

**AGENDA AND BUSINESS PAPERS**  
**15-16-17 September 2014**

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**NOTICE OF MEETING**

AN ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOK will be held at the Administration Building, 10 Furneaux Street, Cooktown on Monday, Tuesday & Wednesday 15, 16 & 17 September 2014

Tuesday & Wednesday

9.00 am. Ordinary Meeting commences – open to the public.

Stephen Wilton  
Chief Executive Officer

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**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

**APOLOGIES:**

**NOTICE OF BEREAVEMENT:**

Advice has been received of the passing of Yvette Gidden

As a mark of respect one minute silence was observed.

**CONFIRMATION OF MINUTES**

	<b>CONFIRMATION OF MINUTES OF ORDINARY MEETING</b>
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That the minutes of the Ordinary Meeting of 19 August 2014 be confirmed subject to the following amendments

<b>Page/Reso #</b>	<b>Correction</b>

**BUSINESS ARISING:**

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	<b>CHIEF EXECUTIVE OFFICERS MONTHLY REPORT</b>	
	<i>Report No.D14/10147 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**

***Transport and Main Roads***

On Thursday 21<sup>st</sup> August 2014 together with the Land Tenure Officer I met with Tony Potter the Regional Director of Department Transport and Main Roads (TMR) to discuss the common issue of access to resources such as gravel and water. The intention of the meeting was to identify what both Council and TMR were doing in relation to rights of access, leasing sites or using commercial suppliers. A further outcome was to ensure that neither entity disadvantaged the other through any compensation/royalty agreements made with third party land holders.

Whilst Council has powers of entry to leasehold land under the Local Government Act TMR have similar powers to enter all lands (excluding National Park) under the Transport and Infrastructure Act. This means that TMR do not have to lease gravel pit sites to ensure access. When TMR enter a site for gravel they must however negotiate fair compensation to the landowner. Council must negotiate a lease that includes site rental and a volumetric royalty.

The process of identifying gravel lease sites and then negotiating the leasing arrangements is a lengthy and potentially costly exercise. To date the State have met most costs associated with the leases. It would simplify Council's processes if Local Governments were given similar powers of entry as TMR. I believe Council should raise this matter at the next FNQROC meeting with a view of gaining support to lobby government for the necessary legislative changes.

***Department of State Development Infrastructure and Planning***

On Monday 1<sup>st</sup> September the Director Planning & Environmental Services, Director Economic Development & Community Services and I together with Gary Alyard from Hot Croc Advertising met with Ian McKirdy, Paul Fagg and David Casey of the Department State Development Infrastructure and Planning, Stephen Prasser Manager Aeronautical Business Development with Cairns Airport to discuss the development of the Cooktown Airport subdivision.

Following lengthy discussions it was recommended that Council do the following ;

- Make an application for funding from the Royalties for Regions Program
- Carry out a demand analysis for the proposed development

We also met with the proprietors of a large car and truck rental firm who are interested in operating in Cooktown either as a stand alone business or through an agency arrangement.

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The company already has a good presence as a commercial vehicle hirer on Cape York and are now keen to progress their recreation vehicle hire business in the region

The Department State Development Infrastructure and Planning also hosted an information session around carbon credits. Dr Tim Moore from Australian Integrated Carbon gave a very interesting presentation around fire management and aggregation opportunities for land managers in Cape York including Council as the manager of extensive road corridors.

#### ***Local Government Managers Australia***

I attended the annual LGMA conference held at the Bunya Mountains from 2<sup>nd</sup> to 4<sup>th</sup> September. The conference had four themes that each evoked much lively debate. The themes were Organisational Culture, Engagement 7 Collaboration, Personal Resilience & Sustainability, and Local Government Services.

There were also two key note speakers, one spoke about the future direction of local government and whether the current model of Australian local government is sustainable the other looked at the ever changing face of technology in business and questioned why any entity should embrace the emerging technology.

The conference was well organised with a different forum to the usual conference, I found it very informative and rewarding.

#### ***Department Local Government***

On Tuesday 9<sup>th</sup> September the Mayor and I met with DLG Officer John O'Hallaron and Mark Kellerher to discuss a number of issues.

Progress of the Annan Hydro Project  
Proposed Boundary changes with Lockhart River Aboriginal Shire Council  
Council's proposed acquisition of Lot 94 on Plan C17952

The meeting was positive and indicated the Department is supportive of Council initiatives.

#### ***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, a meeting with potential airport business operator and Ratepayer meetings over issues such as rates and town planning.



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**ENGINEERING SERVICES**

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**PLANNING AND ENVIRONMENT**

PE1	<b>ASSUMPTION OF THE CAPE YORK WEEDS AND FERAL ANIMALS PROGRAM.</b>	
	<i>Report No. from Director of Planning &amp; Environment August 2014 File No. 2014/10228</i>	

**Précis**

1. Council consider for a decision, the proposed assumption of the work of the Cape York Weeds and Feral Animals Program (“CYWAFAP”), including transfer of all intellectual property, and associated rights, the branding and marketing material and devices, in accordance with the Local Government Act 2009.

**Background/History**

1. CYWAFAP first received funding under the Natural Heritage Trust (NHT) in December 1998 working with Council (as the proponent for the project). During 2003 the group evolved to reflect the assumption of contract work as well as the receipt of funds from other grant programs. Funding from NHT has been consistent throughout the years, and additional monies were secured in 2008 through the Caring for Our Country program. In 2010 Cape York established a Natural Resource Management program, with CYWAFAP receiving funding from July 2011. Grants and income for the last five years, 2008-2014 financial years, exclusive of Cook Shire Council financial support, was approximately \$7.204 million.
2. At its Meeting held January 2014, due to the financial burden imposed by diminishing Federal Government funding for the operation, Council resolved to wind-up its involvement in the Cape York Weeds and Feral Animals Program by the end of that financial year (31 June 2014).
3. Following a number of informal enquiries from a range of organisations from the Cape and beyond, a formal process was established to ensure openness and transparency in any transaction of CYWAFAP intellectual assets. In advertisements dated March 2014 Submissions were invited from parties interested in assuming the works of the Cape York Weeds and Feral Animals Program (CYWAFAP or the Program).
4. It was anticipated the successful party will assume the works of the Program including the transfer of branding and marketing material, the CYWAFAP website, data, employee references (on a case by case basis), program history, contacts, phone numbers (inbound where possible) procedure and strategy.
5. The intention of the transfer is to ensure that the important works of the CYWAFAP continue without significant interruption to the pest (feral animal) and weed management services provided to the Cape. It is also intended that CYWAFAP customers, landholders and land managers are able to continue working with a duly authorised, dedicated team who show an understanding of the situation with reference

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to weeds and feral animals on the Cape, and who have the capacity to undertake specific weed and feral animal eradication programs.

6. Three submissions were received by the due date, 3 April 2014, from the following applicants, details are set out below:
  - Clayton Doughboy
  - Cape York NRM Ltd
  - Naturecall Environmental [ Biodiversity Australia PTY LTD ]
7. A formal evaluation process was established, and a panel of three Directors (DCS, DED & DPE), participated in the evaluation. A uniform Specification and Evaluation Criteria spreadsheet was used, and the results were common, in fact, unanimous among the three panel members. The evaluation panel met on the 10 June 2014 to assess the submissions.
8. The specification and evaluation criteria assessment spreadsheet involved scored assessment against Ten (10) criteria, with the highest score representing the highest achievement. The results of the panel's assessments are set out in the below table:

	Panel Member 1	Panel Member 2	Panel Member 3	TOTALS
Clayton Doughboy	Non-compliant application	Non-compliant application	Non-compliant application	<b>0</b>
CY NRM PTY	13	24	20	<b>57</b>
Naturecall Environmental	29	32	33	<b>94</b>

9. The results of the Evaluation Criteria Assessment, are directly expressed in the recommendation of this report.

### Link to Corporate Plan

10. Strategic Direction:  
**NATURAL ENVIRONMENT, ENVIRONMENTAL HEALTH SERVICES AND SUSTAINABLE DEVELOPMENT**  
**4.2.1 Undertake the management and provision of the following, to a standard that ensures legislative compliance:**  
**f) Pest and weed management services.**

### Consultation

11. The Submission period was advertised in the Cairns Post 10 March 2014.

### Legal Implications (Statutory, basis, legal risks)

12. Council, as a local government authority is responsible for the Cape York Weeds and Feral Animals Program, and is committed to managing the assumption process in an open, transparent and fair manner, for the benefit of the people and ecosystems of Cape York Peninsula.

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**Policy Implications**

Asset Disposal Policy .

**Financial and Resource Implications (Budgetary)**

13. While no direct financial benefit to Council has been expected as a result of this process, otherwise there is expected to be an ongoing provision of the CYWAFAP's services to the Cape York region.

**RECOMMENDATION**

That Council hereby resolves to allocate the assumption of the work of the Cape York Weeds and Feral Animals Program ("CYWAFAP"), including transfer of all intellectual property, and associated rights, the branding and marketing material and devices, in accordance with the Local Government Act 2009, to *Naturecall Environmental – Biodiversity Australia PTY LTD ABN:81127154787*.

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**LAND TENURE**

LT1	<b>PROPOSED PERMANENT ROAD CLOSURE AND ROAD OPENING OF UNNAMED ROAD – ANNAN RIVER - WITHIN LOT 14 ON PLAN SP189921.</b>	
	<i>Report No.D14/9680 from Chief Executive Officer File No. 2.85.181; 2.09.20.</i>	

**Précis**

1. Make application for the required road opening and road closure.

**Background/History**

2. The gazetted road reserve within Lot 14 SP189921, as indicated on attached plan Map A, has been in existence since at least 1878 and approx 30years ago a track was constructed giving access to the public and access to what is now Lot 53 SP189922. See attached plan Google Proposed Road Closure\_Opening within Lot 14 SP189921.
3. As can be seen from the attached plans, the relevant section of road, apart from providing the only access to Lot 53, provides access to the southern bank of the Annan River, which has always been a popular fishing spot.
4. Council, as the road authority of the area wishes to formalise this area of road to provide not only legal access for the general public but also legal access to Lot 53 SP189922.
5. Discussions with the property owner of Lot 14 SP189921, Yuku-Baja-Muliku Landowner and Reserve Ltd have resulted in a proposal to;
  - close the area of gazetted road (unformed);
  - open as road the area of constructed track;
  - the area of closed road to be amalgamated into Lot 14.

See attached plan Google Proposed Road Closure\_Opening within Lot 14 SP189921.

6. The area of road to be closed is 3.131ha; area of road to be opened is approximately 3.306ha.
7. Council, as a local government can apply on behalf of the landowner with the approval from the landowners.
8. The following are estimated costs to Council as submitted by Council's Surveyor;
  - Survey costs incl lodgement of plan: \$6400
  - Simultaneous road closure/opening application: \$ 244.40

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9. The following recommendation is submitted for Council's consideration.

**Link to Corporate Plan**

10. Key issues 4.3 Sport and Recreation Facilities and Public Access; 4.5 Cultural Heritage, Land Tenure, Native Title and Indigenous Land Use Negotiations; 4.6 Drainage, Stormwater, Road, Footpath and Bridge Network.

**Consultation**

11. Nil.

**Legal Implications (Statutory, basis, legal risks)**

12. Nil.

**Policy Implications**

13. Nil – in accordance with policy position.

**Financial and Resource Implications (Budgetary)**

14. Funds to cover stated costs are available under WO: 4030.2434.84 and WO: 2433.429.84.

**RECOMMENDATION**

Cook Shire Council, on behalf of the applicant (Yuku-Baja-Muliku Landowner and Reserve Ltd), lodge a simultaneous road closure and opening application within Lot 14 on SP189921 with the Department of Natural Resources and Mines to:

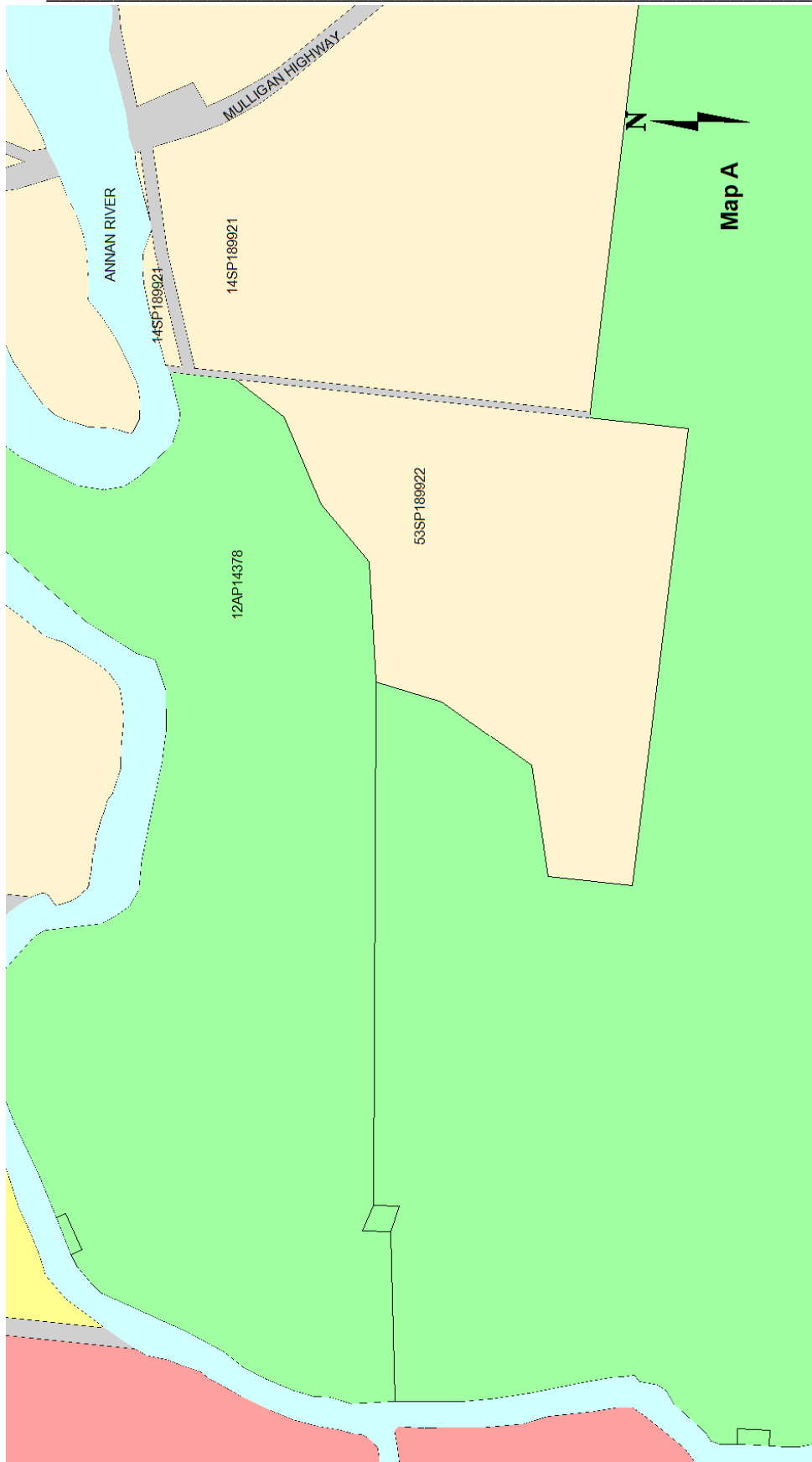
- i. Permanently close area of road within Lot 14 on SP189921 as depicted in red on submitted plan - Proposed Road Opening and Closure in Lot 14 on SP189921.
- ii. Permanently open road within Lot 14 on Plan SP189921 as depicted in blue on submitted plan - Proposed Road Opening and Closure in Lot 14 on SP189921.
- iii. Include the area of closed road into Lot 14 on Plan SP189921.

Att.

Map A

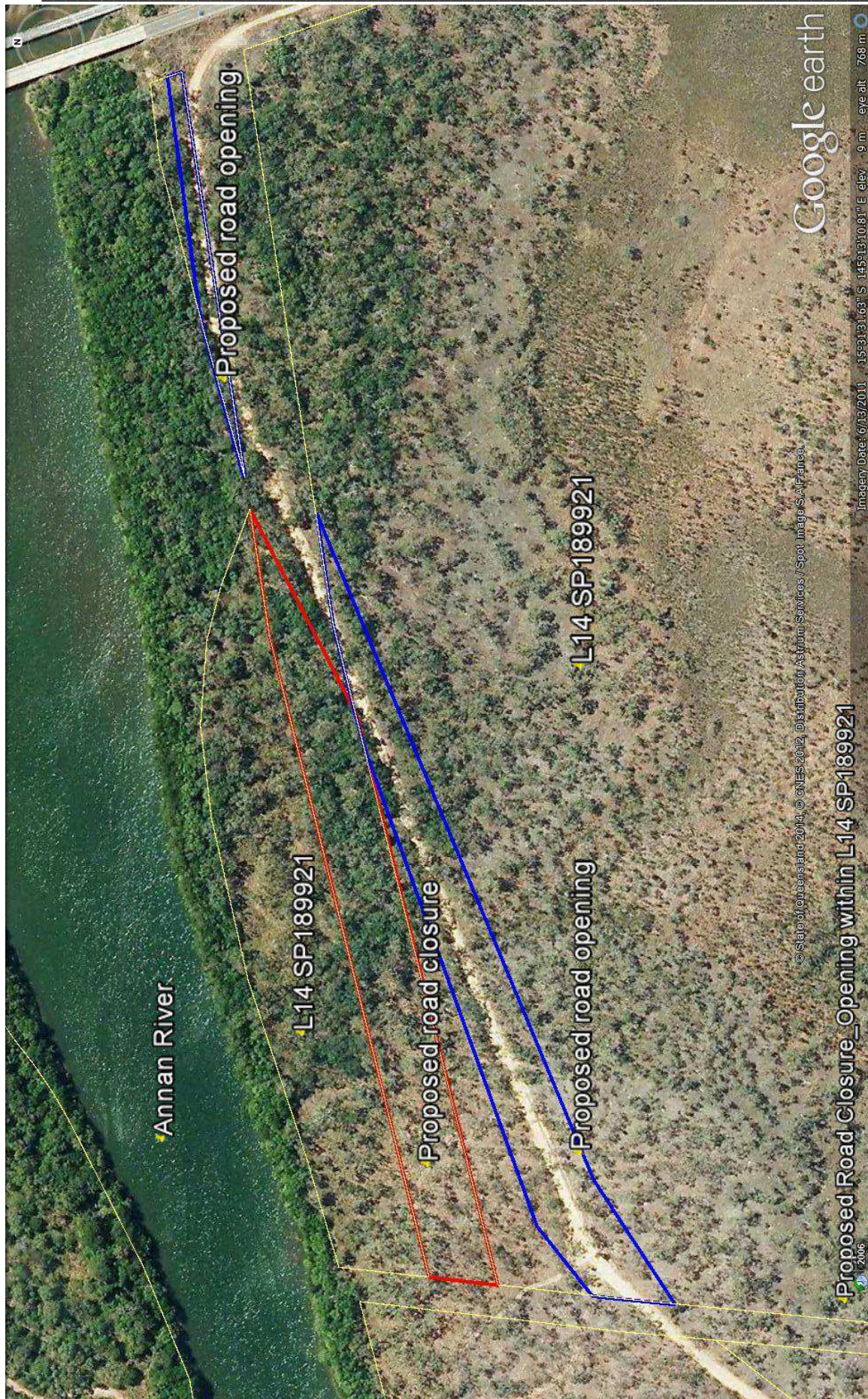
Google Proposed Road Closure\_Opening within Lot 14 SP189921

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LT2	<b>PROPOSED ROAD OPENING AND ROAD CLOSURE – JOWALBINNA ROAD – WITHIN ESCORT CREEK PASTORAL HOLDING PH14/4838 DESCRIBED AS LOT 198 ON PLAN SP207018 AND LAURA RACECOURSE RESERVE DESCRIBED AS LOT 3 ON PLAN MS11.</b>	
	<i>Report No.D14/9681 from Chief Executive Officer File No. 2.85.160; 2.650.45; 2.650.64</i>	

**Précis**

1. Council hereby accepts the conditions of offer in relation to the proposed road opening and road closure as contained in letter from Department of Natural Resources and Mines dated 1 September 2014.

**Background/History**

2. As a result of road realignments necessitated by the new Laura River Bridge, a constructed road pavement which is off alignment within Lot 198 SP207018 (Escort Creek Pastoral Holding also known as Welcome Station) and within Lot 3 MS11, Reserve for Recreation and Racecourse purposes, was identified.
3. Council was notified, and at its July 2013 meeting, vide Resolution No. 30572 resolved to request the Department of Natural Resources and Mines to carry out the road closure and road opening as depicted on attached Plan JowalbinnaRdOpen&Close 6-13.wor.
4. By letter dated 1 September 2014, the Department advised Council that its application for simultaneous closure and opening of areas of road had been approved, subject to all conditions of offer being complied with.
5. Requirements of Acceptance of Offer include the provision of plans of survey, payment of fees for lodgement of survey plans, approx. \$1,500 and signed acceptance forms.
6. The following recommendation is submitted for Council's consideration.

**Link to Corporate Plan**

7. Key issues 4.3 Sport and Recreation Facilities and Public Access; 4.5 Cultural Heritage, Land Tenure, Native Title and Indigenous Land Use Negotiations; 4.6 Drainage, Stormwater, Road, Footpath and Bridge Network.

