

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**



**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, 18,19, 20 January 2016

Tuesday 19 January 2016

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

Timothy Cronin  
Chief Executive Officer

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**AGENDA CONTENTS**

AGENDA CONTENTS .....	2
ATTENDANCE: .....	1
MEETING OPENED .....	1
APOLOGIES:.....	1
MAYORAL MINUTE .....	1
NOTICE OF BEREAVEMENT: .....	1
CONFIRMATION OF MINUTES.....	1
<b>CONFIRMATION OF MINUTES OF ORDINARY MEETING .....</b>	<b>1</b>
BUSINESS ARISING: .....	1
PLANNING AND ENVIRONMENT.....	2
<b>REPORT ON SUBMISSIONS RECEIVED DURING PUBLIC NOTIFICATION OF THE DRAFT COOK SHIRE COUNCIL PLANNING SCHEME.....</b>	<b>2</b>
<b>APPLICATION FOR A DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE FOR INDUSTRY (STORAGE FACILITY) AT 18 FOYSTER DRIVE, LAKELAND - LOT 216 ON RP881059 (DA/3513) .....</b>	<b>24</b>
<b>APPLICATION FOR RENEWAL OF TERM LEASE 0/210238 ON LOT 52 ON PLAN BS65; 73 BOUNDARY STREET, COOKTOWN: PARISH OF COOK; LOCALITY OF COOKTOWN. ....</b>	<b>53</b>
ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES.....	58
<b>NATURE'S POWERHOUSE ADVISORY COMMITTEE.....</b>	<b>58</b>
<b>2020 ADVISORY COMMITTEE MINUTES AND AMENDMENT OF TERMS OF REFERENCE AND GUIDELINES .....</b>	<b>62</b>
<b>REVIEW OF SPONSORSHIP MANAGEMENT POLICY .....</b>	<b>65</b>
<b>REVIEW OF GRANTS POLICY .....</b>	<b>73</b>
<b>ECONOMIC DEVELOPMENT PLAN 2016 - 2020.....</b>	<b>78</b>
FINANCE.....	110
<b>REVENUE AND EXPENDITURE –DECEMBER 2015.....</b>	<b>110</b>
ADMINISTRATION .....	119
<b>WATERFRONT ADVISORY COMMITTEE MINUTES 14 DECEMBER 2015 .....</b>	<b>119</b>
COMMITTEE OF THE WHOLE .....	121
INFORMATION .....	122
ENGINEERING SERVICES .....	123
<b>ENGINEERING SERVICES REPORT – DECEMBER 2015 .....</b>	<b>123</b>
<b>APPLICATION FOR A LOCAL GOVERNMENT CHANGE – MINOR BOUNDARY CHANGE LOCKHART RIVER ABORIGINAL SHIRE</b>	

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

<b>COUNCIL – LOT 2 ON PLAN WMT 26 – LOCKHART AIRPORT; LOT 6 ON PLAN WMT54 – LINE HILL. ....</b>	<b>130</b>
ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES.....	134
<b>ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES DIVISIONAL REPORT – DECEMBER 2015 .....</b>	<b>134</b>
CORPORATE SERVICES .....	138
<b>SENIOR UNITS MONTHLY REPORT – JANUARY 8, 2016 .....</b>	<b>138</b>
FINANCE.....	140
<b>FINANCE STATUS DECEMBER 2015 .....</b>	<b>140</b>
<b>BUSINESS SERVICES, RECORDS, ADMINISTRATION &amp; IT REPORT – DECEMBER 2015 – FOR INFORMATION.....</b>	<b>146</b>

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

**ATTENDANCE:**

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

**MEETING OPENED**

The Mayor, Cr PH Scott declared the meeting open at

**APOLOGIES:**

**MAYORAL MINUTE**


**NOTICE OF BEREAVEMENT:**

Advice has been received of the passing of

As a mark of respect one minute silence was observed.

**CONFIRMATION OF MINUTES**

	<b>CONFIRMATION OF MINUTES OF ORDINARY MEETING</b>
--	--

That the minutes of the Ordinary Meeting of 15 December 2016 be confirmed subject to the following amendments

Page/Reso #	Correction

**BUSINESS ARISING:**

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**PLANNING AND ENVIRONMENT**

PE1	<b>REPORT ON SUBMISSIONS RECEIVED DURING PUBLIC NOTIFICATION OF THE DRAFT COOK SHIRE COUNCIL PLANNING SCHEME</b>	
	<i>Report No.D16/432 from Council's Planning Consultants Reel Planning Pty Ltd</i>	

**1. Purpose**

The purpose of this report is to provide a summary of the submissions received by Council during the public notification of the draft Cook Shire Council Planning Scheme which concluded on 4<sup>th</sup> December 2016. Copies of all submissions are attached in Appendix 1.

**2. Matters raised in submissions**

The submissions included matters pertaining to zone designations and overlay mapping for individual allotments, requests to alter specific Scheme provisions, minor corrections to the text, rectification of map labelling errors and recommendations for additional elements to be included in the Scheme. A table of the individual issues and recommended responses is provided in Appendix 2.

In summary, it is recommended that the Scheme be amended as follows:

- Part 3 – Strategic Framework
  - Section 3.2 Strategic context (2)(g) to recognise permanence of the agricultural workforce
  - Section 3.2 Key challenges (1) to recognise shortage of housing in Lakeland
  - Section 3.2 The Future (1) to specifically identify rural and agricultural production development
  - Section 3.2 The Future new (6) to identify different infrastructure standards in the smaller towns and settlements
  - Section 3.3(4)(d) to reflect water availability in Lakeland
  - Section 3.3(8)(a) to clarify circumstances in Lakeland
  - Section 3.3.1.1 (6) to protect agricultural resources from pipelines
  - Section 3.4(2)(e) to include additional issues of concern for Lakeland residents
  - Section 3.6.1.1(13) to remove the word ‘Downs’
  - Section 3.7.1.1 (9) to refer to self-sufficiency in terms of infrastructure servicing only
- Part 5 Tables of Assessment
  - Section 5.8 Operational Work to make third party signs Code Assessable development

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

- Part 6 Zones
  - Section 6.2.6 Industry Zone Code to remove PO4/AO4.1 to remove duplication of requirements of the Service Station Code
  - Section 6.2.9 Rural Zone Code amend PO9 to refer to 'proven resource deposits'
- Part 8 Overlays
  - Section 8.2.7 Scenic Amenity Overlay Code to remove PO3 to remove duplication of requirements of the Landslide Hazard Overlay Code
- Part 9 Development Codes
  - Include a new Third Party Sign Code
  - Section 9.3.5 Service Stations Code amend PO4/AO4.1 to merge deleted PO4/AO4.1 from the Industry Zone Code
- Schedule 1
  - Section SC1.2 Administrative Definitions to include definition of 'domestic pets' to remove potential confusion with the defined use of 'animal keeping' and include a definition of 'third party sign'.
- Schedule 2 Mapping
  - Amend Zone maps to change:
    - Lot 1 on SP217466 at Rossville from Environmental Management and Conservation Zone to Rural Zone
    - Adelaide Street, Cooktown between Furneaux and Charlotte Streets from Recreation and Open Space Zone to unzoned road reserve
    - Lots 1 & 2 on CP851378 at Rossville from Community Facilities Zone to Rural Zone
    - Lot 33 on RP860960 at Lakeland from Township Zone to Community Facilities Zone
    - Lots 1 to 5 on CP907234 at Laura from Community Facility Zone to Township Zone
    - Lot 12 on SP228337 at Rossville Community Facilities Zone to Rural Zone
    - Lot 58 on SP208280 at Rossville from Community Facilities Zone to Rural Residential Zone
    - Quarantine Bay from Rural Residential and Low Density Residential Zone to Township Zone
    - Part of Lots 39 & 40 on RP710221 at Cooktown from Environmental Management and Conservation Zone to the Rural Zone and the Industry Zone
    - Weipa port area to 'Strategic Port Land'
    - Lot 16 on SP116852 in Weipa to 'Strategic Port Land'
  - Amend Overlay maps to
    - Standardise all separation areas to 1,000m
    - Reformat Urban Expansion Areas Overlay Map to show property boundaries within the identified areas
    - Amend the Infrastructure Services Overlay Map to accurately reflect the extent of the current serviced area

In addition to these amendments, the following matters are identified for review/discussion and resolution at the Council meeting:

- The Urban Expansion Areas Overlay Map as it relates to Coen, Lakeland and Ayton, including road naming

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

- Infrastructure standards in smaller towns and settlements in conjunction with Council engineers
- Proposed Lot 6 of the Cooktown Airport industrial subdivision (south of the realigned airport access road) to determine appropriate zoning that reflects development potential, environmental values and flood hazard
- Zone designations in Ayton in Broadway Street between Second and First Streets to identify any approved dwellings that should be included in the Township Zone
- Review status of former Bloomfield Sugar Mill ruins for possible inclusion as a local heritage item

**3. Recommendation**

1. That Council resolve to proceed with the recommended changes identified above to update the draft Cook Shire Council Planning Scheme.
2. That Council authorise the Chief Executive Officer to approve any recommended changes to the draft Cook Shire Planning Scheme as a result of the reviews identified above.

Greg Ovenden  
Reel Planning Pty Ltd

Encl.

- Appendix 1 – Received submissions
- Appendix 2 – Table of responses to submissions

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**



PO Box 684  
LABRADOR  
Queensland 4215  
Phone (07) 5574 8688  
Fax (07) 5574 8655  
Mobile 0412 394 090  
Email [dgray@ecoroc.com.au](mailto:dgray@ecoroc.com.au)  
ABN 51 910 122 793

7<sup>th</sup> January 2015

Reel Planning  
Unit 1, 9 Camford Street  
MILTON  
QLD 4064

Attention Greg Ovenden

Dear Greg,

**RE: RESPONSE TO SUBMISSIONS IN RELATION TO INCLUSION OF LOTS 70 AND 74  
(Wegryzniak lots) ON OVERLAY MAP 4.2 OF THE DRAFT COOK SHIRE PLANNING SCHEME**

You have requested that we review and provide comment on the submissions made in relation to the above.

We have reviewed the submissions to the draft CSC 2015 planning scheme that assert there is insufficient resource information and planning merit to include Lots 70 and 74 as potential hard rock quarry sites in the new planning scheme under Overlay Map (OM) 4.2.

A summary of the matters raised by each submission is enclosed as Appendix 1. We provide below our understanding of the issues/matters raised and our responses to the submissions.

**1. SUMMARY OF ISSUES RAISED IN THE SUBMISSIONS**

Collectively (for they raise similar and related issues) the submissions refer to:

- The unproven nature of the resource including rock type, quality, resource depth and the potential for deleterious or harmful minerals to occur;
- Mt Amos quarry (Clark) has large resources and good quality rock for 80-100 years supply, so resources on Lots 70/74 if they exist are not needed - too many quarries can lead to higher community costs (eg commercial failures, environmental legacies);
- The proximity of future blasting in the subject quarry sites to the Mulligan Highway and to important public infrastructure (eg electricity feeder mains, fibre optic cable, water main), presents an unacceptable risk to public infrastructure and public safety due to blast emissions (eg ground and airborne blast vibrations, flyrock from blasting, blast plumes arcing powerlines etc). This is in contravention of the provisions of the EI code in the draft scheme;
- A suitable separation distance from residences to a hard rock quarry (where blasting occurs from time to time) for planning purposes is 1000m as a prudent planning

1



# AGENDA AND BUSINESS PAPERS

## 18, 19, 20 JANUARY 2016

distance in the absence of specific technologies or controls (submission 4), or 500m as a practical distance achievable by contemporary quarry practice (submission 2).

Offsets of 300m from hard rock quarries were criticised in submissions as being too close giving rise to undue flyrock safety risk and amenity disturbance to residents.

On the basis of the above, and according to their view of planning principles, the submitters recommend the removal of Lots 70 and 74 as a future extractive resource from OM4.2 and offer a recommended separation area between quarry blasting and residences of 1000m (submission 4) or 500m (submission 2).

## **2. DISCUSSION AND RESPONSES**

### **2.1 Overview of resource issues raised in submissions**

The crux of the issues raised is whether the subject resources have sufficient, proven rock type, quality and extent to warrant their recognition as an extractive resource capable of future commercial development as a quarry site or sites.

Submission 4 contains a description of the geological uncertainties of the subject resource, and thus the potential for and nature of risks arising if the resources were recognised as an extractive resource under a planning scheme.

It also refers to existing and other potential quarry sites and the means by which extractive resources should be assessed to establish their resource merits – ie relevance of the JORC Code 2012, evidence of drilling, mineralogy of source rock, subsurface investigations etc. Appendix 1 contains a further list of matters raised in the submissions.

Submissions 1 to 3 seem to rely largely on the resource arguments of submission 4 in their assertion the subject resources are unproven and not economically viable.

### **2.2 Source rock type and properties**

The geological formation in which the subject resource sites are located is the same as that of the Mt. Amos quarry. The source rock description in the Geobas report referred to in submission 4 is as submission 4 asserts, incorrect – the target source rock type of the subject sites are metasediments from the Hodgkinson Formation (metamorphic rock types) and not granite (igneous rock type).

We spoke with Geobas's Gary Basford about this 2012 when preparing the extractive resource inventory for the draft CSC – Mr Basford regretted the error but otherwise held that the concept pit shells he prepared for Lots 70 and 74 were reasonable, but would require further proving and delineation by future drilling and detailed constraints analysis (ie blasting, traffic, amenity impacts etc).

Mr Basford now retired is an accomplished and highly experienced geoscientist with a distinguished career as government geologist for Department of Main Roads and commercial sector geologist for major quarrying companies.

## **AGENDA AND BUSINESS PAPERS**

### **18, 19, 20 JANUARY 2016**

We are satisfied that notwithstanding the 'granite' source rock error (he did not visit the site) his rationale and proposals though conceptual are logical and reasonable.

During the 2012 court proceeding preliminaries I inspected Lots 70 and 74 with the landowners, including rock outcrop and a small quarry working on the eastern lot. I am satisfied the rock types are metasedimentary in nature and include metagreywacke / meta-arenites similar to those that occur at the Mt Amos quarry.

This is the description adopted in the Ecoroc 2013 mineral and extractive resources report and inventory for Lots 70 and 74, prepared by Ecoroc to inform the new CSC planning scheme.

I agree that the depth of the resources have not been established with any certainty but having regard to the geological setting and analogous sites such as Mt Amos quarry, there is a reasonable probability the source rock will extend to depth.

This cannot be known with further certainty unless a stratigraphic/ structural geological model was prepared for the site, informed by surface mapping and drilling and testing of samples.

This work would need to be completed as part of any future development application for a quarry but it should not be a compulsory requirement of planning that detailed pit designs be prepared upfront in order that a potential extractive resource be identified on a planning scheme. Rather, this level of detail is addressed at the development application stage.

Otherwise, many quarry sites servicing regional areas would never receive planning recognition as most landowners are not geologists or mining engineers. Were such requirements enforced (and we are not aware that they are in any planning schemes), incumbent quarries would essentially benefit because of higher uncertainty and cost barriers to new entrants.

I am satisfied as an experienced mining engineer and extractive industry consultant that the resources of the subject sites will have similar characteristics and mineralogy to the Mt Amos quarry. The eastern resource has a higher yield potential than the western resource. The western resource which is constrained by high voltage powerlines is a potential site for near surface extraction of more weathered materials, rather than an extensive hard rock quarry. There is potential for the two sites to produce complementary materials.

Under the DME 'resource significance' criteria used to assess the merits of inclusion in the extractive resource inventory to inform the draft CSC planning scheme, Lots 70 and 74 were found to satisfy categories 1, 2 and 3 (identified in the 2013 Ecoroc report) and therefore have merit for planning recognition.

### **2.3 Mineralogy**

Submission 4 raises questions, in the absence of test results, as to the potential for adverse minerals to occur in the rock at the subject sites including weak (or deleterious minerals) which could impact on quarry product quality (and thus uses), the likelihood of crystalline silica to occur in the source rock and thus pose a health hazard from dusts produced by

## **AGENDA AND BUSINESS PAPERS**

### **18, 19, 20 JANUARY 2016**

quarrying, and potential for asbestiform minerals to occur such as actinolite or tremolite, which if in fibrous form and concentration can be highly dangerous.

Aside from the occurrence of silica in the source rock (which is agreed and must be managed by any quarry where significant quantities of free silica occur in the dusts produced from quarrying activities), the risks of pervasive deleterious minerals that would render the sites uneconomic to quarry, or the potential for measurable and problematic asbestiform actinolite or tremolite minerals to occur are considered extremely low.

Mineralogy would need to be established by testing/ analysis from representative samples to support a future development application. If adverse mineralogy (ie asbestiform minerals) were identified from these investigations, the neighbours, the wider community and the quarry operator / landowner have a mutual interest in the quarry not proceeding. No-one wants to open or operate a quarry with asbestos minerals.

Crystalline silica dust is a known hazard for the subject sites, as it is for the Mt Amos quarry. Silica is the most common mineral in surface rocks. It is a crucial operational and environmental/ OH&S management issue for many hard rock quarries – it would have to be managed and controlled by any future quarries on the subject site (eg dust suppression, crushing plant enclosures, personnel monitoring of respirable/ inspirable silica), but there are well-established control and monitoring measures available to a quarry and the likelihood for silica to occur in rock it is not a valid reason to exclude the sites from OM4.2 as its impacts can be managed.

#### **2.4 JORC Code 2012 and who is competent to assess the extractive resource merits of a potential site**

Submission 4 argues that according to standards such as the minerals industry JORC Code 2012 (to which geoscientists as members of JORC's parent organisations are obligated to report) and citing interstate quarry resource criteria, there is insufficient geological certainty and merit (because of uncertainties and constraints) for the subject sites to qualify as future extractive resources.

We note the JORC Code 2012 does not apply to quarries (ie producing aggregates or construction materials as opposed to minerals) or dimension stone quarries. Any application of the JORC Code to quarries or potential extractive resources is at the discretion of the geoscientist and/or engineer or company, but it is not mandatory under the JORC Code, which applies to publicly listed companies reporting mineral occurrences (resources v reserves etc) to the ASX. The purpose of the code is to provide transparency and probity to mineral estimates to inform markets and investors.

