



Cook Shire COUNCIL

NOTICE OF MEETING

AN ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOK will be held at the Administration Centre, 10 Furneaux Street, Cooktown on the, 16-18 November 2015

Tuesday 17 November, 2015

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

Timothy Cronin
Chief Executive Officer

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

AGENDA CONTENTS

AGENDA CONTENTS.....	1
ATTENDANCE:.....	1
MEETING OPENED.....	1
APOLOGIES:	1
MAYORAL MINUTE.....	1
NOTICE OF BEREAVEMENT:.....	1
CONFIRMATION OF MINUTES.....	1
CONFIRMATION OF MINUTES OF ORDINARY MEETING.....	1
BUSINESS ARISING:	2
PLANNING AND ENVIRONMENT	3
REQUEST FOR A NEGOTIATED DECISION NOTICE - APPLICATION FOR A DEVELOPMENT PERMIT FOR RECONFIGURING A LOT (1 INTO 6 LOTS) AND A DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE FOR A SHOP AT 48 CHARLOTTE STREET, COOKTOWN - LOT 201 ON C17915 (DA/3458)	3
ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES.....	32
COMMUNITY AND ECONOMIC DEVELOPMENT GRANT PROGRAM 2015/2016 – ROUND 1.....	32
RADF ADVISORY COMMITTEE ASSESSMENT OF FUNDING ROUND 1 – 2015/2016	41
COOK SHIRE AUSTRALIA DAY AWARDS 2016.....	45
CMCA COOKTOWN RV PARK PROPOSAL	Error! Bookmark not defined.
CORPORATE SERVICES.....	47
LEASING POLICY REVIEW	47
FINANCE	55
REVENUE AND EXPENDITURE – OCTOBER 2015	55
ADMINISTRATION.....	64
REVIEW OF OPERATIONAL PLAN 2015-2016 - OCTOBER 2015.....	64
ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS.....	65
MAJOR PROJECTS REVIEW - OCTOBER 2015.....	66
WATERFRONT ADVISORY COMMITTEE MINUTES 10 NOVEMBER 2015	81
COMMITTEE OF THE WHOLE	83
INFORMATION.....	84
ENGINEERING SERVICES.....	84

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

ENGINEERING SERVICES REPORT – OCTOBER 2015	84
PLANNING AND ENVIRONMENT	92
PLANNING & ENVIRONMENT REPORT	92
BUILDING APPROVALS –FOR THE MONTH OF OCTOBER 2015.....	108
PLUMBING APPROVALS FOR OCTOBER2015.....	109
CURRENT RECONFIGURATION AND MCU DEVELOPMENT APPLICATIONS AS AT 31 OCTOBER 2015	110
BIOSECURITY MONTHLY REPORT – NOVEMBER 2015	125
ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES	127
ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES DIVISIONAL REPORT – OCTOBER 2015.....	127
CORPORATE SERVICES	134
BUSINESS SERVICES, RECORDS, ADMINISTRATION & IT REPORT – NOVEMBER 2015 – FOR INFORMATION.....	134

ATTENDANCE:

The, Deputy Mayor Cr PL Johnson, Councillors A Wilson, KG Price, GC Shephard, R Bowman, S Clark, Chief Executive Officer (T Cronin), Minute Officer (K Nicolaou).

MEETING OPENED

The Deputy Mayor, Cr PL Johnson declared the meeting open at

APOLOGIES: Mayor, Cr PH Scott

MAYORAL MINUTE

	MAYORAL MINUTE – INCORRECT IDENTIFICATION OF AQUISITION OF LAND FOR OVERDUE RATES AND CHARGES LOTS 301-309 ON PLAN A3021	
	<i>Report No. D15/15173 from Director Corporate Services</i>	

Deputy Mayor PL Johnson moved

That the resolution 31063 made at the August 2015 Council meeting be amended to read: That Council resolves to acquire the land described as Lot 301-309 on Plan A3021 and situated at 56 Broadway Street, Ayton under the provision o Chapter 4 Part 12 of the *Local Government Regulation 2012*.

NOTICE OF BEREAVEMENT:

Advice has been received of the passing of

As a mark of respect one minute silence was observed.

CONFIRMATION OF MINUTES

	CONFIRMATION OF MINUTES OF ORDINARY MEETING
--	--

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

That the minutes of the Ordinary Meeting of 19 October 2015 be confirmed subject to the following amendments

Page/Reso #	Correction

BUSINESS ARISING:

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

PLANNING AND ENVIRONMENT

PE1	REQUEST FOR A NEGOTIATED DECISION NOTICE - APPLICATION FOR A DEVELOPMENT PERMIT FOR RECONFIGURING A LOT (1 INTO 6 LOTS) AND A DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE FOR A SHOP AT 48 CHARLOTTE STREET, COOKTOWN - LOT 201 ON C17915 (DA/3458)
	<i>Report No.D15/20393 from Reel Planning Council's Planning Consultants</i>

Applicant:	Cairns Hardware Company Pty Ltd c/- RPS Australia East Pty Ltd PO Box 1949 CAIRNS QLD 4870
Owner:	Cook Shire Council
Location:	48 Charlotte Street, Cooktown Qld 4895
R.P.D.:	Lot 201 on C17915
Area:	12,140sqm
Zone:	Low Density Residential
Proposed Use:	Reconfiguring a Lot (1 into 6 Lots) and Shop
Referral Agencies:	None
Submissions:	None

REPORT

Following Council's approval of the application for a Development Permit for Reconfiguring a Lot (1 into 6 lots) and a Development Permit for a Material Change of Use for a Shop, located at 48 Charlotte Street, Cooktown (Lot 201 on C17915) on 21 September 2015, the Applicant (via letter dated 12 October 2015) has requested a Negotiated Decision Notice. Representations have been made by the Applicant in respect of Conditions 1, 2, 4, 13 and 27 of the Council's approval.

BACKGROUND

The current proposal involves Reconfiguring the Lot (subdivision) into six (6) parcels over two (2) Stages. The First Stage involves creating proposed Lot 1 on the corner of Harrigan Street and Charlotte Street and a balance stage. Proposed Lot 1 is 6,106sqm and is intended to be developed for a Hardware Store. Stage 2 involves creating five (5) new lots from the balance lot (proposed

Lots 2-6) with each being 1,207sqm in size, having a 20m frontage to Harrigan Street and intended to be developed for low density residential purposes (refer to Figures 1 and 2).



Figure 1: Proposed Reconfiguration of a Lot (Stage 1)

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015



Figure 2: Proposed Reconfiguration of a Lot (Stage 2)

The conditions the Applicant is seeking to change are outlined in full below together with a summary of the representations made and our response.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

COMMENT ON CONDITIONS

Material Change of Use Condition 1 (Approved Plan)

The development must be carried out generally in accordance with the following proposal plans except for any modifications required to comply with the conditions of this approval:

- *15-745 Sheet 03 – Elevations (Building Colours), Prepared by Brad Owens Design and Drafting, Dated 21/05/15 (Amended in Red).*

The applicant has submitted amended elevations showing an increase in the finished surface level for the shop and car park, proposed as a result of soil tests which revealed the presence of extensive boulders and rock, making excavation more difficult. An increase in the finished level will have an impact on the maximum height of the building, however elevations lodged with the request show the building less than 8.5m above ground level at all points.

The proposed increase in levels (of approximately 0.85m) is unlikely to pose a problem in terms of car park and driveway gradients, nor is it considered to create additional adverse visual impact. Notably the landscaping along the eastern boundary will still screen the view of the use once established. The acoustic report submitted in response to the information request assumed a 1.8m acoustic barrier constructed along the boundary, however it was not clear whether this would be constructed at the natural, or modified ground level. It is recommended that this condition (Condition 13) be amended to ensure the barrier is constructed at a 1.8m height relative to the car park surface level.

While the proposed finished surface level is accepted, the submitted elevations do not reflect the visual treatment of the building shown in the approved plans. So as to retain the visual treatment proposed and approved, it is therefore recommended that the applicant be advised that the proposed finished surface level of 13.25AHD is accepted as being “generally in accordance” with the approved plans.

Material Change of Use Condition 2 (Footpaths)

Provision of a two (2) metre wide concrete pedestrian pathway for the full frontage of the development to Charlotte and Harrigan Street. Construction must be to the requirements of the FNQROC Manual.

Response

The applicant does not seek to challenge the construction of the footpath, but requests that construction of the Harrigan Street footpath be deferred until titling of proposed lots 2-6 as part of Stage 2 of the development. The applicant also requests that the footpath be constructed on the eastern side of Harrigan Street rather than the western side on the basis that construction is easier and because it would service additional residential allotments.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

It is considered reasonable to delay construction of the footpath until proposed Lots 2 to 6 are created. A footpath on the western side of Harrigan Street would service the 5 residential allotments and single commercial use proposed as part of this application. A footpath of equal length on the eastern side would service 7 allotments, but only 2 are improved with houses. It is nevertheless noted that the topography of the Harrigan Street Road reserve would make construction of a useable footpath difficult. It would also interfere with the landscaping proposed by the applicant to screen the view of the building.

It is recommended that Condition 2 be amended to require construction of a footpath for the full frontage of Charlotte Street, with an additional condition added to the Reconfiguring a Lot conditions to require construction of a footpath along the eastern side of Harrigan Street prior to the endorsement of survey for proposed Lots 2 to 6. Council's Director Engineering Services has also determined that a section of footpath at the corner of Harrigan and Boundary street will need to be constructed (in addition to the Charlotte Street Frontage) prior to commencement of the Hardware Store. It is recommended that a plan showing the general alignment/location of the corner works be included in the approval.

Material Change of Use Condition 4 (Internal Driveway and Car Parking)

The Development must make provision for thirty-seven (37) car parking spaces to be located generally in accordance with the plan titled PR126133-2 – Concept Store Layout, Issue A, Prepared by RPS, Dated 03/07/15. At least two (2) parking spaces must be designated for persons with disability. Location of additional car parking spaces to be provided at the time of building application. Council will accept a cash contribution of eighteen thousand dollars (6 x \$3,000.00 as per Cook Shire's Fees and Charges Schedule 2015/16) in lieu of provision of the additional six (6) off street car parking spaces if they cannot be provided on site. Such contribution must be paid prior to the issue of the Development Permit for Building Works.

Response

Condition 4 of the Material Change of Use (MCU) component required the applicant to accommodate 37 car parking spaces on site or provide cash in lieu for 6 car parking spaces. Council was concerned that the proposal did not have sufficient car parking to meet the likely parking demand (it provided less than that specified in the acceptable solution of the Parking and Access Code), but rather than delay the decision on the application considered it reasonable to require additional spaces via this condition. The request for negotiated decision includes an amended plan (RPS Drawing No PR126133-7) showing 37 car parks, which (when compared to the approved plan) shows 6 additional parking spaces located along the southern boundary in an area previously shown as landscaping.

The reduction in landscaping at this point is not considered to compromise the overall landscaping intent for the site and a minimum of 4m of landscaping is maintained.

It is recommended that the submitted plan be listed as an approved plan in Condition 1 and that Condition 4 be amended to require parking to be generally in accordance with that plan, which is in compliance with the Planning Scheme.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Condition 13 – (Acoustic Fence)

A 1.8m high acoustic fence is to be provided along the northern boundary of the site and is to be:

- *Constructed of a material with a minimum surface area density of 15kg/m²;*
- *Constructed of an aesthetically pleasing weather-resistant material such as fibre cement, painted or treated timber, brick, concrete or a combination thereof; and*
- *Continuous and gap free.*

On completion, submit to Director Engineering Services, certification from an appropriately qualified consultant that the constructed acoustic barrier complies with the above requirements.

Response

Condition 13 incorrectly requires the construction of an acoustic fence along the northern boundary, whereas the acoustic report submitted by the applicant in response to Council's information request recommended an acoustic fence along the western and southern boundary.

It is recommended that Condition 13 be amended to refer to the western and southern boundaries and to be constructed from the finished surface level of the car park (refer to discussion in relation to Condition 1).

Condition 27: Infrastructure Charges

The applicant is seeking a reduction to the water and sewer infrastructure charges in relation to the shop component, noted on the adopted infrastructure charges notice attached to the approval. The charges are based on Council's previous Planning Scheme Policies because the application was lodged prior to Council's adopted Charges Resolution (No. 1) 2015 coming into force. The charges are calculated based on the amount of gross floor area (GFA) in the case of the water charges and a deemed number of equivalent domestic connections (EDCs) in the case of the sewer charges.

The applicant considers that the water charges to be excessive considering the proposed use. The adopted infrastructure charges resolution for Mareeba Shire Council was used as a comparison. That charges schedule allocates a charge of \$17,260 for a 3 (or more) bedroom dwelling which the applicant considered to represent 1 EDC. The charges schedule also allocates \$84/sqm GFA for a Commercial (Bulky Goods) use, which the applicant considers to be a better description of the proposed use. By dividing \$17,260 by \$84, a figure of 205.47 is obtained, representing the square metre area of Commercial (Bulky Goods) which the applicant says makes up one EDC.

The applicant then seeks that the number of EDCs to be charged by Council be calculated by dividing the GFA of the proposed shop (excluding the internal parking and manoeuvring areas) by 200 (rounding down from 205). This equates to 8.72 EDCs.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

To recognise the relationship between water and sewer usage, the applicant also suggests that an increase of the EDCs charged for sewer from 0.5EDCs nominated in the decision notice to 8.72EDCs would be justified.

The result of the changes described above are:

1. A reduction in the water charge from \$38,454 to \$14,824 (a reduction of \$23,630).
2. An increase in the sewer charge from -\$710 (the credit exceeded the charge) to \$12,382.40 (an increase of \$13,092.40).
3. An overall decrease in charges (consisting of charges minus applicable credits) from \$36,044 to \$24,086.40 (a **decrease of \$11,958**).

If the calculation methodology put forward by the applicant was accepted, but applied to the full GFA of the building (rather than excluding the internal parking area as suggested), the decrease is **\$3,877**.

If Council's Charges Resolution (No.1) 2015 was applied to the development, the overall charges would be over \$122k. The water component would be over \$36k.

A brief review of infrastructure in other Local Governments (Torres Shire Council and Douglas Shire Council) where a specific water charge is allocated to a Commercial (Bulky Goods) use reveals charges of approximately \$50/sqm GFA. If this were to be applied to the total GFA of the proposal, water charges alone would be in the order of \$113k.

The infrastructure charges applied to the original decision are significantly less than what would apply under Council's current policy or the policy in other local government areas in FNQ. On this basis it is **not** recommended that the charges be changed.

1. Recommendation

i) That the request for a Negotiated Decision Notice submitted by Cairns Hardware Company Pty Ltd c/- RPS Australia East Pty Ltd for Reconfiguring a Lot (one (1) into six (6) lots) and a Material Change of Use (Shop) at 48 Charlotte Street, Cooktown (Lot 201 on C17915), be approved in part as follows:

- Material Change of Use Condition 1 (Approved Plan) to be amended in respect of the modified RPS Drawing No PR126133-7) showing 37 car parks.
- Material Change of Use Condition 2 (footpaths) to be amended plus a new Condition 3 (footpaths) be included in the Reconfiguring a Lot conditions.
- Material Change of Use Condition 4 (Internal Driveway and car parking) to be amended to reflect the new car parking provision in accordance with requirements of the Planning Scheme.
- Material Change of Use Condition 13 (Acoustic Fence) to be amended to relate to the finished surface level of the car park.
- Material Change of Use Condition 27 (Infrastructure Charges) to remain unchanged.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

- ii) That Council determine that the proposed finished surface level of 13.25AHD (resulting in an increased building height of .85 metres) is accepted as being “generally in accordance” with the approved plans.
- iii) That the Applicant be issued with the following conditions of approval within the Negotiated Decision Notice:

A. Assessment Manager (COUNCIL) Conditions

(1) Reconfiguring A Lot

Approved Plan

1. The development must be carried out generally in accordance with the following proposal plans except for any modifications required to comply with the conditions of this approval:
 - 126133_4 – Stage 1, Prepared by RPS, Dated 06/07/15.
 - 126133_5 – Stage 2, Prepared by RPS, Dated 06/07/15.

Staging

2. The applicant is able to undertake the staging in any order however must comply with all the conditions in this section of the decision notice prior to the endorsement of the Plan of Survey for either stage.

Footpaths

3. Provision of a two (2) metre wide concrete pedestrian pathway for the full frontage of the development to the eastern side of Harrigan Street is required prior to the sealing of survey for Stage 2. Construction must be to the requirements of the FNQROC Manual.

The remainder of the footpath nature strip on the eastern side of Harrigan Street must be formed, grassed and left in a condition easily mowed.

4. Engineering plans must be submitted for approval by Council’s Director Engineering Services as part of an Operational Works application, prior to works commencing.

Access

5. For Stage 1, access to proposed Lot 1 must be via Charlotte Street and access to proposed Lot 2 must be via Harrigan Street.
6. For Stage 2, access to proposed Lot 1 must be via Charlotte Street and access to proposed Lots 2-6 must be via Harrigan Street.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

7. Access must be constructed prior to the endorsement of the Plan of Survey and is to be bitumen sealed and constructed to the requirements of the FNQROC Manual. Plans showing the location of each access must be submitted to Council's Director – Engineering Services for approval.

Operational Works

8. Prior to construction commencing, Council will require approval of an Operational Works application for the following:
- Footpaths (See Conditions 3 and 4);
 - Accesses including ancillary stormwater drainage (see Conditions 5 and 6);
 - Erosion and sediment control plan for access works; and
 - Any water or sewer main extensions (see Condition 11).

This application will need to include plans prepared by a Registered Professional Engineer Queensland in accordance with the FNQROC Manual that are to the satisfaction of Council's Director Engineering Services.

Council will require that one (1) copy of the design drawings be submitted to Council for preliminary assessment. Three (3) copies of the final design are to be submitted to Council for approval prior to the commencement of the works. On completion of the works, the Council shall require a Certificate of Completion from a Registered Professional Engineer and a set of as constructed plans must be deposited at Council's office.

Electricity Supply

9. Each proposed lot must be connected to the reticulated electricity supply. A Certificate of Electricity Supply from Ergon Energy must be provided to Council by the applicant, prior to Council endorsement of the Plan of Survey.

Telecommunication Supply

10. Evidence from the relevant telecommunication service provider that the telecommunications services can be made available to the proposed lots must be submitted to Council prior to endorsement of the Survey Plan.

Services

11. The approved lots shall be connected to Council's reticulated water supply in accordance with Council's Development Standards and to the satisfaction of the Council's Director Engineering Services prior to the signing and sealing of the Survey Plan.
12. The approved lots shall be connected to Council's reticulated sewerage system in accordance with Council's Development Standards and to the satisfaction of the Council's Director Engineering Services prior to the endorsement of the Survey Plan.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

13. Any sewerage and water main extensions or upgrades must be designed and constructed in accordance with the FNQROC Manual requirements at full cost to the applicant. Engineering Plans must be submitted for approval by Council's Director Engineering Services as part of an Operational Works application prior to works commencing.

Lawful Point of Discharge

14. The applicant/owner must ensure that the flow of all external stormwater from the property is directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream from the development, all to the requirements and satisfaction of Council's Director Engineering Services.

In particular, new lots shall be drained to the road frontages, drainage easements or drainage reserve and discharged to the existing drainage system.

OR

Submit to Council, written agreement from the owners of downstream properties for the discharge of stormwater from the site through the affected properties to a lawful point of discharge.

Public Utilities

15. The developer is responsible for the cost of any alterations to public utilities as a result of complying with the Conditions of this approval.
Utilities design must be in accordance with the FNQROC Development Manual D8 Operational Works Design Guidelines "Utilities".

Compliance

16. All relevant Conditions of this Development Permit are to be complied with prior to the Plan of Survey being submitted to Council for endorsement.

Outstanding Charges

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

Infrastructure Charges

18. Infrastructure charges for water, sewerage and parks must be paid to Council prior to the sealing of Plan of Survey for each stage as indicated on the attached Adopted Infrastructure Charges Notice at the rate applicable at the time of payment.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Signing and Sealing

19. The reconfiguration of a lot approved authorized by this Development Permit must be completed and the Plan of Survey submitted to Council for endorsement within four (4) years from the commencement of this approval or this approval will lapse.

(2) Material Change of Use

Approved Plan

1. The development must be carried out generally in accordance with the following proposal plans except for any modifications required to comply with the conditions of this approval:

- PR126133-2 – Concept Store Layout, Issue A, Prepared by RPS, Dated 03/07/15;
- 126133_03 – Project, Locality Landscape Vision, Prepared by RPS, Dated 03/06/15;
- PR126133-5 – Concept Store Layout, Issue A, Prepared by RPS, Dated 03/07/15;
- 15-745 Sheet 03 – Elevations, Prepared by TS Adil & Associates, Dated 21/05/15 (Amended in Red);
- 15-745 Sheet 03 – Elevations (Building Colours), Prepared by Brad Owens;
- PR126133-7 – Proposed Car Parking Plan, Prepared by RPS, Dated 12/10/15; and
- Harrigan/Boundary Footpath Plan, dated 09/11/15.

Footpaths

2. Provision of

- a two (2) metre wide concrete pedestrian pathway for the full frontage of the development to Charlotte Street; and
- a two (2) metre wide concrete pedestrian pathway to the corner of Harrigan/Boundary Street, generally in accordance with the attached Harrigan/Boundary Footpath Plan dated 09/11/15.

Construction must be to the requirements of the FNQROC Manual.

The remainder of the footpath nature strip must be formed, grassed and left in a condition easily mowed.

3. Engineering plans must be submitted for approval by Council's Director Engineering Services as part of an Operational Works application, prior to works commencing.

Internal Driveway and Car Parking

4. The Development must make provision for thirty-seven (37) car parking spaces to be located generally in accordance with the plan titled PR126133-7 – Proposed Car Parking Plan, Prepared by RPS, Dated 12/10/15. At least two (2) parking spaces must be designated for persons with disability.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

5. Traffic calming devices (speed bumps or similar) are to be provided within the car parking area to assist in limiting the speed of vehicles within the site.
6. Construction of internal driveways and car parking must be to the requirements of the FNQROC Manual. Car parking spaces and internal driveways must be sealed with either bitumen or concrete. Car parking spaces must be line marked and comply with the Australian Standard. Engineering drawings must be submitted for approval by Council's Director Engineering Services prior to works commencing.

Retaining Walls

7. All retaining walls including the footings must be located wholly within the property boundary of the site where works are occurring. Retaining walls to stabilise excavation must accommodate subsoil drainage without encroachment into the neighbouring property.
8. Retaining walls in excess of 1.0m in height must be designed and certified by a Registered Professional Engineer Queensland and have building approval.

Operational Works

9. Prior to construction commencing, Council will require approval of an Operational Works application for the following:
 - Footpaths (see Condition 2);
 - Stormwater management (see Condition 18);
 - Excavation and Filling; and
 - Any water main or sewerage main extensions (see Condition 17).

This application will need to include plans prepared by a Registered Professional Engineer Queensland in accordance with the FNQROC Manual that are to the satisfaction of Council's Director Engineering Services.

Council will require that one (1) copy of the design drawings be submitted to Council for preliminary assessment. Three (3) copies of the final design are to be submitted to Council for approval prior to the commencement of the works. On completion of the works, the Council shall require a Certificate of Completion from a Registered Professional Engineer and a set of as constructed plans must be deposited at Council's office.

Certificate and Maintenance

10. Upon completion of the works subject to the requirement for an Operational Works application in Condition 9 of this approval, a certificate from a qualified engineer is to be submitted to Council stating that the works have been carried out properly and in accordance with the plans and specifications approved by Council.

The certificate shall set out the full engineering details of the works as completed.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Construction Waste Management Plan

11. The applicant is to prepare and submit to the Council a Construction Waste Management Plan. The plan is to be approved by the Director Planning and Environment Services before the development permit for the building works is issued and is to be implemented prior to the commencement of the use.

Landscaping

12. The Applicant is to undertake the landscaping in accordance with the approved plan prior to the commencement of the use. Landscaping shall be maintained at all times.

Acoustic Fence

13. A 1.8m high acoustic fence (relative to the finished surface level of the car park) is to be provided along the western and southern boundary of the site and is to be:

- Constructed of a material with a minimum surface area density of 15kg/m²;
- Constructed of an aesthetically pleasing weather-resistant material such as fibre cement, painted or treated timber, brick, concrete or a combination thereof; and
- Continuous and gap free.

On completion, submit to Director Engineering Services, certification from an appropriately qualified consultant that the constructed acoustic barrier complies with the above requirements.

Air Conditioning

14. Air conditioners shall be designed, selected, located and installed to achieve no more than 40 dB(A) at the closest sensitive receptor. Evidence is to be provided to the Director Planning and Environment prior to commencement of the use.

Operating Hours

15. Operating Hours are limited to:

- Monday to Friday - 7am to 5:30pm
- Saturday – 8am to 4pm
- Sunday – 9am to 4pm

Unless otherwise approved by Council.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Services

16. The proposal is to be connected to the reticulated water system, reticulated sewerage system and electricity supply at time of construction at full cost to the applicant. Electricity connection is to be via underground power.
17. Sewerage and Water Main extensions or upgrades must be designed and constructed in accordance with the FNQROC Manual requirements at full cost to the applicant. Engineering plans to be submitted for approval by Council's Director Engineering Services as part of an Operational Works application prior to works commencing.

Storm Water

18. Storm water must be directed to a legal point of discharge to the satisfaction of Council's Director Engineering Services. A Stormwater Management Plan must be provided for approval by Council's Director Engineering Services as part of an Operational Works application prior to the issue of a Development Permit for Building Works.

Refuse

19. Refuse storage areas are to be screened from view from the road in an area easily accessible to a refuse collection vehicle

Noise and Dust

20. The Applicant must ensure that during the construction stage no nuisance is caused to the surrounding properties by way of noise or dust emissions.

Public Utilities

21. The developer is responsible for the cost of any alterations to public utilities as a result of complying with the Conditions of this approval.

Utilities design must be in accordance with the FNQROC Development Manual D8 Operational Works Design Guidelines "Utilities".

Servicing Management Plan

22. Prior to the issue of a Development Permit for Building Works, the Applicant must submit a Servicing Management Plan for the site for approval by Council's Director Engineering Services. The Servicing Management Plan must document:
 - The number and type of vehicles servicing the site;
 - The timing of service deliveries to the site;

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

- Driver protocols to ensure residential amenity in the immediate locality is protected and the traffic efficiency and safety of Charlotte Street traffic (including vehicular access to nearby businesses) is not adversely affected; and
- The route for service delivery to occur.

Any variation to the approved Servicing Management Plan must be first agreed to in writing by Council's Director Engineering Services.

Environmental

23. The applicant must ensure that no sand, soil or silt runoff occurs from the site during the construction and operational phase of the development.
24. No State Declared or environmental pest plants and pest animals are to be introduced onto the property. The applicant/owner shall be responsible for the complete removal and destruction of any noxious weed or plants existing on the land the subject of the Development Permit.

Compliance

25. All relevant Conditions of this Development Permit are to be complied with prior to the use commencing.

Outstanding Charges

26. All rates, service charge, interest and other charges levied on the land are to be paid prior to the use commencing.

Infrastructure Charges

27. Infrastructure charges for water, sewerage and parks must be paid to Council at the time of application to carry out building works as indicated on the attached Adopted Infrastructure Charges Notice at the rate applicable at the time of payment.

Currency Period

28. The currency period for this application is four (4) years. Should the approved Shop not be established within this time, the approval shall lapse.

B. Assessment Manager (COUNCIL) Advice

A development permit is required for carrying out Building works and a Plumbing and Drainage approval/compliance permit is required for Plumbing and Drainage works prior to construction of any works assessable under the *Building Act 1975* associated with this development.'

Appendix A'

AGENDA AND BUSINESS PAPERS

16, 17, 18 NOVEMBER 2015



AGENDA AND BUSINESS PAPERS

16, 17, 18 NOVEMBER 2015



AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

IMPORTANT NOTE
 This plan was prepared as a concept plan only and is not intended to be used for any other purpose. All lots, areas and dimensions are approximate and subject to relevant outline, survey, engineering and Government approvals. No reliance should be placed on the plan and RPS Australia Pty Ltd accepts no responsibility for any loss or damage suffered (however arising) by any person who may rely on this plan.