**Consultation**

8. Nil.

**Legal Implications (Statutory, basis, legal risks)**

9. Nil.

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**Policy Implications**

10. Nil – in accordance with policy position.

**Financial and Resource Implications (Budgetary)/Risk Assessment**

11. Funds to cover application fees are available in the current Land Tenure budget.

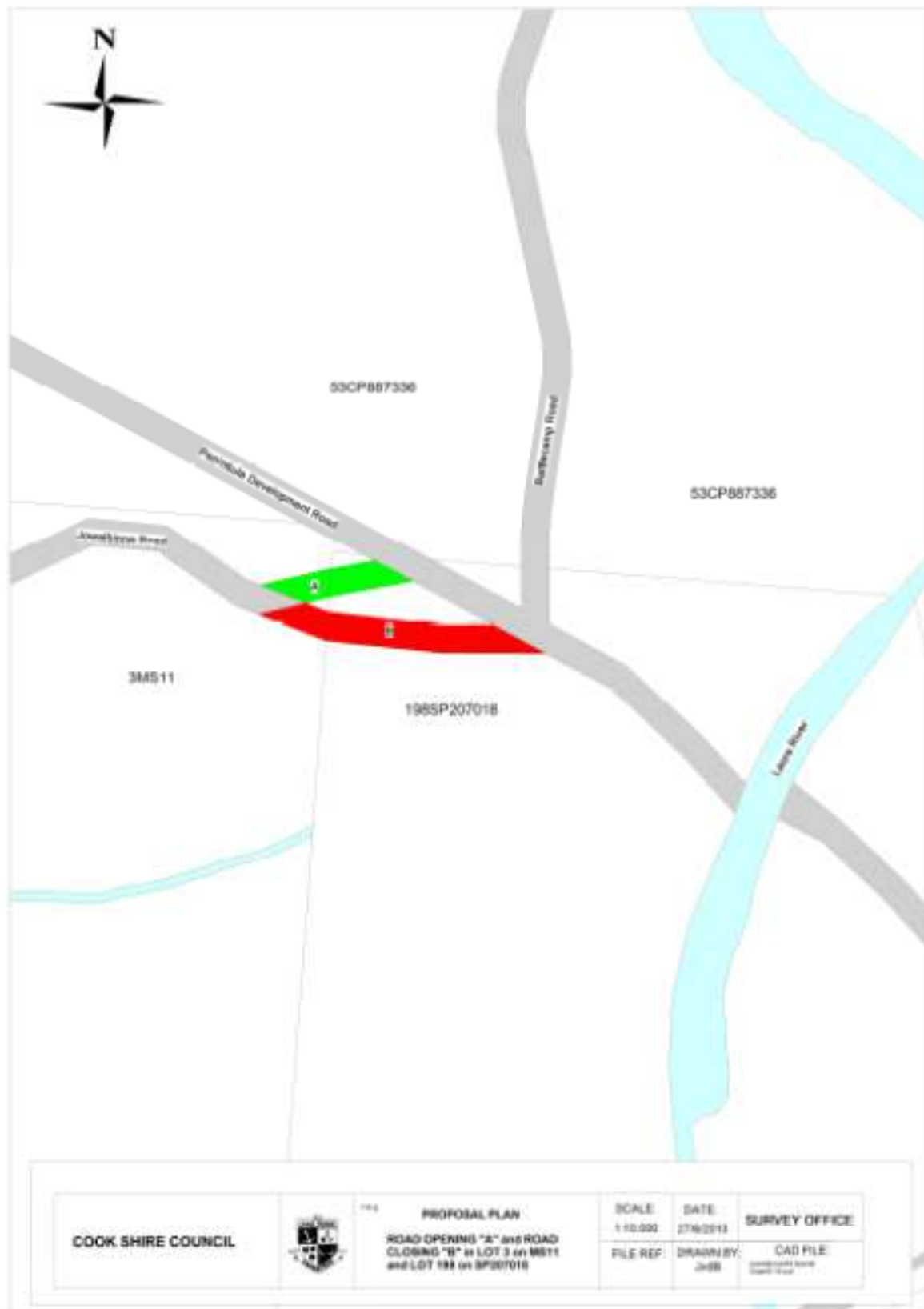
**RECOMMENDATION**

The Department of Natural Resources and Mines be advised that Council hereby accepts the conditions of offer as set out in the letter dated 1 September 2014 in relation to the proposed permanent road opening and road closure within Lot 3 on plan MS11 Reserve for Racecourse purposes and within Lot 198 on plan SP207018 Escort Creek Pastoral Holding , as depicted on submitted Plan JowalbinnaRdOpen&Close 6-13.wor.

Att.

Plan JowalbinnaRdOpen&Close 6-13.wor

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LT3	<b>APPLICATION FOR CONVERSION OF SPECIAL LEASE 43/53204 OVER LOT 4 ON CROWN PLAN CP866939 TO A PERPETUAL LEASE - HAGGERSTONE ISLAND: PARISH OF GRENVILLE; LOCALITY OF SHELBURNE.</b>	
	<i>Report No.D14/9682 from Chief Executive Officer File No. 2.970.02</i>	

**Précis**

1. Council supports the conversion to perpetual lease provided planning matters are complied with and esplanade retained.

**Background/History**

2. By letter dated 6 August 2014, the Department of Natural Resources and Mines advised it had received an application for conversion of Special Lease 43/53204 over Lot 4 on Plan CP866939, to a perpetual lease in terms of section 166(1)(c) of the *Land Act 1994* – see attached SmartMap.
3. The Department further advised that the lease was issued over Haggerstone Island for Tourism purposes, namely low key tourism catering for a maximum of 12 overnight guests, and expires on 31 July 2024.
4. Council's views and/or requirements were requested, including any local non-indigenous cultural heritage values that the Department should consider when assessing the application.
5. A 20 meter wide esplanade surrounds the island; in accordance with Council's Public Access Policy Council requires it to be retained. See attached Survey Plan CP866939.
6. There are no known local non-indigenous cultural heritage values.
7. Views from both Engineering Services and Planning and Environment Services had been requested - Engineering Services had no issues.
8. Planning and Environment Services advised that there are outstanding building and plumbing matters regarding Haggerstone Island.
9. The following recommendation is submitted for Councils consideration.

**Link to Corporate Plan**

10. Key issues; 4.2 Environmental Wellbeing; 4.3 Sport and Recreation Facilities and Public Access; 4.5 Cultural Heritage, Land Tenure, Native Title and Indigenous Land Use Negotiations; and 4.7 Economic Wellbeing.

**Consultation**

11. Nil.

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**Legal Implications (Statutory, basis, legal risks)**

12. Nil.

**Policy Implications**

13. Nil - in accordance with policy position.

**Financial and Resource Implications (Budgetary)**

14. Nil.

**RECOMMENDATION**

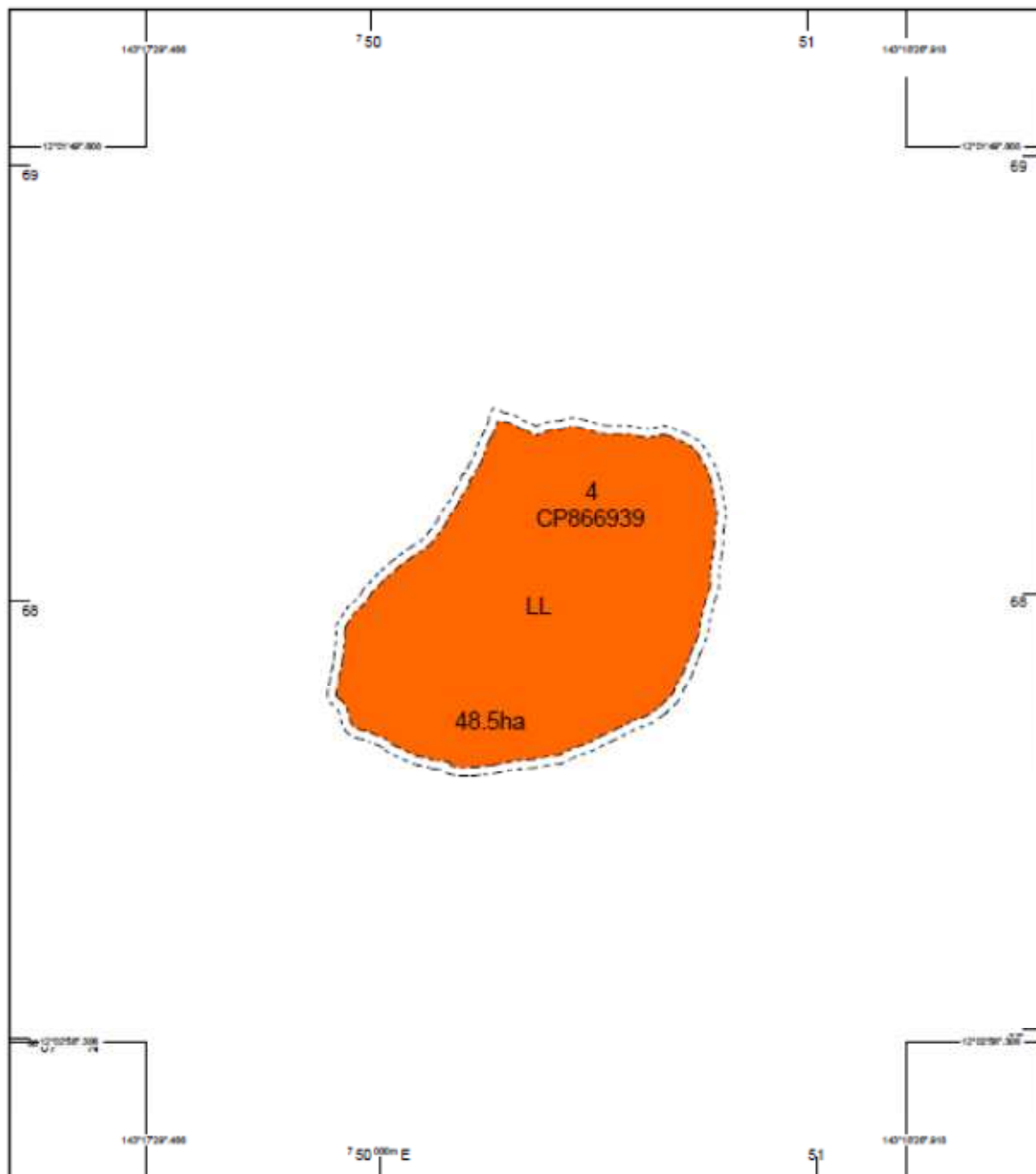
The Department of Natural Resources and Mines be advised that Council supports the conversion of Special Lease 43/53204 over Lot 4 on Plan CP866939 to a perpetual lease, subject to;

- i. all outstanding building and plumbing matters being complied with, and
- ii. the existing 20 meter wide esplanade surrounding the island be retained.

Moreover, Council is unaware of any local non-indigenous cultural heritage values that should be considered when assessing the application.

Att.  
SmartMap  
Survey Plan CP866939  
Map A

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STANDARD MAP NUMBER  
7573-14421

0 250 500 750 1000 1250 m  
HORIZONTAL DATUM: GDA84 ZONE: 54 SCALE 1 : 12500

MAP WINDOW POSITION &  
NEAREST LOCATION



## SUBJECT PARCEL DESCRIPTION

DCDB  
Lot/Plan 4/CP866939  
Area/Volume 48.5ha  
Tenure LANDS LEASE  
Local Government COOK SHIRE  
Locality GREENVILLE  
Parish GREENVILLE  
County GREENVILLE  
Segment/Parcel 8001441

## CLIENT SERVICE STANDARDS

PRINTED (date/time/yy) 06/06/2014  
For additional information regarding this SmartMap see page 2.  
Shading Rules have been applied.  
DCDB 05/06/2014 (Lots with an area less than 1500m<sup>2</sup> are not shown)  
Users of the information recorded in this document (the Information) accept all responsibility and risk associated with the use of the information and should seek independent professional advice in relation to dealings with property.  
Despite Department of Natural Resources and Mines (DNRM)'s best efforts, DNRM makes no representations or warranties in relation to the Information, and, to the extent permitted by law, excludes or limits all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with any use of or reliance on the Information.  
For further information on SmartMap products visit <http://www.qld.gov.au/property/mapping/smartmap>

**SmartMap**

An External Product of  
SmartMap Information Services  
Based upon an extraction from the  
Digital Cadastral Data Base



(c) The State of Queensland,  
(Department of Natural  
Resources and Mines) 2014.

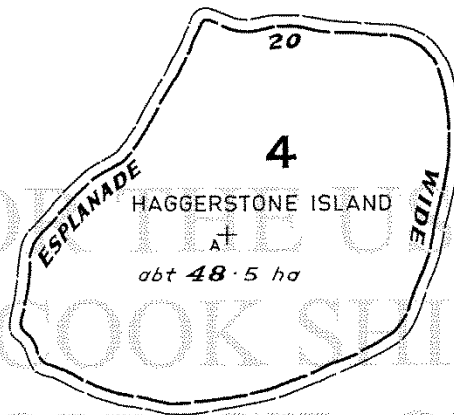
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WARNING — PLAN MAY BE ROLLED — A FOLDED OR MUTILATED PLAN WILL NOT BE ACCEPTED

Approx AMG Co-ordinates			
Stn	Easting	Northing	Zone
A	750 200	8 667 800	54

SOUTH PACIFIC OCEAN



CORAL SEA

Road to be opened  
abt 5.5 ha (Esplanade)

I, Thomas Stanley Lowe  
hereby certify that I have made this plan  
pursuant to Section 25 of the Surveyors  
Regulation 1992, and that the plan is  
accurate and compiled from Dwg CNS  
94/004 on Lands file CNS5059  
a. Temple Bay 1:100 000 Topo

Thomas Stanley Lowe  
Licensed Surveyor

21.3.1994  
Date

PLAN OF Lot 4

Cancelling Lot 4 on SH14

ORIGINAL Lot 4 on SH14

MERIDIAN	MAP REF	SCALE	FILE REF	ENDORSED AT	REGISTERING DIST
Approx AMG	SD54-4	1:8000	CNS 5059	21-07-94	Brisbane

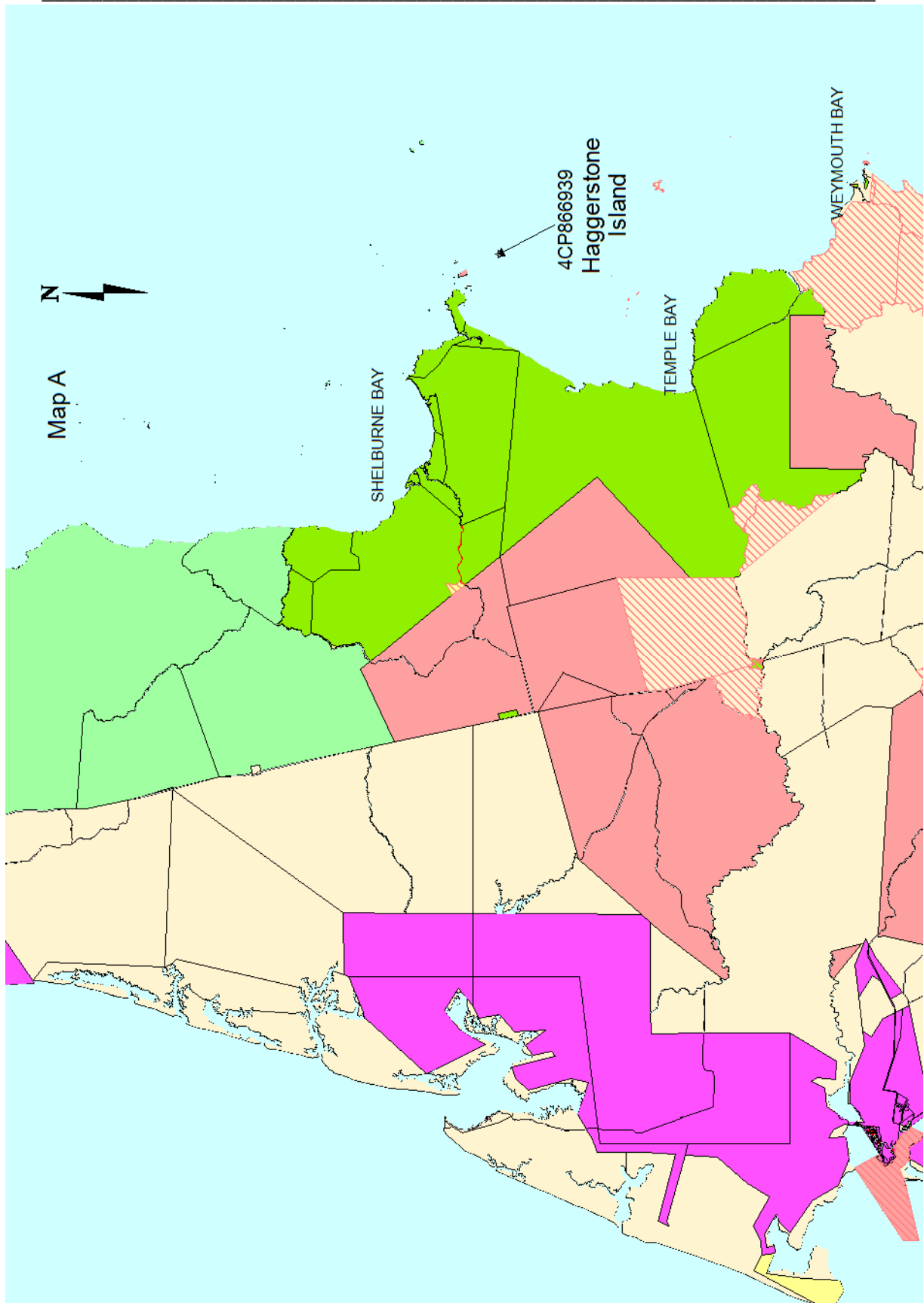
PARISH **GRENVILLE**  
COUNTY **Shelburne**  
LOCALITY **Haggerstone Is**  
LOCAL AUTHORITY **Cook SC**  
LAND AGENTS **Manning**  
DISTRICT **Torres**

CROWN ' PLAN 866939

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THE INSTITUTION OF SURVEYORS AUSTRALIA (QUEENSLAND DIVISION)  
BY AUTHORITY LICENCE NUMBER 67

**AGENDA AND BUSINESS PAPERS**  
**15-16-17 September 2014**





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LT4	<b>APPLICATION FOR CONVERSION OF TERM LEASE TO FREEHOLD OVER LOT 5 ON PLAN KA835479 – STRATHHAVEN STATION (INGLEBY PASTORAL HOLDING): PARISH OF INGLEBY.</b>	
	<i>Report No.D14/9927 from Chief Executive Officer File No. 2.16.15; 2.287.2 (629)</i>	

**Précis**

1. Council support the conversion to freehold subject to the following recommendations.

**Background/History**

2. By letter dated 7 August 2014, the Department of Natural Resources and Mines (“DNRM”) advised that an application had been received for conversion to freehold of Term Lease over Lot 5 on Plan KA835479, and requested advice as to Council’s views or requirements, including any local non-indigenous cultural heritage values that DNRM should consider when assessing the application – see attached SmartMap.
3. The proposed use of the land is grazing.
4. Council, at its June 2010 meeting considered the matter of the renewal of lease for Ingleby Pastoral Holding. Vide Resolution No. 29262, Council raised no objection to the renewal of the pastoral holding lease, the conversion of the tenure to perpetual lease, or the conversion of the tenure to freehold, subject to the following conditions:
  - a. Road A-G-E-C-B (Musgrave – Pormpuraaw Road) as shown on Plan Ingleby prop road 5-10- V2.wor attached, being opened as road at a width of 60m, at no cost to Council.
  - b. Road E- F (access to Astrea Pastoral Holding) as shown on Plan Ingleby prop road 5-10- V2.wor attached, being opened as road at a width of 60m, at no cost to Council.
  - c. Road C – D (the loop road north to the Holroyd Road) as shown on Plan Ingleby prop road 5-10- V2.wor attached, being opened as road at a width of 60m, at no cost to Council.

Council further resolved that it raise no objection to the permanent closure of road G – H as shown on Plan Ingleby prop road 5-10- V2.wor attached, and its inclusion in Ingleby Pastoral Holding, subject to such closure occurring at no cost to Council.

5. By letter dated 16 July 2013, the Department sought confirmation that the comments/requirements provided by Council, letter dated 24 June 2010, for the proposed road opening and permanent road closure remained current.
6. The Department further advised that it had prepared a draft plan DP141967 that provided for the renewal of the lease and road openings within the boundaries of the new term lease and requested Council’s advice regarding road opening identified on

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both the draft plan and Council's drawing 5-10-v2 station B-C-E ie: was the whole road required to be opened as indicated by Council or was the road to be opened in part as shown on plan DP141967.

7. Council advised the Department, by letter dated 15 October 2013 that Council's requirements as stated in the letter dated 24 June 2010, remained current, and that stations B-C-E were to be opened as indicated on Council's plan and that draft plan DP141967 be amended accordingly.
8. Council's Surveyor advised that to date these road dealings had not been implemented.
9. There are no known local non-indigenous cultural heritage values.
10. Planning and Environment Services had no development/planning issue, although Council's Environmental Health Officer had raised concerns that the grazing land may have been used for cattle dipping which could make it contaminated land and recommends that the applicant identifies any areas used for cattle dipping and register them with the EHP prior to the conversion.
11. The following recommendation is submitted for Council's consideration.

**Link to Corporate Plan**

12. Key issues; 4.2 Environmental Wellbeing; 4.3 Sport and Recreation Facilities and Public Access; and 4.5 Cultural Heritage, Land Tenure, Native Title and Indigenous Land Use Negotiations; and 4.7 Economic Wellbeing.

**Consultation**

13. Internal.

**Legal Implications (Statutory, basis, legal risks)**

14. Nil.

**Policy Implications**

15. Nil - in accordance with policy position.

**Financial and Resource Implications (Budgetary)**

16. Nil.

**RECOMMENDATION**

The Department of Natural Resource and Mines be advised that Council raises no objection to the conversion of the tenure to freehold, subject to the following conditions as conveyed to the Department by letters dated 24 June 2010 and 15 October 2013 in response to the Department, your file ref: 2008/00657;

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- d. Road A-G-E-C-B (Musgrave – Pormpuraaw Road) as shown on Plan Ingleby prop road 5-10- V2.wor attached, being opened as road at a width of 60m, at no cost to Council.
- e. Road E- F (access to Astrea Pastoral Holding) as shown on Plan Ingleby prop road 5-10- V2.wor attached, being opened as road at a width of 60m, at no cost to Council.
- f. Road C – D (the loop road north to the Holroyd Road) as shown on Plan Ingleby prop road 5-10- V2.wor attached, being opened as road at a width of 60m, at no cost to Council.
- g. Council raises no objection to the permanent closure of road G – H as shown on Plan Ingleby prop road 5-10- V2.wor attached, and its inclusion in Ingleby Pastoral Holding, subject to such closure occurring at no cost to Council.
- h. that stations B-C-E were to be opened as indicated on Council's plan and that draft plan DP141967 be amended accordingly.

As the land use is grazing and may have included cattle dipping, Council recommends that the applicant identifies any areas used for cattle dipping and register them with the Department of Environment and Heritage Protection prior to the conversion.

Council further advises that there are no known local non-indigenous cultural heritage values.

Att.  
SmartMap  
Plan Ingleby prop road 5-10- V2.wor  
Map 'A'

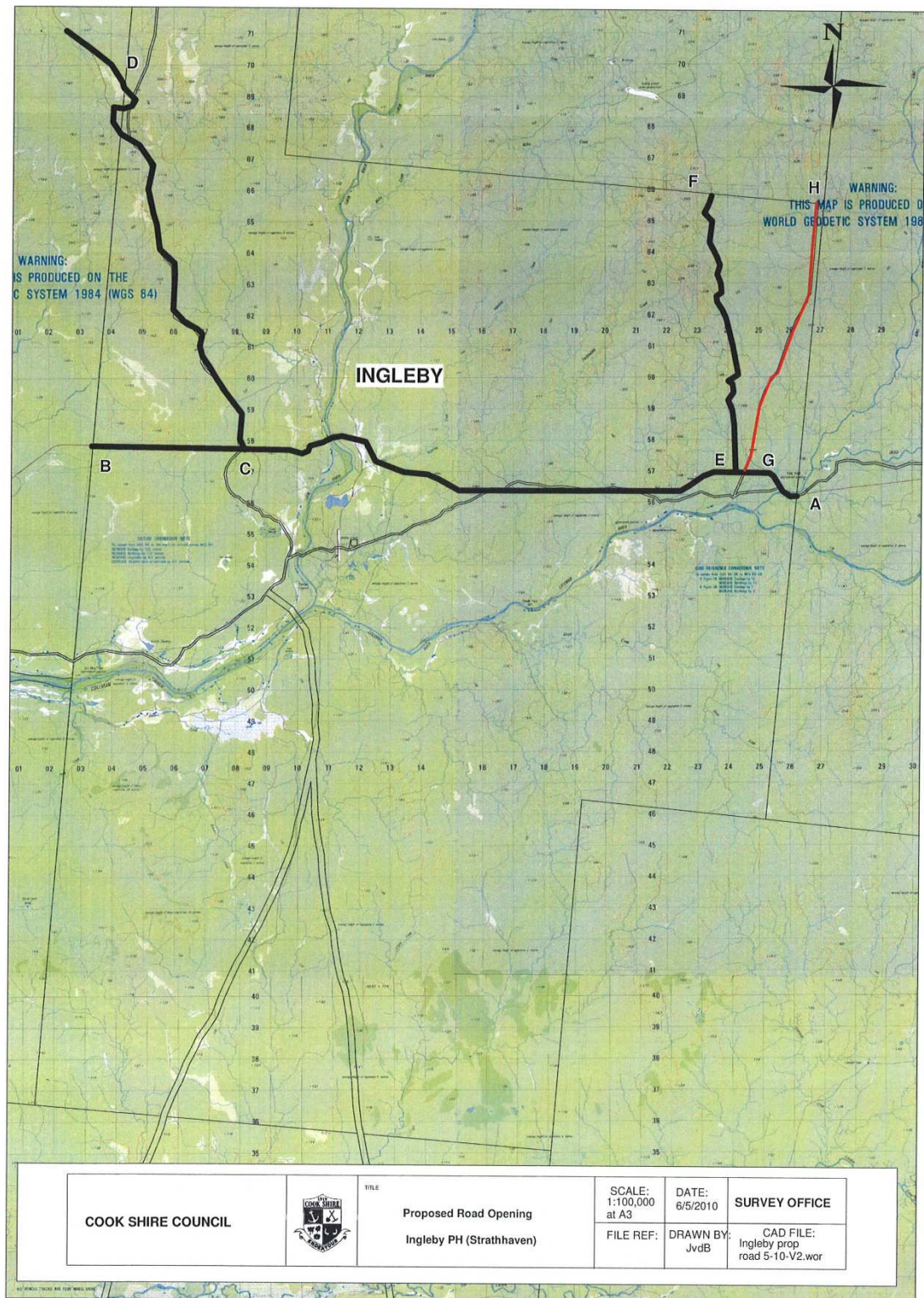
This map illustrates the Klamath River watershed, highlighting land ownership and acreage. The central portion of the map is shaded in orange, representing the Klamath National Forest. Surrounding areas are labeled with various land use designations and acreage figures. Key features include:

- Central Area (Shaded Orange):** Labeled with "Klamath National Forest" and "Klamath River".
- Top Left:** Labeled "4149 PH31" and "246000ha".
- Top Right:** Labeled "3385 CP890152" and "793000ha".
- Middle Left:** Labeled "4343 SP201120" and "124000ha".
- Middle Right:** Labeled "3875 PH2152" and "90100ha".
- Bottom Left:** Labeled "473 SP206203" and "137000ha".
- Bottom Center:** Labeled "4682 PH1137" and "113000ha".
- Bottom Right:** Labeled "2570 PH2050" and "101000ha".
- Other Labels:** "LL", "WR4", "KG5", "SP177732", "SP113659", "SP182310", "SP215745", "SP1242", "SP177732", "SP113659", "SP182310", "SP215745", "SP1242", "SP177732", "SP113659", "SP182310", "SP215745", "SP1242".