The principles of the JORC Code can be usefully applied on a case by case basis to potential extractive resources and quarries but there is no planning basis for the mandatory application of the JORC Code 2012 to quarries producing crushed rock for aggregates.

In our discussion with a JORC committee representative in 2012, the representative expressed concern that the JORC Code was being raised in arguments about the planning merits of hard rock resources and quarries, when it was never intended for such purpose.

# **AGENDA AND BUSINESS PAPERS**

## **18, 19, 20 JANUARY 2016**

The absence of reporting of the extractive resources against the provisions of the JORC Code 2012 is not a valid reason to exclude the subject sites from OM4.2.

### **2.5 Other resources**

Submission 1 refers to the adequacy of the existing Mt Amos quarry and other sites to satisfy foreseeable future demand. Submission 4 refers to other more suitable sites for future quarries but does not elaborate.

If other suitable specific sites were identified in the future (and this is not unlikely) and landowners willing to develop a quarry, then the merits of the application would no doubt be assessed at the time. However, this is not a valid reason to exclude the subject sites from OM4.2.

### **2.6 Proximity of blasting to public services, Mulligan highway, existing residences**

Both Lots 70 and 74 are constrained by the need to protect the public safety against blast-related risks such as flyrock and damage from flyrock or blast emissions to public infrastructure/services such as powerlines, pipelines and cables. But this does not render them uneconomic to extract in the future. Blasting is a controlled, technical activity supervised by experts (Mines Dept. accredited shotfirers) – it is not a bombing operation.

Offsets from residences, the Mulligan Highway and above and below ground services, would be determined during detailed blast design in any development application. Typically, assuming good practice blasting practices are implemented, at distances of 300m or less the risk of flyrock increases.

For quarry production blasting closer than 300m additional design and control measures (adopted from close blasting practices for civil construction projects) must be implemented by quarries to manage the risks. These are more costly to the quarry but where quarries are required to because of proximity of public roads or residences, then they can be and are implemented in practice. There are hundreds of quarries in Queensland where blast control measures are routinely and successfully implemented for blasting activities in relative close proximity to public roads.

In summary, not all the resource areas shown on Lots 70 and 74 are likely to be able to be excavated by blasting because of flyrock risks. Some areas may be quarried by non-blasting methods (eg ripping with bulldozer) for weathered surface materials which have a higher proportion of clay fines compared with harder, fresher rock.

This would reduce the estimate of the quantity of material based on the concept pits in the Geobas report but would not render the resources uneconomic.

The existing and foreseeable market demand in the Cooktown area is not sufficiently large to support continuity of multiple high output quarries, but there is no compelling planning reason offered in the submissions as to why a prospective quarry or quarries at the subject sites, no doubt at relatively small scale and subject to a properly made development application, should be excluded from planning recognition.

## **AGENDA AND BUSINESS PAPERS**

### **18, 19, 20 JANUARY 2016**

#### **2.7 Separation distance from hard rock quarry blasting to residences**

There is a large body of discussion and sometimes debate on what is the right distance. The answer is – it depends.

For strategic planning purposes a distance of 1000m from hard rock quarrying activities (eg blasting, drilling, dust and noise from crushing etc) is frequently adopted by planners as good rule of thumb in the absence of technical evidence to justify a closer distance. It is precautionary in nature and related to amenity and human perception of quarrying activities.

At 1000m for example a typical quarry is unlikely to have to implement any particular onerous or stringent controls to preserve public safety and amenity.

Inside 1000m and depending on all sorts of factors such as topography, aspect, rock conditions, blasting size and orientation, the effects from ground and airborne vibration (or noise) and dust emissions can become more perceptible.

A practical limit of 500m from blasting or crushing activities is often mentioned as a separation distance at which a competently operated quarry (provided there is some topographic protection between the point of emissions and the sensitive receptor) is able to operate without undue amenity or blast impact on sensitive receptors.

With additional design, orientation, dust and blast controls distances of 300m can be acceptable but this must be demonstrated through proper, site specific study.

Inside 300m and as discussed previously, the flyrock risk increases such that further controls to reduce flyrock risk are required. Such controls are available but they come at an increasingly higher cost to the quarry. They may only need to be implemented from time to time depending on quarry sequencing.

#### **2.8 Proximity of future blasting in Lots 70 and 74 to residences on these lots**

It is noted submission 4 refers to residences within Lots 70 and 74 (as well as other external residences) and raises concerns about their proximity to potential future blasting activities at the subject sites.

Any development application for a quarry on either of the subject sites would require a consideration of the impacts to the site's residents (as well as external residences) – it is not uncommon that a residence is located on a property that is the subject of interest for quarrying. The developer must address the potential impacts to the safety of residents or visitors to the residence. Most commonly, if the quarry activities proposed are too close the residence is vacated, used as an office or dismantled if the land is needed for quarrying.

Where owner / operators for example elect to live within a residence on a quarry site (or rent it) there are strict OH&S obligations and requirements under the Mining Quarrying Safety and Health Act and its regulations requiring the quarry to manage the risk to acceptable levels. This may require the occupants to vacate the residence during blast events if it is within the blast zone designated by an accredited shotfirer who is responsible for the conduct and safety of the blast.

## **AGENDA AND BUSINESS PAPERS**

### **18, 19, 20 JANUARY 2016**

Accordingly there is no obvious planning or public benefit in insisting a certain distance be maintained to a house within a quarry site if that house is owned by the quarry site landowner or operator. It is up to the quarry developer/operator to assess and address any risks to persons arising as a consequence of the quarrying activities. Controls are available and are the responsibility of the quarry manager (Site Senior Executive, or SSE) and the shot-firer to manage under prescribed OH&S legislation.

### **3. CONCLUSIONS**

The issues and matters raised in the submissions in our opinion have insufficient weight to justify exclusion of Lots 70 and 74 from OM 4.2 on the CSC draft planning scheme on the grounds of public interest.

Were all recommendations in the submissions to be applied unilaterally by planners as a condition before recognition of candidate quarry sites in planning schemes, the available inventory of future quarry resources would diminish over time along with community choice and competition. We see no reason why the Cook Shire's circumstances, extractive resources or potential sites have special circumstances that differ in any substantial way from other LGA's in Queensland.

Notwithstanding there are geological uncertainties and constraints to the development of hard rock quarrying by blasting on the subject sites, the uncertainties and constraints are not considered sufficient in probability or impact to warrant excluding the sites as a potential source of future extractive resources. Planning recognition of extractive resources does not constitute a development approval.

Rather, specific quarrying limits, amenity, blasting, dust emissions, traffic and other environmental impacts and matters of public health or interest would need to be addressed by a future quarry developer and control measures acceptable to authorities incorporated into any quarry design and methodology. These are matters that can be suitably investigated, addressed and assessed at a development application stage.

In terms of separation distances nominated in the draft planning scheme a 1000m separation distance from future residences is considered prudent. For existing residents (within 1000m of blasting or crushing) and external to the subject sites, the offset distances and separation areas proposed in OM 4.2 are in our opinion manageable provided any future quarries to be developed on the subject sites implement appropriate design, operational and emission controls.

The onus here is on the quarry to demonstrate it can comply at the development application stage. Whilst others may express an opinion, it is not for others to judge that an applicant couldn't comply or compliance is impossible, in the absence of a development application.

Many quarries must moderate activities or emissions to comply with contemporary safety and emission standards – the need to apply such controls does not of itself render a site uneconomic or commercially unviable.

For residences within Lots 70 and 74, their future use including occupancy within a quarry site must be controlled by the quarry operator subject to planning provisions and the

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

provisions of Qld OH&S legislation for mines and quarries. A house on a mine or quarry site is considered part of the mine or quarry and any risks arising must be managed by the quarry according to the safety legislation. The existence of a residence on a prospective quarry site does not in our opinion constitute grounds for excluding the resources contained therein from planning recognition.

Yours Faithfully,

ECOROC Pty Ltd



Dugald Gray BE (Qld), MBA (Bond), MIE Aust, CP Eng, NER, FIQ  
Principal

Encl. Appendix 1

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**PLANNING SCHEME SUBMISSIONS REVIEW**

SUBMISSION ISSUE	RESPONSE
<b>Submitter – Groundwork Plus (Brisbane consultant)</b>	
<p>1. Inclusion of Lot 70 SP156409 and Lot 74 SP156409 at Mt Amos in Extractive Resources Overlay</p> <ul style="list-style-type: none"> <li>▪ Presence of existing residences within separation area</li> <li>▪ Contradictory separation distances on Maps OM4.2, OM4.3 &amp; OM4.4</li> <li>▪ Impact on power lines adjacent to Mulligan Highway</li> <li>▪ Impact on Annan River water pipeline</li> <li>▪ Impact on fibre-optic cable adjacent to Mulligan Highway</li> <li>▪ Impact on traffic safety on Mulligan Highway</li> <li>▪ Resource not demonstrated to be economically exploitable</li> <li>▪ Potential alternative resources available</li> <li>▪ Sites have not been tested to any significant degree to demonstrate suitability</li> <li>▪ Lack of detailed information on suitability of resource</li> <li>▪ Questionable conclusions in supporting reports</li> <li>▪ Does not meet standard for identifying a resource</li> </ul>	<p>In summary, the submission raises four main points:</p> <ul style="list-style-type: none"> <li>▪ Doubt as to the presence and quality of the resource</li> <li>▪ Insufficient separation areas show on the Overlay Map</li> <li>▪ Presence of existing residences in the identified separation area</li> <li>▪ Operational risks associated with extraction from the site</li> </ul> <p>The Review Of Extractive &amp; Mineral Resources in the Cook Shire undertaken by Ecoroc Pty Ltd as a preliminary study for the review of the Planning Scheme Review identified that these allotments meet the criteria for a regionally significant resource under the State Planning Policy in effect at the time. The inclusion of the allotments on the Overlay Map is based on this review. Ecoroc Pty Ltd have reviewed all submissions with respect to Lots 70 and 74 and the recommendation of the review is that the sites be retained in the Overlay (refer to Attachment A to this table for the Ecoroc advice).</p> <p>A review of the separation distances confirms the submitter’s information and it is recommended that the mapped separation distances be increased to 1,000m. This is consistent with the State government’s requirements as advised in the State Interest review before the draft scheme was placed on public notification.</p> <p>The separation of sensitive uses and protection of resources from encroachment is addressed in the Scheme in a number of ways. The Rural Zone Code and the Extractive Resources Overlay Code both set requirements for <b>new</b> dwellings to protect the utilisation of the resource and the preferred solution is to avoid the separation area. Alternative solutions may be available; it is important to note that this provision does not apply to existing approved dwellings. The Extractive Industry Use Code sets requirements for new extraction operations to avoid impacts on amenity and public safety,</p>



**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

SUBMISSION ISSUE	RESPONSE
	<p>prevent nuisance to sensitive land uses; and not cause significant nuisance or endanger life or property on adjoining land and this deals with impacts on <b>existing</b> approved residences. The preferred solution is to avoid operations within the separation distances, which apply around the sensitive use rather than the resource. Again, alternatives may exist and it is incumbent on the applicant to demonstrate how an alternative would achieve the Code requirements prior to receiving approval. <u>It is recommended that no change be made to the Scheme in this regard.</u></p> <p>The potential risks and impacts identified by the submitter that could occur during operations are similarly addressed by PO2 of the Extractive Industry Use Code and a proponent needs to demonstrate compliance with PO2 in order to secure approval. <u>It is recommended that no change be made to the Scheme in this regard.</u></p>
<b>Submitter – Lakeland Progress Association (community organisation)</b>	
<p>1. Strategic Intent Section 3.2</p> <ul style="list-style-type: none"> <li>▪ Strategic Content – 2(g) requested change to recognise the permanence of the agricultural workforce</li> <li>▪ Key Challenges – (1) recognise shortage of housing in Lakeland as well</li> <li>▪ The Future – (1) – (4) include additional statements specifically identifying infrastructure standards suitable for Lakeland and removing unnecessary impediments to rural and agricultural development</li> </ul>	<ul style="list-style-type: none"> <li>▪ It is recommended that the statement be amended as follows <i>Its unemployment rate, which in 2011, was around 20%, relatively high numbers of international backpackers employed as seasonal workers in the south-east of the Shire and a strong permanent agricultural workforce, particularly in Lakeland district.</i></li> <li>▪ It is recommended that the words ‘<i>and Lakeland</i>’ be inserted after Cooktown</li> <li>▪ It is recommended that the following change be made to Point (1) and a new Point (6) be included as follows: <i>(1) Investment and development presents opportunities for the community to increase self-sufficiency, create regional and local collaboration to improve services, improve food supply (and food security), infrastructure, arts and culture and natural resource management. Future prosperity and a stable economic structure for Cook Shire relies on certainty about where development is intended to occur; removing unnecessary impediments to development <b>particularly</b></i></li> </ul>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

SUBMISSION ISSUE	RESPONSE
<p>2. Section 3.3 Economic Wellbeing</p> <ul style="list-style-type: none"> <li>▪ 4(d) – Make amendment to statement to reflect water availability</li> <li>▪ 8(a) – Provide additional statements to clarify local circumstances</li> </ul> <ul style="list-style-type: none"> <li>▪ Section 3.3.1.1 (6) amend statement to provide protection of agricultural resources from pipelines</li> </ul> <p>3. Section 3.4 Land Use Pattern</p> <ul style="list-style-type: none"> <li>▪ Policy Content – 2(e) include town water and sewerage, permanent accommodation and irrigation sources as key issues in Lakeland</li> </ul>	<p><i>in the rural and agricultural sectors and recognising how long-term investments can benefit communities and the environment, notwithstanding potential short-term impacts.</i></p> <p><i>(6) The relationship between development and utility infrastructure recognises that Marton, Laura, Lakeland, Coen, Ayton, Rossville, Helenvale and Portland Roads require a level of infrastructure provision appropriate to the circumstances.</i></p> <p>Infrastructure standards are currently linked to the FNQROC Development Manual. Discussions with Council engineers are needed to determine how these standards could be reasonably varied in the smaller towns.</p> <ul style="list-style-type: none"> <li>▪ It is recommended that 4(d) be amended to “...good access to markets but limited access to water’</li> <li>▪ The following amendment to 8(a) are recommended: Lakeland – Cropping is well developed with <i>unusually high proportion of freehold land on high-quality fertile soils but with limited access to irrigation</i>. This sector relies on economies of scale and further subdivision of land or the establishment of incompatible uses (including permanent plantations) in areas mapped as agricultural land will not be supported. On site workers accommodation and value-adding industry will be supported. <i>New lifestyle allotments outside existing identified areas is encouraged subject to establishing legitimate planning need and the productive values of agricultural land and regional ecosystem values are not compromised.</i></li> <li>▪ It is recommended that the following be added at the end of the first sentence of 3.3.1.1(6) ‘...but do not encroach on identified agricultural land’</li> <li>▪ It is recommended that the identified items be included as key issues at the end of 2(e)</li> </ul>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

SUBMISSION ISSUE	RESPONSE
<ul style="list-style-type: none"> <li>▪ Section 3.4.1.1 (2) include additional areas on Urban Expansion Areas Overlay Map OM6, including part of Lot 212 on SP172665</li> <li>4. Section 3.6.1.1               <ul style="list-style-type: none"> <li>▪ (13) – remove the word ‘Downs’</li> <li>▪ Include protection of agricultural resources</li> <li>▪</li> </ul> </li> <li>5. Section 3.7.1.1 (9) amend statement to refer to self-sufficiency in terms of infrastructure servicing only.</li> </ul>	<ul style="list-style-type: none"> <li>▪ It is recommended that the Overlay Map for Lakeland be reviewed with regard to other constraint overlay mapping.</li>   <li>▪ Agreed</li> <li>▪ Disagree. Protection of agricultural resources is enshrined elsewhere in the scheme</li> <li>▪ Agreed.</li> </ul>
<b>Submitter – Lucille Cassar (Ayton resident)</b>	
Inclusion of Lot 12 on SP171567 at Ayton in Urban Expansion Areas Overlay Map	The site is constrained by “Very High” and “High” Bushfire Hazard and Regulated Vegetation. It is noted that adjoining allotments that are currently shown in the Urban Expansions Areas Overlay are similarly constrained. It is understood that an approval has been granted for subdivision that created Lot 12 but it is unclear whether the balance of the subdivision approval remains current. If the approval remains current it is recommended that Lot 12, as well as Lots 1, 2, 21 & 22 on SP 171567 could be added to the Urban Expansion Areas Overlay Map but advice should also be provided to the submitter that future development may require approval from the State for the clearing of the regulated vegetation as well as measures to mitigate bushfire hazard.
<b>Submitter – Projex Partners (Cairns consultants)</b>	
That Lot 70 SP156409 and Lot 74 SP156409 at Mt Amos be removed from the Extractive Resources Overlay Map as it is unjustified, contrary to other Scheme provisions, is not good planning practice and may negatively impact on other sites better suited to quarry operations	Refer to the response to the Groundwork Plus submission above
<b>Submitter – Projex Partners (Cairns consultants)</b>	
1. Amend PO9 of the Rural Zone Code from ‘known resource deposits’ to ‘proven resource deposits that can be viably and feasibly worked’	<ul style="list-style-type: none"> <li>▪ The viability of resource extraction is not an issue for the Scheme to manage and should be left to market forces. A change of wording to ‘proven resource deposits’ is supported on the basis that it establishes a requirement for proving the resource existence, either through existing studies from the preparation of the scheme or new studies.</li> </ul>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

