

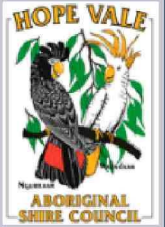
HOPE VALE ABORIGINAL SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Wednesday 19th August 2026

Council Chambers, Hope Vale at 9:00am

AGENDA



1. Meeting Opening

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

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

2. Record of Attendance and Leave of Absence

3. Obligations of Councillors

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

4. Confirmation of Minutes

- 4.1 Confirmation of the Minutes for the Ordinary Meeting held on Wednesday 15th July 2026

5. Business Arising from Minutes

- 5.1 Business arising from the Minutes of the Ordinary Meeting held on Wednesday 15th July 2026

6. Reports

- 6.1.1 Mayor's Report
- 6.2.1 CEO Operational Report
- 6.2.2 Request for Assistance - St John's Lutheran Church
- 6.2.3 2026-27 Maintenance and upgrade works - Qbuild.
- 6.2.4 Linton Enoch - Healthy Living Murals project - Hopevale Engagement and meeting
- 6.3.1 Finance Report
- 6.3.2 Annual Impairment Assessment and Recommendation for write off as per Council Resolution
- 6.4.1 Director - Social Services Report.

- 6.5.1 Monthly Operations Report
- 6.5.2 Information Report HVACSC WHS Action Plan
- 6.5.3 Hope Vale July 2026 Veterinary Visit Report
- 6.5.4 Site-Based Management Plan for the Hope Vale Sewage Treatment Plant
- 6.5.5 HVACSC DRFA Monthly Report August 2026
- 6.6.1 General Capital Works Update
- 6.6.2 Proposed Plan Scheme Amendment Report
- 6.6.3 Everlina Plaza Switchboard Upgrade - Council Direction
- 6.6.4 ICCED Grant Funding Opportunities
- 6.6.5 25 Flierl Street and 121 Link Road Tender Award and Endorsement
- 6.6.6 Digital Services Centre Award
- 6.6.7 Port of Cape Flattery Land Use Plan - Statement of Proposal - August 2026
- 6.6.8 Closing the Gap Priorities Funding - Update
- 6.7.1 Corporate Services Report - August 2026

7. Confidential Session

- 7.1 Confidential Session

8. Visits, Visitors and Presentations

- 8.1 Visits, Visitors and Presentations

9. Correspondence

- 9.1 Correspondence

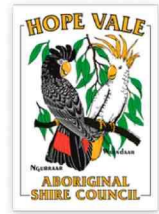
10. General Business

- 10.1 General Business

11. Next Meeting Date: Wednesday 16th September 2026

12. Meeting Closure

Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Chief Executive Officer's Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

12-Aug-26

Date item was requested

Agenda Item Subject *

CEO Operational Report

Item Reference Number

OM2026/08-001

Classification *

Information



Action



Note



Confidential

Details

Recommendation *

That council receive and note the report

Background/Summary

This month we will be welcomed Ms Audrey Deemal back to the Hopevale as our new Director of Social Services. Audrey has been away for some time working with Cape York Partnerships but she has now taken up employment with Council.

Also new to our ranks is Ms Pare Raupita who has taken over as our Aged Care manager. Pare is a highly experienced and qualified nurse who I am sure will now get our compliance issues up to standard and get some functionality back into our aged care centre.

The removal of horses from the town area has commenced. This will take some time as we don't intend to have a major muster. Mainly because we don't have the people or the resources to deal with that many horses. However, we can manage small groups of them at any one time. We also need to be aware of mixing up different stallion groups which could be problematic so at this stage steady as she goes with smaller groups. We caught 8 at the time of writing and thankfully they were identified by the owners and have now been removed from town by the owners and taken somewhere where they will be safe. We are happy to round them up but we want the owners to take responsible ownership of the horses and put them in fenced yards out of the town area. The horses will not be permitted to be kept in house yards and will need to be removed from town. Normanby station is prepared to consider taking some of the horses that aren't owned out to their property but I am hoping other people will claim the majority of the animals and take them to a preferred property where they can be properly looked after. If we can achieve this, it will be a huge step forward for the safety and cleanliness of the town.

The police constable, who has an interest in Horses has taken it upon herself to work with Council in establishing a registry of the horses that we impound to assist with establishing ownership and ensuring that there are no issues in the community about the horses. This will also work in Council's favour with the police assisting.

Last week saw the training of staff in our new cemetery recording software. This software will enable us to establish existing records of the cemetery, but it will also allow families to add information about their loved ones. At the time of burial, the passing will be registered into our system along with any certified information the family would like to include about the person. It means that you could add documents, or photos and then this information will be available to persons by accessing the information on our website if you so desire. Currently we need to reconcile our electronic records with the sites on the ground at the cemetery so that we know which gravesites we can use and some that aren't suitable that can be marked as unusable. Once we have that we will have a cemetery management system that will be equal to any others. Vonetta Ware will be in charge of the project and will manage applications etc when it becomes operational. Staff arranged a BBQ to introduce this to the community and show everyone how it works and what is available to them. It will also allow people to reserve a grave and I will propose to council that a fee be established for this reservation as it will restrict sites from being used over time..

The census happened Tuesday night, 11th August 2026. I put information out to the community to encourage participation in this as it benefits Hopevale on the basis of assessing our untied grant funding. It also assists with the Government working out where to invest money such as the staffing at the clinic or teachers at the school. It helps the government decide the planning of future needs if the population of a centre is showing growth and the rate of that growth would dictate the need for when to fund any infrastructure..

I have also been working on the narrative around litter collection. This is just to encourage people to collect litter or at the least teach the children not to litter. Keeping the Town clean is part of how we as a community present ourselves to the outside world and as the American General said - the standard you walk past is the standard you accept.

I have discussed an opportunity for me to take Annual leave with the Mayor and we have agreed for me to take time off from 8th October to possibly 30th October (3weeks approximately). Council's meeting is due to be held on 14th October 2026 the week prior and the LGAQ Conference is this year being held in Cairns from 19th to 21st October 2026, and I will be unavailable for these dates. I have spoken to the Manager, Capital Building Projects and he is prepared to act as the CEO for the Council meeting. I have not yet decided how to allocate the acting role but I believe the Manager for Capital Building projects may be appropriate for that as well.

Council is also experiencing extreme absenteeism across the organization. I have now implemented daily sign on to ascertain who is attending and who is not. Those without leave will be receiving a disciplinary letter as part of the Human Resource process. It is hoped that this will help people understand their obligations under the Code of Conduct. I have also held in house training sessions on Council Governance to help staff understand why we do what we do and how the operations of council are regulated by legislation. It explained the relationship between Council and the operational arm of Council and how there is a structure that governs our actions within that framework.

Budget and Resource Considerations

There is no budget implication

Action Options

No action is required.

Appointments and Meetings

Date	Description
14-Jul-26	Met with Dean Pradell - owner of the Cairns office building - to discuss securing the bottom floor if it becomes available.
20-Jul-26	ATSIP and RILIPO
20-Jul-26	Hopevale waste water meeting
20-Jul-26	Aged care staff meeting
21-Jul-26	HASC Strategic Mapping Session - Up North - /Gavin Williams QRA/
24-Jul-26	ATSIP and RILIPO Anna Mc Grath

Date	Description
27-Jul-26	Hopevale Action Plan
30-Jul-26	Webinar - Managing workplace Drug and Alcohol Risks.
31-Jul-26	Mr Bernhard Hart/Duanne Bowen/ Richie Bowen.
03-Aug-26	Government Frameworks - Software review
04-Aug-26	Telstra / CtGPF project - Water treatment plant
10-Aug-26	Cemetery Management Software Training
12-Aug-26	CtGap Refurb of After school care - Q Build
13-Aug-26	Governance Training for Supervisory Staff / FRC presentation
14-Aug-26	Wujal Wujal CEO - Opportunities to share resources.

Link to Operational Plan

5.1.1.1 Hold Monthly Meetings.

Consultation

N/a

Risk Assessment

☒ Low ☐ Medium ☐ High

Attach Supporting Agenda Materials

Reference Document

☐ Yes ☒ Not Applicable

Report Prepared by *

Lew Rojahn

Submitter Email *

lew.rojahn@hopevale.qld.gov.au

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info@hopevale.qld.gov.au 46 4855 820 13 www.hopevale.qld.gov.au

Report Authorised by

Decision

☒ Approve ☐ Reject

Signature

Lea Rojahn

Full Name

Hope Vale Support

Date

11-Aug-26

Comments, Questions and Rejections Notes

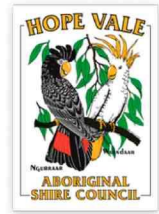
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Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *
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Add Comment

Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Chief Executive Officer's Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

12-Aug-26

Date item was requested

Agenda Item Subject *

Request for Assistance - St John's Lutheran Church

Item Reference Number

OM2026/08-003

Classification *

☐ Information ☒ Action ☐ Note ☐ Confidential

Details

Recommendation *

That council provide the following assistance to St John's Lutheran Church:-

- Provide a letter of Support for the church when required, to access funds from WACCCA
- Provide access to Council's social media to distribute notices etc.
- provide a \$2000 donation to support the Church activities.

Background/Summary

Pastor David Spanagel has requested assistance from Council as follows:

1. Financial Support through WACCCA (provide a letter of support)
2. To review Service Utility Charges
3. To Review the Church/Block/Manse
4. To review access concerns around the mango trees and removal of trees where identified.
5. Council to support church announcements through social media channels/events radio.
6. Structural repairs however, Diatreme have supported them and there are no current issues (Repairs to windows/Replace Fans/ fix lights)

Council is able to provide a letter of support to WACCCA on their behalf for funding and provide access to Social media and radio.

I do not recommend to Council to waive the utility charges as this charge is representative of the cost of supplying the services.

Budget and Resource Considerations

Outstanding monies for utility charges - \$39796.17 (this is inclusive of the Church/Thiele Street and Shop.)

Council is able to provide assistance by way of donation through the Donations and Sponsorship policy.

In relation to the Mango trees, they wish to remove 6 trees. At a minimum this could cost \$3000 per tree equating to \$18 000 of unplanned expenditure from the budget.

They're are also requesting Council to provide a legal access to the CHSP. Currently there is no legal access to the CHSP across the church Grounds. This was raised with Council previously and at the time it was decided to leave the matter lie.

The Church is also seeking legal interpretation of their title to the land that the church and manse is on and if the manse is actually part of that church land. - I will arrange a land title search for this.

They also are requesting a driveway be constructed in the existing drain area. I would recommend against this as it would negate the existing infrastructure and may create further future issues with flow of water in that area.

Diatreme have undertaken the Building repairs and Council is not required to contribute for this.

Action Options

Provide a letter of support to the church to access funding through WACCCA

Provide access to council's Social media and Radio

Appointments and Meetings

Date	Description

Link to Operational Plan

There is no direct link to the Operational plan. However, Council does provide for donations and assistance to community groups.

Consultation

Pastor David Spanagel

Mayor Gibson

Kieran Eustice

Vonetta Ware

Risk Assessment

☐ Low ☒ Medium ☐ High

Attach Supporting Agenda Materials

doc00699020260804152731.pdf

291.69KB

Reference Document

☐ Yes ☒ Not Applicable

Report Prepared by *

Lew Rojahn

Submitter Email *

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info@hopevale.qld.gov.au 46 4855 820 13 www.hopevale.qld.gov.au

Report Authorised by

Decision

☒ Approve ☐ Reject

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

11-Aug-26

Comments, Questions and Rejections Notes

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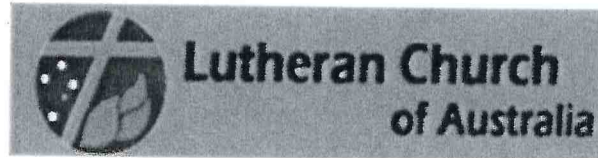
Commentors Name *

Choose Type of Comment *

Enter your Comment, Question or Reason For Rejection Note here *

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Add Comment



St John's Lutheran Church
Hope Vale 4895 Q.
ABN 16211687840

Hopevale Shire Council

Attn: Mayor, Bruce Gibson and CEO, Lew Rojahn

28th July 2027

Dear Mayor/Lew,

We thank you for the opportunity to meet with the Council to discuss how Council and the Lutheran Church can collaborate and work together.

The needs, current work or support needed are:

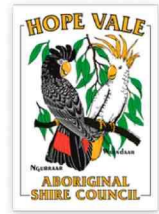
- Financial support through WACCCA
 - To have a review of Utility charges
 - To have a review of Church/block/Manse
 - To have a review of access concerns around the Mango trees and removal of trees where identified
 - Council to support Church announcements through social media channels/events and radio
- Structural donation to Church repairs includes the below; however Diatreme have supported us with some of this work. If there are outstanding issues we will advise.
 - Repairs to broken windows
 - Replace fans
 - Fix Lights

We look forward to your response and a way forward with a number of these requests.

Kind Regards

St John's Hope Vale Church Council
Pastor David Spanagel
Church Committee Chair, Esma Bowen

Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Chief Executive Officer's Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

12-Aug-26

Date item was requested

Agenda Item Subject *

2026-27 Maintenance and upgrade works - Qbuild.

Item Reference Number

OM2026/08-004

Classification *

Information



Action



Note



Confidential

Details

Recommendation *

That council receive and note the report

Background/Summary

The department has advised that it remains committed to working with councils to maintain social housing properties to acceptable standards and acknowledges Council's ongoing commitment to the partnered delivery of social housing maintenance and upgrades in Hope Vale. The Maintenance Agreement between Council and QBuild, supported by the governance and escalation processes in place with Housing and QBuild, provides a strong framework for delivery of social housing property services to community.

2026-27 Upgrades Program

The allocation for the 2026-27 Upgrades Program for social housing in the Hope Vale community is \$1,991,935, noting delivery expenditure on upgrades of \$2,824,402 in 2025-26.

The program includes 2025-26 upgrade projects that were in progress or not commenced by 30 June 2026, as well as projects to be quoted for 2026-27.

Please refer to the attached spreadsheet, which lists:

17 projects in progress or not commenced by 30 June 2026 (See Building Managers Comments below)

6 projects to be quoted

The department will now seek a suitable time for QBuild, Housing and Council to plan delivery of the attached 2026-27 program.

2026-27 Maintenance Program

For 2025-26, funding of \$3,265,780 was allocated for maintenance delivery for social housing dwellings in Hope Vale, with additional support of \$266,162 provided by the department covering the completion of 1323 maintenance work orders.

As you can see, an additional commitment was made from the department to support the Hope Vale community, which is why we are acting to prioritise emergency and essential maintenance.

I am pleased to advise the commencing allocation for the 2026-27 Maintenance Program for social housing in Hope Vale is \$3,869,194 which is a further 18% (\$603,414) uplift on the 2025-26 budget.

Emergency and essential maintenance work continues to be our priority for delivery to keep social housing homes safe and secure, and QBuild is progressing work orders for emergency essential maintenance on social housing properties in your community.

The department will continue to work with Council as a critical delivery partner with significant action required by all parties to strengthen delivery strategies that support efficient, cost-effective maintenance outcomes in alignment with approved budgets. Hope Vale Aboriginal Shire Council is currently allocated around 97% of all maintenance works, so your engagement in this process will be vital.

Programming of internal and/or external repainting for identified properties will continue to be considered for inclusion in upgrade projects to achieve more efficient and cost-effective delivery outcomes.

The department appreciates your ongoing partnership and the essential role your Council has in the delivery of maintenance and upgrades works to social housing in the Hope Vale community, and in supporting communication about social housing property services in your community.

I then requested our building manager to comment on this advice and he provided the following:-

*That is a very disappointing forecast for **Building Upgrades** and it is even misleading to a degree.*

Building Upgrade Program

In 2025-26 - completed \$2.8mil of work

*In 2026-27 - **reduced by \$832k** to just under \$2mil.*

Forecast 2026-27

The forecast data contained what are now inaccuracies regarding active and pending projects :

- . **Active Projects:** Of the 17 projects cited as in progress or uncommenced:*
 - o **10 projects** are already **fully completed**.*
 - o **1 project** is on track for **completion within the next two weeks**.*
 - o Only **3 projects** remain genuinely active or as yet to be started (1 of those housing cant get the tenant out and this has been going on for 4 months)*
 - o **3 projects** of which have quoted but we have not as yet received approval*
 - o Pending Quotes: The forecast cited 6 projects requiring quotes.*
 - o Of the said 6 to be quoted – we have already quoted 4*
 - o Only **2 projects** actually require quoting and we have not as yet received a request or a scope etc*

So, in summary for 2026-27 we will potentially have only 12 projects to undertake and most of those will be relatively minor works.

This report is for information only. We are unable to influence the amount provided. We can only hope that they will review half way through the year.

In the interim, Council does have a lot of repairs to undertake on Council buildings and we are heading towards the provision of staff accommodation so we should be able to allocate sufficient work to the tradespeople that we currently have working for us.

Budget and Resource Considerations

This will obviously affect our budget by influencing our profit that we make from Qbuild. However this amount will not be clear until we approach the end of the year.

Action Options

No Action required

Appointments and Meetings

Date	Description

Link to Operational Plan

1-2.2 Safe culturally appropriate housing

Consultation

Tony Mouritz

Onesimo Mukodi

Risk Assessment

☐ Low ☒ Medium ☐ High

Attach Supporting Agenda Materials

Reference Document

☐ Yes ☒ Not Applicable

Report Prepared by *

Lew Rojahn

Submitter Email *

lew.rojahn@hopevale.qld.gov.au

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info@hopevale.qld.gov.au 46 4855 820 13 www.hopevale.qld.gov.au

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Report Authorised by

Decision

☒ **Approve** ☐ **Reject**

Signature

Lea Rojahn

Full Name

Hope Vale Support

Date

11-Aug-26

Comments, Questions and Rejections Notes

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Commentors Name *

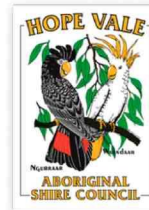
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Add Comment

Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Chief Executive Officer's Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

12-Aug-26

Date item was requested

Agenda Item Subject *

Linton Enoch - Healthy Living Murals project - Hopevale Engagement and meeting

Item Reference Number

OM2026/08-005

Classification *

☐ Information ☒ Action ☐ Note ☐ Confidential

Details

Recommendation *

That council receive and note the report and the matter be delegated to the Mayor and CEO to meet with Mr Enoch, establish the extent of the project and make the appropriate decision on Council's behalf.

Background/Summary

The Healthy Living Murals project is a community-led arts engagement initiative delivered by Apunipima Cape York Health Council through the Tackling Indigenous Smoking program. The project aims to promote healthy living, smoke-free and vape-free messages, physical activity, and community wellbeing through culturally relevant mural in highly visible public space.

The project will involve community consultation, yarning, design workshops, local artist engagement, and input from community members, Elders, young people, cultural advisors, and key stakeholders. This will help ensure the mural design reflects local stories, culture, language, and health priorities in a respectful and meaningful way.

Key project goals include:

- Promoting accessible health messages that support smoke-free, vape-free, active, and healthy lifestyles.
- Supporting community ownership by involving local people in the design, messaging, and painting process.
- Celebrating local culture through artwork that reflects traditions, stories, language, and cultural symbolism.
- Installing mural in a key public location to reach community members and visitors.

As part of the early engagement for this project, a Healthy Living Murals workshop was held on **Tuesday, 4 August** at the **Apunipima Wellbeing Centre** from **10am – 12pm**. The workshop provided an opportunity to introduce the project, gather local ideas, and begin conversations about potential mural themes, messages, and suitable locations within Hope Vale.

Mr Enoch would appreciate the opportunity to meet with Council to discuss the project in more detail, including Council's views on appropriate locations, community engagement, cultural approval processes, and any local considerations that should guide the project.

He is requesting a suitable time to meet with Council (or Council representatives)

Council needs to ascertain what images are going to be portrayed as this will reflect of the image of the whole town eg images of people smoking etc should ne be encouraged regardless of context. Also, does Council want this type of mural on Buildings or something with a more local cultural look portraying local totems or similar

Budget and Resource Considerations

No request for financial support has been received

Action Options

That the Mayor and Ceo meet with Mr Enoch to further ascertain the extent of the project and advise of Council thoughts on the project.

Appointments and Meetings

Date	Description

Link to Operational Plan

2-2.2 Youth and Families Advocate for targeted programmes for early childhood development.

Consultation

N/a

Risk Assessment

☒ Low ☐ Medium ☐ High

Attach Supporting Agenda Materials

doc00702120260811110245.pdf

820.75KB

Reference Document

☐ Yes ☐ Not Applicable

Report Prepared by *

Lew Rojahn

Submitter Email *

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Decision

☒ **Approve** ☐ **Reject**

Signature

Lea Rojahn

Full Name

Hope Vale Support

Date

11-Aug-26

Comments, Questions and Rejections Notes

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Commentors Name *

Choose Type of Comment *

Enter your Comment, Question or Reason For Rejection Note here *

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Add Comment

Lew Rojahn

From: Linton Enoch <linton.enoch@apunipima.org.au>
Sent: Monday, August 3, 2026 3:13 PM
To: Lew Rojahn; Mayor Bruce Gibson
Cc: Kaitlyn Mclean
Subject: Healthy Living Murals Project – Hope Vale Engagement and Meeting Request

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Chief Executive Officer and Mayor,

I am writing to provide an overview of the Healthy Living Murals project and to seek an opportunity to meet with Hope Vale Aboriginal Shire Council to discuss the project further. I believe Kaitlyn has passed on some of this information to you.

The Healthy Living Murals project is a community-led arts engagement initiative delivered by Apunipima Cape York Health Council through the Tackling Indigenous Smoking program. The project aims to promote healthy living, smoke-free and vape-free messages, physical activity, and community wellbeing through culturally relevant mural in highly visible public space.

The project will involve community consultation, yarning, design workshops, local artist engagement, and input from community members, Elders, young people, cultural advisors, and key stakeholders. This will help ensure the mural design reflects local stories, culture, language, and health priorities in a respectful and meaningful way.

Key project goals include:

- Promoting accessible health messages that support smoke-free, vape-free, active, and healthy lifestyles.
- Supporting community ownership by involving local people in the design, messaging, and painting process.
- Celebrating local culture through artwork that reflects traditions, stories, language, and cultural symbolism.
- Installing mural in a key public location to reach community members and visitors.

As part of the early engagement for this project, I will be hosting a Healthy Living Murals workshop on **Tuesday, 4 August** at the **Apunipima Wellbeing Centre** from **10am – 12pm**. The workshop will provide an opportunity to introduce the project, gather local ideas, and begin conversations about potential mural themes, messages, and suitable locations within Hope Vale.

I would appreciate the opportunity to meet with you to discuss the project in more detail, including Council's views on appropriate locations, community engagement, cultural approval processes, and any local considerations that should guide the project. Your guidance and support would be valuable in ensuring the project is delivered in a respectful, coordinated, and community-led way.

Please let me know if there is a suitable time to meet in person or teams online.

Thank you for your time and consideration. I look forward to working together to support a project that promotes healthy living and celebrates the strength, culture, and creativity of the Hope Vale community.

Kind regards,

Linton Enoch
Tackling Indigenous Smoking Project Officer
Apunipima Cape York Health Council



Mobile: 0428 653 321
Direct Ph:
Email: linton.enoch@apunipima.org.au
Website: www.apunipima.org.au
Street Address: 186 McCoombe Street, Bungalow QLD 4870
Postal Address: P.O. Box 12045, Westcourt QLD 4870

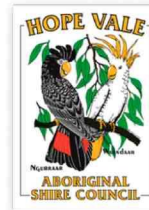


"Cape York communities own solutions to live long healthy lives, strengthening our culture and regaining our spirit"

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Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Finance Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

12-Aug-26

Date item was requested

Agenda Item Subject *

Finance Report

Item Reference Number

OM2026/08-010

Classification *

Information



Action



Note



Confidential

Details

Recommendation *

That council receive and note the Financial Report for July 2026

Background/Summary

That Council note that the financial statements for the year ended 30 June 2026 have not been finalised and that the figures in the report, particularly the Balance Sheet, are therefore preliminary .

Budget and Resource Considerations

The Financial report compares actual and budget for the month of July 2026

Action Options

Appointments and Meetings

Date	Description

Link to Operational Plan**Consultation****Risk Assessment**

Low



Medium



High

Attach Supporting Agenda Materials

Reference Document

☐ Yes ☒ **Not Applicable**

Report Prepared by *

Micah Nkiwane

Submitter Email *

micah.nkiwane@hopevale.qld.gov.au

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Decision

☒ **Approve** ☐ **Reject**

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

12-Aug-26

Comments, Questions and Rejections Notes

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

Commentors Name *

Choose Type of Comment *

Enter your Comment, Question or Reason For Rejection Note here *

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

Add Comment

HOPE VALE



NGURRAAR

ABORIGINAL SHIRE COUNCIL

DOPE VALE



BORIGINAL RE COUNCIL

Agenda

1. Council's Finances
2. Financial Performance
3. Profit and Loss 01/07/2026 to 31/07/2026
4. Profit and Loss compared to same period last year
5. Main Sources of Income
6. Expenditure Distribution
7. Financial Position
8. Balance Sheet Statement
9. Cash at Bank
10. Cashflow Forecast
11. Restricted versus Unrestricted Cash Position
12. Aged Receivables
13. Aged Payables
14. Sustainability Ratios

Financial Performance

Profit and Loss

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

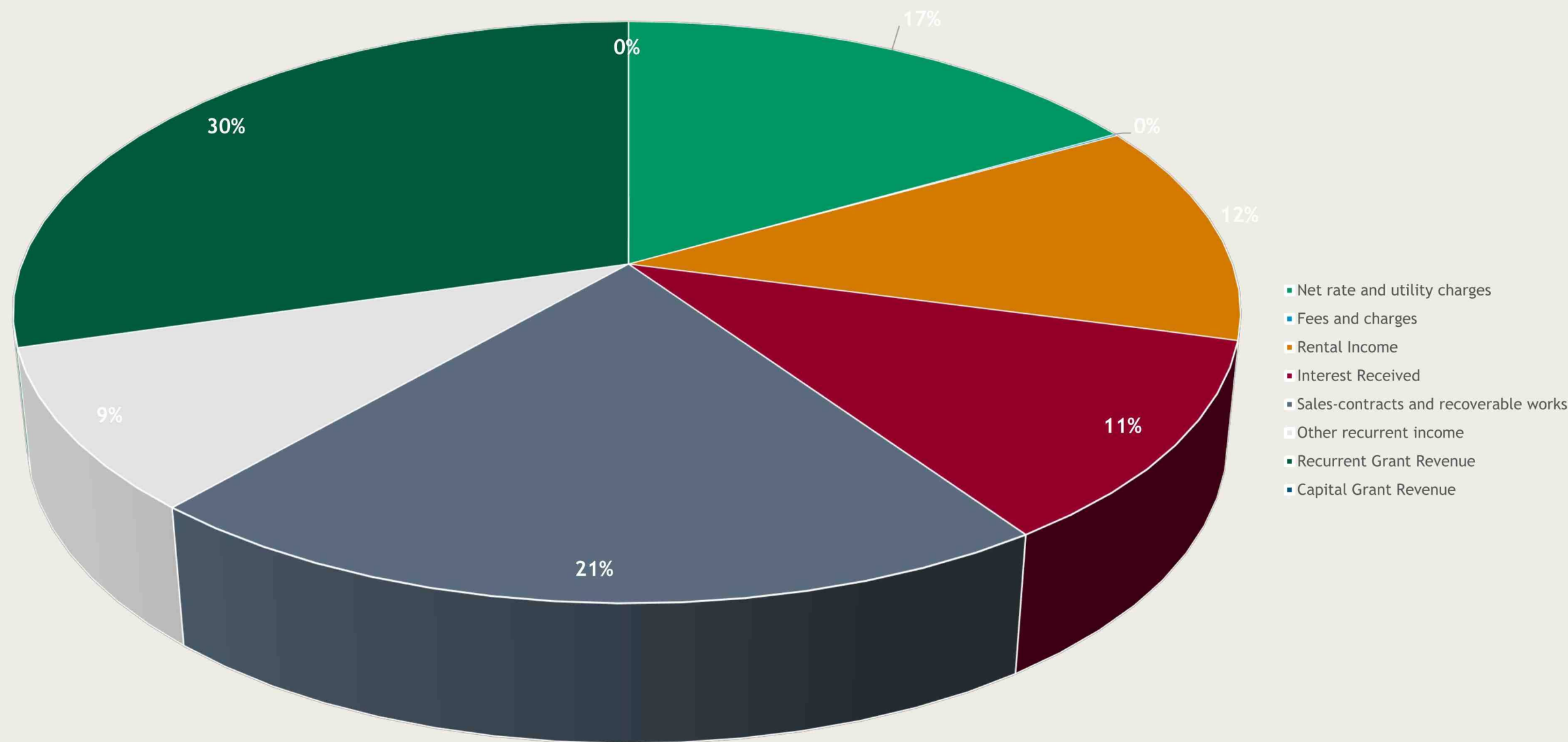
Description	July Actual	July Budget	Month Variance		Comments
Recurrent Revenue					
Net rate and utility charges	354,184	115,120	239,063	239,063	instructed by annual utility charges-\$267,344 and rates on 40 year lease-\$65,518
Fees and charges	2,093	16,863	-14,769	-14,769	Ahead of budget instructed by early invoicing
Rental income	261,713	19,644	242,069	242,069	instructed by meeting room hire
Interest received	239,065	180,004	59,061	59,061	underbudgeted to anticipate Council capital contributions
Other recurrent income	191,182	180,004	11,178	11,178	Instructed by Medicare and Rodeo revenue
Sales - contract and recoverable works	444,046	354,965	89,081	89,081	Qbuild -\$285,000 and ATSI Housing \$184,758 and Upgrades \$181,041
Grants, subsidies, contributions and donations	626,171	1,033,390	-407,219	-407,219	IEI \$375,522 Child Care \$186,830 Animal Mgt \$53,487. FA Grant received in June 2026
Total Recurrent Revenue	2,118,454	1,899,990	218,464	218,464	Above budget for the month
Capital Revenue					
Grants, subsidies, contributions and donations	0	3,889,648	-2,079,282	-3,889,648	Year end not finalised and capital grants not received
Total Capital Revenue	0	3,889,648	-2,079,282	-3,889,648	
Total Income	2,118,454	5,789,638	-1,860,818	-3,671,184	Behind budget
Recurrent Expenses					
Employee benefits	-425,986	-668,912	269,701	242,927	Behind budget
Materials and services	-649,181	-1,124,467	440,175	475,287	Behind budget-instructed by capital spend
Finance costs	-6,269	-4,208	-2,060	-2,060	
Depreciation and amortisation	-447,218	-453,305	6,087	6,087	
Total Recurrent Expenses	-1,528,653	-2,250,893	713,904	722,240	Behind budget
Total Expenses	-1,528,653	-2,250,893	713,904	722,240	Behind budget
Net Result Attributable to Council	589,801	3,538,744	-1,146,914	-2,948,944	Behind budget

Profit and Loss

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

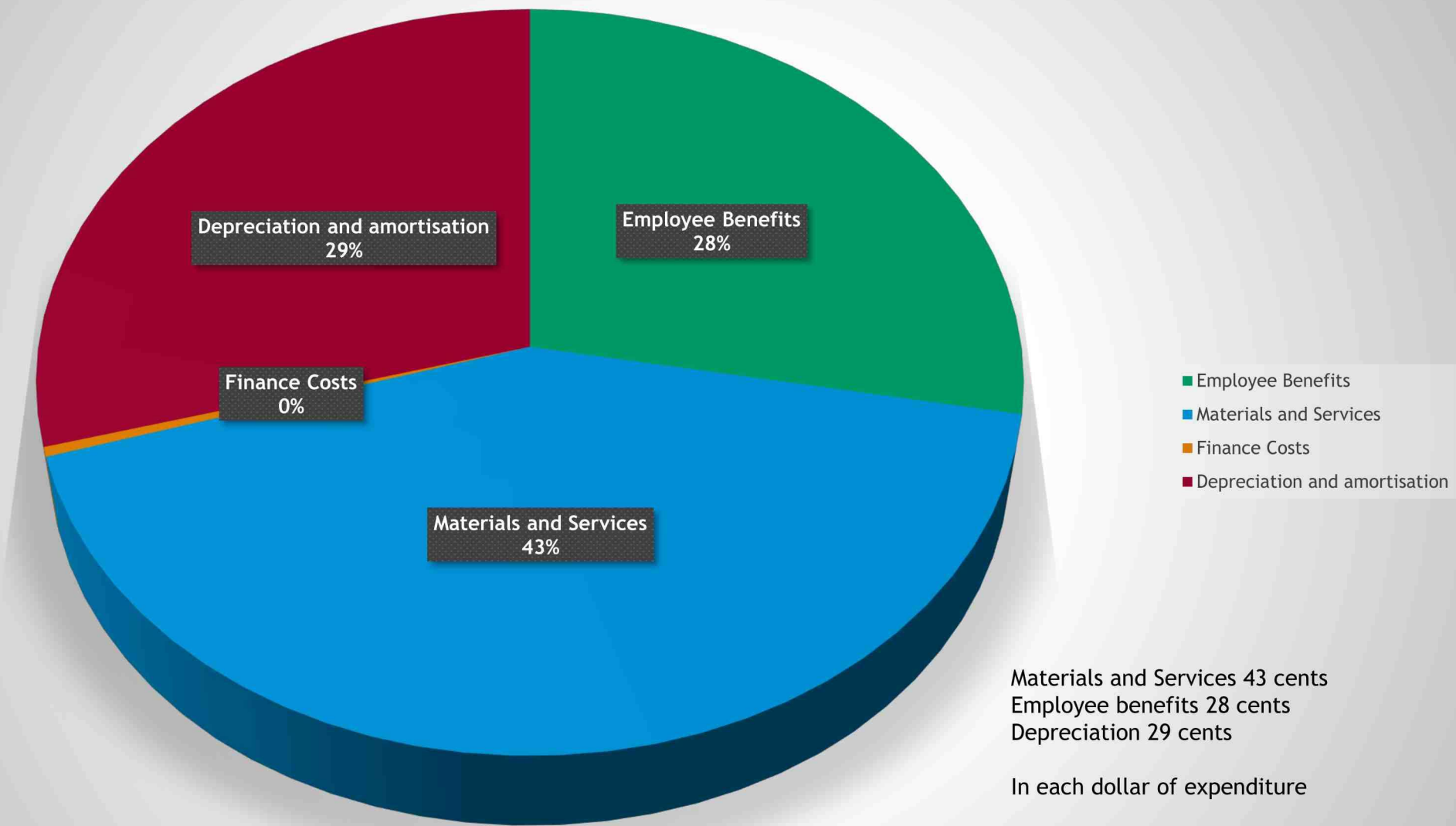
	To 30 July 2026	To 30 July 2025	To 30 July 2024	To 30 July 2023	To 30 July 2022
Revenue					
Recurrent Revenue	2,118,454	4,210,156	4,193,951	1,370,805	1,248,782
Capital Revenue	0	0	175,982	0	722,980
Total Income	2,118,454	4,210,156	4,369,933	1,597,517	1,971,763
Expenses					
Recurrent Expenses	1,528,653	942,364	1,518,143	1,343,302	1,233,596
Total Expenses	1,528,653	942,364	1,518,143	1,343,302	1,233,596
Net Income	589,801	3,267,792	2,851,789	254,215	738,166

Main Sources of Council Income-**Preliminary**



Expenditure

Main Sources of Council Expenditure-Preliminary



Employee Benefits	425,986
Materials and Services	649,181
Finance Costs	6,269
Depreciation and amortisation	447,218
Total	1,528,654

This reflects the cost structure of Council

Financial Position

Assets

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

Preliminary

	This Report \$	Last Report \$	Shift \$
Assets			
Current Assets			
Cash and Cash Equivalents	66,291,329	65,452,227	839,102
Trade and Other Receivables	2,803,827	2,505,581	298,246
Inventories	668	668	-
Other Assets	362.87	362.87	-
Total Current Assets	69,096,187	67,958,841	1,137,346
Non-Current Assets			
Trade and Other Receivables	17,832,635	19,698,662	-1,866,027
Right of Use Assets	432,329	432,329	-
Property, Plant and Equipment	96,311,275	96,758,493	(447,218)
Capital Works in Progress	5,319,090	5,299,234	19,856
Total Non-Current Assets	119,895,331	122,188,719	(2,293,388)
Total Assets	188,991,519	190,147,560	1,156,041

Liabilities

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

	This Report \$	Last Report \$	Shift \$
Liabilities			
Current Liabilities			
Trade and Other Payables	704,788	1,284,123	579,335
Provisions	192,856	192,317	539
Lease Liability Current	1,803,450	1,803,450	-
Total Current Liabilities	2,701,095	3,279,890	578,795
Non-Current Liabilities			
Trade and Other Payables	3,124	3,124	-
Provisions	276,875	273,378	3,497
Lease Liability Non-Current	371,951	371,951	-
Total Non-Current Liabilities	651,950	648,454	3,497
Total Liabilities	3,353,045	3,928,344	575,299
Net Assets	185,638,473	186,219,215	580,742

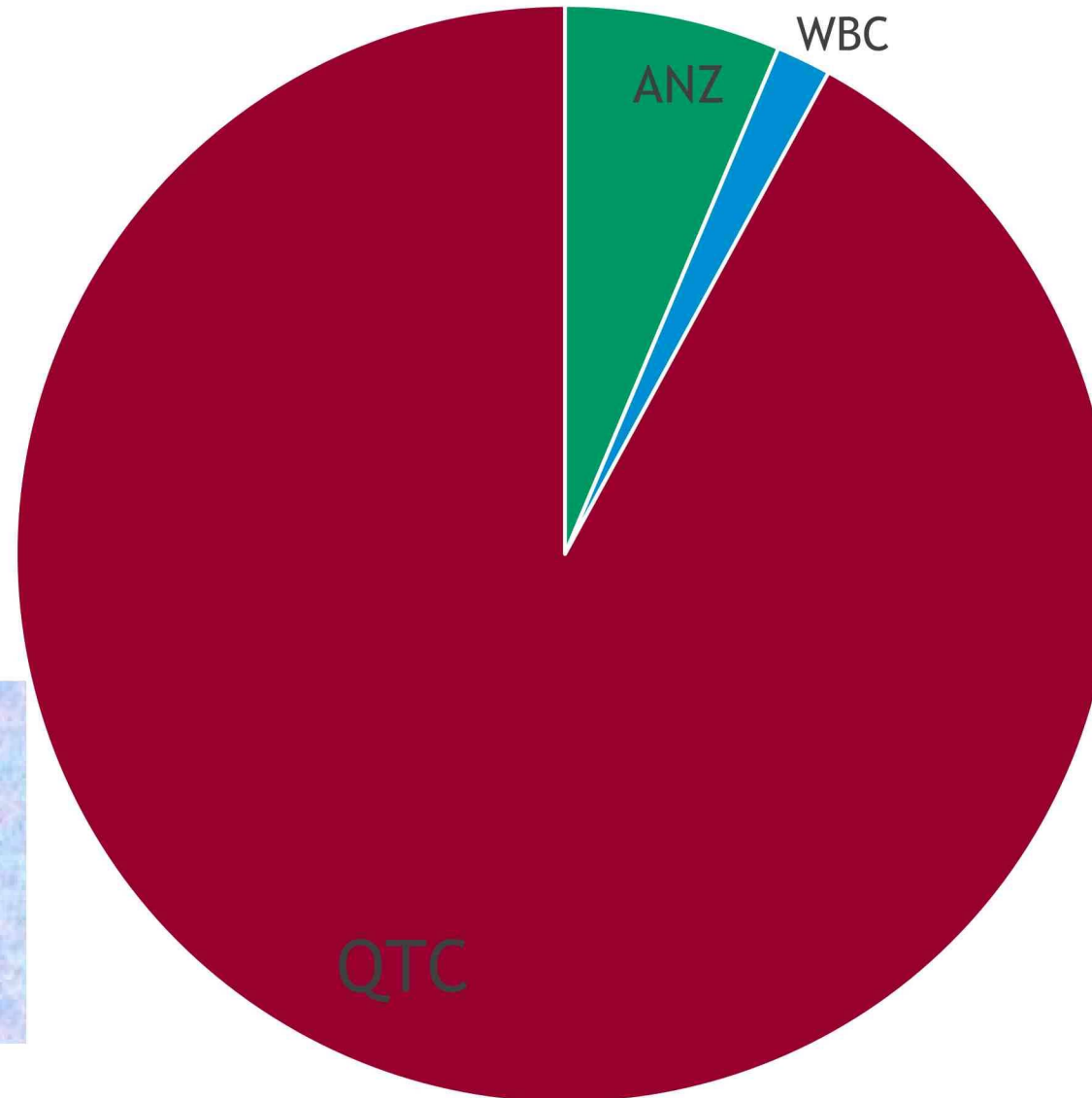
Cash at bank-as at 31 JULY 2026

Council banking is
with three banks

Westpac Banking
Corporation-the main
account
\$1,070,467.24
(\$1,568,281.40)

Total Cash Available

\$66,263,704.93
(\$65,316,962.64)



Australia and New Zealand Banking
Group-two funding accounts

\$4,211,220.96
(\$4,005,708.81)

Queensland Treasury Corporation-
two high interest accounts

\$60,982,016.73
(\$59,742,972.43)

Hope Vale ABORIGINAL SHIRE COUNCIL

Statement of Cash Flows

For the year ended 30 June 2027

	July Actual	August Budget	Sept Budget	1st Quarter Budget
Cash inflows :				
Recurrent Revenue				
Rates, Levies and Charges	8,601	115,120	115,120	238,841
Fees and Charges	325,950	16,863	16,863	359,675
Sales Revenue	639,847	354,965	354,965	1,349,776
Grants, subsidies, contributions and donations - recurrent	1,576,665	12,400,677	12,400,677	26,378,019
Total Recurrent Revenues	2,551,062	12,887,625	12,887,625	28,326,311
Rental and other incomes				
Rental income	5,017	19,644	19,644	44,305
Interest received	-			-
Other income	56,739	10,417	10,417	77,573
Total Rental and other incomes	61,756	30,061	30,061	121,878
Total Cash Inflows	2,612,818	12,917,685	12,917,685	28,448,189
Cash Outflows				
Recurrent Expenses				-
Employee benefits	524,142	668,912	668,912	1,861,967
Materials and services	1,666,023	1,124,467	1,124,467	3,914,958
Finance costs	-	4,208	4,208	8,417
Other expense	-			-
Total Recurrent Expenses	2,190,166	1,797,588	1,797,588	5,785,342
Total Cash Outflows	2,190,166	1,797,588	1,797,588	5,785,342
Other Unrestricted Cash Flow Movements				
Other Unrestricted Cash Flow Movements	239,044	180,004	180,004	599,053
Total Other Unrestricted Cash Flow Movements	239,044	180,004	180,004	599,053
				-
Unrestricted Cash at Beginning of Month	60,852,473	61,591,798	72,711,895	60,852,473
Cash movement for Month	739,325	11,120,097	11,120,097	22,979,520
Unrestricted Cash at End of Month	61,591,798	72,711,895	83,831,993	83,831,993
Capital Cash Flow Forecast				-
Capital movements				-
Grants, and subsidies (Capital)				-
Capital revenue		3,889,648	3,889,648	7,779,296
Capital expenses		234,033	234,033	468,065
Restricted Cash at Start of Month	4,464,490	4,671,907	8,327,522	4,464,490
Net Restricted Cash movement for Month	207,417	3,655,615	3,655,615	7,518,648
Restricted Cash at End of Month	4,671,907	8,327,522	11,983,137	11,983,137
	-	-	-	-
Total Cash Balance Forecast	-	-	-	-
Total Cash at End of Month	66,263,705	81,039,417	95,815,130	95,815,130

Restricted v Unrestricted Cash Position

Restricted and Unrestricted Cash as at 31 July 2026

	Funding Type	\$
Restricted Grant Funding	Capital	6,671,006
	Recurrent	427,724
	Total	7,098,730

Balance of Unrestricted Cash

58,218,231.81

Aged Receivables

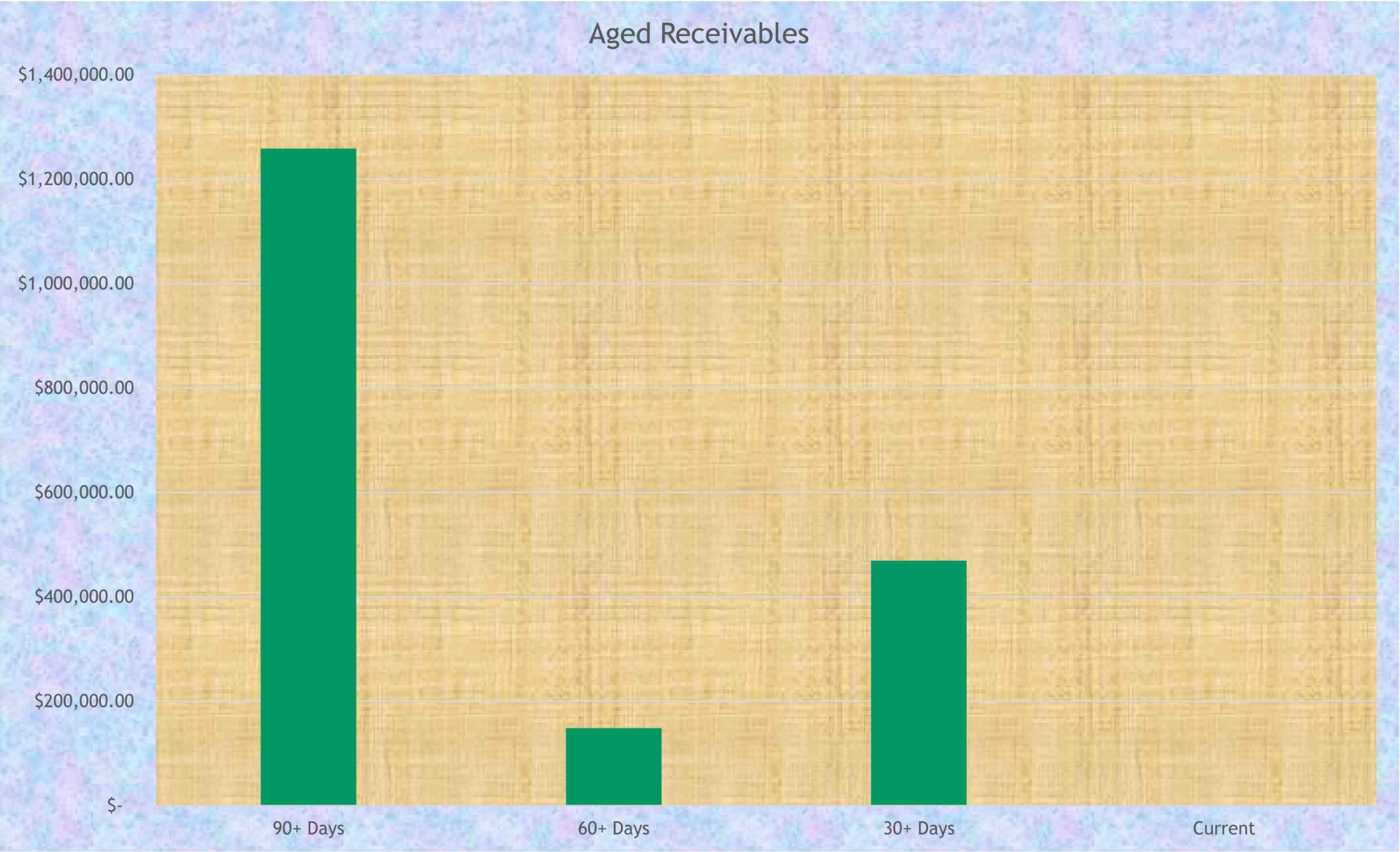
Who owes us money

Key Notes

**Total Balance as at
31 July 2026
\$1,876,719.87**

Over 90 days has a
risk of non collection

Note: Mostly child-
care fees and lease
fees



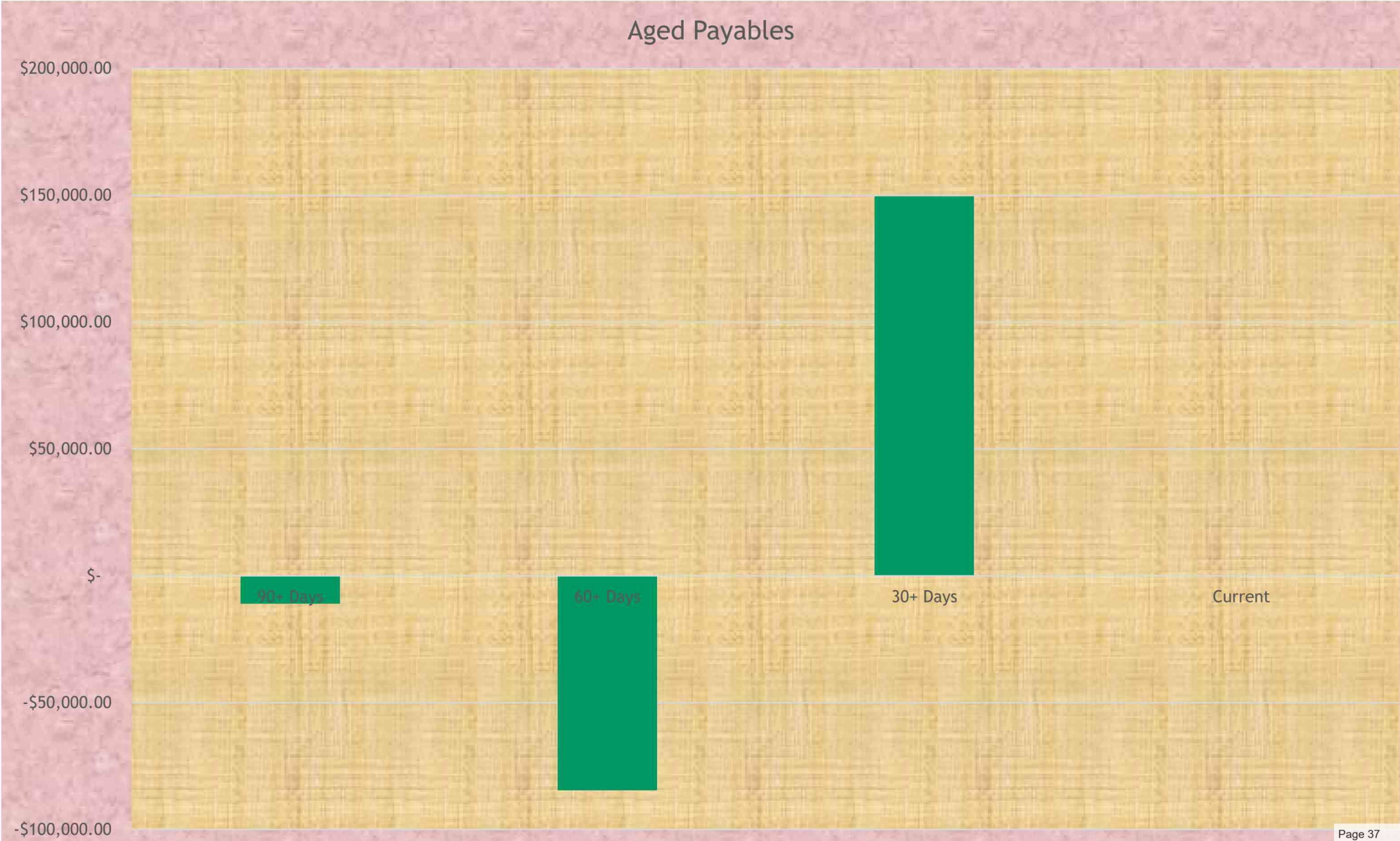
Aged Payables

Who we owe money to

Total Balance as at
31 July 2026

\$54,098.43

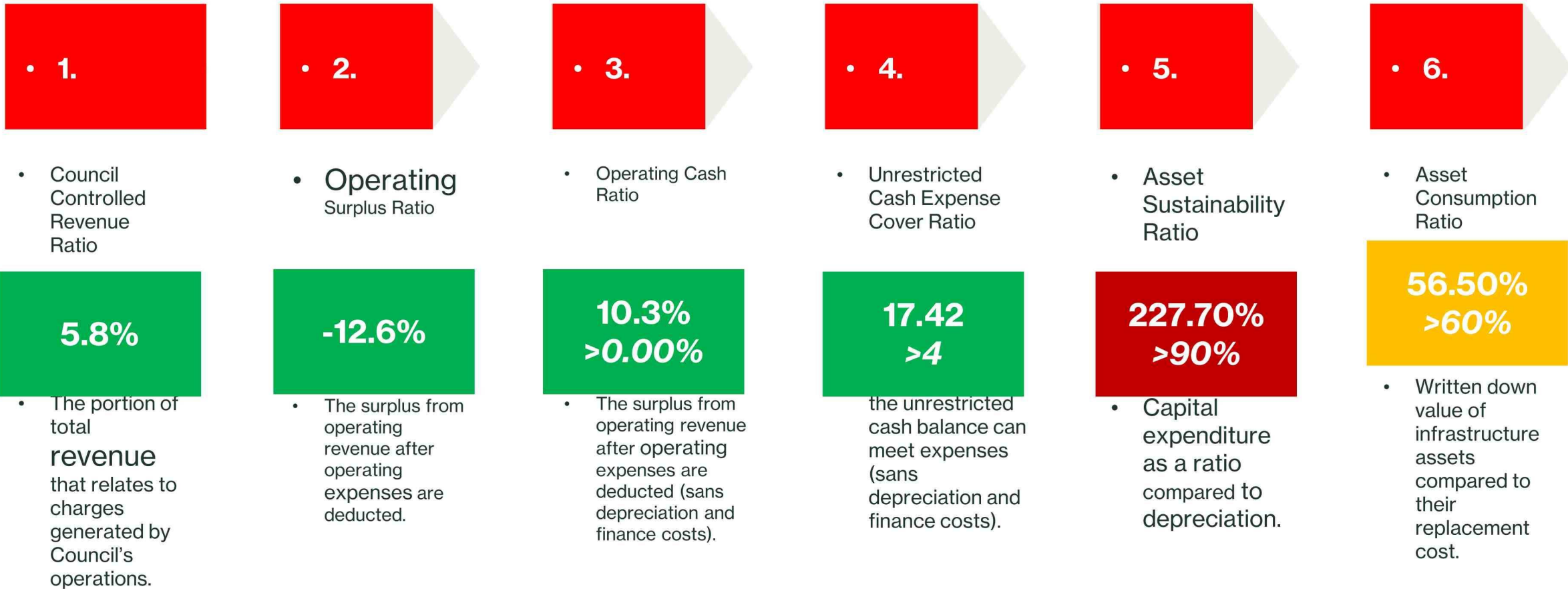
We are giving
more credit to
the commercial
community more
than we are
receiving



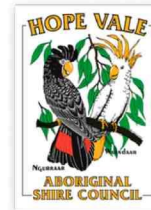
Sustainability Ratios

Sustainability Ratios-**Preliminary**

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



Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Finance Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

12-Aug-26

Date item was requested

Agenda Item Subject *

Annual Impairment Assessment and Recommendation for write off as per Council Resolution

Item Reference Number

OM2026/08-015

Classification *

☐ Information ☒ Action ☐ Note ☐ Confidential

Details

Recommendation *

That council receive and note the annual impairment assessment of debtors and the recommendation to write off specific debtors

Background/Summary

The accounting standard requires an annual assessment of the collectability (impairment) of debtors. We currently have a total of \$929,692.30 sitting in the 90 day plus period in the aging report. The assessment is that \$694,893.44 of that debt may not be paid. I am therefore providing for bad debts of \$694,893.44 in the statement of income and expenditure for the year ended 30 June 2026. I believe collectability is doubtful. The provision for bad debts is not the same as writing off debts. That authority is vested with Council.