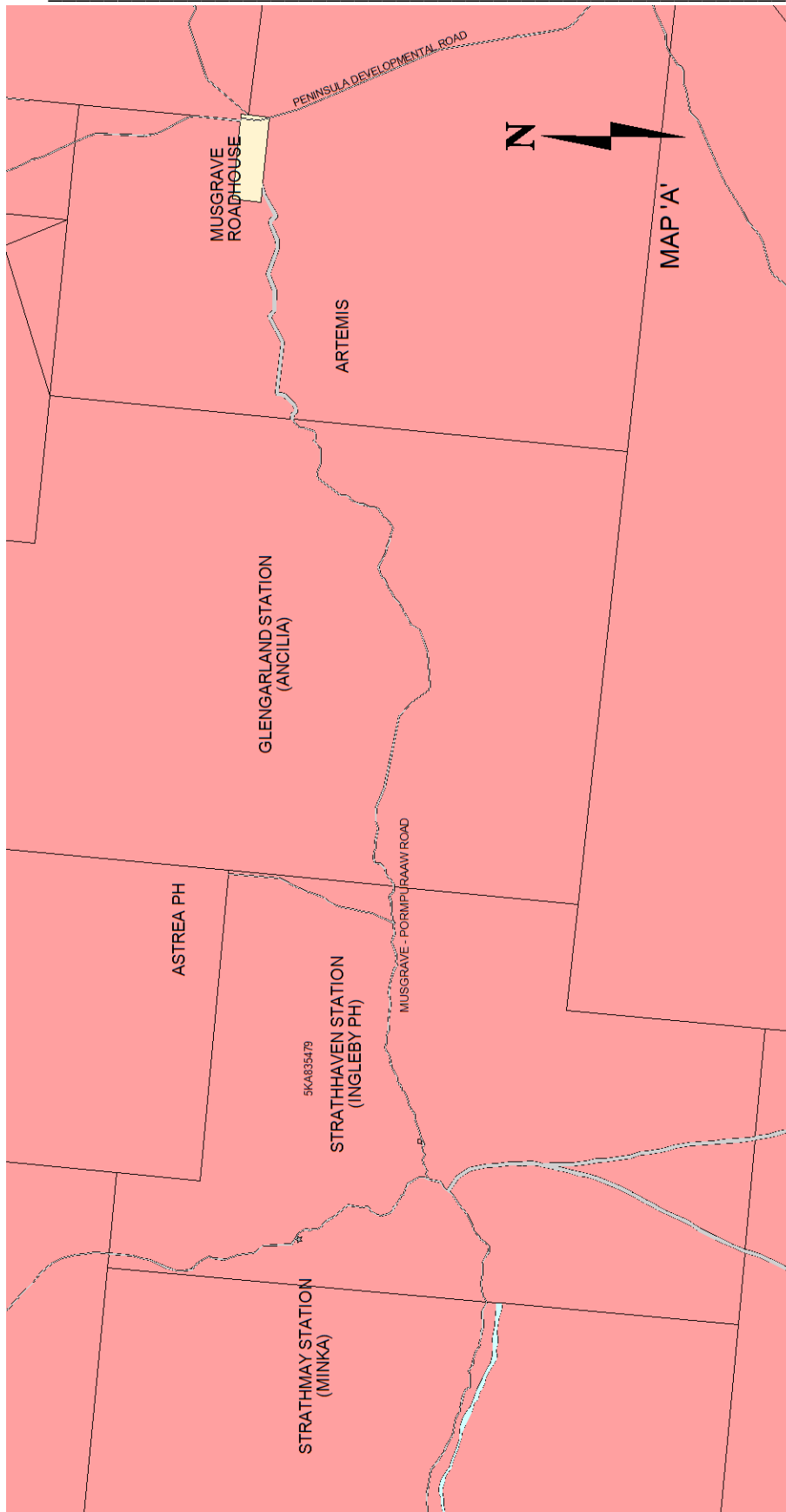
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LT5	<b>APPLICATION FOR CONVERSION OF TERM LEASE 215287 TO FREEHOLD OF LOT 29 BK808310; AMENDMENT OF TERM LEASE 215287 TO EXCLUDE LOTS 27, 29, 30 BK808310; CREATION OF COMMUNITY PURPOSE RESERVE OVER LOTS 27, 30 BK808310 WITH COOK SHIRE COUNCIL AS TRUSTEE: FRONTING UNNAMED ROAD AND MINKE ROAD.</b>	
	<i>Report No.D14/10015 from Chief Executive Officer File No. 2.16.15; 2.287.2 (629)</i>	

**Précis**

1. For consideration by Council. Council supports the conversion to freehold; notes the amendment of term lease, and accepts trusteeship of proposed reserves.

**Background/History**

2. Council at its November 2012 meeting considered an application for the conversion of Term Lease ('TL') 205287, Lots 27, 29, 30, 37, 39, 42 and 43 on Plan BK808310. Vide Resolution No. 30391 and in accordance with Council's Policy on the issue, Council resolved to support the conversion of TL 215287 to freehold tenure, subject to the provision of a thirty (30) meter wide esplanade along the northern bank of Three Mile Creek and the western bank of Eight Mile Creek. See attached Plan CAD FILE 3-8 MILE Ck 10-12.wor.
3. The Department of Natural Resources and Mines advised Council by letter dated 21 February 2014, that the Department had made an offer for conversion of TL 215287 over Lots 27, 29, 30, 37, 42 and 43 on Plan BK808310 to freehold tenure.
4. The Department further advised that TL 215287 was currently in a fully surveyed state and no further survey requirements will form part of an offer requirements to the lessee and that should Council require part of the land for road (esplanade) purposes, Council will need to acquire the land.
5. By letter dated 30 June 2014, the Department advised that in response to its offer to the lessees for conversion of TL 21587 to freehold tenure, the lessees had advised they would not be accepting the Departments offer as made and had proposed conversion of Lot 29 only, with retention of Lots 37, 39, 42 and 43 under leasehold tenure with the absolute surrender of Lots 27 and 30 from the lease area.
6. The Department continues that based on Council's original view and comments relating to Lots 27 and 30 i.e. the requirement of provision of a thirty (30) metre wide esplanade within both Lots along the bank of the creek), it is considered that should Lots 27 & 30 be surrendered from the lease area, a reserve for Community purposes (e.g. 'buffer zone and/or environmental purposes) would be the most appropriate tenure for these Lots.
7. Council's views and comments are requested for the following;
  - Conversion to freehold of Lot 29 on plan BK808310

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- Amendment of Term Lease 215287 to exclude Lots 27, 29 and 30;
  - Creation of a Community purpose Reserve over Lots 27 and 30 with Cook Shire Council as Trustee
8. Council has been advised that if it accepts the trusteeship this would be at no cost to Council.
  9. A native title assessment would have to be carried out on Lots 27 and 30 by the Department.
  10. If native title has not been extinguished the proposed reserves would be created as low impact future act in accordance with section 24LA of the Commonwealth *Native Title Act 1993* ('NTA').
  11. '*created as a low impact future act*' means, inter alia, that no building, structure, or other thing, that is a permanent fixture, other than a fence or gate, will be permitted.
  12. However, the Departments policy position is that structures such as picnic tables, barbecues, walkway and bikeways that are considered to be non-permanent and capable of being easily and quickly removed may be permitted.
  13. The most important aspect from Council's point of view, is that should there be a future native title determination by the Federal Court that native title in some form exists over the proposed reserve land, the reserves will be revoked – section 24LA of the NTA requires that low impact future acts are not to continue in the event that there is a determination that native title exists over the area.
  14. The Department had advised that should Council decline the offer other government entities would be approached, or the area could possibly become USL – the Department is not favourable of this outcome.
  15. All sites have access to a dedicated road.
  16. There are no known local non-indigenous cultural heritage values.
  17. Views from both Engineering Services and Planning and Environment Services were requested – Planning had no objection; Engineering had no objection.
  18. Council's acceptance of trusteeship of the proposed reserves supports Council's public access policy:

“That Council's attitude/intent regarding river/creek/beach access etc is to request/require legal public access wherever possible. Council intends to request/require esplanades/access roads plus adjacent reserves (landing, recreation, etc) wherever possible. Any Council request/application should be processed with the foregoing in mind.”
  19. The following recommendations are submitted for Council's consideration.

**Link to Corporate Plan**



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20. Key issues; 4.2 Environmental Wellbeing; 4.3 Sport and Recreation Facilities and Public Access; and 4.5 Cultural Heritage, Land Tenure, Native Title and Indigenous Land Use Negotiations.

**Consultation**

21. Nil.

**Legal Implications (Statutory, basis, legal risks)**

22. Nil.

**Policy Implications**

23. Nil - in accordance with policy position.

**Financial and Resource Implications (Budgetary)**

24. Nil.

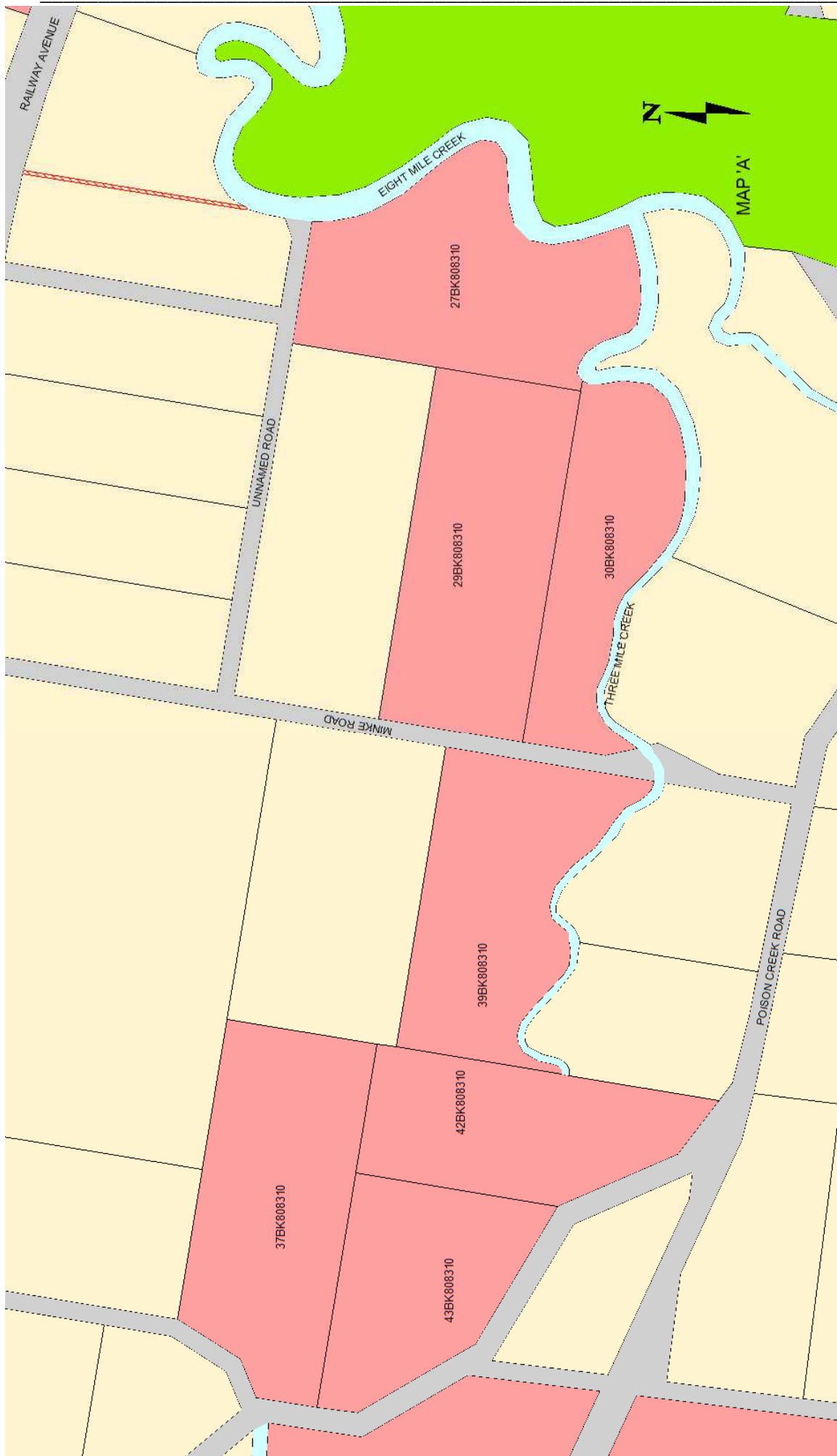
**RECOMMENDATION**

The Department of Natural Resources and Mines be advised that Council;

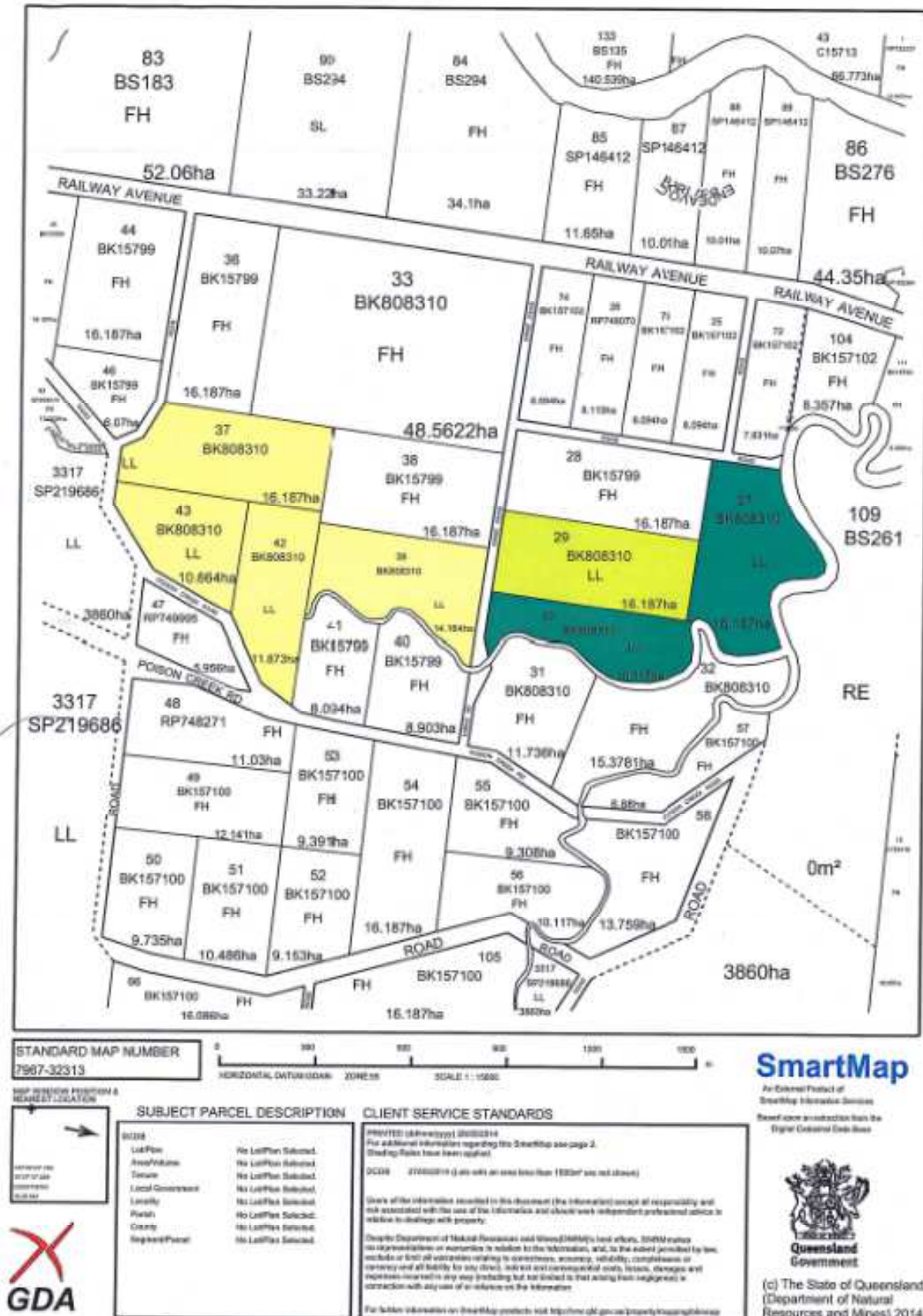
- i. supports the conversion of Term Lease 215287 to freehold tenure over Lot 29 on Plan KA808310,
- ii. supports the amendment of Term Lease 215287 to exclude Lots 29, 27 and 30
- iii. accepts trusteeship of the proposed reserves - at no cost to Council.

Att.  
MAP 'A'  
SmartMap  
Plan CAD FILE 3-8 MILE Ck 10-12.wor attached.

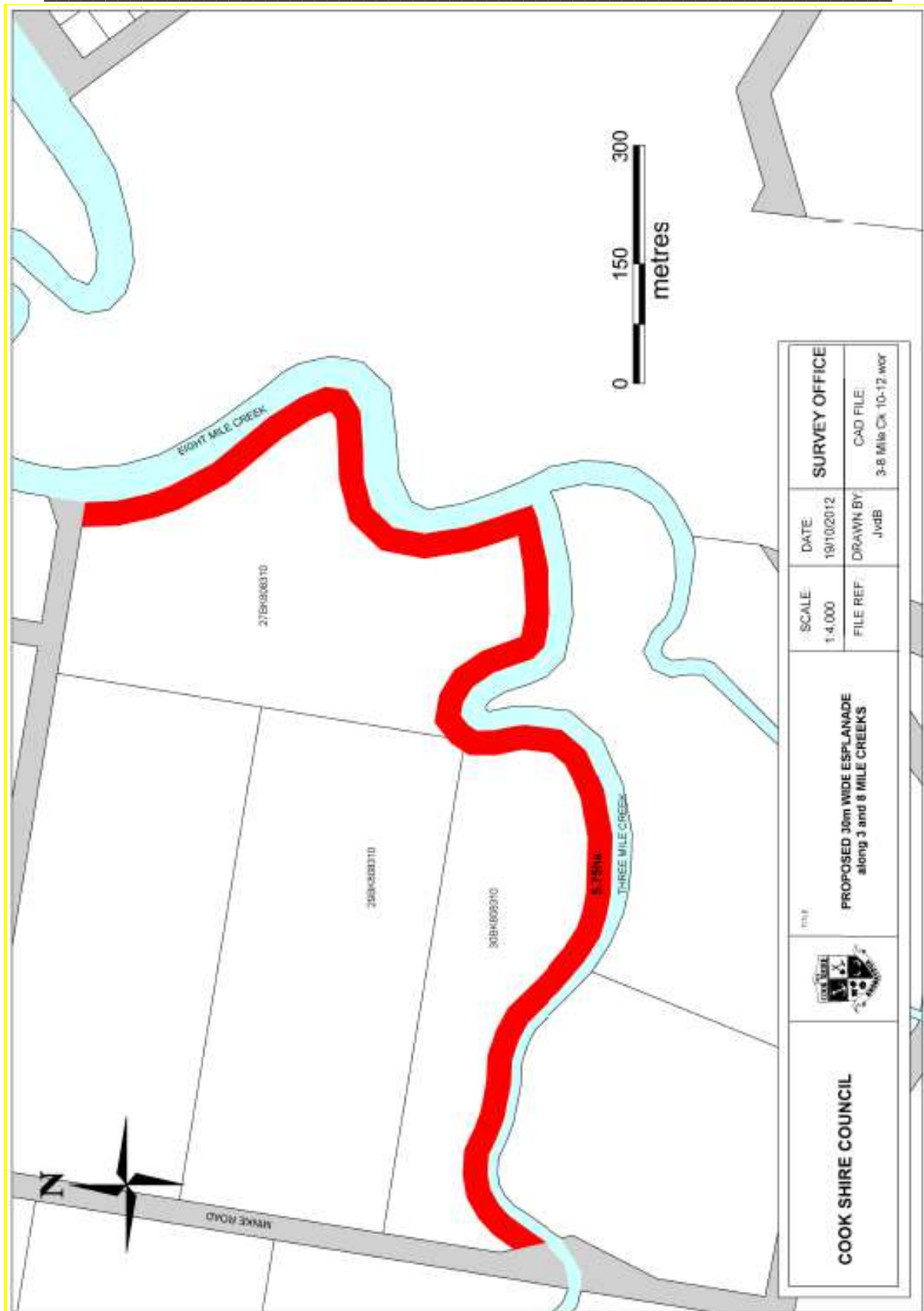
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**ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES**

CS1	<b>COOKTOWN 2020 PROJECTS AND EVENTS – ASSUMING A COORDINATING ROLE AND ESTABLISHING AN ADVISORY COMMITTEE TO COUNCIL</b>	
	<i>Report No.D14/10127 from Economic Development and Community Services Director.</i>	

**Précis**

Council taking a short term coordinating role in the development of the Cooktown 2020 events and projects and establish an advisory committee of relevant community organisations to advise Council on related matters

**Background/History**

The year 2020 will mark the semi-quincentennial anniversary of the landing of Captain Cook in Australia. Celebrations of this significant 250 year event have been identified by numerous organisations around the world where the voyage of the HMB Endeavour took place.