SUBMISSION ISSUE	RESPONSE
2. Amend AO9.1(b) of the Rural Zone Code to allow a separation distance of 500m between quarries involving blasting and dwelling	<ul style="list-style-type: none"> <li>▪ The nominated separation distance is mandated in the State Interest Review. The submitter has failed to provide sufficient justification for a distance less than that requested by the State and it is recommended that no change be made to the Scheme. The submitter should also be advised that this separation distance applies to the establishment of a <b>new</b> residence only as an existing residence has established use rights that cannot be retrospectively altered. Existing residences are protected from the establishment of new quarries in the same separation distances by the requirements of the Extractive Industry Use Code.</li> </ul>
<b>Submitter – Projex Partners (Cairns consultants)</b>	
Remove Lot 1 on SP217466 at Rossville from the Environmental Management & Conservation Zone and include it in the Rural Residential Zone	Due to the lot size, it is recommended that Lot 1 be included in the Rural Zone, as is the adjoining Lot 5 on MPH22178. Inclusion of the site in the Rural Residential Zone would create the circumstances for a 3-lot subdivision which is not supported this far from services.
<b>Submitter – Eric &amp; Susan Clark (Cooktown residents)</b>	
That Lot 70 SP156409 and Lot 74 SP156409 at Mt Amos be removed from the Extractive Resources Overlay Map as it is unjustified, contrary to other Scheme provisions, is not good planning practice and may negatively impact on other sites better suited to quarry operations	Refer to the response to the Groundwork Plus submission above
<b>Submitter – Linda Rowe (Cooktown resident)</b>	
Concern that the Cooktown Foreshore Revitalisation Plan unreasonably restricts access from Adelaide Street to the rear of allotments fronting Charlotte Street	Concern noted. It is also noted that the draft Zone Map includes the Adelaide Street road reserve, between Furneaux and Charlotte Streets, in the Recreation & Open Space Zone. This may be a reflection of the Foreshore Revitalisation Scheme and it is considered that this designation adds to the submitter's concern about restricted access. It is recommended that this section of Adelaide Street be removed from the Recreation & Open Space Zone and treated as any other road reserve in the Shire.
<b>Submitter – Valmay Fisher (Mount Sheridan resident)</b>	
<ol style="list-style-type: none"> <li>1. Inclusion of Lot 12 on SP171567 at Ayton in Urban Expansion Areas Overlay Map</li> <li>2. Correct naming for Harlow Street in Ayton on Flood and Other Coastal Hazard Overlay Map. Shown as West Street.</li> </ol>	<ul style="list-style-type: none"> <li>▪ Refer to the response to Lucille Cassar submission above.</li> <li>▪ Agree. Review street naming as provided by State cadastre database.</li> <li>▪ Bushfire hazard mapping is based on State-mandated data. This data is</li> </ul>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

SUBMISSION ISSUE	RESPONSE
<p>3. Question inclusion of Lots 1, 2 &amp; 22 on Sp171567 in Ayton in the Very High and High Bushfire Intensity Area on the Bushfire Risk Overlay Map</p> <p>4. Inclusion of Lots 1, 2, 21 &amp; 22 on SP171567 at Ayton in Urban Expansion Areas Overlay Map</p> <p>5. Question inclusion of Lots 24 &amp; 27 of RP734468 at Ayton in the Urban Expansion Area given proximity to Erosion Prone Area on Flood and Other Coastal Hazard Overlay Map and risk of inundation</p>	<p>regularly updated and it is recommended that it be reviewed prior to final adoption for any changes. Only if the State data changes should the Overlay Map be changed.</p> <ul style="list-style-type: none"> <li>▪ Refer to the response to Lucille Cassar submission above.</li> <li>▪ Only very small areas of the nominated lots are identified in the Erosion Prone Area and Storm Tide Inundation Area of the Overlay Map. The balance areas are suitable for development subject to addressing other identified hazards, i.e. bushfire.</li> </ul>
<p>▪ <b>Submitter – Cook Shire Council</b></p>	
<p>1. Remove Lots 1 &amp; 2 on CP851378 at Rossville from the Community Facilities Zone and include in the Rural Zone</p> <p>2. Include administrative definition to clarify that domestic pets do not fall within the QPP ‘animal keeping’ definition</p> <p>3. Add provisions defining third party advertising devices and that such devices require Council approval</p> <p>4. Review inclusion of Lot 3 on CO4 at Coen in Rural Residential Zone and Urban Expansion Area Overlay given mapping as medium and high flood risk.</p> <p>5. Remove PO3 from the Scenic Amenity Overlay Code as this issue is addressed by the Landslide Overlay Code</p> <p>6. Review of infrastructure standards in smaller towns to reduce unnecessary impediment to cost-effective development</p> <p>7. Remove Lot 33 on RP860960 at Lakeland from the Township Zone and include in Community Facilities Zone to reflect its use as an engineering reserve</p> <p>8. Remove PO4/AO4.1 of the Industry Zone Code dealing with service stations and combine its provisions with PO4/AO4,1 of the Service Stations Code</p> <p>9. Review proposed Lot 6 of the Cooktown Airport industrial subdivision to determine appropriate zoning that reflects development potential,</p>	<ul style="list-style-type: none"> <li>▪ Agree.</li> <li>▪ Agree.</li> <li>▪ Agree.</li> <li>▪ Agree. The property owner must be included in the review process to establish the most appropriate zone designation in the circumstances.</li> <li>▪ Agree.</li> <li>▪ Agree. Discussions with Council engineers are needed to determine how these standards could be varied in the smaller towns.</li> <li>▪ Agree.</li> <li>▪ Agree.</li> <li>▪ Agree.</li> <li>▪ Agree.</li> </ul>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

SUBMISSION ISSUE	RESPONSE
<p>environmental values and flood hazard</p> <p>10. Remove Lots 1 to 5 on CP907234 at Laura from the Community Facilities Zone and include in the Township Zone to reflect their separate title from the balance of the reserve at Laura.</p> <p>11. Review designation of Rural Residential Zone allotments from 80-226 Endeavour Valley Road, Cooktown for light industrial activities.</p> <p>12. Amend the Infrastructure Services Overlay Map to accurately reflect the extent of the current serviced area.</p> <p>13. Remove Lot 12 on SP228337 and Lot 58 on SP208280 at Rossville from the Community Facilities Zone and include in the Rural Residential Zone to reflect their private ownership.</p> <p>14. Review extent of the Urban Expansion Areas Overlay Map at Ayton</p> <p>15. Review be undertaken of Character Overlay Map designations, particularly the Neighbourhood Character Areas, and the soundness and applicability of all the Overlay Code provisions</p>	<ul style="list-style-type: none"> <li>▪ It is recommended that the Rural Residential designation be retained in consideration of the availability of existing vacant industry-zoned land beyond Ferrari Street extending north to the old airstrip, to protect against the potential impacts on the viability of the new industrial subdivision at Cooktown Airport and the fact that the principal land use in the area is still rural residential.</li> <li>▪ Agree.</li> <li>▪ It is recommended that Lot 58 be included in the Rural Residential Zone. Lot 12 should be included in the Rural Zone as inclusion of the site in the Rural Residential Zone would create the circumstances for a 8-lot subdivision which is not supported this far from services.</li> <li>▪ Agree.</li> <li>▪ Agree.</li> </ul>
<b>Submitter – Jan van den Burgh (Quarantine Bay resident)</b>	
<p>1. Remove the entire Quarantine Bay Low Density Residential Area and include in the Rural Residential Area due to lack of services</p>	<ul style="list-style-type: none"> <li>▪ The submitter is correct in that the level of service at Quarantine Bay is not consistent with the expectation established by the Overall Outcomes of the Low Density Residential Zone Code. However, the lot sizes at Quarantine Bay are not reflective of rural residential allotments and the Rural Residential Zone is not an appropriate designation as it would create opportunities for animal keeping and similar activities on small allotments. It is recommended that the area be designated in the Township Zone to reflect the smaller lot sizes, the remoteness from existing services and to allow local-level services to be established without undue regulation.</li> </ul>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

SUBMISSION ISSUE	RESPONSE
<p>▪ <b>Submitter – Nerida Carr (Ayton resident)</b></p>	
<p>1. Include all lots fronting the Bloomfield-Rossville Road/West Street in the Future Urban Expansion Areas Overlay</p> <p>2. Remove Broadway Street between Second and First Streets from the Conservation Zone and include in the Village Zone</p> <p>3. Expand Industrial Zone to establish more opportunity for business and industry</p>	<ul style="list-style-type: none"> <li>▪ It is recommended that a review of the Overlay Map designations be conducted but limited to the extent of the current northernmost included allotment.</li> <li>▪ The submitter has incorrectly referenced the current Scheme zone designations. A review of this area is recommended and any allotments with existing approved residences should be included in the Township Zone.</li> <li>▪ Disagree. The submitter has not provided any evidence of unmet demand for industrial land in Ayton. The current Township Zone designation allows local-scaled businesses and industries to be established without undue regulation and there are vacant allotments in this zone available for this purpose.</li> </ul>
<p>▪ <b>Submitter – Neil Beck (Wonga Beach consultant)</b></p>	
<p>1. Remove part of Lots 39 &amp; 40 on RP710221 at Cooktown from the Environmental Management &amp; Conservation Zone and include in the Rural Zone and Industry Zone in line with ecological assessment</p> <p>2. Inappropriate designation of Lots in Wetlands &amp; Watercourses Overlay Map and restriction on development associated with 20m setbacks to these features in AO2.2 and AO5.3 of the Environmental Management &amp; Conservation Zone Code</p>	<ul style="list-style-type: none"> <li>▪ Agree. Parts of Lot 39 zoned as Industry in the existing Planning Scheme are zoned Environmental Management and Conservation in the draft Planning Scheme. These should be reinstated as Industry. Further, the extent of the Industry Zone should be expanded to also include the triangular area south of the boundary with Lot 40. It is agreed also that the area of the old Cooktown airstrip zoned Environmental Management and Conservation under the draft Planning Scheme is to be changed to the Rural Zone consistent with the recommendations of the ecological assessment provided by the submitter. This zoning boundary will generally correlate with the bund wall but will also exclude some areas of mapped regulated vegetation.</li> <li>▪ The Overlay Map is based on mandatory data provided by the State and it is recommended that it be retained to avoid potential compromise of State interests. AO2.2 and AO5.3 do not restrict development as they are only the preferred method of complying with PO2 and PO5 which require that natural environmental and scenic values are not diminished and that landscape values, water resources and environmental quality are not diminished. If an application over the site established that such</li> </ul>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

SUBMISSION ISSUE	RESPONSE
3. Support for provisions of the Flood and Other Coastal Hazards Overlay Code but noting minor conflict associated with AO2.1	<p>values are non-existent on the site, compliance with PO2 and PO5 is achieved. The issue may be moot if the Zone is changed to Rural as the Rural Zone Code does not contain similar provisions.</p> <ul style="list-style-type: none"> <li>▪ Support noted. AO2.1 does not represent any conflict as it requires that there be no increase of people at risk from flooding which can be demonstrated if other Overlay Code provisions are met. No change to the Scheme recommended.</li> </ul>
<b>Submitters – Maureen Carruthers &amp; Margaret Walls (Cooktown residents)</b>	
1. Remove 89 Hope Street, Cooktown from Old Buildings of Interest Register	<ul style="list-style-type: none"> <li>▪ Disagree. The submitters have not provided any evidence to dispute the heritage citation and the identified values remain worthy of protection.</li> </ul>
<b>Submitter – North Queensland Bulk Ports Corporation (Weipa infrastructure operator)</b>	
1. Support for Strategic Framework provisions associated with Weipa port 2. Amend ‘Strategic Port Area’ to ‘Strategic Port Land’ on Zone Map 3. Include Lot 16 on SP116852 in Weipa in the area shown as Strategic Port Land for clarification purposes only	<ul style="list-style-type: none"> <li>▪ Support noted. No amendment to the Scheme required.</li> <li>▪ Agree.</li> <li>▪ Agree. Lot 16 is within the Weipa Town Authority but there are no ramifications associated with the amendment as it is for information purposes only.</li> </ul>
<b>Submitter – Col Burns (Ayton resident)</b>	
1. Protect the former Bloomfield Sugar Mill ruins  2. Expand Industrial Zone in Ayton to include site of former Bloomfield Sugar Mill  3. Question why some lots in Broadway Street, Ayton are zoned Conservation as they are not tidal. Vegetation overlays not accurate	<ul style="list-style-type: none"> <li>▪ Review the heritage values of the site in consultation with the current property owner and amend the Scheme if necessary to protect that part of the site containing the ruins.</li> <li>▪ Disagree. The submitter has not provided any evidence of unmet demand for industrial land in Ayton. The current Township Zone designation allows local-scaled businesses and industries to be established without undue regulation and there are vacant allotments in this zone available for this purpose.</li> <li>▪ The Environmental Management &amp; Conservation Zone is not based on tidal inundation. Recommend change to Township Zone of sites containing existing approved dwellings. Vegetation mapping is based on State mapping and no change to the Scheme is recommended.</li> </ul>



**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

SUBMISSION ISSUE	RESPONSE
4. Subdivision between Third and Second Street on the western side of West Street not shown on the Urban Expansion Areas Overlay Map 5. Unidentified subdivision off Dowling, Freeman or Bloodwood Road not shown on maps 6. Include 'Harlows' subdivision in Urban Expansion Areas Overlay Map 7. Area downstream of Ayton wharf shown as road reserve  8. Area upstream from Ayton wharf not shown as wharfage reserve  9. Errors in road naming on some maps depicting Ayton	<ul style="list-style-type: none"> <li>▪ Review layering of data for the Urban Expansion Areas Overlay Map to show established property boundaries.</li> <li>▪ State cadastral data does not indicate any registered subdivision in this area. No change to the Scheme required.</li> <li>▪ Refer to the response to Lucille Cassar submission above.</li> <li>▪ Area identified in State cadastre data as road reserve. No change to the Scheme required.</li> <li>▪ Area identified in State cadastre data as road reserve. No change to the Scheme required.</li> <li>▪ Review maps and amend as required.</li> </ul>
<b>Submitters – BJ &amp; MT Clark (Cooktown residents)</b>	
1. Inclusion of Lot 70 SP156409 and Lot 74 SP156409 at Mt Amos in Extractive Resources Overlay	<ul style="list-style-type: none"> <li>▪ Refer to the response to the Groundwork Plus submission above.</li> </ul>
<b>▪ Submitters – Eric &amp; Susan Clark (Cooktown residents)</b>	
1. Inclusion of Lot 70 SP156409 and Lot 74 SP156409 at Mt Amos in Extractive Resources Overlay	<ul style="list-style-type: none"> <li>▪ Refer to the response to the Groundwork Plus submission above.</li> </ul>
<b>▪ Submitter – Dr Sharon Harwood (Cairns academic)</b>	
1. Confirm accuracy of mapping of Good Living Areas in Eastern Kuku-Yalanji Local Plan 2. Ensure Scheme allows for inclusion of future Local Plans	<ul style="list-style-type: none"> <li>▪ Agree. A review of the mapping process for Good Living Areas confirms that the draft Planning Scheme accurately reflects the areas identified in the Community Development Plans except where modified on instruction from the Wet Tropics Management Authority and the individual traditional owners groups. No change to the Scheme is required.</li> <li>▪ The Act allows for the Scheme to be amended in the future to incorporate additional Local Plans. No further action required.</li> </ul>
<b>▪ Submitter – Environment North (Cairns consultancy)</b>	
1. Remove part of Lot 40 on RP710221 at Cooktown from the Environmental Management & Conservation Zone and include in the Rural Zone	<ul style="list-style-type: none"> <li>▪ Agree. Refer to the response to Point 1 of the Neil Beck submission above</li> </ul>
2. Remove part of Lot 39 on RP710221 at Cooktown from the	<ul style="list-style-type: none"> <li>▪ Agree. Refer to the response to Point 1 of the Neil Beck submission</li> </ul>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

SUBMISSION ISSUE	RESPONSE
<p>Environmental Management &amp; Conservation Zone and include in the Rural Zone</p> <p>3. Remove Lot 35 on C17935 at Cooktown from the Rural Residential Zone and include in the Industry Zone</p>	<p>above</p> <ul style="list-style-type: none"> <li>▪ Disagree. The surrounding land use is predominantly rural residential and the existing residents would have an expectation that this will remain the case. If the submitter's clients wish to establish their administration centre and other facilities, they are able to submit an Impact Assessable application subject to assessment against the relevant codes that would establish suitable setbacks and other amenity requirements.</li> </ul>
<p>▪ <b>Submitters – Yuku-Baja-Muliku Land Trust &amp; Yuku Baja Muliku Landowner &amp; Reserves Ltd (Cooktown business)</b></p>	
<p>1. Inclusion of Lot 70 SP156409 and Lot 74 SP156409 at Mt Amos in Extractive Resources Overlay</p>	<ul style="list-style-type: none"> <li>▪ Refer to the response to the Groundwork Plus submission above.</li> </ul>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

PE2	<b>APPLICATION FOR A DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE FOR INDUSTRY (STORAGE FACILITY) AT 18 FOYSTER DRIVE, LAKELAND - LOT 216 ON RP881059 (DA/3513)</b>
	<i>Report No.D16/307 from Council's Planning Consultant – Reel Planning</i>

<b>Applicant:</b>	Supply & Resources Pty Ltd c/- Planz Town Planning Pty Ltd 17 Atherton Sreet WHITFIELD QLD 4870
<b>Owner:</b>	Herbert Family Superannuation Fund
<b>Location:</b>	17 Foyster Drive, Lakeland Qld 4871
<b>R.P.D.:</b>	Lot 216 on RP881059
<b>Area:</b>	5,386sqm
<b>Zone:</b>	Village
<b>Proposed Use:</b>	Industry (Storage Facility)
<b>Referral Agencies:</b>	The Department of Transport & Main Roads (DTMR - via the State Assessment & Referral Agency (SARA))
<b>Submissions:</b>	One

**REPORT**

An application was made to Council on 28 September 2015 for the issue of a development permit for a Material Change of Use for Industry (Storage Facility) at 18 Foyster Drive, Lakeland. An acknowledgement notice was issued on 9 October 2015 and an information request on 13 October 2015 requesting:

- An amendment to the plans to show:
  - the location of the Peninsula Development Road Access
  - Setback distances from the existing building to Foyster Drive
  - A floor plan of the portable offices, shower and toilet.
  - The location of internal driveways.
- Details of the maximum number of people to be employed on site at any one time
- An estimate of the maximum number and types of machinery to be stored on site during the off season;

The applicant provided a full response to the information request via a letter dated 30 October 2015. Public notification was undertaken between 12 November and 7 December 2015 during which one submission was received (refer to Public Notification section of this report).

