

**Minutes of the Ordinary Meeting of the Council of the Shire of Cook held at the
Administration Centre, 10 Furneaux Street, Cooktown
15-16-17 December 2014**

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AGENDA AND BUSINESS PAPERS
15-16-17 December 2014

ATTENDANCE:

The Mayor, Cr PH Scott, Councillors A Wilson, KG Price, GC Shephard, PL Johnson, R Bowman, S Clark, Chief Executive Officer (S Wilton), Minute Officer (R Norris).

MEETING OPENED

The Mayor, Cr PH Scott declared the meeting open at 9.04 am 16 December 2014

APOLOGIES:

Nil

CONFIRMATION OF MINUTES

30891	CONFIRMATION OF MINUTES OF ORDINARY MEETING
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Cr P Johnson moved; seconded Cr S Clark

That the minutes of the Ordinary Meeting of 17-18-19 November 2014 be confirmed
CARRIED

BUSINESS ARISING:

Nil

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	CHIEF EXECUTIVE OFFICERS MONTHLY REPORT	
	<i>Report No.D1414296 from Chief Executive Officer</i>	

Précis

A report from the Chief Executive Officer showing his activities and providing information regarding ongoing and emerging issues.

Meetings, Seminars, Conferences etc

Bloomfield Residents Meeting

On Saturday 22nd November together with Cr Scott, Cr Price and Director of Engineering Services I attended the community meeting at Bloomfield that was convened to discuss the future of the Bloomfield Wharf area around Norman St and the unnamed road. There were approximately 40 attendees which included a representative from Trail Finders.

After some frank and fruitful discussions it was agreed to form a working group with representation from the community and Trail Finders to work on a solution that meets everyone's requirements for the area.

Disaster Management

On 25th November the Mayor and I attended by teleconference the District Disaster Management Group meeting. The main items discussed were the upcoming cyclone season weather briefing from the Bureau of Meteorology and the new legislative arrangements for disaster management in Queensland.

On 26th November the Local Disaster Management Group met to discuss local preparations and arrangements for this year's cyclone season. The information from the DDMG was also summarised for the LDMG. All agencies reported that their preparations are in hand.

The next DDMG and LDMG are scheduled to be held in January 2015. Of course if a threat arises both groups will meet as needed.

Council hosted Guardian training from 9th to the 11th December to ensure that the Local Disaster Coordination Centre will have skilled staff for operations during any future disaster event.

LGMA CEO Forum

On Thursday 27th November I attended the CEO Forum in Brisbane. The main topics of discussion were around the industry negotiations for Enterprise Agreements following the introduction of the new Local Government Award. The LGMA/LGAQ project of developing an industry wide Chief Executive Office contract was also discussed. Together with the new

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Industrial Relation legislation around senior executive contracts being disconnected from industrial instruments.

Minister's Regional Roundtable

The Mayor, Cr Johnson and I attended the Regional Roundtable in Cairns on Tuesday 2nd December. The two main topics of discussion were the Depreciation treatments of Council's infrastructure assets and how Councils can be better prepared to work as a preferred supplier to Department Transport and Main Roads.

Far North Queensland Regional Organisation of Councils

On Monday 8th December the Mayor and I attended the FNQROC meeting in Cairns. There were two presentations given, the first was regarding a request for support from an anti falls program for senior citizens. A report will be prepared and presented to the next FNQROC meeting in February 2015.

The second presentation was a update from Terrain NRM on their operation and current projects.

Apart from the normal business conducted there was a robust discussion the performance of the FNQROC operations, this led to a discussion around the strategic role of the FNQROC board. The outcome of these discussions was a positive recognition of the benefits to member Councils

Other Meetings

There are a number of meetings that occur on a regular basis. This month they have included Executive Management Team meetings, Executive Services Team meeting, and Ratepayer meetings over issues such as rates and town planning. The Mayor and I also met with the Chairman and CEO of Ports North regarding the Minister's offer of the Cooktown and Skardon River Ports.

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Councillors' Reports

Cr P Johnson

Meetings

Date	Type / purpose	Who /where	Action
20 Nov`	Reef Guardian Council Action plan meeting	Mark Marziale-Director Planning & Environment, Helen Greaves-Engineering admin officer Deb Packman GBRMPA	
24- 26 Nov	Northern Gulf Resource Management Board meeting, AGM & open forum, bullying policy workshop	NRMG board, staff members & guests Mareeba	Elected as interim deputy chair(12 months) 3 new board members- Ian Adcock(Community) Cr Allan Holmes(Local Government) Ellen Webber(Conservation)
30 Nov	Community Cabinet	Mareeba	Delegations with Ministers Cripps and Powell Waste management & container deposit scheme/ legislation;, water security/ dams – costs & legislation impacting local landholders;; To receive info re progress on waste to energy and dams
1-2 Dec	Regional Roundtable	Cairns	Follow up with neighboring councils re future waste projects;, road and pest management funding, reef recovery funding.
5 Dec	Economic Development Meeting	Councillors & Staff, Chambers	
5 Dcc	Northern Gulf Resource Management Goup- teleconference	NGMG board & CEO	Finance & Audit Committee to make recommendations to board regarding restructure
12 Dec	2020 Planning meeting	James Cook University, Regional Development Australia Cook Shire 2020 Advisory committee	Develop partnerships, determine priority projects

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Events Attended (as Councillor or part thereof)

Date	Type / purpose	Who /where	Action
19 Nov	Cape York Local Marine Advisory Committee	Members, GBRMPA	Minutes sent out
19 Nov	Endeavour Christian School Swimming Carnival	Pool	
26 Nov	Endeavour Christian School Presentation night	Events Centre	Present Sports awards
9 Dec	Tidy Towns Judges Dinner	Judges, Councillors, 1770	Follow up & utilize for marketing purposes
14 Dec	Carols in the Park	Endeavour Park	Enjoy another great community event & celebration of Christmas

Constituent Representation/Meetings

Date	Phone calls/ Discussions/ meeting	Letters/emails minutes	Action
18 Nov	Mapping update for Ayton/ Bloomfield/ Wujal Wujal area		Forward to CSC Tourism officer & Tourism Cape York for inclusion in visitor guide
20 Nov	Access to Cooktown Waste Transfer Station	Email correspondence, in person & phone	Director P&E contacted commercial operator to arrange meeting & discuss access.
30 Nov	Bloomfield – access to river/ private wharf		Working group established to look at potential options
9 Dec	Ayton waste transfer station- hours of operation		EH team to advise hours of operation in 2015
11 Dec	Local Land Trust & Tour operators	RE tourism opportunities, information & booking	

Future activities:

December

- 15-16 Council Monthly meeting
- 17 Dreaming Track – soft opening event
- 18 Northern Gulf Board Induction for new directors, Board meeting & CEO appraisal, Mareeba.
- 18 Staff end of year recognition awards

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January

12-16 Holiday
 19-21 Council Monthly Meeting
 22- 27 Holiday
 27 School commences

Expenses Claimed

Date	Details	Amount
1/12/14	Regional Roundtable - Accommodation Cairns Plaza	\$119.00
Total		

Cr S Clark

Meetings

DATE	TYPE	PURPOSE	WHERE	
17-19/11/14	Cook Shire Meeting	Monthly Meeting	Chambers	
	Endeavour Unit Committee		Chambers	

Events Attended (as Councillor or part thereof)

DATE	TYPE / PURPOSE	WHO / WHERE
27/11/14	Endeavour Christian College Speech Night	Event Centre
9/12/14	Dinner with National Judges of Tidy Towns	

Constituent Representation / Meetings

DATE	PHONE CALLS/ DISCUSSIONS	LETTERS
11/12/14	Phone calls regards Jensen's Crossing Bridge	Emails sent to Council & recieved
12/12/14	Inspected Jensen's Crossing Bridge	

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Cr G Shephard

- Attended Coen Advisory Committee meeting.