Recently Council was invited to a meeting in Cooktown organised by the Cooktown Re-enactment Association with traditional owners of Waymburr and the Australian National Maritime Museum (ANMM) in attendance. ANMM officers were keen to hear what ideas Cooktown has for celebrating their part in this internationally significant event as well as share their own plans for facilitating national and local events and projects.

The ANMM advised that one of their major aims is to re-enact the voyage of Cook using the HMB Endeavour Replica, from Whitby, England to Australia and beyond, allowing many ports of call around the world. If the voyage is to be re-enacted according to a historically accurate timeline, Cooktown could see the Endeavour visit for 48 days in 2020.

The ANMM are very keen to support Cooktown as indicated by the letter recently received by the Cooktown Re-enactment Association (attached).

An interim steering group has been formed with the most recent action being to approach Council for heightened support of this endeavour, as written by the Cooktown Re-enactment Association (attached), also outlining what current projects are being looked at to develop in the lead up to 2020. The group feel the opportunities and resulting local projects are of such scale, requiring more resources and strategic coordination and promotion abilities than is available through local organisations. As a result it was resolved to request Council take over coordination of the event while still engaging with and receiving guidance from a formal advisory committee.

Funding is likely to become available for projects and events through state or federal governments, not-for-profit organisations or philanthropic societies. Council may look at proposing its own budget in years leading up to 2020, to support and/or facilitate particular projects.

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Section 264 of the *Local Government Regulation 2012* permits a local authority to appoint advisory committees. An advisory committee may include in its members persons who are not councillors. A member of an advisory committee, whether or not they are a councillor may vote on business before the committee.

A local government may appoint a chairperson of an advisory committee, however if it does not do so, the committee may appoint one of its members as a chairperson. Meetings of a committee are held at the times and places decided by the committee.

In order to progress the Cooktown 2020 events and projects it is recommended that Council take on an active role and form an advisory committee to provide guidance and recommendations to Council. The advisory committee will be organisation based, with representatives invited from selected relevant local groups who have a vested and keen interest in this event and are able to provide information and expertise from their sector of the community.

### **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
- d) Support and advocacy for events and festivals and arts and cultural endeavours

Legislation

### **Consultation**

Cooktown 2020 Interim Steering Group  
Cooktown Re-enactment Association  
Australian National Maritime Museum

### **Legal Implications (Statutory, basis, legal risks)**

Nil

### **Financial and Resource Implications (Budgetary)**

\$6,500	Staff time (three hours per week)
\$3,000	Brand development – logo, taglines, communication style guide
\$6,000	Marketing and consultation – advertising, promotional material, printing
\$1,000	Other costs – venue hire, catering
<b>= \$16,500</b>	<b>2014/15 total projected budget</b>

This contribution will be sourced from existing tourism and events, media and marketing and arts and culture budget allocations (ED & CS) for 2014/15.

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**Recommendations**

1. That Council take on a coordinating role in the development of the Cooktown 2020 events and projects, through the Economic Development and Community Services team, for a period of two years or until such time that the Advisory Committee are able to provide such coordinating services through a new or existing incorporated body. After two years, this arrangement is to be reviewed and extended as required.
2. That Council establish the Cooktown 2020 Advisory Committee (per attached terms of reference and guidelines).

**Attachments**

1. Cooktown 2020 Advisory Committee – Terms of Reference and Guidelines
2. Australian National Maritime Museum – Letter of support
3. Cooktown Re-enactment Association – Letter requesting Council support

# **TERMS OF REFERENCE & GUIDELINES**

## **COOKTOWN 2020 ADVISORY COMMITTEE**

The **terms of reference** of the Cooktown 2020 Advisory Committee are:

- To provide advice and recommendations to Council on matters relating to the Cooktown 2020 events and projects, specifically the history of Cooktown, Captain James Cook and related Indigenous history;
- To respect a shared history approach to all activities, through both Indigenous and European recounts of what took place in 1770;
- To provide in-kind support through: research; provision of collected images and files; displaying marketing, informational or consultation material at respective organisation offices and venues; and advocacy of the Cooktown 2020 events and projects;
- To provide support for any funding applications, lobbying exercises and promotional activities as undertaken by Council; and
- To discuss, provide advice and recommend solutions to issues/concerns which are relevant to the Cooktown 2020 projects and events.

The **guidelines** of the Cooktown 2020 Advisory Committee are:

1. The Committee will consist of the Cook Shire Mayor plus at least one other Councillor. Invitations will be extended to each of the following organisations to appoint a representative(s) with a vested or specific interest in this event and who are able to provide information and expertise from their sector of the community and report back to said organisations for wider community consultation and awareness:
  - Cooktown Re-enactment Association x 2
  - Cooktown Historical Society x 1
  - Burrigirru Land Trust (traditional owners - Waymburr clan) x 1
  - Cooktown Chamber of Commerce and Tourism x 1
  - James Cook Museum x 1



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2. Other invitations to committee member appointments may be made at any time upon resolution by the advisory committee or by Council direction.
3. All Councillors are invited to attend committee meetings.
4. Minutes will be taken for all committee meetings and distributed to all members, Councillors and relevant Council officers in a timely manner.
5. Members who do not attend two consecutive meetings without apology will be deemed as a non-current member of the advisory committee.
6. Where a quorum is not present the meeting may proceed, with recommendations for decisions being carried forward to the next meeting when a quorum is present.
7. Topics for the agenda should be forwarded to the minute taker (Council officer) no later than one week prior to the next meeting date. A copy of the agenda will be distributed to all members at least two days prior to the next meeting date.
8. The committee will meet monthly at a time and place agreed to by the committee, or as otherwise directed by Council.
9. Recommendations for amendments or changes to the Terms of Reference and Guidelines can be made at any time provided that suggested changes are noted on the agenda (as per guidelines), a quorum is present at the meeting, and a majority of members present support the recommendation. Amendments to Terms of Reference and Guidelines must be approved by Council.

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17<sup>th</sup> August 2014

Mayor Peter Scott  
Cook Shire Council  
PO Box 3  
Cooktown Qld 4895

Dear Cr Scott,

I am writing to advise Council of the formation of the **COOKTOWN 2020** Steering Committee to commence planning events for a Mega Festival and associated activities in Cooktown and region in the year 2020.

The Festival will commemorate the 250<sup>th</sup> Anniversary of the Landing of Captain Cook here on the banks of the Endeavour River in 1770.

Some of the activities we have identified for 2020 include:

- **THE RE-ENACTMENT/S OF COOKS LANDING AND HIS FIRST CONTACT WITH THE GUUGU YIMITHIRR BAMA.** The relationship and history we share with the Traditional Owners is unique in Australia and can be found nowhere else in our country.
- **A WARRAMA/CORROBOREE OR SERIES OF CORROBOREE'S.** The Guugu Yimithirr version of the 1770 encounters in song and dance.
- **ESTABLISH A NEW EDUCATION CENTRE/ MUSEUM** to showcase the 48 days the HMB Endeavour was here in 1770.  
This new high quality, state of the art centre would concentrate entirely on those 48 days and the events which occurred during that time including:  
*The first meaningful contact between the Guugu Yimithirr and Cook's crew.*

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*The first reconciliation in Australia's history as recorded in the journals of Captain Cook and Joseph Banks, between Captain Cook and a Little Old Aboriginal man who instigated the reconciliation.*

*The first record of an indigenous language in Australia.*

*The first sighting of the kangaroo.*

*The first Australian landscape painting.*

*Stories and diorama depicting the ship, the men, the animals, the zoology and botany, the women left behind in England and many more vital elements to this visit.*

- **A VISIT BY THE HMB ENDEAVOUR REPLICA.**

After lobbying for several years we now have verbal confirmation, after a visit from senior officers from the Australian National Maritime Museum that the Endeavour Replica will circumnavigate the world, following the first voyage as near to possible to the original voyage. **THE REPLICA WILL BE HERE AT THE ENDEAVOUR RIVER FOR THE ENTIRE 48 DAYS OF THE ENDEAVOUR'S VISIT IN 1770.**

- **A MEGA FESTIVAL** to be built around those historic 48 days including events such as a Symposium on the 48 Days at the Endeavour River, The Trial of Captain Cook which would include indigenous and non indigenous participants. At least one Re-enactment of Cook's Landing, lectures by historians and key note speakers. An Expo/Cultural Event which will showcase the places who have a link to Cook such as lands visited during the Endeavour's voyage, Madiera, Whitby, Hawaii where Cook was killed and other interested places. Representatives from all thirteen of the Endeavour's landing places up the east coast of Australia.

- **A VISIT BY A MEMBER/MEMBERS OF THE ROYAL FAMILY** who will be invited to officially open the new Education Centre/Museum and to view the 2020 Re-enactment. Queen Elizabeth 2nd officially opened the James Cook Historical Museum in 1970 during the Bicentenary of Cook's first voyage and also viewed the Re-enactment.

#### **RECONCILIATION ROCKS - PROGRAMME OF EVENTS**

The erection of a life sized bronze statue of the Little Old Man who instigated the first reconciliation in Australian history . *To be actioned as a priority.*

Landscaping of the area around Reconciliation Rocks. *To be actioned as a priority.*

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An Interpretive Mangrove Boardwalk on the seaward side of the rocks depicting the shared Bama and European history of the region. *To be actioned as soon as practicable.*

*RECONCILIATION ROCKS – THE CONCERT* – Featuring top name artists commencing in the latter part of 2015 and leading up to a huge event in 2020.

- **A PILGRIMAGE OF SAIL** from Tasmania to Cooktown to coincide with the Endeavour Replica's voyage up the east coast of Australia. Including all classes of sailing ships and yachts.

We have worked to obtain recognition for our unique history for 5 years now with contacts still being made on a regular basis. We believe many more events and activities will take place here in the lead up to, during 2020 and beyond as interest in our unique corner of the world becomes more widely known.

Our organisation believes that showcasing the absolute uniqueness of our history has the potential to launch our town and region into the future, assisting us to become more financially viable.

Our organisation simply doesn't have the resources to cope with the demands of funding and promoting these events any longer and we are now at the point where it now needs to be taken to the next level.

The **COOKTOWN 2020** projects and events require considerable planning, resources and support.

All communications and marketing now need a more formalised and a consistent approach taken, given the interest and recent increase in momentum towards this key anniversary in Australian history.

We believe that Cook Shire Council is the most appropriate organisation to take the lead.

We would request that the members identified as the **COOKTOWN 2020 STEERING COMMITTEE**, form the first **COOKTOWN 2020 ADVISORY COMMITTEE** of Cook Shire Council and that all key decision making be led by the group.

I am unsure what budget and staff resources would be available for these projects and request Council's guidance on this matter.

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The Cooktown Re-enactment Association and **COOKTOWN 2020** STEERING COMMITTEE look forward to a favourable response and thank Council for their continued support and enthusiasm towards these events and projects.

These events will bring a major focus on Cooktown and region in the lead up to 2020 with interest already received from the Queensland Government and Australian National Maritime Museum who have offered, during a recent visit, to bring the Endeavour Replica here for the full 48 days of Cook's visit in 1770. They have requested a Wish List for funding for our events and activities which they intend taking to the Federal Government.

Yours faithfully,

Loretta Sullivan

President  
**Cooktown Re-Enactment Assoc**

Interim Chair  
**COOKTOWN 2020 Steering Committee**

Mobile 0427194820

Email [endeavourriver1770@gmail.com](mailto:endeavourriver1770@gmail.com)

Postal PO Box 180, Cooktown, Qld 4895

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8 September 2014

President  
Cooktown Re-Enactment Association  
PO Box 180  
Cooktown, QLD 4895

Dear Loretta

Once again, thank you for hosting a visit by the Australian National Maritime Museum to Cooktown on 24-25 July 2014.

As discussed, the museum is developing a proposal for a framework of events in 2020 to mark the 250<sup>th</sup> anniversary of Cook's voyage to Australia. We consider that the story of Cook's stay in Cooktown in 1770 and his interaction with the Guugu Yimithirr Bama to have national significance. The museum therefore looks forward to continued liaison with the Cooktown Re-Enactment Association in a proposal to Government for funding of the anniversary events.

Kind regards

  
Peter Rout  
Assistant Director, Operations

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CS2	<b>COEN ADVISORY COMMITTEE - MINUTES</b>	
	<i>Report No.D14/10142 from Economic Development and Community Services Director.</i>	

**Précis**

Minutes of the Coen Advisory Committee meeting held August 12, 2014

**Background/History**

The Coen Advisory Committee met in Coen on August 12, 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 9 October 2013.

**Attachments**

1. Minutes of the Coen Advisory Group

# **Coen Advisory Committee Meeting**

## **MINUTES**

Tuesday August 12, 2014



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**Meeting details:**

<b>Meeting title/group name:</b>	Coen Advisory Committee
<b>Date:</b>	August 12, 2014
<b>Start time:</b>	6.15pm
<b>End time:</b>	7.20pm
<b>Venue:</b>	Town Hall, Coen
<b>Chairperson:</b>	Cr Glen Sheppard
<b>Objective:</b>	Group to provide advice and recommendations to Cook Shire Council regarding local government issues around the town and district of Coen

**Attendees:**

<b>Name</b>	<b>Position, title and workgroup</b>
Cr Glen Shephard	Councillor, Cook Shire Council
Karen Nicolaou	Grants Officer, Cook Shire Council
Kimberley Sullivan	Media and Communications Officer, Cook Shire Council
Joanne Nelson	Community Member
Mathew Maloney	QPS
Scott Templeton	Coen Inspection Centre
Jodi Hamilton	Community Member

**Apologies:**

<b>Name</b>	<b>Position, title and workgroup</b>
Alison Liddy	Lama Lama representative
Maureen Liddy	

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Item no.	Item	Person responsible	Actions
1.	Welcome / Acknowledgements	Chair	
2.	<p><b>Sporting Precinct - Amenities block</b></p> <p>KN - Overview of the funding available through Sport and Rec Queensland and examples of other like amenities blocks in the region (i.e. Lakeland wash down bay). Three quotes are required and likely to come in well above the funding available due to the distance to Coen and lack of local concrete batching plant.</p> <p>ST - John Perry (local business) can bring in mobile plant</p> <p>KN - Grant is only for \$100,000 with a Council contribution of 20% (electrical, plumbing, etc). Potential to seek in-kind support through local employment services which will bring down the overall cost.</p> <p>ST - Great idea to use local contractors, plenty of guys with white cards and relevant skills.</p> <p>MM - Need someone to speak to Dot at local employment service</p> <p>KN - Maybe John Perry can speak with them as well</p> <p>JH - AusKick/AFL might be a good resource for support</p> <p>MM - Offered to write a letter of support on behalf of the Coen Advisory Group</p> <p>JN - It's all about getting kids active and healthy and encouraging them to participate in activities</p>	KN	<p>Karen to submit funding application for the \$100,000</p> <p>Joanne to speak to Dot at local employment service</p> <p>Matt to write a letter of support on behalf of the Coen Advisory Group</p>
3.	<p><b>Economic Development and Community Development Grants</b></p> <p>KN - Spoke about the grants programs and eligibility requirements</p> <p>JH - Not many local groups would be eligible - Kindergarten and PCYC</p> <p>KS - Application forms and guidelines available from the Coen library</p>		All to promote where possible and direct enquiries to Council (Karen)

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4.	<p><b>Information bay and Coen entry statement</b></p> <p>JH - On the agenda for some time</p> <p>KS - Looking closely at getting this one done as part of a regional project with other Cook Shire communities</p> <p>ST - Lots of local businesses would get involved and advertise on an information bay, also needs a town map</p> <p>KS - Would a local Chamber of Commerce or Progress Association be able to take this on with assistance from Council?</p> <p>JH - No meetings in some time, probably not</p>		<p>Kimberley to keep the group informed of the progress of these two projects</p>
5.	<p><b>Cook Shire Business Survey results</b></p> <p>KN - Distributed some copies for review by those present, very positive results which will trigger future economic development, marketing and business development opportunities</p>		
6.	<p><b>Other business</b></p> <p>KN - Highlighted the need for the Group to remain focused on wider community issues and make any individual requests or complaints directly to Council or the relevant service provider</p> <p>JH - Will go through the previous minutes and lodge some customer requests</p> <p>ST - Fire control in Coen? Refer to Tony Lickiss</p> <p>KN - Will look at progressing the light outage over Lankelly bridge and determine whether it's Main Roads or Ergon responsible</p> <p>JN - Would like to see a full audit of Coen street lights as many others are out</p> <p>MM - New proxy to the Advisory Committee will be Derek Hicks. Snr. Constable Heinemann has been transferred and Matt paid thanks for his services.</p> <p>MM - Paid thanks to Cook Shire Council for their support of the Coen QPS 150<sup>th</sup> anniversary and NAIDOC events</p> <p>ST - Traffic counter figures were 4,000 for July, still plenty of people travelling about</p> <p>KN - Teleconferencing facility in Coen, something to</p>		<p>Jodi to lodge the relevant customer requests from previous minutes</p> <p>Kimberley to speak with Tony Lickiss regarding annual fire control in Coen</p> <p>Karen to look into light outage over Lankelly bridge</p> <p>Kimberley to look into teleconferencing</p>

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	look at setting up at the library perhaps GS - Coen Heritage House, need to look at whether Council can provide or facilitate somebody to man the Heritage House during tourist season		facilities at the Coen library  Kimberley to look into staffing during the tourist season of the Coen Heritage House
7.	<b>Next meeting</b> Potentially to align with Council's October meeting in Coen - TBA		
8.	<b>Meeting closed</b> 7.20pm		

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**CORPORATE SERVICES**

**FINANCE**

F1	<b>REVENUE AND EXPENDITURE –</b>	
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That the Revenue and Expenditure Statements for be adopted



Bobs Aug 2014.xlsx

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**ADMINISTRATION**

A1	<b>WATERFRONT ADVISORY COMMITTEE</b>	
	<i>Report No. D14/9536 from Chief Executive Officer</i>	

**Précis**

Presentation of minutes of the Waterfront Advisory Committee

**Background/History**

Council has created a Waterfront Advisory Committee in accordance with section 265 of the *Local Government Regulation 2012*.

The last meeting of the committee was held on 20 August 2014 and the minutes of that meeting are attached.

**Link to Corporate Plan**

Legislation

**Consultation**

Nil

**Legal Implications (Statutory, basis, legal risks)**

Nil

**Policy Implications**

None identified

**Financial and Resource Implications (Budgetary)/Risk Assessment**

**RECOMMENDATION**

That the minutes of the Waterfront Advisory Committee meeting held on 20 August 2014 be received.

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**Minutes of the meeting of Cook Shire Council's Waterfront Advisory Committee held at  
the Administration Centre, 10 Furneaux Street, Cooktown  
20 August 2014**

ATTENDANCE: The Mayor, Cr PH Scott, Councillors KG Price, PL Johnson, R Bowman, S Clark, Chief Executive Officer, Steve Wilton, Acting Director Planning and Environment, John Harrison, , Director Engineering Services, Tony Lickiss, Director Corporate Services, Martin Cookson, Director Economic Development, and Community Services, Katrina Houghton, Grants Office, Karen Nicolaou, Project Manager, Michael Czarnecki, Minute Officer (R Norris).

Sue Clark moved; seconded Michael Czarnecki  
That the minutes of the Waterfront Committee meeting of 23 July 2014 be confirmed.  
CARRIED.

Land Tenure

The CEO advised that Kev Allen of the Department of Natural Resources hadn't got back to him concerning tenure.

Questions –

- How easy is it to change the tenure to a Recreation Reserve
- Cost to Council of freeholding given that Council created the land.

Grant

Awaiting receipt of sub-agreement. As soon as it is signed Council can make a claim for \$1M.

Milestones have been kept pretty loose so Council has been given plenty of leeway.

Savings

Underground power will be installed by Ergon at no charge to Council. They will supply the conduit which will be installed by Council.

Budget

Pergola size has been reduced – savings of \$130,000.  
Toilet block (turn-key price) - \$760,000.

Compression Hill

Will be in place for a minimum of three weeks.

Consultancy/Project Management

10% of total project costs has been allowed.



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#### Elements

Elements that could be sacrificed are bbqs, bbq sheds.

#### Fish Platforms

Final designs for footings have been received.  
Awaiting design of platforms (cantilevered)

#### Waterpark

A rubberised finish is being sought for laying over the concrete. It is similar to soft fall but not as spongy.

#### Lights

Supply still being negotiated. It was for 65 lights originally but designers have been told to pare that amount back.  
Looking at minimum lighting for safety not for night use of the area.  
There will be permanent lights at the platforms and marina.  
From 9.00 pm lighting will be reduced from three to one.

#### Grant for Graffiti

Can be used for cameras and lighting around amenities to protect from graffiti.  
Type of light has been selected. Karen to be given the price.

#### Children's Playground

Not budgeted for. Can be put in at a later time, if necessary.

#### Pergola

Suggested that the poles be different bright colours with timber trellis.  
Fence is to keep people safe.

with timber trellis.  
Fence is to keep people safe.

#### RADF Public Art

1200 mm high plinths at fishing platforms. Series of drawings such as turtle fabricated in aluminium with recycled glass added to concrete.

Artwork that can be translated into an aluminium image which can be incorporated into concrete (6 pieces for the entry statement to the platform)  
Needed in next 4 – 5 weeks.  
Tony to give Karen design for plinths.

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Teleconference with Andrew Prowse and Roger Mainward

- Solar panels on ensuites
- No urinals
- All WCs to be unisex. Ambulatory need to be gender based but all others unisex
- Move PWD to bottom end of toilets and put in door into back of the wall
- Remove door at bottom of toilets.
- Pergola – go to milled aluminium, rather than steel columns.
  - Keep to one level – remove podium.
- Fence – all pool fencing 16mm normal balustrade height with timber handrail where pergola is – right around.
- Timber boardwork restricted to length of pergola.
- Picnic shelters – to be looked at again.

BBQs

Electric and free.

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A2	<b>APPLICATION FOR A LOCAL GOVERNMENT CHANGE – MINOR BOUNDARY CHANGE LOCKHART RIVER ABORIGINAL SHIRE COUNCIL – LOT 2 ON PLAN WMT26</b>	
	<i>Report No.D14/9599 from Chief Executive Officer</i>	

**Précis**

A report from the Chief Executive Officer recommending that an application be made to the Local Government Change Commission for a minor boundary change between Cook Shire Council and Lockhart River Aboriginal Shire Council.

**Commentary**

Lockhart River Aboriginal Shire Council requested that the land of the Lockhart Airport be transferred from the Cook Shire Local Government area to the Lockhart River Aboriginal Shire Local Government area. Meetings have previously been held concerning this matter between Cook Shire and Lockhart River Aboriginal Councils.

The land is described as Lot 2 on Plan WMT26, Parish Lloyd, County Weymouth and consists an area of 100.4 hectares. The Valuer Generals unimproved value for the parcel is \$240,000 and the current annual rates levy by Cook Shire is \$2,836.56.

The land is an area of Cook Shire that is an island surrounded by the area of the Lockhart River Shire Council. The whole of the area is used as the Lockhart River Aerodrome. The aerodrome is operated by the Lockhart River Aerodrome Ltd that is an enterprise of the Lockhart River Shire Council.

Section 18(3) of the Local Government Act 2009 allows a Local Government to make an application for a boundary change to the Local Government Change Commission. The Local Government Change Commission will assess the application in accordance with Section 19(2) of the LG Act and Division 1 Part 2 Chapter 2 of the Local Government Regulation 2012.

Matters that will be considered by the Local Government Change Commission when assessing an application that relates to a change of the boundaries of a local government area are listed in the following sections of the Regulation.