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**PROPOSAL**

The current proposal involves a change in the use of the site for a Storage Facility. The site is proposed to be used by Supply and Resources Pty Ltd as a Storage Yard for their civil construction plant and equipment. Access to the site is proposed via three points, one along the Peninsula Development Road and two along Foyster Drive. The existing shed is open at both ends so allows vehicles to be driven through, but will otherwise be used for storage, offices, toilets and a lunch room. Vehicles likely to be stored at the site when not being used include:

- Graders;
- Backhoes;
- Tip trucks;
- Prime movers;
- Loaders;
- Rollers;
- Trailers;
- Excavators;
- Works caravans; and
- Light vehicles.

It is expected that up to 4 staff will be employed on the site at any one time to manage the business and undertake basic mechanical repairs and maintenance. More complex mechanical maintenance and repairs will occur offsite. The business involves the 'wet hire' (hire with an operator and labour) of plant and equipment for jobs between Cairns and Cape York. During the wet season it is expected that most of the inventory of equipment will be stored at the site and (due to the low vehicle/equipment movements) it is unlikely to be staffed full time. During the dry season most equipment is expected to be away from the site 'out working'. Between 3 and 5 vehicle movements to and from the site are expected. Seven car parking spaces are provided on site for light vehicles.

**THE SITE**

The subject land is located at 17 Foyster Drive, Lakeland (better described as Lot 216 on RP881059) and has a 135m frontage to Sesame Street, a 27m frontage to Slim Close and a 63m frontage to the Peninsula Development Road. It is generally regular in shape, 5,386sqm in size and currently used for storage. There is no approval for the current use and this is proposed to be resolved through this application. The site adjoins the Lakeland water supply tower to the north west and is otherwise surrounded by similar light industrial type activities south of Slim Close/Foyster Drive. The site is generally flat and mostly sealed. There is a large (1,200sqm) shed, however the site is otherwise vacant and does not contain any vegetation of significance. It is understood that the site and shed was previously used for rural purposes.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**



**Figure 1: Subject Site**

## TOWN PLANNING CONSIDERATIONS

### 1. STATUTORY PLANNING CONTEXT

The site is zoned Village under Cook Shire Council’s Planning Scheme. The proposal best fits the definition of “Industry” under Cook Shire Planning Scheme, repeated below (emphasis added):

**Industry** – means the use of premises for any industrial activity being:

- the making of any article;
- the altering, repairing, servicing, ornamenting, finishing, cleaning, washing, freezing, packing, canning or adapting for sale of any article; or
- any process of scientific, biomedical or technological research other than for educational purposes or an activity ancillary to the use of premises for a non-industrial activity.

This includes any of the following activities:

- storage of goods or materials used in connection with or resulting from a business activity;
- wholesaling of goods resulting from such a business activity;
- minor incidental retailing of goods (ancillary to the Industry activity);
- administration and accounting in association with the Industry use; and

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

- *amenities for the comfort and enjoyment of persons working at the premises.*

An Industry use in the Village Zone is subject to impact assessment, requiring Council to consider the provisions of the Planning Scheme as a whole, including the strategic elements. The following codes are also relevant:

- Village Zone Code;
- Parking & Access Code;
- Works Services & Infrastructure Code;
- Natural Hazards Code; and
- Laura and Lakeland Locality Code

## **2. COMPLIANCE WITH CODES AND POLICIES**

### **(i) DEOs**

The DEOs set the broad strategic direction for the Shire and describe the desired outcomes for the land subject to this planning scheme. They cover the following topics:

1. Economy
2. Environment
3. Settlement Patterns
4. Transport & Communications
5. Community
6. Rural Prosperity
7. Heritage
8. Safety

Those DEOs with particular relevance to the proposal have been addressed below. It is considered overall that the proposal will assist with achieving the DEOs of the Planning Scheme.

#### **DEO 1: A Strong Economy**

*Cook Shire has a prosperous and growing economy, delivering jobs and rising living standards for all. The economy is centred around rural and extractive industries and tourism based on the Shire's natural and cultural assets. Opportunities to diversify within and beyond these sectors are grasped and the Shire becomes more self-reliant in retailing and services.*

#### Response

The proposed industrial use responds to an existing demand for industrial land in Lakeland. Given the nature of the business, the proposal will assist in ensuring timely road maintenance and construction, both critical to maintaining the strength of the economy.

#### **DEO 3: Efficient Settlement**

*Human settlement is consolidated in the existing towns and townships where it can be most cost effectively serviced. Cooktown functions as the largest administrative and commercial centre of the Shire, with Coen playing a significant role in the northern Cape York area. The smaller townships of Marton, Lakeland, Laura, Portland Roads, Ayton and Rossville serve their respective localities. Land and infrastructure is provided at an appropriate scale within*

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

*each of these settlements, to allow adequate housing, community services, recreational space and opportunities for business and industrial activities.*

Response

The proposed Industry is well located on the intersection of major road providing access to various localities in the shire. It makes use of an existing non-residential use and is compatible with surrounding industrial uses in Lakeland.

**DEO 4: Good Transport and Communications:** The Shire's transport and communications network, especially its roads and telecommunications, is continuously improved to help overcome the tyranny of distance. This provides the foundation for a strong economy, with better access by remote residents to urban services and facilities and improved educational outcomes

Response

As above, the nature of the business is such that it will assist in improving and maintaining the road network throughout the shire to connect remote residents to urban services, facilities and improved educational outcomes.

**(ii) Village Zone Code**

The overall outcomes of the Village zone seek to achieve the following:

- *The Village Zone provides for a range of commercial, retail and community land uses as well as low density residential use;*
- *Employment generating activities are appropriately located to support the local community without detrimentally impacting upon the amenity of the township;*
- *Subdivision of Village zoned land only occurs where there is a demonstrated community need; and*
- *The design of buildings and structures is sympathetic to the existing character and the natural setting of the township.*

The proposed use is partially consistent with the outcomes sought by the code (to the extent relevant) in that:

- The use is industrial in nature and therefore not specifically envisioned in the Village Zone. This is discussed later in this report.
- The proposal is not significant in terms of direct employment generation, but supports many significant construction and maintenance projects. As an industrial use there are likely to be relatively few off site impacts. The use is also surrounded by similar activities and does not directly adjoin residential activities. On this basis impacts on the amenity of the township are unlikely to be significant.
- No subdivision is proposed as part of this application; and
- The existing building is to be reused so there will be no change to the existing character and setting of the township as a result of this application.

An assessment of the proposal against the Performance Criteria of the Village Zone Code is provided below:

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

<b>Performance Criteria</b>	<b>Proposal Compliance</b>
<b>Land Use</b>	
<b>PC 1</b> Residential uses are supported by a mix of commercial, community, recreation and industry uses where of a nature and scale that does not undermine the residential amenity.	The Performance Criteria envisages a mix of uses in the Village Zone including industrial ones where of a nature and scale that does not undermine residential amenity. The use involves very little addition to the built form on site, while impacts on the surrounding area are limited. The site is surrounded by industrial uses of a similar scale and intensity so will not appear out of character.
<b>Scale and Density</b>	
<b>PC 2</b> The scale and design of buildings is consistent with the existing area.	As mentioned elsewhere, there is limited increase or change to the existing built form and on this basis the scale and design of the buildings is consistent with the existing scenario.
<b>PC 3</b> Buildings are consistent in height and bulk with the existing pattern of construction.	The associated acceptable solution specifies a maximum height of 8.5m, pitched roof forms and a maximum site coverage of 50%. These criteria are met by the proposal.
<b>Amenity and Setbacks</b>	
<b>PC 4</b> High standards of residential amenity and landscaping are maintained and new buildings are setback from boundaries so as to minimise adverse impacts on the amenity of adjoining sensitive uses and the streetscape.	The associated acceptable solution does not specify setbacks for non-residential uses, but does seek fences and landscaping along any common boundaries with residential and community orientated uses. The site is surrounded on three sides by road, with the remaining boundary common to a similar industrial use. The setbacks are nevertheless a minimum of 6m, while the distance from residential activities generally north of Slim Close/Foyster Drive means that residential amenity is likely to be maintained. Some screening or landscaping along the boundaries will assist in maintaining streetscape amenity.
<b>PC 5</b> Privacy of adjoining residents is protected such that where windows of commercial uses look directly into a bedroom or living area of an adjoining dwelling unit, effective visual screening is provided (eg fixed screens or panels).	As above, the separation distance between the site and the nearest residential uses is such that the proposed use will not have any impact on residential privacy.
<b>Design</b>	
<b>PC 6</b> New buildings and structures are designed to: <ul style="list-style-type: none"> <li>• Provide a high level of visual</li> </ul>	There is limited change to the existing built form on site which predominantly consists of a large shed. This is nevertheless



**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

<b>Performance Criteria</b>	<b>Proposal Compliance</b>
<p>appeal;</p> <ul style="list-style-type: none"> <li>• To be in keeping with the predominate character of the area;</li> <li>• Ensure that walls facing the street frontage are articulated and punctuated by windows and doors (i.e. long expanses of blank and/or flat walls are unacceptable); and</li> <li>• Ensure that the street frontage and internal car parking areas are well capable of surveillance from dwelling unit(s) located on the site.</li> </ul>	<p>reasonably consistent with the built form on surrounding sites so consistent with what exists in the surrounding area. The nature of the use is such that a high level of visual interest would be difficult to achieve and not warranted in the circumstances.</p>
<p><b>PC 7</b> Non-residential uses provide appropriate weather protection for pedestrians.</p>	<p>The proposed use will not attract visitors and does not form part of a continuous pedestrian shelter that might be found if the site formed part of a 'main street'.</p>
<p><b>PC 8</b> Effective landscaping is employed to provide an attractive presentation to the street.</p>	<p>The applicant indicated that existing landscaping is compatible with the local character of the streetscape. It is considered that additional landscaping along the boundaries will assist in improving the attractiveness of the use from the street and screen the use from surrounding uses.</p>
<p><b>PC 9</b> Safe and efficient vehicle movements are facilitated.</p>	<p>The access to the Peninsula Development Road exists and has been approved for this use by the Department of Main Roads. The application also proposes the continued use of two access points along Foyster Drive. It is unusual to allow multiple entrances to a single site along a road, however it is considered appropriate in these circumstances because the accesses already exist, traffic movements along Foyster Drive are likely to be low and the dual access points will provide a benefit for manoeuvring large pieces of equipment</p>
<p><b>PC 10</b> Waste material is stored so as not to be unsightly and so as to be conveniently collected.</p>	<p>Waste collection is to be via the normal Council kerbside collection, or transfer to a recycling facility in Cairns. Waste collection and the storage of bins can be conditioned as part of any decision.</p>
<p><b>PC 11</b> Waste material is stored so as to ensure adequate containment and retention of waste material.</p>	<p>As above</p>
<b>Erosion Prone Land</b>	
<p><b>PC 12</b> In an Erosion Prone Area, there are no adverse impacts on habitat, soil cover or water quality and no significant threats to public safety, infrastructure integrity or the</p>	<p>The site is not in an erosion prone area.</p>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

Performance Criteria	Proposal Compliance
economic value of the Erosion Prone Area.	
<b>Acid Sulfate Soils</b>	
<p><b>PC 13</b> Natural or built environments and human health are not harmed by the production of acid leachate resulting from disturbance of potential and/or actual acid sulfate soil by:</p> <p>Avoiding disturbance of such areas; or</p> <p>Treating and managing the disturbance to minimise the volume of acidic leachate within manageable levels, and</p> <p>Treating and managing surface and groundwater flows from areas of acid sulfate soils to minimise environmental harm.</p>	<p>The proposal does not affect any land at or below 5m AHD so will not have any effect on Acid Sulfate Soils.</p>
<b>Pest Management</b>	
<p><b>PC 14</b> Movement of State Declared or environmental pest plants and pest animals is prevented by:</p> <p>Not introducing any new declared or environmental pest plants or animals on to the property; and</p> <p>Not allowing seed or plant parts of declared or environmental pest plants to leave the property.</p>	<p>The applicant will be conditioned (as part of this application or a later application for building or operational work) so not to introduce any State declared or environmental pest plants or animals.</p>

**(iii) Parking and Access Code**

The Parking and Access Code seeks to achieve safe and convenient parking and access both internal and external to the site. The parking rate in the planning scheme for industrial uses is one space per 100sqm of total use area. The applicant has indicated that approximately 65% of the site (or about 3,500sqm) is available for movement, parking, storage and loading of vehicles. Applying the aforementioned parking rate requires provision of 35 spaces. It is nevertheless recognised that a relatively small number of light vehicles will need to access the site (with a maximum 4 staff on site at any one time). It is also recognised that a primary purpose of the site is the parking and storage of vehicles so the parking demand is satisfied through the provision of the large hardstand area. The site access and internal layout is otherwise considered to comply with the requirements of the code as described elsewhere in this report.

**(iv) Works, Services and Infrastructure Code**

This code seeks to ensure infrastructure is designed and constructed to a suitable standard and that works, services an infrastructure do not cause environmental degradation or increase the risk of natural hazards. The site is connected to reticulated water & electricity and communications however relies on existing septic systems as there is no reticulated sewer in the area. The infrastructure connections are adequate for use as a storage facility. The applicant has indicate that stormwater flows will not change as a result of this application, that stormwater flows to Slim Close and is consistent with community expectations and standards. While Slim Close might represent the legal point of discharge, a large proportion of the site has been sealed to accommodate the use which will increase the flow of

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

stormwater. A condition of approval can be included to ensure that the applicant does not cause a stormwater nuisance on surrounding properties.

**(v) Natural Hazards Code**

The overall outcomes for the Natural Hazards Code seeks to ensure that development is compatible with natural hazards in affected areas of the shire, with impacts on existing developed areas to be minimised and ensuring that development does not materially increase the extent or the severity of natural hazards. In this case the site is identified as being at risk of a bushfire hazard, however the lack of vegetation on site, separation from any surrounding vegetation and nature of the use means that there is little to no actual hazard.

**3. REFERRAL AGENCIES**

The application required referral to the DTMR (via SARA) due to the proposed access to a State Controlled Road (the Mulligan Highway). The Department responded via correspondence dated 23 November 2015 approving the proposal subject to conditions requiring:

- the development to occur generally in accordance with the submitted plan;
- that the access only occur in the proposed location;
- That the applicant provide a sealed rural property access; and
- Vehicles must enter and exit onto/from the State Controlled Road in a forward gear.

**4. PUBLIC NOTIFICATION**

Public notification of the proposed development was required. This applicant has provided a notice stating that the application was publicly notified in accordance with Section 297 of the *Sustainable Planning Act 2009*. One (1) submission was received during the public notification period.

**5. SUMMARY GROUNDS FOR SUBMISSIONS**

The following summarises the major grounds raised within the submission.

**1. The submitter raised concerns about the access to the site from the Peninsula Development Road.**

Response:

The road in question is a State Controlled Road and the Department of Transport and Main Roads (DTMR) is the responsible entity for assessing its access and use. In this case DTMR was a concurrence agency, has assessed the application and provided approval subject to conditions.

**2. The submitter raises some concerns about the ability of vehicles to manoeuvre within the site.**

Response:

A condition can be included on any decision to ensure that vehicles enter and exit the site in a forward gear. It is the responsibility of the applicant to ensure that this can be achieved on site, however Council officers note that the site is large and mostly unobstructed by buildings.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**3. The submitter raises some concerns about vehicles parking and loading/unloading in the road reserve.**

Response:

The applicant has not applied for loading or parking in the road reserve and has stated that this can all occur on site. A condition of approval can be included on any decision restricting activities from occurring in the road reserve.

**4. The submitter raises some concerns about the site being used by a caretaker or as accommodation for operators and drivers.**

Response:

The applicant has not applied for a caretakers residence or accommodation. A condition of approval can be included on any decision restricting the use of the site for a caretakers residence or other forms of accommodation unless separate approval is obtained.

**6. DISCUSSION**

The proposed development is for Industry (Storage Facility) at 17 Foyster Drive, Lakeland. The site is understood to have historically been used for rural purposes and the current proposal involves the storage and minor maintenance activities associated with a civil construction plant and equipment hire company.

Industrial Uses in the Village Zone

Industrial uses are not specifically envisioned to occur in the overall outcomes of the Village Zone Code, however the Performance Criteria recognises that industrial uses can occur where they do not impact on surrounding residential amenity. There is no land in or around Lakeland zoned for industrial purposes, despite it being an important location at the intersection of two major highways. Land surrounding the subject site, generally fronting the Peninsula Development Road has over time been developed and used for light industrial purposes. The closest low density residential land is located approximately 150 to 200m north/northwest from the site and is separated by at least one road. The proposed use is relatively low impact and unlikely to cause a nuisance to surrounding residential activities and in Council officers' opinion, therefore able to be supported on this site.

Access

Various internal Council referrals raised the suitability of providing access to the site via the Peninsula Development Road. As this is a State Controlled Road, the application was referred to DTMR who assessed the proposal and approved a single access location which is to be upgraded to a sealed rural access standard. As mentioned earlier in this report, it is somewhat unusual to approve two access points to a single road frontage (in this case Foyster Drive). The site has a large frontage to Foyster Drive which allows for adequate separation between the access points. It is also recognised that the use of the site for storage of sometimes large machinery means that dual access points along Foyster Drive may be beneficial and have the added benefit of reducing the likelihood of vehicle using the Peninsula Development Road access.

**7. INFRASTRUCTURE CHARGES**

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

The application was lodged following the adoption of Council's Charges Resolution (No.1) of 2015. The resolution levies charges for water supply, sewerage, transport, public parks & community land and stormwater. Charges for sewerage would not be applicable because the site is not connected to a reticulated sewerage network and charges for public parks & community land would not normally be applicable to industrial development.

A calculation of charges is based on Gross Floor Area (GFA) which relates to the internal area of buildings on site, but excludes areas used for the parking, loading or manoeuvring of vehicles. The applicant is also entitled to a credit for existing or past lawful uses which is to be subtracted from the charges applicable to the proposed development. In this case however it is understood that the previous use of the site was for agriculture, to which infrastructure charges (and therefore credits) do not apply.

The GFA of this use (and therefore charges) is limited because it primarily involves outdoor storage. Only areas within the shed where not used for vehicle manoeuvring, would be subject to infrastructure charges, as well as a impervious area charge for stormwater. It appears as though the entire site has been sealed and so the impervious area has been calculated as the site area. These charges are reflected in the attached infrastructure charges notice (see Appendix C).

