HOPE VALE ABORIGINAL SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Wednesday 14th October 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 16th September 2026

5. Business Arising from Minutes

5.1 Business arising from the Minutes of the Ordinary Meeting held on Wednesday 16th September 2026

6. Reports

6.1.1 Mayor's Report
6.1.2 Chief Executive Officers Operational Report
6.1.3 Quarterly Review of the Operational Plan
6.1.4 September Financial Report
6.1.5 Social Services Updates
6.1.6 Operations Report - September 2026
6.1.7 Capital Works Update - October 2026
6.1.8 Remote Housing Scheme Plug-in Opportunities
6.1.9 Local Artwork Adaptation - Bus Shelters
6.1.10 Hope Vale Staff Housing

6.1.11 Palm Close 9 - Lot Subdivision
6.1.12 Corporate Services Report
6.1.13 Payment of Xmas Bonus and Breakup Party for Staff at end of Year
6.1.14 Xmas Closedown Dates

7. Confidential Session

7.1.1 Award of Contract No. 2026-27/01 – Hope Vale Sewage Treatment Plant Fence Renewal
7.1.2 Award of Contract No. 2026-27/06 – Alligator Creek Road Vegetation Clearing and Maintenance
7.1.3 Award of Contract No. 2026-27/07 – Elim Beach Road Vegetation Clearing and Drain Maintenance

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 18th November 2026

12. Meeting Closure

Agenda Item Submission

Submission

Agenda Section

Chief Executive Officer’s Report

Agenda Item Subject *

Chief Executive Officers Operational Report

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 14th October 2026

Date Requested *

30-Sep-26

Date item was requested

Item Reference Number

OM2026/10-002

Classification *

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

Details

Recommendation *

That council receive and note the report

Background/Summary

This Month the mayor and I attended meetings with:-

Matt Smith MP - Matt visits regularly for a general catchup of events in Hopevale. This meeting did focus around the work we were doing on Housing and the Hopevale Action Plan but also on the possibility that he will seek funding of $500 000 to assist with the upgrade of the building designated as the ":Cooling Down "Centre

Corinne MacMillan visited as the Shadow minister for Child Safety and communities and the prevention of Domestic and Family Violence. She indicated she would query the Qbuild arrangement for the upgrade of the After School Care centre. She then visited the Childcare

Bronwyn Blagoev - Director-General of the Local Government department visited with Kristy Nau, Regional Director from Cairns for the department. Whilst this was again a routine visit they did touch on the Closing the Gap funding and the development of the procurement policy to enhance local involvement in projects and also emphasizing that the training for Councillors must be completed before January 2027. Council still has to have one more session which is scheduled in November 2026

The Mayor and I have met with NIAA about the funding of the Foundation. As a follow on from there, we also met with the CEO of Gungarde.

The actions of the Hopevale Community Action Plan are continuing to be developed. There is another meeting on 6/10/26 to update. I have put forward that this needs to be a living document as the original event has passed and new events have been recorded. It is for this reason that we need to stress that each organisation needs to be constantly proactive in their roles and this needs to be added to current actions.

I attended the QPS mayors working group meeting by TEAMS. This meeting was primarily about developing the agenda for the QPS Mayors summit coming up in October. It was interesting that the mayor of Morning ton island requested that the role of the local Justice group be reviewed. We have supported this in subsequent conversation with the secretary, David Kyle and Stephen Tillett from FNOJ.

The Mayor and officers also met with Officers from the Disaster Management to look at arranging a day with the community to develop a local disaster self help document that is developed with the community's historical information. eg what was the highest point that floods have reached? What happens when flood waters reach a certain point and when should people seek higher ground etc. The same information can be applied to bushfire safety management. It is envisaged that this will happen in November 2026.

By the time this report is presented, I will be on leave with my return date 2nd November 2026.

Budget and Resource Considerations

N/a

Action Options

Receive and note

Appointments and Meetings

Date	Description
17-Sep-26	HV Meeting with Local Govt. Dept - Closing the Gap funding water project. -
17-Sep-26	Fourier On site IT review of facilities and upgrade planning.
21-Sep-26	Matt Smith MP - Met with Mayor and CEO - Possible funding of A$500k for cool down centre
21-Sep-26	NIAA - Kassmena Birch / Damien Blunden EMG and Foundation issues
22-Sep-26	Corinne Mac Millan - Shadow Minister Child Safety and Community
22-Sep-26	Bronwyn Blagoev - DG Dept of Local Government
22-Sep-26	Damiian Blunden NIAA -Various Matters
22-Sep-26	Lisa Scott - DWATSIP - Action Plan Document Update.
24-Sep-26	WHS - Code of Conduct Training
24-Sep-26	QPS Mayors Working Group
24-Sep-26	HV Area Fire Management Annex - Daryl Robinson and Craig ? Update on RFS actions and needs, recruitment
29-Sep-26	Disaster Management Meeting - Looking at Local Actions and information
30-Sep-26	Gungarde Foundation and EMG issues.
08-Oct-26	Annual Leave - Return 2nd November 2026

Link to Operational Plan

5.1 Transparent and accountable decision making.

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

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Lew Rojahn	01-Oct-26

Comments, Questions and Rejections Notes

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

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

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

Add Comment

Agenda Item Submission

Submission

Agenda Section

Chief Executive Officer's Report

Agenda Item Subject *

Quarterly Review of the Operational Plan

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 14th October 2026

Date Requested *

30-Sep-26

Date item was requested

Item Reference Number

OM2026/10-006

Classification *

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

Details

Recommendation *

That council receive and note the the Quarterly Review of Council's operational plan for the First quarter ending 30th September 2026

Background/Summary

The Local Government regulation 2012 requires that Council adopt an operational plan as part of its annual budgetary process.

This plan is then required to be reviewed by Council for each quarter of the applicable financial year. That review is attached.

Budget and Resource Considerations

N/a

Action Options

1. Not approve the Operational Plan
2. Approve the operational Plan Quarterly Review with Amendments
3. Approve the Quarterly Review of the Operational Plan

Appointments and Meetings

Date	Description

Link to Operational Plan

5-4 Partnerships with Services.

Consultation

Various Council Departments

Risk Assessment

(●) **Low** ( ) Medium ( ) High

Attach Supporting Agenda Materials

doc00730120261001164731.pdf 4.06MB

Reference Document

( ) Yes (●) **Not Applicable**

Report Prepared by *

Lew Rojahn

Submitter Email *

lew.rojahn@hopevale.qld.gov.au

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Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
Lew Rojahn	Lew Rojahn	01-Oct-26

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Add Comment

Hope Vale Aboriginal Shire Council

Operational Plan - Quarterly Report July 2026 to September 2026

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
1-2.4	Operational Plan	Our Community	Investigate possible options for vacant land at Millers Block for future sustainable economic opportunities	Report to Council	CEO	30-06-27	Underway	Being reviewed in Town plan Application to Minister to exempt process for sale.
1-2.5	Operational Plan	Our Community	Ensure on-going promotion of land for sale in Hope Valley Estate and support Indigenous Business Australia to assist prospective land purchasers	Number of private houses constructed in Hope Valley Estate	CEO	Ongoing	Underway	Being reviewed in Town plan Application to Minister to exempt process for sale.
1-3.1	Operational Plan	Our Community	Advocate for equitable education that matches the standard of other regional schools and lifts literacy and numeracy outcomes	Make representations to the Department of Education	CEO	30-06-27	Underway	Discussions with DOE - Review has been commenced.
1-4.9	Operational Plan	Our Community	Undertake review of Hope Vale Local Disaster Management Plan	Plan reviewed	CEO	31-10-26	Compliant	Complete
2-5.2	Operational Plan	Our Culture, Our Country	Develop and endorse a Precinct Plan over Hope Vale's existing industrial area with a view to providing additional residential land.	Precinct Plan endorsed	CEO	30-06-27	Not started	Part of Town Plan Review
3-3.5	Operational Plan	Our Economy	Encourage private enterprise and government development to maximise employment opportunities and development in the Shire	External opportunities capitalised	CEO	Ongoing	Underway	
3-3.6	Operational Plan	Our Economy	Continue discussions with the sand mining companies and the relevant Government Agencies in relation to the silica sand mining projects currently being proposed within the Hope Vale Aboriginal Shire Council area	The communities' interests are represented	CEO	Ongoing	Ongoing	
3-4.1	Operational Plan	Our Economy	Facilitate the preparation of a scoping study for the Shire Tourism Development and Promotion Plan	Scoping study endorsed	CEO	31-03-27	Not started	
3-5.3	Operational Plan	Our Economy	Attend meetings with Cook Shire Council, Wujal Wujal Aboriginal Shire Council, and other Regional bodies to identify collaborative partnerships	Number of meetings attended	CEO	Ongoing	Underway	Discussions with CEO
4-1.3	Operational Plan	Our Services & Infrastructure	Advocate for the second high-voltage (HV) power connection to ensure energy security and enable growth.	Advocate to State Government and energy distributer provider	CEO	31-12-27	Underway	Ergon advised capacity is available.
4-2.1	Operational Plan	Our Services & Infrastructure	Advocate for and deliver upgrades to key access routes and regional freight links.	Advocacy undertaken	CEO	Ongoing	Underway	Working on connection of the heavy vehicle bypass to the new Everlina Bridge
4-2.3	Operational Plan	Our Services & Infrastructure	Finalise and implement street numbering and rural addresses	Street numbering implemented	CEO	31-12-27	Completed	

Hope Vale Aboriginal Shire Council

Operational Plan - Quarterly Report July 2026 to September 2026

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
4-3.2	Operational Plan	Our Services & Infrastructure	Finalise negotiation in relation to increasing proposed lease area for expansion of landfill	Lease finalised	CEO	30-04-27	Underway	Discussions with Congress and DETSI
4-5.9	Operational Plan	Our Services & Infrastructure	Identify and facilitate the actions required to increase the size of the Hopevale cemetery	Report to Council	CEO	30-06-27	Underway	Discussions with Congress
5-1.4	Operational Plan	Our Governance	Conduct monthly Ordinary Council Meeting	Legislative compliance	CEO	Monthly	Compliant	
5-1.10	Operational Plan	Our Governance	Enhance Council's communication and decision making through appropriate public relations and community consultation processes	Level of feedback from the community	CEO	Monthly or as required	Underway	Use of Social Media
5-2.1	Operational Plan	Our Governance	Undertake a review of the Organisational Structure to ensure the ongoing efficient and effective delivery	Review completed	CEO	30/011/2027	Ongoing	
5-2.2	Operational Plan	Our Governance	Undertake a review of the Human Resources faction	Review undertaken	CEO	30-11-27	Underway	Seeking HR officer employment
5-4.2	Operational Plan	Our Governance	Advocate for local delivery of services and ensure accountability from external providers.	Ongoing advocacy	CEO	Ongoing	Underway	
5-4.4	Operational Plan	Our Governance	Maintain membership and attendance at LGAQ, ILF, FNQROC, TCICA and LGMA forums, deputations and meetings	Positive feedback to Council Meetings attended	CEO	Ongoing	Compliant	
5-5.6	Operational Plan	Our Governance	Assessment of Development Applications when received	Applications finalised	CEO	Ongoing	Compliant	
5-6.3	Operational Plan	Our Governance	Identification and attendance of training and self development for councillors and senior staff	Number of training workshops attended	CEO	Ongoing	Compliant	
5-6.4	Operational Plan	Our Governance	Undertake quarterly WHS Risk Audits and Compliance Reports over Council's operational areas	Departmental Reporting	CEO	Ongoing	Compliant	
5-6.6	Operational Plan	Our Governance	Ongoing development of an Enterprise Risk Management System through an effective Risk Management Committee	Quarterly risk management meetings held	CEO	Ongoing	Compliant	
MP10	Major Projects	Operational	SandS Dashboard consultancy	$16,400	CEO	30-06-27	Not started	
MP11	Major Projects	Operational	SandS Dashboard ongoing membership	$10,800	CEO	30-06-27	Not started	
SP15	Statutory Requirements	Statutory Requirements	Write Corporate Plan every 5 years. S104 LGA, ss165-166 LGR.	Corporate Plan completed.	CEO	30-06-27	Compliant	
SP17	Statutory Requirements	Statutory Requirements	Prepare Annual Operational Plan. S104 LGA, ss174-175 LGR	2026-27 Operational Plan prepared.	CEO	01-06-27	Compliant	
SP32	Statutory Requirements	Statutory Requirements	Prepare a report on the result of an annual review of the implementation of the annual Operational Plan. S104(7) LGA	Report prepared.	CEO	31-08-26	Compliant	

Hope Vale Aboriginal Shire Council

Operational Plan - Quarterly Report July 2026 to September 2026

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
S Reg 1	Statutory Requirements	Statutory Registers	Review Local Law Register s31 LGA s14 LGR	Maintain Register.	CEO	Ongoing	Compliant	
S Reg 5	Statutory Requirements	Statutory Registers	Registers of interests ss201A,B,C LGA, s290 LGR.	Compliance	CEO	Quarterly	Compliant	
S Reg 6	Statutory Requirements	Statutory Registers	Update Delegations register s260 LGA09 s305 LGR12	Annual review completed.	CEO	31-03-27	Underway	
S Reg 7	Statutory Requirements	Statutory Registers	Councillor conduct register s150DXs150DZ LGA	Compliance	CEO	Ongoing	Underway	
S Rec 1	Statutory Requirements	Statutory Records	Update Record of unsuitable meeting conduct orders s150I LGA s186 LGR	Maintain record on monthly basis.	CEO	Within 10 calendar days of the meeting	Not started	
S Rec 2	Statutory Requirements	Statutory Records	Record of the taking of declaration of office s169(3)(4) LGA s254 LGR	Records created.	CEO	Within 30 days of being appointed or elected	Compliant	
S Rec 3	Statutory Requirements	Statutory Records	Records about conflicts of interest at meetings s150FA LGA.	Meeting Minutes must include - • Councillor name • Particulars of the conflict of interest and how it relates to the councillor • Whether the councillor leaves the meeting and when (before or after vote) • If the councillor decides to stay, how each councillor voted and the reasons for the final decision of all councillors • If the councillor participated in deciding the matter or was present under an approval from the Minister	CEO	Monthly	Compliant	
S Rec 4	Statutory Requirements	Statutory Records	Record of directions given by the Mayor to the CEO s170 LGA . The CEO must keep a record of each direction given to them by the mayor, and it must be made available to the local government	Record of directions maintained.	CEO	Ongoing	Not started	
S Rec 5	Statutory Requirements	Statutory Records	Land record s154 LGR	Land record reconciled annually.	CEO	30-06-27	Underway	
S Rec 7	Statutory Requirements	Statutory Records	Record of administrative action complaints s306 LGR	Record maintained and updated.	CEO	Ongoing	Not started	
S Req 3	Statutory Requirements	Statutory Requirements	Adopt an organisational structure (by resolution) allowing council to meet its responsibilities, noting that the CEO is responsible for appointing employees. s196 LGA	Organisational structure adopted.	CEO	Ongoing	Compliant	

Hope Vale Aboriginal Shire Council

Operational Plan - Quarterly Report July 2026 to September 2026

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)	By Whom	Timing	Status	Comments
S Req 4	Statutory Requirements	Statutory Requirements	Presentation of a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months. S174(3) LGR	Report presented to Council.	CEO	Quarterly	Underway	
SWP2	Statutory Requirements	Statutory Website Publications	Local law register s31 LGA s14 LGR (Link to DLGR&M website)	Published on web site. Available at office.	CEO	30-06-27	Compliant	
SWP3	Statutory Requirements	Statutory Website Publications	Publish Councillor Conduct Register s150DX-150DZ LGA	Published on web site. Available at office.	CEO	30-06-27	Not started	
SWP6	Statutory Requirements	Statutory Website Publications	Register of interests of councillors s295 LGR	Published on web site. Available at office. (Refer conditions)	CEO	Ongoing	Compliant	
SWP8	Statutory Requirements	Statutory Website Publications	Council minutes s272 LGR. (Draft minutes within 5 business days after the meeting (unless confirmed sooner). Confirmed minutes within 1 business day after being confirmed.)	Minutes published within timeframes. Published on web site. Available at office.	CEO	Monthly	Compliant	
SWP10	Statutory Requirements	Statutory Website Publications	Provide Public Notice of the days and times of all ordinary and committee meetings S254B LGR	Public notice published in local newspaper and on website.	CEO	31-12-26	Compliant	
SWP11	Statutory Requirements	Statutory Website Publications	Meeting agendas s254D LGR. Agendas – by 5.00pm on the next business day after the notice of meeting is made available to councillors or committee members. Reports and documents – as soon as practicable before the meeting.	Agendas and reports available on website and at office within timeframes.	CEO	Ongoing	Compliant	

Hope Vale Aboriginal Shire Council

Operational Plan - Quarterly Report July 2026 to September 2026

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)		By Whom	Timing	Status	Comments
MP1	Major Projects	Capital	Aged Care - New furniture		$70,000	SSD	30-06-27	Not started	
MP2	Major Projects	Operational	Clean-up of overgrown trees encroaching on roads to the beach		$150,000	OPS	30-06-27	Underway	
MP3	Major Projects	Capital	Construct speed bumps in key areas - construction in some areas, with the remainder to be split into later years		$60,000	OPS	30-06-27	Underway	
MP4	Major Projects	Capital	New rubbish truck		$500,000	OPS	30-06-27	Not started	
MP5	Major Projects	Capital	New dog pound and treatment centre		$750,000	OPS	30-06-27	Not started	
MP6	Major Projects	Capital	Solar lighting in designated areas		$350,000	OPS	30-06-27	Completed	
MP7	Major Projects	Capital	Footpaths on designated streets		$500,000	OPS	30-06-27	Not started	
MP8	Major Projects	Capital	New workshops industrial estate and solar farm - feasibility study		$200,000	OPS	30-06-27	Not started	
MP9	Major Projects	Operational	Designate men's and youth cooldown facility building		$Nil	OPS	30-06-27	Underway	Dept Of Housing Funding and NIAA funding
MP10	Major Projects	Operational	SandS Dashboard consultancy		$16,400	CEO	30-06-27	Not started	
MP11	Major Projects	Operational	SandS Dashboard ongoing membership		$10,800	CEO	30-06-27	Not started	
MP12	Major Projects	Operational	WH&S - Consulting Costs		$100,000	WHS	30-06-27	Underway	
MP13	Major Projects	Operational	WH&S - PP&E		$20,000	WHS	30-06-27	Underway	
MP14	Major Projects	Operational	WH&S - Materials		$20,000	WHS	30-06-27	Underway	
MP15	Major Projects	Operational	Swimming Pool - Adminstration Expense		$10,000	SSD	30-06-27	Underway	
MP16	Major Projects	Operational	Swimming Pool - Repairs & Maintenance		$30,000	OPS	30-06-27	Underway	
MP17	Major Projects	Operational	Swimming Pool - Operational Expenses		$25,000	SSD	30-06-27	Underway	
MP18	Major Projects	Operational	Events - Expenses		$75,000	SSD	30-06-27	Underway	
MP19	Major Projects	Operational	Rodeo - Expenses		$63,000	SSD	30-06-27	Completed	
MP20	Major Projects	Operational	Events - Administration Expenses		$10,000	SSD	30-06-27	Underway	
MP21	Major Projects	Operational	Youth & Social Support - Equipment & Resources		$50,000	SSD	30-06-27	Underway	
MP22	Major Projects	Operational	Youth & Social Support - Operational Expenses		$31,500	SSD	30-06-27	Underway	
MP23	Major Projects	Operational	Youth & Social Support - MV Expenses		$10,000	SSD	30-06-27	Underway	
MP24	Major Projects	Operational	Pioneer Hall & meeting room replacement furniture		$80,000	OPS	30-06-27	Underway	
MP25	Major Projects	Capital	Street markings for zebra crossings		$30,000	OPS	30-06-27	Not started	
MP26	Major Projects	Capital	Artworks/murals for Council buildings - start with one painting		$30,000	SSD	30-06-27	Underway	Discussions with Upinipima
MP27	Major Projects	Capital	Investigate ability to construct two boat ramps at the beach		$Nil	OPS	30-06-27	Not started	

Operational Plan - Quarterly Report July 2026 to September 2026

Item No.	Source	Strategy/Asset Class	Activities	Performance Measure (Action Required)		By Whom	Timing	Status	Comments
MP28	Major Projects	Capital	Rearrangement of fencing for community splash park access		$40,000	OPS	30-06-27	Underway	
MP29	Major Projects	Capital	Investigate ability to construct walking areas between yards giving paths to the streets		$Nil	OPS	30-06-27	Not started	

Agenda Item Submission

Submission

Agenda Section

Finance Report

Agenda Item Subject *

September Financial Report

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 14th October 2026

Date Requested *

06-Oct-26

Date item was requested

Item Reference Number

OM2026/10-021

Classification *

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

Details

Recommendation *

That council receive and note the Financial Report for September 2027

Background/Summary

That Council note that the audit of last year's financial statements is still underway and this may affect current year financial reports

Budget and Resource Considerations

Action Options

Appointments and Meetings

Date	Description

Link to Operational Plan

Consultation

Risk Assessment

◉ **Low** ○ Medium ○ High

Attach Supporting Agenda Materials

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

Reference Document

○ Yes ◉ **Not Applicable**

Report Prepared by *

Micah Nkiwane

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Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
Lew Rojahn	Lew Rojahn	06-Oct-26

Comments, Questions and Rejections Notes

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

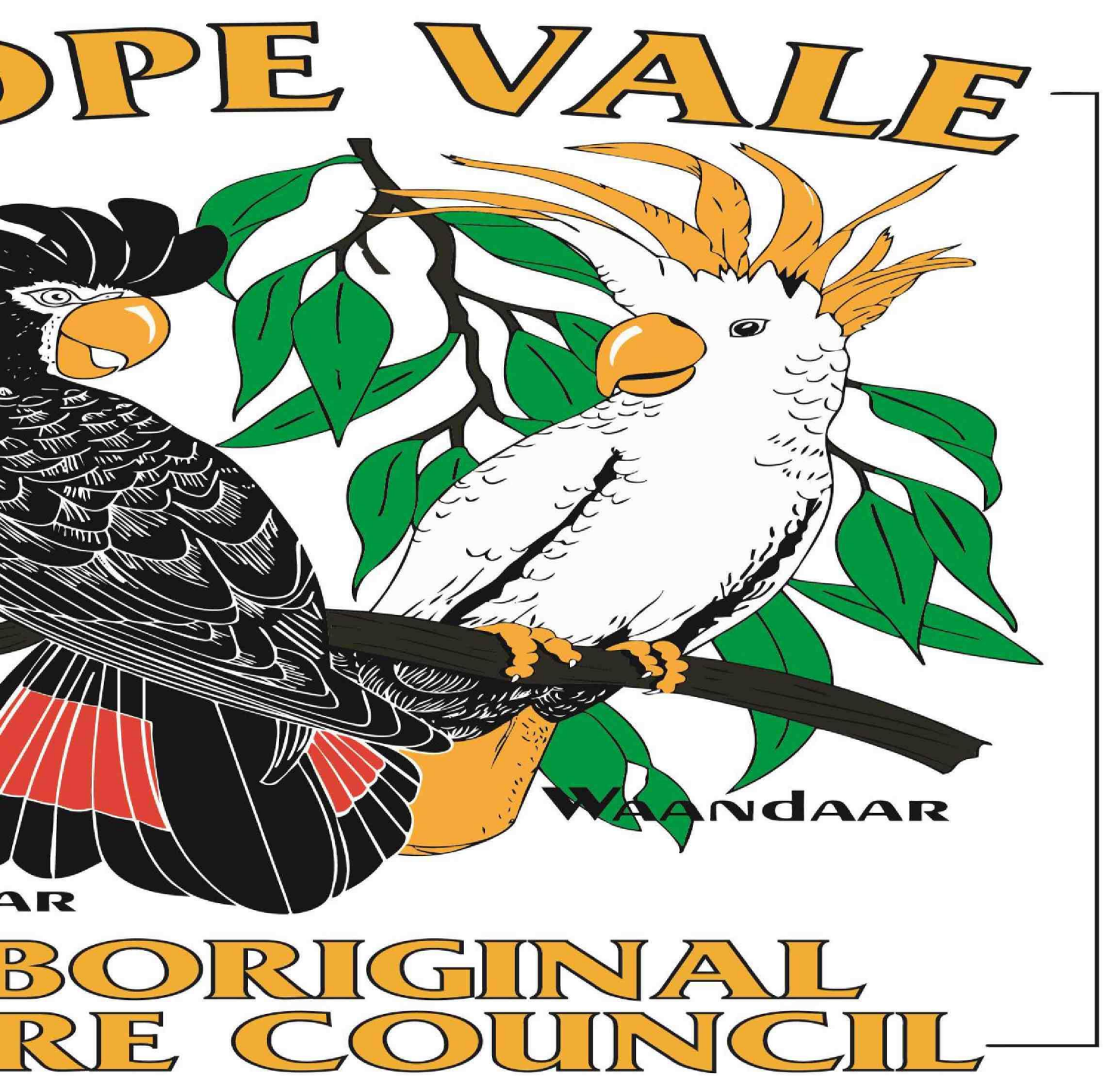
**The Last Rejection comments will be shared with the original applicant when Rejection notifications are enabled

Add Comment

HOPE VALE



ABORIGINAL SHIRE COUNCIL



Agenda

1. Council's Finances
2. Financial Performance
3. Profit and Loss 01/09/2026 to 30/09/2026
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 September 2026 to 30 September 2026 (change since last report)-**Preliminary**

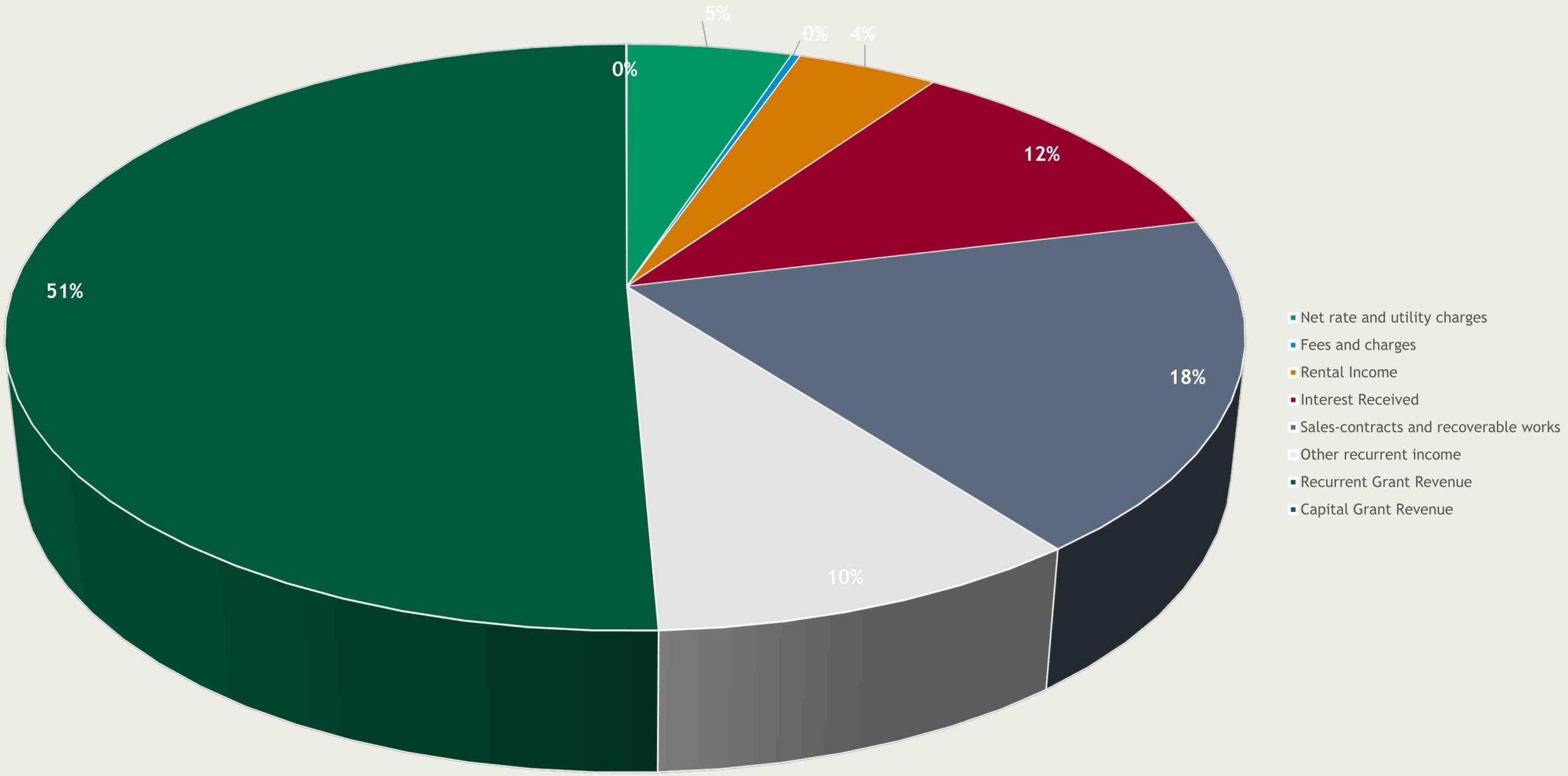
Description	YTD Actual	YTD budget	YTD Variance	Comments
Recurrent Revenue				
Net rate and utility charges	330,327	345,361	**-15,034**	instructed by annual utility charges-$267,344 and rates on 40 year lease-$65,518
Fees and charges	17,824	50,588	**-32,764**	Revenue deficits in child care and meeting room hire
Rental income	283,132	58,932	**224,200**	Largely instructed by lease payments of $279,213.32
Interest received	751,313	540,012	**211,301**	underbudgeted to anticipate Council capital contributions
Other recurrent income	630,586	540,013	**90,573**	Largely instructed by NH Benefits APH Income of $447,036.16
Sales - contract and recoverable works	1,202,676	1,064,895	**137,781**	Largely instructed by do and charges, upgrades and renovations
Grants, subsidies, contributions and donations	3,302,586	3,100,169	**202,417**	Largely instructed by the financial assistance grants and IEI
Total Recurrent Revenue	**6,518,444**	**5,699,969**	**818,475**	Ahead budget for the month
Capital Revenue				
Grants, subsidies, contributions and donations	2,100	11,668,943	**-11,666,843**	Year end not finalised and capital grants/capital revenue not received/recognised
Total Capital Revenue	**2,100**	**11,668,943**	**-11,666,843**	
Total Income	**6,520,544**	**17,368,913**	**-10,848,368**	**Behind budget**
Recurrent Expenses				
Employee benefits	-1,430,353	-2,006,737	**576,383**	Behind budget
Materials and services	-2,238,677	-3,373,402	**1,134,726**	Behind budget-instructed by capital spend
Finance costs	-19,273	-12,625	**-6,648**	
Depreciation and amortisation	-1,341,655	-1,359,915	**18,260**	
Total Recurrent Expenses	**-5,029,958**	**-6,752,679**	**1,722,722**	**Behind budget**
Capital Expenses				
Impairment Losses				
Revaluation Decrements				
Loss on sale of assets				
Total Capital Expenses	**0**	**0**		
Total Expenses	**-5,029,958**	**-6,752,679**	**1,722,722**	**Behind budget**

Profit and Loss

Profit and Loss Statement for the period 1 September 2026 to 30 September 2026 (compared to same period last four years)- **Preliminary**

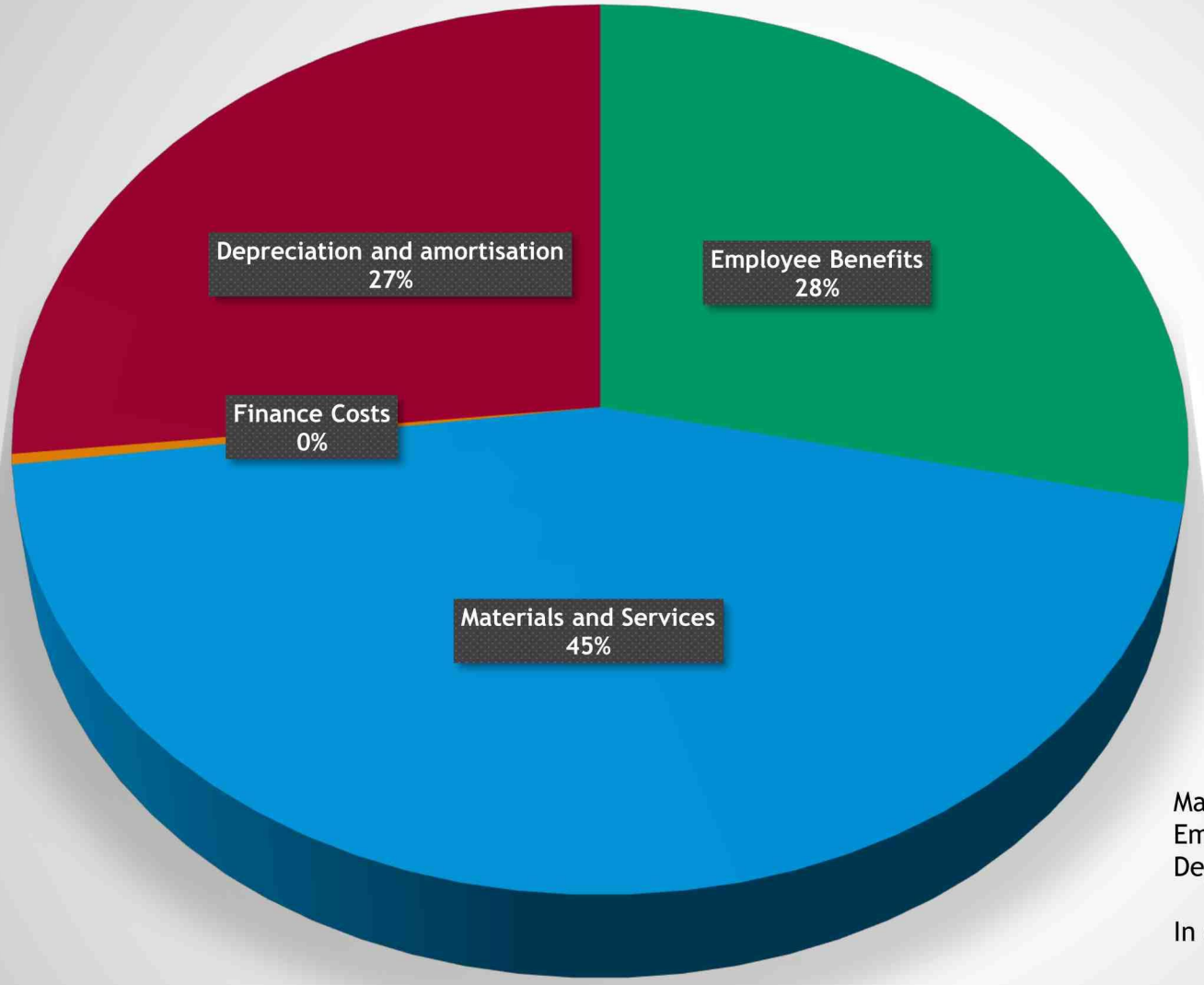
	To 30 September 2026	To 30 September 2025	To 30 September 2024	To 30 September 2023	To 30 September 2022
Revenue					
Recurrent Revenue	6,518,445	6,542,611	4,669,311	5,573,683	3,728,626
Capital Revenue	2,100	3,827,306	-394,764	212,691	679,250
Total Income	**6,520,545**	**10,369,917**	**4,274,548**	**6,595,627**	**4,407,876**
Expenses					
Recurrent Expenses	5,029,958	4,981,757	4,992,592	6,339,381	3,712,242
Total Expenses	**5,029,958**	**4,981,757**	**4,992,592**	**6,339,381**	**3,712,242**
Net Income	**1,490,587**	**5,388,159**	**-718,044**	**256,246**	**695,634**

Main Sources of Council Income-Preliminary



Expenditure

Main Sources of Council Expenditure-Preliminary



Employee Benefits	1,430,353
Materials and Services	2,238,676
Finance Costs	19,272
Depreciation and amortisation	1,341,654
Total	5,029,957