The debt recommended for write-off is \$21,050.01 as per the spreadsheet attached.

Budget and Resource Considerations**Action Options**

I will provide for bad debts of \$694,893.44 as per accounting standard.

I will write off debts worth \$21,050.01 if I am authorised by Council. Council is not obliged to write off the whole amount and can change the amount to be written off.

Please note that external auditors will review the aged balance of debtors in their final audit and they will assess the reasonableness of the provision and bad debts to be written off. If we do not make a provision, they may make a qualified audit opinion.

Appointments and Meetings

Date	Description

Link to Operational Plan**Consultation**

Risk Assessment

☐ Low ☒ Medium ☐ High

Attach Supporting Agenda Materials

Debtors Aged Balances June 2026 Council.pdf

404.34KB

Reference Document

☐ Yes ☐ Not Applicable

Report Prepared by *

Micah Nkiwane

Submitter Email *

micah.nkiwane@hopevale.qld.gov.au

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info@hopevale.qld.gov.au 46 4855 820 13 www.hopevale.qld.gov.au

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Decision

☒ **Approve** ☐ **Reject**

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

12-Aug-26

Comments, Questions and Rejections Notes

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

Commentors Name *

Choose Type of Comment *

Enter your Comment, Question or Reason For Rejection Note here *

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

Add Comment

ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS
ABIGAIL	ABIGAIL BOWEN - CHILDCARE	4,223.31	
ADL001	Adllins Media Pty Ltd		
AGNESM	AGNES MCLEAN(DAYCARE FEES)		66.35
AGYP	Alliance of Gugu Yimithirr People	-1,114.00	
ALICE	ALICE WALKER (UTILITY CHARGES)	981.61	
ALICHA	ALICHA GIBSON (DAYCARE FEES)	1,385.06	
ALLWA	ALICE-LEE WALKER (CHILDCARE FEES)	-99.69	
AMP	AMBERLEE SMITH-PORT (CHILDCARE)	-1,195.29	
ANAYLOR	ALGON NAYLOR	630.00	
ANGELAM	ANGELA MCIVOR (DAYCARE FEES)	113.55	
ATENBOWE	ATENMALE BOWEN-COBUS (CHILDCARE FEE	-257.58	
AUSTWAD	WADE AUSTIN (CHILDCARE FEES)	12,045.07	
BALWEST	BALCARRA WEST (CHILDCARE FEES)		-33.71
BAMBH	HERMAN BAMBIE (UTILITY CHARGES)	1,369.69	
BAMH1	Herman Bambie (UTILITY CHARGES)		
BARP	PHILLIP BARU (UTILITY CHARGES)	7,256.37	
BASP	PADDY BASSANI (UTILITY CHARGES)	2,819.55	
BINTHI	BINTHI ABORIGINAL CORP	4,620.00	
BLIENT	TIFFANY DEERAL (DAYCARE FEES)	3,009.31	95.60
BOWEMEG	MEGAN BOWEN (UTILITY CHARGES)	13,976.95	
BOWJU	JUDY BOWEN (DAYCARE FEES)	-500.00	
BOWM1	MARCIA BOWEN (UTILITY CHARGES)	15,823.29	
BOWMAD	Madge Bowen (DOH RENT)	164.02	
BOWMAR	MARIAH BOWEN (CHILDCARE FEES)	1,674.90	
BOWN1	THEA BOWEN (UTILITY CHARGES)	4,105.20	
BOWRI	RICHARD & LILLIAN BOWEN (UTILITY CHARGE	5,536.59	
BRACKEN	BRACKENHURST CONCRETING (LEASE)	12,036.01	
BRIEWOI	BRIENNA WOIBO (DAYCARE FEES)	930.62	
BROOKDEE	BROOKLYN DEEMAL (CHILDCARE FEES)		-32.72
BUILD	QBUILD, DEPT OF HOUSING & PUBLIC WORKS	38,348.54	267,952.72
BUSHBES	BESENCE BUSH (CHILDCARE FEES)	563.75	
BUTCHER	HOPEVALE BUTCHER SHOP (LEASE)	0.02	
BUTCHER2	BRUCE BURNS / SHANE TOWNSEND	3,410.00	
BWB	BUUBU-GUJIN/WAARNTHURR-INN/BALNGGAR	0.40	
CAITBOW	CAITLYNN BOWEN (CHILDCARE FEES)	4,484.81	
CANDCOR	CANDICE CORBETT (CHILDCARE FEES)		280.00
CAPEYORK	CAPE YORK NATURAL RESOURCE MANAGEM	-109.80	
CARINA	CARINA NICHOLLS (CHILDCARE FEES)	401.00	
CEDRIC	CEDRIC MCIVOR (DOH RENT)	2,034.98	
CENTACAR	CENTACARE FNQ	330.00	
CENTRAL	CENTRAL HOUSING (LEASE)	4,251.11	
CHAGIB	CHANTEL GIBSON (DAYCARE FEES)	5,926.85	
CHAJ1	JOHN CHARLIE (UTILITY CHARGES)	539.49	
CHARMAIN	CHARMAINE HARRIGAN (DOH RENT)	1,877.67	
CHAVANNE	CHAVNANNE BOWEN		
CHERYL	CHERYL CANNON (UTILITY CHARGES)	13,153.29	
CHESTON	C.MCLEAN & S.CASSAR (UTILITY CHARGES)	14,003.29	
CHILDLAU	LAURA CHILD (DAYCARE FEES)	371.37	
CHRISSY	CHRISTINA KYLE (UTILITY CHARGES)	12,073.05	
CINDY	RONNIE & SELINA BOWEN (DAYCARE)	4,872.31	16.15
CLUDYATE	CLAUDIA YATES (CHILDCARE FEES)	276.38	
COATJ	JOYCE COATES (UTILITY CHARGES)	1,736.41	
COBB	BRIAN COBUS (UTILITY CHARGES)	6,485.59	
CONGRESS	HOPEVALE CONGRESS ABORIGINAL CORP Le	22,151.71	
CULT	CULTURAL CENTRE (UTILITY CHARGES)	4,251.11	
CYI2	CAPE YORK INSTITUTE		258.00
CYLC	Cape York Land Council	3,407.00	
CYLC1	CAPE YORK LAND COUNCIL		
CYS	CAPE YORK SOLUTIONS	1,551.78	
DARG	GRAHAM DARKAN (UTILITY CHARGES)	1,412.14	
ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS

DARGR	GRAHAM DARKAN (UTILITY CHARGES)	7,969.82	
DARKIN	MALCOLM DARKIN - CHILDCARE	14,239.60	323.00
DAV001	David Kempton MP		
DAYMARRA	DAYMARRA DEERAL (DAYCARE)	147.61	
DEEMAL L	LAUREN DEEMAL (DAYCARE FEES)		66.40
DEERG	GERTUDE DEERAL (UTILITY CHARGES)		
DEL	DELEECE BOWEN	930.00	
DETSI	CYPTRP - DETSI	3,697.00	
DEVON	DEVON BALLY (UTILITY CHARGES)	4,898.29	
DIA	DIATREME RESOURCES	287.50	
DIATREME	DIATREME RESOURCES LIMITED	19,907.15	
DOES	CYPTRP - DEPT OF ENVIROMENT&SCIENCE	1,276.00	
DOPC	DEPARTMENT OF THE PREMIER AND CABINE	3,465.00	
EILEEN	EILEEN HALL	465.00	
EILEENS	EILEEN STENNER (CHILDCARE FEES)	-166.15	
EJD	EMMA DEEMAL - CHILDCARE	194.30	
ELIGIB	ELIANA GIBSON (CHILDCARE FEES)	266.00	
EMILY	EMILY McGREEN (DAYCARE FEES)	2,557.43	
EMMY	E.MCGREEN & D.BOWEN (UTILITY CHARGES)	4,098.05	
EMPLO	DEPT OF EDUCATION, TRAINING & EMPLOYME		
FARZANA	FARZANA WOIBO (DAYCARE FEES)	26.00	
FAYLENE	FAYLENE MCGREEN (CHILDCARE FEES)	4,199.82	
FLIC	Clarence Flinders T/A Wurrima Torque Mec		
FRANCHES	FRANCHESCA HODGES (CHILDCARE FEES)	86.31	
FRANCINE	FRANCINE DEEMAL (DAYCARE)	9,539.00	1,939.63
FRC	FAMILY RESPONSIBILITIES COMMISSION(LEA	2,644.24	
G2GSA	GOOD TO GREAT SCHOOL AUSTRALIA	2,466.12	
GEORGIA G	GEORGIA GIBSON (DAYCARE)	808.55	
GIBI1	IRENE GIBSON (LEASE)	64,902.61	
GIBK	KAREN GIBSON (UTILITY CHARGES)	2,740.47	
GIBKATH	KATHY GIBSON	286.00	
GIBN1	NARELLE GIBSON (UTILITY CHARGES)	6,485.59	
GIBSOI	IVAN GIBSON (F'STORE)	-843.27	
GIBSOL	LES GIBSON (UTILITY CHARGES)	7,813.18	
GIBSONKA	KAREN GIBSON	443.00	
GLENIS	GLENIS WOIBO (DAYCARE)	95.55	
HARB	BERNARD HART (UTILITY CHARGES)	3,997.94	
HARJ	JASON HARRIGAN	325.00	
HAYLEY	HAYLEY FORD (DAYCARE FEES)	5.00	
HEALTHQ	QUEENSLAND HEALTH (UTILITIES)	40,442.25	
HEATHERC	HEATHER CANNON(DAYCARE FEES)	1,182.38	
HOPEFOU	HOPEVALE FOUNDATION (LEASE)	2,989.98	
HOUSEPUB	STATE QLD REPRESENTED BY DEPT OF HPW	0.18	
HOUSING	DEPARTMENT OF HOUSING & PUBLIC WORKS	3,640.12	
HVCON	HOPEVALE CONGRESS ABORIGINAL CORP	5,313.00	
HVFOUND	HOPE VALE FOUNDATION (PURCHASES)	2,877.00	
I&CAPE	ISLAND & CAPE RETAIL ENTERPRISES	509.05	1,947.00
IANMC	IAN MCLEAN (DAYCARE FEES)	-24.94	
IBALEASE	INDIGENOUS BUSINESS AUSTRALIA	4,323.09	
IDLU	INDIGENOUS DRIVER LICENSING UNIT		258.00
IRIS	MALAMBI UNDERWOOD (DAYCARE FEES)	1,842.00	
IVY VAN	IVY VANDERLEY (CHILDCARE FEES)	3,326.47	
JACKLGIB	JACKLYN GIBSON (DAYCARE FEES)	138.24	
JAMEKAT	KATHERINE JAMES (CHILD CARE)	426.00	
JANSEN	JANSEN BOWEN (UTILITY CHARGES)	13,823.29	
JARRETT	JARRETT GIBSON (UTILITY CHARGES)	772.69	
JASWILS	JASMINE WILSON (CHILDCARE FEES)		56.23
JAZ	JAZMYN BAMBIE (CHILDCARE FEES)	1,319.58	395.45
JKERR	JEMMA KERR (CHILDCARE FEES)	-3,634.28	-24.42
JONES	JONES LANG LASALLE	-8,196.56	
ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS
JUSTICE	Hopevale Thurrpiil Community Justice Gro	68,735.28	516.00
JUUNJUW	JUUNJUWARRA ABORIGINAL CORPORATION	1,592.53	

KAIT	KAITLYN MCLEAN (CHILDCARE FEE'S)	5,240.08	
KAMARE	KAMAREE COSTELLO (DAYCARE FEES)	5,694.78	
KAREN	KAREN GIBSON (DAYCARE FEES)	-25.00	
KARMAR	KARMAREE COSTELLO (DAYCARE FEES)	4,489.72	
KATHER	Katherine Grayson (DAYCARE FEES)	2,120.89	
KATWIV	KATE WIVELL (DAYCARE FEES)	693.23	
KELLY	KELLY ROSS-KULKA (CHILDCARE FEES)	3,000.00	
KHAND	KHANDRA STAFFORD (DAYCARE FEES)	273.26	
KINDER	CRECHE & KINDERGARTEN ASSOCIATION	-7,876.78	
KIRSTY	KIRSTY BOWEN (DAYCARE FEES)	2,355.06	
KULKASS	KASSY KULKA (CHILDCARE FEES)	229.32	
KURT	KURTIS GIBSON (CHILDCARE FEES)	5,178.89	
LATWOI	LATOIA WOIBO (DAYCARE FEES)	829.04	
LEILANI	LEILANI PORT (CHILDCARE FEES)	2,725.95	
LEOVANES	VANESSA LEO (DAYCARE FEES)	2,074.33	82.95
LILYROSE	LILY ROSENDALE (DAYCARE FEES)	1,645.67	21.75
LISABR	LISA BRODBECK (DAYCARE FEES)	-0.42	
LNONA	LARZARIA NONA (CHILDCARE FEES)	744.51	
LOLA	LOLA ROSENDALE (DAYCARE FEES)	323.00	
MABEL	SHERONA (MABEL) OLBAR (DAYCARE)	5,703.64	
MAGGIE	MAGGIE BOWEN (CHILDCARE FEES)	8,559.19	305.75
MAMBOW	MAMUNJI BOWEN (CHILDCARE FEES)	4,850.70	
MARCIA	MARCIA BOWEN (CHILDCARE FEES)	10,913.92	54.50
MARLA	MARLA GIBSON (DAYCARE)	3,353.04	
MARY	MARY KERR (CHILDCARE FEES)	-69.81	
MATERNIT	MATERNITY SERVICES	258.00	
MAUDE	MAUDE OLBAR (UTILITY CHARGES)	10,079.39	
MCGTI	TIM MCGREEN (UTILITY CHARGES)	11,833.77	
MICA	ALISON MICHAEL (UTILITY CHARGES)	-348.41	
MPDT	THE TREE SPECIALIST		
MPURCELL	MARIAH PURCELL - CHILDCARE	5,705.07	372.85
MYPATH	ENTERPRISE MANAGEMENT GROUP (LEASE)	539.17	
MYRA	MYRA FORD (DAYCARE FEES)	-181.42	
NATCHRI	NATALIA CHRISTIE (CHILDCARE FEES)	1,043.38	
NAYLORMA	MARY NAYLOR (DAYCARE FEES)	701.00	
NDIA	NDIA - NATIONAL DISABILITY INSURANCE AG		48,201.62
NIAA	NATIONAL INDIGENOUS AUSTRALIANS AGEN	-2,424.51	
NORMANBY	NORMANBY COOPERATION	200.00	
OUR	OUR B8 N TACKLE (LEASE)	64,582.93	
PAMAF	PAMA FUTURES	-1,539.00	
PATHWAYS	MY PATHWAYS		516.00
PEAJ2	JUNE PEARSON	1,480.60	
PEAKACC	PEAK ACCOUNTING	1,782.86	
PEARMERI	MERINDI PEARSON (CHILDCARE FEES)	474.54	
PEAW	WESLEY PEARSON (DOH RENT))	4,532.90	
PUBLIC	PUBLIC TRUSTEE OF QUEENSLAND	-131.00	
QPWS	QUEENSLAND PARKS & WILDLIFE SERVICE		258.00
RACHELLE	RACHELLE MCIVOR (LEASE)	106,588.83	
RAELINDA	RAELINDA WOIBO (UTILITY CHARGES)	1,787.37	
RENARTAB	RENARTA BULMER (DAYCARE FEES)	708.80	
REXLYN	REXLYN ASHWELL (DAYCARE FEES)	702.50	
RHONDELL	RHONDELL DOUGHBOY	929.00	
RICHARD	R.FORD & K.STAFFORD (UTILITY CHARGES)	3,297.52	
ROSEM	ROSEMARY OBERLEUTER (DAYCARE FEES)	264.07	
ROSIEB	ROSIE BAIRD (DAYCARE FEES)	3,688.02	
ROSSDELA	DELANKAH ROSS-HART (DAYCARE FEES)	811.00	
RYNARTA	RYNARTA BOUNGHI (DAYCARE)	-37.80	
SELWYN	SELWYN COBUS (DAYCARE FEES)	758.87	
ACCOUNT	DEBTOR NAME	90 DAYS	60 DAYS
SELWYNM	SELWYN MCIVOR (UTILITY CHARGES)	1,412.14	
SERVICES	SERVICES AUSTRALIA	5,071.00	
SHA001	Shane Alexander and Angela House		
SHANGRAY	SHANAYCIE GRAY (CHILDCARE FEES)		

SHANROSS	SHANIEKA ROSS (CHILDCARE FEES)	597.66	
SHANYAC	SHANNAYA CONNOLLY - CHILDCARE	5,222.81	
SIMONEM	SIMONE McGREEN (DAYCARE)	10,456.35	
SOUTH	SOUTH CAPE YORK CATCHMENTS INC	-701.00	
STENJAN	JANINE STENNER)CHILDCARE FEES)	-5,103.26	-12.60
STEPGIB	STEPHANIE GIBSON	286.00	
STJC	St Johns Lutheran Church (UTILITY CHARGE	30,859.17	
STOA	ALBERT STORCH (UTILITY CHARGE)	2,194.53	
SUSBALLY	SUSAN BALLY (CHILDCARE FEES)	89.18	
SWAE	ENID SWAIN (DAYCARE FEES)	3.30	
TALISHA	TALISHA ROSS (CHILDCARE FEES)	-2,692.51	
TCJG	HOPEVALE THURRPIL COMMUNITY JUSTICE	-50.00	
TELSTRA	TELSTRA CORPRORATION LIMITED	-472.23	
TERI	TERIAH PEARSON (DAYCARE FEES)	13,895.62	
THANIL	THANIL ABORIGINAL CORPORATION	-1,587.00	
THEAW	THEA WOIBO (CHILDCARE FEES)	108.29	
TIARA	TIARA DARKAN (CHILDCARE FEES)	76.00	
TIFFDEER	TIFFANY DEERAL	8.00	
TIMOTH	TIMOTHY ROSENDALE (DOH RENT)	2,945.50	
TORISTA	TORI STAFFORD (CHILDCARE FEES)		331.25
TORRES	TORRES & CAPE HOSPITAL & HEALTH SERVI	-23,331.92	
TYRA	TYRA GIBSON (CHILDCARE FEES)	554.36	
VANA	IVANA GIBSON (DAYCARE FEES)	838.49	
VANESA	VANESSA ROSENDALE (DAYCARE FEES)	1,288.27	
VANR	Vanessa Rosendale	2.00	
WARVONE	VONETTA WARE (CHILDCARE FEES)	932.23	
WHITE	KIRIANA WHITE (DAYCARE FEES)	324.96	
WILLIAM	W.COUTTS & J.KEPPLE (UTILITY CHARGES)	2,194.53	
WOIB1	BETTY WOIBO(DAYCARE FEES)	5.60	
WOIGLEN	GLENDA WOIBO (CHILDCARE FEES)	105.58	
WUNJUN	W.MCLEAN & C.BOWEN (UTILITY CHARGES)	12,177.79	
YULGUNJI	YULGUNJII INDIGENOUS CORPORATION (LEA	41,877.35	
TOTALS:		929,692.30	324,211.75

Annual Assessment of Impairment as per Ac

Provision for Doubtful Debts June 2026 \$ 694,893.44

Bad Debts Recommended for write off by C

BINTHI ABORIGINAL CORP	\$ 4,620.00
BRACKENHURST CONCRETING (LEASE)	\$ 12,036.01
DEPARTMENT OF THE PREMIER AND CABINET	\$ 3,465.00
RHONDELL DOUGHBOY	\$ 929.00
Total	\$ 21,050.01

30 DAYS	CURRENT	TOTAL
		4,223.31
	1,000.00	1,000.00
		66.35
		-1,114.00
		981.61
		1,385.06
		-99.69
-250.00	-200.00	-1,645.29
		630.00
		113.55
-58.02	408.66	93.06
		12,045.07
	28.45	-5.26
	-1,400.00	-30.31
	-50.00	-50.00
		7,256.37
		2,819.55
		4,620.00
	191.15	3,296.06
		13,976.95
		-500.00
		15,823.29
		164.02
	311.40	1,986.30
		4,105.20
		5,536.59
		12,036.01
		930.62
	183.14	150.42
	185,080.96	491,382.22
		563.75
		0.02
		3,410.00
		0.40
		4,484.81
	118.55	398.55
		-109.80
		401.00
		2,034.98
		330.00
		4,251.11
		5,926.85
		539.49
		1,877.67
	1,032.00	1,032.00
		13,153.29
		14,003.29
		371.37
		12,073.05
	892.39	5,780.85
		276.38
		1,736.41
		6,485.59
		22,151.71
		4,251.11
		258.00
	258.00	3,665.00
	1,587.00	1,587.00
		1,551.78
		1,412.14
30 DAYS	CURRENT	TOTAL

		7,969.82
	1,489.05	16,051.65
	500.00	500.00
		147.61
		66.40
	-128.04	-128.04
		930.00
		3,697.00
		4,898.29
		287.50
		19,907.15
		1,276.00
		3,465.00
		465.00
	611.50	445.35
		194.30
		266.00
		2,557.43
		4,098.05
	140,228.69	140,228.69
		26.00
		4,199.82
	19,650.11	19,650.11
		86.31
	4,162.78	15,641.41
		2,644.24
		2,466.12
		808.55
		64,902.61
		2,740.47
		286.00
		6,485.59
-29.01		-872.28
		7,813.18
		443.00
		95.55
		3,997.94
		325.00
		5.00
		40,442.25
		1,182.38
		2,989.98
		0.18
	20,957.89	24,598.01
1,789.00		7,102.00
	258.00	3,135.00
14,258.82		16,714.87
		-24.94
		4,323.09
		258.00
		1,842.00
		3,326.47
		138.24
		426.00
		13,823.29
	-100.00	672.69
		56.23
		1,715.03
-750.00	-159.47	-4,568.17
		-8,196.56
30 DAYS	CURRENT	TOTAL
	46,709.40	115,960.68
		1,592.53

-20.48	118.39	5,337.99
		5,694.78
		-25.00
		4,489.72
		2,120.89
		693.23
		3,000.00
		273.26
		-7,876.78
		2,355.06
		229.32
		5,178.89
		829.04
		2,725.95
-300.00	-217.05	1,640.23
		1,667.42
		-0.42
		744.51
		323.00
		5,703.64
		8,864.94
		4,850.70
	46.63	11,015.05
		3,353.04
		-69.81
		258.00
		10,079.39
		11,833.77
		-348.41
1,000.00		1,000.00
	177.00	6,254.92
		539.17
-300.00	-200.00	-681.42
		1,043.38
		701.00
		48,201.62
		-2,424.51
		200.00
		64,582.93
		-1,539.00
		516.00
		1,480.60
		1,782.86
-120.00	-23.42	331.12
		4,532.90
		-131.00
		258.00
		106,588.83
		1,787.37
		708.80
		702.50
		929.00
	-120.00	3,177.52
		264.07
		3,688.02
		811.00
		-37.80
		758.87

30 DAYS	CURRENT	TOTAL
		1,412.14
		5,071.00
	9,741.76	9,741.76
	573.30	573.30

		597.66
		5,222.81
		10,456.35
		-701.00
-500.00	-146.80	-5,762.66
		286.00
		30,859.17
		2,194.53
		89.18
		3.30
-300.00	-200.00	-3,192.51
		-50.00
	8,094.04	7,621.81
		13,895.62
		-1,587.00
		108.29
		76.00
		8.00
		2,945.50
		331.25
	74,201.68	50,869.76
		554.36
		838.49
		1,288.27
		2.00
		932.23
		324.96
		2,194.53
		5.60
		105.58
		12,177.79
		41,877.35
14,420.31	515,667.14	1,783,991.50

counting Standard

ouncil Resolution

Comments

No payment payment made.
 Rodeo Sponsorship/sent email to Kaitlyn
 Written off in 2023, amount due is 2026 charges
 Should be closed to Revenue Account - Venue Hire ??
 Currently paying by installment
 No payment made.
 To be deactivated, credits should be transferred to Debtor: Alice
 Currently paying, invoice should be raised
 Last payment is 2023.
 Last payment is 2020
 Currently paying, Centrelink item
 Last payment is 2023.
 Currently paying
 Currently paying
 Credits to be transferred to BAMBH
 Last payment is 2016
 Last payment is 2018
 Binthi claimed this invoice was deducted from the Grant fund under the care of Shannon Gibbs
 Currently paying by Installment
 Last payment is 2018
 Written Off in 2023, paid made in 2023 and 2025
 No payment made.
 Unpaid tenancy rental (DOH rent)
 Last receipt is 2022
 Last receipt 2022
 Last payment is 2025
 Is this company still in Hope Vale? No contact details
 Last payment is 2019

No payment made
 To be closed and deactivated
 Last payment is 2021
 To be closed and deactivated
 Last payment is 2024
 Invoices were raised in June 2026
 To be closed to Venue Hire Revenue
 Last payment is 2022
 Last payment is 2025
 Will send SOA
 Will send again SOA end of July
 Last payment is 2025
 Last payment is 2025
 Last payment is 2021
 Will send SOA
 Last payment is 2021
 Last payment is 2019
 Last payment is 2023
 Last payment is 2021
 Last payment is 2025
 No payment made
 Last payment is July 2026
 Last payment is 2008
 Will send SOA
 Last payment is 2024
 Will send SOA
 Last payment is 2025

Will send SOA

Debtor Name		AGNES
Code		AGNES
	Type	Refer
	Invoice	17157
	Invoice	17177
	Invoice	17188
	WriteOff	152
	WriteOff	153
	WriteOff	154
	WriteOff	155
	WriteOff	156
	WriteOff	157
	WriteOff	158
	WriteOff	159
	WriteOff	160
	WriteOff	161
	Invoice	204122

Currently paying by installment

No payment made
Sent email to Kaitlyn to reach out to her contact person/Rodeo sponsorship
No payment made

Venue Hire, will send SOA
Disputed as booking cancelled, will review, will send SOA
Last payment is 2024
Will send SOA
Will send SOA
Disputed as booking cancelled, will review, will send SOA
Sponsorship in 2020 but not paid, write off
Not paid, venue hire

No payment made
No payment made
Last payment is 2025
Last payment is 2024
Credit note was raised to close, duplicate
Last payment is 2023
Last payment is 2024
Under review with Micah and Felicia
Last payment is 2024.
2025 and 2026 charges but no payment made
Will send SOA
Lease in 2023 not paid, is this org still existing???
Last payment is 2023
Last payment is 2018

Currently paying by installment

Venue hire, no payment
Last payment is 2008
Should be reviewed, ivan gibson funeral fund, atenmale day care, evelyn funeral fund
Last payment is 2021
Venue hire, not paid
2025 charges not paid
No payment made
Venue hire not paid
not paid
Will send SOA
Last payment is 2021
Is this still existing. No lease agreement. Will send by post.

Will send Soa
Will send SOA
Is this still existing. No lease agreement. Will send by post.
Will send SOA

Will send SOA
Will send SOA
Last payment is 2022
Last payment is 2024
No payment made
No Payment made.
Last payment is 2019.

Currently paying

Last payment is 2025
Invoice should be raised

Will send SOA
Will send SOA

Currently paying thru payroll
Last payment is 2019

Last payemnt is 2019
No payment made
No payment made
Last payment is 2025
Last payment is 2022
Sent email to Jane Harpley.
Last payment is 2025
Last payment is 2021
No Payment made
Last payment is 2019
No Payment made.
Last paymenbt is June 2026
Last payment is 2020

No Payment made
Last payemnt is 2018
Last payment is 2024
No payment made
Last payment is 2024
No payment made
Last payment is 2015
To be reviewed or close to Revenu acct
Will send SOA, venue hire
Last payment is 2021
Currently paying by instalment
Last payment is 2024, will send SOA for utility charges
Sent email to Kaitlyn and Kian for follow up to their contact person
No Payment made
No Touch Mode
Micah to close to GL used in paying her.
Last payment is 2023.
Last payment is 2017
Grant funding? Wait for monies to come?
Sent email for remittance advice\
2017 Venue hire, Write off
Under Litigation
To be cloase to Revenue Account, venue hire

Last payment is 2020
No response from them, this a claim to NDIA which they said had expired, should be written off
Currently paying by installment
Last payment is 2020
Steven Deeral Account, should be closed to revenue, Aged Care
Will send SOA, venue hire
Under litigation
Currently paying
Last payment is 2023.
No payment made.
Salary sacrifice in 2017, not employee anymore, write off
Currently paying by installment
Last payment is 2019
Last payment is 2025
Last payment is 2021
Invoice to be raised or close to revenue account childcare
Last payment is 2014

Will send SOA
Will send SOA

No payment made.
Last payment is 2025
Last payment is 2013
To be closed to Venue Hire Revenue account
To be reviewed, invoices should be raised, currently paying
Will send SOA, venue hire
Will send SOA, no payment made
Last payment is 2025
No payment made.

Currently paying
Will send SOA
Will send SOA
Currently paying by installment
Should be closed to Venue Hire Revenue account
No payment made
No payment made
Currently paying
Last payment is 2020
Will send SOA
Under recon by Dale
No payment made
Last payment is 2024
Last payment is 2021

Last payment is 2025
Last payment is 2021
Last payment is 2025

Last payment is 2025
Last payment is 2020
Post Office?

Binthi claimed this invoice was deducted from the Grant fund under the care of Shannon Gibbs
Is this company still in Hope Vale? No contact details
Sponsorship in 2020 but not paid, write off
Salary sacrifice in 2017, not employee anymore, write off

S MCLEAN(DAYCARE FEES)

Active ☒

SM

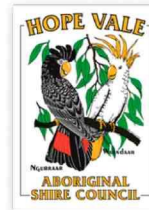
Balance

66.35

Pending
Receipts

reference	Date	Summary	GST	Original DR	Original CR	Current DR
	21-03-2016	CHILDCARE FEES W/E 18/03/2016		6.00		
	04-04-2016	CHILDCARE FEES 24/03/2016		12.00		
	12-04-2016	CHILDCARE FEES W/E 08/04/2016		15.00		
	27-06-2023	BAD DEBT WRITTEN OFF			15.00	
	27-06-2023	BAD DEBT WRITTEN OFF			12.00	
	27-06-2023	BAD DEBT WRITTEN OFF			6.00	
	27-06-2023	BAD DEBT WRITTEN OFF			10.00	
	27-06-2023	BAD DEBT WRITTEN OFF			9.00	
	27-06-2023	BAD DEBT WRITTEN OFF			5.00	
	27-06-2023	BAD DEBT WRITTEN OFF			15.00	
	27-06-2023	BAD DEBT WRITTEN OFF			5.00	
	27-06-2023	BAD DEBT WRITTEN OFF			5.00	
	27-06-2023	BAD DEBT WRITTEN OFF			4.00	
2	22-04-2026	W-E 09/03/2026 - 20/03/2026		66.35		66.3
			0.45	343.35	277.00	66.3

Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Social Service Director Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

12-Aug-26

Date item was requested

Agenda Item Subject *

Director - Social Services Report.

Item Reference Number

OM2026/08-006

Classification *

Information



Action



Note



Confidential

Details

Recommendation *

That council receive and note the Director-Social Services Report

Background/Summary

Following are brief summaries of Activities within the Social Services department.

This will be the first meeting for Ms Audrey Deemal who has taken over as our Director - Social Services following Ms Kerrie-Lee Bird.

National Disability Insurance Scheme (NDIS) Connector - Programs and Activities

Active Participants 26

2 participants with Centacare

0 participants with ITEC Health

In total there are 26 participants actively engaging in community, with 2 residing out of community and receiving external supports.

Inactive Participants 1

There is one inactive participant from Hope Vale that are living out of community and receiving support coordination from Cairns.

Service Provider Meetings 1**Non-service Provider Meetings**

- Remote Community Connector (RCC) engaged with NDIS Support Coordinators

- RCC meet with Local Service Providers on 31/3/26, Provider advised of Gaps in Services and a Dramatic change within Service Providers Cliental funding, Access to NDIS Plan was discussed, RCC advised that Contract Providers for local NDIS Program is currently seeking Consent for RCC to have copies of Local NDIS Client Plan

Successful Participants Engagement 17

- Community engagements and appointment coordination

Non-service Provider Meetings

Remote Community Connector (RCC) engaged with NDIS Support Coordinators

Non-participant Interactions 6

- Interactions were among Family members of potential participants

Unsuccessful Participant Engagement 3

- 1 x home visit

Access Referral Form (ARF) 3

This section provides a high-level overview of the social services department's performance for the month, highlighting key achievements and critical issues.

Key Achievements:

- Successfully delivered NAIDOC Week community events and activities.
- Completed NDIS Remote Quarterly Report

Challenges:

- Ongoing employee attendance in one program area.
- Facility maintenance issues at the Multipurpose Building – this will be ongoing until the scope of works is completed.

Operational Activities and Highlights:

- NDIS Remote Quarterly Report completed
- To commence a Training Needs Analysis in partnership with Tafe for the whole of Council. Completed

Overview of the Social Services operations for the month of July 2026.

Nola's Place – Child Care Centre

Overview

- 730am – 515pm Monday to Thursday
- 730am – 1.30pm Friday
- 28 children enrolled and attended the Day Care Centre

Staffing. – Three staff will be attending their block from the 17th – 20th August in Cairns and we will require backfill.

- Three referrals made to Speech Therapist, that visits the centre every 2nd Thursday
- Weekly visits from Autism Qld
-

Compliance

- All maintenance checks are still in progress waiting to be finalized
- Still waiting on the insurance certificate

Good news story

A Mother who has a child with Autism has stated that she is very happy with her son's progress, since he has been attending Day Care. She can actually see the improvements and is very thankful to the staff for making him part of the group.

George Bowen Memorial Kindergarten

Overview

8:00am – 4:00pm - Monday to Thursday

7:00 – 1:00pm - Friday

Monday-Wednesday 9.00am-2.30pm - Kindergarten Program

- 20 Children enrolled in the educational program
- 16 Number of children attended in the reporting month
- 4 Children's enrolment has ceased
- 3 Funded positions
- 4 Referrals made
- 0 Events attended
- 15hrs Operating Hours for Children
- 6 Kindergarten or Pre-Prep Enrolments from Nola's Day Care

Staffing

- 1 staff member studying her Bachelor's in Early Childhood Education and Care.
- The casual educator is studying her Certificate III in Early Childhood Education.
- All Educators have completed their Child Safety Mandatory Training.

Good News Story for the month of July 2026.

This month we really focused on our veggie garden and kitchen garden as these are our main play-based learning experiences, especially for the children and learning that fruits and veggies grow from seeds and farmers do a lot of planting and growing and that we buy these in the shop. Now the children know the difference between plants growing from a seed in a garden bed not in the shops.

Sport and Recreation: MPC, Swimming Pool & Splash Park.

Staffing

- The casual Sport and Recreational Officer's position has been filled. Employed casual Sport and Recreational Officer's staff to support with the daily activities.

24/7 MPC 24 Hour Gym Access Control.

- This is now operational with 45 gym members that have registered for this service.
- Public confidence in the 24-hour system remains low due to frequent technical failures following power outages.
- The general public continues to question the system's reliability, noting that it consistently fails to reset properly after power disruptions.
- Ongoing post-outage malfunctions have led to sustained public scrutiny regarding the system's overall efficacy.

Maintenance

- Immediate maintenance is now complete with the 24-hour system
- Maintenance on all gym equipment has been undertaken and completed.

Utilization numbers for the month of July.

- 33 Participants

Activity#	Title/Description of activity	Date/period of delivery	Quantity N = number of sessions, number of pieces of equipment per shared activity - please specify. Number of sessions within the reporting period.	Total number of participations (or N/A) (If an individual attends multiple sessions, they are counted multiple times)	List any organisations you partnered with to deliver
1	Indoor Novelty Games	Delivered during the reporting period			0
2	Touch Football	Delivered during the reporting period	4	36	
3	Volleyball	Delivered during the reporting period	4	47	0
4	Art & Craft	Delivered during the reporting period	0		0
5	Pool Activities	Delivered during the reporting period	30	28	0
6	Group Fitness Classes	Delivered during the reporting period	12	32	0
7	Basketball	Delivered during the reporting period	5	12	0
8	Movie Night	Delivered during the reporting period	0		0
9	Disco	Delivered during the reporting period	0		0
10	Outage	Delivered during the reporting period	0		0
11	Splash Park	Delivered during the reporting period	20	28	0
12		Delivered during the reporting period			0
13		Delivered during the reporting period			0
14	Laser Tag	Delivered during the reporting period	2	28	0
15	Community Fun Day	Delivered during the reporting period	0		0
16	Colour Run	Delivered during the reporting period	0		0

Feedback Compliments/Complaints

- Attendance was low in both areas as the cold weather kept families indoors. Making the pool a little too cold for community members and the afternoon activities/ gym attendance was low also.

Indigenous Radio Station.

Current Activities Undertaken.

- Local hosting - Youth Show broadcasting 8 hours per week.
- Community Show broadcasting 15 hours per week
- Apunipima – 1 hour per week
- NIRS retransmitting the following BBM - 5 hours
- NIRS - 12 hours
- Blues Show - 3 hours
- 80's Show - 3 hours
- Mackay Request 2 hours and Mary G 3 hours
- Radio Station has a Facebook page which is updated daily
- School provides 5 ads in language
- 14 government messages broadcasted: Child abuse, DV, Elder abuse - Police; Health check, Eyes, Sexual Awareness - Hospital; Smoking, Drinking water - Health, License – Transport.

Community Resilience Officer - Executive Summary

- Key Achievement: Preparedness Survey BBQ, Cyclone Kits quotes for Grant
- Emerging Risk: We are at peak Bushfire season with very few volunteers and even fewer trained
- Stakeholder Engagement: Have been engaging with Queensland Health, Apunipima, Cooktown District Community Centre and QES.

Program & Initiative Status

Project / Initiative	Target Audience	Completion %	Monthly Milestone Achieved	Status (On Track/Delayed)
Disaster Preparedness Workshops	All community members	100%	Hosted 1 session with 16 attendees	On Track
Climate Adaptation Plan	All community members	XX%		
Community Hub Network	Community Members	XX%		

Community Engagement & Capacity Building

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

Key Metrics & Resilience Indicators

- SLA / Response Rate: 0% of community resilience grant applications processed within timeline.
- Event Attendance: 16 total residents engaged face-to-face across all monthly resilience events.
- Digital Reach: 30 unique visits to Council's online Emergency Management Dashboard.
- Training Completed: 0 residents trained in basic psychological first aid or community disaster management.

Inter-Agency Collaboration & Partnerships

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

Budget & Grants Management

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

- Acquittals: 0

Next Month's Priorities

- Priority 1: Finalize changes to the Local Disaster Management Plan to be prepared for the LDMG meeting
- Priority 2: Try to put into action the ideas I have to work with other communities and within our own.

Budget and Resource Considerations

N/a

Action Options

No Action Required.

Appointments and Meetings

Date	Description

Link to Operational Plan

5.3 Local Leadership and Governance.

Consultation

Section Managers and Supervisors.

Risk Assessment

☒ Low ☐ Medium ☐ High

Attach Supporting Agenda Materials

Reference Document

☐ Yes ☐ Not Applicable

Report Prepared by *

Lew Rojahn

Submitter Email *

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Decision

☒ **Approve** ☐ **Reject**

Signature

Lea Rojahn

Full Name

Hope Vale Support

Date

12-Aug-26

Comments, Questions and Rejections Notes

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

Commentors Name *

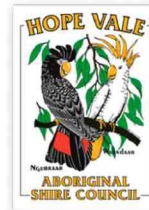
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Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Director Operations Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

11-Aug-26

Date item was requested

Agenda Item Subject *

Monthly Operations Report

Item Reference Number

OM2026/08-020

Classification *

Information



Action



Note



Confidential

Details

Recommendation *

That council receive and note the Monthly Operations Report

Background/Summary

Operations Report – July 2026

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

Key Highlights**Work Health and Safety**

The rollout of the Work Health and Safety Action Plan is underway. This 12-month program aims to strengthen Council's WH&S practices and improve organisational safety culture. A separate report to Council provides the quarterly status update on implementation progress.

Water Operations

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

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

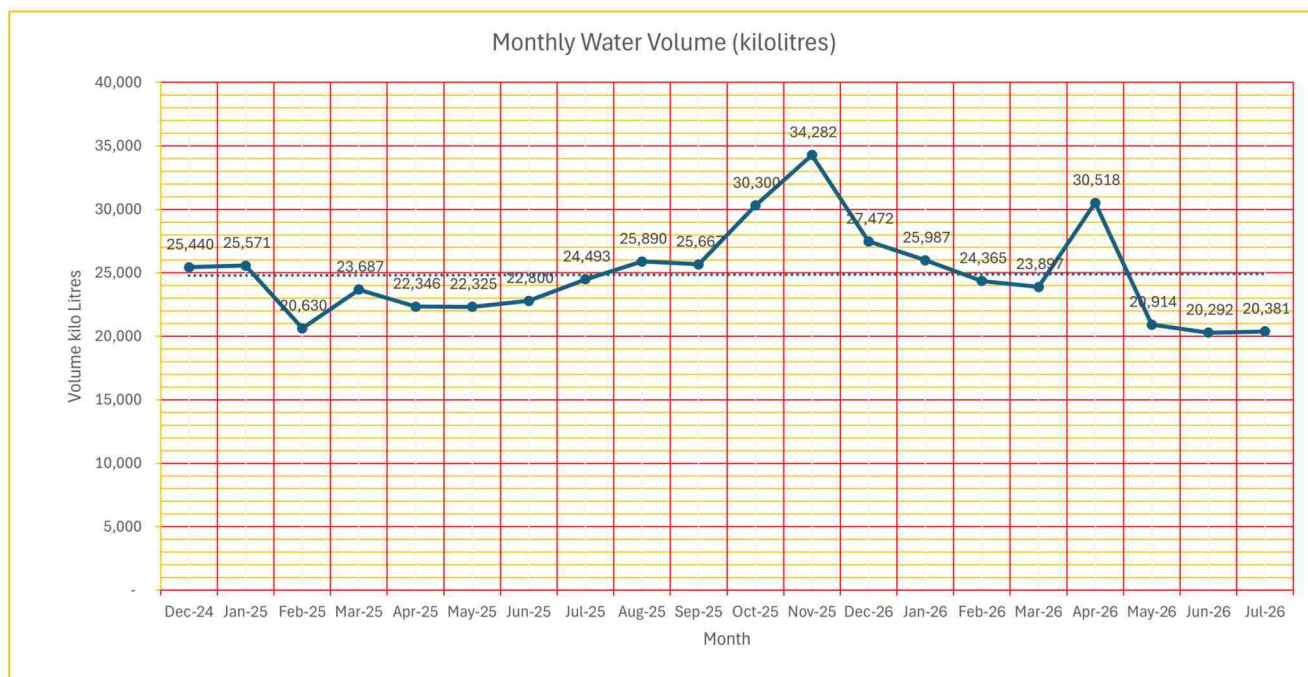
Under the *Water Supply (Safety and Reliability) Act 2008 (Qld)*, any non-compliant drinking water quality result must be reported immediately to the Drinking Water Regulator.

On 6 August 2026, Council received notification through the Statewide Water Information Management (SWIM) Local system of five non-compliant water quality test results. These results were reported to the Drinking Water Regulator immediately. Subsequent investigation determined that the results were caused by a data entry error within SWIM Local and did not represent a public health risk.

The Drinking Water Regulator acknowledged Council's effective quality assurance and validation processes within SWIM Local and commended the diligence shown in reviewing and verifying the results. The Regulator noted that Council's actions demonstrated good operational practice and were instrumental in identifying the error and preventing unnecessary public concern.

Other key observations:

- Water consumption remains stable overall, with peak demand recorded in November 2025.
- A total of 52 mm of rainfall was recorded at the Water Treatment Plant during July 2026.
- No significant operational issues were reported during the period, aside from routine reactive maintenance across the water reticulation network.



Sewage Operations

The Sewage Treatment Plant operated in compliance with its Environmental Authority under the *Environmental Protection Act 1994 (Qld)*.

Key activities included:

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

Council worked collaboratively with Environmental Services and Regulation within the Department of Environment, Tourism, Science and Innovation (DETSI) to complete the Site-Based Management Plan for the Hope Vale

Sewage Treatment Plant.

The Site-Based Management Plan provides the framework to support compliance with the conditions of the Environmental Authority governing Council's operation of the sewage treatment plant. A separate report regarding the Plan has been submitted to this Council meeting.

Environmental Health

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

Key updates include:

- Council continues to receive support through the Aboriginal and Torres Strait Islander Environmental Health Program.
- Tropical Vets visited the community from 21 to 23 July 2026 and delivered:
 - Animal desexing services
 - General animal treatments

A follow-up visit is scheduled for 3 to 5 November 2026. A separate report on the veterinary visit has been submitted to this Council meeting.

Tropical Vets also continues to provide supervision and support to the Animal Management Worker, including:

- Animal sedation
- Euthanasia services where required

An application has been submitted to Public Health seeking approval to expand the range of medications that may be administered by the Animal Management Worker.

Management of horses within the community remains under the direction of the Chief Executive Officer. Construction of the fencing for the two holding enclosures and loading facility has been completed.

Building, Construction and Civil Works

Construction activity experienced a seasonal slowdown during the reporting period.

Current status:

- Reduced volumes of QBuild upgrade works and "do and charge" projects were undertaken, consistent with typical late and early financial year trends.
- Civil road construction projects are expected to commence later than anticipated, with approvals expected around September 2026.
- QRA-funded works on Rehab Road are scheduled to commence in August 2026.

Additional updates:

- There are no carry-over REPA construction projects from 2025.
- QRA approvals for REPA works may not be issued until September 2026, which may impact delivery timelines.
- Roads to Recovery funding for roadside maintenance works on Elim Beach Road and Alligator Creek Road has been approved.
- In the interim, the Civil Construction Team will focus on maintenance activities funded through the 2026-27 operational budget.
- Design work for community signage and speed humps is currently underway.

A separate report on External Disaster and Resilience Projects has been submitted to this Council meeting.

Open Spaces and Waste

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

Summary

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

Budget and Resource Considerations

Nil

Action Options

Nil

Appointments and Meetings

Date	Description

Link to Operational Plan

4.0 We serve our community - Our service and infrastructure needs

Consultation

Nil

Risk Assessment

☒ Low ☐ Medium ☐ High

Attach Supporting Agenda Materials

Reference Document

☐ Yes ☐ Not Applicable

Report Prepared by *

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Report Authorised by

Decision

☒ Approve ☐ Reject

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

13-Aug-26

Comments, Questions and Rejections Notes

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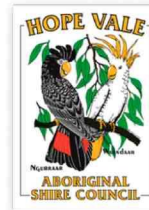
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Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Director Operations Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

13-Aug-26

Date item was requested

Agenda Item Subject *

Information Report HVASC WHS Action Plan

Item Reference Number

OM2026/08-017

Classification *

Information



Action



Note



Confidential

Details

Recommendation *

That council receive and note the

Background/Summary

Council commenced the roll out of the Work Health and Safety Action Plan at the end of 2025. Its scope includes the identification and evaluation of existing risks, implementing and maintaining risk management processes and identifying and implementing initiatives to target and diminish (reduction of both frequency and consequences towards zero harm target) for the identified risks and trends. It provides a long-term strategic view along with a day-to-day hands-on role working with and alongside management, supervisors and staff. This report provides a status update on the roll out of the the Action Plan.

Budget and Resource Considerations

Nil

Action Options

Information report.

Appointments and Meetings

Date	Description

Link to Operational Plan

Our Service and Infrastructure Strategies - Safe and reliable services

Consultation

Nil

Risk Assessment

☐ Low ☒ Medium ☐ High

Attach Supporting Agenda Materials

Information Report HVACSC WHS Plan.pdf

333.16KB

Reference Document

☐ Yes ☐ Not Applicable

Report Prepared by *

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Submitter Email *

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Decision

☒ **Approve** ☐ **Reject**

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

13-Aug-26

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HVASC WHS PLAN & REPORT

Client:	Hope Vale Aboriginal Shire Council
Date:	7 th July 2026
Activity:	WHS Action Plan and Report
Reporter/s:	Sam Howell from Feddersen Consulting Group (FCG)

Summary of Report and Plan:

This plan and report have been prepared based upon our review of Safety Management System documentation supplied by HVASC and a partial review of council locations and processes with other areas or departments to be reviewed.

At commencement of the contract, FCG was informed by HVASC of 24 improvement notices issued to them by the state regulator assigned by Worksafe QLD. The majority of the improvement notices had a closure date of the 28th February 2026, with one improvement notice due date being the 31st January 2026. It was agreed during our first meeting that the priority was addressing the improvement notices. This has now been completed with feedback received from the Inspectors received. The last improvement notices were closed on the 20th April 2026.

After a busy period with significant input and assistance from the Hope Vale team all Improvement notice closures were submitted on Friday 27th February 2026. Four improvement notices were cancelled by the inspectors before the deadline after it was identified by the FCG team they did not apply to HVASC.

The team at Hope Vale Aboriginal Shire Council have demonstrated a strong dedication to improving the safety culture and rectifying the issues on site. This is supported by team members actively looking to assist with building a structured approach that a safety management system will provide.

From previous records and reports, it appears that Hope Vale has previously used the ISO 45001:2018 Standard as a management system. The standard is designed to enhance continual improvement using the Plan, Do, Check, Act cycle. These standardised guidelines work to ensure that the management system, procedures and policies are developed to enable all safety requirements are consistently met and that staff operate under a system that enhances their safety on site.

The plan listed below outlines our proposed methods to develop, implement and verify the effectiveness of the systems integration into council activities.



Sam Howell
Management Consultant
Tel: +61 435 811 782

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Feddersen

CONSULTING
GROUP

WHS REPORT

The progress made at Hope Vale has been focused on the improvement notices. This has in turn led to a good foundation to begin building the Safety Management System. The creation of registers such as plant, and first aid kits are the first steps in developing a self-maintaining management system. Progress has been made in other areas regarding training. First aid, White cards and Manual Handling training have all been carried out with some members of staff still to undergo the training.