SCALE: 1:500 IS APPLICABLE ONLY TO THE ORIGINAL SHEET SIZE (A3)

0 5 10 15 20 25
 METRES

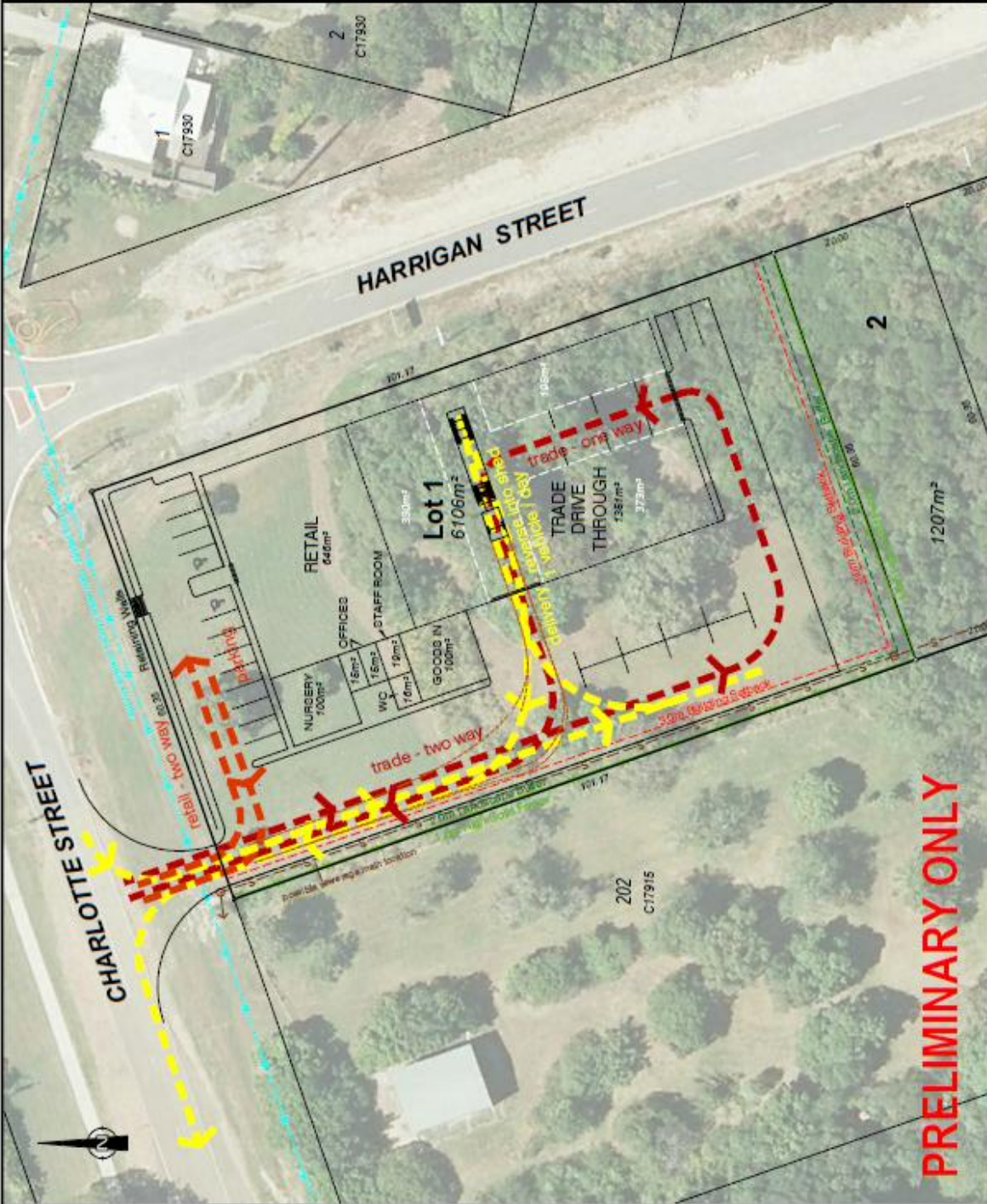
PROJECT NUMBER		150189	
CLIENT		RPS	
PROJECT NAME		RPS 2015/03/01/001	
DATE		15/03/15	
DRAWN BY		A3	
CHECKED BY		1	
APPROVED BY		1	

RPS
 5008 AUSTRALIAN ROAD PTY LTD
 ACN 146 280 782
 125 AUBURN ST
 PO BOX 7048
 COOKTOWN QLD 4870
 T +61 7 4627 1228
 F +61 7 4627 1229
 WWW.RPSAUSTRALIA.COM.AU
 RPS AUSTRALIAN ROAD PTY LTD

Cairns Hardware Pty Ltd

CONCEPT STORE LAYOUT
 Proposed Lot 1
 Part of Lot 201 on C17915
 Carr McIvor Road & Harrigan Street
 Cooktown

SCALE: 1:500
 DRAWN BY: 3/7/2015
 SHEET: PR126133-2 A



PRELIMINARY ONLY

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**



Disclaimer

This document is a conceptual landscape plan and is not a contract. It is intended to provide a visual representation of the proposed landscape design. The design is subject to change without notice. The client is responsible for obtaining all necessary permits and approvals. The design is based on the information provided by the client and is not a guarantee of performance. The design is not a substitute for professional advice. The design is not a warranty of any kind. The design is not a representation of any kind. The design is not a statement of any kind. The design is not a promise of any kind. The design is not a contract of any kind. The design is not a binding agreement of any kind. The design is not a legal document of any kind. The design is not a financial instrument of any kind. The design is not a security of any kind. The design is not a derivative of any kind. The design is not a commodity of any kind. The design is not a contract for the sale of goods or services of any kind. The design is not a contract for the performance of any kind of work of any kind. The design is not a contract for the provision of any kind of services of any kind. The design is not a contract for the use of any kind of property of any kind. The design is not a contract for the use of any kind of intellectual property of any kind. The design is not a contract for the use of any kind of information of any kind. The design is not a contract for the use of any kind of technology of any kind. The design is not a contract for the use of any kind of data of any kind. The design is not a contract for the use of any kind of software of any kind. The design is not a contract for the use of any kind of hardware of any kind. The design is not a contract for the use of any kind of network of any kind. The design is not a contract for the use of any kind of system of any kind. The design is not a contract for the use of any kind of platform of any kind. The design is not a contract for the use of any kind of application of any kind. The design is not a contract for the use of any kind of service of any kind. The design is not a contract for the use of any kind of product of any kind. The design is not a contract for the use of any kind of solution of any kind. The design is not a contract for the use of any kind of strategy of any kind. The design is not a contract for the use of any kind of process of any kind. The design is not a contract for the use of any kind of method of any kind. The design is not a contract for the use of any kind of technique of any kind. The design is not a contract for the use of any kind of approach of any kind. The design is not a contract for the use of any kind of framework of any kind. The design is not a contract for the use of any kind of model of any kind. The design is not a contract for the use of any kind of tool of any kind. The design is not a contract for the use of any kind of instrument of any kind. The design is not a contract for the use of any kind of device of any kind. The design is not a contract for the use of any kind of equipment of any kind. The design is not a contract for the use of any kind of machinery of any kind. The design is not a contract for the use of any kind of apparatus of any kind. The design is not a contract for the use of any kind of machine of any kind. The design is not a contract for the use of any kind of system of any kind. The design is not a contract for the use of any kind of platform of any kind. The design is not a contract for the use of any kind of application of any kind. The design is not a contract for the use of any kind of service of any kind. The design is not a contract for the use of any kind of product of any kind. The design is not a contract for the use of any kind of solution of any kind. The design is not a contract for the use of any kind of strategy of any kind. The design is not a contract for the use of any kind of process of any kind. The design is not a contract for the use of any kind of method of any kind. The design is not a contract for the use of any kind of technique of any kind. The design is not a contract for the use of any kind of approach of any kind. The design is not a contract for the use of any kind of framework of any kind. The design is not a contract for the use of any kind of model of any kind. The design is not a contract for the use of any kind of tool of any kind. The design is not a contract for the use of any kind of instrument of any kind. The design is not a contract for the use of any kind of device of any kind. The design is not a contract for the use of any kind of equipment of any kind. The design is not a contract for the use of any kind of machinery of any kind. The design is not a contract for the use of any kind of apparatus of any kind. The design is not a contract for the use of any kind of machine of any kind.

Plant Palette

Trees

Shrubs



Project: Locality Landscape Vision

RPS

18 July 2015 | Project No. 120203

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015



North east elevation (installation)



North east elevation (>5 years)


RPS
1000 West 10th Street
Suite 100
Portland, OR 97204
Tel: 503.253.1000
Fax: 503.253.1001
www.rps.com


Cooktown Hardware, Cooktown
Landscape Vision

PRELIMINARY FOR DISCUSSION PURPOSES ONLY

Scale as shown | 08 June 2015 | Project No. 128132_04

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

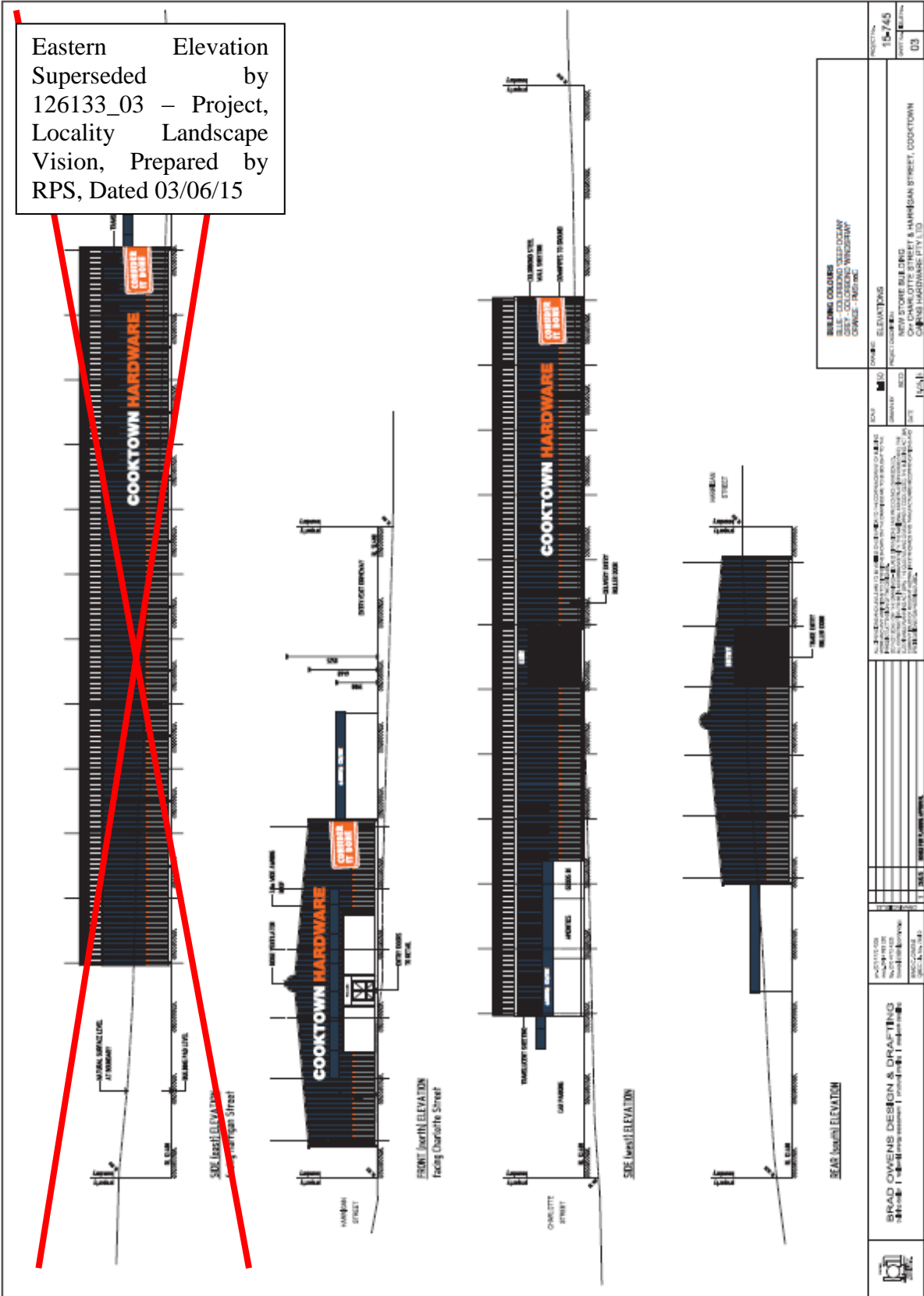
Eastern Elevation
 Superseded by
 126133_03 – Project,
 Locality Landscape
 Vision, Prepared by
 RPS, Dated 03/06/15



 BRAD OWENS DESIGN & DRAFTING 1000 S. W. 10th Street, Suite 100 Fort Lauderdale, FL 33304 Phone: (954) 571-1111 Fax: (954) 571-1112 Email: info@bradowens.com	PROJECT NO. 15-745 SHEET NO. 03
	DATE: 01/09/15 DRAWN BY: BOG CHECKED BY: BOG PROJECT: ELEVATION PROJECT NO.: 15-745 PROJECT NAME: NEW STORE BUILDING ON CHARLOTTE STREET & HARRISAN STREET - COOKTOWN CLIENT: CFPS DEVELOPMENT, LLC

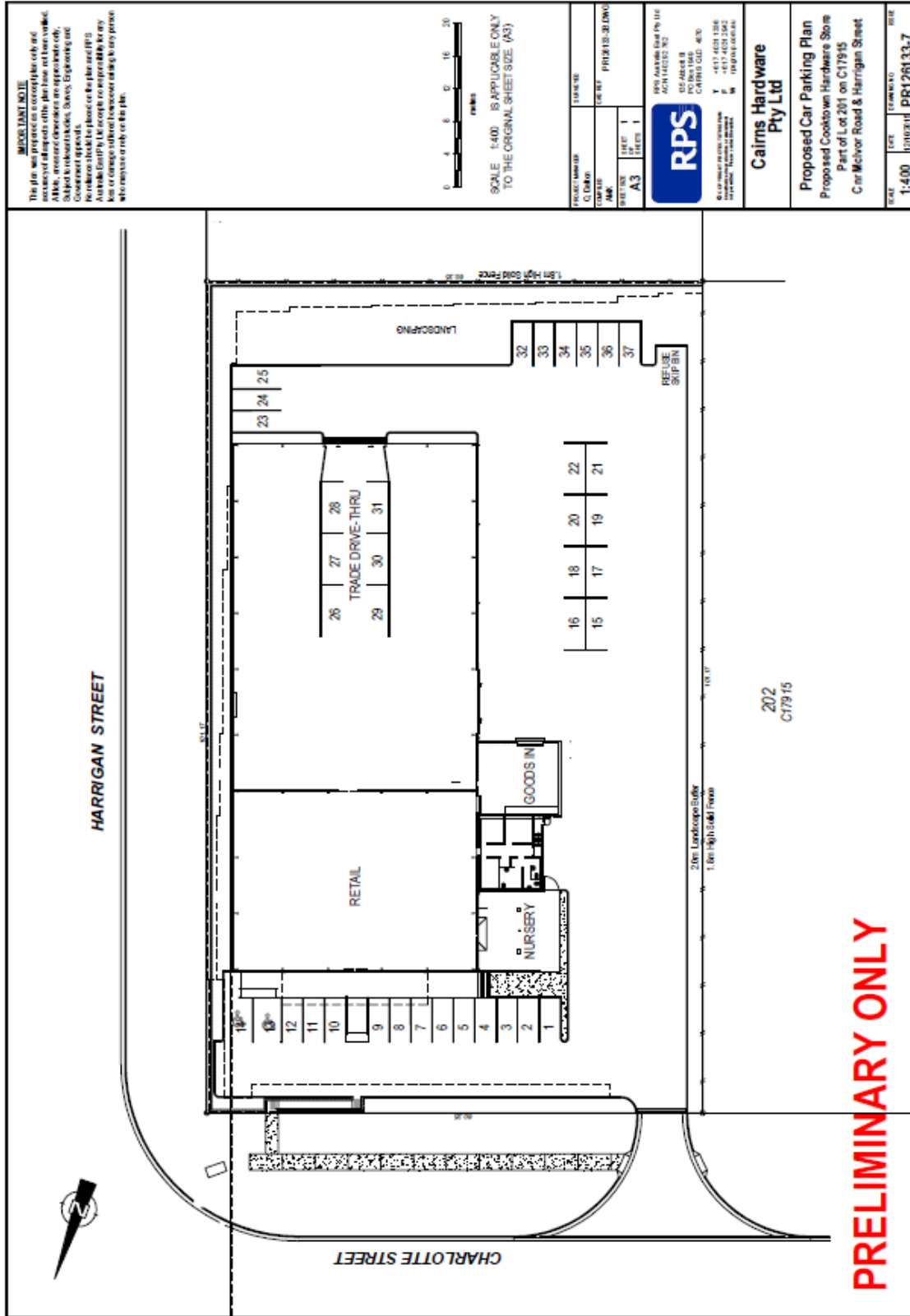
AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Eastern Elevation
 Superseded by
 126133_03 – Project,
 Locality Landscape
 Vision, Prepared by
 RPS, Dated 03/06/15



BRAD OWENS DESIGN & DRAFTING ARCHITECTS 10/100 HARGRAVE STREET, COOKTOWN QLD 4850 PH: 07 4781 1111 WWW.BODDYPARTS.COM.AU	PROJECT NO: 126133_03 SHEET NO: 03
	PROJECT NAME: NEW STORE BUILDING CLIENT: COOKTOWN HARDWARE PTY LTD
DRAWN BY: [Name] CHECKED BY: [Name] DATE: [Date]	SCALE: 1:100 DATE: [Date]
PROJECT LOCATION: COOKTOWN HARDWARE PTY LTD, 10/100 HARGRAVE STREET, COOKTOWN, QLD 4850	PROJECT NO: 126133_03 SHEET NO: 03

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015



**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**



‘Harrigan/Boundary Footpath Plan’

09/11/15

‘Appendix B’

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Our ref: LM:DA/3458
Your ref: PR126133

22 September 2015

Cairns Hardware Company Pty Ltd
c/- RPS Australia East Pty Ltd
PO Box 1949
CAIRNS QLD 4870
Attention: Owen Dalton

Dear Mr Dalton

ADOPTED INFRASTRUCTURE CHARGES NOTICE
DEVELOPMENT APPLICATION DA/3458
48 CHARLOTTE STREET, COOKTOWN

Proposal: Reconfiguring a Lot (1 into 6 lots) and Material Change of Use (Shop)

Applicant: Cairns Hardware Company Pty Ltd
c/- RPS Australia East Pty Ltd
PO Box 1949
CAIRNS QLD 4870

Location of Site: 48 Charlotte Street, Cooktown

Real Property Description: Lot: 201 on C17915

Type of Development: Reconfiguring a Lot & Material Change of Use

1) Reconfiguring a Lot (Stage 1)

Infrastructure Charges Calculation:

Development Class	Charge	Unit of Measure	No of Units	Amount of Charge
Reconfiguring a Lot	\$1,700 (Water)	Lots/deemed number of equivalent domestic connections	2	\$3,400.00
Reconfiguring a Lot	\$1,420 (Sewer)	Lots/deemed number of equivalent domestic connections	2	\$2,840.00

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Reconfiguring a Lot	\$900 (Open Space)	Lots/deemed number of equivalent domestic connections	2	\$1,800.00
Total Charges				\$8,040.00

Credit Calculation:

Development Class	Charge	Unit of Measure	No of Units	Amount of Charge
Reconfiguring a Lot	\$1,700 (Water)	Lots/deemed number of equivalent domestic connections	1	\$1,700.00
Reconfiguring a Lot	\$1,420 (Sewer)	Lots/deemed number of equivalent domestic connections	1	\$1,420.00
Reconfiguring a Lot	\$900 (Open Space)	Lots/deemed number of equivalent domestic connections	1	\$900.00
Total Credit				\$4,020.00

Net Adopted Infrastructure Charges Summary:

Total Adopted Charge	Total Credit	Total Infrastructure Charge
\$8,040.00	\$4,020.00	\$4,020.00

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

2) Reconfiguring a Lot (Stage 2)

Infrastructure Charges Calculation:

Development Class	Charge	Unit of Measure	No of Units	Amount of Charge
Reconfiguring a Lot	\$1,700 (Water)	Lots/deemed number of equivalent domestic connections	5	\$8,500.00
Reconfiguring a Lot	\$1,420 (Sewer)	Lots/deemed number of equivalent	5	\$7,100.00

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

		domestic connections		
Reconfiguring a Lot	\$900 (Open Space)	Lots/deemed number of equivalent domestic connections	5	\$4,500.00
Total Charges				\$20,100.00

Credit Calculation:

Development Class	Charge	Unit of Measure	No of Units	Amount of Charge
Reconfiguring a Lot	\$1,700 (Water)	Lots/deemed number of equivalent domestic connections	1	\$1,700.00
Reconfiguring a Lot	\$1,420 (Sewer)	Lots/deemed number of equivalent domestic connections	1	\$1,420.00
Reconfiguring a Lot	\$900 (Open Space)	Lots/deemed number of equivalent domestic connections	1	\$900.00
Total Credit				\$4,020.00

Net Adopted Infrastructure Charges Summary:

Total Adopted Charge	Total Credit	Total Infrastructure Charge
\$20,100.00	\$4,020.00	\$16,080.00

3) Material Change of Use

Development Class	Charge	Unit of Measure	No of Units	Amount of Charge
Material Change of Use	\$1,700 (Water)	Deemed number of equivalent domestic connections	22.62	\$38,454.00
Material Change of Use	\$1,420 (Sewer)	Deemed number of equivalent domestic connections	0.5	\$710.00
Total Charges				\$39,164.00

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Credit Calculation:

Development Class	Charge	Unit of Measure	No of Units	Amount of Charge
Material Change of Use	\$1,700 (Water)	Lots Deemed number of equivalent domestic connections	1	\$1,700.00
Material Change of Use	\$1,420 (Sewer)	Deemed number of equivalent domestic connections	1	\$1,420.00
Total Credit				\$3,120.00

Net Adopted Infrastructure Charges Summary:

Total Adopted Charge	Total Credit	Total Infrastructure Charge
\$39,164.00	\$3,120.00	\$36,044.00

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

Due Date for Payment:

Payment of the total infrastructure charge must be made at the time the Plan of Survey is provided to Council for its endorsement (Reconfiguring a Lot per stage) or at the time of application to carry out building works on the subject site (Material Change of Use)

Payment Details:

Payment of the adopted infrastructure charge must be made to Cook Shire Council

Goods and Services Tax

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

Adopted Infrastructure Charge is Subject to Price Variation

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

This notice will lapse if the development approval stops having effect

RIGHTS OF APPEAL:

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

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

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

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

Yours faithfully

Mark Marziale
Director Planning and Environment Services

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES

ED1	COMMUNITY AND ECONOMIC DEVELOPMENT GRANT PROGRAM 2015/2016 – ROUND 1	
	<i>Report No.D15/20480 from Director Economic Development & Community Services</i>	

Précis

Community and Economic Development Grant Program 2015/2016 – Round 1

Background/History

Council’s Community and Economic Development Grant Program combines and replaces previous Community Development and Economic Development Grant Programs. The aim of the new grant program is to provide assistance to the residents of Cook Shire through funding for activities that promote community and/or economic development within the region.

Community Development Grants aim to provide assistance to not-for-profit organisations, groups and individuals who make a positive contribution to the quality of life of the community or offer benefit to the Shire as a whole, through project activities and events.

Economic Development Grants aim to provide assistance for eligible organisation, groups or individuals to conduct projects activities and events that will result in a demonstrated economic benefit for the Cook Shire region.

Two rounds are on offer for 2015/2016.

Eight applications were received for Community Development category up to \$2,000.
Four applications were received for Economic Development category up to \$5,000.

Program 2015/2016 have been received and assessed – see table below.

Assessment Process

All applications are assessed against the following criteria:

Eligible applicants:

- An organisation that has a majority of members based within Cook Shire; and
- Is a properly constituted not-for-profit organisation; or
- Is a properly constituted for-profit organisation (where the intended project will not return a direct profit to the applicant; or
- Is a charitable organisation registered or sanctioned under the Collections Act 1966; or
- Is a properly constituted not-for-profit organisation acting as auspice for an individual or unincorporated group.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

The criteria for assessment are:

1. How well the application aligns with Council's grant priority areas, corporate and operational plans
2. The ability of the applicant to deliver the project, activity or event
3. The level of demonstrated need for the project, activity or event and benefits to the community
4. Evidence of effective consultation and partnerships undertaken during the project development
5. The level of community support for the project, activity or event

Objectives for this round are:

Community Development

- Improve the capacity and wellbeing of the Cook Shire Community
- Improve the quality and opportunities for use of public space across the region
- Increase and encourage active community participation

Economic Development

- Improve the Cook Shire Council regional economy through immediate, medium and long term achievements
- Provide opportunities for business success, economic development and economic diversity across the region
- Expand organisations' capacity to provide ongoing services that directly influence our regional economy

Priority areas for this round are:

Community Development

- Succession planning – programs to increase participation, attracting new members and volunteers
- Business planning for not for profit organisations

Economic Development

- Combined tourism initiatives
- Buy local programs for local agriculture products
- Feasibility study for Emissions Reduction Scheme

Applications are capped at \$2,000 and \$5,000 in a financial year, per organisation

Background/History

Nil

Link to Corporate Plan

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

STRATEGIC DIRECTION

- 4.1 Leadership and Governance: activities that enable Council to progress long term community planning
- 4.2 Environmental Wellbeing: natural environment, environmental health services and sustainable development
- 4.3 Active, Creative and Connected: sports and play, cultural vitality and our clubs and organisations
- 4.4 Safe, Healthy and Inclusive: feeling safe at home and during emergencies, health and allied services, and services and facilities affecting equity groups
- 4.5 Identity and Integrity: recognising that the lifestyle and character of the people is strongly connected to the history and sense of place
- 4.6 Infrastructure, Transport and Services: hard infrastructure for communications, roads, airports, ports, our transport options and the waste management, water supply, electricity and sewerage services
- 4.7 Economic Wellbeing: activities that bring improvements in financial status across the whole Shire

ASSESSMENT OUTCOMES

Community Development Grants - \$2000

Applicant organisation	Funding request	Eligibility	Funding recommendation	Project summary and comments
Cape York Folk Club	\$1,700	Properly constituted organisation	Nil	Hold two music events during the year to attract new volunteers for Wallaby Creek Festival. <i>While the project aligns with Council's grant priority area of succession planning there were no letters of support supplied and no evidence of consultation or community support for the event (primary assessment criteria four and five).</i>
Clean Up Cape York	\$ 2,000.00	Properly constituted organisation in progress (charity registration)	\$2,000	Public education including in-car clean up kits aimed to reduce litter and encourage travellers to clean up litter in Cape York focusing on areas considered tourist attractions such as the Old Telegraph Track. <i>Project aligns with Council's grant priority area of business planning as well as Council's environmental wellbeing strategic direction. Applicant has formed partnerships and consulted with some key stakeholders and provided details of a strong need for this project and growing support of the initiative both within the community and at a national level.</i>
Cooktown Community Church	\$1041.60	Properly constituted organisation	Nil	Cooktown carols by candlelight. <i>Support letters no included with application and no evidence of the level of</i>

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

				<i>community support for the event (primary assessment criteria five). Recommend applicant reappplies for a later round with evidence of community support for the event.</i>
Cooktown Multicultural Festival Association Incorporated	\$2,000	Properly constituted organisation	Nil	Engage with the community through initiating and participating in social, cultural and educational activities through a Multicultural Festival to be held on 27 February 2016. <i>Application does show clear evidence of alignment with Council's grant priority areas (primary assessment criteria one). The level of ability of the applicant to deliver the event is questionable due to the event being cancelled last year and funding application withdrawn (primary assessment criteria two). Recommendation for applicant to reapply in next round addressing these criteria.</i>
Cooktown PCYC	\$2,000	Properly constituted organisation	Nil	A free community Christmas party to be held at PCYC as part of the Twelve Days of Christmas Program. <i>Application does not show clear evidence of alignment with Council's grant priority areas (primary assessment criteria one) and while it does meet other selection criteria preference is given to organisations which currently do not receive any financial assistance from Cook Shire Council as per application guidelines. Recommendation for applicant to ask a small admission fee for event.</i>

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

Cooktown State School P-12 Parents and Citizens Association	\$1,990.00	Properly constituted organisation	\$1,990.00	Purchase of multiple shaded table and seating structures from a local supplier to be installed within the grounds of both primary and secondary school areas. <i>While application does not fall into priority areas for this round it meets most requirements for primary selection criteria to a high standard.</i>
QCWA Cooktown Branch	\$1,951.00	Properly constituted organisation	\$1,951.00	Purchase of advertising banners to attach to front of hall to highlight and improve visibility plus a large refrigerator to increase cold storages space. <i>Application meets all primary selection criteria to a high standard including priority area of succession planning.</i>
Rossville Rural Fire Brigade	In Kind	Properly constituted organisation	Nil	Complete ground works needed to construct a training room and amenities at the RFB station. In kind support of hard fill and machinery requested. <i>While the application meets the priority area of succession planning the applicant is unable to supply a cost at this time due to willingness to work with Council when machinery is in the area. Recommendation that applicant apply for in-kind support through Engineering department.</i>

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

ASSESSMENT OUTCOMES

Economic Development Grants - \$5000

Applicant organisation	Funding request	Eligibility	Funding recommendation	Project summary and comments
Australia Pacific Lodges P/L	\$5,000.00	Properly constituted organisation	\$5,000.00	Purchase of equipment and redevelopment of indemnity form for both Mungumby and Cooktown Mountain Bike events. <i>Project meets all primary selection criteria to a high standard.</i>
Cooktown Chamber of Commerce	\$5,000.00	Properly constituted organisation	\$5,000.00	Purchase of display materials to further promote Cooktown and the Cooktown regional tourism booklet at trade shows and tourism establishments. <i>Project meets all primary selection criteria to a high standard.</i>
FNQ Aquaponics	\$5,000.00	Properly constituted organisation	Nil	Purchase of equipment to enhance existing local commercial aquaponic system to supply organic food to the community through community markets and online sales. <i>While the project meets with priority area of local buy programs and local agriculture products the project appears to be a commercial venture that solely benefits a single business or narrow collective of interests. Recommendation to reapply for next round addressing this in more detail.</i>
Wawu Dabaar Teaching Circle	\$5,000.00	Auspice by Gungarde Aboriginal Corporation	\$2,000.00 Partial funding	An initiative to bring community members together to create resources that document Indigenous identity and history. Delivery

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

				<p>of 300 books and workshops at schools. <i>The project aligns more with a community development project than an economic development project. Partial funding of printing of books and teaching aids (\$2,000) recommended in line with funding for Community Development Grants.</i></p>
--	--	--	--	---

Consultation

Applications have been assessed by the Economic Development and Community Services team, with consultation to other departments as required

Legal Implications (Statutory, basis, legal risks)

Nil

Policy Implications

Nil

Financial and Resource Implications (Budgetary)

Total budget for donations 2015-2016	\$ 40,000.00
Round one recommendations	\$ 17,941.00
Balance remaining	- \$ 22059.00

Recommendation

That Council approve the following applications to Round1 of the Community and Economic Development Grants Program, 2015/2016:

- Clean Up Cape York - \$2,000.00
- Cooktown State School P-12 Parents and Citizens Association - \$1,990.00
- QCWA Cooktown Branch - \$1,951.00
- Australia Pacific Lodges P/L - \$5,000.00
- Cooktown Chamber of Commerce - \$5,000.00
- Wawu Dabaar Teaching Circle – partial funding \$2,000.00

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

ED2	RADF ADVISORY COMMITTEE ASSESSMENT OF FUNDING ROUND 1 – 2015/2016	
	<i>Report No.D15/20493 from Arts and Cultural Officer</i>	

Precis

The Regional Arts Development Fund (RADF) Advisory Committee met on Thursday 5 November 2015 at the Cook Shire Council to assess Round 1 funding applications for 2015/2016. The meeting commenced at 12:10pm and ended at 2:26pm.