**S.9 Community of interest**

(1) The external boundaries of a local government area should be drawn in a way that has regard to communities of interest, including that the local government area should generally—

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- (a) reflect local communities, for example, the geographical pattern of human activities (where people live, work and engage in leisure activities), and the linkages between local communities; and
- (b) have a centre, or centres, of administration and service easily accessible to its population; and
- (c) ensure effective elected representation for residents and ratepayers; and
- (d) have external boundaries that—
  - (i) do not divide local neighbourhoods or adjacent rural and urban areas with common interests or interdependencies, including, for example, economic, cultural and ethnic interests or interdependencies; and
  - (ii) subject to the water catchment principle—follow the natural geographical features and non-natural features separating different communities; and
  - (iii) do not dissect properties.

(2) The *water catchment principle* is the principle that water catchment areas should generally be included in the local government area they service.

#### **S.10 Joint arrangements**

- (1) Regard should be had to whether or not a joint arrangement should be established instead of, or in combination with, a change to the external boundaries of a local government area.
- (2) A *joint arrangement* includes the following—
  - (a) a joint standing committee;
  - (b) joint action by agreement;
  - (c) the joint exercise of local government jurisdiction or the joint operation of an activity, facility or service;
  - (d) an agreement on, or extension of, an activity, facility or service outside a local government area;
  - (e) a contribution for the operation of an activity, facility or service outside a local government area;
  - (f) resource sharing by local governments;
  - (g) any other type of arrangement of a joint nature the change commission considers appropriate, including an arrangement not dealt with under the Act.

#### **S.11 Planning**

The external boundaries of a local government area should be drawn in a way that—

- (a) helps in—
  - (i) the planning and development for the benefit of the local government area; and
  - (ii) the efficient and effective operation of its facilities, services and activities; and
- (b) has regard to existing and expected population growth.

#### **S.12 Resource base sufficiency**

A local government should have a sufficient resource base—

- (a) to be able to efficiently and effectively exercise its jurisdiction and operate facilities, services and activities; and
- (b) to be flexible and responsive in the exercise of its jurisdiction and the operation of its activities, facilities and services.

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Cook Shire's assessment of these matters is as follows;

**Community of Interest** – The community of interest for the land rests with the Lockhart community given its proximity to the town of Lockhart River and the fact that the area is surrounded by Lockhart River Aboriginal Shire area. The land is located in the Lockhart River water catchment area.

**Joint Arrangements** – Due to the isolation from the administrative base of Cook Shire Council (Cooktown) and the close proximity to Lockhart River Aboriginal Shire Council's administrative base at Lockhart River it is not practical to enter into joint arrangements for the administration of local government services for the land.

**Planning** – The area of the subject land is currently fully utilised in the operations of the Lockhart River Aerodrome and if the boundary alteration were not to occur any future increase in these activities may be hampered by the cross boundary considerations that may be present.

**Resource Base Sufficiency** – Lockhart River Aboriginal Shire Council currently provides all local government services and administration to the surrounding area. The proposed boundary change will not negatively affect the current resource base of that Council. In fact the Lockhart River Aboriginal Shire Council would be able to levy a rate on the land which would improve the Council's resource base.

#### **Link to Corporate Plan**

Address the issue of immediate concern by regularising boundaries with neighbouring Councils

#### **Consultation**

Lockhart River Aboriginal Shire Council

#### **Legal Implications (Statutory, basis, legal risks)**

Local Government Act 2009 and Local Government Regulation 2012.

#### **Policy Implications**

Nil

#### **Financial and Resource Implications (Budgetary)**

Future loss of rate revenue currently \$2,836.56 per annum.

#### **RECOMMENDATION**

That Council make a formal application to the Local Government Change Commission to change the local government boundaries between Cook Shire Council and Lockhart River Aboriginal Shire Council by transferring the land described as Lot 2 on Plan WMT26, Parish Lloyd, County

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Weymouth from the Cook Shire Council Local Government area to Lockhart River Aboriginal Shire Council Local Government area.

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A3	<b>APPLICATION FOR A LOCAL GOVERNMENT CHANGE – MINOR BOUNDARY CHANGE LOCKHART RIVER ABORIGINAL SHIRE COUNCIL – LOT 6 ON PLAN WMT54 – LINE HILL</b>	
	<i>Report No.D14/9601 from Chief Executive Officer</i>	

**Précis**

A report from the Chief Executive Officer recommending that an application be made to the Local Government Change Commission for a minor boundary change between Cook Shire Council and Lockhart River Aboriginal Shire Council.

**Commentary**

Lockhart River Aboriginal Shire Council requested that the land known as “Line Hill” be transferred from the Cook Shire Local Government area to the Lockhart River Aboriginal Shire Local Government area.

The land is described as Lot 6 on Plan WMT54, Parish Lloyd, County Weymouth and consists an area of 3009 hectares. The Valuer Generals unimproved value for the parcel is \$900,000 and the current annual rates levy by Cook Shire is \$6,738.80. The land is freehold and is owned by Lockhart River Aboriginal Shire Council.

The land is adjacent to the town of Lockhart River and is contiguous with the Lockhart River Aboriginal Council boundary.

Section 18(3) of the Local Government Act 2009 allows a Local Government to make an application for a boundary change to the Local Government Change Commission. The Local Government Change Commission will assess the application in accordance with Section 19(2) of the LG Act and Division 1 Part 2 Chapter 2 of the Local Government Regulation 2012.

Matters that will be considered by the Local Government Change Commission when assessing an application that relates to a change of the boundaries of a local government area are listed in the following sections of the Regulation.

**S.9 Community of interest**

(1) The external boundaries of a local government area should be drawn in a way that has regard to communities of interest, including that the local government area should generally—

- (a) reflect local communities, for example, the geographical pattern of human activities (where people live, work and engage in leisure activities), and the linkages between local communities; and
- (b) have a centre, or centres, of administration and service easily accessible to its population; and

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- (c) ensure effective elected representation for residents and ratepayers; and
- (d) have external boundaries that—
  - (i) do not divide local neighbourhoods or adjacent rural and urban areas with common interests or interdependencies, including, for example, economic, cultural and ethnic interests or interdependencies; and
  - (ii) subject to the water catchment principle—follow the natural geographical features and non-natural features separating different communities; and
  - (iii) do not dissect properties.

(2) The *water catchment principle* is the principle that water catchment areas should generally be included in the local government area they service.

**S.10 Joint arrangements**

- (1) Regard should be had to whether or not a joint arrangement should be established instead of, or in combination with, a change to the external boundaries of a local government area.
- (2) A *joint arrangement* includes the following—
  - (a) a joint standing committee;
  - (b) joint action by agreement;
  - (c) the joint exercise of local government jurisdiction or the joint operation of an activity, facility or service;
  - (d) an agreement on, or extension of, an activity, facility or service outside a local government area;
  - (e) a contribution for the operation of an activity, facility or service outside a local government area;
  - (f) resource sharing by local governments;
  - (g) any other type of arrangement of a joint nature the change commission considers appropriate, including an arrangement not dealt with under the Act.

**S.11 Planning**

The external boundaries of a local government area should be drawn in a way that—

- (a) helps in—
  - (i) the planning and development for the benefit of the local government area; and
  - (ii) the efficient and effective operation of its facilities, services and activities; and
- (b) has regard to existing and expected population growth.

**S.12 Resource base sufficiency**

A local government should have a sufficient resource base—

- (a) to be able to efficiently and effectively exercise its jurisdiction and operate facilities, services and activities; and
- (b) to be flexible and responsive in the exercise of its jurisdiction and the operation of its activities, facilities and services.

Cook Shire's assessment of these matters is as follows;

Community of Interest – The community of interest for the land rests with the Lockhart community given its proximity to the town of Lockhart River and the fact that the area is



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contiguous to the Lockhart River Aboriginal Shire area. The land is located in the Lockhart River water catchment area and is owned by the Lockhart River Aboriginal Shire Council.

Joint Arrangements – Due to the isolation from the administrative base of Cook Shire Council (Cooktown) and the close proximity to Lockhart River Aboriginal Shire Council's administrative base at Lockhart River it is not practical to enter into joint arrangements for the administration of local government services for the land.

Planning – The area of the subject land is currently fully utilised in the operations of the Lockhart River Aboriginal Shire Council and if the boundary alteration were not to occur any future increase in these activities may be hampered by the cross boundary considerations that may be present.

Resource Base Sufficiency – Lockhart River Aboriginal Shire Council currently provides all local government services and administration to the surrounding area. The proposed boundary change will not negatively affect the current resource base of that Council. In fact the Lockhart River Aboriginal Shire Council would be able to levy a rate on the land which would improve the Council's resource base.

#### **Link to Corporate Plan**

Address the issue of immediate concern by regularising boundaries with neighbouring Councils

#### **Consultation**

Lockhart River Aboriginal Shire Council

#### **Legal Implications (Statutory, basis, legal risks)**

Local Government Act 2009 and Local Government Regulation 2012.

#### **Policy Implications**

Nil

#### **Financial and Resource Implications (Budgetary)**

Future loss of rate revenue currently \$6,738.80 per annum.

#### **RECOMMENDATION**

That Council make a formal application to the Local Government Change Commission to change the local government boundaries between Cook Shire Council and Lockhart River Aboriginal Shire Council by transferring the land described as Lot 6 on Plan WMT54, Parish Lloyd, County Weymouth from the Cook Shire Council Local Government area to Lockhart River Aboriginal Shire Council Local Government area.

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**COMMITTEE OF THE WHOLE**

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**ENGINEERING SERVICES**

W1	<b>ENGINEERING SERVICES REPORT – SEPTEMBER 2014</b>	
	<i>Report D14/10145 from Director Engineering Services</i>	

**General**

**Webber Esplanade Reclamation (Vessel Pen and Tidal Pool)**

Backfill from the harbour dredging is continuing to be placed behind the rockwall and appears to be about 75% complete. The backfilling is happening at a rate that is faster than the water can seep through the rock wall and out to sea. This has necessitated the cutting of a drain through the rock wall to lower the water level which was covering the road in lower areas.

Areas around the tidal pool and the boat pen have been filled to a height that allows concrete collars to be poured over the top edge of the steel sheet piles. These concrete collars are being poured on the steel sheet piles of the Boat Pen. To date the seaward wall and half of the landside walls have been completed.

A large preload pile of sand has been placed over an area that is to be used for building purposes. This is to compact and stabilize the layers of underlying material.

Photos attached.

**Woobadda Creek Bridge**

Work recommenced on 30/06/ 2014 with cartage of the culvert plates from the depot to the site and assembly of the 2 plate culverts. This was completed on 23/07/2014 and on the 24/07/2014 the tedious task of tightening about 4000 bolts commenced. This was completed on 31/07/2014. Also on 24/07/2014 Sandy Lloyd conducted an investigation of some vegetation that is to be cleared to provide a side track around the area during construction of the cooktown side wing walls. This investigation was to determine if any threatened plant species were present in an area. No threatened plant species were identified.

The side track on the Cooktown side, which is needed to divert traffic around the area where the wingwalls are being constructed, is now in use. Wingwall footings on both the Cairns and Cooktown sides are being formed and poured.

Nibwalls at the bases of each of the arch culvert legs were completed being formed and poured during the week ended 5/09/2014.

The formwork is being prepared on site for the pouring of culvert headwalls. These will be poured and cured then lifted into place on upstream and downstream sides of the culvert.

Photos attached.

**Cooktown Aerodrome Subdivision**

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A rethink is being considered in regards to the number of leases that lot 1 can be divided into. A prospective leaser is keen to take up residence. The climate is right to attract prospective leasers with Cairns Airport keen to divest itself of general aviation.

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**Webber Esplanade Reclamation**



Concrete Collar formwork



Concrete Collars



Concrete Collars



Sand Preload

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Sand Preload



Sand pumping progress at 30/07/14



Sand pumping progress at 11/08/14



Sand pumping progress at 11/08/14



Sand pumping progress at 25/08/14



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Sand pumping progress at 9/09/2014



Drain through rock wall to lower water levels when backfilling

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**Woobadda Creek Bridge**



Culvert plate sections at CSC depot



Culvert being put together



Culvert being put together



4000 bolts being tightened



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4000 bolts being tightened



Excavation for wingwalls - Cairns side



Centre Nibwalls



Nibwall on Cooktown side



Nibwall on Cairns side



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Excavator clearing of side track



Link slabs & I-Beams for Wingwalls stockpiled on site

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A nice picture

## **2. Water Supply**

### **2.1 Water Report**

#### **2.1.1 Annan Treatment Plant**

- As there wasn't any rain this month, there were no changes in the weir heights, and the raw water quality remained high
- Routine maintenance has taken place around the Treatment Plant including mowing and fire breaks have been maintained
- Maintenance was carried out on the chlorine dosing pump and injection point after a small leak was detected
- The main intake pipe for the irrigation pump was getting blocked by sludge in the backwash lagoon, so a longer one was made up making pumping much more efficient
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

#### **2.1.2 Cooktown Water Report**

- 64 service repairs for this month

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- 1 mains repair for this month
- 2 meters were disconnected in Sienna Close
- There was 3 new water services this month, 1 in Hope Street and the other 2 in Savage Street
- Almost 320m of Sewer Rising and approx 250m of Reuse water main has been installed along Charlotte Street between Hill Street and almost to Flinders Street, this work is all associated with the water front development works
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

#### **2.1.3 Laura Water Report**

- There were no service or mains repairs this month
- No operational problems this month
- A CIP and routine maintenance were performed fortnightly
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

#### **2.1.4 Lakeland Water Report**

- There were no service or mains repairs this month
- No operational problems this month
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

#### **2.1.5 Coen Water Report**

- The water supply came from the Lankelly creek and the Coen bores this month, the Lankelly Creek doesn't often run until this late in the year, and we are still expecting a few more weeks yet
- 1 mains repair took place on Upper Regent Street
- The CIP tank was flushed and a CIP was performed this month
- The DO and pH meters were calibrated this month
- New pulleys and belts were installed on both compressors at the Water Treatment Plant
- The Coen Dam Fence was repaired due to cattle breaking through the fence line
- Routine maintenance around the treatment plant, depo and bores took place, mowing and wiper snipper was completed around all bores and the dam shed
- Water sampling as per the sampling matrix were collected and analysed, with all samples complying.

### **2.2 Sewerage Report**

#### **2.2.1 Cooktown Sewerage**



## **AGENDA AND BUSINESS PAPERS**

### **15-16-17 September 2014**

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- The gear box and the variable speed drive on the belt filter press was replaced
- The nylon rollers and scrapers have been replaced on the conveyor to the belt filter press
- Two tracking arms and an air cylinder were replaced and adjusted on the belt filter press
- AAT and IAT air times have been adjusted
- The inline pH meter has been calibrated this month
- PU204 was pulled, blockages removed and the chain replaced
- A change over relay was replaced at the high school pump station
- The Sewerage Treatment Plant and the Boundary Street gensets have been run
- Weeds were sprayed at pump station 4 and the high school pump station
- Routine maintenance took place around the Treatment Plant, mowing and weed spraying took place
- Regular maintenance is ongoing as is adjustment of aeration time, sludge removal and chemical use
- River & treatment plant samples were collected and sent off for analysis, with the results showing the plant to be running well. All tests complying with EPA licence conditions

#### **2.2.2 Coen Sewerage**

- The treatment plant has been operating well this month with no operational problems, operations have been routine, with minor adjustments to chlorine dosing and aeration times
- The Chlorine contact tank was cleaned out due to a build up of sludge
- Routine maintenance was performed at the Sewerage Treatment Plant, which included mowing, brush cutting along the fence line
- Effluent has been primarily pumped to the Sports Field with some being pumped to the irrigation area
- There was a blockage on the outlet side on one of the dosing pumps, the pump was pulled apart and the blockage removed
- Samples were collected and sent off for analysis, all complied with the licence requirements

#### **2.3 Maintenance Report**

##### **2.3.1 Cooktown Sewerage**

- Maintenance in line with Bigfoot program
- BL 506 & 507 belts oil grease & air filters checked.
- BL 113,275,276,277 had belts oil grease & air filters checked / changed
- AG 206 & 256 had belts & bearings greased / checked
- RAS pump 252& 253 had drive belts inspected
- The belt filter press has been greased this month

## **AGENDA AND BUSINESS PAPERS**

### **15-16-17 September 2014**

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- Oil & seals have been checked on inlet works gear box
- Pipe work on bulk alum facility was repainted for UV protection

#### **2.3.2 Annan**

- Changed oils and checked air filters & drive belts on compressors 1 and 2

#### **2.3.3 Laura**

- Extra 40 mm pipe work has been added to air system for air cooling.

#### **2.3.4 Coen**

- A small sun shade \ shed has been built over recirculation pumps for weather protection
- A 40 mm relief valve from the DAF unit was removed and the valve disc reset

### **Aerodromes Operations**

#### **Cooktown Airport**

Fuel sales for August totalled 9897.36 Litres (3532 Lts Avgas, 6365 Lts Jet A1).

Areas of the aerodrome that are inaccessible during the wet have been progressively slashed during times when there is a low risk of the slasher causing a grass fire. Herbicide spraying has been undertaken around the boundary fence and other aerodrome infrastructure.

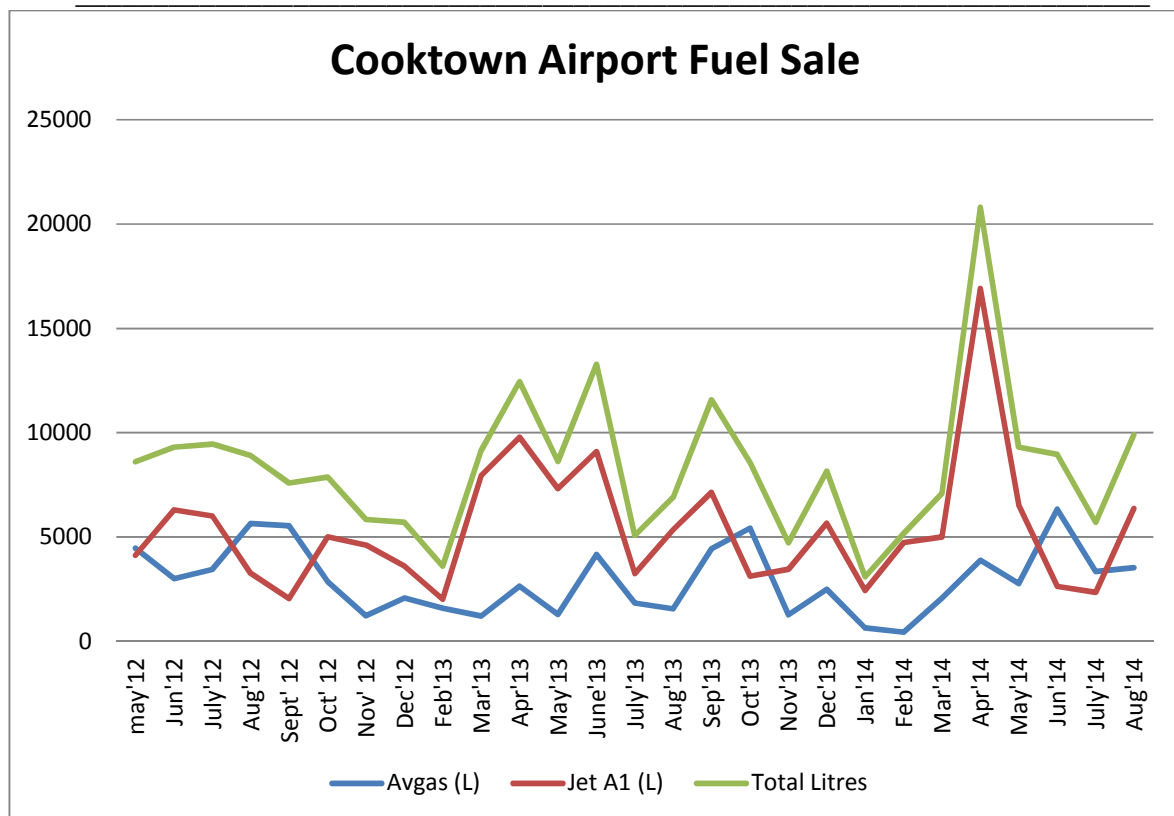
Water separation filters on the aviation fuel bowsers have been changed and maintenance has been carried out to the bowsers, hose reels and fuel valves. There have been several faults to the Jet A1 bowser that have had to be traced and repaired, usually on a weekend and while customers are waiting. The new Ultra hi flow Jet A1 bowser has been ordered and should be installed sometime this month.

Footings and electricity supply conduits have been installed on mount Tully in preparation for the installation of a 12 meter Galvanised hinged pole and new LED medium intensity hazard beacon.

Repairs had to be carried out to the wiring in the airport lighting cabinet. A short caused wiring and components on the switch board to burn out resulting in the runway lights becoming inoperable.

Preparations have begun on this year's emergency exercises for the Cooktown and Coen aerodromes which will be held on dates yet to be determined in November.

**AGENDA AND BUSINESS PAPERS**  
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## Coen Airport

### Core business activity

Total landings for the month:	80	
Fuel Sales	Avgas	JetA1
Litres	10560	7448
\$ Value	28723.20	1474.04

### Plant and Equipment

The Jockey wheels for the slasher have been repaired and refitted.

The tractor has a small oil leak in the seals of the three point linkage this has been reported and should be repaired next time a fitter comes to Coen

The new Avgas pump is extremely slow – the possible solutions to this are currently being evaluated.

The Jet A1 hose reel is currently in Cooktown being refurbished and the Jet hose has to be laid out in the bund each time it is used.

### Aerodrome Maintenance

## AGENDA AND BUSINESS PAPERS

### 15-16-17 September 2014

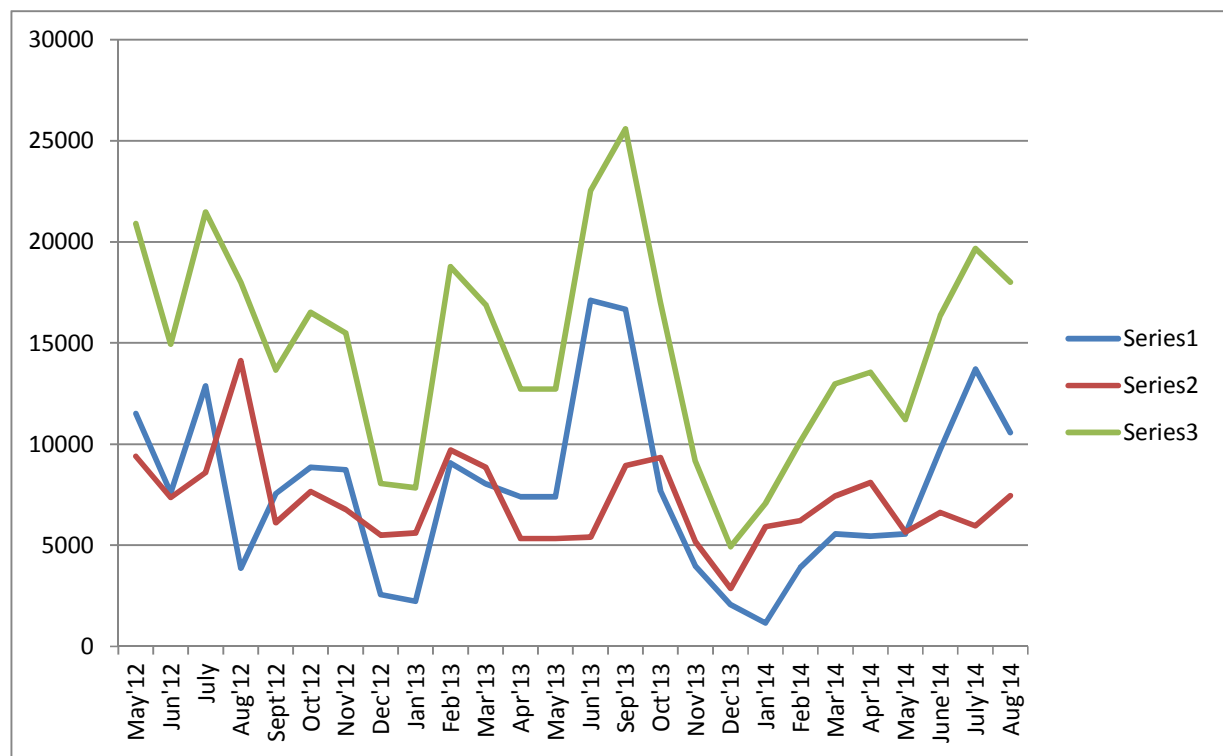
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The runway has been swept.