This reflects the cost structure of Council

Materials and Servivces 45 cents
Employee benefits 28 cents
Depreciation 27 cents

In each dollar of expenditure

Financial Position

Assets
Balance Sheet Statement as at 30 September 2026 (with comparison to last report)- Preliminary

	This Report $	Last Report $	Shift $
Assets			
Current Assets			
Cash and Cash Equivalents	71,481,059	66,893,383	**4,587,676**
Trade and Other Receivables	2,328,740	2,709,364	**380,624**
Inventories	668	668	-
Other Assets	3,991	2,965	1,026
Total Current Assets	**73,814,460**	**69,606,381**	**4,208,079**
Non-Current Assets			
Trade and Other Receivables	17,832,635	17,832,635	-
Right of Use Assets	432,329	432,329	-
Property, Plant and Equipment	97,782,845	98,230,063	**447,218**
Capital Works in Progress	6,053,239	5,461,045	**592,194**
Total Non-Current Assets	**122,101,050**	**121,956,073**	**144,977**
Total Assets	**195,915,510**	**191,562,455**	**4,354,055**

Liabilities

Balance Sheet Statement as at 30 September 2026 (with comparison to last report)-Preliminary

	This Report $	Last Report $	Shift $
Liabilities			
Current Liabilities			
Trade and Other Payables	812,810	627,460	185,350
Provisions	174,849	285,833	110,984
Lease Liability Current	5,370,042	2,509,342	2,860,700
Total Current Liabilities	**6,357,701**	**3,422,635**	2,935,066
Non-Current Liabilities			
Trade and Other Payables	5,616	4,882	734
Provisions	272,532	273,841	1,309
Lease Liability Non-Current	371,951	371,951	-
Total Non-Current Liabilities	**650,099**	**650,674**	575
Total Liabilities	**7,007,801**	**4,073,310**	2,934,491
Net Assets	**188,907,708**	**187,489,144**	1,418,564

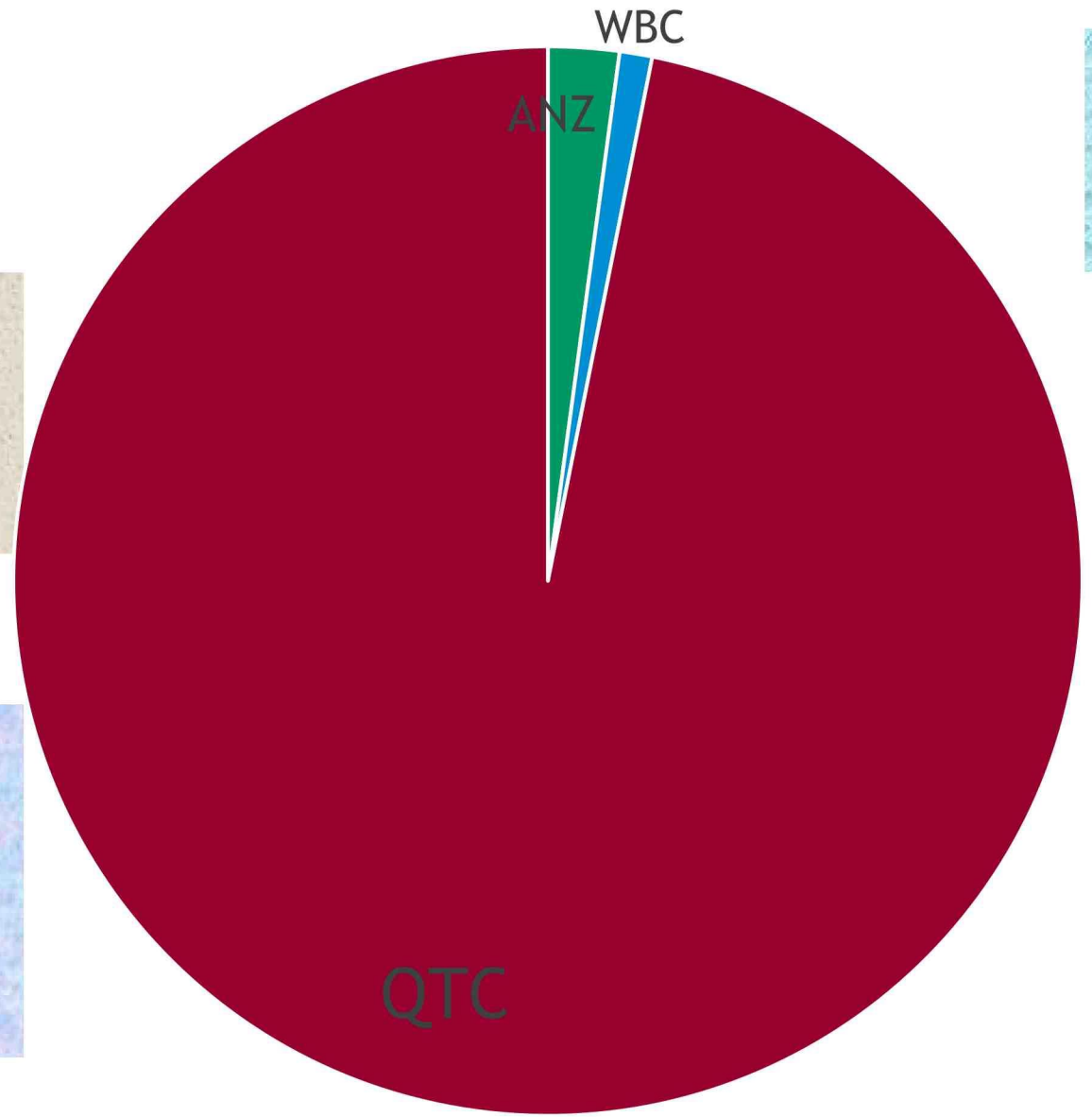
Cash at bank-as at 30 September 2026

Council banking is with three banks

Westpac Banking Corporation-the main account
$702,977.38
($1,357,068.20)

Total Cash Available

$69,214,154.38
($61,238,392.78)



Australia and New Zealand Banking Group-two funding accounts

$1,535,297.48
(4,265,759.43)

Queensland Treasury Corporation-two high interest accounts

$69,214,154.38
($61,238,392.78)

Cash inflows :				
Recurrent Revenue				
Rates, Levies and Charges	8,601	8,937	85,788	**103,326**
Fees and Charges	325,950	225	2,154	**328,329**
Sales Revenue	639,847	442,835	467,483	**1,550,165**
Grants, subsidies, contributions and donations - recurrent	1,576,665	405,283	2,529,460	**4,511,407**
Total Recurrent Revenues	**2,551,062**	**857,280**	**3,084,885**	**6,493,227**
Rental and other incomes				
Rental income	5,017	72,974	167,368	**245,359**
Interest received	-	-	-	**-**
Other income	56,739	52,686	155,679	**265,105**
Total Rental and other incomes	**61,756**	**125,661**	**323,047**	**510,464**
Total Cash Inflows	**2,612,818**	**982,941**	**3,407,932**	**7,003,691**
Cash Outflows				
Recurrent Expenses				**-**
Employee benefits	524,142	492,227	749,694	**1,766,063**
Materials and services	1,666,023	910,005	1,232,789	**3,808,817**
Finance costs	-	-	200	**200**
Other expense	-	-	-	**-**
Total Recurrent Expenses	**2,190,166**	**1,402,232**	**1,982,682**	**5,575,080**
Total Cash Outflows	**2,190,166**	**1,402,232**	**1,982,682**	**5,575,080**
Other Unrestricted Cash Flow Movements				
Other Unrestricted Cash Flow Movements	239,044	256,376	233,144	**728,564**
Total Other Unrestricted Cash Flow Movements	**239,044**	**256,376**	**233,144**	**728,564**
				-
Unrestricted Cash at Beginning of Month	60,852,473	61,591,798	61,172,507	**60,852,473**
Cash movement for Month	739,325	- 419,291	1,658,393	**1,978,427**
Unrestricted Cash at End of Month	**61,591,798**	**61,172,507**	**62,830,900**	**62,830,900**
Capital Cash Flow Forecast				**-**
				-
Capital movements				**-**
Grants, and subsidies (Capital)				**-**
Capital revenue		705,892	2,938,656	**3,644,548**
Capital expenses		-	-	**-**
Restricted Cash at Start of Month	**4,464,490**	**4,671,907**	**5,720,876**	**4,464,490**
Net Restricted Cash movement for Month	**207,417**	**1,048,969**	**2,938,656**	**4,195,042**
Restricted Cash at End of Month	**4,671,907**	**5,720,876**	**8,659,532**	**8,659,532**
	-	-	-	**-**
Total Cash Balance Forecast	-	-	-	**-**
Total Cash at End of Month	**66,263,705**	**66,893,383**	**71,490,432**	**71,490,432**

Restricted v Unrestricted Cash Position

Restricted and Unrestricted Cash as at 30 September 2026

	Funding Type	$
Restricted Grant Funding	Capital	8,646,796
	Recurrent	658,419
	Total	**9,305,216**

Balance of Unrestricted Cash **62,185,216**

Aged Receivables

Who owes us money

Key Notes

Total Balance as at 30 September 2026 $1,491,279

Over 90 days has a risk of non collection

Note: Mostly child-care fees and lease fees

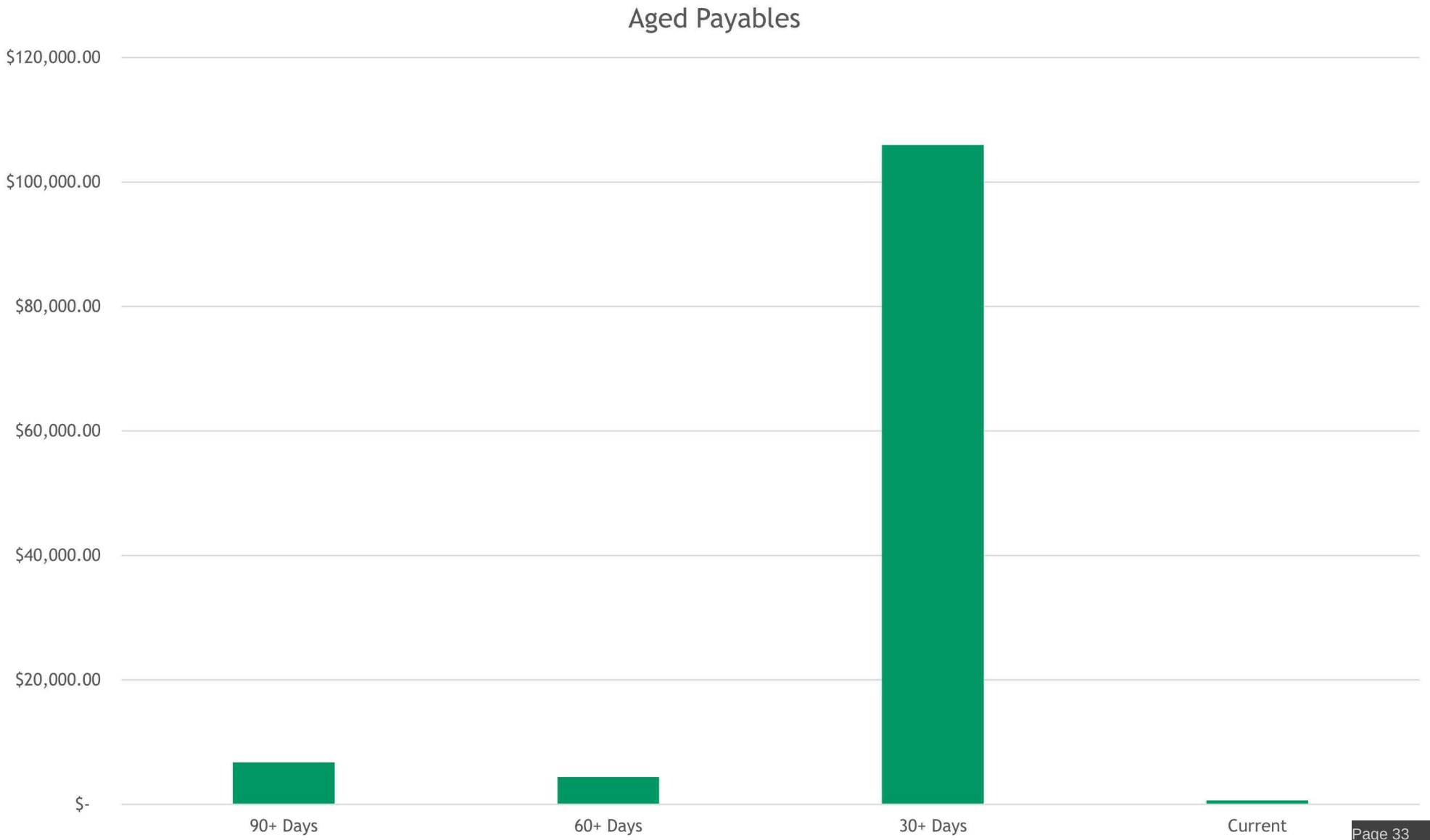


Aged Payables
Who we owe money to

Total Balance as at 31 September 2026

$117,705.41

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



Sustainability Ratios

Sustainability Ratios-Preliminary

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

1.

- Council Controlled Revenue Ratio

5.8%

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

2.

- **Operating** Surplus Ratio

-12.6%

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

3.

- Operating Cash Ratio

10.3%
>0.00%

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

4.

- Unrestricted Cash Expense Cover Ratio

17.42
>4

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

5.

- Asset Sustainability Ratio

227.70%
>90%

- Capital expenditure as a ratio compared to depreciation.

6.

- Asset Consumption Ratio

56.50%
>60%

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

Agenda Item Submission

Submission

Agenda Section

Social Service Director Report

Agenda Item Subject *

Social Services Updates

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 14th October 2026

Date Requested *

06-Oct-26

Date item was requested

Item Reference Number

OM2026/10-022

Classification *

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

Details

Recommendation *

That council receive and note the report and that Council resolve to support the Director of Social Services and Event Coordinator to combine the "Blak Coffee - Young Entrepreneur and Small Business Expo with the pending Hope Vale Youth Career Expo for the 10th December 2026.

Background/Summary

National Disability Insurance Scheme (NDIS) Connector

The Remote Community Connector Program aims to "engage, inform and assist" people living in Aboriginal and Torres Strait Islander remote communities through the National Disability Insurance Scheme (NDIS) Connector. It is a NDIS pathway process.

Operating Hours are: 8am - 3pm Monday - Thursday.

Meetings: No meeting was held with NDIA Team, as she was on Annual Leave. Operational meeting is scheduled for 17th October at 10am. Planning meeting held with DSS and NDIS Connector to examine the last quarter funding report and put in place strategic plan to improve the report for the next quarter.

Reports:

1. Monthly Council Report
2. NDIS Monthly Check In
3. NDIS Monthly Work Plan
4. NDIS Quarterly Report

Program has 23 Participants actively engaged in community, with 6 Participants with Centacare and 17 Participants with ITEC. Two of these are residing out of community and receiving external supports. There are one inactive Participant from Hope Vale who is living out of community and receiving support coordination from Cairns.

Community Recovery and Resilience Officer (CRRO)

The program is centered on improving disaster recovery efforts and building community resilience. CRRO's role plays a critical role in planning, coordinating and acquitting local activities in alignment with the purposes of the CRRO initiative.

Currently sits at IKC and filling in for both IKC coordinator role and CRRO role. Opening Hours from Monday - Thursday 8:00am - 5:00pm, Friday 8:00am - 12:15pm.

Program & Initiative Status

- Disaster Preparedness is on track, need to provide more social media post on (Preparedness for Fire season, Cyclone season. Have completed a focus group sessions, distributed emergency preparedness toolkits across.

- Engaged with Aged Care and Disability services to review independent evacuation plans.

- two residence engaged face to face across all monthly resilience events.

- 30 unique visits to Council's online Emergency Management Dashboard

- Five residents trained in basic psychological first aid

- Five residents trained in Birdie's Tree. It is an award winning program created by the QLD Centre for Perinatal and Infant Mental Health that has a suite of resources designed to help children and families cope with and recover from severe weather, disasters, and disruptive events.

- Participated in Canopy Training with Cook Shire Council Resilience and Community Engagement training.

Inter-agency Collaboration & Partnerships

- met with Qld Fire & Emergency Services, SES, Police to align community messaging for the upcoming Bushfire season and AusAlert.

- Participated in the LDMG meeting

- met with Cooktown District Community Centre and Wujal Wujal Aboriginal Shire Council Director of Social Services, who recommended we do the Birdie Tree Training. We will organize monthly meetings to help and support each other in our roles.

Next Month

- Engage with community and create social media messages about Fire Season, Cyclone Season and preparedness

- Set up a space at IKC for Birdie's Tree and Cyclone Kit display.

- Engage with community and create social media messages around resilience - Mental Health and Suicide Prevention Month

- Get involved with organizing committee for the Mental Health and Suicide Prevention "Walk to Heal" walk from Bull-crossing to Elim Beach.

IKC Updates

Our Indigenous Knowledge Centre is supported by Queensland Libraries. Staff participated in First 5 training. Currently Vanessa is sitting over at the Centre to encourage people to access the Centre. During this reporting period, we had seven children dropping in every afternoon for a visit and to play and read. We also had seven adults visit the center to read and research old stories and photos.

Funding reports have been finalized, and our 2026/27 Action Plan has been approved and endorsed.

Radio - Broadcasting

Funded by the Federal Government, currently have two local community people employed. Operating hours are from Monday - Thursday 8:00am - 5pm, Friday 8:00am - 3:00pm.

During this reporting period we have had several internet outages (4 days over the month) where radio backup had to be switched over to Triple AAA. We continue to have government messages on child abuse, DFV, Elder Abuse, Police and a number of Health checks and awareness, such as eye health, sexual health, smoking, stroke warning signs, kid helpline, youth obesity, diabetes, grief and loss, suicide.

Our Youth Program has been put on hold during the School Holidays, as Jayson was assisting Coleridge (Sport & Rec) with the School holiday program.

Nola's Day Care Centre

We have 28 children enrolled at the center; all have attended the Centre during this reporting period. An extended invitation was given to Parents and Caregivers in the community to enroll their child/ren. Three of our children were referred to Speech Therapist with sessions happening twice a week with Autism QLD.

Staff continue to work closely with Autism Qld and participate in the Early Years network meetings with Educators and Health Professionals working with young people in Hope Vale. This month we had several activities that our children at Day Care participated in, they were; Under 8's Day at Hope Vale Campus, Book Week at IKC, Father's Day Celebrations at the center. We have six of our children working towards transitioning to Kindy.

This month we had two special visitors (1) Shadow Minister Corrine McMillan (2) Undoonoo Child Care Centre Woorabinda. Their visits provided a wonderful opportunity for the team to learn more about how our Centre operates, including our programming, daily routines, policies and practices. We were also able to share ideas, experiences and knowledge the work that we do as well as what the Woorabinda ladies do in their Centre.

George Bowen Memorial Kindy

The Kindy is licensed to have 25 children. It is currently regulated by the Education and Care Service National Law and the Education and Care Services National Regulations. The service receives both Federal and State Government Funding.

The children attend Kindy on Monday - Wednesday from 9am - 230pm. We have two staff members Leeann Walker Qualified Early Years Teacher and Wynnona Dotoi who is in training (Second Year). Both staff have been on recess leave during the school holidays.

Kindy students hosted Father's Day lunch with Parents at the Kindy. They visited Age Care, as part of the First 5's program.

We are continuing to gather information required by C & K for their Board of Directors to consider take over. Task should be completed by the end of the week or early next week.

Events

The Social Services team supported Kaitlyn to develop and deliver a two-week School Holiday program. Week 1 had low attendance and no participation from community agencies, highlighting the need for earlier promotion and clearer expectations for services to contribute. Participation improved in Week 2, with more young people and parents attending. Coleridge, Jayson and Carmen showed strong commitment, going above and beyond to ensure activities were available and successfully delivered. We are working towards planning for the "walk to Elim Beach" and the Halloween Party for end of October.

Kaitlyn and I met with Lisa Scott regarding a Youth Career Expo and Blak Coffee Young Business expo. I thought it was an overkill as the two can be combined, however she wants Council to approve this. See Resolution.

Durack Civil are waiting to support a community event - we suggested our very own Barra Comp. They will consider it and get back to us.

Sport & Recreation

Sports and Recreation continues to provide afternoon activities for young people across the MPC, MPC Oval and Pool, with Coleridge Bowen providing consistent support alongside his role at the school. Staffing capacity remains a challenge, with reliability concerns regarding the second Officer being actively managed. During the two weeks of school holiday activities we had to pull Social Services staff to help with these activities during the day and evening. We are also thankful for our local PLO who assisted us with showing the young fellas how to make woomera's, as well as some Parents/Grandmothers who assisted us with the movie nights and disco. We are currently advertising for a Youth Engagement Officer to strengthen capacity and young engagement, whilst also commencing planning for the upcoming Christmas School holiday period.

Commonwealth Home Support Program (CHSP)

This reporting period we had no staffing issues. We have two recruitments and CHSP Manager has been busily working to complete her task before she takes leave in October. We have three new clients with 42 number of clients with one on the waiting list. They delivered 551 hours of social support, 72 hours social support for individuals, 125 hours of domestic assistance, 67 hours of home maintenance, 621 meals, 173 transport support. Forty-two (42) clients has signed a care agreement and which now have a current care plan, they all have charter of aged care rights explained to them as well.

Age Care Facility

We currently have 4 Residents, residing at the Age Care Facility, we appropriately eight (8) permanent FTE staff, six (6) casual staff across three different shifts (7am - 3pm), (2:30pm - 10pm), (10:30pm - 7:30am). On Sunday 27th September our Manager had reported an incident with a group of kids. Her and her partner took leave on Monday and Tuesday, but did not show up on Wednesday. Felicia and I went to meet with the staff to inform them of the situation and they all took the opportunity to report to us what she was up to, they told us the opposite of what she told us. They also assisted me with creating a roster for this week and making sure that I was aware of shift changes and who to call if no one shows up for shifts.

Budget and Resource Considerations

Action Options

Council make a resolution to support the Director of Social Services and Event Coordinator to combine the "Blak Coffee - Young Entrepreneur and Small Business Expo with the pending Hope Vale Youth Career Expo for the 10th December 2026.

Appointments and Meetings

Date	Description
10-Sep-26	Age Care Roster and Payroll Discrepancies
14-Sep-26	Meeting with Public Guardian
14-Sep-26	Meeting with Office of Fair Trading
15-Sep-26	Meeting with Department of Families (Funding reports for QCSS and Emergency Relief Funding)
15-Sep-26	Interview Panel with Family Responsibility Commission for Local Coordinator position (Maternity Relief)
21-Sep-26	Mentimer Survey with CDCC
21-Sep-26	Monthly meetings with Community Recovery -Dept Families, Seniors, Disability and Child Safety
22-Sep-26	Meeting with Shadow Minister for Child Safety, Communities and the Prevention of Domestic and Family Violence
22-Sep-26	Remote Community Connector Training Tier 1: Foundations
22-Sep-26	Meeting with Lisa a Scott DWATSIPM - discuss Blak Coffee and Youth Careers Expo
23-Sep-26	Office of Public Guardian
23-Sep-26	CDCC - Mums and Bubs Group discussion
24-Sep-26	Postvention and prevention responses with Dr K Campbell (QH Mental Health, Alcohol and Other Drug Services)
24-Sep-26	School holiday program/events - with DSS team
25-Sep-26	Lateral Violence and Code of Conduct Training with Day Care Staff, Sports & Rec and Broadcasting.
28-Sep-26	Planning meeting with CHSP
10-Sep-26	Meeting with Cindy regarding Funding Reports
30-Sep-26	Meeting with Cindy regarding a Funding Report for Broadcasting CBF for 2025, CCCFR Budget FY27 (Day Care)
30-Sep-26	ACECQA CCFR Community of Practice: Development of Professionals (Day Care)
11-Sep-26	C & K meeting with Jane regarding Uplift Program.
21-Sep-26	Introduction to the Early Childhood Regulatory Childhood Regulatory Authority.
30-Sep-26	Meeting with IKC First 5 Forever Modules
29-Sep-26	Meeting with State Library regarding IKC Action Plan for 2027

Date	Description
28-Sep-26	Meeting with Age Care Workers - regarding Pare's Leave and Roster
23-Sep-26	Visit from Undoonoo Child Care Centre (Woorabinda) at Nola's Day Care

Link to Operational Plan

1-1, 1.4, 1.3, 2.1, 2.2, 3.2, 3.3, 3.5, 4.5,

Consultation

Sectional Managers

Risk Assessment

(●) **Low** ( ) Medium ( ) High

Attach Supporting Agenda Materials

Reference Document

( ) Yes (●) **Not Applicable**

Report Prepared by *

Audrey Deemal

Submitter Email *

audrey.deemal@hopevale.qld.gov.au

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Lew Rojahn	07-Oct-26

Comments, Questions and Rejections Notes

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

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

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

Add Comment

Agenda Item Submission

Submission

Agenda Section

Director Operations Report

Agenda Item Subject *

Operations Report - September 2026

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 14th October 2026

Date Requested *

01-Oct-26

Date item was requested

Item Reference Number

OM2026/10-003

Classification *

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

Details

Recommendation *

That council receive and note the Operations Report for September 2026

Background/Summary

Operations Report – August 2026

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

Key Highlights

Work Health and Safety

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

Water Operations

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

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

Other key observations:

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

- A total of 99 mm of rainfall was recorded at the Water Treatment Plant during August 2026.
- No significant operational issues were reported during the period, aside from routine reactive maintenance across the water reticulation network.

Sewage Operations

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

Key activities included:

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

Environmental Health

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

Key updates include:

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

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

Building, Construction and Civil Works

Construction activity experienced a seasonal slowdown during the reporting period.

Current status:

- Reduced volumes of QBuild upgrade works and "do and charge" projects were undertaken, consistent with typical late and early financial year trends.
- Civil road construction projects commenced later than anticipated. QRA Repa Release 1 was announced in September 2026.
- QRA Repa works under way on Rehab Road and Cooktown-McIvor Road
- A separate update on External Disaster and Resilience Projects has been submitted to this Council meeting.

Open Spaces and Waste

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

Summary

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

Budget and Resource Considerations

Nil

Action Options

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

Appointments and Meetings

Date	Description

Link to Operational Plan

4.0 Our Services and Infrastructure – we service our community

Consultation

N/A

Risk Assessment

(●) **Low** ( ) Medium ( ) High

Attach Supporting Agenda Materials

Monthly Water Consumption Data Sept 2026.pdf	254.7KB
Monthly Daily Average Water Consumption Data Sept 2026.pdf	135.24KB

Reference Document

( ) Yes (●) **Not Applicable**

Report Prepared by *

Onisimo Mukodi

Submitter Email *

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Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
Lew Rojahn	Lew Rojahn	01-Oct-26

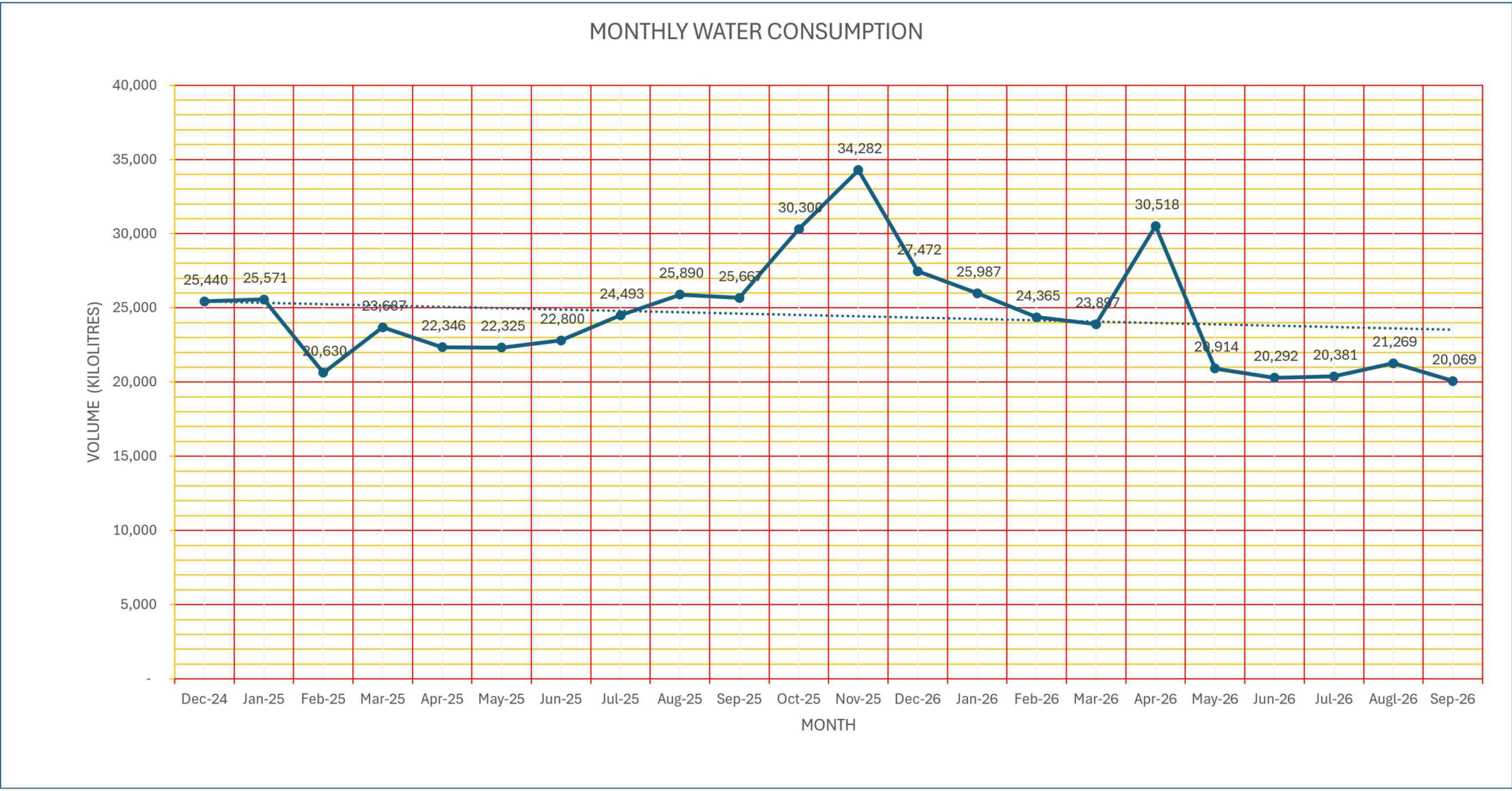
Comments, Questions and Rejections Notes

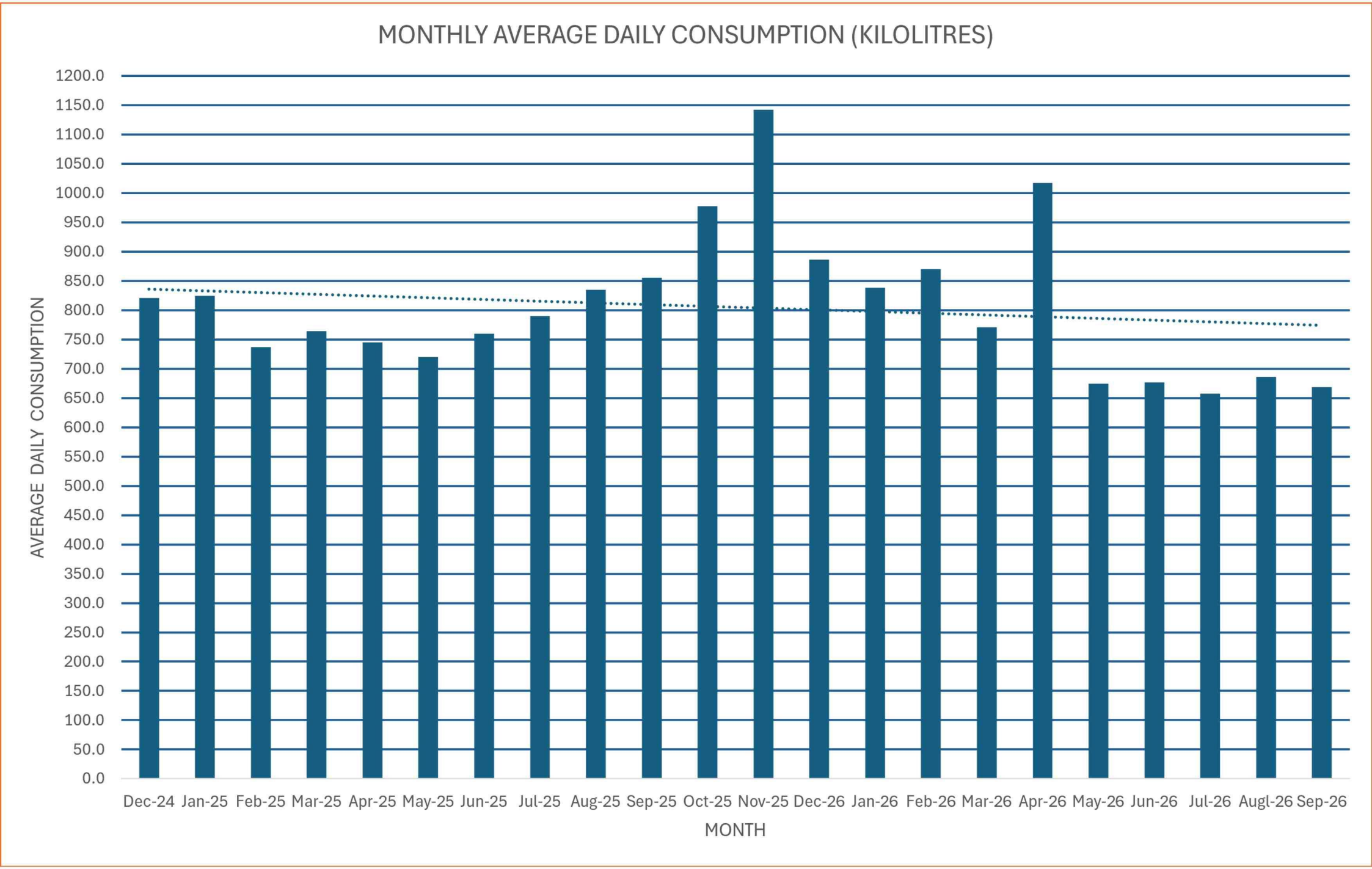
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Commentors Name *	Choose Type of Comment *	Enter your Comment, Question or Reason For Rejection Note here *

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

Add Comment


MONTHLY WATER CONSUMPTION
VOLUME (KILOLITRES)
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
-
25,440
25,571
20,630
23,687
22,346
22,325
22,800
24,493
25,890
25,667
30,300
34,282
27,472
25,987
24,365
23,897
30,518
20,914
20,292
20,381
21,269
20,069
Dec-24
Jan-25
Feb-25
Mar-25
Apr-25
May-25
Jun-25
Jul-25
Aug-25
Sep-25
Oct-25
Nov-25
Dec-26
Jan-26
Feb-26
Mar-26
Apr-26
May-26
Jun-26
Jul-26
Augl-26
Sep-26
MONTH


MONTHLY AVERAGE DAILY CONSUMPTION (KILOLITRES)
AVERAGE DAILY CONSUMPTION
1200.0
1150.0
1100.0
1050.0
1000.0
950.0
900.0
850.0
800.0
750.0
700.0
650.0
600.0
550.0
500.0
450.0
400.0
350.0
300.0
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Jun-26
Jul-26
Augl-26
Sep-26
MONTH

Agenda Item Submission

Submission

Agenda Section

Capital Works Manager Report

Agenda Item Subject *

Capital Works Update - October 2026

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 14th October 2026

Date Requested *

06-Oct-26

Date item was requested

Item Reference Number

OM2026/10-017

Classification *

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

Details

Recommendation *

That Council Receive and Note the Capital Works Update for October - 2026.

Background/Summary

Executive Summary

This report provides Council with a high-level update on the current Capital Works and Operations program.