## **8. RECOMMENDATION**

That Council issue an approval for the development application submitted by Supply & Resources Pty Ltd c/- Planz Town Planning Pty Ltd for a Material Change of Use for Industry (Storage Facility) 17 Foyster Drive, Lakeland (Lot 216 on RP881059), subject to the following conditions:

### **A. ASSESSMENT MANAGER (COUNCIL) CONDITIONS**

#### **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:

- Plan 001 - Site Plan – Received by Council on 30/10/15
- Plan 002 - Floor Plan – Received by Council on 30/10/15
- Plan 003 - Floor Plan – Received by Council on 30/10/15
- Plan 004 - Floor Plan – Received by Council on 30/10/15

#### **2. Use**

3. The use of the site is limited to a storage facility for civil construction plant and equipment. Minor maintenance is able to be undertaken on site. The site is not to be used as a caretakers residence or for permanent or temporary accommodation unless separate approval is obtained.

#### **4. Access**

5. All vehicles are to enter and exit the site in a forward gear.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

6. Entrances from Foyster Drive, between the road pavement and the site boundary shall be bitumen sealed and constructed to the requirements of the FNQROC manual prior to the commencement of the use.
7. Access from the Peninsula Development Road to the proposed lot must be in accordance with the approval from DTMR and must be constructed prior to the commencement of the use. Access is to be bitumen sealed and constructed to the requirements of the FNQROC Manual, or another standard as specified by DTMR.

**Internal Driveway and Car Parking**

8. The internal driveway and car parking is to be sited generally in accordance with the approved plans. The seven (7) light vehicle car parks are to be line marked.

**Building Works**

9. The developer is to obtain building approval and obtain a certificate of classification for all existing structures prior to commencement of the use.
10. All new structures must obtain the necessary development permits for building works and plumbing and drainage approvals prior to any construction commencing on the site.

**Operational Works**

11. Prior to any construction commencing on the site, Council will require approval of an Operational Works application for the following:
  - Access including ancillary stormwater drainage
  - erosion and sediment control plans for access works

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.

**12. Lawful Point of Discharge**

13. 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.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**Landscaping**

14. Prior to the commencement of the use, the applicant is to prepare and submit to the Council a Landscape Plan for approval by the Council's Director Planning & Environment. The plan should include a 2m landscaped buffer along northern, eastern and southern boundary of the site with details about how the use will be screened from the adjoining land and present attractively to the road frontage. The Applicant is to undertake the landscaping in accordance with the approved plan prior to the commencement of the use.

**Services**

15. The proposal is to be connected to the reticulated water system, electricity supply and telecommunication services prior to the commencement of the use.

**Refuse**

16. Refuse storage areas are to be screened from view from the road. Collection is to be via kerbside collection to the satisfaction of the Director Planning & Environment Services.

**Certificate and Maintenance**

17. 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.

**Public Utilities**

18. 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".

**Environmental**

19. The applicant must ensure that no sand, soil or silt runoff occurs from the site during the construction and operational phase of the development.
20. 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.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**Compliance**

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

**22. Outstanding Charges**

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

**24. Infrastructure Charges**

25. Infrastructure charges must be paid to Council prior to the commencement of the use as indicated on the attached Adopted Infrastructure Charges Notice at the rate applicable at the time of payment.

**Currency Period**

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

**B. Concurrence Agency (Department Of Transport And Main Roads ) Response:**

See the attached (Appendix B) letter from the Department of Transport & Main Roads (Via the State Assessment & Referral Agency) dated 23 November 2015.

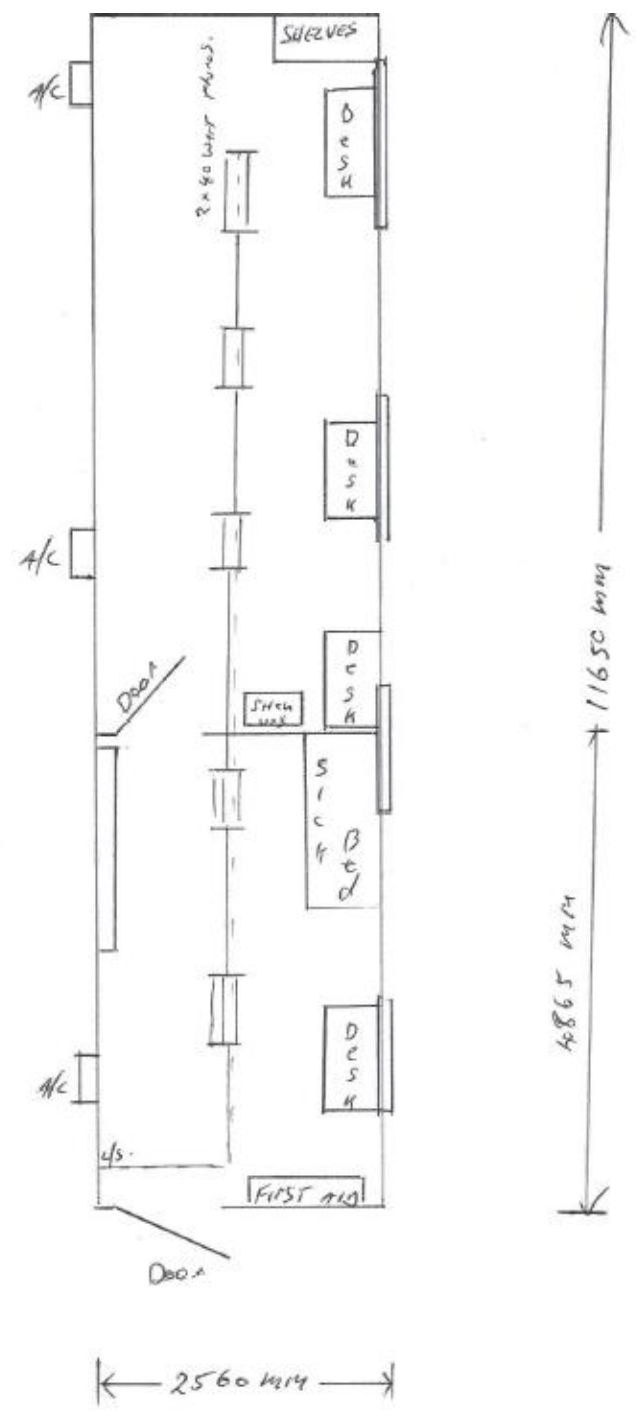






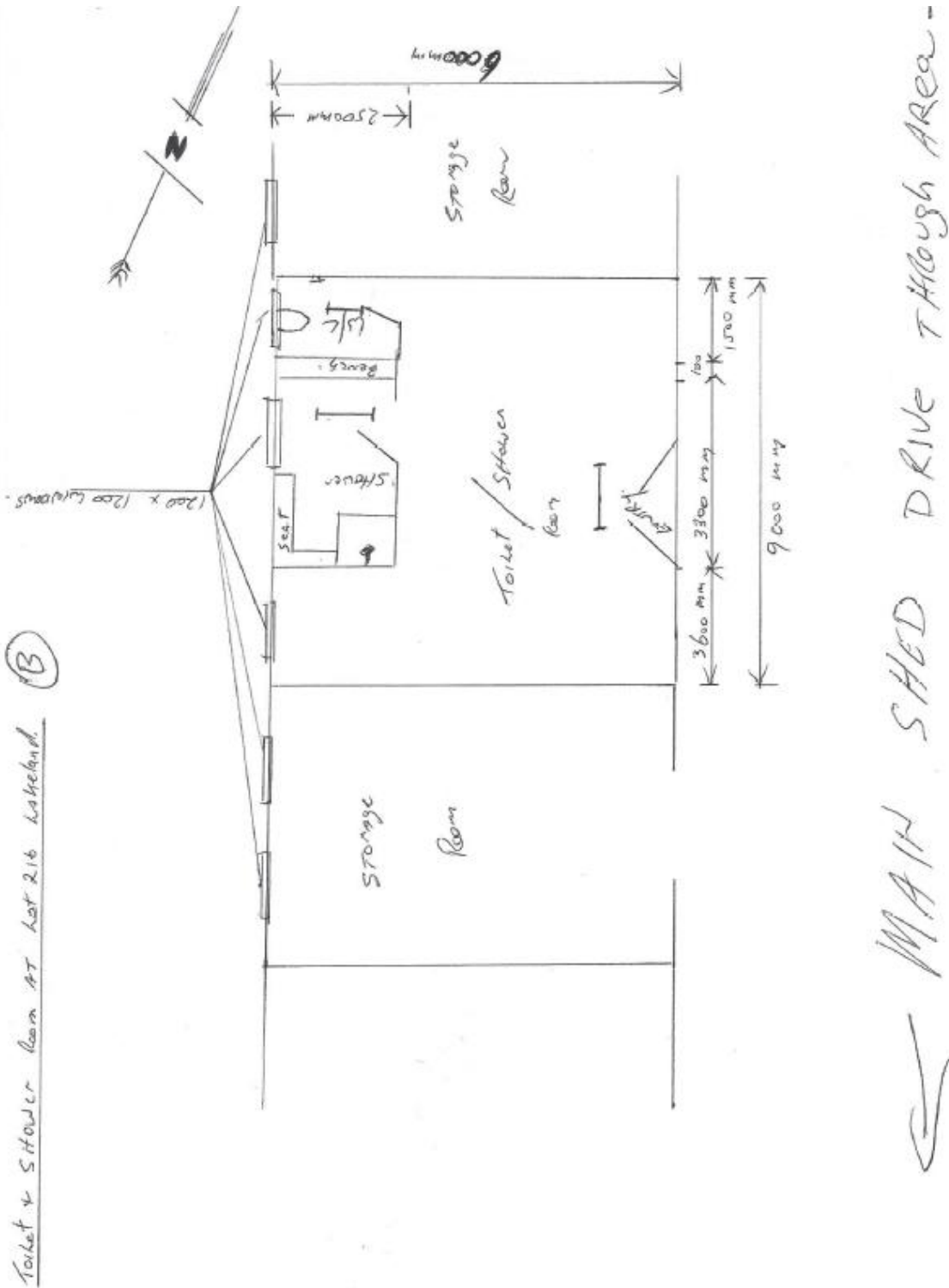
AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016

Portable OFFICE/POSTAL Kiosk Lot 214 SA



'Plan 003 - Floor Plan'

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**



**'Plan 004 – Floor Plan'**

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**'Appendix B'**



Department of Infrastructure,  
Local Government and Planning

Our reference: SDA-1015-024841  
Your reference: LM-DA/3513:AD2015/0003646

23 November 2015

Chief Executive Officer  
Cook Shire Council  
PO Box 3  
Cooktown QLD 4895

Dear Sir / Madam

**Concurrence agency response—with conditions**

Development permit for a material change of use for a storage facility (industry use) on land situated at 216 Sesame Street (17 Foyster Drive), Lakeland, QLD 4871, described as Lot 216 on RP881059 (Given under section 285 of the *Sustainable Planning Act 2009*)

The referral agency material for the development application described below was received by the Department of Infrastructure, Local Government and Planning under section 272 of the *Sustainable Planning Act 2009* on 12 October 2015.

**Applicant details**

---

Applicant name: Supply and Resources Pty Ltd  
Applicant contact details: C/- Planz Town Planning  
PO Box 181  
Edge Hill QLD 4870  
[susie@planztp.com](mailto:susie@planztp.com)

**Site details**

---

Street address: 216 Sesame Street (17 Foyster Drive), Lakeland, QLD 4871  
Lot on plan: Lot 216 on RP881059  
Local government area: Cook Shire Council

**Application details**

---

Proposed development: Development permit for a material change of use for a storage facility (industry use)

Page 1

Far North Queensland Regional Office  
Ground Floor, Cairns Port Authority  
PO Box 2358  
Cairns QLD 4870

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

SDA-1015-024841

**Aspects of development and type of approval being sought**

Nature of Development	Approval Type	Brief Proposal of Description	Level of Assessment
Material Change of Use	Preliminary approval	Industry use - storage facility for heavy plant and equipment	Impact Assessment

**Referral triggers**

The development application was referred to the department under the following provisions of the *Sustainable Planning Regulation 2009*:

Referral trigger                      Schedule 7, Table 3, Item 1—State-controlled road

**Conditions**

Under section 287(1)(a) of the *Sustainable Planning Act 2009*, the conditions set out in Attachment 1 must be attached to any development approval.

**Reasons for decision to impose conditions**

Under section 289(1) of the *Sustainable Planning Act 2009*, the department must set out the reasons for the decision to impose conditions. These reasons are set out in Attachment 2.

**Further advice**

Under section 287(6) of the *Sustainable Planning Act 2009*, the department offers advice about the application to the assessment manager—see Attachment 3.

**Approved plans and specifications**

The department requires that the following plans and specifications set out below and in Attachment 4 must be attached to any development approval.

Drawing/Report Title	Prepared by	Date	Reference no.	Version/Issue
<b>Aspect of development: Material Change of Use (Industry Use - Storage Facility)</b>				
Site Plan – Machine & Truck Storage	Unknown	Undated	-	-
TMR Layout Plan, 90B – TDist 0.39km	Queensland Government Transport and Main Roads	20-11-15	LGA/Road (DMS)	A
Part 4: Intersection and Crossing – General (Rural property access specifically designed for articulated vehicles)	Austroads Guide to Road Design	-	Figure 7.4	-

A copy of this response has been sent to the applicant for their information.

For further information please contact Sue Lockwood, Senior Planning Officer, SARA Far North QLD on (07) 4037 3215, or email [sue.lockwood@dilgp.qld.gov.au](mailto:sue.lockwood@dilgp.qld.gov.au) who will be pleased to assist.

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

ODA-1015-024841

Yours sincerely



Robin Clark  
Manager (Planning)

cc: Supply and Resources Pty Ltd o/- Planz Town Planning, [susie@planztp.com](mailto:susie@planztp.com)  
enc: Attachment 1—Conditions to be imposed  
Attachment 2—Reasons for decision to impose conditions  
Attachment 3—Further advice  
Attachment 4—Approved Plans and Specifications

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

SDA-1015-024841

Our reference: SDA-1015-024841

Your reference: LM:DA/3513:AD2015/0003646

**Attachment 1—Conditions to be imposed**

No.	Conditions	Condition timing
<b>Aspect of development: Material Change of Use (Industry Use - Storage Facility)</b>		
<b>Schedule 7, Table 3, Item 1—State-controlled road:</b> Pursuant to section 255D of the <i>Sustainable Planning Act 2009</i> , the chief executive administering the Act nominates the Director-General of the <b>Department of Transport and Main Roads</b> to be the assessing authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	The development must be carried out generally in accordance with the following plans: <ul style="list-style-type: none"> <li>• Site Plan – Machine &amp; Truck Storage.</li> <li>• TMR Layout Plan 90B – TDist 0.39km prepared by Queensland Government Transport and Main Roads, dated 20-11-15, Ref: LGA/Road (DMS), Issue B</li> </ul>	At all times
2.	The permitted road access location, for which approval under section 62 of the <i>Transport Infrastructure Act 1994</i> must be obtained, is to be located generally in accordance with TMR Layout Plan 90B – TDist 0.39km prepared by Queensland Government Transport and Main Roads, dated 20-11-15, Ref: LGA/Road (DMS), Issue B.	At all times
3.	Direct access is not permitted between the Peninsula Developmental Road and the subject site at any location other than the permitted road access location (for which approval under section 62 of the <i>Transport Infrastructure Act 1994</i> must be obtained).	At all times
4.	Road access works comprising of a sealed rural property access to the development, (for which approval under section 33 of the <i>Transport Infrastructure Act 1994</i> must be obtained), at the permitted road access location, must be provided generally in accordance with TMR Layout Plan 90B – TDist 0.39km prepared by Queensland Government Transport and Main Roads, dated 20-11-15, Ref: LGA/Road (DMS), Issue B.  The road access works must be designed and constructed generally in accordance with Austroads Guide to Road Design, Part 4: Intersection and Crossings – General, Figure 7.4 (Rural property access specifically designed for articulated vehicles).	Prior to the commencement of use and to be maintained at all times
5.	All vehicles must enter and exit the subject site at the permitted road access location (for which approval under section 62 of the <i>Transport Infrastructure Act 1994</i> must be obtained) in a forward motion.	At all times



**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

SDA-1015-024841

Our reference: SDA-1015-024841  
Your reference: LM:DA/3513:AD2015/0003648

**Attachment 2—Reasons for decision to impose conditions**

---

The reasons for this decision are:

- To ensure the development is carried out generally in accordance with the plans of development submitted with the application
- To ensure the road access location to the state-controlled road from the site does not compromise the safety and efficiency of the state-controlled road
- To ensure access to the state-controlled road from the site does not compromise the safety and efficiency of the state-controlled road
- To ensure the design of any road access maintains the safety and efficiency of the state-controlled road
- To ensure the turning movements of vehicles entering and exiting the premises via the road access maintains the safety and efficiency of the state-controlled road