This was the first meeting of the renewed committee. Waratah Nicholls has declined a position on the committee and the members, as approved by Council, are now as follows:

- Cr Kaz Price (Chair)
- John James
- Jody Andrews
- Joanne Reuben
- Faewyn Eecen
- Sarah Greaves

Tenure for all current members, except for Council’s representative as committee Chair, is for three years until November 2018 unless they choose to step down.

RADF Applications

The following applications were received:

Applicant	Amount Requested	Category applied for	Project Summary
Dr Kate Costigan	\$4,018.00	Community Skill Development	<i>Description of Project - Grant will be used towards the costs of holding a workshop focusing on writing and editing skills, developing networks and strategies for promotion, sales and successful self publication.</i>
60s and Better Program	\$1,380.00	Community Skill Development	<i>Description of Project - Grant will be used towards the costs of delivering a 12 week drumming circle program.</i>

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

RADF Committee Recommendations:

Successful applications

1. 60s and Better Program

Description of Project – Grant will be used towards the costs of delivering a 12 week drumming circle program.

Benefits to the community –

- Community skill development in the use of musical instruments.
- Increased emotional and physical wellbeing including reduced stress, increased self esteem, and improved coordination and motor skills.
- Social outcomes including social inclusion and fostering of communication and cooperation amongst attendees.

RADF Committee comments:

An excellent program which provides great artistic and wellbeing opportunities for the community. Application includes significant in kind support from applicant.

Recommendation: Fully approved \$1,380.00

RADF Category 2. Community Skill Development

For community groups to engage a professional artist or artsworker to work with them on developing their arts practice, to run arts development workshops or community projects which have a significant skill development component.

- RADF grants will support travel, accommodation and fees associated with employing professional artists or artsworkers to work on community projects or workshops in the local community.
- Assistance is available for up to 85 per cent of the total costs of the project or workshop for individual applicants and up to 75 per cent for groups and organisations.
- Generally RADF funding cannot be used to hold the same activity more than once. An EXCEPTION may be made if it can be adequately demonstrated that a new level of skill and/or a new audience will be reached.

Applications still under consideration

The RADF Committee would like to work with applicant Dr Kate Costigan to refine her project to better suit the needs of the community.

When finalised, Committee recommendations for this project will be submitted to Council for approval.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Policy Linkages

Links to Arts and Cultural Policy:

- 1. Council recognises that arts and culture plays an important role in individual and community wellbeing and the formation and expression of identity.**

Council will encourage, facilitate and support:

- 1.1. participation;
- 1.2. diversity in arts, cultural and heritage activities; and
- 1.3. accessibility and inclusiveness.

- 2. Council recognises that arts and culture play an important role in economic diversification, growth and development.**

Council will encourage, facilitate and support:

- 2.1. cultural and heritage tourism;
- 2.2. improved standards and best practice in art form skills, organisational governance and enterprise readiness;

- 3. Council will take an active role in promoting and protecting our cultural and heritage assets.**

- 3.1. Council will encourage, facilitate and support community groups assisting with the preservation of the Shire's cultural heritage.

Links to Corporate Plan:

4.3.1 c) Support and advocacy for community groups, clubs, societies and organisations.

4.3.1 d) Support and advocacy for events and festivals and arts and cultural endeavours.

4.5.1 a) Support and advocacy for groups and statutory planning endeavours that further the preservation of the Shire's cultural heritage.

4.5.3 a) Support community management with reference to cultural heritage endeavours.

4.3.1 d) Recognition of diversity within the shire's community whilst valuing and encouraging equity and inclusiveness.

Consultation

Regional Arts Development Fund Committee

Legal Implications (Statutory, basis, legal risks)

Nil

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Policy Implications

Nil

Financial and Resource Implications (Budgetary)

The available funds for Round 1 applications are \$20,000.00.

RECOMMENDATION

60s and Better Program

\$1,380.00

Dr Kate Costigan

To be advised

That Council endorses and approves the RADF Advisory Committee recommendations as contained in Report for Round 1 2015/2016 RADF Funding.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

ED3	COOK SHIRE AUSTRALIA DAY AWARDS 2016	
	<i>Report No.D15/20546 from Director Economic Development and Community Services</i>	

Précis

The categories for Australia Day Awards 2016 have been revised slightly to encourage greater numbers of nominations from throughout the Shire.

Background/History

The Cook Shire Council Australia Day Awards were first introduced in 1991. The Awards are endorsed by Federal and State Governments in line with the National Australia Day Awards and recognise outstanding achievement within our community. Persons who have made a noteworthy contribution during the year, and/or have contributed outstanding service to the community over a number of years are eligible.

Nominees must be residents of Cook Shire who through their personal efforts have made a significant contribution to their community.

The categories used for the 2015 Australia Day awards were:

- Citizen of the Year
- Young Citizen of the Year
- Individual Achievement Award
- Service to the Community (Individual)
- Service to the Community (Groups)
- Event of the Year

The proposed new categories

- Citizen of the Year (unchanged)
- Young Citizen of the Year (unchanged)
- Volunteer of the Year (Individual or Group) (new – Replacing Service to the Community – Individual and groups)
- Sports Award (Individual or Group) (New and can include an event)
- Arts and Cultural Award (Individual or Group) (New and can include an event)

These categories are consistent with many other Council local Australia Day awards.

Policy Linkages

Links to Corporate Plan:

4.5 Identity and Integrity

4.5.1 d) Recognition of diversity within the Shire's community whilst valuing and encouraging equity and inclusiveness.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Consultation

Consultation undertaken with Councillors

Policy Implications

Nil

Financial and Resource Implications (Budgetary)

Nil

RECOMMENDATION

That Council endorses the following categories for the 2016 Cook Shire Australia Day Awards:

- Citizen of the Year
- Young Citizen of the Year
- Volunteer of the Year (Individual or Group)
- Sports Award (Individual or Group)
- Arts and Cultural Award (Individual or Group)

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

CORPORATE SERVICES

CS1	LEASING POLICY REVIEW	
	<i>Report No.D15/20502 from Business Services Manager</i>	

Précis

Review of Leasing Policy.

Background/History

In accordance with strategic revenue recovery requirements and Own Source Revenue (OSR) principles, the following changes have been made to Council's leasing policy and have been highlighted (where the change comprises an amendment in how we handle Council's leases) in Appendices 1:

1. Slight formatting or wording changes (inclusive of changes to numbering and sections in accordance with renewed legislation).
2. Referenced legislation for exceptions (allows flexibility in Policy as legislation changes).
3. Amendment clarifying the distinction between a Government Organisation and a Community Organisation.
4. Lease conditions have been amended to clarify responsibility for maintenance.
5. Removal of auction requirement (does not allow for selective evaluation of potential lessee's)
6. Reference to Council's Community Donations Program has been removed.
7. Change to Commercial, Government and Private Organisation rent to reflect market rates and Own Source Revenue principles.
8. Amendment to Community rental to exclude depreciation, insurance and administration, but to include forecast (or averaged) maintenance expenses.
9. Amendment for Land leased to Sporting Associations to reflect the unimproved nature of the lease and the community service offered by Sporting Associations.
10. Amendment for Land leased to reflect market pricing.
11. Amendment to clarify the Administration Fee.

Link to Corporate Plan

4. Leadership and Governance

4.1.1 Provide, to a standard that ensures (at a minimum) legislative compliance:

- a) Sustainable financial and administrative management of the Shire's municipal and community resources.
- c) appropriate corporate governance.

4.1.3 Special Projects

- a) Comprehensive review of all land and structural assets in light of municipal and community requirement, possible revenue raising capability, and sustainable use and maintenance obligations.

Consultation

External

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Legal Implications (Statutory, basis, legal risks)

Nil.

Policy Implications

Change to Leasing Policy

Financial and Resource Implications (Budgetary)

Increase in rental revenue to cover service provision costs.

RECOMMENDATION

Council adopt the amendments as proposed to the Leasing Policy.

LEASING POLICY

INTENT:

To regulate the provision of leasing services to external bodies (Cook Shire Council as Lessor) so that all agreements are standardised by Lessee type with reference to rental payments and terms and conditions, and to ensure Council breaks even in the provision of leasing services.

SCOPE:

This policy:

- a) applies to all employees (inclusive of management and elected representatives) engaged in Lease negotiation *and* funding agreement negotiation from which leasing arrangements stem; and
- b) any/all parties, groups or persons proposing to Lease, or currently leasing, or applying for a Leased property, from Cook Shire Council; and
- c) any agreement type whereby Cook Shire Council occupies the role of Lessor (or other like title) and periodical payments are made to (or waived by) Cook Shire Council, in exchange for occupancy of land, buildings, or part thereof, on a temporary, short or long-term basis, other than a single instance i.e. the booking of a hall.

PROVISIONS:

1. LEGISLATION

This Policy has been made with reference to the Queensland *Local Government Act 2009* and the *Local Government Regulation 2012*: Part 3, Default Contracting Procedures.

2. DEFINITIONS:

Commercial Organisation: An entity that is *not* defined as not-for-profit and/or is funded by the public or commercial activity i.e. the provision of service in exchange for monetary concerns.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Community Organisation:	A self-funded entity that is incorporated (pursuant to the Associations Incorporations Act 1981) and is a not-for-profit entity (as defined by the Australian Taxation Office), sourcing revenue solely for the purpose of continuing the operations of the entity.
DOGIT:	Deed of Grant in Trust, or Trustee Leases, typically negotiated for the intention of providing the community with a particular service - Likely to involve State of Federal Government and imposed conditions.
Government Organisation:	Program or organisation (or division of) funded primarily by federal, state or local government.
Social / Community Housing:	Housing provided based on means testing, or other criteria, as part of Council's community service obligation.
Lease (s):	Any arrangement whereby a party, group or person occupies property, on a temporary, short, or long-term basis, other than a single instance, in exchange for payment to the Lessor (or where payment is officially waived) - also known as a Tenancy Agreement or a Rental (or derivatives thereof).
Lessee or Tenant:	The party to which Cook Shire Council Leases or rents property, land or buildings (or part thereof).
Lessor:	The party or persons to whom payment is made. Cook Shire Council for the purpose of this policy.
Licence to Occupy:	A form of Lease - inclusive of all its connotations.
Periodical Payment:	Those payments made by the Lessee to the Lessor in exchange for the Lessee's right to occupy.
Private Association:	An entity that is funded solely through the provision of subscription fees and/or donations and/or fundraising and/or grants or government subsidies.
Property:	Land, buildings, or part thereof.
Rental:	A form of Lease - inclusive of all its connotations.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Sporting Association:	An entity that is funded solely through the provision of subscription fees and/or donations and/or fundraising occupying, for the purposes of this policy, land only, and self funding for all structural improvements to property.
Tenancy:	A form of Lease - inclusive of all its connotations.
Unimproved Land:	Land rented with no structural improvements upon which an association may place improvements for the sole purpose of that association.

3. SECURING OF LESSEE

Advertising the Property

As per the *Local Government Regulation 2012*, Section 227:

- All property available for Lease will be advertised (under tender) for 21 days in a newspaper or circular deemed to reach the majority of constituents. The advertisement will clearly state the criteria by which the property will be Leased to the successful applicant.

Exceptions to the requirement for Tender/Auction will be considered in line with the relevant legislation.

Where no provision for the determination of Tenants is provided for in the Tendering or Auction process, selection will be in accordance with the *Local Government Act 2009*: Sound Contracting Principles, namely:

- a) value for money; and
- b) open and effective competition; and
- c) the development of competitive local business and industry; and
- d) environmental protection; and
- e) ethical behaviour and fair dealing.

Evaluating Submissions

All parties interested in leasing property from Council will be reviewed in light of any/all legislative requirements and shall also be selected in line with Cook Shire Council's endorsed goals and objectives.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

4. LEASE TYPE

All Leases whereby an interest in land is offered, and if required by legislation, will be lodged with the Department of Environment and Resource Management, inclusive of, but not limited to, Trustee Leases.

Where no lodgement is intended, the Lease will be classified as either a “Tenancy Agreement” or a “Licence to Occupy” unless otherwise determined.

5. LEASE CONDITIONS

All leasing Terms and Conditions will be standardised across Leases, Tenancy Agreements and Licences to Occupy.

Key to the provisions in each arrangement is the requirement for the Tenant to provide for their own services either through direct engagement or to reimburse Council for the provision of those services. Where Council provides services, an administration fee will be charged. Services include, but are not limited to:

- a) Phone and Data
- b) Electricity
- c) Water
- d) Sewerage
- e) Gas
- f) Rates
- g) Gardening and Landscaping
- h) Cleaning
- i) Security
- j) Refuse removal

Major Maintenance i.e. renewal and structural repairs will be undertaken by the Lessor with the rent set to cover forecast costs. Minor and operational maintenance will always be the responsibility of the Lessee.

Exemptions to the requirement for the Tenant to provide for their own services will be considered only where Council receives an equitable benefit of equal or greater value to the expense incurred by Council.

6. TERM

The Term of any lease will be no less than one (1) year and no greater than thirty (30) years. Exceptions will be by negotiation with Council.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

7. RENTAL SCHEDULE

All rental (for property) shall be charged according to the following schedules[⌘]. Amounts as detailed in the policy shall be reviewed years in accordance with the relevant CPI Index † and new rental agreements shall be charged at the indexed price.

[⌘] Exceptions to the endorsed rental schedule shall:

- a) form part of Council’s Community Service Obligation; and
- b) will be considered only where Council receives an equitable benefit of equal or greater value to the expense incurred by Council.

Organisation Type *	Base Rental	Annual Increase	Administrative Fee ‡
Government, Commercial and Private	Market Rate	CPI †	10%
Community	The average forecast cost of owning the property excluding depreciation, insurance and administration.	CPI †	10%
Land (Sporting)	Nominal rate by negotiation.	CPI †	10%
Social Housing	Determined Annually by Council Budget or by State Mandated Criteria	N/A	N/A
DOGIT	Determined on a case by case basis, by Council Budget or by State Mandated or Legislated Criteria	N/A	N/A
Land	Market Value	CPI †	10%

* All associations will be incorporated prior to leasing from Council.

† “CPI” means the Consumer Price Index (All Groups) Brisbane figure published from time to time by the Australian Bureau of Statistics or, if no Consumer Price Index (All Groups) Brisbane figure is published at the relevant time by the Australian Bureau of Statistics, an index that the Australian Statistician nominates as appropriate (whether by public notice or by specific advice to the Principal or the Contractor). CPI shall be calculated as follows:

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

On each anniversary of the Contract Commencement Date during the Term the Contract Price shall be adjusted by applying the formula:

$$\text{Contract Price} \times \frac{\text{Index 2}}{\text{Index 1}}$$

‡ The administrative fee is a percentage of the service cost and is applied under the following circumstances:

- where services are supplied in Council's name and Council invoices the tenant for the services; or
- where services are provided by Council (including: Electricity, Data, Phone, Gas, Gardening and Landscaping, Cleaning, Requested Improvements above that scheduled by Council, Pest Control, Refuse Removal, Air Conditioning etc).

THIS POLICY IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL.

Officer Responsible for Review: Business Services Coordinator
Current Adoption:
Version No: V3
Date for Review: 2018.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

FINANCE

F1	REVENUE AND EXPENDITURE – OCTOBER 2015	
	<i>Report no. D15/20451 from Director Corporate Services</i>	

That the Revenue and Expenditure Statements for October 2015 be adopted

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Cook Shire Council Income Statement				
For Period Ended 31st October 2015				
	Actual to		Amended Bgt	Original Budget
% of Year Completed 33.3%	31/10/2015	%	2015-16	2015-16
Income				
Recurrent Revenue				
Rates, Levies & Charges	2,918,462	45%	6,529,850	6,529,850
Sales of Goods & Major Services	255,611	9%	2,712,375	2,712,375
Fees & Charges	229,914	25%	924,260	924,260
Rental Income	134,767	48%	281,400	281,400
Interest Received	71,732	37%	194,400	194,400
Private Works	11,178	13%	85,000	85,000
FAGs Grant	5,390,114	61%	8,824,000	8,824,000
Other Operating Grants & Subsidies	59,079	21%	276,100	276,100
Other Income	24,954	35%	71,850	71,850
	9,095,811	46%	19,899,235	19,899,235
Capital Revenue				
Grants & Subsidies	1,243,120	18%	7,004,500	7,004,500
NDRRA Grants	16,695,301	75%	22,400,000	22,400,000
Profit on Asset Sales	0		0	0
	17,938,421	61%	29,404,500	29,404,500
Total Income	27,034,232	55%	49,303,735	49,303,735
Expenses				
Recurrent Expenses				
Employee Costs (Net of Flood)	2,547,400	28%	9,196,062	9,196,062
Materials & Services	3,598,187	44%	8,182,280	8,182,280
Finance Costs	87,481	28%	312,200	312,200
Depreciation	2,866,350	33%	8,599,050	8,599,050
	9,099,418	35%	26,289,592	26,289,592
Capital Expenses				
NDRRA Expenditure	17,170,631		22,400,000	22,400,000
Loss on Asset Sales	0		0	0
Total Expenses	26,270,050	54%	48,689,592	48,689,592
Net Result Surplus/(Deficit)	764,182		614,143	614,143
Add Back Capital Transaction	(767,790)		(7,004,500)	(7,004,500)
Operating Result (Deficit)	(3,608)		(6,390,357)	(6,390,357)

Cook Shire Council - Revenue & Expenditure Financial Year 2015-16

	Revenue			Expenditure			Surplus/(Deficit)			Comment
	Actual to 31/10/15	Original Budget	% of Budget	Actual to 31/10/15	Original Budget	% of Budget	Actual to 31/10/15	Original Budget	% of Budget	
% of year completed 33.3%										
Executive Management										
CEO's Office	0	32,000		293,889	671,200	43.8%	(293,889)	(639,200)	46.0%	FNQ 65, LGAQ 49, Redund 37
Elected Members	0	0		123,494	468,900	26.3%	(123,494)	(468,900)	26.3%	
HR & WH&S	0	0		71,275	327,900	21.7%	(71,275)	(327,900)	21.7%	
Executive Mgt Total	0	32,000		488,658	1,468,000	33.3%	(488,658)	(1,436,000)	34.0%	
Corporate Services										
Corporate Services Mgt		0		157,790	525,350	30.0%	(157,790)	(525,350)	30.0%	
Rates Operations	1,647,391	3,314,900	49.7%	58,431	149,250	39.1%	1,588,960	3,165,650	50.2%	Temp costs
Financial Services										
- Grants: FAGs/Operating	4,423,765	7,206,000	61.4%		0		4,423,765	7,206,000	61.4%	FAGs General Portion
- Grants: Capital	1,243,120	7,004,500	0.0%		0		1,243,120	7,004,500	17.7%	Waterfront, - R4R & State/R2R
- Interest Income	71,732	146,000	49.1%		0		71,732	146,000	49.1%	
- Profit & Loss-Asset Sales		0	0.0%		0		0	0		
- Other Income	11,581	40,000	29.0%		0		11,581	40,000	29.0%	Insurance/Workcover claims
- Insurances		0		239,169	267,000	89.6%	(239,169)	(267,000)	89.6%	Pub Liab \$105 k, M/V \$94 k, ISR \$289 k
- Interest on Loans		0		78,162	285,000	27.4%	(78,162)	(285,000)	27.4%	Quarterly payment
- Other Expenses		0		9,321	27,200	34.3%	(9,321)	(27,200)	34.3%	Bank Charges
On cost Recovery	890,830	3,420,000	26.0%	894,498	3,315,000	27.0%	(3,668)	105,000	-3.5%	W/Comp \$256 k
IT Services		0	0.0%	225,978	523,500	43.2%	(225,978)	(523,500)	43.2%	Includes Software annual cost
Business Services	3,685	10,000	36.9%	142,420	543,600	26.2%	(138,735)	(533,600)	26.0%	Tenders, Service Fees
Community Buildings	40,155	153,200	26.2%	224,226	566,700	39.6%	(184,071)	(413,500)	44.5%	Ins \$45k
Endeavour Lodge	50,963	122,400	41.6%	54,528	165,850	32.9%	(3,565)	(43,450)	8.2%	Contract staff
Admin & Financial Services	49,572	25,600	193.6%	115,139	440,600	26.1%	(65,567)	(415,000)	15.8%	Back charges and Catholic School rates
Stores Operations	11,876	35,000	33.9%	55,100	205,600	26.8%	(43,224)	(170,600)	25.3%	
Admin Overheads Recovery	427,400	1,398,820	30.6%	0	0	0.0%	427,400	1,398,820	30.6%	
Corporate Services Total	8,872,070	22,876,420	38.8%	2,254,762	7,014,650	32.1%	6,617,308	15,861,770	41.7%	
Engineering										
Mgr Engineering Services	6,745	12,000	56.2%	509,031	1,775,200	28.7%	(502,286)	(1,763,200)	28.5%	
Parks & Gardens	0	0	0.0%	429,803	1,501,750	28.6%	(429,803)	(1,501,750)	28.6%	
Road Infrastructure	966,349	1,618,000	59.7%	2,561,130	6,422,700	39.9%	(1,594,781)	(4,804,700)	33.2%	FAGs **TIDs in Finance, Depn \$5.5m
Water Infrastructure	428,500	1,815,300	23.6%	963,418	2,850,150	33.8%	(534,918)	(1,034,850)	51.7%	
Sewerage Infrastructure	605,170	1,185,700	51.0%	464,056	1,454,950	31.9%	141,114	(269,250)	-52.4%	
Airport Operations	260,730	801,000	32.6%	344,507	1,094,200	31.5%	(83,777)	(293,200)	28.6%	
Commercial Operations	2,910,283	2,030,000	143.4%	662,318	556,600	119.0%	2,247,965	1,473,400	152.6%	Gravel Sales
Works Depot	0	0	0.0%	63,226	149,050	42.4%	(63,226)	(149,050)	42.4%	
Plant	892,900	1,986,000	45.0%	684,391	2,147,250	31.9%	208,509	(161,250)	-129.3%	
Private Works	11,178	0	0.0%	15,799	0	0.0%	(4,621)	0	0.0%	
Flood Damage	16,695,301	22,400,000	74.5%	20,076,305	22,400,000	89.6%	(3,381,004)	0	0.0%	
Services Functions	0	0		20,759	172,350	0.0%	(20,759)	(172,350)	12.0%	Pre cyclone Clean-up
Engineering Total	22,777,156	31,848,000	71.5%	26,794,743	40,524,200	66.1%	(4,017,587)	(8,676,200)	46.3%	

Cook Shire Council - Revenue & Expenditure Financial Year 2015-16

	Revenue			Expenditure			Surplus/(Deficit)			Comment
	Actual to 31/10/15	Original Budget	% of Budget	Actual to 31/10/15	Original Budget	% of Budget	Actual to 31/10/15	Original Budget	% of Budget	
% of year completed 33.3%										
Economic Dev & Comm Serv										
Comm Serv Mgt		0		90,964	336,174	27.1%	(90,964)	(336,174)	27.1%	
Community Events	4,689	0	0.0%	22,744	106,000	21.5%	(18,055)	(106,000)	17.0%	
Community Development		0		24,516	6,500	377.2%	(24,516)	(6,500)	0.0%	Reallocation of salaries
Grants	8,907	0		24,143	96,000	25.1%	(15,236)	(96,000)	0.0%	
Economic Dev/Grants	2,800	19,000		51,430	171,001	30.1%	(48,630)	(152,001)	32.0%	
Media & Marketing		0		34,171	188,606	18.1%	(34,171)	(188,606)	18.1%	
Arts & Culture	40,855	58,000	70.4%	15,920	92,695	17.2%	24,935	(34,695)	0.0%	
Libraries	1,500	8,600	17.4%	75,977	270,846	28.1%	(74,477)	(262,246)	28.4%	
Sports & Recreation	15,256	43,850	34.8%	67,491	275,439	24.5%	(52,235)	(231,589)	22.6%	
Events Centre	3,524	10,000	35.2%	234,128	506,100	46.3%	(230,604)	(496,100)	46.5%	
Tourism & Events	894	11,000	8.1%	51,773	163,151	31.7%	(50,879)	(152,151)	33.4%	
Natures Powerhouse	274	0	0.0%	34,450	207,000	16.6%	(34,176)	(207,000)	16.5%	
Community Services Total	78,699	150,450	52.3%	727,707	2,419,512	30.1%	(649,008)	(2,269,062)	28.6%	
Planning & Environment										
Manager Planning & Environ.		0		43,811	324,500	13.5%	(43,811)	(324,500)	13.5%	
Planning & Land Tenure	20,253	86,500	23.4%	114,054	557,800	20.4%	(93,801)	(471,300)	19.9%	
Building	42,107	111,500	37.8%	133,718	557,450	24.0%	(91,611)	(445,950)	20.5%	
Pest Mgt & Local Laws	6,463	16,625	38.9%	128,940	190,250	67.8%	(122,477)	(173,625)	70.5%	O'time during tourist season
Health & Environment	15,564	34,560	45.0%	99,549	524,470	19.0%	(83,985)	(489,910)	17.1%	Annual Fees
Waste Management	267,685	781,900	34.2%	470,217	1,545,350	30.4%	(202,532)	(763,450)	26.5%	
Environmental Levy	105,184	206,000	51.1%	0	0	0.0%	105,184	206,000	51.1%	
Cemeteries	1,891	6,850	27.6%	10,234	51,750	19.8%	(8,343)	(44,900)	18.6%	
SES		22,000	0.0%	17,564	41,500	42.3%	(17,564)	(19,500)	90.1%	
Land Tenure	738	45,000	1.6%	47,361	234,430	20.2%	(46,623)	(189,430)	24.6%	Nat Title Grant
Landcare Facilitator		105,000	0.0%	5,729	144,050	4.0%	(5,729)	(39,050)	0.0%	
Biosecurity	0	380,000	0.0%	86,581	490,750	17.6%	(86,581)	(110,750)	78.2%	
Planning & Environ Total	459,885	1,795,935	25.6%	1,157,758	4,662,300	24.8%	(697,873)	(2,866,365)	24.3%	
Total Revenue & Exp	32,187,810	56,702,805	56.8%	31,423,628	56,088,662	56.0%	764,182	614,143	124.4%	
Add Back Capital Trans	(17,938,421)	(7,004,500)	256.1%	(20,076,304)	0		2,137,883	(7,004,500)		
Operating Rev & Exp	14,249,389	49,698,305	28.7%	11,347,324	56,088,662	20.2%	2,902,065	(6,390,357)		