Cr A Wilson

- Attended LAWMAC (Local Authority Waste Management Advisory Committee) workshop in Mackay.
- Attended LAWMAC general meeting.
- Attended Economic Development Meeting
- Attended dinner in connection with Tidy Town Judges.
- Attended Laura inter-agency meeting in Laura.

Cr K Price

Meetings

Date	Type / purpose	Who /where
17-18 Nov	Council Meeting	
19 Nov	Carbon Trading Initiative – teleconference – Nerissa Walton (ILC) Tom Davidson(MLA) Jeremy Russell-Smith (CRC TS) Terry McCosker (RCS)	
22 Nov	Bloomfield Residents Meeting – re : wharf access	
24 Nov	Cook Shire Training Initiative Steering Committee Meeting	
26 Nov	Hopevale Interagency	
26 Nov	RADF Meeting	
27 Nov	Cooktown Interagency Meeting	
2 Dec	Dept Communities – Services Forum	
5 Dec	Economic Development Meeting	
9 Dec	Wujal Wujal Interagency	
12 Dec	2020 Event Steering Committee Meeting	

Events Attended (as Councillor or part thereof)

Date	Type / purpose	Who /where
18 Nov	CDCC Board Meeting	
25 Nov	Hopevale White Ribbon Day	
4 Dec	Farewell Gisela Hansson – Cooktown Kindergarten	
9 Dec	Tidy Towns – meeting dinner with National Judge Jill Grant	
13 Dec	Community Consultation – Cooktown Markets – Waterfront art projects	

Constituent Representation/Meetings

Date	Phone calls/ discussions	Letters/ minutes	Councillor requests
	Road Seal - Power Street (between Howard and Ida – due to increased traffic to Education precinct)		1 x
	Road Seal – Garden Street (between		1 x

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	Charles and Ida)	
	Rossville / Helenvale – Roaming cattle	2 x
	Bloomfield Wharf – requests	2 x
	Jensen’s Crossing Bridge	1 x

Cr R Bowman

Meetings

Date	Type / purpose	Who /where
	General Council Meeting	
	Waterfront Meeting	
	CDCC Board Meeting /	
	Chamber of Commerce /Xmas function /Sov intro new Tourism officer Sally to the group	
	CYLMAC	
	EDM	

Events Attended (as Councillor or part thereof)

Date	Type / purpose	Who /where

Constituent Representation/Meetings

Date	Phone calls/ Discussions	Letters/ Minutes
	Starkey area rubbish and squatters	
	Puppy sales /give away at markets	

Expenses Claimed

Date	Details	Amount
Nil		
Total		

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30892	COMMITTEE OF THE WHOLE	
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Cr R Bowman moved; seconded Cr A Wilson
That the meeting resolve into Committee of the Whole at 11.02 am on 16 December 2014 to discuss native title, arrears of rates and tender issues.
CARRIED

30893	COMMITTEE OF THE WHOLE	
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Cr R Bowman moved; seconded Cr K Price
That the meeting revert to the ordinary meeting of Council at 11.44 am on 16 December 2014 after discussions concerning native title, arrears of rates and tender issues.
CARRIED

LAND TENURE

30894	NATIVE TITLE DETERMINATION APPLICATION QUD6023/02 – WUTHATHI, KUUKU YA’U AND NORTHERN KANJU (BROMLEY PASTORAL HOLDING): CATEGORY 2A; AUTHORISATION AND EXECUTION OF SECTION 87 AGREEMENT AND CONSENT DETERMINATION.	
	<i>Report No.D14/14201 from Chief Executive Officer File No. 2.660.76</i>	

Cr A Wilson moved; seconded Cr P Johnson
That Preston Law be advised that Council notes the contents of the report from Preston Law dated 19 November 2014 and;

- a. On review of the abovementioned material Council consents to a determination of native title as detailed in the consent determination and authorises Preston Law to execute the section 87 Agreement on Cook Shire Council’s behalf.
- b. Council delegates authority to the Mayor and the Chief Executive Officer to authorise any minor amendments to the section 87 Agreement and consent determination that may occur prior to execution.

CARRIED

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30895	NATIVE TITLE DETERMINATION APPLICATION QUD6022/02 – WUTHATHI PEOPLE #2: CATEGORY 1; FINALISATION AND EXECUTION OF PRESCRIBED BODY CORPORATE INDIGENOUS LAND USE AGREEMENT.	
	<i>Report No.D14/14202 from Chief Executive Officer File No. 2.660.75</i>	

Cr G Shephard moved; seconded Cr S Clark
That Preston Law be advised that;

1. Council delegates authority to the Mayor and Chief Executive Officer to finalise any minor amendments to the Cook Shire Council Wuthathi #2 ILUA.
2. Council delegates authority to the Mayor and Chief Executive Officer to execute the Cook Shire Council Wuthathi #2 ILUA.

CARRIED

FINANCE

30896	RATES REPORT – ARREARS OF RATES THREE YEARS AND OVER	
	<i>Report No.D14/13890 from Chief Executive Officer</i>	

Cr K Price moved; seconded Cr R Bowman
That Council proceed with the sale, by auction, of the following land for rates and charges that have been in arrears for three years or more-

Assessment	Real Property Description
10003945	Lot 10 on RP 851380
10004927	Lot 421 C 1791
10010601	Lot 16 on C 17971
10011435	Lot 8 – 9 on C 179110, Lot 7 on C 17919, Lot 10 – 11 on RP713552
10019792	Lot 2 on RP 867052
10022663	Lot 1 on RP 729990
10023919	Lot 3384 on SP 182311, Lot 3385 on CP 890152

And that the reserve price for the auction of each be set at the statutory value of each allotment as set out in the Director, Corporate Services' Report No. D14/13890

CARRIED

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ENGINEERING

30897	APPOINTMENT OF CONTRACTOR FOR THE CONSTRUCTION OF THE COOKTOWN WATERFRONT AMENITIES BLOCKS AND PERGOLA: T0814.	
	<i>Report No.D14/14439</i>	

