-1 045.90
BRO63	ERIC COTTIS & KAREN BOND			271.43	240.00	511.43
BRO68	MERVYN BOND	5 948.57	640.00	- 200.00	- 680.00	5 708.57
BRO72B	JANELLE LIFU	11 220.86		120.00	- 240.00	11 100.86
BRO76	LESTER BOND	39 843.93	480.00	600.00	240.00	41 163.93
BUNGIE	BUNGIE HELICOPTERS	5 495.85	450.50	810.41	14 747.44	21 504.20
C3CHURCH	C3 CHURCH - CAIRNS	300.00				300.00
CAPCON	CAPITAL CONSTRUCTIONS (QLD) PTY LTD	-6 499.12				-6 499.12
CAPSTRA	CAPE 'N' STRAITS PTY LTD	2 188.00			704.00	2 892.00
CAPSTRA2	CAPE 'N' STRAITS PTY LTD				16 480.00	16 480.00
CARMODY	ROB CARMODY Lease budget lodge	69 761.91	4 504.64	2 252.32	12 736.99	89 255.86
CARRON	RON CARTER	-1 101.91				-1 101.91
CBM	COYS BUDGET MOTORS	93 487.75	1 000.00	500.00		94 987.75
CHC	CAMERON HERBERT CONSTRUCTION PTY LTD				692.20	692.20
CLISMA	CLIMATE SMART HOMES P/L	-1 200.53				-1 200.53
CNSHWARE	CAIRNS HARDWARE			11 000.00		11 000.00
CYBT	CAPE YORK ICE & TACKLE			825.00		825.00
CYBUILD	CAPE YORK BUILDING & MAINTENANCE		1 382.15	4 702.10	2 823.40	8 907.65
CYCAMP	CAPE YORK CAMPING				207.15	207.15
CYLC	CAPE YORK LAND COUNCIL	1 026.26			50.01	1 076.27
CYSR2	CAPE YORK SPARES & REPAIRS	101 260.55				101 260.55
CYT2	CAPE YORK TRADERS	- 196.54		- 913.73		-1 110.27
CYTET	CAPE YORK TOP END TOURS	1 300.00				1 300.00
DAFF	DEPT OF AGRICULTURE, FISHERIES	13 781.00	2 470.00	1 235.00		17 486.00
DAGF	DEPT OF AGRICULTURE, FISHERIES	478.95				478.95
DATSIP	DEPT OF ABORIGINAL & TORRES STRAIT	294.00				294.00
DAWR	DEPT OF AGRICULTURE, FISHERIES	6 170.00				6 170.00
DEIS	DEPT EDUCATION INFRASTRUCTURE SERVICES	-10 109.96				-10 109.96
DHS	DEPARTMENT OF HUMAN SERVICES	11 665.86	1 351.26	675.63		13 692.75
DREAM	BAMAGA DREAMTIME	100.00	50.00			150.00
DSDSATSI	Dept of Seniors, Disability Services	1 356.00				1 356.00
DTISR	DEPT TOURISM, INNOVATION AND SPORT REC				15 000.00	15 000.00

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ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
EASTAIR	EAST AIR	940.50				940.50
ELUDEV	DEVONA ELU	- 866.66				- 866.66
EMERDON1	KAIWAI GULIGO	17 055.31	480.00	600.00	240.00	18 375.31
ERGON	ERGON ENERGY CORPORATION LTD	100.00				100.00
FIRNAT	FIRST NATIONS HOUSING & HOMELESSNESS	13 407.98				13 407.98
FIXMBUI	FIX-M BUILDING MAINT & SERV	13 651.64				13 651.64
FLE180	MARJORIE SAGIGI & GERALD BOND	294.04	- 300.00	- 250.00	- 200.00	- 455.96
FNPLUMB1	FAR NORTH PLUMBING - AGREEMNT	-8 154.00				-8 154.00
FRASBUIL	A.D.FRASER BUILDERS	1 200.00				1 200.00
GBRHEL	GREAT BARRIER REEF HELICOPTER(do no use)	1 034.34				1 034.34
GREWILL	GREG WILLIAMS CONSTRUCTIONS P/L	27 982.10				27 982.10
GTSCARP	GTS CARPENTRY SERVICES	489.33				489.33
HCBUILD	H C BUILDING			255.73	172 866.78	173 122.51
HIGGINS	R HIGGINS ATF HIGGINS & LYONS TRUST	71 048.88				71 048.88
HINT	HINTERLAND AVIATION PTY LTD	8 012.16				8 012.16
HOPE	HOPE FELLOWSHIP	19 500.00				19 500.00
HRBILJER	JEREMIAH BILLY/SHEILA CHARLIE				- 144.12	- 144.12
HRMAIER	ERICA MAIRU	7 062.86				7 062.86
HRNONA	TOLOWA NONA & GINA NONA	- 721.97	40.00	275.00	110.00	- 296.97
HRPETTER	TERRY GINA PETER	- 195.72	- 360.00	110.00	- 340.00	- 785.72
HRSAMO	DALE & NORAH SALEE	37 684.31	- 750.00	- 150.00	- 600.00	36 184.31
IBIS	IBIS - ISLANDERS BOARD OF INDUSTRY & SER	- 304.00				- 304.00
IBUMCF	McFARLANE IBUAI	60.00				60.00
IIACORP	IPIMA IKAYA ABORIGINAL CORP RNTBC	5 108.57				5 108.57
INGW	WILLIAM INGUI	- 500.00				- 500.00
JJPLANT	J & J PLANT HIRE	3 785.58				3 785.58
KSSONS	KEVIN SEBASIO & SONS (no credit)	48 950.00	- 150.00	- 100.00	- 100.00	48 600.00
LAN81A	YOSHABELLE BOND	13 503.57	420.00	525.00	210.00	14 658.57
LAN81B	TALITA NELIMAN	- 365.00	- 60.00	525.00	210.00	310.00
LDMC	L & D MAINTENANCE & CLEANING	2 654.43	-4 171.93		2 915.45	1 397.95
LFLE77	NORMAN SAILOR	29 046.43	480.00	600.00	240.00	30 366.43
LFLE78	BILLY & FLORENCE DANIEL	20 302.24	480.00	600.00	240.00	21 622.24
LLVEND	L&L VENDING				27 830.23	27 830.23
LOYALTY	LOYALTY BEACH CAMPGROUND	107 998.24	1 346.67	673.34	556.42	110 574.67
LUI045	DWAYNE NONA	5 185.71	480.00	600.00	240.00	6 505.71
LUI061	ALLISON GOWA/MICHAEL SOLOMON	14 082.14	120.00	360.00		14 562.14
LUI064	JENNIFER SEBASIO	5 805.43	- 240.00	120.00	- 240.00	5 445.43
LUI070	REGINALD WILLIAMS & JEAN WILLIAMS	5 112.86	400.00	500.00	200.00	6 212.86
LUI071	LYELL BOWIE	- 88.57	- 20.00	- 440.00	- 400.00	- 948.57
LUI073	KENNY NEWMAN & PAMELA WILLIE	- 882.43	- 600.00	- 600.00	- 30.00	-2 112.43
LUI076B	ESME NEWMAN	- 568.07	- 300.00	80.00	- 280.00	-1 068.07
MANJY	JEFFERSON & YVONNE MANDIE	2 944.90				2 944.90
MARA	MARA CARPENTRY SERVICES	216 972.08				216 972.08
MARA2	MARA CARPENTRY LEASE	21 000.00				21 000.00
MARNEST	MARTHALITTA NEST CLOTHING & ACCESSORIES	1 700.00				1 700.00
MCDR	ROY MCDONNELL	298.45				298.45
METMIN	METRO MINING LIMITED	- 849.00				- 849.00
MIDHEL	MIDCOAST HELICOPTERS PTY LTD	5 988.65				5 988.65
MOTALI	ALICKSON MOTLOP	124.45				124.45
MOTNED	NED MOTLOP	124.45				124.45
MOTSTA	STANLEY MOTLOP	58.65				58.65
MUD262	TIANA SAM	4 420.68	480.00	600.00	240.00	5 740.68
MUTTRU	MUTUAL TRUST	-1 535.54				-1 535.54
NAI	NAI-BEGUTA AGAMA CORPORATION	- 476.45	-82 408.06		737.73	-82 146.78
NAKTET	TETSUO NAKACHI	- 19.00				- 19.00
NAWSHI	SHIRLEY NAWAKIE	552.00		- 100.00	- 200.00	252.00
NEWL	Leandra Newman	- 250.00				- 250.00
NIAAGE	NATIONAL INDIGENOUS AUST AGENCY	8.77				8.77
NMAC	NEW MAPOON ABORIGINAL CORPORATION	59 325.79				59 325.79
NOMD	DAVE NOMOA	105.20	- 105.00			0.20
NONBEA	BEATRICE NONA	0.02				0.02
NPA JUST	NPA JUSTICE SERVICES ATSI CORP	1 191.61				1 191.61
NPABE	NPA BUSINESS ENTERPRISE	2 316.99	1 094.44	420.00	1 236.01	5 067.44
NPACON	NPA CONSTRUCTION	81 574.08				81 574.08
NPAEM	NPA EARTHMOVING	-2 204.19	1 624.74	3 734.47	12 896.59	16 051.61
NPAFACS	NPA FAMILY & COMMUNITY SERVICES	45 691.76	18 234.98	511.60	8 621.50	73 059.84

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ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
NPAFACS2	NPA FAMILY & COMMUNITY SERVICES 2	52.30	2 400.00	6 402.83		8 855.13
NPAHCS	NPA HOLIDAY CLEANING SERVICES				730.15	730.15
NPASC	NPA STATE COLLEGE	42 937.00			1 723.23	44 660.23
NQFP	NQ FIRE PROTECTION PTY LTD	540.00				540.00
OPTUS	OPTUS MOBILE PTY LTD	- 671.78				- 671.78
ORC269	THOMAS SEBASIO	- 220.00	- 348.57		40.00	- 528.57
OUILOR	LORRAE OUI	- 226.20				- 226.20
PABLAU	LAWRENCE PABLO	995.32	- 400.00	- 195.28		400.04
PCC	POSITIVE CONCRETE & CONSTRUCTION PTY LTD			586.30	141.35	727.65
PEAKSERV	PEAK SERVICES				5 500.00	5 500.00
PETMAR	MARGRET PETER	999.71	- 800.00			199.71
PORG	GAVIN PORT	247.14				247.14
PRSCAFF	P & R Scaffolding STOP CREDIT	15 364.35				15 364.35
PUNBAYAV	PUNSAND BAY AVIATION				4 464.92	4 464.92
QBILD	QBUILD, DEPT OF ENERGY & PUBLIC WORKS	7 626.40				7 626.40
QCS	QLD CORRECTIVE SERVICES	426.00				426.00
QG DISAB	DEPT OF ENERGY & PUBLIC WORKS	0.93				0.93
QGDES	QLD GOVT DEPT OF ENVIRONMENT & SCIENCE			85 800.00		85 800.00
QGHOUIN	DEPT OF ENERGY & PUBLIC WORKS	132 744.92				132 744.92
QIFVLS	QLD INDIGENOUS FAMILY VIOLENCE LEGAL SE	- 399.99				- 399.99
QLDED	EDUCATION QUEENSLAND			-83 495.00		-83 495.00
RACE	REMOTE AREA CIVIL EARTHMOVING	5 092.00				5 092.00
RANA	RANA LANDSCAPING	7 229.20				7 229.20
RBSERV	RICHARDSON'S BUILDING SERVICE	94 575.15				94 575.15
REM	ROB'S EARTHMOVING HIRE PTY LTD				1 269.68	1 269.68
REX	REGIONAL EXPRESS		-5 196.40			-5 196.40
RKOR01	SHANNAY GEBADI	3 825.00	- 210.00	315.00	- 210.00	3 720.00
RKOR71A	ARTHUR WONG	7 956.43				7 956.43
RNCARP	RONALD NONA CARPENTRY	8 584.40				8 584.40
RTWEIPA	RIO TINTO WEIPA	-2 605.00			11 000.00	8 395.00
SAIRAY	RAY SAILOR				- 44.85	- 44.85
SEB033	MRS CHERYL SAILOR	9 278.07	360.00	450.00	180.00	10 268.07
SEB041	ALBERT BOWIE/PATRICIA TAPAU	9 882.85	120.00	360.00		10 362.85
SEB042	VANESSA HUDSON	13 243.31	480.00	600.00	240.00	14 563.31
SEB044	RONALD NONA & ANNA NONA			79.50	106.00	185.50
SEB048	LAVINIA JACOB	14 509.86	480.00	600.00	240.00	15 829.86
SEB049A	CHARLEE MUDU	250.00	420.00	525.00	210.00	1 405.00
SEB049B	JEAN VALERIE WILLIAMS	8 390.00	420.00	525.00	210.00	9 545.00
SEB050A	EDITH GOWA	14 951.50	- 270.00	65.00	- 250.00	14 496.50
SEB050B	JUANITA OBER	2 820.00	420.00	525.00	210.00	3 975.00
SEB051	KENNY SEBASIO	- 21.43	- 180.00	90.00	- 180.00	- 291.43
SEB052	MICHAEL BOWIE	16 721.71	480.00	600.00	240.00	18 041.71
SEB053	DANNY & ANGELA SEBASIO	18 051.43	480.00	600.00	240.00	19 371.43
SEB066/1	HASSIM ADIDI	4 035.00	- 510.00	- 95.00	- 100.00	3 330.00
SEB066/2	SARAH LUI	2 445.00	420.00	525.00	210.00	3 600.00
SEB077	GORDON & PAULINE CUNNEEN	- 992.43	160.00	450.00	180.00	- 202.43
SEB078	MYLEE TABUAI	641.02				641.02
SEB079	BEVERLEY ATU	18.56	- 240.00	120.00	- 240.00	- 341.44
SEB080	MERSANE BOND	1 860.43	480.00	600.00	240.00	3 180.43
SEB252	MONICA AMEY (DECEASED)	4 877.14				4 877.14
SEB254	RODNEY & DEBORAH KIWAT		195.70	600.00	240.00	1 035.70
SEB43	SYLVIA SEBASIO	9 892.44	360.00	450.00	180.00	10 882.44
SEBENICO	SEBENICO GROUP PTY LTD		- 0.06			- 0.06
SEIFIS	SEISIA FISHING ASSOCIATION	47 030.00				47 030.00
SEISEN	SEISIA ISLAND ENTERPRISES	1288 068.75				1288 068.75
SGA	ST GEORGE'S ANGLICAN CHURCH	11 423.70				11 423.70
SHAC	SHELTER HOUSING ACTION CAIRNS	829.26	- 19.99			809.27
SHBOTROB	ROBERT BOTTGER	7 268.57	480.00	600.00	240.00	8 588.57
SHDAVA	ADAM DAVIES	2 040.00	420.00	- 775.00	210.00	1 895.00
SHDAVROB	ROBERT & CECELIA DAVI	7 491.43	480.00	600.00	240.00	8 811.43
SHDOUBRU	BRUCE DOUGLAS				192.86	192.86
SHHALKER	KERRIE HALL	445.70	- 240.00	120.00	- 240.00	85.70
SHISHLEO	LEONIE ISHMAIL	385.71	- 300.00	150.00	- 300.00	- 64.29
SHJAMROB	ROBERT JAMES	560.00	- 360.00	110.00	- 340.00	- 30.00
SHLENDEV	DEV LENGJEL	- 120.01	- 300.00	80.00	- 280.00	- 620.01
SHNADYAN	YANETTA NADREDRE	- 578.57	- 450.00	50.00	- 400.00	-1 378.57

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Report Conditions; with Current Balances