# AGENDA AND BUSINESS PAPERS

## 18, 19, 20 JANUARY 2016

SDA-1015-024841

Our reference: SDA-1015-024841  
 Your reference: LM:DA/3513:AD2015/0003646

### Attachment 3—Further advice

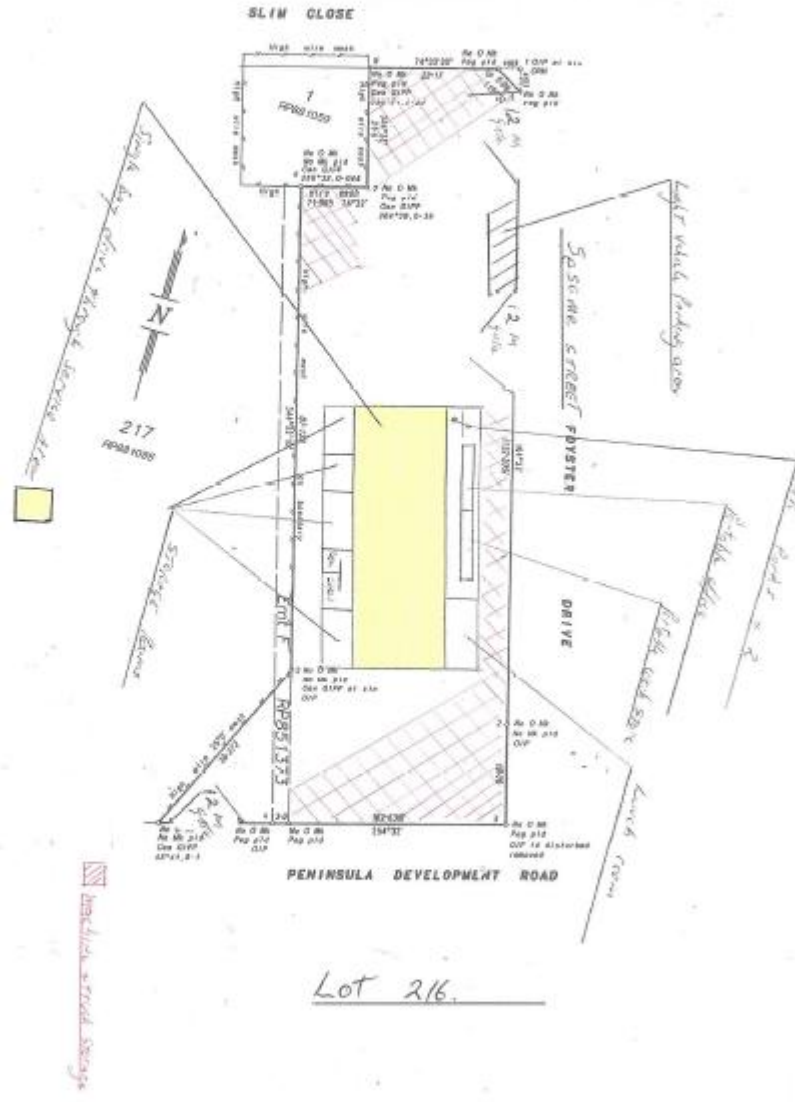
General advice	
<b>Ref.</b>	<b>Cape York Regional Plan 2014</b>
1.	Cook Shire Council, in its role as assessment manager, must assess the development application against the policies of the Cape York Regional Plan 2014 to the extent the regional plan is not appropriately reflected in the planning scheme.
<b>Ref.</b>	<b>State Planning Policy</b>
2.	Cook Shire Council, in its role as assessment manager, must assess the development application against the State Planning Policy July 2014, and in particular the interim development assessment provisions, such as 'Water quality' and 'Natural hazards, risk and resilience', to the extent it is relevant to the proposed development.
<b>Ref.</b>	<b>Advertising device</b>
3.	<p>A local government should obtain advice from the <b>Department of Transport and Main Roads (DTMR)</b> if it intends to approve the erection, alteration or operation of an advertising sign or another advertising device that would be visible from a state-controlled road, and beyond the boundaries of the state-controlled road, and reasonably likely to create a traffic hazard for the state-controlled road.</p> <p>Note: DTMR has powers under section 111 of the <i>Transport Operations (Roads Use Management – Accreditation and Other Provisions) Regulations 2005</i> to require removal or modification of an advertising sign and/or a device which is deemed that it creates a danger to traffic.</p>
Further development permits, compliance permits or compliance certificates	
<b>Ref.</b>	<b>Road access works approval</b>
4.	<p>Under sections 62 and 33 of the <i>Transport Infrastructure Act 1994</i>, written approval is required from the Department of Transport and Main Roads (DTMR) to carry out road works that are road access works (including driveways) on a state-controlled road. Please contact DTMR on 4045 7144 at the Cairns district office to make an application for road works approval. This approval must be obtained prior to commencing any works on the state-controlled road reserve. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ).</p> <p><b>The road access works approval process takes time – please contact DTMR as soon as possible to ensure that gaining approval does not delay construction.</b></p>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

SDA-1015-024841

Our reference: SDA-1015-024841  
Your reference: LM-DA/3513:AD2015/0003646

Attachment 4—Approved plans and specifications

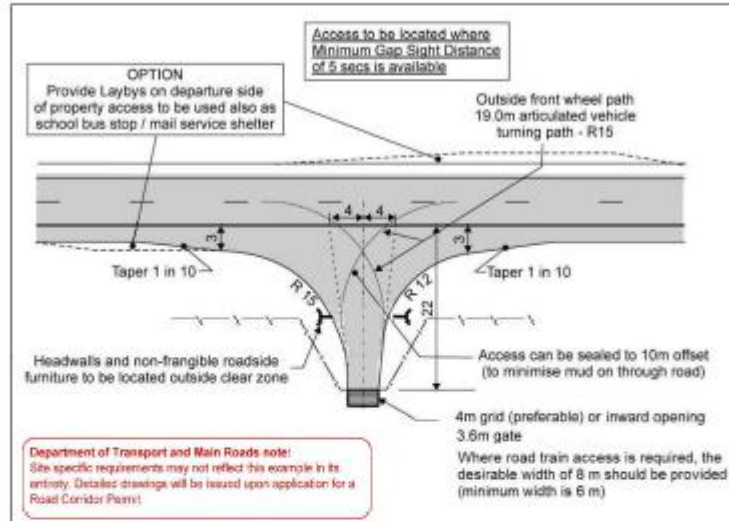


# AGENDA AND BUSINESS PAPERS

## 18, 19, 20 JANUARY 2016

ODA-1015-024841

### GUIDE TO ROAD DESIGN PART 4: INTERSECTIONS AND CROSSINGS – GENERAL



Note: Minimum requirement for a single carriageway with designAADT <2000 or minimum requirement for dual carriageway left-in – left-out access for single unit truck. Where AADT >1000 and access is required for a semi-trailer then use the layout.  
Source: Based on Austroads (2005).

Figure 7.4: Example of a rural property access specifically designed for articulated vehicles on a two-lane two-way road

## 7.3 Median Openings

### 7.3.1 General

The spacing of median openings is an integral part of access management planning. A typical mid-block median opening is shown in Figure 7.5. The justification for a median opening is an economic issue, requiring comparison of the cost of providing the opening with the cost of extra travel and inconvenience. The increase in the number of potential conflict points must also be considered in comparison with the traffic manoeuvres likely to occur without median openings.

The desirable spacing of median openings is a complex question to which there is no definitive answer. On the one hand it is desirable to space openings as far apart as possible, keeping the number of potential conflict points to a minimum. On the other hand, infrequent openings can significantly increase travel distances for local traffic and the demand for turning manoeuvres at intersections. Where the median is too narrow to accommodate a sheltered right-turn lane, a good design practice is to provide openings at most, if not all, intersecting streets with an important local service function. Where the median width is sufficient to accommodate right-turn lanes, a spacing of 120 m will permit successive development of right-turn lanes. Greater spacing is required where high storage demands occur.

Austroads 2009

– 58 –

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

SOA-1015-024841



**‘Appendix C’**

Our ref: DA/3513

Your ref: 81508

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

05 January 2016

Supply & Resources Pty Ltd  
c/- Planz Town Planning Pty Ltd  
17 Atherton Sreet  
WHITFIELD QLD 4870

Attention: Nikki Huddy

Dear Sir/Madam

**ADOPTED INFRASTRUCTURE CHARGES NOTICE**

**DEVELOPMENT APPLICATION DA/3458**  
**48 CHARLOTTE STREET, COOKTOWN**

Proposal: Material Change of Use (Industry)

Applicant: Supply & Resources Pty Ltd  
c/- Planz Town Planning Pty Ltd  
17 Atherton Sreet  
WHITFIELD QLD 4870

Location of Site: 17 Foyster Drive, Lakeland Qld 4871

Real Property Description: Lot 216 on RP881059

Type of Development: Material Change of Use

<b>Development Class</b>	<b>Charge</b>	<b>Unit of Measure</b>	<b>No of Units</b>	<b>Amount of Charge</b>
Material Change of Use	\$4.50 (Water)	m <sup>2</sup> GFA	391.2	\$1,760.40
Material Change of Use	\$6.00 (Transport)	m <sup>2</sup> GFA	391.2	\$2,347.20
Material Change of Use	\$3.00 (Stormwater)	m <sup>2</sup> Impervious Area	5,386	\$16,158
Total Charges				\$20,265.60

Credit Calculation:

<b>Development Class</b>	<b>Charge</b>	<b>Unit of Measure</b>	<b>No of Units</b>	<b>Amount of Charge</b>
Material Change of Use	\$4.50 (Water)	m <sup>2</sup> GFA	0	\$0
Material Change of Use	\$6.00 (Transport)	m <sup>2</sup> GFA	0	\$0
Material Change of Use	\$3.00 (Stormwater)	m <sup>2</sup> Impervious Area	0	\$0
Total Credit				\$0

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

Net Adopted Infrastructure Charges Summary:

<b>Total Adopted Charge</b>	<b>Total Credit</b>	<b>Total Infrastructure Charge</b>
\$20,265.60	\$0	<b>\$20,265.60</b>

(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 or prior to the commencement of the use (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.

Please refer to [www.dip.qld.gov.au/spa](http://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

Tim Cronin  
Chief Executive Officer

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**LAND TENURE**

LT1	<b>APPLICATION FOR RENEWAL OF TERM LEASE 0/210238 ON LOT 52 ON PLAN BS65; 73 BOUNDARY STREET, COOKTOWN: PARISH OF COOK; LOCALITY OF COOKTOWN.</b>
	<i>Report No.D16/00194 from Land Tenure Officer File No. 2.155.2</i>

**Précis**


1. Support conversion to freehold; conditionally agree to a further term lease.

**Background/History**

2. By letter dated 24 November 2015, the Department of Natural Resources and Mines advised that an application for the renewal of Term Lease 0/210238, Lot 52 BS65 had been received - see attached SmartMap.
3. The proposed use of the land is Residential.
4. The Department requests Councils views/requirements including any local non-indigenous cultural heritage value, or if a different form of tenure may be considered a more appropriate tenure that the Department should consider when assessing the application.
5. The leased land has an area of approx 2800m<sup>2</sup>, is zoned Rural Residential with the existing lease being for residential purposes, namely rural residential pursuits in conjunction with the adjoining freehold Lot 5 on C17941, with a term of 20 years.
6. The following conditions of interest to Council, are included in the current lease;

**Conditions:**

**A39**

- (1) The lessee shall use the leased land for residential purposes, namely rural residential pursuits in conjunction with the adjoining Lot 5 on C17941. 
- (2) In the event of the lessee ceasing to use the leased land as provided for A39 clause (1) above, the lease may be forfeited or cancelled.
- (4) The lessee shall pay the cost of any required survey.
- (5) The lessee must keep any noxious plants, on the leased land, under control.
- (6) The lessee has the responsibility for a duty of care for the leased land.
- (7) The lessee shall ensure that the use and development of the leased land conforms to the Town Planning Scheme By-Laws and requirements of the Council of the Shire of Cook.



**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

H115 The provision of access, further access or services to the leased land will not be the responsibility of the local government or the State.

U32 The lessee shall use the leased land in conjunction with Lot 5 on C17941 and except for such special circumstances as may be approved by the Minister administering the Land Act 1994, shall not transfer the leased land unless in conjunction with a similar transfer of Lot 5 on C17941. A transfer of Lot 5 on C17941 without a similar transfer of this lease, approved by the Minister administering the Land Act 1994, will be a breach of conditions of this lease and render the lease liable to forfeiture or cancellation in terms of the Land Act 1994.

7. Given that the lease land is being leased in conjunction with adjoining freehold land and its use is for residential purposes, freehold is considered the most appropriate tenure; Council would support the conversion of Term Lease 0/210238 to freehold.
8. Neither the lease area nor adjoining Lot 5 show signs of development, as can be seen by the attached Google Earth plan, nor do Council's records indicate any development applications being received.
9. There are no known local non-indigenous cultural heritage values within this lease.
10. Views/requirements were sought from both Infrastructure Services, and Planning and Environment Services - neither has identified any issues.
11. The following recommendation is submitted for consideration.

**Link to Corporate Plan**

12. Key issues 4.5 Cultural Heritage, Land Tenure, Native Title and Indigenous Land Use Negotiations.

**Consultation**

13. Internal.

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

14. Nil.

**Policy Implications**

15. Nil.

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

16. Nil.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

RECOMMENDATION

The Department of Natural Resources and Mines be advised that Council has no issue in relation to the renewal of the lease for a further term subject to the same terms and conditions as attached to the existing lease, particularly A39 (1), (2), (4), (5), (6), (7); H115; and U32.

However, given that the lease land is being leased in conjunction with adjoining freehold land (Lot 5 on Plan C17941) and its use is for residential purposes, Council considers freehold to be the most appropriate tenure and supports the conversion of Term Lease 0/210238 to freehold.

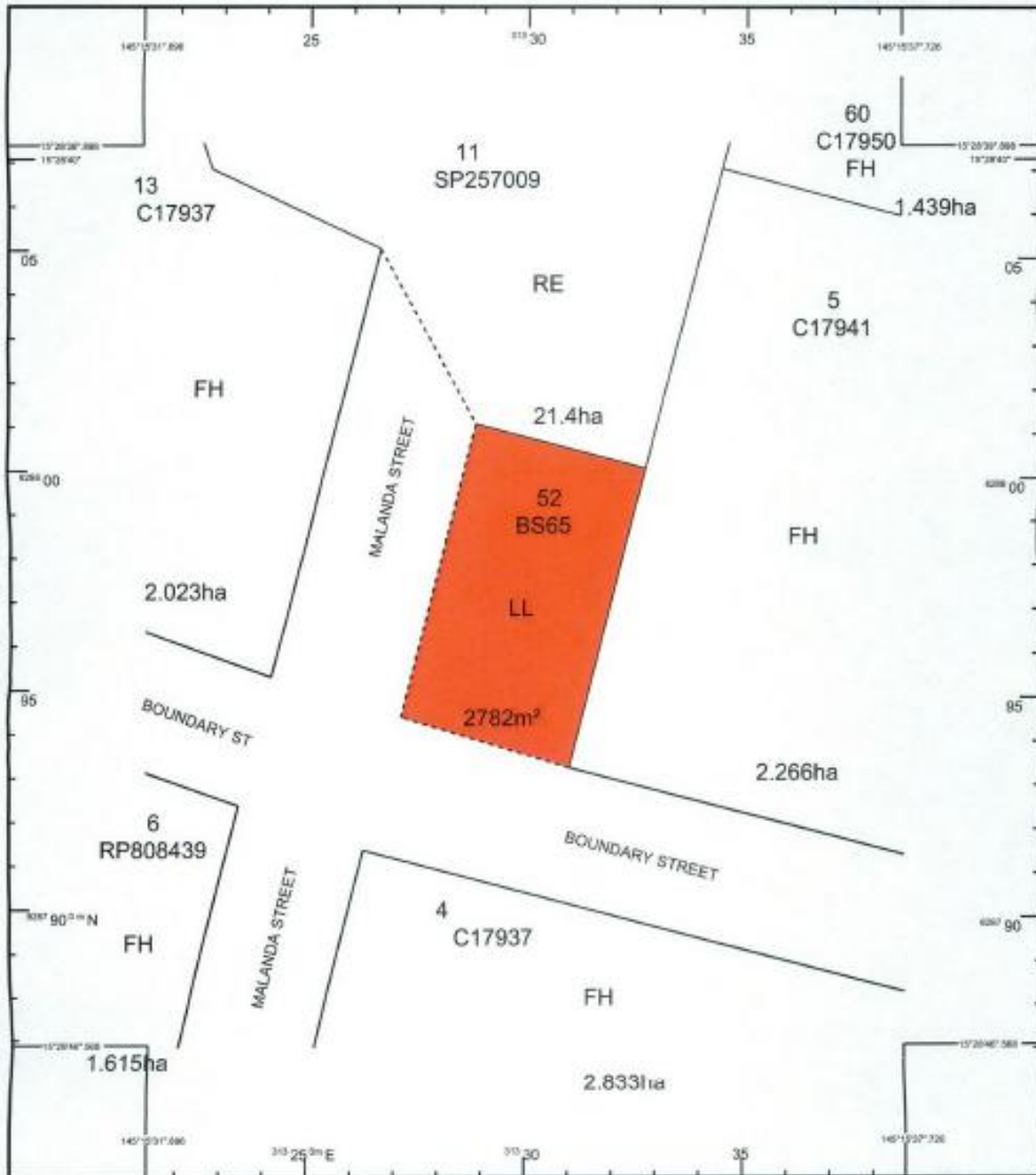
Further, there are no known local non-indigenous cultural heritage values within this lease.

Att.

SmartMap

Google Earth: Lot 52 BS65 and adjoining Lot 5 C17941

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**



<b>STANDARD MAP NUMBER</b> 7967-23334	<p>HORIZONTAL DATUM: GDA94    ZONE: 56    SCALE: 1:1250</p>	<p>An External Product of SmartMap Information Services</p>																		
<b>MAP WINDOW POSITION &amp; NEAREST LOCATION</b>	<b>SUBJECT PARCEL DESCRIPTION</b>	<b>CLIENT SERVICE STANDARDS</b>																		
	<table border="1"> <tr><td>DOC#</td><td>52/BS65</td></tr> <tr><td>Lot/Plan</td><td>2782m<sup>2</sup></td></tr> <tr><td>Area/Volume</td><td>LANDS LEASE</td></tr> <tr><td>Tenure</td><td>COOK SHIRE</td></tr> <tr><td>Local Government</td><td>COOKTOWN</td></tr> <tr><td>Locality</td><td>COOK</td></tr> <tr><td>Parish</td><td>BANKS</td></tr> <tr><td>County</td><td>9569</td></tr> <tr><td>Segment/Parcel</td><td></td></tr> </table>	DOC#	52/BS65	Lot/Plan	2782m <sup>2</sup>	Area/Volume	LANDS LEASE	Tenure	COOK SHIRE	Local Government	COOKTOWN	Locality	COOK	Parish	BANKS	County	9569	Segment/Parcel		<p>PRINTED (MM/DD/YYYY) 23/11/2015 For additional information regarding this SmartMap see page 2. Shading Rules have been applied.</p> <p>DOC# 23112015</p> <p>Users of the information recorded in this document (the information) accept all responsibility and risk associated with the use of the information and should seek independent professional advice in relation to dealings with property.</p> <p>Despite Department of Natural Resources and Mines (DNRM)'s best efforts, DNRM makes no representations or warranties in relation to the information, and, to the extent permitted by law, excludes or limits all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with any use of or reliance on the information.</p> <p>For further information on SmartMap products visit <a href="http://www.qld.gov.au/property/mapping/frames">http://www.qld.gov.au/property/mapping/frames</a></p>
DOC#	52/BS65																			
Lot/Plan	2782m <sup>2</sup>																			
Area/Volume	LANDS LEASE																			
Tenure	COOK SHIRE																			
Local Government	COOKTOWN																			
Locality	COOK																			
Parish	BANKS																			
County	9569																			
Segment/Parcel																				
		<p>(c) The State of Queensland, (Department of Natural Resources and Mines) 2015.</p>																		

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**



**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES**

ED1	<b>NATURE'S POWERHOUSE ADVISORY COMMITTEE</b>
	<i>Report No.D16/278 from Director Economic Development and Community Services</i>

**Précis**

Over the coming few years Nature's Powerhouse and the Botanic Gardens will need to undergo a revitalisation leading up to the 2020 celebrations.