The capital works program continues to progress across a number of infrastructure, housing, community facility and strategic planning projects. Several major projects have now moved from procurement and design into delivery, while planning and design work continues for future housing and infrastructure projects.

More detailed matters requiring Council consideration or decision will be presented separately where appropriate.

HOPE VALE ABORIGINAL SHIRE COUNCIL

Capital Works & Operations Dashboard — October 2026

High-level program snapshot for Council. Progress is shown by project phase rather than estimated percentage complete.

16	5	3	5	2	1
PROGRAM ITEMS	DELIVERY / ON SITE	PRE-CONSTRUCTION / PROCUREMENT	PLANNING / INVESTIGATION	FUNDING / DEVELOPMENT	CLOSE-OUT

PROJECT TRACKER

Project / Workstream	Current phase	Latest position	Next milestone / action
Multi-Purpose Centre Upgrade	Delivery	Main upgrade package awarded; site scoping complete. Door/lock/hardware works underway.	Progress main works; target current package by year-end.
Switchboard Upgrade	Pre-construction	Contractor has inspected and scoped the required works.	Confirm mobilisation and start date.
Digital Services Centre	Delivery	Structural steel procurement has delayed progress; contractor expects increased site activity from mid-October.	Mobilise and commence structural works.
Two Plug-In Dwellings	Delivery	Contract commenced; contractor progressing materials and supply.	Increase site activity as materials arrive.
Palm Close – 9 Units	Planning / approvals	Consultant workshops progressed DA, subdivision layout and infrastructure requirements.	Progress statutory approvals and separate Council report.
Future Housing Program	Concept / design	4 North Street, 8 independent living units and further plug-in opportunities are being developed.	Progress concepts, planning advice and costings.
Kindy Upgrade	Pre-construction	QBuild project-management meeting scheduled to confirm scope, program and commencement.	Confirm delivery program and award/commencement pathway.
CCTV & Community Lighting	Close-out	System substantially complete and commissioned.	Complete project close-out and grant acquittal.
Existing Community Lighting	Investigation	Bay Electrical commissioned to audit existing lighting and identify repairs.	Receive audit and prioritise repairs.
Swimming Pool Improvements	Delivery	Approved mural works have commenced. Additional painting/presentation improvements under review.	Complete murals and confirm any additional refresh works.
Council Building Maintenance	Delivery	General repairs, cleaning and maintenance underway across roofs, windows, walkways and building elements.	Continue prioritised maintenance program.
ICCED Community Infrastructure	Procurement	Bus shelters, pool exclusion fencing and replacement shade sails progressing through procurement.	Progress installation; artwork to be considered separately.
Town Plan / Master Plan Review	Planning / review	Consultant review progressing. Follow-up engagement with Congress proposed for November.	Prepare November workshop / engagement session.
ICT Network Review	Investigation	Forla Technologies proposals received for network capacity, availability and performance improvements.	Assess technical and financial options.
Solar Farm	Funding pending	DRF application submitted for further feasibility and detailed design.	Await funding outcome anticipated late October.
Men's Cool-Down Facility	Funding / development	Proposal submitted to NIAA; further funding discussions scheduled for 8 October.	Progress funding pathway and operating-partner discussions.

Capital Works Update

Multi-Purpose Centre Upgrade

Works associated with the Multi-Purpose Centre upgrade continue to progress.

The main upgrade works have now been awarded, with the contractor having attended site to inspect and scope the required works. Mobilisation and commencement of the main works are expected shortly.

Smaller works, including upgrades to doors, locks and associated hardware, have also commenced.

Council continues to work toward completing the current package of MPC improvement works by the end of the year, subject to contractor availability and procurement lead times.

Council will also consider whether additional painting and presentation works can be undertaken as part of the broader upgrade program to provide a coordinated refresh of the facility.

Switchboard Upgrade

The switchboard upgrade works have been awarded. The contractor has attended Hope Vale and undertaken the necessary site inspections and scoping.

Council is now progressing toward commencement of the physical works.

Digital Services Centre

The Digital Services Centre project continues to progress.

There has been a delay associated with procurement and delivery of structural steel. The contractor has advised that mobilisation and site activity are anticipated to increase from approximately mid-October.

Council continues to monitor the contractor's program and delivery milestones.

Housing - Two Plug-In Dwellings

The two current plug-in housing projects have commenced.

The contractor is progressing procurement and material supply, with increased site activity expected as materials become available.

Council will continue to monitor delivery against the approved housing program and funding requirements.

Palm Close - Nine Unit Housing Development

Council officers have continued to work with the project architects, town planners and engineering consultants to progress the proposed nine-unit residential development at Palm Close.

Productive workshops have recently been undertaken to progress the development application, subdivision layout and associated infrastructure requirements.

This project will be addressed through a separate Council report where Council direction and/or statutory decisions are required.

Future Housing Program

Design and planning work is continuing on the next stages of Council's housing program, including:

- proposed residential development at 4 North Street;
- proposed eight independent living units;
- further plug-in housing opportunities; and
- future staff housing opportunities.

Recent consultant workshops have assisted in progressing site planning, concept design, town planning requirements and preliminary project costing.

Relevant projects requiring Council endorsement will be presented separately.

Kindy Upgrade

Council continues to progress the proposed Kindy upgrade project with QBuild.

A project meeting is scheduled with the QBuild project management team to confirm the current delivery program, procurement position, scope and anticipated commencement.

A further update will be incorporated into the final Council meeting papers following this meeting.

CCTV and Community Lighting Project

The CCTV and community lighting project has now been substantially completed and commissioned.

The project has delivered additional CCTV coverage and improved lighting across key Council and community areas.

This project can now move into project close-out and grant acquittal processes.

Existing Community Lighting

Council has engaged Bay Electrical to undertake an audit of existing community lighting infrastructure.

The audit will assist Council in identifying defective infrastructure, repair opportunities and areas where existing lighting can be restored before consideration is given to further expansion of the network.

Swimming Pool Improvements and Artwork

Following Council's previous endorsement, mural works at the swimming pool have commenced.

Council officers are also reviewing opportunities to undertake additional presentation improvements to the facility, including painting of other wall areas and the existing fence line.

These works will be considered in conjunction with available budgets and other facility maintenance priorities.

Council Building Maintenance and Upgrades

A program of general maintenance and minor improvement works has commenced across Council facilities.

Works currently being undertaken or investigated include cleaning and maintenance of roofs, windows, walkways and other building elements.

Council officers continue to identify and prioritise further building maintenance requirements as part of the broader asset maintenance program.

ICCED Community Infrastructure Works

Procurement has progressed for the works funded under the ICCED program, including:

- bus shelters;
- pool exclusion fencing; and

- replacement shade sails.

Council is also investigating opportunities to incorporate community artwork into the proposed bus shelters.

The artwork component will be addressed separately where Council direction or endorsement is required.

Town Plan and Master Planning Review

The review of Council's planning framework and existing master planning documentation continues to progress.

Council's town planning consultants are currently reviewing the existing endorsed planning documents and identifying matters requiring further consideration.

Subject to availability, it is proposed that Council arrange a follow-up workshop with Congress and the town planning consultants in conjunction with the November Council meeting.

This will provide an opportunity to continue discussions commenced previously and ensure relevant stakeholder input is considered as the planning review progresses.

ICT Network and Infrastructure Review

Council has been working with its IT provider, Foria Technologies, to investigate opportunities to improve Council network capacity, availability and overall ICT performance.

Initial proposals have been received and are currently being reviewed by Council officers.

Further recommendations will be provided once the technical and financial implications have been assessed.

Solar Farm - Feasibility and Detailed Design

Council has submitted an application through the Disaster Ready Fund seeking funding to progress further feasibility investigations and detailed design associated with the proposed solar farm project.

Council is awaiting the outcome of the funding application, with advice anticipated toward the end of October.

Progression of the project will be dependent upon the outcome of the funding application and subsequent Council consideration.

Men's Cool-Down / Domestic and Family Violence Facility

Council has continued progressing the proposed Men's Cool-Down Facility initiative.

A project proposal has been submitted to the National Indigenous Australians Agency (NIAA) seeking support for the proposed facility.

Council is also scheduled to meet with relevant funding representatives on 8 October 2026 to discuss potential additional funding opportunities and pathways to progress the project.

The proposed project seeks to refurbish an existing Council-controlled facility to provide a safe, supervised short-term cool-down environment supported by an appropriate service provider.

Further information will be provided to Council as funding discussions progress.

Overall Program Status

Council's current capital works program remains active across a significant number of projects.

A number of major projects have now transitioned from planning and procurement into construction or pre-construction delivery, while design and statutory planning work continues for the next stages of Council housing and infrastructure program.

Officers will continue to monitor project programs, funding milestones, procurement risks and contractor performance and report material issues to Council as required.

Budget and Resource Considerations

NIL

Action Options

That Council Receive and Note the Capital Works Update Report for October - 2026

Appointments and Meetings

Date	Description
17-Sep-26	Hope Vale TWG session
25-Sep-26	Local Drainage Assessment and Flood Study with Lackon and Langtree Consulting
29-Sep-26	JMc Architects and Lackon Housing Program Meeting
30-Sep-26	UpNorth Town Planners Update Program Meeting
01-Oct-26	Housing Fortnightly Program Updates
02-Oct-26	Clarification of Offer V1 Meeting with Qbuild
06-Oct-26	Digital Services Centre Project Status Meeting

Link to Operational Plan

1-2; 1-4; 2-5; 4-4; 4-7; 5-5

Consultation

Lackon Project Managers, Peak Services, JMc Architects, Department of Housing, QBuild, UpNorth Town Planners, Fourier Technologies and Councils internal Building Team.

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

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Lew Rojahn	06-Oct-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

Agenda Item Submission

Submission

Agenda Section

Capital Works Manager Report

Agenda Item Subject *

Remote Housing Scheme Plug-in Opportunities

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 14th October 2026

Date Requested *

06-Oct-26

Date item was requested

Item Reference Number

OM2026/10-018

Classification *

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

Details

Recommendation *

That council receive and endorses 157 Thuppi Street and 22A Flierl Street as priority sites for further investigation and development of plug-in housing opportunities

Background/Summary

Purpose

To seek Council's consideration and endorsement of two residential properties identified as priority opportunities for additional plug-in accommodation under Council's housing program: 157 Thuppi Street and 22A Flierl Street.

Background

As part of Council's ongoing housing planning and response to household overcrowding, potential properties suitable for additional plug-in accommodation were identified through Council's housing survey and subsequently reviewed against current household information held by Housing Tenancy. Housing Tenancy has reviewed the identified properties and advised that 157 Thuppi Street and 22A Flierl Street would benefit from additional accommodation based on the current household composition.

Both properties demonstrate relatively high occupancy levels and have therefore been identified as suitable priorities for further investigation.
It should be noted that household information is based on current tenancy records and may be subject to change where tenants have not recently updated their household details with the Department.

Property	Existing Bedrooms	Current Household	Identified Need
157 Thuppi Street	4	6 adults + 2 children	Additional plug-in accommodation
22A Flierl Street	5	9 adults + 2 children	Additional plug-in accommodation

Proposal

It is proposed that Council endorse the two identified sites to allow officers to progress further investigation and project development. Following Council endorsement, officers would undertake or coordinate:

- confirmation of available land and suitable siting on each allotment;
- confirmation of water, sewer, electrical and other service capacity;
- planning, building and infrastructure approval requirements;
- confirmation of the most appropriate plug-in configuration and number of additional bedrooms;
- site investigations, including access, drainage and other constraints;
- preparation of preliminary designs and cost estimates; and
- confirmation of available housing funding and project delivery arrangements.

Final construction would remain subject to satisfactory feasibility, available funding, statutory approvals and procurement requirements.

Strategic Considerations

The proposed works support Council's broader housing objectives by targeting existing households experiencing higher levels of occupancy and providing additional accommodation without requiring the immediate development of new residential lots. Plug-in accommodation may also provide a comparatively efficient means of increasing housing capacity through the use of existing residential properties and infrastructure.

Financial Implications

There is no construction expenditure being approved through this report. Preliminary design, investigation and costing will be undertaken to establish the likely project cost. Any significant expenditure or construction commitment will be progressed in accordance with Council's adopted budget, delegations and procurement requirements.

Budget and Resource Considerations

NIL

Action Options

That Council endorses 157 Thuppi Street and 22A Flierl Street as priority sites for further investigation and development of plug-in housing opportunities.

Appointments and Meetings

Date	Description

Link to Operational Plan

1-2

Consultation

Kim Fomiatti - First Nations Housing and Homelessness.

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

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Lew Rojahn	06-Oct-26

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Add Comment

Agenda Item Submission

Submission

Agenda Section

Capital Works Manager Report

Agenda Item Subject *

Local Artwork Adaptation - Bus Shelters

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 14th October 2026

Date Requested *

06-Oct-26

Date item was requested

Item Reference Number

OM2026/10-019

Classification *

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

Details

Recommendation *

That council receive and endorse their selected artwork for use on the new Bus Shelter Bins

Background/Summary

Purpose

To seek Council's consideration and endorsement of selected local artwork proposed for use on bins associated with the new bus shelters, as an initial step toward incorporating locally produced artwork and cultural identity into public infrastructure throughout Hope Vale.

Background

At the previous Council meeting, Council discussed opportunities to incorporate local artwork into Council structures and public amenities to strengthen local identity, improve the appearance of public infrastructure and establish a consistent visual theme throughout Hope Vale.

An immediate opportunity exists to incorporate selected artwork onto the bins being installed in association with the new bus shelters. This provides a practical first application of local artwork on public infrastructure and may inform a broader, consistent approach for future Council assets and amenity projects.

A selection of artwork is to be displayed to Council for consideration and selection.

Proposed Approach

Council is requested to review the artwork options presented and select the preferred artwork or artworks for application to the new bus shelter bins.

Following Council endorsement, officers would liaise with the relevant artist and/or gallery to:

- confirm the artist and copyright owner or authorised licensing representative;

- obtain written permission and an appropriate copyright licence for the proposed use;
- confirm the licence fee and procurement arrangements;
- confirm any cultural or Indigenous Cultural and Intellectual Property (ICIP) requirements;
- agree on appropriate artist attribution and acknowledgement;
- obtain suitable high-resolution artwork files for fabrication; and
- coordinate reproduction of the artwork onto the bins.

Copyright and Intellectual Property

Under the Copyright Act 1968 (Cth), the copyright owner of an artistic work generally holds the exclusive right to reproduce the work. Purchasing an original artwork, image file or physical copy does not, by itself, transfer copyright or provide unrestricted reproduction rights. Council should therefore obtain a written licence before reproducing an artist's work on infrastructure.

For this project, it is recommended that Council does not acquire ownership of the underlying copyright unless this is specifically negotiated. Instead, Council should obtain a project-specific licence defining the permitted use.

The licence should clearly identify:

- the artwork being licensed;
- the infrastructure or item on which it may be reproduced;
- the number of reproductions permitted;
- the duration and scope of the licence;
- the agreed licence fee;
- artist attribution requirements;
- whether cropping, resizing, colour adjustment or other modification is permitted; and
- whether any later or additional use requires further written approval and payment.

Accordingly, payment for use of artwork on the proposed bins should not be treated as giving Council an indefinite right to reuse that artwork on future bins, signs, buildings or other infrastructure. Any later use must either fall within the original written licence or be separately approved and licensed. Whether an additional payment is required will depend on the terms agreed with the artist or authorised gallery for each use.

Indigenous Cultural and Intellectual Property

As the proposed artwork is local First Nations artwork, Council should also have regard to Indigenous Cultural and Intellectual Property (ICIP) principles. ICIP may include cultural knowledge, stories, symbols, designs and other cultural expressions connected with individuals, families and communities.

Budget and Resource Considerations

Financial Implications

Costs may include:

- the agreed artist/copyright licence fee;
- any administration or gallery fee, where applicable; and
- manufacture and application of the artwork to the bins.

Costs will be confirmed following Council's selection of the preferred artwork and before procurement. The intended approach is to pay the agreed licence fee for the specific approved use. Any future reproduction outside the licence terms would require further permission and, where applicable, an additional licence fee.

Action Options

1. That Council selects and endorses the preferred artwork option/s presented at the meeting for application to the bus shelter bins.

2. That any use of the selected artwork be subject to an appropriate written copyright licence specifying the authorised use, reproduction quantity or scope, attribution requirements, licence fee and any relevant cultural conditions.

Appointments and Meetings

Date	Description

Link to Operational Plan

3-3

Consultation

Hope Vale Arts and Cultural Management and Staff.

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

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Lew Rojahn	06-Oct-26

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Add Comment

Agenda Item Submission

Submission

Agenda Section

Capital Works Manager Report

Agenda Item Subject *

Hope Vale Staff Housing

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 14th October 2026

Date Requested *

06-Oct-26

Date item was requested

Item Reference Number

OM2026/10-020

Classification *

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

Details

Recommendation *

That council receive and endorse the use of Prefabricated Housing Typologies for staff housing.

Background/Summary

Purpose

To seek Council endorsement of 3A Flierl Street as the location for new staff housing and endorsement of a modular / prefabricated housing typology for the delivery of two new staff houses, with provision to investigate a third dwelling opportunity following demolition of an existing unit on the site.

Background

Council has identified a need to increase the availability and quality of staff accommodation in Hope Vale. Officers have sought indicative proposals and quotations for the design and construction of two new staff houses at 3A Flierl Street.

Following review of available delivery options, a modular / prefabricated housing approach is proposed. The primary benefit of this approach is not necessarily a lower capital cost. Rather, the key advantages are reduced construction time, repeatable design, improved program certainty and the ability to deliver multiple dwellings in a coordinated manner.

The proposed site also presents a future opportunity for a third dwelling after an existing unit is demolished. This would allow Council to consolidate three compatible dwellings within the same staff accommodation precinct.

Proposed Development

It is proposed that Council endorse the following development approach:

- Proceed with the planning and procurement of two new modular / prefabricated staff houses at 3A Flierl Street.

- Adopt a repeatable dwelling design and construction methodology to improve delivery efficiency and consistency across the site.
- Investigate a third dwelling on the site following demolition and removal of the existing unit.
- Consider the third dwelling as short-stay / overnight accommodation for visiting Council delegates, contractors, professional service providers or staff travelling to Hope Vale, subject to operational requirements and a future accommodation management arrangement.

Rationale for Modular / Prefabricated Construction

The modular / prefabricated option is recommended primarily as a delivery strategy rather than a cost-saving measure. Current market pricing indicates that modular housing is not necessarily cheaper than conventional construction; however, it offers several program and operational advantages:

- Shorter on-site construction period, with significant fabrication undertaken off-site.
- Greater certainty around construction sequencing and completion dates.
- Repeatability across multiple houses, reducing redesign and coordination effort.
- Reduced exposure to local trade availability constraints and extended on-site construction durations.
- Potential to coordinate the delivery of all three dwellings within a common program and design language.

Subject to procurement, approvals, site readiness and contractor program, the proposed delivery approach is intended to enable completion of the housing works by the end of the 2026/27 financial year.

Third Dwelling Opportunity – Short-Stay Accommodation

Following demolition of the existing unit, there is an opportunity to establish a third dwelling within the same precinct. Rather than allocating the dwelling exclusively as a permanent staff residence, Council may consider its use as flexible short-stay accommodation for approved visiting personnel.

This could reduce reliance on external accommodation for visiting delegates and staff, provide Council with greater flexibility when hosting project consultants, contractors and other approved visitors, and make productive use of the available site. The detailed operating model, booking arrangements, eligibility and any internal charging arrangements should be developed separately before the dwelling is commissioned for short-stay use.

Site and Delivery Considerations

Before construction proceeds, officers will need to confirm the following matters as part of detailed design and procurement:

- Final siting and setbacks for each dwelling, including the future third dwelling.
- Water, sewer, electrical, communications and stormwater servicing capacity.
- Access, parking, vehicle manoeuvring and waste collection arrangements.
- Planning, building and other statutory approval requirements.
- Demolition scope and timing for the existing unit.
- Final design, inclusions, transport, cranage, foundations, installation and commissioning requirements for the modular dwellings.
- Whole-of-project budget and value-for-money assessment against available procurement options.

Budget and Resource Considerations

Financial Implications

Council endorsement of this report does not constitute acceptance of a particular supplier quotation or final construction contract. Final project costs will be confirmed through the procurement process and will include the dwelling supply, transport, site preparation, foundations, services, installation, external works and any demolition requirements.

While modular / prefabricated construction is not expected to provide a significant capital cost saving compared with conventional construction, the proposed approach is considered to provide value through program certainty, reduced delivery time and repeatability across multiple dwellings.

Action Options

That Council:

1. Endorses 3A Flierl Street as the preferred location for the development of new Council staff housing.

2. Endorses a modular / prefabricated housing typology as the preferred delivery approach for two new staff houses, subject to final design, budget, procurement and statutory approvals.

3. Supports the proposed use of the third dwelling as flexible short-stay / overnight accommodation for approved visiting delegates, contractors, professional service providers or staff, with the detailed operating arrangements to be developed prior to occupation.

Appointments and Meetings

Date	Description

Link to Operational Plan

1-2

Consultation

NIL

Risk Assessment

(●) **Low** ( ) Medium ( ) High

Attach Supporting Agenda Materials

260915_HOPE VALE STAFF HOUSING Prelim Issue.pdf 2.68MB

Reference Document

( ) Yes (●) **Not Applicable**

Report Prepared by *

Kieran

Submitter Email *

kieran.eustice@hopevale.qld.gov.au

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Lew Rojahn	06-Oct-26

Comments, Questions and Rejections Notes

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Add Comment



DRAWINGS SCHEDULE		
SHEET NAME	SHEET NUMBER	ISSUE DATE
COVER SHEET	WD-01.1	15.09.2026
REVISIONS AND VARIATIONS SCHEDULE	WD-01.2	15.09.2026
SITE PLAN	WD-02	15.09.2026
FLOOR PLAN	WD-03	15.09.2026
ELEVATIONS	WD-04	15.09.2026
ELECTRICAL LAYOUT	WD-07	15.09.2026



Hope Vale Staff Housing Opportunities

KEPPEL - MODIFIED

OlyHomes

66 Pioneer Road,
Yandina, QLD 4561

Ph: 07 5472 7444
Olyhomes.com.au

QBCC. No: 1156073

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REVISIONS

#	REVISION DESCRIPTION	DATE
1	PD ISSUE	15.09.2026

SITE OWNER:
Hope Vale Staff Housing Opportunities

SITE ADDRESS:
3A FLIERL STREET
HOPE VALE, QLD 4895

JOB NUMBER: Hope Vale Staff Housing Opportunities

COVER SHEET

PROJECT ISSUE DATE:	SEPT 2026	WD-01.1	
SHEET ISSUE DATE:	15.09.2026		
AUTHOR: RT	SHEET SIZE: A3	SCALE:	DRA.BP.SSI.2.2 (V1)

I/WE THE CLIENT HAVE REVIEWED AND ACCEPT THIS PLAN SET. THE SPECIFICATION TAKES PRECEDENCE OVER THE DRAWINGS AND ANY PRIOR DISCUSSIONS. BY INITIALLING, I/WE CONFIRM THESE PLANS FORM PART OF THE CONTRACT: Steven Nousala (Oly Homes) Date: Client Initials: Date: Client Initials: Date: Client Initials: Date: Client Initials: Date:

VARIATION AND REVISION SCHEDULE			
REVISION	DESCRIPTION	DATE	DRWN BY
-1- PD ISSUE	- INITIAL TENDER DOCS	15.09.2026	RT

OlyHomes

66 Pioneer Road,
Yandina, QLD 4561

Ph: 07 5472 7444
Olyhomes.com.au

QBCC. No: 1156073

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REVISIONS

#	REVISION DESCRIPTION	DATE
1	PD ISSUE	15.09.2026

SITE OWNER:
Hope Vale Staff Housing Opportunities

SITE ADDRESS:
3A FLIERL STREET
HOPE VALE, QLD 4895

JOB NUMBER: Hope Vale Staff Housing Opportunities

REVISIONS AND VARIATIONS SCHEDULE

PROJECT ISSUE DATE:	SEPT 2026	WD-01.2	
SHEET ISSUE DATE:	15.09.2026		
AUTHOR: RT	SHEET SIZE: A3 SCALE: 1 : 100		DRA.BP.SSI.2.2 (V1)

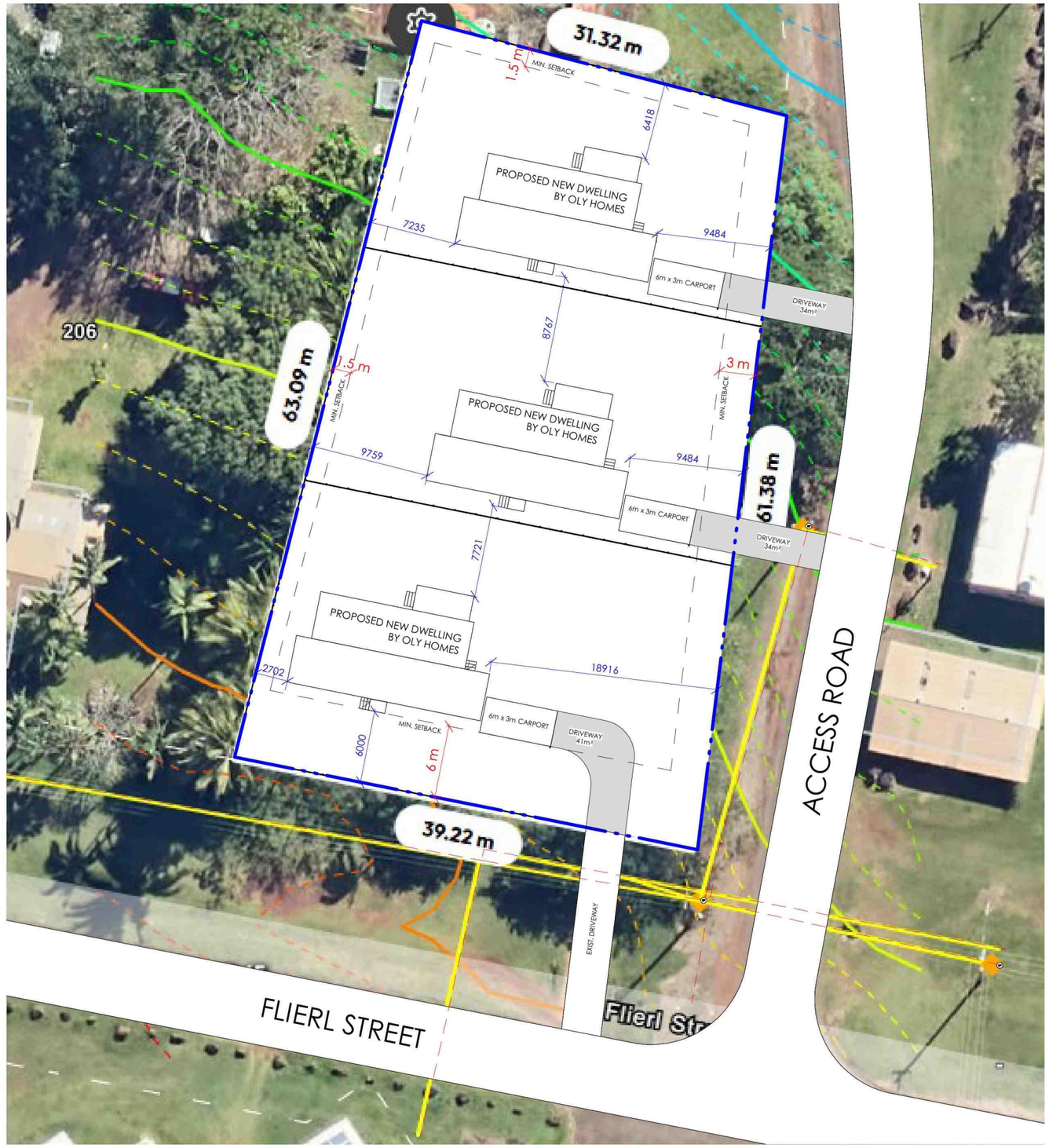
I/WE THE CLIENT HAVE REVIEWED AND ACCEPT THIS PLAN SET. THE SPECIFICATION TAKES PRECEDENCE OVER THE DRAWINGS AND ANY PRIOR DISCUSSIONS. BY INITIALLING, I/WE CONFIRM THESE PLANS FORM PART OF THE CONTRACT: Steven Nousala (Oly Homes) Date: Client Initials: Date: Client Initials: Date: Client Initials: Date: Client Initials: Date:

ALL SETOUT MEASUREMENTS ARE TO THE OMP

REAL PROPERTY DESCRIPTION

LOT No.	207
PLAN No.	SP281317
LOCAL GOV.	HOPE VALE ABORIGINAL COUNCIL
SITE AREA:	2189 m²
SITE COVERAGE:	0 m²
SITE COVERAGE:	0.00%
WIND CLASSIFICATION:	TBD
BUSHFIRE ATTACK LEVEL (BAL):	N/A
ENERGY EFFICIENCY:	6*

SERVICE CONNECTIONS:	
TOWN WATER	**CLIENT**
WATER TANK/S	**N/A**
SOLAR	**CLIENT**
WASTEWATER SYSTEM	**CLIENT**
TELECOM/NBN	**CLIENT**



1 — SITE PLAN
SCALE 1 : 400

SITE NOTES

1. THIS PLAN IS TO BE READ IN CONJUNCTION WITH THE ORIGINAL SURVEY PLAN.
2. ALL EXISTING SERVICES TO BE CONFIRMED ON SITE. ANY SERVICES SHOWN ARE INDICATIVE ONLY.
3. LOCATION AND ROUTE OF DRIVEWAY AND CROSSING TO BE CONFIRMED ON SITE.
4. ALL BUILDING WORKS TO COMPLY WITH LOCAL GOVERNMENT APPROVALS AND NATIONAL CONSTRUCTION CODE.
5. FOR CONNECTION OF STORMWATER REFER TO HYDRAULIC ENGINEERS DRAWINGS

LEGEND

BOUNDARY LINE

OWNER ASSUMES FULL RESPONSIBILITY FOR THE INSTALLATION OF THE LANDING PAD AT THE BASE OF ALL STAIRS AND RAMPS

OlyHomes
66 Pioneer Road, Yandina, QLD 4561
Ph: 07 5472 7444
Olyhomes.com.au
QBCC. No: 1156073

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REVISIONS

#	REVISION DESCRIPTION	DATE
1	PD ISSUE	15.09.2026

SITE OWNER:
Hope Vale Staff Housing Opportunities

SITE ADDRESS:
3A FLIERL STREET
HOPE VALE, QLD 4895

N

JOB NUMBER: Hope Vale Staff Housing Opportunities

SITE PLAN

PROJECT ISSUE DATE:	SEPT 2026	WD-02	
SHEET ISSUE DATE:	15.09.2026		
AUTHOR: RT	SHEET SIZE: A3	SCALE: 1 : 400	DRA.BP.SSI.2.2 (V1)

I/WE THE CLIENT HAVE REVIEWED AND ACCEPT THIS PLAN SET. THE SPECIFICATION TAKES PRECEDENCE OVER THE DRAWINGS AND ANY PRIOR DISCUSSIONS. BY INITIALLING, I/WE CONFIRM THESE PLANS FORM PART OF THE CONTRACT: Steven Nousala (Oly Homes) Date: Client Initials: Date: Client Initials: Date: Client Initials: Date: Client Initials: Date:

1

4 2

3

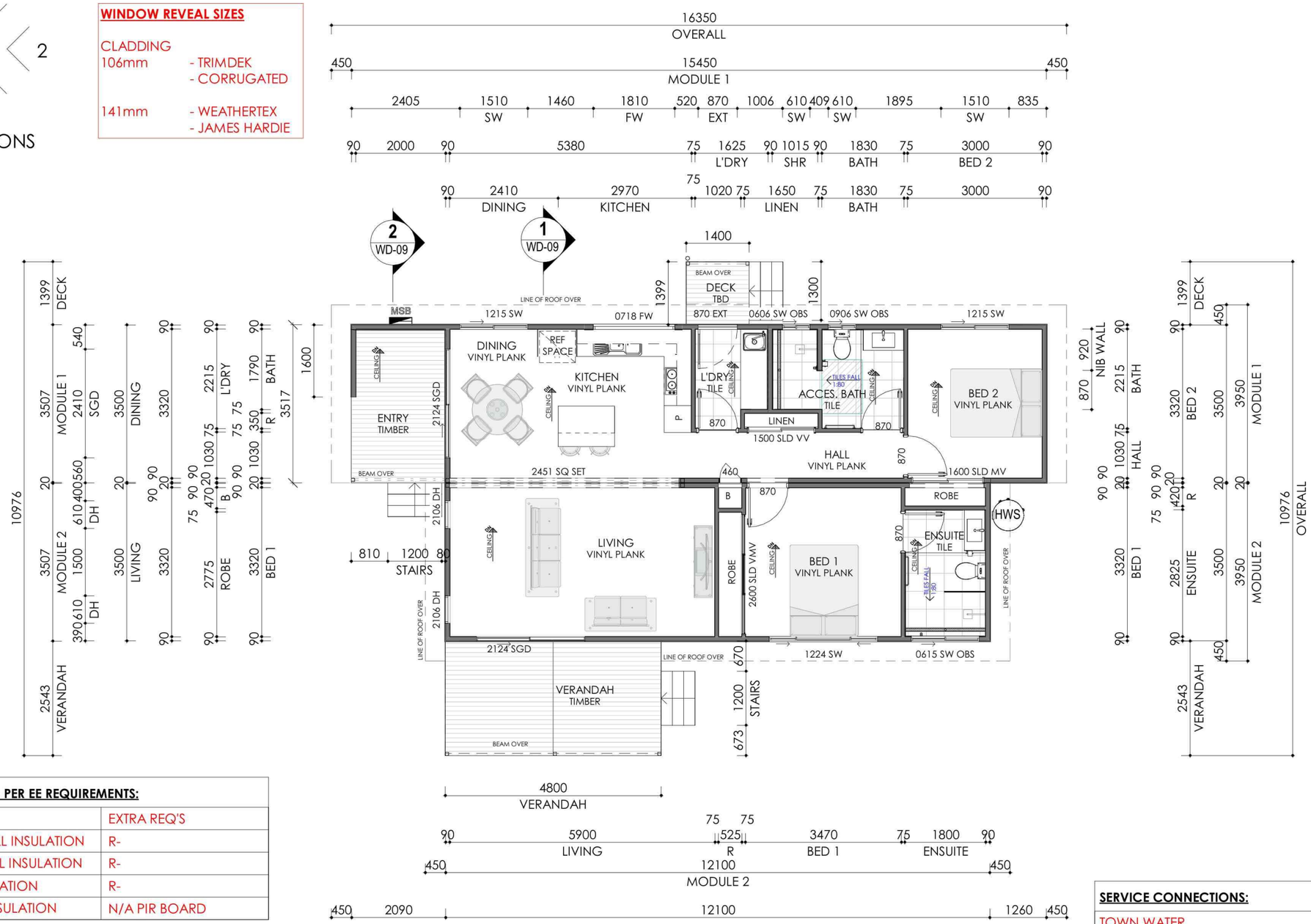
ELEVATIONS

WINDOW REVEAL SIZES

CLADDING

106mm - TRIMDEK
- CORRUGATED

141mm - WEATHERTEX
- JAMES HARDIE



DOOR SCHEDULE	
ROOM	TYPE
BATH	870
BED 1	870
BED 1	2600 SLD VMV
BED 2	870
BED 2	1600 SLD MV
BROOM	460
DINING	2124 SGD
ENSUITE	870
L'DRY	870
L'DRY	870 EXT
LINEN	1500 SLD VV
LIVING	2124 SGD

WINDOW SCHEDULE	
ROOM	TYPE
BATH	0906 SW OBS
BATH	0606 SW OBS
BED 1	1224 SW
BED 2	1215 SW
DINING	1215 SW
ENSUITE	0615 SW OBS
KITCHEN	0718 FW
LIVING	2106 DH
LIVING	2106 DH

INSULATION AS PER EE REQUIREMENTS:	
WALL WRAP	EXTRA REQ'S
EXTERNAL WALL INSULATION	R-
INTERNAL WALL INSULATION	R-
CEILING INSULATION	R-
SUB-FLOOR INSULATION	N/A PIR BOARD