Cr K Price moved; seconded Cr P Johnson

Council endorse MTC Building Services P/L as the contractor for T0814, Construction of Waterfront Amenities Blocks and Pergola, for the contracted price of \$1,032,317.00

CARRIED

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PLANNING AND ENVIRONMENT

30898	REQUEST TO EXTEND THE CURRENCY PERIOD FOR DA/2625 – MAKING A MATERIAL CHANGE OF USE FOR TOURIST ACCOMMODATION AND / OR REMOTE WORKERS’ ACCOMMODATION ON LOT 161 ON PLAN WMT 804213, LOCKHART RIVER ROAD.	
	<i>Report No.AD14/6132 from Director Planning and Environment</i>	

Cr A Wilson moved; seconded Cr G Shephard

That Council grants a two (2) year extension to the currency period of the Development Permit for DA/2625, Making a Material Change of Use for Remote Workers’ Accommodation (Code Assessable) and Tourist Accommodation (Impact Assessable) on Lot 161 on Plan WMT804213 Lockhart River Road, dated 16th December 2010, until the 16th December 2016.

CARRIED

Précis

- Applicant:** Stuart Layton
- Owner:** Stuart John Layton, Michael Stuart Layton, and Timothy John Mungo Layton
- Location:** Lockhart River Road, via Lockhart River
- RPD:** Lot 161 on Plan WMT 804213
- Area:** 4047 square metres
- Zone:** Rural
- Proposed Use:** Six (6) cabins, kitchen, laundry, ablution facilities and storage area – Stage one and House (Managers/ Owners Residence) – Stage two
- Use Classification:** Tourist and/or Remote Workers’ Accommodation
- Referral Agencies:** DERM (Advice Agency)
- Submissions:** Nil

Report

Council on the 16th December 2010 issued a Development Permit approval for making a Material Change of Use for Remote Workers’ Accommodation (Code Assessable) and / or

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Tourist Accommodation (Impact Assessable) on Lot 161 on Plan WMT804213, Lockhart River Road, Lockhart. The currency period for the above approval was four (4) years.

The applicant by e-mail dated 27th October 2014 has now requested under section 383 of the *Sustainable Planning Act 2009*, that Council extend the currency period for Development Permit DA/2625 Making a Material Change of Use for Remote Workers' Accommodation and Tourist Accommodation by two (2) years till the 14th December 2016.

The applicant advised that over the past year he has undergone major surgery in Brisbane which resulted in continuous consultations and a lot of time away from the Lockhart property.

In deciding this request under section 383 of the *Sustainable Planning Act 2009* the assessment manager must have regard to-

- a) the consistency of the approval, including its conditions, with the current laws and policies applying to the development, including, for example, the amount and type of infrastructure contributions, or infrastructure charges payable under an infrastructure contributions, or infrastructure charges payable under an infrastructure charges schedule; and
- b) the community's current awareness of the development approval; and
- c) whether, if the request were refused-
 - (i) further rights to make a submission may be available for a further development application; and
 - (ii) the likely extent to which those rights may be exercised; and
- d) the view of any concurrence agency for the approval given under section 385.

Discussion

Development application DA/2625 was assessed under the current IPA Planning Scheme and remains consistent with the Planning Scheme provisions as well as current laws and policies. The development was publicly notified and didn't attract any submissions during the public notification period. The Environmental Protection Agency was an Advice Agency for the purpose of this application but didn't provide a response during the Referral Agency response period. A verbal response was later given advising that the agency considered the application to be minor and that they would have no further requirements to the conditions of Council.

The development will provide much needed tourist and remote workers' accommodation in the Portland Roads and Lockhart River areas. The construction of the cabins are currently well advanced but have been delayed due to the illness of the applicant. The applicants request for a two (2) year extension to the currency period for the Development Permit for DA/2625 dated 16th December 2010, is recommended by Council Officers for approval.

Recommendation

That Council grants a two (2) year extension to the currency period of the Development Permit for DA/2625, Making a Material Change of Use for Remote Workers' Accommodation (Code Assessable) and Tourist Accommodation (Impact Assessable) on Lot

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161 on Plan WMT804213 Lockhart River Road, dated 16th December 2010, until the 16th December 2016.

30899	APPLICATION FOR A DEVELOPMENT PERMIT – DA/3354 – FOR RECONFIGURATION OF LOT 20 ON PLAN SP241616, 152 CHARLOTTE STREET COOKTOWN – INTO TWO (2) LOTS	
	<i>Report No.AD14/5689 from Town Planning Officer</i>	

Cr P Johnson moved; seconded Cr S Clark

That the application by Humphries & Fisk Investments Pty Ltd c/- U & i Town Plan for a development permit for Reconfiguration of Lot 20 on Plan SP241616, 152 Charlotte Street Cooktown, into two (2) lots, be approved subject to the Conditions set out in the recommendation contained in Report No. AD14/5689.

CARRIED

Précis

Applicant:	Humphries & Fisk Investments Pty Ltd c/- U & i Town Plan (Ramon Samanes) PO Box 426 COOKTOWN QLD 4895
Owner:	Humphries & Fisk Investments Pty Ltd
Location:	152 Charlotte Street, COOKTOWN QLD 4895
RPD:	Lot 20 on Plan SP241616
Area:	.0926 hectares
Zone:	Business
Proposed Use:	Reconfiguration of a lot into two (2) lots
Minimum Lot Size:	926 sq metres
Referral Agencies:	Nil

Report

Application has been made to Council for the issue of a Development Permit for the Reconfiguration of Lot 20 on Plan SP241616 located at 152 Charlotte Street Cooktown, into two (2) lots. The application is Code Assessable Development under the Cook Shire Planning Scheme.

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Proposal

The application proposes the Reconfiguration of Lot 20 on SP241616 into two (2) lots. The areas of the proposed lots are as follows:

- Proposed Lot 20A – 424 m²
- Proposed Lot 20B – 502 m²

Proposed Lot 20A has road frontage to both Banks and Charlotte Streets with access from Banks Street. Proposed Lot 20B fronts to Charlotte Street only and will have access from Charlotte Street. Both lots front onto the Cooktown Heritage curb and channel. Banks and Charlotte Streets are sealed to the curb with asphalt / bitumen.

The Site

The property is situated in Charlotte Street opposite the Lions Park. It has approximately 30 metres frontage to Charlotte Street and 26.4 metre frontage to Banks Street. The site slopes slightly from the south eastern corner and contains the Jacky Jacky building which currently houses a Veterinary business and historically had been used as a hardware shop with residence and in more recent times a coffee shop.



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152 Charlotte Street has been previously subdivided in half as part of a combined Material Change of Use / Reconfiguration application (DA/2384). A condition of this previous approval was for the creation of Access Easement 'A' over Lot 20 in favour of Lot 21 for the purpose of access to a proposed Unit development (easement shown in green on the above site map). Access Easement 'A' is proposed to be removed by the applicants as part of this application as the property owner no longer intends to continue with the existing development approval over the site.