All improvement notices have been closed out and were submitted for closure on the 27th February 2026, feedback was then received from the inspectors for some of the improvement notices. The last improvement notices were closed on 20th April 2026, confirmation of the improvement notices closures has been received from the inspectors. The last 4 improvement notices experienced delays due to poor weather, making it difficult for deliveries to arrive at Hope Vale. To support this document a final progress report table will be issued. This will outline the actions carried out and any further work to be monitored or completed from the improvement notices.

Regular safety meetings have been established due to the onboarding of Feddersen Consulting Group and improvement notices being issued. This is a good way of raising awareness about Health and Safety and ensuring leadership is responsible and assisting in making staff aware. The meetings to date have focused primarily on the improvement notices with other areas being added on in an ad hoc capacity. A quarterly health and safety committee meeting is being carried out during the Strategic and Operational Risk Management Committee Meeting. During these meeting safety statistics are reviewed, however there is a little uncertainty surrounding the reporting process and investigation procedure.

WHS PLAN

This plan has been prepared in line with the Brief for Workplace Health and Safety Management Service issued by Hope Vale Aboriginal Shire Council in January 2026. The brief outlines the expected timelines of the actions, however these have been slightly impacted by the focus on closing out improvement notices issued by the Queensland Government. Whilst causing some delays the improvement notice also enable certain areas to get a focus sooner than they would during the brief issued by the council.

The implementation of this Safety Management System is contingent on the commitment and engagement from the Safety resources in Council and their engagement with the team from top to bottom.

WHS PLAN			
Aim	Action	Anticipated Completion	Responsibility
Initial tour of workplaces.	The tour will be completed on the first visit to Hope Vale. This will allow Feddersen Consulting group to fully understand the operations, process and actions carried out by the council and its members of staff. This information can then be used to develop the Safety Management System documentation and relevant Risks Registers. This will be carried out by observing the workers, talking to the workers and senior management and reviewing existing documentation.	This was completed during the first visit to Hope Vale back in February supported by Kieran Eustice.	FCG, Director of Operations.
Ongoing programme of workplace visits.	This plan will serve as the programme of works to be carried out by Feddersen Consulting Group. This programme will detail the actions taken by FCG to fulfill the requirements of the brief. Milestones and timelines will be identified throughout the plan and completion of milestones will be confirmed with the director of operations. The requirements of the brief will be detailed throughout the plan and the ways in which they will be achieved.	Issue of this finalized plan will be completed by 15 th July 2026	FCG once draft approved by HVASC representative
Identification of risks, immediate actions and the reporting process.	Workplace inspections will be conducted and documented to identify risks which need immediate action taken. These workplaces inspections will also be used as the vessel for reporting risks, hazards and opportunities for improvement. To ensure awareness of the actions identified during the workplace inspections all relevant staff will receive notification of the workplace inspection and the expected timelines to correct the concern. Follow-up inspections will be carried out to verify the actions have been closed. A system will be developed using hazard report forms for members of staff to raise concerns about potential hazards they notice. This will be available to all staff and training will be provided on the correct reporting lines.	Workplace inspections have begun to be carried out regularly. Full implementation is expected to occur by the end of July 2026.	FCG, WHS, Supervisors and Director of Operations.

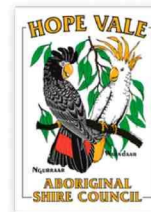
Increase of engagement and motivation to achieve continued improvement in performance.	Toolbox talks have been currently planned weekly. Supervisors are encouraged to be involved in monthly workplace inspections with the health and safety team and to carry out their own inspections. This will raise awareness of safety risks and present a strong commitment from management. This will require engagement from the Council WHS resource to ensure ongoing engagement within the entire HVASC team and improve the Safety engagement throughout Council.	This will be an ongoing process throughout the duration of the contract.	FCG, WHS, Supervisors and Directors.
Changes to work methods to ensure low levels of incidents/injuries.	Work process will be reviewed and outlined with the respective departments, supervisors and directors. Process will be documented if necessary to assist in ensuring a full understanding from the team. Each department will be focused on at a given time spread over visits. The schedule for that will be organised once the fundamental documentation has been approved by the council.	Ongoing- waiting for approval of the fundamental documentation.	FCG, WHS, Supervisors and Director of operations.
Safety related training and competencies.	A training matrix is in development; this will highlight all necessary competencies and training expectations. Training will then be organised based on the necessary competencies. Inhouse training may be delivered on certain topics or council processes. A draft training matrix has been prepared to ensure that priority training requirements have been identified however there will be further training needs identified as further reviews are conducted and particular training needs are addressed throughout council.	A draft training matrix has been prepared but will be an ongoing process through to 31 st August 2026. Training will take place after that is completed.	FCG, Council WHS resource
Compliance with WH&S Legislation, Fire Safety Regulations and other operational requirements.	Compliance register has been produced outlining what legislation has been identified as applicable to the council. This register outlines what legislation, the requirements on the council, how compliance is verified, who is responsible for verifying and identifying compliance and when it was identified. A review process on the council's current compliance with legislation will be continuously monitored as the contract goes on. Certain areas have been identified during the initial visits which have begun to be actioned such as Emergency Management Plans long overdue a review. The EMP's for Parks and Gardens and the Admin Building have been reviewed and corrected.	The compliance register has been developed and is currently waiting for approval. Compliance with legislative requirements in	FGC, WHS, Supervisors and Director of Operations.

		underway and will be completed a bit at a time at each visit to Hope Vale.	
Assistance to reduce risk through remedial actions	Possible ways to mitigate risks have been identified through the improvement notices issued by QLD Worksafe, workplace inspections carried out during the initial visit and monthly inspections. The findings from workplace inspections are actioned by WHS and Supervisors as they are raised. Other functionalities such as a Plant register are being developed to allow for plant records to be maintained more easily. Support will be provided to Greg to ensure he is aware of the approach to be taken to ensure all relevant risks are considered and controlled.	Ongoing as new risks or hazards arise and Greg becomes more experienced in the role.	FCG, WHS and Supervisors.
Assistance for the delivery of Toolbox Talks	Toolbox Talks are carried out weekly with all staff members. During the Toolbox Talks safety is referred to and mentioned, however this is only a reminder to cover off the basic PPE requirements. To enhance the impact that Toolbox Talks have on the mindset surrounding safety, a weekly safety topic will be developed that focuses on activities or risk carried out by each department (to ensure relevance). The weekly Toolbox Talks will include a forum section which is designed to create discussion and promote questions or comments. Toolbox Talks will continue to be conducted weekly by departments, during these the weekly topics will be referenced and there will be a reminder to all staff members about what is expected from them in relation to the topic.	Toolbox talks have been developed and are being presented.	FCG, WHS
Assistance to council staff in the conduct of prestart meetings.	Prestart meetings are not currently implemented daily. This will require a process to be developed and implemented to ensure daily prestarts are carried out. Vehicle prestart checklist will be developed for each piece of plant and equipment to ensure all plant is monitored regularly for any issues and maintain a safe working condition.		
Assistance in sourcing material to aid in training.	Training material resources will be developed as requested and when required. WHS induction training powerpoints have already been developed and delivered to council staff. This ensure they have a base level understanding on safety risks, how to assess them, how to report incidents and other general safety information all staff should know.	Ongoing as training request vary.	FCG, WHS and Supervisors.

Assistance in Drafting relevant policies, procedures and standards.	A safety management system has been produced by Feddersen Consulting Group and submitted to the Director of Operations on the 11 th May 2026 and is currently awaiting approval. This management system is made up of a selection of policies, procedures, registers and forms which will allow the council to operate in a safe manner. The safety management system has been created to conform with the requirements of ISO 45001:2018, this implements the Plan, Do, Check, Act cycle which ensure all safety risks are identified, controlled and regularly monitored.	Documentation has been completed and is currently awaiting approval from the Director of Operations.	Director of Operations
Within 21 days of the initial site visit			
Hazard and Risk Register	The Risk Assessment Register was developed on 15 th May 2026 and is currently awaiting approval from the Director of Operations. The risk assessment register covers a large selection of risks, their initial rating, applied controls and the residual rating. This is a live document and will require regular review and updates.	Completed 15 th May 2026 awaiting approval from Director of Operations. Ongoing reviews will be required.	FCG, WHS, Director of Operations
Overall assessment of WHS practices and cultures.	Assessment of the WHS practices and cultures was conducted and outlined through reports on the improvement notice progress reports and site inspections conducted by Feddersen Consulting Group.	Completed February 2026	FCG
12-month programme of activity	This plan has been submitted to satisfy this requirement of the contract.	Completed June 2026	FCG
Outline of urgent work to be undertaken.	All urgent work was identified through the progress reports on the closure of the improvement notices. These improvement notices provided a guide of key areas to focus on. This has been completed and all improvement notices are closed out.	Completed March 2026	FCG
General Activities			
Provide telephone and email support for council staff.	Council staff are in regular contact with Sam and assistance is provided when required.	Ongoing	FCG

Oversee internal IMS framework Process and development.	IMS framework has been developed and is currently awaiting approval from the Director of Operations. This was submitted on the 11 th May 2026. Once this is approved the maintenance and implementation of the IMS can be fully supported.	Waiting on approval from the Director of Operations.	FCG, WHS and Director of Operations.
Organise and provide training to the business and staff by an external RTO.	The training matrix which is in development will outline the mandatory and optional training options for staff. This will be used to identify gaps in staff's competency with RTO being engaged when necessary. Some RTO training has already been organised and administered to staff with more being planned currently.	Ongoing.	FCG, WHS
Coach and support staff in the implementation of safety standards.	During site inspections advice will be given to staff to ensure they are aware of what changes need to be made, why they need to be made and what legislation covers the specific issues. These will also provide opportunity for the staff to ask any questions they may have. Supervisors have direct contact with Sam and can contact him at any time with any queries. Toolbox talks will be used to convey important safety information and provide opportunity for staff to ask any questions they may have.	Ongoing- the impact will be felt each time a new or different issue arises.	FCG, WHS
Conduct and review annual evacuation procedures for each building and provide records.	Emergency evacuations were carried out in February 2026. These were successful and full participation from all staff. Emergency Evacuation Diagrams have been reviewed and updated and placed on display at all relevant locations. Emergency Management plans are currently being reviewed and updated.	February 2026 February 2026 October 2026	FCG, WHS

Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Director Operations Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

13-Aug-26

Date item was requested

Agenda Item Subject *

Hope Vale July 2026 Veterinary Visit Report

Item Reference Number

OM2026/08-018

Classification *

Information



Action



Note



Confidential

Details

Recommendation *

That council receive and note the report

Background/Summary**Overview**

The three-day veterinary visit to Hope Vale in July was successfully delivered, with strong coordination, community engagement and a high level of animal health service delivery. The use of advance registration was particularly effective. Community members were able to register their animals and identify the services required before the veterinary team commenced work. This provided a clear understanding of the anticipated workload, supported a structured daily workflow and reduced uncertainty for community members. Importantly, capacity was retained for walk-in animals, ensuring the service remained accessible and responsive to community needs.

Key Outcomes

311 animals received animal health attention during the three-day service period including animals treated on the street.

24 animals were surgically desexed – 23 dogs and 1 cat.

423 worming and other treatments were delivered.

2 euthanasia treatments were undertaken.

Services were provided to both pre-registered animals and walk-ins.

146 additional animals received worm, tick/flea and other street treatments.

The number of individual services exceeds the number of animals seen because some animals may have received multiple treatments or services.

Service

Delivery & Community Engagement

The combination of pre-registration, scheduled services and walk-in capacity proved to be an effective model. It enabled the veterinary team and support staff to work through cases methodically while maintaining flexibility to respond to additional community demand. The approach also improved communication, workload management, identification of animals requiring specific procedures and consistent recording of services.

Data & Reporting

Service information was recorded in a format aligned with Queensland Health annual Performance Reporting requirements. Consistent data collection provides Council with an evidence base to monitor service demand, treatment requirements, desexing activity and future animal management needs. Over time, comparable data from successive visits can support planning, funding discussions and assessment of animal population management outcomes.

Lessons Learnt

1.
Continue advance registration to support planning and identify required services.
2.
Maintain walk-in capacity wherever operationally possible.
3.
Continue consistent data collection across all veterinary visits.
4.
Maintain Queensland Health-aligned reporting to support accurate annual reporting.
5.
Develop cumulative animal health data to identify trends and changing community needs.
6.
Maintain privacy controls when sharing animal and owner information.
7.
Use visit outcomes to inform future veterinary services, education and population management programs.

Overall Assessment

Successful – strong service delivery, effective coordination and valuable community animal health outcomes.

The visit demonstrated that combining structured planning with flexible, community-focused service delivery can achieve significant animal health outcomes within a short service period. The processes and data established during this visit provide a strong foundation for continuing and strengthening coordinated animal health services in Hope Vale.

Budget and Resource Considerations

Nil

Action Options

Information report

Appointments and Meetings

Date	Description

Link to Operational Plan

We serve our community

Consultation

Nil

Risk Assessment

☒ Low ☐ Medium ☐ High

Attach Supporting Agenda Materials

Reference Document

☐ Yes ☐ Not Applicable

Report Prepared by *

Onesimo Mukodi

Submitter Email *

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Report Authorised by

Decision

☒ Approve ☐ Reject

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

13-Aug-26

Comments, Questions and Rejections Notes

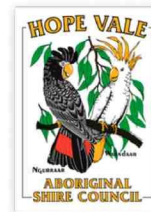
A full history of this Submissions journey can be found in the Action History Tab contained in the pane on the right

Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *
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**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment

Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Director Operations Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

13-Aug-26

Date item was requested

Agenda Item Subject *

Site-Based Management Plan for the Hope Vale Sewage Treatment Plant

Item Reference Number

OM2026/08-019

Classification *

☐ Information ☒ Action ☐ Note ☐ Confidential

Details

Recommendation *

That Council adopts the Site-Based Management Plan for the Hope Vale Sewage Treatment Plant as a working policy document for the operation and management of the Hope Vale Sewage Treatment Plant and sewage operations.

Background/Summary

Council worked collaboratively with Environmental Services and Regulation within the Department of Environment, Tourism, Science and Innovation (DETSI) to complete the Site-Based Management Plan for the Hope Vale Sewage Treatment Plant.

The Site-Based Management Plan provides the framework to support compliance with the conditions of the Environmental Authority governing Council's operation of the sewage treatment plant. The Site-Based Management Plan is referred to Council for adoption as a working policy document for the operation and management of the Hope Vale Sewage Treatment Plant and Sewage operations.

Budget and Resource Considerations

Nil

Action Options

Adoption of the Site-Based Management Plan for the Hope Vale Sewage Treatment Plant as a working policy document for the operation and management of the Hope Vale Sewage Treatment Plant and Sewage operations.

Appointments and Meetings

Date	Description

Link to Operational Plan

Consultation

Risk Assessment

☐ Low ☐ Medium ☐ High

Attach Supporting Agenda Materials

Hope Vale SBMP ERA 63_Final Draft for Adoption.pdf

1.79MB

Reference Document

☐ Yes ☐ Not Applicable

Report Prepared by *

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Report Authorised by

Decision

☒ Approve ☐ Reject

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

13-Aug-26

Comments, Questions and Rejections Notes

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

Commentors Name *

Choose Type of Comment *

Enter your Comment, Question or Reason For Rejection Note here *

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

Add Comment

Site Based Management Plan for Hope Vale Aboriginal Shire Council



ERA 63 – Sewage Treatment Plant

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1. Environmental Commitment

Hope Vale Aboriginal Shire Council (HASC) is committed to minimising and eliminating environmental harm and improving environmental performance across the site-based activities at the Hope Vale Sewage Treatment Plant and its associated sites. To minimise potential environmental impacts HASC will:

- Meet the needs of all relevant legal and environmental requirements.
- Evaluate our operations to pinpoint opportunities for reducing environmental impacts, cutting down on pollution, and preventing or mitigating ecological damage.
- Continuously enhance and expand the environmental knowledge and expertise of our staff.
- Establish, implement, maintain and continually improve the Site Based Management Plan.
- Conduct site-based activities in a way that minimises negative environmental impacts
- Periodically review performance and report these to Council.

It is our primary aim to work with the constituents and stakeholders of our region to deliver high quality, culturally appropriate services that meet the needs of our diverse community.

The council's role is to ensure our community has access to essential services such as water, sewage and waste management, safe living conditions, and support for sustainable environmental health practices. The following key areas form part of our ongoing environmental responsibilities:

- Providing essential services including waste management, drinking water quality, sewage and sanitation, pest management and monitoring services to identify any potential health risks.
- Enforcement of environmental management regulations and standards.
- Responding to environmental emergencies, such as natural disasters, water-borne disease outbreaks, or contamination incidents.
- Allocation of resources and budgets for environmental programs and initiatives. We must prioritise investments in infrastructure, services, and initiatives to address the most pressing environmental issues within the community.
- Advocating for the needs and concerns of our people at higher levels of government. They can help us work to secure funding, support, and policy changes to better address environmental issues.

2. Introduction

The purpose of this Site Based Management Plan (SBMP) is to support compliance with the conditions of the environmental authority (EA) for the sewage treatment plant (STP).

This SBMP provides a consistent structured framework to:

- a) identify the environmental values and standards at the site
- b) identify potential environmental harm that may occur from operating at the site
- c) establish guidelines, procedures and maintenance programs
- d) outline the responsibilities of council, site staff and the department
- e) ensure that all persons working on the site:
 - are aware of the environmental risks
 - are trained in the management of STP operation and contingency measures in the event of an incident
 - can identify control measures for routine operation of the STP

- can identify clear pathways for when information needs to be communicated (e.g. notifications and reporting)
 - can implement monitoring measures of environmental performance
- f) ensure accurate and reliable record keeping to support internal and external communication regarding environmental performance
- g) ensure periodic review of environmental performance to guide continual improvement.

3. Collaborative Effort Statement

This SBMP was developed by Hope Vale Aboriginal Shire Council (Council) and Environmental Services and Regulation within the Department of Environment, Tourism, Science and Innovation (DETSI).

Whilst the responsibility for keeping this SBMP up to date lies with Council, DETSI will assist in the review of this SBMP as required.

4. Site Description

The STP is located on Lot and Plan:	Lot 35 SP232620	
The STP street address is:	Elim Road	
The area of the STP site is:	44,600sqm	
The STP has the following components:	Primary Treatment pond	Aerators are working – curtains are damaged
	Secondary Treatment Pond	Aerators are working – curtains are damaged
	Disinfection Unit	Not operational – assessment and repair/replacement required
	Treated Effluent Release Point	In good working order and discharging to tributary of Endeavour River Right Branch
	Aerators	2 fountain type aerators – in good working order (primary ponds)
	Sludge Drying Beds	Well maintained
	Pump Station 1	Well maintained, has inlet screening
	Pump Station 2	Well maintained, has inlet screening
	Pump Station 3	Well maintained
	Access Roads	Well maintained
Is there a creek or river nearby? If so, name of watercourse and distance between the STP and the watercourse	Endeavour River Right Branch – unnamed tributary 130m	

What is the distance between the STP and school?	1.2km
What is the distance between the STP and closest houses?	700m
What is the distance between the STP and the closet commercial premises	800m
Is the STP fully fenced?	Yes Renewal fence is scheduled for 26/27
Does the STP have signs on the fence restricting access?	Yes
Is there a lock on the gate?	Yes
What capacity (EP) does the STP currently have?	>100 but <1500EP



Figure 1: Location of STP in proximity to water course and community Figure 2: STP Footprint & approx. location of release point
Refer Appendix 11 and 12 for plan details of the STP and Sludge Disposal Ponds

5. Responsibilities under this plan

It is the operational team's responsibility to:

- read and understand the conditions of the environmental authority
- read and understand the SBMP
- perform regular inspection and maintenance activities of the STP and associated infrastructure and report issues/concerns to the supervisor or manager
- undertake water quality sampling as per the requirements of the EA

It is the supervisor and managers responsibility to:

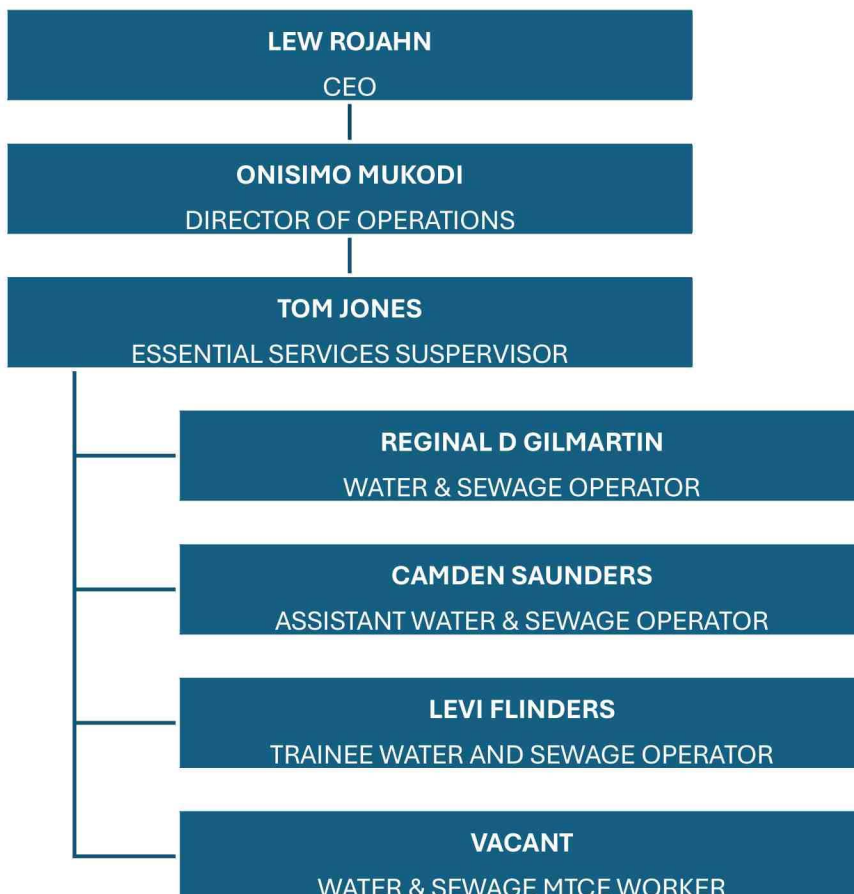
- read and understand the conditions of the environmental authority
- read and understand the SBMP
- ensure water quality sampling is undertaken in accordance with the requirements of the EA

- ensure the regular inspection and maintenance checks are completed
- ensure data from the regular inspection and maintenance checks is recorded, filed and identified maintenance requirements are addressed
- ensure all pollution incidents and water quality exceedances are reported to DETSI in accordance with EA.
- ensure environmental complaints and actions taken to address are recorded
- ensure contractors are familiar with the requirements of the SBMP, particularly as it relates to workplace health and safety and environmental incident reporting, and that a register of works undertaken by contractors is recorded

It is the chief executive officer's responsibility to:

- read and understand the conditions of the environmental authority
- ensure appropriate resources are available to enable the efficient and effective management of Council's wastewater infrastructure
- ensure the SBMP is periodically reviewed to assess the environmental performance of the STP operations and identify areas for continual improvement.
- ensure the SBMP is implemented and made available to all council employees and contractors working at the STP
- ensure all pollution incidents and water quality exceedances are reported to DETSI in accordance with the EA

5.1 Organisational Structure



6. Environmental Authority

Operation and maintenance of the STP and associated infrastructure is authorised by environmental authority EPPR00186113 (the EA), dated 8 March 2014 for environmentally relevant activity (ERA) 63 under the *Environmental Protection Act 1994* and associated Regulations.

To ensure that environmental harm is avoided, and any potential impacts to environmental values are minimised throughout the life of the activity, compliance with conditions of the EA remains the responsibility of Council.

A copy of the EA and this SBMP must be available on site for council employees and contractors to view at any time. Forms associated with the monitoring and maintenance of the STP must be made freely available for council employees and contractors to complete.

All records (e.g. monitoring, exceedance notifications and reporting etc) required by the EA, must be kept for the period stated in the conditions of the EA; that being 5 years.

7. Environmental Legislation

All Council, employees and contractors have a General Environmental Duty (i.e. duty of care to the environment) under the *Environmental Protection Act 1994* (the EP Act).

To prevent environmental harm, the General Environmental Duty (GED) established under Section 319 of the EP Act must be complied with and activities must be undertaken with due diligence.

The GED states, “A person must not carry out any activity that causes, or is likely to cause environmental harm unless the person takes all reasonable and practical measures to prevent or minimise the harm.”

To act with due diligence, all Council employees and contractors must show that they understand the environmental risk associated with the activity and have minimised any risk where possible.

8. Record Keeping

All records relating to this SBMP will be maintained in an easily accessible format which may include both hard copy and electronic versions. A collection of records is often referred to as a site diary and should be available to operational, management and executive officers.

Records to be kept should include at least the following:

- A copy of the current EA
- A copy of the current SBMP
- Copies of any qualifications and training attendance of staff operating the site
- Records of any non-routine maintenance activity. i.e. external contractor works
- Records of any new infrastructure/equipment installations
- Records of when monitoring and sampling equipment is calibrated
- All templates and completed checklists required under this management plan.
- Details of any approved program of works at the site.
- Monitoring results required under the EA; these records must be kept until the surrender of the EA.
- Copies of all reporting requirements (e.g. exceedance notifications, incidents, complaints)

9. Potential sources of environmental harm and nuisance

This SBMP identifies the following potential impacts and sources of environmental harm:

- Plant and equipment failure at the sewage treatment plant resulting in discharges to the environment
- Cracked, eroded or leaking banks of ponds causing effluent to release to the environment
- Poor management of ponds that hinder the treatment process resulting in poor effluent quality
- Over topping of sewage ponds causing release of effluent to the environment
- Pump Station failures resulting in discharge of raw sewage to the environment
- Poor management of sludge treatment processes causing release of effluent to the environment
- Poor management of pond systems resulting in strong odours
- Poor management of pump stations resulting in strong odours
- Poor management of effluent discharge locations causing unauthorised release of effluent to the environment
- Severe weather events including tropical cyclones, flooding and fire

10. Mitigation measures to prevent environmental harm occurring

Element	Source	Risk	Mitigation Measures and Controls
Infrastructure	Infrastructure failures	Inexperienced operators and/or lack of procedures and maintenance schedules resulting in plant failures	Appropriately trained/experienced persons operate the facility Implementation of this Site Based Management Plan, including adoption and regular reviews of documented procedures and maintenance schedules for ponds, pump stations, sewer lines, manholes and other related infrastructure and equipment
Infrastructure	Pump Station failures	Untreated effluent overflow events to waters and/or land	Regular checks and maintenance at pump stations and wet/dry wells undertaken Stand-by portable/mobile or permanent generator in place in event of a power outage. Regular maintenance program in place to test generators Each pump station has two pumps: a duty pump and a standby pump SCADA is operational and high-level alarms are working; operators have 24hr access to SCADA There is access to a mobile sucker truck/trailer
Ponds	Erosion to the banks of the ponds	Failure of the pond banks resulting in release of poorly treated effluent to the receiving environment	Banks of ponds are regularly inspected for erosion and any damp and boggy areas

Ponds	Overgrown vegetation on the banks of the ponds	Reduced air flow resulting in poor performance of the pond systems (ie no natural aeration) Blocked pond overflow pipes resulting in overtopping	Regular maintenance program to mow and maintain the site Regular maintenance of overflow pipes to ensure they are free flowing
Ponds	Build-up of vegetation / rafts	Blocked overflow pipes resulting in overtopping	Regular removal of vegetation/flotsam rafts Regular maintenance of overflow pipes to ensure they are free flowing
Ponds	Aerators	Ineffective aeration resulting in diminished biological performance	Regular maintenance of aerators Aerators are connected to SCADA
Sludge	Sludge Removal & Sludge Drying Beds	Irregular sludge removal resulting in overtopping of pond system Impact to biological processes required to treat effluent	Sludge removal is performed by a suitably trained person Regular maintenance program in place for sludge removal Drying beds are maintained, and dried sludge disposed of to a licensed facility
Wet Weather Storage	Wet Tanks or evaporation ponds	Release to receiving environment causing environmental harm	There are currently no wet weather storage facilities, however the pond system is managed during the dry season to reduce the level of the secondary ponds. Authorised releases occur during the dry season in accordance with the EA conditions
Treated Effluent	Ineffective flow meters Discharge Location	Release of effluent in excess of license limits resulting in potential harm to the environment	Regular maintenance program in place to monitor the flow meters and effluent discharge location (<i>Note: flowmeters currently not present - flow meters scheduled for replacement 26/7</i>) Regular monitoring and recording of inflow and outflow data Sampling in accordance with the EA is performed
Odour	Poor day to day management	Nuisance to site personnel and customers Nuisance to nearby sensitive receptors	Procedures are in place to perform daily management activities Plant and equipment are maintained in a proper and effective condition

			Plant and equipment are operated in a proper and effective manner
Stormwater	Release from pump stations and/or pond system	Release to receiving environment causing environmental harm and risk to human health	There are currently no wet weather storage facilities, however the pond system is managed during the dry season to reduce the level of the tertiary ponds SCADA is operational and high-level alarms are sent via text message to operators Backup generators – text message receives during phase failure (testing occurs on generators)
Severe weather impacts	Cyclone Fire Intensive storm events Floods	Damage to infrastructure resulting in uncontrolled/unauthorised releases to the environment	Mitigation measures in these circumstances will be reflective of on-ground needs and any Disaster Management Planning arrangements. All incidents related to floods, fire, and storm impacts will be reported in accordance with Section 12 of this management plan. Fire breaks will be maintained around all critical infrastructure Authorised discharges occur as per the requirements of the EA; wet weather storage areas are maintained

11. Operational Maintenance & Inspection Procedures

It is important that a regular inspections and maintenance work is completed at the ponds and associated infrastructure such as the inlet screening at PS 1 and PS 2, disinfection unit & authorised discharge point, wet weather storages, and sludge drying beds.

It is also important that regular checks and maintenance activities are performed at the pump stations, including:

- Cleaning and maintenance of pump stations
- Maintenance of duty and standby pumps
- Maintenance of standby generators
- Wet Well Pump Inspections
- Electrical Inspections

The inspection and maintenance frequencies for the STP infrastructure is as follows:

Procedure	Frequency	Purpose	Performed By
Routine Pond Inspection	Monthly	Check ponds are functioning well	Operators
Pump Station Inspection and Cleaning	Weekly	Prevent breakdowns and odours	Operators
Routine Pump Station Inspection (Pumps)	Weekly	Check pumps & alarm system	Operators
Generator Inspection	Weekly	Reduce risk of generator failure	Operators
Wet Well Pump Inspection	Weekly	Reduce risk of pump failure	Operators
Electrical Inspection	Annually	Electrical safety & prevent motor failure	Qualified Trade Person

Refer to Appendix section for checklist templates

12. Monitoring requirements

The EA requires Council to monitor water quality at certain times and places. Regular water quality sampling is needed to make sure the release waters comply with the conditions of the EA. This is important because the limits in the EA are there to ensure the community's environmental values are protected, and the community is not harmed by sewage treated waters.

12.1 Workplace Health and Safety

When taking samples at the sewage ponds appropriate personal protective equipment (PPE) must be used, and it is recommended that operators receive immunisations to prevent the likelihood of contract vaccine-preventable diseases including Hepatitis A, Hepatitis B and Tetanus. Council will ensure that immunisations are offered to all new employees and booster immunisations are offered to current employees. Refer to Appendix 9 for an immunisation register and Appendix 10 for a Laboratory Audit Checklist.

Operators will need the following items:

- Wide brimmed sun hat
- Long sleeve shirt and long pants
- Safety boots
- Safety glasses
- Disposable nitrile gloves
- Sampling pole (if required)
- Hand washing station or hand sanitiser

Operators are required to notify their supervisor or manager when they are about to commence sampling and when they have finished. It is best practice to have two operators involved in the sampling events, one to take the samples and one as a safety observer. Ensure there is a reliable communication method in the event of an incident.

IMPORTANT NOTES:

- The samples you are taking contain bacteria, and you must make sure that you wash your hands after sampling is complete.
- The ice brick and the esky **MUST ONLY BE USED** for sewage treatment pond sampling. This means that the ice bricks and the esky should **NEVER** be used for food or drink items.

All results of monitoring required by the EA must be recorded and kept in a designated record keeping system for the prescribed period of the EA. Appendix 1 provides an example of a Monitoring Results Records Sheet.

Table 2. Effluent quality limits and monitoring frequency

Release to Waters		Release Limits						
Discharge Location	Quality Characteristics	Minimum	80 th percentile	Short Term 80 th percentile	Long Term 80 th percentile	Median	Maximum	Monitoring Frequency
W1	5-day Biochemical Oxygen Demand (mg/L)	-		25	20	-	60	Quarterly
W1	Suspended Solids (mg/L)	-		60	30	-	90	Quarterly
W1	pH (pH Units)	6.5		-	-		8.5	Quarterly
W1	Dissolved Oxygen (mg/L)	2		-	-	-	-	Quarterly
W1	Faecal Coliforms (organisms/100ml)	-	4000	-	-	1000	-	Quarterly
W1	Ammonia Nitrogen (mg/L)	-	-	-	-	-	1	Quarterly

Release Point

The authorised release point 'W1' is located at coordinates -15.286417 degrees and 145.115430 degrees.

It is important that the release point is maintained so that clear and safe access is provided for sampling events. This may mean that the release point will require regular mowing and removal of vegetation, including pathways to the release point.

Table 3 – Maximum Release Limits

Release Point	Maximum release on any dry weather day	Maximum release on any wet weather day
W1	200m ³ per day	400m ³ per day

All results of release volumes and the frequency of releases must be recorded and kept in a designated record keeping system for the period prescribed in the EA. *This is subject to the installation of new flow meters in 26/27.*

Appendix 1 provides an example of a reporting template.

12.2 How to prepare to take water samples

It is important that operators have a clear understanding of how the samples are transported to the preferred Laboratory and if this affects the timing of when the samples are taken. That is, is there a specific time that the samples need to be delivered to a courier, be it road or air travel, in order to meet the sample holding time thresholds (Refer section 11.5).

Sample bottles are sent to Council directly from the Laboratory and are clean and sterile. It is important that the inside of the bottles and the undersides of the lids are not touched; it is best to leave the bottles sealed until it is time to sample.

The sample bottle labels are required to be filled in prior to taking a sample. The Label requires the following information: the time, the date, the location of the sample, the name of the sample, and the operator's name.

Operators require the following items for each sampling event:

- A pen – a fine felt tip permanent marker is best
- Sampling bottles from the Laboratory
- Clean plastic bags, preferably zip-lock bags that will fit sample bottles inside
- Small esky with a frozen ice brick (not to be used for food and drink)

12.3 Taking the samples

To take the samples, take all the pre labelled sample bottles in the esky to the release point of the sewage pond. Make sure operators are wearing the correct PPE. Then follow these steps:

1. Put on the nitrile gloves.
2. Write the time you are taking the samples onto the bottle label.
3. Take the first sample bottle and remove the lid, remembering not to put your fingers inside the lid or bottle.
4. Fill the sample bottle at the release point until the bottle is full.
5. Hold the sample bottle upright and gently squeeze the sides of the bottle so that there is no air in the bottle, only water.
6. Replace the lid of the bottle and make sure it is on tight.
7. Place the collected sample bottle into a clean plastic bag.
8. If there is more than one sample to take at this location, repeat steps 2 to 6 for each bottle.
9. When the sampling has been completed, seal all of the samples into the zip lock plastic bag and put them into the esky with the frozen ice brick.
10. Remove gloves and place them into a rubbish bag, then use hand sanitiser, or soap and water to clean hands before leaving the site.

12.4 Storing the samples and sending the samples for testing

Samples containing bacteria need to be kept cold and must arrive at the laboratory within 24 hrs of having taken the samples. If samples are not kept cold, or do not arrive at the laboratory within 24 hrs, the bacteria will continue to grow. This can result in higher levels of bacteria than what is actually in the release waters and could cause a non-compliance with the conditions of the approval.

After operators have returned to the site office with the samples in the esky, if the samples are not being transported immediately to the courier, add another frozen ice brick to the esky.

12.5 Receiving sampling results and complying with the EA

All monitoring results received must be recorded in the designated record keeping system upon receiving the results from the laboratory.

In the event a monitoring result is not compliant with conditions of the EA, the following steps must be taken:

1. Send a copy of the monitoring results to the Department via email to pollutionhotline@des.qld.gov.au with a cc to envassist@des.qld.gov.au
2. Investigate the potential cause of the non-compliant results and report those to the supervisor.
3. Make any changes that may improve the wastewater treatment process.
4. Take additional samples if directed to do so by the department.
5. Maintain contact with departmental officers to assist you in gaining compliance with EA conditions.

13. Environmental Incident Procedure

Environmental incidents can occur however it is the responsibility of all staff associated with operation and maintenance of the STP to ensure that the following risks are mitigated:

- pollution to the environment
- environmental harm (either actual or potential)
- environmental nuisance such as noise and odour

In the event that an incident occurs such as flood, fire, cyclone impact, overflow, non-compliant monitoring results or any other impacts to the STP that may result in environmental harm, Council must respond in accordance with the EP Act Duty to Notify of Environmental Harm, which states: ***While carrying out an activity if a person becomes aware of an event that causes serious or material environmental harm the person has a duty to notify the employer / administering authority.***

To ensure that Council is able to uphold this responsibility, the following steps must be taken:

1. The staff on site must notify their supervisor or manager in person or via phone as soon as possible after noticing an incident where environmental harm may be occurring or has occurred.
2. The supervisor or manager must notify the Chief Executive Officer (CEO) as soon as possible (within 24 hours).
3. The supervisor or manager must report the incident to the department as soon as possible (within 24 hours) by submitting the Incident Report Form (Appendix 8) to the Pollution Hotline:

Pollution incidents can be reported 24 hours a day, 7 days a week.

- by email: PollutionHotline@des.qld.gov.au
- Online: <https://www.qld.gov.au/environment/pollution/pollution-management/reporting>
- or by phoning the 24/7 Pollution Hotline - 1300 130 372 (option 2)

When phoning the Pollution Hotline have as much of the following information as available:

- Your details (name, phone, address, email)
- Environmental Authority Number
- Time and date of incident or activity
- Location of incident or activity
- Description of incident or activity
- Description of environmental values being affected
- Description of what actions are being taken to address the incident / mitigate further environmental harm

In the event of an emergency the following telephone numbers may be useful:

Contact centre	Phone number
24/7 Pollution Hotline	1300 130 372 (option 2)
Poison Information Centre	131126
Chemical Hazards Information Centre	(07) 3247 8444
Ambulance, Fire, Police	000
Medical Centre	(07) 4083 8100

14. Review Period

The SBMP will be reviewed on a two-yearly basis to assess the environmental performance of the STP operations and identify areas for continual improvement.

15. Further Information

If further information is required by anyone working under this SBMP, that further information can be requested by contacting the supervisor or manager from council in the first instance.

If assistance is required with completing any forms or updating this SBMP, assistance can be requested by contacting the supervisor, manager or the department.

Should you require any further information or clarification from DETSI please contact the Environmental Services Support Program Team at EnvAssist@des.qld.gov.au or on P: 4222 5364.

16. Approval

Signed:

Lew Rojahn
Chief Executive Officer
Hope Vale Aboriginal Shire Council

Date: 23/07/2026

17. Version History

Date	Version	Action	Description / comments
xxx	1.00	Approved by CEO, HVASC	New Management Plan

18. Definitions

Term / Acronym	Definition / Description
Council	Hope Vale Aboriginal Shire Council
EA	Environmental Authority – is issued under section 195 of the EP Act
Environmental Harm	Environmental harm is any adverse effect, or potential adverse effect (whether temporary or permanent and of whatever magnitude, duration or frequency) on an environmental value, and includes environmental nuisance. Environmental harm may be caused by an activity – ▪ whether the harm is a direct or indirect result of the activity; or ▪ whether the harm results from the activity alone or from the combined efforts of the activity and other activities or factors
Environmental Nuisance	Environmental nuisance is unreasonable interference or likely interference with an environmental value caused by ▪ aerosols, fumes, light, noise, particles or smoke; or ▪ an unhealthy, offensive or unsightly condition because of contamination; or ▪ another way prescribed by regulation.
EP Act	<i>Environmental Protection Act 1994</i>
Environmental Regulator	The State Government department responsible for the administration of the <i>Environmental Protection Act 1994</i>
ERA	Environmentally Relevant Activity – an activity prescribed under section 19 of the EP Act.
Environmental Value	Environmental value is - - a quality or physical characteristic of the environment that is conducive the ecological health; or - a quality or physical characteristic of the environment that is conducive to public health, safety or amenity; or - a quality or physical characteristic of the environment that contributes to its biological diversity and integrity, intrinsic or attributed scientific value or interest, amenity, harmony and sense of community; or - another quality of the environment identified and declared to be an environmental value under an environmental protection policy or regulation.
GED	General Environmental Duty - A person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonably practicable measures to prevent or minimise the harm (the general environmental duty).
SBMP	Site Based Management Plan - means a plan for managing the environmental harm that may be caused by the hazardous contaminant contaminating the land by applying conditions to the use or development of, or activities carried out on, the land.

19. Appendices

Appendix 1 Monitoring Results & Discharge Release Record Sheets

Release to Waters		Release Limits							
Quality Characteristics	Date Monitored	Minimum	80 th percentile	Short Term 80 th percentile	Long Term 80 th percentile	Median	Maximum	Monitoring Frequency	Monitoring Result
5-day Biochemical Oxygen Demand (mg/L)		-		25	20	-	60	Quarterly	
Suspended Solids (mg/L)		-		60	30	-	90	Quarterly	
pH (pH Units)		6.5		-	-		8.5	Quarterly	
Dissolved Oxygen (mg/L)		2		-	-	-	-	Quarterly	
Faecal Coliforms (organisms/100ml)		-	4000	-	-	1000	-	Quarterly	
Ammonia Nitrogen		-	-	-	-	-	1	Quarterly	

Discharge Release Results *(subject to flow meter installation)*

Date	Release Point Location / Reference	Weather Condition	Dry Weather – Amount Released (EA Maximum Limit 200m ³ per day)	Wet Weather – Amount Released (EA Maximum Limit 400m ³ per day)	Compliant Y / N
		☐ Wet ☐ Dry			☐ Yes ☐ No
		☐ Wet ☐ Dry			☐ Yes ☐ No
		☐ Wet ☐ Dry			☐ Yes ☐ No

Appendix 2. Routine Pond Inspection and Maintenance Checklist

Routine Pond inspection and maintenance duties (monthly)**Key Tasks:** General pond maintenance inspection including cleaning of inlet screening**Date of Inspection:****Operator/s:**

WHS - Risk Assessment & PPE Requirements
• WHS Inductions and Training requirements • Personal PPE • Tools and Equipment

Inspection Checks	Outcome
STP Ponds	
Walk the fence line. Are any of the fences damaged, broken or have been cut?	☐ Yes – report to manager and request maintenance ☐ No
Are the boundary firebreaks maintained?	☐ Yes ☐ No – report to manager and request fire break maintenance
Is the lock on the gate to the STP working?	☐ Yes ☐ No – report to manager and request new locks
Are the NO ACCESS or DO NOT ENTER signs in place?	☐ Yes ☐ No – report to manager and request new signs
Are there enough chemicals for the next month?	☐ Yes ☐ No – report to manager and request purchase
Are the screens on the STP inflow clean?	☐ Yes ☐ No – clean and correctly dispose of rags
Do the rags need removing to landfill?	☐ Yes – report to manager and request maintenance ☐ No
Are the overflow pipes clear of blockages and free flowing	☐ Yes – report to manager and request maintenance ☐ No
Is the release point clear and free from grasses, trees and erosion? Can it be accessed easily? Is appropriate signage in place?	☐ Yes ☐ No – report to manager and request maintenance

Do the banks of the Ponds need mowing?	☐ Yes – report to manager and request maintenance ☐ No
Are the banks of the ponds boggy or dry?	☐ Boggy – where? If Boggy, report to manager ☐ Dry
Are there any areas of the pond banks that look like they are eroding?	☐ Yes – report to manager and request maintenance ☐ No
Is there any damage to the pond liners (HDPE or concrete liners)?	☐ Yes – report to manager and request maintenance ☐ No
Do the ponds smell normal?	☐ Yes ☐ No – report to manager and request maintenance
Is there any rubbish floating on the surface of the water?	☐ Yes – report to manager and request maintenance ☐ No
Are there any signs of algal blooms?	☐ Yes – report to manager ☐ No
Are the aerators functioning well?	☐ Yes ☐ No – report to manager
Are the flow meters functioning well?	☐ Yes ☐ No – report to manager
Treated Effluent Discharge Location	
Does the surrounding area require mowing?	☐ Yes – report to manager and request maintenance ☐ No
Is there any damage to the pipes?	☐ Yes – report to manager and request repair ☐ No
Are the NO ACCESS or DO NOT ENTER signs in place?	☐ Yes ☐ No – report to manager
Sludge Drying Beds	
Walk the fence line. Are any of the fences damaged, broken or have been cut?	☐ Yes – report to manager and request maintenance ☐ No
Are the boundary firebreaks maintained?	☐ Yes ☐ No – report to manager and request fire break maintenance
Is the lock on the gate working?	☐ Yes ☐ No – report to manager and request new locks

Are the NO ACCESS or DO NOT ENTER signs in place?	☐ Yes ☐ No – report to manager and request new signs
Do the banks or surrounds of the beds require mowing?	☐ Yes – report to manager and request maintenance ☐ No
If covered, is the roof structure in a good state?	☐ Yes ☐ No – report to manager
Has the sludge (bio-solids) dried out?	☐ Yes – report to manager and request removal and transportation to landfill ☐ No

Appendix 3. Routine Pump Station Inspection and Cleaning

Routine pump station inspection and cleaning duties (weekly)

Key Tasks: General sewage pump station maintenance inspection including hosing of wet wells, observation of performance of pumps, switchboards, mowing and housekeeping. It does not include maintenance requiring confined space entry

Pump Station number..... **Date of Maintenance:**

Operator/s:

WHS - Risk Assessment & PPE Requirements	
• WHS Inductions and Training requirements • Safe Handling Techniques - use hoist/crane/gantry to lift heavy equipment • Working at Heights • Personal PPE • Tools and Equipment	

Inspection Checks	Outcome
Is there any damage or vandalism to infrastructure and equipment (includes signage, fence, gate, locks, wet well lids, doors, broken lights, radio antenna etc)	Y Yes - report to manager and request repair/replacement Y No
Is there any evidence of a pump station overflow event	Y Yes - report to manager Y No
Visually inspect switchboard cabinet for signs of smoke or heat discolouration. If it is suspected that the cabinet is "live" do not touch	Y Yes – immediately report to manager and call for an electrician to test. Do not proceed with further works until safe to do so Y No
Press the "test" button - do the lamps work on the control panel?	Y Yes Y No – report to manager
Is the warning light flashing?	Y Yes – report to manager Y No
Is the gantry operational?	Y Yes Y No – report to manager
Monthly: Is the high-level alarm working	Y Yes Y No – report to manager
Does the pump station have checklists in the Control Panel?	Y Yes Y No – report to manager
Test run pumps and check amperage (switch pump controls from auto to manual and pump down wet well level to approximately 50%). • Listen for abnormal noises or vibration during pump operation. • Reset pump control switch to auto (pump normally stops on low sewage level)	
Maintenance Steps	
1. Tidy-up grounds, remove litter and mow/whipper snip grass if required. Remove any vegetation growing up the fence line.	

2. Connect the hose to water tap and hose-down concrete/hardstand areas.
3. Open wet well lids and use safety barriers
4. Use hose and scraper to remove grease and fat and clean walls
5. Remove rag baskets/screens and clean (if installed)
6. Scoop out any rags and floating material that could cause pump blockages
7. Check the overflow chamber (if installed) and remove any rags and floating material.
8. Place all rags and foreign materials in specific bin/container for disposal and the landfill (once dried)
9. Check level control devices to ensure that fouling of these controls is not occurring
10. Hose clean level probes/ball floats and return to position ensuring free operation and no obstructions
11. Clean and check well washer (if installed)
12. Close the wet well lids and disconnect hose and store away
13. Correctly dispose of disposable PPE
14. Once dried, arrange for the appropriate disposal of rags to the landfill
After completion of maintenance work
Record hours run and amp reading for each pump: Duty Pump: Hrs..... Amps..... Standby Pump: Hrs..... Amps.....
Ensure site is clean, tidy and secured on departure
Complete maintenance work sheet and return to Supervisor or office.

Basic Troubleshooting on sewage pump stations

Symptom	Possible Cause
Pump won't start	Problem with electrical connections or mains switch. Broken level switch. Blockage in pump impeller.
Pump won't stop	Broken level switch.
Pump keeps switching on and off	Motor power supply faulty. Level switches faulty. Pump overload kicking in due to blockage in the system.
Motor current too high	Motor power supply faulty. Blockage in system or sewerage too thick to pump.
Low flow	Blockage in discharge line. Pump failure.
High level alarm	Faulty level switches. Flow of sewerage is above design. Pump failure.

Appendix 4. Inspection and Maintenance of Pumps

Inspection and Maintenance of Pumps (Weekly)**Key Tasks:** Checking switchboard, pumps and communications systems**Pump Station number**..... **Date of inspection:****Operator/s:****WHS - Risk Assessment & PPE Requirements**

- WHS Inductions and Training requirements
- Confined Entry Space
- Working at Heights
- Personal PPE
- Tools and Equipment

Inspection Checks	Outcome
Is there any damage or vandalism to infrastructure and equipment (includes signage, fence, gate, locks, wet well lids, doors, broken lights, radio antenna etc)	Y Yes - report to manager and request repair/replacement Y No
Visually inspect switchboard cabinet for signs of smoke or heat discolouration. If it is suspected that the cabinet is "live" Do not touch	Y Yes – immediately report to manager and call for an electrician to test. Do not proceed with further works until safe to do so Y No
Press the "test" button - do the lamps work on the control panel?	Y Yes Y No – report to manager and request maintenance
Is the warning light flashing?	Y Yes – report to manager and request maintenance Y No
If data is available record: Data Available: Y Yes Y No • Power Consumption: • Hours Run: • Flow Meter Readings:	
Maintenance Steps	Outcome
1. Test run duty pump - switch pump controls from auto to manual and pump down wet well level to approximately 60% and undertake checks as follows: • Visually inspect and listen to pump operation • Record amperage • Listen for unusual noises from pump or motor • Check for vibrations in pump or motor • Check for leaks in pump seals, valves and pipe-work	
Are there any unusual noises, vibrations or leaks? What is the amperage recording?	Y Yes – report to manager and request maintenance Y No Amp Recording:

2. Repeat with standby pump - stop duty pump, select standby pump and pump down wet well level to approximately 30%	
Are there any unusual noises or vibrations?	Y Yes – report to manager and request maintenance
Did you observe any leaks?	Y No
What is the amperage recording?	Amp Recording:
3. Reset pump controls to auto (note: pump normally stops on low sewage level)	
4. Check radio telemetry system antenna and battery back-up (test if required)	
After completion of maintenance work	
Check amperage reading – if high check for pump blockage	
Check weekly hours run reading – if high, check for pump blockage, worn pump impeller, wet weather I/I flows or new sewer connections.	
Complete maintenance work sheet and return to Supervisor or office.	

Appendix 5. Routine Generator Maintenance

Routine Generator Inspection (weekly)

Location: Date of inspection:

Operator/s:

WHS - Risk Assessment & PPE Requirements

- WHS Inductions and Training requirements
- Personal PPE
- Tools and Equipment

Inspection Checks	Outcome
Is there any damage or vandalism to generator	Y Yes - report to manager and request repair/replacement Y No
3. Check the fuel level – does it require top up?	Y Yes – record level and advise supervisor Y No Fuel Level:
2. Check the coolant level – does it require top up?	Y Yes – record level and advise supervisor Y No Coolant Level:
1. Check the oil level – does it require top up?	Y Yes – record level and advise supervisor Y No Oil Level:
5. Check the auto-transmission switch – is it working?	Y Yes Y No – report to manager
After completion of maintenance work	
Ensure site is clean, tidy and secured on departure	
Complete maintenance work sheet and return to Supervisor or office.	