SERVICE CONNECTIONS:	
TOWN WATER	**CLIENT**
WATER TANK/S	**N/A**
SOLAR	**CLIENT**
WASTEWATER SYSTEM	**CLIENT**
TELECOM/NBN	**CLIENT**

LEGEND	
B	BROOM CLOSET
DH	DOUBLE HUNG WINDOW
ENS	ENSUITE
L'DRY	LAUNDRY ROOM
LV	LOUVRE WINDOW
MH	MAN HOLE
OBS	OBSCURE GLASS
P	PANTRY
SLD MV	SLIDING DOOR - MIRROR/VINYL
SGD	SLIDING GLASS DOOR
SW	SLIDING WINDOW
WC	WATER CLOSET
WIP	WALK IN PANTRY
WIR	WALK IN ROBE

AREA SCHEDULE	
NAME	AREA
VERANDAH	21.6 m²
LIVING	89.4 m²
GRAND TOTAL	110.9 m²

DESIGN REQUIREMENTS FOR CONSTRUCTION:

WIND CLASSIFICATION: TBD
BUSHFIRE ATTACK LEVEL (BAL): N/A
ENERGY EFFICIENCY: 6*

1 — FLOOR PLAN
SCALE 1 : 100

OWNER ASSUMES FULL RESPONSIBILITY FOR THE INSTALLATION OF THE LANDING PAD AT THE BASE OF ALL STAIRS AND RAMPS

NCC COMPLIANT PLY/NOGGINS TO BATHROOM FOR FUTURE GRABRAILS

MAIN SWITCH BOARD LOCATION TO BE CONFIRMED - MUST BE MINIMUM 960 ABOVE GROUND AND MAXIMUM 1800 ABOVE GROUND

EXACT NUMBER OF STAIR RISERS REQUIRED MUST BE DETERMINED FROM SITE VISIT PRIOR TO STAIR FABRICATION

OlyHomes

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Yandina, QLD 4561

Ph: 07 5472 7444
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REVISIONS

#	REVISION DESCRIPTION	DATE
1	PD ISSUE	15.09.2026

SITE OWNER:
Hope Vale Staff Housing Opportunities

SITE ADDRESS:
3A FLIERL STREET
HOPE VALE, QLD 4895

JOB NUMBER: Hope Vale Staff Housing Opportunities

FLOOR PLAN

PROJECT ISSUE DATE:	SEPT 2026	WD-03	
SHEET ISSUE DATE:	15.09.2026		
AUTHOR:	RT	SHEET SIZE: A3 SCALE: 1 : 100	DRA.BP.SSI.2.2 (V1)

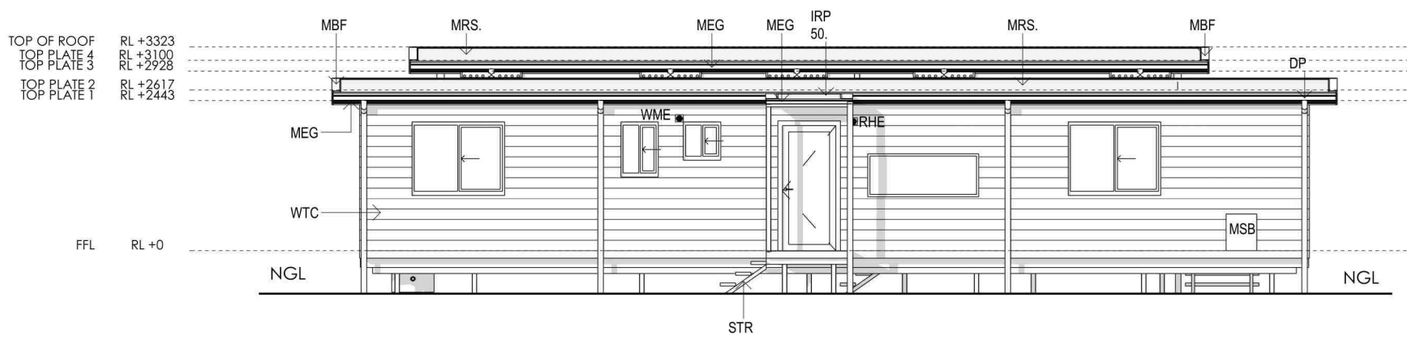
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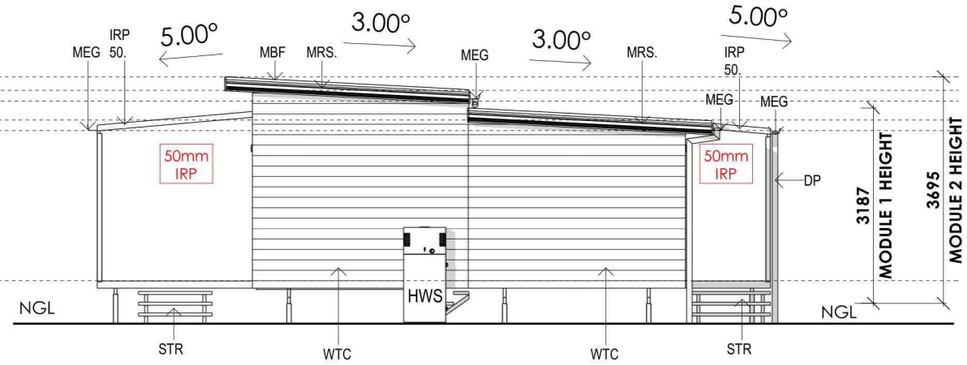
980 MM MAXIMUM HEIGHT - OTHERWISE HANDRAILS REQUIRED

EXACT NUMBER OF STAIR RISERS REQUIRED MUST BE DETERMINED FROM SITE VISIT PRIOR TO STAIR FABRICATION

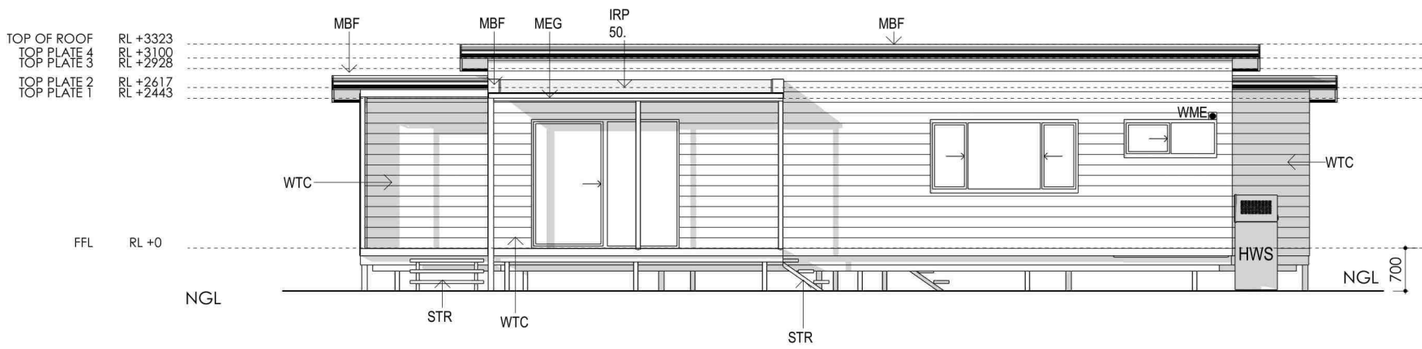
MAIN SWITCH BOARD LOCATION TO BE CONFIRMED - MUST BE MINIMUM 960 ABOVE GROUND AND MAXIMUM 1800 ABOVE GROUND



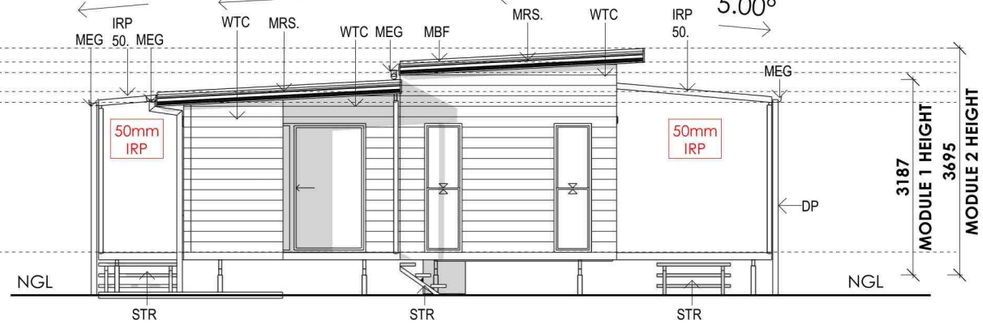
1 ELEVATION 1
SCALE 1 : 100



2 ELEVATION 2
SCALE 1 : 100



3 ELEVATION 3
SCALE 1 : 100



4 ELEVATION 4
SCALE 1 : 100

STANDARD BUILDING MATERIALS:
(UNLESS STATED OTHERWISE)

ROOF MATERIAL:
COLORBOND METAL ROOF SHEETING INSTALLED IN ACCORDANCE WITH "AS 1562-1992" & THE MANUFACTURER'S SPECIFICATION.

FASCIA & GUTTERS:
COLORBOND GUTTER & FASCIA IN ACCORDANCE WITH "AS 2180-1986" & UPVC RAINWATER DOWNPIPES BY OTHERS IN ACCORDANCE WITH "AS 1273-1991".

GLAZING:
SELECTED POWDER COATED ALUMINIUM FRAME WINDOWS AND SLIDING GLASS DOORS IN ACCORDANCE WITH "AS 2047-2014" AND VOLUME 2 PART 3.12 OF THE NCC 2022.

ABBREVIATION SCHEDULE	
IRP 50.	50 MM INSULATED ROOF PANEL - COLORBOND TRIMDECK
DP	DOWNPIPE
MSB	MAIN SWITCHBOARD
MBF	METAL BARGE FLASHING AND FASCIA - COLORBOND
MEG	METAL EAVES GUTTER AND FASCIA - COLORBOND
MRS.	METAL ROOF SHEETING - COLORBOND TRIMDECK
STR	STAIR TREADS AS SPECIFIED
WME	WALL MOUNTED EXHAUST FAN
RHE	WALL MOUNTED RANGEHOOD EXHAUST FAN
WTC	WEATHERTEX WALL CLADDING - PROFILE AS SPECIFIED

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1	PD ISSUE	15.09.2026

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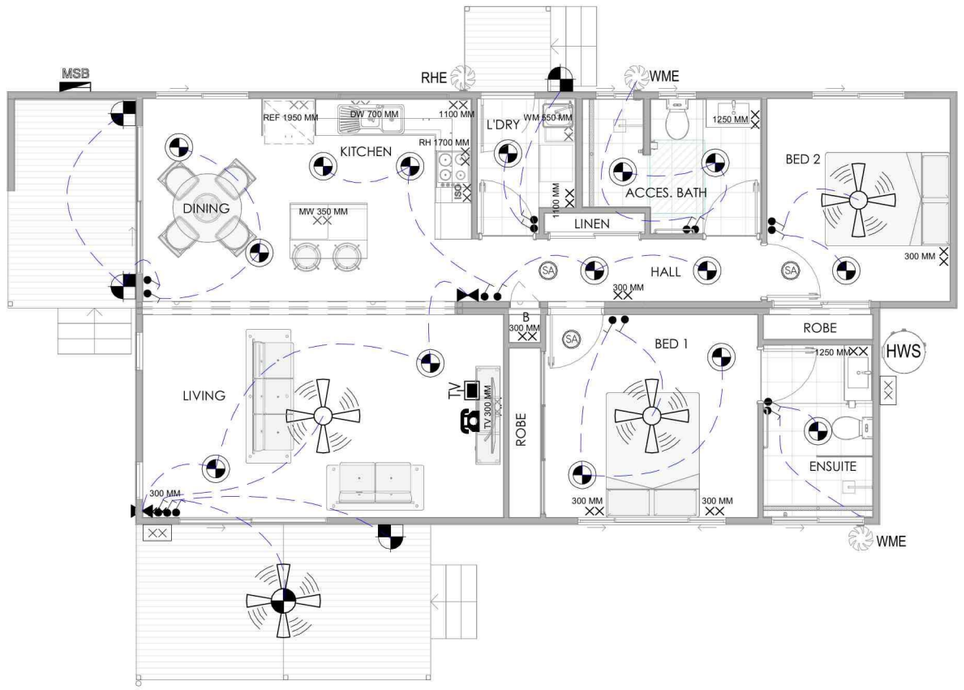
SITE ADDRESS:
3A FLIERL STREET
HOPE VALE, QLD 4895

JOB NUMBER: Hope Vale Staff Housing Opportunities

ELEVATIONS

PROJECT ISSUE DATE:	SEPT 2026	WD-04	
SHEET ISSUE DATE:	15.09.2026		
AUTHOR:	RT	SHEET SIZE: A3 SCALE: 1 : 100	DRA.BP.SSI.2.2 (V1)

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	DOWN LIGHT
	WALL MOUNTED LIGHT
	SPOT LIGHTS
	WALL MOUNTED EXHAUST FAN
	SWITCH
	SWITCH W/ DIMMER
	SWITCH - 2 WAY
XX	DOUBLE POWER POINT - INTERNAL
XX	DOUBLE POWER POINT- EXTERNAL
	CEILING FAN
	CEILING FAN WITH LIGHT POINT
SA	SMOKE ALARM
	TELEPHONE POINT
TV	TV ANTENA POINT
	DATA SOCKET
L-HACS	HWS TANK / SOLAR HWS TANK
MSB	MAIN SWITCH BOARD
SWB	INTERNAL SWITCH BOARD
	GAS HOT WATER SYSTEM

1 — ELECTRICAL LAYOUT
SCALE 1 : 100

ELECTRICAL NOTES

UNLESS OTHERWISE NOTED POINTS WILL BE MOUNTED AS FOLLOWS

INTERNAL
1. GPO'S APPROX 300MM ABOVE FLOOR
2. SWITCH PLATES APPROX 1300MM ABOVE FLOOR
3. PHONE POINT TO KITCHEN APPROX 1200MM ABOVE FLOOR
4. BED/STUDY PHONE POINTS APPROX 400MM ABOVE FLOOR
5. TV POINTS APPROX 300MM ABOVE FLOOR

GARAGE AND EXTERNAL
1. GPO'S APPROX 600-800MM ABOVE FLOOR

WET AREAS AND KITCHEN AS PER AS3000

NOTE
THE EXACT LOCATIONS OF THESE SERVICES AND SITE WORKS WILL BE DONE AS MUCH AS POSSIBLE IN ACCORDANCE WITH THE SIGNED PLANS HOWEVER, IF SITE CONDITIONS DO NOT ALLOW SERVICES TO BE LOCATED AS NOTED, OLY HOMES RESERVES THE RIGHT TO RELOCATE ANY OF THESE SERVICES TO OTHER LOCATIONS WITHOUT NOTICE OR CONSULTATION.

MAIN SWITCH BOARD LOCATION TO BE CONFIRMED - MUST BE MINIMUM 960 ABOVE GROUND AND MAXIMUM 1800 ABOVE GROUND

ELECTRICAL SCHEDULE	
NAME	QTY.
DOWN LIGHT	15
WALL MOUNTED LIGHT	4
WALL MOUNTED EXHAUST FAN	2
RANGE HOOD EXHAUST FAN	1
2-WAY SWITCH	2
WALL SWITCH	17
DOUBLE POWER POINT	17
ISO & DOUBLE POWER POINT	1
EXTERNAL DOUBLE POWER POINT	2
CEILING FAN	3
CEILING FAN with LIGHT	1
SMOKE ALARM	3
TELEPHONE SOCKET	1
TV POINT	1

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Hope Vale Staff Housing Opportunities

SITE ADDRESS:
3A FLIERL STREET
HOPE VALE, QLD 4895

JOB NUMBER: Hope Vale Staff Housing Opportunities

ELECTRICAL LAYOUT

PROJECT ISSUE DATE:	SEPT 2026	WD-07	
SHEET ISSUE DATE:	15.09.2026		
AUTHOR: RT	SHEET SIZE: A3 SCALE: 1 : 100		DRA.BP.SSI.2.2 (V1)

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Agenda Item Submission

Submission

Agenda Section

Capital Works Manager Report

Agenda Item Subject *

Palm Close 9 - Lot Subdivision

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 14th October 2026

Date Requested *

06-Oct-26

Date item was requested

Item Reference Number

OM2026/10-021

Classification *

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

Details

Recommendation *

That council receive and approve the proposed 9 Lot Subdivision application for Palm Close subject to conditions.

Background/Summary

Executive Summary

Council is progressing the Palm Close housing project to create nine residential allotments from the three existing Council lots at Palm Close. The proposal also establishes six access and services easements and building envelopes for each future residential lot.

The current planning assessment identifies the site within the Township zone, with no applicable overlays and no referral agency triggers. The application is subject to code assessment against the Township zone code.

The proposed lots range from approximately 334 m^2 to 528 m^2 and therefore depart from the acceptable lot-size outcomes in the planning scheme. The planning assessment concludes that the relevant performance outcomes are nevertheless achieved because the lots have been purpose-designed around the intended dwellings, access, parking and services, and because the development provides a deliberate mix of six two-bedroom and three three-bedroom housing opportunities.

Updated suggested Conditions of Approval dated 2 October 2026 now provide a substantially complete statutory framework for drainage, access, easements, water and sewerage, fire services, electricity, telecommunications, access handles, lot grading and subsequent Operational Works approvals. The conditions also identify the subdivision master plan as Drawing 8323 SD A00.01 Issue 1 dated 11 September 2026.

Background

The Palm Close project forms part of Council's housing delivery program and is intended to make efficient use of established township land to provide additional housing in Hope Vale.

The development application prepared in September 2026 seeks approval to reconfigure Lots 145, 146 and 147 on SP281317 into nine residential lots. The concept provides six lots intended for two-bedroom dwellings and three lots intended for three-bedroom dwellings.

The design also includes a new internal road connection, six access and services easements (A to F) and building envelopes that define the areas available for future dwelling and associated building work.

Since the earlier Council briefing, the project team has continued to work through planning, access, infrastructure and servicing matters. The condition schedule has subsequently been updated to reflect the required statutory controls and future Operational Works process.

Development Proposal

Item	Proposal
Existing lots	3 - Lots 145, 146 and 147 on SP281317
Proposed lots	9 residential lots
Lot size range	Approximately 334.31 m² to 528.22 m²
Housing concept	6 x two-bedroom dwellings and 3 x three-bedroom dwellings
Access	New road, direct frontage for Lots 3 and 9, and shared access/services easements for the remaining lots
Easements	Six access and services easements identified as Easements A to F
Building control	Building envelope to be established for each proposed lot
Services	Reticulated water, sewerage, electricity and telecommunications to each proposed lot

Planning and Statutory Assessment

The application is for Reconfiguring a Lot and seeks a Development Permit under the Planning Act 2016. The subject land is in the Township zone under the Hope Vale Aboriginal Shire Council Planning Scheme.

The application material identifies the proposal as code assessable. No overlays affect the site and no referral agency triggers have been identified. The Township zone code is the principal assessment benchmark for the application.

The proposed lot areas do not meet Acceptable Outcome AO22.1, which nominates an 800 m² minimum for detached-dwelling lots, and none of the lots achieves the 1,000 m² benchmark identified by AO23 for larger lots within subdivisions exceeding five lots. The assessment therefore relies on demonstrating compliance with the corresponding performance outcomes.

Performance Outcome PO22 - lot size and functionality:
The planning assessment concludes that PO22 is achieved because the lots have been purpose-designed for the intended residential use. The approved concept demonstrates building envelopes, dwelling siting, vehicle access, parking and usable areas around the buildings, with direct road frontage or access easements providing practical access to each lot.

Performance Outcome PO23 - housing choice:
The proposal provides a deliberate range of lot and dwelling sizes, comprising six lots intended for two-bedroom dwellings and three lots intended for three-bedroom dwellings. This provides housing choice for different household sizes while allowing Council to make efficient use of serviced township land.

Performance Outcome PO4 - setbacks and streetscape:
The proposed building envelopes include reduced setbacks compared with the relevant acceptable outcomes. The planning assessment supports the reduced setbacks on the basis that the layout has been informed by the intended dwelling designs and continues to provide suitable access, privacy, resident security and areas for landscaping.

Parking and access:
The concept demonstrates that each lot can accommodate its intended dwelling, vehicle access and parking. Lots 3 and 9 are intended to obtain direct access from the new road, with the remaining lots accessed through the nominated access and services easements. Detailed road, crossover, driveway and manoeuvring design will be addressed through the subsequent Operational Works process.

Conditions of Approval

Condition area	Requirement
Approved plans	Subdivision Master Plan 8323 SD A00.01 Issue 1 dated 11 September 2026 is identified as the approved plan, with conditions prevailing where any inconsistency arises.
Building envelopes	A Building Envelope Plan is required before approval of the Plan of Subdivision, with future dwellings and domestic outbuildings to be contained within the nominated envelopes.
Drainage	Stormwater design must provide 1% AEP immunity in accordance with FNQROC requirements, supported by a Drainage Management Plan and Stormwater Quality Management Plan.
Lawful discharge	Lots must be graded to facilitate drainage to a lawful point of discharge and stormwater must not adversely affect surrounding or downstream properties.
Access and road works	Roads, shared paths and access are to comply with FNQROC requirements and provide suitable emergency vehicle access.
Easements	Access and services easements A to F are to be prepared and lodged, with easement documents submitted to Council for endorsement.
Water and sewerage	A water and sewer connection is required to each proposed lot. Where necessary, the external water main must be extended to service the development.
Fire services	Hydrants, firefighting water supply and emergency access must satisfy the specified FNQROC/Council standards and provide adequate flow and pressure.
Access handles	Access-handle driveways are to be constructed with reinforced concrete or another approved impervious surface, with electrical and telecommunications conduits provided adjacent to the driveway.
Electricity and telecommunications	Each lot is to be connected to reticulated electricity and telecommunications in accordance with the relevant FNQROC provisions unless otherwise agreed by Council.
Operational Works	A separate Operational Works approval is required for roadworks and private/public infrastructure works including sewer, water, stormwater and landscaping associated with the development.

Consultation and Technical Review

The subdivision layout and conditions have been progressed through consultation with Council officers, the project architect, town planning advisers and relevant engineering/electrical stakeholders. The updated conditions incorporate the principal matters raised through that review, including infrastructure approvals, servicing, drainage, access, easements, fire requirements and utility connections.

Statement of Reasons

The following reasons are recommended to support Council's decision to approve the application:

1.The proposed development is located within the Township zone and is consistent with the broader intent of providing additional housing within the established Hope Vale township.
2. Although the proposed lots are smaller than the acceptable lot-size outcomes, the approved layout and building envelopes demonstrate that each lot can accommodate the intended residential use, including dwelling siting, access, parking and associated residential areas, thereby achieving PO22.
3. The subdivision provides a purposeful mix of six two-bedroom and three three-bedroom housing opportunities, providing housing choice and achieving the intent of PO23 despite the departure from the 1,000 m^2 acceptable outcome.
4. The proposed reduced setbacks are supported by the intended dwelling layout and maintain suitable access, privacy, safety and landscaping outcomes, achieving the relevant performance outcome for residential streetscape and setbacks.
5. The proposed road, easements and servicing arrangements can be appropriately controlled through the Conditions of Approval and subsequent Operational Works approval.

6. The conditions require appropriate stormwater management, lawful discharge, water and sewer servicing, electricity and telecommunications connections, fire access and firefighting water supply before plan sealing.
7. The proposal makes efficient use of existing township land and supports Council's objective of increasing the supply and diversity of housing in Hope Vale.

Budget and Resource Considerations

NIL

Action Options

That Council:

1. approves, subject to conditions, the development application for a Development Permit for Reconfiguring a Lot over Lots 145, 146 and 147 on SP281317, Palm Close, Hope Vale, comprising three existing lots into nine residential lots, six access and services easements and establishment of building envelopes;

2. adopts Subdivision Master Plan Drawing 8323 SD A00.01 Issue 1 dated 11 September 2026 as the approved plan, subject to the Conditions of Approval.

Appointments and Meetings

Date	Description
29-Sep-26	Finalisation Meeting with Lackon Project Managers and UpNorth Town Planners

Link to Operational Plan

1-2; 5-5

Consultation

Lackon Project Managers, JMc Architects and UpNorth Town Planners.

Risk Assessment

○ Low ◉ **Medium** ○ High

Attach Supporting Agenda Materials

A. HVASC Housing - FS2-3 Interim Program 06.10.2026.pdf	711.8KB
B. HVASC Housing Program Risk Register 06.10.2026.pdf	350.58KB
RAL 9x lots application DRAFT 260922.pdf	4.36MB
RAL 9x lots - Conditions 261002.pdf	113.79KB
Palm Close Draft Decision Notice.pdf	256.9KB

Reference Document

○ Yes ◉ **Not Applicable**

Report Prepared by *

Kieran

Submitter Email *

kieran.eustice@hopevale.qld.gov.au

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
Lew Rojahn	Lew Rojahn	06-Oct-26

Comments, Questions and Rejections Notes

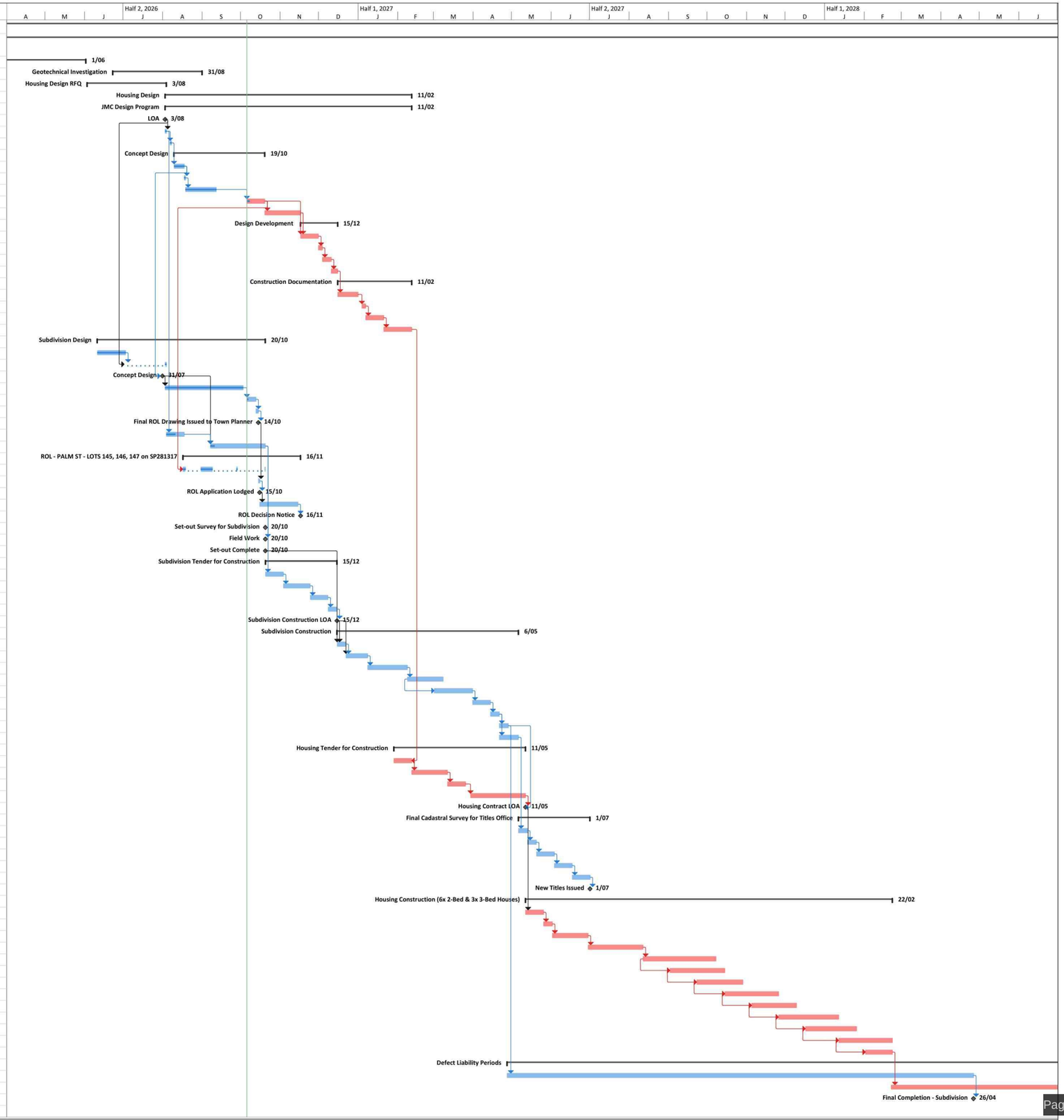
A full history of this Submissions journey can be found in the Action History Tab contained in the pane on the right

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

ID	Task Mode	Task Name	Duration	% Complete	Start	Finish	Predecessors	Actual Start
1		**HOPE VALE HOUSING PROGRAM**	**975 days?**	**31%**	**1/05/25**	**20/02/29**		**1/05/25**
2		**PALM CLOSE SUBDIVISION AND HOUSING DEVELOPMENT - 6x 2-Bedroom and 3x 3-Bedroom Houses**	975 days?	31%	1/05/25	20/02/29		1/05/25
3	✓	**Town Planning - Strategy**	278 days?	100%	1/05/25	1/06/26		1/05/25
6	✓	**Geotechnical Investigation**	49 days	100%	23/06/26	31/08/26		23/06/26
16	✓	**Housing Design RFQ**	43 days	100%	3/06/26	3/08/26		3/06/26
22		**Housing Design**	134 days	25%	3/08/26	11/02/27		3/08/26
23		**JMC Design Program**	**134 days**	**25%**	**3/08/26**	**11/02/27**		**3/08/26**
24	✓	LOA	0 days	100%	3/08/26	3/08/26	21	3/08/26
25	✓	Award Subconsultants	1 day	100%	3/08/26	3/08/26	24	3/08/26
26	✓	Start-up Meeting	1 day	100%	7/08/26	7/08/26	25	7/08/26
27		**Concept Design**	**50 days**	**77%**	**10/08/26**	**19/10/26**		**10/08/26**
28	✓	Develop and submit 50% Concept Drawings	6 days	100%	10/08/26	17/08/26	26	10/08/26
29	✓	Council Review	1 day	100%	18/08/26	18/08/26	28	18/08/26
30	✓	Develop and Submit 100% Concept Design Package	18 days	100%	19/08/26	11/09/26	29	19/08/26
31		Council Review of 100% Concept Design Package	10 days	20%	6/10/26	19/10/26	30	6/10/26
32		**HOLD POINT - Social Housing Design Office Review (Mandato**	20 days	0%	20/10/26	16/11/26	31	NA
33		**Design Development**	**21 days**	**0%**	**17/11/26**	**15/12/26**		**NA**
34		Develop and submit 50% DD Drawings	10 days	0%	17/11/26	30/11/26	31,32	NA
35		Council Review	3 days	0%	1/12/26	3/12/26	34	NA
36		Develop and Submit 100% DD Drawings	5 days	0%	4/12/26	10/12/26	35	NA
37		Council Review	3 days	0%	11/12/26	15/12/26	36	NA
38		**Construction Documentation**	**38 days**	**0%**	**16/12/26**	**11/02/27**		**NA**
39		Develop and submit 50% CN drawings	10 days	0%	16/12/26	31/12/26	37	NA
40		Council Review	3 days	0%	4/01/27	6/01/27	39	NA
41		Develop and submit 100% CN drawings	10 days	0%	7/01/27	20/01/27	40	NA
42		Final Council Review	15 days	0%	21/01/27	11/02/27	41	NA
43		**Subdivision Design**	91.5 days	65%	11/06/26	20/10/26		**11/06/26**
44	✓	RFQ Subdivision Design	16 days	100%	11/06/26	2/07/26		11/06/26
45	✓	Assessment & Award	1 day	100%	2/07/26	3/08/26	44,24	2/07/26
46	✓	Concept Design	0 days	100%	31/07/26	31/07/26	28	31/07/26
47	✓	Develop and Submit 100% Subdivision Concept Design	45 days	100%	3/08/26	2/10/26	46	3/08/26
48		Council Review of 100% Subdivision Concept Design	5 days	20%	6/10/26	12/10/26	47	6/10/26
49		Incorporate Council and Town Planner Comments	2 days	0%	13/10/26	14/10/26	48	NA
50		Final ROL Drawing Issued to Town Planner	0 days	0%	14/10/26	14/10/26	49	NA
51		Servicing Investigations	10 days	50%	4/08/26	17/08/26	25	4/08/26
52		Detailed Engineering Design	30 days	10%	7/09/26	20/10/26	46,51	7/09/26
53		**ROL - PALM ST - LOTS 145, 146, 147 on SP281317**	65 days	23%	17/08/26	16/11/26		**17/08/26**
54		ROL Application Preparation	10 days	95%	17/08/26	20/10/26	31	17/08/26
55		Complete ROL Application Following Final Drawing	1 day	0%	15/10/26	15/10/26	50	NA
56		ROL Application Lodged	0 days	0%	15/10/26	15/10/26	55	NA
57		Assessment & Decision Including Council Reporting	30 days	0%	16/10/26	14/11/26	56	NA
58		ROL Decision Notice	0 days	0%	16/11/26	16/11/26	57FS+1 day	NA
59		**Set-out Survey for Subdivision**	0 days	0%	20/10/26	20/10/26		**NA**
60		**Field Work**	**0 days**	**0%**	**20/10/26**	**20/10/26**	**52**	**NA**
61		Set-out Complete	0 days	0%	20/10/26	20/10/26		NA
62		**Subdivision Tender for Construction**	40 days	0%	20/10/26	15/12/26		**NA**
63		Prepare Tender and Contract Documents	10 days	0%	20/10/26	3/11/26	52	NA
64		Tender Period	15 days	0%	3/11/26	24/11/26	63	NA
65		Tender Assessment	10 days	0%	24/11/26	8/12/26	64	NA
66		Award	5 days	0%	8/12/26	15/12/26	65	NA
67		Subdivision Construction LOA	0 days	0%	15/12/26	15/12/26	66	NA
68		**Subdivision Construction**	95 days	0%	15/12/26	6/05/27		**NA**
69		Mobilisation and Site Establishment	5 days	0%	15/12/26	22/12/26	67,61	NA
70		Clearing and Earthworks	10 days	0%	22/12/26	8/01/27	67,69	NA
71		Road and Drainage	20 days	0%	8/01/27	8/02/27	70	NA
72		Sewer, Water, Stormwater	20 days	0%	8/02/27	8/03/27	71	NA
73		Power and Communications	20 days	0%	1/03/27	31/03/27	72SS+15 days	NA
74		Kerbs, Pavements, Surfaces	10 days	0%	31/03/27	14/04/27	73	NA
75		Final Trim and Topsoiling	5 days	0%	14/04/27	21/04/27	74	NA
76		Practical Completion	5 days	0%	21/04/27	28/04/27	75	NA
77		As Constructed & Manuals	10 days	0%	21/04/27	6/05/27	75	NA
78		**Housing Tender for Construction**	70 days	0%	29/01/27	11/05/27		**NA**
79		Prepare Tender & Contract Docs	10 days	0%	29/01/27	11/02/27	42FF	NA
80		Tender Period	20 days	0%	12/02/27	11/03/27	79	NA
81		Tender Assessment	10 days	0%	12/03/27	25/03/27	80	NA
82		Approvals and Award	30 days	0%	30/03/27	11/05/27	81	NA
83		Housing Contract LOA	0 days	0%	11/05/27	11/05/27	82,76FF	NA
84		**Final Cadastral Survey for Titles Office**	40 days	0%	6/05/27	1/07/27		**NA**
85		Mark New Lot Boundaries	5 days	0%	6/05/27	13/05/27	77	NA
86		Prepare Subdivision Plan	5 days	0%	13/05/27	20/05/27	85	NA
87		Plan Sealing (Council Approval)	10 days	0%	20/05/27	3/06/27	86	NA
88		Lodgement with Titles Office (Deposited Plans)	10 days	0%	3/06/27	17/06/27	87	NA
89		Assessment and Processing	10 days	0%	17/06/27	1/07/27	88	NA
90		New Titles Issued	0 days	0%	1/07/27	1/07/27	89	NA
91		**Housing Construction (6x 2-Bed & 3x 3-Bed Houses)**	200 days	0%	12/05/27	22/02/28		**NA**
92		Mobilisation	10 days	0%	12/05/27	25/05/27	83	NA
93		Site Establishment	5 days	0%	26/05/27	1/06/27	92	NA
94		Earthworks	20 days	0%	2/06/27	29/06/27	93	NA
95		Services Installation	30 days	0%	30/06/27	11/08/27	94	NA
96		Form and Pour House Slabs	40 days	0%	12/08/27	7/10/27	95	NA
97		Walls & Framing	30 days	0%	2/09/27	14/10/27	96SS+15 days	NA
98		Roof Installation	25 days	0%	23/09/27	28/10/27	97SS+15 days	NA
99		Lock-up	30 days	0%	15/10/27	25/11/27	98SS+15 days	NA
100		Services Rough-ins	25 days	0%	5/11/27	9/12/27	99SS+15 days	NA
101		Internal Linings & Finishes	30 days	0%	26/11/27	11/01/28	100SS+15 days	NA
102		Fit-Off	25 days	0%	17/12/27	25/01/28	101SS+15 days	NA
103		External Works	30 days	0%	12/01/28	22/02/28	102SS+15 days	NA
104		Practical Completion	15 days	0%	2/02/28	22/02/28	103SS+15 days	NA
105		**Defect Liability Periods**	665.5 days	0%	27/04/27	20/02/29		**NA**
106		Subdivision DLP	365 days	0%	27/04/27	26/04/28	76FS-1 day	NA
107		Housing DLP	365 days	0%	22/02/28	20/02/29	104FS-1 day	NA
108		Final Completion - Subdivision	0 days	0%	26/04/28	26/04/28	106	NA
109		Final Completion - Housing	0 days	0%	20/02/29	20/02/29	107	NA