Town Planning Considerations

Lot 20 is zoned Business under Cook Shire's IPA Planning Scheme and Reconfiguration of the lot and is Code Assessable development.

Business Zone

Council's Planning Scheme identifies the following codes as being applicable to reconfiguring a lot in the Business Zone, however not all these codes are triggered by this proposed development.

Applicable Codes (General)	Codes relevant to DA/3073
<ul style="list-style-type: none">• Cultural Features Code• Business Zone Code• Reconfiguring a Lot Code• Works, Services & Infrastructure Code• Natural Hazards Code• Aviation Facilities & Operational Airspace Overlay Code	<p>Applicable</p> <p>Applicable</p> <p>Applicable</p> <p>Applicable</p> <p>Not Applicable</p> <p>Not Applicable</p>

The minimum lot size in the Business Zone under the Reconfiguring a Lot Code is 400sqm with a minimum road frontage of 10m. The proposal complies with these criteria proposing lots of 462sqm and 464sqm with frontages of 17.5m and 12.67m respectively, to Charlotte Street.

Discussion

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The proposed development is considered to be consistent with the intent of the Business Zone and complies with the relevant Performance Criteria. This development is therefore recommended to Council for approval, subject to Conditions.

Recommendation

That the application by Humphries & Fisk Investments Pty Ltd c/- U & i Town Plan for a development permit for Reconfiguration of Lot 20 on Plan SP241616, 152 Charlotte Street Cooktown, into two (2) lots, be approved subject to the following Conditions:

A. Assessment Manager (COUNCIL) Conditions

Approved Plan

1. The development must be carried generally in accordance with Proposal Plan Sheet NO: W.02 Rev: P3 amended in response to Council's Information Request issued on 19 November 2014 (see Appendix 'B').

Access

2. Access to proposed Lot 20A must be via the existing access from Banks Street. Access to proposed Lot 20B must be from the Charlotte Street frontage. Access between the property boundary and the kerb and channel must be sealed with concrete and constructed to the requirements of the FNQROC Manual. Engineering plans must be submitted for approval by Council's Director Engineering Services prior to work commencing.

Water Supply

3. All proposed lots must be connected to the Cooktown Reticulated Water supply in accordance with Design Guidelines D6 Water Reticulation of the FNQROC Manual, Sections General D6.01 to D6.03 and Design Criteria D6.04 to D6.22, at full cost to the applicant.
4. All proposed lots must have a separate metered water connections.

Sewerage

5. Lots 20A and 20B must be connected to the Cooktown Reticulated Sewerage Scheme.

Electricity Supply

6. Reticulated electricity supply must be provided to each proposed lot via underground connection, prior to Council endorsement of the Plan of Survey.

Heritage Protection

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7. The Heritage stone kerb and channelling must be protected from damage at all times.

Public Utilities

8. The applicant is responsible for the cost of any alterations to public utilities as a result of complying with conditions of this development permit. Repairs or alterations must satisfy the relevant Design Guidelines set out in Section D8 of the FNQROC Manual.

Outstanding Charges

9. All rates, service charges, interest and other charges levied on the land must be paid prior to Council's endorsement of the Plan of Survey.

Infrastructure Charges

10. Infrastructure charges for water, sewerage and public open space must be paid to Council at the time of application for Council endorsement of the Survey Plan, as indicated on the attached Adopted Infrastructure Charges Notice at the rate applicable at the time of payment (see Appendix 'A').

Compliance with Conditions

11. All relevant conditions of the reconfiguration must be complied with prior to the Plan of Survey being endorsed by Council.

Signing and Sealing

12. The reconfiguration of a lot approval authorised by this Development Permit must be completed and the Plan of Survey submitted to Council for endorsement within two (2) years from the commencement of this approval or this approval will lapse.

Appendix 'A'

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Our ref: LM:DA/3354

10 December 2014

Humphries & Fisk Investments Pty Ltd
c/- U & i Town Plan
PO Box 426
COOKTOWN QLD 4895
Attention: Ramon Samanes

Dear Mr Samanes

ADOPTED INFRASTRUCTURE CHARGES NOTICE
DEVELOPMENT APPLICATION DA/3354
152 CHARLOTTE STREET, COOKTOWN

Proposal: Reconfiguration into two (2) lots

Applicant: Humphries & Fisk Investments Pty Ltd
c/- U & i Town Plan
PO Box 426
COOKTOWN QLD 4895
Attention: Ramon Samanes

Location of Site: 152 Charlott Street, COOKTOWN QLD 4895

Real Property Description: Lot 20 on Plan SP241616

Type of Development: Reconfiguration

Infrastructure Charges Calculation:

Development Class	Charge	Unit of Measure	No of Units	Amount of Charge
Reconfiguration two (2) lots	\$1,700.00 (Water)	Equivalent domestic connection	2	\$3,400.00
Reconfiguration two (2) lots	\$1,420.00 (Sewerage)	Equivalent domestic connection	2	\$2,840.00
Total Charges				\$6,240.00

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Credit Calculation:

Development Class	Charge	Unit of Measure	No of Units	Amount of Credit
Reconfiguration two (2) lots	\$1,700.00 (Water)	Equivalent domestic connection	1	\$ 1,700.00
Reconfiguration two (2) lots	\$1,420.00 (Sewerage)	Equivalent domestic connection	1	\$ 1,420.00
Total Credit				\$ 3,120.00

Net Adopted Infrastructure Charges Summary:

Total Adopted Charge	Total Credit	Total Infrastructure Charge
\$6,240.00	\$ 3,120.00	\$ 3,120.00

(Note: The Total Infrastructure Charge = Total Charges – Total Credit for Existing Use)

Due Date for Payment:

Payment of the total infrastructure charge must be made at the time of endorsement of the Plan of Survey

Payment Details:

Payment of the adopted infrastructure charge must be made to Cook Shire Council, either in person at 10 Furneaux Street, Cooktown or via mail at PO Box 3, Cooktown, Qld, 4895.

Goods and Services Tax:

The federal government has determined that rates and utility charges levied by a local government will be GST free. Accordingly, no GST is included in this infrastructure charge notice.

Adopted Infrastructure Charge is Subject to Price Variation:

The amount of the adopted infrastructure charge is subject to variations in the Consumer Price Index (C.P.I.). All groups from the reference date stated in this notice until the date the payment is made.

This notice will lapse if the development approval stops having effect.

RIGHTS OF APPEAL:

Pursuant to the provisions of Chapter 7 of *The Sustainable Planning Act 2009*, a person may appeal to the Planning & Environment Court against the decision of this Council.

Please refer to www.dip.qld.gov.au/spa to access the *Sustainable Planning Act 2009*. Please refer to sections 478, 535, 675 and 680 which detail your appeal rights regarding this notice.