Cook Shire Council Balance Sheet

For Financial Year 2015-16

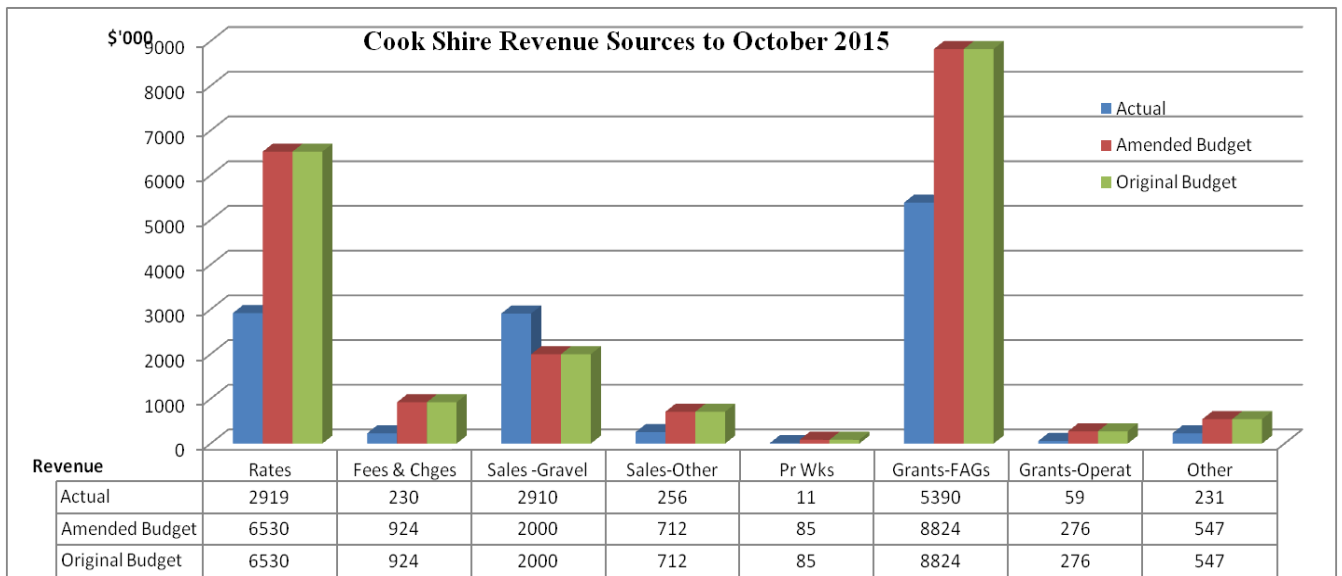
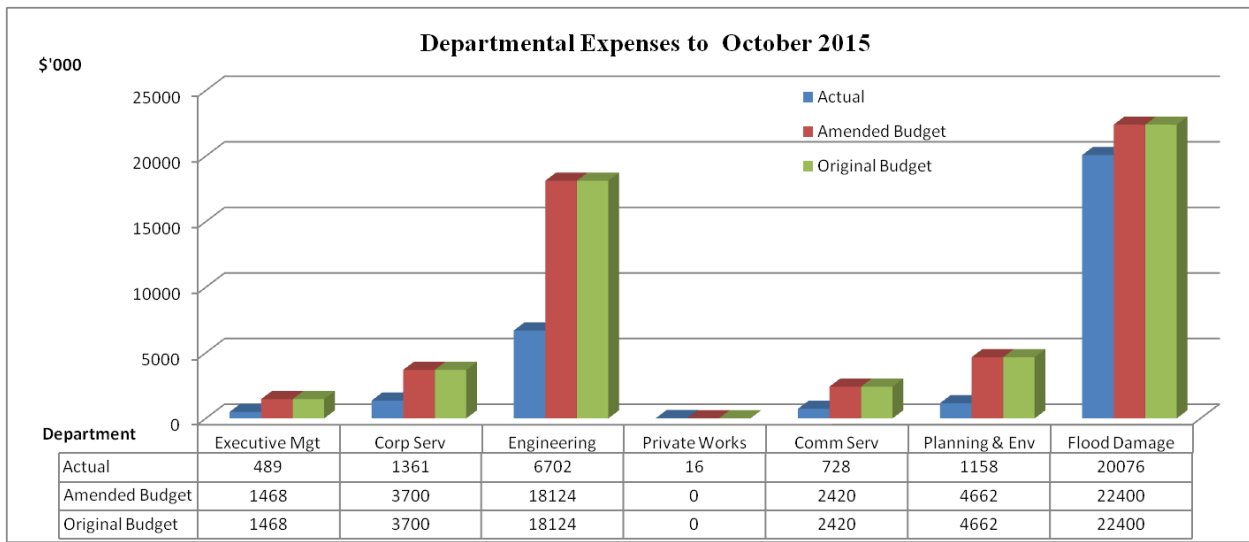
	Actual to 31/10/2015	% Diff	Amended Budget	Budget 2015-16
Current Assets				
Cash & Cash Equivalents	305,610	1%	301,150	301,150
Investments	4,886,551	-37%	7,800,000	7,800,000
Rate Debtors (Net of Advances)	765,168	29%	595,000	595,000
Trade Debtors	230,080	-49%	450,000	450,000
Other Receivables	0	0%	0	0
Inventories	495,820	-11%	560,000	560,000
Total Current Assets	6,683,230	-31%	9,706,150	9,706,150
Non-Current Assets				
Property, Plant & Equipment	280,423,024	12%	249,495,948	249,495,948
Capital Works in Progress	10,523,040	56%	6,750,000	6,750,000
Total Non-Current Assets	290,946,064	14%	256,245,948	256,245,948
Total Assets	297,629,294	12%	265,952,098	265,952,098
Current Liabilities				
Trade Creditors	1,061,855	33%	800,000	800,000
Employee Entitlements	946,466	2%	930,000	930,000
Other Payables (Incl GST Bal)	0	0%	0	0
NDRRA Rec'd in Advance	0		0	0
Borrowings	262,619	-8%	285,000	285,000
Working Capital Facility (\$10mil)	450,000		0	0
Provision for LSL	805,373	44%	560,000	560,000
Total Current Liabilities	3,526,313	137%	2,575,000	2,575,000
Non-Current Liabilities				
Trade Creditors	0		0	0
Employee entitlements	0	0%	0	0
Other Payables	100,284	0%	150,000	150,000
Borrowings	5,144,964	2%	5,050,000	5,050,000
Provision for LSL	185,056	-54%	400,000	400,000
Provision for Gravel Pits	1,547,794	7%	1,440,000	1,440,000
Total Non-Current Liabilities	6,978,098	-1%	7,040,000	7,040,000
Total Liabilities	10,504,411	9%	9,615,000	9,615,000
Net Community Assets	287,124,883	12%	256,337,098	256,337,098
Community Equity				
Retained Surplus	63,756,453	-4%	66,748,203	66,748,203
Asset Revaluation Surplus	221,860,022	18%	187,890,000	187,890,000
Other Reserves	1,508,408	-11%	1,698,895	1,698,895
Total Community Equity	287,124,884	12%	256,337,098	256,337,098

Cook Shire Capital Budget 2015-16 : Expenditure to September 30 2015

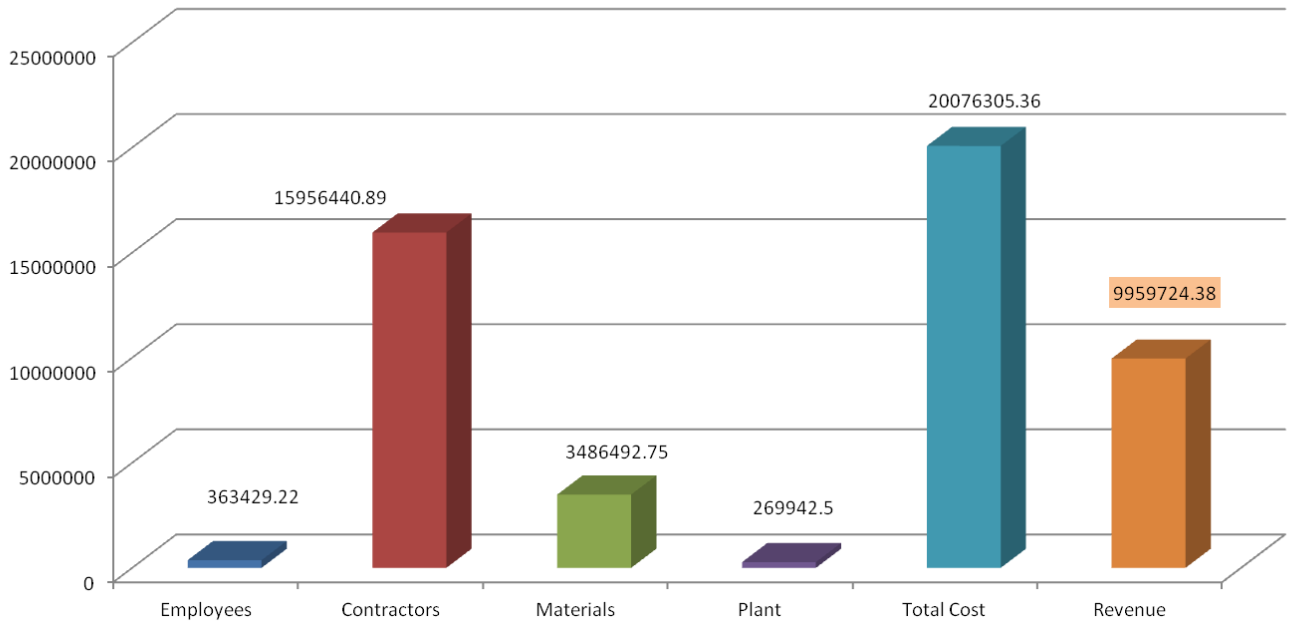
Location	WO	Waterfront Project	Budgeted Cost 2015-16	Trade-in Revenue	Funded by approved grants	Funding Body	Funded by Council	Costs current month	Cost to Date	Balance to Date	Comments
Cooktown	2233	Waterfront-Sewerage	55,000				0	5,624	56,412	-1,412	
	2234	Waterfront-Roadworks/Stormwater/Earthworks	1,011,418		1,066,418	R2R	0	11,649	44,026	967,392	
	2238	Waterfront-Irrigation (To Landscaping)	0				0	0		0	
	2316	Waterfront-Gazebo, Shade Sails	40,000				0	15,097	17,280	22,720	
	2317	Waterfront-BBQ's/Shelters					0	0		0	
	2318	Waterfront-Amenities/Pergola/Eastern Toilet : MTC	1,239,159		1,239,159	R4R, DLGP	0	11,600	697,712	541,447	
	2319	Waterfront-Amenities Block : Ancilliary (To WO 2318)					0	0		0	
	2320	Waterfront-Powder Magazine Retro-fit					0	0		0	
	2321	Waterfront-Landscaping(Pool,Hydrumulch,Trees, Soil, Bins)	808,962		848,962	R4R/R2R	0	0		808,962	
	2322	Waterfront-Lighting	180,921		180,921	R4R	0	8,091	57,765	123,156	
	2323	Waterfront-Mains Power	128,250		128,250	R4R	0	0	3,843	124,407	
	2324	Waterfront-Pool Fence	31,000		31,000		0	0		31,000	
	2325	Waterfront-Bond Beams & Saltwater Pool Fitout	35,517		35,517		0	2,719	37,385	-1,868	
	2327	Waterfront-Fishing Platforms	422,058		422,058	R4R	0	102,576	407,242	14,816	
	2328	Waterfront-Stage Area (TO Landscaping)					0	0		0	
	2329	Waterfront-Concrete Works: Paths/Slabs					0	47,838	134,543	-134,543	
	2330	Waterfront-Water Park (Grant 40%)	343,508		343,508	DLGP	0	345	50,434	293,074	
	2331	Waterfront-Gravel Footpaths (To Concrete Works)					0	0		0	
	2332	Waterfront-Marina Fitout , Fencing	25,000		25,000		0	0		25,000	
	2342	Waterfront-Consultancy (Prost, B & M, TPG & Michael)	271,730		271,730		0	17,928	106,466	165,264	
	2453	Waterfront-Water Mains	135,263		135,263		0	0		135,263	
	2462	Waterfront-CCTV Grafitti Stop	22,214		22,214	DLGP	0	0		22,214	
	2485	Waterfront-General Excavation	0				0	13,492	72,218	-72,218	
		Waterfront-Retaining Wall					0	0		0	
		Plaza Concreting					0	0		0	
							0	0		0	
		Total Waterfront Expenditure for 2015-16	\$ 4,750,000	\$ -	\$ 4,750,000		\$ -	\$ 236,959	\$ 1,685,326	\$ 3,064,674	
					\$ 4,750,000						
		Plant & Infrastructure									
		Various Plant items - to be finalised	620,000	270,000	0	-	350,000	0	11,300	608,700	Plant items to be confirmed
Coen		Coen Toilet Block	40,000	0	0	-	40,000	0		40,000	Purchased requires fitout and connections
	2690	Coen Airprt-24,000 Fuel Tank	0	0	0	-	0	29,106	29,106	-29,106	
		Photocopier- Admin Office	10,000		0	-	10,000	0		10,000	Current copier failing too often
		Water & Sewerage infrastructure	250,000	50.00	0	-	250,000	0		250,000	Water & Waste Infrastructure under review
								0		0	
		Total Plant & Infrastructure Expenditure for 2015-16	920,000	270,000	0	-	650,000	29,106	40,406	879,594	

Cook Shire Capital Budget 2015-16 : Expenditure to September 30 2015

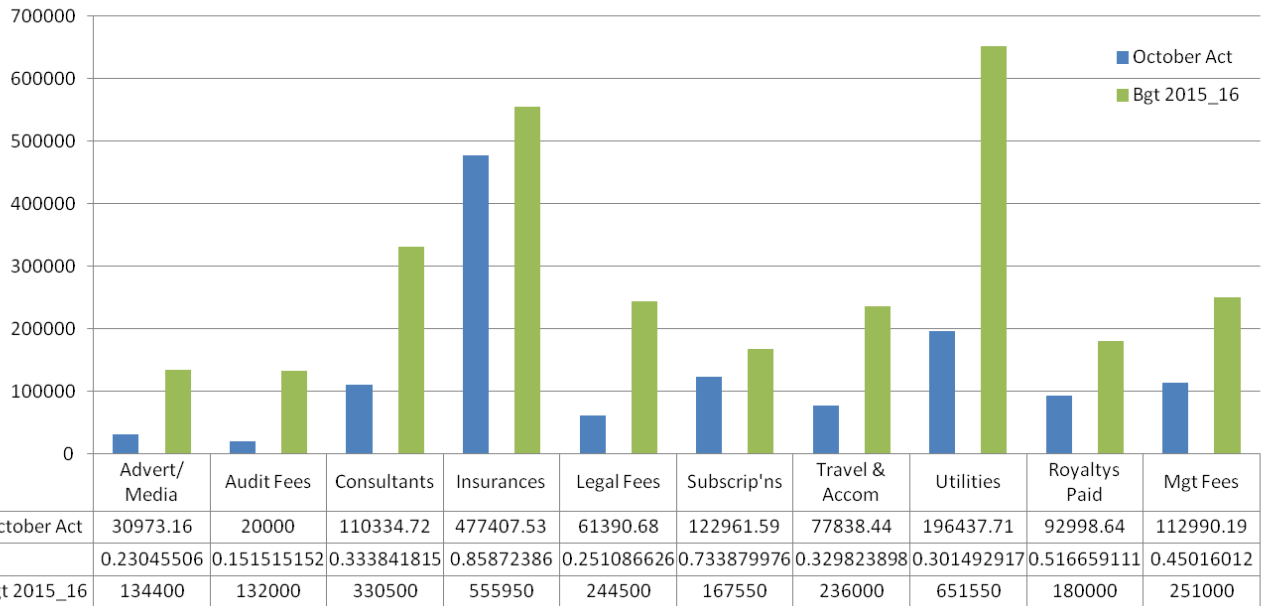
Location		Other Capital Project requiring Funding	Budgeted Cost 2015-16	Trade-in Revenue	Funded by approved grants	Funding Body	Funded by Council				Comments
		Roadworks									
Cook Shire	2669	Sailors Hill-Bamaga Road	1,850,000		1,850,000	ATSI TIDs	0	664,614	1,402,491	447,509	
	2670	Lukin Overflow-Strathgordon Road	150,000		150,000	ATSI TIDs	0	49,568	308,916	-158,916	
		Endeavour B'camp 21.9 km to 23.7 km (\$530,000)				ATSI TIDs	0	15,207	15,207	-15,207	Betterment program
								0			
Cooktown		May Street Seal						0			Dependent upon Grant Funding
		Cycle Path - 4 Mile						0			Dependent upon Grant Funding
		Sherrin Esplanade - Widen and seal for parking						0			Dependent upon Grant Funding
	2339	Hope Street- completion				R2R	0	0	55,758	-55,758	R2R grant received 2014-15
		Hope St - Levelling						0			Dependent upon Grant Funding
		Racecourse walkway						0			Dependent upon Grant Funding
								0			
Lakeland		Seal Town Streets						0			Dependent upon Grant Funding
								0			
Ayton		Broadway St Boardwalk						0			Dependent upon Grant Funding
								0			
		Other Structures									
Cook Shire		Starke River facilities for waste						0			Dependent upon Grant Funding
		Energy efficiency program council buildings						0			Dependent upon Grant Funding
								0			
Cooktown		Landfill rehabilitation						0			Environmental Levy Reserve available
	305	Airport Subdivision						0			Dependent upon Grant Funding
		Clubhouse John St oval						0			Dependent upon Grant Funding
								0			
Coen	2762	Airport Taxiway upgrade	0		0		0	51,761	51,761	-51,761	
Lakeland		Sports Ground						0			Dependent upon Grant Funding
		Town boundary fence						0			Dependent upon Grant Funding
								0			
Laura		Town boundary fence						0			Dependent upon Grant Funding
		Playground						0			Dependent upon Grant Funding
								0			
Portland Roads		Water supply						0			Dependent upon Grant Funding
								0			
		Total Other Capital	\$ 2,000,000	\$ -	\$ 2,000,000		\$ -	\$ 781,150	\$ 1,834,133	\$ 165,867	
		Total Capex Budget 2014-15	\$ 7,670,000	\$ 270,000	\$ 6,750,000		\$ 650,000	\$ 1,047,215	\$ 3,559,865	\$ 4,110,135	



NDRRA works 2015-16 Cyclone Nathan



Expenses Actual to October 2015 vs Budget (33.3% of year)



AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

ADMINISTRATION

A1	REVIEW OF OPERATIONAL PLAN 2015-2016 - OCTOBER 2015
	<i>Report No. D15/20534 from Chief Executive Officer</i>

Précis

Acceptance of progress of implementing the 2015-2016 Operational Plan.

Background/History

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

Link to Corporate Plan

Legislative requirement

Consultation

Nil – no public consultation required.

Legal Implications (Statutory, basis, legal risks)

Legislative requirement.

Policy Implications

Legislative requirement

Financial and Resource Implications (Budgetary)

Operational Plan must be consistent with the annual budget.

RECOMMENDATION

That the quarterly review of the Operational Plan 2015-2016 be adopted.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

A2	ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS	
	<i>Report No.D15/20539 from Manager Business Services</i>	

Précis

The 2014/15 Annual Report is presented to Council in accordance with the *Local Government Act 2009* and complaint with the *Local Government Regulation 2012*.

Background/History

Council's Annual Report outlines the activities of Council for 2014/15 and in accordance with *Sections 182 to 190* of the *Local Government Regulation 2012* contain the following:

- S 183: Financial Statements including the financial sustainability statement, the long term financial sustainability statement and auditor general's report for the current year.
- S 184: Community Financial Report – a summary of the financial statements.
- S 185: Particular resolutions – (not applicable 2014/15).
- S186: Councillor details – remuneration, expenses, meetings attended and complaints if applicable.
- S 187: A statement on Council's complaint processes.
- S 188: Details of any overseas travel – (not applicable 2014/15).
- S 189: Grants to Community organisations.
- S 190: Other contents including -CEO's assessment of Council's progress in implementing the Corporate Plan, a summary of rate concessions, a list of registers and a report on the 2013/14 internal audit.

Link to Corporate Plan

CEO's assessment of the progress Council is making towards the goals of the Corporate Plan.

Consultation

No public consultation required

Legal Implications (Statutory, basis, legal risks)

Must comply with the *Local Government Act* and the *Local Government Regulation 2012*.

Policy Implications

Nil

Financial and Resource Implications (Budgetary)

Complies with Australian Accounting Standards.

RECOMMENDATION

That Council adopt the Annual Report 2014/15.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

A3	MAJOR PROJECTS REVIEW - OCTOBER 2015	
	<i>Report No. from Chief Executive Officer</i>	

Précis

Review of Major Projects

Background/History

1. Introduction

In March 2015, Council considered a report that reviewed the Organisation's structure, performance and financial viability. The report emanated from concerns that Council may not remain financially viable if they persisted with the same level of resources and management practices.

The report also recognised that the extensive list of major projects currently under consideration/development by Council also has the potential to impact on Council's future financial position.

This report has remained current and forms the basis for the Internal Projects Committee. The projects committee meets on a fortnightly basis to discuss progress and any new projects for consideration.

2. Scope of Report

As a financial planning document, the following Table details Council's major projects, at their varying phases of development, and recommends how they should be progressed and prioritised as part of Council's 2015/16 Budget process.

The following Table includes twenty-one (21) specific Projects, grouped under 5 headings:-

- Category 1 - 7 projects- Fully committed funded and in Implementation phase.
- Category 2 – 4 projects- Council Capital Works Projects –Fully Funded –but works not yet commenced
- Category 3 –6 projects - Council/Private Sector Partnerships
- Category 4 - 11 projects- Future Council projects-No Funding secured -further research required.
- Category 5 - 5 projects- Externally Focused projects –Council as facilitator –No Direct cost.
- Category 6 – 5 projects – Completed or deferred

3. Financial Approach

For 2015/16 the waterfront project continues to be the most significant and ambitious project for the Council. The financial status of the project and the potential for any additional reserves to be met from Council's own revenue sources lead to deferral of some projects. As this project nears completion Council has re-commenced the planning process for other projects as per the attached list.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

The Projects Committee determines project progression subject to need and funding availability. It is a requirement that projects follow the planning process.

Link to Corporate Plan

Incorporate best practice management as a benchmark in all activities

Consultation

Internal

Legal Implications (Statutory, basis, legal risks)

None identified

Policy Implications

None identified

Financial and Resource Implications (Budgetary)/Risk Assessment

As per the report

RECOMMENDATION

That the Major Projects Review of October 2015 be received and that Council adopt the course of action for each of the projects as detailed under below:

- Complete all projects that are already funded and commenced - Category 1
- Commence projects in 2015/16 in order to meet compliance requirements and are in the budget for 2015/16. Continue planning for the other projects in - Category 2
- Continue the planning for those projects where Council is partnering with the private sector - Category 3.
- Commence/continue planning for new projects requiring Government and/or Council funding to the research& planning phase – Category 4
- Continue to advocate for those community benefit projects where Council is not a funding partner - Category 5
- Deferred projects to be left as possible future projects as/if required – Category 6

Category 1- Fully committed, funded and in Implementation phase.

Project No.	Dept.	Project Name & Project Objectives	Development Status	Budgets, Funding, Expenditure Comments	Proposed Action for 2015/16
1.1	Eng. Services	Streetscape- Hope Street Improved pedestrian and bikeway access to schools.	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> Resourcing <input checked="" type="checkbox"/> Commenced <div style="border: 1px solid black; padding: 2px; display: inline-block;">70</div> % Completed	R2R and ATIDS funding of \$320,000 each. \$276,693 spent or Committed \$363,307 remaining. New reduced bollard design agreed by Council March 2015.	Work to be completed by 30/6 to comply with Grant requirements. No further action or funding required for 2015/16 Current status – completion date.
1.2	Eng. Services	Graffiti Stop – Waterfront Installation of security cameras at waterfront to reduce graffiti and inappropriate behaviour	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input checked="" type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input checked="" type="checkbox"/> Commenced <div style="border: 1px solid black; padding: 2px; display: inline-block;">10</div> % Completed	Budget \$54,000 \$39,216 Grant \$14,997.00 CSC \$31,999.00 Spent to date Part of Waterfront project.	Finalisation of grant extended to Dec. 2015 to coincide with other works.
1.3	Eng. Services	Woobadda Creek Bridge Private works for Douglas/TMR as means of engaging workforce/profit	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input checked="" type="checkbox"/> Commenced <div style="border: 1px solid black; padding: 2px; display: inline-block;">95</div> % Completed	Budget \$1.6m Actual \$2.532m Request to TMR for additional funds Final engineering sign-off and final claim still outstanding. 12 months contract retention - \$75,000-to be held in cash.	No further action other than finalisation of contract and funding

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

1.4	Eng. Services	Waterfront Project Major Community /Recreation infrastructure project	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input checked="" type="checkbox"/> Commenced <input type="text" value="80"/> % Completed	Budget revised to \$6.124 March 2015 Black & More and Acting DES to review project components and report to April Waterfront Advisory Committee and Council meetings.	Major capital works for 2015/16 Revised completion date - Feb/March. 2016 Milestone 3 claim completed.
1.5	Eng. Services	Wharf Replacement Restoration of major commercial and recreation waterfront facility	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input checked="" type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input checked="" type="checkbox"/> Commenced <input type="text" value="80"/> % Completed	Budget \$800,000 \$600,000 TMR \$200,000 CSC Expended and committed \$704,000 Near completion Running slightly under budget	No funds required 2015/16 Requires works to pylons and still requires power and installation of CCTV cameras.
1.6	P&E- Building - support by PM	Coen Toilet block Facility at Coen Recreation Reserve	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input checked="" type="checkbox"/> Resourcing <input checked="" type="checkbox"/> Commenced <input type="text"/> % Completed	Funded by CSC from revenue. \$19,728 spent or committed \$24,000 to refurbish container off site \$20,000 for onsite installation Difficulty attracting builder	Balance of works likely to flow over into 2015/16 New grant application submitted for purchase and installation of new amenities block
1.9	P&E	Landfill Rehabilitation	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="text"/> % Completed	Funded from Environmental Levy – est. \$350,000	Leachate management upgrade Stormwater management upgrade Relocate/remove waste deposited outside the landfill boundary Conduct environmental audit Monthly budget/report to be submitted to Council.

Category 2 –Council Capital Works Projects –Fully Funded –but works not yet commenced

Project No.	Dept.	Project Name & Project Objectives	Development Status	Budgets, Funding, Expenditure Comments	Proposed Action for 2015/16
2.1	PM with Corp Services as "Client"	New Store at Depot Consolidation of stock management across the organisation and under one roof	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input checked="" type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input checked="" type="checkbox"/> Commenced <input type="text" value="5"/> % Completed	Budget \$1M- Loan funds drawn \$25,279. Spent or committed. Project temporarily placed on hold due to Council's current tight cash position. Construction to be tendered out as a turnkey project. Documentation 90% complete.	Revert to a mix of contract and day labour for project delivery. Complete detailed plans & costings. Defer commencement until 2016/17-after completion of Waterfront
2.1(a)		Washdown bay	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input checked="" type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="text" value=""/> % Completed	\$170,000 - \$200,000	
2.2	PM	Council Housing Project Construction of 4 "staff" houses at 60 Garden St in response to shortage in housing supply.	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input checked="" type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input checked="" type="checkbox"/> Commenced <input type="text" value="5"/> % Completed	Budget \$1.3mil Loan funds to be drawn April 2015. \$8,332.34 spent-held as work in progress. Project temporarily placed on hold due to Council's current tight cash position. Requires 85% Occupancy to break even	Given required occupancy rates, requires a re-assessment of project need relative to current housing demand and supply and to examine possible synergies with Retirement village project. Defer commencement until 2016/17-after completion of Waterfront and subject to reviews detailed above.

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

2.3	P&E	Dog Pound	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed	The pound is non compliant and needs to be upgraded.	Awaiting sign off on site.
-----	-----	------------------	--	--	----------------------------

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

Category 3 –Council/Private Sector Partnerships-

Project No.	Dept.	Project Name & Project Objectives	Development Status	Budgets, Funding, Expenditure Comments	Proposed Action for 2015/16
3.1	ED &CS P&E ES	Airport Subdivision Commercial /industrial subdivision by Council to facilitate economic development	<input checked="" type="checkbox"/> Concept <input checked="" type="checkbox"/> Feasibility <input checked="" type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="text" value="20"/> % Completed	\$170,540 spent or Committed over life of project-held on books as Work in Progress on assumption sale price of lot will meet development costs Only one response to call for Expressions of Interest Subdivision being revised by P&E in response to EOI.	Formation of Project Committee (include one Councillor) to manage project. Complete detailed project plan. ROL to accommodate EOI. Detailed cost estimates for access to airport apron (\$1M) Grant application to National Stronger Regions Fund. Detailed negotiations with EOI party. 2015/16 Budget allocation \$250,000.
3.2	ED&CS P&E	Retirement Village 35 unit village to retain aging families in Cooktown	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="text" value=""/> % Completed	Primarily a private sector project but on Council land- No agreed arrangements in regard to location, tenure, subdivision etc. LG Act requires Council to tender the private sector opportunity.	Formation of Project Committee to scope and manage project- to include one Councillor. Planning budget required for 2015/16-\$25,000 Secure Land Tenure Subject to sale of other land.
	ED&CS	Cape York Regional Training Cluster A regional employment training Cluster	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="text" value=""/> % Completed	Essentially a Facilitation role only for Council. No direct cost to Council, other than use of 3 rooms at Events Centre In early stage of development	Target for 2015/16- Study hub for CQU No budget allocation required

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

3.4	P&E	Lakeland Cemetery & Church	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed	Lakeland Progress Assoc is considering purchase of private land to build a church and a cemetery. Council would be required to administer and maintain the cemetery.	No budget allocation Pre-lodgement advice. Land must be council owned for the cemetery.
3.5	ED&CS	RV Park – Cooktown Racecourse	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed	EOI received to run a RV Park on Council land at the Racecourse. Land zoning and use considerations.	
3.6	P&E	Cooktown Airport Upgrade – Terminal	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed		Upgrade includes: Toilet upgrade Seating Hinterland Aviation will be installing a new counter.

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

Category 4 -Future Council projects-No Funding secured -further research required.

Project No.	Dept.	Project Name & Project Objectives	Development Status	Budgets, Funding, Expenditure Comments	Proposed Action for 2015/16
4.2	ED &CS	Energy Conservation Reduced energy consumption for large CSC consumers through practices and technology	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input checked="" type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="text" value="10"/> % Completed	<p>Currently no budget or funding Dependent upon development of a Power Demand strategy</p> <p>Funding for renewable energy projects to be sought through Federal Govt. Emissions Reduction Fund and renewable energy target</p>	For 15/16-Budget allowance of \$20,000 to complete a Power Demand Management strategy. To be included in overall Cook Shire Community Renewables initiative
4.3	CEO	Lakeland Reserve Development of recreation reserve/facilities for area.	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input checked="" type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="text" value="5"/> % Completed	<p>No Budget/No funding Application for \$400k grant, with \$200K CSC contribution unsuccessful. Reserve surveyed. Includes a contaminated area</p> <p>Current -application to Gambling Fund for grant for fencing – Change of use for multipurpose court.</p>	For 2015/16' Council not in position to meet a \$200,000 CSC matching contribution. Budget for 2015/16- \$15,000 to locate and remediate contaminated area Environmental Audit required.
4.5	ED & CS	Johns Street change rooms	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="text" value=""/> % Completed	<p>Toilets purchased for Coen no longer best option.</p> <p>Recommendation to 'gut' the rooms and convert to change rooms.</p>	Community consultation and costing, planning assessment.

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

4.6	Corp	CSC Telstra upgrade	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed		
4.7	ES	Laura Airport Upgrade	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed	RFDS will be upgrading their fleet and the Laura airport will need a priority upgrade to support the aircraft.	Investigate requirements. Develop project plan and costing. Seek funding support.
4.8	P&E	PCYC Upgrade	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed	Currently with Quantity Surveyor	
4.9	ED&CS	Natures Powerhouse Revitalisation	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed		Community consultation for whole of precinct revitalisation leading to the 2020.

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

4.10	P&E	Mangrove clearing	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed	Project to link with other initiatives	
4.11	P&E	Bloomfield Cemetery	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed		
4.12	ED&CS	RV Park Cooktown Airport	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed		
4.13	P&E	Cooktown Cemetery upgrade	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed		

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

Category 5 Externally Focused projects –Council as facilitator –No Direct cost.