Financial Year Ending 2024

ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
SHNAKMAR	MARLON NAKACHI	530.00	- 780.00	- 520.00	- 520.00	-1 290.00
SHSENAMB	AMBER SENIOR	428.56	- 240.00	120.00	- 240.00	68.56
SHSHESCO	SCOTT SHELDON	85.70		120.00	- 240.00	- 34.30
SHTAMROB	ROBERT TAMWOY	1 710.01				1 710.01
SHVOLSIR	SIRELLI VOLAVOLA	750.00	- 300.00	150.00	- 300.00	300.00
SHWALSHA	SHANE & SONIA WALLER	567.86	- 600.00	- 367.86		- 400.00
SHYATAUG	AUGUSTUS YATES	- 360.02	- 720.00	- 480.00	- 480.00	-2 040.02
SHYOEM	MYIESHA YOELU	4 409.21				4 409.21
SKREMOTE	S KIWAT REMOTE PLUMBING SERVICES	4 198.32	2 099.16	1 049.58		7 347.06
SKY2	SKYTRANS AIRLINES	7 970.83	7 870.50	3 032.20	36 117.90	54 991.43
SMA	ST MICHAEL & ALL ANGELS ANGLICAN CHURCH	4 448.00				4 448.00
SOLLIO	LIONEL SOLOMON	1 036.83				1 036.83
SOLLOR	LORRAINE SOLOMON	- 0.20				- 0.20
SSMC	SERVICE STREAM MOBILE COMMUNICATIONS	0.19				0.19
STC	ST STEPHEN'S CATHOLIC CHURCH	24 748.00				24 748.00
TABJK	KITTY TABUAI-INJINOO SNACK BAR	5 291.12				5 291.12
TABK	KITTY TABUAI	976.15				976.15
TAFE	TAFE NORTH BAMAGA CAMPUS	398.95				398.95
TCHHS	TORRES AND CAPE HOSP & HEALTH SERVICE	73 665.81	362.58		-1 736.17	72 292.22
TELSTRA	TELSTRA CORPORATION LIMITED	23 761.94				23 761.94
TEM	TOP END MOTORS	30 707.00				30 707.00
THUCOFF	THUPMUL COFFEE	1 080.00				1 080.00
TIDS-ATS	TIDS-ATSI	10 370.00				10 370.00
TMR	DEPT OF TRANSPORT & MAIN ROADS				181 527.90	181 527.90
TOLLMAR	TOLL MARINE LOGISTICS	125.00				125.00
TORCIVIL	TORRES CIVIL	10 028.10	4 268.00			14 296.10
TORNEWS	TORRES NEWS	- 396.00				- 396.00
TRILITY	TRILITY PTY LTD	-1 581.52				-1 581.52
TSHCOUN	TORRES SHIRE COUNCIL	11 035.00				11 035.00
TSRAMIP	TSRA MIP TRUST FUND	- 0.20				- 0.20
VALBOX	VAL BOXING CLUB	267.66				267.66
WAPL	LINDA WAPAU	511.10				511.10
WAPWAS	WASADA WAPAU	- 195.47				- 195.47
WBRUSH	WASHING BRUSHES (STEPHEN MCCONNELL)	-8 086.00	-8 386.50	-1 647.25	-1 497.00	-19 616.75
WCCCA	WESTERN CAPE COMM COEXISTENCE			943.50		943.50
WHAMAB	MABELINE WHAP		410.00			410.00
WILANG	ANGELINA WILLIAMS		1 000.00		- 150.00	850.00
WILL122	PASTOR SANIMO	242.86	- 200.00	100.00	- 200.00	- 57.14
WILREG	REGINALD WILLIAMS	48 232.95	2 016.66	1 008.33		51 257.94
WISAT	ALLAN & THELMA WISEMAN	27 135.50				27 135.50
XAD1258	THOMAS REUBEN	- 324.00				- 324.00
XADI157	TALISHA YUSIA	202.86				202.86
XADI158	JARDINE KIWAT	1 090.00				1 090.00
XADI159	GRETA SAM	5 126.93				5 126.93
XADI255	REGINA J WASIU	9 176.49				9 176.49
XANU196	CHRISTINA GOWA	485.26				485.26
XANU197	JOHN ADIDI (JNR)	1 326.29				1 326.29
XBON16	PAUL CHRISTIAN	2 300.00				2 300.00
XBON22	JOHN MARK	-3 697.25				-3 697.25
XBON29	MARGO BOND	2 029.67				2 029.67
XBON7A	YANCY TAMWOY & DAVID REID	7 320.00				7 320.00
XBON8	FANNY SOLOMON	5 945.61				5 945.61
XBRO60	EDNA MARK	20 376.03				20 376.03
XBRO64	COLIN BOND	- 150.00				- 150.00
XBRO70	ALBERT BOND	9 237.14				9 237.14
XBRO71D	ROBERT REID ( deceased)	-1 220.00				-1 220.00
XBRO71X	MICHAEL REID	2 260.00				2 260.00
XCOLL001	JANET PATTI WASIU	2 748.94				2 748.94
XCOLL004	CONWAY AMEY & GERTIE SATRICK	9 001.35				9 001.35
XCOLL11	DORIS ATU	2 299.05				2 299.05
XCOLL12	TYRONE PHINEASA	1 480.92				1 480.92
XCOLL14	BEL - ADMINISTRATION (CF)	-20 879.17				-20 879.17
XCOTS84	ALENKA MORSEU	- 41.43				- 41.43
XCOTTS82	JEFFREY TOBY	9 700.00				9 700.00
XCOTTS84	Charlene Lifu	6 300.00				6 300.00
XDONGA01	BEL - STAFF ACCOMMODATION	340.00				340.00

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ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
XDONGA02	BEL - STAFF ACCOMMODATION	340.00				340.00
XDONGA03	BEL - STAFF ACCOMMODATION	470.00				470.00
XDONGA04	BEL - STAFF ACCOMMODATION	470.00				470.00
XDONGA05	BEL - STAFF ACCOMMODATION	470.00				470.00
XDONGA06	BEL - STAFF ACCOMMODATION	305.00				305.00
XDONGA07	BEL - STAFF ACCOMMODATION	305.00				305.00
XDONGA08	BEL - STAFF ACCOMMODATION	400.00				400.00
XDONGA09	BEL - STAFF ACCOMMODATION	305.00				305.00
XDONGA10	BEL - STAFF ACCOMMODATION	400.00				400.00
XDONGA11	BEL - STAFF ACCOMMODATION	295.00				295.00
XEMEJOHL	LISA JOHNSON	735.00				735.00
XEMERLD	LINDSEY DICK	90.00				90.00
XFLE67A	MARIO BOND	6 350.00				6 350.00
XFLE67B	IAN BOND & ANNIE BAIRA	360.00	- 150.00	- 100.00	- 100.00	10.00
XHRATED	ARTHUR TAMWOY & EDITH DAVID	4 087.48				4 087.48
XHRBLBES	BESSIE BILLY	10 305.00				10 305.00
XHRBOKE	GABRIEL BOWIE & EMMA BOWIE	15 439.21				15 439.21
XHRESEM	ERRIS ESELI	9 744.00				9 744.00
XHRHSJM	H STEPHEN & J MCDONNELL(deceased)	-1 338.08				-1 338.08
XHRINGB	BERZIE INGUI	2 944.29				2 944.29
XHRJETRE	JEANETTE TRELOGGEN	8 390.72				8 390.72
XHRLIFM	MEUN LIFU	- 825.00				- 825.00
XHRLUIP	PETER LUI	1 865.00				1 865.00
XHRMACDB	BETHINA MCDONNELL (deceased)	-2 889.40				-2 889.40
XHRMAGM	MARIE MAGALA (deceased)	- 810.00				- 810.00
XHRMAIRO	ROSELYN MAIRU	837.06				837.06
XHRMCRO	ROY MCDONNELL	12 081.10				12 081.10
XHRMOKFR	FRED MOOKA (do not use)				- 55.00	- 55.00
XHRMOOP	POLLY MOOKA	13 127.50				13 127.50
XHRMOOR	OREPA MOOKA	114.97				114.97
XHRMOR	RAYMOND MOOKA jnr	3 995.00				3 995.00
XHRNAMJ	JESSICA NAMAI	3 800.00				3 800.00
XHRNSLP	NELSON STEPHEN & LAURA PABLO	1 450.50				1 450.50
XHRPAAS	ASAI PABLO (JNR)	5 680.14				5 680.14
XHRPABA	ASAI V PABLO	12 790.89				12 790.89
XHRPABG	GORDON PABLO	4 820.19	- 150.00	- 100.00	- 100.00	4 470.19
XHRPABJ	JEFFREY PABLO	6 237.25				6 237.25
XHRPABL	LAWRENCE PABLO	9 595.53	- 50.00			9 545.53
XHRPABM	MICHAEL PABLO	2 021.97				2 021.97
XHRPABR	ROBIN PABLO	2 890.00				2 890.00
XHRPABS	STANLEY PABLO	- 393.59				- 393.59
XHRPASJ	JOSEPH PASCOE & PHOEBE NOMOA	10 412.67				10 412.67
XHRPETA	ANDREW PETER (SNR) (deceased)	- 739.73				- 739.73
XHRPETBE	BEATRICE PETER	23 475.09				23 475.09
XHRPETT	TESSIE PETER	1 654.80				1 654.80
XHRREPD	DAVID REPU & DELPHINE WILSON	500.00				500.00
XHRROPL	LUCY ROPEYARN	- 932.50				- 932.50
XHRROPP	PATRICK ROPEYARN	10 196.96				10 196.96
XHRROPS	STEVEN & LUCY ROPEYARN	10 283.43				10 283.43
XHRSALA	AKITAU SALEE	6 676.82				6 676.82
XHRSALD	DANIEL T SALEE(Deceased)	4 527.28	- 75.00	- 50.00	- 50.00	4 352.28
XHRSALR	ROBINSON J SALEE(deceased)	17 150.12				17 150.12
XHRSEBG	GABRIEL & NADIA SEBASIO	11 092.00				11 092.00
XHRSEBH	KEVIN & HARRIET SEBASIO	1 000.00				1 000.00
XHRSEBM	Maryann Sebasio	1 200.00	- 150.00	- 100.00	- 100.00	850.00
XHRSEBT	TITOM JAMES SEBASIO	8 860.00				8 860.00
XHRSOGO	GORDON M SOLOMON	2 797.57				2 797.57
XHRSOLPH	PHILIMON SOLOMON	3 040.00				3 040.00
XHRSOLR	ROY R SOLOMON	6 056.96				6 056.96
XHRTAMA	ANNA TAMWOY	61.96				61.96
XHRTAMJ	JOHN DANIEL TAMWOY	3 195.00				3 195.00
XHRTAMM	MARY TAMWOY	429.80				429.80
XHRTUGJ	JEFFREY TUGAI	5 652.00				5 652.00
XHRWALM	AMY WALKER	1 768.55				1 768.55
XHRWIGG	GEIZA WIGNESS	-1 335.71				-1 335.71
XHRWILJ	JENNIFER WILSON	3 121.13				3 121.13

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ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
XHRWOOS	SANTINO WOOSUP	3 860.00	- 150.00	- 50.00	- 100.00	3 560.00
XHRWOSO	SOLOMON WOOSUP	7 819.49				7 819.49
XHRYOUEL	ELIZABETH YOUNG (deceased )	- 255.00				- 255.00
XHTAMT	TITOM TAMWOY (JNR)	7 870.00				7 870.00
XJAC132	WAYNE ANIBA (DECEASED)	630.47				630.47
XJAC154	BRADLEY PAII & MICHELLE WASIU	8 852.33				8 852.33
XLAN34	PAUL COOK & FIONA REID	8 800.00				8 800.00
XLAN35	KATE E DANIEL	8 720.00				8 720.00
XLAN39	MICHAEL TOBY	6 814.30				6 814.30
XLAN40	AARON THURGATE (DECEASED)	-47 229.90				-47 229.90
XLAN41	BARRY BOND	1 570.00				1 570.00
XLAN43	GERTRUDE SAVO	9 750.00				9 750.00
XLAN81	IVY LICENCE	420.00				420.00
XLFFLE79	HELEN BOND	9 991.62				9 991.62
XLUFF1	JOSEPHINE LIFU	1 300.00				1 300.00
XLUFF2	LOYLA MARK	5 530.71				5 530.71
XLUFF91A	TELEAI NELIMAN	- 440.00				- 440.00
XLUFF91B	BILLY JACK LIFU	7 130.00				7 130.00
XLUFF92A	LESLIE FOOTSCRAY	2 172.14				2 172.14
XLUFF92B	MERVYN T BOND	1 060.00				1 060.00
XLUI063	MELINE ATU	- 387.37				- 387.37
XMUD142	DICK JOEL JACOB & MAVIS KEPa	4 335.98				4 335.98
XMUDJP	JANET PERE	10 355.70				10 355.70
XPAR54	ETHEL REID	1 817.78				1 817.78
XPAR56	SANDRA KADDY	2 750.00				2 750.00
XPAR57A	TYRONE MABO & TELITA ISHMAIL	3 070.00				3 070.00
XPAR57B	ROMA MARK & EDWARD MALLIE	2 712.14				2 712.14
XPOI120A	PAMELA GER	2 468.00				2 468.00
XPOI137A	TINA KEPa	750.00				750.00
XPOI213	JOE REUBEN (DECEASED)	8 141.17				8 141.17
XPOI225	DRUSCILLA GEBADI	1 304.00				1 304.00
XPOI226	JOYCE SOKI	2 061.89				2 061.89
XPOI229	REX ADIDI (Deceased)	5 182.80				5 182.80
XRDAN601	JOHN UNWIN	700.00				700.00
XRKOR70	FAYE GEBADI	5 906.03				5 906.03
XRNAW90	SONIA TOWNSON	9 600.90				9 600.90
XRSTE19	COLEENA REUBEN	6 544.22				6 544.22
XRSTE22	JEFFERY ANIBA	2 225.00				2 225.00
XRSTE24	DARYL SAGAUkaz	513.40	- 150.00	- 100.00	- 100.00	163.40
XRSUN15	ZABIRA SAGAUkaz(Deceased)	800.00				800.00
XRSUN75	The Estate of the Late. Sunema Sunai	- 498.61				- 498.61
XRSUN751	JOHN TED SUNAI	875.00				875.00
XRSUN75B	STEPHEN NAWIA	- 450.00				- 450.00
XRWIL29	SANDRA ELU	745.53				745.53
XSEB041	ALBERT BOWIE & PATRICIA TAPAU	7 156.50	- 360.00	- 240.00	- 240.00	6 316.50
XSEB043	AARON & ANJA SEBASIO	419.87				419.87
XSEB049A	ANGELA GOWA	6 268.00				6 268.00
XSEB050B	GULIGAR SALEE	1 350.00				1 350.00
XSEB0587	GAVIN AMARASIRI	119.99				119.99
XSEB0661	NEVILLE & LENCY NEWMAN (DECEASED)	16 169.88				16 169.88
XSEB078	KATHY TABUAI	11 977.50				11 977.50
XSEB254	ROY & MARGARET COWLEY	9 982.88				9 982.88
XSEB8705	EDWARD SAILOR	2 055.01				2 055.01
XSEB8708	SHANE & JILLIAN ANDERSON	- 42.80				- 42.80
XSHCARR	RONALD CARTER	- 28.57				- 28.57
XSHCHAMA	MARIE CHAN	- 21.43				- 21.43
XSHDAVRO	ROBERT & CECELIA DAVI	3 120.00				3 120.00
XSHDODSA	ANDREW DODS	2 120.00				2 120.00
XSHHORL	LAILA HORROCKS	1 212.25				1 212.25
XSHLUIP	PETER LUI	9 800.00				9 800.00
XSHMAMI	MICHAEL MARA-SEBASIO	18 354.25	- 50.00	- 50.00	- 100.00	18 154.25
XSHMOSR	ROSE MOSBY	- 557.10				- 557.10
XSHPALL	LESLEY PALMER	102.85				102.85
XSHTOYST	STEPHANIE TOY	- 394.30				- 394.30
XSHTRER	ROSS TREGIDGA	258.93				258.93
XSHTYSAN	ANDREW TYSON	- 880.00				- 880.00

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ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
XSHWILRO	RONALD WILLIAMS	- 150.00				- 150.00
XSHWISEL	LIEN WISE	28.63				28.63
XSHWURE	EVELYN WURR	1 439.95				1 439.95
XSHYORJA	JAHMAL YORKSTON	120.00				120.00
XSHYORK	KEITH YORKSTON	82.85				82.85
XWAS145	TIMACOY OBER & SAM OBER	9 035.00				9 035.00
XWAS167	VERONICA SOKI	950.00				950.00
XWAS169	GAIL WASIU	80.00				80.00
XWAS194	STEVEN PETERS & JOSEPHINE PETERS	2 270.00				2 270.00
XWIL124	ROBERT YORKSTON & DALASSA YORKSTON	1 250.00				1 250.00
XWIL1272	REBECCA WILLIAMS	610.00				610.00
XWIL142	TIMENA WILLIAMS	10 800.00				10 800.00
XWIL143	GORDON MUDU & DONNIELLA BAMAGA	6 800.00				6 800.00
XWILLIAM	ROGER WILLIAMS	- 500.00				- 500.00
XWYAKYL	KYLIE WYATT	- 26.00				- 26.00
XXPOI137	JOHNATHAN NONA	0.83				0.83
XYORK	YORKSTON CONSTRUCTIONS PTY LTD	124 631.13				124 631.13
XYUS10B	RON GOWA	4 834.00				4 834.00
XYUS277	GAGRIE SAILOR	10 699.29				10 699.29
YOEMAR	MARY YOELU	- 157.03				- 157.03
YUSCL	JOHNATHAN & PATRICIA YUSIA	-1 868.01				-1 868.01
TOTALS:		<u>4,507,325.36</u>	<u>-44 310.76</u>	<u>54 262.77</u>	<u>744 865.67</u>	<u>5262 143.04</u>