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Should you require any further information or assistance please contact Council's Town
Planning Officers, John Harrison or Lisa Miller on, (07) 4069 5444.

Yours faithfully

Stephen Wilton
Chief Executive Officer

Appendix 'B'

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ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES

30900	COEN ADVISORY COMMITTEE - MINUTES	
	<i>Report No.D14/14135 from Economic Development and Community Services Director.</i>	

Précis

Minutes of the Coen Advisory Committee meeting held October 20, 2014

Background/History

The Coen Advisory Committee met in Coen on October 20, 2014. The minutes of that meeting are attached for the information of Councillors and for any action on recommendations contained therein.

Link to Corporate Plan

Active, Creative, Connected

- 4.3.1 Provide to a standard that ensures (at a minimum) legislative compliance and equitable access:
- c) Support and advocacy for community groups, clubs, societies and organisations
 - e) Community engagement across all relevant activities

Consultation

Nil

Legal Implications (Statutory, basis, legal risks)

Nil

Financial and Resource Implications (Budgetary)

Nil

Recommendations

That Council receive the minutes of the Coen Advisory Committee meeting of October 20, 2014.

Attachments

1. Minutes of the Coen Advisory Committee

Coen Advisory Committee Meeting

MINUTES

Monday October 20, 2014

**Minutes of the Ordinary Meeting of the Council of the Shire of Cook held at the
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Meeting details:

Meeting title/group name:	Coen Advisory Committee
Date:	October 20, 2014
Start time:	5.35pm
End time:	6.15pm
Venue:	Town Hall, Coen
Chairperson:	Cr Glen Sheppard
Objective:	Group to provide advice and recommendations to Cook Shire Council regarding local government issues around the town and district of Coen

Attendees:

Name	Representing
Cr Glen Sheppard	Cook Shire Council
Gail Clark	Cape York Heritage House
Kimberley Sullivan	Cook Shire Council
Maureen Liddy	Royal Flying Doctor Service
Mathew Maloney	Queensland Police Service
Scott Templeton	Coen Inspection Centre
Jodi Hamilton	Coen Librarian
Rachel Nowlan	Exchange Hotel
Traceylee Forester	Lama Lama Rangers

Apologies:

Name	Representing
Joanne Nelson	Community
Billie Pratt	Cook Shire Council
Derek Hicks	Queensland Police Service

Item no.	Item	Actions	Person responsible
1.	Welcome / Acknowledgements		Chair

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2.	Minutes of the previous meeting: Moved - Matt Moloney, Seconded - Jodi Hamilton		Chair
3.	Sporting Precinct - Amenities block KS - Sport and Rec Queensland application was submitted by Council for full price of \$140,000. Noted that the department was unlikely to fund above \$100,000 however Council has spoken to officers and they are happy to accept our application as is. RN - Coen won't be able to host the annual sporting carnival if there is no amenities block at the field. MM - Will send in an additional letter of support if needed. JH - Thought Joanne had spoken to Cape York Employment about using local job seekers to reduce costs and keep work local.	Awaiting funding announcement	KS
4.	Information bay and Coen entry statement KS - Identified a site just out of town on PDR road reserve, however Council's Engineer has advised that locating a site on Council owned land would make the process much easier.	Ongoing	KS
5.	Town fire breaks ST - Request to look into when regular fire breaks will be done around town. Can this be done annually as part of Council's fire management plan? GS - Council does do regular fire prevention work. Some burning is scheduled to happen soon.	Update for next meeting	KS
6.	Teleconferencing in Coen MM - A teleconferencing service has been made available at the Coen Clinic as long as callers dial in and the room is left tidy. Contact Teresa for details		
7.	Cape York Heritage House KS - Meeting with Gail earlier today to discuss projects that require completion (stairs maintenance and mining museum displays) and how best to manage the house long term. ST - Cape York Heritage House has been very busy. GC - Looking at the future and how to best manage the facility, particularly during the tourist season. KS - Increased visitation will be a direct result of the PDR sealing works. We need to be fully prepared. ST - Definitely good to finalise the two last mining museum	Look into staffing and management during peak and off-peak seasons and what resources are available for projects	KS

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	displays. Just need two more concrete slabs built first and the covers can come later.		
8.	<p>Vet visits</p> <p>JH - Cr Johnson had sent some information through about remote vet clinic services for Cape York. Definite interest from the community. Visits would include education about animal care. Looking at two days per month, fly in fly out.</p> <p>ML - Spoke with SeaDog Vet Clinic in Cooktown. They would require accommodation in Coen and try to get subsidies for travel.</p> <p>PJ (Penny Johnson, observer) - Feedback to SeaDog Vets on the level of interest and demand through the Cape. Potential support from Queensland Health with ref. to diseases that affect humans.</p> <p>JH - Stray animals, support or part funding from Council?</p> <p>SW (Steve Wilton, observer) - Need to look at all financial arrangements. Negotiations with SeaDog Vets on euthanasia.</p> <p>PJ - Financial assistance opportunities to ensure the whole community has access to the service.</p>	<p>Keep following up</p> <p>Reply to SeaDog Vets with discussions from today</p> <p>Obtain further information from Council's Planning and Environment team</p>	<p>ML</p> <p>Cr Johnson</p> <p>KS</p>
9.	<p>Drainage around town</p> <p>ST - Raised the issue previously. A lot of water pools during the wet season and doesn't get away. People get flooded into their own driveways. Drains under the roads get blocked.</p> <p>SW - Council doesn't perform work on driveways. We can look at road drainage but not the fall of nature reserves.</p>	<p>Follow up on previous photos taken and consult with Engineering dept</p>	<p>KS</p>
10.	<p>ANZAC Centenary funding</p> <p>KN - Spoke about the available funding.</p> <p>JH - Would be great to have a cenotaph, flag pole and memorial wall. Perfect spot at the museum.</p> <p>GC - Two new displays of WW1 artefacts at the Heritage House.</p> <p>KN - Need information from the community about specific projects, then can submit an application or help a community group to do the same.</p>	<p>Liaise on details of the projects for Coen</p>	<p>KN & JH</p>
11.	<p>Next meeting</p> <p>Tentatively scheduled for sometime in December - TBA</p>		

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CORPORATE SERVICES

FINANCE

30901	REVENUE AND EXPENDITURE – NOVEMBER 2014	
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Cr P Johnson moved; seconded Cr R Bowman

That the Revenue and Expenditure Statements for November 2014 be adopted

CARRIED

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ADMINISTRATION

30902	CALENDAR OF EVENTS 2015
	<i>Report No. D13/13974 from Chief Executive Officer</i>

Cr A Wilson moved; seconded Cr R Bowman
That the Calendar of Events for 2015 be adopted.
CARRIED