Project No.	Dept.	Project Name & Project Objectives	Development Status	Budgets, Funding, Expenditure Comments	Proposed Action for 2015/16
5.1	P&E	Lakeland dam Water Resource for local and regional agriculture/tourism	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed	Budget-Nil Facilitation role only however, Council may be required to contribute to the cost of a feasibility study Add to Cook Shire Community Renewables agenda.	Continue to facilitate and advocate 2015/16 Budget allowance sought from State’s Priority Development Infrastructure Monitor future grants for opportunities.
5.2	ED&CS	Lyons Solar project Alternative power source and industry competition	<input checked="" type="checkbox"/> Concept <input checked="" type="checkbox"/> Feasibility <input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed	Primarily a Facilitation and advocacy role	Continue to facilitate/Advocate For 2015/16 Small marketing and communications Budget of \$5000 available.
5.3	ED&CS	National Broadband network Improved Internet communications	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="checkbox"/> % Completed	Primarily a Facilitation and advocacy role Cooktown recently announced on NBN rollout program.	Continue to facilitate/Advocate For 2015/16 Small Digital Economy and Community awareness Budget of \$5000 available.

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

5.5	CEO	Telstra Mobile Services	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="text"/> % Completed	Facilitation role, submissions for Mobile Black Spot	
5.6	ED&CS	Cooktown Foundation/Wellbeing	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="text"/> % Completed	Membership/facilitation within the group.	

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Category 6 Completed or deferred projects.

Project No.	Dept.	Project Name & Project Objectives	Development Status	Budgets, Funding, Expenditure Comments	Proposed Action for 2015/16
1.8	ED&CS	Cooktown Business Incubation Hub IT business facilities at Cooktown Library	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="text" value="100"/> % Completed	Budget \$36,906 \$31,000 State Library , balance CSC Work commenced mid April 2015.	Balance of works likely to flow over into 2015/16 COMPLETED
4.1	Eng Services	Cooktown Water Supply - Reservoir Development 2 mg. Back up supply in times of emergency, cyclone etc.	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="text"/> % Completed	Estimated cost -\$3.8m Application to R4R based on \$95,000. CSC contribution unsuccessful. Limited research on specifics for the project-previous grant application desk top only Progress subject to a successful application in any future round of Govt. Funding	For 2015/16-No budget allocation required Further In house development of more refined/detailed specifications for possible future project. DEFERRED
4.4	Eng. Services	Hydro Plant Annan Water Reduction in operating costs through alternative energy source	<input checked="" type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="text"/> % Completed	Funded \$150k grant towards a \$550,000 project \$18,088.97 spent \$14,300.00 in Commitments Current project lapsed as revised project costs escalated to \$1.0M+ Grant of \$150,000 less expended surrendered. March 2015-Council resolution :- Continuation of project under new arrangements referred to 2015/16 Budget deliberations	Given new cost estimates, project be deferred for 2015/16 and possibly reviewed in light of other emerging solar projects. DEFERRED

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

5.4	ED&CS	Catholic Education Flexible Learning Centre Improved Education opportunities	<input type="checkbox"/> Concept <input type="checkbox"/> Feasibility <input type="checkbox"/> Planning <input type="checkbox"/> Resourcing <input type="checkbox"/> Commenced <input type="text" value="100"/> % Completed	Budget-\$ Nil On Council land	Continue to facilitate/Advocate COMPLETED
1.7	ED&CS Supported by PM	PCYC Electrical refit Lighting replaced with LED as ongoing energy saving	<input checked="" type="checkbox"/> Concept <input checked="" type="checkbox"/> Feasibility <input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> Resourcing <input checked="" type="checkbox"/> Commenced <input type="text" value="100"/> % Completed	Budget\$43,176.08 Full funded by State Grant obtained by PCYC All original light fixtures retained by CSC No cost to Council	No action or funds required for 2015/16 COMPLETED

A4	WATERFRONT ADVISORY COMMITTEE MINUTES 10 NOVEMBER 2015	
	<i>Report No. D15/20630 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*.

Previous meetings of the committee were held on 10 November 2015 and the minutes of the meetings 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)

Possible increase in expenditure due to variations.
Possible increase in income through lease arrangements.

Identified Risks

Refer Note 4 Fishing Platform
Refer Note 2 Road widening

RECOMMENDATION

That the minutes and resolutions of the Waterfront Advisory Committee meeting held on 10 November 2015 be received.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

MINUTES OF WATERFRONT ADVISORY COMMITTEE
10 November 2015

ATTENDANCE Deputy Mayor Penny Johnson,(Chair), Cr Sue Clark, Cr Kaz Price, Cr Russell Bowman, Cr Alan Wilson (by Teleconference), CEO Tim Cronin, Martin Cookson Director Corporate Services, Michael Czarnecki Acting Director of Engineering Services, Leonie Dowding (Land Tenure Officer)

APOLOGIES Mayor Peter Scott, Cr Glen Shephard, Gary Kerr, Mark Marziale

Meeting commenced at 11:00am on 10 November 2015 in Chambers.

1. Compliance issues with Ergon have arisen around electrical installation. Council is working to rectify as a matter of urgency.
2. The road has been widened in response to future proofing, expected increases in use and larger vehicle access and turnaround. Council is aware of the FNQROC requirements in respect of street light placement. However, taking into account the reduced speed limit of 15km/hr and traffic calming requirements is satisfied with the changes and note the Superintendents assessment of the risk as low.
3. Works for Charlotte Street upgrade including Webber Esplanade through R2R funding has been approved.
4. Fishing platforms will begin installation this week. Council is aware of the risks and safety concerns associated with the installation. Security around the site will be monitored once installation is completed.
5. Splashpad will be poured once the pressure test has been completed.
6. Water fountains quotes assessed and resolved to include the multi-function bubbler and dog bowl option from Urban as per the quote.
7. Committee resolved to delegate to the CEO to oversee the Acting Director of Engineering through the Superintendent in negotiation of an acceptable standard against specifications for the balustrade and fence requirements. The Committee noted that the risk associated with the variations rest with the Contractor.
8. Letter of response has been sent to the Blue Water Fishing Club regarding lease arrangements.

The meeting closed at 1:55pm.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

COMMITTEE OF THE WHOLE

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

INFORMATION

ENGINEERING SERVICES

	ENGINEERING SERVICES REPORT – OCTOBER 2015	
	<i>Report from Engineering Services</i>	

General

1. Webber Esplanade Reclamation

Please see Waterfront Advisory Committee minutes.

Progress photos refer Cook Shire web site:
<http://www.cook.qld.gov.au/cooktownwaterfront>

2. Water Supply

2.1 Water Report

2.1.1 Annan Treatment Plant

- 17.5mm of rain was recorded for the month, there were no changes in the weir heights, and the raw water quality remained high
- The IT Officer has been working to resolve the poor internet reception at the Plant, and are looking at various options
- The water officers spent many hours repairing the sewer main that was damaged from an excavator
- Routine maintenance has taken place around the Treatment Plant including Sed tank sludge removal, sand filter hose downs and dosing pit scrub and pressure wash. Poisoning around the plant also took place
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

2.1.2 Cooktown Water Report

- 7 service repairs for this month
- 2 mains repairs took place on Endeavour Valley Road this month
- A faulty meter was replaced in May Street
- A number of mains flushing took place this month due to reoccurring faults to the UPS which controls the hypo pump at the New Pump Station
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

2.1.3 Laura Water Report

- There were no service or mains repairs this month
- Aqua Manage serviced the membrane filtration plants this Month
- A CIP and routine maintenance were performed weekly
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

2.1.4 Lakeland Water Report

- There was one service repair and no 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 Coen bores and the Coen dam this month
- The dose rate to the DAF has been adjusted this Month
- The oil was topped up on the compressors at the Coen dam
- A CIP was performed this month
- Routine maintenance around the treatment plant, Depot and bores took place, mowing and wiper snipper was completed around all bores and the dam shed
- The Depot Shed and DAF shed was cleaned out this month
- Water sampling as per the sampling matrix were collected and analysed, with all samples complying

2.2 Waste Water Report

2.2.1 Cooktown Waste Water

- Spirac Service technicians installed new screws, wear bars and liners to the sandsep grit classifier. New seals were fitted and oil changes to the grit classifier gearbox
- The gas detectors have been calibrated this month
- The new WAS pump has been received and wired ready for installation
- New stainless guide rails and chains have been installed in the filtrate sump
- New stainless chains have been fitted to the septage receival well
- AAT & IAT air times have been adjusted
- UV Lamp ballast have been replaced
- The WAS has been adjusted this month to suit the sludge levels
- The grit vortex unit has been pumped out and the channel in front of the step screen has been cleaned out
- A new regulator has been installed on the backwash filter line

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

- The standby generators have been run and a new battery installed to the Sewerage Treatment Plant generator
- The new sed tank for the belt filter press has been placed on the concrete slab and Cape York Engineering has installed a new conveyor belt
- 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 Waste Water

- 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
- 60 kilos of lime was added to the process to maintain pH balance during the month
- All the sprinkler heads on section 3 to the irrigation paddock were pulled out, cleaned and some replaced
- Effluent has been primarily pumped to the irrigation area this month
- Routine maintenance was performed at the Sewerage Treatment Plant, which included mowing and brush cutting
- Samples were collected and sent off for analysis, all complied with the licence requirements

2.3 Maintenance Report

2.3.1 Cooktown Waste Water

- Belts, oil/checked, bearings greased and air filters have been checked on BL113, 275,276,277 and new pipework has been fitted to blower 275
- Belts, oil/checked, bearings greased and air filters have been checked on BL506 and BL 507
- AG 206 & 256 had belts checked & bearings greased
- RAS pump 252& 253 had drive belts inspected and bearings greased
- Step screen SC104 has had bolts & seals checked
- AG 112 Slew bearing & belt checked and bearing greased
- A new stainless steel manifold was fitted to blower 257
- Inlet works drive bearing on the wash press has been greased, the oil changed and a new breather and gasket fitted

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

2.3.2 Annan

- A confined space entry was conducted at Annan water treatment plant intake tower to replace raw water pump No 2
- All safety showers were tested this month
- A new 200mm keystone actuator was fitted to filter No 1
- All fluoride dosing pumps pipe work and tanks have been checked for leaks
- Maintenance in line with Big Foot Maintenance Program

2.3.3 Lakeland

- Safety shower & eye wash station has been tested this month
- New bearings were fitted to the recirculation pump
- A small chlorine leak was repaired at the chemical shed

2.3.4 Laura

- Compressors 1 & 2 had oil belts and air filters checked
- Treatment plant CIPs and general maintenance has been carried this month
- Pipe work on plant 1 had to be repaired
- New PVC pipe work on plant 1 was fitted to filter block
- A new back wash air regulator has been fitted to plant 1

Aerodrome Operations

Cooktown Airport

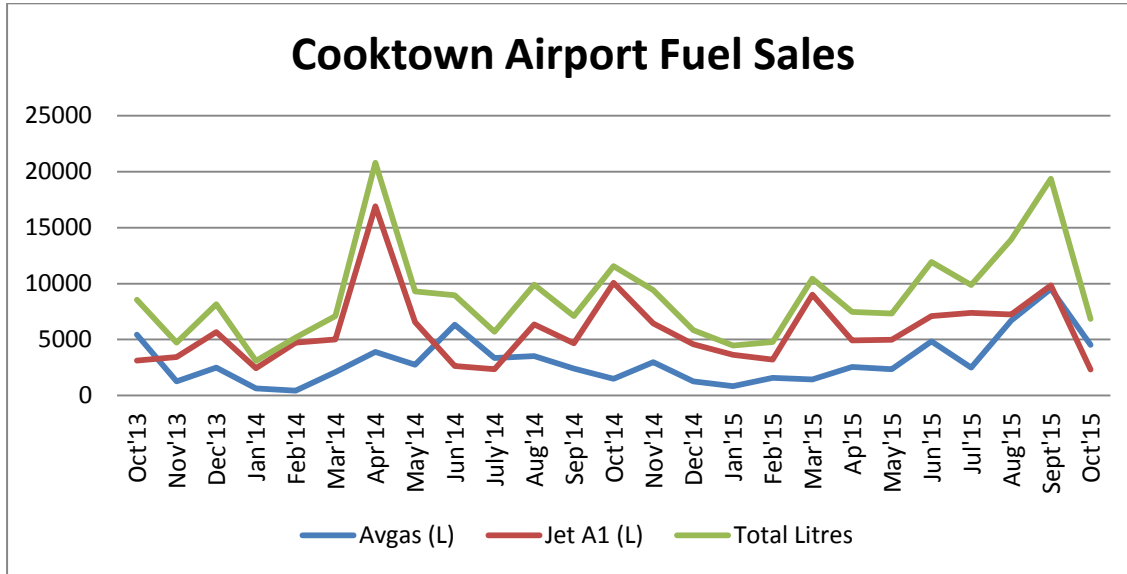
Fuel sales for October were: Avgas 4517.23 Litres, Jet A1 2338.51 Litres, and Total 6855.74 Litres.

General maintenance cleaning and mowing has continued around the terminal and aerodrome grounds. Repairs to an old section of the boundary fence have been completed. The aviation fuel bowsers and pumping equipment have been serviced and filters changed. The Mount Tully Hazard beacon has been reinstalled and is now operational.

The emergency exercise “October Gale 15” was held at the Cooktown aerodrome on morning of Wednesday the 25th. Over 50 people participated in the exercise including emergency response agencies and volunteers from My Pathways and the community as role players. Reaction from all involved was very positive with most agencies thanking the Council for facilitating the event and highlighting the need and benefits of holding regular multi agency emergency exercises.

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

Projects at the Coen aerodrome have progressed with the apron and taxiway reseal complete and the markings reinstalled. Concrete works including a slab to hold pumping gear so that the new AVGAS tank can be positioned in the bunding, a new bunded area for diesel storage and new footpaths around the buildings have been completed. Work on having the new AVGAS tank installed before the wet continues.



Coen Airport

Core business activity

Total landings for the month: 81

Fuel Sales	Avgas	JetA1
Litres	9001	9178
\$ Value	21602.40	14684.80

Plant and Equipment

- New tractor seat has been fitted
- Toyota has had 40000k service
- New bearings have been fitted to zero turn mower deck
- New Avgas tank has arrived and concrete slab for repositioning the pumps, to allow installation of new tank, has been completed.
- Old Avgas and Jet A1 pods have been removed from aviation fuel bund.

Aerodrome Maintenance

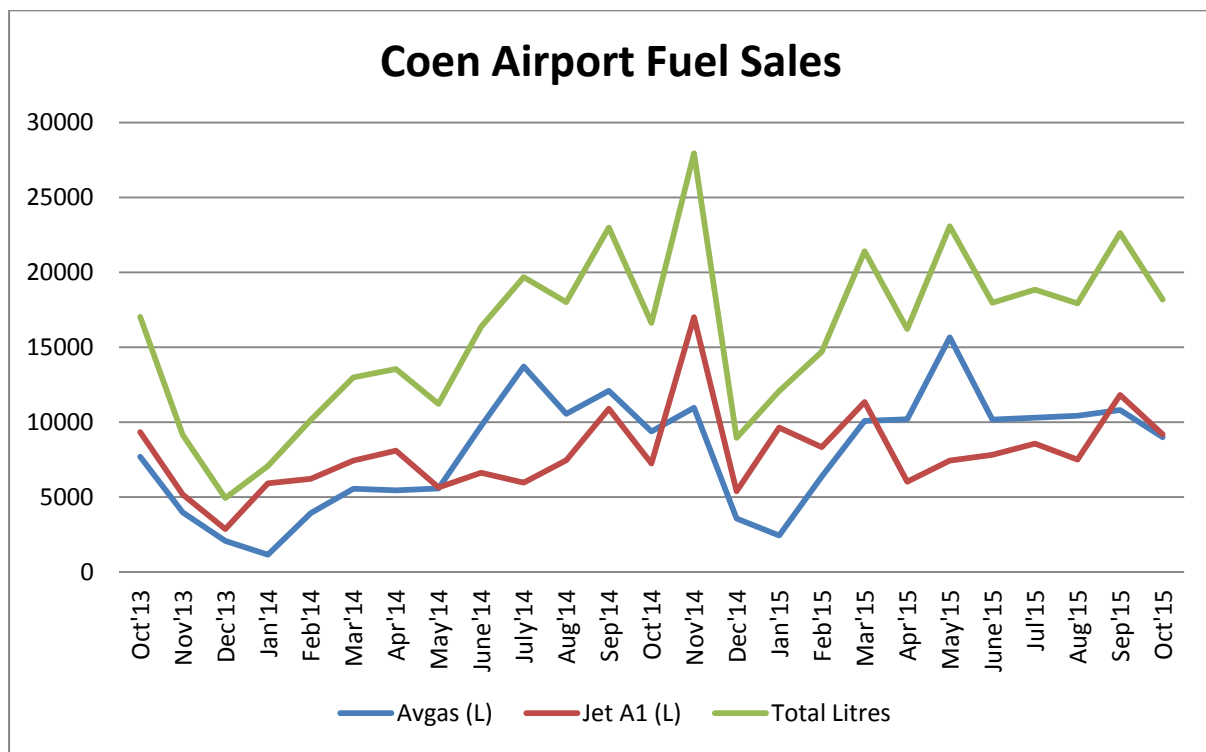
- New diesel bund has been constructed around the existing overhead tank. The second tank and the old Avgas and Jet a1 pods are being installed in this bund to allow for additional diesel fuel storage.

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

- The Taxiway and Apron have been resealed and the line marking redone.
- The car park has been resealed
- The crumbling pathways around the office and old residence have been replaced.
- Steel posts supporting the residence verandah had been rusting through at the base and these have been re concreted to add strength.
- The runway has been swept.
- New stairs are required for rear entrance of old residence as a result of replacing concrete paths

Other Issues

- The contractor responsible for resealing the Taxiway, Apron and Car park collected material from an area set aside for storage of this type of material. At the end of the job they dumped a truck load out near the old drum storage bund instead of returning it to the designated storage area. On arrival they were shown where the storage area was and advised that the airport was closed the next day to allow them full access during the job. They proceeded to drive a tractor and broom onto the runway and commence sweeping without consulting me and in disregard for any safety issues and instructions they received. They were instructed to leave airside until I was available to ensure safety. I allowed them to recommence sweeping later in the afternoon when I could monitor air traffic and the sweeping could be carried out as time limited works.



Parks and Gardens

4.1 General

- Tree maintenance – removal of dangerous or damaged limbs, obstructive vegetation, fallen palm fronds etc; clearing of roadside vegetation to improve visibility, including tree trimming for truck access at the workshops by the Bridge-crew yard; tree trimming to improve internet line of sight between the workshops and the sewage treatment compound; removing a large dying wattle on the Green Street road verge; Transfer Station access road approaches, Grassy Hill, lower roadside, Ida St/Hospital wooded verge area
- Mowing and whipper-snipping, including within parks and reserves, the Cooktown cemetery, council blocks and facilities, and road reserves including Helen, Harrigan and Charlotte Streets. Similar maintenance undertaken in towns including Rossville, Ayton, Lakeland, Laura, Coen and Portland Roads.
- Loose litter collection within parks and reserves and roadsides, road kill removal and outlying windyloo servicing
- Weed control within parks and streets through herbicide spraying including gutters, channels, footpaths and around posts etc
- Debris removal from roadside gutters and crossovers
- Botanic Gardens and general garden maintenance
- Cleaning tables and BBQ
- Irrigation operation and maintenance within irrigated road reserves, Events Center, Admin grounds, Botanic Gardens, Queens Park Oval, and Lions, Endeavour and Bicentennial Parks
- Hand watering of recent and younger street trees, and planter tubs
- Playground inspections undertaken
- John St Oval field line marking and extra bins put out for matches – last of the season
- Ayton Playground – rotting timber retaining wall between playground and carpark replaced with hardwood timbers
- Repairs to walkway bridge completed (Cemetery to Adelaide Reserve). Old deck removed due to deterioration of untreated pine, and replaced with hardwood decking. Some structural bracing also undertaken and ramps put in place
- Annual park furniture renovations continued, sanding and coating with Aquadeck

Appendix A

Last updated 9/11/15		Cyclone Nathan 2015									
Brief Description of Roads in the area of the Submissions	Various Cook Shire Roads	Bamaga Moreton/Bramwell	Various Local Roads	Dixie / Kimba	Strathgordon / Aurukun	Palmerville / Maytown	Lillyvale / Marina Plains	Lakefield / Mt Webb Wakooka	Various Cook Shire Roads	Various Cook Shire Roads	Total
Reference Number	Emergent Works	CoSC.48.15	CoSC.49.15	CoSC.51.15	CoSC.52.15	CoSC.53.15	CoSC.54.15	CoSC.55.15	COOKSUB1	CoSC.57.15	Total
Pre - Contingency Total		\$7,077,692.51	\$2,349,373.14	\$5,580,060.34	\$4,383,738.48	\$4,764,301.70	\$2,553,895.71	\$4,039,713.80	\$623,638.32	\$214,833.14	\$31,587,247.14
Contingency 20%		\$1,415,538.65	\$469,874.02	\$1,116,011.81	\$876,747.71	\$952,860.32	\$533,016.94	\$807,942.76	\$124,727.66	\$42,585.53	\$6,339,305.40
Escalation 5%		\$353,884.66	\$117,468.50	\$279,002.95	\$219,186.93	\$238,215.08	\$133,254.24	\$201,985.69	\$31,181.92	\$10,714.63	\$1,584,894.60
Project Management 10%		\$707,769.33	\$234,937.01	\$558,005.90	\$438,373.86	\$476,430.16	\$266,508.47	\$403,971.38	\$62,363.83	\$21,429.26	\$3,169,789.20
Pre Approved amount		\$9,563,865.12	\$3,204,549.65	\$7,554,177.87	\$6,081,873.44	\$6,438,426.49	\$3,597,864.35	\$5,534,099.39	\$841,911.73	\$316,789.79	\$43,133,557.83
Total Sub amount		\$9,554,885.15	\$3,171,652.67	\$7,533,081.00	\$5,918,046.98	\$6,431,807.26	\$3,486,675.36	\$5,453,613.63	\$841,911.73	\$289,562.56	\$42,681,236.34
Expenditure to Date (Includes Committed)	\$1,671,810.44	\$6,355,283.38	\$1,360,691.70	\$5,183,881.15	\$4,564,538.98	\$3,718,024.05	\$2,079,604.51	\$2,829,905.64	\$1,991.53	\$85,695.09	\$27,851,426.47
Actual Expenditure to Date		\$4,574,522.43	\$1,022,457.95	\$4,924,304.14	\$4,460,258.98	\$2,733,157.65	\$1,826,532.51	\$2,185,550.87	\$1,991.53	\$84,675.09	\$21,813,451.15
Received to Date	\$0.00	\$2,859,810.27	\$951,494.89	\$4,359,486.30	\$4,052,059.67	\$1,929,541.91	\$1,137,760.54	\$1,799,697.60	\$0.00	\$95,467.37	\$17,185,318.55
Balance	-\$1,671,810.44	-\$1,714,712.16	-\$70,963.06	-\$564,817.84	-\$408,199.31	-\$803,615.74	-\$688,771.97	-\$385,853.27	-\$1,991.53	\$10,792.28	-\$6,299,943.04
Approved											
Submitted											

PLANNING AND ENVIRONMENT

	PLANNING & ENVIRONMENT REPORT	
	<i>Report No D15/20566 from Director Planning & Environment November 2015</i>	

Purpose – For Information

A report from the Director of Planning and Environment providing information regarding ongoing and emerging issues and projects.

1. Building Maintenance: Proposed Upgrade of the Cooktown Community Events Centre to a Public Cyclone Shelter Project.

Building Location: Corner of Charles Street and May Street, Cooktown.

Background

The Events Centre building design was approved with conditions under Development Approval DA/2658, and dated 3 March 2010.

A copy of the Cooktown Community Events Centre, Cyclone Shelter Redesign Report: Stage 1 (“the Redesign Report”), has been sent to Councillors, and is tabled at this Meeting for formal discussion. The Redesign Report: Stage 1, comprises Four (4) Reports from the expert Cyclone shelter design team, as set out below:

1. Architecture – Sketch Design,
2. Mechanical Services Schematic Design.
3. Electrical Services Schematic Design
4. [Engineering] Schematic Design

The Redesign Report: Stage 1, circulated to the Cook Shire Councillors and Executive Management Team, on the 7th September 2015, provides details and recommendations by the expert Public Cyclone Shelter design team, engaged by the DHPW, proposed to bring the Cook Shire Community Events Centre, in accordance with the *Design Guidelines for Queensland Public Cyclone Shelters, September 2006* (Qld Government, Dept of Public Works).

Update

The DHPW forwarded the Redesign Report 2015, to a Building Services Authority [BSA] Quantity Surveyor [QS] for a preliminary Costing Report.

In telephone discussions Monday 26 October 2015 DHPW advised Council that the Quantity Survey for the proposed upgrade of the Cooktown Community Events Centre [CCEC] to a Public Cyclone Shelter, was delayed. The QS has been asked to review their initial estimates, which are still awaited at the time of this DPE Report.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Council is advised to expect the revised QS Cost Estimates report late next week, subject to the Minister's consent to its release.

In anticipation of the QS Costs Estimates Report, it is the time to consider funding arrangements for the Proposed Upgrade Works, and this project has been registered as an objective for Federal Funding, on the Agenda for the Council's Grants Committee, for advice as to which Grants programs in may be eligible for.

In the Event of a Emergency

All Report's received to date, maintain the position that the Events Centre as it stands would still be the best public assembly building in the Shire, for use as a **place of refuge** in the event of a disaster.

2. Building Maintenance: Places of Refuge Review – Local Disaster Management Group request.

At the LDMG Meeting Held 16 September 2015, the Chair asked that a report including a recommended Schedule of Certified Potential Places of Refuge. In review of the Local Disaster Management Plan, a risk was identified in that the schedule or list of places of refuge is not supported by any qualified assessment of those buildings. This is a high priority for Council.

A search of Council Records, could not ascertain that there has been any formal, qualified or structural engineering assessment of the places of refuge across the Shire, in the recent past that could be relied upon by the Chair LDMG in any determination to direct persons seeking shelter in an emergency.

In response to the he DPE arrange a review of the Proposed or Potential Places of Refuge for all the settlements across the Shire, by engagement of Council's consultant Building Surveyor, to undertake a formal assessment of the proposed Places of Refuge, and assisted by Council's Builder and Master Plumber.

This action is urgent, and the undertaking the assessment and reporting for the potential places of refuge, was required before the forthcoming cyclone/monsoon season begins in November 2015.

As stated in the Disaster Management Plan the places of refuge are identified as:

Cooktown – Events Centre

Rossville – Rossville Hall
Bloomfield – Ayton Library

Lakeland – Community Hall

Laura – Laura Hall

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Coen – Well Being Centre

All of the above listed buildings, except the Laura Hall, were used during Cyclone Nathan.

Formal Inspections of the proposed Places of Refuge by the Building Surveyor, Builder and Plumber, was undertaken 29-30 October 2015.

We are expecting the resultant Condition Report/ Dilapidation Report for each proposed place of Refuge, including recommended works required to be completed to make the buildings acceptable for the required for the important use as a POR, and to inform decision making by the Local Disaster Management Coordinator, and Chair of the LDMG, during the next emergency event.

3. Making of the Model Local Laws : Update

At its Meeting held October 2015, in brief, Council resolved **to propose to adopt** its Model Local Laws 2015, subject to the required procedures and authorisations.

Before Council can **adopt** the Local Laws a number of procedural steps are required in accordance with the, and action on these has been commenced by Council's solicitors.

A review of the anti-competitive provisions in the Local Laws is required, now that Council has proposed to adopt them. When Council received that assessment report of the anti-competitive provisions in the proposed Model Local Laws, then it will be required to resolve that, either:

1. There are no anti-competitive provisions; or
2. There are anti-competitive provisions but there are no "significant impacts"; or
3. There are anti-competitive provisions with "significant impacts"

If Option [3] applies, then further public consultation is required.

Please let me know if that consultation is going to occur. If it is, a report on the anti-competitive provisions should be tabled to Council prior to that Consultation in the event that there are anti-competitive provisions with "significant impacts".

If Option 3 does not apply, upon Councils review and resolution regarding the anti-competitive provisions the Local Laws can also be adopted.

The Local Laws will be published once the above detailed last resolution is passed.

Minor amendments may be made to the local laws, if Council requires any amendments please advise the Director PE.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

4. Public & Environmental Health - Cemetery Management update [EHO] Cooktown Cemetery- Improved Security Requirements

Over recent years, Council officers have become aware of regrettable instances, or allegations, where excavation works and disposal of human remains, were carried out in the cemetery without appropriate approvals.

Furthermore, such unauthorised excavations, or works, have resulted in number of headstones being off alignment, or resulting in encroachments into neighbouring gravesites, requiring conciliation, and contributing to some burial records being deficient or just missing.

In order to prevent any further offences occurring with the Cooktown Cemetery area, vehicle access gates have been locked, with permits or notice to authorised officers required for vehicle access to the Cemetery. This effectively prevents access to the Cemetery by unauthorised persons with their excavation plant and equipment.

Pedestrian Access continues to be freely available 24 hours a day, all year round.

Council records show that the need to lock the gate had been considered as far back as 1999. Warning signs stating the fines applicable for carrying out unapproved works in the cemetery were later erected instead. Since this approach has failed to address unauthorised works in the cemetery, we are now left with no option but to lock the vehicle gate.

Council has agreed that keys issued to an undertaker for digging of an approved grave may be returned after the funeral. Keys issued to contractors for erection of approved headstone or conduct approved works should be returned within 24hrs.

People visiting their relative's grave, including wheelchair bounded individuals are still able to freely access the cemetery through the pedestrian gates. Furthermore, Council will be more than happy to open the main gate free of any charge for anyone who due to special circumstances, cannot get to the gravesite without the assistance of a vehicle.

Local Law Requirements in relation to carrying out work in the cemetery

All Cemeteries in the Shire are regulated under *Cook Shire Council Local Law No.23 (Cemeteries) 2001*. The Local law has 2 provisions directly related to the carrying of works in the cemetery.

Section 16 requires a licence issued by Council for the erection of a memorial.