AGED CREDITOR'S REPORT

Report Conditions: Excluding Nil Balances

Financial Year Ending 2024

ACCOUNT	CREDITOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
AAAFNQ	AAA FNQ Battery Wholesalers	3,008.56	0.00	0.00	0.00	3,008.56
AIR LIQ	AIR LIQUIDE LTD	0.00	5.48	0.00	0.00	5.48
AIRBR	AirBridge Networks Pty Ltd	0.00	0.00	0.00	19,635.00	19,635.00
ARNHE	THE ARNHEM LAND PROGRESS ABORIGINAL C	-17,717.62	0.00	0.00	0.00	-17,717.62
AURE	AURECON AUSTRALIA PTY LTD	0.00	21,259.67	15,431.80	16,711.61	53,403.08
AVET	AVENUES TOBACCONIST	0.00	0.00	34,741.62	0.00	34,741.62
B&BELE	B&B ELECTRICAL	0.00	0.00	810.70	66,013.09	66,823.79
BAMAUTO	BAMAGA AUTO MARINE PTY LTD	0.00	0.00	1,607.43	2,520.08	4,127.51
BEGA	BEGA DAIRY & DRINKS AUSTRALIA PTY LTD	0.00	0.00	0.00	6,113.34	6,113.34
BEL	BAMAGA ENTERPRISES LTD	0.00	0.00	0.00	1,300.00	1,300.00
BOCGAS	BOC GASES	0.00	0.00	0.00	139.91	139.91
BOWGR	BOWYER GROUP MINING & CIVIL	0.00	0.00	0.00	104,010.32	104,010.32
BPBAM	BP BAMAGA	0.00	0.00	0.00	2,755.43	2,755.43
BUNNIN	BUNNINGS GROUP LTD	0.00	0.00	0.00	1,678.80	1,678.80
BYRNES	BYRNES MEATS/PORTSMITH QUALITY MEATS	0.00	0.00	1,073.28	3,459.60	4,532.88
C7EVEN	C7EVEN	0.00	0.00	0.00	3,296.70	3,296.70
CAIHAR2	CAIRNS HARDWARE	0.00	0.00	72.90	2,956.41	3,029.31
CAMBELLS	CAMBELLS CASH AND CARRY	0.00	0.00	0.00	80,353.94	80,353.94
CAMHER	CAMERON HERBERT CONTRUCTIONS PTY LTI	0.00	0.00	0.00	72,853.00	72,853.00
CHUBFIRE	CHUBB FIRE & SECURITY Pty Ltd	0.00	0.00	0.00	3,546.48	3,546.48
CINDME	CINDY MEISSNER	0.00	0.00	0.00	5,665.00	5,665.00
CIVICA	CIVICA PTY LTD	0.00	0.00	0.00	495.00	495.00
COCO	COCA COLA AMATIL	0.00	0.00	0.00	19,535.65	19,535.65
COMPAC	COMPAC SALES PTY LTD	0.00	0.00	0.00	319.00	319.00
CYBUILD	CAPE YORK BUILDING & MAINTENANCE PTY L	0.00	0.00	7,727.50	89,890.90	97,618.40
CYICE	CAPE YORK ICE & TACKLE	117.00	0.00	0.00	0.00	117.00
CYTRAD	CAPE YORK TRADERS	0.00	0.00	0.00	507.90	507.90
DFKKIDS	DFK KIDSONS	0.00	0.00	0.00	3,217.50	3,217.50
ECQ	ELECTORAL COMMISSION OF QLD	0.00	0.00	0.00	24,350.94	24,350.94
EMTEK	EMTEK FURNITURE PTY LTD	0.00	0.00	0.00	4,271.09	4,271.09
ERGENE	ERGON ENERGY	0.00	0.00	0.00	113,817.36	113,817.36
ERGMAC	ERGON ENERGY - MARYBOROUGH	9,425.00	0.00	0.00	18,850.00	28,275.00
ETOSO	E-TOOLS SOFTWARE	0.00	0.00	0.00	198.00	198.00
EVOLVE	EVOLVE EQUIPMENT MANAGEMENT	0.00	0.00	68.82	2,119.41	2,188.23
FARNP	FAR NORTH PLUMBING CONTRACTORS P/L	462.00	726.00	0.00	66,165.55	67,353.55
FELTIN	FELTON INDUSTRIES	0.00	0.00	0.00	21,805.30	21,805.30
G&R	G& R WILLS WHOLESALERS	0.00	0.00	0.00	23,707.56	23,707.56
GR8N	GR8 NORTHERN AG	0.00	0.00	0.00	506.10	506.10
GRAHOT	GRAND HOTEL	0.00	0.00	0.00	1,620.00	1,620.00
HARSP	HART SPORT	0.00	0.00	0.00	3,957.80	3,957.80
HAS	HASTINGS DEERING (AUSTRALIA) LTD	0.00	0.00	-1,336.95	0.00	-1,336.95
HCBUILD	HCCM PTY LTD T/A HC BUILDING & CONSTRU	0.00	0.00	0.00	15,000.00	15,000.00
IBISBAM	COMMUNITY ENTERPRISE QUEENSLAND	0.00	0.00	0.00	328.69	328.69
IBISTI	IBIS THURSDAY ISLAND HARDWARE	0.00	0.00	0.00	1,972.90	1,972.90
IOR	IOR AVIATION PTY LTD	0.00	0.00	0.00	36,856.00	36,856.00
JOMAR	JOHN MARK	0.00	0.00	0.00	105.00	105.00



AGED CREDITOR'S REPORT

Report Conditions: Excluding Nil Balances

Financial Year Ending 2024

ACCOUNT	CREDITOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
KWKPC	KWIK KOPY PRINTING	0.00	0.00	0.00	701.50	701.50
L&DM	L&D MAINTENANCE & CLEANING	0.00	0.00	0.00	1,200.00	1,200.00
LEMCR	LETICIA MORAN CREATIVE	0.00	0.00	0.00	9,515.00	9,515.00
LGM	LOCAL GOVERNMENT MUTUAL - QUEENSLAND	0.00	0.00	0.00	91,936.84	91,936.84
LOTSP	LOTSA PRINT & SIGNAGE	0.00	0.00	0.00	19,872.60	19,872.60
MAIRG	MORE AIR GROUP PTY LTD	0.00	0.00	0.00	916.52	916.52
METTE	METTE NORDLING	0.00	0.00	0.00	4,050.00	4,050.00
MTA	MODERN TEACHING AIDS	0.00	0.00	0.00	7,969.73	7,969.73
MURAL	MURALAG HEAVY MAINTENANCE	0.00	0.00	0.00	5,264.00	5,264.00
NQB	NQ BUILDERS (S.DAGIS & N.GOTTANI)	0.00	0.00	0.00	25,313.75	25,313.75
NQPET	NQPETRO PTY LTD	0.00	0.00	0.00	6,039.00	6,039.00
PACTOY	PACIFIC TOYOTA & PACIFIC DAIHA	0.00	0.00	0.00	35,409.24	35,409.24
PEAK	PEAK SERVICES	0.00	0.00	0.00	38,778.44	38,778.44
PETICE	PETERS ICE CREAM	0.00	0.00	0.00	6,684.75	6,684.75
PFD	PFD FOOD SERVICES PTY LTD	0.00	0.00	0.00	214.75	214.75
POSCON	POSITIVE CONCRETE & CONSTRUCTION PTY LTD	0.00	0.00	0.00	5,016.00	5,016.00
PRESTON	PRESTON LAW	0.00	0.00	0.00	4,770.27	4,770.27
QAO	QLD AUDIT OFFICE	0.00	0.00	192,110.11	0.00	192,110.11
QURE	QUAID REAL ESTATE PTY LTD	0.00	0.00	0.00	2,183.00	2,183.00
REECE	REECE PTY LTD	0.00	0.00	0.00	3,250.60	3,250.60
REPCO	REPCO A DIVISION OF GPC ASIA PACIFIC PTY LTD	0.00	0.00	0.00	474.60	474.60
RMT	Roberts & Morrow Technology	0.00	0.00	1,401.15	29,187.48	30,588.63
ROYWOLF	ROYAL WOLF TRADING AUSTRALIA P/L	0.00	0.00	0.00	236.59	236.59
RPS AAP	RPS AAP CONSULTING PTY LTD	0.00	0.00	0.00	8,717.50	8,717.50
SEA	SEASWIFT PTY LTD	0.00	0.00	2,745.14	261,372.54	264,117.68
SEIK	SEISIA KIOSK	0.00	0.00	0.00	244.00	244.00
SIMCON	SIMCONNECT NATIONAL PTY LTD	0.00	0.00	0.00	445.50	445.50
SIMGE	SIMON GEORGE & SONS CAIRNS	0.00	0.00	0.00	14,514.27	14,514.27
SKYMES	SKYMESH PTY LTD	0.00	0.00	706.20	0.00	706.20
SLHPRO	SLH PROJECTS P/L	0.00	0.00	0.00	17,336.00	17,336.00
SOCRSAFW	SOUTHERN CROSS SAFETY & WORKWEAR	0.00	0.00	0.00	10,597.30	10,597.30
SPOTLIGH	SPOTLIGHT STORES PTY LTD	0.00	0.00	0.00	7,040.10	7,040.10
STAR2	BUNZL OUTSOURCING SERVICES	0.00	0.00	0.00	7,932.50	7,932.50
STDE	STRUXI DESIGN PTY LTD	0.00	0.00	0.00	8,910.00	8,910.00
TCICA	TORRES CAPE INDIGENOUS COUNCIL ALLIANCE	0.00	0.00	0.00	11,000.00	11,000.00
TDIS	THE DISTRIBUTORS CAIRNS	0.00	0.00	0.00	27,222.60	27,222.60
TEL	TELSTRA	0.00	0.00	0.00	30,474.46	30,474.46
TEP	TOP END PLUMBING PTY LTD	0.00	0.00	1,501.50	44,169.40	45,670.90
TERRECOM	TERRECOM PTY LTD	0.00	0.00	0.00	7,522.35	7,522.35
TOCIVL	TORRES CIVIL	0.00	0.00	0.00	10,868.00	10,868.00
TOWOCOM	TOTAL WORKPLACE COMPLIANCE	0.00	0.00	0.00	7,009.20	7,009.20
TRFIS	TRINITY FIRE SERVICES PTY LTD	0.00	0.00	0.00	16,513.80	16,513.80
TSTM	TORRES STRAIT TREE MANAGEMENT	0.00	0.00	0.00	26,774.00	26,774.00
VEOWA	VEOLIA WATER AUSTRALIA PTY LTD	0.00	0.00	94,509.64	248,775.35	343,284.99
VOCUS	VOCUS PTY LTD	0.00	0.00	0.00	14,356.60	14,356.60
WAGN	WAGNERS CEMENT PTY LTD	0.00	0.00	0.00	95,143.35	95,143.35

AGED CREDITOR'S REPORT

Report Conditions: Excluding Nil Balances

Financial Year Ending 2024

ACCOUNT	CREDITOR NAME	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
XYLEM	XYLEM WATER SOLUTIONS AUSTRALIA	0.00	0.00	0.00	2,840.78	2,840.78
YORKCON	YORKSTON CONSTRUCTIONS PTY LTD	3,199.00	0.00	0.00	0.00	3,199.00
YUSPL	NPA EARTHMOVING YUSIA PTY LTD	0.00	0.00	10,120.00	52,491.00	62,611.00
TOTALS:		-1,506.06	21,991.15	363,290.84	2,073,861.62	2,457,637.55

### Council Controlled Revenue Ratio

Council controlled Revenue is an indicator of Councils financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks

A higher Council controlled revenue ratio indicates a stronger ability to generate operating revenue without relying on external sources. A lower ratio indicates that Council has limited capacity to influence its operating revenue and is more reliant on external funding sources such as operational grant funding and recoverable works contracts.

Calculation is as below

$$\frac{\text{Net Services Charges + Fees \& Charges + Rental Income} + \text{Enterprises Income}}{\text{Total Operating Revenue}}$$

For 30 Jun 2024, calculation is

$$\frac{13,465,601}{34,165,941}$$

Ratio is 39.41%

### Operating Surplus Ratio

The Operating Surplus Ratio gives an indication of whether Council is generating sufficient operating revenues to cover the operating expenditure. A surplus would indicate that Council is managing its finances within its funding envelope and has funds which could be made available for capital works projects or placing in reserve for future initiatives. A deficit indicates that Council is not generating sufficient revenues to cover its expenditure, and whilst this is not necessarily a problem in the short-term, over a long period it means Council has limited (or no) ability to fund capital projects without the assistance of external funding being provided

Calculation is as below

$$\frac{\text{Operating Result}}{\text{Total Operating Revenue}}$$

For 30 Jun 2024, calculation is

$$\frac{-18,253,703}{34,165,941}$$

Ratio is -53.43%

### Operating Cash Ratio

The Operating Cash Ratio indicates whether a council is generating sufficient cash to cover its operating expenditure less the non-cash based expenditure such as Depreciation and amortisation. A positive cash ratio indicates that Council is generating surplus cash from its operations which could be used for capital works requirements. A negative cash ratio indicates that Council may face future potential liquidity issues as insufficient cash is being generated to pay for expenditure

Calculation is as below

$$\frac{\text{Operating Result + Depreciation + Finance Costs}}{\text{Total Operating Revenue}}$$

For 30 Jun 2024, calculation is

$$\frac{-8,231,185}{34,165,941}$$

Ratio is -24.09%

### Unrestricted Cash Expense Cover Ratio

This Ratio indicates the proportion of Council's cash held which is not constrained by internal policies or external party obligations and can be used to meet ongoing expenses and emergent financial demands. It is an indicator of solvency/potential for insolvency. It represents the number of months Council could continue to operate at current monthly expenditure levels. A higher Ratio indicates Council has the ability to contribute to future planned/unplanned expenditures, whereas a lower Ratio indicates Council would have limited ability to meet any unexpected financial shocks.

Calculation is as below

$$\frac{\text{Total Cash \& Equivalents + Investments less Externally restricted cash}}{\text{Total Operating Expenditure less Depreciation less Finance Costs}}$$

For 30 Jun 2024, calculation is

$$\frac{-1,878,198}{42,397,126}$$

Ratio is **-4.43%**

### Asset Sustainability Ratio

This Ratio gives an approximate indication of the extent to which Council is replacing its infrastructure assets as those assets near the end of their useful lives. The closer the Ratio is to 100%, the more indicative it is that Council is spending close to what is required on the renewal of its asset base to compensate for the deterioration over time of those assets. A lower Ratio could indicate an underspend on the renewal/replacement of infrastructure assets.

Calculation is as below

$$\frac{\text{Capital Expenditure on Replacement/Renewal of Infrastructure assets}}{\text{Depreciation Expense}}$$

For 30 Jun 2024, calculation is

$$\frac{13,259,281}{10,263,647}$$

Ratio is **129.19%**

**Title of Report:** NPARC Tender Assessment Report Contract BLD S240521C

**Agenda Item:** 13.1

**Classification:** For decision

**Author** Executive Manager, Building and Infrastructure

**Attachments** Tender assessment report (Tabled)

## Officers Recommendation:

### That Council:

1. Authorise the Chief Executive Officer and Executive Manager Building and Infrastructure to accept the submitted price \$299,440.26 (inc GST) and to liaise with the successful contractor DBQW Pty Ltd for a program of works 87 Sebasio Street, Bamaga, Poles 1-8.

Conditional on the nominated W4Q 24-27 Project "Sebasio Street Infrastructure Renewals" being approved as an eligible project.

2. Approve an overall construction contingency of 22% be applied to the project

The estimated contingency amount-based on the contract sum is \$85,559.74 (inc GST)

## PURPOSE OF REPORT

To award the above Contract to Dbqw Pty Ltd for Powerline Rectification Works in 87 Sebasio Street, Bamaga.

## BACKGROUND AND CONTEXT

The scheduled works resulted from a non-compliance notification received from Ergon in relation to the power connection at 87 Sebasio Street Bamaga.

Councils Project managers for this project facilitated the tender for these works. The tender was advertised on Vendor Panel Public Suppliers and closed on 14 June 2024.

One Tender was received in Council's Vendor Panel by the nominated closing date and time.

Tenders were assessed against the following weighted criteria:

- Price 50%
- Proposed methodology and ability to respond 20%
- Relevant Experience 20%
- Local Supplier 10%

A tender report was prepared and submitted to Council officers by SLH Projects Pty Ltd.



## CRITICAL DATES

It is critical that Council deliver these Works as soon as possible, but no later than the commencement of the 2024/25 wet season.

## OTHER OPTIONS CONSIDERED

Enquiries were made with Ergon if they would be willing to undertake the works when they next had an appropriate crew in the area. Ergon advised that they were not able to assist Council with these works on a commercial basis.

## LEGAL AND LEGISLATION CONSIDERATIONS

N/A.

## POLICY CONSIDERATIONS

Council Procurement Policy, as the value of the works exceeds \$200,000.00 a tender was required.

## CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A

## FINANCIAL AND RESOURCE CONSIDERATIONS

This project has been identified for Funding under W4Q 24-27 budgeted for by Council. With a budget of \$350,000.00 excluding GST.

## CONSULTATION

Councils Contract Engineers  
Other NPARC Executive Officers  
Relevant NPARC Officers



**Title of Report:** Review of Local Disaster Management Plan

**Agenda Item:** 13.2

**Classification:** For decision

**Author** Chief Executive Officer

**Attachments** Local Disaster Management Plan

## Officers Recommendation:

### That Council:

- Adopt the Local Disaster Management Plan
- Delegate to the CEO to make minor amendment as necessary to ensure currency of information

## PURPOSE OF REPORT

To adopt an updated Local Disaster Management Plan

## BACKGROUND AND CONTEXT

Under the Disaster Management Act 2008, Council is required to have a Local Disaster Management Plan to outline the disaster management system and specifying agreed roles and responsibilities and how the disaster management system works during an event.