January	Council Meeting	Monday/Tuesday /Wednesday	19-20-21 January
	Closing date Agenda items	Tuesday	13 January
	<u>Public Holidays</u> New Years Day Australia Day	Thursday Monday	1 January 26 January
February	Council Meeting	Monday/Tuesday/ Wednesday	16-17-18 February
	Closing date Agenda items	Tuesday	10 February
March	Council Meeting LAKELAND	Monday/Tuesday/ Wednesday	16-17-18 March
	Closing date Agenda items	Tuesday	10 March
April	Council Meeting	Monday/Tuesday/ Wednesday	20-21-22 April
	Closing date Agenda items	Tuesday	14 April
	<u>Public Holidays</u> Good Friday Easter Monday Anzac Day	Friday Monday Saturday	3 April 6 April 25 April
May	Council Meeting	Monday/Tuesday/ Wednesday	18-19-20 May
	Closing date Agenda items	Tuesday	12 May
June	Council Meeting	Monday/Tuesday/ Wednesday	15-16-17 June
	Closing date Agenda items	Tuesday	9 June
	<u>Public Holiday & Other</u> D-Day Queen's Birthday Holiday	Saturday Monday	6 June 8 June
July	Council Meeting	Monday/Tuesday/ Wednesday	20-21-22 July
	Closing date Agenda items <u>Public Holiday</u> Agricultural Show Day	Tuesday Friday	14 July 31 July

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August	Council Meeting ROSSVILLE	Monday/Tuesday/ Wednesday	17-18-19 August
	Closing date Agenda items	Tuesday	11 August
	<u>Other</u> Long Tan Day	Monday	18 August
September	Council Meeting	Monday/Tuesday/ Wednesday	21-22-23 September
	Closing date Agenda items	Tuesday	15 September
October	Council Meeting COEN	Monday/Tuesday/ Wednesday	19-20-21 October
	Closing date Agenda items	Tuesday	13 October
	<u>Public Holidays</u> Labour Day	Monday	5 October
November	Council Meeting	Monday/Tuesday/ Wednesday	16-17-18 November
	Closing date Agenda items	Tuesday	10 November
	<u>Other</u> Remembrance Day	Wednesday	11 November
December	Council Meeting	Monday/Tuesday/ Wednesday	14-15-16 December
	Closing date Agenda items	Tuesday	8 December
	Public Holidays Christmas Holiday Boxing Day Holiday	Friday Monday	25 December 28 December

Planning and Environment Standing Committee will meet each month on the Tuesday after the first Monday in each month, if required.

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30903	REVIEW OF OPERATIONAL PLAN 2014-2015
	<i>Report No. D14/14267 from Chief Executive Officer</i>

Cr S Clark moved; seconded Cr P Johnson

That the quarterly review of the Operational Plan 2014-2015 be adopted.

CARRIED

Précis

Acceptance of progress of implementing the 2014-2015 Operational Plan.

Background/History

Section 174 of the *Local Government Regulation 2012* requires that the Chief Executive Officer must present a written assessment of Council's progress towards implementing the annual operational plan at meetings of Council at regular intervals of not more than three months.

Link to Corporate Plan

Legislative requirement

Consultation

Nil – no public consultation required.

Legal Implications (Statutory, basis, legal risks)

Legislative requirement.

Policy Implications

Legislative requirement

Financial and Resource Implications (Budgetary)

Operational Plan must be consistent with the annual budget.

RECOMMENDATION

That the quarterly review of the Operational Plan 2014-2015 be adopted.

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30904	BUSINESS CONTINUITY PLAN (REVISED)	
	<i>Report No.D14/14284 from Manager Corporate Services</i>	

Cr P Johnson moved; seconded Cr A Wilson
That Council adopt the updated Business Continuity Plan.
CARRIED

Précis

The Business Continuity Plan is a required document, its purpose is to provide guidelines and instructions on the steps required for Information Technology (IT) facilities to recover from a critical event.

Background/History

This plan delineates Cook Shire Councils policies and procedures for IT disaster recovery, as well as process-level plans for recovering critical IT platforms and the telecommunications infrastructure.

This document provides a summary of our recommended procedures, in the event of an actual emergency situation, modifications to this document may be made to ensure physical safety of people, systems, and data.

Our mission is to ensure information system uptime, data integrity and availability, and business continuity.

This document has been updated to cater for lessons learned after the Cyclone Ita event in April 2014 resulted in flooding that caused three of Council's four servers to fail.

Financial and Resource Implications (Budgetary)

Funds had been allocated in the 2014-15 budget for the upgrades and multi site capacity builds.

RECOMMENDATION

That Council adopt the updated Business Continuity Plan.

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Cook Shire Council IT Disaster Recovery Plan – Revised 15/11/14

Information Technology Statement of Intent

This plan delineates Cook Shire Councils policies and procedures for Information Technology (IT) disaster recovery, as well as process-level plans for recovering critical IT platforms and the telecommunications infrastructure. This document provides a summary of our recommended procedures, in the event of an actual emergency situation, modifications to this document may be made to ensure physical safety of people, systems, and data.

Our mission is to ensure information system uptime, data integrity and availability, and business continuity.

Policy Statement

Corporate management has approved the following policy statement:

The company shall develop a comprehensive IT disaster recovery plan.

A formal risk assessment shall be undertaken to determine the requirements for the disaster recovery plan.

The disaster recovery plan should cover all essential and critical infrastructure elements, systems and networks, outlining the current backup procedures.

The disaster recovery plan should be periodically tested in a simulated environment to ensure that it can be implemented in emergency situations and that the management and staff understand how it is to be executed.

All staff must be made aware of the disaster recovery plan and their own respective roles.

The disaster recovery plan is to be kept up to date to take into account changing circumstances.

Objectives

The principal objective of the disaster recovery plan is to develop, test and document a well-structured and easily understood plan which will help the company recover as quickly and cost effectively as possible from an unforeseen disaster or emergency which interrupts information systems and business operations.

Overview

Plan Updating

It is necessary for the DRP updating process to be properly structured and controlled.

Whenever changes are made to the plan they are to be fully tested and appropriate amendments should be made to any procedural documentation.

Plan Documentation Storage

Copies of this Plan will be given to members of the Council Disaster Recovery Management Team.

Disaster Recovery and Backup Strategy

To build redundancy into the physical components and software systems, focus on value for money components that make it feasible to have spares on site and software systems that provide live replication to multiple servers over multiple sites with automatic fail over to minimise system down time in the event of hardware failure or site loss. Primary backup system to be fully automated with secondary backup systems requiring manual input to provide offsite and offline backups.

4.3.1 Backup Strategy – Post Cyclone Ita April 2014

Summary

In response to the damage to IT infrastructure from Cyclone Ita, a number of IT projects were prioritised to ensure a similar event does not have the same impact. They were:

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- The completion of the virtualisation project which provides the advantage in relation to Disaster Recovery in that servers are no longer tied directly to the hardware so can be easily moved or restored from one physical machine to another.
- The upgrade of some core infrastructure software which improves the replication capabilities of the software and so offers an advantage in relation to DR in that multiple copies of a server can be running in different locations.
- The expansion of the Depot IT Room infrastructure which provides a second location where the advantages derived from the previous mentioned projects can be utilised to keep Councils IT services operating in the event that the Main Office IT infrastructure is damaged.