The line marking on the airport has been redone and looks good.

#### Other Issues

The Next G repeater is now up and working well – This has been well received and I have had a lot of positive feedback.



## Parks and Gardens

### 4.1 General

- Mowing now mostly restricted to irrigated areas and those areas still throwing up seed heads.
- Watering street pots and trees, recent plantings
- Irrigation maintenance
- Garden maintenance, including mulching
- Cleaning gutters, kerb and channels
- Weed spraying in road reserve areas including gutters, channels, footpaths and around posts etc
- Litter bin emptying, loose litter and palm frond collection, road kill removal and outlying windyloo servicing
- Cleaning tables and BBQ



## **AGENDA AND BUSINESS PAPERS**

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- Playground maintenance
- Lions Park – old Tamarind tree below fountain removed due to poor condition. The stump has been ground out and a new tree will be planted in its place. Also two large frangipani stumps (Cyclone Ita damage) removed.
- Weary Bay, Ayton – dead tree at carpark/windyloo site removed.
- Bicentennial Park – sunken pavers on footpath reset. This will be an ongoing task over the dry season.
- Two new team members started this month, filling vacancies created by retirement etc – Rossville Shire Agent and Parks and Gardens Labourer

#### **4.2 Botanic Gardens**

- Depot Hot House and Orchid Shade House rebuilt by insurance builders.
- Three large stumps of trees wrecked by Cyclone Ita removed
- Large root balls from cyclone removed
- Removal of woody weeds (*Albizia falcate*) from gardens to first seat Finch Bay track and outside fence line begun.
- Main irrigation system – extended, replacing old systems.
- Tours visitor numbers lessen
- Collection of Banks & Solander specimens, more specimens sourced, identified, planted and labeled. (ongoing).
- Maintenance and propagation of plants for foreshore project, street & parks plantings and Botanic Gardens continued.
- Mapping of plants continued.
- Clean up outside fenceline after cyclone ITA, continued
- Dressing of all beds with new soil and mulch to refresh the impoverished shallow granite soils in the gardens, continued.
- Label Plates installed (ongoing).
- Plant Identification service (ongoing).
- Gardens Plant Register database updated. (all material coming into/out of the gardens identified and registered. (ongoing)
- Continued updating descriptions of plants in the Botanic Gardens Plant Register for the Handbook. We require another 200 label plates at some stage when funding becomes available. This could be done concurrently with a new handbook.

**AGENDA AND BUSINESS PAPERS**  
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## *Cook Shire Monthly Sewerage Stats*

Date  
Range      **1/08/2014**      to      **31/08/2014**

	<b>Cooktown</b>	<b>Coen</b>
<i><b>Total Monthly Sewerage Inflow (K/Litres)</b></i>	<b>13,842.0</b>	<b>2,519.0</b>
<i><b>Total Monthly Sewerage Outflow (K/Litres)</b></i>	<b>14,121.0</b>	<b>1,668.0</b>
<i><b>Max Daily Effluent Outflow (K/Litres)</b></i>	<b>559.0</b>	<b>95.0</b>
<i><b>Min Daily Effluent Outflow (K/Litres)</b></i>	<b>359.0</b>	<b>43.0</b>
<i><b>Avg Daily Effluent Outflow (K/Litres)</b></i>	<b>455.5</b>	<b>53.8</b>
<i><b>Total Monthly Rainfall at Sewerage Plant(ml's)</b></i>	<b>1.5</b>	<b>0.0</b>
<i><b>No of days Rain Recorded</b></i>	<b>1</b>	<b>0</b>
<i><b>No of STP Electrical Faults</b></i>	<b>11</b>	<b>0</b>
<i><b>No of STP Mechanical Faults</b></i>	<b>6</b>	<b>0</b>
<i><b>No of Pump Stns Electrical Faults</b></i>	<b>2</b>	<b>1</b>
<i><b>No of Pump Stns Mechanical Faults</b></i>	<b>0</b>	<b>0</b>
<i><b>No of Sewer Mains Repairs</b></i>	<b>0</b>	<b>0</b>
<i><b>No of Sewer Service Repairs</b></i>	<b>1</b>	<b>0</b>
<i><b>No of Sewer Chokes</b></i>	<b>0</b>	<b>0</b>
<i><b>No of New Sewer Connections this month</b></i>	<b>0</b>	<b>0</b>
<i><b>Total No of Sewer Connections</b></i>	<b>624</b>	<b>91</b>
<i><b>No of Pump Blockages</b></i>	<b>0</b>	<b>0</b>
<i><b>No of Callouts</b></i>	<b>0</b>	<b>0</b>
<i><b>No of samples collected for Analysis</b></i>	<b>28</b>	<b>11</b>
<i><b>No of Samples meeting Licence Requirements</b></i>	<b>28</b>	<b>11</b>

**AGENDA AND BUSINESS PAPERS**  
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## *Cook Shire Monthly Water Stats*

Date  
 Range      1/08/2014      to      31/08/2014

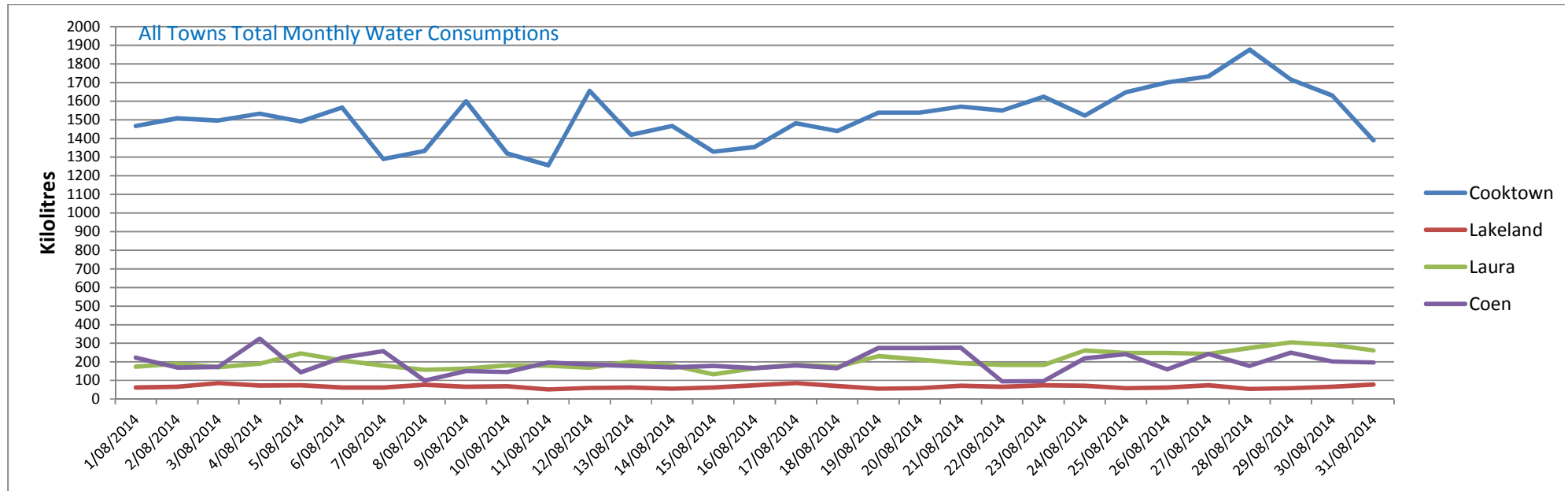
	Cooktown	Lakeland	Laura	Coen
<b><i>Total Monthly Consumption (K/Litres)</i></b>	47,019	2,077	6,382	6,036
<b><i>Max Daily Consumption (K/Litres)</i></b>	1,876	86	304	324
<b><i>Min Daily Consumption (K/Litres)</i></b>	1,255	52	134	96
<b><i>Avg Daily Consumption (K/Litres)</i></b>	1,517	67	206	195
<b><i>Total Monthly Rainfall (ml's)</i></b>	14			0
<b><i>No of days Rain Recorded</i></b>	5			0
<b><i>No of Mains Repairs</i></b>	1	0	0	1
<b><i>No of Service Repairs</i></b>	4	0	0	0
<b><i>No of Service Connections</i></b>	904	42	47	118
<b><i>No of New Connections this month</i></b>	3	0	0	0
<b><i>No of Electrical Faults</i></b>	0	0	2	1
<b><i>No of Mechanical Faults</i></b>	0	0	0	0
<b><i>No of Meters Replaced</i></b>	0	0	0	0
<b><i>No of Service Complaints</i></b>	0	0	0	0
<b><i>No of Water Quality Complaints</i></b>	0	0	0	0
<b><i>No of Callouts</i></b>	0	0	0	0
<b><i>No of E.coli samples collected</i></b>	12	4	4	13
<b><i>No of E.coli samples compliant</i></b>	12	4	4	13

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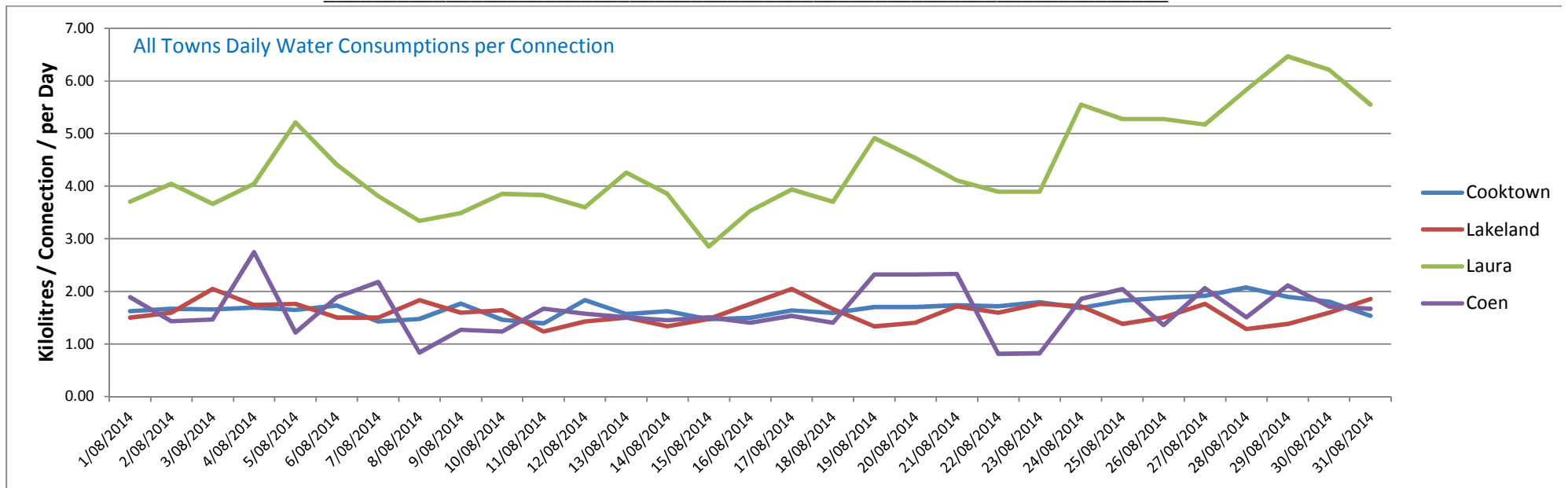
<b><i>Total Monthly Consumption / Connection (K/L)</i></b>	<b>52.0</b>	<b>49.5</b>	<b>135.8</b>	<b>51.2</b>
<b><i>Total K/w used for Production</i></b>	<b>31620</b>			<b>12793</b>
<b><i>Total K/w / ML of Production, Distribution and Chlorination</i></b>	<b>672.5</b>			<b>2119.4</b>
<b><i>Avg. Fluoride (mg/L) at Treatment Plant - NATA Analysed</i></b>	<b>0.72</b>			
<b><i>Avg. Fluoride (mg/L) in Reticulation - NATA Analysed</i></b>	<b>0.75</b>			

# **AGENDA AND BUSINESS PAPERS** **15-16-17 September 2014**

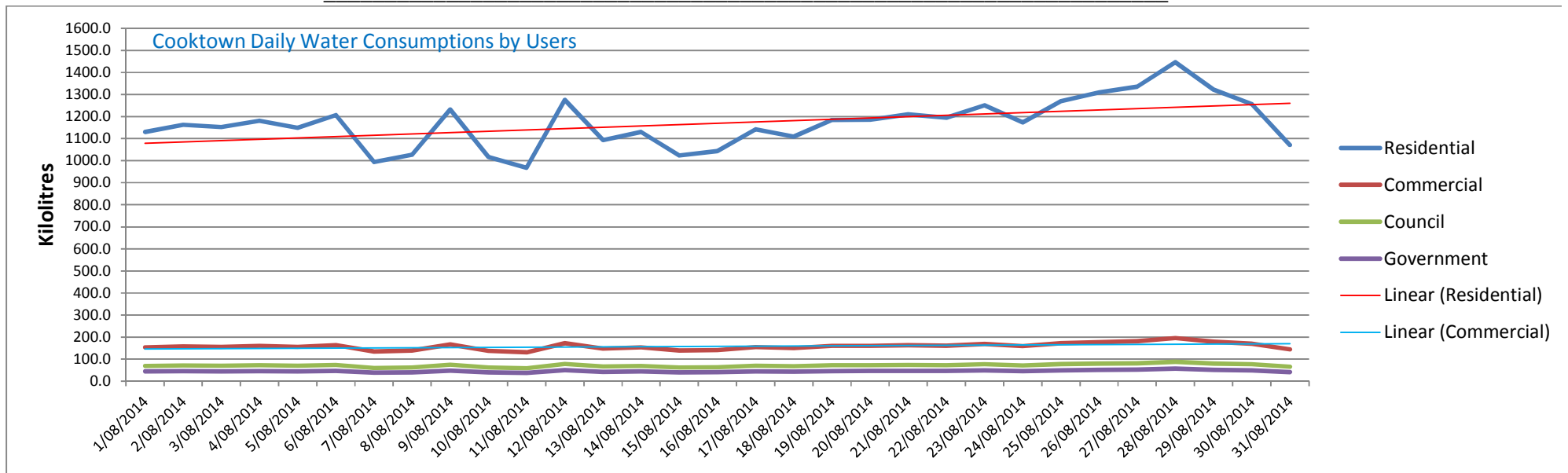
CSC Water Statistics 01/08/2014 to 31/08/2014



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# **AGENDA AND BUSINESS PAPERS** **15-16-17 September 2014**



**AGENDA AND BUSINESS PAPERS**  
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**PLANNING AND ENVIRONMENT**

PE1	<b>BUILDING AND PLUMBING APPROVALS – AUGUST 2014</b>	
	<i>Report No.D14/9533 from Director Planning and Environment</i>	

**Building Approvals for AUGUST 2014**

<b>Application No:</b>	<b>Landowner</b>	<b>Builder</b>	<b>Value</b>	<b>Building</b>	<b>Street Address</b>	<b>Certifier</b>
<b>DA/3294</b>	Karen Cross	Dankav Pty Ltd	\$30,000	Carport	2007 Endeavour Valley Road, Cooktown	Cook Shire Council
<b>DA/3304</b>	Simon & Camilla Case	Owner	\$220,000	House	Railway Avenue, Cooktown	Cook Shire Council
<b>DA/3305</b>	Patrick & Tania Czulowski	Jerome Builders	\$22,500	Shed	14 May Street, Cooktown	Cook Shire Council
<b>DA/3271</b>	Old Mates Pty Ltd	Neil Bartlett	\$47,000	Class 6 Shade Structure	Terminus Street, Laura	Cook Shire Council
<b>DA/3244</b>	Thomason Construction s Pty Ltd	Thomason Constructions Pty Ltd	\$8,000	Shed	47 Garden Street, Cooktown	Cook Shire Council
<b>DA/3287</b>	Nathan & Carly Koster	Watermark Constructions	\$14,814.48	Repair Shed	5 Buhmann Street, Cooktown	Cook Shire Council
<b>DA/3256</b>	David & Gloria Norwood	Owner	\$218,000	House	22 Slaughter Yard Road, Marton	Cook Shire Council



**AGENDA AND BUSINESS PAPERS**  
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<b>DA/3308</b>	Michelle Taylor	Brett Thornton	\$15,905	Shed	5 Newman Street, Cooktown	Cook Shire Council
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**Total value of approvals this period:** \$ **576, 219.48**  
Total value of approvals same period last year: \$ 68, 960.00

**Total value of approvals to date**  
**(Financial year 2014/2015):** \$ **8, 231, 584.48**  
Total value of approvals to date same period last year: \$ 905, 766.80

**Plumbing Approvals for JULY 2014**

<b>DA Number</b>	<b>Owner</b>	<b>Plumber</b>	<b>Street and Number</b>	<b>Type of development</b>
<b>DA/3256</b>	David & Gloria Norwood	Samuel DeLaFontaine	22 Slaughter Yard, Road, Marton	New house
<b>DA/3311</b>	Wendy Kozicka	Heath Flannery	Bramwell Station, Bramwell Road, Shelburne	Plumbing for 2 x 4 bedroom units
<b>DA/3302</b>	Christian Community Ministries (Endeavour Christian College)	Parker Hydraulic Consulting Group	12 Charles Street, Cooktown	Plumbing for Class 9b Library, Art & Home Ec Building

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PE2	<b>MCU AND RECONFIGURATION DEVELOPMENT APPLICATIONS TO 31<sup>ST</sup> AUGUST 2014</b>	
	<i>Report No.D14/9463 from Director Planning and Environment</i>	

DA/No	Applicant	Owner	Type of Application	Location	Current Status
DA/2844	MARILYN CLARK C/- PROJEX NORTH PTY LTD T/A RPR PLANNING	BARRY, MARILYN, ERIC & SUSAN CLARK	<p><b>Material Change of Use</b> – Expansion of an existing Extractive Industry from 20,000t to 100,000t and ERA 16 2(b), ERA 16 3(a) and ERA 33 – <b>Impact Assessable</b></p> <p><b>Referral Agencies</b>  <b>Dept. Environment &amp; Resource Management (DERM)</b> –  <b>Concurrence</b> – Vegetation;</p> <p><b>Concurrence</b> – ERA's 16-2(b), 16-3(a) &amp; ERA 33</p> <p><b>Dept. Transport &amp; Main Roads (DTMR)</b>  <b>Concurrence</b> – Exceeding threshold of 10,000t per year</p>	Lot 1 on RP902192 – MT Amos Road, Cooktown - <b>Zone</b> – Rural	<ul style="list-style-type: none"> <li>• <i>Application received 10<sup>th</sup> May 2011</i></li> <li>• Acknowledgement Notice issued 24<sup>th</sup> May 2011</li> <li>• Council extend Info Request period to 22<sup>nd</sup> June 2011</li> <li>• Applicant submit an amended Site Plan &amp; Report 10<sup>th</sup> June 2011</li> <li>• Council issue an Amended Acknowledgement Notice 22<sup>nd</sup> June 2011</li> <li>• Applicant notify Council that the Application has been referred to DERM 30<sup>th</sup> June 2011</li> <li>• DTMR issue Applicant with an Info Request 29<sup>th</sup> June 2011</li> <li>• Council issue Information Request 6<sup>th</sup> July 2011</li> <li>• Applicant respond to DTMR's Info Request 15<sup>th</sup> July 2011</li> <li>• DERM extend their Info Request period to 28<sup>th</sup> July 2011</li> <li>• DTMR Response and Conditions received 19<sup>th</sup> July 2011</li> <li>• DERM issue Applicant with an Information Request 27<sup>th</sup> July 2011</li> <li>• Applicant's response to Council Info Request received 3<sup>rd</sup> Jan 2012</li> <li>• DERM notify of receipt of applicants response to DERM Info Request 5<sup>th</sup> Jan 2012</li> <li>• Applicant notify Public Advertising has commenced 12<sup>th</sup> Jan 2012</li> <li>• DERM extend Decision Period to 29<sup>th</sup> Feb 2012</li> <li>• DERM further extend Referral Decision Period to 28 March 2012</li> <li>• Notice of Compliance for Public Advertising received 2 March 2012</li> <li>• DERM further extend Referral Decision period to 30 April 2012</li> <li>• DERM further extend Referral Decision period to 15 May 2012</li> <li>• DERM further extend Referral Decision period to 5 June 2012</li> <li>• DERM further extend Referral Decision period to 20 June 2012</li> <li>• DERM further extend Referral Decision period to 2 August 2012</li> </ul>

**AGENDA AND BUSINESS PAPERS**  
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DA/No	Applicant	Owner	Type of Application	Location	Current Status
					<ul style="list-style-type: none"> <li>• DERM response and Conditions received 2 August 2012</li> <li>• Applicant request to suspend Decision Period for 3 months to negotiate conditions with DERM</li> <li>• Council extend Decision Period to 21 Dec to allow report to be presented to the December Council Meeting</li> <li>• Approved with Conditions 18 December 2012</li> <li>• Decision Notice issued 19 December 2012</li> <li>• <i>Applicant suspend the Appeal Period, in order to make representations about matters stated in the Decision Notice, 10 Jan 2013</i></li> <li>• <i>Applicant request a Negotiated Decision Notice 16 Jan 2013</i></li> <li>• <i>Report deferred - Further negotiations to continue...</i></li> <li>• Still in Negotiated Decision stage – awaiting on finalization of road opening (Land Tenure) to allow for a new Condition 7 (Engineering) – Engineer to finalize other requested Negotiated Conditions – as of 28 Feb 2014</li> <li>• Road opening finalized - Engineer to finalize other requested Negotiated Conditions – as of 31 May 2014</li> <li>• Conditions negotiated 9 July 2014</li> <li>• Negotiated Decision Report to August Council Meeting</li> <li>• <b>Approved with Negotiated Conditions 19 Aug 2014</b></li> <li>• <b>Negotiated Decision Notice issued 26 August 2014.</b></li> </ul>