Appendix 6. Wet Well Pump Inspection and Maintenance

Wet Well Pump Inspection and Maintenance Procedure (weekly)**Key Tasks:** Pump station inspection in wet well including checking switchboard and pumps**Pump Station number**..... **Date of Maintenance:****Operator/s:****WHS - Risk Assessment & PPE Requirements**

- WHS Inductions and Training requirements
- Pump must be electrically isolated before removing it for maintenance
- Safe Handling Techniques - use hoist/crane/gantry to lift heavy equipment
- Confined Entry Space (if required)
- Working at Heights
- Personal PPE
- Tools and Equipment

Inspection Checks	Outcome
Visually inspect switchboard cabinet for signs of smoke or heat discolouration. If it is suspected that the cabinet is “live” do not touch	If there are signs of smoke or heat discolouration immediately report to manager and call for an electrician to test. Do not proceed with further works until safe to do so
Press the “test” button - do the lamps work on the control panel?	Y Yes Y No – report to manager
Is the warning light flashing?	Y Yes – report to manager Y No
Is the gantry operational?	Y Yes Y No – report to manager and cease work (WHS Safe Handling Techniques)
Monthly: Is the high-level alarm working	Y Yes Y No – report to manager
Maintenance Steps	
1. The pump must be electronically isolated before removing it. Tag and isolate submersible pump to be inspected at switchboard and check correct isolation procedure by starting the duty pump	
2. Using appropriate lifting equipment, lift pump out of wet well, set it on the ground and hose clean	
3. Close wet well lids, taking care not to trap or damage electrical cable	
4. Undertake the following checks:	
5. Is there any corrosion, wear or damage on the guide rails?	Y Yes – report to manager Y No
6. What is the condition of the lifting chain, shackles, bridle and eye bolts?	Y Good Y Fair Y Poor

7. Is there any damage to the electrical cable?	Y Yes – report to manager Y No
8. Flush the water jacket (where applicable). Are there any leaks in the pump seals	Y Yes – report to manager Y No
9. Remove volute from pump and check volute face and pedestal hooks. Is there any damage?	Y Yes – report to manager Y No If yes, what is the damage.....
10. Inspect wear ring, record clearance, and replace as necessary	Clearance Recording:..... Ring replaced Y / N
11. Place pump on its side and check impeller for undue wear or corrosion. Is there any wear or corrosion?	Y Yes – report to manager Y No
12. Inspect condition of impeller: a. manually check for free rotation. b. Move the impeller side to side to check for free rotation Does the impeller move freely?	Y Yes Y No – report to manager
13. Pressure test seal chamber, check oil level and oil for contamination	
14. Drain and replace oil or top up to manufactures specifications	
15. Check that connections and supporting screws are tight	
16. Ensuring the pump is in a safe position, run in manual to check direction of rotation and listen to bearing noise	
17. Replace pump in well and test run, check amps and flow before switching to auto and removing isolation tag.	
After completion of maintenance work	
Report any faults to Supervisor	
Complete maintenance work sheet and return to Supervisor or office.	

Appendix 7. Pump Station Overflow Prevention

Pump Station Overflow Prevention Procedure

Potential Causes of sewer overflows:

- Increase in sewage flow due to stormwater entering the sewer by inflow and infiltration during wet weather
- Power failure causing pump station to be out of service
 - Clogged screens, pump blockage or pump breakdown
 - Motor or electrical switchboard fault
 - SCADA failure; high level alarms not reported
 - Electricity outage and failure of backup generators

Site Controls
Before attending site ensure health and safety risks have been considered including: a. Assess weather conditions; determine if it is safe to proceed b. Assess road and access conditions; operate hazard lights c. Ensure you have all required PPE including safety boots (waterproof if required), gloves, high-visibility clothing d. Ensure you have access to appropriate tools, plant and machinery
Maintenance Steps
1. Respond to alarm and correct problem at pump station (timing is critical)
2. If fault cannot be corrected, request urgent assistance from AUSTEK (0447 639 815)
3. Turn off upstream pump stations if capacity is available in these systems
4. Redirect the sewage flow to other pump stations if possible
5. If pump station is likely to overflow employ mobile sucker truck to attend and tanker sewage to the STP
6. Contain the overflow. Construct temporary bunds around the pump station to contain the spill eg an earthen embankment, sandbags. If there is a nearby sensitive receptor (housing, water course) direct spill away from this area
Assess environmental, public health and safety impacts from the overflow event
7. Does the release pose a threat to public health (eg contamination of waterways where community swim or fish, covers an area frequently used/transversed by community members?) If yes, • Escalate to supervisor and arrange for community messaging to be released advising the area is restricted • Condon off the area where possible to restrict access • Install temporary signage advising raw sewage is present
8. Does the release result in any observable environmental impact (eg fish kill, distress to wildlife, impacts on marine plants and other aquatic life). If yes, • Escalate to supervisor to contact DETSI for advice on steps to be taken
9. Is the release likely to impact on a sensitive environment (eg a culturally significant site, a Ramsar wetland, marine park, conservation zone) If yes, • Escalate to supervisor to contact DETSI for advice on steps to be taken
10. If possible, take photos of the incident (plant failure points, extent of overflow, actions taken to contain/stop the event, clean-up activities) and provide to manager for record keeping. Photos may be used in pollution incident notification
Sewage Clean Up
11. Shovel up solid waste materials

12. Apply hydrated lime to impact area – leave until dry then scrap up all contaminated soils
13. Dispose of all waste materials to the landfill (materials to be covered at landfill to reduce further risk of exposure to community and council operators)
14. Clean down and disinfect all equipment used and external components of the pump station that may have or did come into contact with raw sewage
Environmental Pollution Incident Reporting
An environmental incident is an event such as a sewage overflow which could cause environmental harm or potential environmental harm.
It is a legal requirement that all environmental incidents are reported to DETSI within 24hrs of the event
Provide the following details to your supervisor for reporting purposes: • Approximate volume of sewage released • Time and location of incident • Actions taken to stop the overflow • Any repair/maintenance requirements
Refer to the Incident Reporting Form to assist with collating information required to be submitted to DETSI Contacts: 24hr Pollution Hotline – 1300 130 372 OR email pollutionhotline@detsi.qld.gov.au

Appendix 8. Pollution Incident Report Form

Incident Report Form		
Question	Response	
Name of person making the incident report		
Phone number of the person making the report		
Is the Activity permitted under an Environmental Authority	☐ Yes ☐ No EA Number: EPPR00186113 Activity: Sewage Treatment	
Environmental Authority Holder	Hope Vale Aboriginal Shire Council	
Location of the Incident	<include Lot and Plan, Street number and name. You may like to include a map to indicate the incident location>	
When did this happen?	Date:	Time:
Is it still happening?	☐ Yes ☐ No	
Has the CEO been notified?	☐ Yes ☐ No	
What type of incident is it (please tick any that are relevant)	☐ Pollution flowing to a creek or river ☐ Pollution flowing to a wetland ☐ Pollution flowing to land ☐ Fire at the facility	☐ Flood at the facility ☐ Sewage Pump Station overflow ☐ Chemical Spill ☐ Other: Please describe:
Describe how the incident may have occurred		
What actions are being taking/have been taken to stop the incident or to prevent the potential for further environmental harm?		

What environmental values are being impacted?	
Are there any public health concerns? If yes, has Queensland Health been notified?	
Are there any photos of the incident?	☐ Yes – if yes, please provide ☐ No
Send this form to pollutionhotline@des.qld.gov.au and Environmental Services Support Program Team EnvAssist@des.qld.gov.au	

Appendix 9. Staff Immunisation Register

Council will ensure that immunisations are offered to all new employees and booster immunisations are offered to current employees.

Operator Name	Immunisation Requirement	Operator Agreement (Yes or No?)	Date of Immunisation	Operator Signature
Tom Jones	Hepatitis A Hepatitis B Tetanus			
Reginal D Gilmartin	Hepatitis A Hepatitis B Tetanus			
Camden Saunders	Hepatitis A Hepatitis B Tetanus			
Levi Flinders	Hepatitis A Hepatitis B Tetanus			

Plumbers and other workers in regular contact with untreated sewage are recommended to received vaccines against:

- Hepatitis A
- Tetanus (dt or dTpa)

Workers who have regular contact with human tissue, blood and body fluids are recommended to receive a vaccine against:

- Hepatitis B

Information sourced from: [Vaccination for people at occupational risk | The Australian Immunisation Handbook](#)

Appendix 10. Laboratory Audit Checklist

The Queensland [Monitoring and Sampling Manual](#) provides the common techniques, methods and standards for sample collection, handling, quality assurance and control, custodianship and data management, for use by Queensland Government Authorities, relevant persons and other organisations.

Item Required	Purpose	Description <i>Note other providers could be used</i>	Is the item available	Comments / Order Requirements
Sampling bottles – current analytes, correct laboratory	Sampling bottles are required to submit samples for analysis in accordance with the Environmental Authority for the STP and under the Drinking Water Management Plan	Bottles are supplied free of charge through your selected Laboratory Cairns Laboratory	Yes ☐ No ☐	If No, place order for sampling bottles <include number of sets required>
Eskies and ice bricks from the Laboratory where samples are sent	Request lab to send eskies and ice bricks with sample bottles	Preferred Laboratory service – should be free of charge apart from freight	Yes ☐ No ☐	If No, include with order for sample bottles
Sampling Poles 1 for Drinking Water Samples 1 for Sewage Treatment sampling	Poles provide safe sampling practices in accordance with the Queensland Monitoring and Sampling Manual Provides safe distance from crocodiles, steep banks, and deep edges.	ECO Telescopic Sampler - Eco Environmental Buy the Mighty Gripper, Part number MGC-MG, The Mighty Gripper from John Morris Group. John Morris Group	Yes ☐ No ☐	If no, place order <include number of poles required>
1 pair of Red PVC Long Gloves for each operator	Heavy duty gloves provide safe handling of sewage related samples, chemical spills, general toxic materials handling Approx \$15.00 ea	PROCHOICE Red PVC Long Gloves Total Tools	Yes ☐ No ☐	If no, place order <include number of pairs required>
1 pair of General Purpose Gloves for each operator	General purpose gloves to be worn when applying maintenance to pump stations, sewer network, water treatment facility work to protect hands from sharp objects. Approx \$5.00 ea	GUARDALL General Purpose Dipped Palm Grip Glove Black GAGPGLSZ7 Total Tools	Yes ☐ No ☐	If no, place order <include number of pairs required>

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Item Required	Purpose	Description <i>Note other providers could be used</i>	Is the item available	Comments / Order Requirements
1 pair of Safety Glasses for each operator	Shield eyes from sewage splashes and other toxic or chemical hazards Approx \$5.00 ea	GUARDALL UV Protection Smoke Safety Spectacle GSGSM02S2 Total Tools PROCHOICE Tsunami Clear Safety Glasses Total Tools	Yes ☐ No ☐	If no, place order <include number of items required>
1 PVC Apron for each operator	Protects officers clothing from sewage and or chemical spills. Approx \$25.00 ea	PROCHOICE Black PVC Apron AF1BK Total Tools	Yes ☐ No ☐	If no, place order <include number of items required>
Hand Sanitiser in every vehicle	Provides some protection after working on sewage related infrastructure Approx \$20.00	485mL 75% Alcohol Gel Hand Sanitiser JXP0485CR0P Total Tools	Yes ☐ No ☐	If no, place order <include number of items required>
Nitrile Gloves – small, medium and large	In accordance with the Queensland Water Quality Sampling Manual, Nitrile gloves protect integrity of samples when undertaking sampling programs and protect officers during sampling events. One pair used for each sampling site. Approx \$60.00	100pcs Bastion Nitrile Gloves Powder Free Orange Industrial 7g Micro Textured - Large (topbanana.com.au)	Yes ☐ No ☐	If no, place order <include number of items required>
Pool extension poles – aluminium – 1 for each pump station and one for the STP Screens	Used for cleaning screens at STP and baskets in pump stations Approx \$70.00 ea	Monarch 1.2 - 2.4m Professional Aluminium Extension Pole - Bunnings Australia	Yes ☐ No ☐	If no, place order <include number of items required>
3 prong tool (gardening implement) – 1 for each pump station and one for the STP Screens	Can be fitted to the aluminium extension poles for cleaning screens at STP and baskets in pump stations	Cyclone 3 Prong Cultivator Long Timber Handle - Bunnings Australia	Yes ☐ No ☐	If no, place order <include number of items required>

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Item Required	Purpose	Description <i>Note other providers could be used</i>	Is the item available	Comments / Order Requirements
Bags of Lime for use during a sewage spill clean-up	Provide the ability to address pollution events appropriately, and to increase public safety	Australian Builders 20kg Hydrated Lime - Bunnings Australia	Yes ☐ No ☐	Maintain a stock of 6 bags <include number of items required>
Large Clip seal plastic bags to keep samples secure and contaminant free	Important that the samples arrive at the Lab contaminant free and cold	Resealable Bags Officeworks	Yes ☐ No ☐	If no, place order <include number of items required>

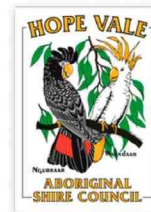
Appendix 11. Flow Plan of STP Ponds



Appendix 12. Sludge Treatment Ponds



Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Director Operations Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

13-Aug-26

Date item was requested

Agenda Item Subject *

HVASC DRFA Monthly Report August 2026

Item Reference Number

OM2026/08-021

Classification *

Information



Action



Note



Confidential

Details

Recommendation *

That Council receive and note the report

Background/Summary

The report provides an update on the Hope Vale Aboriginal Shire Council (HVASC) Natural Disaster Program as at August 2026. It provides an update on the statutory reporting obligations for the projects funded under the Disaster Recovery Funding Arrangements (DRFA).

Budget and Resource Considerations

Nil

Action Options

Information report

Appointments and Meetings

Date	Description

Link to Operational Plan**Consultation**

Nil

Risk Assessment

Low



Medium



High

Attach Supporting Agenda Materials

HVASC DRFA Monthly Report August 2026.pdf

1.39MB

Reference Document

Reference Document Link

☒ Yes ☐ Not Applicable

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☒ **Approve** ☐ **Reject**

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

13-Aug-26

Comments, Questions and Rejections Notes

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

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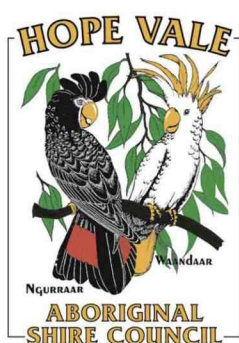
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Natural Disaster Program

Monthly Review

August 2026 Report



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Report title		HVASC Natural Disaster Program Monthly Review – August 2026				
Document code		HVASC.NDP.26.AUG	Project number		HVASC.NDP	
File path		Hope Vale ASC DRFA\Reporting				
Client		Hope Vale Aboriginal Shire Council				
Client contact		Onesimo Mukodi	Client reference		HVASC.NDP	
Rev	Date	Revision details/status	Author	Reviewer	Verifier (if required)	Approver
0	11 th of August	Draft issue for review	KM	RF	*	KM
Current revision		1				

Approval

Author signature		Approver signature	
			
Name		Name	
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Title		Title	
Program Director		Project Director	

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1. Introduction

1.1. General

This report provides an update on the Hope Vale Aboriginal Shire Council (HVASC) Natural Disaster Program. The reporting period for this report is the August 2026. This report supplements the statutory reporting obligations imposed under the Disaster Recovery Funding Arrangements (DRFA) and functions as the principal governance instrument through which the recovery program is monitored, controlled and assured. Beyond its administrative function, the report constitutes a structured record of recovery performance, documenting the extent to which essential public assets, and the communities dependent upon them, are being restored to pre-disaster function.

1.2. Definitions

CDO	– Counter Disaster Operations
DRFA	– Disaster Recovery Funding Arrangements
EW	– Emergency Works
IRW	– Immediate Reconstruction Works for essential public assets
LGA	– Local Government Area
MARS	– Management and Reporting System
HVASC	– Hope Vale Aboriginal Shire Council
QDFG	– Queensland Disaster Funding Guidelines
QRA	– Queensland Reconstruction Authority
REPA	– Reconstruction of Essential Public Assets

2. Background to the Disaster Recovery Funding Arrangements

The Disaster Recovery Funding Arrangements (DRFA) is a joint funding initiative of the Australian and state governments to provide disaster relief and recovery payments and infrastructure restoration to help communities recover from the effects of natural disasters and terrorist acts. In Queensland, this program is managed on a whole-of-government basis by the Queensland Reconstruction Authority (QRA). Activation of the DRFA allows for eligible expenditure to be reimbursed by QRA to activated local governments. This is done in compliance with the:

- Disaster Recovery Funding Arrangements (DRFA) 2018, and
- Queensland Disaster Funding Guidelines (QDFG) 2026.

The DRFA can be activated when the event meets the definition of an eligible disaster. The DRFA have been activated for the following events

- [Tropical Cyclone Jasper, Associated Rainfall and Flooding, 13 - 28 December 2023](#)
- [North and Far North Tropical Low, 29 January - 28 February 2025](#)
- [Queensland Monsoon Trough, Cyclone Koji, Cyclone Narelle and Severe Weather, 24 December 2025 - 24 April 2026](#)

HVASC is eligible to apply to the Queensland Reconstruction Authority (QRA) for four funding relief measures in the event of activation when the event meets the definition of an eligible disaster:

- Counter Disaster Operations (CDO)
- Emergency Works for essential public assets (EW)

- Immediate Reconstruction Works for essential public assets (IRW)
- Reconstruction of essential public assets (REPA)

HVASC as the applicant for DRFA is responsible for compliance with all associated DRFA criteria and guidelines for the submission of claims as detailed on the QRA website at the following links:

- [Disaster Recovery Funding Arrangements \(DRFA\) | Queensland Reconstruction Authority \(qra.qld.gov.au\)](https://qra.qld.gov.au/disaster-recovery-funding-arrangements-drfa)
- [Queensland Disaster Funding Guidelines \(QDFG\) 2021 | Queensland Reconstruction Authority \(qra.qld.gov.au\)](https://qra.qld.gov.au/queensland-disaster-funding-guidelines-qdfg-2021)

The [DRFA Toolbox](#) also has a number of fact sheets that may also assist in making applications.

In particular, the QRA [Treatment Guide](#) provides a common set of treatments for the scoping of road reconstruction works following damage by natural disasters which the HVASC should ensure is used in the scoping of works and subsequent application for funding.

3. Scope & Progress Summary

The recovery scope of works undertaken by the HVASC and funded under the DRFA comprises the following relief measures:

3.1. Counter Disaster Operations (CDO)

3.1.1. Scope

Counter Disaster Operations (CDO) refer to immediate response activities undertaken before, during, and shortly after the occurrence of a declared disaster event. These operations are designed to protect public safety, minimise damage to property and infrastructure, and enable rapid community support in the critical early phases of a disaster.

Under the Disaster Recovery Funding Arrangements (DRFA), eligible CDO activities are defined as those necessary to ensure the immediate safety and wellbeing of residents and to prevent further damage to public and private assets. These actions are typically activated prior to the commencement of emergency works and often overlap with the initial phases of disaster response and coordination.

Activities undertaken by Hope Vale Aboriginal Shire Council under this category may include, but are not limited to:

- Establishment and operation of local disaster coordination centres
- Emergency traffic and access management
- Placement of warning signage and temporary road closures
- Provision and distribution of emergency supplies to affected communities
- Sandbagging and flood mitigation measures
- Initial damage assessments to prioritise emergency response
- Deployment of staff and equipment to critical locations
- Communication and liaison with emergency services and the Local Disaster Management Group (LDMG)

Section 8 of the QDFG provides full details for funding arrangements for CDO activities.

3.1.2. Progress Summary

3.1.2.1. 2026 Counter Disaster Operations

No Counter Disaster Operations expenditure has been identified for the current reporting period. Should CDO costs be confirmed for an eligible event within the program, expenditure will be substantiated and a corresponding submission lodged with the QRA by September 30 2026. Page 138

3.2. Emergency Works for essential public assets (EW)

3.2.1. Scope

EW are temporary works undertaken by local government and state agencies to:

- urgently repair eligible essential public assets impacted by an eligible disaster.
- enable essential public assets to operate or be operated at a reasonable level of efficiency.
- enable assets to support the immediate recovery of the community after an eligible disaster.

Activities undertaken by the HVASC for this program may include:

- Desilting or debris removal operations.
- Light formation grading
- Filling of major scours with local fill.

Section 9.3 of the QDFG provides full details for funding arrangements for EW activities.

3.2.2. Progress Summary

3.2.2.1. HVASC EW.26

Works for the current 2025–26 event, where activated, are being scoped and substantiated for submission to the QRA within the eligible emergency works period. \$140,000 was completed on Elim Road, the submission for Emergency Works in due to QRA by the 30th of September.

3.3. Immediate Reconstruction Works (IRW)

3.3.1. Scope

IRW are immediate activities carried out to fully reconstruct an eligible essential public asset when reconstruction works are not required. They must occur within three months from the date the asset becomes accessible and are claimed after the works have been completed.

Section 9.4 of the QDFG provides full details for funding arrangements for IRW activities.

3.3.2. Progress Summary

3.3.2.1. HVASC IRW.26

Due to ongoing rain during the 90-day immediate reconstruction works phase no works were able to be undertaken.

3.4. Reconstruction of essential public assets (REPA)

3.4.1. Scope

REPA refers to the permanent reconstruction works for an essential public asset that has been directly damaged by an eligible disaster. An essential public asset directly damaged by an eligible disaster, or a re-damaged essential public asset may be reconstructed to its pre-disaster function.

Section 9.5 of the QDFG provides full details for funding arrangements for REPA activities.

3.4.2. Progress Summary

3.4.2.1. HVASC.REPA.26

- **HVASC.0033.2526G.REC – Unsealed Road Network Reconstruction (2025–26 event)**
 - Submission HVASC.0033.2526G.REC has been lodged with the QRA and is at the pre-approval phase. The submission covers permanent reconstruction of the unsealed road network damaged

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by the 2025–26 event.

- Assets: Aerodrome Road, Alligator Creek Road to Brannican Road Connection Road, Brannican Road, Coloured Sands Road, Elim Road and Cooktown-Mclvor River Road. The submission has a total value of \$2,151,731.04 (excl GST) and is under QRA assessment.
- **HVASC.0034.2526G.REC – Sealed Network Reconstruction, Elim Road (2025–26 event)**
 - HVASC.0034.2526G.REC has been lodged with the QRA and is at the pre-approval phase.
 - The submission addresses the embankment failure on Elim Road, a sealed asset, and has a total value of \$1,327,967.21 (excl GST).
 - Assets: Elim Road (Lamin's Bridge Approach Embankment Failure).
- **Tropical Cyclone Jasper (2023–24 event) – REPA Acquittal**
 - The Tropical Cyclone Jasper REPA program comprises eight submissions (packages 23B-1 to 23B-7 and the Alligator Creek Betterment) with combined approved funding of \$6,454,128.14. Expenditure of \$2,766,583.41 has been incurred to date, with an estimated cost to complete of \$1,360,358.05. All other packages are progressing to acquittal, with the exception of Alligator Creek Road (HVASC.0027.2324P.REC), which remains on an approved extension of time, and is scheduled to be completed before the end of December. These works are being delivered by Principal Contractor, Durack Civil.
 - Acquittal reports and supporting evidence for the completed packages are being prepared for lodgement with the QRA and are due no later than the 30th of September 2026.

Rehab Road (within 23B-1, HVASC.0022.2324P.REC). An approved package of works was identified for Rehab Road with an allocated budget of \$360,000, plus a \$32,000 escalation allowance. Upon inspection and review of the 2026 funding application, Rehab Road was found to have sustained considerably greater damage than the TC Jasper approved scope allowed for, with an estimated cost increase to approximately \$470,000 plus 35% indirect costs. On this basis, the recommendation to Council was not to progress the shovel-ready project as originally described, and instead to address the works under the 2026 Event which is currently under assessment.

Submission 1, which remains under assessment by the QRA, is anticipated to be announced in August 2026.

TC Jasper gravel stockpiles. Stockpiled gravel material for the Tropical Cyclone Jasper event, held at Millers Gravel Pit and Alligator Creek Gravel Pit, could not be placed on the road network due to multiple subsequent event activations. This material will therefore be acquitted as costs incurred for stockpiling and delivery only. Measurements of the stockpiles at both pits have been provided to substantiate the acquittal.

Inspections. REPA condition assessments for the 2025–26 event have informed the two submissions above. Assessment of any remaining sealed and unsealed assets is ongoing and will be consolidated into subsequent REPA packages as required which will be submitted to QRA in early September.

3.5. Queensland Mitigation Fund (QMF)

3.5.1. Scope

The Queensland Mitigation Fund is a non-DRFA program administered by the Queensland Reconstruction Authority (QRA) to support the delivery of disaster mitigation and betterment works. Unlike the DRFA relief measures, which restore an essential public asset to its pre-disaster function, mitigation funding is directed at reducing the impact of future disaster events by improving the resilience of public assets and, where a like-for-like reconstruction would otherwise be funded, enabling that asset to be reconstructed to a more resilient standard.

Eligible works are typically scoped in conjunction with the reconstruction of assets damaged by an eligible disaster, so that betterment can be delivered concurrently with the underlying restoration works. Funding is generally provided on a co-contribution basis and is subject to a separate application, assessment and approval process administered by the QRA, independent of the DRFA submission pathway.

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Activities undertaken by Hope Vale Aboriginal Shire Council under this program include:

- **Crucial Access Links (CAL)**

3.5.2. Scope

The Crucial Access Links Program is a disaster resilience and mitigation initiative established to improve the reliability, resilience and accessibility of critical transport and community access infrastructure across rural and remote Queensland. The program is focused particularly on communities that are vulnerable to isolation during floods, cyclones and other severe weather events.

The program is jointly funded by the Australian and Queensland Governments through efficiencies realised under the Disaster Recovery Funding Arrangements (DRFA) and is administered by the Queensland Reconstruction Authority (QRA) through the QMF described above. Funding has been directed towards high-priority infrastructure projects identified in collaboration with local governments, with consideration given to priorities contained within Regional Resilience Strategies and Local Resilience Action Plans.

The primary objective of the Crucial Access Links Program is to strengthen critical air, land and sea access routes so that rural and remote communities can maintain, or more rapidly restore, access to essential supplies, emergency services, medical services and evacuation routes during and following natural disasters. The program therefore represents a proactive investment in disaster mitigation and preparedness, rather than funding for the restoration of assets following a specific disaster event.

Types of infrastructure and resilience improvements supported under the program include, but are not limited to:

- Upgrades to regional and remote aerodromes and airstrips
- Flood immunity and resilience improvements to critical road access routes and crossings
- Upgrades to bridges forming essential community access links
- Improvements to boat ramps, barge landings, ferry infrastructure and maritime access points
- Upgrades to seaport and associated resupply infrastructure
- Rehabilitation and strengthening of aerodrome pavements and associated infrastructure
- Improvements to emergency vehicle access and traffic management arrangements
- Infrastructure supporting emergency response and continuity of essential services
- Works that improve the reliability of community resupply routes during periods of flooding or isolation
- Planning, feasibility and business case activities associated with identified strategic access infrastructure.

The Crucial Access Links Program has provided approximately \$88 million towards 15 high-impact projects across 14 Queensland local government areas. The projects were selected to address identified vulnerabilities in critical access infrastructure and improve the capacity of isolated communities to remain connected during future disaster events.

For Hope Vale Aboriginal Shire Council, the program includes two significant resilience projects: the Everlina Bridge Flood Immunity Upgrade (\$5.43 million) and the Hope Vale Airstrip Flood Immunity Upgrade (\$5.13 million). These projects are intended to strengthen critical access and transport infrastructure serving Hope Vale and reduce the risk of community isolation during significant flood and severe weather events.

The Crucial Access Links Program forms part of the broader investment in disaster resilience and mitigation funded through DRFA efficiencies. The original 2024–25 Efficiencies Funding Program allocated \$95,389 million to the “Supporting Crucial Access Links and Upgrades to Rural and Remote Access Points” initiative, administered by QRA.

3.5.3. Progress Summary

3.5.3.1. HVASC CAL Round 1

The Crucial Access Links Program for Hope Vale Aboriginal Shire Council comprises two submissions — the Everlina Bridge Flood Immunity Upgrade (HVASC.0025.2425S.QMF) and the Hope Vale Airstrip Flood

Immunity Upgrade (HVASC.0026.2425S.QMF) — with combined approved funding of \$10,565,862.17. Expenditure of \$151,000.00 has been incurred to date, with a combined estimated cost to complete of \$10,413,465.62. Both submissions are in progress at approximately 18% complete, with the majority of physical works programmed for the second half of 2026 and the 2027 calendar year.

Everlina Bridge Flood Immunity Upgrade (HVASC.0025.2425S.QMF). This submission has approved funding of \$5,429,661.54, with expenditure of \$131,000.00 incurred to date and an estimated cost to complete of \$5,297,670.00. All State Assessment and Referral Agency (SARA) approvals have been obtained, and the environmental, hydraulic and geotechnical investigations have been completed. All precast elements are scheduled to be on site by December 2026. As the bridge provides the sole access to critical infrastructure on its far side, it cannot be taken offline during the wet season; physical works are therefore programmed for the drier months in 2027 to ensure connectivity is maintained throughout construction.

Procurement of the principally-supplied prestressed concrete deck units is being progressed by Orion Project Consulting in consultation with designers Lancini Consulting Engineers. Tender Issue documentation for the deck units (transmittal T26001) was prepared to Transport and Main Roads specifications (MRTS 74, 77, 83 and 88) and is suitable for lump-sum pricing by TMR MRTS73 prequalified suppliers.

The procurement and delivery milestones for the deck units are:

- Completion of specifications and drawings for tender – completed.
- Issue of the Request for Tender (RFT) – to market on 17th August 2026.
- Tender close – 7th of September 2026.
- Completion of tender evaluation – 24th of September 2027.
- Council consideration and approval of contract award – targeted for a special meeting in the last week of September or the ordinary October 2026 Council meeting.
- Contract commencement – one week after Council resolution. Anticipated date 10th of October 2026.
- Practical completion of supply and install – expected three to six months, subject to the availability of precast elements and Council's position in the supplier queue.

In parallel, the bridge design documentation is being progressed to a 50% design stage for Council review, with an intended deliverable date of 4 September 2026 (including a revised bill of quantities and engineer's estimate). A two-week Council review is then allowed, followed by a further six weeks to complete construction-issue documentation, targeting 30 October 2026. Forecast completion of the bridge works remains in October 2027, reflecting the wet-season access constraint.

An application for additional funding for the Everlina Bridge Project remains pending. This variation request is being prepared to address the shortfall between the approved project budget and the cost of the Council-elected increase in flood immunity, and is intended to offset Council's contribution of \$1.6 million. Orion will prepare a discussion paper on the Everlina Bridge Project for consideration at the next Council meeting.

Hope Vale Airstrip Flood Immunity Upgrade (HVASC.0026.2425S.QMF). This submission has approved funding of \$5,136,200.63, with expenditure of \$20,000.00 incurred to date and an estimated cost to complete of \$5,115,795.62. The corrective works comprise upgrades to the existing runway and associated airside infrastructure, designed by ARO Industries Pty Ltd (drawing series ARO0178) and progressed to Issued for Construction (IFC) stage. As a non-certified facility, the aerodrome is not required to comply with the CASA Part 139 Manual of Standards (MOS); the design has instead been developed in accordance with the CASA Guidelines for Aeroplanes with a Maximum Take-Off Weight not exceeding 5,700 kg (Guideline g1-02), which is appropriate for the intended light-aircraft operations.

An independent peer review of the IFC design was undertaken by JJ Ryan Consulting (memorandum JJR-1260215A, dated 15 April 2026), assessing the design against Part 139 MOS as a conservative benchmark. The review found the overall design to be a generally sound approach, broadly consistent with the applicable standards, while identifying items to be addressed or justified, principally the definition of the drainage network and outfall strategy, the formal definition of the Aerodrome Reference Code (ARC), the runway geometry (15 metre runway width, 47 metre graded strip width and longitudinal grades exceeding 2.0% in sections), pavement details for the graded runway strip, and provision of a cross-section at the

existing helipad. These departures are consistent with the project's basis of design against Guideline 91-02 rather than MOS 139, and are being addressed through engineering justification and design close-out.

An application for additional funding for the Aerodrome Project remains pending. As advised by ARO Industries, budget options are being investigated to address the shortfall between the current design and the cost of the MOS-compliant option.

The Hope Vale Airstrip has been designed by ARO Industries in accordance with the CASA Guidelines for Aeroplanes with a Maximum Take-Off Weight not exceeding 5,700 kg (Guideline 91-02), which is the applicable standard for a non-certified aerodrome of this type. As advised by ARO Industries (Rudd Rankine, Principal Civil Engineer), two upgrade options were costed for Council's consideration:

The Guideline 91-02 option (current ARO design) is estimated at approximately \$5.223 million, providing a 15-metre-wide runway, 16 metre graded runway strips and a maximum longitudinal grade of 2.5%. This option represents a slight improvement on the minimum Guideline 91-02 requirements and is the basis of the current design.

The MOS 139-compliant option is estimated at approximately \$9.695 million, providing an 18-metre-wide runway, 16 metre graded strips and a reduced maximum longitudinal grade of 2.0%. The cost increase is driven principally by the substantial additional cut-to-fill earthworks required to flatten the longitudinal grade, a portion of which is expected to involve rock excavation through the "hump" in the middle of the strip.

ARO has advised that full MOS 139 compliance is not achievable at this location due to site constraints beyond the airfield itself, principally the proximity of the town and government buildings to the eastern approach (which infringe the Obstacle Limitation Surface), the existing helipad, and the rock bar running through the western end of the strip between approximately CH 700 and CH 988. On this basis, ARO's recommendation is to improve the airstrip to the greatest extent achievable within the available budget in accordance with Guideline 91-02, noting this delivers a significant improvement on the existing facility.

Accordingly, an application for additional funding for the Aerodrome Project remains pending while budget options are investigated to address the shortfall of approximately \$4.47 million between the current Guideline 91-02 design and the cost of the MOS 139-compliant option.

3.6. Local Recovery and Resilience Grant (LRRG)

3.6.1. Scope

The Local Recovery and Resilience Grant (LRRG) is a non-DRFA grant administered by the Queensland Reconstruction Authority (QRA) to support local governments in delivering locally-led recovery and resilience activities following a disaster event. In contrast to the DRFA relief measures, which are directed at the restoration of damaged essential public assets, the LRRG provides more flexible funding to support the broader social, economic, environmental and infrastructure dimensions of community recovery and resilience.

Hope Vale Aboriginal Shire Council has been allocated a Local Recovery and Resilience Grant of \$1,000,000 in relation to Tropical Cyclone Jasper. The grant is administered under a funding agreement with the QRA and is acquitted against the agreed recovery and resilience activities and the associated milestones and timeframes set out in that agreement.

3.6.2. Progress Summary

3.6.2.1. TC Jasper – LRRG

Hope Vale Aboriginal Shire Council has been allocated a Local Recovery and Resilience Grant of \$1,000,000 in relation to Tropical Cyclone Jasper, administered under QRA submission HVASC.0020.2324P.RRG. Expenditure of \$235,962.50 has been incurred to date, with an estimated cost to complete of \$862,949.70. Of the five funded projects, three are complete – the supply and delivery of three trailer-mounted mobile generator units, two variable messaging boards and an emergency response trailer. The remaining two projects, the upgrade of switchboards at Everlina Plaza and the pedestrian footpath between Miller Estate and the Town Centre, are underway under an approved extension of time to 30 September. Acquittal of the completed projects is being progressed in accordance with the QRA funding agreement by December 31st 2026.

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The pedestrian footpath between Miller Estate and the Town Centre is the largest remaining project under the Local Recovery and Resilience Grant, delivered under a combined contract with the Alligator Creek works. The draft contract has been provided to the contractor, with the contract documentation issued for execution in July 2026. A project kick-off meeting will then be arranged via Microsoft Teams, site works will commence within the timeframe specified under the contract, and progress review meetings will initially be held on a fortnightly basis. Orion Project Consulting have been working with Durack Civil to finalise the Issued for Construction Documentation prior to contract execution due to limited budget for Alligator Creek Road Betterment

4. Schedule

4.1. Required Schedule for 2026 Event

The program schedule is governed by the compliance requirements with all associated DRFA criteria and guidelines for the submission of claims as detailed on the QRA website.

Funding Type	DRFA Requirement	Due Date	Status
CDO	CDO activities are undertaken immediately before, during and immediately after the eligible disaster.	30 June 2026	Not Required
	CDO Eligible activities undertaken up to 30 June are required to be lodged to the QRA for acquittal assessment by 30 September (within three months from end of financial year).	30 September 2026	On Track
EW	Works must be completed within three months after the event, or from when the asset becomes accessible.	30 June 2026	Complete
	Submissions are to be lodged within three months from the end of financial year in which the works commenced (by 30 September), unless otherwise agreed with QRA.	30 September 2026	On Track
IRW	Works must be completed within three months after the event, or from when the asset becomes accessible.	30 June 2026	Complete
	Submissions are to be lodged within three months from the end of the financial year in which the works commenced (by 30 September), unless otherwise agreed with QRA.	30 September 2026	On Track
REPA	All REPA submissions, including awarded market prices, must be lodged to QRA within nine months (by 31 March) following the financial year in which the relevant disaster occurred.	31 st of March 2027	On Track
	All requests to update an approved submission with awarded market prices, must be lodged to QRA within nine months (by 31 March) following the financial year in which the relevant disaster occurred.	31 st of March 2027	On Track
	All REPA works must be completed within 24 months after the end of the financial year in which the disaster occurred.	30 th of June 2028	On Track
	Acquitting approved works and expenditure: Unless otherwise agreed with QRA, all REPA acquittal reports and evidence must be lodged to QRA within three months of completing the works.	Various	On Track

4.2. Schedule Progress

Detailed progress schedules for the constituent work packages will be provided at Schedule 1 to this report once approved by QRA.

5. Communications

5.1. General

This section addresses internal and external communication arrangements for the program, including any matters affecting the flow of information between stakeholders.

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A regular cadence of communication is maintained between the Program Director and Council to ensure

continuity of situational awareness across the program. The Program Director issues fortnightly status updates to Council, providing a shared and concurrent evidence base for decision-making and reducing the latency between operational developments and governance oversight.

5.2. Meetings

Fortnightly meetings to review the QRA program and associated projects have been established, with Orion Project Consulting to issue the Microsoft Teams meeting invitations. These meetings supplement the monthly Project Control Group and provide a regular forum for reviewing progress across the LRRG, REPA and Crucial Access Links projects.

5.3. Progress reporting to Queensland Reconstruction Authority

This section summarises formal correspondence and progress reporting with the Queensland Reconstruction Authority, including any feedback received during the period.

All progress reports to QRA have been completed in line with funding agreements. Council submits its report to QRA on or before the 14th of Each month.

5.4. Community liaison

A community consultation and stakeholder engagement plan has been developed to inform affected residents of forthcoming works, anticipated changes to traffic conditions and the expected duration of activities. Proactive engagement in advance of works is regarded as integral to the recovery process rather than ancillary to it, as the quality and timeliness of stakeholder communication materially influences community adaptation to, and tolerance of, the disruption inherent in reconstruction. The plan will be reviewed and endorsed by Council as individual packages transition into the construction phase. The major item for Community consultation will be the closure of Alligator Creek Road during the construction of the floodways. This is anticipated to October in October and remain in place for up to 4 weeks. The road will remain open to local traffic and emergency services.

5.5. Document control

The DRFA Program Charter (source of authority, scope, and the accountability architecture, CEO as Accountable Officer, Operations Manager as Program Sponsor by delegation, Program Director accountable for delivery); the DRFA Governance Plan (the stage-gate framework, gate ownership, mandatory decision artefacts, and separation of the delivery, decision and assurance functions); the DRFA Program Management Plan (the operational delivery framework across both the contracted and internal day-labour pathways and all four DRFA categories); and the DRFA Program Control Group Terms of Reference (constituting the PCG and defining its membership, cadence, inputs, outputs, quorum and secretariat, and its role in producing the single validated program position at each gate).

These instruments have been prepared but held in draft. Until then the drafts inform practice but do not confer authority.

5.6. Key Meeting Actions

The following actions were agreed at the fortnightly QRA program review meeting and are being progressed by the parties identified.

Project	Action	Responsibility	Status / Timing
Footpath & Alligator Creek	Draft contract provided to contractor; issue documentation for execution	Orion / Council	Sent For execution 31 July 2026
Footpath & Alligator Creek	Arrange project kick-off via MS Teams; commence site works per contract	Orion	On execution
Footpath & Alligator Creek	Fortnightly progress review meetings	Orion	Ongoing

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Project	Action	Responsibility	Status / Timing
Rehab Road (23B-1)	Recommendation not to progress shovel-ready scope; address under TC Jasper EOT	Orion / Council	Recommendation made
REPA Submissions 1–3	Provide detailed work packages	Orion	Provided
REPA Submission 1	QRA assessment / announcement	QRA	Anticipated Aug 2026
TC Jasper stockpiles	Provide stockpile measurements (Millers & Alligator Creek pits); acquit as stockpile and delivery costs only	Council / Orion	Measurements requested by Orion, Council provided
Aerodrome (CAL)	Additional-funding application for MOS-compliant shortfall	Orion / ARO	Pending
Everlina Bridge (CAL)	Variation request to offset Council's \$1.6M contribution (flood-immunity increase)	Orion	Pending
Everlina Bridge (CAL)	Prepare discussion paper for next Council meeting	Orion	To prepare
QRA Program	Fortnightly review meetings; issue MS Teams invitations	Orion	Established

6. Quality

6.1. Program Reviews

To maintain alignment between program delivery and the schedule and quality standards prescribed for DRFA funding, a monthly progress review is convened and chaired by the Program Director, at which this monthly report is presented to all key program participants. The review constitutes the principal forum for structured assessment of program performance, enabling emergent risks and lessons identified over the preceding period to be interrogated and corrective adjustments to be incorporated.

6.2 Submission Evidence & Reviews

The QRA administers a structured submissions process designed to ensure that funding assessments across all local government areas are conducted on a transparent, auditable and evidence-based basis. Councils are supported through this process by dedicated QRA liaison officers.

The QRA liaison officer works alongside the Program Director to ensure that the evidentiary requirements underpinning each DRFA submission are satisfied.

Two REPA submissions relating to the 2025–26 event are in the pre-approval phase (one lodged, one in development), and the Tropical Cyclone Jasper (2023–24) REPA program has progressed to the acquittal phase across its eight submissions. A summary of the current submission portfolio is provided below.

6.1.1. 2023–26 DRFA & Non-DRFA Program Status

Submission	Submission Number	Progression	Recommended Value	Estimated Final Cost
Counter Disaster Operations (CDO)				
HVASC – CDO (2025–26 event)	TBA	No claim this period	Nil	Nil
Emergency Works (EW)				
HVASC – EW (TC Jasper – acquittal)	TBA	Complete – acquittal	See REPA	See REPA
Immediate Reconstruction Works (IRW)				
HVASC – IRW (TC Jasper –	TBA	Complete – acquittal	See REPA	See REPA

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Submission	Submission Number	Progression	Recommended Value	Estimated Final Cost
delivered)				
Reconstruction of Essential Public Assets (REPA)			\$13,761,826.39	\$12,234,639.71
HVASC.0033 – Unsealed Reconstruction Package 1 (2025–26)	HVASC.0033.2526G.REC	Lodged – Pre-approval	\$2,151,731.04	\$2,151,731.04
DRAFT: 016121 – Sealed, Elim Rd Landslip (2025–26)	HVASC.0034.2526G.REC	Pre-approval – In Development	\$1,327,967.21	\$1,327,967.21
HVASC.0034 – Unsealed Reconstruction Package 2 and 3 (2025–26)	DRAFT: 016121	In Development	\$3,828,000.00	\$3,828,000.00
HVASC.0022 – 23B-1 Mclvor & Rehab Rd (TC Jasper)	HVASC.0022.2324P.REC	Complete – acquittal	\$1,349,939.37	\$525,966.49
HVASC.0015 – 23B-2 Alligator Creek Rd (TC Jasper)	HVASC.0015.2324P.REC	In progress – 45% (EOT)	\$68,448.56	\$68,447.00
HVASC.0016 – 23B-3 Unsealed (TC Jasper)	HVASC.0016.2324P.REC	Complete – acquittal	\$1,064,652.79	\$1,064,016.34
HVASC.0017 – 23B-4 Sealed (TC Jasper)	HVASC.0017.2324P.REC	Complete – acquittal	\$322,897.91	\$18,994.40
HVASC.0019 – 23B-5 Elim Rd Landslip (TC Jasper)	HVASC.0019.2324P.REC	Complete – acquittal	\$936,126.57	\$904,231.08
HVASC.0023 – 23B-6 Spring Hill Rd (TC Jasper)	HVASC.0023.2324P.REC	Complete – acquittal	\$613,208.02	\$261,855.15
HVASC.0021 – 23B-7 Bulls Creek Crossing (TC Jasper)	HVASC.0021.2324P.REC	Complete – acquittal	\$685,483.26	\$670,060.00
HVASC.0027 – Alligator Creek Betterment (TC Jasper)	HVASC.0027.2324P.REC	Not yet commenced	\$1,413,371.66	\$1,413,371.00
Queensland Mitigation Fund (QMF) – Crucial Access Links (CAL) - non-DRFA, QRA-administered				
Everlina Bridge Flood Immunity Upgrade	HVASC.0025.2425S.QMF	In progress – 18%	\$5,429,661.54	\$5,428,670.00
Hope Vale Airstrip Flood Immunity Upgrade	HVASC.0026.2425S.QMF	In progress – 18%	\$5,136,200.63	\$5,135,795.62
Local Recovery and Resilience Grant (LRRG) – non-DRFA, QRA-administered				
TC Jasper – LRRG (HVASC.0020.2324P.RRG)	Funding Agreement	In progress	\$1,000,000.00	\$1,000,000.00
2023–26 DRFA & Non-DRFA Program Total			\$11,933,826.39	\$10,406,639.71

Note: Recommended Value is the value lodged with or approved by the QRA; Estimated Final Cost reflects actual expenditure to date plus estimated cost to complete. The two 2025–26 REPA submissions (HVASC.0033.2526G.REC and DRAFT: 016121) are at the pre-approval phase and are shown at their lodged submission value. The Tropical Cyclone Jasper (2023–24) packages are shown at their approved funding value and current acquittal position; Alligator Creek Road (HVASC.0015.2324P.REC) and (HVASC.0027.2324P.REC) remains on an approved extension of time.

*denotes an in development / preapproved submission total yet to be assessed by QRA.

** denoted an estimated program value which includes assets that have not been assessed by the OPC Engineering Team. The value is derived from historical impact and baselined against previous program values.

7. Financial & Procurement

7.1. Funding Submission management

MARS is the Management and Reporting System developed by the QRA to support councils and state agencies with disaster funding applications. The system is shared by QRA and funding applicants, with the aim of improving efficiency in lodging and assessing disaster claims. MARS is used for events activated under the Australian Government's DRFA and other funding available to councils and state agencies.

Page 147

The HVASC retains responsibility for the lodgement of submissions and the management of the relevant

event activations and recovery funding applications within MARS.

All reporting to the QRA has been completed in accordance with the applicable funding guidelines and lodged prior to the 14th of each month.

7.2. Cost Codes

Cost codes are employed to track the time and expenditure attributable to the program that may be recoverable under the DRFA.

Allocation of the correct cost code for all time and expenditure incurred in the recovery operations is confirmed by the HVASC Grants Officer, and the associated ledgers are subject to monthly review by the Program Director.

7.3. Procurement

The procurement of all consultants and contractors engaged on the program is conducted in accordance with the prevailing HVASC procurement policies and procedures, together with any additional requirements imposed under the DRFA.

Procurement activity during the reporting period centred on the next phase of design for the Everlina Bridge Precast Elements. A Request for Quotation (RFQ) has been prepared for a select-invitation procurement and is to be tabled at the forthcoming fortnightly catch-up with the HVASC for endorsement of the proposed panel of invited suppliers. Adoption of a select-invitation approach reflects the specialised nature of the works, the requirement to engage suitably specialist contractors, and the need to progress the detailed engineering assessment without avoidable delay to the recovery timeline. Following HVASC endorsement of the invited suppliers, the RFQ will be issued, evaluated against the selection criteria, and the recommended appointment progressed in accordance with HVASC procurement policy and the applicable DRFA requirements.

8. Health, Safety, Environment (HSE)

8.1. General

This section reports any health, safety or environmental matters arising from the planning or execution of recovery works during the period.

Pre-construction works by Lancini Consulting Engineers, completed earlier in the year, identified the Hopevale Congress Aboriginal Corporation as the Traditional Owners for the Everlina Bridge site. Further assessment by Orion Project Consulting has identified a need to also consult the Cape York United Number 1 Claim (c/- Cape York Land Council) in relation to the Everlina Bridge ground disturbance footprint. A cultural heritage database and register search (reference number 230670) confirms that both parties are registered Cultural Heritage Parties for the area under the Aboriginal Cultural Heritage Act 2003. Accordingly, Orion Project Consulting, in consultation with Council, has requested that Lancini Consulting Engineers produce a ground disturbance footprint that can be provided to both the Hopevale native title party (represented by the Hopevale Congress Aboriginal Corporation, the Walmbaar Aboriginal Corporation and the Dhubbi Warra Aboriginal Corporation) and the Cape York United Number 1 native title party, to support cultural heritage consultation and to ensure the works meet the cultural heritage duty of care.

9. QRA Progress Report

Due on the 14th of August 2026 for this reporting period.

10. Submission (SG) Register and Lodgement Status

This appendix consolidates the register of Submission (SG) forms prepared for the 2023–26 program and records the lodgement status of each. Where a QRA submission number has been assigned (HVASC.00XX.IXXXXIG.REC), the submission has been lodged with the Queensland Reconstruction Authority. Where a submission remains under a MARS draft identifier (DRAFT: XXXXXX), the submission has been prepared and is pending lodgement. The corresponding Submission Gate and Decision Submission (DS) forms are provided at the appendices referenced in the final column.

Submission / Package	Submission Number	Phase	Value (excl GST)	Lodgement Status	SG / DS Form
Unsealed Reconstruction (2025–26 event)	HVASC.0033.2526G.REC	Pre-approval	\$2,151,731.04	Lodged	Appendix A1
Sealed – Elim Rd, Lamin's Bridge Landslip (2025–26)	DRAFT: 016121	Pre-approval	\$1,327,967.21	In Development	Appendix A2
23B-1 Mclvor & Rehab Road (TC Jasper)	HVASC.0022.2324P.REC	Approved	\$1,349,939.37	Acquittal	Appendix A3
23B-2 Alligator Creek Road (TC Jasper)	HVASC.0015.2324P.REC	Approved	\$68,448.56	In progress (EOT)	Appendix A4
23B-3 Unsealed (TC Jasper)	HVASC.0016.2324P.REC	Approved	\$1,064,652.79	Acquittal	Appendix A5
23B-5 Elim Road Landslip (TC Jasper)	HVASC.0019.2324P.REC	Approved	\$936,126.57	Acquittal	Appendix A6
23B-7 Bulls Creek Crossing (TC Jasper)	HVASC.0021.2324P.REC	Approved	\$685,483.26	Acquittal	Appendix A7
Everlina Bridge Flood Immunity Upgrade (CAL)	HVASC.0025.2425S.QMF	Monthly Progress	\$5,429,661.54	In progress (18%)	Appendix A9
Hope Vale Airstrip Flood Immunity Upgrade (CAL)	HVASC.0026.2425S.QMF	Monthly Progress	\$5,136,200.63	In progress (18%)	Appendix A10
Local Recovery and Resilience Grant (LRRG), TC Jasper (HVASC.0020.2324P.RRG)	HVASC.0020.2324P.RRG	Monthly Progress	\$1,000,000	Funding Agreement Executed	Appendix A11

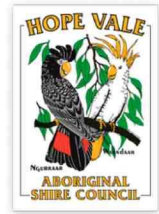
Note: Lodgement status is current as at the reporting date of 11 August 2026. Submissions marked "Lodgement required" have been prepared to pre-approval stage and remain in development within MARS pending internal review and lodgement. The SG and DS forms reproduced in the appendices are the source records exported from MARS and are considered uncontrolled once exported, in accordance with the QRA disclaimer.

11. Submission Gates and Decision Submission Forms

The SG (Submission Gate) and DS (Decision Submission) forms for each submission listed in the register above are appended in the following order. Each form is the MARS export for the relevant submission and supports the recommended and estimated values recorded in Section 6.1.1 and in the register above.

- **A1** – Unsealed Reconstruction, 2025–26 event (HVASC.0033.2526G.REC)
- **A2** – Sealed Reconstruction, Elim Rd Landslip, 2025–26 event (DRAFT: 016121)
- **A3** – 23B-1 Mclvor & Rehab Road, TC Jasper (HVASC.0022.2324P.REC)
- **A4** – 23B-2 Alligator Creek Road, TC Jasper (HVASC.0015.2324P.REC)
- **A5** – 23B-3 Unsealed, TC Jasper (HVASC.0016.2324P.REC)
- **A6** – 23B-5 Elim Road Landslip, TC Jasper (HVASC.0019.2324P.REC)
- **A7** – 23B-7 Bulls Creek Crossing, TC Jasper (HVASC.0021.2324P.REC)
- **A9** – Everlina Bridge Flood Immunity Upgrade, CAL (HVASC.0025.2425S.QMF)
- **A10** – Hope Vale Airstrip Flood Immunity Upgrade, CAL (HVASC.0026.2425S.QMF)
- **A11** – Local Recovery and Resilience Grant (LRRG) – TC Jasper

Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Capital Works Manager Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

11-Aug-26

Date item was requested

Agenda Item Subject *

General Capital Works Update

Item Reference Number

OM2026/08-002

Classification *

Information



Action



Note



Confidential

Details

Recommendation *

That council receive and note the Capital Works Managers general works update.