Given the importance of the precinct to the Cooktown community and the link with the Vera Scarth Johnson and Charles Tanner exhibits and the historic links in the Botanic Gardens, it would be prudent for Council to involve key organisations and individuals to contribute and guide the revitalisation project to ensure it meets community expectations as well as its financial viability.

**Background/History**

Nature's Powerhouse has been operating for around 15 years principally by housing the Vera Scarth Johnson and Charles Tanner exhibits as well as a cafe and visitor information centre.

Council has been providing significant funding in supporting these activities over the years. In the 2014/15 financial year the cost to Council (excluding depreciation) was approximately \$208,000 and is budgeted to cost \$162,000 in 2015/16.

Over that time the building has gradually been falling into disrepair with a condition report compiled by Council's Building Surveyor highlighting the extent of repair work required.

With the cancellation of the management contract and transfer of the Visitor Information Centre, the opportunity has been taken to close the facility over the 'wet season' to undertake repairs. It is expected to reopen late March 2016.

Throughout this process stakeholders have acknowledged that the building, contents, activities and the gardens have become dated and, with the upcoming 2020 celebrations, there is a unique opportunity to revitalise and reinvigorate the Botanic Gardens precinct, including Nature's Powerhouse.

As a Council owned asset with a strong link to the community, it is recommended that Council appoint a Nature's Powerhouse Advisory Committee to oversee the revitalisation of the facility and Botanic Gardens precinct.

The proposed Terms of Reference and Guidelines of the Advisory Committee are:

The terms of reference of the Nature's Powerhouse Advisory Committee are:

To oversee, guide and advise Council on the revitalisation of Nature's Powerhouse facility and Botanic Gardens precinct in preparation of the 2020 celebrations.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

The guidelines of the Nature's Powerhouse Advisory Committee are:

The Committee will consist of a Councillor appointed by Council with ex-officio support by Council officers. Invitations will be extended to each of the following organisations to appoint a representative (or their proxy) with a vested or specific interest in this project and who are able to provide information and expertise from their sector of the community and report back to said organisations for wider community consultation and awareness:

Vera Scarth Johnson Association x 1  
Current cafe contractor x 1  
Local Indigenous Representative x 1  
Cooktown Chamber of Commerce and Tourism x 1  
James Cook Museum x 1  
Current or former curator of Botanic Gardens x 1

Other invitations to committee member appointments may be made at any time upon resolution by Council from a recommendation from the Committee.

All Councillors are invited to attend committee meetings.

Minutes will be taken for all committee meetings and distributed to all members and relevant Council officers in a timely manner, including being presented to a council meeting if deemed necessary.

Members who do not attend two consecutive meetings without apology will be deemed as a non-current member of the advisory committee.

The member and the relevant organisation will be contacted by the committee to establish a new representative or to withdraw from the committee.

Four appointed members represent a quorum. Where a quorum is not present the meeting may proceed, with recommendations for decisions being carried forward to the next meeting when a quorum is present.

An alternative meeting representative can be appointed as a proxy when the elected representative is unable to attend a scheduled meeting. This person must be a part of the representative's organisation and be briefed on the upcoming meeting. The proxy will have full voting rights at the meeting on their representative's behalf.

The proxy must be identified to the committee in writing before the date of the scheduled meeting, this can be emailed to Council's admin or the Chairperson when minutes and agenda are emailed a week before the next meeting.

Committee members or their identified proxy can phone-in to meetings and partake in the meeting via conference call. This must also be identified to the committee in writing prior to the meeting.

Flying minutes established to allow matters to be discussed and agreed upon out of meetings. If the committee is not in entire agreement to any decisions the item must be discussed at an in-session meeting.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

Topics for the agenda should be forwarded to the minute taker (Council officer) no later than one week prior to the next meeting date. A copy of the agenda will be distributed to all members at least two days prior to the next meeting date.

The committee will meet monthly at a time and place agreed to by the committee, or as otherwise directed by Council.

Recommendations for amendments or changes to the Terms of Reference and Guidelines can be made at any time provided that suggested changes are noted on the agenda (as per guidelines), a quorum is present at the meeting, and a majority of members present support the recommendation. Amendments to Terms of Reference and Guidelines must be approved by Council.

**Link to Corporate Plan**

4.3.1 Provide to a standard that ensures (at a minimum) legislative compliance and equitable access:

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

**Consultation**

Consultation has been undertaken with members of the Vera Scarth Johnson Association, former curator and cafe operator, James Cook Museum (NTAQ) and history centre representatives

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

Local Government Regulation 2012 - Queensland

264 Appointment of committees

(1) A local government may—

(a) appoint, from its councillors, standing committees or special committees; and

(b) appoint advisory committees.

(2) Two or more local governments may appoint, from their councillors, a joint standing committee.

265 Advisory committees

(1) An advisory committee—

(a) must not be appointed as a standing committee; and

(b) may include in its members persons who are not councillors.

(2) A member of an advisory committee (whether or not they are a councillor) may vote on business before the committee.

**Policy Implications**

Nil

**Financial and Resource Implications (Budgetary)**

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

Nil

RECOMMENDATION

That Council endorses the recommendations of forming the Nature's Powerhouse Advisory Committee, adopt the Terms of Reference and Guidelines and appoint Council's representative onto the Committee.

19 January 2016

Economic Development and Community Services



**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

ED2	<b>2020 ADVISORY COMMITTEE MINUTES AND AMENDMENT OF TERMS OF REFERENCE AND GUIDELINES</b>
	<i>Report No.D16/270 from Director Economic Development and Community Services</i>

**Précis**

A copy of the minutes of the December 2015 2020 Advisory Committee are attached for Council's endorsement. As part of the recommendations from the minutes, the committee proposes that Council amend and adopt the committee's terms of reference and guidelines that better reflect the evolved role of the committee.

**Background/History**

Cook Shire Council resolved at its 16 September 2014 Council meeting that Council take on a coordinating role in the development of the Cooktown 2020 events and projects, through the Economic Development and Community Services team, for a period of two years or until such time that the Advisory Committee are able to provide such coordinating services through a new or existing incorporated body.

After two years, this arrangement is to be reviewed and extended as required.

That Council establish the Cooktown 2020 Advisory Committee.

This committee has been operating since that time and at its December meeting it recommended that Council endorse a revised Terms of Reference and Guidelines as follows:

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

Develop and coordinate the Cooktown 2020 celebrations and programme of events

The guidelines of the Cooktown 2020 Advisory Committee are:

The Committee will consist of the Cook Shire Mayor plus at least one other Councillor. Invitations will be extended to each of the following organisations to appoint a representative (or their proxy) with a vested or specific interest in this event and who are able to provide information and expertise from their sector of the community and report back to said organisations for wider community consultation and awareness:

Cooktown Re-enactment Association x 1

Cooktown Historical Society x 1

Local Indigenous Representative x 1

Cooktown Chamber of Commerce and Tourism x 1

James Cook Museum x 1

Cooktown Discovery Festival x 1

DATSIP x 1

Other invitations to committee member appointments may be made at any time upon resolution by the advisory committee or by Council direction.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

Council's nominated representative will be the Chair of the committee. All Councillors are invited to attend committee meetings.

Minutes will be taken for all committee meetings and distributed to all members and relevant Council officers in a timely manner, including being presented to a council meeting if deemed necessary.

Members who do not attend two consecutive meetings without apology will be deemed as a non-current member of the advisory committee.

The member and the relevant organisation will be contacted by the committee to establish a new representative or to withdraw from the committee.

Five nominated committee members represents a quorum. Where a quorum is not present the meeting may proceed, with recommendations for decisions being carried forward to the next meeting when a quorum is present.

An alternative meeting representative can be appointed as a proxy when the elected representative is unable to attend a scheduled meeting. This person must be a part of the representative's organisation and be briefed on the upcoming meeting. The proxy will have full voting rights at the meeting on their representative's behalf.

The proxy must be identified to the committee in writing before the date of the scheduled meeting, this can be emailed to Council's email address or the Chairperson when minutes and agenda are emailed a week before the next meeting.

Committee members or their identified proxy can phone-in to meetings and partake in the meeting via conference call. This must also be identified to the committee in writing prior to the meeting.

Flying minutes established to allow matters to be discussed and agreed upon out of meetings. If the committee is not in entire agreement to any decisions the item must be discussed at an in-session meeting.

Topics for the agenda should be forwarded to the minute taker (Council officer) no later than one week prior to the next meeting date. A copy of the agenda will be distributed to all members at least two days prior to the next meeting date.

The committee will meet monthly at a time and place agreed to by the committee, or as otherwise directed by Council.

Any decisions of a material nature that may commit Council to provide resources or expose it to a liability or legal obligation are recommendations only and will be considered for endorsement at the following Council meeting. The committee is able to make decisions on administration and coordination matters.

Recommendations for amendments or changes to the Terms of Reference and Guidelines can be made at any time provided that suggested changes are noted on the agenda (as per guidelines), a quorum is present at the meeting, and a majority of members present support

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

the recommendation. Amendments to Terms of Reference and Guidelines must be approved by Council.

**Link to Corporate Plan**

4.3.1 Provide to a standard that ensures (at a minimum) legislative compliance and equitable access:

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

**Consultation**

Consultation and agreement was received from all participating 2020 Advisory Committee representatives

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

Local Government Regulation 2012 - Queensland

264 Appointment of committees

(1) A local government may—

(a) appoint, from its councillors, standing committees or special committees; and

(b) appoint advisory committees.

(2) Two or more local governments may appoint, from their councillors, a joint standing committee.

265 Advisory committees

(1) An advisory committee—

(a) must not be appointed as a standing committee; and

(b) may include in its members persons who are not councillors.

(2) A member of an advisory committee (whether or not they are a councillor) may vote on business before the committee.

**Policy Implications**

Nil

**Financial and Resource Implications (Budgetary)**

Nil

**RECOMMENDATION**

That Council endorses the recommendations of the 2020 Advisory Committee December 2015 minutes and adopt the revised Terms of Reference and Guidelines.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

ED3	<b>REVIEW OF SPONSORSHIP MANAGEMENT POLICY</b>	
	<i>Report No.D16/382 from Director Economic Development &amp; Community Services</i>	

**Précis**

Review of Grants Policy in line with changes to Community, Economic and Major Event Funding Grants has identified the need to separate grants for development purposes from purely sponsorship opportunities. The criteria and expectations of grants and sponsorship are completely different and a new Sponsorship Management Policy will assist Council to better assess and manage funds under these two programs.

As sponsorship is a whole of Council program, it is recommended that the implementation of the Sponsorship Management Policy rest with Executive Services.

**Background/History**

The assessment of the Community and Economic Development Grants at the November 2015 Council meeting highlighted the need to separate grants being sought for development purposes and funds that were being requested to support existing and ongoing events.

Sponsorship is a commercial arrangement in which a sponsor provides a contribution in money or in-kind to support an activity in return for a certain specified benefit.

Council provides financial or in-kind sponsorship agreements with external parties. These agreements can involve either the granting or receiving of sponsorship. Council can do this by providing some benefit to an individual, a private sector company, corporation or other government agency in exchange for goods or services. When granting sponsorship, Council must also consider the provisions relating to the granting of financial assistance under the Local Government Act.

Council provides or secures in-kind and financial sponsorship agreements to offset the cost of staging an initiative/event or activity or to complement a range of aspects associated with an initiative/event or activity. While sponsorship can be advantageous for all parties, Council must ensure all sponsorship agreements do not compromise, be perceived to compromise or call into question the integrity of Council.

The proposed policy outlines the process for securing sponsorship agreements and provides guidelines about the types of organisations or industries that Council considers would not be appropriate to partner with in regards to sponsorship.

The Community and Economic Development Gants Policy has been reviewed and is the subject of a separate report to this Council meeting.

**Link to Corporate Plan**

4.1 Leadership and Governance

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

4.1.1 (a) A sound annual budget which ensures adequate funding and reserves to provide for Council's future financial obligations.

4.3 Active Creative Connected

4.3.1 Provide to a standard that ensures (at a minimum) legislative compliance and equitable access.

**Consultation**

ED&CS staff

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

**Local Government Regulation 2012**

**Part 5 Community grants**

**194 Grants to community organisations**

A local government may give a grant to a community organisation only—

(a) if the local government is satisfied—

(i) the grant will be used for a purpose that is in the public interest; and

(ii) the community organisation meets the criteria stated in the local government's community grants policy; and

(b) in a way that is consistent with the local government's community grants policy.

**Policy Implications**

Clearer distinction between Council's Community and Economic Development Grant program and funding provided – and also received – under sponsorship arrangements.

**Financial and Resource Implications (Budgetary)**

Nil. Reallocation of some Community and Economic Development Grants to a new Sponsorship category

**RECOMMENDATION**

Council adopt the Sponsorship Management Policy and that the responsibility of managing Council's sponsorship arrangements rest with Executive Services.



## SPONSORSHIP MANAGEMENT POLICY

---

### *A. POLICY SUMMARY*

- A1 This policy has been developed to provide guidance on all sponsorships that are either received by Council or distributed by Council to external parties.

### *B. POLICY BACKGROUND*

- B1 Sponsorship is a commercial arrangement in which a sponsor provides a contribution in money or in-kind to support an activity in return for a certain specified benefit.
- B2 Council provides financial or in-kind sponsorship agreements with external parties. These agreements can involve either the granting or receiving of sponsorship. Council can do this by providing some benefit to an individual, a private sector company, corporation or other government agency in exchange for goods or services. When granting sponsorship, Council must also consider the provisions relating to the granting of financial assistance under the Local Government Act.
- B3 Council provides or secures in-kind and financial sponsorship agreements to offset the costs of staging an initiative/event or activity or to complement a range of aspects associated with an initiative/event or activity. While sponsorship can be advantageous for all parties, Council must ensure all sponsorship agreements do not compromise, be perceived to compromise or call into question the integrity of Council.
- B4 This policy outlines the process for securing sponsorship agreements and provides guidelines about the types of organisations or industries that Council considers would not be appropriate to partner with in regards to sponsorship.

### *C. DEFINITIONS*

- C1 **Advertising** means communication to the public by using a medium commonly used for promoting ideas, goods or services and for which a fee is paid.
- C2 **Agreement** means a sponsorship agreement that governs the legal relationship between a recipient and sponsor and those entitled to enforce the agreed obligation.
- C3 **Company** means any form of private entity operating for the purpose of profit creation.
- C4 **Council** means Cook Shire Council.
- C5 **Donation** includes a voluntary financial payment that is a freely given by Council. There are generally no formal conditions or reporting measures placed on recipients other than that the funds are expended within the intent that they are given. In such circumstances where it is deemed appropriate by Council to provide a donation,

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

stringent measures are put in place to ensure the process is fair and transparent and that any conflicts of interest (perceived or actual) are carefully managed.

- C6 **External bodies** include non-government organisations (NGOs), corporate and business organisations and the Cook Shire community.
- C7 **In-kind** means sponsorship in the form of the provision or receipt of goods or services to support, or enhance an initiative to the value of the goods or service at a reduced rate or free of charge. These arrangements are also liable for GST.
- C8 **Memorandum of Understanding** means an agreement between two organisations to strengthen the working relationship and improve collaboration.
- C9 **Multi-year** means sponsorship or funding (cash and or in-kind) is provided over a specified period of years.
- C10 **Negotiated commercial benefits** means benefits including the sponsor's right to be publicly recognised or have their name, product/s or service/s associated with the sponsorship recipient's service, program, event, activity, individual or infrastructure.
- C11 **Organisation** means any group, incorporated or unincorporated, operating for a defined purpose or function.
- C12 **Philanthropy** is the support of a cause through cash or in-kind support without any commercial incentive.
- C13 **Recipient** means an individual or organisation that, for a specified term, receives a contribution in cash and/or in-kind in return for providing negotiated commercial benefits to a grant provider or sponsor. See also definition of "sponsor".
- C14 **Sponsor** means an organisation that, for a specified term, provides a contribution in cash and/or in kind with the intention of receiving negotiated commercial benefits.
- C15 **Sponsorship** means a commercial arrangement with a sponsor's name, products or services with the sponsored organisation's service, product or activity, in return for negotiated and specific benefits such as cash or in-kind support or promotional opportunities.
- C16 **The Act** means the *Local Government Act Qld 2009* and associated regulations.

**D. POLICY STATEMENTS**

**Jurisdiction**

- D1 This policy applies to all sponsorships received by Council and all sponsorships that are distributed by Council, as well as other activities undertaken by Council, where Council may seek sponsorship funding to support the delivery of initiatives, events or activities.
- D2 This policy does not apply to:
- a) Council's community and economic development grants programs;
  - b) community service advertising support for events;
  - c) bequests and endowments; and

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

- d) joint ventures or consultancies and donations or gifts which are given for philanthropic reasons such as where a financial or in-kind donation is made without any expectation of any reciprocal or return benefit
- D3 This Policy covers all elected members of Council, all personnel employed by Council, any person or organisation contracted to or acting on behalf of Council, any person or organisation employed to work on Council premises or facilities and all activities of the Council.
- D4 This policy does not confer any delegated authority upon any person. All delegations to staff are issued by the Chief Executive Officer.
- D5 Final approval for all sponsorship agreements rests with the Chief Executive Officer.