Detailed Changes:

As a result of the disruption to Council IT services caused by the failure of 3 core production servers as a result of water penetration into the Data Centre room in the main office a number of changes have been made to increase the resilience of Council IT **to a similar such events** occurring in the future. These changes are consistent with 3 core goals of Council IT:

Progression to a virtualised software infrastructure
Improved replication capabilities of running software services
Multi-site capacity for Council IT services

Changes that have already occurred are:

Primary Domain controller virtualised and upgraded from Microsoft Windows Server 2003 R2 to Windows Server 2008 R2
Email Server (Microsoft Exchange) virtualised and upgraded from Exchange 2003 to Exchange 2010
KVM virtual host moved to Depot to provide virtual hosting option at depot
Third Domain control server added to domain and located on KVM host at the depot to ensure live replication of Domain data to the Depot site
Main Office file server virtualised
Replication of ADSL enabled lines from existing DR room to Coen Room
Storage Server purchased to provide offsite backup server for Depot IT Room servers
DAS purchased to expand storage for KVM host increasing virtual machine capacity
Depot file server virtualised
Flood damage file server virtualised
Water VPN server virtualised
Dell R720 server purchased and configured with ESXi 5.5 to provide for replication of ESXi based virtual machines from Depot to Main Office and enable the upgrade of the 2 ESXi hosts in the main office from ESXi 4.1 to 5.5
Amazon Web Services account set up to explore additional options for Cloud based server hosting

Further changes already underway or scheduled are:

Upgrade of Coen Room to provide a new Disaster Room and second Data Centre room in the main office with the ability to operate without mains power and landline connections
Shift of phone services from in house PABX to hosted VOIP or Virtual PABX

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Replication of Email, Database Authority and Trim services to virtual machines in Depot IT Room

Replication of critical services to virtual machines in Coen Room

Cold replication of core services/virtual machines to Cloud hosting

Expansion of Depot to Main Office wireless link to increase capacity and redundancy

While there has been some expense **occurred** in the purchase of additional servers and storage for the Depot IT Room and in the upgrade of software system this can be recouped by upgraded software removing the requirement for a SAN (currently the most expensive piece of IT hardware). Another large cost saving will be achieved once the DR contract with Civica expires in mid 2016 as the multi-site replication and VM backups to the cloud achieve a better off site backup solution at much lower cost.

Emergency Contact List

Internal Emergency Contact List

Name	Position	Email address	Phone number
John Habermann	Senior IT Officer	jhabermann@cook.qld.gov.au	0417783642
Arnaud Gougeon	IT Officer	agougeon@cook.qld.gov.au	
Stephen Wilton	CEO	swilton@cook.qld.gov.au	0428695955
Martin Cookson	Director Corporate Services	mcookson@cook.qld.gov.au	0418604391
Kevin Stephenson	Health and Safety Officer	kstephenson@cook.qld.gov.au	0438998648
Tony Lickiss	Director Engineering Services	tlickiss@cook.qld.gov.au	0409062065

External Emergency Contact List

Business		Email address	Phone number
Telstra	Business Faults		132999
	Corporate Support		132253
Internode			136633
Ergon	Faults		132296
Civica	Software Support	support@civica.com.au	1800 643 436
	Roland Zimmerman	rzimmermann@civica.com.au	4639 3500
	Managed Services / DR	lgms-support@civica.com.au	1800 643 436 (option 3)
Commander	Anthony (Account Manager)		0408007101
	Tech Support		1300654364
Dell	Technical Pro Support		1300662087
	Account Manager	Adam_Lee2@dell.com	02 8972 5967

Servers and IT equipments location

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Main server bay in Server Room located upstairs Main Admin Office containing 2 Vmware ESXi hosts (Palmer, 12mile), san, pabx, depot backup server (Depnas1) and network and san fabric switches.

Communication rack, Main office gw and internode and commander dsl routers located in Coen Room in Main Admin Office

Communication rack located in IT Office in New Depot Building

Third ESXi host (Alligator), main backup server (Bloomfield), primary Depot Gateway, RHEL/KVM host (Spear), and depot internode links in IT Office in New Depot Building

Wireless Units located on the following roofs, Main Admin Office, Store, Water Shed, Sewerage Treatment Office and CYWAFAP Office.

See Network Map for more detailed information.

Redundancy and Replication

A number of core system services allow replication to be configured at the application level which provide live replication of data between application instances running on multiple servers in multiple locations. Services that currently take advantage of this are Active Directory (see ticket 2493) with a project currently under way to enable this for virtualisation server, and projects planned for Email (see ticket 2572), MSSQL database, MySQL database.

Standard IT backup procedures

Daily Offsite backup of Authority Data to Civica's Data Centre

This is managed by Civica for a monthly cost and consists of a daily backup of our Authority databases and Authority application folders to their Sydney Data Centre. As part of the agreement they will provide running instance of our current Authority environment within 24 hours that we can access remotely. This covers us in the event that a major disaster affects Cooktown and all local infrastructure is destroyed or damaged. Core council business can continue with a laptop and a remote connection to their data centre. Part of the agreement is that you are able to test this service once a year but this has not been carried out yet so needs to be scheduled when time is available.

Scheduled backups to primary backup server and secondary backup server

The mainstay of our backup operation is a disk based backup storage system using BackupPC software that provides file based backups of all servers and important stand alone desktop pc's. This consists of 2 servers Bloomfield located in the Depot IT room and Depnas1 located in the Main Office IT Room. Bloomfield monitors all the server computers and specific clients not on the domain and located in the Main Office and our remote web/email server smtp.cooktowns.com and Depnas1 monitors all servers, virtual machines and specific non domain clients located in the Depot Building. The servers back up the clients according to a specified schedule. The default policy is to have up to 9 full backups being stored for each client going back the following number of weeks 1, 2, 3, 4, 8, 12, 28, 60, 92. Combined with the latest full backup 6 incrementals provide backups covering the previous 7 days. This backup system allows individual files to be quickly restored and provides a powerful low maintenance, cost-effective system that ensures that data at either of councils main office locations are backed up to an offsite location.

Offsite archives of Primary Backup Server (waiting on equipment)

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Once a month archives are made of the latest backups to an external disk which is then stored offsite and offline. While providing another backup in an offsite location the primary reason is to have an offline backup in the event of a security penetration of the backup server and damage to the backups. This process has been currently halted until other processes have been finalised and equipment is available to handle the large storage requirement (see ticket 2101).