Background/Summary

This report provides Council with a concise update on the current Capital Works Program for August 2026 to date. Where formal endorsement or direction is required, the matter is addressed through a separate agenda report. Separate reports will address the Digital Services Centre tender award, the tender award for the two infill houses, and the preferred way forward for the Everlina Plaza switchboard upgrade.

Overall, the major active projects remain on programme, with the Digital Services Centre and the two infill houses targeted to commence in late August 2026, subject to Council endorsement, contract execution, final technical coordination and contractor mobilisation.

The Digital Services Centre tender evaluation has been completed, with the recommendation for award presented separately. Temporary parking has been identified for the construction period on the former jail-cell site opposite the Council Chambers. Hoarding and parking controls will be established to safely manage the interface with Council operations and public access. The proposed permanent parking and street-edge layout is attached for Council's information.

The required departmental approval from Housing has been received for the houses at 25 Flierl Street and 121 Link Road, and the construction tender evaluation has been completed. The engineer's stormwater and flood-mitigation strategy has been resolved for Flierl Street, while the final Link Road solution is still being developed. The recommendation for award is presented in a separate report.

Pricing has been received for the Multi-Purpose Centre works and is being reviewed to confirm the priority scope and commencement pathway. The objective is to improve the MPC's usability for community events and wet-season shelter operations before the wet season, subject to technical and compliance requirements. Where practical, the essential mechanical and electrical works will be accompanied by cleaning, paint restoration and targeted amenity improvements. CCTV and lighting installations have also continued in existing areas and commenced in additional locations.

JMc Architects has been appointed as lead consultant for the Palm Close nine-unit subdivision and housing project. JMc will coordinate the subdivision and construction design services under the oversight of Lackon Project Managers and alongside Up North town planners. The project remains on programme. Council is also awaiting the outcome of its DRAF funding submission for a feasibility study to support the future-proofing of infrastructure and energy capacity.

Survey and contour information has been received for the Reuther Street staff-housing site. Modular and prefabricated housing options will now be investigated to provide a practical and potentially faster delivery pathway. The intent is to consider simple, durable and low-maintenance dwellings suited to the local climate, incorporating efficient construction methods and functional covered outdoor areas. The attached image illustrates the general style and design direction being considered and is provided for reference only; the final proposal will remain subject to site planning, servicing requirements, budget, approvals and detailed design.

The Building Team has also been requested to scope repairs and amenity improvements across the Council Chambers precinct, Everlina courtyard and surrounds, and the MPC external areas. Priority issues include roof and gutter cleaning, deteriorating balustrades and lifting timber floorboards. Where practical, these works will be coordinated with the Digital Services Centre extension to improve the presentation and functionality of the broader precinct.

Council is also exploring opportunities to improve the appearance of the pool building through murals or other public artwork. Any proposal would aim to celebrate local culture and community identity and could involve engagement with local artists and community members. The attached images is provided as an example of the type of visual improvement that could be considered and does not represent a final design.



Budget and Resource Considerations

Overall current tender pricing continues to reflect the higher cost of remote construction, limited contractor availability and material escalation. Budget pressures are evident across several projects, particularly the Everlina Plaza switchboard and MPC works, and the two infill houses. Project scopes will need to be prioritised and staged where necessary, with variations, contingencies and remaining funding closely monitored.

The concurrent commencement of the Digital Services Centre and two housing projects will also increase demands on Council's project management, procurement, finance, contract administration, site supervision and Building Team resources. Delivery priorities will need to be coordinated carefully, with external consultants or project-management support used where required to maintain programme, compliance and quality.

Action Options

NIL

Appointments and Meetings

Date	Description

Link to Operational Plan

1-1, Coordinated, High Quality Services. 1-2, Safe, Culturally Appropriate Housing. 4-7, Asset Management. 5-1, Transparent and Accountable Decision Making. 5-5, Strategic Planning.

Consultation

Ongoing consultation has included relevant Council teams, the Department of Housing and Public Works, project managers, architects, town planners, engineers, service authorities, tenderers and contractors.

Risk Assessment

☒ Low ☐ Medium ☐ High

Attach Supporting Agenda Materials

1614_Flierl St-3., 10.08.26.pdf	571.08KB
Accepted Development Notice 121 Link Road, Hope Vale.pdf	2.94MB

Reference Document

☐ Yes ☒ Not Applicable

Report Prepared by *

Kieran

Submitter Email *

kieran.eustice@hopevale.qld.gov.au

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

Office Use Only

Report Authorised by

Decision

☒ **Approve** ☐ **Reject**

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

12-Aug-26

Comments, Questions and Rejections Notes

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

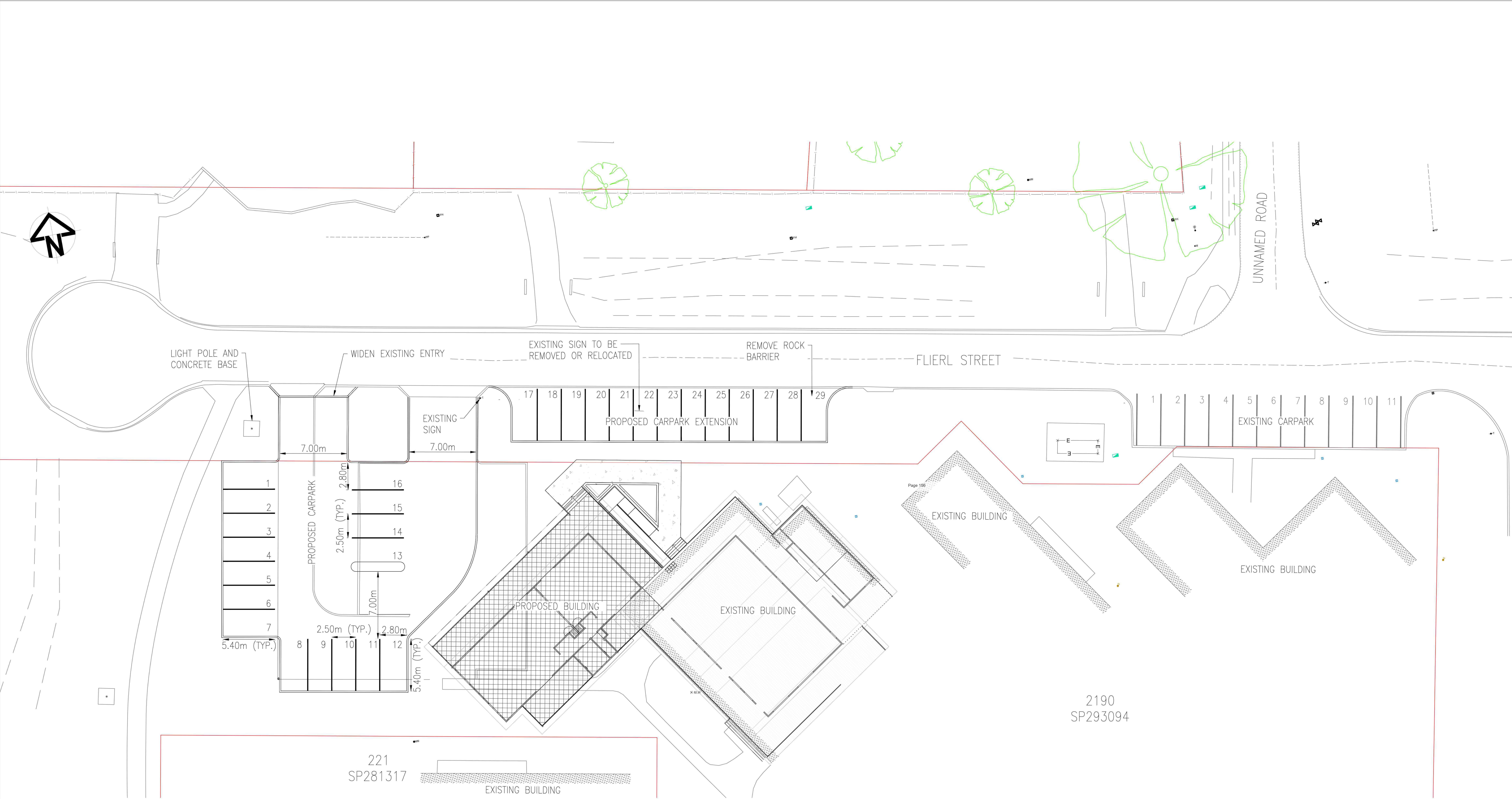
Commentors Name *

Choose Type of Comment *

Enter your Comment, Question or Reason For Rejection Note here *

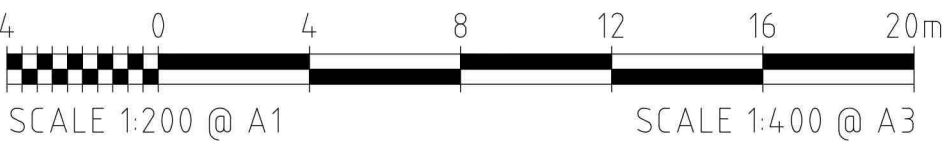
**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment



LAYOUT PLAN
SCALE 1:200 @ A1

FOR REVIEW
10.08.26



REVISIONS					HORIZ. DATUM	GDA 2020	CERTIFICATION
					VERT. DATUM	AHD	
					DRG. FILE	DATE	
	C	MV	10.08.26	FOR REVIEW	DESIGN	B. LANGTREE 05.08.26	LANGTREE CONSULTING ENGINEERS m e 0400 699 979 brett@langtreeconsulting.com.au

Public Housing Development Notice

121 Link Road, Hope Vale

Accepted subject to requirements

The Department of Housing and Public Works advises that the public housing development as indicated below is Accepted subject to requirements in accordance with *Hope Vale Aboriginal Shire Council Planning Scheme*, version 1.1, effective 1 December 2017. To the extent the development is 'public housing', the project cannot be made assessable against the relevant local instrument and is development for which a development approval is not required.

Street address	121 Link Road, Hope Vale	
Lot on plan description	Lot 440 on SP281317	
Site area	2,428m ²	
Project description	Dual occupancy, comprising of one existing dwelling and one new, two-bedroom dwelling (single storey)	
Type of development	Material change of use of premises for a Dual occupancy	
Drawings and documents	3005- 1.1 Issue date 27.05.26 3005- 1.2 Issue date 27.05.26 3005- 2.1 Issue date 27.05.26	3005- 3.1 Issue date 27.05.26 3005- 7.1 Issue date 27.05.26 3005- 9.1 Issue date 27.05.26

Schedule 7, part 1, section 2 of the Regulation makes building work by or for the State not assessable development. Therefore, the building contractor and their private certifier is not required to seek/ issue a building work development approval and is not to send this notice to the local authority. The building work must comply with the relevant provisions for the building work which includes compliance assessment.

Infrastructure charges can only be levied on assessable development, therefore local governments and distributor retailers cannot levy infrastructure charges in respect to this project.

Endorsed by:

Alexandra McRobert, Acting Executive Director, Housing Growth



Date:

4 August 2026

DRAWING LIST				
SHEET NUMBER	SHEET NAME	SHEET ISSUE DATE	CURRENT REVISION	CURRENT REVISION DESCRIPTION
1.1	COVER PAGE	27.05.26	T1	TENDER
1.2	SCOPE OF WORKS	27.05.26	T1	TENDER
1.3	GENERAL NOTES	27.05.26	T1	TENDER
1.4	PLUMBING NOTES	27.05.26	T1	TENDER
1.5	ENGINEERING NOTES	27.05.26	T1	TENDER
1.6	ENGINEERS NOTES 2	27.05.26	T1	TENDER
2.1	SITE PLAN	27.05.26	T1	TENDER
3.1	FLOOR PLAN	27.05.26	T1	TENDER
3.2	DIMENSION PLAN	27.05.26	T1	TENDER
3.3	DOOR AND WINDOW NOTES	27.05.26	T1	TENDER
4.1	SLAB PLAN	27.05.26	T1	TENDER
4.2	SLAB DETAILS	27.05.26	T1	TENDER
4.3	SLAB DETAILS	27.05.26	T1	TENDER
4.4	BLOCKWALL DETAILS	27.05.26	T1	TENDER
5.1	ROOF FRAMING PLAN	27.05.26	T1	TENDER
5.2	ROOF DETAILS	27.05.26	T1	TENDER
6.1	ELECTRICAL PLAN	27.05.26	T1	TENDER
6.2	ELECTRICAL DETAILS AND LEGEND	27.05.26	T1	TENDER
6.3	SCHEMATIC HYDRAULICS PLAN	27.05.26	T1	TENDER
7.1	ELEVATIONS	27.05.26	T1	TENDER
7.2	SECTIONS	27.05.26	T1	TENDER
8.1	J1 KITCHEN DETAILS	27.05.26	T1	TENDER
8.2	J2 VANITY DETAILS	27.05.26	T1	TENDER
8.3	J3 LINEN DETAILS	27.05.26	T1	TENDER
8.4	J5 WARDROBE DETAILS	27.05.26	T1	TENDER
9.1	3D VIEWS	27.05.26	T1	TENDER



00032354
25 Jun 2026
Martin Accatino
A1186665

The building work described on this drawing/specification conforms with the provisions of the Building Act 1975 and is subject to the conditions of the Development Permit.





Certificate No. 0013054234

Scan QR code or follow website link for rating details.

Assessor name Andrew Barrett

Accreditation No. DMN/13/1522

Property Address 121 Link Road ,Hope Vale
Qld,4895

hstar.com.au/QR/Generate?p=hpyJEFEVo



Version 2025.0



Design Matters
National

BUILDING ELEMENT SUMMARY TABLE

Insulation & Colour Details			
Roof colour - medium - Pol lined Bubble Wrap (E = 0.09/0.05)			
Ceiling under roof			
External wall colour - medium			
External walls - 150mm block			
Internal walls (as noted on plans)			
Slab on Ground			
WHOLE OF HOME - ABCB Calculator			
Solar Power - No			
HWS - Off Peak			
AC units - Minimum Star rating to be a 3.5			
Electric cooktop & Electric Oven			
1500mm ceiling fans			
Window Details		WERS code	Max U-val
Aluminium Group 5 56		ALM-003-03	0.7
Building sealing			SHGC
Downlights to be sealed			4-5%
Exhaust fans - sealed			0.70
Air infiltration seals to external residence and garage internal doors			
Additional details - refer to MATTERS certificate			

TENDER

CERTIFIED AS STRUCTURALLY ADEQUATE



KFB Engineers
Civil & Structural
1/38-42 Pease St, Cairns | PO Box 927, Cairns Q 4870
P: 07 40320492 | F: 07 40320992 | E: mail@kfbeng.com.au

Date: 3/6/26
Job No: K-15381

Signed: 
RPEQ No: 5711

DRAWING STATUS:		
REV.	DESCRIPTION	DATE
R1	REVIEW	14.05.26
T1	TENDER	28.05.26

DRAWN BY: MYRIAD	CHECKED BY: STUART JACKSON	CHECKED ON: 27.05.26
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DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING. CONTRACTOR TO VERIFY ALL DIMENSIONS AND APPLIANCES SETOUT ON SITE BEFORE CONSTRUCTION. INCONSISTENCIES SHALL BE REPORTED TO THE DESIGNER IMMEDIATELY. THIS DRAWING IS SUBJECT TO COPYRIGHT AND REMAINS THE PROPERTY OF MYRIAD DESIGN.





tapitor pty ltd trading as myriad design abn 23 055 558 659
176 buchan street, cairns qld 4870
L 07 4041 7258 QBSA 1164388

PROJECT NAME:
SECOND DWELLING

PROJECT ADDRESS:
121 LINK RD, HOPEVALE

CLIENT:
HVASC

COVER PAGE

SCALE
ISSUE DATE

Page 158
1 : 100
27.05.26

SHEET NUMBER
3005 - 1.1

SCOPE OF WORKS

THESE DRAWINGS DESCRIBE THE SCOPE OF WORKS FOR THE CONSTRUCTION OF A NEW RESIDENTIAL BUILDING AS A SECOND DWELLING ON THE EXISTING RESIDENTIAL ALLOTMENT AT 121 LINK STREET, HOPE VALE FOR THE HOPE VALE ABORIGINAL SHIRE COUNCIL. THE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE HOPE VALE ASC TENDER CONDITIONS.

THE CONTRACT DOCUMENTATION INCLUDES:

- MYRIAD DESIGN DRWG SERIES 3005, TENDER ISSUE, 28.05.2026
- EARTH TEST GEOTECH APRIL2026
- GREEN AT HEART SECTION J COMPLIANCE REPORT 26032, 28.05.2026
- HVAC TENDER & CONTRACT CONDITIONS

THE CONTRACTOR WILL BE ENGAGED BY THE HOPE VALE ABORIGINAL SHIRE COUNCIL TO DELIVER THE BUILDING TO PRACTICAL COMPLETION TO THE SATISFACTION OF THE COUNCIL PROJECT SUPERINTENDENT

SITE DETAILS	LOT 440 SP281317 121 LINK STREET, HOPE VALE	
PROJECT SUPERINTENDENT	KIERAN EUSTICE CAPITAL WORKS MANAGER	3 MUNI STREET, HOPE VALE 07 4083 8000
BUILDING DESIGN	MYRIAD DESIGN STUART JACKSON	176 BUCHAN STREET, CAIRNS 07 4041 7258
STRUCTURAL ENGINEER	KFB ENGINEERS KEL BRUCE	38-42 PEASE STREET 07 404032 0492
BUILDING CERTIFICATION	ALL CONSTRUCTION APPROVALS MARTIN ACCATINO	07 4054 4588



OUTLINE

THE BUILDING IS DESIGNED AS A SECOND DWELLING TO PROVIDE RESIDENTIAL ACCOMMODATION FOR THE EXTENDED FAMILY CURRENTLY RESIDING IN THE HOUSE AT THIS SITE.

ALL SERVICES ARE CONNECTED TO THE EXISTING SITE SERVICES AS DESCRIBED IN THE ATTACHED. THE COUNCIL IS THE APPROVAL AUTHORITY AND WILL FACILITATE THE SERVICES CONNECTIONS AND APPLICABLE WORKS APPROVALS.

AUSTRALIAN STANDARDS & WORKMANSHIP REQUIREMENTS

LIABILITY TO ENSURE THAT ALL WORKS COMPLY WITH ALL RELEVANT AS STANDARDS, NCC AND THAT ALL NECESSARY PERMITS, INSPECTIONS AND APPROVALS REST WITH THE CONTRACTOR. ANY NON-COMPLYING ITEMS OR WORKS IDENTIFIED BY THE CERTIFIER OR SUPERINTENDENT SHALL BE RECTIFIED AT THE CONTRACTOR'S EXPENSE. SPECIFIC CODES ARE NOTED ON THE DRAWINGS, BUT IN PARTICULAR, ENSURE COMPLIANCE WITH

- NCC 2022 VOLUME THREE & AS3500:2025
- LIVABLE HOUSING STANDARD 2022 — GOLD LEVEL
- DESIGN AND CONSTRUCTION STANDARDS FOR REMOTE HOUSING — AUGUST 2025
- AS1288:2021 GLASS IN BUILDINGS
- AS1562.1:2018 METAL ROOFING & AS/NZS3500.3 STORMWATER DRAINAGE
- ALL PROPRIETARY MATERIALS MANUFACTURERS INSTALLATION AND HANDLING INSTRUCTIONS

UNDERGROUND SERVICES

THE CONTRACTOR SHALL UNDERTAKE THE NECESSARY INVESTIGATIONS TO LOCATE THE EXISTING UNDERGROUND SERVICES PRIOR TO COMMENCEMENT TO ESTABLISH SAFE CLEARANCES AND EFFECTIVE CONNECTION POINTS. COORDINATE WITH THE SUPERINTENDENT FOR THE COUNCIL CONNECTION APPROVAL

PLUMBING DESIGN & FIXTURE SELECTIONS

THE PROPOSED HYDRAULIC DESIGN IS TO BE PREPARED AND INSTALLED BY A SUITABLY QUALIFIED AND EXPERIENCED PLUMBING CONTRACTOR HOLDING QBCC LICENCE FOR SELF-CERTIFICATION 1 - UP TO \$200,000. THE PROPOSED DESIGN IS TO BE SUBMITTED TO THE SUPERINTENDET FOR APPROVAL PRIOR TO COMMENCEMENT. LOCATE THE EXISTING SERVICES CONNECTIONS ON SITE PRIOR TO DESIGN. DESIGN TO ENCOMPASS WASTE, WATER RETICULATION AND STORMWATER ALL WORK TO BE IN ACCORDANCE WITH AS/NZS 3500:2003. WATER PRESSURE TO BE 500kPa WITH MAX TEMPERATURE OF 65deg C

SUBMIT PROPOSED FIXTURES FOR APPROVAL WITH TENDER. ALL FIXTURES TO BE APPROPRIATE FOR REMOTE HOUSING AND COMMONLY AVAILABLE FROM LOCAL SUPPLIERS

CERTIFICATION

A BUILDING CODE COMPLIANCE ASSESSMENT WILL BE COMPLETED BY ALL CONSTRUCTION APPROVALS PRIOR TO COMMENCEMENT AND IS EXCLUDED FROM THE WORKS COSTS. THIS INCLUDES ANY INSPECTIONS OR CERTIFICATION REQUIRED BY THE PROJECT STRUCTURAL ENGINEER (FEES EXCLUDED FROM BUILDERS CONTRACT).

HOWEVER, MAIN CONTRACTOR IS REQUIRED TO SUBMIT ALL NECESSARY FORM 12 DOCUMENTATION FOR CERTIFICATION AS STIPULATED ON THE BUILDING APPROVAL, INCL TERMITE TREATMENT, WET AREA TREATMENTS, SMOKE DETECTORS, ETC. ALL SUCH COSTS MUST BE INCLUDED IN THE TENDER SUM SUBMITTED. THE CONTRACTOR IS TO ARRANGE THE FINAL INSPECTION BY THE CERTIFIER

SITE PROTECTION

THE CONTRACTOR SHALL PROVIDE CONTINUOUS, LOCKABLE, 1800HIGH PERIMETER EXCLUSION FENCING TO THE WORK SITE AREA. SECURITY ARRANGEMENTS, HOARDING TYPE AND SITE DELINEATION ALLOWANCES SHALL BE DETAILED IN THE TENDER OFFER AND BE AGREED TO THE SATISFACTION OF THE HVAC PRIOR TO AWARDDING OF THE CONTRACT

MATERIALS & FINISHES

THE TENDERER SHALL CONFIRM THAT ALL MATERIALS & FINISHES NOMINATED IN THE DOCUMENTATION WILL BE AVAILABLE IN A TIMELY MANNER TO ENSURE THE AVAILABILITY OF COMPLETION OF THE CONTRACT WITHIN THE AGREED TIMEFRAME.

THE TENDER OFFER IS TO INCLUDE PROPOSED PRODUCT SPECIFICATIONS FOR THE FINISHES & MATERIALS INDICATED ON THE DRAWINGS.

CLEANING & HANDOVER

THE CONTRACTOR SHALL ENSURE THE SITE IS MAINTAINED AS GENERALLY CLEAN, REMOVING ALL WASTE AND EXCESS MATERIALS DAILY, AS THE WORKS PROGRESS TO ENSURE A CLEAN AND SAFE SITE AT ALL TIMES. UPON PRACTICAL COMPLETION THE CONTRACTOR SHALL ENGAGE PROFESSIONAL CLEANERS TO THOROUGHLY CLEAN THE ENTIRE PREMISES TO THE SATISFACTION OF THE SUPERINTENDENT. EASE ALL LOCKS & HINGES AND GENERALLY ENSURE THE EFFECTIVE COMPLETION OF ALL WORKS TO ENABLE THE OCCUPATION TO PROCEED WITHOUT ON-GOING SITE WORKS.

TENDER

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STRUCTURALLY ADEQUATE**

**KFB Engineers**

Civil & Structural

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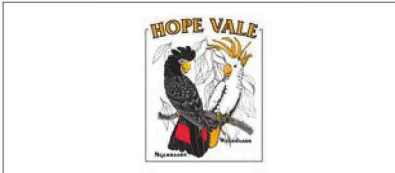
Date: 3/6/26
Job No: K-15381

Signed: 
RPEQ No: 5711

DRAWING STATUS:		
REV.	DESCRIPTION	DATE
R1	REVIEW	14.05.26
T1	TENDER	28.05.26

DRAWN BY: MYRIAD	CHECKED BY: STUART JACKSON	CHECKED ON: 27.05.26
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07 4041 7258 QBSA 1164388

PROJECT NAME:
SECOND DWELLING

PROJECT ADDRESS:
121 LINK RD, HOPEVALE

CLIENT:
HVASC

**Certificate No. 0013054234**

Scan QR code or follow website link for rating details.

Assessor name Andrew Barrett

Accreditation No. DMN/13/1522

Property Address 121 Link Road ,Hope Vale
Qld,4895

hstar.com.au/QR/Generate?p=hpyJEFEVo



Version 2025.0

**Design Matters**
National

BUILDING ELEMENT SUMMARY TABLE

Insulation & Colour Details

Roof colour - medium - Polylined Bubble Wrap (E = 0.08/0.05)

Ceiling under roof

External wall colour - medium

External walls - 180mm brick

Internal walls (as noted on plans)

Slab on ground

WHOLE OF HOME - ABCB Calculator

Solar Power - No

HWP - Off Peak

AC units - Minimum star rating to be a 3.5

Electric cooktop & Electric Oven

1200mm ceiling fans

Window Details	WERS code	Max U-val	SASC
Aluminium Group 8 30	ALM-002-01	6.7	0.10

Building sealing

Downlights to be sealed

Exhaust fans - sealed

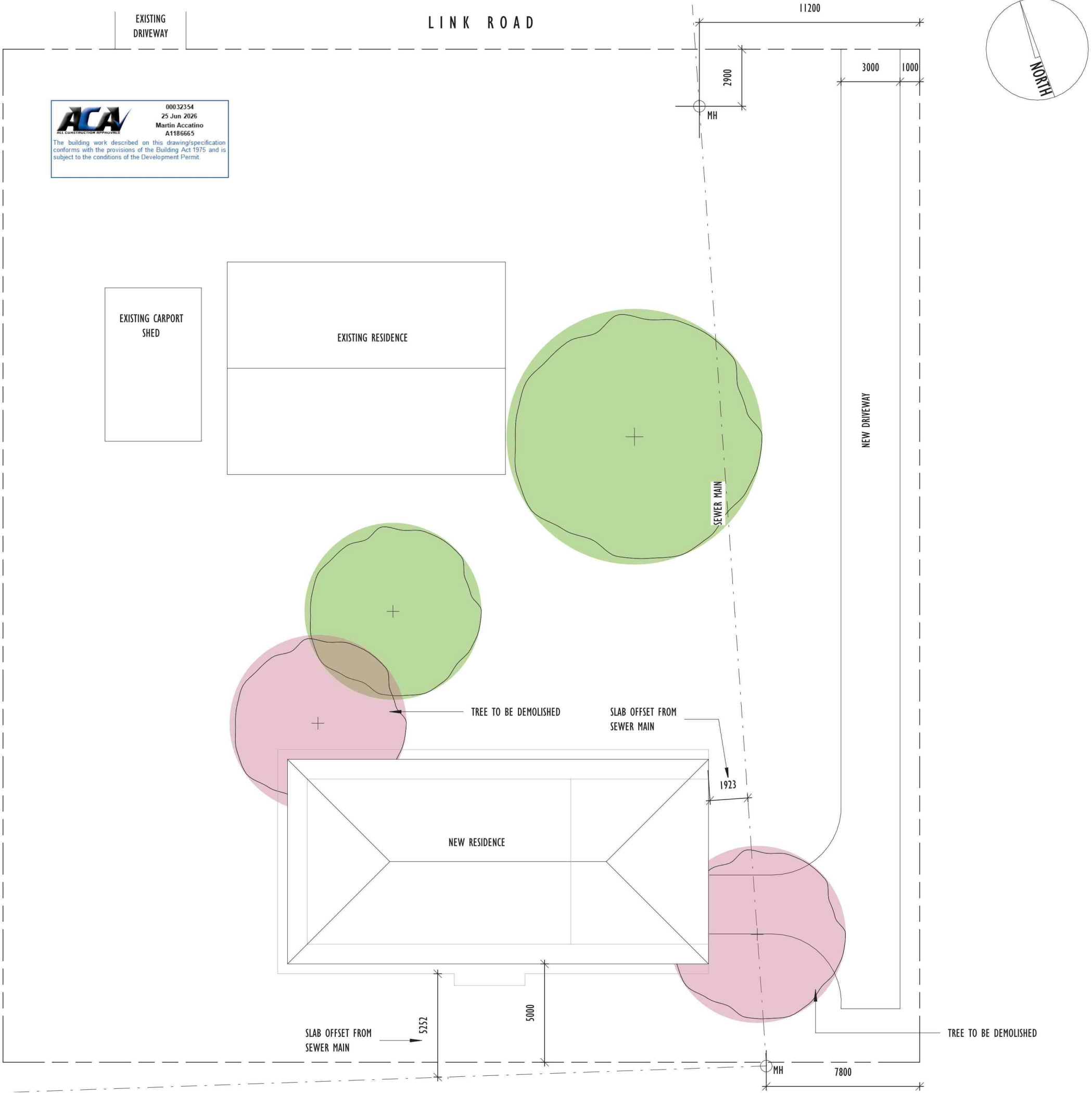
Air infiltration test to external residence and garage internal doors

Additional details - refer to NETHERS certificate

**ACA**
All Construction Approvals

00032354
25 Jun 2026
Martin Accattino
A1186659

The building work described on this drawing/specification conforms with the provisions of the Building Act 1975 and is subject to the conditions of the Development Permit.



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Date: 3/6/26

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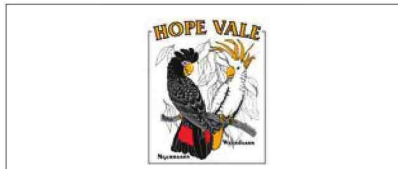
Job No: K-15381

RPEQ No: 5711

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PROJECT NAME:
SECOND DWELLING

PROJECT ADDRESS:
121 LINK RD, HOPEVALE

CLIENT:
HVASC

SITE PLAN

SCALE
ISSUE DATE

Page 160
1 : 200 @ A3
27.05.26

SHEET NUMBER
3005 - 2.1

Design Matters NATIONAL			
BUILDING ELEMENT SUMMARY TABLE			
Insulation & Colour Details			
Roof colour - medium - Pol lined Bubble Wrap (E = 0.00/0.00)			
Ceiling under roof			
External wall colour - medium			
External walls - 130mm block			
Internal walls (as noted on plans)			
Slab on ground			
Whole of home - ABC Calculator			
Solar Power - No			
HWS - Off Peak			
AC units - minimum star rating to be a 3.75			
Electric cooktop & Electric Oven			
1300mm ceiling fans			
Window Details			
Aluminium Group 5 55	WERS code	Max U-value	SHGC
	ALM-002-01	6.7	0.70
Building sealing			
Downlights to be sealed			
Exhaust fans to be sealed			
Air infiltration tests to external residence and garage internal doors			
Additional details - refer to network certificate			

**Certificate No. 0013054234**
Scan QR code or follow website link for rating details.

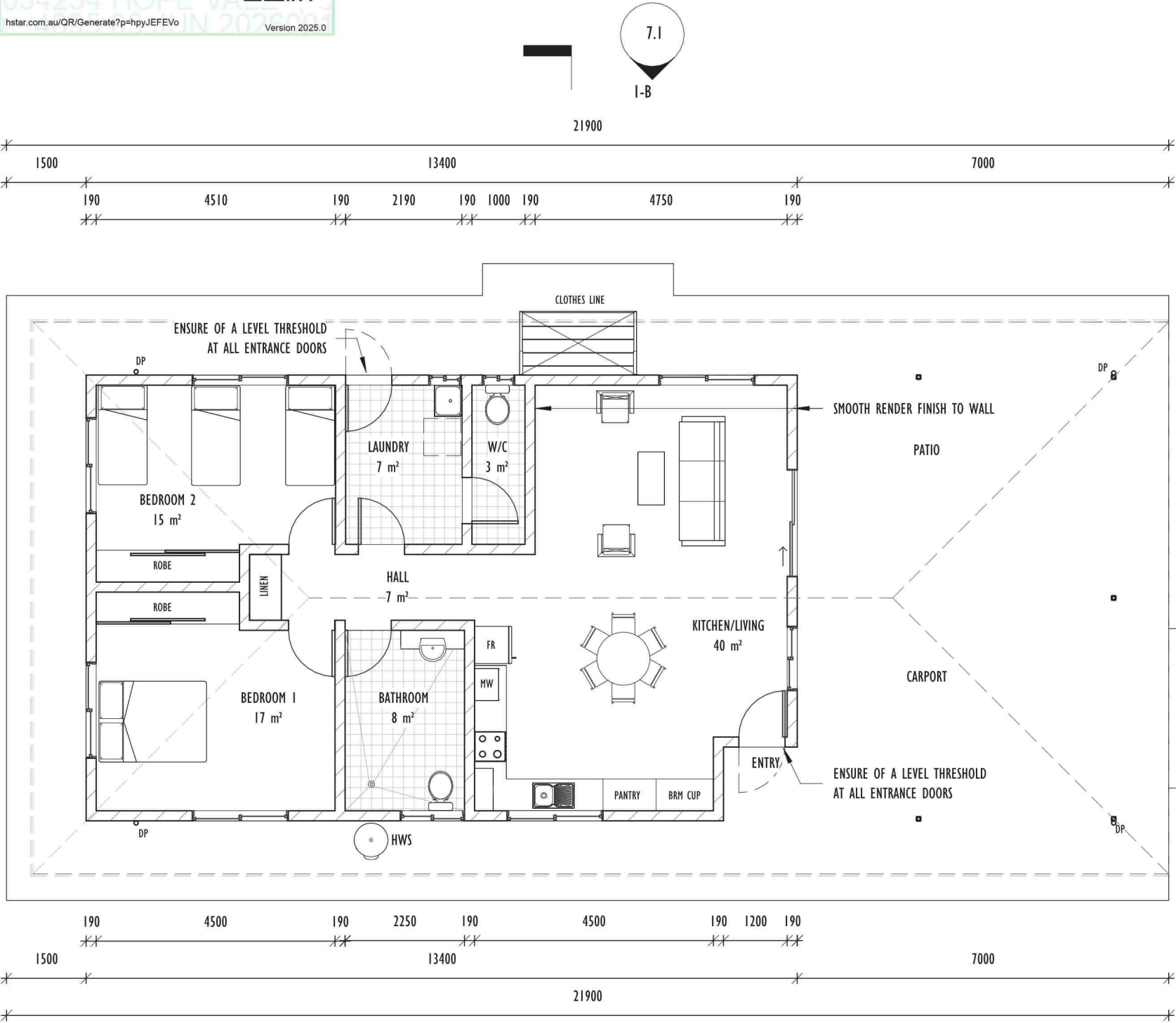
Assessor name Andrew Barrett
Accreditation No. DMN/13/1522
Property Address 121 Link Road ,Hope Vale Qld,4895
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Version 2025.0

**ACA**
ALL CONSTRUCTION OFFICIALS

00032354
25 Jun 2026
Martin Accatino
A1186665

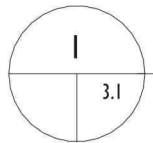
The building work described on this drawing/specification conforms with the provisions of the Building Act 1975 and is subject to the conditions of the Development Permit.



7.1 I-D

7.1 I-B

7.1 I-C


I
3.1

FLOOR PLAN
I : 100

TENDER

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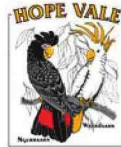
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Job No: K-15381
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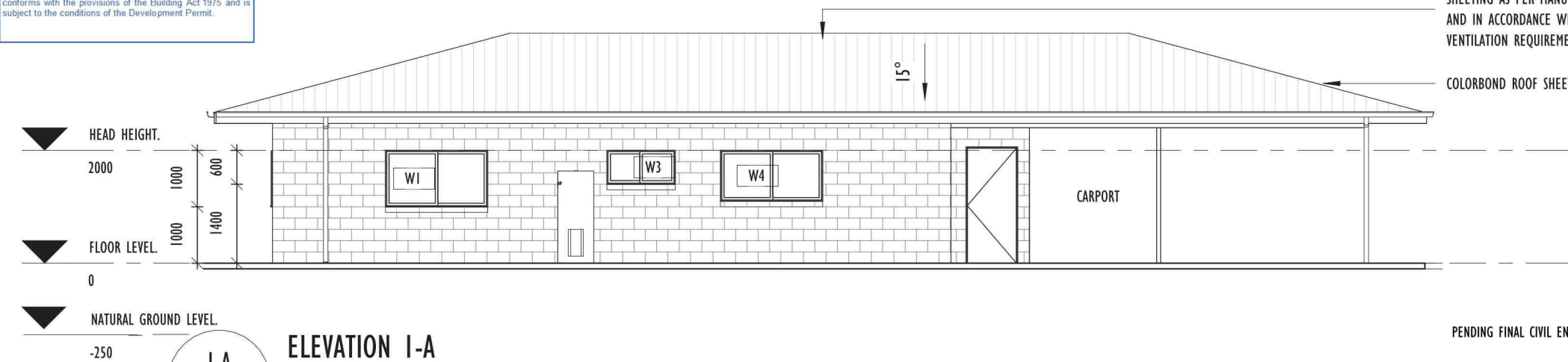
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FLOOR PLAN

SCALE
ISSUE DATE

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27.05.26

SHEET NUMBER
3005 - 3.1



ELEVATION I-A

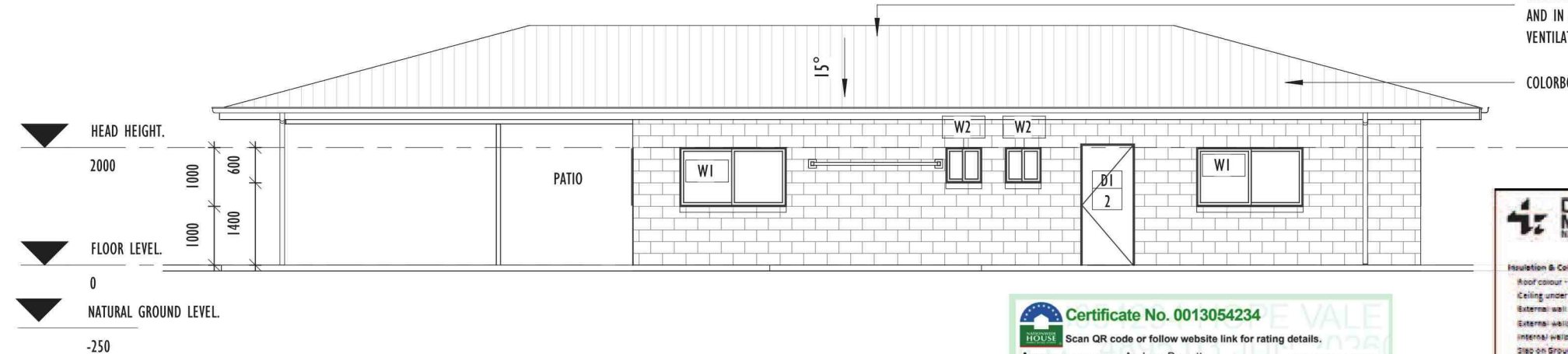
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INSTALL RIDGE VENT COLOUR MATCHED TO ROOF SHEETING AS PER MANUFACTURERS SPECIFICATIONS AND IN ACCORDANCE WITH NCC NETT FREE AREA VENTILATION REQUIREMENTS

COLORBOND ROOF SHEETING

PENDING FINAL CIVIL ENGINEERS DESIGN LEVELS

ALLOW FOR SLAB TO BE CONSTRUCTED AT -250MM ABOVE GROUND LEVEL. INCLUDE ALLOWANCE TO BATTER GROUND SURFACE AWAY FROM BUILDING & TURF

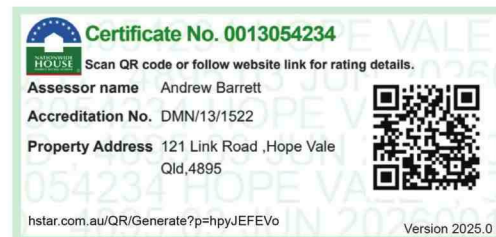


ELEVATION I-B

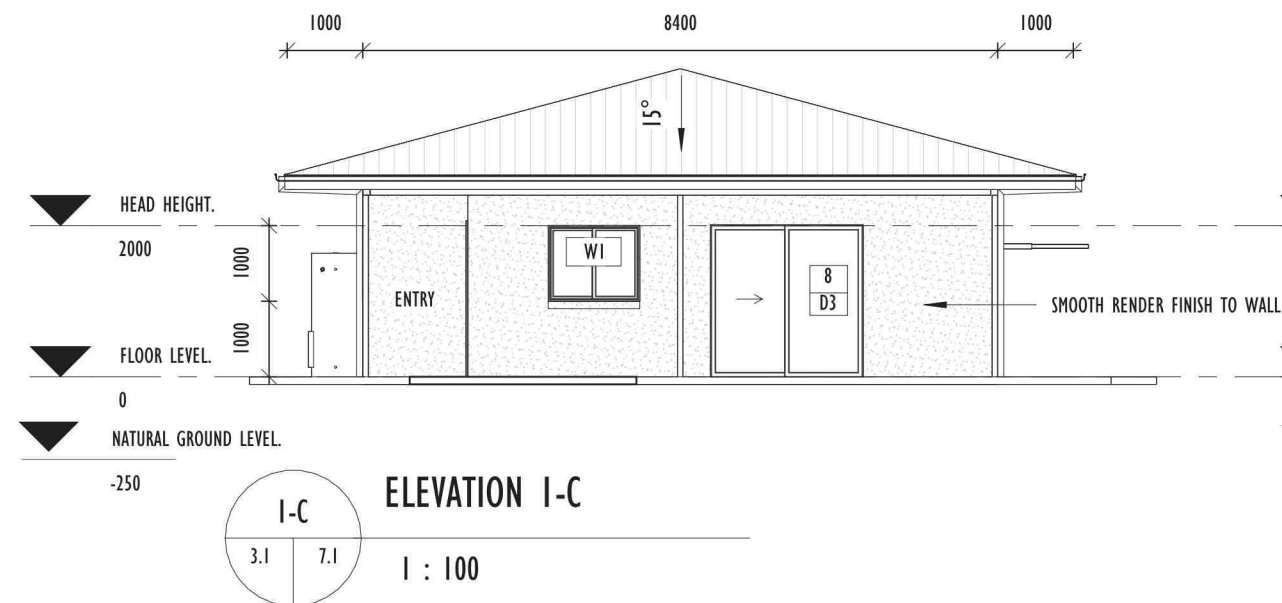
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INSTALL RIDGE VENT COLOUR MATCHED TO ROOF SHEETING AS PER MANUFACTURERS SPECIFICATIONS AND IN ACCORDANCE WITH NCC NETT FREE AREA VENTILATION REQUIREMENTS

COLORBOND ROOF SHEETING

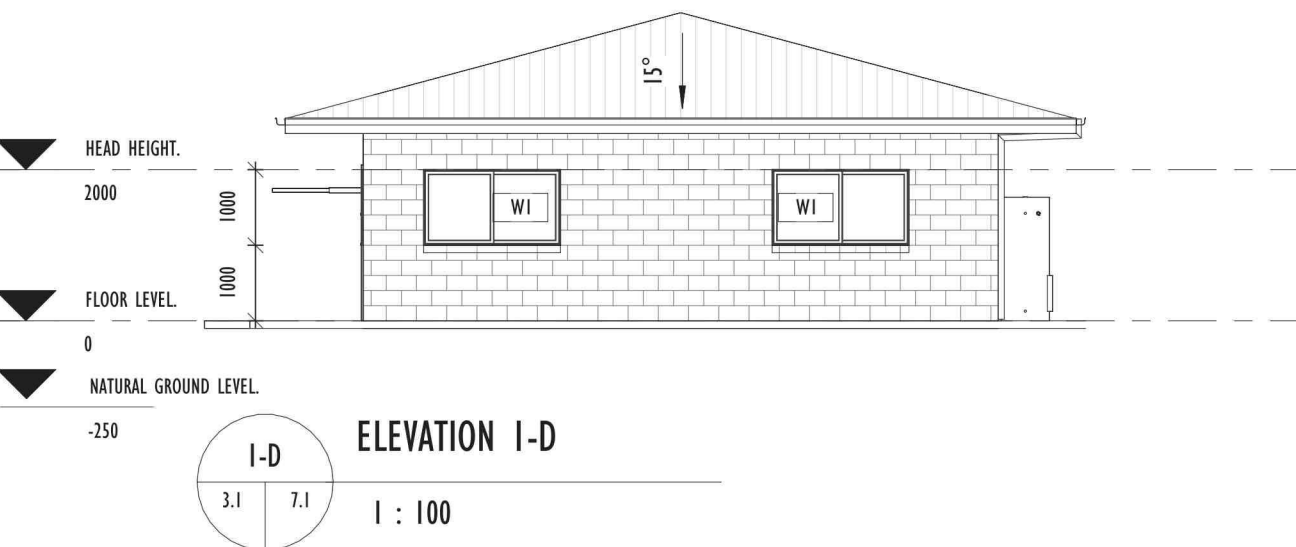


BUILDING ELEMENT SUMMARY TABLE			
Insulation & Colour Details			
Roof colour - medium - Polylined Bubble Wrap (E = 0.05/0.05)			
Ceiling under roof			
External wall colour - medium			
External walls - 150mm block			
Internal walls (as noted on plans)			
Slab on ground			
Whole of house - JSEB Calculator			
Solar Power - No			
HWP - Off Peak			
AC units - Minimum Star rating to be a 3.5			
Electric cooktop & Electric Oven			
1500mm ceiling fans			
Window Details			
Aluminium Group 8 55	WERS code	Max U-val	SHGC
	ALUM-002-05	6.7	0.70
Building sealing			
Downlights to be sealed			
Exhaust fans - sealed			
Air infiltration test to external residence and garage internal doors			
Additional details - refer to NATHERS certificate			



ELEVATION I-C

1 : 100



ELEVATION I-D

1 : 100

TENDER

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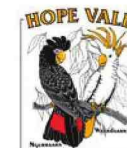
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Date: 3/6/26 Signed: [Signature]
Job No: K-15381 RPEQ No: 5711

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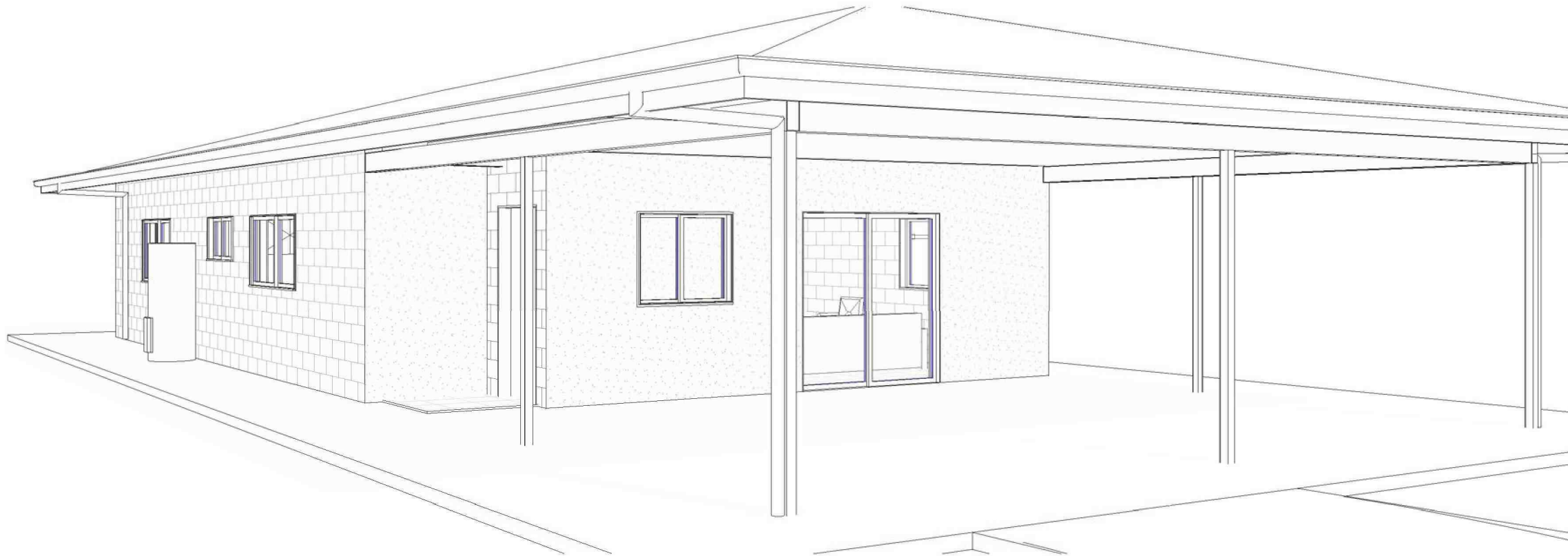
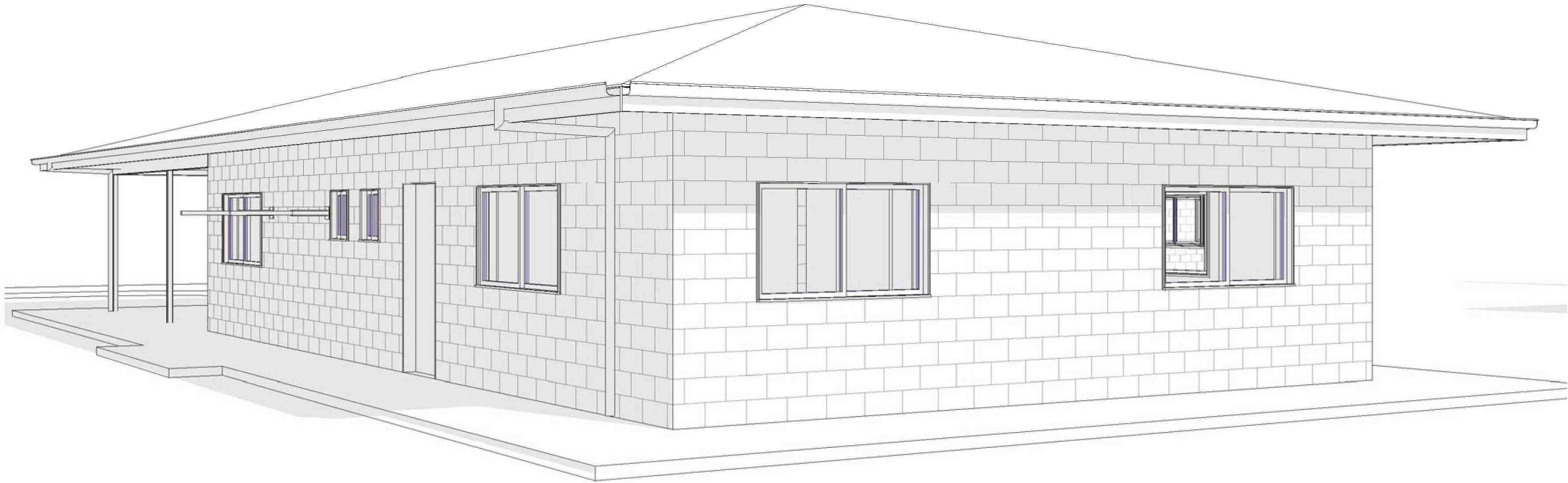
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ELEVATIONS

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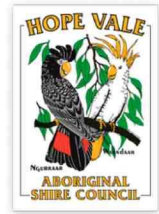
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Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Capital Works Manager Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

11-Aug-26

Date item was requested

Agenda Item Subject *

Proposed Plan Scheme Amendment Report

Item Reference Number

OM2026/08-007

Classification *

Information



Action



Note



Confidential

Details

Recommendation *

That council:

- Receive and note the report titled Hope Vale Planning Scheme Amendment Review Report.
- Propose to amend the Planning Scheme under section 18 of the Planning Act 2016.
- Delegate authority to the Chief Executive Officer to prepare and progress the proposed amendments to the Planning Scheme under the Planning Act 2016 and Minister's Guidelines and Rules.

Background/Summary

Council applied for funding under the State Government Scheme SSF and was successfully awarded funds to facilitate better housing outcomes for the Hope Vale community via an amendment to the Hope Vale Planning Scheme (Planning Scheme).

The Planning Scheme commenced on 1 September 2014 and was subsequently amended to align with the Planning Act 2016. Since commencement of the Planning Scheme, Council and the Queensland Government have undertaken significant strategic planning, housing and infrastructure work, including the Hope Vale Master Plan, Hope Vale Town Precinct Master Plan, Hope Vale Local Housing Plan and Strategic Capital Plan. These documents consistently identify housing shortages, overcrowding, limited availability of serviced residential land, demand for a greater diversity of housing and opportunities to facilitate home ownership and future residential development.