This plan was reviewed at the July LDMG Meeting with an amendment to membership was proposed.

Weather and community details do need to be updated at the end of the document and it is proposed to request the Emergency Management Coordinator to complete this in conjunction with Bureau of Meteorology on their next visit. This information is not material to the function or operation of the Local Disaster Management Plan.

## CRITICAL DATES

NA

## OTHER OPTIONS CONSIDERED

NA

## LEGAL AND LEGISLATION CONSIDERATIONS

Disaster Management Act

## POLICY CONSIDERATIONS

NA



## ORDINARY COUNCIL MEETING # 4

Agenda Item 13.2

Tuesday 23<sup>rd</sup> July 2024

Injinoo Boardroom

### CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS

N/A

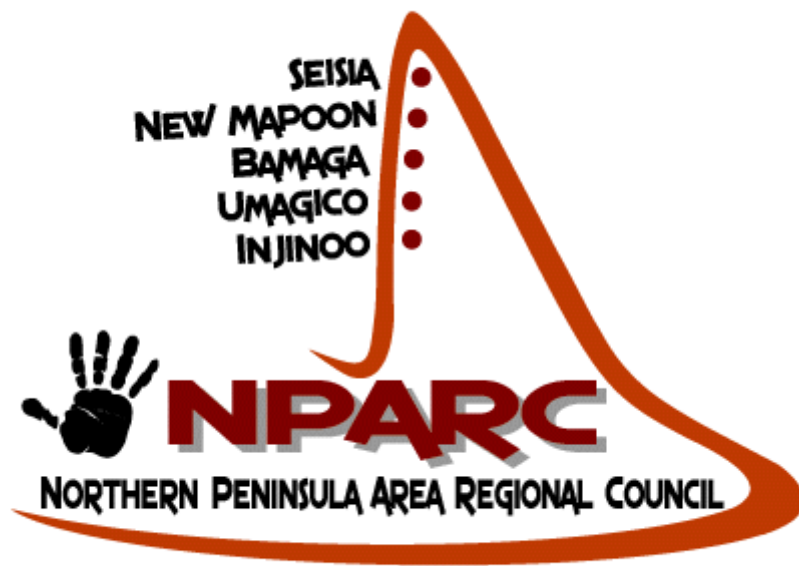
### FINANCIAL AND RESOURCE CONSIDERATIONS

NA

### CONSULTATION

Local Disaster Management Group Members





# Local Disaster Management Plan

Updated: ~~20 May~~15 July 2024

## Foreword

This document, which has been developed by the Northern Peninsula Area Local Disaster Management Group, on behalf of the Northern Peninsula Area Regional Council, and approved by Council Resolution at its meeting on \_\_\_\_/\_\_\_\_/\_\_\_\_ 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 learning's 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 Robert Poi Poi  
Chairperson  
Northern Peninsula Area Local Disaster Management Group  
Dated:

## 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 Northern Peninsula Area Regional Council.

Kate Gallaway  
Chief Executive Officer  
Northern Peninsula Area Regional Council  
Dated:

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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 Northern Peninsula Area Regional Council Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:

Local Disaster Coordinator  
Chief Executive Officer  
P.O. Box 6878  
Cairns  
Q 4870

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	Issue Date	Inserted by	Date
Version 1.0	August 2012	RCM Disaster Management Services	August 2012
Version 2.0	September 2013	Peter Ruddick	September 2013
Version 2.1	May 2016	Xavier Barker	May 2016
Version 2.2	May 2017	Xavier Barker	15 May 2017
Version 2.3	June 2018	Stephen Wilton	14 June 2018
Version 2.4	June 2019	Danny Sebasio	24 June 2019
Version 3.0	July 2020	Patricia Yusia	29 July 2020
Version 3.1	March 2021	Susan Law	09 March 2021
Version 3.2	June 2021	Kate Gallaway	17 June 2022
Version 3.2	June 2023	Kate Gallaway	
Version 3.3	May 2024	Kate Gallaway	20 May 2024

### Distribution

This plan is distributed in accordance with the distribution list at Annexure A.

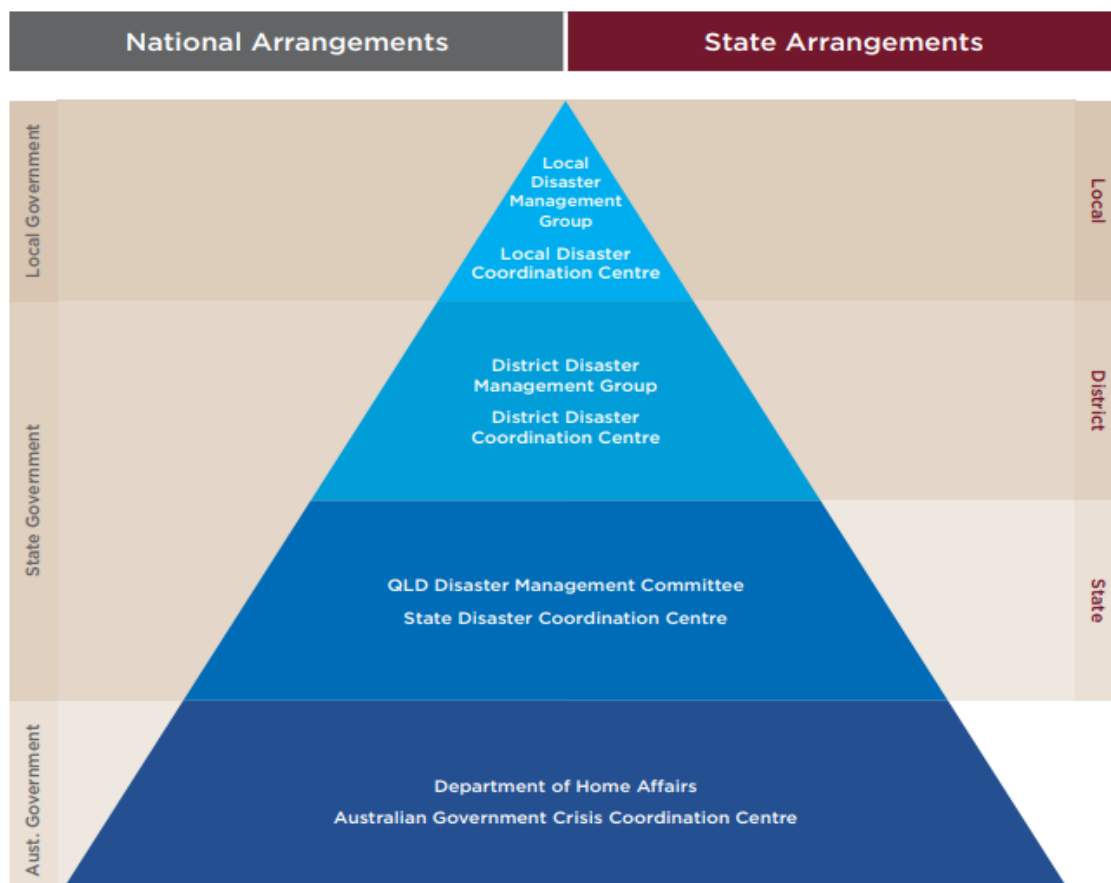
## The Disaster Management Structure in Queensland

The Disaster Management Act 2003 (the Act) provides the legislative basis for the Queensland Disaster Management Arrangements (QDMA) including:

- Establishment of disaster management groups for the State, disaster districts and local government areas;
- Detailing planning requirements at each level;
- Maintaining the role and operations of the State Emergency Service (SES) and establishment of Emergency Service Units; and
- The conferring of powers on selected individuals and groups.

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.

### QLD DISASTER MANAGEMENT STRUCTURE



The principal structures comprising the Queensland Disaster Management Arrangements are:

- Local and District disaster management groups and the QLD Disaster Management Committee are 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 disaster 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.

## Authority to Plan

This Plan has been developed by the Northern Peninsula Area Local Disaster Management Group, appointed by and on behalf of the Northern Peninsula Area Regional Council.

This plan details the arrangements within the Northern Peninsula Area Regional Council to plan and coordinate capability in disaster management and disaster operations.

This Plan has been prepared under the provisions of s. 57 of the Act, which states:. “ . . . . .

*(1) A local government must prepare a plan (a **local disaster management plan**) for disaster management in the local government's area.*

*(2) The plan must include provision for the following—*

- a) the State group's strategic policy framework for disaster management for the State, and the local government's policies for disaster management;*
- b) the roles and responsibilities of entities involved in disaster operations and disaster management in the area;*
- c) the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b);*
- d) events that are likely to happen in the area;*
- e) strategies and priorities for disaster management for the area;*
- f) the matters stated in the disaster management guidelines as matters to be included in the plan;*
- g) other matters about disaster management in the area the local government considers appropriate.”*

## Purpose of the Plan

- The purpose of the Northern Peninsula Area 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.
- Ensure compliance with the Disaster Management Regulations 2014.

There are major differences between ‘Incident Management’ and ‘Disaster Management’.

**Incidents** can be managed via 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. Single site response, Minor off-site co-ordination, Single agency responsibility, Resources available, Support available, Support agencies practiced, Day to day business, Core function, Short term effects

**Disasters** require a coordinated multi-agency, multi-jurisdictional response, and usually result in some sort of community dislocation or severe disruption. Multi-site response, Major off-site co-ordination , Multi agency responsibility , Multi-faceted problems , External resources required , External support required ,Government Dept involvement , Community affected , Long term effects

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 QLD Disaster Management Committee (QDMC) 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.

### **Strategic Policy Framework**

The Elements of the State Disaster Management Strategic Policy Framework are:

- Research - *Disaster research may be broadly understood as a systematic inquiry, before and after a disaster, into a relevant disaster management problem.*
- Policy and Governance - *Policy and governance elements ensure clear direction of disaster management priorities, resource allocation and accountability, supported through sound business continuity, performance management reporting and corporate risk management processes.*
- Risk Assessment - *Disaster risk assessment is the process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards or other criteria.*
- Mitigation - *Disaster mitigation is the means taken in advance of, or after, a disaster aimed at decreasing or eliminating its impact on communities, the economy, infrastructure and the environment.*
- Preparedness - *Disaster preparedness includes arrangements that ensure that a community is aware of and prepared for any disaster and, that should a disaster occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed.*
- Response - *Disaster response includes the activities taken in anticipation of, during, and immediately after an event to ensure that its effects are minimised. Disaster response activities are undertaken during disaster operations.*
- Relief and Recovery - *Disaster relief is the provision of immediate shelter, life support and human needs to persons affected by, or responding to, a disaster. Disaster relief activities are undertaken during disaster operations.*
- Post-Disaster Assessment - *Post-disaster assessment evaluates performance before, during and after a disaster event and the risks exposed by the event in order to improve future development of preparedness, response, recovery and mitigation measures. Post-disaster assessment forms part of continuous improvement of the disaster management arrangements.*

The Framework's elements outline how a comprehensive, all hazards, all agencies approach including better prepared and resilient communities, will be applied in Queensland. The elements are consistent with national and international best practice disaster management.

A continuous improvement approach will be applied to the Framework through the application and practice of the elements. This will enable regular enhancement of the Queensland disaster management arrangements.

Disaster management and disaster operations in the Northern Peninsula Area Region are consistent with the Disaster Management Strategic Policy Framework. This is achieved by:

- ensuring a comprehensive, all hazards, all agencies approach by achieving the right balance of prevention, preparedness, response and recovery
- supporting the mainstreaming of disaster preparedness and mitigation into relevant areas of activity of government, non-government, small business and corporations
- aligning disaster risk reduction, disaster mitigation, disaster resilience and climate change adaptation policy and actions with international and national reforms

- promoting a transparent, systematic and consistent approach to disaster risk assessment and management, based on the Australian/New Zealand Standard AS/NZS ISO 31000:2009 Risk management – Principles and guidelines
- recognising the commitment of stakeholders and the need for collaboration across all levels of government, community, industry, commerce, government owned corporations, private and volunteer organisations, and local communities in all aspects of disaster management
- emphasising building and maintaining sincere relationships, trust, teamwork, consultative decision-making and shared responsibilities among stakeholders promoting community resilience and economic sustainability through disaster risk reduction.

## Scope

This plan details the arrangements necessary to undertake disaster management within the Northern Peninsula Area Region. This includes the communities of Seisia, New Mapoon, Bamaga, Umagico and Injinoo

## Disaster Management Priorities

Disaster management priorities for the Northern Peninsula Area Regional Council will ensure compliance with the disaster management legislation and will provide a sound legal grounding for disaster management within the Northern Peninsula Area Region:

The Northern Peninsula Area Regional Council Corporate Plan 2022~~48~~ - 2026~~2~~ addresses disaster management in the following terms:

### Theme 1 – Infrastructure Services Focus Area 5 – Health Environment

#### Key Corporate Strategies

We are prepared for Disaster Management – we are a resilient Community, competently led by Council in the event of disaster~~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.~~

### Theme 2 – Community Wellbeing

#### Key Corporate Strategies

~~To assist the community in developing resilience for managing disaster situations. This will include undertaking a disaster risk management process and developing a strategic policy framework for disaster management incorporating disaster mitigation, prevention, and preparation, response and recovery arrangement in partnership with the Local Disaster Management Group.~~

The Northern Peninsula Area Council 2010 - 2020 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 Climate Change, Communications Capacity, and Airport Infrastructure, Volunteering, etc., all of which can impact on the resilience of the community.

## Review and Renew Plan

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.

### Review of Local Disaster Management Plan

The Local Disaster Management Plan should be reviewed by the Local Disaster Management Group on an annual basis.

### 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.

### **Review of Operational and Recovery Sub Plans**

The Disaster Management Operational and Recovery Sub-Plans should be reviewed by the LDMG on an as needs basis.

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.

## Local Disaster Management Group

### Establishment

The Northern Peninsula Area Local Disaster Management Group (the LDMG) is established in accordance with s. 29 of the Act.

### Membership

Northern Peninsula Area Regional Council has appointed the following Executive and Core Members of the Local Disaster Management Group, in accordance with sections 33 & 34 of the Act

LDMG Executive Membership	
Northern Peninsula Area Regional Council	Chair, LDMG - Mayor
Northern Peninsula Area Regional Council	Deputy Chair, LDMG - Councillor
Northern Peninsula Area Regional Council	Local Disaster Coordinator - CEO

*(It is the view of Council that the LDC appointee has the necessary experience or expertise to perform the function. The appointee has the authority and necessary delegations within Council to perform the role effectively.)*

LDMG Membership Core	
Northern Peninsula Area Regional Council	Executive Manager Operations
Northern Peninsula Area Regional Council	Executive Manager Community & Regulatory Services
QFES-QPS	Emergency Management Coordinator
Health	Director of Nursing
QAS	Officer in Charge
Qld Police	Officer in Charge
NPA Family & Community Services ATSI Corporation	CEO
SES	NPA Local Controller
QFES Rural	RFS First Officer
LDMG Membership Advisory	
Northern Peninsula Area Regional Council	Airport Manager
Veolia Water	<del>Service Manager</del> NPAWSS Plant Manager
Ergon	<del>Manager Power Station</del> Isolated Networks Area Manager
<del>DATSIPDTATSIPCA</del>	<del>Manager</del> Community Recovery Officer
Telstra	Regional Manager
NBN Co	Regional Manager
Australian Volunteer Coast Guard Association	Volunteer Representative

*(It is the view of Council and their respective parent agencies that the members of the LDMG have the necessary experience or expertise to perform the function, and have the authority and necessary delegations within their organisations to perform the role effectively.)*

### Meeting Deputies

S. 40A of the Act 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, on a casual or ongoing basis

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.

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.

## **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.

## **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 LDMG member register is altered, an updated copy should be provided to the relevant DDC. If the alteration relates to a member of the Executive Team of the LDMG, it is also important that the SDCC is advised to maintain currency of contact details in case of a disaster event.

## Meeting Schedules and Processes

In accordance with s. 38 of the Act, 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 (s. 39). 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. 40) 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 (s. 40A). 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. 41). 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. 42). 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. 42).
- Minutes of meetings must be kept (s. 43).

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.

## Flying minute

A flying minute may be used to progress business of an urgent nature in the instance where convening a meeting of the LDMG is not practicable. The passing of resolutions via flying minute is allowed under s. 42 of the Act if a majority of members provide written agreement.

Templates for LDMG flying minute, LDMG briefing paper and LDMG agenda are 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 outline 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](http://www.archives.qld.gov.au) in the section —Recordkeeping for Government

### **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, Northern Peninsula Area Regional Council has been appointed to this position.

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

- Attend meetings of the DDMG
- Assist the chairperson to coordinate the prevention, preparation, response and recovery activities associated with the disaster event at the district level
- 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

#### **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.

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



## Terms of Reference

Aim: To outline the extent of Council's responsibility for and commitment to managing disaster events in the local government area.