Project: msproj11
Date: 6/10/26

Task | Milestone | Project Summary | External Milestone | Inactive Milestone | Manual Task | Manual Summary Rollup | Start-only | Deadline | Critical Split | Manual Progress
Split | Summary | External Tasks | Inactive Task | Inactive Summary | Duration-only | Manual Summary | Finish-only | Critical | Progress

HVASC HOUSING PROGRAM RISK REGISTER

PN L260310
Re 06.10.2026

Ris	Risk Type	Project Impact	Stage for Impact	Likelihood	Consequence	Inherent Risk Ranking	Hierarchy of Control	Control Measures	Mitigation Due	Mitigation Status	Post Control Likelihood	Post-Control Consequence	Residual Risk Ranking	Future Actions and Implementation of Risk Controls;	Assignee
1. Client Management															
1	Communications	Insufficient or untimely project reporting and communication leaves the Client without clear visibility of progress, program, budget, risks, decisions and emerging issues, resulting in delayed decisions, misaligned expectations and reduced confidence in project delivery.	Pre-Design	Likely	Minor	M	Administrative Controls	Provide concise monthly project reports covering progress, program, budget, procurement, key risks, decisions and upcoming activities. Maintain regular coordination meetings with HVASC, issue minutes and action registers, and promptly escalate matters requiring Client direction or approval.	31-Jul-26	In Progress	Unlikely	Incidental	L	Issue monthly reports to key Client stakeholders and maintain regular progress updates between reporting cycles. Confirm decisions, responsibilities and due dates in meeting minutes and the actions register, and escalate material changes or emerging risks early so the Client remains informed.	Project Manager
2. Commercial / Markets															
2	Practical Completion and Handover	Disputes over PC dates, delayed staged handovers, inability to occupy completed dwellings	Construction	Possible	Major	H	Administrative Controls	Separate Annexure A per Separable Portion; define PC dates and security per SP; require staged program	12-Jan-27	Not Started	Unlikely	Moderate	M		Project Manager
3. Community / Stakeholders															
3	Traffic and Community Impacts	Construction works disrupt neighbours and causes traffic management issues.	Construction	Possible	Moderate	M	Administrative Controls	Include in Construction Contract, Builders requirement for traffic management plans and to provide advanced notification to residents and stakeholders that are potentially impacted by the works.	01-Sep-26	Not Started	Unlikely	Moderate	M		Project Manager
3	Cultural Heritage Monitoring	Ground disturbances proceed without cultural monitoring, leading to issues with HVASC, work stoppages, program delays, and reputational damage to Lackon.	Construction	Possible	Severe	E	Administrative Controls	Ensure protocols are in place for any works likely to trigger Cultural heritage Duty of Care requirements.	01-Sep-26	Not Started	Unlikely	Severe	H	Include CH Duty of Care Guidelines in Tender Docs	Project Manager
3	Community Engagement	Community expectations, stakeholder concerns or insufficient consultation result in project objections, delays in approvals, reputational impacts and loss of community support.	Pre-Design	Possible	Severe	E	Administrative Controls	Establish a stakeholder and community engagement process early. Coordinate consultation with HVASC, Traditional Owners, local community representatives and relevant stakeholders. Maintaining records of consultation outcomes, issues raised and agreed actions. Confirm with HVASC whether any existing trees within the development site have community, cultural, amenity or visual significance. Review tree retention and removal requirements against the cadastral survey and final site layout. Communicate proposed vegetation removal during stakeholder consultation and consider replacement planting where practical.	09-Jul-26	In Progress	Possible	Major	H	Confirm community consultation requirements with HVASC. Identify key stakeholders and consulting timing. Include consultation actions and decisions in the project actions register.	Council
4. Environmental / Statutory															
4	Wet Season	Wet season results in Builders demobilising and leaving sites unattended and without appropriate or monitored sediment barriers.	Construction	Possible	Moderate	M	Administrative Controls	Ensure Contract includes to keep sites maintained during any demobilisation or contractors absence.	01-Sep-26	Not Started	Unlikely	Moderate	M	Enforce Principal Contractor to engage local persons that will remain in community and can attend to site issues at all times.	Project Manager
4	Development Approval Delays	Delays in obtaining development approvals, MCU decisions, information request responses or statutory approvals result in program impacts and delayed commencement of housing delivery.	Pre-Design	Possible	Major	H	Administrative Controls	Establish an approvals program, undertake early due diligence, engage with assessment authorities and monitor statutory timeframes. Coordinate consultant responses to information requests in a timely manner. Engage Council early to review the developing subdivision and servicing design and advise the Operational Works approvals, application requirements and supporting documentation required.	03-Aug-26	In Progress	Unlikely	Moderate	M	Finalise and lodge the ROL application. Monitor Council assessment and information-request timeframes, and update the integrated program when the approval pathway and Decision Notice timing are confirmed. Submit the developing civil and servicing design to Council for review and written advice on Operational Works requirements, approval pathways, conditions and sequencing before tender documentation is finalised.	Project Manager
4	Dust Generation and Community Complaints	Dust generation during earthworks, subdivision and construction activities results in community complains, amenity impacts, additional mitigation measures and potential program delays, particularly where water supply for dust suppression is limited.	Construction	Likely	Moderate	H	Administrative Controls	Implement a Dust Management Plan, including identification of suitable water sources for dust suppression, water carts or storage tanks, staged earthworks, stockpile management, vehicle speed restrictions and monitoring of weather conditions.	01-Sep-26	In Progress	Possible	Minor	M	Confirm water availability and responsibilities for dust suppression prior to commencement of earthworks. Develop contingency arrangements where water supply may be constrained and monitor community feedback and weather conditions throughout construction.	Project Manager
5. Cultural Heritage															
5	Failure to comply with Aboriginal Cultural Heritage Duty of Care requirements	Aboriginal cultural heritage is disturbed or damaged during earthworks or construction activities, resulting in work stoppages, investigations, delays, additional costs, regulatory non-compliance and reputational damage.	Pre-Design	Possible	Severe	E		Undertake Cultural Heritage Duty of Care assessment prior to works. Review Aboriginal Cultural Heritager Register and Database, consult with the relevant Aboriginal Party and Traditional Owners where required, and implement Cultural Heritage Management procedures, including stop-work protocols for unexpected finds.	03-Aug-26	In Progress	Unlikely	Severe	H	Confirm Duty of Care category for all work areas. Determine whether cultural monitoring is required during excavation works. Include Cultural Heritage requirements in tender and construction documentation.	Council
5	Unexpected cultural heritage find during construction works	Previously unidentified Aboriginal cultural heritage artefacts, sites or human remains are discovered during construction works, resulting in immediate work stoppages, redesign requirements, delays, additional costs and stakeholder impacts.	Construction	Possible	Severe	E		Include stop-work procedures in control management plans. Train site personnel on Cultural Heritage Find protocols. Ensure escalation procedures and notification requirements are clearly defined prior to commencement of works.	01-Sep-26	Not Started	Unlikely	Severe	H	Confirm notification and escalation procedures with the relevant Aboriginal Party. Include Cultural Heritage induction requirements for contractors and subcontractors.	Project Manager
6. Financial															
6	Contractor Financial Capacity	Principal Contractor does not have suitable financial capacity to undertake the works leading to Head Contractor insolvency or administration, Inability to pay subcontractors and suppliers, and cash flow constraints leading to slowed or suspended works. Also increases the risk of claims, disputes, or project abandonment	Tender	Possible	Severe	E	Administrative Controls	Undertake financial due diligence before award, including review of audited financial information, credit and insolvency checks, current workload and cashflow capacity. Require appropriate security, insurance and subcontractor payment controls, with ongoing financial monitoring during delivery.	31-Aug-26	Not Started	Possible	Major	H	Complete and document the preferred tenderer's financial-capacity assessment before award. Confirm security and contingency arrangements, monitor payment performance and warning signs during construction, and maintain an insolvency response plan.	Council
6	Funding Shortfall	Funding Shortfall - Budget shortfall due to omitted contingencies, fees, authority charges	Pre-Design	Likely	Major	E	Administrative Controls	QS cost plans to include remote loadings, contingencies, authority fees; peer review; design value engineering review	03-Aug-26	In Progress	Likely	Moderate	H	Liaise with HVASC and the Department to secure more funding	Council
7. Security															
8. Government / Political															
9. Integration															
9	Water Connections	Delays and disputes over water connections with Council and contractor	Design	Possible	Moderate	M	Administrative Controls	Define responsibility in RFT and drawings; confirm Council requirements early	31-Aug-26	In Progress	Rare	Moderate	L		Design Team
9	Utility Coordination	Utility requirements, existing services or authority approvals are identified late, resulting in redesign, additional costs and delays to construction activities.	Design	Possible	Major	H	Administrative Controls	Undertake early utility investigations and engage service authorities during planning and design. Confirm existing services and infrastructure capacities and clearly allocate authority responsibilities.	31-Aug-26	In Progress	Unlikely	Moderate	M	Continue coordinated water, sewer, electrical and telecommunications investigations. Confirm utility easements, lot-servicing arrangements and the final coordinated services plan, including any dependency on the ROL Decision Notice.	Design Team
9	Unforeseen Utilities / Existing Services	Existing underground services, council infrastructure, communications assets, sewer connections, abandoned services or utility conflicts are identified during design or construction and are not accurately reflected in available records or survey information, resulting in redesign, relocation works, delays, service interruptions and additional project costs. The current service information is indicative only and requires confirmation during detailed design and construction.	Design / Construction	Possible	Major	H	Administrative Controls	Undertake detailed utility investigations during design, including DBYD enquiries, service authority consultation, survey review and targeted potholing/verification where required. Clearly allocate utility relocation responsibilities within contract documentation.		In Progress	Unlikely	Moderate	M	Review cadastral survey and detailed engineering survey information. Confirm sewer, water, electrical, telecommunications and other service locations prior to final design. Undertake potholing of critical service crossings before construction. Confirm responsibility for service relocations and protection works within tender documentation. The survey notes that underground service information is indicative only and additional services may exist.	Design Team
10. Hazards															
10	Remote Construction Environment	Remote location constraints, limited resources, mobilisation challenges and supply chain disruptions result in program delays and increased project costs.	Construction	Likely	Major	E	Administrative Controls	Develop detailed logistics and procurement plans, identify long-lead items early and coordinate deliveries, accommodation and mobilisation activities.	01-Sep-26	Not Started	Possible	Moderate	M	Monitor supply chain risks and procurement lead times. Regularly review logistics planning and contractor mobilisation requirements.	Project Manager
11. Legal / Regulatory															
11	Intellectual Property Rights	Work commission or provided by others (HVASC) does not provide the IP rights required for reuse or modification leading to legal disputes.	Design	Possible	Moderate	M	Administrative Controls	Check all content provided by others can be used by Lackon for its intended purposes prior to distribution.	31-Aug-26	In Progress	Rare	Moderate	L		Project Manager
11	Payment Disputes	Payment disputes, statutory non-compliance with BIF Act, reputational damage, cashflow disruption	Construction	Possible	Major	H	Administrative Controls	Legal review of payment clauses; align Part B with BCIPA; clearly define claim vs payment timing	28-Oct-26	Not Started	Unlikely	Moderate	M		Project Manager
11	Scope Changes and Variations	Post-award variations, cost overruns, delays to PC and occupancy	Construction	Possible	Moderate	M	Administrative Controls	Define certification responsibility in RFT; include costs in pricing schedule; align hold points	28-Oct-26	In Progress	Rare	Moderate	L		Project Manager
11	Contract Compliance	Contract documentation does not clearly allocate responsibilities, statutory requirements or delivery obligations, resulting in disputes, claims and program delays.	Tender	Possible	Major	H	Administrative Controls	Undertake contract reviews and clearly define responsibilities, deliverables, interfaces and statutory requirements within procurement and contract documentation.	31-Aug-26	In Progress	Unlikely	Moderate	M	Review contract documentation before procurement and execution. Confirm responsibilities with all parties and maintain appropriate contract administration procedures.	Project Manager
12. Logistics															
12	Electrical Infrastructure Capacity / Ergon Servicing	Ergon services vast, low-density networks with limited spare capacity. Connections frequently trigger augmentation of rural or fringe-of-grid infrastructure FNQ weather (wet season, cyclones) impacts design, construction, and scheduling Ergon assessment queues can be lengthy, particularly for non-standard or high-load connections. Delay to program due to lengthy and uncertain timeframes for mains electricity application assessment and potential network upgrades by the electricity provider.	Design	Likely	Major	E	Administrative Controls	Early Engagement with Ergon. Initiate pre-application discussions as early as possible. Seek indicative capacity advice and include clarity on likely need for upgrades, confirm typical assessment durations and potential seasonal workload impacts.	31-Aug-26	In Progress	Likely	Moderate	H	Confirm the Ergon point of connection, required network extension and lot-servicing arrangements. Determine whether the ROL Decision Notice is required before application, then obtain and assess Ergon's servicing advice and connection offer.	Design Team

12	Concrete Supply Constraints	Concrete plant cannot supply materials at rates required to maintain the construction program, resulting in delays.	Tender	Possible	Moderate	M	Administrative Controls	Include supply chain analysis in procurement planning. Consider builder-led supply strategies and early procurement of long-lead items.	31-Aug-26	Not Started	Possible	Moderate	M		Project Manager
12	Material Supply Constraints	Program delays and claims due to material shortages in remote locations	Tender	Possible	Major	H	Administrative Controls	Tender confirmation of supply capability; allocate remote supply risk; early procurement strategies	31-Aug-26	Not Started	Possible	Moderate	M		Project Manager
13. Management / Communication																
14. OH&S																
14	Emergency Access and Site Layout Constraints	Emergency event in construction is impacted by radial cul-de-sac layout creates dead end streets, that can create urban areas that are less safe and accessible in an emergency than a through street.	Construction	Possible	Severe	E	Administrative Controls	Ensure Contractor considers in Construction Management Plans - Review and Query in Tender Assessment.	01-Sep-26	Not Started	Rare	Severe	M		Design Team
15. People																
16. Procurement																
16	IEOP Requirements	Program delays and variations if IEOP imposed post-award	Tender	Possible	Moderate	M	Administrative Controls	Confirm IEOP requirements early; include in RFT; engage DWATSIP	31-Aug-26	In Progress	Rare	Minor	L		Project Manager
17. Production / Operations																
18. Project Size / Complexity / Uniqueness																
19. Systems																
20. Technical																
20	Social Housing Standards and Remote Design Compatibility	Materials and construction methodology in design stages are inconsistent with the Social Housing Design Requirements	Design	Possible	Moderate	M	Administrative Controls	Ensure the design is alsiged with Social Housing & Remote Housing Standards. Ensure design demonstrates value for money and simplifies construction and considers materials waste and efficiencies.	24-Jul-26	In Progress	Possible	Moderate	M	Submit the design drawings to the Queensland Government Remote Housing team for review against the applicable Social Housing and Remote Housing design requirements. Record review comments, required departures and approvals, and incorporate agreed changes into the next design issue.	Design Team / Council
20	NBN / Telecommunications Design	NBN is not adequately considered during design & construction causing issues or delays at handover. Developer Applications need to be lodged even if service is via satellite or Wi-Fi. Social Housing Design Standard may require future provision of satellite or pip/pipe lead-ins.	Design	Possible	Moderate	M	Administrative Controls	Ensure NBN is included in design scope and proper engagement with supply authorities is included in the construction contractors scope.	31-Aug-26	In Progress	Rare	Moderate	L		Design Team
20	Stormwater Drainage Design	Stormwater drainage design causes flooding impact to upstream/downstream/adjacent properties.	Design	Possible	Severe	E	Administrative Controls	Ensure Stormwater is adequately addressed during design.	31-Aug-26	In Progress	Unlikely	Severe	H		Design Team
20	Flood Levels and Habitable Floor Levels	Habitable floor levels for flood immunity (needs to meet 1% AEP) are not appropriately determined in design leading to non-compliances and redesign.	Design	Possible	Severe	E	Administrative Controls	Include scope and analysis by Hydrological Consultant including Stormwater & Flood Impact assessments is/as required under the Planning Scheme.	31-Jul-26	In Progress	Possible	Severe	E	Confirm whether additional flood modelling or scenario testing is required. Coordinate flood information, finished lot levels, drainage, lot grading and dwelling floor levels to achieve 1% AEP flood immunity plus required freeboard without adverse off-site impacts.	Design Team
20	Planning and NCC Compliance	Town planning and NCC assessments are not undertaken leading to non-compliances in design. E.g. bushfire, flood, environmental management.	Design	Likely	Major	E	Administrative Controls	Ensure that the design is considerate of all regulatory requirements by undertaking appropriate due diligence and confirming requirements.	31-Aug-26	In Progress	Possible	Major	H		Design Team
20	Site Constraints and Housing Specifications	Houses are unable to meet the required specifications due to constraints in Lots due to the narrow and oddly shaped lots not allowing for standard house widths to fit on site or access with ease.	Design	Likely	Major	E	Administrative Controls	Ensure the design team assesses the siting plans and potential for constraints early in design.	24-Jul-26	In Progress	Possible	Major	H	Review final siting and earthworks against cadastral survey, detailed survey and geotechnical recommendations. Confirm cut/fill depths, pad levels, driveway grades and retaining requirements. Resolve shared-driveway widths and whether access will operate one-way or two-way.	Design Team
20	Social Housing Standards Compliance	Housing are not accepted in Design or Handover due to not meeting the Social Housing Design Guidelines and Technical Summary Sheets / Remote Housing Design Guidelines.	Design	Almost Certain	Major	E	Administrative Controls	Ensure the design complies with all applicable codes and standards and a deviations schedule is maintained. Ensure the intention / requirement to apply for dispensations to the overriding standards are communicated and addressed.	31-Aug-26	In Progress	Possible	Major	H	Incorporate the concept-design review comments in the next issue and confirm accessibility, covered outdoor living, security, servicing, room-area and documentation requirements before Queensland Government Remote Housing review.	Design Team
20	Construction Compliance with Approved Design	Construction works do not comply with approved design documentation, resulting in rework, delays, and potential defects claims.	Construction	Likely	Moderate	H	Administrative Controls	Undertake thorough Superintendent inspections regularly and at key milestones. Ensure RPAO pre-PC inspections are planned and executed.	28-Oct-26	Not Started	Possible	Moderate	M		Project Manager
20	Level 1 Compaction Certification	Level 1 Compaction not certified during subdivision construction and certificates are nto available leading to donwgrading of site classifications and increased design and construction costs	Construction	Likely	Moderate	H	Administrative Controls	Require geotechnical inspection and verification of subgrade conditions following stripping and prior to placement of structural fill. Maintain complete Level 1 certification records for all building platforms, roads and service trench reinstatement.	01-Sep-26	Not Started	Possible	Moderate	M	Require geotechnical inspection and verification of subgrade conditions following stripping and prior to placement of structural fill. Maintain complete Level 1 certification records for all building platforms, roads and service trench reinstatement.	Project Manager
20	Unforeseen Ground Conditions	Ground conditions encountered during earthworks differ from those identified in the geotechnical investigation, resulting in additional excavation, unsuitable material replacement, design changes, program delays and increased construction costs.	Construction	Possible	Moderate	M	Administrative Controls	Undertake proof rolling, geotechnical inspections and Level 1 earthworks testing. Include latent conditions provisions within tender and construction documentation	02-Sep-26	Not Started	Possible	Moderate	M		Project Manager
20	Moisture Sensitive Clay Subgrade	Moisture sensitive clay subgrades soften during wet weather, resulting in loss of trafficability, pavement deterioration, additional earthworks, program delays and increased construction costs.	Construction	Likely	Moderate	H	Administrative Controls	Sequence earthworks to minimise exposure during wet weather. Provide temporary drainage measures, proof rolling and capping layers as soon as practical after earthworks.		In Progress	Unlikely	Moderate	M	Incorporate the completed geotechnical report's subgrade preparation, proof-rolling, drainage, seasonal moisture and pavement recommendations into the civil design and tender documentation. Include hold points for geotechnical inspection before structural fill and pavement layers are placed.	Design Team
21. Weather / Natural Events																
21	Wet Season Contract Award Timing	Contracts are awarded in or prior to wet season leading to extended contract durations whilst no work occurs.	Tender	Possible	Moderate	M	Administrative Controls	Do not award construction contracts until wet season is over or nearing its end.	31-Aug-26	In Progress	Unlikely	Moderate	M		Council

URBAN
PLANNING
NORTH



DEVELOPMENT APPLICATION FOR RECONFIGURING A LOT (3 LOTS INTO 9 LOTS AND ACCESS EASEMENTS) AND ESTABLISHMENT OF BUILDING ENVELOPES

Lots 145, 146 and 147 on SP281317
Palm Close, Hope Vale

September 2026

ACKNOWLEDGEMENT OF COUNTRY

UP North acknowledges Traditional Owners of Country throughout Australia and recognises their continuing connection to lands, water and communities. We pay our respects to Aboriginal and Torres Strait Islander cultures, and to Elders past, present and future.

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Document Control Sheet	
File	Palm Close RAL – Hope Vale
Document	Development Application
Version	Draft v2.1
Date	22 September 2026
Client	Hope Vale Aboriginal Shire Council

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1. DA Form 1
2. Township zone code response
3. Plan of Development
4. Dwelling house plans

APPLICATION SUMMARY

Application details	
Proposal	Reconfiguring a Lot – three lots into nine lots, access easements and establishment of building envelopes
Approval sought	Development Permit
Applicant	Hope Vale Aboriginal Shire Council
Address	Palm Close, Hope Vale
Real Property Description	Lots 145, 146 and 147 on SP281317
Existing Use	Vacant
Lot size	Lot 145: 1,421m^2 Lot 146: 1,310m^2 Lot 147: 1,315m^2
Zone	Township zone
Overlays	Nil
Level of assessment	Code Assessment
Referral triggers	Nil
Assessment Manager	Hope Vale Aboriginal Shire Council

EXECUTIVE SUMMARY

This development application has been prepared on behalf of Hope Vale Aboriginal Shire Council seeking a Development Permit for Reconfiguring a Lot over Lots 145, 146 and 147 on SP281317 at Palm Close, Hope Vale. The proposal creates nine residential allotments and six access easements. It also establishes a building envelope for each proposed lot based on the setbacks nominated on the Plan of Development. The envelopes demonstrate that each lot can accommodate its intended dwelling and will guide the location of future building work.

The site is in the Township zone. No overlays affect the site and the application does not require referral to a referral agency. The Township zone code is the only applicable assessment benchmark.

The proposed residential lots do not meet the 800m² minimum stated in AO22.1 and none achieves the 1,000m² benchmark in AO23. The proposal nevertheless achieves the corresponding performance outcomes. The subdivision is a purpose-designed housing project, the concept plan demonstrates workable dwelling envelopes on each lot, and the variation in lot and dwelling sizes provides housing choice responsive to local household needs. The proposal also makes efficient use of serviced township land and supports the future residential needs of Hope Vale.

The assessment contained in this report and the accompanying code response demonstrates that the proposal achieves the purpose and relevant performance outcomes of the Township zone code. Approval is therefore sought subject to reasonable and relevant conditions.

1. THE APPLICANT

Hope Vale Aboriginal Shire Council is the applicant. The proposal forms part of Council's delivery of additional housing within Hope Vale and responds directly to the community's need for a range of appropriately sized housing.

2. PROPOSED DEVELOPMENT

2.1 The site and its surrounds

The subject site comprises Lots 145, 146 and 147 on SP281317 at Palm Close, Hope Vale. The land is within the established Hope Vale township. Existing residential allotments adjoin the site to the north and east, Hope Vale Cemetery is located to the south, and land to the west accommodates the future connection toward Alec Cameron Drive.



Figure 1: Site location (Source: Queensland Globe, September 2026)

2.2 Nature of the proposal

The application seeks a Development Permit for Reconfiguring a Lot to create nine residential lots from the three existing lots, with the construction of a new road, easements A to F and building envelopes for each proposed lot.

The proposed building envelopes are defined by the setbacks shown on the Plan of Development. The envelopes establish the area within which future dwellings and associated building work may be located. They have been designed having regard to the dimensions of each lot, access arrangements, adjoining development and the intended two-bedroom and three-bedroom dwellings.

Approval of the building envelopes will provide certainty that each proposed lot can accommodate its intended residential use notwithstanding the proposed lot sizes. Future development will be contained within the approved building envelopes and remain subject to applicable building approval requirements.

Table 1: Proposed Lot Areas and Access Arrangements

Proposed lot	Area	Access Arrangement
Lot 1	528.22m²	Easements B and C
Lot 2	494.01m²	Easement C
Lot 3	472.37m²	Road frontage
Lot 4	339.18m²	Easements A, B and C
Lot 5	334.31m²	Easements B and C
Lot 6	334.35m²	Easement C
Lot 7	522.15m²	Easement E and F
Lot 8	516.46m²	Easement F
Lot 9	513.66m²	Road frontage

Table 2: Proposed Easements

Proposed Easement	Width (m)	Length (m)	Easement Purpose	Benefited Lots
Easement A	9.5m	13.61m	Access and services	Proposed Lots 2 – 6
Easement B	9.5m	13.37m	Access and services	Proposed Lots 1 and 3 – 6
Easement C	9.5m	13.37m	Access and services	Proposed Lots 1, 2, 4, 5 and 6
Easement D	8m	13.52m	Access and services	Proposed Lots 8 and 9
Easement E	8m	13.37m	Access and services	Proposed Lots 7 and 9
Easement F	8m	13.37	Access and services	Proposed Lots 7 and 8

Table 3: Proposed building setbacks

Lot	North	East	South	West
Lot 1	1.69m	11.5m	1.275m	6.848m
Lot 2	1.275m	11.5m	1.387m	5.239m
Lot 3	1.275m	11.5m	1.389m	5.616m
Lot 4	1.606m	3.44m	1.275m	2m
Lot 5	1.275m	3.44m	1.387m	2m
Lot 6	1.275m	3.44m	1.389m	2m
Lot 7	1.467m	8.09m	1.275m	10m
Lot 8	1.275m	7.878m	1.437m	10m
Lot 9	1.275m	7.664m	1.439m	10m

The dwelling layouts shown on the subdivision master plan demonstrate the intended residential outcome and the ability of the proposed lots to accommodate the planned housing. The plan identifies two-bedroom dwellings on Lots 1 to 6 and three-bedroom dwellings on Lots 7 to 9. Plans of the proposed dwellings are provided as Attachment 4.

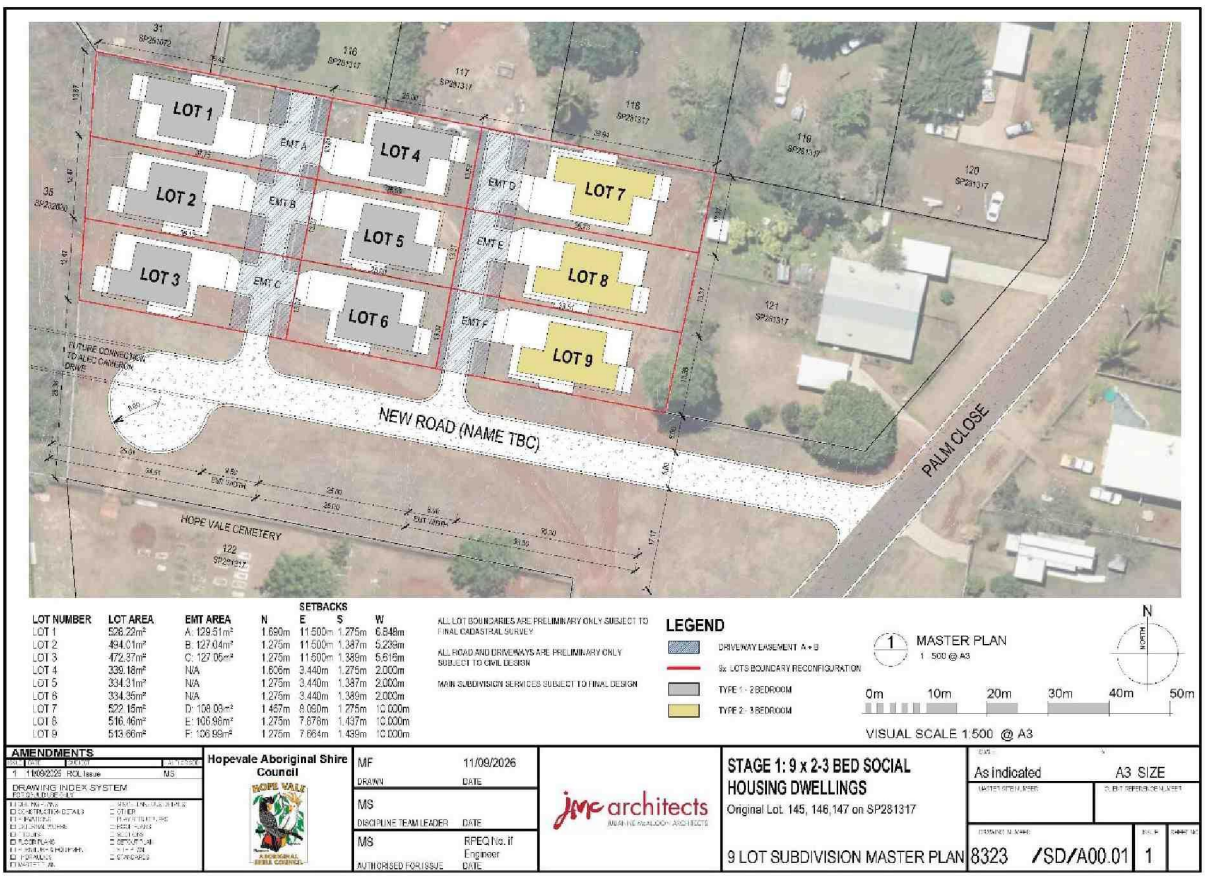


Figure 2: Plan of development (Source: JMC Architects, September 2026)

3. PLANNING CONSIDERATIONS

3.1 Planning Act 2016

The *Planning Act 2016* establishes the framework for development assessment in Queensland. This application is made in accordance with section 51 of the Act and seeks a Development Permit for Reconfiguring a Lot.

3.2 Planning Regulation 2017

The proposal has been reviewed against the referral provisions of the *Planning Regulation 2017*. No referral agency triggers apply to the application.

3.3 State Planning Policy (SPP)

In accordance with section 2.1 of the Hope Vale Aboriginal Shire Council Planning Scheme, the Minister has identified that all relevant aspects of the State Planning Policy have been appropriately integrated into the planning scheme.

Accordingly, separate assessment of the proposal against the State Planning Policy is not required. Relevant State interests are addressed through assessment against the applicable provisions of the planning scheme.

3.4 Cape York Regional Plan 2014

The Cape York Regional Plan 2014 acknowledges the importance of valuing, protecting and promoting Aboriginal and Torres Strait Islander knowledge, culture and traditions. It also seeks to support:

- settlements that can accommodate growth and provide housing that meets community needs;
- vibrant and liveable communities connected to services and facilities; and
- economic opportunities and growth arising from mining and the expansion of plantation and agricultural activities.

The proposal is consistent with these regional outcomes. It will provide additional housing within the established Hope Vale township, including a mix of two and three-bedroom dwellings suited to different household needs. Its location near existing services and infrastructure supports a connected and liveable community and will help Hope Vale accommodate future population and economic growth.

3.5 Hope Vale Aboriginal Shire Council Planning Scheme

The site is in the Township zone. The application is subject to code assessment and the Township zone code is the only applicable assessment benchmark. No overlays affect the site.

3.6 Hope Vale Master Plan 2019

The site is not located within an identified precinct under the Hope Vale Master Plan 2019. Accordingly, the Master Plan does not establish any site-specific land-use or development outcomes.

The proposal nevertheless supports the broader objectives of the Master Plan by providing additional housing within the established Hope Vale township and making efficient use of land with access to existing urban infrastructure and services.

3.7 Assessment Considerations

The detailed assessment provided as Attachment 2 demonstrates that the proposal achieves the assessment criteria contained in the Township zone code.

The purpose of the Township zone code is to provide for a well-serviced township that can thrive economically, culturally, socially and environmentally. The code supports a range of housing types that provide housing choice and meet the needs of the local community throughout different stages of life. It also requires development to respond to the character and environment of Hope Vale, be appropriately coordinated with infrastructure and services, and provide an ongoing benefit to the community.

The proposal is consistent with these outcomes. It will facilitate nine additional dwellings within the established Hope Vale township, comprising a mix of two-bedroom and three-bedroom housing suited to different household and family compositions. The development will contribute to the supply of housing, support the future growth of Hope Vale and make efficient use of land close to existing infrastructure and services.

The proposed lots range in area from approximately 334m^2 to 528m^2 and do not comply with the 800m^2 minimum lot area sought by Acceptable Outcome AO22.1. None of the proposed lots achieves the 1,000m^2 area sought by Acceptable Outcome AO23. These acceptable outcomes provide one means of achieving the relevant performance outcomes but are not mandatory standards where the performance outcomes can otherwise be demonstrated.

The proposal achieves Performance Outcome PO22 because the lots have been purpose-designed for their intended residential use. The Plan of Development establishes the proposed building siting and setbacks for each lot and demonstrates that each lot can accommodate its intended dwelling, vehicle access, parking and associated residential activities. The proposed lots have practical dimensions and are supported by an orderly combination of direct road frontage and access easements.

The proposal also achieves Performance Outcome PO23 by providing a range of lot and dwelling sizes. The development includes six lots intended for two-bedroom dwellings and three lots intended for three-bedroom dwellings. This provides housing choice responsive to different household sizes while making efficient use of serviced township land. Requiring one or more lots to achieve an area of 1,000m^2 would not materially improve housing choice and would reduce the number of dwellings that could be delivered as part of the project.

The proposed road and access arrangements provide safe and practical access to each lot. Lots 3 and 9 will have direct access to the new road, while the remaining lots will be accessed through easements A to F. The detailed design of the road, access crossovers, driveways, stormwater drainage and service infrastructure will be addressed through the subsequent operational works approval process.

Each proposed lot is intended to be connected to reticulated water supply and sewerage, electricity and telecommunications infrastructure. The detailed design will confirm network capacity, connection points and the internal reticulation required to service the development. Infrastructure will be coordinated with the access easements and proposed building siting shown on the Plan of Development.