A review of the Planning Scheme (Attachment 1) found that the Planning Scheme remains operational and continues to provide a statutory planning framework for Hope Vale. However, it does not fully reflect contemporary strategic planning and housing priorities. In particular, identified residential growth areas are not fully recognised within the Planning Scheme, the Strategic Framework requires updating, and opportunities exist to review zoning, Tables of Assessment, housing provisions, overlays and mapping. The review has also identified the need to better coordinate future residential growth with infrastructure planning, confirm the future role and supply of industrial and employment land, and ensure that environmental values and natural hazards are appropriately addressed.

It is recommended that Council commence the planning scheme amendment process and seek approval from the Chief Executive administering the Planning Act 2016 for a tailored amendment process.

The proposed amendment should primarily focus on:

- updating the Strategic Framework to reflect contemporary Council priorities and strategic planning work where relevant to housing.
- reviewing residential land supply and facilitating suitable priority residential growth areas.
- supporting a greater diversity of housing and culturally responsive housing outcomes.
- reviewing zoning, precincts and Tables of Assessment.
- simplifying development assessment provisions and removing unnecessary regulatory barriers.
- improving coordination between land use planning, infrastructure provision and development sequencing.
- appropriately integrating relevant State interests and responding to emerging regional planning directions; and

- undertaking further investigations and engagement with Council, Traditional Owners, Hope Vale Congress, the community, the Queensland Government and other relevant stakeholders.

The proposed amendment will provide Council with an opportunity to establish a clearer strategic pathway for housing and development and ensure that the Planning Scheme provides a practical, contemporary and locally appropriate framework for the future development of Hope Vale.

It is recommended that Council propose to amend the Planning Scheme under a section 18 amendment process (approval from the State government is required, so Council can only propose to amend the Plan-ning Scheme). This process allows for a tailored and more streamlined process that must be undertaken in accordance with a notice from the chief executive (State government) that sets out the steps to be under-taken by both the State government and Council.

Stage 1 key phases and indicative timing for the proposed Planning Scheme amendment is as follows:

- Phase 1 – Planning Scheme Review and Council resolution –June 2026 to August 2026;
- Phase 2 –Background studies and preliminary engagement –August 2026 to October 2026;
- Phase 3 – Preparation of proposed planning scheme amendment –September 2026 to April 2027; and
- Phase 4 – Preparation and submission of documentation for State Interest Review – April 2027.

The SSF funding requires the planning scheme amendment to be prepared for State Interest Review by 30 June 2027.

Stage 2 is the progression of the Planning Scheme amendment to adoption, which is not funded by the SSF. To complete the amendment process, the following is proposed:

- State Interest Review – May 2027 to June 2027 (subject to State timeframes);
- Public consultation –June 2027 to July 2027 (concurrent timing subject to S18 Notice);
- Finalise amendment package and Ministerial approval (subject to State timeframes) – Au-gust 2027 to September 2027; and
- Phase 10 – Final adoption and commencement –October 2027.

Budget and Resource Considerations

Council received grant funding under the State Government Scheme Supply Fund (SSF) to undertake a review of the Planning Scheme to improve housing outcomes.

Action Options

That council:

- Receive and note the report titled Hope Vale Planning Scheme Amendment Review Report.
- Propose to amend the Planning Scheme under section 18 of the Planning Act 2016.
- Delegate authority to the Chief Executive Officer to prepare and progress the proposed amendments to the Planning Scheme under the Planning Act 2016 and Minister's Guidelines and Rules.

Appointments and Meetings

Date	Description

Link to Operational Plan

5-5 Strategic Planning

Consultation

Preliminary engagement is proposed to be undertaken with stakeholders including Council, Traditional Owners, RNTBC, community and State Government.

Risk Assessment

☒ Low ☐ Medium ☐ High

Attach Supporting Agenda Materials

2 Draft HVASC PS Review Report V0.1 Provided HVASC 310726.pdf

1.48MB

Reference Document

☐ Yes ☐ Not Applicable

Report Prepared by *

Kieren

Submitter Email *

kieran.eustice@hopevale.qld.gov.au

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

Report Authorised by

Decision



Approve



Reject

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

12-Aug-26

Comments, Questions and Rejections Notes

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

Commentors Name *

Choose Type of Comment *

Enter your Comment, Question or Reason For Rejection Note here *

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

Add Comment

DRAFT



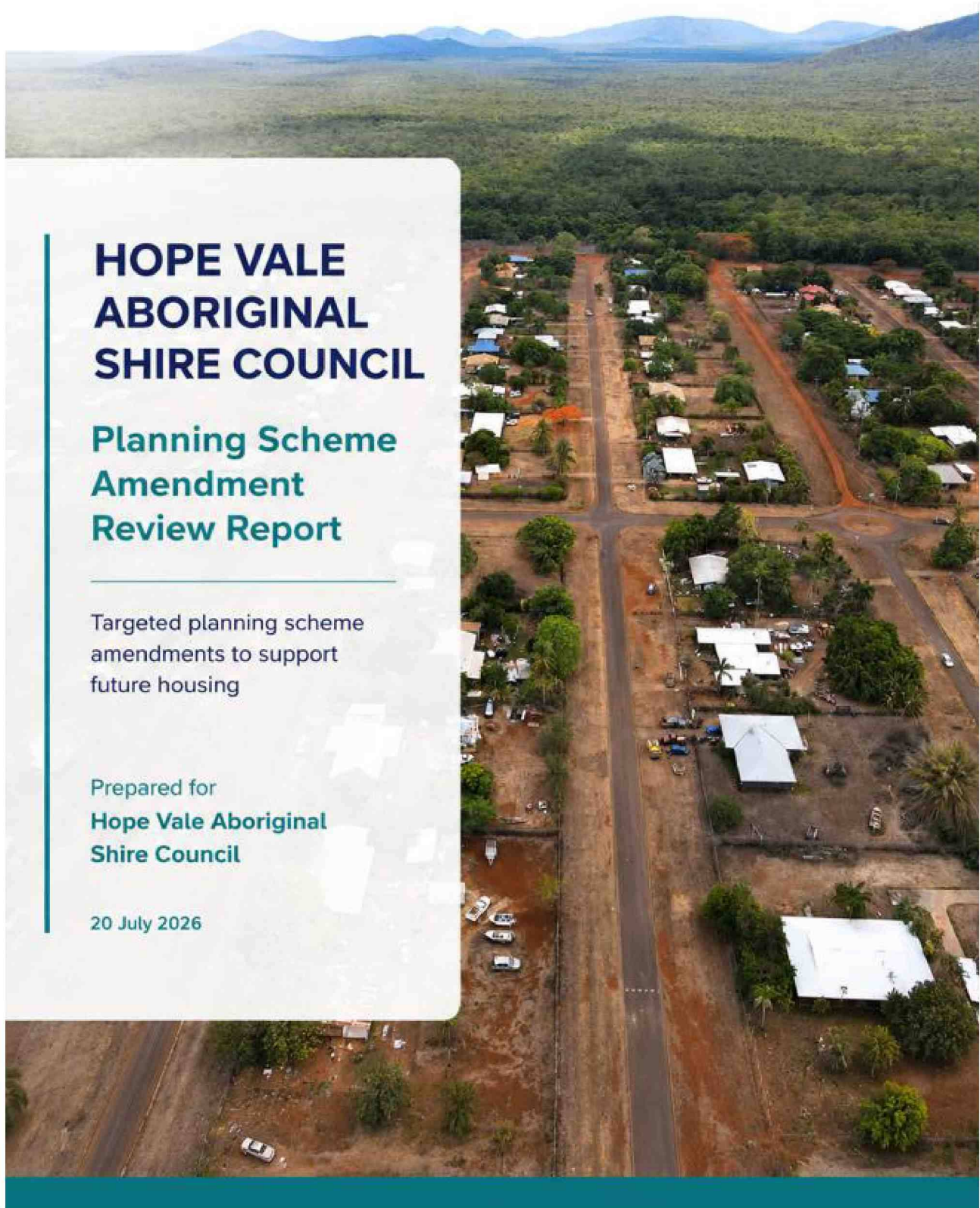
HOPE VALE ABORIGINAL SHIRE COUNCIL

Planning Scheme Amendment Review Report

Targeted planning scheme
amendments to support
future housing

Prepared for
**Hope Vale Aboriginal
Shire Council**

20 July 2026



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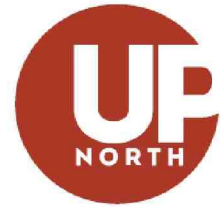
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This report has been prepared on behalf of and for the exclusive use of the Client and is subject to all provisions of the agreement between UP North and the Client. UP North accepts no liability or responsibility whatsoever for reliance upon this report by any third party.

Acknowledgement of Country

We acknowledge the Traditional Owners of the land, air and waters where our offices are based. We pay respect to the Elders, past, present and emerging and extend this respect to all Aboriginal and Torres Strait Islander people we work with and whose ancestral lands we visit



Executive Summary

Urban Planning North Group (UP North) has been engaged by Hope Vale Aboriginal Shire Council (Council) to undertake a targeted review of the Hope Vale Aboriginal Shire Planning Scheme (Planning Scheme) to identify amendments that can improve housing outcomes and support the future development of Hope Vale.

The project is supported through the Queensland Government Scheme Supply Fund (SSF) and is primarily focused on facilitating residential land supply, supporting greater housing diversity, removing unnecessary regulatory barriers and improving alignment between the Planning Scheme and Council's current strategic planning and housing priorities.

The Planning Scheme commenced on 1 September 2014 and was subsequently amended to align with the *Planning Act 2016*. Since commencement of the Planning Scheme, Council and the Queensland Government have undertaken significant strategic planning, housing and infrastructure work, including the Hope Vale Master Plan, Hope Vale Town Precinct Master Plan, Hope Vale Local Housing Plan and Strategic Capital Plan.

These documents consistently identify housing shortages, overcrowding, limited availability of serviced residential land, demand for a greater diversity of housing and opportunities to facilitate home ownership and future residential development.

The review has found that the Planning Scheme remains operational and continues to provide a statutory planning framework for Hope Vale. However, it does not fully reflect contemporary strategic planning and housing priorities. In particular, identified residential growth areas are not fully recognised within the Planning Scheme, the Strategic Framework requires updating, and opportunities exist to review zoning, Tables of Assessment, housing provisions, overlays and mapping.

The review has also identified the need to better coordinate future residential growth with infrastructure planning, confirm the future role and supply of industrial and employment land, and ensure that environmental values and natural hazards are appropriately addressed.

Hope Vale has a unique cultural, land tenure and land administration context. Preparation of the proposed amendment provides an opportunity for early and meaningful engagement with Traditional Owners, Hope Vale Congress, the community and relevant Queensland Government agencies. This engagement should inform future residential growth directions, culturally appropriate housing outcomes and opportunities to support Living on Country, while avoiding unnecessary duplication of Native Title, cultural heritage and land tenure processes administered under other legislation.

A key opportunity identified through the review is to simplify the Planning Scheme and improve its usability. The proposed amendment should seek to remove unnecessary regulatory barriers, simplify development assessment provisions, rationalise overlays and mapping where appropriate and establish a planning framework that is proportionate to the scale, development pressures and local context of Hope Vale.

The review concludes that there is a clear strategic basis for Council to proceed with a targeted amendment to the Planning Scheme under section 18 of the *Planning Act 2016*.

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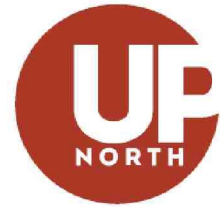
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It is recommended that Council commence the planning scheme amendment process and seek approval from the Chief Executive administering the *Planning Act 2016* for a tailored amendment process.

The proposed amendment should primarily focus on:

- updating the Strategic Framework to reflect contemporary Council priorities and strategic planning work where relevant to housing;
- reviewing residential land supply and facilitating suitable priority residential growth areas;
- supporting a greater diversity of housing and culturally responsive housing outcomes;
- reviewing zoning, precincts and Tables of Assessment;
- simplifying development assessment provisions and removing unnecessary regulatory barriers;
- improving coordination between land use planning, infrastructure provision and development sequencing;
- appropriately integrating relevant State interests and responding to emerging regional planning directions; and
- undertaking further investigations and engagement with Council, Traditional Owners, Hope Vale Congress, the community, the Queensland Government and other relevant stakeholders.

The proposed amendment will provide Council with an opportunity to establish a clearer strategic pathway for housing and development and ensure that the Planning Scheme provides a practical, contemporary and locally appropriate framework for the future development of Hope Vale.



1. Introduction

Urban Planning North Group (UP North) has been engaged by Hope Vale Aboriginal Shire Council (Council) to undertake a targeted review of the Hope Vale Aboriginal Shire Planning Scheme (Planning Scheme) to identify amendments that can improve housing outcomes and support the future development of Hope Vale.

The project is supported through the Queensland Government Scheme Supply Fund (SSF) and is primarily focused on identifying opportunities to remove planning barriers, facilitate residential land supply, support greater housing diversity and improve the alignment of the Planning Scheme with Council's current strategic planning and housing priorities.

The Planning Scheme commenced on 1 September 2014 and was subsequently amended to align with the *Planning Act 2016* (Planning Act). Since commencement of the Planning Scheme, Council and the Queensland Government have undertaken significant strategic planning, housing and infrastructure work, including preparation of the Hope Vale Master Plan, Hope Vale Town Precinct Master Plan, Hope Vale Local Housing Plan and Strategic Capital Plan.

These documents identify ongoing housing shortages, overcrowding, limited availability of serviced residential land, demand for a greater diversity of housing and opportunities to facilitate home ownership and future residential development.

The current Planning Scheme does not fully reflect these more recent strategic directions. In particular, a number of residential growth areas identified through Council's master planning and housing initiatives are not appropriately recognised within the Planning Scheme, and opportunities exist to simplify development assessment provisions and improve the strategic and regulatory framework applying to housing development.

This report has therefore been prepared to establish the strategic basis for a targeted amendment to the Planning Scheme.

The report:

- reviews the legislative, State, regional and local policy context relevant to the proposed amendment;
- considers population, housing and development trends affecting Hope Vale;
- reviews Council and Queensland Government strategic planning, housing and infrastructure initiatives;
- examines the current Planning Scheme, including the Strategic Framework, zoning, Tables of Assessment, overlays and mapping;
- identifies key planning issues, opportunities and information gaps relevant to housing delivery and future development;
- considers opportunities to simplify and improve the operation of the Planning Scheme; and recommends that Council commence a process to amend the Planning Scheme under section 18 of the Planning Act 2016.

The findings and recommendations of this report are intended to support Council's decision to commence the planning scheme amendment process and to establish the scope and priorities for preparation of the proposed amendment.

1.1 Purpose and Scope

The primary purpose of the project is to improve housing outcomes in Hope Vale by ensuring that the Planning Scheme provides an appropriate strategic and regulatory framework to facilitate housing delivery.

The review focuses on matters that can reasonably be addressed through a targeted planning scheme amendment. It is not intended to constitute a statutory ten-year review of the Planning Scheme or a comprehensive review of every component of the Planning Scheme.

The scope of the review includes:

- consideration of housing needs, residential land supply and housing diversity; review of residential growth areas identified through the Hope Vale Master Plan, Hope Vale Town Precinct Master Plan, Hope Vale Local Housing Plan and other relevant strategic planning work;
- consideration of infrastructure capacity and constraints affecting future residential development;
- review of land tenure, zoning, natural hazards, environmental values and other constraints relevant to future development;
- consideration of opportunities to support culturally appropriate housing and Living on Country outcomes;
- review of the Strategic Framework, zoning, Tables of Assessment, assessment benchmarks, overlays and mapping where relevant to the proposed amendment;
- consideration of opportunities to simplify the Planning Scheme and remove unnecessary regulatory barriers;
- consideration of State interests and relevant State and regional planning policy; and
- identification of further investigations and engagement required during preparation of the planning scheme amendment.

The review provides background information to support a resolution by council to amend the Hope Vale Planning Scheme, as well as strategic foundation for the next stage of the project, which will involve engagement with Council, Traditional Owners, Hope Vale Congress, the community, the Queensland Government and other stakeholders, further investigation of priority issues and preparation of a planning scheme amendment.

1.2 Hope Vale Locality and Planning Context

Hope Vale is an Aboriginal community located approximately 46 kilometres north-west of Cooktown and approximately 370 kilometres north of Cairns.

The Hope Vale Aboriginal Shire local government area has significant cultural, environmental and landscape values and includes the Hope Vale township, surrounding Aboriginal land, rural areas, ranges, waterways and coastal environments.

Land tenure and land administration arrangements are important considerations for planning and housing delivery within Hope Vale. Land within and surrounding the township includes Aboriginal land and areas subject to native title interests and Indigenous Land Use Agreements.

These arrangements influence the availability and development of land, infrastructure delivery, subdivision, home ownership and the implementation of housing projects.

The Planning Scheme provides the statutory land use planning framework for the Hope Vale Aboriginal Shire. The Scheme includes two principal zones, the Township Zone and Rural Zone, together with precinct-based development assessment provisions and overlays addressing environmental values and natural hazards.

Since commencement of the Planning Scheme, significant strategic planning and housing initiatives have identified opportunities for future residential development, housing diversity, economic development, infrastructure investment and improvements to the Hope Vale town centre.

The proposed planning scheme amendment provides an opportunity to better align the statutory planning framework with contemporary strategic directions while recognising the unique cultural, land tenure, environmental and infrastructure context of Hope Vale.

1.3 Key Drivers for the Planning Scheme Amendment

The principal driver for the proposed planning scheme amendment is the need to improve housing outcomes within Hope Vale.

Key issues identified through Council and Queensland Government strategic planning and housing initiatives include:

- existing housing shortages and overcrowding;
- limited availability of serviced residential land;
- the need to facilitate development of priority residential areas;
- demand for a greater diversity of housing types;
- opportunities to support home ownership and Living on Country outcomes; inconsistencies between identified residential growth areas and current Planning Scheme zoning; infrastructure and servicing constraints affecting future development;
- the need to review the Strategic Framework to reflect contemporary Council priorities;
- opportunities to simplify Tables of Assessment, assessment benchmarks, overlays and mapping;
- the need to appropriately recognise cultural values and engage with Traditional Owners and Hope Vale Congress in planning for future development; and
- the need to maintain appropriate alignment with State and regional planning policy.

The proposed amendment provides an opportunity to establish a clearer strategic pathway for housing and development within Hope Vale and to ensure the Planning Scheme provides a practical, contemporary and locally appropriate framework for future decision-making.

1.4 Trends and Key Issues

The Cape York Regional Plan (CYRP) (2014) (discussed in more detail in Section 4.2 Cape York Regional Plan) outlines global trends affecting the Cape York region, of which Hope Vale Aboriginal Shire is part of.

Due to the remote nature of Hope Vale, it is less affected by global trends than other areas. However, the following global trends affecting the region include:

- a changing climate with rainfall events and cyclones predicted to be less frequent but more intense, higher temperatures and more frequent hot days. This impacts on urban areas particularly flooding impacts as well as impacts on rural areas such including soil moisture, ground cover and evaporation rates; and
- greater recognition of Traditional Owners.

Hope Vale will continue to have a small population and local market base. The public sector will continue to be an important source of employment. Trends in economic opportunities include small tourism operators leveraging on interest and demand for eco-tourism opportunities e.g. adventure style tourism markets of self-drive four-wheel drive, high-value tourism businesses, wilderness experiences, Indigenous cultural activities and historic sites. Challenges for development and investment include difficulties in attracting investment due to land tenure/ property types, and financial and technical capacity and capability.

In terms of housing key issues include: review

- the demand for housing due to overcrowding;
- challenges of home ownership due to complex tenure requirements; and
- the need for affordable and diverse accommodation to attract and retain workers.

In terms of climate the region is affected by the climatic conditions with road access being limited or not available during the wet season. The region is also experiencing changing weather patterns and more intense weather events.

2. Population, Housing and Development Context

2.1 Introduction

Population, household characteristics, housing demand and development activity provide important context for the proposed Planning Scheme amendment.

Hope Vale is a relatively small and remote Aboriginal community. Population growth alone does not provide an adequate measure of future housing need. Housing demand is also influenced by existing overcrowding, household composition, the condition and suitability of existing housing, demand for different housing types, availability of serviced residential land, home ownership aspirations and the accommodation needs of workers and service providers.

This chapter provides an overview of the population, housing and development context relevant to the proposed Planning Scheme amendment.

2.2 Population and Housing Context

Hope Vale has a population of approximately 2,000 people and is expected to remain a relatively small community within the broader Cape York region.

Notwithstanding relatively modest population growth, existing strategic planning and housing studies identify significant housing pressures within the community.

Key housing issues include:

- overcrowding within existing households;
- demand for additional social housing;
- limited availability of serviced residential land;
- demand for housing suitable for different household types and life stages;
- demand for seniors and accessible housing;
- accommodation requirements for essential workers and service providers;
- limited housing diversity;
- barriers to home ownership associated with land tenure, land availability and housing delivery arrangements; and
- the need to coordinate future housing development with infrastructure investment.

These issues demonstrate that future housing need cannot be addressed solely through population projections. The Planning Scheme needs to provide sufficient flexibility and land supply to respond to existing unmet demand, changing household needs and future housing initiatives.

2.3 Residential Land Supply and Development Opportunities

The Hope Vale Master Plan identifies a number of potential residential growth areas within and surrounding the existing township.

The Hope Vale Local Housing Plan subsequently identifies Hope Valley Estate West as an immediate residential development priority and reinforces the need to increase housing supply and facilitate the development of additional residential land.

Other potential residential areas identified through master planning processes include Hope Valley Estate East, future urban precincts, infill development opportunities, the airstrip site and the Council workshop site. The timing and suitability of these areas vary.

Some areas represent potential short or medium-term development opportunities, while others are dependent upon infrastructure provision, relocation of existing activities, resolution of contamination issues, decisions regarding the future operation of the airstrip, environmental and natural hazard constraints and land tenure considerations.

The proposed Planning Scheme amendment provides an opportunity to review these areas and establish a clearer hierarchy of:

- land suitable for immediate or short-term residential development;
- medium-term residential growth opportunities;
- longer-term investigation areas; and
- land where development remains contingent upon further investigations or enabling actions.

This approach would provide greater certainty regarding future residential land supply while recognising that zoning land for residential purposes does not, by itself, overcome infrastructure, tenure, environmental or other constraints to development.

2.4 Housing Diversity and Changing Housing Needs

Council's strategic planning and housing documents identify the need for a broader range of housing types within Hope Vale.

Potential housing forms include detached dwellings, duplexes, multiple dwellings, seniors housing, accessible housing, independent living accommodation, transitional housing, workforce accommodation and other culturally appropriate housing models.

Providing greater housing diversity can assist in responding to overcrowding, changing household composition, ageing in place, accessibility requirements and the accommodation needs of workers and service providers.

The proposed Planning Scheme amendment provides an opportunity to update land use definitions in accordance with the Planning Regulation, categories of development and assessment, assessment benchmarks and zoning provisions to ensure the Planning Scheme appropriately facilitates a range of housing options.

2.5 Economic Development and Employment

Hope Vale's economy is influenced by the relatively small local market, public sector employment, Council activities, community organisations and emerging opportunities associated with tourism, local enterprise and Indigenous economic development.

The availability of suitable land for commercial, industrial, tourism and employment-generating activities is important to the long-term sustainability of the community.

The proposed redevelopment of existing industrial land identified through the Hope Vale Town Precinct Master Plan requires careful consideration of future industrial land requirements and Council operational needs.

The Planning Scheme amendment provides an opportunity to ensure that sufficient and appropriately located land is available to support future employment and economic development while also facilitating housing and town centre development.

2.6 Infrastructure and Development Sequencing

The delivery of additional housing and development opportunities is dependent upon the availability and capacity of infrastructure.

Future residential development may require investment in water supply, wastewater infrastructure, roads, stormwater management and other community infrastructure.

Infrastructure requirements, funding programs and delivery timeframes will influence the sequencing of future residential growth areas.

The proposed Planning Scheme amendment should therefore coordinate land use planning with infrastructure planning and avoid identifying land for short-term development where significant unresolved infrastructure constraints exist.

2.7 Implications for the Planning Scheme Amendment

The population, housing and development context demonstrates a clear need to review the Planning Scheme to better support housing delivery and the future development of Hope Vale.

In particular, the proposed amendment should:

- facilitate development of suitable priority residential areas;
- provide an appropriate supply of land for future housing;
- support a greater diversity of housing types;
- recognise infrastructure and development sequencing requirements;
- support home ownership and culturally appropriate housing outcomes;
- maintain sufficient land for economic development and employment-generating activities; and
- provide a clear strategic framework for the long-term growth and development of Hope Vale.

These matters are considered further through the legislative and policy review, local policy review, Planning Scheme audit and identification of key issues and opportunities contained in the following chapters.

3. Legislative and Policy Context

3.1 Introduction

The Hope Vale Aboriginal Shire Planning Scheme operates within the legislative and policy framework established by the Queensland planning system.

The key legislation and planning instruments relevant to the proposed Planning Scheme amendment include:

- Planning Act 2016;
- Planning Regulation 2017;
- Minister's Guidelines and Rules;
- State Planning Policy 2017;
- Cape York Regional Plan 2014; and
- other legislation relevant to land use planning, cultural heritage, land tenure and environmental management.

This chapter provides a brief overview of the legislative and policy context relevant to the proposed amendment and identifies the principal implications for preparation of the amendment.

3.2 Planning Act 2016 and Planning Regulation 2017

The Planning Act establishes the statutory framework for land use planning and development assessment in Queensland.

The purpose of the Planning Act is to establish an efficient, effective, transparent, integrated, coordinated and accountable system of land use planning, development assessment and related matters that facilitates the achievement of ecological sustainability.

The Planning Act establishes the framework for preparing and amending local government planning schemes and requires State interests to be appropriately integrated into local planning instruments.

Of particular relevance to Hope Vale, the purpose of the Planning Act includes valuing, protecting and promoting Aboriginal and Torres Strait Islander knowledge, culture and tradition.

The Planning Regulation 2017 supports the Planning Act and establishes matters including categories of development and assessment, prescribed assessment benchmarks, referral requirements, regulated requirements for planning schemes and development that local planning instruments are prohibited from making assessable.

The Planning Regulation also contains specific provisions relevant to development for State public housing. These provisions are particularly relevant to Hope Vale given the significant role of State-supported housing delivery within the community.

The Minister's Guidelines and Rules establish the statutory process for making and amending planning schemes. It is proposed that Council seek approval to undertake a tailored planning scheme amendment process under section 18 of the Planning Act.

Implications for the Planning Scheme Amendment

The proposed amendment should:

- be prepared in accordance with the Planning Act, Planning Regulation and Minister's Guidelines and Rules;
- appropriately integrate relevant State interests;
- support the achievement of ecological sustainability, including the recognition of Aboriginal and Torres Strait Islander knowledge, culture and tradition;
- ensure development assessment provisions are clear, proportionate and consistent with the regulated requirements; and
- avoid unnecessary duplication of matters regulated through State legislation or other statutory processes.

3.3 State Planning Policy 2017

The State Planning Policy 2017 (SPP) expresses the Queensland Government's interests in land use planning and development.

The SPP identifies State interests under five themes:

- liveable communities and housing;
- economic growth;
- environment and heritage;
- safety and resilience to hazards; and
- infrastructure.

The Planning Scheme was prepared prior to the current SPP. While the Planning Scheme addresses many relevant State interests, the review has identified opportunities to improve alignment with contemporary State policy and mapping.

Matters of particular relevance to the proposed amendment include:

- housing supply, diversity and location;
- economic development and employment opportunities;
- Aboriginal cultural heritage;
- biodiversity and environmental values;
- coastal processes and coastal hazards;
- natural hazards, risk and resilience; and
- infrastructure planning.

Implications for the Planning Scheme Amendment

The proposed amendment should appropriately integrate relevant State interests while seeking to maintain a planning framework that is proportionate to the scale, development pressures and local context of Hope Vale.

There is also an opportunity to review and simplify Planning Scheme provisions and mapping where State interests are more effectively addressed through State legislation, State mapping, development assessment requirements or other statutory processes.

3.4 Cape York Regional Plan 2014

The Cape York Regional Plan 2014 provides the regional planning framework for Hope Vale and the broader Cape York region.

The Regional Plan seeks to support economic development and the long-term sustainability of Cape York communities while protecting significant environmental and cultural values.

Relevant regional planning matters include:

- the growth and development of Aboriginal and Torres Strait Islander communities;
- housing and land availability;
- economic development and employment opportunities;
- infrastructure and service delivery;
- protection of environmental and cultural values;
- natural hazards and climate resilience; and
- coordination of land use and infrastructure planning.

The Planning Scheme has not been comprehensively amended to reflect strategic planning, housing and development initiatives undertaken since commencement of the Regional Plan.

The Queensland Government is reviewing the Cape York Regional Plan. The timing of the proposed Planning Scheme amendment provides an opportunity for Council to engage with the State regarding future regional planning directions relevant to Hope Vale, including residential growth areas and the regional land use framework.

Implications for the Planning Scheme Amendment

The proposed amendment should:

- maintain appropriate alignment with the current Cape York Regional Plan;
- consider the implications of any new regional planning directions that emerge during preparation of the amendment; identify residential growth and other future development areas through a clear evidence-based strategic planning framework; and
- provide Council with an opportunity to inform the review of the Cape York Regional Plan where regional planning matters affect the future development of Hope Vale.

3.5 Other Relevant Legislation and Guidance

A range of other legislation and State guidance is relevant to land use planning and development within Hope Vale.

Key matters include:

- Aboriginal cultural heritage;
- native title and Indigenous Land Use Agreements;
- Aboriginal land tenure and land administration;
- vegetation management;
- environmental protection;
- coastal management;
- natural hazard management; and

- infrastructure planning and delivery.

These legislative frameworks operate alongside the Planning Act and influence the development and use of land within Hope Vale.

The Planning Scheme should recognise matters relevant to land use planning while avoiding unnecessary duplication of statutory requirements administered under other legislation.

Native Title, ILUAs, Aboriginal Land Tenure and Cultural Heritage

Hope Vale has a unique land tenure and cultural context. Native Title, Indigenous Land Use Agreements, Aboriginal land tenure and cultural heritage obligations are relevant considerations for planning and housing delivery.

A planning scheme does not regulate native title and is not intended to extinguish, affect or determine native title rights and interests. Similarly, a planning scheme does not override any Indigenous Land Use Agreement that applies to land within the local government area.

However, Native Title, ILUAs and Aboriginal land tenure may affect the practical implementation of future development, including housing delivery, subdivision, infrastructure provision and land administration.

The Planning Act requires planning functions to advance ecological sustainability, including by valuing, protecting and promoting Aboriginal and Torres Strait Islander knowledge, culture and tradition. The Aboriginal Cultural Heritage Act 2003 also establishes a separate statutory duty of care to avoid harm to Aboriginal cultural heritage.

The proposed Planning Scheme amendment provides an opportunity to recognise these matters at a strategic level while avoiding duplication of Native Title, cultural heritage and land tenure processes administered under other legislation.

Further engagement with Council, Traditional Owners, Hope Vale Congress and relevant State agencies will be required during preparation of the amendment to ensure that future residential growth areas, housing outcomes and planning provisions are informed by the cultural, tenure and land administration context of Hope Vale.

Implications for the Planning Scheme Amendment

The proposed amendment should:

- recognise the importance of Aboriginal and Torres Strait Islander knowledge, culture and tradition;
- acknowledge that native title, ILUAs and Aboriginal land tenure may influence implementation of housing and development outcomes;
- avoid drafting provisions that purport to regulate native title or override ILUAs;
- avoid unnecessary duplication of the Aboriginal cultural heritage duty of care framework;
- support early engagement with Traditional Owners, Hope Vale Congress and relevant State agencies;
- consider opportunities for culturally appropriate housing and Living on Country outcomes; and
- ensure future residential growth areas are considered having regard to land tenure, cultural values, infrastructure and implementation requirements.

3.6 State Guidance for Aboriginal and Torres Strait Islander Interests in Land Use Planning

The Queensland Government has prepared guidance regarding the consideration of Aboriginal and Torres Strait Islander interests in land use planning.

The guidance recognises the opportunity for the planning system to better consider Aboriginal and Torres Strait Islander knowledge, culture, tradition and interests through strategic planning, plan-making and engagement.

Relevant considerations for the proposed amendment include:

- early and meaningful engagement with Traditional Owners and other relevant Aboriginal organisations;
- consideration of cultural values and connection to Country in strategic land use planning;
- recognition of the relationship between land use planning, cultural heritage, native title and land tenure;
- consideration of culturally appropriate housing and development outcomes; and
- identification of opportunities to support Aboriginal and Torres Strait Islander aspirations through the planning framework.

Implications for the Planning Scheme Amendment

Preparation of the amendment should include meaningful engagement with Traditional Owners, Hope Vale Congress and the broader Hope Vale community.

The outcomes of engagement should inform the Strategic Framework, future residential growth directions, housing provisions and other relevant components of the Planning Scheme.

3.7 Summary

The legislative and policy review confirms that there is a sound basis for preparing a targeted amendment to the Hope Vale Planning Scheme.

The proposed amendment should:

- comply with the Planning Act 2016, Planning Regulation 2017 and Minister's Guidelines and Rules;
- appropriately integrate relevant State interests;
- maintain alignment with the Cape York Regional Plan and respond to emerging regional planning directions;
- improve the Planning Scheme's response to housing supply, housing diversity, economic development, infrastructure and natural hazards;
- recognise the importance of Aboriginal and Torres Strait Islander knowledge, culture and tradition in land use planning;
- appropriately consider cultural heritage, native title, Indigenous Land Use Agreements and Aboriginal land tenure;
- avoid unnecessary duplication of matters regulated through other legislation and statutory processes; and
- provide a proportionate, practical and locally appropriate planning framework for Hope Vale.

These matters inform the review of local strategic planning documents, the Planning Scheme audit and the recommendations for the proposed Planning Scheme amendment contained in the following chapters.

4. Local Policy Context

4.1 Introduction

The Hope Vale Aboriginal Shire Council Planning Scheme commenced on 1 September 2014. Since that time, a number of strategic planning, housing, infrastructure and economic development initiatives have been undertaken by Council and the Queensland Government. These initiatives provide important context for the review of the Planning Scheme and identify opportunities to improve housing outcomes, support economic development, enhance community infrastructure and strengthen resilience to future challenges. This chapter reviews the key strategic documents relevant to Hope Vale and identifies implications for the Planning Scheme Review.

4.2 Hope Vale Corporate Plan

The Corporate Plan establishes Council's long-term vision and priorities for the community and provides the overarching strategic framework for Council decision-making.

The Corporate Plan promotes a future Hope Vale that is:

- Strong in culture and identity;
- Healthy, safe and connected;
- Economically sustainable;
- Supported by appropriate infrastructure and services;
- Well governed and financially sustainable.

The Corporate Plan recognises the importance of housing, employment, infrastructure, community wellbeing and economic self-determination in achieving positive outcomes for residents.

Implications for the Planning Scheme Review

The Planning Scheme should support the delivery of housing, community infrastructure and economic development opportunities consistent with the Corporate Plan and provide sufficient flexibility to respond to changing community needs.

4.3 Operational Plan

The Operational Plan 2026-2027 sets out strategies and activities, including:

- Promotion of safe, culturally appropriate housing (1-2). Activities seek to improve housing outcomes and investigation of possible options for vacant land at Millers Block for future sustainable economic opportunities;
- Delivery of master planning for key community infrastructure and community nodes (2-5) including development and endorsement of a Precinct Plan over Hope Vale's existing industrial area with a view to providing additional residential land (discussed in further detail below); and
- Strategic Planning (5-5) including implementation and monitoring of key corporate documents.

4.4 Economic Development Strategy

The Hope Vale Economic Development Strategy adopts a community economic development approach and seeks to create sustainable economic opportunities that improve social, environmental and economic outcomes for the community. The Strategy identifies six themes for economic sustainability, including leadership, local vision, economic innovation, governance, community capacity and comprehensive planning.

The Strategy recognises opportunities associated with:

- Tourism development;
- Small business growth;
- Indigenous enterprise;
- Workforce development and training;
- Community-based economic initiatives;
- Improved infrastructure and services.

The Strategy also acknowledges the importance of master planning and coordinated land use planning in supporting future economic development.

Implications for the Planning Scheme Review

The Planning Scheme should facilitate employment-generating land uses, support tourism and commercial development opportunities, and ensure an adequate supply of industrial and business land to meet future economic needs.

4.5 Hope Vale Master Plan (2019)

The Hope Vale Master Plan was prepared to guide the long-term growth and development of the township and surrounding areas. The Master Plan establishes a comprehensive framework for residential growth, industrial development, commercial activity, community facilities, recreation areas and infrastructure provision.

The Master Plan identifies significant opportunities for future residential development, including:

- Hope Valley Estate West (RS1);
- Hope Valley Estate East (RS4);
- Future Urban Precinct Central (RS2);
- Future Urban Precinct South (RS3);
- Future Urban Precinct West (RS5);
- Airstrip Site (RS6);
- Council Workshop Site (RS7);
- Infill Development (RS8).

Future Urban Precinct – West (RS5) and Future Urban Precinct (RS6) are dependent on decommissioning of the airstrip. The Council Workshop Site (RS7) is dependent on the removal of the Council workshop from this site and decontamination works undertaken.

However, there is a need to review the status of the Hope Vale Master Plan residential growth areas, including RS6 (Airstrip Site) and RS7 (Council Workshop Site), to determine whether the assumptions underpinning future residential land supply remain valid.

The Hope Vale airstrip has not been formally decommissioned. Accordingly, residential development opportunities associated with RS6 and parts of the Future Urban Precinct remain contingent on future decisions regarding the operation of the airstrip.

The Council Depot currently occupies on RS7.

Consultation and further investigation of potential residential sites is required to determine the suitability of the future residential areas, and whether they remain long-term options for future residential development.

Subject to consultation, future residential sites could be considered as follows, refer to **Table 4.1 Hope Vale Master Plan Residential Investigation Areas**:

Table 4.1 Hope Vale Master Plan Residential Investigation Areas

Area	Consideration for Planning Scheme
RS1 Hope Valley Estate West	Immediate priority (identified in Local Housing Plan)
RS4 Hope Valley Estate East	Medium-term opportunity
RS2 / RS3 / RS5 Future Urban Precinct	Longer-term opportunity
RS6 Airstrip Site	Contingent on airstrip decommissioning.
RS7 Council Workshop Site	Contingent on depot relocation and contamination assessment
RS8 Infill Development	Potential short-medium term opportunity

4.6 Hope Vale Town Precinct Master Plan

The Hope Vale Town Precinct Master Plan was prepared to guide development and revitalisation of the township centre and adjoining land. The Plan seeks to improve the attractiveness, functionality and economic performance of the town centre while creating additional opportunities for housing, accommodation and commercial development. The Town Precinct Master Plan, dated 16 July 2024 was developed by Peddle Thorp Far North. The status of this document is to be confirmed.

The Master Plan identifies opportunities associated with:

- Town centre improvements;
- Public realm enhancements;
- Commercial expansion;
- Short-term accommodation;
- Workforce housing;
- Improved pedestrian and traffic circulation;
- Community facilities;
- Mixed-use redevelopment opportunities.

Area 3 of the Master Plan proposes redevelopment of the existing Council workshop and industrial precinct for residential, transitional housing, group housing and short-term accommodation uses. The Plan notes that

implementation would require relocation of existing industrial activities and investigation of potential contamination issues.

Figure 4.2 shows Area 3 Mixed Use Precinct and Figure 4.3 shows the Town Precinct Master Plan.

Figure 4.2 Area 3 Mixed Use Precinct

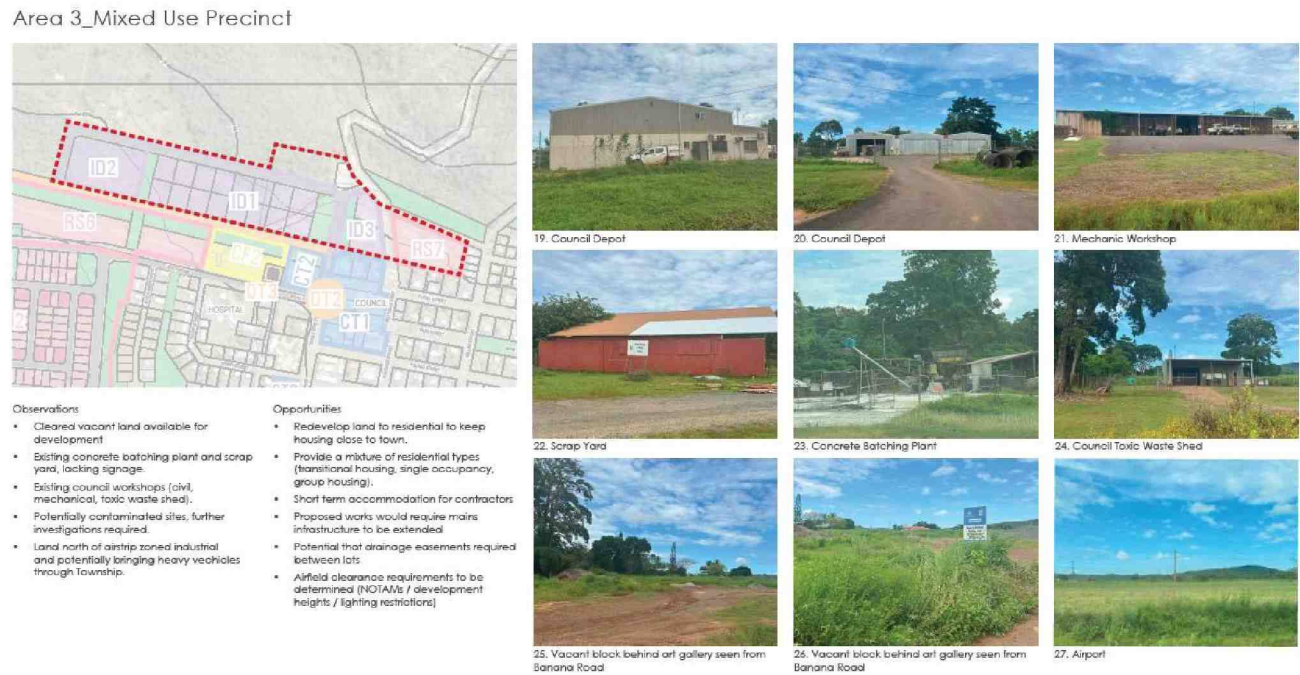
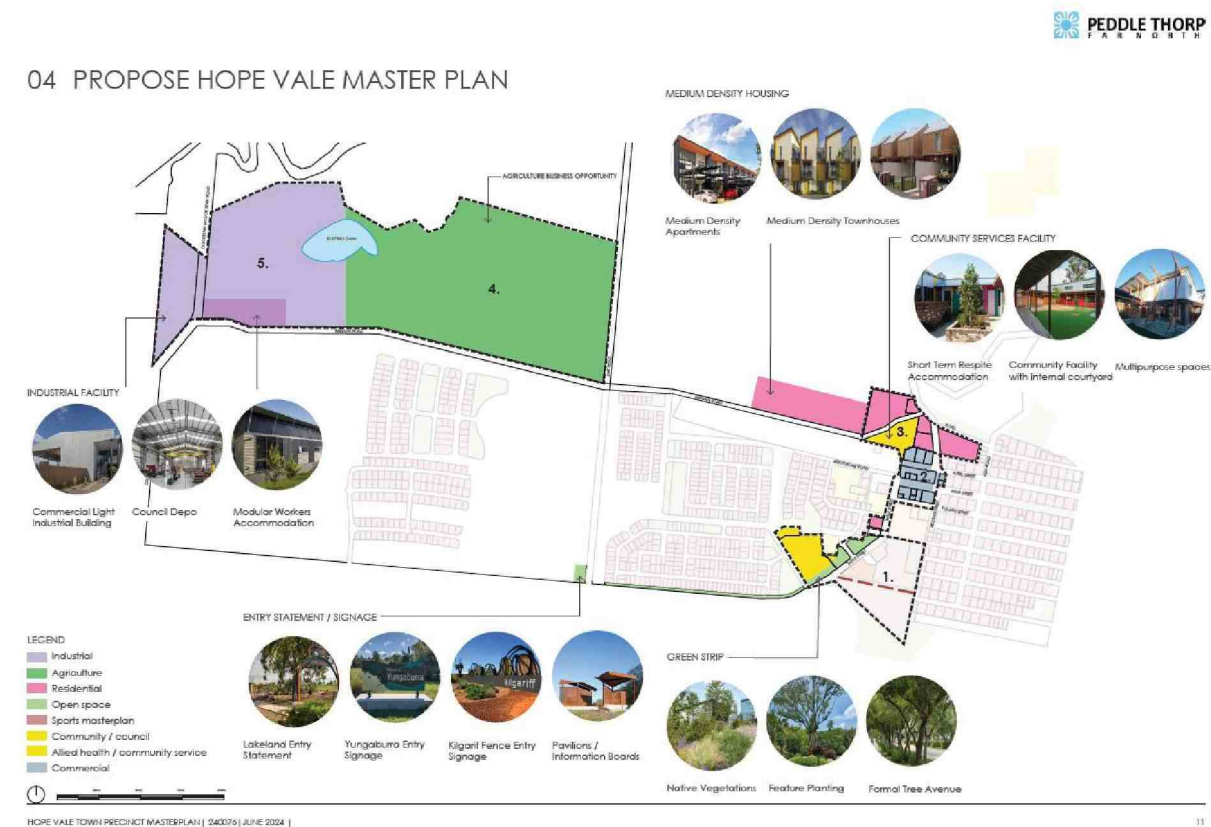


Figure 4.3 Town Precinct Master Plan



Implications for the Planning Scheme Review

The Town Precinct Master Plan identifies opportunities to support housing diversity and town centre revitalisation. However, consultation with Council is required to confirm the current status and priority of proposed projects, particularly those involving the conversion of industrial land to residential or mixed-use purposes.

4.7 Hope Vale Local Housing Plan (2024)

The Local Housing Plan provides the most recent assessment of housing need, housing demand and housing priorities within Hope Vale.

The Plan identifies six priority areas:

- Place-based decision making;
- Land for residential development;
- Increase housing supply;
- Economic development;
- Appropriate and sustainable housing;
- Home ownership.

The Local Housing Plan identifies RS1 (Hope Valley Estate West) as an immediate residential priority and supports review of the Planning Scheme to facilitate future housing development.

The Plan also highlights:

- Housing shortages;
- Overcrowding;
- Demand for additional social housing;
- Demand for home ownership opportunities;
- The need for additional residential land supply.

The Local Housing Plan states that in July 2023 there were 270 dwellings, mainly detached houses. Other dwelling types include duplexes, dual occupancy, townhouses, cluster houses and apartment. The DHLGPPW Housing Register approvals indicate that 58 dwellings with a total of 109 bedrooms are needed to meet current demand (Queensland Government, 2024).

Implications for the Planning Scheme Review.

The Local Housing Plan provides a clear policy basis for reviewing residential land supply, zoning, housing diversity provisions and opportunities to support future home ownership and housing delivery.

4.8 Strategic Capital Plan

The Strategic Capital Plan provides detailed information regarding existing housing stock, housing demand and future housing delivery opportunities.

The Plan identifies:

- Significant demand for additional housing;
- Overcrowding within existing housing stock;
- Demand from seniors, families and people with disabilities;
- Opportunities for a wider range of housing typologies.

The Plan also identifies potential future housing forms including:

- Detached dwellings;
- Duplexes;
- Triplexes;
- Townhouses;
- Seniors housing;
- Independent living accommodation;
- Extensions and adaptable housing solutions.

The Strategic Capital Plan notes a housing register of need indicating 61 applications.

Implications for the Planning Scheme Review

The Strategic Capital Plan highlights the need for a planning framework that supports a broader range of housing forms while maintaining flexibility to respond to changing community needs and funding programs.

4.9 Hope Vale Local Drainage Assessment and Flood Study

The Hope Vale Local Drainage Assessment and Flood Study (2026) was prepared by Langtree Consulting, with flood modelling undertaken by Venant Solutions, to assess regional flooding, local drainage issues and flooding constraints affecting existing and future development within the Hope Vale township.

The study included hydrologic and hydraulic modelling of local catchments, preparation of flood depth, extent, level and velocity mapping for a range of design flood events, including a 1% Annual Exceedance Probability (AEP) event and a 1% AEP climate change scenario, assessment of existing stormwater infrastructure and consideration of flooding constraints affecting areas identified for future development.

The flood modelling identifies overland flooding from local catchments to the south-west of the township as the principal source of flood risk assessed by the study. The southern part of the township is most affected, particularly areas around Link Road and the western ends of Rose Street and Kotzur Street. Field inspections also identified limited stormwater infrastructure and confirmed that a number of existing culverts, swales and causeways are undersized or poorly aligned with natural drainage paths.

The study identifies opportunities to improve local drainage and reduce flooding impacts through two principal drainage interventions: a new drain west of the cemetery, together with upgrading of the culverts beneath Theile Street, and a new drain east of the school to intercept flows before they enter existing residential areas. Further flood modelling is recommended to confirm downstream impacts associated with the proposed works.

Implications for the Planning Scheme Review

The flood study provides contemporary technical information that can inform the review of flood hazard mapping, future residential growth areas and development assessment provisions within the Planning Scheme. However, a further assessment will need to be undertaken to determine whether the flood information is suitable to inform a flood hazard layer for the purposes of the planning scheme.

The amendment should:

- review the existing Flood Hazard Overlay and associated assessment provisions having regard to the updated flood information;
- ensure that land identified for future development is appropriately assessed for flood risk before zoning or other planning scheme changes are made;
- coordinate future residential growth with necessary drainage and infrastructure improvements;
- consider whether planning scheme provisions should protect significant overland flow paths and drainage corridors from inappropriate development.

The study supports the proposed Planning Scheme amendment by providing updated flood information to inform land use planning decisions and improve the resilience of existing and future development within Hope Vale.

4.10 Summary of Planning Scheme Review Implications

The strategic documents reviewed demonstrate a consistent policy direction towards:

- Increasing housing supply;
- Facilitating residential land development;
- Supporting home ownership;
- Improving housing diversity;
- Strengthening economic development opportunities;
- Enhancing community infrastructure;
- Improving the attractiveness and functionality of the township;
- Supporting long-term growth and resilience.

Collectively, these documents provide strong support for a review of the Hope Vale Planning Scheme. In particular, they indicate a need to review the Strategic Framework, residential land supply provisions, zoning arrangements, overlay mapping and development assessment provisions to ensure the Planning Scheme remains aligned with Council's current strategic priorities and supports improved housing outcomes.

5. Planning Scheme Audit

5.1 Introduction

The Hope Vale Planning Scheme commenced on 1 September 2014 and provides the statutory framework for managing development and land use within the Hope Vale Aboriginal Shire local government area. The Planning Scheme was amended in 2017 to align with the *Planning Act*.

Since the commencement of the Planning Scheme, a number of significant strategic planning, housing, infrastructure and economic development initiatives have been undertaken by Council and the Queensland Government, including the Hope Vale Master Plan (2019), Hope Vale Town Precinct Master Plan (2024), Hope Vale Local Housing Plan (2024), Strategic Capital Plan and Economic Development Strategy.

The purpose of this chapter is to assess the extent to which the current Planning Scheme remains aligned with Council's strategic priorities and to identify areas where amendments may be required to facilitate improved housing outcomes and support future community development.