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DA/No	Applicant	Owner	Type of Application	Location	Current Status
DA/2909	COOK SHIRE COUNCIL	STATE LAND – COOK SHIRE COUNCIL AS TRUSTEE	<p><b>Material Change of Use</b> – Outdoor Recreation – <b>Impact Assessable</b></p> <p><b>Referral Agencies - Dept. Environment &amp; Resource Management (DERM now DNSPSR) – Concurrence – Vegetation</b></p> <p><b>Advice</b> – within 100m of a Conservation Estate</p>	<p>Lot 772 on SP235309 – Rossville Bloomfield Road, Rossville</p> <p><b>Zone - Conservation</b></p>	<ul style="list-style-type: none"> <li>• Application received 27<sup>th</sup> Oct 2011</li> <li>• Acknowledgement Notice issued 27<sup>th</sup> Oct 2011</li> <li>• Application referred 27<sup>th</sup> Oct 2011</li> <li>• No further Info required 8<sup>th</sup> Nov 2011</li> <li>• DERM issue Council with Info Request 4<sup>th</sup> Jan 2012</li> <li>• Council send PMAV application to DERM 10 Jan 2012</li> <li>• DERM request a further extension of the Information Request period for Referral Agency by 40 business days to 21 Aug 12 – 27 June 2012</li> <li>• DERM further extend Info Request period to 18 Sept 2012</li> <li>• DERM further extend Info Request period to 17 Oct 2012</li> <li>• DNPRSR (prev DERM) Referral Advice response received 18 Sept 2012</li> <li>• 11 Oct 2012 - DNRM as Council to agree to extend DNRM Info Request period to 17 April 2013 for Veg assessment</li> <li>• Further extension of time to 17 July 2013</li> <li>• Further extension of time to 17 January 2014</li> <li>• DNRM notify Council due to amendment to the <i>Sustainable Planning Act 2009(SPA)</i> this application is now exempt for Referral to DNRM for clearing vegetation, in relation to applications involving Community Infrastructure (i.e a Sports Oval). Consequently the original Referral Fee of \$3,201 has been refunded to Council – 8 Aug 2013</li> <li>• Applicant request to revive the commencement of the Public Notification process under section 303(1) of SPA and request 30 day period in which to commence advertising - 12 Sept 2013</li> <li>• Applicant request extension of 30 bd to commence Public Notification 23 Oct 2013</li> <li>• Public Notification has commenced 11 Nov 13</li> <li>• 2 Submissions received (1 x letter &amp; 1 x petition)</li> <li>• Notice of compliance received 15 Jan 2014</li> <li>• Decision period commences 15 Jan 2014</li> <li>• Council extend Decision making period to 13 March 2014</li> <li>• Council further extend Decision period to 13 June 2014</li> </ul>

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DA/No	Applicant	Owner	Type of Application	Location	Current Status
					<ul style="list-style-type: none"> <li>• Council further extend Decision period to 13 August 2014</li> <li>• Council further extend Decision period to 30 September 2014</li> <li>•</li> </ul>

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DA/No	Applicant	Owner	Type of Application	Location	Current Status
<i>DA/3215</i>	DAMIEN CURR & BRIDGET ADAMS	DAMIEN CURR & BRIDGET ADAMS	<p><b>Operational Works –</b> Construction of a Dam</p> <p><b>Code Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Dept Transport &amp; Main Roads (DTMR) within 25m of a Main Road</p> <p>Dept Natural Resources &amp; Mines (DNRM) clearing vegetation</p> <p>Dept Agriculture, Fisheries &amp; Forestry (DAFF) constructing or raising waterway barrier works</p> <p>through State Assessment &amp; Referral Agency (SARA)</p>	<p>Lot 242 on Plan SP154003 P/H14/242 – 6460-6586 Mulligan Highway, Lakeland</p> <p><b>Zone - Rural</b></p>	<ul style="list-style-type: none"> <li>• Application received as valid 6 February 2014</li> <li>• Acknowledgement Notice issued 17 February 14</li> <li>• No further information required by Council 17 Feb 14</li> <li>• SARA extend referral Info Request period to 27 March 2014</li> <li>• SARA issue applicant with an Info Request 20 March 2014</li> <li>•</li> </ul>

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DA/No	Applicant	Owner	Type of Application	Location	Current Status
<i>DA/3227</i>	RETURNED SERVICES LEAGUE AUSTRALIA C/- RPS AUSTRALIA EAST PTY LTD	RETURNED SERVICES LEAGUE SUB BRANCH COOKTOWN	<b>Material Change of Use for the purpose of</b> – Indoor Entertainment  <b>Impact Assessable</b>  <b>Referral Agencies</b>  Nil	Lot 2 on C17973 and part of Lot 1 on C179109 – 127 Charlotte Street, Cooktown  <b>Zone</b> – Community Use and Open Space (respectively)	<ul style="list-style-type: none"> <li>• Application received 4 February 2014</li> <li>• Acknowledgement Notice issued 17 Feb 14</li> <li>• Council Information request issued 26 Feb 14</li> <li>• Applicant's response to Council Info Request received 13 March 2014</li> <li>• Public Notification commenced 14 March 2014</li> <li>• Notice of Compliance with Public Notification received 9 April 2014</li> <li>• Report to May Council Meeting – approved with Conditions 20 May 2014</li> <li>• Decision Notice issued 27 May 2014</li> <li>• Applicant request Negotiated Decision Notice and submitted representations on Conditions of Approval to Council 25 June 2014</li> <li>•</li> </ul>
<i>DA/3234</i>	COOK SHIRE COUNCIL	COOK SHIRE COUNCIL	<b>Material Change of Use for the purpose of</b> - Public Utility (Office, Storage & Ancillary Facilities)  <b>Code Assessable</b>  <b>Referral Agencies</b>  Nil	Lot 5 on Plan SP245598 – Council Depot – 33 Charlotte Street, Cooktown  <b>Zone</b> – Community Use	<ul style="list-style-type: none"> <li>• Application received 14 February 2014</li> <li>• Information Request issued 28 Feb 14</li> <li>• Applicant request extension of time to respond to Information Request for a further 6 months – 18 July 2014</li> <li>• Council grant extension to 14 Feb 2015</li> <li>•</li> </ul>

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DA/No	Applicant	Owner	Type of Application	Location	Current Status
<i>DA/3236</i>	YUKU-BAJA MULIKU LANDOWNER & RESERVES LTD – C/- GHD PTY LTD	YUKU-BAJA MULIKU LANDOWNER & RESERVES LTD	<p><b>Material Change of Use for the purpose of an</b>  – Extractive Industry &amp;  ERA’s 16(2)(a) and  ERA 16(3)(b) 50,000  to 100,000 tonnes</p> <p><b>Impact Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Dept Transport &amp; Main  Roads (DTMR) within  25m of a Main Road</p> <p>Dept Natural  Resources &amp; Mines  (DNRM) clearing  vegetation</p> <p>through State  Assessment &amp; Referral  Agency (SARA)</p>	<p>Lot 46 on Plan  SP117034 – Archer  Point Road,  Cooktown</p> <p><b>Zone - Rural</b></p>	<ul style="list-style-type: none"> <li>• Application received as valid 24 February 2014</li> <li>• Acknowledgement notice issued 10 March 2014</li> <li>• Council issue Info Request 24 March 2014</li> <li>•</li> </ul>



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DA/No	Applicant	Owner	Type of Application	Location	Current Status
<a href="#"><i>DA/3246</i></a>	TEAON PTY LTD	CSC LEASE TO COOKS LANDING CAFE	<p><b>Material Change of Use for the purpose of</b> - Restaurant (addition to existing Kiosk)</p> <p><b>Impact Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Nil</p>	<p>Lots 1 and 2 on Plan CP889652 – 3 Webber Esplanade, Cooktown</p> <p><b>Zone</b> – Community Use</p>	<ul style="list-style-type: none"> <li>• Application received as valid 8 April 2014</li> <li>• Acknowledgement Notice issued 24 April 2014</li> <li>• No further information required, public notification can commence</li> <li>• Notice of commencement of Public Notification received 9 May 2014</li> <li>• Notice of compliance with Public Notification received 30 May 2014</li> <li>• No submissions received, Decision Period commences</li> <li>• Approved with Conditions 17 June 2014</li> <li>• Decision Notice issued 24 June 2014</li> <li>• Applicant request Negotiated Decision Notice and submitted representations on Conditions received 17 July 2014</li> <li>• <b>Amended Decision Notice issued 14 August 2014.</b></li> </ul>
<a href="#"><i>DA/3250</i></a>	RICHARD AND MARGARET MORRIS & JOHN CLARKE	RICHARD AND MARGARET MORRIS & JOHN CLARKE	<p><b>Reconfiguration of a lot into two (2) lots</b></p> <p><b>Code Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Dept Transport &amp; Main Roads (DTMR) through State Assessment &amp; Referral Agency (SARA) – within 25m of a Main Road</p>	<p>Lot 20 on Plan RP728662 – 2177-2199 Endeavour Valley Road, Cooktown</p> <p><b>Zone</b> - Rural</p>	<ul style="list-style-type: none"> <li>• Application received 2 May 2014</li> <li>• Acknowledgement Notice issued 16 May 2014</li> <li>• Council Information Request issued 28 May 2014</li> <li>• Applicant's response to Council Info Request received 2 June 2014</li> <li>• Applicant refer application to DTMR (SARA) 2 June 2014</li> <li>• DTMR (SARA) Referral response received 16 June 2014</li> <li>• Council Decision period commences</li> <li>• Council extend Decision Period to allow application to be presented to August Council Meeting 14 July 2014</li> <li>• Report to August Council Meeting</li> <li>• <b>Approved with Conditions 19 August 2014</b></li> <li>• <b>Decision Notice issued 26 August 2014.</b></li> </ul>

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DA/No	Applicant	Owner	Type of Application	Location	Current Status
<i>DA/3254</i>	FARLAW NO. 10 PTY LTD C/- PLANZ TOWN PLANNING	FARLAW NO. 10 PTY LTD	<b>Material Change of Use for the purpose of</b> - Caravan Park (RV Park)  <b>Impact Assessable</b>  <b>Referral Agencies</b>  Dept Transport & Main Roads (DTMR) through State Assessment & Referral Agency (SARA) – within 25m of a Main Road	Lot 133 on Plan BS135 – 1133 Endeavour Valley Road, Cooktown  <b>Zone - Rural</b>	<ul style="list-style-type: none"> <li>• Application received 7 May 2014</li> <li>• Acknowledgement Notice issued 19 May 2014</li> <li>• Council issue Information Request 28 May 2014</li> <li>• Applicant refer application to DTMR (SARA) 20 May 2014</li> <li>• Applicants response to Council Info Request received 29 May 2014</li> <li>• Notice of commencement of Public Notification received 5 June 2014</li> <li>• DTMR (SARA) Referral response received 12 June 2014</li> <li>• Notice of compliance with Public Notification received 2 July 2014</li> <li>• No submissions were received, report to July Council Meeting</li> <li>• Approved with Conditions 22 July 2014</li> <li>• Decision Notice issued 25 July 2014.</li> <li>• <b>Applicant request to suspend appeal period to Negotiate Decision 13 August 2014</b></li> <li>• </li> </ul>
<i>DA/3265</i>	AUSTRALIAN VOLUNTEER COASTGUARD ASSOC	AUSTRALIAN VOLUNTEER COASTGUARD ASSOC. COOKTOWN FLOTILLA	<b>Operational Works –</b> Tidal Works for a Pontoon  <b>Code Assessable</b>  <b>Referral Agencies</b>  <b>TBA</b>	Lot 4 CP889653 – SL 205871 – 31 Sherrin Esplanade, Cooktown  <b>Zone – Community Use</b>	<ul style="list-style-type: none"> <li>• Application not yet valid – waiting on Owners Consent</li> <li>• </li> </ul>

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DA/No	Applicant	Owner	Type of Application	Location	Current Status
<a href="#">DA/3274</a>	R & K WRIGHT C/- PLANZ TOWN PLANNING	RAYMOND & KATRINA WRIGHT	<b>Material Change of Use</b> - existing Boarding House to include Restaurant  <b>Impact Assessable</b>  <b>Referral Agencies</b>  Nil	Lot 405 on Plan SP202120 – 130 Hope Street, Cooktown  <b>Zone</b> – Medium Density Residential	<ul style="list-style-type: none"> <li>• Application received 2 June 2014</li> <li>• Acknowledgement Notice issued 16 June 2014</li> <li>• No further information required by Council 30 June 2014</li> <li>• Public Notification can commence</li> <li>• Applicant notify Public Notification commenced 10 July 2014</li> <li>• <b>Notice of Compliance with Public Notification received 4 August 2014</b></li> <li>• <b>Report to September Council Meeting</b></li> <li>• </li> </ul>
<a href="#">DA/3285</a>	BANA YARRALJI BUBU INCORPORATED C/- AURECON AUSTRALASIA PTY LTD	JABALBINA YALANJU LAND TRUST TTE	<b>Material Change of Use</b> – House and an Undefined Use (Cultural Healing Place with Commercial Aspects) <b>and</b>  <b>Reconfiguration of a Lot (for the purpose of a Lease)</b> into 3 Lease are lots  <b>Impact Assessable</b>  <b>Referral Agencies</b>	Lot 7 on Plan SP189923 – Shiptons Flat Road, Rossville  <b>Zone</b> - Conservation	<ul style="list-style-type: none"> <li>• Application received as valid 7 July 2014</li> <li>• Acknowledgement Notice issued 21 July 14</li> <li>• <b>Council issue Information Request 4 August 2014</b></li> <li>• </li> </ul>

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DA/No	Applicant	Owner	Type of Application	Location	Current Status
<i>DA/3289</i>	GREG & JANA WHITTAKER	GREG & JANA WHITTAKER AND JADE AND ANN COX	<b>Operational Works</b> – Construction of a Dam  <b>Code Assessable</b>  <b>Referral Agencies</b>  Dept Agriculture, Fisheries & Forestry (DAFF) constructing or raising waterway barrier works  through State Assessment & Referral Agency (SARA)	Lot 7 on Plan SP171565 – 55-60 Idress Drive, and Lot 8 on Plan SP162491 28 Idress Drive Cooktown  <b>Zone</b> - Rural	<ul style="list-style-type: none"> <li>• Application received 30 June 2014</li> <li>• Acknowledgement Notice issued 14 July 2014</li> <li>• Council issue Information Request 18 July 2014</li> <li>• <b>Applicant's response to Info Request received 12 August 2014</b></li> <li>• <b>Amended IDAS Form lodged 18 August 2014</b></li> <li>• <b>Amended Acknowledgement Notice issued to include neighboring property - 18 August 2014</b></li> <li>• </li> </ul>
<i>DA/3298</i>	CHRISTIAN COMMUNITY MINISTRIES	COOK SHIRE COUNCIL (LEASE TO CHRISTIAN COMMUNITY MINISTRIES)	<b>Operational Works</b> – Construction of a Car Park for Endeavour Christian College Stage 2  <b>Code Assessable</b>  <b>Referral Agencies</b> Nil	Lot 27 on Plan C17945 – 12 Charles Street, Cooktown  <b>Zone</b> – Rural Residential	<ul style="list-style-type: none"> <li>• Application received 17 July 2014</li> <li>• Information Request issued 25 July 2014</li> <li>• Applicant's response to Council Info Request received 31 July 2014</li> <li>• <b>Approved with Conditions 4 August 2014</b></li> <li>• <b>Decision Notice issued 4 August 2014.</b></li> </ul>

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DA/No	Applicant	Owner	Type of Application	Location	Current Status
<i>DA/3307</i>	P & F INDERBITZIN AND SHARPROCK PTY LTD	P & F INDERBITZIN AND SHARPROCK PTY LTD TTE	<p><b>Operational Works</b> – Construction of a Dam</p> <p><b>Code Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Dept Transport &amp; Main Roads (DTMR) within 25m of a Main Road</p> <p>Dept Natural Resources &amp; Mines (DNRM) clearing vegetation</p> <p>Dept Agriculture, Fisheries &amp; Forestry (DAFF) constructing or raising waterway barrier works</p> <p>through State Assessment &amp; Referral Agency (SARA)</p>	<p>Lot 1 SP147286 – Mulligan Highway, Lakeland</p> <p><b>Zone - Rural</b></p>	<ul style="list-style-type: none"> <li>• Application received 28 July 2014</li> <li>• Acknowledgement Notice issued 28 July 2014</li> <li>• Information Request issued 28 July 2014</li> <li>• Notice of Referral by Applicant received 28 July 2014</li> <li>• <b>Referral Agency (SARA) issue Information Request to applicant 27 August 2014</b></li> <li>• </li> </ul>

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DA/No	Applicant	Owner	Type of Application	Location	Current Status
<i>DA/3309</i>	CHARLES FARRUGIA C/- PLANZ TOWN PLANNING	CHARLES FARRUGIA	<b>Material Change of Use-</b> Caravan Park  <b>Impact Assessable</b>  <b>Referral Agencies</b>  Dept Transport & Main Roads (DTMR) through State Assessment & Referral Agency (SARA) – within 25m of a Main Road	Lot 38 on Plan SP172667 – 412 Shiptons Flat Road, Rossville  <b>Zone - Rural</b>	<ul style="list-style-type: none"> <li>• Application received 31 July 2014</li> <li>• Acknowledgement Notice issued 31 July 2014</li> <li>• <b>Council extend Information Request period 14 August 2014</b></li> <li>• <b>SARA referral response and Conditions received 26 August 2014</b></li> <li>• </li> </ul>

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DA/No	Applicant	Owner	Type of Application	Location	Current Status
<i>DA/3312</i>	COOK SHIRE COUNCIL C/- REEL PLANNING PTY LTD	QLD GOVT DEPARTMENT OF NATURAL RESOURCES & MINES	<p><b>Material Change of Use</b> – Extractive Industry (sand extraction)</p> <p><b>Impact Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Dept Transport &amp; Main Roads (DTMR) - within 25m of a Main Road</p> <p>Dept Environment &amp; Heritage Protection – Development on a Qld Heritage Place</p> <p>Dept Natural Resources &amp; Mines – removal of Quarry material from a watercourse</p> <p>through State Assessment &amp; Referral Agency (SARA)</p>	Laura, Normanby, Palmer, Wenlock, Jardine, Coen, Hann Pascoe, Kennedy, Coleman & Edward Rivers	<ul style="list-style-type: none"> <li>• Application received 31 July 2014</li> <li>• Acknowledgement Notice issued 31 July 2014</li> <li>• <b>Notice of Referral by Applicant received 1 Aug 2014</b></li> <li>• </li> </ul>

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DA/No	Applicant	Owner	Type of Application	Location	Current Status
<i>DA/3314</i>	ROMAN CATHOLIC TRUST FOR DIOCESE OF CAIRNS/CATHOLIC EDUCATION SERVICES C/- PROJEX PARTNERS PTY LTD	COOK SHIRE COUNCIL (LEASE TO ROMAN CATHOLIC TRUST)	<b>Operational Works –</b> Civil Works for MCU DA/3093 Stage 2 Educational Establishment  <b>Code Assessable</b>  <b>Referral Agencies</b>  Nil	Lots 251 – 255 and Lots 265 – 267 on Plan C17949 – Burkitt, Hope and Amos Streets, Cooktown  <b>Zone –</b> Community Use	<ul style="list-style-type: none"> <li>• <b>Application received 8 August 2014</b></li> <li>• <b>Approved with Conditions 15 August 2014</b></li> <li>• <b>Decision Notice issued 15 August 2014.</b></li> </ul>
<i>DA/3315</i>	T & P INDERBITZIN & LEVIN ENTERPRISES	T & P INDERBITZIN & LEVIN ENTERPRISES	<b>Operational Works –</b> Construction of a Dam  <b>Code Assessable</b>  <b>Referral Agencies</b>  Dept Transport & Main Roads (DTMR) within 25m of a Main Road  Dept Natural Resources & Mines (DNRM) clearing vegetation  Dept Agriculture, Fisheries & Forestry (DAFF) constructing or raising waterway barrier works	Lot 219 on Plan SP218120 – Peninsula Developmental Road, Lakeland  <b>Zone -</b> Rural	<ul style="list-style-type: none"> <li>• <b>Application received 13 August 2014</b></li> <li>• <b>Acknowledgement Notice issued 27 August 2014</b></li> <li>• </li> </ul>



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DA/No	Applicant	Owner	Type of Application	Location	Current Status
			through State Assessment & Referral Agency (SARA)		
<i>DA/3318</i>	BENJAMIN CROPP	BENJAMIN CROPP AND PRANEE JONES	<b>Operational Works –</b> Prescribed Tidal Works (construction of a pontoon)  <b>Code Assessable</b>  <b>Referral Agencies</b>	Lot 26 on Plan SP241624 – 38 Slaughter Yard Road, Marton  <b>Zone –</b> Rural Residential	<ul style="list-style-type: none"> <li>• <b>Application received 26 August 2014</b></li> <li>• <b>Application not valid – requires Owners Consent</b></li> <li>• </li> </ul>

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**LAND TENURE**

**ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES**

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**CORPORATE SERVICES**

**FINANCE**

F1	<b>FINANCE STATUS AUGUST 2014</b>	
	<i>Report No.D14/9364 from Director Corporate Services</i>	

**Accounts Payable – Aug 2014**

Cheques issued	30	Value	\$ 88,818.23
EFTs paid	356	Value	\$ 5,853,616.90
Cancelled EFT	0	Value	\$ 0.00
Cancelled Cheques	0	Value	\$ (0.00)
Total Expenditure			\$ 5,942,435.13

**Accounts Receivable – Aug 2014**

Invoices Issued	153	Value	\$ 4,014,781.24
Credits Notes	18	Value	\$ (57,045.98)
Aged Balances	Current		\$ 1,176,553.74
	30 Days		\$ 251,888.32
	60 Days		\$ 270,451.85
	90 Days		\$ (1,203.63)
	90+ Days		\$ 330,673.95
Total Outstanding			\$ 2,028,364.23
Letters of Demand	0		

**Wharfage Report August 2014**

Vessel	Days at Wharf	
Jerbondy	19	
Mr Nobody	1	
Southern Venture 11	3	
El Torito	1	
Army Landing Barge	1	No charge

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<b>Unloads</b>		
<b>Vessel</b>	<b>Unload to</b>	<b>Unloaded</b>
Southern Venture II	Seafresh	Live Trout

**Rates Report –**  
**Aug 2014**

<b><u>R1 - Property Transfers</u></b> When properties are sold change of ownership details are recorded by Council		Number of Transfers
	Month	
	July	48
	Aug	10

<b><u>R2 - Change of Addresses</u></b> When ratepayers change their address details are recorded by Council		Number of COAs
	Month	
	July	22
	Aug	18

<b><u>R3 - Returned Mail</u></b> Mailed returned as addressee no longer living at the postal address. Alternative addresses researched and mail re-sent		Number of returned letters
	Month	
	July	0
	Aug	33

<b><u>R4 - Rate and Ownership Searches</u></b> Property searches are compiled on application, providing rating, property and financial information on a property		Rates Searches	Ownership Searches
	Month		
	July	3	
	Aug	11	2

<b><u>R5 - Valuation Changes</u></b>		Number of Valuation Changes
	Month	
	July	28
	Aug	13

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<b><u>R6 - Letters Sent</u></b>	Month	Number of General Enquiry Letters
	July Aug	0 0

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**Debt Recovery**

**Report**

**No.**

**Details**

**Statistics**

<b><u>D1 - Rates Debt Outstanding</u></b> **Run the crystal trial balance report and go to the second last page for figures**	Month	Balance BF	Levied	Less Payments (includes prepayments)	Less Rebates	Interest	Discount Taken	Total Outstanding
	July	713,241.02	-22.67	-123,911.94	0	6,6637.74	68.12	596,012.27
	August	713,241.02	3,587,407.17	1,294,329.64	-42,583.36	9,267.62	-49,435.84	2,923,566.97

<b>Number of Assessments by Category</b>	Residential	Commercial	Rural	Extractive	Vacant Land	Other
July	90	15	24	14	63	
August	86	14	22	14	59	

<b>Number of Assessments by Years</b>	Current	1 Year	2 Years	3 Years	Greater than 3 years
July	23	129	37	7	10
August	33	111	35	6	10

<b>Number of Assessments per outstanding balance</b>	Less than \$500.00	\$500.00 - \$1000.00	\$1000.00 - \$5000.00	\$5000.00 - \$10,000.00	\$10,000.00 - \$20,000.00	Greater than \$20,000.00
July	76	37	60	17	10	6
August	5	19	124	29	11	7

<b><u>D2 - Letters Sent</u></b>	Month	Rates Reminders	Final Demands	Legal Letters	
	July	0			
	August	0			
<b><u>D3 - Payment</u></b>	Month	Entered	Defaulted	Cancelled	Finalised

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<b><u>Arrangements</u></b>	July				
	August				

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<b>Grant update August 2014</b>		
<b>FUNDING BODY</b>		
<b>Grant Monies Received August 2014</b>	<b>REASON</b>	<b>Amount Received</b>
Queensland Reconstruction Authority	Cyclone Ita 2014	\$478,567.
Queensland Reconstruction Authority	Cyclone Fletcher - 2014	\$2,200,000.
Dept Local Government, Community Recovery & Resilience	FAG - Roads	\$375,332.
Dept Local Government, Community Recovery & Resilience	FAG - General	\$1,758,356.
	<b>Total Received</b>	<b>\$4,812,255.</b>
<b>Grant Monies Outstanding as at 31 August 2014</b>		
Dept Local Government, Community Recovery & Resilience	Cooktown Foreshore & Webber Esplanade Playground & Amenities	\$500,000.
Dept Science, Information Technology, Innovation and the Arts	RADF	\$46,519.
Dept Local Government, Community Recovery & Resilience	Graffiti Removal & Prevention Activities	\$1,960.
State Library of Queensland	Purchase Library Resources	\$1,986.
Dept of Local Government, Community Recover & Resilience	Annan Water Treatment Plant Hydro Power Scheme	\$135,000.
Dept of Local Government. Community Recovery & Resilience	Provision of Water Demand Management Project at Cooktown - Water Leakage - Training & Equipment	\$19,950.
Cape York Natural Resource Management Ltd	Strategic Pest Management 2013/2014 (3rd p'ment of contract)	\$80,300.
Cape York Natural Resource Management Ltd	Regional Landcare Facilitator Project CY054 Milestone7	\$70,400.
	<b>Total outstanding</b>	<b>\$856,115.</b>

**Note: ANNUAL SUBSIDY/GRANTS**

Dept Community Safety - Emergency Management Queensland	<i>Annual Local Government Subsidy (Yearly Payment)</i>	+/- \$22,000.00
Dept of Local Government Community Recovery & Resilience	<i>(2013/2014 paid by quarterly instalments)</i>	\$8,534,753.00
	<i>FAG - Roads Identified Road Grant - \$1,501,328</i>	
	<i>FAG - General General Purpose Grant - \$7,033,425</i>	
State Library of Queensland	<i>Library Resources (Yearly Payment)</i>	\$1,986.00
#REF!	<i>Show Societies Grant (Yearly Payment)</i>	\$5,500.00



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**ADMINISTRATION**

<b>A1</b>	<b>BUSINESS SERVICES REPORT – AUGUST/SEPTEMBER 2014 – FOR INFORMATION</b>	
	<i>Report No. D14/10141 from Director Corporate Services</i>	

The following information details the operational works and projects currently being undertaken by the Business Services and IT Functions:

**OPERATIONAL**

- Operational Customer Service.
- Operational Stores and procurement.
- Information management (Privacy, Right To)
- Ongoing hall management (bookings).
- Ongoing property management (administrative/legal).
- Operational Correspondence and Records.
- Ongoing insurance management.
- Ongoing contract management and advice.
- Operational IT.