Virtual Machine snapshots to offsite and offline storage (waiting on equipment)

As all production servers bar the gateway systems have been virtualised the opportunity exists to create backups of the virtual machine images. Process has been paused following the reorganisation of server infrastructure post the cyclone and will be re-implemented once the virtual host infrastructure upgrade has been completed (see ticket 2596)

Risk Analysis and Decision Matrix

See IT Risk Assessment spreadsheet

Disaster recovery procedure

Three scenarios are discussed to illustrate the recovery procedure for the following types of disasters:

Minor damage

Major damage

Extreme damage

Scenario 1 – User has accidentally deleted a document from the engineering share

This is the most common situation reported to IT in relation to backup/recovery. The procedure to recover the document in this case is:

Log into BackupPC <http://backups.cook.local/BackupPC>

Access the host of the engineering share “Isabella”

Browse through the latest backup to find the file

Select the file and then chose to either restore it to its location or download it.

Scenario 2 – Lightning strike at Depot destroys wireless unit on store roof and takes out the depot gateway adsl modem

In this scenario the staff at the depot will **loose there** access to the internet and to the main office. The loss of the wireless connectivity to the main office means that they have no access to Authority, TRIM or email. Steps to deal with this are:

Depot – Main Office Wireless Link

Take the depot unit from the backup main office to depot wireless link that is preconfigured and stored in the Depot IT office

Obtain the safety harness from the water staff

Obtain the large ladder from one of the store staff and position it against the new shed on the cemetery side of the depot. If the ladder is unavailable then talk to the Workshop manager or Foremen about the crane

Access the roof and replace the damaged wireless unit with the spare

Realign the unit and confirm that the link is stable and capable of transmitting **data the** link standard (currently at between 8 to 10 MB/s)

Order in a replacement link.

Depot Internet Connection

Modify the dhcp settings on the depot gw server and set the gate way to the main office gateway server (see Network Map for ipaddress details)

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Order new modem

Scenario 3 - Fire destroys server room in Main Office building

In this scenario an electrical fault in the printer in the archive room results in a fire that destroys the archives and does enough damage to the server room to damage all the server hardware and networking equipment in that room.

Key Players:

IT Officers (John, Arnaud)
Insurance Officer (Alex, Lana)
Records Officer (Narelle)
Civica (Managed Service/DR Staff)
Dell Account Manager (Adam, Amber)
Commander Account Manager (Anthony)
Electrician (Joe Ford)
Building Inspector (Steve T)
Building Maintenance Manager (Darryl)
Health and Safety Officer (Kevin)

Effect of disaster is:

Core Council servers containing the majority of councils production data and software systems are destroyed. Hardware will need to be replaced and software and data will need to be restored from backups.

Main networking infrastructure point in Main Office is destroyed repairing would require:

Repairing cables
Replacing patch panels
Replacing network switches

Procedure following disaster

Disable incoming mail on main office gw and enable incoming mail on pfdepot which is configured as a secondard mx server (see ticket 2571), this will queue incoming email.

Talk to Building Inspector, Building Maintenance Manager, Health and Safety Officer and Electrician about what is required to get the server room functioning again and obtain a time estimate. Communicate this to Ceo and Corporate Services Manager and explain what a temporary system in place that will allow as many staff as possible to perform their jobs and determine priorities.

Get production VM's up and running on VM host in the depot office. This will consist of tasks in the following order:

Promoting AD controller at depot to primary controller for the domain
Restoring Exchange server (not required once service level replication to second exchange server is set up)
Restoring MSSQL server (not required once servive level replication second MSSQL server is setup)
Restoring Authority application server
Restoring Trim server
Restoring main office file server

Core finance and other users of Authority that are performing day to day tasks critical to the functioning of Council can relocate to the depot using either laptops or desktops of staff whose computer access is not critical to immediate council business functions.

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Run network cable from **mainoffice** wireless unit to network switch in Coen room to enable Customer Service computers to connect to the depot and operate as normal and other main office users to set up in the Coen room or other downstairs rooms.

Contact Dell account manager to order replacement servers and network switches.

Talk to **telstra** about redirecting main office land line numbers to mobile or depot phones.

Work with other parties (electrician, building manager, Dell staff and Civica staff) to get a functioning server room back up and running in the main office.

Migrate services back to Main Office server room once it is up and running.

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15-16-17 December 2014**

	TRAFFIC COUNTER FIGURES												
	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCTOBER	NOV
		2013											2014
M.R.D. GAZETTALS													
PENINSULAR DEVELOPMENTAL ROAD													
Little Laura River	152	***	***	***	32	88	477	429	518	430	433	344	272
Musgrave	134	10	10	10	10	57	133	251	359	321	236	236	153
Coen Aerodrome D.P.I.	81	17	5	2	2	26	117	208	282	227	203	143	N/A
MULLIGAN HIGHWAY													
Town Grid	1133	***	***	1138	1224	1358	1624	2088	2263	2055	1876	1876	1620
Little Annan Bitumen	***	***	340	340	400	373	598	597	748	723	***	***	557
ENDEAVOUR VALLEY ROAD													
Endeavour Falls	381	269	368	368	331	435	378	402	499	475	484	484	388
COOK SHIRE COUNCIL ROADS													
Moreton	****	17	6	0	1	22	44	143	226	155	142	89	21
Portland Roads Road	48	26	23	18	19	22	43	69	110	80	Counter Burnt	N/A	N/A
Battlecamp Road [Old Laura Stn]	N/A	N/A	N/A	N/A	N/A	N/A	***	N/A	90	57	43	23	18
Lakefield Rd [Olivevale]	31	29	8	***	6	12	56	142	201	139	133	115	65
Lakefield Road [New Laura Stn]	25	7	5	1	4	4	30	**	152	116	117	163	28
Marina Plains Road	17	3	3	3	3	21	22	32	***	***	33	33	54
Rossville-Bloomfield Road [Blackpinch]	Roadworks	Roadworks	Roadworks	Roadworks	Roadworks	Counter Reinstated	***	***	***	365	***	***	308
Rossville-Bloomfield Road [Willie Creek]	310	258	197	204	191	208	231	305	408	327	296	296	***
Rossville-Bloomfield Road [Granite Creek]	326	272	122	178	121	***	188	352	456	397	333	333	392
Honey Dam Rd												N/A	112
Byerstown Lookout	50	51	36	36	46	70	146	195	256	148	86	86	57
Whites Creek Rd										27	21	18	20
Poison Ck Rd [Minke Rd Intersection]	300	***	217	217	***	334	240	283	202	***	*	*	283
Poison Ck Rd [500m West of Minke Rd Intersection]	122	135	96	123		*	*	*	REMOVED	REMOVED	REMOVED	REMOVED	REMOVED
Railway Avenue East [Minke Rd Intersection]	75	77	87	87	64	****	74	92	102	84	REMOVED	REMOVED	REMOVED
Isabella - Mc Ivor Rd				N/A	10	19	23	25	39	35	41	45	REMOVED
Charlotte Street (Seaview Motel)	2814	2567	2540	2540	2507	2671	2688	2695	2888	2508	2435	2435	2175
**** Hose moved from road by mtncce gang.													
*** Hose Damaged													
** Reading Suspect													
* Counter Defective													