The subdivision will not restrict community access to open space, waterways, natural resources or culturally important places. No overlays affect the site, and the proposal does not introduce an incompatible use or adversely affect the established residential character and amenity of the surrounding area.

Accordingly, notwithstanding the departures from Acceptable Outcomes AO22.1 and AO23, the proposal achieves the purpose and relevant performance outcomes of the Township zone code. It represents an efficient and coordinated residential development that responds to the future housing needs, growth and liveability of Hope Vale.

3.8 Infrastructure

The proposed subdivision will be provided with the infrastructure necessary to service the nine residential lots. The subdivision master plan identifies the proposed road and access arrangements, while the detailed design of the road, driveways, stormwater drainage and services will be undertaken as part of the subsequent operational works approval process.

Water supply and sewerage infrastructure

Each proposed lot will be connected to Council's reticulated water supply and sewerage networks. Existing infrastructure is located to the north of the site. The suitability and capacity of the existing networks, connection points and internal reticulation will be confirmed through detailed civil design.

All water supply and sewerage infrastructure will be designed and constructed in accordance with Council's requirements and the applicable provisions of the FNQROC Development Manual.

Stormwater drainage

Stormwater drainage will be addressed through the detailed civil design of the subdivision.

The drainage design will provide for the lawful collection and discharge of stormwater from the road, access easements and residential lots. It will be designed to avoid an actionable nuisance or adverse concentration of stormwater onto adjoining properties.

Appropriate erosion and sediment control measures will be implemented during the construction phase.

Electricity and telecommunications

Electricity and telecommunications infrastructure will be provided to each proposed lot.

The location and design of this infrastructure will be coordinated with the proposed road, access easements, building envelopes and other services. Infrastructure will be provided in accordance with the requirements of the relevant service authorities.

Traffic, access and transport

Vehicle access to the lots will be provided by the construction of a road within the existing road corridor that connects to Palm Close. The road layout also provides for a potential future connection to Alec Cameron Drive.

Access to proposed Lots 3 and 9 will be directly from the new road with all other lots accessed through access easements A to F, as shown on the Plan of Development.

The proposed road, access easements and individual driveway connections remain subject to detailed civil design. The detailed design will address road geometry, pavement construction, vehicle manoeuvring, stormwater drainage and the safe and efficient operation of each access.

Waste collection

The road and access arrangements will allow for waste collection along the road frontage.

4. CONCLUSION

The application seeks approval to reconfigure Lots 145, 146 and 147 on SP281317 into nine residential lots with a constructed road and access easements. The proposal will facilitate nine new dwellings and provide a range of dwelling sizes within the established Hope Vale township.

The proposal achieves the purpose and relevant performance outcomes of the Township zone code. No overlays affect the site and no referral agencies are triggered. It is requested that Hope Vale Aboriginal Shire Council approve the application subject to reasonable and relevant conditions.

Attachment 1

DA Form 1

DA Form 1 – Development application details

Approved form (version 1.6 effective 2 August 2024) made under section 282 of the Planning Act 2016.

This form **must** be used to make a development application **involving code assessment or impact assessment**, except when applying for development involving only building work.

For a development application involving **building work only**, use *DA Form 2 – Building work details*.

For a development application involving **building work associated with any other type of assessable development (i.e. material change of use, operational work or reconfiguring a lot)**, use this form (*DA Form 1*) **and** parts 4 to 6 of *DA Form 2 – Building work details.*

Unless stated otherwise, all parts of this form **must** be completed in full and all required supporting information **must** accompany the development application.

One or more additional pages may be attached as a schedule to this development application if there is insufficient space on the form to include all the necessary information.

This form and any other form relevant to the development application must be used to make a development application relating to strategic port land and Brisbane core port land under the *Transport Infrastructure Act 1994*, and airport land under the *Airport Assets (Restructuring and Disposal) Act 2008.* For the purpose of assessing a development application relating to strategic port land and Brisbane core port land, any reference to a planning scheme is taken to mean a land use plan for the strategic port land, Brisbane port land use plan for Brisbane core port land, or a land use plan for airport land.

Note: *All terms used in this form have the meaning given under the Planning Act 2016, the Planning Regulation 2017, or the Development Assessment Rules (DA Rules).*

PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) *(individual or company full name)*	Hope Vale Aboriginal Shire Council
Contact name *(only applicable for companies)*	C/- UP North Group, Peter Boyd
Postal address *(P.O. Box or street address)*	51 Sheridan Street
Suburb	Cairns City
State	QLD
Postcode	4870
Country	
Contact number	0402 809 203
Email address *(non-mandatory)*	peter@upnorthgroup.com.au
Mobile number *(non-mandatory)*	
Fax number *(non-mandatory)*	
Applicant's reference number(s) *(if applicable)*	26 HVASC RAL

1.1) Home-based business
☐ Personal details to remain private in accordance with section 264(6) of *Planning Act 2016*

2) Owner's consent
2.1) Is written consent of the owner required for this development application?
☐ Yes – the written consent of the owner(s) is attached to this development application ☒ No – proceed to 3)

Queensland Government

PART 2 – LOCATION DETAILS

3) Location of the premises *(complete 3.1) or 3.2), and 3.3) as applicable)*

***Note**: Provide details below and attach a site plan for any or all premises part of the development application. For further information, see DA Forms Guide: Relevant plans.*

3.1) Street address and lot on plan

☒ Street address **AND** lot on plan (*all lots must be listed*), ***or***

☐ Street address **AND** lot on plan for an adjoining or adjacent property of the premises *(appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon. All lots must be listed).*

a)	Unit No.	Street No.	Street Name and Type	Suburb
			Palm Close	Hope Vale
	Postcode	Lot No.	Plan Type and Number *(e.g. RP, SP)*	Local Government Area(s)
	4895	145	SP281317	Hope Vale Aboriginal Shire Council
b)	Unit No.	Street No.	Street Name and Type	Suburb
			Palm Close	Hope Vale
	Postcode	Lot No.	Plan Type and Number *(e.g. RP, SP)*	Local Government Area(s)
	4895	146	SP281317	Hope Vale Aboriginal Shire Council
c)	Unit No.	Street No.	Street Name and Type	Suburb
			Palm Close	Hope Vale
	Postcode	Lot No.	Plan Type and Number *(e.g. RP, SP)*	Local Government Area(s)
	4895	147	SP281317	Hope Vale Aboriginal Shire Council

3.2) Coordinates of premises *(appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)*

***Note**: Place each set of coordinates in a separate row.*

☐ Coordinates of premises by longitude and latitude

Longitude(s)	Latitude(s)	Datum	Local Government Area(s) *(if applicable)*
		☐ WGS84 ☐ GDA94 ☐ Other:	

☐ Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) *(if applicable)*
		☐ 54 ☐ 55 ☐ 56	☐ WGS84 ☐ GDA94 ☐ Other:	

3.3) Additional premises

☐ Additional premises are relevant to this development application and the details of these premises have been attached in a schedule to this development application

☒ Not required

4) Identify any of the following that apply to the premises and provide any relevant details

☐ In or adjacent to a water body or watercourse or in or above an aquifer

Name of water body, watercourse or aquifer:

☐ On strategic port land under the *Transport Infrastructure Act 1994*

Lot on plan description of strategic port land:

Name of port authority for the lot:

☐ In a tidal area

Name of local government for the tidal area *(if applicable)*:

Name of port authority for tidal area *(if applicable)*

☐ On airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*	
Name of airport:	
☐ Listed on the Environmental Management Register (EMR) under the *Environmental Protection Act 1994*	
EMR site identification:	
☐ Listed on the Contaminated Land Register (CLR) under the *Environmental Protection Act 1994*	
CLR site identification:	

5) Are there any existing easements over the premises?

Note: Easement uses vary throughout Queensland and are to be identified correctly and accurately. For further information on easements and how they may affect the proposed development, see DA Forms Guide.

☐ Yes – All easement locations, types and dimensions are included in plans submitted with this development application

☒ No

PART 3 – DEVELOPMENT DETAILS

Section 1 – Aspects of development

6.1) Provide details about the first development aspect

a) What is the type of development? *(tick only one box)*

☐ Material change of use ☒ Reconfiguring a lot ☐ Operational work ☐ Building work

b) What is the approval type? *(tick only one box)*

☒ Development permit ☐ Preliminary approval ☐ Preliminary approval that includes a variation approval

c) What is the level of assessment?

☒ Code assessment ☐ Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal *(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots)*:

Reconfiguration of 3 lots into 9 lots and 6 access easements

e) Relevant plans

***Note**: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms guide: Relevant plans.*

☒ Relevant plans of the proposed development are attached to the development application

6.2) Provide details about the second development aspect

a) What is the type of development? *(tick only one box)*

☐ Material change of use ☐ Reconfiguring a lot ☐ Operational work ☐ Building work

b) What is the approval type? *(tick only one box)*

☐ Development permit ☐ Preliminary approval ☐ Preliminary approval that includes a variation approval

c) What is the level of assessment?

☐ Code assessment ☐ Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal *(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots)*:

e) Relevant plans

***Note**: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms Guide: Relevant plans.*

☐ Relevant plans of the proposed development are attached to the development application

Queensland Government

6.3) Additional aspects of development
☐ Additional aspects of development are relevant to this development application and the details for these aspects that would be required under Part 3 Section 1 of this form have been attached to this development application
☒ Not required
6.4) Is the application for State facilitated development?
☐ Yes - Has a notice of declaration been given by the Minister?
☒ No

Section 2 – Further development details

7) Does the proposed development application involve any of the following?	
Material change of use	☐ Yes – complete division 1 if assessable against a local planning instrument
Reconfiguring a lot	☒ Yes – complete division 2
Operational work	☐ Yes – complete division 3
Building work	☐ Yes – complete *DA Form 2 – Building work details*

Division 1 – Material change of use

***Note**: This division is only required to be completed if any part of the development application involves a material change of use assessable against a local planning instrument.*

8.1) Describe the proposed material change of use			
Provide a general description of the proposed use	Provide the planning scheme definition *(include each definition in a new row)*	Number of dwelling units *(if applicable)*	Gross floor area (m^2) *(if applicable)*

8.2) Does the proposed use involve the use of existing buildings on the premises?
☐ Yes
☐ No

8.3) Does the proposed development relate to temporary accepted development under the Planning Regulation?	
☐ Yes – provide details below or include details in a schedule to this development application	
☐ No	
Provide a general description of the temporary accepted development	Specify the stated period dates under the Planning Regulation

Division 2 – Reconfiguring a lot

***Note**: This division is only required to be completed if any part of the development application involves reconfiguring a lot.*

9.1) What is the total number of existing lots making up the premises?
three

9.2) What is the nature of the lot reconfiguration? *(tick all applicable boxes)*	
☒ Subdivision *(complete 10)*	☐ Dividing land into parts by agreement *(complete 11)*
☐ Boundary realignment *(complete 12)*	☒ Creating or changing an easement giving access to a lot from a constructed road *(complete 13)*

Queensland Government

10) Subdivision				
10.1) For this development, how many lots are being created and what is the intended use of those lots:				
Intended use of lots created	Residential	Commercial	Industrial	Other, please specify:
Number of lots created	9			

10.2) Will the subdivision be staged?	
☐ Yes – provide additional details below ☒ No	
How many stages will the works include?	
What stage(s) will this development application apply to?	

11) Dividing land into parts by agreement – how many parts are being created and what is the intended use of the parts?				
Intended use of parts created	Residential	Commercial	Industrial	Other, please specify:
Number of parts created				

12) Boundary realignment			
12.1) What are the current and proposed areas for each lot comprising the premises?			
Current lot		Proposed lot	
Lot on plan description	Area (m^2)	Lot on plan description	Area (m^2)
12.2) What is the reason for the boundary realignment?			

13) What are the dimensions and nature of any existing easements being changed and/or any proposed easement? *(attach schedule if there are more than two easements)*				
Existing or proposed?	Width (m)	Length (m)	Purpose of the easement? *(e.g. pedestrian access)*	Identify the land/lot(s) benefitted by the easement
See attached schedule of easements				

Division 3 – Operational work

***Note**: This division is only required to be completed if any part of the development application involves operational work.*

14.1) What is the nature of the operational work?		
☐ Road work	☐ Stormwater	☐ Water infrastructure
☐ Drainage work	☐ Earthworks	☐ Sewage infrastructure
☐ Landscaping	☐ Signage	☐ Clearing vegetation
☐ Other – please specify:		

14.2) Is the operational work necessary to facilitate the creation of new lots? *(e.g. subdivision)*	
☐ Yes – specify number of new lots:	
☐ No	

Queensland Government

14.3) What is the monetary value of the proposed operational work? *(include GST, materials and labour)*

$

PART 4 – ASSESSMENT MANAGER DETAILS

15) Identify the assessment manager(s) who will be assessing this development application

Hope Vale Aboriginal Shire Council

16) Has the local government agreed to apply a superseded planning scheme for this development application?

☐ Yes – a copy of the decision notice is attached to this development application
☐ The local government is taken to have agreed to the superseded planning scheme request – relevant documents attached
☒ No

PART 5 – REFERRAL DETAILS

17) Does this development application include any aspects that have any referral requirements?
***Note**: A development application will require referral if prescribed by the* Planning Regulation 2017.

☒ No, there are no referral requirements relevant to any development aspects identified in this development application – proceed to Part 6

Matters requiring referral to the **Chief Executive of the *Planning Act 2016***:

☐ Clearing native vegetation
☐ Contaminated land *(unexploded ordnance)*
☐ Environmentally relevant activities (ERA) *(only if the ERA has not been devolved to a local government)*
☐ Fisheries – aquaculture
☐ Fisheries – declared fish habitat area
☐ Fisheries – marine plants
☐ Fisheries – waterway barrier works
☐ Hazardous chemical facilities
☐ Heritage places – Queensland heritage place *(on or near a Queensland heritage place)*
☐ Infrastructure-related referrals – designated premises
☐ Infrastructure-related referrals – state transport infrastructure
☐ Infrastructure-related referrals – State transport corridor and future State transport corridor
☐ Infrastructure-related referrals – State-controlled transport tunnels and future state-controlled transport tunnels
☐ Infrastructure-related referrals – near a state-controlled road intersection
☐ Koala habitat in SEQ region – interfering with koala habitat in koala habitat areas outside koala priority areas
☐ Koala habitat in SEQ region – key resource areas
☐ Ports – Brisbane core port land – near a State transport corridor or future State transport corridor
☐ Ports – Brisbane core port land – environmentally relevant activity (ERA)
☐ Ports – Brisbane core port land – tidal works or work in a coastal management district
☐ Ports – Brisbane core port land – hazardous chemical facility
☐ Ports – Brisbane core port land – taking or interfering with water
☐ Ports – Brisbane core port land – referable dams
☐ Ports – Brisbane core port land – fisheries
☐ Ports – Land within Port of Brisbane's port limits *(below high-water mark)*
☐ SEQ development area
☐ SEQ regional landscape and rural production area or SEQ rural living area – tourist activity or sport and recreation activity
☐ SEQ regional landscape and rural production area or SEQ rural living area – community activity
☐ SEQ regional landscape and rural production area or SEQ rural living area – indoor recreation
☐ SEQ regional landscape and rural production area or SEQ rural living area – urban activity
☐ SEQ regional landscape and rural production area or SEQ rural living area – combined use
☐ SEQ northern inter-urban break – tourist activity or sport and recreation activity

☐ SEQ northern inter-urban break – community activity
☐ SEQ northern inter-urban break – indoor recreation
☐ SEQ northern inter-urban break – urban activity
☐ SEQ northern inter-urban break – combined use
☐ Tidal works or works in a coastal management district
☐ Reconfiguring a lot in a coastal management district or for a canal
☐ Erosion prone area in a coastal management district
☐ Urban design
☐ Water-related development – taking or interfering with water
☐ Water-related development – removing quarry material *(from a watercourse or lake)*
☐ Water-related development – referable dams
☐ Water-related development –levees *(category 3 levees only)*
☐ Wetland protection area

Matters requiring referral to the **local government:**
☐ Airport land
☐ Environmentally relevant activities (ERA) *(only if the ERA has been devolved to local government)*
☐ Heritage places – Local heritage places

Matters requiring referral to the **Chief Executive of the distribution entity or transmission entity:**
☐ Infrastructure-related referrals – Electricity infrastructure

Matters requiring referral to:
- The **Chief Executive of the holder of the licence**, if not an individual
- The **holder of the licence**, if the holder of the licence is an individual

☐ Infrastructure-related referrals – Oil and gas infrastructure

Matters requiring referral to the **Brisbane City Council:**
☐ Ports – Brisbane core port land

Matters requiring referral to the **Minister responsible for administering the *Transport Infrastructure Act 1994*:**
☐ Ports – Brisbane core port land *(where inconsistent with the Brisbane port LUP for transport reasons)*
☐ Ports – Strategic port land

Matters requiring referral to the **relevant port operator**, if applicant is not port operator**:**
☐ Ports – Land within Port of Brisbane's port limits *(below high-water mark)*

Matters requiring referral to the **Chief Executive of the relevant port authority:**
☐ Ports – Land within limits of another port *(below high-water mark)*

Matters requiring referral to the **Gold Coast Waterways Authority:**
☐ Tidal works or work in a coastal management district *(in Gold Coast waters)*

Matters requiring referral to the **Queensland Fire and Emergency Service:**
☐ Tidal works or work in a coastal management district *(involving a marina (more than six vessel berths))*

18) Has any referral agency provided a referral response for this development application?

☐ Yes – referral response(s) received and listed below are attached to this development application
☐ No

Referral requirement	Referral agency	Date of referral response

Identify and describe any changes made to the proposed development application that was the subject of the referral response and this development application, or include details in a schedule to this development application *(if applicable).*

PART 6 – INFORMATION REQUEST

19) Information request under the DA Rules

☒ I agree to receive an information request if determined necessary for this development application

☐ I do not agree to accept an information request for this development application

***Note**: By not agreeing to accept an information request I, the applicant, acknowledge:*

- *that this development application will be assessed and decided based on the information provided when making this development application and the assessment manager and any referral agencies relevant to the development application are not obligated under the DA Rules to accept any additional information provided by the applicant for the development application unless agreed to by the relevant parties*
- *Part 3 under Chapter 1 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules or*
- *Part 2under Chapter 2 of the DA Rules will still apply if the application is for state facilitated development*

Further advice about information requests is contained in the DA Forms Guide.

PART 7 – FURTHER DETAILS

20) Are there any associated development applications or current approvals? *(e.g. a preliminary approval)*

☐ Yes – provide details below or include details in a schedule to this development application

☒ No

List of approval/development application references	Reference number	Date	Assessment manager
☐ Approval ☐ Development application			
☐ Approval ☐ Development application			

21) Has the portable long service leave levy been paid? *(only applicable to development applications involving building work or operational work)*

☐ Yes – a copy of the receipted QLeave form is attached to this development application

☐ No – I, the applicant will provide evidence that the portable long service leave levy has been paid before the assessment manager decides the development application. I acknowledge that the assessment manager may give a development approval only if I provide evidence that the portable long service leave levy has been paid

☒ Not applicable *(e.g. building and construction work is less than $150,000 excluding GST)*

Amount paid	Date paid (dd/mm/yy)	QLeave levy number (A, B or E)
$		

22) Is this development application in response to a show cause notice or required as a result of an enforcement notice?

☐ Yes – show cause or enforcement notice is attached

☒ No

23) Further legislative requirements

Environmentally relevant activities

23.1) Is this development application also taken to be an application for an environmental authority for an **Environmentally Relevant Activity (ERA)** under section 115 of the *Environmental Protection Act 1994*?

☐ Yes – the required attachment (form ESR/2015/1791) for an application for an environmental authority accompanies this development application, and details are provided in the table below

☒ No

***Note**: Application for an environmental authority can be found by searching "ESR/2015/1791" as a search term at www.qld.gov.au. An ERA requires an environmental authority to operate. See www.business.qld.gov.au for further information.*

Proposed ERA number:		Proposed ERA threshold:	
Proposed ERA name:			

☐ Multiple ERAs are applicable to this development application and the details have been attached in a schedule to this development application.

Hazardous chemical facilities

23.2) Is this development application for a **hazardous chemical facility**?

☐ Yes – *Form 536: Notification of a facility exceeding 10% of schedule 15 threshold* is attached to this development application

☒ No

***Note**: See www.business.qld.gov.au for further information about hazardous chemical notifications.*

Clearing native vegetation

23.3) Does this development application involve **clearing native vegetation** that requires written confirmation that the chief executive of the *Vegetation Management Act 1999* is satisfied the clearing is for a relevant purpose under section 22A of the *Vegetation Management Act 1999*?

☐ Yes – this development application includes written confirmation from the chief executive of the *Vegetation Management Act 1999* (s22A determination)

☒ No

***Note**: 1. Where a development application for operational work or material change of use requires a s22A determination and this is not included, the development application is prohibited development.*
2. See https://www.qld.gov.au/environment/land/vegetation/applying for further information on how to obtain a s22A determination.

Environmental offsets

23.4) Is this development application taken to be a prescribed activity that may have a significant residual impact on a **prescribed environmental matter** under the *Environmental Offsets Act 2014*?

☐ Yes – I acknowledge that an environmental offset must be provided for any prescribed activity assessed as having a significant residual impact on a prescribed environmental matter

☒ No

***Note**: The environmental offset section of the Queensland Government's website can be accessed at www.qld.gov.au for further information on environmental offsets.*

Koala habitat in SEQ Region

23.5) Does this development application involve a material change of use, reconfiguring a lot or operational work which is assessable development under Schedule 10, Part 10 of the Planning Regulation 2017?

☐ Yes – the development application involves premises in the koala habitat area in the koala priority area

☐ Yes – the development application involves premises in the koala habitat area outside the koala priority area

☒ No

***Note**: If a koala habitat area determination has been obtained for this premises and is current over the land, it should be provided as part of this development application. See koala habitat area guidance materials at www.desi.qld.gov.au for further information.*

Queensland Government

Water resources

23.6) Does this development application involve **taking or interfering with underground water through an artesian or subartesian bore, taking or interfering with water in a watercourse, lake or spring, or taking overland flow water under the *Water Act 2000***?

☐ Yes – the relevant template is completed and attached to this development application and I acknowledge that a relevant authorisation or licence under the *Water Act 2000* may be required prior to commencing development

☒ No

***Note**: Contact the Department of Resources at www.resources.qld.gov.au for further information.*

DA templates are available from planning.statedevelopment.qld.gov.au. If the development application involves:

- *Taking or interfering with underground water through an artesian or subartesian bore: complete DA Form 1 Template 1*
- *Taking or interfering with water in a watercourse, lake or spring: complete DA Form1 Template 2*
- *Taking overland flow water: complete DA Form 1 Template 3.*

Waterway barrier works

23.7) Does this application involve **waterway barrier works?**

☐ Yes – the relevant template is completed and attached to this development application

☒ No

DA templates are available from planning.statedevelopment.qld.gov.au. For a development application involving waterway barrier works, complete DA Form 1 Template 4.

Marine activities

23.8) Does this development application involve **aquaculture, works within a declared fish habitat area or removal, disturbance or destruction of marine plants?**

☐ Yes – an associated *resource* allocation authority is attached to this development application, if required under the *Fisheries Act 1994*

☒ No

***Note**: See guidance materials at www.daf.qld.gov.au for further information.*

Quarry materials from a watercourse or lake

23.9) Does this development application involve the **removal of quarry materials from a watercourse or lake** under the *Water Act 2000?*

☐ Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development

☒ No

***Note**: Contact the Department of Resources at www.resources.qld.gov.au and www.business.qld.gov.au for further information.*

Quarry materials from land under tidal waters

23.10) Does this development application involve the **removal of quarry materials from land under tidal water** under the *Coastal Protection and Management Act 1995?*

☐ Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development

☒ No

***Note**: Contact the Department of Environment, Science and Innovation at www.desi.qld.gov.au for further information.*

Referable dams

23.11) Does this development application involve a **referable dam** required to be failure impact assessed under section 343 of the *Water Supply (Safety and Reliability) Act 2008* (the Water Supply Act)?

☐ Yes – the 'Notice Accepting a Failure Impact Assessment' from the chief executive administering the Water Supply Act is attached to this development application

☒ No

***Note**: See guidance materials at www.resources.qld.gov.au for further information.*

Queensland Government

Tidal work or development within a coastal management district

23.12) Does this development application involve **tidal work or development in a coastal management district**?

☐ Yes – the following is included with this development application:
- ☐ Evidence the proposal meets the code for assessable development that is prescribed tidal work *(only required if application involves prescribed tidal work)*
- ☐ A certificate of title

☒ No

***Note**: See guidance materials at www.desi.qld.gov.au for further information.*

Queensland and local heritage places

23.13) Does this development application propose development on or adjoining a place entered in the **Queensland heritage register** or on a place entered in a local government's **Local Heritage Register**?

☐ Yes – details of the heritage place are provided in the table below

☒ No

***Note**: See guidance materials at www.desi.qld.gov.au for information requirements regarding development of Queensland heritage places.*

For a heritage place that has cultural heritage significance as a local heritage place and a Queensland heritage place, provisions are in place under the Planning Act 2016 that limit a local categorising instrument from including an assessment benchmark about the effect or impact of, development on the stated cultural heritage significance of that place. See guidance materials at www.planning.statedevelopment.qldgov.au for information regarding assessment of Queensland heritage places.

Name of the heritage place:		Place ID:	

Decision under section 62 of the *Transport Infrastructure Act 1994*

23.14) Does this development application involve new or changed access to a state-controlled road?

☐ Yes – this application will be taken to be an application for a decision under section 62 of the *Transport Infrastructure Act 1994* (subject to the conditions in section 75 of the *Transport Infrastructure Act 1994* being satisfied)

☒ No

Walkable neighbourhoods assessment benchmarks under Schedule 12A of the Planning Regulation

23.15) Does this development application involve reconfiguring a lot into 2 or more lots in certain residential zones (except rural residential zones), where at least one road is created or extended?

☐ Yes – Schedule 12A is applicable to the development application and the assessment benchmarks contained in schedule 12A have been considered

☒ No

***Note**: See guidance materials at www.planning.statedevelopment.qld.gov.au for further information.*

PART 8 – CHECKLIST AND APPLICANT DECLARATION

24) Development application checklist	
I have identified the assessment manager in question 15 and all relevant referral requirement(s) in question 17 ***Note**: See the Planning Regulation 2017 for referral requirements*	☒ Yes
If building work is associated with the proposed development, Parts 4 to 6 of *DA Form 2 – Building work details* have been completed and attached to this development application	☐ Yes ☒ Not applicable
Supporting information addressing any applicable assessment benchmarks is with the development application ***Note**: This is a mandatory requirement and includes any relevant templates under question 23, a planning report and any technical reports required by the relevant categorising instruments (e.g. local government planning schemes, State Planning Policy, State Development Assessment Provisions). For further information, see DA Forms Guide: Planning Report Template.*	☒ Yes
Relevant plans of the development are attached to this development application ***Note**: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms Guide: Relevant plans.*	☒ Yes
The portable long service leave levy for QLeave has been paid, or will be paid before a development permit is issued *(see 21)*	☐ Yes ☒ Not applicable

25) Applicant declaration
☒ By making this development application, I declare that all information in this development application is true and correct ☒ Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the assessment manager and any referral agency for the development application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001* ***Note**: It is unlawful to intentionally provide false or misleading information.*
Privacy – Personal information collected in this form will be used by the assessment manager and/or chosen assessment manager, any relevant referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application. All information relating to this development application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website. Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, Planning Regulation 2017 and the DA Rules except where: • such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the Planning Regulation 2017, and the access rules made under the *Planning Act 2016* and Planning Regulation 2017; or • required by other legislation (including the *Right to Information Act 2009*); or • otherwise required by law. This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002.*

PART 9 – FOR COMPLETION OF THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY

Date received: | Reference number(s):

Notification of engagement of alternative assessment manager	
Prescribed assessment manager	
Name of chosen assessment manager	
Date chosen assessment manager engaged	
Contact number of chosen assessment manager	
Relevant licence number(s) of chosen assessment manager	

QLeave notification and payment *Note: For completion by assessment manager if applicable*			
Description of the work			
QLeave project number			
Amount paid ($)		Date paid (dd/mm/yy)	
Date receipted form sighted by assessment manager			
Name of officer who sighted the form			

Schedule of easements

13) What are the dimensions and nature of any existing easements being changed and/or any proposed easement? *(attach schedule if there are more than two easements)*				
Existing or proposed?	Width (m)	Length (m)	Purpose of the easement? *(e.g. pedestrian access)*	Identify the land/lot(s) benefitted by the easement
Proposed EMT A	9.5m	13.61m	Access and services	Proposed Lots 2 – 6
Proposed EMT B	9.5m	13.37m	Access and services	Proposed Lots 1 and 3 – 6
Proposed EMT C	9.5m	13.37m	Access and services	Proposed Lots 1, 2, 4, 5 and 6
Proposed EMT D	8m	13.52m	Access and services	Proposed Lots 8 and 9
Proposed EMT E	8m	13.37m	Access and services	Proposed Lots 7 and 9
Proposed EMT F	8m	13.37	Access and services	Proposed Lots 7 and 8

Attachment 2

Township zone code response

6.1 Zone codes

6.1.1 Township zone code

6.1.1.1 Application

This code applies to assessing all development in the Township zone.

When using this code, reference should be made to section 5.3.2 and, where applicable, section 5.3.3, in Part 5.

6.1.1.2 Purpose

(1) The purpose of the township zone code is to provide for small to medium size urban settlements located within a rural or coastal area.

Development provides for a mix of uses including residential, retail, business, education, industrial, community purpose, recreation and open space that support the needs of the local community.

Tourist facilities such as tourist attractions and short-term accommodation, of the area may be appropriate.

(2) The local government purpose of the township zone code is to provide for a, well-serviced township that has opportunity to thrive economically, culturally, socially and environmentally.

(3) The purpose of the code will be achieved through the following overall outcomes:

(a) Hope Vale Township is a growing, well-serviced community that makes the most of its assets, providing a safe and enjoyable place to live, work and visit as the sole urban settlement in Hope Vale Shire.

(b) Within Hope Vale Township, land is provided for:

(i) commercial and industrial uses such as shops, offices, markets, food and drink outlets, short-term accommodation, warehouses, service industries and low-impact industries that are consistent with the township character and needs of the community;

(ii) community uses such as the Hope Vale Arts and Cultural Centre, educational establishments, child care centres, community care centres, health care services, and places of worship, which are consistent with the needs of the local community;

(iii) recreational uses such as parks, indoor and outdoor sport and recreation; and

(iv) a range of housing types, such as dwelling houses, dual occupancies, multiple dwellings, dwelling units, community residences and hostels, providing housing choice and meeting the needs of the local community throughout various stages of their life.

(c) Industrial land uses (particularly medium impact, high impact and special industry) are located and managed to protect the health, wellbeing, amenity and safety of communities and individuals. Hazardous materials are to be located outside flood prone lands and

the impacts of air, noise and odour emissions is to be addressed with sensitive land uses planned, located and developed in a way that is responsive to already approved industrial land uses.

(d) Development is responsive to the needs of the community, environment, and character of the area through:

(i) delivering ongoing benefits to the community;

(ii) maintaining access to the natural environment, culturally important places, and resources for the local community;

(iii) being designed and constructed in response to the Cape York tropical wet and dry climate;

(iv) being concentrated in areas that are provided with appropriate infrastructure and services;

(v) appropriately coordinating and sequencing infrastructure and development;

(vi) planning for improved energy efficiency, water conservation, and waste recovery;

(vii) protecting and enhancing the unique local character of Hope Vale;

(viii) avoiding areas of known natural hazards, except where the development proposal is a development commitment or there is an overriding need for the development in the public interest and no other site is suitable and reasonably available for the proposal;

(ix) ensure all new development manages the safety of people from climate change;

(x) maintaining or improving the quality of water entering the Great Barrier Reef.

(e) Hope Valley Estate caters for the future land use needs of the community.

(f) The existing Council administration building is retained and upgraded for future business, retail and commercial uses.

(g) Reconfiguring a lot is designed to cater for the intended end use and provide sufficient:
(i) road frontage for safe, convenient vehicle and pedestrian access;
(ii) area and proportions for activities and works associated with the proposed use;
(iii) access to open space, waterways and resources, including culturally important places; and
(iv) ranges of lot size to meet the lifestyle and family composition needs of the community.

6.1.1.3 Specific benchmarks for assessment

Table 6.2.1.3 —Benchmarks for development that is accepted subject to requirements and assessable development

Performance outcomes		Acceptable outcomes		Applicant Comment
Natural and cultural values				
PO1	Development is located and designed to retain: (a) natural landforms; (b) natural drainage patterns; (c) mature trees; and (d) any significant landmarks.	AO1	Development is not undertaken on land with known cultural values (including physical artefacts, historical significance and built heritage).	Complies. The site is not known to contain cultural values.
PO2	Development maintains or improves the quality of water entering the Great Barrier Reef.	AO2	No acceptable outcome is prescribed.	Complies. The development will maintain the quality of water entering the Great Barrier Reef.
Character and amenity				
PO3	Development is of a style and scale that is compatible with the surrounding area.	AO3	The maximum height of a: (a) residential building is 8.5m. (b) commercial or community purpose building is 10.5m or 3 storeys, whichever is the greatest. (c) industrial building is 12m.	Complies. The development will provide for the future construction of dwelling houses that will have a height of less than 8.5m.
PO4	Residential development creates a consistent streetscape pattern that: (a) provides access, (b) privacy,	AO4	Residential building setbacks from any road frontage area: (a) A minimum of 6 metres to the primary road frontage; or (b) A minimum of 3 metres to a secondary	Complies with Performance Outcome PO4. The development seeks to establish building envelopes that have a reduced boundary setback to Palm Close. The design process for the lot layout has been informed by detailed plans for the proposed dwelling houses. The development provides lots that

Performance outcomes		Acceptable outcomes		Applicant Comment
	(c) sense of safety and (d) room for landscaping between the road frontage and the development.		road frontage; and (c) Complies with building provisions for side and rear boundary setbacks.	have suitable access whilst providing privacy and security for residents, whilst maintaining areas for landscaping on each lot.
PO5	Residential development allows for: (a) a range of housing options, including dual occupancy and multiple dwellings; and (b) flexibility and adaptability for changing household sizes and structures.	AO5	No acceptable outcome prescribed.	Complies. The development facilitates a mix of two-bedroom and three-bedroom dwellings, providing choice for different household sizes and needs.
PO6	Development is designed, constructed and operated to meet the needs of the intended users and in response to the Cape York tropical wet and dry climate.	AO6	No acceptable outcome prescribed.	Complies. The subdivision has been purpose-designed with layouts allow dwellings, access and outdoor areas to be refined through detailed design in response to climate, drainage and resident needs.
PO7	Non-residential uses are located, designed and constructed to minimise nuisance such as light, noise, dust, odour, traffic, and other existing physical aspects in the surrounding area.	AO7	No acceptable outcome prescribed	Not applicable. The proposal is a residential subdivision.
PO8	Non-residential uses such as shops, offices, markets, food and drink outlets, short-term accommodation, warehouses, service industries and low impact industries are consistent with the	AO8	No acceptable outcome prescribed.	Not applicable. The proposal is a residential subdivision.

Performance outcomes		Acceptable outcomes		Applicant Comment
	township's character and the needs of the community.			
PO9	Development for community uses such as the Hope Vale Arts and Cultural Centre, educational establishments, child care centres, community care centres, health care services and places of worship are provided where consistent with the needs of the local community.	AO9	No acceptable outcome prescribed.	Not applicable. The proposal is a residential subdivision.
PO10	Development is located and designed to: (a) provide a safe environment for people using the property and those in neighbouring areas. (b) minimise the adverse impacts on privacy on neighbouring properties and uses; and (c) provide a clear definition of boundaries between public and private space.	AO10.1	Buildings address the road: (a) with the main entrance facing the road; or (b) for residential uses, a front door or living room windows facing the road.	Complies with Performance Outcome PO10. The application is for reconfiguring a lot only. The master plan establishes lot access arrangements with the detailed house plans providing legibility for pedestrian access.
		AO10.2	Windows to habitable rooms less than 5m away from windows to habitable rooms in another residential building are screened to retain privacy. Note – habitable rooms include lounge, rumpus, bedrooms.	
		AO10.3	(1) Site boundaries are defined by: (a) landscaping; or (b) fencing, not more than 1.4 m high, between the building and the road for the primary street frontage and 1.8m for the secondary street frontage in the case of a corner site. (2) Side and rear fencing is no greater than	Complies. Boundary fencing will not exceed 1.8m in height.