The Northern Peninsula Area Local Disaster Management Group has the following functions for its area:

*[Disaster Management Act s.30(1)]*

- *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;*
- *To develop effective disaster management, and regularly review and assess the disaster management;*
- *To help the local government for its area to prepare a local disaster management plan;*
- *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;*
- *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;*
- *To manage disaster operations in the area under policies and procedures decided by the State group;*
- *To provide reports and make recommendations to the relevant district group about matters relating to disaster operations;*
- *To identify, and coordinate the use of, resources that may be used for disaster operations in the area;*
- *To establish and review communications systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens;*
- *To ensure information about a disaster in the area is promptly given to the relevant district group;*
- *To perform other functions given to the group under this Act;*
- *To perform a function incidental to a function mentioned above.*

This Plan details the disaster management arrangements for all of the Northern Peninsula Area Regional Council area.

## Roles and Responsibilities - LDMG Members

ALL members of the LDMG have the following common roles and responsibilities:

- 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.

The Disaster Management Executive have specific responsibilities:-

LDMG Position	Individual Responsibilities
Chairperson	<i>Manage and coordinate the business of the group; Ensure, as far as practicable, that the group performs its functions; and Report regularly to the relevant district group and the Chief Executive of the department about the performance by the group of its functions. Preside at LDMG meetings.</i> <div>DMA s.34A</div>
Deputy Chairperson	<i>Preside at LDMG meetings if the Chairperson is absent from the meeting</i>

Local Disaster Coordinator	<p><i>Coordinate disaster operations for the local group; Report regularly to the local group about disaster operations; and Ensure, as far as practicable, that any decisions of the local group about disaster operations are implemented.</i></p> <p style="text-align: right;"><i>DMA s. 36</i></p>
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Organisation	Organisational Responsibilities (Local Level)
Northern Peninsula Area Regional Council	<p><i>To ensure it has a disaster response capability; To approve its local disaster management plan To ensure information about an event or a disaster in its area is promptly given to the district disaster coordinator for the disaster district in which its area is situated;</i></p> <p style="text-align: right;"><i>DMA s.80</i></p> <p>Maintenance of the Local Government function (via Local Government Business Continuity Contingency Planning) Maintenance of normal Local Government services to the community: Refuse disposal Public health Animal control Environmental protection Airport Development and maintenance of fire breaks as appropriate Dissemination of disaster-related information to the community, including information about the National Registration Inquiry System as part of their community education.</p>
Local Disaster Management Group	<p>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</p>
Queensland Fire and Emergency Services (Emergency Management)	<p>Provide advice and support to the LDMG in relation to disaster management and disaster operations Assist with resupply operations Coordinate, support and manage the deployment of State Emergency Service resources Coordinate, support and manage the deployment of Helicopter Rescue resources</p>
Queensland Health	<p>Coordination of medical resources Public health advice and warnings to participating agencies and the community Psychological and counselling services for disaster affected persons Ongoing medical and health services required during the recovery period to preserve the general health of the community</p>
Queensland Ambulance Service	<p>Access, assess, treat and transport sick and/or injured persons Protect persons from injury or death, during rescue and other related activities Participate in search and rescue and evacuation operations Participate in Health Facility evacuations Collaborate with Queensland Health in mass casualty management systems</p>

Queensland Fire and Emergency Services (Rural Fire)	<p>Primary agency for bushfire</p> <p>Primary agency for chemical / hazardous materials (HazMat) related incidents</p> <p>Provide rescue capability for persons trapped in any vessel, by height or in confined space</p> <p>Support the Queensland Hazardous Materials Incident Recovery Plan</p> <p>Support the Queensland Coastal Contingency Action Plan - Chemical Spill Response Plan (a supporting plan of the National Marine Chemical Spill Contingency Plan, and National Marine Oil Spill Contingency Plan)</p> <p>Provide logistical and communications support to disasters within capabilities</p> <p>Lift assists and driving for QAS</p>
Queensland Police Service	<p>Primary agency responsibility for terrorism</p> <p>Preserve peace and good order</p> <p>Prevent crime</p> <p>Maintain any site as a possible crime scene</p> <p>Conduct traffic control, including assistance with road closures and maintenance of road blocks</p> <p>Coordinate evacuation operations</p> <p>Coordinate search and rescue operations</p> <p>Manage the registration of evacuees and associated inquiries in conjunction with the Australian Red Cross</p>
Ergon Energy	Maintenance of electrical power supply. Provision of appropriate safety advice
Queensland Fire and Emergency Services (State Emergency Service)	<p><i>To perform rescue or similar operations in an emergency situation;</i></p> <p><i>To perform search operations in an emergency or similar situation;</i></p> <p><i>To perform other operations in an emergency situation to—</i></p> <p><i>(i) help injured persons; or</i></p> <p><i>(ii) protect persons or property from danger or potential danger associated with the emergency;</i></p> <p><i>To perform other activities to help communities prepare for, respond to and recover from an event or a disaster;</i></p> <p style="text-align: right;"><i>DMA s.82</i></p> <p>Road Crash Rescue</p> <p>Public Education</p> <p>Emergency repair/protection of damaged/vulnerable buildings</p> <p>Assistance with debris clearance</p> <p>First Aid</p> <p>Traffic Control</p> <p>Assistance with impact assessment</p> <p>Assistance with communications</p> <p>Assistance with lighting</p> <p>Lift assists and driving for QAS</p>

## Disaster Risk Assessment - Community Context

### Geography

The Northern Peninsula Area encompasses most of the north-western side of the tip of the Cape York Peninsula, and comprises the previous local government areas of Seisia, New Mapoon, Bamaga, Umagico and Injinoo. Total land area is 1030 km<sup>2</sup>.

Cape York is at the very northern tip of Australia. It is a narrow peninsula with the Coral Sea to the east, the Arafura Sea and Gulf of Carpentaria to the west, and the Torres Strait to the north. The Region is approximately 1,000 kilometres north-west of Cairns by road.

Seisia is the main port for the NPA and Bamaga is the commercial and administrative centre for government services.

## Climate and Weather

The Northern Peninsula Area Region has a tropical climate with hot, moist summers and warm, dry winters. Rainfall is highly seasonal, with most rain occurring during the period January to March.

The following data was recorded at Horn Island, the closest permanent weather station, some 34 kilometres from Bamaga, and is indicative of the local conditions in the NPA:

TEMPERATURE (1995-2011)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mean maximum temperature (°C)	30.8	30.4	30.5	30.4	29.9	29.3	28.8	29.0	30.1	31.0	31.9	31.7
Highest temperature (°C)	36.7	35.4	34.8	33.9	32.0	32.4	30.9	31.7	35.8	35.2	35.0	37.9
Lowest maximum temperature (°C)	25.5	26.0	26.3	26.7	26.0	26.0	26.6	26.7	27.6	26.4	26.5	27.2
Mean number of days ≥ 30 °C	22.8	18.1	19.7	20.8	15.2	6.2	2.5	3.5	14.2	24.7	25.5	25.3
Mean number of days ≥ 35 °C	0.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.1	0.7
Mean minimum temperature (°C)	25.1	25.0	25.0	25.2	24.7	23.9	23.0	22.9	23.8	24.8	25.7	25.7
Lowest temperature (°C)	22.4	21.1	22.2	21.3	17.7	18.4	16.0	15.3	16.1	18.4	19.9	20.3
Highest minimum temperature (°C)	28.1	28.1	29.2	28.0	27.3	26.5	26.2	26.8	27.0	27.8	29.8	29.0

RAINFALL (1995-2011)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Mean rainfall (mm)	385.0	474.8	341.6	243.2	67.0	15.4	8.1	5.8	6.6	10.8	51.6	203.3	1765.1
Highest rainfall (mm)	701.6	878.6	530.0	726.2	318.0	45.8	40.8	19.8	70.6	65.8	201.8	707.2	2683.8
Lowest rainfall (mm)	93.2	193.6	122.8	3.8	0.6	2.2	1.8	0.0	0.2	0.0	0.0	0.4	1244.2

## Population

### Current Population

At the 2016 Census, the estimated resident population of Northern Peninsula Area Regional Council Local Government Area is 2,796 persons. 37% of persons in the region were aged 0 to 14 years, 59% were aged 15 to 64 years and 4% were aged 65 years and over. 87 per cent of the population is of Aboriginal or Torres Strait Islander origin.

### Projected Population *(Adapted from the 2010-2020 Northern Peninsula Area Community Plan)*

The overall population growth rate for the NPA is expected to be around 1.4 %, which is less than the Australian average, and may be attributable to people moving away from the NPA because of a lack of employment opportunities. The projections show that the overall population of the NPA will have increased by around 40% in the next 20 years.

	Recorded	Projected	Projected	Projected	Projected	2004-2009 (ABS)
	2010	2015	2020	2025	2030	Growth Rate
<b>Bamaga</b>	1048	1146	1253	1370	1497	1.80%
<b>Injinoo</b>	339	356	374	394	414	1.00%*
<b>New Mapoon</b>	308	342	379	421	467	2.10%
<b>Umagico</b>	298	313	329	346	364	1.00%*
<b>Seisia</b>	180	207	237	272	313	2.80%
<b>NPA Total</b>	<b>2173</b>	<b>2364</b>	<b>2573</b>	<b>2802</b>	<b>3054</b>	<b>1.40%</b>

### **Unemployment Level** (Information from Queensland Treasury (Office of Economic & Statistical Research))

The number of unemployed persons aged 15 years and over in the Northern Peninsula Area in 2016 was 201. This represented an unemployment rate of 14.1%.

### **Internet Access**

At the 2016 census, 75% of people in the Northern Peninsula Area were identified as having a home internet connection.

### **Access to Private Vehicles**

At the 2016 census, approximately 28% of residential properties in the Northern Peninsula Area were identified as not having a motor vehicle.

### **Building Stock**

At the time of the 2016 Census there were 617 occupied private dwellings counted in Northern Peninsula Area, with 92% being rented properties.

The majority of buildings in the Northern Peninsula Area are low-set, timber or masonry/concrete construction with iron roofing. There are also a number of raised residences.

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.

Northern Peninsula Area Regional 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 & Emergency Service, (Rural Fire and SES volunteers), Queensland Ambulance Service and Australian Volunteer Coast Guard.

Normal emergency services support systems are available from external areas to supplement local resources, but because of isolation by distance, and 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 69 of this document.

## **Industry**

Most employed people in the area either work for the Council or for My Pathways – there are few private businesses and few industries.

There is a meatworks, some indigenous specialist art and craft activity, some tourism ventures, in accommodation and charter businesses, retail premises and more recently a local building program, employing local residents in the building of new homes in the NPA.

## **Critical Infrastructure**

### **Transport (Roads)**

Most of the roads within the residential part of the Region are sealed. The Peninsula Development Road, the main arterial route to the south is not sealed, and closes on an annual basis as a result of flooding in the wet season, becoming impassable sometimes for months at a time.

This becomes a major issue should the Region be impacted by a major event such as a tropical cyclone accompanied by a storm surge, resulting in significant damage to the community. Access to external assistance is restricted to what can be brought into the community via air transport in the first instance, and later on by sea-going barge from Cairns.

### **Transport (Air)**

The only airport for the region is the Northern Peninsula Area Airport, on Airport Road, some 10 kilometres southeast of the community of Bamaga. The airport is owned and operated by the Northern Peninsula Area Regional Council. Regular daily commuter services operate between NPA and Cairns, to points beyond. The current carrier employs DHC-8 turbo-prop aircraft, with a capacity of 36 passengers plus crew.

The airport is located at 10 56.558 S 142 27.010 E, and has a single sealed runway, which measures 1833 x 30 m. There is a limited amount of Jet A1 fuel available at the airport. (See the Sub Plan: Transport & Logistics for further details)

Northern Peninsula Area Airport is regulated by the Civil Aviation Safety Authority, and maintains an Aerodrome Emergency Plan under the provisions of CASA Regulations.

### **Transport (Marine)**

There is a port facility at Seisia, which is the terminal for passenger ferry services from Thursday Island. It also caters for a twice-weekly supply barge from Cairns, which is the primary source of supplies for the community.

## **Essential Services**

### **Power**

The Northern Peninsula Area is not connected to the Queensland state electricity grid. The Ergon Energy Bamaga power station services the communities of Bamaga, Injinoo, New Mapoon, Umagico and Seisia.

Electricity supply is distributed via the overhead reticulation throughout the communities. The power station consists of 3 x 1.5 megawatt generators and 1x 650 kilowatt generator. Diesel storage at the Bamaga station consists of 8 x 55,000 litre storage tanks in a fuel farm with maximum diesel fuel storage of 424,000 litres.

## **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.

Satellite telephones are fitted in two of the vehicles operated by the ranger program operated by the Council and the Apudthama Land Trust.

### **Television, Broadcast Radio and Internet**

The whole area is covered 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. Rollout of NBN has commenced in 2017 via SkyMuster.

### **Broadcast Radio Stations**

A Council-owned local radio station is operated on frequency FM 91.9 from studios in Bamaga. Remote Indigenous Broadcasting Services (RIBS) provides the equipment, periodic maintenance and remote support for technical issues. The approximate reception range is 50 km.

Entity	Location	Frequency
RIBS	Bamaga	91.9 FM
ABC Local Radio	Thursday Island	1062 AM

The Department of Community Safety has entered into Memoranda of Understanding with both the Australian Broadcasting Commission (ABC) and Commercial Radio Australia (CRA), where radio stations will broadcast emergency messages in relation to disaster events

### **2-Way Radio Communications Systems**

The area has a significant radio communication capacity. Council has coverage of the entire Region, as do Police, Fire, Ambulance and the State Emergency Service.

Standby power is available for most repeater sites. All emergency services and Queensland Health have radio communications with areas outside the Region, if required.

There is also a UHF CB radio repeater system on Thursday Island which provides intermittent coverage of most of the Region

### **Water Supply**

~~Trillity Water~~Veolia provides services, operations and maintenance of raw water supply, filtration, treatment and fluoridation, delivery, water quality services for monitoring and compliance, demand management and strategic asset management planning to the NPA.

These services cover the infrastructure in the area which includes the Jardine River Pump Station and pipelines, water treatment facilities and distribution systems to the five individual communities of the NPA.

The intake structure (on the Jardine River) is located approximately 15km from Bamaga Water Treatment Plant. The Northern Peninsula Area depends largely on the Jardine River for its water supplies. The water quality in the river varies depending on the season.

From the Jardine River Pump Station, the water is pumped along two parallel pipelines approximately 15km to the 15 ML raw water storage at the water treatment plant. The plant is fully automatic in operation, including start-up, shutdown and monitoring procedures.

High lift pumps then transport the water to the storage tanks at each of the five communities (2 x 1.6 ML and 4 x 2 ML) before passing through the approximately 35km of reticulation system to the individual customers.

## **Sewerage**

The majority of dwellings in the NPA are sewerage, with a small proportion using septic tanks.

NPA's wastewater services encompass:

- Collection of wastewater from approximately 484 dwellings in the NPA
- Transport of wastewater to the three treatment plants in the NPA
- Treatment of wastewater
- Disposal of treated effluent.

There are three sewerage schemes, all of which are conventional gravity-flow:

- The Injinoo-Umagico scheme, with treatment at the Injinoo Sewage Treatment Plant
- The New Mapoon scheme, with treatment at the New Mapoon Sewage Treatment Plant
- The Seisia-Bamaga scheme, with treatment at the Bamaga Sewage Treatment Plant

## **Emergency Services**

### **Queensland Police Service**

QPS provide a full-time permanent staff of ~~ten~~ 12 personnel. Given leave provisions, etc. it could reasonably be expected that 6 or 7 officers would be in the community at any given time.

### **Queensland Ambulance Service**

QAS provide full-time staff and 1 cadet of two personnel for 24/7 coverage of the NPA

### **Queensland Fire and Emergency Service**

QFES operate a volunteer Rural Fire Service in the NPA, currently manned by 12 volunteers. This meets the number required under QFES policy in relation to the threat context for the area. Usually available to respond.

The SES Unit has six qualified Road Crash Rescue personnel, and a total of 13 registered members are usually available to respond to activations.

### **Australian Volunteer Coast Guard**

AVCG operates an offshore rescue boat, and recent efforts have been successful in revitalising the membership in order to be able to provide a voluntary rescue service.

### **Volunteer Emergency Services – All Services**

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.

All voluntary agencies rely on the participation of 'temporary' residents of the NPA, such as police officers, teachers and other government employees to maintain their capacity. Because there is



an average two year turnaround of government personnel, it is difficult for the voluntary agencies to maintain continuity of membership, and continuity of skills maintenance.

## **Medical**

### **Bamaga Hospital**

The hospital has a capacity of ten inpatient beds and four emergency beds. Outpatients' services are provided daily, along with emergency care, general medicine, and antenatal services.

The hospital provides a 24/7 service, but for 14.5 hours a day generally operates with only 1 RN on duty and another on call. The staffing establishment allows for two doctors to be employed at the hospital, but this is not always the case. A significant emergency would rely on other staff being recalled to duty. Normally there is another 4-5 registered nursing staff on the roster. This limits the hospital's ability to respond and its ability to support QAS off site. Some weekends and out of hours the only doctor on call is a medical officer from Thursday Island.

Two of the senior staff have private satellite telephones, the hospital is equipped with a QAS two-way radio, and the facility has two separate video conferencing terminals.

In an event involving multiple serious casualties the hospital might have the physical space to cope but may not have enough staff or equipment. If the need was to stabilise and then medivac promptly there would be potential for good clinical outcomes, but the inability to transfer seriously injured people to other health facilities quickly may compromise clinical outcomes.