Section 21 requires an approval from the cemetery authority to carry out repair work on a memorial

Licences are approved based on the information included in an application any work different to that needs further approval

The licence template has been updated to include the above statement and an expiry date for works (1 year)

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Cooktown Cemetery Maintenance – Cultural Heritage Management

Procurement specification has begun to find a suitably experienced person, to be engaged on a contractual basis, to carry out works on the gravesite, monuments and cemetery structures that currently falls beyond the scope of what is currently done by our Parks and Garden section. Local undertakers were invited to a consultation meeting on the 3rd September 2015, at the cemetery to discuss the proposed Maintenance contractor's scope of works and other improvement required at the cemetery. Request for contractors will be advertised within the next few weeks.

The layout area for a new Burials area is being surveyed so it can be opened up for use.

Council has also ordered a number of directional signs to help people find their way around the cemetery.

Council's A/EHO is preparing two grant funding applications, with EDCS, for works in the Cemetery, the first for pathways and roads, and the second for fixing broken historical headstones

Cemetery Management Statistics 2015

During the past year the following actions have been managed by Council's EHO Team, as set out in the below Table:

Cemetery Applications – Local Laws	
Burials - Cooktown	4
Burials - Coen	3
Burials – Laura	1
Placing of Ashes	2
Memorials Installed	8
Total Cemetery Applications	18

ATTENTION: Mayors and Chief Executive Officers of Cairns Regional Council, Cassowary Coast Regional Council, Cook Shire Council, Tablelands Regional Council, Wujal Wujal Aboriginal Shire Council, Yarrabah Aboriginal Shire Council and Etheridge Shire Council.
FNQROC

**5. Stock Routes and Other Land Legislation Amendment (SROLLA) Bill 2016:
Stock route network management and grazing on other roads and reserves - Policy
Direction Paper**

The Department of Natural Resources and Mines (DNRM) is developing a bill for government consideration called the Stock Routes and Other Land Legislation Amendment (SROLLA) Bill 2016.

AGENDA AND BUSINESS PAPERS

16, 17, 18 NOVEMBER 2015

Importantly, these new laws not only relate to stock travel and grazing on the stock route network, but also on roads and some reserves outside the stock route network. Consequently these **reforms are relevant to all local governments**, but particularly those that contain stock routes.

Background:

In 2012, the Stock Routes Network Management Bill 2011 lapsed due to the commencement of a caretaker period preceding the State Government election. In 2014, the department undertook consultation on the modernisation of state land administration. Feedback during this consultation indicated support for new legislation to support the management of the stock route network.

DNRM is now working toward re-introducing an updated Bill - the SROLLA - in early 2016. The SROLLA is largely based on the 2011 Bill and incorporates a number of changes to address developments over the past three years.

Stock Routes Policy Paper

Please find a copy of the Policy Paper, attached to this DPE Report, it provides an overview of the Policy directions that will form the proposed Stock Routes and Other Land Legislation Amendment (SROLLA) Bill 2016, including:

- objectives and outcomes
- operation of the legislation (i.e. permit types, fee framework, compliance, supporting electronic systems); and
- implementation timelines and impacts.

The Policy Paper also covers other land legislation amendments (e.g. minor legislative amendments to streamline state land administration processes).

Comments:

Any comments or enquiries are being directed to statelandenquiries@dnrm.qld.gov.au.

Only informal comments are called for at this time, the DNRM will call for Formal Comments from Council early in 2016.

November 2015

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

CONFIDENTIAL – NOT GOVERNMENT POLICY – DRAFT

Attachment 4

**Stock route network management and grazing
on other roads and reserves**

Policy Directions

September 2015

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Contents

Purpose	3
What is the stock route network?	3
Current administration	3
Stock Route Network	3
Non stock route roads and reserves	3
Revenue and costs of the stock route network	4
Previous consideration of stock route network arrangements	5
Stock route management in other jurisdictions	5
Proposed policy directions	5
Classification of stock routes	6
Grazing on non-network roads and reserves	7
Restructuring fees on the network	7
Revenue sharing and network maintenance	7
Use of the Stock Route Management System to support the network	8
Compliance and enforcement on the network	9
Management plans	9
Values on the stock route network	10
Transitional and implementation arrangements	10

AGENDA AND BUSINESS PAPERS

16, 17, 18 NOVEMBER 2015

Purpose

On 27 July 2015, government considered the Department of Natural Resources and Mines' (DNRM) proposed policy directions to modernise Queensland's state land system and approved the directions proposed to improve the management of Queensland's stock route network (SRN). The purpose of this paper is to outline the proposed policy framework for the management of Queensland's SRN and for grazing on non-stock route roads and reserves under local government control.

What is the stock route network?

Queensland's SRN has a long and rich history encompassing 150 years. Approximately 72,000 kilometres of Queensland's roads are declared as stock routes, making up an area of 2.6 million hectares.

Stock routes are declared parts of Queensland's road network along which stock (cattle and sheep) may travel by walking (droving). They are primarily used by the pastoral industry as an alternative to transporting stock by rail or road and are an important source of pasture for stock especially in times of drought. Queensland's stock routes connect with stock routes in other Australian mainland jurisdictions to form a 'national route' for driving stock on foot.

In Queensland, roads are identified as being a stock route by declaration under the *Land Protection (Pest and Stock Route Management) Act 2002* (Land Protection Act). The network also includes reserves for travelling stock under the *Land Act 1994* (Land Act), such as reserves for camping, water and pasturage purposes.

Also along the SRN is state-owned infrastructure such as water facilities, windmills and other assets to assist those using it. The stock route water facility assets located on the network are owned by DNRM.

Current administration

Roads and reserves

Under the Land Protection Act, local governments can issue stock travel permits and short-term grazing permits on local government controlled roads and some reserves as well as State-controlled roads, both within and outside the SRN. For State-controlled roads, a permit can be issued subject to the State's approval (Department of Transport and Main Roads) under the *Transport Infrastructure Act 1994* (Transport Infrastructure Act).

Under the Land Act, DNRM can issue longer term authorities (permits to occupy) for grazing activities on roads and reserves.

Stock Route Network

Administration of the SRN is shared between the state and local governments under the Land Protection Act. There are also powers contained within the Land Act and Transport Infrastructure Act affecting the management of stock routes.

The State's current roles and responsibilities include:

- Setting the overall strategic direction for the management of the SRN, via a SRN management strategy.
- Issuing permits to occupy for longer-term (static) grazing on the SRN, under the Land Act.
- Authorising the use of roads and reserves forming the network for purposes other than the moving of stock or short-term grazing.

AGENDA AND BUSINESS PAPERS

16, 17, 18 NOVEMBER 2015

- Authorising short term grazing under an auxiliary works encroachment (permit) under the Transport Infrastructure Act.

Local governments are responsible for the day-to-day operation and maintenance of the network, with responsibilities including:

- Preparing SRN management plans for their local government area to guide stock routes management in each local government area. These local plans must be consistent with the State's SRN management strategy.
- Issuing travel and short-term grazing permits on the network (e.g. during drought, floods or when stock need to be spelled for their welfare).
- Undertaking various maintenance tasks, such as managing and conserving pasture for travelling stock, monitoring the rate of travel, seizing stray stock and managing feral animals and weeds.
- Enforcing the laws, with support from DNRM (penalties collected are remitted to the State).
- Additionally, under the Land Protection Act, individuals may enter into water facility agreements with DNRM to access water from, or supply water to, the stock route network. Local governments act as DNRM's agent for water facility agreements.

Revenue and costs of the stock route network

Revenue from static grazing permits to occupy issued on the SRN under the Land Act (totalling approximately \$400 000 per annum) is collected by DNRM as consolidated revenue.

Under the Land Protection Act, local governments authorise the use of the SRN for travelling stock or for short-term grazing agistment. Currently travel fees for cattle equate to 1 cent per head, per day, based on 10 kilometres of travel per day. Current agistment fees are set between \$1.02 and \$2.50 per head per week for cattle, and \$0.10 and \$0.39 for sheep. Local governments take into account a number of criteria when setting agistment fees, such as pasture availability and the current commercial rate for agistment.

The revenue generated for use of the SRN under the Land Protection Act is dependent on usage and hence revenue collected has varied significantly from year to year (e.g. in 2007-08 the network generated \$112,000 in revenue, compared to \$13,000 in 2010-11 and \$83,000 in 2013-14).

While local governments are the primary managers of the SRN, they currently retain half of the fees they collect for travel and short-term agistment permits. They do not receive revenue from static grazing on the SRN authorised under Land Act permits to occupy.

Overall, local governments recover only about four percent of their management and maintenance costs through stock route fees. While full cost recovery is unlikely to be achieved, any changes to financial arrangements should provide local governments with greater opportunity to recover monies spent on the stock route network.

The operating costs of those local governments with the SRN in their management areas are estimated to be \$2.4 million each year.

In addition to the management and maintenance costs, capital costs are incurred by local governments for the replacement of pumps, tanks, etc., for water facility infrastructure supporting the SRN. Over the past three years, the State's contribution has ranged from \$1.3 million to \$600,000 each year towards a capital works program for this infrastructure. Local governments bid for this capital works funding from DNRM, which allocates the money on a priority basis.

AGENDA AND BUSINESS PAPERS

16, 17, 18 NOVEMBER 2015

Previous consideration of stock route network arrangements

In 2002, the State government in partnership with the Local Government Association of Queensland (LGAQ), local governments, AgForce Queensland, the cattle and droving industries, conservation, and Aboriginal interests, began extensive work to reform the administration and management of the SRN. This work culminated in the development of the SRN Management Bill 2011 (the 2011 Bill) that was introduced into Parliament in September 2011, and considered and supported by the then Parliamentary Transport and Local Government Committee. However, the Bill lapsed upon the calling of the State election in February 2012, and has not since been re-introduced.

Stock routes has also been considered as part of a parliamentary inquiry, as well as part of a discussion paper considering the modernisation of state land administration. There was general support for the reintroduction of the 2011 Bill. However, there were varying views on whether users should pay for the use of stock routes and if the fees should be set by local governments.

Stock route management in other jurisdictions

New South Wales (NSW), South Australia (SA) and the Northern Territory (NT) are the only other Australian jurisdictions with stock routes legislation comparable to Queensland. In general, legislation in NSW, SA and the NT governs the management and use of travelling stock reserves and stock watering under permit systems. However, the mechanics of the permit systems and the applicable fees and penalty rates vary.

NSW, SA and the NT have adopted a commercial approach in the fees charged, including approved slower travel attracting additional fees. The management structures for stock routes and ancillary facilities also differ from Queensland, with operational (and some strategic policy) responsibility for stock routes lying with the Pastoral Board in SA, the Local Land Services (that is, bodies corporate) and local governments in NSW, and the Pastoral Land Board in NT. The precise roles and responsibilities of these entities vary from state to state.

Similar to Queensland, the common issues of concern in NSW, SA and the NT revolve around: ensuring that there is good management and governance of stock routes; the need for increasing resources; protection of the SRN; and striking the balance between the needs of travelling or grazing stock and the conservation of natural values.

Proposed policy directions

The proposed Stock Route and Other Land Legislation Amendment Bill (SROLLA Bill) will deliver a SRN Management Act. The new Act will bring together current stock routes provisions contained in the three Acts currently administering the network and grazing activities on other roads and reserves. The SROLLA Bill will establish a new framework for the administration and management of the SRN. In addition, it will remove legislative inconsistencies.

Key proposed policy directions, include:

- The primary purpose of the legislation is to provide a consolidated Act for travelling stock and general stock grazing on the SRN and other roads and reserves.
- Recognition of the values on the SRN and support for the conservation of natural and cultural values located within the SRN that are not otherwise managed under other legislation.
- Retention and management of a viable SRN for stock to travel between defined destinations remains the primary purpose of the proposed SRNM Act.

AGENDA AND BUSINESS PAPERS

16, 17, 18 NOVEMBER 2015

- Priority for use of the SRN is given to travelling stock and other grazing activities can only occur where they do not impact on the ability of travelling stock to use the network.
- To manage both travel and other grazing activities on the SRN and on other roads and reserves, it is proposed to have a hierarchical list of activities.
- To provide a framework that will enable a revenue stream to support an effective SRN for travelling stock for the long-term.
- Introduce a monitoring and assessment framework—linked to the electronic Stock Route Management System available for use by local government—to support better decision making and compliance efforts.

Classification of stock routes

Stock routes are classified into different 'tiers', based on the level of usage of the stock route. 'Primary' stock routes are considered essential for travelling stock because they have a demonstrated history of regular use for that purpose by significant numbers of stock. Other stock routes which have lower usage, or are relatively inactive, are classified as 'secondary', 'minor' or 'unused'.

The SROLLA Bill proposes that stock routes be divided into two classes only—primary and secondary. Primary stock routes are regularly used by travelling stock. Secondary stock routes are those that may be used by travelling stock, but are not regularly used. For example, a secondary stock route would include a road that is used by travelling stock when the primary stock route is affected by a natural disaster such as flooding, or severe drought. The two classes will simplify management requirements.

It is also proposed to enable the closure of areas of a stock route in situations where ongoing useage will result in damage to the pasture, soil or other value or conditions are unsafe for stock usage (e.g. lack of water). An area of stock route may be closed to all uses or certain uses (e.g. short-term and long-term grazing).

Local governments would be provided with the ability to establish different management zones within these classifications, for which targeted strategies and different permit and authority conditions could apply, if supporting data is available and resources permit.

The SROLLA Bill also proposes to simplify the process for reviewing and changing the classification of stock routes, where needed.

Permitting grazing on the SRN

The existing Land Protection Act contains just two permit types for grazing activities on the SRN: a 'travel permit' and an 'agistment permit' (or grazing permit). The SROLLA Bill, proposes introducing a hierarchical of permits types and conditions to manage grazing activities both on and off the stock route.

The permit types proposed for the new legislation will be largely consistent with those contained in the previous 2011 Stock Routes Bill.

To manage both travel and other grazing activities on the SRN and on other roads and reserves, the SROLLA Bill proposes the following hierarchy of priorities:

1. Travel permit
 - a. Travel permit (standard): this is the highest priority use, and takes priority over all other uses of the network - stock travels 10 km per day.
 - b. Travel permit (slow) - stock travel 5 km per day.
2. Unfit stock and emergency - issuing of a permit being subject to the needs of travelling stock.

AGENDA AND BUSINESS PAPERS 16, 17, 18 NOVEMBER 2015

- a. Unfit stock permit - use of network by stock that are affected by illness, disease, injury, etc;
- b. Agistment permit (Emergency) – use of network for emergency situations
3. All other grazing permits may only be permitted subject to the needs of the first and second priority uses and the condition of the stock route.
4. Harvesting permit: the harvesting of pasture is the lowest priority use, and may only be permitted subject to the needs of all other permitted uses.

Mandatory conditions will be set for all grazing activities on the SRN with local government able to add additional conditions. Penalties will apply if permit conditions are not met.

Grazing on non-network roads and reserves

It is proposed to enable local government to authorise grazing on non-network roads and reserves. While the State will regulate the fees and conditions for travelling stock on roads and reserves, local governments will be given legislative power to set the fee and conditions for grazing and harvesting activities on non-network roads and reserves.

Restructuring fees on the network

At present, the fees recovered by local governments for the use of the SRN only cover a small percentage of the costs incurred by local governments for administering and maintaining the SRN. This situation does not align with the principle in the current Land Protection Act which states that a person who benefits from using the network, must pay a reasonable amount for its use.

It is proposed that the fee framework will be restructured to allow local governments to recover a greater proportion of the money spent on managing and maintaining the network while having regard for the government's election commitment on fees and taxes charged by the State. This would be achieved by providing local governments with the ability to set the value of grazing fees and pasture harvesting fees above a base fee. The base fee is to provide revenue to support the management of the SRN including maintenance of the Stock Route Management System.

It is proposed that the State will continue to set travelling stock fees, given that the primary purpose of stock routes is as a national route for travelling stock. This proposal is consistent with the former Stock Route Assessment Panel's (SRAP) recommendations and with the historical determination of travel fees.

In addition, where a stock holder is using the stock route as part of their property without a permit, it is proposed to enable local governments to request them to enter into a permit. If the stock holder agrees the local government may then charge an additional fee—an occupation fee, for the use of the stock route for the previous period of use. Should the landholder refuse to pay the occupation fee, the amount due becomes a debt payable to the local government. Where the landholder declines to obtain a permit, the local government can request the land holder to build a fence between the property and the stock route. If the landholder refused then the local government can consider any future grazing activities as trespass (stray stock) and undertake further compliance activities. The power to deal with stray stock and issue fencing notices is currently provided for under the Land Protection Act, as is the authority to charge an occupation fee under the Land Act. These provisions in the new Act will be modelled on the Land Act provisions, and include the ability to back date the fees charged from the time that the local government became aware of the unauthorised occupation.

Revenue sharing and network maintenance

AGENDA AND BUSINESS PAPERS

16, 17, 18 NOVEMBER 2015

It is proposed to restructure the fee framework to allow both the State and local governments to eventually recover a greater proportion of their costs associated with administering and managing the SRN. It is thus important that the revenue generated is appropriately shared between the State and local governments in such a way that reflects the additional responsibilities being provided to local governments.

While the precise revenue sharing arrangements have yet to be determined and require further financial analysis, the principle would be that both the State and local governments retain an adequate portion of the revenue generated, reflecting their management and administration costs.

These revenue sharing arrangements would also need to be considered in light of more flexible management arrangements for local governments to recognise their differing needs and revenue generating abilities.

Currently, local governments bid for capital works funding from DNRM for the maintenance of stock route water facilities and the department distributes the funding on a priority basis. Water facilities were recently valued at about \$14 million with a replacement value of \$59 million. In recent times, the State has contributed between \$400,000-\$500,000 a year in capital works funding for the replacement of pumps, tanks, etc. as required, although capital works contribution increased to around \$1M million in the 2013-14 financial year, reducing to \$800,000 in the 2014-15 and 2015-16 financial years, due to renewed interest in stock routes partly because of the drought.

Given the importance of water facilities for the functioning of the State-wide network, it is anticipated that the State will continue providing funds for capital works. Once the new framework is fully operational, and additional revenue is generated, it is anticipated this additional revenue could be used by local governments to maintain stock routes infrastructure, reducing, or negating, the need for yearly contributions from the State.

It is also proposed to establish a compliance and management fund under the revenue sharing arrangement. This fund can be used by local government's and/or regional organisations of councils to assist in compliance, enforcement and other management activities. Discussions in regard to other uses of the proposed funds will occur with LGAQ and may include funding maintenance of stock route facilities, training programs to assist and support local government and various projects relating to stock route management and the natural values (e.g. biodiversity, land condition and grazing management practices etc.).

Use of the Stock Route Management System to support the network

The electronic SRN Management System is a web based system developed by the department to provide local governments with a transparent and user friendly system to identify travelling stock, monitor pasture condition on stock routes and issue travel permits, grazing permits and water agreements. This system has been recognised internationally and is currently being used by local governments. It is proposed to establish this as the sole register for use by local governments to:

- issue all permits and water agreements online;
- record usage data, provide reliable, up-to-date information on all travelling stock traffic and grazing activities in addition to information on pasture condition, the status of stock routes, etc.;
- record declared special management areas;
- record stock routes assets and support the stock routes capital works program; and
- provide up to date information for planning (State and local management), monitoring and statistics purposes.

AGENDA AND BUSINESS PAPERS

16, 17, 18 NOVEMBER 2015

Compliance and enforcement on the network

Local governments will continue to undertake day-to-day compliance and enforcement matters, including monitoring, enforcing permit conditions, and penalising unauthorised use. A number of arrangements are proposed to promote improved compliance, and management of the SRN.

Local governments would have a greater financial incentive to enforce the legislation, through the ability to set grazing fees (beyond a minimum set by the State) and the proposal to allow local governments to keep the revenue they receive where a penalty is imposed. Further, to assist with resourcing, and to ensure independence of compliance officers, it is proposed to provide local governments with flexible management arrangements which would allow them to appoint officers from different local government areas (e.g. under a Regional Organisation of Councils agreement), or another entity or third party, to undertake compliance work. This recognises that some smaller local governments, or those with relatively inactive stock routes have difficult gaining the resources, expertise and financial capacity to effectively manage stock routes in their areas.

The State would continue to have an important oversight role, and the proposed requirement for local government to use the electronic Stock Route Management System will greatly assist in developing a more transparent and accountable approach to management stock routes. The State would protect its interests through several means:

- The placement of mandatory conditions on different permit types, to ensure for example, that grazing permits issued over the network do not detrimentally impact the viability of the network for travelling stock;
- The ability to review travel permit decisions; and
- The retention of reserve powers currently held under the Land Protection Act, which include the power to direct a local government to perform its functions or obligations or, if the local government fails to comply with the direction, to enable the chief executive to undertake these functions as the local government. These powers would include the ability to cancel or suspend any permit which may affect the viability of the network for travelling stock or its natural and cultural heritage values. The use of the SRN Management System would greatly assist with providing information that the Minister must take into account before making a decision whether or not to exercise the State's 'reserve powers'

Penalty levels will be reviewed so that the highest appropriate penalties would apply to things relating to the misuse of the network or threatening its viability such as overgrazing. Continued or repeat offences may result in additional, or more serious, penalties and the risk of future applications by the offender for travel or grazing not being approved.

It is proposed that local governments may use their own local laws to establish the process for reviewing decisions they make under the legislation. This is considered appropriate as local governments will still be undertaking day-to-day management and compliance duties over the SRN, with the majority of decisions relating to commercial uses of the network for grazing. The State would still have review powers, but these would only relate to the State's interests in the viability of the network, rather than day-to-day management decisions which are the responsibility of local governments.

Management plans

Currently, both the State and local governments are required to prepare management plans to provide strategic direction and guidance on the management and use of stock routes. Under new arrangements, local governments will no longer be required to have a local management plan. Instead they will be required to meet the prescribed outcomes of the State's management plan. Transitional provisions are proposed to allow current State and local governments' stock route management plans to continue for up

AGENDA AND BUSINESS PAPERS 16, 17, 18 NOVEMBER 2015

to two years pending preparation, and coming into force, of the new State management plan under the new legislation.

Values on the stock route network

The SROLLA Bill also seeks to recognise the other values on the SRN and seek to conserve the natural and cultural values which are not protected under another framework. Special management areas can be defined around values and appropriate management regimes developed. These areas which will be shown on the Stock Route Management System.

Transitional and implementation arrangements

The State will work closely with local governments and LGAQ to develop capacity within local governments to put into operation the policy directions proposed for management of the SRN. Further consideration will need to be given to resourcing requirements, training, and the possible role of the Regional Organisation of Councils or similar entities, during the implementation of a new stock routes framework. It is likely that implementation will be phased in over time taking into consideration the aforementioned factors.

In relation to the transitioning of existing Land Act 'permits to occupy' to 'grazing permits', it is proposed to amend the Land Act and other relevant legislation to include transitional provisions.

BUILDING APPROVALS –FOR THE MONTH OF OCTOBER 2015	
<i>Report No.D15/20395from Town Planning Officer</i>	

Application No:	Landowner	Builder	Value	Building	Street Address	Certifier
DA/3520	Sea Island Holdings Pty Ltd	Ri-con Contractors Pty Ltd	\$2,851,985.00	12 x replace Staff accommodation buildings	Lizard Island Resort, Lizard Island	Incert Innovative Certifiers
DA/3519	Clynder Pty Ltd	Laurie Linder Constructions Pty Ltd	\$1,320,000.00	Caretakers Residence	Lizard Island, Lizard Island Coral Sea	GMA Certification Group
DA/3492	Darron Jerome	Jerome Builders	\$28,000.00	Shed	8 Gum Tree Close Cooktown	Cook Shire Council
DA/3509	Keith & Wendy Wallin	Morgans Carpentry & Roofing Specialists	\$20,000.00	Extend roof & deck to existing Dwelling	1 Banks Street, Cooktown	Cook Shire Council

Total value of approvals this period: \$ 4,219,985.00
 Total value of approvals same period last year: \$ 2,180,540.00

**Total value of approvals to date
 (Financial year 2015/2016):** \$ 7,904,700.74
 Total value of approvals to date same period last year: \$ 12,927,506.48

PLUMBING APPROVALS FOR OCTOBER2015

DA Number	Owner	Plumber	Street and Number	Type of development
DA/3527	Jabalbina Yalanji Aboriginal Corp	JJ Collier Plumbing	Rossville Bloomfield Road, Ayton	Plumbing work, new shed
DA/3517	J Anthonis & R Earley	DNT Plumbing & Gas	62 Dowling Road, Bloomfield	Plumbing new dwelling

	CURRENT RECONFIGURATION AND MCU DEVELOPMENT APPLICATIONS AS AT 31 OCTOBER 2015	
	<i>Report No.D15/20398 from Town Planning Officer</i>	

AGENDA AND BUSINESS PAPERS

DA/No	Applicant	Owner	Type of Application	Location	Current Status
DA/3215	DAMIEN CURR & BRIDGET ADAMS	DAMIEN CURR & BRIDGET ADAMS	<p>Operational Works – Construction of a Dam</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Dept Transport & Main Roads (DTMR) within 25m of a Main Road</p> <p>Dept Natural Resources & Mines (DNRM) clearing vegetation</p> <p>Dept Agriculture, Fisheries & Forestry (DAFF) constructing or raising waterway barrier works</p> <p>through State Assessment & Referral Agency (SARA)</p>	<p>Lot 242 on Plan SP154003 P/H14/242 – 6460-6586 Mulligan Highway, Lakeland</p> <p>Zone - Rural</p>	<ul style="list-style-type: none"> • Application received as valid 6 February 2014 • Acknowledgement Notice issued 17 February 14 • No further information required by Council 17 Feb 14 • SARA extend referral Info Request period to 27 March 2014 • SARA issue applicant with an Info Request 20 March 2014 • SARA extend applicant's response period to SARA information request to 20 Dec 14 – received 12 Sept 2014 • 9 Dec 2014 SARA extend applicant's response period to SARA information request for a further period to 20 June 2015 • SARA referral coordinator give applicants a further 12 month (20.06.2016) for the applicant to respond to the Referral Information Request – 17 June 15 •

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

<p>DA/3285</p>	<p>BANA YARRALJI BUBU INCORPORATED C/- AURECON AUSTRALASIA PTY LTD</p>	<p>JABALBINA YALANJU LAND TRUST TTE</p>	<p>Material Change of Use – House and an Undefined Use (Cultural Healing Place with Commercial Aspects) and</p> <p>Reconfiguration of a Lot (for the purpose of a Lease) into 3 Lease are lots</p> <p>Impact Assessable</p> <p>Referral Agencies</p> <p>Dept Natural Resources & Mines (DNRM) clearing vegetation</p> <p>through State Assessment & Referral Agency (SARA)</p>	<p>Lot 7 on Plan SP189923 – Shiptons Flat Road, Rossville</p> <p>Zone - Conservation</p>	<ul style="list-style-type: none"> • Application received as valid 7 July 2014 • Acknowledgement Notice issued 21 July 14 • Council issue Information Request 4 August 2014 • Applicant request Amended Acknowledgement Notice 26 August 2014 • Applicant lodge IDAS Form 11 for Vegetation 9 September 2014 • Amended Acknowledgement Notice issued 9 September 2014 • Council Info Request re-issued 9 September 2014 • Applicant request an extension to the Referral Period in order to meet with Dept State Infrastructure & Planning (DSDIP) and the SARA section to negotiate referral triggers 17 Sept 2014 • Council extend Referral period to 14 Dec 2014, so applicant can negotiate 2 Oct 2014 • Applicant notify Council of Referral trigger removed by DSDIP & SARA agency 6 Nov 2014 • Applicant request further Amended Acknowledgement Notice with the Referral Agency removed from Notice 6 Nov 2014 • Council issue 2nd Amended Acknowledgment Notice 11 Nov 2014 • Applicant extend response to Info Request period until 12 April 15 – 10 March 15 • Applicant request a further extension to the Info Request response time until 10 May 2015, Council agree 9 April 2015 • Applicants response to Council’s Information Request received 7 May 2015 • Public Notification can commence • Notice of commencement of public notification
-----------------------	--	---	---	---	---

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

					<p>received 28 May 2015</p> <ul style="list-style-type: none"> • Notice of compliance of public notification received 22 June 15 • Council extend Decision period to allow the application to be presented to July Council Meeting • Approved with Conditions 21 July 2015 • Decision Notice issued 24 July 2015. • Applicant request Negotiated Decision 26 Aug 2015 • Negotiated decision report to October Council Meeting • Negotiated Decision Notice issued 23 Oct 2015.
DA/3312	COOK SHIRE COUNCIL C/- REEL PLANNING PTY LTD	QLD GOVT DEPARTMENT OF NATURAL RESOURCES & MINES	<p>Material Change of Use – Extractive Industry (sand extraction)</p> <p>Impact Assessable</p> <p>Referral Agencies</p> <p>Dept Transport & Main Roads (DTMR) -within 25m of a Main Road</p> <p>Dept Environment & Heritage Protection – Development on a Qld Heritage Place</p> <p>Dept Natural Resources & Mines –</p>	Laura, Normanby, Palmer, Wenlock, Jardine, Coen, Hann Pascoe, Kennedy, Coleman & Edward Rivers	<ul style="list-style-type: none"> • Application received 31 July 2014 • Acknowledgement Notice issued 31 July 2014 • Notice of Referral by Applicant received 1 Aug 2014 • Applicant request extension of time for Public Notification to start 1 Oct 14 • Council grant extension of time to 13 Jan 2015 for Public Notification to commence • SARA referral response received 9 Oct 2014 • Applicant request a further extension of time of 12 months to commence public notification 2 Dec 2014 • Council grant extension (until Jan 2016) of time for commencement 2 Dec 2014 •