**BUSINESS STATISTICS**

***Customer Service August September***

Phones Calls inward	<b>1421</b>
Counter Enquiries	<b>510</b>
RV Permits	<b>144</b>
Front Counter Receipts	<b>486</b>

Cash	\$67,031.75
Cheques	\$208,603.08
Credit Cards	\$132,891.81
Other	\$20,766.13
<b>TOTAL</b>	<b>\$429,292.77</b>

***Stores***

Issues	<b>475</b>
Value of all Issues	<b>\$1,002,118.83</b>

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***IT***

Ticket Counts (jobs active/open including projects) number:

29	Tickets resolved
36	Tickets created
72	Tickets updated
338	Current Open Tickets

***Records and Correspondence***

	DOCUMENTS	SCANNED DOCUMENTS	TOTALS
Records Officer	442	67	509
Correspondence Officer	240	523	763
RECORDS TOTALS	682	590	1383
WHOLE OF COUNCIL	1910	591	2501

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**PROJECTS**

Department	Function	Task Name	Status/Priority	Estimated Hours Remaining	Due By	Last Action	Action Required
Business Services	Information Management and Complaints	<b>Complaint 1</b>	Pending external reply	Unknown	NA	Sent response to complaint investigation feedback.	Settle and/or send to ombudsman
Business Services	Information Management and Complaints	<b>Complaint 2</b>	Completed	4	5/09/2014	NA	NA
Business Services	Legal	<b>Gravel Review</b>	Pending external reply	6	NA	Receipt of Email re. Lease.	Standardise agreements. Shore up future gravel extraction. Re-work operational processes so permissions, notices and cultural clearance happen during the wet.
Business Services	Property Management and Leasing	<b>Lease. Notice Under Property Law Act</b>	Urgent	6	22/09/2014	Served	Served.
Business Services	Property Management and Leasing	<b>Shire Hall Tender</b>	Pending Specific Date	8	22/09/2014	Closed 5/09/2014	Resolution.
Business Services	Property Management and Leasing	<b>Licence to traverse - Mt Tully</b>	Medium Priority	3	24/09/2014	Quote accepted.	Draft agreement and distribute.

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Department	Function	Task Name	Status/Priority	Estimated Hours Remaining	Due By	Last Action	Action Required
Business Services	Property Management and Leasing	<b>Rebel and breeze</b>	Medium Priority	2	24/09/2014	Decision from EMT	Draft and send letter
Business Services	Legal	<b>Compensation agreement</b>	Medium Priority	5	23/09/2014	Receipt of Request.	Quote, draft agreement, execute, invoice.
Business Services	Insurance	<b>Renewal of Insurance Tender - Go to Quote</b>	Medium Priority	7	Not Scheduled.	Added to list. Investigated avenues for securing broker.	Draft Quote Request. Publish. Evaluate. Award.
Business Services	Property Management and Leasing	<b>CDCC - Renew Lease</b>	Medium Priority	5	Not Scheduled.	Noted lease out of date	Lease to be drafted, distributed, executed and registered
Business Services	Property Management and Leasing	<b>Re-enactment Society - Renew Lease</b>	Medium Priority	5	Not Scheduled.	Noted lease out of date	Lease to be drafted, distributed, executed and registered
Business Services	Property Management and Leasing	<b>Historical Society - Renew Lease</b>	Medium Priority	5	Not Scheduled.	Noted lease out of date	Lease to be drafted, distributed, executed and registered
Business Services	Customer Service	<b>Change in mail procedure to deal with change in library operational practices.</b>	Medium Priority	2	Not Scheduled.	PO Box quoted.	Implement change in operational procedure.
Business Services	Legal	<b>Program to reduce legal costs Native Title.</b>	Lower Priority	Unknown	Not Scheduled.	Discussions with Native Title and Land Tenure	Work through open native title cases. Establish procedure for future native title claims.

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Department	Function	Task Name	Status/Priority	Estimated Hours Remaining	Due By	Last Action	Action Required
Business Services	Operational Strategy	<b>Customer Service Charter</b>	Ongoing Project	10	Ongoing	Working on charter in draft form.	Present to EMT then to Council for endorsement. Publish.
Business Services	Records and Administration	<b>Workers Compensation and Work Cover - Records Management</b>	Lower Priority	Ongoing	Ongoing	General discussion on approach to retention	Schedule the capture all WHS Records in TRIM
Business Services	Property Management and Leasing	<b>Titles Access Software</b>	Ongoing	1	9/09/2014	Implemented software and tokens.	Ensure all staff are trained in software/portal
Business Services	Information Management and Complaints	<b>IP, RTI, TRIM, Purchasing and Authority Training - Whole of Organisation</b>	Ongoing	Ongoing	Ongoing	Identified training course. Starting to roll the program. Delegated to Records.	Follow up with all staff. Ongoing monitoring and management.
Business Services	Records and Administration	<b>Corporate Portfolio of Forms and Templates - Process and Action 2014</b>	Ongoing	Ongoing	Ongoing	Ongoing. Determined online submission can wait for new website.	Finish all forms and templates, create letter templates for all business functions, standardise responses, upload forms to website, adjust CRM's accordingly.
Business Services	Records and Administration	<b>Retrieve corporate records from historical society</b>	Ongoing	Ongoing	Ongoing	Broached with Historical Society.	Determine plan of reclamation whilst enabling Historical Society adequate access to continue offering the service they do.

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Department	Function	Task Name	Status/Priority	Estimated Hours Remaining	Due By	Last Action	Action Required
Business Services	Records and Administration	<b>Review of Records Management - Possibility of Central Management.</b>	Lower Priority	Unknown	No Scheduled.	Concept development.	Memo for EMT - Costing. Strategy. Implementation.
Business Services	Information Management and Complaints	<b>Report on Complaints for All Complaints 2011/2014.</b>	Lower Priority	6	Not Scheduled	Added to list.	Compile report. Distribute.
Business Services	Information Management and Complaints	<b>RTI on Website</b>	Lower Priority	12	Not Scheduled	Last updated website >12 months ago.	Review of recent RTI's. Itemise those pages that can be published. Publish on website.
Business Services	Operational Strategy	<b>Review of 10% Locality Allowance.</b>	Lower Priority	4	Not Scheduled	Established strategy for presentation to EMT	Draft Memo - Include in Procurement Policy
Business Services	Property Management and Leasing	<b>Lease Register - Include in Authority Registers</b>	Lower Priority	15	Not Scheduled.	Quote for training session.	Learn how to create and manage registers. Implement all leases. Link to finance.
Business Services	Records and Administration	<b>Authority Dashboard and Review of Customer Service Procedures.</b>	Not Urgent	Unknown	Not Scheduled	Scheduled job. Begun review of downstairs procedures.	Upload approved procedures. Learn how.
Business Services	Information Management and Complaints	<b>Complaint 3</b>	Pending external reply	Unknown	Pending external feedback, information or direction	Sent proposal.	Renegotiate if necessary. Draft settlement document. Execute settlement document.

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Department	Function	Task Name	Status/Priority	Estimated Hours Remaining	Due By	Last Action	Action Required
Business Services	Property Management and Leasing	<b>Mining Lease - Response to Macdonnells</b>	Pending external reply	0.5	Pending external feedback, information or direction	Executed and sent	Registration of Agreement in TRIM
Business Services	Property Management and Leasing	<b>Catholic Church Lease</b>	Medium Priority	1	October 1, 2014	Lease lodged.	Invoice church.
Business Services	Property Management and Leasing	<b>Jobfind Lease</b>	Pending external reply	Unknown	Pending external feedback, information or direction	Forwarded email chains to State.	Execution of lease and amendment of tri-part deed. Quote State for additional work.
Business Services	Property Management and Leasing	<b>Additional Land Christian School</b>	Pending external reply	> 20	Pending external feedback, information or direction	Receipt of communication from CCM. Report pending.	Receive ROI, Quote works, draft report, draft lease, execute lease, lodge.
Business Services	Property Management and Leasing	<b>RSL Lease</b>	On permanent hold	Unknown	Not Scheduled.	Established Council can't lease the property as its tenure is by permit with the RSL already.	Nil until further feedback received.
Corporate Services	Legal	<b>Substandard Gravel - With Insurance Company</b>	Urgent	2	22/09/2014	Clarified plant charges.	Accept Settlement. Take to EMT

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Department	Function	Task Name	Status/Priority	Estimated Hours Remaining	Due By	Last Action	Action Required
Corporate Services	Insurance	<b>Insurance Claims for ITA</b>	Ongoing	Ongoing	Ongoing	Ongoing. Contractor appointed for works.	Operational management.
ED&CS	Economic Development	<b>Land Review for Economic Development Opportunities</b>	Completed	2	8/09/2014	Direction from MC to investigate legal parameters.	Establish what can and can't be done.
ED&CS	Pool	<b>Pool Hire Contracts</b>	Not Urgent	6	Not Scheduled	Email May 6, 2013. Current venue Hire Forms can be applied to pool hire scenarios.	Draft Agreements.
ED&CS	Community Services	<b>Procedure, Strategy and Rules for PCYC vs. School</b>	Pending response from other department	4	Not Scheduled	Meeting held. Follow up intended.	Need to revisit with EMT.
ED&CS	Pool	<b>PCYC Swimming Pool - Request for assistance in restructuring contract</b>	On permanent hold	Unknown	Not Scheduled	Review of Contract	Unknown
ED&CS	Senior Housing	<b>Management Agreement for Handover of Community Housing</b>	On permanent hold	Unknown	Not Scheduled	Meeting February 4, 2014.	Unknown
ED&CS	Economic Development	<b>Lease Solar - Lyon</b>	On permanent hold	Unknown	Not Scheduled	Lease documents finalised.	Finalise lease and make changes as appropriate. Lodge lease. Invoice.
Engineering	Major Works	<b>Tender Bitumen Seal</b>	Pending Specific Date	5	9/09/2014	Tenders Closed and Evaluated.	Resolution.
Engineering	Legal	<b>Gravel Density - Legal Claim</b>	Pending external reply	4	NA	Letter sent.	Settlement.



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Department	Function	Task Name	Status/Priority	Estimated Hours Remaining	Due By	Last Action	Action Required
Engineering	Aerodromes	<b>FUEL Cards Aerodrome.</b>	Medium Priority	2	Not Scheduled	Rough draft.	Follow up with Eng to determine relevance.
Engineering	Operational Administration	<b>Cultural Heritage Procedure</b>	Medium Priority	3	Not Scheduled	Engineer Administration Officer drafted procedure. BSM to work with to finalise.	Finalise procedure and implement
Engineering	Telco and Radio	<b>Coen Vision Radio</b>	Medium Priority	3	Not Scheduled	Receipt of objection to licence fee.	Negotiate fee. Implement lease/licence.
Engineering	Major Works	<b>Tender Concrete Products</b>	Lower Priority	10	Not Scheduled	Extended current contract	Update spec, run tender (draft docs, open, close, evaluate, endorse, award).
Engineering	Major Works	<b>Tender for Road Transport</b>	Lower Priority	10	Not Scheduled	Extended current contract	Update spec, run tender (draft docs, open, close, evaluate, endorse, award).
Engineering	Major Works	<b>Tender for Asphalt and Bitumen</b>	Lower Priority	10	Not Scheduled	Extended current contract	Update spec, run tender (draft docs, open, close, evaluate, endorse, award).
Engineering	Survey	<b>Civica Call - Additional references.</b>	Not Urgent	6	Not Scheduled.	Received	Implement use of Additional Fields.
Engineering	Major Works	<b>Water Pumps by Quote</b>	Pending response from other department	3	Unknown	Status Update.	Receipt of spec and meeting with RF (Water).
Engineering	Major Works	<b>Stores and Workshop Building Tender</b>	Pending response from other department	Unknown	Unknown	Interdepartmental discussions re. Slab.	Draft Tender, Open Tender, Close Tender, Evaluate, Report before Council, Award Contract. Handover to Contract Manager.

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Department	Function	Task Name	Status/Priority	Estimated Hours Remaining	Due By	Last Action	Action Required
Engineering	Tendering	<b>Waterfront Amenities to Tender - Pending Specification</b>	Urgent	15	10/09/2014	Opened Tenders	Close Tender, Evaluate, Report before Council, Award Contract. Handover to Contract Manager.
Executive Services	Risk Management	<b>Risk Register</b>	Urgent	12	30/09/2014	Drafting Procedure, Research, Establishing tools for management. Forms created.	Determine best format for Risk Register.
Executive Services	Governance	<b>CCC policy</b>	Medium Priority	8	30/09/2014	Conference and requirement for policy	Redraft Policy
Executive Services	Property Management and Leasing	<b>Form 14 - Register</b>	Medium Priority	3	30/09/2014	Receipt of Task	Stamp Duty then Registration with Titles.
Executive Services	Operational Administration	<b>Resolution vs Action Tracking</b>	Pending response from other department	16	Not Scheduled	Sent to EMT	Amend and implement as needed.
P&E	Land Use	<b>Harrigan Street Lot</b>	Urgent	5	22/9/2014	Tenders Open	Close Tender, Evaluate, Report before Council, Award Contract. Handover to Contract Manager.
P&E	Waste	<b>Contract for Disposal of Waste at Springmount Landfill</b>	Medium Priority	16	1/11/2015	Receipt of task.	Need to draft specification, draft tender documents, open and close tender, evaluate and appoint contractor.

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Department	Function	Task Name	Status/Priority	Estimated Hours Remaining	Due By	Last Action	Action Required
P&E	Waste	<b>Landfill remediation - Quotes. Local Buy</b>	Pending response from other department	1	Not Scheduled	Quotes distributed.	Quote evaluation form to be drafted and submitted to Records. Order to be placed.
P&E	CYWAFAP	<b>CYWAFAP Handover</b>	Pending response from other department	8	Not Scheduled	Evaluation form passed to EMT.	Evaluation to be returned and report to be put before Council.
P&E	CYWAFAP	<b>Legal implications of handing over spatial data to Biosecurity</b>	Pending response from other department	3	Not Scheduled.	Tenders distributed to P&E for Evaluation.	Evaluation to be returned and report to be put before Council.

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**CUSTOMER REQUESTS AS OF SEPTEMBER 10, 2014 (GRAPH AND TABLE)**

	AUGUST		
<b>Description</b>	<b>Open at Start of Month</b>	<b>Newly Open</b>	<b>Closed</b>
<i>Abandoned Vehicle Concerns</i>	5	3	7
<i>Arts &amp; Culture</i>	1		
<i>Building Enquiries/Complaints</i>	3	1	
<i>Cemetery Request</i>	2		
<i>Community Consultation</i>	4	1	1
<i>Control of Nuisances - Fire Hazard</i>	2	2	
<i>Control of Nuisances - Noise Pollution</i>	2		
<i>Control of Nuisances - Overgrown Vegetation</i>	1	1	1
<i>Council Properties - Maintenance</i>	11	8	
<i>Council Properties - Plumbing Maintenance</i>	1	3	2
<i>Councillors Requests</i>	1		
<i>CYWAFAP - Declared Pests</i>	1		1
<i>Damaged Traffic Signs, Rails</i>	2		
<i>Disaster &amp; Emergency Manage</i>	2		
<i>Dog Attack</i>	2	1	3

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<i>Dog Barking</i>	6	2	7
<i>Domestic Animals - Rush/Menace</i>	4		2
<i>Domestic Animals - Wandering at Large</i>	8	6	6
<i>Donations</i>	1		1
<i>Environmental Complaint</i>	6	2	
<i>Events</i>	2		1
<i>Fallen Trees</i>	3		
<i>Fire in the Open</i>	1		
<i>Food Premises Complaint</i>	1		
<i>Footpaths &amp; Bikeways</i>	2	1	
<i>Illegal Camping</i>	1		
<i>Information Signage Request</i>	1	1	1
<i>Landfill/Rubbish/Recycling Enquiry</i>	0	2	
<i>Livestock Complaints</i>	1		
<i>Missed Waste Service Pickup</i>	1	1	2
<i>Planning Enquiry</i>	1		
<i>Plumbing Enquiries/Complaints</i>	1		
<i>Property Management</i>	1		
<i>Public Toilets - Cape Area</i>	1		
<i>Public Toilets - Cooktown Area</i>	1	1	2
<i>Request - Guided Walking Trail</i>	0	1	1
<i>Road - Opening &amp; Closing</i>	2		

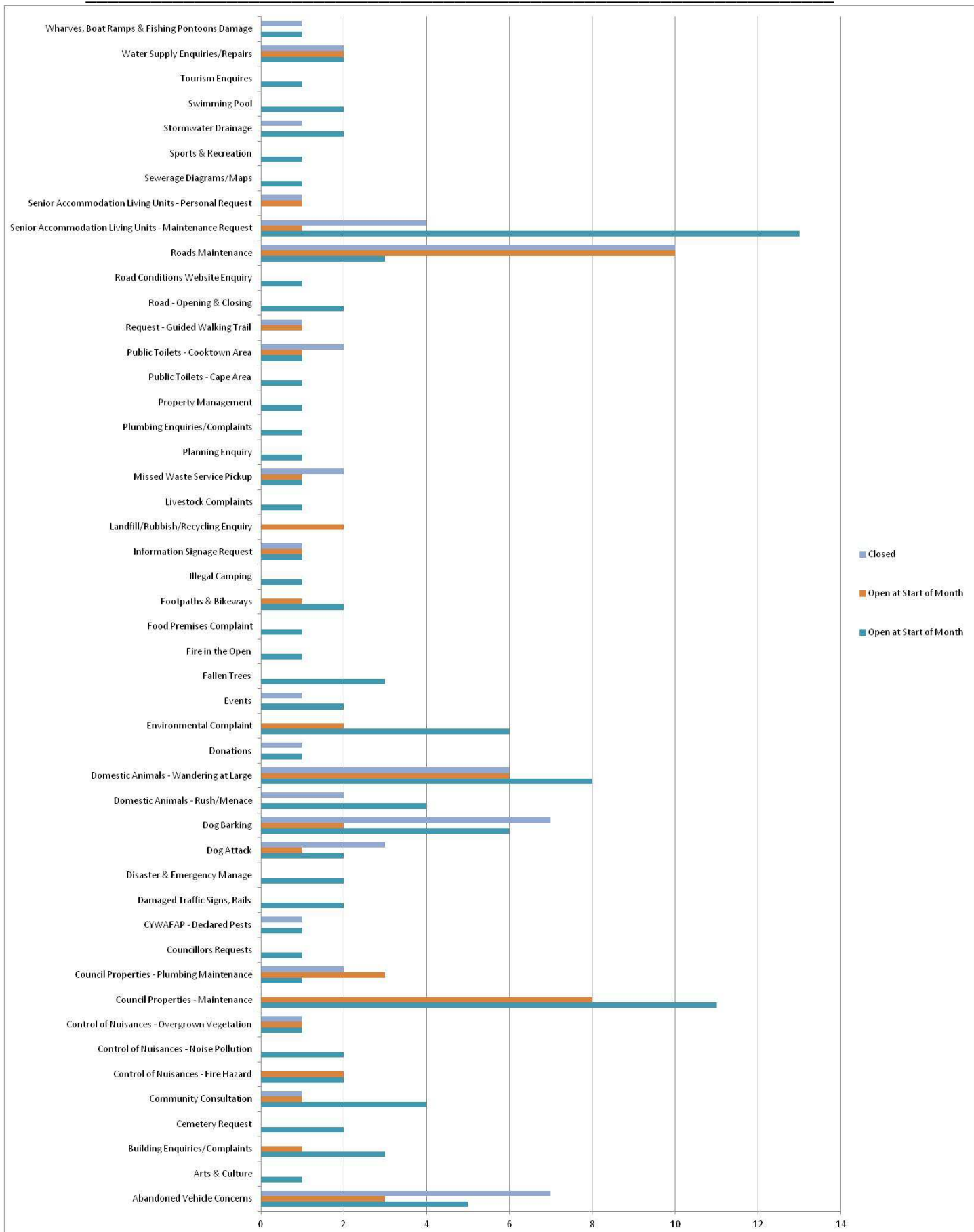
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<i>Road Conditions Website Enquiry</i>	1		
<i>Roads Maintenance</i>	3	10	10
<i>Senior Accommodation Living Units - Maintenance Request</i>	13	1	4
<i>Senior Accommodation Living Units - Personal Request</i>	0	1	1
<i>Sewerage Diagrams/Maps</i>	1		
<i>Sports &amp; Recreation</i>	1		
<i>Stormwater Drainage</i>	2		1
<i>Swimming Pool</i>	2		
<i>Tourism Enquires</i>	1		
<i>Water Supply Enquiries/Repairs</i>	2	2	2
<i>Wharves, Boat Ramps &amp; Fishing Pontoons Damage</i>	1		1
<b>Totals</b>	<b>112</b>	<b>51</b>	<b>57</b>

***Total Customer Requests Open: 112***

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