### **Mortuary Capacity**

Bamaga Hospital 4

### **Primary Health Centres**

There is a Queensland Health Primary Health Care Centre in each of the five communities within the Northern Peninsula Area. These centres provide Community Health; Family Support; Quality Lifestyle; Environmental Health; Diabetic Educator and Child Health Services.

### **Community Service Organisations**

There are several community service organisations within the Northern Peninsula Area, providing such services as:

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

## **Hazardous Sites**

There are no designated Major Hazard Facilities( under the Dangerous Goods Safety Management Act 2001) within the boundary of the Northern Peninsula Area Regional Council.

There are, however, a number of sites where dangerous goods are stored in significant quantities:

- Bulk fuel depots;
- Retail fuel outlets;
- Swimming Pool complex;
- Bulk LPG gas suppliers;

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.

## **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.

Council has also submitted a list of projects to the Major Infrastructure Program that is jointly funded by the Queensland Department of Infrastructure and Planning, and the Torres Strait Regional Authority, asking for funds for roads, drainage, sewerage, subdivision and coastal protection infrastructure, as well as planning studies.

## **Neighbouring relationships**

### **The Torres Strait and Northern Peninsula Area Regional Plan 2009-2029**

Northern Peninsula Area Regional Council is a signatory, along with Torres Strait Regional Authority, Torres Shire Council and Torres Strait Island Regional Council in a document combining the efforts of all organisations to undertake integrated regional planning to ensure that opportunities and resources are maximized to secure the future of the region and provide adequate, appropriate and coordinated service delivery.

The document outlines the joint intention to address a number of disaster-related issues, including the development of an effective and decisive response to the impact of climate change, including mitigating the impact of tidal inundation and erosion on our communities and natural environment.

### **Torres Cape Indigenous Cape Alliance**

Northern Peninsula Area Regional Council is an active member of TCICA.

The Torres Cape Indigenous Council Alliance represents 11 of Queensland's 16 Indigenous local governments, as well as Torres Shire Council, Cook Shire Council and Weipa Town Authority.

## **Hazards**

Past determinations of the Local Disaster Management Group have identified the following hazards as being relevant in the Northern Peninsula Area Region.

### **Tropical Cyclones**

Information from the Bureau of Meteorology suggests that there have been eight tropical cyclones within a 200 km range of the NPA since 1906. The Bureau has no record of any damage to any of the NPA communities as a result of cyclonic activity.

The area does feel the brunt of cyclonic winds from tropical cyclones further south in the Gulf of Carpentaria, but there is no record of any damage incurred.

### **Flooding**

Flooding is not of significant concern in the Northern Peninsula Area Region.

There is a history of flash flooding in the New Mapoon and Injinoo areas, and there have been instances of minor broader flooding in the past, but nothing which would result in community dislocation or the interruption of services for any extended period.

The biggest issue for the communities of the NPA, with other Cape York communities is the annual flooding of the Peninsula Development Road.

Pavement saturation will be extreme due to the absence of water proofing seal coat and usage needs to be either restricted to light vehicles or the roads remains closed until conditions improve.

## **Severe Storms**

The Northern Peninsula Area Region is subject to severe storms. Storm events can include wind, rain and hail and usually occur between October and March, although they may occasionally occur outside that time frame. Storms can affect all parts of the council area.

Whilst it is possible for the area to experience cyclonic winds, these are infrequent, with most severe winds experienced being due to frontal events or local wind shear associated with severe thunderstorms.

The most intense rainfalls occur during thunderstorms. Heavy rain may cause building damage by water penetration particularly when accompanied by wind damage to roofs, and by overflowing of roof water systems and stormwater pipes which may in turn cause localised erosion.

Increases in extreme storm events as a result of climate change are expected to cause more flash flooding, affecting infrastructure, including water, sewerage and stormwater, transport and communications.

## **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 Weipa (the closest centre to the Northern Peninsula Area referred to in climate change projections, and only 200 km away from the NPA) the number of hot days above 35 °C is projected to increase from 55 days to 189 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

<b>Annual and seasonal temperature</b> 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.	<b>Annual and seasonal temperature</b> 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.	<b>Annual and seasonal temperature</b> 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.
<b>Annual and seasonal rainfall</b> 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.	<b>Annual and seasonal rainfall</b> 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.	<b>Annual and seasonal rainfall</b> 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.
<b>Annual and seasonal potential evaporation</b> 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).	<b>Annual and seasonal potential evaporation</b> 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 cent (46 mm, 53 mm and 49 mm respectively).	<b>Annual and seasonal potential evaporation</b> 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 mm and 84 mm respectively) in some models.

## Response to Climate Change in the Northern Peninsula Area

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 Northern Peninsula Area 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**

A "Bushfire Risk Analysis for Northern Peninsula Area Council", produced by the Queensland Fire and Emergency Service in June 2008 indicates a generally low to moderate risk of wildfire in the Region. There are a number of very small areas of high risk in the northernmost areas of the Region.

Fires are common in the period from March to November, and regularly come close to populated areas. Although there is a risk of wildfire throughout the Northern Peninsula Area, it is not considered to be of a level of severity which would necessitate the activation of the disaster management system to coordinate a response in relation to an outbreak.

### **Structural or Industrial Fire**

There may be physical, public health or environmental risks as a result of a fire at any of the following facilities:

- Fuel depot at the Northern Peninsula Area Airport < 40,000 litres of avgas
- Refuel truck 14000
- BP fuel depot, Seisia < 30,000 litres of ULP and <25,000 litres of diesel
- BP Bamaga <25,000 litres of ULP and <45,000 litres of diesel; 3 x 190 kg bottles of LPG
- Ampol, Injinoo <10,000 litres of ULP and <15,000 litres of diesel
- SeaSwift compound <9,000 litres of ULP in portable fuel storage containers
- Ergon power station, Bamaga < 424,000 litres of diesel.

### **Hazardous Materials Events**

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

The lack of heavy industry in the Northern Peninsula Area means that there are few hazardous materials either stored or being transported through the Region, with the obvious exception of petrol and diesel fuel.

Hazardous materials are transported into the Northern Peninsula Area via sea transport and offloaded at the wharf facilities in Seisia.

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 Region.

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 the Northern Peninsula Area 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.

In the absence of immunity, a new influenza strain can rapidly spread across the globe, causing epidemics or pandemics, infecting large numbers of people with fatal results.

In 2020 The COVID-19 pandemic, also known as the coronavirus pandemic, is an ongoing global pandemic of coronavirus disease 2019 (COVID 19), caused by severe acute respiratory syndrome coronavirus 2 (SARS CoV 2).] The outbreak was first identified in Wuhan, China, in December 2019. The World Health Organization declared the outbreak a Public Health Emergency of International Concern on 30 January 2020, and a pandemic on 11 March. As of 5 July 2020, more than 11.3 million cases of COVID-19 have been reported in more than 188 countries and territories, resulting in more than 531,000 deaths; more than 6.11 million people have recovered.

The virus is primarily spread between people during close contact, most often via small droplets produced by coughing, sneezing, and talking. The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. However, research as of June 2020 has shown that speech-generated droplets may remain airborne for tens of minutes. Less commonly, people may become infected by touching a contaminated surface and then touching their face. It is most contagious during the first three days after the onset of symptoms, although spread is possible before symptoms appear, and from people who do not show symptoms.

Common symptoms include fever, cough, fatigue, shortness of breath, and loss of sense of smell. Complications may include pneumonia and acute respiratory distress syndrome. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days. There is no known vaccine or specific antiviral treatment. Primary treatment is symptomatic and supportive therapy.

Recommended preventive measures include hand washing, covering one's mouth when coughing, maintaining distance from other people, wearing a face mask in public settings, and monitoring and self-isolation for people who suspect they are infected. Authorities worldwide have responded by implementing travel restrictions, lockdowns, workplace hazard controls, and facility closures. Many places have also worked to increase testing capacity and trace contacts of infected persons.

The pandemic has caused global social and economic disruption, including the largest global recession since the Great Depression. It has led to the postponement or cancellation of sporting, religious, political, and cultural events, widespread supply shortages exacerbated by panic buying, and decreased emissions of pollutants and greenhouse gases. Schools, universities, and colleges have been closed either on a nationwide or local basis in 172 countries, affecting approximately 98.5 percent of the world's student population. Misinformation about the virus has circulated through social media and mass media. There have been incidents of xenophobia and discrimination against Chinese people and against those perceived as being Chinese or as being from areas with high infection rates.

The Influenza Pandemic 2009 H1N1 (commonly known as swine flu) provided an example of how quickly a pandemic can travel across the world, and affect millions of people.

The influenza strain that is still causing some concern is named H5N1 (also known as avian influenza or bird flu). Since avian influenza broke out in late 2003, the World Health Organization (WHO) has warned that should the virus mutate and be easily transferred from human to human, the world could be facing an influenza pandemic with significant consequences.

The outbreak of an epidemic or pandemic would outstretch the medical resources of the region, and given that the impacted area may very well be at a state-wide level, there would be minimal likelihood of external assistance.

Other diseases of concern include dengue fever which is a viral infection transmitted by the mosquito. Dengue is not endemic (i.e. naturally occurring in north Queensland). The dengue mosquito is common in north Queensland and outbreaks can occur when the virus is transmitted to the local mosquito population in north Queensland by infected international travellers or residents returning home from overseas.

Dengue is endemic in over 100 countries worldwide and is found primarily in urban settings in the tropics. Between 50 and 100 million cases of dengue are reported around the world each year and over 2.5 billion people are at risk of infection. Several hundred thousand dengue cases each year result in dengue haemorrhagic fever which usually affects children under 15 years of age. The average fatality rate with dengue haemorrhagic fever is 5%

### **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 H5N1, 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.

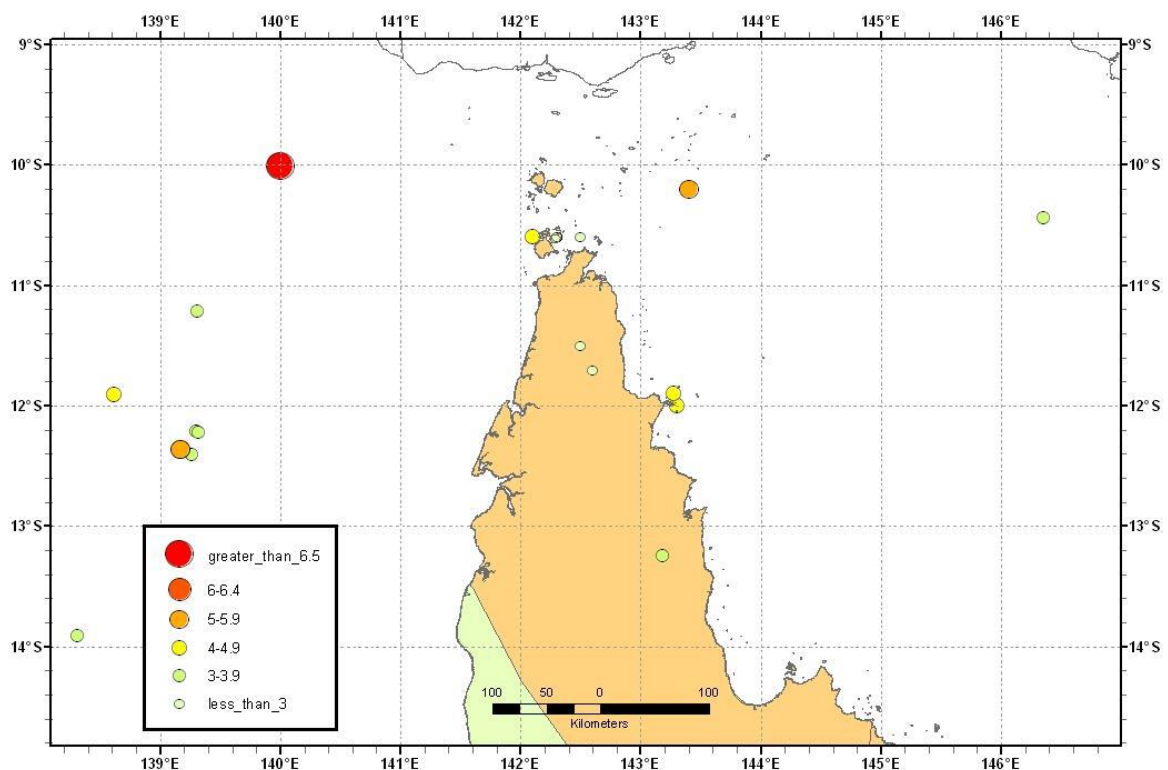
Australia's geographic isolation and lack of shared borders have in the past, provided a degree of natural protection from exotic threats. Australia's national quarantine system also helps prevent the introduction of pests, diseases and weeds that can harm agricultural industries and the environment.

### **Earthquakes**

Earthquakes have not in the immediate past been a major threat in the Northern Peninsula Area. *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 the Northern Peninsula Area

Date	Magnitude (Richter Scale)	Location
1910	6.8	Arafura Sea - 250 km WNW of Thursday Island
1924	5.8	Torres Strait - 130 km NE of Thursday Island
1998	5.2	Gulf of Carpentaria - 385 km SW of Thursday Island
1960	4.9	Gulf of Carpentaria - 415 km SW of Thursday Island
1972	4.9	Cape York - 85 km WSW of Lockhart River
2007	4.8	Coral Sea - 70 km NE of Lockhart River
1921	4.5	Gulf of Carpentaria - 540 km SW of Thursday Island
1990	4.5	Cape York - 180 km SE of Thursday Island
1920	4.4	Torres Strait - 130 km NE of Thursday Island
1907	4.3	Torres Strait - 6 km W of Friday Island
1923	4.0	Cape York - 200 km SE of Thursday Island
1994	3.5	Arafura Sea - 345 km WSW of Thursday Island
1912	2.2	Torres Strait - 137 km ENE of Thursday Island
1932	2.0	Torres Strait - 30 km E of Thursday Island



## 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 – eg 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 into Bamaga Airport from Cairns on a daily basis, with passenger loads of up to 36 plus crew. Northern Peninsula Area Regional Council, as the owner/operator of the airport has developed an Aerodrome Emergency Plan in accordance with the Civil Aviation Safety Authority (CASA) Regulations.

A regular passenger ferry service operates between Thursday island and Seisia. A significant marine event would severely stretch the capacity of the community to respond.

The Peninsula Development Road is the main arterial route between the NPA and the south, and carries significant traffic numbers of all classes, including heavy transports (road trains), passenger coaches and private vehicles.

Any type of transportation incident involving multiple casualties would significantly stretch the emergency services capacity within the Region.

### **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 the Northern Peninsula Area.

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 2012, members of the Northern Peninsula Area 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 the Northern Peninsula Area. The process took into consideration previous risk management studies of the five communities which now comprise the amalgamated local government area, and the potential impact of climate change on the risks.

A risk assessment process (based on the premise of AS/NZS ISO3100:2009 and the Department of Emergency Services document: the '*Guide to Disaster Risk Management in Queensland Aboriginal and Torres Strait Islander Communities*') 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 the Northern Peninsula Area.

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

### 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

As mentioned earlier in this document, the hazard and risk assessment and risk treatment options should be reviewed annually.

## 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 Northern Peninsula Area 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 migratory 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 version of this document will be available at Council's customer service centres and on the NPARC web page.

## **Training**

In accordance with the provisions of the QLD Disaster Management Training Framework Version 6.0 the following members of the LDMG are required to undertake disaster management training:

### **Chair and Deputy Chair of the LDMG**

#### **Induction**

Local Disaster Management Group Member Induction

#### **Core Training Courses**

Queensland Disaster Management Arrangements  
Disaster Funding Arrangements

### **Local Disaster Coordinator**

#### **Induction**

Local Disaster Management Group Member Induction  
Local Disaster Coordinator Induction

#### **Core Training Courses**

Queensland Disaster Management Arrangements  
Disaster Management Planning – Module 1  
Disaster Coordination Centre - Module 1  
Introduction to Evacuation  
Recovery - Modules 1 and 2  
Resupply  
Warnings and Alert Systems  
Disaster Funding Arrangements  
Introduction to Emergency Risk Management  
Introduction to Lessons Management

### **LDMG Members**

#### **Induction**

Local Disaster Management Group Member Induction

#### **Core Training Courses**

Queensland Disaster Management Arrangements  
Disaster Management Planning

### **Local Disaster Coordination Centre Staff**

#### **Core Training Courses**

Queensland Disaster Management Arrangements  
Disaster Coordination Centre - Modules

### **Local Disaster Coordination Centre Liaison Officers**

## **Core Training Courses**

Queensland Disaster Management Arrangements  
Disaster Coordination Centre - Modules 1 and 2

## **Local Recovery Coordinator**

### **Induction**

Local Recovery Coordinator Induction

## **Core Training Courses**

Queensland Disaster Management Arrangements  
Recovery Modules 1, 2 and 3

## **Certification of Training**

Participants who successfully complete a course or induction under the Framework will be issued with a Certificate of Achievement and their details will be entered into the Disaster Management Training Database which is maintained by QFES.

The database will be used to report on the completion of training by stakeholders in accordance with their training requirements under the Framework.