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

			removal of Quarry material from a watercourse through State Assessment & Referral Agency (SARA)		
DA/3315	T & P INDERBITZIN & LEVIN ENTERPRISES	T & P INDERBITZIN & LEVIN ENTERPRISES	<p>Operational Works – Construction of a Dam</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Dept Transport & Main Roads (DTMR) within 25m of a Main Road</p> <p>Dept Natural Resources & Mines (DNRM) clearing vegetation</p> <p>Dept Agriculture, Fisheries & Forestry (DAFF) constructing or raising waterway barrier works</p>	<p>Lot 219 on Plan SP218120 – Peninsula</p> <p>and</p> <p>Lot 1 on RP912529</p> <p>and</p> <p>Lot 142 on RP912529</p> <p>Developmental Road, Lakeland</p> <p>Zone - Rural</p>	<ul style="list-style-type: none"> • Application received 13 August 2014 • Acknowledgement Notice issued 27 August 2014 • Council issue Information Request 9 September 2014 • Applicant request extension of time to refer the application to SARA in order to have a pre-lodgment meeting with SARA regarding referral fees – 24 Sept 2014 • Council grant extension period for the applicant to refer the application to 28 November 2014 on 25 Sept 2014 • Applicant request further extension of time to refer the application to SARA 28 Nov 2014 • Council grant extension for the applicant to refer the application to 31 March 2015 – 28 Nov 2014 • Council grant extension for the applicant to refer the application until 31 May 2015 – 31 March 2015 • Applicant request further extension of time to refer application to SARA and respond to Council’s Information Request - 1 June 2015 • Council grant extension to 30 Nov 15 on the 1 June 2015

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

			<p>Dept. Energy & Water Supply (DEWS) Particular Dams</p> <p>through State Assessment & Referral Agency (SARA)</p>		<ul style="list-style-type: none"> • Dept Infrastructure Local Gov. & Planning (DILGP) (SARA) notify Council the application has been referred 12 June 2015 • Council issue an Amended Acknowledgement Notice as per advice from SARA to include affected properties 24 June 2015 • SARA issue applicant with an Information Request 9 July 2015 • Applicant respond to SARA Info Request 12 Oct 2015 •
DA/3379	MARILYN CLARK C/- PROJEX PARTNERS PTY LTD	BARRY, MARILYN, ERIC & SUE CLARK	<p>Reconfiguration of a Lot into two (2) lots</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Lot 1 on Plan RP902192 – 41 Mt Amos Road, Cooktown</p> <p>Zone - Rural</p>	<ul style="list-style-type: none"> • Application received 19 January 2015 • No Referrals • Council extend (to 3 March 15) Information Request period 2 Feb 2015 • Council issue applicant an Information Request 16 Feb 2015 • Applicant's response to Council Info Request received 25 March 2015 • Council Decision period commenced • Council extend Decision making period to [22 May 2015] – 20 April 2015 • Report to May Council Meeting, approved with Conditions 19 May 2015 • Decision Notice issued 26 May 2015. • Applicant request Negotiated Decision 16 June 2015 • Report to September Council Meeting • Applicant request this report be deferred to the November Council Meeting • Further negotiations, may be presented to December Council Meeting •

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

DA/3399	LAMA LAMA LAND TRUST C/- GAVIN BASSANI	LAMA LAMA LAND TRUST TTE	<p>Material Change of Use – Caravan Park (Safari Camp)</p> <p>Impact Assessable</p> <p>Referral Agencies</p> <p>Dept Natural Resources & Mines (DNRM) clearing vegetation</p> <p>through State Assessment & Referral Agency (SARA)</p>	<p>Lot 13 on Plan SD21 – Unnamed Road, Coen</p> <p>Zone – Rural</p>	<ul style="list-style-type: none"> • Application received 18 September 2014 • Acknowledgement Notice issued 29 September 2014 • Council Information Request 15 October 2014 • Council Information Request 15 October 2014 • Application for SARA received 24 April 2015 • Referral Agency Report received 21 May 2015 • Referral Agency Report received 21 May 2015 • Public Notification can commence when response to Information Request received • Applicant request extension to respond to Council Info Request 21 Aug 2015 • Council grant a further 3 months 25 Aug 2015 •
DA/3406	CHARLES FARRUGIA C/- PLANZ TOWN PLANNING	CHARLES FARRUGIA	<p>Material Change of Use- Caravan Park</p> <p>Impact Assessable</p> <p>Referral Agencies</p> <p>Dept Transport & Main Roads (DTMR) through State Assessment & Referral Agency (SARA) – within 25m of a Main Road</p>	<p>Lot 38 on Plan SP172667 – 412 Shiptons Flat Road, Rossville</p> <p>Zone - Rural</p>	<ul style="list-style-type: none"> • Application received 25 March 2015 • Acknowledgement Notice issued 10 April 2015 • No further information required Public Notification can commence • Notice of commencement of Public Notification received 23 April 2015 • Notice of completion of Public Notification received 14 May 2015 • Decision Period commenced • Council extend the Decision making period to the 23 July 2015 to allow presentation to the July Council Meeting 10 June 2015 • Preliminary Approval only granted with Conditions 21 July 2015

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

					<ul style="list-style-type: none"> • Decision Notice issued 24 July 2015 • Submitters appeal period commenced letters issued 19 Aug 2015 • Appeal lodged #142 of 2015 in the Planning & Environment Court – Heslin v CSC & Farrugia 21 Sept 2015 •
DA/3432	ROSS FRANZI C/- U&I TOWN PLAN	ROSS FRANZI	<p>Material Change of Use – Undefined Use (Helicopter Pad & associated Storage)</p> <p>Impact Assessable</p> <p>Referral Agencies</p> <p>through State Assessment & Referral Agency (SARA)</p> <p>Dept Natural Resources & Mines (DNRM) clearing vegetation</p> <p>The State removed referral requirements</p>	<p>Lot 3 on Plan RP906541 – 2622 Rossville Bloomfield Road, Bloomfield</p> <p>Zone – Rural</p>	<ul style="list-style-type: none"> • Application received 6 May 2015 • Acknowledgement Notice issued 20 May 2015 • Council issue applicant with an Information Request 1 June 2015 • Response to Council Information Request received 15 June 2015 • Notice of Commencement Public Notification received 3 July 2015 • Notice of Compliance with Public Notification received 4 Aug 2015 • Four submissions received • Council Decision period commenced • Council extend Decision period to allow presentation to September Council Meeting 31 August 2015 • Application refused 22 September 2015 • Decision Notice issued 29 Sept 2015 • Applicant’s appeal period commenced • Applicant lodge appeal #161 of 2015 in the Planning & Environment Court – Franzi v CSC – 27 Oct 2015 •

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

DA/3448	JOHN HAY	JOHN HAY	<p>Operational Works – Road & Access construction for DA/3322</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Lot 14 on Plan SP254691 – 1 Ironwood Avenue, Cooktown</p> <p>Zone – Rural Residential</p>	<ul style="list-style-type: none"> • Application received 26 May 2015 • Council issue applicant with an Information Request 11 June 2015 •
DA/3458	CAIRNS HARDWARE COMPANY PTY LTD C/- RPS AUSTRALIA EAST PTY LTD	COOK SHIRE COUNCIL	<p>Reconfiguration of a Lot - into six (6) lots</p> <p>Material Change of Use for a Shop</p> <p>Impact Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Lot 201 on Plan C17915 – 48 Charlotte Street, Cooktown</p> <p>Zone – Low Density Residential</p>	<ul style="list-style-type: none"> • Application received 10 June 2015 • Acknowledgement Notice issued 22 June 2015 • Council issue applicant with an Information Request 1 July 2015 • Applicant respond to Council Info Request 9 July 2015 • Amended Acknowledgement Notice issued 15 July 2015 • Public Notification commence received 16 July 2015 • Notice of Compliance with Public Notification received 14 Aug 2015 • No Submissions received • Council Decision period commenced • Council extend Decision period to allow presentation to Sept Council Meeting • Approved with Conditions 22 September 2015 • Decision Notice issued 25 September 2015 • Applicant request Negotiated decision 13 Oct 15 • Negotiated report to November Council Meeting •

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

DA/3472	JEFFREY BENJAMIN	WILLIAM REDDIE & LAURA WALLACE	<p>Operational Works – construction of a Dam</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Dept Transport & Main Roads (DTMR) within 25m of a Main Road</p> <p>Dept Natural Resources & Mines (DNRM) clearing vegetation</p> <p>Dept Agriculture, Fisheries & Forestry (DAFF) constructing or raising waterway barrier works</p> <p>Dept. Energy & Water Supply (DEWS) Particular Dams</p> <p>through State Assessment & Referral Agency (SARA)</p>	<p>Lot 101 on Plan SP256276 – Peninsula Developmental Road, Lakeland</p> <p>Zone - Rural</p>	<ul style="list-style-type: none"> • Application received 23 July 2015 • Acknowledgement Notice issued 28 July 2015 • Council issue applicant with an Information Request 3 August 2015 • Applicant request extension of time to refer the application to the State 24 August 2015 • Extension of time granted (to 30 Oct 15) 26 August 2015 • Applicant notify application has been referred to SARA 13 Oct 15 •
----------------	------------------	-----------------------------------	---	---	---

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

DA/3486	RICKY ASHCROFT	RICKY & TERRI ASHCROFT	<p>Material change of Use - House in the Hillslopes Overlay Code</p> <p>Code Assessable</p> <p>Referral Agencies Nil</p>	<p>Lot 51 on Plan SP170378 – 21 Baird Road, Cooktown</p> <p>Zone Low Density Residential</p>	<ul style="list-style-type: none"> • Application received 14 August 2015 • Council issue applicant with an Information Request 27 August 2015 •
DA/3496	GUNGARDE COMMUNITY CENTRE ABORIGNIAL CORP. C/- U&I TOWN PLAN	GUNGARDE COMMUNITY CENTRE ABORIGNIAL CORP.	<p>Material Change of Use – Educational Establishment</p> <p>Impact Assessable</p> <p>Referral Agencies Nil</p>	<p>Lot 2 on Plan RP739948 – 32 Quarantine Bay Road, Cooktown</p> <p>Zone – Rural Residential</p>	<ul style="list-style-type: none"> • Application received 1 September 2015 • Acknowledgement Notice issued 11 September 2015 • Council issue applicant with an Information Request 22 September 2015 •
DA/3497	CHRISTIAN COMMUNITY MINISTRIES LTD	CSC LEASE TO ENDEAVOUR CHRISTIAN COLLEGE	<p>Material Change of Use – Educational Establishment Stage 4 of Endeavour Christian College</p> <p>Impact Assessable</p> <p>Referral Agencies Nil</p>	<p>Lot 27 on Plan C17945 – 12 Charles Street, Cooktown</p> <p>Zone – Rural Residential</p>	<ul style="list-style-type: none"> • Application received 2 September 2015 • Acknowledgement Notice issued 11 September 2015 • Council issue applicant with an Information Request 21 September 2015 • Applicant’s response to Council Info Request received 29 Sept 15 • Public Notification may commence • Notice of commencement of Public Notification received 16 Oct 15 •

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

DA/3499	CARDNO	CHRISTIAN COMMUNITY DEVELOPMENTS	Operational Works for Road Construction Code Assessable Referral Agencies Nil	Parkinson Street - 12 Charles Street	<ul style="list-style-type: none"> • Application received 3 September 2015 • Council issue applicant with an Information Request 4 Sept 15 •
DA/3510	N & V TUXWORTH SUPER FUND C/- U&I TOWN PLAN	N & V TUXWORTH	Material Change of Use – Freight Depot Code Assessable Referral Agencies Dept Transport & Main Roads (DTMR) within 25m of a Main Road through State Assessment & Referral Agency (SARA)	Lots 2 & 3 on RP738715 – 214 Endeavour Valley Road, Cooktown Zone - Industry	<ul style="list-style-type: none"> • Application received 18 September 2015 • Acknowledgement Notice issued 25 Sept 15 • Applicant notify referral of application 30 Sept 15 • Council issue applicant with an Information Request 08 Oct 15 • Applicant notify application has been referred to SARA 8 Oct 15 • Applicant respond to Council Info Request 29 Oct 2015 • Waiting on SARA referral response •
DA/3512	HAROLD TAVNER	HAROLD & JENNIFER TAVNER	Operational Works – Road and drainage construction (as per Conditions of approval DA/2941) Code Assessable Referral Agencies Nil	Lot 165 on BS164 – Peninsula Developmental Road, Laura	<ul style="list-style-type: none"> • Application received 24 September 2015 (not yet valid – no plans submitted) •

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

DA/3513	SUPPLY & RESOURCES PTY LTD C/- PLANZ TOWN PLANNING	CAMERON & JACQUELINE HERBERT TTE	<p>Material Change of Use – Storage Facility</p> <p>Impact Assessable</p> <p>Referral Agencies</p> <p>Concurrence</p> <p>Dept Transport & Main Roads (DTMR) within 25m of a Main Road</p> <p>through State Assessment & Referral Agency (SARA)</p>	<p>Lot 216 on RP881059 – 18 Foyster Drive Lakeland</p> <p>Zone - Village</p>	<ul style="list-style-type: none"> • Application received 28 Sept 2015 • Acknowledgement Notice issued 09 Oct 15 • Applicant notify application has been referred to SARA 12 Oct 2015 • Council issue applicant with an Info Request 13 Oct 2015 • Applicant response to Council Info Request received 30 Oct 15 • Public Notification can commence •
DA/3514	DAVID ORIEL INDUSTRIES PTY LTD	WILLIAM, KEVIN & NEVILLE JACKSON	<p>Material Change of Use – Extractive Industry up to 100,000 tonnes & ERA 16(2a), 16 (3a)</p> <p>Impact Assessable</p> <p>Referral Agencies –</p> <p>Concurrence</p> <p>Dept Transport & Main Roads (DTMR) within 25m of a Main Road</p>	<p>Lot 4 on SP104555 – Wolverton Station, Peninsula Developmental Road, Archer River</p> <p>Zone - Rural</p>	<ul style="list-style-type: none"> • Application received 29 September 2015 • Acknowledgement Notice issued 09 Oct 15 • Council extend time to make an Info Request period 26 Oct 15 •

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

			through State Assessment & Referral Agency (SARA)		
DA/3515	DAVID & RACHEL BASS C/- U&I TOWN PLAN	DAVID BASS	<p>Operational Works – associated with RoL DA/3229 – access driveways</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Lot 1 on SP221164 – Mt Amos Road, Cooktown</p> <p>Zone - Rural</p>	<ul style="list-style-type: none"> • Application received 30 September 2015 • Approved with Conditions 9 Oct 2015 • Decision Notice issued 9 October 2015.
DA/3518	LICKISS CONSULTING ENGINEERS PTY LTD	N & V TUXWORTH	<p>Operational Works – Bulk earthworks</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Lots 2 & 3 RP738715 – 214 Endeavour Valley Road, Cooktown</p> <p>Zone - Industry</p>	<ul style="list-style-type: none"> • Application received 1 October 2015 • STAGE 1 approval with Conditions 16 Oct 2015 •

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

DA/3539	BILL REDDIE & LAURA WALLACE C/- RPS AUSTRALIA EAST PTY LTD	WILLIAM REDDIE & LAURA WALLACE	<p>Reconfiguration of a Lot into two (2) lots</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Referral Agencies</p> <p>Dept Transport & Main Roads (DTMR) within 25m of a Main Road</p> <p>through State Assessment & Referral Agency (SARA)</p>	<p>Lot 30 on SP253519 – Peninsula Developmental Road, Lakeland</p> <p>Zone – Rural</p>	<ul style="list-style-type: none"> • Application received 28 October 2015 •
----------------	---	-----------------------------------	---	---	--

	BIOSECURITY MONTHLY REPORT – NOVEMBER 2015	
	<i>Report No. D15/30419 from Senior Biosecurity Officer</i>	

Précis

Report on the activities of the Biosecurity Unit including legislative changes, contracts and current works in progress.

Link to Corporate Plan

Theme 4.2 Environmental Wellbeing:

4.2.1 Undertake the management and provision of the following, to a standard that ensures legislative compliance:

f) Pest and weed management services.

4.2.2 Where resources and capacity allow:

a) Incorporate best practice management as a benchmark in all activities.

Legal Implications (Statutory, basis, legal risks)

Nil.

Survey and Control Work

Weeds:

- Sample taken of a rat's tail type grass in Cooktown and sent off to the Queensland Herbarium for identification, was identified as Giant Parramatta Grass (*Sporobolus fertilis*). This is a Class 2 weed and will need to be listed in the new CSC Biosecurity Plan.
- Sample taken of suspected salvinia in Cooktown and sent to the herbarium for identification.
- A task force has mapped and undertaken some control work on Rubber Bush (Calotrope) at Lakeland. Organised by CYNRM, the task force was manned by representatives from Cape York Landcare, Cook Shire Council's Biosecurity team, CYNRM and one landholder provided a worker for the 5 day task force.

Pest Animals:

- Pig trapping: (Council's loan traps): Two pig traps set and one pig was reported as trapped this month.
- Baiting: Planning is well underway for Council's annual 1080 baiting run which will be conducted the last week of November. Both Cathy and Darryn will participate.

Cook Shire Biosecurity Plan

A consultation meeting was held with the environmental section of Main Roads, who are very supportive of the proposal to have catchment based management/control zones.

Maps are being prepared for additional consultation with stakeholders.

A template is being developed by Biosecurity Queensland for the LG plans to be developed under the new *Biosecurity Act*. A meeting is planned with Biosecurity Queensland later in November to have input into this process.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Joint initiatives/collaborations

A meeting with the project managers of the PDR Upgrade projects at DTMR resulted in a proposal for Cook Shire Council to coordinate pest management for the project areas. A formal proposal is under development.

Funding applications

Nil

Customer Requests

- A letter has been sent to Lana Polglase re weed seed hygiene issues with Cook Shire road contractors working in the road through Batavia.
- A letter of response has been drafted in response to a request for excess CYWAFAP equipment from CYWAFAP Inc. informing them once again that the equipment is being assessed by the Biosecurity unit, with the aim of having any serviceable spraying equipment available for loan by Cook Shire rate payers to assist them in fulfilling their obligations under the Cook Shire Pest Management/Biosecurity Plan. Depending on availability it may also be available to local not-for-profit organisations for use on projects undertaken by volunteers or where Cook Shire is a partner in the project. The equipment may be hired if deemed appropriate when it is not required for the above. Any equipment deemed surplus or not suitable for loan will be disposed of as per Council's Asset Disposal Policy. This equipment is legally owned by Cook Shire as the proponents of the projects that funded CYWAFAP, and Council also contributed a significant annual amount to support the group both financially and in-kind. All grant funds were duly acquitted and all deliverables met, so there is no obligation to return anything to the Government or anyone else.
- Request for assistance with managing a dingo attacking chickens in a yard in Emma Street Cooktown. A cage trap has been set to try and catch it.
- 1080 Baiting request for Butcher's Hill.

Training/Workshops/Meetings/Conferences

Both Cathy and Darryn participated in 1080 training. Darryn has been successfully re-approved to obtain, possess and use 1080 and Cathy has an application in the system.

Lakeland Washdown Bay

Options for the disposal of the water and sludge in the washdown tanks are currently being costed.

Signage: New signs are currently being developed by our graphics consultant.

RECOMMENDATION

Report submitted for information.

ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES

	ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES DIVISIONAL REPORT – OCTOBER 2015	
	<i>Report No.D15/20481 from Economic Development and Community Services Director.</i>	

1. GRANTS

Get Ready Funding 2015

This year Council has received \$10,751.00 exc GST from the Department of Infrastructure, Local Government and Planning for Get Ready Disaster Preparedness Funding. It was decided at a meeting of key Council Officers to focus this year's message on Bushfire Preparedness in the region which has been approved and supported by the department.

To date the campaign has included a Get Ready Bush Fire Preparedness Day at Rossville and Bloomfield markets. The events were well attended and supported by the local rural volunteer fire brigades who brought their trucks to the events and helped residents to answer a simple quiz on bushfire preparedness enabling them to enter a competition to win a generator and other prizes such as first aid kits, water containers and torches.

The annual Cooktown Get Ready Day held at PCYC was combined with an indoor garage sale which saw a slight increase in numbers from last year. Stalls totalled 19, with the majority of these being garage sale stalls rather than local disaster management stalls. A special thanks to the Cooktown Fire Brigade for taking their trucks to the event, Nadine Oosen for attending and helping to organise children's activities for the day, Pamela Maher who manned the Cook Shire Council stall and Cooktown PCYC for organising and running the event.

The Economic Development and Community Services team took prizes to Coen earlier in the month and discussed the best way for them to run their event. The proposed activity was to run the competition from the Wellbeing Centre as they do not have any planned market days or community get together planned at this stage. Further activities are planned for Lakeland, Laura and Portland Roads towards the end of the year.

This year's focus has combined with the Cooktown Fire Brigade Fire Awareness education at Cooktown schools as well as proposed Guardian Training and a mock LDMG exercise to be held later in the year focusing on the threat of a catastrophic bush fire in the area. Cook Shire Council has also undertaken bushfire preparedness staff awareness sessions during the month of October as well as a media release in the Cooktown News on 5 November reiterating the Get Ready message after bushfires threatened homes and depleted local fire fighting resources during the month.

The message has collaborated well with the Cooktown Fire Brigade Fire Awareness education at Cooktown Schools as well as proposed Guardian Training and a mock LDMG exercise to be held later in the year focusing on the threat of a catastrophic bush fire. Cook Shire Council has also undertaken bushfire preparedness staff awareness sessions during the month of October as well as a media release

AGENDA AND BUSINESS PAPERS

16, 17, 18 NOVEMBER 2015

in the Cooktown News on 5 November reiterating the Get Ready message of being prepared after bushfires threatened homes and depleted local fire fighting resources during the month.

2. ARTS AND CULTURE

The first round of the Regional Arts Development Fund (RADF) closed on October 16. As per the new guidelines applications were assessed for eligibility and completeness and applicants were given the opportunity to resubmit. These final submissions were then assessed by Council's renewed RADF Committee.

Work began on Council lead initiatives identified in this year's RADF program including delivery of community arts management workshops and support and development of arts and culture along the Peninsular Development Road.

The Arts and Culture Officer joined Councillors and staff on the Shire Inspection Tour. Community engagement was held regarding arts and culture and RADF initiatives in Coen and research has begun into potential cultural tourism opportunities in Maytown.

3. MEDIA, MARKETING and COMMUNICATIONS

Social media

Insights for Council's official Facebook page, Cook Shire Connect, as of November 6, 2015

- Total 'likes' – 1,738 (up 14 since last month).
- The most popular post by Council was "URGENTLY LOOKING FOR HOMES..." posted on October 7 regarding animals in the pound looking for new homes. It reached more than 1,800 people, and garnered 35 likes, 37 comments and 22 shares.

Insights for Council's official Twitter account, @CookShire, as of November 6, 2015

- Council's page has a steadily growing group of followers – now at 387, an increase of 28 from last month.
- New followers include the state's peak water and landcare body, Queensland Water and LandCares, Arts Queensland and 7 News Cairns reporter James Van Leeuwen.

Council is also growing followers for its recently re-activated Instagram account, Cooktowntnq, (with 240 followers, up 12 since last month) and YouTube account, cooktownandcapeyork (18 subscribers and 4,345 views, up 27 since last month). Regularly posted images and videos are keeping the accounts active and interesting, with followers increasing week by week. Cooktown Tropical North Queensland, Council's official tourism Facebook page, now has 3,513 likes (up 13). Council's official tourism Twitter account, @MyCooktown, has 1,277 followers (up 20).

Media coverage

Media coverage this month has included an update on the waterfront development progress and budget, change of management for Nature's PowerHouse and the move of the Visitor Information Centre to James Cook Museum and Council's Community and Economic Development Grant funding round opening.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

4. EVENTS and FESTIVALS

Upcoming Events and Date Claimers

- 7 November Cooktown Races
- 6 December Breakfast with Santa (20th anniversary)
- 20 December Christmas Carols by Candlelight
- 22 December P&O Cruise ship arrival
- 23 December P&O Cruise ship arrival

5. TOURISM

Meetings and Training

- Destination Q Forum
- Nature's Powerhouse
- Cycle Network
- Cooktown Chamber of Commerce and Tourism
- Get Up To Speed Program
- Shire Western Tour
- Top Bike Tours
- Cooktown re-branding meeting

Destination Q Forum

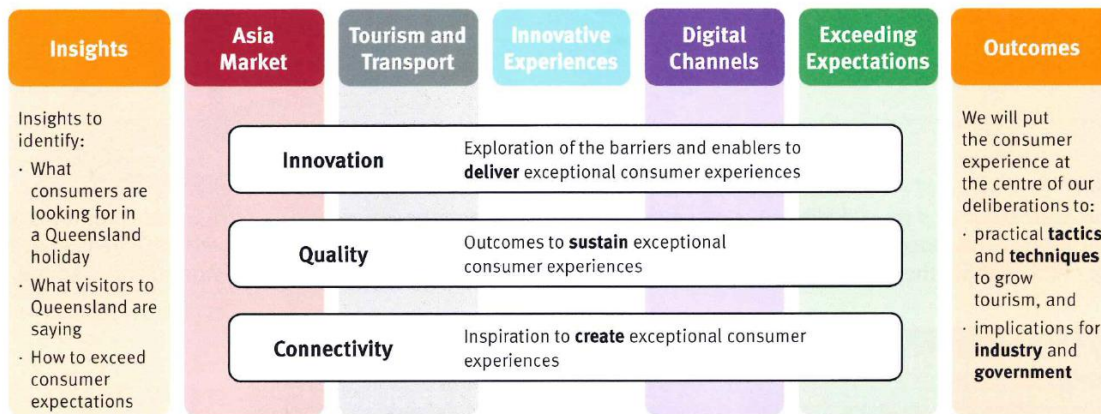
The Tourism and Events Officer and Director of Economic Development and Community Services attended the Destination Q conference in Townsville during October. This is a state wide tourism forum, focusing on investing, excelling and growing the tourism sector for Queensland and how the government can work closely with industry to drive action that will attract more visitors to Queensland.

There were 5 focus areas:

1. Unlocking the potential of the Asia market
2. Using digital channels to drive business
3. Developing innovative experiences
4. Enhancing transport systems to provide a seamless visitor journey
5. Exceeding expectations through a G.U.E.S.T philosophy

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

How it fits together



James Cook Museum Statistics

Month	2015	2014	2013
January	707	445	897
February	175	No data given	17
March	212	391	479
April	1,031	764	1,032
May	1,656	1,624	1,698
June	3,880	3,055	4,033
July	5,555	5,375	5,445
August	4032	4,199	4,180
September	2833	2,778	2,840
October	1,504	1,881	1,814
November		710	817
December		701	784
Total		20,512	24,036

6 ECONOMIC DEVELOPMENT

Meetings and workshops

- Economy.id training
- Cooktown Employment and Training Committee
- Cairns Chamber of Commerce Cape York trade mission
- Cooktown Chamber of Commerce and Tourism
- “6 Steps to developing your ideas” Workshop 1 and 2

Cook Shire solar project

The ARENA Board meeting was organised for Thursday 5th November in which the Cook Shire Solar Project was held up again due to a permit not being finalised with AECOM (ARENA’s technical advisor). Lyon Infrastructure are working closely with AECOM for this permit to be ready for the December meeting.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Cook Shire Council will consider drafting a media release, for approval from Lyon Infrastructure first, outlining the threat to our region if this project is not funded.

National Broadband Network

The National Broadband Network announced its three-year construction plan, outlining where construction will begin for more than 1.4 additional million homes and businesses across Queensland by September 2018. The below table shows the estimated build start time for this service upgrade in Cooktown is set for the third quarter of 2016.

A digital strategy is currently being drafted in which it will outline the steps Cook Shire Council are undertaking to become ready for the NBN which will include modern platforms on both the cook.qld.gov.au and cooktownandcapeyork.com website, video conferencing capabilities and cloud storage systems for disaster management.

In this, a section will be dedicated to the business community on how this technology could possibly innovate their online presence.

Region:	Estimated number of homes and businesses in plan:	Technology
Cooktown	1000	Fibre to the Node
Cooktown, Cooktown West	290	Fixed Wireless

Incubation Hub at Cooktown Library

theSPACE Cairns have conducted two workshops as part of a three workshop series “6 Steps to developing your ideas” in October which saw facilitator Damian Zammit, deeply engage with participants and help build their ideas into a minimum viable product.

The final workshop, on November 28, will cover pitching, proof of concept and creating a “dream team”.



AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Next year there will be another two workshops with Inspire Consulting covering computer training and website development as well as using social media to grow your business and exploring software to enhance capacity.

7. LIBRARY UPDATE

• Cooktown

- The Cooktown library recently hosted Chinwags Storyteller Inge Van Mensel who related two fully interactive sessions of *Jodi and the Turtle*. Over 100 children attended these as part of the SLQ First Five Forever programme. The programme is designed to promote literacy and will be extended upon in the new year.
- Cooktown library has been successful in our application for a Light Box MAKEIT Activity Kit as a loanable and in-library resource.
- A recent cull of all users who have not used the library in a 2 year period has resulted in lower user statistics. This cull will be further applied in coming months and will result resulting in greater accuracy of statistical data

Bloomfield

- Mothers group numbers growing this month.
- Steady flow of people borrowing books, magazines and DVDs, accessing the internet and photocopying or printing. The library also functions as a social meeting place - an important role in a small community.