Performance outcomes		Acceptable outcomes		Applicant Comment
			1.8 metres high.	
PO11	Development is located and designed to provide enough room for the proposed use, including: (a) onsite car parking plus (b) visitor parking; (c) vehicle access and on-site manoeuvring; (d) residential development - clothes drying, private open space and communal open space areas; (e) non-residential development: loading/unloading access and manoeuvring.	AO11.1	For residential developments onsite car parking is provided at the rate of: (a) one space per dwelling on site and one visitor space per dwelling.	Complies. At least one space is provided per dwelling.
		AO11.2	For commercial and community purpose developments onsite car parking is provided at the rate of: (a) 1 space per tenancy plus (b) 1 visitor space per 2 tenancies; plus space onsite for vehicle access, on-site manoeuvring, loading and unloading.	Not applicable. The proposal is a residential subdivision.
O12	Development for Industrial activities is appropriately designed and located in relation to adjoining and adjacent development.	AO12	(a) Boundary setbacks: (i) 6 metres (minimum) from the frontage of the site; and (ii) May be built to side and rear boundaries where building provisions are satisfied; or (iii) 2.5 metres (minimum) from the side and rear boundaries. (b) Site coverage is not greater than 70%; and (c) Car parking is provided at a rate of 1	Not applicable. The proposal is not for industry activities.

Performance outcomes		Acceptable outcomes		Applicant Comment
			space per 100m^2 (minimum); and (d) loading/unloading access and manoeuvring area is provided so that large delivery trucks can enter and leave the site in a forward direction; and (e) 2.5m wide (minimum) landscaping is provided along the road frontage, clear of car parking and refuse disposal areas.	
PO13	Development of industry activities is appropriately buffered from residential uses and community activities and natural hazards areas such as medium bushfire areas and flood prone areas.	AO13	Development for: (a) medium impact industry does not occur within 250m of residential uses and community activities; (b) high impact industry does not occur within 500m of residential uses and community activities; and (c) noxious and hazardous industry does not occur within 1,500m of residential uses and community activities. (d) industrial activity is not located within 10m of a medium bushfire hazard area, as shown on Map OM-001; industrial activity is not located within 20m of a flood prone area; as shown on Map OM-008.industrial activity is not located within 20m of a flood prone area; as shown on Map OM-008.	Not applicable. The proposal is not for industry activities.
PO14	Industrial land uses (particularly medium impact, high impact and noxious and hazardous industry) are located and managed to protect the health, wellbeing,	AO14	No acceptable outcome prescribed	Not applicable. The proposal is not for industry activities.

Performance outcomes		Acceptable outcomes		Applicant Comment
	amenity and safety of communities and individuals. Hazardous materials are to be located outside flood prone lands and the impacts of air, noise and odour emissions is to be addressed with sensitive land uses planned, located and developed in a way that is responsive to already approved industrial land uses.			
PO15	Child care centres are located to satisfy community expectations and be accessible to the community without adversely affecting the amenity of residential uses.	AO15	Development on site: (a) has a minimum area of: i. 1000m^2 where no more than 25 children are to be accommodated; or ii. 1500m^2 where more than 25 children are to be accommodated; or iii. 2000m^2 where more than 50 children are to be accommodated, and. (b) is located 6 metres from the front boundary of the site; and (c) is 3 metres from any secondary street boundary; and (d) provides all outdoor play areas with a minimum setback of 2 metres from all common boundaries with adjoining premises; and (e) provides that setback areas are	Not applicable. The proposal is not for a Child care centre.

Performance outcomes		Acceptable outcomes		Applicant Comment
			landscaped (f) includes the following equipment in all active spaces: (i) art features (ii) play equipment; (iii) seating; (iv) water taps/bubblers.	
PO16	Home based businesses are ancillary to the primary purpose of a residential dwelling. The business is operated so that it doesn't cause nuisance, disturbance or hazard to neighbours or other persons not associated with the activity.	AO16	The home based business: (a) is located within an existing dwelling or outbuilding; (b) does not exceed 50m^2 gross floor area; (c) stores goods and materials safely and securely on site and which not visual from any street frontage; (d) does not generate more than a total of 10 visits to the site per day by visitors, clients and/or deliveries; (e) includes a sign (not illuminated) no greater than 2m^2, displayed upon the building or on the front fence; (f) does not required external building works; and (g) does not involve the service, storage or repair of vehicles commercially on site.	Not applicable. The proposal is not for a Home based business.
PO17	Non-residential uses promote walking and cycling.	AO17	Developments provide end-of trip bicycle facilities that owners can secure their bicycles	Not applicable. The proposal is not for a non-residential use.

Performance outcomes		Acceptable outcomes		Applicant Comment
			to, located out of direct view of the public.	
Hazards				
PO18	Wildlife, particularly flying vertebrates, such as birds and bats, are not attracted into operational airspace of the township airstrip in significant numbers.	AO18	Development for the following activities is mitigated to avoid impacts on the existing and potential future use of the airstrip: (a) Water disposal sites for decomposable matter; (b) Commercial fishing processing; (c) Fruit farming/food processing plant	Not applicable. The proposal is not for the identified land uses.
PO19	External lighting does not cause significant interference by: (a) distracting or temporarily interfering with a pilot's vision; or (b) confusing a pilot become of similarities to approach or runway lighting.	AO19	Development does not involve lighting that: (a) shines light above the horizontal; or (b) is coloured or flashing; or (c) comprises sodium lighting or flare plumes; and (d) is arranged in straight parallel lines 500 metres to 1000 metres long.	Not applicable. The proposal does not involve lighting that could cause glare or confusion for aircraft.
Infrastructure and servicing				
PO20	Development is provided with infrastructure appropriate to the use and the area in terms of: (a) Reticulated water supply; (b) Electricity; (c) Telecommunications;	AO20.1	Development is to be provided with access and/or connection to: (a) reticulated water supply and sewerage in accordance with the Council's development standard. (b) electricity to the standard of infrastructure nominated by the relevant electricity supply authority;	Complies. The site is within the established township and the proposed lots will be serviced by reticulated water and sewerage, electricity, telecommunications, roads and stormwater infrastructure.

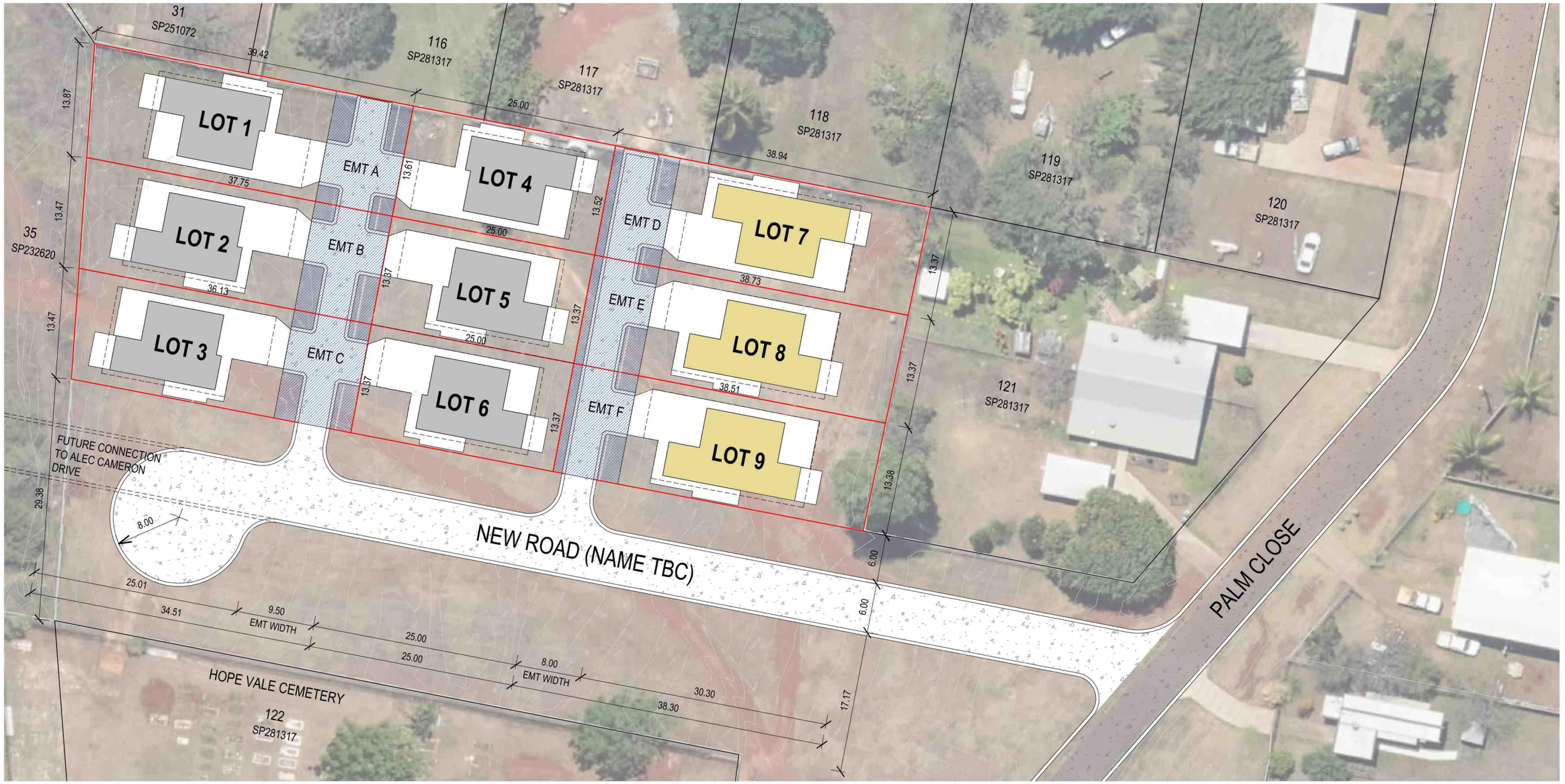
Performance outcomes		Acceptable outcomes		Applicant Comment
	(d) Roads; (e) Stormwater; (f) Wastewater/sewerage (g) Waste		(c) telecommunications to the standard of infrastructure nominated by the relevant telecommunications supply authority; and (d) roads to the standards identified in the FNQROC Development Manual. (e) waste management facilities. (f) Stormwater culverts / drains.	
		AO20.2	Development does not cause an increase or concentration of stormwater runoff onto neighbouring properties.	Complies. Detailed civil design will demonstrate lawful point of discharge and ensure that no adverse concentration of runoff onto adjoining properties occurs.
PCopO21	Development provides for safe and efficient vehicular access in regard to: (a) The nature of vehicles using the access or road; and (b) The location of uses that may be adversely affected by noise or dust generated from the use of that access or road.	AO21	No acceptable outcome prescribed.	Complies. The development will involve the formation of new road that will connect to Palm Close and provides for a future connection toward Alec Cameron Drive.
Reconfiguration of a lot				
PO22	New lots are designed to cater for the intended end use and provide sufficient: (a) Road frontage for safe,	AO22.1	Lots or lease areas are a minimum of: <u>Residential precinct</u>: (a) 800m^2 minimum for detached dwellings.	Complies with Performance Outcome PO22. The proposed lots range from 334.31m^2 to 528.22m^2. The proposal achieves PO22 as it is a

Performance outcomes		Acceptable outcomes		Applicant Comment
	convenient vehicle and pedestrian access; and (b) Area and proportions for activities and works associated with the proposed use.		(b) 1000m^2 min for multiple dwellings and detached dual occupancy. (c) 800m^2 attached dual occupancy. <u>Commercial Precinct</u>: (a) 300m^2 minimum. <u>Community Purposes Precinct</u>: (a) 800m^2 minimum, for uses other than a child care centre. <u>Industrial Precinct</u>: (a) 1000m^2 minimum.	purpose-designed housing subdivision. The master plan demonstrates a viable dwelling footprint on each lot. The lots have areas and dimensions suitable for the intended residential use.
		AO22.2	All lots identified for residential purposes are capable of containing one area measuring 10 metres by 15 metres for each dwelling unit over land suitable for building purposes together with sufficient land for private open space and vehicle parking.	Complies. The proposed plan of development demonstrates the intended dwelling footprint on every lot, together with access and areas around each building. The demonstrated envelopes establish that each lot can accommodate its intended residential use.
PO23	Residential subdivisions that create more than 5 lots provide for the development of a range of housing types and sizes.	AO23	One or more lots per every 5 lots created is a minimum of 1000m^2 in size.	Complies with Performance Outcome PO23. The development provides a purposeful range of lot and dwelling sizes. Lots range from 334.31m^2 to 528.22m^2 and the concept includes six two-bedroom dwellings and three three-bedroom dwellings. This provides housing choice responsive to different household sizes while making efficient use of serviced township land.
PO24	New lots do not restrict community access to open space, waterways and resources, including culturally	AO24	No acceptable outcome prescribed.	Complies. The development does not close or restrict an existing public access route to open space, a waterway, a

Performance outcomes		Acceptable outcomes		Applicant Comment
	important places.			resource or a culturally important place. The constructed road will maintain an orderly movement network and provides for a future connection toward Alec Cameron Drive.
PO25	Development only occurs if people, buildings and infrastructure are not subject to unacceptable risks from bushfire.	AO25	(a) New lots are not created on land subject to medium bushfire hazard; or (b) Buildings and site access have a 10m buffer to the medium bushfire hazard area.	Complies. No overlay affects the site and no mapped bushfire hazard constraint has been identified for the application. The proposal therefore does not expose the future lots to an identified unacceptable bushfire risk.
PO26	Development only occurs if people, buildings and infrastructure are not subject to unacceptable risks from flooding.	AO26	Works associated with the proposed development do not involve: (a) any physical alteration to a watercourse or floodway including vegetation clearing; or (b) a net increase in filling.	Complies. No overlay affects the site and no mapped flood constraint has been identified. The development does not involve alteration of a watercourse or floodway. Any earthworks and stormwater measures will be confirmed through detailed civil design.
Other				
PO27	Hope Valley Estate caters for the future land use needs of the community.	AO27	No acceptable outcome prescribed.	Not applicable. The development is not within Hope Valley Estate.
PO28	The existing Council administration building is retained and upgraded for future business, retail and commercial uses.	AO28	No acceptable outcome prescribed.	Not applicable. The development is not within the existing Council administration building.

Attachment 3

Plan of Development



LOT NUMBER	LOT AREA	EMT AREA	SETBACKS N	E	S	W
LOT 1	528.22m²	A: 129.51m²	1.690m	11.500m	1.275m	6.848m
LOT 2	494.01m²	B: 127.04m²	1.275m	11.500m	1.387m	5.239m
LOT 3	472.37m²	C: 127.05m²	1.275m	11.500m	1.389m	5.616m
LOT 4	339.18m²	N/A	1.606m	3.440m	1.275m	2.000m
LOT 5	334.31m²	N/A	1.275m	3.440m	1.387m	2.000m
LOT 6	334.35m²	N/A	1.275m	3.440m	1.389m	2.000m
LOT 7	522.15m²	D: 108.03m²	1.467m	8.090m	1.275m	10.000m
LOT 8	516.46m²	E: 106.98m²	1.275m	7.878m	1.437m	10.000m
LOT 9	513.66m²	F: 106.99m²	1.275m	7.664m	1.439m	10.000m

ALL LOT BOUNDARIES ARE PRELIMINARY ONLY SUBJECT TO FINAL CADASTRAL SURVEY

ALL ROAD AND DRIVEWAYS ARE PRELIMINARY ONLY SUBJECT TO CIVIL DESIGN

MAIN SUBDIVISION SERVICES SUBJECT TO FINAL DESIGN

LEGEND

- DRIVEWAY EASEMENT A + B
- 9x LOTS BOUNDARY RECONFIGURATION
- TYPE 1 - 2 BEDROOM
- TYPE 2 - 3 BEDROOM

1 MASTER PLAN
1 : 500 @ A3

N
NORTH

0m 10m 20m 30m 40m 50m

VISUAL SCALE 1:500 @ A3

AMENDMENTS

ISSUE	DATE	SUBJECT	AUTHORISED
1	11/09/2026	ROL Issue	MS

DRAWING INDEX SYSTEM
FOR QBUILD USE ONLY

- ☐ CEILING PLANS
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- ☐ FURNITURE & EQUIPMENT
- ☐ HYDRAULICS
- ☐ MASTER PLAN
- ☐ MISCELLANEOUS DETAILS
- ☐ OTHER
- ☐ PLAY STRUCTURES
- ☐ ROOF PLANS
- ☐ SECTIONS
- ☐ SETOUT PLAN
- ☐ SITE PLAN
- ☐ STANDARDS

Hopevale Aboriginal Shire Council

HOPE VALE ABORIGINAL SHIRE COUNCIL

MF — DRAWN — 11/09/2026 DATE

MS — DISCIPLINE TEAM LEADER — DATE

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

jmc architects
JULIANNE McALLOON ARCHITECTS

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

Original Lot. 145, 146,147 on SP281317

9 LOT SUBDIVISION MASTER PLAN

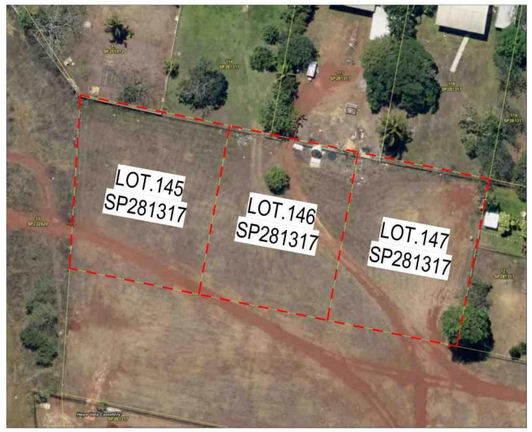
SCALE: As indicated
AT: A3 SIZE
MASTER SITE NUMBER:
CLIENT REFERENCE NUMBER:
DRAWING NUMBER: 8323 /SD/A00.01
ISSUE: 1
SHEET NO:

Attachment 4

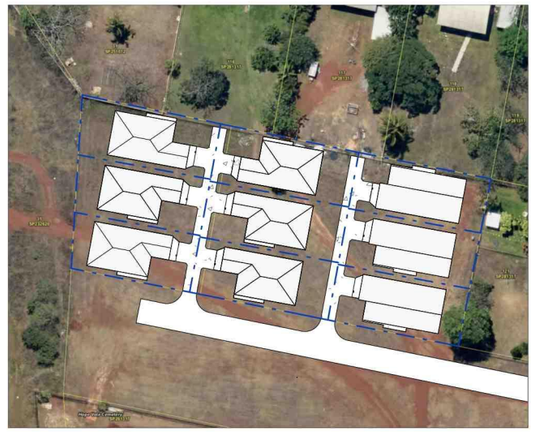
Dwelling House Plans

SOCIAL HOUSING PROGRAM

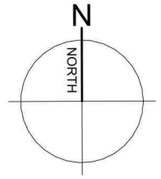
HOPEVALE



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



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



TOWN PLANNING

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

SITE AREA= 4252 m2

BUILDING AREA= 939m2

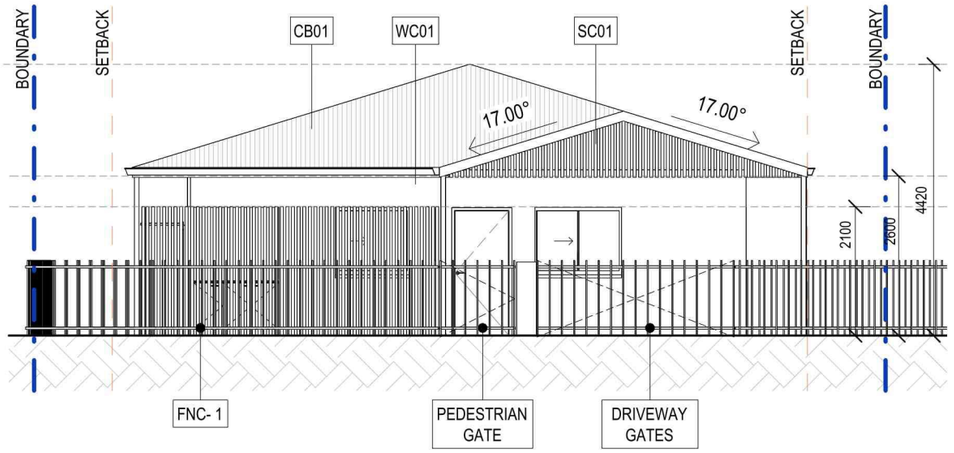
MAXIMUM SITE COVER= 50%
ACTUAL SITE COVER= 21.7m2

MAXIMUM BUILDING HEIGHT= 4.5m

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

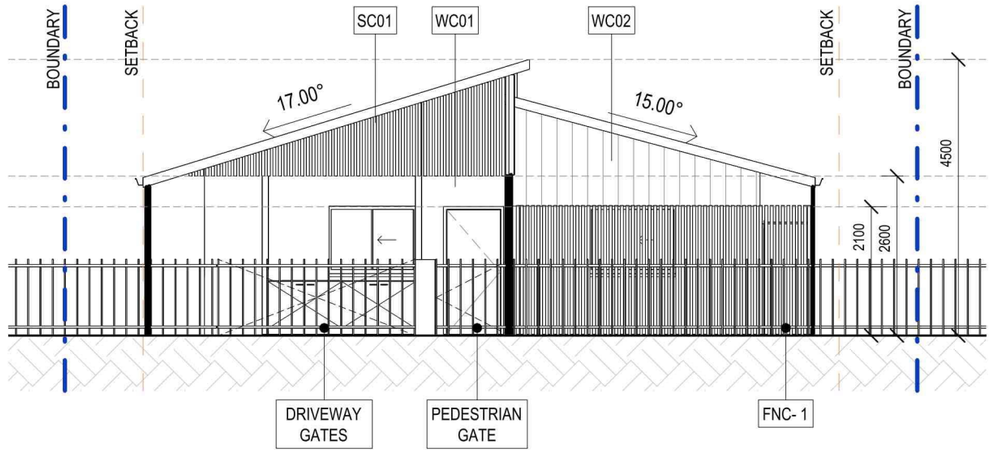
CARPARKING:
DOUBLE CARPORT: 18

TYPE 1 ROOF OPTION



3 ELEVATION TYPE 1
1 : 100 @ A3

TYPE 2 ROOF OPTION



4 ELEVATION TYPE 2
1 : 100 @ A3

AMENDMENTS

ISSUE	DATE	SUBJECT	AUTHORISED
1	Date 1	Revision 1	

DRAWING INDEX SYSTEM
FOR QBUILD USE ONLY

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- ☐ FURNITURE & EQUIPMENT
- ☐ HYDRAULICS
- ☐ MASTER PLAN
- ☐ MISCELLANEOUS DETAILS
- ☐ OTHER
- ☐ PLAY STRUCTURES
- ☐ ROOF PLANS
- ☐ SECTIONS
- ☐ SETOUT PLAN
- ☐ SITE PLAN
- ☐ STANDARDS

Hopevale Aboriginal Shire Council

HOPE VALE
ABORIGINAL SHIRE COUNCIL

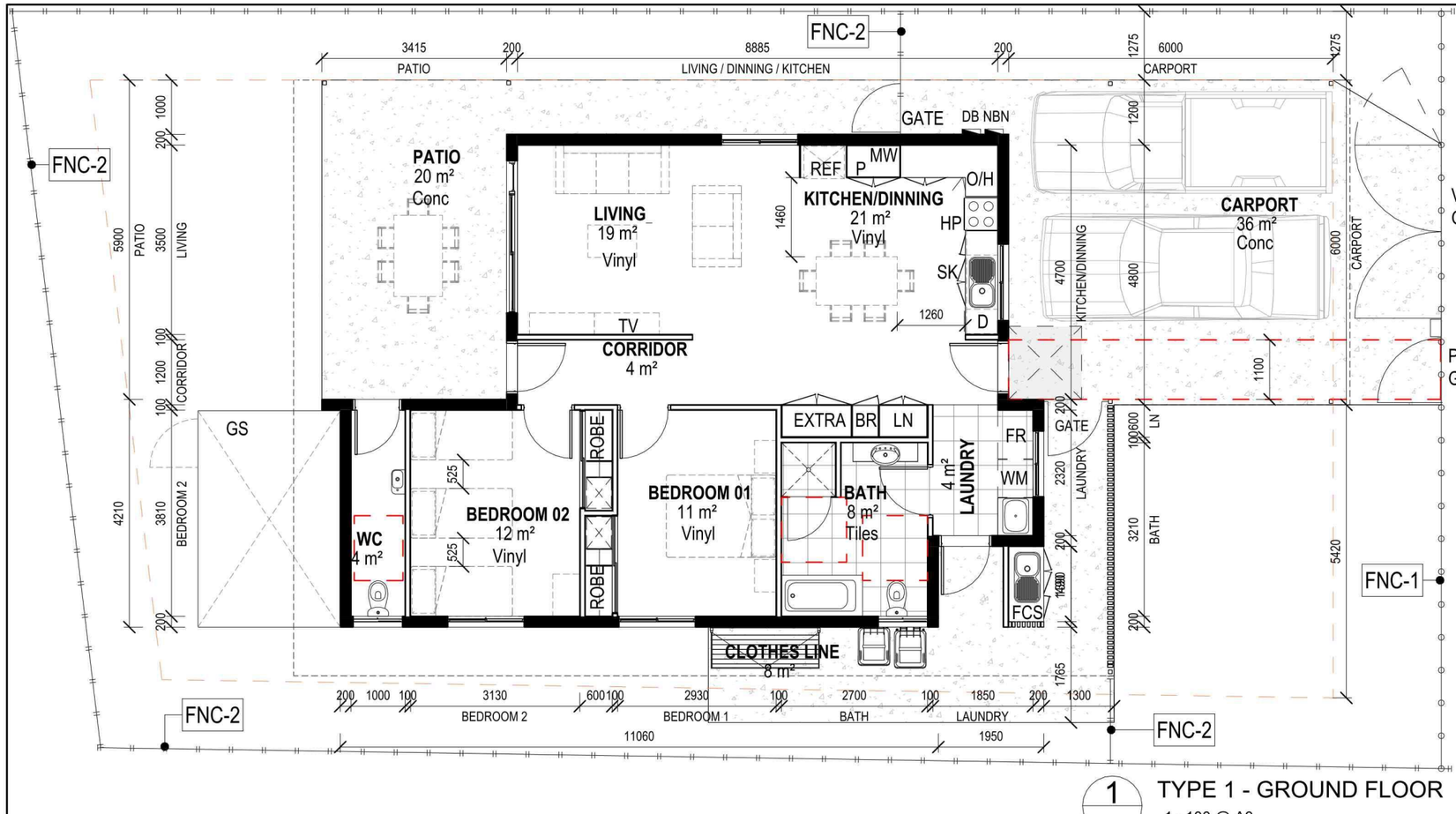
MF	02/09/2026
DRAWN	DATE
MS	
DISCIPLINE TEAM LEADER	DATE
MS	RPEQ No. if Engineer
AUTHORISED FOR ISSUE	DATE

jmc architects
JULIANNE McALLOON ARCHITECTS

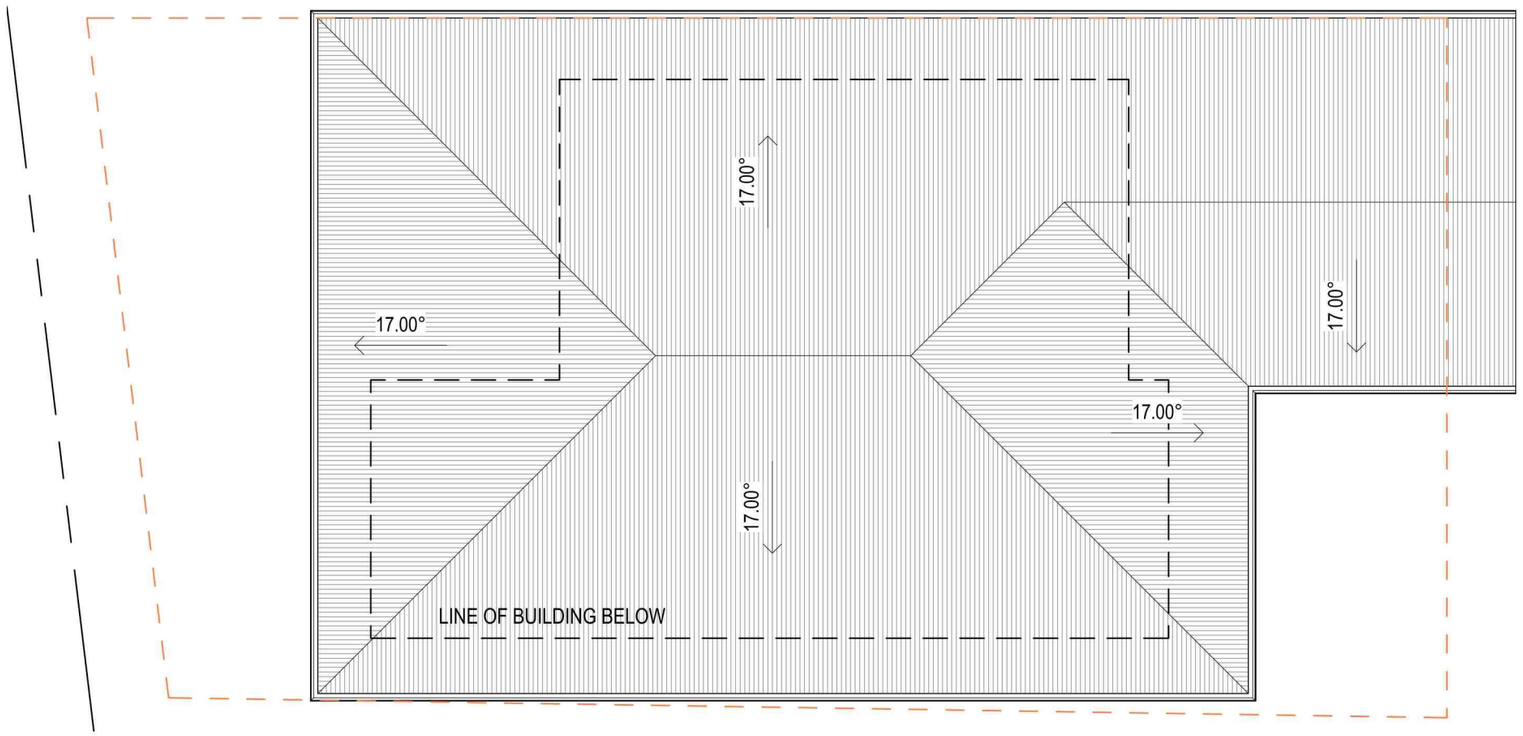
STAGE 1: 9 x 2-3 BED SOCIAL HOUSING DWELLINGS
Lot. 145, 146,147 on SP281317

COVER SHEET

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



1 TYPE 1 - GROUND FLOOR
1 : 100 @ A3

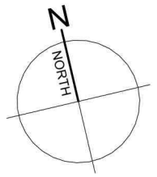


2 TYPE 1- ROOF OPTION
1 : 100 @ A3

2 BEDROOM HOUSE - OPTION

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

FECA = 88m2
PATIO + CL= 28m2



ABBREVIATIONS

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

AMENDMENTS

ISSUE	DATE	SUBJECT	AUTHORISE
1	Date 1	Revision 1	

DRAWING INDEX SYSTEM
FOR QBUILD USE ONLY

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- ☐ ROOF PLANS
- ☐ SECTIONS
- ☐ SETOUT PLAN
- ☐ SITE PLAN
- ☐ STANDARDS/OTHER

Queensland Government
Department of Housing and Public Works

Hopevale Aboriginal Shire Council

jmc architects
JULIANNE McALLOON ARCHITECTS

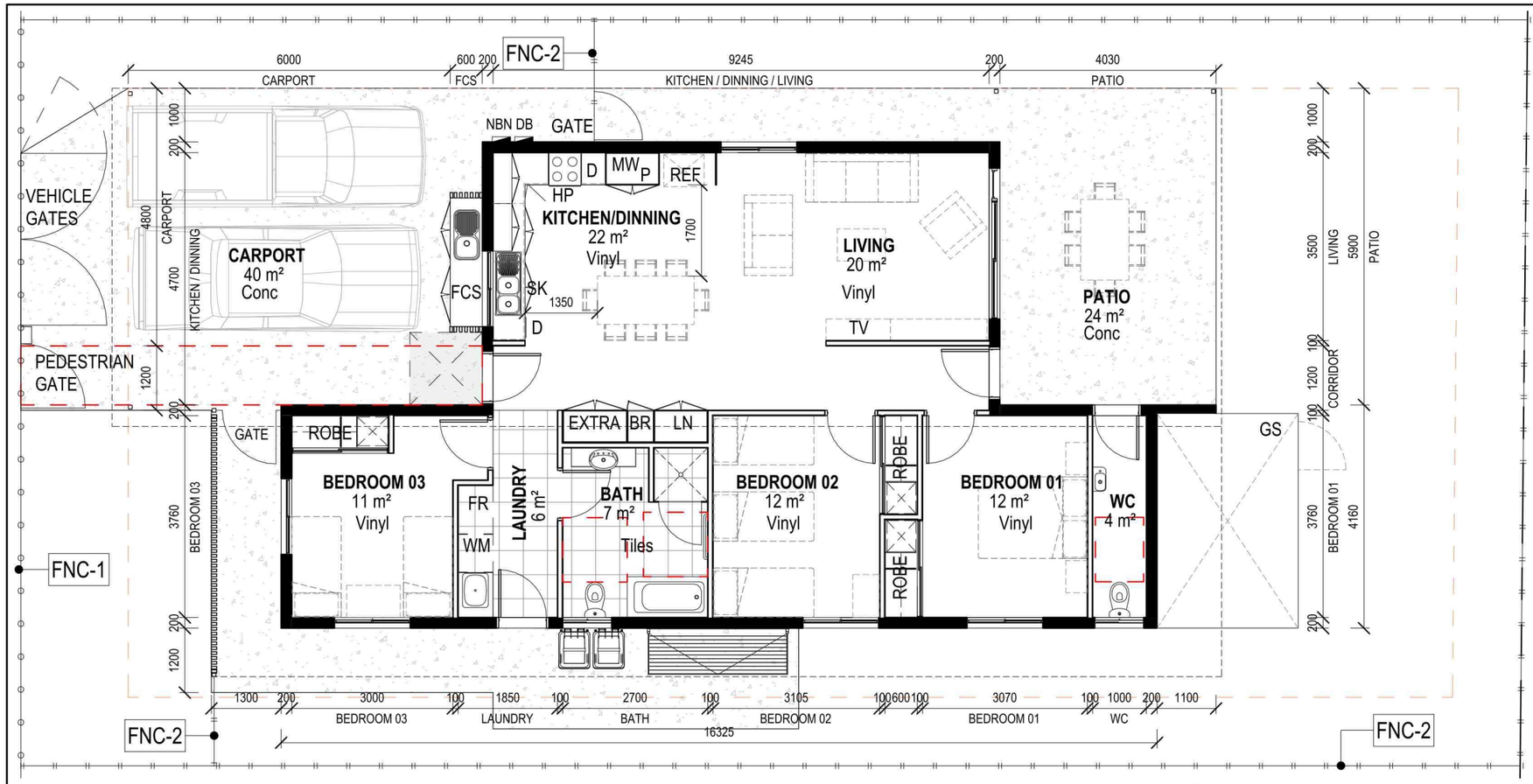
MF DRAWN	02/09/2026 DATE
MS DISCIPLINE TEAM LEADER	02/09/2026 DATE
MS AUTHORISED FOR ISSUE	RPEQ No. if Engineer DATE