The Local Disaster Coordinator will be responsible for training management within the Northern Peninsula Area LDMG, and will ensure that a training register encompassing all involved personnel is commenced and maintained.

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

## **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'.

Exercises may be conducted internally, at the instigation of the Local Disaster Coordinator, and with the assistance of personnel from Queensland Fire and Emergency Service. 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.

## **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.

### **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 on the Agenda for the next meeting 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

#### 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.

#### 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 the DDC, 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 Emergency Service.
Public Health	Queensland Health, Trillity Water or Northern Peninsula Area Regional Council Officers (water/wastewater/environmental health)
Major Infrastructure Failure	The owner of the facility - eg Trillity Water, Ergon, etc.
Wildfires	Queensland Fire & Emergency Service (Rural)
Animal or Plant Disease	Biosecurity Queensland
Space Debris Re-entry	Queensland Fire & Emergency Service
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

The Chairperson of the LDMG is responsible for the decision to activate the LDMG, in consultation with the Local Disaster Coordinator as required.

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 four levels of activation are:

#### Alert

A heightened level of vigilance due to the possibility of an event in the area of responsibility. Some action may be required however the situation should be monitored by someone capable of assessing the potential of the threat.

#### Lean Forward

An operational state prior to 'stand up' 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 standby; prepared but not activated.

#### Stand Up

The operational state following 'lean forward' whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated.

#### Stand down

Transition from responding to an event back to normal core business and/or recovery operations. The event no longer requires a coordinated response.



## ACTIVATION RESPONSE MODEL

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 hazard.
Lean Forward	An operational state prior to 'Stand Up', 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 standby – prepared but not activated.
Stand Up	The operational state following 'Lean Forward' where resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated.
Stand Down	Transition from responding to an event back to normal core business and/or recovery operations. The event no longer requires a coordinated operational response.

### Local Disaster Coordination Centre

The Northern Peninsula Area Regional Council Local Disaster Coordination Centre is situated in the boardroom of the Bamaga office of the Northern Peninsula Area Regional Council, Lot 180 Adidi Street, Bamaga. This facility is supported by a Generator.

The reserve disaster coordination centre for the Northern Peninsula Area Regional Council is the Council Office in Mapoon.

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

### 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 LDCC 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 Financial Assistance Arrangements (DRFA)**

The intent of the DRFA 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 under DRFA 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 DRFA.

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 Northern Peninsula Area 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.

## **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 District Disaster Coordinator may 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 Northern Peninsula Area Region or a part of the Region).

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 or 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.

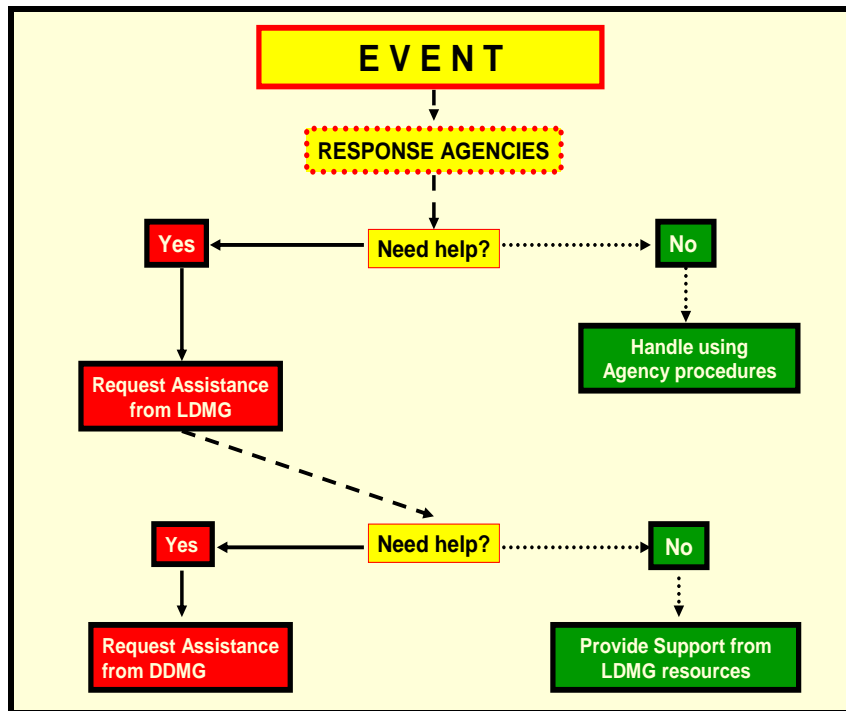
## **Resupply**

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

### Disaster Management Response and Support

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



## 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 & National Plans

Specific Hazard	Primary Agency	State and National Plans
Biological (human related)	Queensland Health	State of Queensland Multi-agency Response to Chemical, Biological, Radiological Incidents
Bushfire	Queensland Fire and Emergency Service	Wildfire Mitigation and Readiness Plans (Regional)
Chemical	Queensland Fire and Emergency Service	State of Queensland Multi-agency Response to Chemical, Biological, Radiological Incidents
Influenza Pandemic	Queensland Health	Queensland Pandemic Influenza Plan National Action Plan for Human Influenza Pandemic
Radiological	Queensland Health	State of Queensland Multi-agency Response to Chemical, Biological, Radiological Incidents
Terrorism	Queensland Police Service	Queensland Counter-Terrorism Plan National Counter-Terrorism Plan

## Recovery Strategy

Disaster recovery is the coordinated process of supporting individuals and the community in the reconstruction of the physical infrastructure, restoration of the economy and of the environment, and support for the emotional, social and physical wellbeing of those affected following a disaster event.

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.

Examples of recovery strategies 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;
- building back in a better or more resilient manner
- involving the community in decision making about community enhancement and resilience to minimise future impacts from hazard; and/or supporting community development activities and economic renewal to restore capacity and resilience.

### Functions of Recovery.

The Queensland Recovery Guidelines outline the Queensland government functional lead agency for each of the four functions of recovery. These agencies can support local government during disaster

recovery. The service components of the function are not necessarily delivered by the lead agency. The lead agency works with multiple private and public sector partners working directly with the community and individual families and businesses to effect recovery.

Note: Functional lead agency: Department of State Development Infrastructure and Planning.

### **Economic Recovery**

Renewal and growth of:  
individuals and households (employment, income, insurance claims)  
private and government business enterprises and industry  
assets, production and flow of goods and services to and from the affected area.

Full roles and responsibilities are found at the Queensland Recovery Guidelines:

Note: Functional lead agency: Department of Environment and Heritage Protection.

### **Environmental Recovery**

Restoration and regeneration of:  
biodiversity (species and plants) and ecosystems, natural resources  
environmental infrastructure, Amenity/aesthetics (e.g. scenic lookouts)  
culturally significant sites, Heritage structures  
management of: Environmental health, Waste, Contamination and pollution,  
Hazardous Materials.

Full roles and responsibilities are found in the Queensland Recovery Guidelines.

Note: Functional lead agency: Department of Environment and Heritage Protection, Department of Communities, Child Safety and Disability Services.

### **Human-Social Recovery**

Provision of:  
personal support and information  
public safety and education  
emergency accommodation  
immediate financial assistance  
uninsured household loss and damage  
recovery of: physical health emotional, psychological, spiritual, cultural and social wellbeing

Full roles and responsibilities are found at the Queensland Recovery Guidelines:

Note: Functional lead agency: Department of Communities, Child Safety and Disability Services.

### **Roads and Transport Recovery.**

repair and reconstruction of public roads  
repair and reconstruction of aviation services  
repair and reconstruction of maritime services

## **Buildings Recovery**

repair and reconstruction of public buildings and residences  
temporary accommodation solutions  
coordination and oversight of private, commercial, industrial building and rural building repair, reconstruction and recovery.

Full roles and responsibilities are found in the Queensland Recovery Guidelines:

Note: Functional lead agency: Buildings: Department of Housing and Public Works.

Provision of: transportation infrastructure (road, marine) repair, reconstruction and recovery.

Functional lead agency: Transport and Roads: Department of Transport and Main Roads (DTMR)

Provision of: systems, services (energy, communications) and other essential services repair, reconstruction and recovery.

Functional lead agency: Utilities: Ergon, Telstra,

Provision of: water supply & sewage repair, reconstruction and recovery.

Functional lead agency: Local government and water supply providers

## **Recovery Strategy Governance arrangements**

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 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 Plan**

The LDMG will consider the inclusion and development of a Recovery Sub-Plan as part of the LDMP. The recovery strategy contained within the LDMP shall be flexible and scalable to allow for adaptation to different types and sizes of disaster events, as required.

The recovery strategy may:

- address all four functions of recovery (human-social, economic, roads and transport, building environment) and how they will be coordinated during disaster operations
- define broad parameters for effective recovery operations within the local government area
- identify constraints for recovery operations within the local government area
- outline the process for the development of operational and action plans during recovery operations
- identify mechanisms for coordinating and managing offers of assistance and volunteers in order to match needs with offers.

These arrangements may include administrative requirements such as SITREPs, financial requirements, decision making and endorsement. Plans should also identify the scope of possible disaster recovery operations and the roles and responsibilities of all stakeholders involved in the process for short, medium and long term recovery requirements.

The Recovery Sub-Plan shall address the requirements to coordinate the process of supporting affected communities in the reconstruction of physical infrastructure, restoration of the economy and of the environment, and support for the emotional, social and physical wellbeing of those affected by disaster events.

Contents of the Recovery Sub-Plan may include the establishment and governance of LRG, activation of LRG; appointment of LRC; community engagement and communication; economic recovery action plan; environmental recovery action plan; human-social recovery action plan; infrastructure recovery action plan; and debrief and evaluation.

As outlined in the 'Activation of Response Arrangements' section of the Queensland Local Disaster Management Guidelines, the QDMA are activated using an escalation model based on the following levels:

**Alert**  
**Lean forward**  
**Stand up**  
**Stand down.**

Local recovery arrangements should be activated to 'alert' once the 'response' phase has reached the 'lean forward' level of activation and should continue to follow the response phase through the 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.

## Recovery Activation Matrix

Status	Triggers	Actions	Communications
<b>Alert</b>	<ul style="list-style-type: none"> <li>Response phase at 'lean forward' level of activation.</li> </ul>	<ul style="list-style-type: none"> <li>Appointment of LRC as appropriate.</li> <li>Potential actions and risks identified.</li> <li>Information sharing commences.</li> <li>LRC in contact with LDCC/LDC.</li> <li>Initial advice to all recovery stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>LRC and LRG members on mobile remotely.</li> </ul>
<b>Lean Forward (Stand By)</b>	<ul style="list-style-type: none"> <li>Response phase at 'stand up' level of activation.</li> <li>Immediate relief arrangements are required during response phase.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of response arrangements.</li> <li>Analysis of hazard impact or potential impact.</li> <li>Relief and recovery planning commences.</li> <li>Deployments for immediate relief commenced by recovery functional agencies.</li> </ul>	<ul style="list-style-type: none"> <li>LRC and LRG members on mobile and monitoring email remotely.</li> <li>Ad hoc reporting.</li> </ul>
<b>Stand Up (Activate)</b>	<ul style="list-style-type: none"> <li>Immediate relief arrangements continue.</li> <li>Response phase moves to 'stand down' level of activation. Medium term recovery commences.</li> </ul>	<ul style="list-style-type: none"> <li>LRG activated at LDCC or alternate location.</li> <li>Recovery plan activated.</li> <li>Deployments for immediate relief response.</li> <li>Action plans for four functions of recovery activated as required.</li> <li>Community information strategy employed.</li> <li>Participate in response debrief.</li> <li>Transition arrangements from 'response and recovery' to 'recovery' activated including handover from LDC to LRC.</li> <li>Action plans for four functions of recovery continue.</li> <li>Community information strategies continue.</li> </ul>	<ul style="list-style-type: none"> <li>LRC and LRG members present at LDCC or alternate location, on established land lines and/or mobiles, monitoring emails.</li> <li>LRC and LRG members involved in medium term recovery continue as required.</li> <li>Regular reporting to LDMG/LDC.</li> </ul>
<b>Stand Down</b>	<ul style="list-style-type: none"> <li>LRG arrangements are finalised.</li> <li>Communities return to normal activities with ongoing support as required.</li> </ul>	<ul style="list-style-type: none"> <li>Consolidate financial records.</li> <li>Reporting requirements finalised.</li> <li>Participate in recovery debrief.</li> <li>Participate in post event debrief.</li> <li>Post event review and evaluation.</li> <li>Long term recovery arrangements transferred to functional lead agencies.</li> <li>Return to core business.</li> </ul>	<ul style="list-style-type: none"> <li>LRC and LRG members resume standard business and after hours contact arrangements.</li> <li>Functional lead agencies report to LRC/LRG as required.</li> </ul>



## Local Disaster Management Sub Plans

Sub Plans have been developed for a number of disaster management functions, and are included as Annexes to this document:

- A1 Activation of the LDMG
- A2 Community Support
- A3 Disaster Coordination Centre
- A4 Disaster Recovery (**Not yet Drafted**)
- A5 Evacuation
- A6 Financial Management (**not yet Drafted**)
- A7 Initial Impact & Needs Assessment
- A8 Public Health
- A9 Public Information & Warnings
- A10 Public Works & Engineering (**Not yet Drafted**)
- A11 Resupply Operations
- A12 Transport & Logistics(**Not yet Drafted**)
- A13 NPA Pandemic Plan

## Definitions

Advisor	A person invited to participate in the business of a disaster management group in an advisory capacity on an as-required basis.
Alert	A heightened level of vigilance due to the possibility of an event in the area of responsibility. Some action may be required however the situation should be monitored by someone capable of assessing the potential of the threat.
Chair	The person appointed by the local government as the Chair of the Local Disaster Management Group.
Chief Executive	The chief executive of the department, as referred to in the Disaster Management Act 2003, is currently the Commissioner of QFES.
Community	A group of people with a commonality of association and generally defined by location, shared experience, or function.
Community Resilience	The adaptive capacity of its members to respond to and influence the consequences of disasters to continue an acceptable level in functioning and structure (Adapted from the United Nations International Strategy for Disaster Reduction; 2002 and The Community Resilience Manual, Canada, 2000)
Coordination	The bringing together of organisations to ensure effective disaster management before, during and after an event. It is primarily concerned with systematic acquisition and application of resources (people, material, equipment, etc.) in accordance with priorities set by disaster management groups. Coordination operations horizontally across organisations and agencies.
Coordination centre	A facility established at State, district or local level as a centre of communication and coordination during times of disaster operations.
Deputy Chair	The person appointed by the local government as the Deputy Chair of the Local Disaster Management Group.
Disaster	A serious disruption in a community, caused by the impact of an event that requires a significant coordinated response by the State and other entities to help the community to recover from the disruption (Disaster Management Act 2003).
Disaster District	Part of the state prescribed under a regulation as a disaster district.
District Disaster Coordinator	A person appointed under the Disaster Management Act 2003 who is responsible for the coordination of disaster operations in the disaster district for the District Disaster Management Group.
District Disaster Management Group	The group established under the Disaster Management Act 2003 to provide coordinated State government support and resources to Local Disaster Management Groups.
District Disaster Management Plan	A plan prepared under the Disaster Management Act 2003 that document planning and resource management to counter the effects of a disaster within the disaster district.
Disaster management	Arrangements about managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering a disaster (Disaster Management Act 2003)
Disaster management functions	The services essential to managing the impacts and consequences of an event.
Disaster mitigation	The taking of preventative measures to reduce the likelihood of an event occurring or, if an event occurs, to reduce the severity of the event (Disaster Management Act 2003)
Disaster operations	Activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of an event (Disaster Management Act 2003)
Disaster preparedness	The taking of preparatory measures to ensure that, if an event occurs, communities, resources and services are able to cope with the effects of the event (Disaster Management Act 2003)

Disaster research	May be broadly understood as a systematic inquiry, before and after a disaster, into a relevant disaster management problem (COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002)
Disaster response	The taking of appropriate measures to respond to an event, including action taken and measures planned in anticipation of, during, and immediately after an event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support (Disaster Management Act 2003)
Disaster response capability	The ability to provide equipment and a suitable number of persons, using the resources available to the local government, to effectively deal with, or help another entity to deal with, an emergency situation or a disaster in the local government's area (Disaster Management Act 2003)
Disaster response operations	The phase of disaster operations that relates to responding to a disaster (Disaster Management Act 2003)
Disaster recovery	The taking of appropriate measures to recovery from an event, including action taken to support disaster affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical wellbeing, and the restoration of the environment (Disaster Management Act 2003)
Disaster recovery operations	The phase of disaster operations that relates to recovering from a disaster (Disaster Management Act 2003 )
Disaster relief	The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency (COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002)
Disaster risk assessment	The process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria (COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002).
Event	Any of the following: (a) A cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening; (b) An explosion or fire, a chemical, fuel or oil spill, or a gas leak; (c) An infestation, plague or epidemic; (d) A failure of, or disruption to, an essential service or infrastructure; (e) An attack against the State; (f) Another event similar to an event mentioned in paragraphs (a) to (e). An event may be natural or caused by human acts or omissions (Disaster Management Act 2003)
Executive Officer DDMG	A person appointed to the position of Executive Officer to the District Disaster Management Group by the Commissioner, Queensland Police Service
Executive Team	The Chair, Deputy Chair and Local Disaster Coordinator of a local group
Functional Lead Agency	An agency allocated responsibility to prepare for and provide a disaster management function and lead organisations that provide support roles. Local Disaster Management Interim Guidelines – Final Draft August 2011
Guidelines	Guidelines are developed under s63 of the Disaster Management Act 2003 to inform the QDMC, DDMGs and local governments about the preparation of disaster management plans, matters to be included in disaster management plans and other appropriate matters about the operation of a DDMG or LDMG.
Hazard	A source of potential harm, or a situation with a potential to cause loss (Emergency Management Australia, 2004)