- The exchange has been packed and sent

Coen

- no report received

Library Statistics - October 2015

Library	Membership Adults, Junior Instit &Temp	Loans	Internet Usage	Reservations
Cooktown	A 798, J 118, Y 11 Inst. 3, T4	2443	878 vouchers issued	225
Bloomfield	A80, J7 , Inst. 1	306		56
Coen	A26, J 5	13		2

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

8. COOKTOWN SWIMMING POOL

- Staff completed Towards Competitive Strokes and Infant Aquatics courses.
- School swim lessons began.
- Council Swim lessons started 57 enrolled (41 enrolled Jan 15)

2015/16	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	Total
General Entry	165	334	393	273									1165
Swim 4 Your Life	23	38	55	61									177
Aqua Aerobics	7	11	9	46									73
Private Lessons		1		6									7
School Lessons													0
Swim Club													0
Underwater Hockey													0
Alternate Care													0
Gungarde			24										24
CDCC			25										25
Total	195	384	506	386	0	0	0	0	0	0	0	0	1471

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

CORPORATE SERVICES

	BUSINESS SERVICES, RECORDS, ADMINISTRATION & IT REPORT – NOVEMBER 2015 – FOR INFORMATION	
	<i>Report No. D15/20465 from Business Services Officer</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 for OCTOBER

Customer Service

Phone Calls:	1512
Enquiries	340
RV's	0

Receipting

Total No	277
Total Value	\$99,051.65

Break Down

Cash	\$16,269.80
Chqs & M/O	\$42,919.90
Credit Cash	\$34,073.74
EFT	\$5,763.21
Other	\$25.00

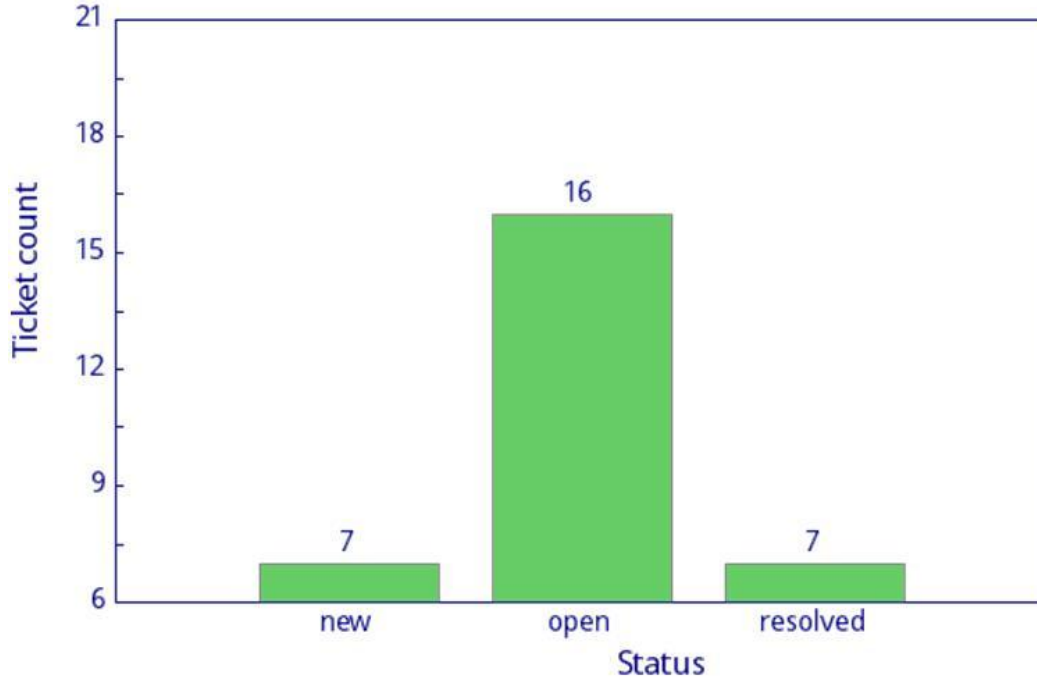
Stores

Total	265
Value	\$613,741.62
Units Distributed	114411

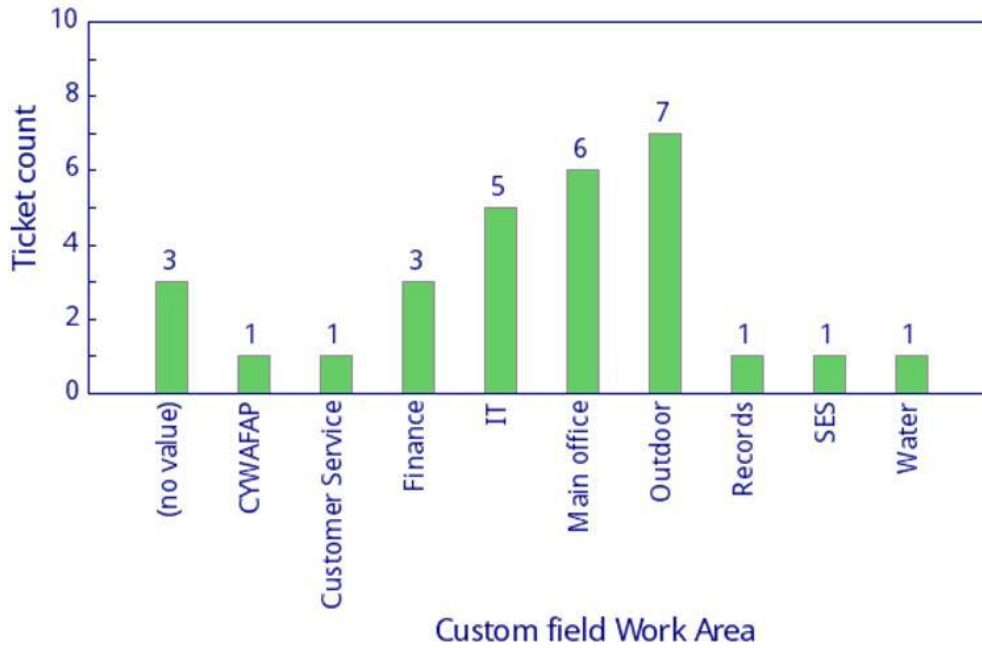
AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

INFORMATION TECHNOLOGY

October Created Tickets: 30

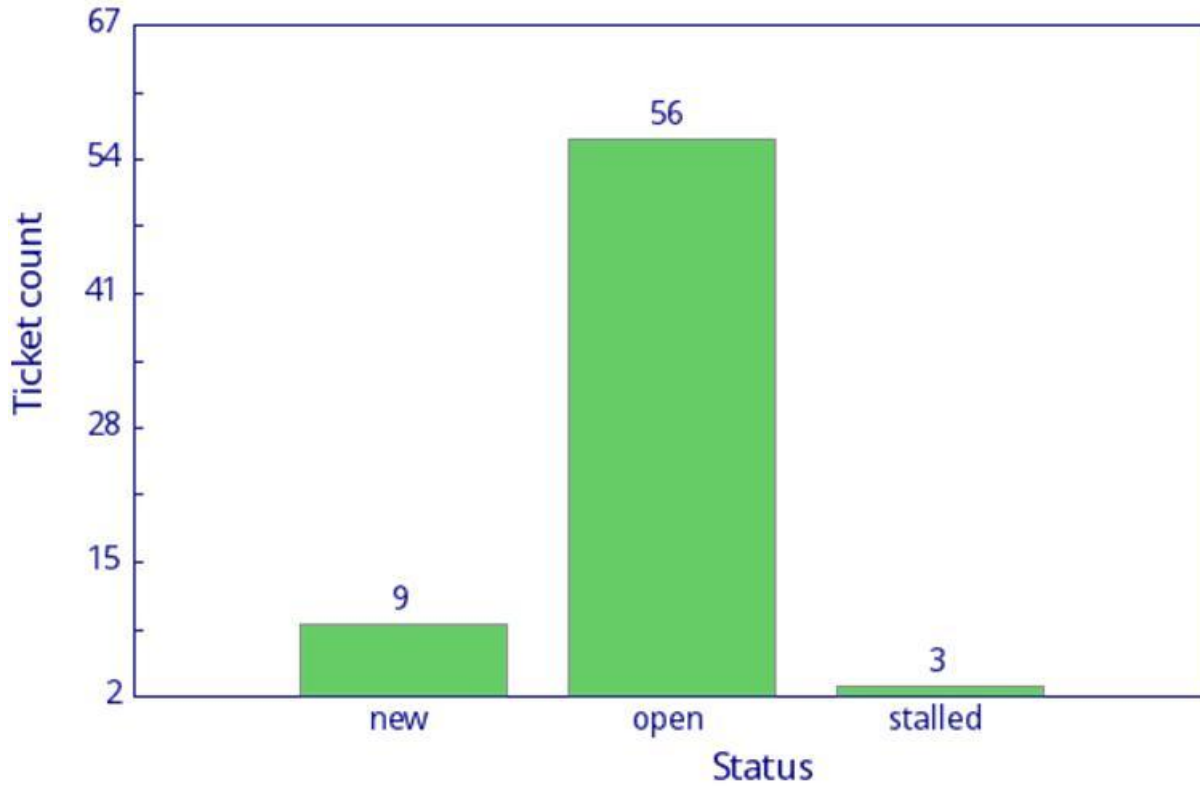


October Resolved Tickets: 29



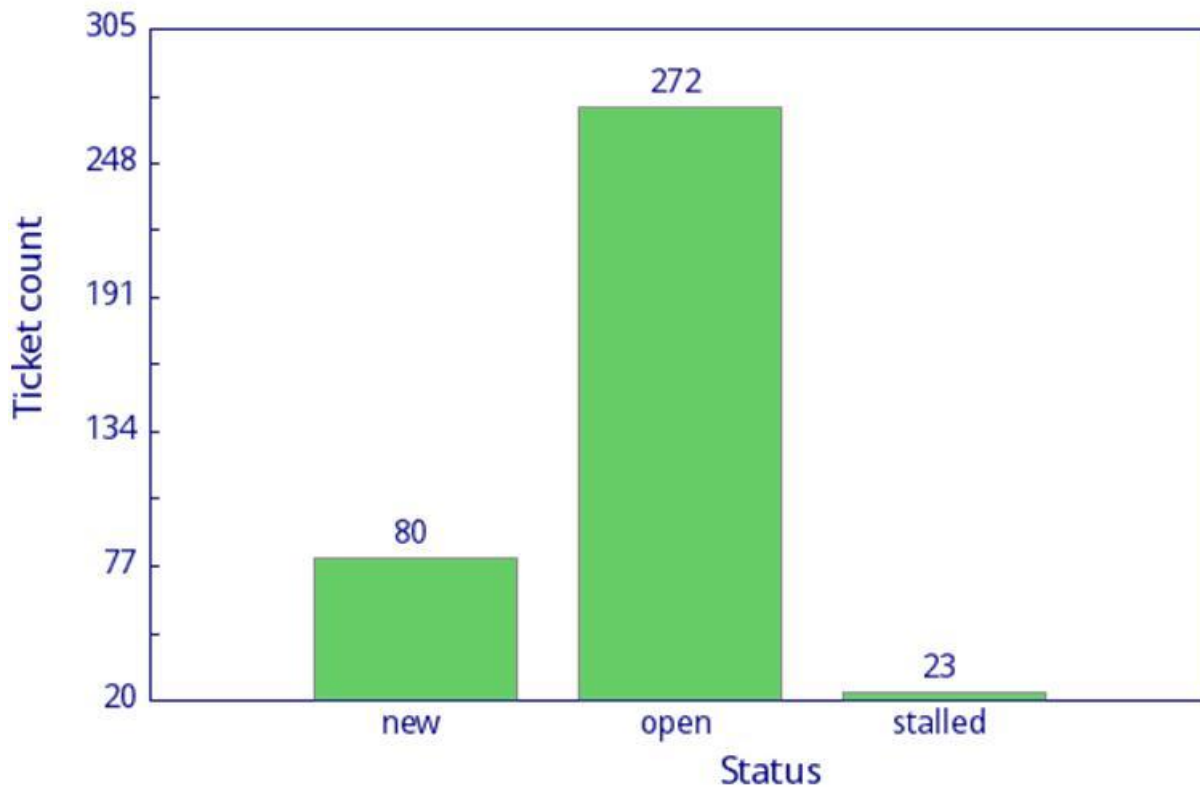
AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

October Updated Tickets by Status: 68



Current Open Tickets: 375

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**



RECORDS & CORRESPONDENCE (month of OCTOBER)

	DOCUMENTS	SCANNED DOCUMENTS	TOTALS
Records Officer	610	24	634
Correspondence Officer	165	361	526
Senior Admin Officer	56	100	156
RECORDS TOTALS	831	485	1316
WHOLE OF COUNCIL	1832	668	2500

** Includes documents registered for individual officers by the Records & Admin team as part of the suite of records services offered to the wider workforce.*

BUSINESS SERVICES MANAGEMENT PROJECTS AS OF OCTOBER 2015

Task	To be done.
Procurement & Asset Disposal (Contracting)	
Procurement Overhaul - In House Training, Procedural Change and Forward Planning Programs	
Purchasing and Enforcement Training	To Schedule.
Register of Panels for All Staff	In progress
Ongoing Procurement Training	4% of workforce outstanding.
Review of Locality Allowance.	Review policy and establish how local business and industry can best be supported by policy.
Procurement Forecasts	Pending. Link to formal planning structure.
Advertised Quote Procedure	Pending formal planning structure.
Quotes, Tenders & Panels – Partially Closed	Wharfinger, Waste Transfer & Disposal, Travel Agency Services, Supply of Aviation Fuel, Banking Services, Salary Sacrifice, Performance Management Training & Review, Turf, Stationary & Marketing Material, Irrigation, Electrical Goods, Tree Lopping, Pressure Cleaning & External Windows, Building Maintenance & Trade Products & Services, Road Transport, Air Conditioning, Pump Maintenance & Renewal, Stock Control, Weed Spraying, Aerial Shooting, Commercial Cleaning, Transport of Regulated and Liquid Waste,
Sole Supplier Register	Ongoing.
FNQROC Templates, Panels and Contracts Portal	Ongoing.
Hire of Plant 2016	Document review commenced.
JS Love	Advertise whole of building –Specification drafted.
Contractor Performance Report	Implement for 2016. External drafts sourced.
Legal / Land Tenure	
Gravel Extraction – Urgent- In progress	Consultation with CYLC, TO's, DATSIP & Council in progress for 2016 Season. Draft leases under review.
Tinpitch	With external party solicitor.
CYWAFAP Handover to NatureCall.	Escalated to Ombudsman.
Harrigan Street Lot - Sale	Contracts finalised based on Development Application Decision Notice. Deposit pending.

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

<i>NBN - Tenure - Organise Trustee Lease</i>	Lease negotiations largely finalised.
<i>Additional Land Christian School</i>	Contract documents with College.
<i>Batavia Pits - Sort with Forestry</i>	Itemisation of Pits
<i>Tell Forestry every single pit on the sales permits. In Cook Shire.</i>	Identify pits. Polygon's required.
<i>Review of JS Love Use and Building Condition</i>	Currently under review – Draft tender Docs completed
<i>Battlecamp and Mclvor Gravel Leases - DATSIMA</i>	Facilitate Gravel Leases for Engineering with DATSIMA
<i>Reenactment Society - Renew Lease</i>	Report at October Meeting
<i>Historical Society - Renew Lease</i>	Report at October Meeting
<i>CDCC - Renew Lease</i>	Report at October Meeting
<i>Commercial Use of Property – Olkola</i>	Receipt of task. Submitted to Rates.
<i>Hall Review - Use, community service, insurance, maintenance, etc.</i>	Outsourcing management under consideration. Specifications drafted.
<i>JS Love Building Repairs & Tenure</i>	Draft Tender Documents under review. To lease whole of building.
<i>Airport Subdivision</i>	Letters of offer distributed. Leases finalised.
<i>Struber Payment Arrangement Public Trustee</i>	Formal notice. Director Corporate Services waiting for confirmation from Public Trustee or Power of Attorney.
Internal Controls, Corporate Governance & Administration	
<i>Ongoing Register Management</i>	Project progressing.
<i>CRM Management</i>	Finalise new reporting structure and re-configuration of tasks. Implement. Link to customer service charter. Expand to include internal works orders. Delegated to Senior Admin Officer.
<i>Customer Service Charter & Media Release Communication Policy and Represented Groups Policy</i>	Finalise Draft. Interdepartmental consultation and presentation to EMT and Council.
<i>Report on Complaints for All Complaints 2011/2015.</i>	To be drafted. Require incorporation (statutory authority).
<i>Annual Report 2014/2015.</i>	Included in Annual Report
<i>CCC Policy</i>	Before Council.
<i>Conflict of Interest Register & Policy</i>	Create CCC Policy in accordance with changes in legislation and templates as released by CCC. In progress.
<i>Policy Review</i>	With EMT for approval.
	In progress

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

<i>Benefits and Gifts.</i>	Completed. With EMT for approval.
<i>Cleaning Contract</i>	With Administration.
<i>Expenses Policy</i>	Employee reimbursement for travel related expenses: drafted. With EMT for approval.
<i>Wardrobe Policy</i>	Completed. With EMT for approval.
Records Management	
<i>Retrieve corporate records from historical society</i>	Part of 12 month and 5 year operational planning. With Records.
<i>Records - Email Dumps, Central Processing, Councillors, Applying Retention to DW Docs</i>	Part of 12 month and 5 year operational planning. With Records.
<i>Review of Records Management - Possibility of Central Management.</i>	EMT Registration.
<i>Public Interest Disclosure - On Website</i>	Need on Website. Tasked to Records – Draft Completed
Complaint and Information Management.	
<i>Complaint #18 (October 2015)</i>	Zoning Complaint - Finalised and Distributed to CEO for Action
Planning	
<i>Planning 1 and 5 Year.</i>	Long term and yearly operational plans - review based on all Business Services functions. 12 months activities. 5 year corporate goals. Resources. In progress.

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

CUSTOMER REQUESTS FOR THE MONTH OF OCTOBER 2015

Note: Reports do not show age and therefore cannot accurately gauge how effective any given department is at turning over customer requests.

OCTOBER 2015			
Description	Opened	Closed	Open at end of Month
EXECUTIVE SERVICES			
Accidents & Incidents (WHS Officer)	2	1	4
Councillors Requests (Executive Assistant)	1	3	1
TOTAL	3	4	5

CORPORATE SERVICES			
Complaints Sent to Other Govt (Business Services Manager)			0
Compliments (Correspondence Officer)	2	3	0
Damaged Wheel Bin - Contract (Correspondence Officer)	1	1	0
Disaster & Emergency Management (Director Corporate Services)	5		6
Escalated Review of Council Actions (Business Services Manager)	1		1
IT User Support - TRIM (Records Officer)			0
Payroll Enquiry (Payroll Officer)			0
Property Management (Business Services Manager)	2		4
Public Toilets - Cooktown Area (Senior Administration Officer)	1	1	0
Rating Enquiry (Rating Enquiry)			0
Records Request (Records Officer)	1		1
Request from SES (Records Officer)	9	4	5
RTI & IP (Business Services Manager)			0
Senior Accommodation Living Units - General Request (Senior Admin Officer)	1		1
Senior Accommodation Living Units - Personal Request (Senior Admin Officer)			0
SES Request (Director Corporate Services)			0
Tendering Complaint (Business Services Manager)			0
Tendering Enquiry (Business Services Manager)			0
Termination Enquiry (Payroll Officer)			0
Water Billing Enquiries/Complaints (Rates Officer)			0
Wheelie Bin Exchange (Rating Enquiry)			0
TOTAL	23	9	11

ECONOMIC DEVELOPMENT & COMMUNITY SERVICES

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Community Planning Enquiry (Director ED&CS)				0
Events (Tourism & Events)	2			3
Swimming Pool (Director ED&CS)		1		1
TOTAL	2	1		4

PLANNING & ENVIRONMENT

Abandoned Vehicle Concerns (Local Laws Officer & Waste Management Officer)				8
Animal Permit Required (Local Laws Officer)				0
Bio-Security - Compliance & Enforcement Requests (Bio Security Officer)	1	1		1
Bio-Security - Feral Pig Control (Bio Security Officer)		1		2
Bio-Security - Incentive Scheme Applications (Bio Security Officer)				0
Bio-Security - Request for Weed Identifications (Bio Security Officer)	1			1
Bio-Security - Weed Control (Bio Security Officer)	1	1		1
Bio-Security - Wild Dog Control (Bio Security Officer)	1	2		1
Building Enquiries/Complaints (Development Coordinator)	1	4		1
Cemetery Request (Assistant Environmental Health Officer)	3	1		2
Control of Nuisances - Air-Borne Hazard (Local Laws Officer)				1
Control of Nuisances - Fire Hazard (Local Laws Officer)				0
Control of Nuisances - Fire in the Open (Local Laws Officer)				0
Control of Nuisances - Noise Pollution (Environmental Health Officer)				1
Control of Nuisances - Overgrown Vegetation (Local Laws Officer)	1	1		3
Control of Nuisances - Visual Pollution (Local Laws Officer)		1		0
Council Properties - Maintenance (Building)	5	12		4
Council Properties - Plumbing Maintenance (Master Plumber)	7	17		2
Council Properties - Electrical Works (Electrician)	2	9		0
Dog Attack (Local Laws Officer)		2		0
Dog Barking (Local Laws Officer)	1	6		0
Domestic Animals - Excess (Local Laws Officer)				0
Domestic Animals - Payment (Local Laws Officer)				0
Domestic Animals - Rush/Menace (Local Laws Officer)	2	4		0
Domestic Animals - Wandering at Large (Local Laws Officer)	1	6		0
Domestic Animals - Welfare (Local Laws Officer)	1	4		0
Environmental Complaint (Environmental Health Officer)		9		3
Food Premises Complaint (Environmental Health Officer)				0
Food Premises Enquiry (Environmental Health Officer)				0
Illegal Camping (Local Laws Officer)		1		0
Littering/Illegal Dumping (Waste Management Coordinator)	1	1		0

AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

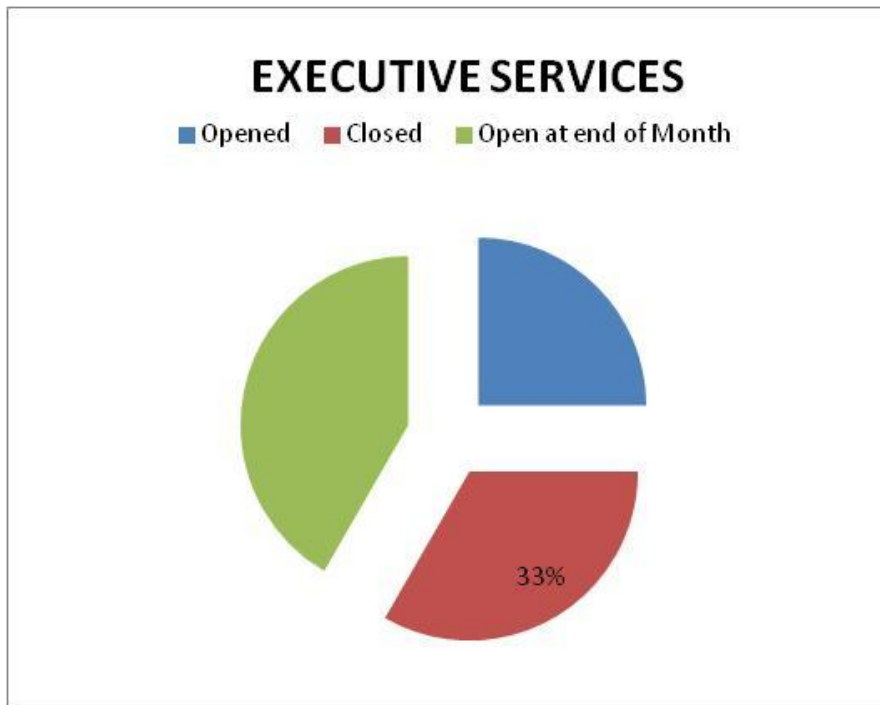
Land History/Native Title Enq(Landcare Officer)	1		1
Land Use & Planning Enquiries (Development Coordinator)	1		2
Landfill/Rubbish/Recycling Enquiry (Waste Management Coordinator)	2	2	2
Livestock Complaints (Local Laws Officer)	1	3	0
Local Law Complaints (Assistant Environmental Health Officer)	1	3	0
Missed Waste Service Pickup (Waste Management Coordinator)			0
Mulch Delivery (Waste Management Coordinator)			0
On-site Sewage Management System (Master Plumber)			0
Other Premises Enquiry (Environmental Health Officer)			0
Pick up of Large Livestock (Local Laws Officer)			0
Planning Application Enquiry (Development Coordinator)			0
Plumbing Enquiries/Complaints (Master Plumber)		2	0
Private Swimming Pools (Director PE)		1	0
Public Toilets - Cape Area (Environmental Health Officer)		1	2
Request for Weed Identification (Bio Security Officer)			0
RV - Rest Area Inspections (Local Laws Officer)			0
Senior Accommodation Living Units - Maintenance Request (Building)	2	28	5
Trade Waste Matters (Plumber)			0
Waste Management Odour Issues (Waste Management Coordinator)			0
TOTAL	37	123	43

ENGINEERING SERVICES

Airport - General Maintenance (Director Engineering)		1	0
Bridge Damage (Construction & Maintenance Shire Overseer)		1	0
Cemetery - Tidy up Funerals (Parks & Gardens Manager)	1	1	0
Commercial TV & Radio (Project/Administration Officer)			0
Damaged Traffic Signs, Rails (Construction & Maintenance Shire Overseer)		1	1
Drainage Diagrams/Maps (Shire Surveyor)			1
Fallen Trees (Parks & Gardens Manager)	1	1	1
Footpaths & Bikeways (Construction & Maintenance Shire Overseer)		1	1
GIS/LIS Map Request (Shire Surveyor)			0
Identification - Plant ID (Parks & Gardens Manager)			0
Information Signage Request (Project/Administration Officer)	1	3	2
Monuments (Parks & Gardens Manager)			0
Operational Works Enquiries (Director Engineering)			0
Park Furniture (Parks & Gardens Manager)		1	0
Parks & Gardens - Other Maintenance (Parks & Gardens Manager)	1	5	0
Parks & Reserve Mowing (Parks & Gardens Manager)	1	4	0
Pick up of Dead Animals Small (Parks & Gardens)			0

**AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015**

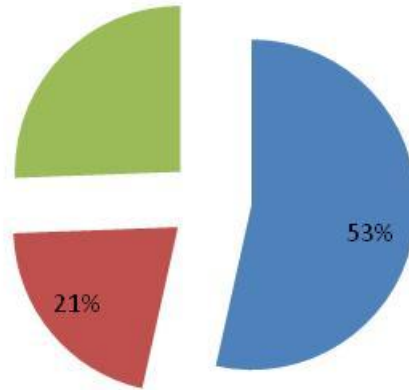
Manager)			
Request - Guided Walking Trail (Parks & Gardens Manager)			0
Road - Opening & Closing (Assistant Engineer)			2
Road Conditions Website Enquiry (Project/Administration Officer)	2	2	0
Roads Maintenance (Construction & Maintenance Shire Overseer)	15	28	24
Sewerage (Water & Sewerage Manager)			0
Sewerage Diagrams/Maps (Shire Surveyor)			0
Sewerage Services Enq/Com (Water Administration Officer)			0
Stormwater Drainage (Construction & Maintenance Shire Overseer)		2	1
Street Lighting (Project/Administration Officer)			0
Street Numbering (House/Rural) (Project/Administration Officer)	1	6	2
Verge Mowing Enquiries (Project/Administration Officer)		3	0
Water Billing Enquiries		1	0
Water Quality Request/Complain (Water Administration Officer)			0
Water Supply Enquiries/Repairs (Water Administration Officer)	1		1
Water Reticulation Maintenance (Master Plumber)	3	10	4
Wharves, Boat Ramps & Fishing Pontoons (Construction & Maintenance Shire Overseer)	2	2	2
TOTAL	29	73	42
OVERALL TOTALS	94	210	105



AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

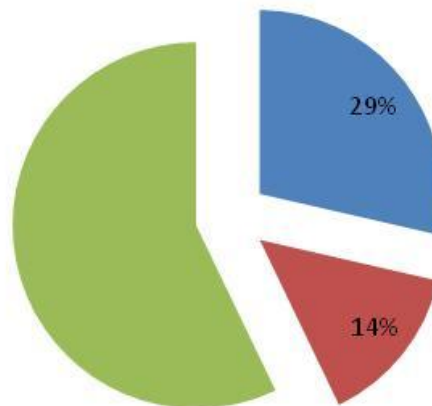
CORPORATE SERVICES

■ Opened ■ Closed ■ Open at end of Month



ECONOMIC DEVELOPMENT & COMMUNITY SERVICES

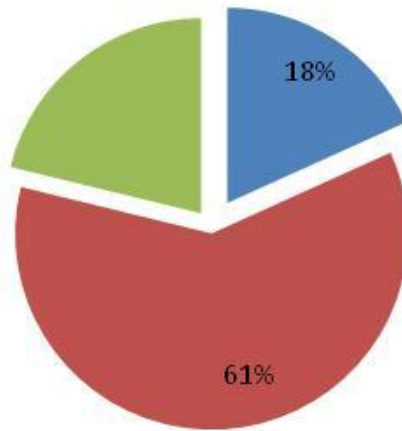
■ Opened ■ Closed ■ Open at end of Month



AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

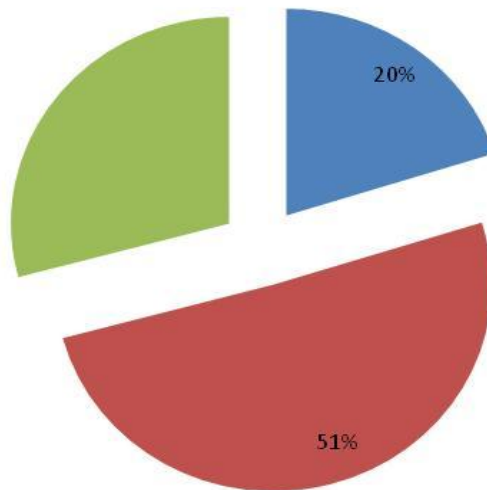
PLANNING & ENVIRONMENT

■ Opened ■ Closed ■ Open at end of Month



ENGINEERING SERVICES

■ Opened ■ Closed ■ Open at end of Month



AGENDA AND BUSINESS PAPERS
16, 17, 18 NOVEMBER 2015

Link to Corporate Plan

Leadership and Governance

4.1.1 Provide, to a standard that ensures (at a minimum) legislative compliance:

- c) Appropriate corporate governance.

Consultation

Nil.

Legal Implications (Statutory, basis, legal risks)

Nil.

Policy Implications

Nil.

Financial and Resource Implications (Budgetary)/Risk Assessment

Nil.

RECOMMENDATION

Council adopt the report for information.