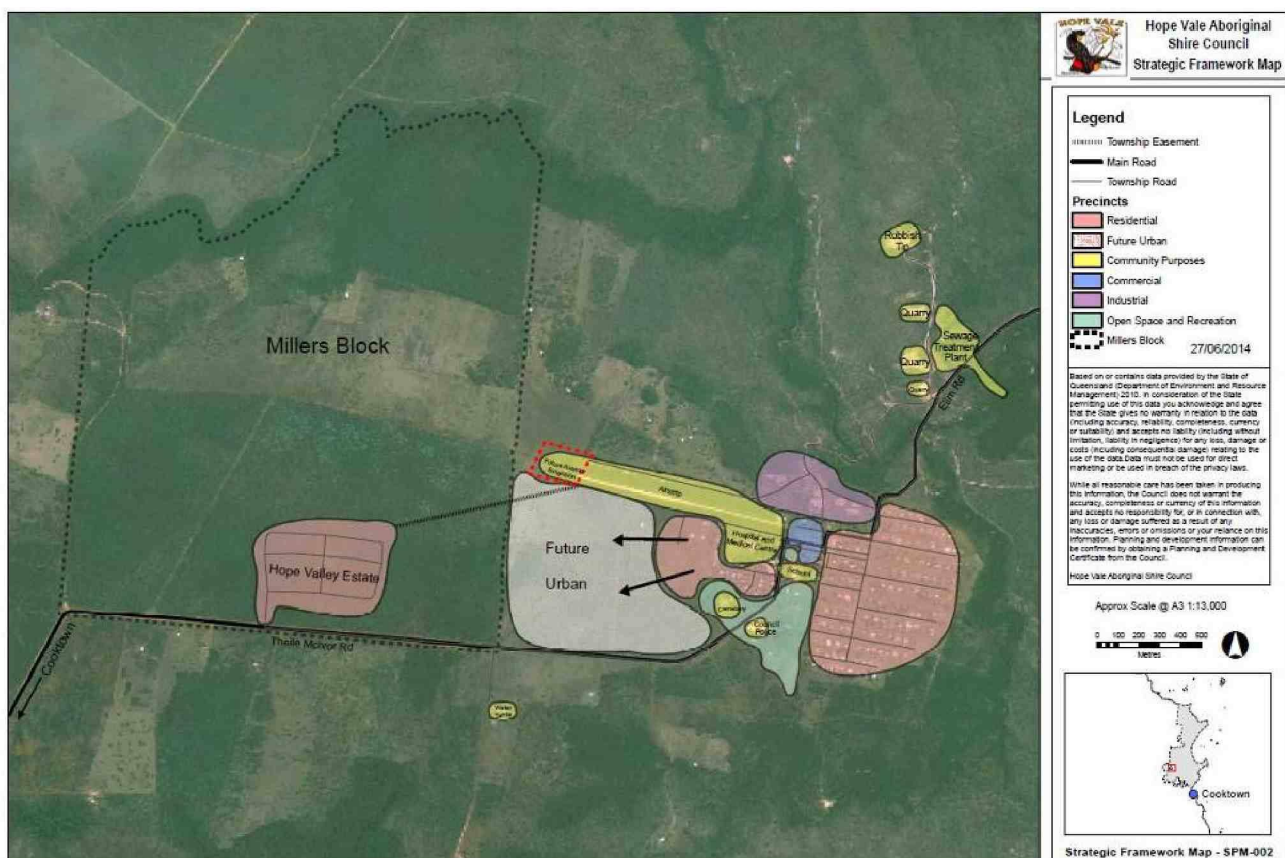
The assessment focuses on the Strategic Framework, zones, overlays, mapping and development assessment provisions.

5.2 Strategic Framework

Existing Situation

The Strategic Framework establishes the overarching land use planning direction for Hope Vale and provides the basis for the assessment of development applications. The structure of the Strategic Framework includes strategic outcomes, specific outcomes and land use strategies. The Strategic Framework Map is illustrated in Figure 5.1.

Figure 5.1 Strategic Framework Map



Assessment

The Strategic Framework was prepared prior to the adoption of a number of key strategic documents, including:

- Hope Vale Master Plan (2019);
- Hope Vale Town Precinct Master Plan (2024);
- Hope Vale Local Housing Plan (2024);
- Strategic Capital Plan; and
- subsequent Corporate Plans and Operational Plans.

Consequently, the Strategic Framework does not fully reflect more recent Council priorities relating to housing delivery, home ownership, housing diversity, residential land supply and economic development.

The Strategic Framework in parts refers to land use strategies and outcomes that are more suited to policy and advocacy documents.

There is an opportunity to update the Strategic Framework to:

- Reflect a more contemporary style of planning scheme drafting;
- Better recognise housing need and housing diversity;
- Support home ownership opportunities;
- Reflect identified residential growth areas;
- Incorporate contemporary economic development objectives;
- Recognise infrastructure planning priorities;
- Integrate outcomes of the Local Housing Plan and Master Planning processes;
- Better recognise resilience and adaptation to natural hazards.

Preliminary Findings

The Strategic Framework would benefit from a comprehensive review and update to align with contemporary scheme drafting, strategic planning documents and Council priorities.

5.3 Zone Framework

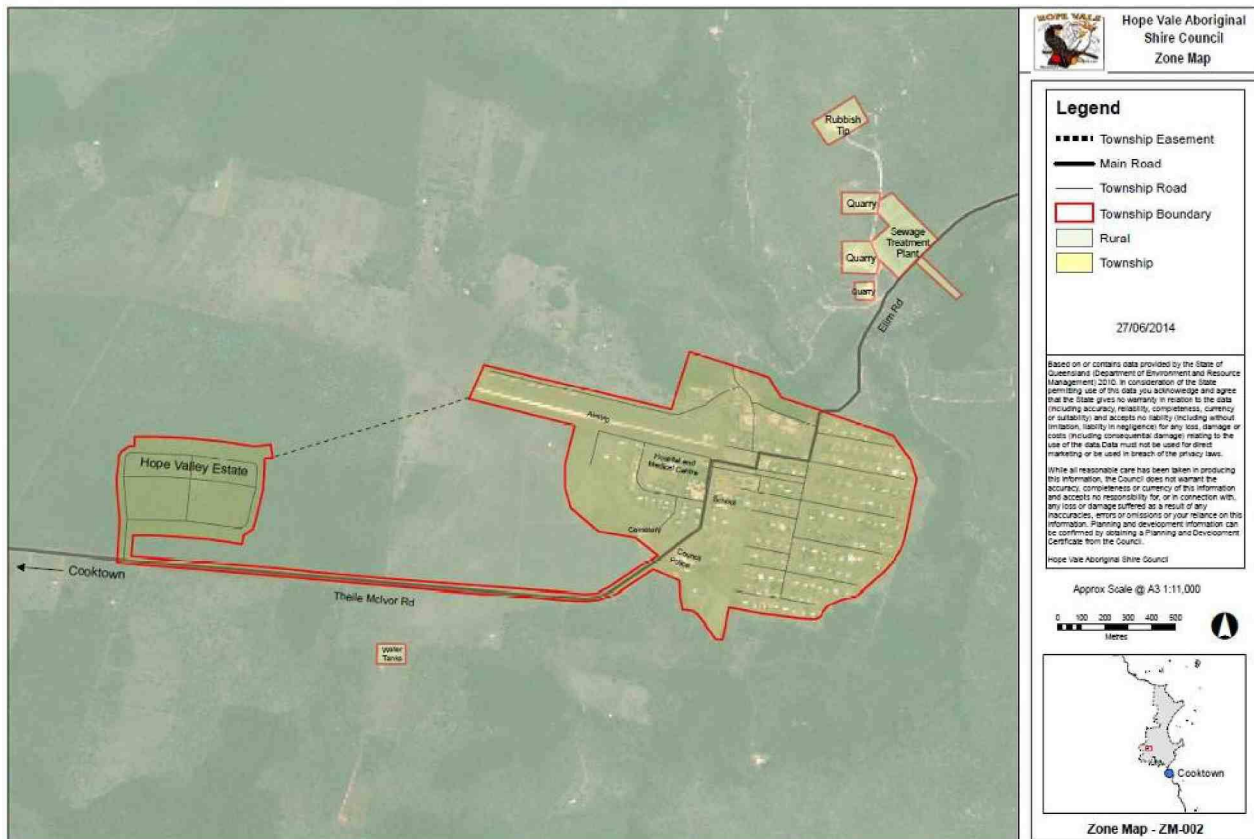
The following are the zone codes for the planning scheme:

- Township zone
 - (i) residential precinct
 - (ii) commercial precinct
 - (iii) industrial precinct
 - (iv) community purpose precinct
 - (v) open space and recreation precinct
- Rural zone.

The zoning framework broadly reflects the existing settlement pattern and land uses within Hope Vale.

The Zone map only shows the two zones (as shown in **Figure 5.2**). It does not show the precincts, which are only conceptually shown on the Strategic Framework Map. However, the Tables of Assessment refer to precincts.

Figure 5.2 Zone map



Assessment

Consideration may be required regarding:

- Mapping precincts within the Township Zone, or simplifying the TOA;
- Future residential growth areas identified within the Hope Vale Master Plan;
- Future industrial land requirements;
- Potential mixed use development opportunities;
- Alignment of zoning with updated strategic planning directions;
- Allocation of zones.

Preliminary Findings

Review the existing zone framework of two zones. Consider either inclusion of precincts within the Township Zone or simplifying the TOA.

5.4 Residential Land Supply

Existing Situation

The Hope Vale Master Plan identifies a number of future residential development areas including:

- RS1 Hope Valley Estate West;

- RS2 Future Urban Precinct Central;
- RS3 Future Urban Precinct South;
- RS4 Hope Valley Estate East;
- RS5 Future Urban Precinct West;
- RS6 Airstrip Site;
- RS7 Council Workshop Site; and
- RS8 Infill Development.

The Local Housing Plan identifies RS1 as Council's immediate residential priority area and supports review of the Planning Scheme to facilitate future housing development.

Assessment

The Planning Scheme currently does not fully reflect the residential growth directions identified within the Hope Vale Master Plan and Local Housing Plan.

A number of future residential development areas remain outside the Township Zone and are currently located within the Rural Zone.

The review provides an opportunity to consider whether amendments are required to facilitate future residential development in identified priority areas.

The review should also consider the implementation status of residential growth areas identified in the Master Plan, particularly:

- RS6 (Airstrip Site), which is dependent on future airstrip decommissioning; and
- RS7 (Council Workshop Site), which is dependent upon relocation of existing industrial activities and resolution of contamination issues.

Preliminary Findings

There is a strong strategic basis for reviewing residential land supply provisions and zoning arrangements to support future housing delivery.

5.5 Industrial Land

Existing Situation

The Planning Scheme currently identifies land for industrial purposes within the township.

The Hope Vale Master Plan identifies additional industrial land including:

- ID1 Industrial Estate Stage 1;
- ID2 Industrial Estate Stage 2; and
- ID3 Light Industry.

The Town Precinct Master Plan identifies opportunities for redevelopment of the existing Council workshop area for residential purposes.

Assessment

The future role and extent of industrial land requires further investigation.

While the Town Precinct Master Plan identifies opportunities for residential redevelopment of the existing Council workshop site, implementation is dependent upon:

- relocation of Council operational facilities;
- provision of replacement industrial land;
- investigation of contamination risks; and
- confirmation of future industrial land requirements.

Consultation with Council will be important to determine whether these strategic directions remain current.

Preliminary Findings

Further investigation is required to determine whether sufficient industrial land exists to accommodate future economic development and operational requirements before any reduction in industrially zoned land is considered.

5.6 Overlay Mapping and Overlay Codes

Existing Situation

The Planning Scheme includes overlays addressing:

- Environmental Significance;
- Flood Hazard;
- Bushfire Hazard; and
- other environmental and development constraints.

The overlay framework was prepared using information available at the time the Planning Scheme commenced.

Assessment

Since commencement of the Planning Scheme, updated State mapping and additional technical information have become available.

The review provides an opportunity to assess:

- Currency of overlay mapping;
- Alignment with State Planning Policy interests;
- Consistency with updated hazard information;
- Alignment with environmental and biodiversity mapping.

The Environmental Significance Overlay is likely to require review to ensure it reflects current environmental values and mapping datasets.

Natural hazard overlays, particularly flood hazard mapping, may require more detailed review where updated technical information is available.

Preliminary Findings

Overlay mapping and overlay codes are likely to be one of the principal areas requiring review and amendment as part of any future Planning Scheme amendment process. However, it is also noted that there is an opportunity to significantly reduce complexity of overlays for Aboriginal shire Council's generally. In addition, the State is currently reviewing the SPP which may support a reduction in complexity.

5.7 State Planning Policy Alignment

The Planning Scheme was prepared prior to a number of changes to State planning policy and mapping.

A detailed State Planning Policy Alignment Assessment has been prepared as Appendix A.

The assessment indicates that while the Planning Scheme generally addresses relevant State interests. However, there are opportunities to improve alignment through updates to the Strategic Framework, overlay mapping and development assessment provisions. Noting that there is also an opportunity to simplify provisions and mapping.

5.8 Summary

The review has found that the Planning Scheme remains generally functional and continues to provide an appropriate statutory planning framework for Hope Vale.

However, significant strategic work undertaken since 2014 has identified opportunities to improve alignment between the Planning Scheme and Council's contemporary priorities, particularly in relation to:

- Housing supply;
- Residential land development;
- Housing diversity;
- Home ownership;
- Economic development;
- Overlay mapping; and
- State Planning Policy alignment.

The findings of this chapter inform the issues, opportunities and recommendations identified in the following chapters.

6. Key Issues and Opportunities

6.1 Introduction

The review of the Hope Vale Planning Scheme has identified a number of issues and opportunities relevant to the future planning and development of the community. These issues have been informed by the review of strategic planning documents, the State Planning Policy Alignment Assessment, the existing Planning Scheme and associated mapping, and the housing, infrastructure and economic development priorities identified by Council and the Queensland Government.

The issues and opportunities identified in this chapter provide the basis for recommendations regarding future Planning Scheme amendments.

6.2 Housing Supply and Residential Land Availability

Issue

Housing availability, housing diversity and residential land supply have been consistently identified as key issues within Hope Vale.

The Local Housing Plan and Strategic Capital Plan identify housing shortages, overcrowding and the need for additional housing opportunities to accommodate current and future residents. The Local Housing Plan also identifies the need to increase housing supply and facilitate development of residential priority areas.

While the Hope Vale Master Plan identifies a number of future residential growth areas, these areas are not fully reflected within the current Planning Scheme.

In addition, some residential opportunity areas are dependent upon future infrastructure provision, relocation of existing uses or other enabling actions.

Opportunity

The Planning Scheme Review provides an opportunity to:

- Review the adequacy of residential land supply.
- Investigate the implementation status of residential growth areas identified within the Hope Vale Master Plan.
- Facilitate development of priority residential areas.
- Support future housing delivery programs.
- Improve planning certainty for future residential development.

6.3 Housing Diversity

Issue

The Strategic Capital Plan identifies demand for a broader range of housing products including detached dwellings, duplexes, townhouses, seniors housing, independent living accommodation and adaptable housing solutions. Page 198

The Local Housing Plan also identifies home ownership as a priority and recognises the importance of providing housing options that respond to the needs of different household types and life stages.

The current Planning Scheme primarily reflects traditional detached housing forms and may not fully support emerging housing needs.

Opportunity

The Planning Scheme Review provides an opportunity to:

- Review provisions relating to housing diversity.
- Facilitate a wider range of housing types.
- Support ageing in place.
- Support accessible housing outcomes.
- Facilitate home ownership opportunities.
- Ensure planning provisions remain flexible and responsive to future housing initiatives.

6.4 Strategic Framework Alignment

Issue

A number of strategic planning documents have been prepared since the commencement of the Planning Scheme in 2014, including:

- Hope Vale Master Plan (2019);
- Hope Vale Town Precinct Master Plan (2024);
- Hope Vale Local Housing Plan (2024);
- Strategic Capital Plan;
- Economic Development Strategy; and
- subsequent Corporate Plans.

While the Planning Scheme remains generally functional, the Strategic Framework does not fully reflect these more recent strategic directions.

Opportunity

The Planning Scheme Review provides an opportunity to:

- Update the Strategic Framework.
- Better align the Planning Scheme with Council's strategic priorities.
- Incorporate contemporary housing, infrastructure and economic development objectives.
- Improve consistency between Council's strategic planning documents and the Planning Scheme.

6.5 Economic Development and Employment Land

Issue

The Economic Development Strategy identifies opportunities to support local enterprise, tourism, business development and employment growth.

The future role and extent of industrial land within Hope Vale requires further consideration, particularly given proposals contained within the Town Precinct Master Plan to redevelop parts of the existing industrial area for residential and mixed-use purposes.

At present it is unclear whether sufficient industrial land exists to accommodate future economic development opportunities and Council operational requirements should redevelopment of industrial land occur.

Opportunity

The Planning Scheme Review provides an opportunity to:

- Review industrial land supply.
- Confirm future industrial land requirements.
- Support local business and employment opportunities.
- Facilitate tourism and commercial development.
- Ensure adequate land is available for economic development and Council operations.

6.6 Town Centre and Community Development

Issue

The Town Precinct Master Plan identifies opportunities to improve the function, attractiveness and liveability of the township centre through public realm improvements, commercial activation, housing opportunities and improved connectivity.

Some recommendations may require Planning Scheme amendments to facilitate implementation.

However, consultation with Council is required to confirm which initiatives remain current priorities.

Opportunity

The Planning Scheme Review provides an opportunity to:

- Support implementation of endorsed town centre initiatives.
- Improve integration between land use planning and community development objectives.
- Facilitate mixed-use and accommodation opportunities where appropriate.
- Support future investment in the town centre.

6.7 Environmental Values and Natural Hazards

Issue

The Planning Scheme overlays and mapping were prepared using information available at the time of scheme commencement. Page 200

Since that time, updated State mapping and technical information have become available.

It is likely that some environmental and hazard mapping no longer reflects the most current available information.

In addition, future residential growth areas identified within strategic planning documents may require detailed consideration of environmental and hazard constraints.

Opportunity

The Planning Scheme Review provides an opportunity to:

- Review environmental significance mapping.
- Review natural hazard mapping.
- Improve alignment with State mapping and technical studies.
- Ensure future development is appropriately located and designed.
- Improve consistency with State Planning Policy requirements.

However, importantly there is also an opportunity to simplify regulation and reduce complexity.

6.8 Infrastructure and Servicing

Issue

Future residential development and economic growth will require appropriate infrastructure and services.

The timing and sequencing of development identified within the Hope Vale Master Plan may be influenced by infrastructure availability and funding.

Some future development areas may require upgrades to roads, water, sewerage, stormwater or other infrastructure before development can occur.

Opportunity

The Planning Scheme Review provides an opportunity to:

- Better align land use planning and infrastructure planning.
- Identify infrastructure considerations associated with future growth areas.
- Support orderly and efficient development.
- Improve long-term planning certainty.

6.9 Planning Scheme Mapping and Administrative Updates

Issue

The Planning Scheme has been in effect since 2014 and there is potential for mapping, terminology and administrative provisions to be updated to reflect current legislation, policy and Council priorities.

Opportunity

The Planning Scheme Review provides an opportunity to:

- Update planning scheme mapping.
- Improve consistency with current planning practice.
- Improve usability and readability of planning provisions.
- Address minor anomalies and inconsistencies identified through the review process.

6.10 Summary

The review has identified a range of issues and opportunities associated with housing delivery, residential land supply, housing diversity, economic development, environmental management and planning scheme implementation.

The most significant opportunity identified through the review relates to improving housing outcomes by ensuring the Planning Scheme provides an appropriate framework to facilitate residential land development, housing diversity and future home ownership opportunities while supporting economic development, environmental protection and community aspirations.

Key issues and opportunities are outlined in **Table 6.1**

Table 6.1 – Key Issues and Opportunities

Topic	Issue / Opportunity	Potential Planning Scheme Response
Strategic Framework	Multiple new strategic documents since 2014 provide an opportunity to update Council's policy position. Requires a review of outcomes sought.	Comprehensive update required. Contemporary drafting style.
Tables of Assessment	The TOA refer to Precincts which are not mapped.	Either simplify the TOA and not refer to Precincts or map precincts.
Zoning	Multiple new strategic documents since 2014 provide an opportunity to review the zoning allocation. Current Zone map does not include precincts. There is no Environmental Management Zone.	Update zoning allocation based on current policy position. Review the Township Zone. Including precincts if needed.
Overlays	Outdated overlay provisions and mapping.	There is an opportunity to update as well as simplify overlay provisions and mapping.
Housing	Review future residential areas identified in the Master Plan and Town Centre Master Plan.	Amend zoning and strategic framework, based on review.
Housing Diversity	Strategic Capital Plan identifies broader housing typologies	Review Township Zone provisions
Industrial Land	Future of Area 3 Mixed Use Precinct uncertain	Consult Council and assess industrial land supply.

Page 202

Economic Development	Commercial and tourism opportunities identified	Review land use definitions and assessment levels
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The issues and opportunities identified in this chapter provide the basis for the recommendations outlined in Chapter 7.

7. Findings and Recommendations

7.1 Overview

The review has identified a clear strategic basis for amending the Hope Vale Aboriginal Shire Planning Scheme.

The principal purpose of the proposed amendment is to improve housing outcomes by ensuring that the Planning Scheme facilitates residential land development, supports housing diversity, removes unnecessary regulatory barriers and provides a clearer strategic framework for future housing and development.

The Planning Scheme remains operational and provides a statutory planning framework for development within Hope Vale. However, significant strategic planning, housing and infrastructure work has been undertaken since the Planning Scheme commenced in 2014.

The Hope Vale Master Plan, Hope Vale Town Precinct Master Plan, Hope Vale Local Housing Plan, Strategic Capital Plan, Economic Development Strategy and subsequent Council strategies identify priorities and development opportunities that are not fully reflected within the current Planning Scheme.

The review has also identified opportunities to simplify the Planning Scheme, improve its usability and ensure that planning provisions are proportionate and appropriate to the Hope Vale context. A targeted amendment to the Planning Scheme is therefore recommended.

7.2 Key Findings

Housing Supply and Residential Land

Housing shortages, overcrowding and limited availability of serviced residential land are significant issues within Hope Vale.

Council and Queensland Government strategic planning and housing documents identify a number of potential residential growth areas. However, these areas are not fully reflected within the current Planning Scheme and vary considerably in terms of development readiness.

There is a need to review identified residential growth areas and establish clear priorities for short, medium and longer-term residential development.

Housing Diversity

The current Planning Scheme does not fully respond to the range of housing needs identified through Council's housing and strategic planning work.

There is an opportunity to facilitate a broader range of housing types, including housing suitable for families, seniors, people with disabilities, smaller households, workers and other community needs.

The amendment should review categories of development and assessment, assessment benchmarks and zoning provisions to ensure that appropriate housing development is facilitated.

Strategic Framework

The Strategic Framework predates significant Council and Queensland Government strategic planning and housing initiatives.

A comprehensive update is required to establish a contemporary strategic direction for housing, residential growth, economic development, infrastructure, natural hazards, cultural values and the future development of Hope Vale.

Zoning and Tables of Assessment

The existing zoning framework comprises the Township Zone and Rural Zone. Precincts referred to within the Tables of Assessment are not clearly mapped.

The amendment should review the zoning framework and determine whether the existing precinct approach should be retained and mapped or whether the Tables of Assessment can be simplified.

The allocation of zoning should also be reviewed to reflect confirmed residential growth areas, industrial land requirements, environmental values and other contemporary planning priorities.

Economic Development and Industrial Land

The Planning Scheme should continue to support local economic development, employment, tourism, commercial activities and Council operational requirements.

Further investigation is required before existing industrial land is converted to residential or mixed-use purposes to ensure sufficient land is retained for future industrial development and Council operations.

Environmental Values and Natural Hazards

Planning Scheme overlays and mapping should be reviewed having regard to current State mapping, available technical information and the outcomes of investigations undertaken during preparation of the amendment.

There is also an opportunity to simplify overlay provisions and avoid unnecessary duplication of matters regulated through State legislation and other statutory processes.

Infrastructure and Development Sequencing

Future residential development is dependent upon the availability, capacity and funding of infrastructure. The amendment should align residential growth directions with infrastructure planning and clearly distinguish between land suitable for short-term development and longer-term development areas requiring further infrastructure investment or investigation.

Cultural Values, Traditional Owner Engagement and Living on Country

The Act recognises the importance of valuing, protecting and promoting Aboriginal and Torres Strait Islander knowledge, culture and tradition.

The preparation of the Planning Scheme amendment provides an opportunity to engage with Traditional Owners, Hope Vale Congress and the broader community regarding culturally appropriate housing, cultural values, future development and opportunities to support Living on Country outcomes.

The Planning Scheme should appropriately recognise cultural values while avoiding duplication of the statutory Aboriginal cultural heritage and native title frameworks.

Planning Scheme Simplification and Usability

The review has identified opportunities to simplify the Planning Scheme and improve its usability.

The amendment should seek to remove unnecessary regulatory barriers, simplify Tables of Assessment and assessment benchmarks, rationalise overlays and mapping where appropriate and adopt contemporary drafting practices suited to the scale and context of Hope Vale.

7.3 Recommended Scope of the Planning Scheme Amendment

It is recommended that the proposed Planning Scheme amendment include:

- update of Strategic Framework;
- review of residential land supply and identified residential growth areas;
- zoning amendments to facilitate suitable priority residential development areas;
- review of the Township Zone, Rural Zone and the need for precincts;
- review and simplification of Tables of Assessment;
- review of housing provisions to facilitate appropriate housing diversity and culturally responsive housing outcomes;
- ;
- review of infrastructure considerations and development sequencing for future growth areas;
- update of environmental and natural hazard overlay, mapping;
- review of State Planning Policy alignment and relevant State interests;
- administrative, terminology and mapping updates required to improve the operation and usability of the Planning Scheme; and
- engagement with Council, Traditional Owners, Hope Vale Congress, the community, the Queensland Government and other relevant stakeholders during preparation of the amendment.

7.4 Further Investigations and Engagement

A number of matters require further investigation during preparation of the Planning Scheme amendment.

These include:

- confirmation of Council's priority residential development areas;
- consideration of infrastructure capacity and requirements associated with future residential growth areas;
- confirmation of the future operation of the Hope Vale airstrip and implications for residential growth areas;
- consideration of the future location of Council workshop and operational activities;
- review of the Local Drainage Assessment and Flood Study to inform a flood hazard overlay;
- review of land tenure and other implementation considerations affecting future residential development;

- engagement with Traditional Owners and Hope Vale Congress regarding cultural values, culturally appropriate housing, Living on Country outcomes and the relationship between Council and Congress land use planning initiatives;
- engagement with the Queensland Government regarding State interests, regional planning and the proposed amendment process; and
- community engagement regarding housing, land use and future development priorities.

The outcomes of these investigations and engagement activities should inform preparation of the proposed Planning Scheme amendment.

7.5 Recommended Planning Scheme Amendment Process

It is recommended that Council proceed with a tailored planning scheme amendment process under section 18 of the Act.

The tailored amendment process provides an opportunity for Council to work with the Queensland Government to establish an amendment process proportionate to the scope and circumstances of the project.

Following Council's resolution to commence the amendment, Council should provide notice to the Chief Executive seeking approval of a tailored amendment process.

Preparation of the amendment should then proceed through further investigations, stakeholder and community engagement, drafting of the amendment package, Council consideration, State interest review, public consultation and finalisation in accordance with the approved amendment process.

7.6 Recommendations

It is recommended that Hope Vale Aboriginal Shire Council:

1. note the findings of the Hope Vale Planning Scheme Amendment Review Report;
2. resolve to commence a process to amend the Hope Vale Aboriginal Shire Planning Scheme under section 18 of the *Planning Act 2016*;
3. endorse the preparation of a targeted planning scheme amendment primarily focused on improving housing outcomes, facilitating residential land supply, supporting housing diversity and simplifying the operation of the Planning Scheme;
4. delegate authority to the Chief Executive Officer to prepare and progress the proposed amendments to the Planning Scheme under the *Planning Act 2016* and Minister's Guidelines and Rules including to provide notice to the Chief Executive administering the *Planning Act 2016* seeking approval of a tailored planning scheme amendment process;
5. undertake further investigations and engagement with Council, Traditional Owners, Hope Vale Congress, the community, the Queensland Government and other relevant stakeholders to inform preparation of the planning scheme amendment.

REFERENCES

DSDILGP, Planning scheme monitoring and undertaking a ten-year review Guidance for local governments, November 2021

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Queensland Government Department of Housing and Public Works, 29 July 2025

<https://www.housing.qld.gov.au/initiatives/first-nations-housing-and-homelessness>

Queensland Government, Dept of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism (DWATSIPM), *Know your Community*, 2025

<https://www.qld.gov.au/firstnations/cultural-awareness-heritage-arts/know-your-community>

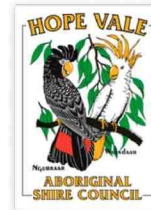
Queensland Government, Department of State development, Manufacturing, Infrastructure and Planning, *Advancing Aboriginal and Torres Strait Islander interests in land use planning Guidance for local governments*, 2019

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The State of Queensland, *State Planning Policy July 2017*. Department of Infrastructure, Local Government and Planning, July 2017.

<https://www.planning.qld.gov.au/planning-framework/plan-making/state-planning/state-planning-policy>

Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Capital Works Manager Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

11-Aug-26

Date item was requested

Agenda Item Subject *

Everlina Plaza Switchboard Upgrade - Council Direction

Item Reference Number

OM2026/08-008

Classification *

☐ Information ☒ Action ☐ Note ☐ Confidential

Details

Recommendation *

That council Resolve either to:

- (a) proceed by accepting PEAK ARE Quote No. 19886 and approve or identify sufficient additional funding for the confirmed shortfall and remaining costs; or
- (b) not proceed, close the procurement without award and retain the design.

Background/Summary

Engineering design and assessment for the upgrade of the Everlina Switchboard to accommodate future expansion and provide more immediate resilience in day to day operations was commissioned earlier this year to Lancini Consulting Engineers. The assessment and design was delivered in early June 2026.

Works were tendered in late June. The most appropriate and affordable fair value tender we received was from PEAK ARE who submitted an initial proposal of \$230,407.83 excluding GST. PEAK ARE was then asked to value-manage the works against the approximate \$160,000 residual construction allowance. This is based on the balance of the \$200,00.00 funding allowance received less the \$ 40,000.00 for design and engineering works.

REVISED SCOPE AND OPTIONS

The value-managed design submitted retains the existing supermarket distribution board, removes transfer switches and individual metering from currently unused areas, and preserves metering and future provisions required for Stage 2. Revised drawings were issued on 14 July 2026.

PEAK ARE's revised Quote No. 19886 is \$203,475.03 excluding GST, a reduction of \$26,932.80 from its original tender but approximately \$43,475.03 above the stated residual allowance.

The revised scope is considered technically suitable. Further reductions would undermine the switchboard-upgrade purpose and future Stage 2 readiness. Council's practical choices are therefore to fund the shortfall and proceed, or stop construction and formally close out the funded project.

Proceeding preserves the project benefit but requires confirmed additional funding and careful outage and contract management. Not proceeding retains the completed design for possible future use but may affect funding, leave the existing switchboard in service and increase future delivery costs.

Budget and Resource Considerations

If council resolve to proceed, additional funding for the project would be required.

Action Options

That council Resolve either to:

- (a) proceed by accepting PEAK ARE Quote No. 19886 and approve or identify sufficient additional funding for the confirmed shortfall and remaining costs; or

(b) not proceed, close the procurement without award and retain the design.

Appointments and Meetings

Date	Description

Link to Operational Plan

1-1, Coordinated, High Quality Services. 4-7, Asset Management. 5-1, Transparent and Accountable Decision Making. 5-5, Strategic Planning.

Consultation

Consultation has included Ben Lancini, Kieran Eustice, Matthew Moriconi RPEQ, PEAK ARE, ME Group, Kieran Mau, relevant Council officers and selected tenderers.

Risk Assessment

☐ Low ☐ Medium ☒ High

Risk Assessment Details

Proceeding carries budget, outage, latent-condition and variation risks.

Not proceeding carries funding close-out, existing-infrastructure, design-obsolescence and future-cost risks. These should be managed through funding confirmation, clear scope, contract administration, contingency and formal engagement with the funding body.

Attach Supporting Agenda Materials

Quote_No_19886.pdf

278.1KB

Reference Document

☐ Yes ☐ Not Applicable

Report Prepared by *

Kieran

Submitter Email *

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Office Use Only

Report Authorised by

Decision

☒ **Approve** ☐ **Reject**

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

12-Aug-26

Comments, Questions and Rejections Notes

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

Commentors Name *

Choose Type of Comment *

Enter your Comment, Question or Reason For Rejection Note here *

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

Add Comment

CLIENT QUOTATION NO. 19886

Hope Vale Aboriginal Shire Council
3 MUNI STREET HOPEVALE
Hopevale QLD 4895

Date: 21/07/2026
Valid For: 30 Day(s)
Site: 3 MUNI STREET HOPEVALE
Hopevale

Re: 3 MUNI STREET HOPEVALE Hopevale

Dear Estimator,

Peak ARE Pty Ltd wish to submit the following quotation for your approval.

Description

**Electrical - Construction - Everlina Shopping Centre MSB Upgrade
Everlina Shopping Centre**

PROJECT BRIEF:

Our proposal for the supply, installation, testing and commissioning of electrical services to meet the intent of the drawings and specification as listed below, to provide the functional outcomes expected, no exceptions taken, minor deviations only.

SPECIFICATION:

- nil provided.

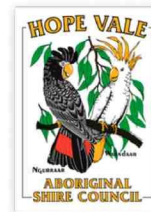
DRAWING:

- LEGEND, NOTES AND LOCALITY PLAN E001 T1
- LAYOUT PLAN E002 T1
- SWITCHBOARDS SCHEMATICS AND SCHEDULES E003 T1
- SWITCHBOARDS TYPICAL GENERAL ARRANGEMENT AND SCHEDULES E004 T1
- DB SUPERMARKET AND COMMON SCHEMATIC AND SCHEDULES E005 T1

ADDENDUMS:

- Marked up drawings from ME GROUP

Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Capital Works Manager Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

11-Aug-26

Date item was requested

Agenda Item Subject *

ICCED Grant Funding Opportunities

Item Reference Number

OM2026/08-009

Classification *

☐ Information ☒ Action ☒ Note ☐ Confidential

Details

Recommendation *

That Council:

- (a) Note the indicative cost estimates prepared in response to Council's request for the proposed toilet block, pool exclusion fence, splash park shade sail replacement and bus shelters under the ICCED Grant.
- (b) Endorse progression of two bus shelters, the pool exclusion fence and the splash park shade sail replacement at a combined indicative cost of \$85,000 to \$95,000.

Background/Summary

At the previous Council meeting, Council requested indicative cost estimates for four community infrastructure projects to determine how the available \$106,942 ICCED Grant funding could be best applied.

Initial estimates indicate that two bus shelters can be provided for approximately **\$20,000 to \$25,000** each, depending on the selected finish. The exclusion fence between the pool and splash park is estimated at approximately **\$30,000**, and replacement of the splash park shade sail is estimated at approximately **\$23,000**.

A toilet block has not been priced because its anticipated construction cost would exceed the total funding allocation.





Budget and Resource Considerations

The recommended package has an indicative total cost of \$85,000 to \$95,000. The balance of the fund should be retained for final design and scoping, remote freight, site preparation, installation, approvals and contingency rather than treated as an available saving.

The estimates remain subject to confirmation of scope, locations, site conditions, supplier quotations and GST treatment. The final bus shelter cost will depend on the selected materials and finish, while the fence and shade sail works will require confirmation of compliance, existing conditions and installation requirements.

Delivery will require coordination by the Capital Works and Building teams together with specialist suppliers and installers. Programming should account for current capital works commitments, procurement lead times and wet-season conditions.

Action Options

(a) Note the indicative cost estimates prepared in response to Council's request for the proposed toilet block, pool exclusion fence, splash park shade sail replacement and bus shelters under the ICCED Grant.

(b) Endorse progression of two bus shelters, the pool exclusion fence and the splash park shade sail replacement at a combined indicative cost of \$85,000 to \$95,000.

Appointments and Meetings

Date	Description

Link to Operational Plan

1-1, Coordinated, High Quality Services. 5-1, Transparent and Accountable Decision Making. 5-5, Strategic Planning.

Consultation

Consultation has included relevant Council officers and preliminary discussions with suppliers and contractors. Further consultation will occur when confirming locations, finishes, scope and final quotations.

Risk Assessment

☒ Low ☐ Medium ☐ High

Attach Supporting Agenda Materials

Reference Document

☐ Yes ☐ Not Applicable

Report Prepared by *

Kieran

Submitter Email *

kieran.eustice@hopevale.qld.gov.au

Report Authorised by

Decision

☒ **Approve** ☐ **Reject**

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

12-Aug-26

Comments, Questions and Rejections Notes

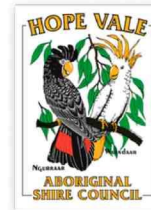
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Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Capital Works Manager Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

11-Aug-26

Date item was requested

Agenda Item Subject *

25 Flierl Street and 121 Link Road Tender Award and Endorsement

Item Reference Number

OM2026/08-011

Classification *

☐ Information ☒ Action ☐ Note ☐ Confidential

Details

Recommendation *

That council receive and endorse Gilmour Constructions as preferred tenderer for the construction works of the two self contained units at 25 Flierl Street and 121 Link Road.

Background/Summary

Council is progressing two infill houses at 25 Flierl Street and 121 Link Road under a total funded budget of \$1.5 million. Departmental approval has been received and the projects are intended to proceed under a construct-only contract.

Four tenders were received, ranging from approximately \$1.25million to approximately \$3.0 million. Independent external participation was included in the evaluation to minimise actual or perceived conflict, bias or prejudice. Following evaluation and moderation, the panel recommended Gilmour Construction as preferred tenderer based on the overall value, capability and delivery assessment.

Budget and Resource Considerations

The \$1.5 million funding allocation must cover the construction contract and remaining civil and site works, consultant and certification fees, service connections, contract administration, contingency and approved variations. Current remote construction rates and contractor availability are placing significant pressure on this allowance.

Before execution, the preferred tender and remaining commitments must be reconciled against the funding cap. Any shortfall should return to Council with a proposed additional-funding, staging or controlled value-management strategy that does not compromise compliance, safety or durability.

The Flierl Street stormwater and flood solution has been resolved. The Link Road solution remains under development and any effect on levels, drainage, foundations, services, scope, price or programme must be confirmed before the relevant work starts.

The projects remain targeted for an August 2026 commencement. Delivery alongside the Digital Services Centre will require clear contract administration, consultant inspections, approval timeframes and internal resourcing to maintain programme, quality and budget control.

Action Options

Endorse and award the Tender for the two Self Contained Units at 25 Flierl Street and 121 Link Road

Appointments and Meetings

Date	Description

Link to Operational Plan

1-1, Coordinated, High Quality Services. 1-2, Safe, Culturally Appropriate Housing. 5-1, Transparent and Accountable Decision Making. 5-5, Strategic Planning.

Consultation

Consultation has included the independent evaluation panel, relevant Council officers, the Department of Housing and Public Works, project Architects and Engineers, tenderers and contract advisors.

Risk Assessment

☐ Low
 ☒ Medium
 ☐ High

Attach Supporting Agenda Materials

Reference Document

☐ Yes
 ☐ Not Applicable

Report Prepared by *

Kieran

Submitter Email *

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Report Authorised by

Decision

☒ Approve ☐ Reject

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

12-Aug-26

Comments, Questions and Rejections Notes

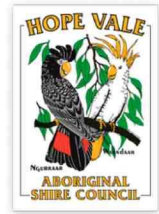
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Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Capital Works Manager Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

11-Aug-26

Date item was requested

Agenda Item Subject *

Digital Services Centre Award

Item Reference Number

OM2026/08-012

Classification *

☐ Information ☒ Action ☐ Note ☐ Confidential

Details

Recommendation *

That council receive and note the July 2026 Council Discussion Day briefing and subsequent Digital Services Centre tender evaluation, and endorse HCCM Contractors as preferred tenderer for the building construction package for \$1,972,473.80, in accordance with its submitted proposal and price schedule.

Background/Summary

The Digital Services Centre will extend the existing Business Hub and Council Chambers precinct and support digital services, training, remote education, employment pathways and related community services. Council was briefed on the procurement and delivery approach at its July 2026 Discussion Day.

Tenders were assessed against price and value, methodology and programme, remote delivery experience, key personnel, local and Indigenous participation, WHS and quality requirements. HCCM Building and Construction was identified as the preferred tenderer at a submitted building-package price of \$1,972,473.80.

The endorsement covers construction of the building in accordance with the accepted tender and final contract documents. It excludes the permanent car park, associated external civil works and operational fit-out. These excluded packages must be separately scoped, funded and approved.

The tendered amount is not the total completed project cost.

The project remains targeted for an August 2026 commencement. Immediate priorities are contract finalisation, site handover, WHS and insurance submissions, construction programming, shop drawings, long-lead procurement, temporary parking and hoarding.

Budget and Resource Considerations

Concurrent delivery with the two infill houses will increase demands on Council's project management, finance, procurement and contract-administration resources. Clear management of the building, parking and fit-out interfaces will be required to avoid scope gaps and unnecessary variations.

Action Options

Endorse and Award the Digital Services Center Contract to HCCM Building and Construction.

Appointments and Meetings

Date	Description

Link to Operational Plan

1-1, Coordinated, High Quality Services. 5-1, Transparent and Accountable Decision Making. 5-5, Strategic Planning.

Consultation

Consultation has included Council's evaluation panel, Chief Executive Officer, Capital Works and Finance teams, project architects and engineers, tenderers and contract advisors.

Risk Assessment

☒ Low
 ☐ Medium
 ☐ High

Attach Supporting Agenda Materials

Reference Document

☐ Yes
 ☐ Not Applicable

Report Prepared by *

Kieran

Submitter Email *

kieran.eustice@hopevale.qld.gov.au

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Report Authorised by

Decision

☒ Approve ☐ Reject

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

12-Aug-26

Comments, Questions and Rejections Notes

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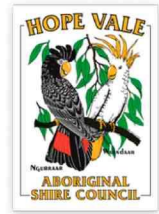
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Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Capital Works Manager Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

11-Aug-26

Date item was requested

Agenda Item Subject *

Port of Cape Flattery Land Use Plan - Statement of Proposal - August 2026

Item Reference Number

OM2026/08-013

Classification *

Information



Action



Note



Confidential

Details

Recommendation *

That Council resolve to:

- receive and note the report regarding the Port of Cape Flattery Land Use Plan Statement of Proposal;
- endorse the submission to Ports North generally supporting preparation of the updated Land Use Plan, subject to the matters identified in this report and the submission at Attachment 1

Background/Summary**Purpose**

The purpose of this report is to inform Council of Ports North's consultation on the Statement of Proposal for the Port of Cape Flattery Land Use Plan and seek endorsement of a Council submission. The submission supports an updated Land Use Plan while seeking continued recognition of Hope Vale Aboriginal Shire Council, Traditional Owners and the Hope Vale community in future planning for the Port.

Background

Ports North has commenced preparation of a new Land Use Plan for the Port of Cape Flattery. The Statement of Proposal is the first formal step in that process under the Transport Infrastructure Act 1994 and identifies the matters Ports North anticipates addressing in the updated Land Use Plan. Public consultation on the Statement of Proposal closes on 15 September 2026.

The Port of Cape Flattery is approximately 43 kilometres north of Hope Vale and is located within the Hope Vale Aboriginal Shire Council local government area. The Strategic Port Land comprises three landholdings supporting the Cape Flattery Silica Mine export operation, including handling and stockpiling facilities, a 500 metre single trestle jetty, conveyor infrastructure, an offshore berth and a general-purpose wharf.

Strategic Port Land is regulated through the Port Land Use Plan under the Transport Infrastructure Act 1994 rather than the Hope Vale Aboriginal Shire Council Planning Scheme. Ports North is the assessment manager for development made assessable under the Land Use Plan. The Statement of Proposal confirms that no additional land is presently proposed to be designated as Strategic Port Land.

The updated Land Use Plan is intended to address land use and development, Port facilities and valuable features. Ports North proposes to retain a precinct-based planning approach, consider adjoining land uses and sensitive areas, support existing Port facilities and consider the potential use of underutilised Port land where required to meet operational, community and regional needs.

Matters of relevance to Hope Vale Aboriginal Shire Council

The Port is not an isolated piece of infrastructure. It sits within Hope Vale's broader cultural, social, environmental and economic landscape. Decisions made through the Land Use Plan may therefore have consequences beyond the boundaries of Strategic Port Land, particularly where future development affects access, employment, infrastructure, cultural values, environmental values or the relationship between Port operations and the Hope Vale community.

Cultural heritage and Traditional Owner engagement

The Statement of Proposal identifies the Port as being within the Traditional Country of the Yuuru People, comprising the Dingaal, Nguurruumungu and Thanil clan groups, and acknowledges mapped cultural heritage values and registered Native Title claims affecting the Port area. Ports North has stated that these groups will be engaged regarding future development of Strategic Port Land.

Council's submission supports this commitment and seeks meaningful, ongoing engagement throughout preparation and implementation of the Land Use Plan. Cultural heritage should not be treated only as a development constraint to be assessed at the end of a process. Traditional knowledge, cultural values and connection to Country should inform land use planning, development design and decision-making from the outset.

Environmental values

The Port and surrounding area contain significant coastal and marine values, including sandy beaches, seagrass meadows, coral reefs, mangrove wetlands, turtle nesting areas and mapped Matters of State Environmental Significance. The jetty and conveyor infrastructure also extend into the Great Barrier Reef World Heritage Area, while parts of the wider Port Limits intersect Great Barrier Reef Marine Park zones.

Council's submission supports strong protection of these values and appropriate development controls, including consideration of cumulative impacts and the relationship between Port activity, Country, community use and the long-term health of the coastal and marine environment.

Social impacts and benefits

The updated Land Use Plan provides an opportunity to more clearly recognise the social relationship between the Port and Hope Vale. Future Port activity has the potential to create benefits through employment, skills development, training, contracting opportunities and stronger career pathways for local and Indigenous people. These benefits are more likely to be realised where local participation is considered deliberately and early, rather than left as an incidental outcome of individual projects.

Council also considers that future planning should recognise potential social impacts. Changes in Port activity can affect local access, workforce movements, demand on community and Council services, road and transport conditions, cultural practices and community amenity. Significant future development should therefore include early engagement with Council and the community so that impacts can be understood and practical responses developed before development decisions are made.

Council's position is that the Land Use Plan should provide a framework that supports a productive Port while strengthening, rather than disconnecting from, the community in which it is located. This includes recognising opportunities for local procurement, Indigenous business participation, training partnerships and community benefit initiatives where future Port investment creates a reasonable opportunity to do so.

Economic impacts and benefits

The Statement of Proposal identifies Cape Flattery as the location of the world's biggest silica sand mine and the Port as a purpose-built export facility that is one of the largest silica sand export terminals internationally. The continued operation and appropriate development of the Port therefore has economic importance at local, regional and State levels.

For Hope Vale, the value of future Port development should extend beyond the movement of commodities through the Port. Council seeks an approach that, where practicable, translates investment and activity into local economic participation through jobs, apprenticeships and training, procurement from local and Indigenous businesses, development of workforce capability and opportunities for complementary economic activity.

The Land Use Plan should also consider the economic consequences of development impacts. Pressure on local roads, Council infrastructure, services or community assets can transfer costs to a small local government and community if not identified early. Council therefore seeks ongoing consultation on significant proposals so infrastructure responsibilities, servicing requirements and potential community impacts can be understood and addressed as part of project planning.

Land use compatibility and future development

Although Council's Planning Scheme does not regulate Strategic Port Land, the Statement of Proposal recognises that the updated Land Use Plan will consider adjoining land use controls for compatibility. Council supports this approach. Future development should be planned with regard to surrounding land, cultural and environmental values, access arrangements and any off-site impacts within the Hope Vale local government area.

Council also supports continued consultation where Ports North considers development of underutilised Port land. Any diversification or intensification of Port activity should be accompanied by a clear understanding of its local implications and the opportunities it may create for Hope Vale.

Proposed Council submission

A proposed submission is included at Attachment 1. The submission generally supports preparation of the updated Land Use Plan and requests that it:

- continue to recognise and protect Aboriginal cultural heritage values through meaningful and ongoing engagement with relevant Traditional Owners and Hope Vale Aboriginal Shire Council;
- maintain strong environmental protection measures for surrounding coastal, marine and ecological values;
- consider compatibility between development on Strategic Port Land and adjoining land uses within the Hope Vale local government area;
- provide for early and continued consultation with Council regarding significant future development proposals and any implications for Council infrastructure, services, access or the local community;
- actively support opportunities for local and Indigenous employment, training, apprenticeships, procurement and business participation associated with Port operations and future investment;
- consider opportunities for broader community and social benefits to flow from future Port development; and
- recognise Hope Vale Aboriginal Shire Council as a key stakeholder in preparation, implementation and future review of the Land Use Plan.

Statutory process and next steps

Following the current consultation period, Ports North will review submissions and prepare a draft Land Use Plan. The draft Land Use Plan will then be subject to a further statutory consultation period of at least 40 business days before finalisation, Ministerial approval and adoption. Council will therefore have a further formal opportunity to review and comment on the detailed planning framework.

Budget and Resource Considerations

Preparation and lodgement of Council's submission can be undertaken within existing operational resources. The Statement of Proposal does not itself commit Council to expenditure or infrastructure delivery. Any future proposal arising through the Land Use Plan that has implications for Council services, infrastructure or resources should be considered separately through ongoing consultation with Council.

Action Options

Endorse the submission to Ports North generally supporting preparation of the updated Land Use Plan, subject to the matters identified in this report and the submission at Attachment 1

Appointments and Meetings

Date	Description

Link to Operational Plan

5-5 Strategic Planning

Consultation

This report recommends that Council make a formal submission during the first statutory consultation period. Continued engagement with Ports North, relevant Traditional Owners and other stakeholders will be important as the draft Land Use Plan is prepared.

Risk Assessment

☒ Low ☐ Medium ☐ High

Attach Supporting Agenda Materials

Port of Cape Flattery - Statement of Proposal.pdf

4.32MB

Reference Document

☐ Yes ☐ Not Applicable

Report Prepared by *

Kieran

Submitter Email *

kieran.eustice@hopevale.qld.gov.au

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Report Authorised by

Decision

☒ Approve ☐ Reject

Signature

Lew Rojahn

Full Name

Lew Rojahn

Date

12-Aug-26

Comments, Questions and Rejections Notes

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

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



PORT OF CAPE FLATTERY LAND USE PLAN STATEMENT OF PROPOSAL

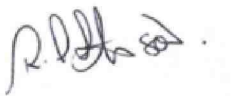
FOREWORD

The Port of Cape Flattery Statement of Proposal has been prepared to provide clear guidance on matters that Ports North will consider in the preparation of an updated Land Use Plan for the Port of Cape Flattery.

The Statement of Proposal has been prepared in accordance with the requirements of the *Transport Infrastructure Act 1994* (Qld) and invites feedback from stakeholders and the broader community on matters to be considered in the updated Land Use Plan.

This Statement of Proposal is available for review and comment until 15 September, 2026. Details on how to make a submission are outlined below and available on our website: [Land Use Plan | Ports North](#).

Your input will help ensure the Port of Cape Flattery continues to support regional prosperity while maintaining strong environmental and community outcomes.



Richard Stevenson
Chief Executive Officer

PORTS NORTH

Far North Queensland Ports Corporation Limited, trading as Ports North, is a Queensland Government Owned Corporation responsible for the development and management of the declared Ports of Cairns, Cape Flattery, Karumba, Mourilyan, Skardon River, Quintell Beach, Thursday Island, Burketown and Cooktown.

Our maritime sector network includes trade, transport, tourism, marine services, and defence.

Ports North's operations and facilities are vital to the economic development of the regional centres they service and the State's tourism and export performance. Our ports handle bulk shipments of sugar, molasses, silica sand, zinc, fuel, fertiliser, log product, and general cargo.

Ports North also has extensive marina and tourism facilities, particularly in Cairns.

Ports North has a range of strategic land holdings, including approximately 283 hectares of freehold and 635 hectares of leasehold Strategic Port Land and properties across its Ports.

How to Make a Submission

You may make a written submission about the Statement of Proposal during the Consultation Period.

Submissions are to:

- be made in writing;
- be made to the CEO;
- be received on or before 15 September 2026;
- state the name and contact details (email and/or postal address) of each submitter; and
- be sent via email at LUPsubmissions@portsnorth.com.au or via post at the address below.

If you have queries, please contact Ports North.

Contact Us: Ports North

Address: Cnr Grafton & Hartley Streets

Cairns QLD 4870

Postal: PO Box 594, Cairns QLD Australia 4870

Phone: + 61 7 4052 3888

Email: LUPsubmissions@portsnorth.com.au

Website: www.portsnorth.com.au

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1 INTRODUCTION

1.1 Purpose of the Statement of Proposal

Ports North has commenced the preparation of a new Land Use Plan for the Port of Cape Flattery. This Statement of Proposal is the initial step in that process.

Under s285A(2) of the *Transport Infrastructure Act 1994* (the Act), a Statement of Proposal must:

- a. identify matters the port authority anticipates the land use plan will address; and
- b. state how the port authority intends to address each relevant aspect of a core matter in the land use plan.

This Statement of Proposal provides context to matters relevant to land use planning and development at the Port of Cape Flattery and invites stakeholder and community input to inform the Land Use Plan update.

1.2 Statutory Consultation Process

In accordance with the Act, Ports North's statutory consultation process for the Land Use Plan Update process is as follows:

1. Public Notification of Statement of Proposal

- Publication of a notice in a locally circulating newspaper, advising that consultation is being undertaken, the details of the consultation, and how to make a submission.
- Undertake consultation for at least 40 business days (Statutory Consultation Period #1).

2. Preparation of Draft Land Use Plan

- Review submissions raised during Statutory Consultation Period #1;
- Incorporate on-going community input; and
- Prepare Draft Land Use Plan.

3. Public Notification for the Draft Land Use Plan

- Publish a notice in a locally circulating newspaper, advising that consultation is being undertaken, the details of the consultation, and how to make a submission; and
- Undertake consultation for at least 40 business days (Statutory Consultation Period #2).