Lean forward	An operational state prior to 'stand up' 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 standby; prepared but not activated.
Local Disaster Coordinator	A person appointed under the Disaster Management Act 2003 who is responsible for the coordination of disaster operations for the Local Disaster Management Group.
Local Disaster Management Group	The group established under the Disaster Management Act 2003 to manage disaster planning and operations on behalf of the local government.
Local Disaster Management Plan	A plan that documents arrangements to manage disaster planning and operations within the local government area of responsibility.
Post-disaster assessment	Addresses performance during and the risks revealed by a disaster event in order to improve future development of mitigation measures. Post-disaster assessment forms part of continuous improvement of the whole system (Adapted from COAG, Natural Disasters in Australia: Reforming mitigation, relief and recovery arrangements: 2002)
Primary Agency	An agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority.
Queensland Disaster Management Arrangements	Whole-of-government arrangements to ensure the collaborative and effective coordination of planning, services, information and resources for comprehensive disaster management
Recovery	The taking of preventative measures to recover from an event, including action taken to support disaster-affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical wellbeing, and the restoration of the environment (Disaster Management Act 2003)
Relief	The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency. (EMA: Australian Emergency Management Glossary)
Residual risk	The risk remaining after risk treatment. Residual risk can contain unidentified risk. Residual risk can also be known as 'retained risk' (AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines)
Risk	The effect of uncertainty on objectives (ISO Guide 73:2009 Risk management – Vocabulary)
Risk identification	The process of finding, recognising and describing risks (ISO Guide 73:2009 Risk management – Vocabulary)
Risk management	The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk (Australian Emergency Management Glossary)
Risk management process	The systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk (ISO Guide 73:2009 Risk management - Vocabulary)
Risk reduction	Risk treatments that deal with negative consequences (ISO Guide 73:2009 Risk management – Vocabulary)
Risk register	A listing of risk statements describing sources of risk and elements at risk with assigned consequences, likelihoods and levels of risk.
Risk treatment	A process to modify risk. Risk treatment can involve avoiding the risk by deciding not to start or continue with the activity that gives rise to the risk; taking or increasing the risk in order to pursue an opportunity; removing the risk source; changing the likelihood; changing the consequences; sharing the risk with another party or parties; and retaining the risk by informed decision (ISO Guide 73:2009 Risk management – Vocabulary)

Serious disruption	Serious disruption means: a. loss of human life, or illness or injury to humans; b. widespread or severe property loss or damage; or c. widespread or severe damage to the environment (Disaster Management Act 2003)
Stand down	Transition from responding to an event back to normal core business and/or recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.
Stand up	The operational state following 'lean forward' whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated.
State Disaster Coordinator	A person appointed under the Disaster Management Act 2003 who is responsible for the coordination of disaster response operations for the State Disaster Management Group.
State Disaster Management Plan	A planning tool for disaster managers which provides an overview of Queensland's disaster management arrangements, including agency roles and responsibilities.
State Recovery Coordinator	A person appointed under the Disaster Management Act 2003 who is responsible for the coordination of disaster recovery operations for the State Disaster Management Group.
Vulnerability	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact

## Acronyms & Abbreviations

BoM	Bureau of Meteorology
DCS	Department of Community Safety
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DM	Disaster Management
HazMat	Hazardous materials (in the context of emergency response)
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LRC	Local Recovery Coordinator
LRG	Local Recovery Group
NDRP	Natural Disaster Resilience Program
DRFA	Natural Disaster Relief and Recovery Arrangements
NPARC	Northern Peninsula Area Regional Council
PPRR	Prevention, preparedness, response and recovery
QAS	Queensland Ambulance Service
QFES	Queensland Fire and Emergency Service
QFES (RFS)	Queensland Fire and Emergency Service Rural Fire Service
QPS	Queensland Police Service
QDMA	Queensland Disaster Management Arrangements
QRA	Queensland Reconstruction Authority
RIBS	Remote Indigenous Broadcasting Services
SDCC	State Disaster Coordination Centre
SDRA	State Disaster Relief Arrangements
SES	State Emergency Service
SITREP	Situation report

## Annexes

### Annex A - Distribution List

Organisation	Hard Copy	Electronic Copy
<b><u>Northern Peninsula Area Regional Council</u></b>		
Mayor (Chairperson, LDMG)	1	1
Deputy Mayor (D/Chairperson, LDMG)	1	1
Other Elected Representatives		4
CEO (Local Disaster Coordinator)		1
D/CEO (D/Local Disaster Coordinator)		1
Executive Manager Operations		1
Library		1
NPARC Website upload		1
District Disaster Coordinator, Cairns Disaster District	1	1
Emergency Management Coordinator, QFES	1	1
Local Controller, SES		1
First Officer, Rural Fire Service		1
Officer in Charge, Queensland Police Service, Bamaga		1
Officer in Charge, Queensland Ambulance Service, Bamaga		1
Director of Nursing, Bamaga Hospital		1
CEO, NPA Family & Community Services		1
Principal, Northern Peninsula State College		1
Service Manager, Trillity Water		1
DATSIP Manager		1

## 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 communications capacity.	A	1	E	Instigate the resumption of discussions with Telstra and/or Optus in relation to the provision of appropriate mobile telephone coverage for the NPA	Y	NPARC	Immediate
Events happening outside the community	Infrastructure	2	There is a risk that an influx of people as evacuees from outside the area would severely stretch the existing community infrastructure, particularly medical, accommodation, water and sewerage services	C	3	H	Cultural connotations - accept the risk only if the incoming people are extended family from one of the Torres Strait Islands	Y	NPARC LDMG	As required
							Identify possible accommodation for displaced persons as a part of the development of the Evacuation and Community Support planning process	Y	LDMG	August 2012
Disease Pandemic	People	3	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	Qld Health	As Required
	Medical Services	4	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
	Economy	5	There is a risk that as a result of becoming ill from a pandemic disease, people will not be able to attend their place of employment	C	1	L	Investigate teleworking as appropriate	Y	All employers	As Required
	People	6	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	Sea Swift Skytrans NPARC	As Required
Emergency Animal Disease	Animals	7	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 the quarantine fence in good order	Y	AQIS	Ongoing
							Investigate the removal of cattle grids from NPA roads	Y	NPARC	Immediate
							Maintain community awareness initiatives	Y	AQIS	Ongoing
							Development and maintenance of a Pest Management Plan	Y	NPARC	Ongoing
Infrastructure Failure - Power	Infrastructure	8	There is a risk of a loss of power for an extended period	B	3	E	Investigate the possibility of solar, wind or tide-generated power as an alternative to or in addition to the current diesel-powered generation system	Y	NPARC	Ongoing
	People	9	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	NPARC EHW	As Required
	Infrastructure	10	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 fire fighting capacity because of lack of water	B	4	E	Provision of appropriate portable generators	Y	QFRS Rural	Immediate
							Identify above-ground water sources	Y	QFRS Rural	Ongoing
							Ensure that QFRS Rural has sufficient pumping capacity to source water from creeks, etc.	Y	NPARC	Ongoing
							Ensure that council water trucks are available to assist as required	Y	NPARC	As Required
		11	There is a risk that the lack of power would result in failure of the sewerage treatment and pumping system	B	3	H	Provision of appropriate portable generators	Y	NPARC	Ongoing
							Develop a public health sub plan, to include community awareness material in relation to safe drinking water	Y	NPARC	Ongoing
		12	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	NPARC	Immediate
							Ensure that there is access to the telecommunications tower generator to maintain fuel supplies	Y	NPARC Telstra	Ongoing
		13	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	NPARC	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	NPARC LDMG	Ongoing
							Encourage service stations to install portable generator-driven pumping capacity as a part of normal business continuity planning	Y	LDMG	Ongoing
	People	14	There is a risk that the lack of power would result in failure of fuel pumping capacity at service stations	B	1	M	Maintain data in relation to above ground (gravity-fed) fuel supplies	Y	NPARC LDMG	Ongoing
	People	15	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	16	There is a risk of inundation by storm surge	D	5	E	Obtain up to date storm surge data and mapping	Y	NPARC LDMG	Ongoing
							Develop appropriate evacuation planning processes	Y	NPARC LDMG	August 2012
							Develop appropriate community awareness planning processes	Y	NPARC LDMG	Ongoing
	People	17	There is a risk of death or injury from flying debris	C	4	E	Community awareness campaign in relation to safety in cyclones	Y	NPARC LDMG	Ongoing
							Concerted campaign to have residents clean up their yards of anything which may become a missile during cyclonic winds	Y	NPARC 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	NPARC	Immediate
		18	There is a risk of death by drowning	C	4	E	Community awareness campaign in relation to safety in cyclones	Y	NPARC LDMG	Ongoing
		19	There is a risk of death by electrocution	C	4	E				
							Community awareness campaign in relation to safety in cyclones	Y	NPARC LDMG Ergon Energy	Ongoing



		20	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	NPAFCS	August 2012	
		21	There is a risk of looting	C	2	M	Provision of security patrols	Y	Queensland Police	As Required	
		22	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	23	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	Y	NPARC	Immediate	
							All other homes to be checked for structural integrity and capacity to withstand relevant wind loads	Y			
		24	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	
		25	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	NPARC Dept Housing & Public Works	Immediate	
	26	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	NPARC DTMR	Annually		
	Cyclone	Environment	27	There is a risk of severe coastal erosion	C	3	H	Investigate the construction of sea walls as appropriate	Y	NPARC	Immediate
			28	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	NPARC	Ongoing
Flood	People	29	There is a risk of death by drowning	D	4	H	Community awareness of the dangers of entering floodwaters	Y	NPARC	Annually	
						Promote swimming lessons for children	Y	Ed Qld	Ongoing		
	Infrastructure	30	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	NPARC	Ongoing	
		31	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	NPARC	Ongoing	
		32	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	SunWater	Ongoing	
		33	There is a risk of damage to roads	D	3	M	Ensure that roads are maintained to the optimum possible level	Y	NPARC	Ongoing	
	Culture	34	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	NPARC	Ongoing	
		35	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	NPARC Traditional Owners	Ongoing	
Bushfire Hazardous Chemical Event	People	36	There is a risk of death or injury to fire-fighters	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				
		37	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 migratory action	Y	QFRS LDMG	Ongoing	
	Infrastructure	38	There is a risk of damage to buildings and infrastructure	D	2	L	Fuel load reduction burning	Y	QFRS NPARC	Ongoing	
							Development and maintenance of fire breaks	Y	QFRS NPARC	Annually	
							Provision of a community awareness and preparedness campaign to highlight the fire risk in the community and to encourage individual migratory action	Y	QFRS LDMG NPARC	Annually	
	People	39	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	Sea Swift Service station operators	Ongoing	
	Environment	40	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	41	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	Y	Facility Owners	Ongoing		
						Continual operator training and vehicle and equipment maintenance in accordance with legislative requirements					
Multi Casualty Events	Infrastructure	42	There is a risk that medical and ambulance/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	Y	QAS	Ongoing	
							Provision of community first aid courses				
							Provision of specific training to other emergency services personnel;				
		43	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	44	There is a risk of a major event involving a tourist coach on the Peninsula Development Road 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 QAS	Annually	

		45	There is a risk of a major event involving one of the Thursday Island passenger ferries resulting in death or serious injury	C	3	H	Ensure that the potential event is subject of a combined emergency services exercise, to identify specific response and resource capacity issues	Y	SES QFRS AVCG	Annually
		46	There is a risk of a major event involving a regular air transport passenger flight resulting in death or serious injury	C	3	H	Aerodrome Emergency Plan in place	Y	NPARC	Ongoing
Emergency Plant Disease	Environment	47	There is a risk that plants may be subject to emergency plant disease such as back sigatoka in banana plants	A	1	L	Develop and maintain a Pest Management Plan	Y	NPARC	Ongoing
		48	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				
Noxious Weed Infestation	Environment	49	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	NPARC	Ongoing
		50	There is a risk that an infestation of noxious weeds will promote other pest species such as feral pigs	A	1	L				

## Annex C – Residual Risks

### Residual Risks

Residual risks are 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.

The following table lists the Residual Risks existing within the Northern Peninsula Area LDMG that are transferred to the Cairns District Disaster Management Group:

Hazard	Vulnerable sector	Risk	Residual Risk
Cyclone Cat 1-3	People, infrastructure, environment	There is a risk that emergency services response to any disaster event will be severely compromised as a result of insufficient response capacity, limited infrastructure, resources and isolation.	The Northern Peninsula Area has a limited response capacity, because of its size, dispersed population and isolation.  There are permanent Police and basic medical facilities present in most communities, but these have very limited resources.  State Emergency Service and Rural Fire Service have a small presence. A limited capacity exists to handle minor events; but any medium or large scale impacts will require an expeditious deployment of external emergency services resources therefore this risk will be transferred to the DDMG.
Cyclone Cat 4+	People, infrastructure, environment		
Flood	People, infrastructure, environment		
Storm Surge (Cyclonic)	People, infrastructure, environment		
Bushfire	People, infrastructure, environment		
Earthquake	People, infrastructure, environment		
Tsunami	People, infrastructure, environment		
Terrorist	People, infrastructure		
Hazardous Materials	People, infrastructure, environment		
Marine Oil Spill	Environment		
Disease Pandemic	People		
Shipping/ Boating Accidents	People		

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**Title of Report:** Tender Assessment Report and Award Tender No. NPARC 06 2024  
**Agenda Item:** 13.3  
**Classification** For Decision  
**Author** Executive Manager Operations  
**Attachments** A. Tender Assessment Report (tabled)

### Officers Recommendation:

That Council notes the Tender Assessment Report and

1. authorise the Chief Executive Officer and Executive Manager Operations to accept the submitted prices below and to liaise with the successful contractors for a program of works.

#### Rob's Earth Moving

- Schedule 1 \$969,584.00
- Schedule 2 \$384,896.00
- Schedule 3 \$266,935.00

#### NPA Earthmoving Yusia

- Schedule 4 \$315,153.00
- Schedule 5 \$208,876.00
- Schedule 6 \$683,531.00

2. Approve an overall budget of \$6,000,000 (ex GST) as per the QRA Submission Value

### PURPOSE OF REPORT

To award Arterial Roads Restoration as tendered in Contract Number: NPARC 06 2024.

### BACKGROUND AND CONTEXT

The scheduled works resulted from damage to essential public assets caused by Ex Tropical Cyclone Jasper.

Councils Project Managers for this project facilitated the tender for these works. The tender was advertised on Vendor Panel Local Buy Registered Contractors and closed on the 9<sup>th</sup> July 2024.

Two Tenders were received in Council's Vendor Panel by the nominated closing date and time.

Tenders were assessed against the following weighted criteria:

- Price 70%



**ORDINARY COUNCIL MEETING # 4**  
**Agenda Item 13.3**  
**Tuesday 23<sup>rd</sup> July 2024**  
**Injinoo Boardroom**

- Proposed methodology and program 30%

A tender report was prepared and submitted to Council officers by SLH Projects Pty Ltd.

The QRA Submission value including contingency, project management and escalation is \$6mil.

### **CRITICAL DATES**

It is critical that Council deliver these Works as soon as possible, but no later than the commencement of the 2024/25 wet season.

### **OTHER OPTIONS CONSIDERED**

N/A.

### **LEGAL AND LEGISLATION CONSIDERATIONS**

N/A

### **POLICY CONSIDERATIONS**

Council Procurement Policy, as the value of the works exceeds \$200,000.00 a tender was required.

### **CORPORATE AND OPERATIONAL PLAN CONSIDERATIONS**

N/A

### **FINANCIAL AND RESOURCE CONSIDERATIONS**

This project is fully funded by Queensland Reconstruction Authority, DRFA program.

### **CONSULTATION**

Councils Contract Engineers  
Other NPARC Executive Officers  
Relevant NPARC Officers



## ORDINARY COUNCIL MEETING # 4

### Agenda Item 13.4

Tuesday 23<sup>rd</sup> July 2024

Injinoo Boardroom

#### 13.4 In Camera – NPARC Structure

This matter is considered to be confidential under s.254J(3)(e) and (g) of the *Local Government Regulations 2012*, and the Council is satisfied that the discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with industrial matters affecting employees.

An overview of what is to be discussed while the meeting is closed is the Organisational Structure of Council.



**AGENDA ITEM 14-15**  
**ORDINARY COUNCIL MEETING #4**  
**Tuesday 23<sup>rd</sup> July 2024**  
**Injinoo Boardroom**

**14. General Discussion**

**15. Close of Meeting**