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

Lot. 145, 146,147 on SP281317

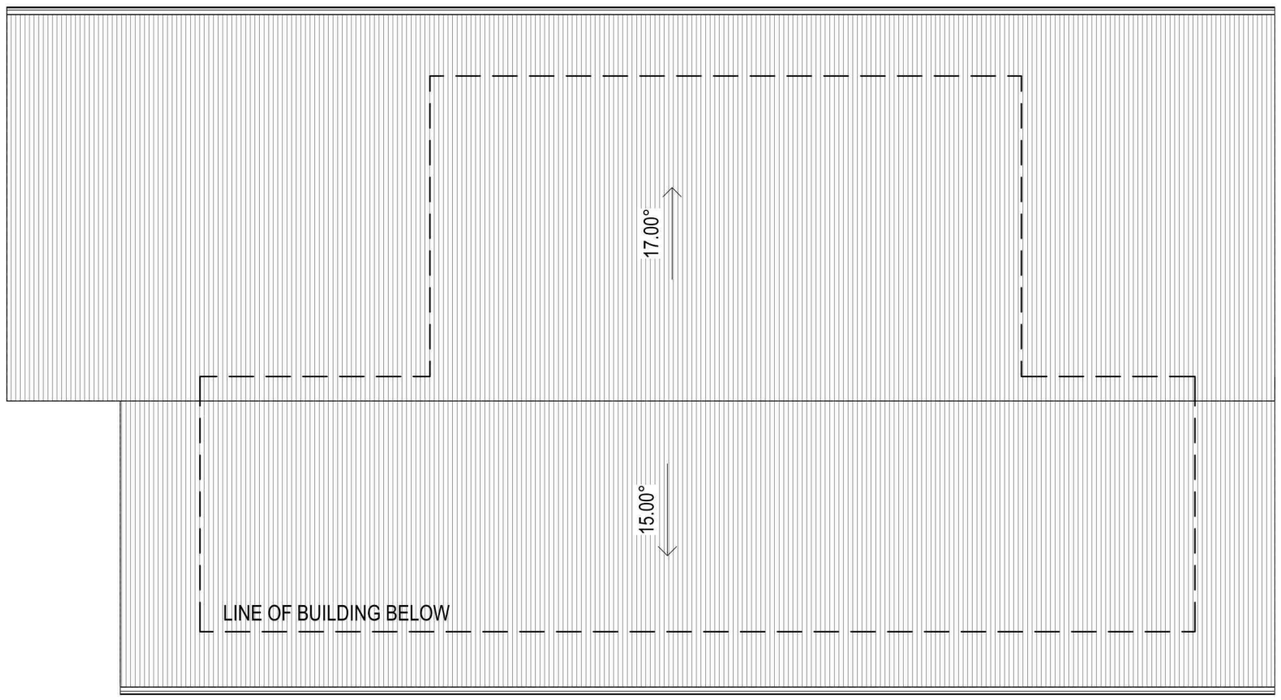
PLAN HOUSE 2 BEDROOMS

SCALE As indicated	AT A3 SIZE
MASTER SITE NUMBER	CLIENT REFERENCE NUMBER
DRAWING NUMBER 8323 /SD/A01.00	ISSUE 1



1 TYPE 2- GROUND FLOOR

1 : 100 @ A3



2 TYPE 2- ROOF OPTION

1 : 100 @ A3

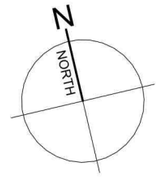
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NBN	NATIONAL BROADBAND NETWORK CONTROL BOX
O/H	OVERHEAD CUPBOARD
P	PANTRY
REF	REFRIGERATOR
SK	SINK
SHR	SHOWER
VB	VANITY BASIN
WC	WATER CLOSET
WM	WASHING MACHINE
	CLEARANCE ZONE
	CLEAR ENTRY AREA - 1350mm x 1350mm
FNC-1	VERTICAL POWDERCOAT METAL BAR FENCE + DOUBLE GATES – 1200mm H
FNC-2	TIMBER PALING FIXED TO HARDWOOD RAILS + TREATED POSTS

3 BEDROOM HOUSE - OPTION

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

FECA = 105m2
PATIO + CL= 32m2



AMENDMENTS

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1	Date 1	Revision 1	

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Queensland Government
Department of Housing and Public Works

Hopevale Aboriginal Shire Council

jmc architects
JULIANNE McALLOON ARCHITECTS

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

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

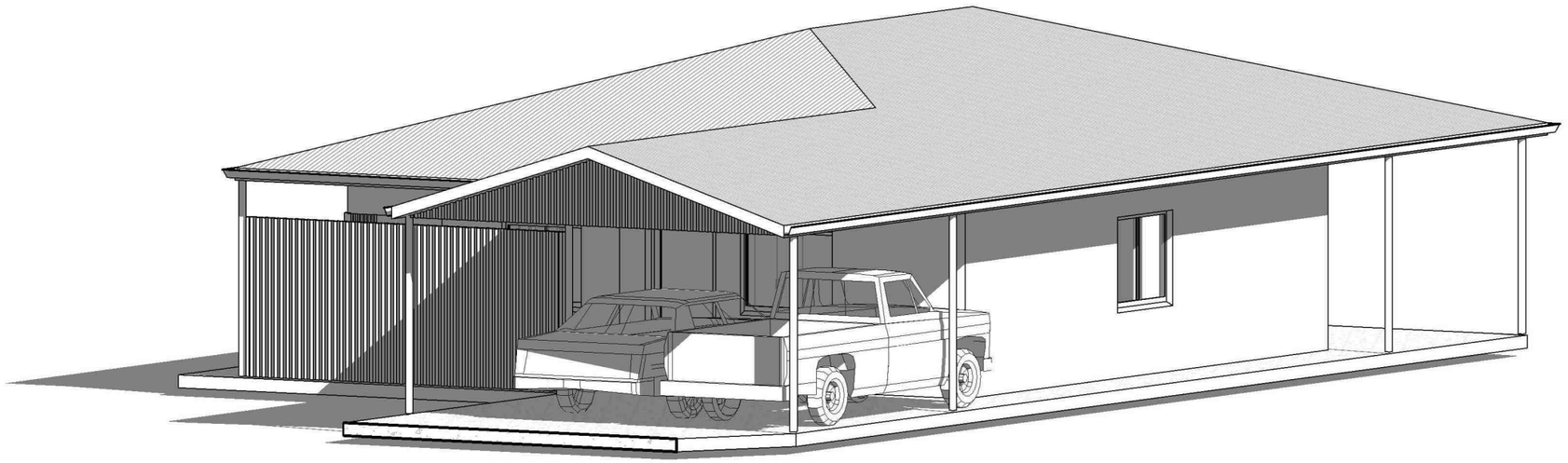
Lot. 145, 146,147 on SP281317

PLAN HOUSE 3 BEDROOMS

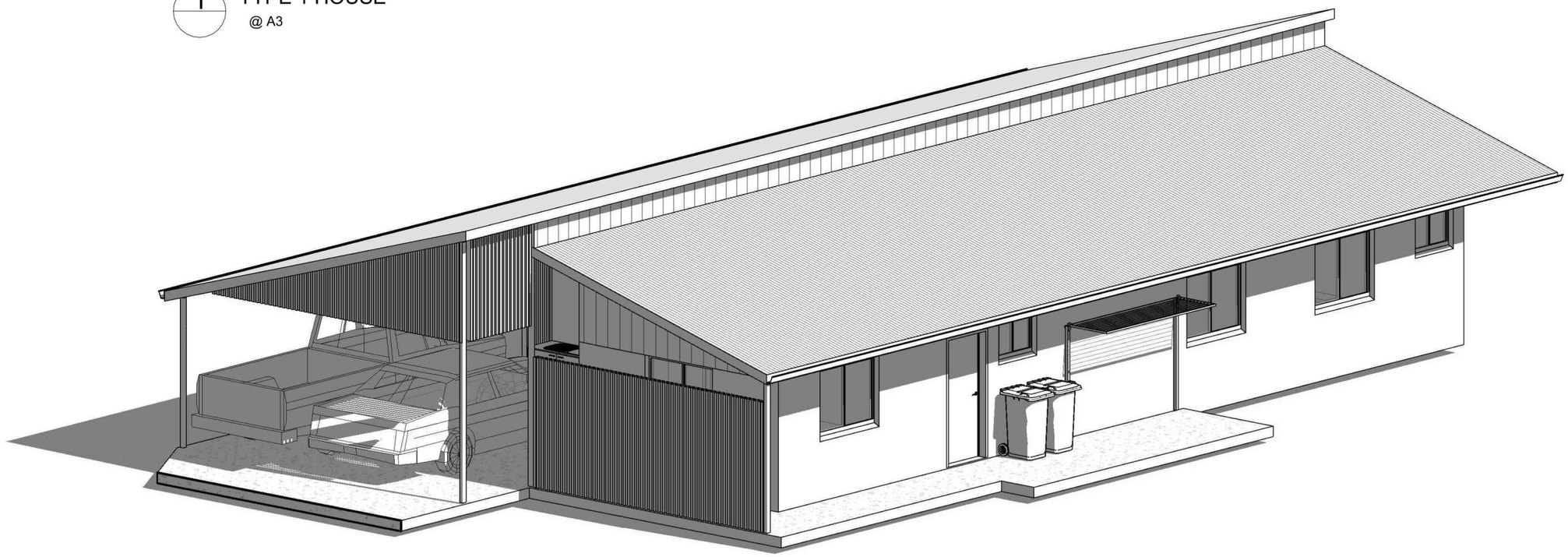
SCALE	AT
As indicated	A3 SIZE

MASTER SITE NUMBER | CLIENT REFERENCE NUMBER

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



1 TYPE 1 HOUSE
@ A3



2 TYPE 2 HOUSE
@ A3

AMENDMENTS

ISSUE	DATE	SUBJECT	AUTHORISED
1	Date 1	Revision 1	

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- ☐ ROOF PLANS
- ☐ SECTIONS
- ☐ SETOUT PLAN
- ☐ SITE PLAN
- ☐ STANDARDS

Hopevale Aboriginal Shire Council

HOPE VALE ABORIGINAL SHIRE COUNCIL

MF — DRAWN — 02/09/2026 DATE

MS — DISCIPLINE TEAM LEADER — DATE

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

jmc architects
JULIANNE McALLOON ARCHITECTS

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

VIEWS

SCALE — AT — A3 SIZE

MASTER SITE NUMBER

CLIENT REFERENCE NUMBER

DRAWING NUMBER: 8323 /SD/A02.00

ISSUE: 1

SHEET NO

Palm Close – Nine-Lot Subdivision

Proposed Conditions of Approval

Council report attachment | For Council consideration

<table>
<tr><th>No.</th><th>Condition</th><th>Timing</th></tr>
<tr><td>1</td><td>Administration
1.1. The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:
1.1.1. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports;
1.1.2. The development must, unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards and with the relevant design guidelines in the Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual;
1.1.3. The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.</td><td>At all times.</td></tr>
<tr><td>2</td><td>Currency Period
This development approval, granted under the provisions of the Planning Act 2016 (Qld), lapses four (4) years from the day the development approval takes effect, in accordance with the provisions of section 85 of the Planning Act 2016 (Qld).</td><td>As stated.</td></tr>
<tr><td>3</td><td>Approved Plan(s) and Document(s)
3.1. The development is to be completed and carried out generally in accordance with the approved plan(s) and document(s) listed below, except where modified by the conditions of this Development Permit.
<table>
<tr><th>Plan/Document Name</th><th>Drawing Number</th><th>Date</th></tr>
<tr><td>9 LOT SUBDIVISION MASTER PLAN</td><td>8323 SD A00.01 Issue 1</td><td>11/09/2026</td></tr>
</table>
3.2. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.
3.3. Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.</td><td>At all times.</td></tr>
<tr><td>4</td><td>Timing of Effect
The conditions of the Development Permit must be satisfied prior to Council approval of the Plan of Survey, except where specified otherwise in these conditions of approval.</td><td>As stated.</td></tr>
<tr><td>5</td><td>Building Envelope Plan
5.1. A Building Envelope Plan must be provided that reflects the setbacks nominated on the approved plan.
5.2. The Building Envelopes shall contain future dwellings and domestic outbuildings.</td><td>Prior to Council approval of the Plan of Subdivision.</td></tr>
<tr><td>6</td><td>Drainage
6.1. Stormwater designs and construction to provide 1% AEP immunity are to be provided in accordance with the FNQROC Development Manual standards and sound engineering practice.
6.2. Drainage Management Plan must be provided, compliant with FNQROC Development Manual standards, Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.
6.3. An appropriate Stormwater Quality Management Plan (SQMP) must be developed for the site that provides for achievable stormwater quality treatment measures in accordance with FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.</td><td>Prior to issue of a Development Permit for Operational Work.</td></tr>
</table>

No.	Condition	Timing
7	**Access** 7.1. Road and shared paths are to be provided in accordance with FNQROC Development Manual standards and sound engineering practice. 7.2. Access provision to the development must be provided/constructed in accordance with FNQROC specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence. 7.3. Road widths, and construction within the development are to be adequate for fire emergency vehicles to gain access to a safe working area close to buildings and near water supplies.	Prior to Council approval of the Plan of Subdivision.
8	**Street Trees** At least one street tree is to be planted every 15 m on each side of the proposed new roads.	Prior to Council approval of the Plan of Subdivision.
9	**Access and Services Easements** Prepare for lodgement for registration at the Department of Resources (Titles Registry) the following Access and Services Easements, as identified on the Approved Plan(s), at no cost to Council: a. Access and Services Easement over the access driveway over Lot 1 in favour of Lots 2 – 6 shown as Easement A on the approved plan. b. Access and Services Easement over the access driveway over Lot 2 in favour of Lot 1 and Lots 3 – 6 shown as Easement B on the approved plan. c. Access and Services Easement over the access driveway over Lot 3 in favour of Lots 1, 2 and 4 – 6 shown as Easement C on the approved plan. d. Access and Services Easement over the access driveway over Lot 7 in favour of Lots 8 and 9 shown as Easement D on the approved plan. e. Access and Services Easement over the access driveway over Lot 8 in favour of Lots 7 and 9 shown as Easement E on the approved plan. f. Access and Services Easement over the access driveway over Lot 9 in favour of Lots 7 and 8 shown as Easement F on the approved plan. A copy of the easement documents must be submitted to Council for endorsement at no cost to Council.	Prior to Council approval of the Plan of Subdivision.
10	**Internal Water Supply and Sewerage Work** Design and construct the following water supply and sewerage works in accordance with Sections D6 and D7 of the FNQROC Development Manual internal to the premises: a. Provide a single internal sewer and water connection to each lot in accordance with the FNQROC Development Manual.	Prior to approval of the Plan of Survey.
11	**Water Supply Works External to the Site** Where the existing water supply infrastructure does not extend to a point from which the development can be connected, extend Council's water main to provide a connection to the proposed development. The extension must be designed and constructed in accordance with the FNQROC Development Manual. Note: Any extension to water supply infrastructure requires an Operational Works approval from Council.	Prior to Council approval of the Plan of Subdivision.
12	**Fire Hydrants, Fire Management and Emergency Access** 12.1. Fire Hydrants are to be installed and located to enable fire services to access water safely, effectively, and efficiently or demonstrate that such is already in existence or an alternative provided to FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer. 12.2. Fire Hydrants are to be suitably identified so that fire services can locate them at all hours.	Prior to Council approval of the Plan of Subdivision.

No.	Condition	Timing
	12.3. Fire Services are to be provided in accordance with FNQROC Development Manual standards and the water supply must be reliable and have sufficient flow and pressure requirements for fire-fighting purposes. 12.4. Water supply to ensure adequate and accessible water supply for firefighting purposes must be provided to the Local Authority or demonstrate that such is already in existence.	
13	**Access Handle** 13.1. Driveways must be provided with reinforced concrete (or other impervious surface) from the road reserve access extending for the length of the access handles as shown on the approved plan. 13.2. The access crossover and driveway must be constructed in accordance with FNQROC Development Manual Standard Drawings S1015F and S1110G and the approved plan. 13.3. Conduits for electrical and telecommunication services must be provided adjacent to the concrete driveway for the full length of the driveway, unless otherwise approved.	Prior to Council approval of the Plan of Subdivision.
14	**Allotment Gradient** Allotments must be graded to facilitate drainage to a lawful point of discharge.	Prior to Council approval of the Plan of Subdivision.
15	**Point of Discharge** All stormwater from the land must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream from the development, in accordance with the Queensland Urban Drainage Manual. Note – The Queensland Urban Drainage Manual provides guidance on lawful points of discharge (Section 3.0)	At all times.
16	**Electricity Supply** 16.1. Each lot must be connected to the reticulated electricity supply. 16.2. Electricity reticulation must be designed and constructed to service the new lot(s) in accordance with the requirements of Section D8.04 and D8.06 of the FNQROC Development Manual unless otherwise agreed by Council.	Prior to Council approval of the Plan of Subdivision.
17	**Telecommunications Services** The development must be connected to the telecommunications network in accordance with section D8.05 of the FNQROC Development Manual unless otherwise agreed by Council.	Prior to Council approval of the Plan of Subdivision.
18	**Operational Works** An Operational Works approval is required for all roadworks, private and public infrastructure works (sewer, water and stormwater) and landscaping associated with the development.	As stated.

DRAFT DECISION NOTICE (APPROVAL)

Planning Act 2016 – Decision Notice under section 63

Palm Close – Reconfiguring a Lot (3 lots into 9 lots)

DRAFT FOR COUNCIL CONSIDERATION – NOT FOR ISSUE

This document is prepared from the current planning application, and the suggested conditions dated 2 October 2026. Insert the final Council resolution, application/notice dates, contact details and current appeal-rights extract before formal issue. Confirm final condition wording with the assessing planner.

Application reference	Applicant reference: 26 HVASC RAL
Notice date	
Decision date	
Council resolution	
Assessment manager	Hope Vale Aboriginal Shire Council
Applicant	Hope Vale Aboriginal Shire Council
Applicant address	3 Muni St, Hope Vale QLD 4895
Contact officer	Kieran Eustice – Capital Works Manager
Contact details	Kieran.eustice@hopevale.qld.gov.au

Development application

Proposal	Development Permit for Reconfiguring a Lot – three lots into nine residential lots, six access and services easements, and establishment of building envelopes
Street address	Palm Close, Hope Vale QLD 4895
Real property description	Lots 145, 146 and 147 on SP281317
Existing use	Vacant
Zone	Township zone
Level of assessment	Code assessment
Referral agencies	Nil identified in the planning application

Decision: The development application is approved in full with conditions, subject to Council resolution. The conditions are contained in Attachment 1 to this Decision Notice.

1. Details of the approval

Approval type: Development Permit

Aspect of development: Reconfiguring a Lot

Approved development: Reconfiguration of Lots 145, 146 and 147 on SP281317 into nine residential lots, with six access and services easements and building envelopes, generally in accordance with the approved plan(s) and subject to the conditions of approval.

2. Variation approval

Not applicable.

3. Conditions

This approval is subject to the conditions in Attachment 1. Where there is any conflict between the approved plans/documents and the conditions, the conditions prevail.

4. Further development permits

The following further development approval is required before the relevant subdivision infrastructure works are carried out:

- Development Permit for Operational Works for roadworks, private and public infrastructure works (including sewer, water and stormwater) and landscaping associated with the development.

Future dwelling construction will remain subject to any separate building, plumbing and drainage approvals required by applicable legislation.

5. Properly made submissions

The application is code assessable. Public notification was not required and no properly made submissions are identified in the application material.

6. Referral agencies

No referral agency triggers are identified in the planning application.

7. Approved plans and documents

Plan / document	Prepared by	Date	Drawing / reference	Revision / issue
9 Lot Subdivision Master Plan	JMC Architects (confirm final title block)	11/09/2026	8323 SD A00.01	Issue 1

If a separately endorsed Building Envelope Plan is issued before the Decision Notice, add it to this approved-plan schedule and ensure its revision/date match Condition 5.

8. Currency period

The development approval lapses four (4) years from the day the development approval takes effect, in accordance with section 85 of the Planning Act 2016, unless otherwise extended or changed in accordance with the Act.

9. When the approval takes effect

The development approval takes effect in accordance with the Planning Act 2016. The formal issued notice should record the applicable effect date after the Council decision.

10. Reasons for the decision

Council's reasons for approval are summarised as follows:

- The proposal will facilitate nine additional residential lots within the established Hope Vale township and contribute to Council's housing delivery program.

- Although the proposed lots are smaller than the acceptable outcomes for lot area, the proposed building envelopes and dwelling layouts demonstrate that the lots can accommodate their intended residential use, vehicle access, parking and associated residential activities.
- The proposal provides a purposeful mix of six two-bedroom and three three-bedroom dwelling outcomes and therefore supports housing choice for different household sizes.
- The proposed access arrangements, easements and subsequent Operational Works process provide a framework for safe access, infrastructure servicing and detailed civil design.
- Conditions require lawful stormwater discharge, water and sewer servicing, electricity and telecommunications, firefighting access and water supply, and compliance with relevant FNQROC standards.
- No overlays or referral agency triggers are identified in the application, and the proposal is assessed as achieving the purpose and relevant performance outcomes of the Township zone code.

11. Appeal rights

Before formal issue, attach the current appeal-rights extract required for a Decision Notice (Approval) under the Planning Act 2016. The applicant's appeal rights are governed by Chapter 6 of the Planning Act 2016.

Issued for and on behalf of Hope Vale Aboriginal Shire Council

Name	
Position	
Signature	
Date	

ATTACHMENT 1 – CONDITIONS OF APPROVAL

Draft transcribed from "RAL 9x lots – suggested conditions 261002". Obvious tracked-change numbering artefacts have been cleaned for readability only. Confirm final wording with the assessing planner before issue.

1. Administration	**Timing**
1.1 The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with: **1.1.1** The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within relevant technical reports; **1.1.2** The development must, unless stated, be designed, constructed and maintained in accordance with relevant Council policies, guidelines and standards and with the relevant design guidelines in the Far North Queensland Regional Organisation of Councils (FNQROC) Development Manual; **1.1.3** The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering.	At all times.

2. Currency Period	**Timing**
This development approval, granted under the provisions of the Planning Act 2016 (Qld), lapses four (4) years from the day the development approval takes effect, in accordance with section 85 of the Planning Act 2016 (Qld).	As stated.

3. Approved Plan(s) and Document(s)	**Timing**
3.1 The development is to be completed and carried out generally in accordance with the approved plan(s) and document(s) listed below, except where modified by the conditions of this Development Permit. Approved plan: 9 LOT SUBDIVISION MASTER PLAN – Drawing 8323 SD A00.01, Issue 1, dated 11/09/2026. **3.2** Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail. **3.3** Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council.	At all times.

4. Timing of Effect	**Timing**

The conditions of the Development Permit must be satisfied prior to Council approval of the Plan of Survey, except where specified otherwise in these conditions of approval.	As stated.

5. Building Envelope Plan	**Timing**
5.1 A Building Envelope Plan must be provided that reflects the setbacks nominated on the approved plan. **5.2** The Building Envelopes shall contain future dwellings and domestic outbuildings.	Prior to Council approval of the Plan of Subdivision.

6. Drainage	**Timing**
6.1 Stormwater designs and construction to provide 1% AEP immunity are to be provided in accordance with the FNQROC Development Manual standards and sound engineering practice. **6.2** A Drainage Management Plan must be provided, compliant with FNQROC Development Manual standards, Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer. **6.3** An appropriate Stormwater Quality Management Plan (SQMP) must be developed for the site that provides for achievable stormwater quality treatment measures in accordance with FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer.	Prior to issue of a Development Permit for Operational Work.

7. Access	**Timing**
7.1 Road and shared paths are to be provided in accordance with FNQROC Development Manual standards and sound engineering practice. **7.2** Access provision to the development must be provided/constructed in accordance with FNQROC specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence. **7.3** Road widths, and construction within the development are to be adequate for fire emergency vehicles to gain access to a safe working area close to buildings and near water supplies.	Prior to Council approval of the Plan of Subdivision.

8. Street Trees	**Timing**

At least one street tree is to be planted every 15 m on each side of the proposed new roads.	Prior to Council approval of the Plan of Subdivision.

9. Access and Services Easements	**Timing**
Prepare for lodgement for registration at the Department of Resources (Titles Registry) the following Access and Services Easements, as identified on the Approved Plan(s), at no cost to Council: **a.** Access and Services Easement (type) over the access driveway over Lot 1 in favour of Lots 2–6 shown as Easement A on the approved plan. **b.** Access and Services Easement (type) over the access driveway over Lot 2 in favour of Lot 1 and Lots 3–6 shown as Easement B on the approved plan. **c.** Access and Services Easement (type) over the access driveway over Lot 3 in favour of Lots 1, 2 and 4–6 shown as Easement C on the approved plan. **d.** Access and Services Easement (type) over the access driveway over Lot 7 in favour of Lots 8 and 9 shown as Easement D on the approved plan. **e.** Access and Services Easement (type) over the access driveway over Lot 8 in favour of Lots 7 and 9 shown as Easement E on the approved plan. **f.** Access and Services Easement (type) over the access driveway over Lot 9 in favour of Lots 7 and 8 shown as Easement F on the approved plan. A copy of the easement documents must be submitted to Council for endorsement at no cost to Council.	Prior to Council approval of the Plan of Subdivision.

10. Internal Water Supply and Sewerage Work	**Timing**
Design and construct the following water supply and sewerage works in accordance with Sections D6 and D7 of the FNQROC Development Manual internal to the premises: **a.** Provide a single internal sewer and water connection to each lot in accordance with the FNQROC Development Manual.	Prior to approval of the Plan of Survey.

11. Water Supply Works External to the Site	**Timing**
Where the existing water supply infrastructure does not extend to a point from which the development can be connected, extend Council's water main to provide a connection to the proposed development. The extension must be designed and constructed in accordance with the FNQROC Development Manual. Note: Any extension to water supply infrastructure requires an Operational Works approval from Council.	Prior to Council approval of the Plan of Subdivision.

12. Fire Hydrants, Fire Management and Emergency Access	**Timing**
12.1 Fire Hydrants are to be installed and located to enable fire services to access water safely, effectively	Prior to Council approval of the Plan of Subdivision.

and efficiently, or demonstrate that such is already in existence or an alternative provided to FNQROC Design Standards or Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer. **12.2** Fire Hydrants are to be suitably identified so that fire services can locate them at all hours. **12.3** Fire Services are to be provided in accordance with FNQROC Development Manual standards and the water supply must be reliable and have sufficient flow and pressure requirements for fire-fighting purposes. **12.4** Water supply to ensure adequate and accessible water supply for firefighting purposes must be provided to the Local Authority or demonstrate that such is already in existence.	

13. Access Handle	**Timing**
13.1 Driveways must be provided with reinforced concrete (or other impervious surface) from the road reserve access extending for the length of the access handles as shown on the approved plan. **13.2** The access crossover and driveway must be constructed in accordance with FNQROC Development Manual Standard Drawings S1015F and S1110G and the approved plan. **13.3** Conduits for electrical and telecommunication services must be provided adjacent to the concrete driveway for the full length of the driveway, unless otherwise approved.	Prior to Council approval of the Plan of Subdivision.

14. Allotment Gradient	**Timing**
Allotments must be graded to facilitate drainage to a lawful point of discharge.	Prior to Council approval of the Plan of Subdivision.

15. Point of Discharge	Timing
All stormwater from the land must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream from the development, in accordance with the Queensland Urban Drainage Manual. Note – The Queensland Urban Drainage Manual provides guidance on lawful points of discharge (Section 3.0).	At all times.

16. Electricity Supply	Timing
16.1 Each lot must be connected to the reticulated electricity supply. **16.2** Electricity reticulation must be designed and constructed to service the new lot(s) in accordance with the requirements of Section D8.04 and D8.06 of the FNQROC Development Manual unless otherwise agreed by Council.	Prior to Council approval of the Plan of Subdivision.

17. Telecommunications Services	Timing
The development must be connected to the telecommunications network in accordance with Section D8.05 of the FNQROC Development Manual unless otherwise agreed by Council.	Prior to Council approval of the Plan of Subdivision.

18. Operational Works	Timing
An Operational Works approval is required for all roadworks, private and public infrastructure works (sewer, water and stormwater) and landscaping associated with the development.	As stated.

Draft finalisation checks before issue

- Confirm whether Condition 8 (street trees) is intended to apply to the proposed road/access arrangement.
- Confirm the timing and final wording of Condition 13 regarding construction of concrete access handles before plan sealing.
- Confirm Condition 16 against the final Ergon/electrical servicing advice.
- Confirm the easement type descriptor in Condition 9 and ensure the easement instruments address ongoing access, service and maintenance responsibilities.
- Confirm whether an explicit “no worsening” stormwater condition is to be retained in addition to Condition 15.
- Confirm the final building-envelope plan/revision and add it to the approved-plan schedule if separately issued.
- Insert the final DA reference, resolution number, notice date, decision date, issuing delegate and current appeal-rights extract.

Agenda Item Submission

Submission

Agenda Section

Corporate Services Report

Agenda Item Subject *

Corporate Services Report

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 14th October 2026

Date Requested *

06-Oct-26

Date item was requested

Item Reference Number

OM2026/10-022

Classification *

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

Details

Recommendation *

That council receive and note the information in the report.

Background/Summary

Corporate Services

Corporate Services team continues to aim for effective and responsive support across the organisation, contributing to the efficient delivery of Council's strategic priorities and services to the community.

Human Resources

Human Resources continues to provide support to Council's workforce, ensuring key people, performance, recruitment and employee relations matters are managed efficiently and in accordance with relevant legislation and Council policies.

Service needs continue to be monitored and managed accordingly, which includes recruitment to key identified positions.

Due to issues with the operating system at the time of submission, the Human Resources Report will be presented to Council on the day of the meeting.

Payroll

Payroll is progressing well at Council, with payments being processed more accurately and on schedule, and any issues being addressed promptly. Staff have been upskilled and continue to improve on their understanding of systems and processes.

Property Management

Property management of Council leases is progressing as planned, with lease arrangements, compliance requirements, maintenance responsibilities and tenant matters being actively monitored and managed to ensure Council's property interests are appropriately protected.

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

Reference Document

( ) Yes (●) **Not Applicable**

Report Prepared by *
Felicia McLean

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

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
Lew Rojahn	Lew Rojahn	07-Oct-26

Comments, Questions and Rejections Notes

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

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

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

Add Comment

Agenda Item Submission

Submission

Agenda Section

Corporate Services Report

Agenda Item Subject *

Payment of Xmas Bonus and Breakup Party for Staff at end of Year

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 14th October 2026

Date Requested *

29-Sep-26

Date item was requested

Item Reference Number

OM2026/10-003

Classification *

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

Details

Recommendation *

That council receive and note the report and approve the payment of a $150 per person Christmas bonus card to all staff employed longer than 6 months and that Council fund a staff breakup at a cost of $9000 approximately.

Background/Summary

Last year Council paid all staff a Xmas bonus of $150. This was done via a credit card type of payment loaded with the money. Businesses were then nominated throughout Hopevale/Cooktown and Cairns. Alcohol; and Medicinals were not available as part of the scheme.

I am seeking Council's permission to again implement this bonus.

It has also been suggested that Council this year provide a more formal Xmas breakup party for staff by having entertainment and a catered meal at the hall in Hopevale. Generally, each section has provided a very small cost function in each of the staff areas. This Xmas breakup is seen as a combined staff and Councillors get-together to help with organisational team building to promote a oneness across the Organisation.

I believe staff have begun following policy and procedure and whilst we still have some minor issues to attend, staff in general have performed well and I believe Hopevale community is seeing the benefit of that.

Budget and Resource Considerations

Bonus will Cost 90 Staff x$150 $13500

Xmas party 95 people x $100 per head $9500

Total cost $23000

Action Options

1. do nothing - no cost
2. provide bonus only - Cost $13500
3. Provide Xmas Breakup only - Cost $9000
4. Provide both bonus and Breakup - $23000

Appointments and Meetings

Date	Description

Link to Operational Plan

5.5 Strategic Planning - Recognising Staff.

Consultation

Tisha Gordon

Felicia McLean

Kaitlyn McLean

Risk Assessment

(•) **Low** ( ) Medium ( ) High

Attach Supporting Agenda Materials

doc00729220260929163518.pdf 362.52KB

Reference Document

( ) Yes (•) **Not Applicable**

Report Prepared by *

Lew Rojahn

Submitter Email *

lew.rojahn@hopevale.qld.gov.au

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Lew Rojahn	01-Oct-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

Businesses Name	Emails
• Hope Vale Store • Island& Cape – part of the ALPA group	hopevale@islandcaperetail.com.au
• Endeavor Falls Tourist Park	endeavourfallstouristpark@outlook.com>
• Cooktown Hardware	cooktownadmin@cairnshardware.com.au
• Cornetts IGA Cooktown	(07) 4069 5633
• The Lure shop Tackle world Cooktown	*FISH@THELURESHOP.NET.AU*
• Cooktown Marano Fuel	admin@maranos.com.au
• Cooktown Mobil	mail@trinitypet.com.au
• Cairns Kmart outlets	
• Sovereign Resort	info@sovereignresort.com.au
• Cooktown Memorial RSL	cooktown.rsl@bigpond.com
• Cooktown Bowls	info@cooktownbowls.com.au
• Cooktown Bargain Barn	Cooktown Bargain Barn peternijskens@bigpond.com
• Cooktown Food and Ice works	admin@cooktownfood.com
• Cairns Bunnings outlets	
• Bianchi's Butcher Cooktown	Vinnibianchi@hotmail.com

Agenda Item Submission

Submission

Agenda Section

Corporate Services Report

Agenda Item Subject *

Xmas Closedown Dates

Council / Committee Name *

Ordinary Meeting

Requested Meeting Session *

Wednesday 14th October 2026

Date Requested *

28-Sep-26

Date item was requested

Item Reference Number

OM2026/10-001

Classification *

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

Details

Recommendation *

That council receive and note the report and that Christmas closedown for 2026 be for the period from Christmas Day to New Years day including 29th December 2026 to 31st December 2026 with staff returning to work on Monday 4th January 2027 and that Staff be allowed to apply to take any accumulated leave for a greater period over the Christmas break.

Background/Summary

In the past, Council has closed its office and works down for a three week period generally from mid December to one week into the New Year in January.

Last year, I had several complaints that people did not have enough leave, that casual employees had no leave and no money and other officers requested to work through the period just taking the statutory holidays.

This year, I suggest that Council consider to officially just close down for the three days between Xmas and New Year. This then requires that staff only have to cover three days and should be able to cover their expenses with enough advance notice.

This does not preclude anyone from taking leave for three weeks should they wish to and use the leave available. As long as staff apply for leave they will not be denied that opportunity. Staff may also wish to build up their leave for a specific reason to take later in the year.

By Council closing down, people can be placed in difficult financial situations and just closing for the statutory holidays and three days, Council will not experience any significant back log of work and we will only require back up staff for a maximum of 7 days as opposed to 21 days.

Budget and Resource Considerations

There wont be any significant difference in wages apart from the expense of people remaining at work when they don't have available leave. This cost has been taken into account when the budget was formulated.

Management will preplan the manning of areas dependent on staff wanting to take leave.

Action Options

1. Close Council for the three days between Xmas and New year and allow staff with accumulated leave to take leave as required for personal issues.
2. Close Council for a three week period (Risk is people not having sufficient leave)

Appointments and Meetings

Date	Description

Link to Operational Plan

5.5 Strategic Planning - Recognising staff

Consultation

Mayor Gibson

Directors

Risk Assessment

○ Low ◉ **Medium** ○ High

Attach Supporting Agenda Materials

Reference Document

○ Yes ◉ **Not Applicable**

Report Prepared by *

Lew Rojahn

Submitter Email *

lew.rojahn@hopevale.qld.gov.au

Office Use Only

Report Authorised by

Decision

(•) **Approve** ( ) Reject

Signature	**Full Name**	**Date**
	Lew Rojahn	01-Oct-26

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