4. Finalisation of Land Use Plan

- Review submissions raised during Statutory Consultation Period #2;
- Obtain Ministerial approval; and
- Adopt finalised Land Use Plan.

1.3 What is a Land Use Plan?

A Land Use Plan is a statutory planning instrument prepared under the *Transport Infrastructure Act 1994* (the Act). It provides the planning framework for the use and development of Strategic Port Land.

Development on Strategic Port Land is not regulated by the Local Government Planning Scheme. Instead, the Land Use Plan establishes the planning and development assessment framework, including desired environmental outcomes, land use precincts, preferred uses and development assessment provisions.

The Land Use Plan is required to:

- Specify details of the Port Authority's Strategic Port Land;
- Coordinate and integrate 'core matters' relevant to the Land Use Plan; and
- Identify Desired Environmental Outcomes of the land and measures that will help to achieve them.

Development made assessable under the Land Use Plan, primarily development requiring State referral or assessment, is assessed under the *Planning Act 2016*, with Ports North acting as the Assessment Manager. The Land Use Plan is the 'Assessment Benchmark' under the *Planning Act 2016* and related legislation.

The purpose of a Land Use Plan is to facilitate development that responds to operational needs of the Port of Cape Flattery while appropriately addressing environmental, infrastructure, and land use considerations.

1.4 Purpose of a Land Use Plan Update

Under the Act, a Port Authority must prepare a Land Use Plan every eight years for approval by the Minister. Updating a Land Use Plan is necessary so that it remains current with respect to:

- The evolving needs of the Port;
- The current environmental context;
- Updated legislation, regulatory mapping and policies; and
- Current best practice.

2 THE PORT OF CAPE FLATTERY

2.1 About the Port of Cape Flattery

The Port of Cape Flattery is located approximately 200 kilometres north of Cairns on the east coast of the Cape York Peninsula. The nearest town is Hope Vale, approximately 43 kilometres to the south.

The Strategic Port Land comprises three landholdings that contain infrastructure supporting the operation of the Cape Flattery Silica Mine (refer to **Figure 1**) which exports silica sand. Port Limits extend over a wider area surrounding the working Port, from Lookout Point in the north to the southern end of the Port (refer to **Figure 2**).

The Port includes handling and stockpiling facilities, a 500-metre single trestle jetty, and conveyor running from the mine to an offshore berth and ship loader. It also includes a general-purpose wharf for the import of fuel and other supplies for the mine.



Figure 1 - Aerial Photograph – Strategic Port Land

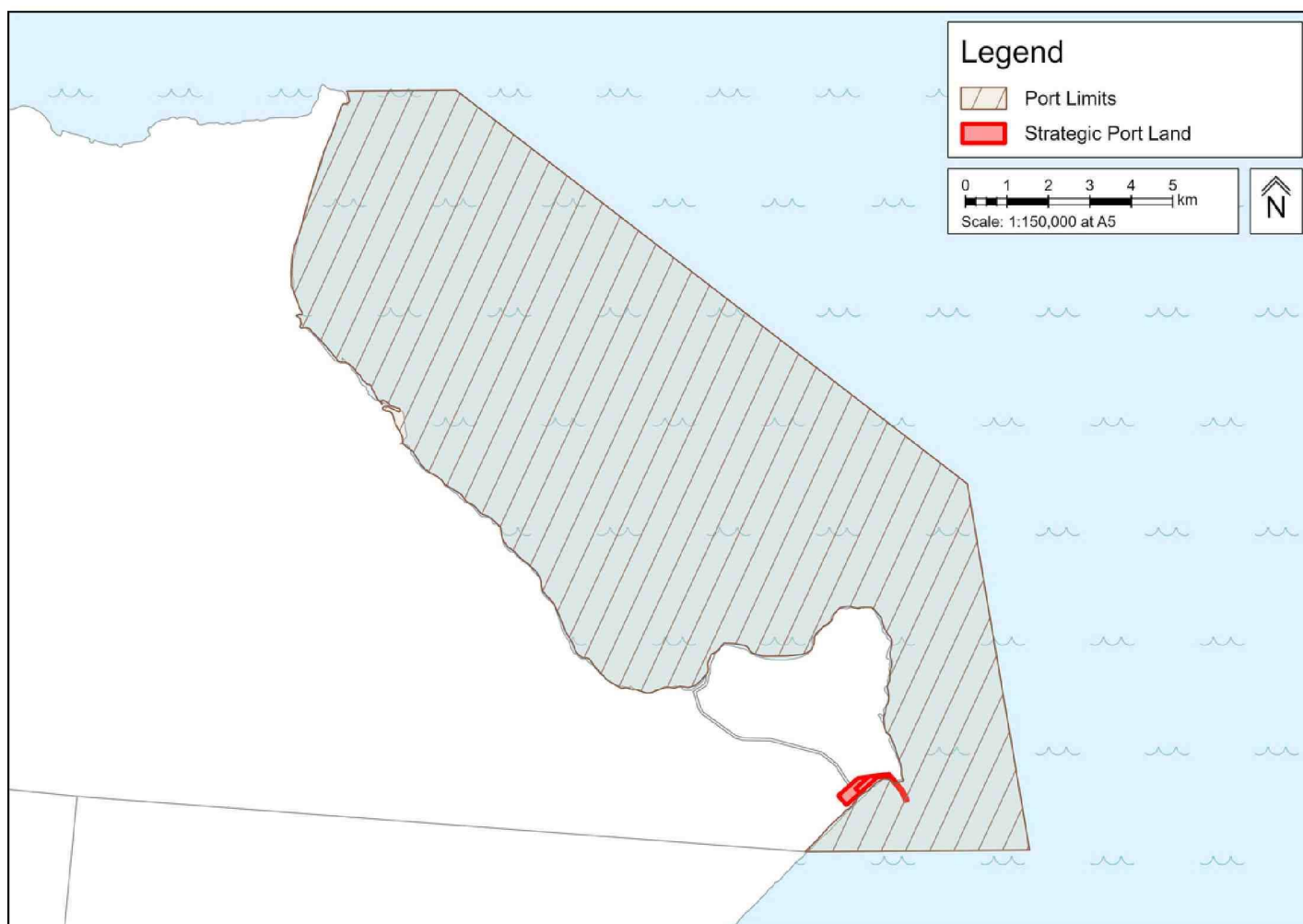


Figure 2 - Port of Cape Flattery Strategic Port Land and Port Limits (Current)

2.2 Local & Regional Context

The Port of Cape Flattery is included within the regional planning undertaken as part of the Queensland planning framework.

The *Cape York Regional Plan 2014*, prepared by the Department of State Development, Infrastructure and Planning, following consultation with the Cape York Regional Planning Committee, sets out the region's strategic planning framework, including policies relevant to land use planning, economic development and environmental management, and identifies the Port of Cape Flattery as a trade Port used for the export of silica sand from the Cape Flattery Silica Mine.

The Port of Cape Flattery (including Port Limits and Strategic Port Land) is located in the Hope Vale Aboriginal Shire Council Local Government Area (LGA), and the Coral Sea adjoining the Port is within jurisdiction of the Cook Shire Council.

The *Hope Vale Aboriginal Shire Council Planning Scheme 2014* (Planning Scheme) does not apply to Strategic Port Land. However, the updated Land Use Plan will consider adjoining land use controls for compatibility.

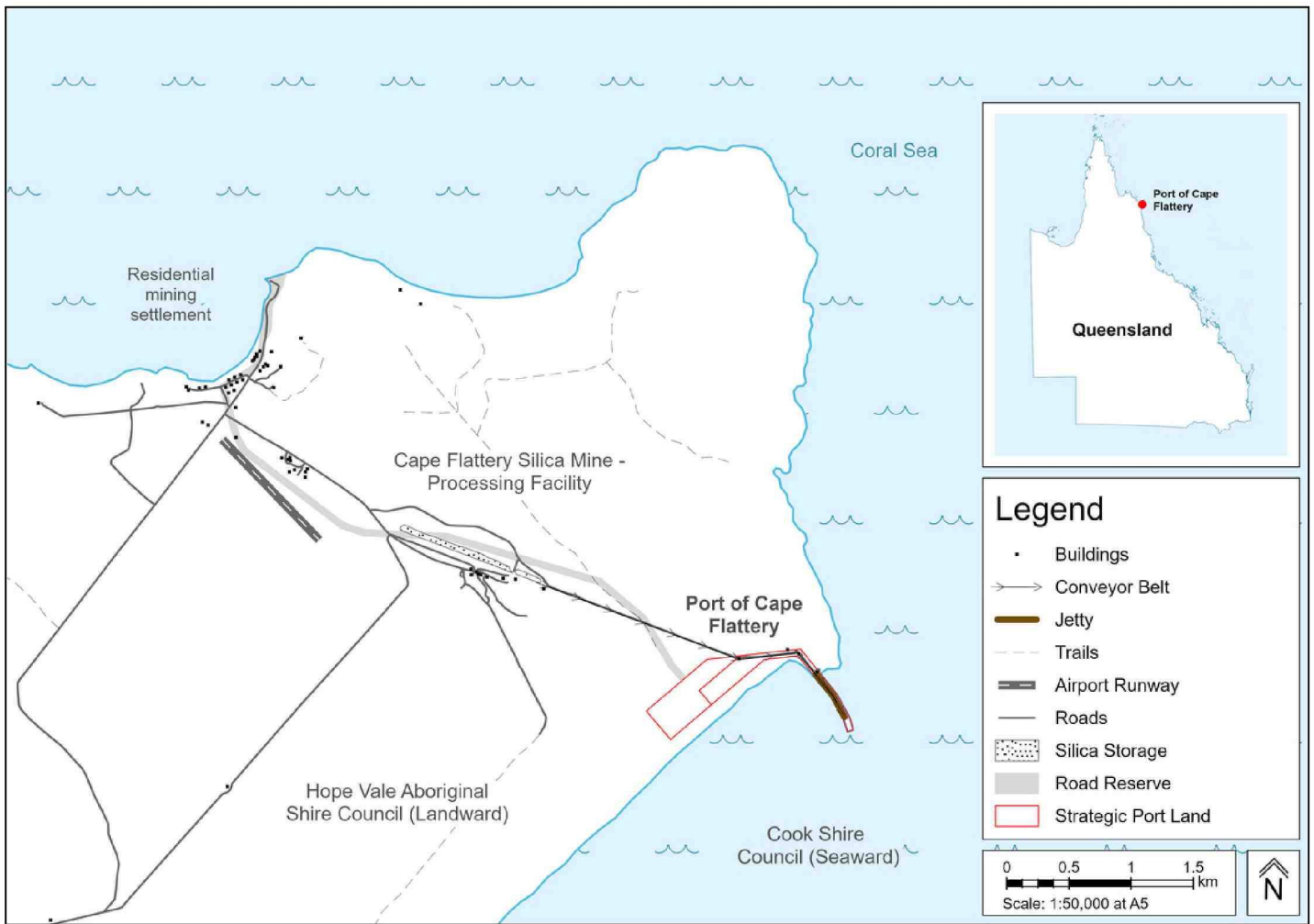


Figure 3 - Location Context

Disclaimer: This map contains data created for visualisation purposes and not officially indicative of existing infrastructure.

3 CORE MATTERS

The Port of Cape Flattery Land Use Plan will set out Ports North’s planning and development intent for Strategic Port Land and consider how the core matters of land use and development, Port facilities and valuable features are addressed.

3.1 Land Use and Development

Land Use and Development include:

- The location of and relationships between land uses;
- The current effects of land uses;
- The likely effects of any proposed development of the land; and
- The accessibility to the area.

Ports North is the Port Authority responsible for managing land use and development on Strategic Port Land for the Port of Cape Flattery. Current Strategic Port Land for the Port of Cape Flattery is listed in **Appendix A**.

The updated Land Use Plan will be based on sound planning principles, adopting a Port Vision and ‘desired environmental outcomes’, as the strategic framework for future development. The updated Land Use Plan is anticipated to utilise a precinct-based approach to ensure development is appropriately located with respect to Port infrastructure and assets, whilst considering adjoining land uses and sensitive areas surrounding and within Port Limits.

The updated Land Use Plan will align with the *State Planning Policy 2017*, reflecting relevant State Interests and will aim to consolidate development within existing unconstrained areas, minimising environmental impact.

Preparation of the Land Use Plan will contemplate the suitability of the existing land use precincts, and whether they need adjustment to better reflect the vision for the Port.

The current Port of Cape Flattery Land Use Plan identifies the Port as a single-use export facility, being the Waterfront Port Industry Precinct, as shown in **Figure 4**.

The intent and purpose of the precinct is:

- **Waterfront Port Industry Precinct:** Core Port Land and marine-based activities requiring direct waterfront access. Preferred uses include, but are not limited to, wharf side areas directly associated with the loading, unloading, and transporting of commodities and/or the transferring of goods.

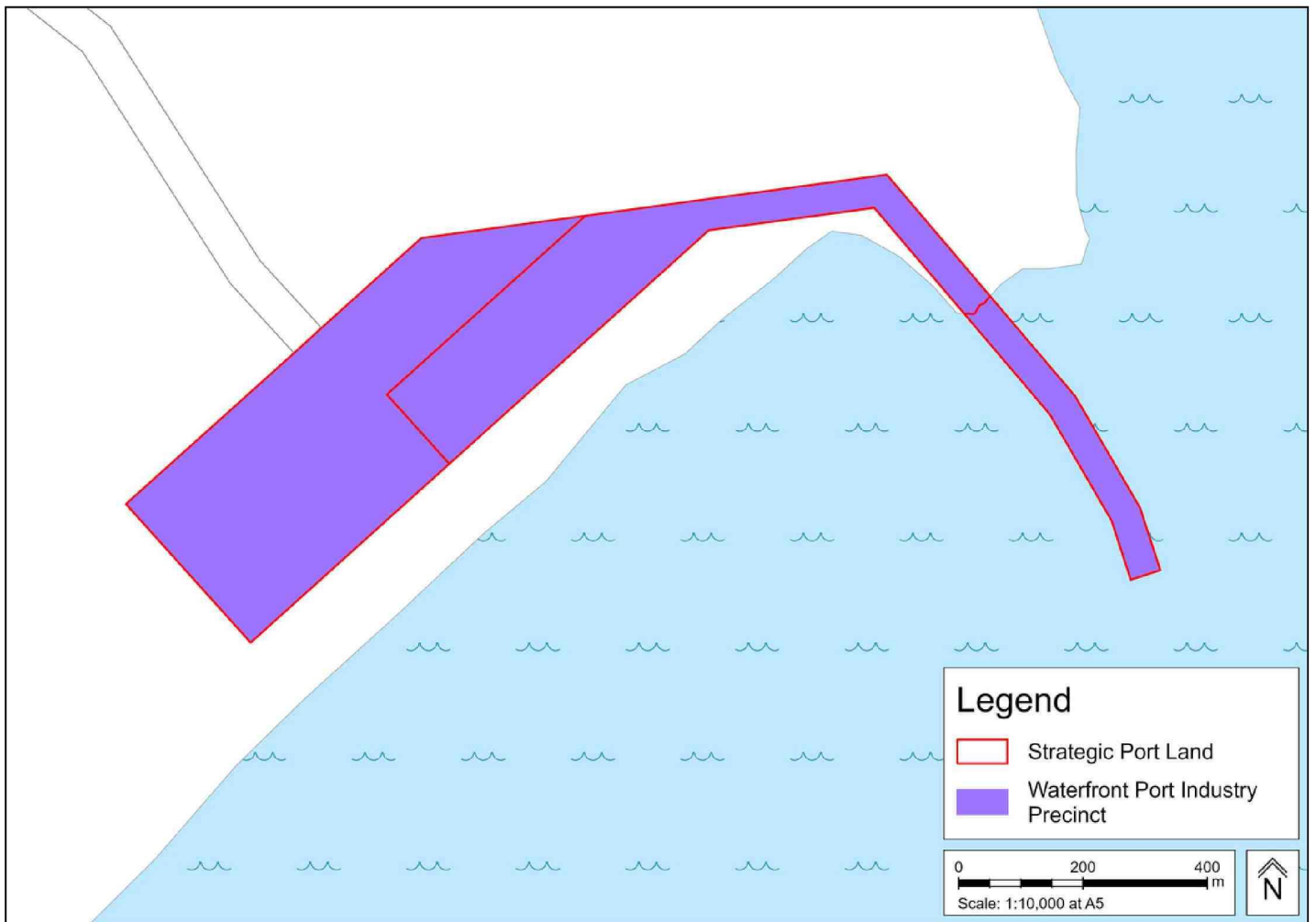


Figure 4 - Existing Precinct in the Port of Cape Flattery Land Use Plan

3.2 Port Facilities

Port facilities include facilities and elements owned or controlled by Ports North, and do not include other infrastructure and elements owned by tenants within the Port (refer **Figure 5**).

Key Port facilities in the Port of Cape Flattery include:

- The deck and piles for the single trestle jetty; and
- Offshore berth and berth pocket.

The updated Land Use Plan will support retention of existing Port facilities, while planning for the potential development of underutilised Port land where required to meet operational, community and regional needs.



Figure 5 - Aerial Image of Port Elements

3.3 Valuable Features

Valuable features include:

- Resources or areas of ecological significance;
- Areas contributing significantly to amenity;
- Areas or places of cultural heritage significance; and
- Resources or areas of economic value.

The updated Land Use Plan will outline how Ports North will appropriately manage potential impact on valuable features and, where relevant, mitigation measures will be included in the development requirements in the updated Land Use Plan.

As required, the updated Land Use Plan will incorporate and reflect matters of State Interest as identified in the *State Planning Policy 2017*.

The updated Land Use Plan will continue to recognise the following valuable features of the Port of Cape Flattery and include suitable assessment provisions to appropriately control development.

3.3.1 Resources or Areas of Ecological Significance

Coastal Environment and Vegetation

The Port is surrounded by intertidal habitats including sandy beaches, seagrass meadows, coral reefs, mangrove wetlands, and rocky platforms, which support marine life such as turtles, dugongs, fish, crabs, and barnacles. Sandy beaches to the north of the Port also provide important turtle nesting areas. Mangrove wetlands are a feature of the Port area and are the dominant vegetation type along sheltered foreshore areas. Deep offshore areas from Cape Flattery are generally worked by prawn trawlers, which contribute to the local commercial aquaculture operations.

Under state mapping, parts of the Port and surrounding area are mapped as containing Matters of State Environmental Significance (MSES), as shown in **Figure 6** below.

The updated Land Use Plan will have regard to the areas of ecological significance.



Figure 6 - Matters of State Environmental Significance (MSES) Mapping

Marine Parks and Areas of Significance

The jetty and conveyor belt that extend out over the water are located within the Great Barrier Reef World Heritage Area.

The Strategic Port Land, including the working Port and immediate surrounding waters, sit outside of the Great Barrier Reef Marine Park Zoning. However, it is noted that the wider extent of the Port Limits are partially included in the Habitat Protection Zone, Marine National Park Zone, and the General Use Zone, which provide some restrictions on fishing and an added level of protection for the Reef as per *the Great Barrier Reef Marine Park Zoning Plan 2003*.

Natural Hazard Risk and Resilience

Natural hazards affecting the Port consist of bushfire and erosion risks.

The updated Land Use Plan will consider bushfire and erosion hazards and include relevant land use and development provisions to ensure any future development appropriately mitigates these natural hazard risks.

3.3.2 Areas Contributing Significantly to Amenity

High Scenic Value

The Port of Cape Flattery is set amongst the backdrop of the Great Barrier Reef, where the ocean extends to the horizon with a smattering of reefs and islands visible in between. The region surrounding the Port is renowned for its natural beauty.

3.3.3 Areas of Cultural Heritage Significance

The Port of Cape Flattery is located within the Traditional Country of the Yuuru People, consisting of the Dingaal, Nguurruumungu, and Thanil clan groups, whose Sea and Country encompass Hopevale, Cooktown, and Lizard Island.

Two Native Title claims that affect the Port's Strategic Port Land and Port Limits have been registered on behalf of the Dingaal people but are yet to be determined.

Under the *Hope Vale Aboriginal Shire Council Planning Scheme 2014*, the south-eastern boundaries of Lots 9 and 10 are mapped as containing, or adjoining land containing, cultural artifacts including shell scatters on the Landscape Heritage Overlay Map.

Ports North is committed to ensuring that the cultural values of significant heritage sites are protected and enhanced and the Dingaal, Nguurruumungu, and Thanil people are engaged regarding future development of Strategic Port Land.

3.3.4 Resources or Areas of Economic Value

Proximity to Mining Areas and Role in Industry

Cape Flattery is the location of the world's biggest silica sand mine. The Port has been purpose-built for the export of silica sand from the Cape Flattery Silica Mine and continues to be one of the biggest export terminals for silica sand internationally.

4 SCHEDULE OF STRATEGIC PORT LAND

Strategic Port Land for the Port of Cape Flattery is listed in **Appendix A**, as shown in **Figure 7** below.

No additional land is identified in this Statement of Proposal as proposed Strategic Port Land.

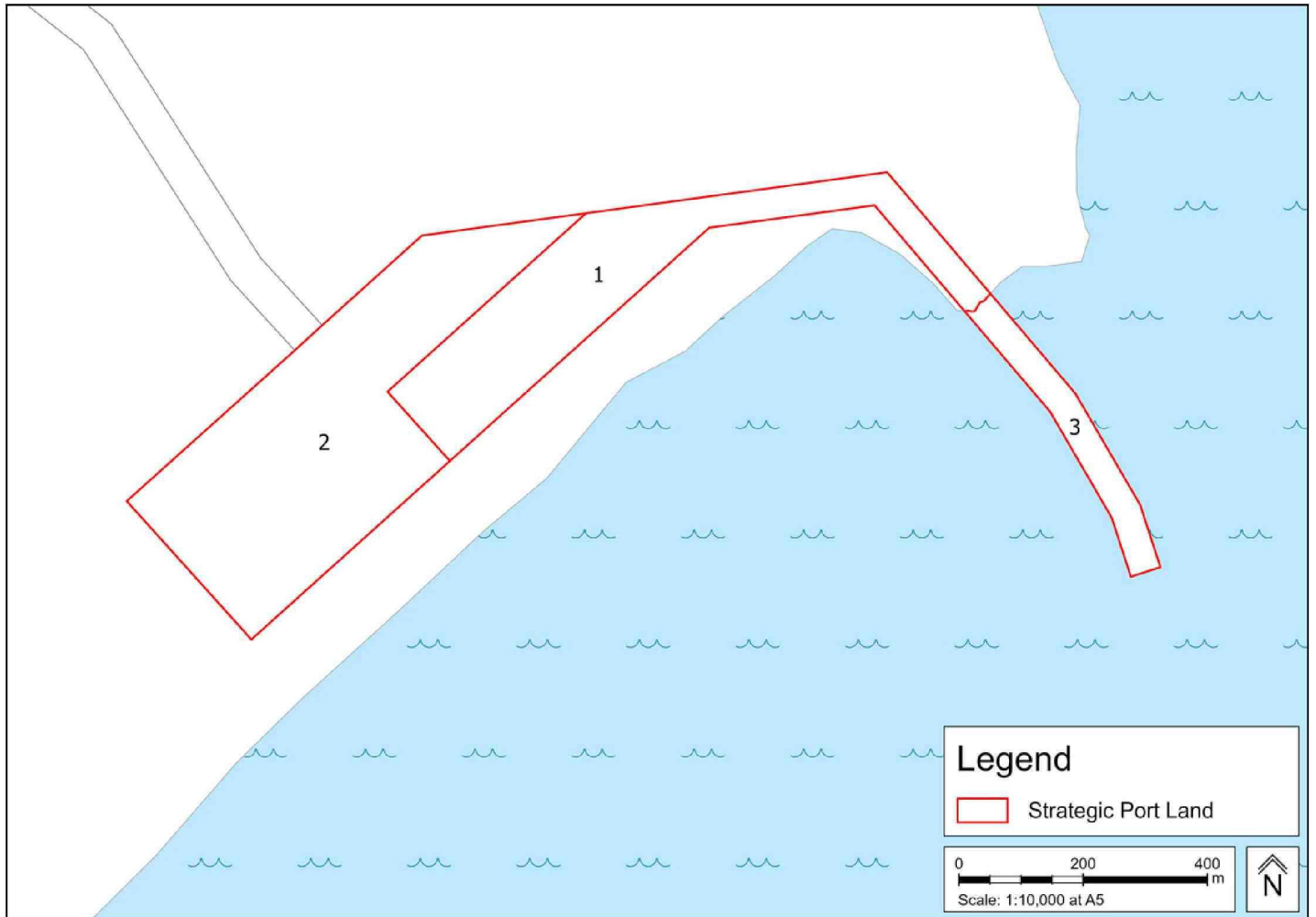


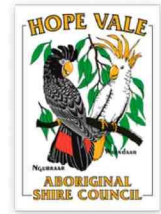
Figure 7 - Map of Current Strategic Port Land

Appendix A
Schedule of Strategic Port Land

Table 1: Current Strategic Port Land

Ref.	Real Property Description	Area (ha)	Tenure	Precinct
1	Lot 9 on BS223	10.56	Freehold	Waterfront Port Industry
2	Lot 10 on BS224	17.70	Freehold	Waterfront Port Industry
3	Lot 11 on BS268	2.49	Leasehold	Waterfront Port Industry

Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Capital Works Manager Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

12-Aug-26

Date item was requested

Agenda Item Subject *

Closing the Gap Priorities Funding - Update

Item Reference Number

OM2026/08-014

Classification *

Information



Action



Note



Confidential

Details

Recommendation *

That Council:

(a) Notes the current status of the Closing the Gap Priorities Fund Kindy Upgrade project;

(b) Notes that QBuild administration and delivery costs are required to be accommodated within the existing \$950,000 project allocation and were not included within Council's original project planning;

Background/Summary**Background**

Council identified an opportunity to repurpose and upgrade the existing Aftercare Building for use as a kindergarten facility.

Through Peak Services, Council undertook preliminary project planning to establish the proposed scope, project brief, indicative costs and key deliverables. Funding of \$950,000 was subsequently awarded in June 2026, with project delivery required by 30 June 2027.

The funding application identified that delivery of relevant programs may involve State Government bodies working in collaboration with Council. At the time of project development, however, the extent of State involvement and associated delivery costs were not known. Consequently, no allowance was included within the original project budget for State administration or project delivery fees.

Current Position

Council was advised in mid-July 2026 that QBuild would be involved in delivery of the project on behalf of the State.

Council and QBuild met on 12 August 2026 to discuss the proposed delivery arrangements. During this meeting, Council received further clarification regarding the extent of QBuild's involvement and was advised that QBuild's administration and delivery costs would need to be accommodated within the existing \$950,000 funding allocation.

Council understands that QBuild will act as the State's delivery body for the project; however, Council will continue to undertake the day-to-day project and contract management associated with delivery of the works.

Key Issues

The revised delivery arrangement presents several matters requiring further clarification and management:

Budget pressure: QBuild fees were not included within the original project estimate. Accommodating these costs within the existing \$950,000 allocation may require reductions to project scope, specification or other project allowances.

Funding flexibility: Council currently understands that there may be limited or no opportunity to increase the approved funding allocation to accommodate the additional delivery costs.

Programme impact: The project is now behind the programme originally anticipated by Council, while the required completion date remains 30 June 2027.

Council delivery obligations: Council appears to retain substantial responsibility for contract administration and on-ground project delivery despite a reduced amount of funding being available for the physical works.

Value for money and quality: Council will need to ensure that any adjustment to the project scope does not materially compromise the intended functionality, compliance or quality of the completed Kindy facility.

Budget and Resource Considerations

Budget pressure: QBuild fees were not included within the original project estimate. Accommodating these costs within the existing \$950,000 allocation may require reductions to project scope, specification or other project allowances.

Action Options

As per recommendation.

Appointments and Meetings

Date	Description

Link to Operational Plan

5-1, Transparent and Accountable Decision Making

Consultation

Internal Council Officer Consultation and Qbuild Representatives.

Risk Assessment

☐ Low ☒ Medium ☐ High

Attach Supporting Agenda Materials

Final Project Plan - Refurbishment Child Care Infrastructure Project HVASC.pdf

1.87MB

Reference Document

☐ Yes ☐ Not Applicable

Report Prepared by *

Kieran

Submitter Email *

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Report Authorised by

Decision

☒ **Approve** ☐ **Reject**

Signature



Full Name

Lew Rojahn

Date

12-Aug-26

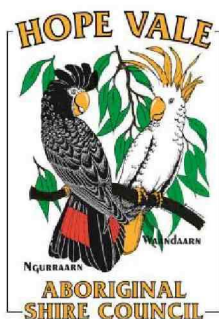
Comments, Questions and Rejections Notes

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

Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *
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**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment



Hope Vale Aboriginal Shire Council

Refurbishment of former After School Care Infrastructure Project

Closing the Gap Priorities Fund

Date: January 2026
Our ref: GM12057

DOCUMENT CONTROL			
Project Name	HVASC Child Care Refurbishment	Project Number	GM12057
Client	Hope Vale Aboriginal Shire Council	Client Contact	Kerry-lee Bird
Date	Revision Details/Status	Prepared by	Reviewer/Approver
05/02/2026	Draft v1	TB	KLB
18/02/2026	Draft Final for Review	TB	EC
23/02/2026	Final	EC	KLB

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- 5. Strategic Alignment 9
- 6. Risk Analysis 9
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i. Terms and Acronyms

Term/Acronym	Meaning
Council	Hope Vale Aboriginal Shire Council
CTGPF	Closing the Gap Priorities Fund
PCG	Project Control Group

ii. Applicant Details

Name of Applicant: Hope Vale Aboriginal Shire Council

ABN (Australian Business Number): 46 485 582 013

Address: Lot 1, 33 Muni Street, Hope Vale Queensland 4895

Legal Entity Type: Local Government

Key contact	
Name	Ms Kerry-Lee Bird
Role	Director of Social Services
Phone	07 4083 8000
Mobile	0407 174 419
Email	eo@hopevale.qld.gov.au
Address	1 Muni St, Hope Vale QLD 4895

Executive Summary

Hope Vale Aboriginal Shire Council (Council) represents a discrete Aboriginal community in east Cape York with 88.4% of residents identifying as Aboriginal and Torres Strait Islander people. Council is aiming to upgrade existing infrastructure and fitout a vacant facility to ensure that the 'George Bowen Memorial Community Kindergarten' continues to operate. A new landscaped and age-appropriate Playground (Appendix 1) will be installed outside the facility with a secure fenced perimeter. Additionally, this project will deliver an increased opportunity for local employment. Additionally, this provide will deliver an increased opportunity for local employment.

The vacant building is adjacent to the current George Bowen Memorial Community Kindergarten and next to the Hope Vale Primary School in this remote discrete community.

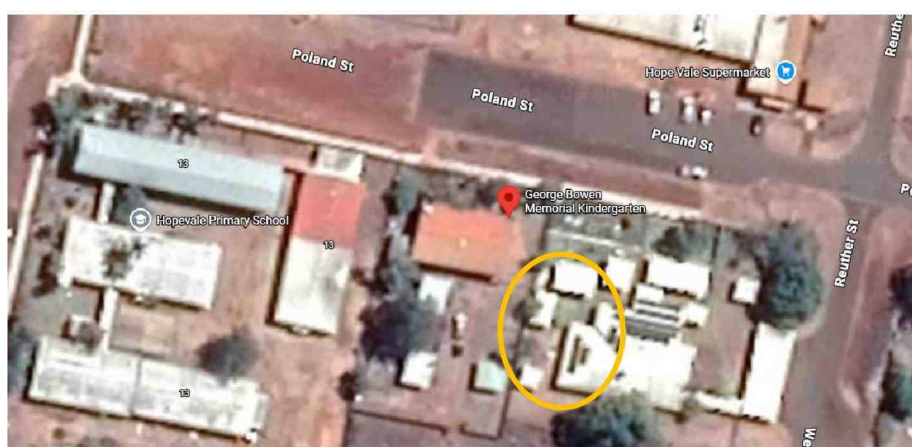


Figure 1: Location of vacant building proposed for After School Care.

1. Background

Hope Vale Aboriginal Shire Council (Council) is a discrete Aboriginal community located on the Eastern side of Cape York, 370km north of Cairns, 46 km's northwest of Cooktown and 2,045km north of Brisbane, covering an area of 110,000 hectares. Hope Vale is a remote Aboriginal community in eastern Cape York and the 'township' is governed by the Hope Vale Aboriginal Shire Council under a Deed of Grant in Trust (DOGIT), held for the benefit of Guugu Yimithirr Aboriginal people, their ancestors and descendants. Land outside the township is held by the Hope Vale Congress Aboriginal Corporation RNTBC, the prescribed body corporate for the Guugu Yimithirr people, who received Native Title Determination in 1997.

Hope Vale's population fluctuates between 850 to 1100 on annual basis, with approximately 88.4% of the population being of Aboriginal or Torres Strait Islander origin. The population is predicted to increase by 0.8% per year over 25 years.

Hope Vale community experiences intergenerational unemployment and cultural disadvantage. According to the ABS Census 2021, there was a 21% unemployment rate in Hope Vale. Consequently,

this project seeks to address the needs of the local community by enhancing opportunities for employment and social cohesion.

Council is recognised as one of the more financially stable Councils in Queensland. Their disciplined and planned approach has helped them to achieve steady progress over the past decade, resulting in well-coordinated financial management and strategic planning.

2. Project Rationale

Funding for 'childcare infrastructure upgrades' are rarely offered and cannot be sourced from other means. Additionally, Hope Vale is not part of the Deadly Kindies Program under State Delivered Kindergarten programs and Council is committed to reducing barriers for children accessing learning opportunities.

From a population of 906 people, Hope Vale has 103 children under 4 years and 105 children between ages of 5-9 years ([2021 Hope Vale, Census All persons QuickStats | Australian Bureau of Statistics](#)). Hope Vale faces significant socio-economic challenges, with a considerable percentage (21%) of its population on job seeker payments (ABS Census 2021).

Currently, the existing 'George Bowen Memorial Community Kindergarten' is licensed for 25 children of kindergarten age. Established in 1972, this facility no longer meets standards, has evidence of deterioration that makes it unsuitable environment and it has been impacted by 7 cyclones since 2011 necessitating high maintenance costs that strain Council resources. The new Kindergarten facility would be on the same familiar block of land in a vacant building and provide children with a new playground for holistic child development, offering vital opportunities for physical, social, cognitive and emotional growth through unstructured play.

3. Project Scope and Milestones

Specifically, the works being considered are summarised as follows:

- Full refurbishment of an existing unused building (former After School Care building, Appendix 2) to meet community needs.
- Internal Furniture Fit out for small kindergarten aged children.
- New Playground
- Old 'George Bowen Memorial Community Kindergarten' will be refurbished and repurposed to host visiting specialists who provide health care to children (Paediatricians, Occupational Therapists, Speech Therapists etc).

Table 1 – Project dates

Project start date	Construction commences	Project completion date
1/6/2026	30/07/2026	30/6/2027

Table 2 – Project milestones

Project Milestone	Dates	Key Activities
Procurement and RFT process	June-July 2026	Procurement of contractors for project works.
Substantial Upgrades	July 2026	Start of Renovation Works Internal
Substantial Upgrades	July 2026	Start of Renovation Works External
Playground installation	February 2027	Supply and Install of Playground equipment
Final Construction	April 2027	All renovation works to be completed by April 2027 for fit out and furnishing. Including works on the playground.
Internal Fit-Out and Furnishing	April 2027	After construction, the internal fit-out and furnishing of the internal spaces, laundry and facility will be carried out. This milestone marks the completion of these interior works.
Handover and Official Opening	June 2027	Opening and Hand Over of Kindergarten

4. Project Budget

Table 3 – Project Cost Breakdown

Project items	Total item cost
Construction costs - Total	\$ 450,000.00
Site Works - Total	\$ 30,000.00
Playground – New Equipment	\$ 190,000.00
Internal Furniture Fit out	\$ 50,000.00
Council Costs including Preliminaries, Contract Expenditure, external labour hire	\$ 50,000.00
Subtotal	\$ 770,000.00
Contingency 10%	\$ 77,000.00
Escalation 10%	\$ 77,000.00
Professional Fees	\$ 26 000.00
Total project cost (ex GST)	\$ 950,000.00

NOTE: All costs are GST-exclusive

5. Strategic Alignment

HVASC Corporate Plan 2025-2030 to ensure 'our service providers are local' (p.21) and deliver employment opportunities.

HVASC Planning Scheme Performance Outcome 9 (PO9) for 'Development for community uses such as educational establishments and childcare centres' (p.52) and PO15 for 'Childcare centres located to satisfy community expectations' (p.54).

This project aligns with Closing the Gap Outcomes:

- Outcome 3: Aboriginal and Torres Strait Islander children are engaged in high quality, culturally appropriate early childhood education in their early years.
- Outcome 4: Aboriginal and Torres Strait Islander children thrive in their early years.

6. Risk Analysis

This section provides a risk assessment summary with the following considerations articulated in Table 7 – Risk Assessment Matrix:

- Market conditions and the availability of resources when the project is tendered
- Conclusion of the design and specification
- Scope creep and design enhancements
- Implications of COVID
- Escalation in the current market

Risks will be scheduled for regular review throughout the life of the Project. Continuously reviewing the risk register allows for active monitoring of the effectiveness of mitigation strategies and the consideration and inclusion of new risks as they may arise.

Table 4 – Risk Assessment Matrix

RISK IDENTIFICATION			RISK EVALUATION				MITIGATION	
				Evaluation Pre-Mitigation				
				Evaluation Post-Mitigation				
Risk Category	Risk Event	Cause of Risk	Risk Impacts	Likelihood	Consequence	Risk Level	Mitigation Strategies	
Project Funding & Scope	• Insufficient project funding	• Unrealistic expectations from stakeholders • High costs associated with the delivery of infrastructure in remote locations	• Stakeholder dissatisfaction • Reduced scope delivered	C	5	E	▪ Ensure that the funding application captures realistic cost estimates for the project ▪ Allocate reasonable project contingencies ▪ Confirm the available budget in the work scope ▪ Confirm the scope of work with all stakeholders ▪ Engage qualified professionals to prepare cost estimates of concepts	
				D	3	M		
	• Underestimation of project scope	• Inadequate project understanding • Limited design of the project	• Budget overruns • Reduced scope delivered	D	5	H		▪ Confirm the available budget in the work scope ▪ Confirm the scope of work with all stakeholders ▪ Combined allowance of 15% for Design and Construction Contingency
				E	2	L		
Project Delivery	• Unresolvable compliance/legislation requirements or latent conditions	• Unknown condition at commencement of the project i.e. environmental issues or changes to legislation.	• Delays in project delivery • Cost increases resulting in cost overruns • In the worst case scenario the need to withdraw the project	D	4	H	▪ Work scope and design phases designed to identify potential issues and obstacles early in the project delivery process ▪ Allocate reasonable project contingencies ▪ Liaise with the community and Council to identify any potential issues during the work scope phase of the project ▪ Ensuring the cultural heritage monitors are present for all works involving ground disturbance	
				D	2	L		
				D	2	L		
	▪ Wet Weather Delays	▪ Wet season in Cape York	• Potential delays to the project • Potential cost overruns	A	4	H	▪ Schedule works in the dry season whenever possible ▪ Ensure that special conditions of the contract state that additional costs are not incurred for wet weather delays and risk is with contractor ▪ If construction is required to proceed over the wet season ensure that materials are freighted to the community	
				C	3	L		
	▪ Unauthorised	▪ Unauthorised requests by Community	• Potential scope variations	B	3	H	▪ Contact the Contractor and advise them not to undertake any	

Hope Vale Aboriginal Shire Council - Refurbishment of former After School Care Infrastructure Project

	changes of scope	members for additional work.	and time overruns • Potential cost overruns	C	2	L	additional works without written authorisation from Councils authorised representatives
				D	2	L	

Qualitative Risk Analysis Matrix

Likelihood Scale	Consequences Scale	Level of Risk Scale
A - Almost Certain	1 – Insignificant	E – Extremely High
B - Likely	2 – Minor	H – High Risk
C - Moderate	3 – Moderate	M – Moderate Risk
D - Unlikely	4 – Major	L – Low Risk
E - Rare	5 – Catastrophic	

Likelihood		Consequences				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Almost certain	A	M	H	H	E	E
Likely	B	M	M	H	H	E
Possible	C	L	M	M	H	H
Unlikely	D	L	L	M	M	H
Rare	E	L	L	L	M	M

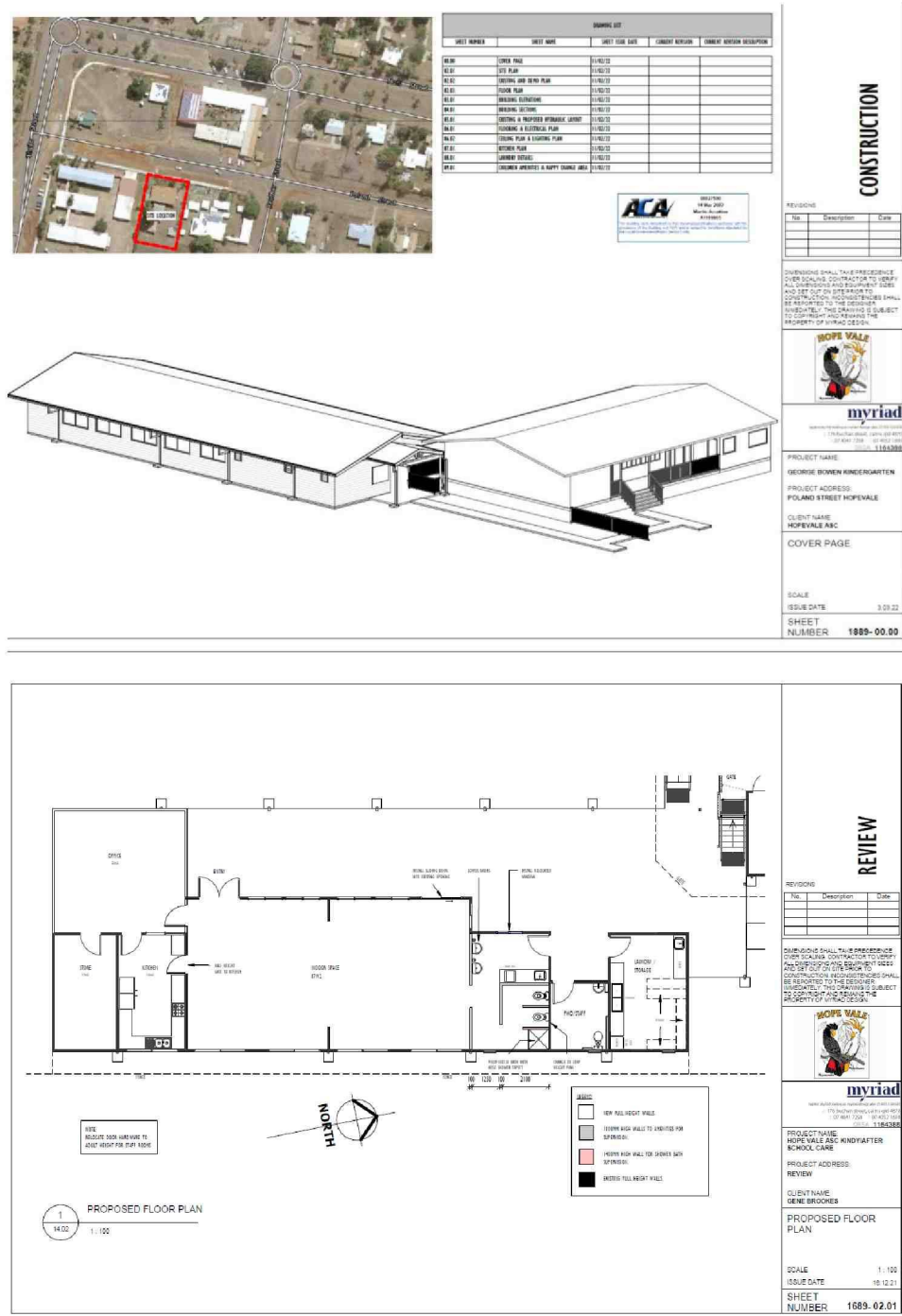


Vale Childcare
at Plan

SCALE n.t.s @A3
15/02/2019
DESIGNED BY: PLAYScape CREATIONS
REV B



Appendix 2: Architect Designs and Plans





t 07 3000 2148

e hello@peakservices.com.au

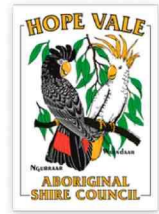
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25 Evelyn Street, NEWSTEAD QLD 4006

post PO Box 2230, FORTITUDE VALLEY QLD 4006

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Agenda Item Submission



Submission

Council / Committee Name *

Ordinary Meeting

Agenda Section *

Corporate Services Report

Requested Meeting Session *

Wednesday 19th August 2026

Date Requested *

13-Aug-26

Date item was requested

Agenda Item Subject *

Corporate Services Report - August 2026

Item Reference Number

OM2026/08-016

Classification *

Information



Action



Note



Confidential

Details

Recommendation *

That council receive and note the information provided in the report, and provide a response to request for approval of property lease applications.

Background/Summary**Corporate Services**

Work has continued to review and update Council's policy and procedures. Focus been given to the documents which require legislative amendments and those which must be reviewed annually.

Human Resources

Work is underway to provide a new version of the Human Resources Report which will enable a month-to-month view of staffing and HR matters as well as an annual comparison. This will enable review of how the organisation is currently travelling and what progress looks like compared to the respective month in the previous year.

A considerable focus has been given to performance management. This has included governance training. This has enabled employees to have an understanding of the organisational business structures and the professional expectations required by Council employees.

Payroll

A new and improved timesheet template has been introduced and implemented across the organisation. The new timesheet allows for consistency across teams, improved recording of hours, and better alignment with funding obligations.

Property Management

Please see **Attachment A** for a status report on current properties for Council consideration and approval.

Homeowners have been issued statements detailing their rates and services charges. The organisation has offered payment plans for any interested parties.

Budget and Resource Considerations

Action Options

Appointments and Meetings

Date	Description

Link to Operational Plan

Consultation

Risk Assessment

☒ Low ☐ Medium ☐ High

Attach Supporting Agenda Materials

Status Report - 19 August 2026 - Council approval required.pdf

183.21KB

Reference Document

☐ Yes ☒ Not Applicable

Report Prepared by *

Felicia McLean

Submitter Email *

felicia.mclean@hopevale.qld.gov.au

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

Report Authorised by

Decision

☒ **Approve** ☐ **Reject**

Signature



Full Name

Lew Rojahn

Date

13-Aug-26

Comments, Questions and Rejections Notes

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

Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *
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**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment

STATUS REPORT ON PROPERTY AGREEMENTS FOR COUNCIL DECISION – 19 AUGUST 2026

NEW LEASE AGREEMENTS – EVERLINA PLAZA

Organisation	Status	Action Required	Recommendation	Outcome – Council Decision
Hopevale Congress Aboriginal Corporation RNTBC	Lease A, Everlina Plaza Organisation expressed interest in leasing the property for the purposes of an office space.	Council to confirm their decision on the application from organisation.	Recommend Council accept the application and enter into a lease agreement with below terms: Lease Period: 01/09/2026 to 31/08/2029. Annual Licence Fee: \$8,950.24. Annual Services Fee: \$3,649.96. Annual Utilities Fee: \$4,564.62. 4% increase per year on the commencement date anniversary to cover inflation.	
Hope Vale St Johns Lutheran Church	Lease F, Everlina Plaza Organisation expressed interest in leasing the property for the purposes of a commercial retail service.	Council to confirm their decision on the application from organisation.	Recommend Council accept the application and enter into a lease agreement with below terms: Lease Period: 01/09/2026 to 31/08/2029. Annual Licence Fee: \$1.00. Annual Utilities Fee: \$1.00. 4% increase per year on the commencement date anniversary to cover inflation.	
Walmbaar Aboriginal Corporation RNTBC	Lease H, Everlina Plaza Organisation expressed interest in leasing the property for the purposes of an office space.	Council to confirm their decision on the application from organisation.	Recommend Council accept the application and enter into a lease agreement with below terms: Lease Period: 01/09/2026 to 31/08/2029. Annual Licence Fee: \$8,950.24. Annual Services Fee: \$3,649.96. Annual Utilities Fee: \$4,564.62. 4% increase per year on the commencement date anniversary to cover inflation.	

LICENCE AGREEMENT EXTENSIONS – ENTERPRISE MANAGEMENT GROUP

Organisation	Status	Action Required	Recommendation	Outcome – Council Decision
Enterprise Management Group Pty Ltd	Office 2, Hope Vale Business Precinct, 3 Muni Street (Lot 2190 on SP 293094) Feedback from Council regarding EMG relationship with Hope Vale Foundation. To address concerns raised, agreement was amended to ensure the following: 1. limit the permitted use to activities that EMG have funding to provide; 2. prohibit the assignment of the licence or the use of the premises/ delivery of the permitted use activities by any other party without Council's consent; and 3. includes a varied option clause that is a 'request for renewal' instead of an option to renew to give Council to ability to deny a renewal.	Council to confirm their decision on the amendment to the agreement to reflect subletting arrangements.	Recommend Council accept the application and enter into a lease agreement with below terms: New end date: 30/06/2029. Annual Licence Fee: \$22,966.70. Annual Services Fee: \$5,071.61. Annual Utilities Fee: \$2,302.25. 4% increase per year on the commencement date anniversary to cover inflation.	

Attachment A

Organisation	Status	Action Required	Recommendation	Outcome – Council Decision
Enterprise Management Group Pty Ltd	Meeting Room 3, Hope Vale Business Precinct, 3 Muni Street (Lot 2190 on SP 293094) Feedback from Council regarding EMG relationship with Hope Vale Foundation. To address concerns raised, agreement was amended to ensure the following: 1. limit the permitted use to activities that EMG have funding to provide; 2. prohibit the assignment of the licence or the use of the premises/ delivery of the permitted use activities by any other party without Council's consent; and 3. includes a varied option clause that is a 'request for renewal' instead of an option to renew to give Council to ability to deny a renewal.	Council to confirm their decision on the amendment to the agreement to reflect subletting arrangements.	Recommend Council accept the application and enter into a lease agreement with below terms: New end date: 30/06/2029. Annual Licence Fee: \$15,430.74. Annual Utilities Fee: \$2,302.25. 4% increase per year on the commencement date anniversary to cover inflation.	

Attachment A

Organisation	Status	Action Required	Recommendation	Outcome – Council Decision
Enterprise Management Group Pty Ltd	Indigenous Knowledge Centre, 2 Muni Street (Lot 2190 on SP 293094) Feedback from Council regarding EMG relationship with Hope Vale Foundation. To address concerns raised, agreement was amended to ensure the following: 1. limit the permitted use to activities that EMG have funding to provide; 2. prohibit the assignment of the licence or the use of the premises/ delivery of the permitted use activities by any other party without Council's consent; and 3. includes a varied option clause that is a 'request for renewal' instead of an option to renew to give Council to ability to deny a renewal.	Council to confirm their decision on the amendment to the agreement to reflect subletting arrangements.	Recommend Council accept the application and enter into a lease agreement with below terms: New end date: 30/06/2029. Annual Licence Fee: \$18,708.16. Annual Utilities Fee: \$2,302.25. 4% increase per year on the commencement date anniversary to cover inflation.	

Attachment A

Organisation	Status	Action Required	Recommendation	Outcome – Council Decision
Enterprise Management Group Pty Ltd	Council Compound Shed, 2 Reuther Street (Lot 208 on SP 281317) Feedback from Council regarding EMG relationship with Hope Vale Foundation. To address concerns raised, agreement was amended to ensure the following: 1. limit the permitted use to activities that EMG have funding to provide; 2. prohibit the assignment of the licence or the use of the premises/ delivery of the permitted use activities by any other party without Council's consent; and 3. includes a varied option clause that is a 'request for renewal' instead of an option to renew to give Council to ability to deny a renewal.	Council to confirm their decision on the amendment to the agreement to reflect subletting arrangements.	Recommend Council accept the application and enter into a lease agreement with below terms: New end date: 30/06/2029. Annual Licence Fee: \$27,850.91. Annual Utilities Fee: \$2,468.48. 4% increase per year on the commencement date anniversary to cover inflation.	

NEW LEASE AGREEMENTS – ISLAND AND CAPE RETAIL ENTERPRISES LIMITED

Organisation	Status	Action Required	Recommendation	Outcome – Council Decision
Island and Cape Retail Enterprises Limited	Lease E (Shop); Lease D (Café); Service Station and 3 Flierl Street (residential property).	Council to confirm their decision on the application from the organisation.	Recommend Council accept the application and enter into a lease agreement with below terms: New end date: 30/06/2031. Annual Licence Fee: 6% of gross sales. Annual Services Fee: \$3,649.96. Annual Utilities Fee: \$4,564.62. 6% increase per year on the commencement date anniversary to cover inflation.	