**Principles**

- D6 All sponsorship arrangements will be in the form of a written sponsorship agreement and comply with principles and procedures outlined in this policy. Agreements are defined as:
  - a) an agreement between Council and the sponsor, where Council receives either cash or a benefit in-kind for an initiative, program or activity from an external party/organisation or individual which in turn gains publicity or other commercial benefits; and/or
  - b) an agreement between Council and an external party, where the external party receives either cash or an in-kind benefit from Council and in turn, Council receives benefits
- D7 This policy has been developed to ensure all sponsorship proposals are received, assessed and managed in accordance with the 10 sponsorship principles detailed in Attachment 1.

**Risk Management**

- D8 The recommended principles each sponsorship proposal should be accompanied by a risk assessment. This includes an assessment of:
  - a) sponsorship benefits to the sponsor relative to the level of sponsorship contribution;
  - b) actual and perceived conflicts of interest;
  - c) existing sponsorship arrangements, including with sporting or community groups and potential conflict with a new sponsorship proposal;
  - d) the potential capacity for the sponsor to deliver the sponsorship; and
  - e) the capacity of Council to provide adequate resources and facilities to meet the terms of the proposed agreement

Where practical this will be undertaken through a standard checklist and assessed by the level of funding required or sought.



**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

- D9 Council will consider sponsorship proposals from any company, partnership, sole trader or government agency which is a reputable organisation and whose public image, products and services are consistent with the values, goals and specific policies of Council.
- D10 The following companies, partnerships, sole traders or individuals are not considered by Council as suitable for sponsorship agreements, those are:
- a) involved in the manufacture, distribution and wholesaling of tobacco-related products, pornography and/or addictive drugs;
  - b) found guilty of illegal or improper conduct by Crime and Corruption Commission Qld or any similar authority;
  - c) involved in political fields eg political parties;
  - d) involved in a competitive tender or purchasing process at, or around the time of, negotiating a sponsorship agreement;
  - e) that have an unacceptable sponsorship record with Cook Shire Council or with any other government authority
- D11 Proposals will not be accepted if the assessment concludes that the risks are unacceptably high or Council will receive insufficient value from the proposal.

**Conflicts of Interest**

- D12 Assessment of sponsorship proposals from parties subject to, or likely to be subject to, Council's regulation or inspection must be outlined in guidelines supporting this policy.
- D13 Every sponsorship proposal will be assessed against the possibility of a conflict of interest.

**Sponsorship Agreements**

- D14 Every sponsorship agreement is a contract and conditions will be fully described in a written agreement which clearly sets out:
- a) the benefits including economic benefits, available to Council and the sponsor, e.g. benefits and payments linked to a specific sponsorship category or naming right;
  - b) any personal benefits available to the sponsor's employees and their relatives;
  - c) the form or forms of sponsorship acknowledgement which will be available;
  - d) the scope of uses of sponsorship which the sponsor can make of the sponsorship arrangement;
  - e) the term of the sponsorship and any conditions regarding renewal e.g. agreed deliverables, targets, feedback;
  - f) the terms for multi-year sponsorships will also include annual review to consider cost-effective provision of services or activities, monitoring of outputs against deliverables, improvements e.g. increased attendance;
  - g) the consequences of change which may occur over time e.g. a shift in the relationship, new policies, new corporate missions or objectives;
  - h) the financial accountability requirements;
  - i) the provision for termination or suspension of the agreement

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

- D15 Sponsorship recognition will be consistent with Council and the sponsor's policies, guidelines and regulations relating to signage, branding and communications. Forms of recognition will be outlined in the sponsorship agreement to the level and nature of the sponsorship and subject to agreement specifying benefits and costs.
- D16 A sponsorship agreement may be refused and/or terminated if deemed by the Chief Executive Officer as a real or perceived conflict, or where a breach of the terms of an agreement has occurred.
- D17 Sponsorship agreements must include a statement that Council's functions will continue to be carried out fully and impartially, notwithstanding the existence of a sponsorship arrangement.

***E. POLICY IMPLEMENTATION - PROCEDURES***

- E1 Implementation of this policy should be supported by guidelines and procedures to guide staff in its implementation.
- E2 This policy should be read in conjunction with the Council's Code of Conduct.
- E3 It is the personal responsibility of all Council employees, and agents thereof, to have knowledge of, and to ensure compliance with this policy.
- E4 Advertising for Council sponsorship will be undertaken by calling for Expressions of Interest and will be advertised in Council notices published in a local newspaper and be available on Council's website. However, it is recognised that in some circumstances this may be impractical and Council's request for sponsorship can also be by invitation to specific potential sponsors.
- E5 All sponsorship agreements will be reported through the quarterly report and annually through Council's Annual Report.
- E6 Associated documents**
- CSC Code of Conduct

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

---

Officer responsible for review:	Chief Executive Officer
Current adoption:	January 2016
Version No:	V1
Date for review:	January 2019

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**ATTACHMENT 1** –Based on NSW Independent Commission Against Corruption (ICAC) 2006 Guidelines for Sponsorship in the Public Sector

**Ten sponsorship principles**

1. A sponsorship agreement should not impose or imply conditions that would limit, or appear to limit, a public sector agency's ability to carry out its functions fully and impartially.
2. There should be no actual conflict between the objectives and/or mission of the sponsored agency and those of the sponsor.
3. In general, a public sector agency with regulatory or inspection responsibilities should not seek, or accept sponsorship from people or organisations which are, or may be, subject to regulation or inspection by the agency during the life of the sponsorship. Where adhering to this principle would unduly limit the agency's sponsorship prospects, the agency should develop alternative strategies to ensure it can carry out its regulatory or inspection responsibilities in relation to sponsors in an open, fair, accountable and impartial manner.
4. Sponsorship of a public sector agency or activity should not involve explicit endorsement of the sponsor or the sponsor's products.
5. Where sponsorship involves the sponsor providing a product to the agency, the agency should evaluate that product for its fitness for purpose against objective criteria that are relevant to the agency's needs.
6. It is inappropriate for any employee of a public sector agency to receive a personal benefit from a sponsorship.
7. In most circumstances, the public interest is best served by making sponsorship opportunities widely known. To this end sponsorships should be sought and granted by using broadly based, open processes that are not limited solely to invited sponsors.
8. Public sector agencies should assess sponsorship proposals against predetermined criteria which have been published in advance or which are circulated to organisations that submit an expression of interest.
9. A sponsorship arrangement is a contract and should be described in a written agreement.
10. All sponsorship arrangements should be approved by the CEO or another designated senior officer of the agency and described in the agency's annual report in a form commensurate with the significance of the sponsorship.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

ED4	<b>REVIEW OF GRANTS POLICY</b>	
	<i>Report No.D16/331 from Director of Economic Development &amp; Community Services</i>	

**Précis**

Review of Grants Policy in line with changes to Community, Economic and Major Event Funding Grants.

**Background/History**

Cook Shire Council has implemented new grant programs that have not been recognised in the Grant Policy. The Community Development Grants and Economic Development Grants have been combined and will supersede the existing programs as one program, Community and Economic Development Grants, reducing advertising and administration time and expenses to Council.

Major Event Funding will be superseded by a new grant program, Events Development Program, to align with other Council grants encouraging economic and community growth through Council's development funding programs.

Appendix 1 details of Grants Policy as adopted. Appendix 2 details the Grants Policy (inclusive of changes) proposed for adoption.

**Link to Corporate Plan**

4.1 Leadership and Governance

4.1.1 (a) A sound annual budget which ensures adequate funding and reserves to provide for Council's future financial obligations.

4.3 Active Creative Connected

4.3.1 Provide to a standard that ensures (at a minimum) legislative compliance and equitable access.

**Consultation**

Economic Development and Community Services team

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

Nil.

**Policy Implications**

Change as per resolution

**Financial and Resource Implications (Budgetary)**

Nil.

**RECOMMENDATION**

Council adopt the revised Grants Policy as per Appendix 2.

APPENDIX 1. CURRENT ADOPTION
------------------------------

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**



Acrobat Document

APPENDIX 2. PROPOSED ADOPTION



## Grants Policy

---

### **Intent**

This policy brings together the policy position for Council for grants and in-kind assistance offered to eligible organisations, groups or individuals based in the Cook Shire local government area that:

- Make positive contributions to the quality of life and community in the Cook Shire;
- Offer benefit to the Shire as a whole through initiatives, projects, activities and events;
- Expand organisations' capacity to provide services that directly influence our social, economic and cultural wellbeing.

### **Scope**

This policy applies to all individuals and community groups, organisations residents in the Cook Shire or otherwise eligible at the discretion of Council.

Council may also by resolution make available funds to assist community groups to create or enhance community assets.

This policy covers all grants inclusive of Community and Economic Development, Event Development and Financial in Kind Support. Donations and sponsorships are covered by the Sponsorship Management Policy.

### **Eligibility**

- Organisations must have a majority of members based within, or an individual who is a permanent resident of Cook Shire for at least the preceding 12 months; and
- Organisations must be a properly constituted not for profit organisation; or
- A charitable organisation registered or sanctioned under the Collections Act 1966; or
- If not incorporated, organisations or individuals must be sponsored by a properly constituted organisation;
- Properly constituted for-profit organisation where the project does not have a direct return of profit to the for-profit organisation - Economic Development Grants only;

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

- Organisations and individuals must be able to demonstrate that the project broadly benefits the general community or industry sector/s;
- All activities must be lawful and have the appropriate insurance cover;
  
- Organisation, group or individual has no outstanding debts to Council for rents, rates, fees, etc;
- Applicants must have nil outstanding acquittals for previous funding;
- Funding requests must be prior to the event; no funding is available retrospectively unless the event takes place after the deadline for applications and prior to assessment at the next ordinary Council meeting.

**Selection criteria**

- All applications will be considered to the purpose of the application and alignment with Council's corporate and operational plans;
- Unless otherwise determined by Council only one application will be accepted from each organisation or individual per round in line with individual grant guidelines;
- In kind assistance is the provision of Council services and/or equipment and/personnel at no charge to the recipient and can only be provided for services that are part of Council's normal business;
- The level of community need, support and benefit of the project, activity or event for the wider community;
- Evidence of effective consultation and partnerships undertaken during the project development;
- Potential for the project to deliver economic benefit, employment or business development in the immediate future;
- Potential for the project to provide a lasting benefit and sustainability in the medium to long term for the economy;
- Demonstrated ability of the applicant to deliver the project, activity or event;
- Value of any previous grants to the same individual or organisation.

**Application and approval process**

- Applications must be submitted to Council on the appropriate form with all sections completed in line with the relevant guidelines by the closing date;
- Applicants will be notified within five working days of incomplete applications and given one opportunity to amend. Amendments must be received within five working days;
- Applications will be assessed against how well the project meets the criteria for each grant category;
- The level of community support and community benefit;
  
- The level of assistance available is limited by Council's budget decision and its priorities listed in its Corporate and Operational Plans;
- No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested;
- All applications will be assessed by a minimum of two independent Council Officers against criteria for eligibility;

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

- Council Officers will prepare a report with funding recommendations to be presented at the next ordinary Council meeting;
- All applicants will be informed of the outcome of their application within five working days of a decision;
- Arrangements for successful applicants will be made within thirty days of approval.

**Definitions and Timeframes**

Grants are available subject to budget allocations in line with financial years.

**Community and Economic Development Grant Program**

Community and Economic Development Grants are designed to provide assistance to new and innovative ideas and projects which support economic and community growth within Cook Shire through social and fiscal development of the community.

Community Grants – up to a maximum of \$2,000 ex GST per round per application.

Economic Grants – up to a maximum of \$5000 ex GST per round per application.

- Round One – Opening in the first quarter of the financial year.
- Round Two – Opening in the third quarter of the financial year.

**Events Development Program**

The aim of the Events Development Program is to provide assistance to developing events of regional and state significance within Cook Shire. It is designed to provide seed funding for new events, assistance with program development, enhancement of existing events and marketing support to grow events to become self sustaining.

- One funding round per three years with a maximum of \$5,000 ex GST per financial year per event.

**In-Kind Support**

Designed for community organisations to apply for in-kind support for community events and initiatives in the provision of Council services and/or equipment and/or personnel at no charge to the recipient.

- Support is available throughout the year however applicants must submit a proper application on the appropriate form no later than eight weeks prior to the event or activity;
- Approvals are subject to Council resources and individual department budgets.

**Acquittal**

- All acquittals must be submitted to Council on the appropriate form with all sections completed in line with the guidelines by the acquittal date; and
- All evidence and acknowledgement of Council support will be attached as per guidelines; and
- Proof of expenditure including receipts;

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

- An evaluation report to Council demonstrating the success or otherwise of the project referencing the initial objectives outlined in the application;
- Acquittals not received within the designated timeframe of each financial year will render organisations ineligible for further funding.

**Implementation**

This policy is to be implemented by the Economic Development & Community Services Director on behalf of all Council departments.

**Controls**

This policy is always subject to the allocation of funding in the annual budget.

**Effective from**

This policy is effective from [insert adoption date].

**Further information**

Any queries regarding the implementation of this policy should contact Council's Economic Development & Community Services Director.

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

---

Officer responsible for review:	Economic Development & Community Services Director
Current adoption:	
Version No:	V5
Date for review:	As Required



**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

ED5	<b>ECONOMIC DEVELOPMENT PLAN 2016 - 2020</b>
	<i>Report No.D16/379 from Economic Development Officer</i>

**Précis**

The Economic Development Plan 2013 - 2015 has now expired. The draft Economic Development Plan 2016 - 2020 is to be reviewed for adoption.

**Background/History**

Many goals were accomplished in the previous Economic Development Plan 2013 - 2015 and the 2016 - 2020 Plan sets out a series of foundation and enabling initiatives and industry development strategies in that their progress will be reviewed yearly.

**Link to Corporate Plan**

4.7 Economic Wellbeing

4.7.1 Advocate and support:

- a) Economic development.
- b) Development of the Shire's key industries.
- c) An appropriate standard and cost of living.
- d) Appropriate statutory controls that support economic development.

**Consultation**

Meeting with the Cooktown Chamber of Commerce and Tourism, Lakeland Progress Association, Coen Advisory Group

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

Nil

**Policy Implications**

Nil

**Financial and Resource Implications (Budgetary)**

Nil

**RECOMMENDATION**

Recommendation that the Cook Shire Council adopt the Economic Development Plan 2016 - 2020 with yearly reviews and updates on status of projects.



**Economic Development Plan**

**2016 – 2020**

**Enabling, Innovative, Opportunity**

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

## **Message from the CEO**

Cook Shire covers in excess of 80% off Cape York with a land mass of more than 1106,000 square kilometres and a population of less than 5,000. The potential of Cook Shire has long been recognised but remained unrealised. With the release of the Northern Australia White Paper, the opportunity exists tap the vast potential of Cook Shire and create economic, social and cultural opportunities that will benefit not just Cook Shire, Queensland and Australia.

It is timely that Cook Shire has prepared an Economic Development Plan for the period 2016 to 2020. The themes of “Enabling, Innovative Opportunity” encapsulate the challenges, requirements and rewards of the path ahead. Key infrastructure is required to enable the private sector to invest the capital needed for economic development. The challenges of a vast landscape in a remote location necessitate innovative solutions. Finally, the opportunity is there for us to seize if we are prepared to take on the challenge.

It is only by working together with key stakeholders across Cape York along with the Queensland and Australian Governments that we can succeed in creating a unique mix of culture, environment, lifestyle and industry. Cook Shire is up for the challenge and invite you to join us in our endeavour.

Tim

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

## **Contents**

<b>About Cook Shire</b>	<b>4</b>
<b>Council's role</b>	<b>5</b>
<b>Strategic policy and context</b>	<b>5</b>
<b>The Importance of Economic Development</b>	<b>6</b>
<b>Planning for success</b>	<b>7</b>
<b>Attractive lifestyle and business opportunities</b>	<b>8</b>
<b>Foundation and enabling initiatives</b>	<b>9</b>
<b>Development Plans:</b>	
<b>Tourism</b>	<b>12</b>
<b>Events</b>	<b>14</b>
<b>Agriculture</b>	<b>15</b>
<b>Aviation</b>	<b>15</b>
<b>Appendix 1: Economic development focus industries</b>	<b>16</b>
<b>Tourism</b>	
<b>Agriculture</b>	
<b>Emerging Industry:</b>	
<b>Aviation</b>	
<b>Renewable Energy</b>	
<b>Appendix 2: Business and industry development</b>	<b>22</b>
<b>Appendix 3: Specific growth opportunities</b>	<b>24</b>
<b>Appendix 4: Infrastructure audit</b>	<b>25</b>
<b>Appendix 5: Natural resources</b>	<b>26</b>
<b>Appendix 6: Our competitive advantage</b>	<b>27</b>
<b>Appendix 7: Economic Snapshot</b>	<b>28</b>
<b>Appendix 8: Land Tenure use map</b>	<b>30</b>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

## **About Cook Shire**

Cook Shire is the largest shire in Queensland in terms of land area. From the Bloomfield River in the south to just north of the Jardine River it covers over 106,000 square kilometres and encompasses 80% of Cape York Peninsula. It is the largest Local Government Area in Queensland by land area and is larger than Tasmania, yet Council's rate base relies on around 2,321 properties. Over 90% of the Shire land tenure is in National Parks (14%), nature reserves (23%) and mining, state lands and reserves (53%). Significantly, the Shire includes two world renowned World Heritage Areas, being the Wet Tropics of Queensland and the Great Barrier Reef.

The Shire's major township is Cooktown with smaller population centres at Marton, Laura, Lakeland, Coen, Ayton, Rossville and Portland Roads and offshore islands including Lizard Island with significant numbers of people living throughout the Bloomfield and Endeavour Valleys.

Cook Shire is also well placed to benefit from current Cairns initiatives that seek to encourage development and diversify that City's economy, which historically has been dependant on tourism. This includes capitalising on the potential for major Chinese investment in development as well as State and federal investment in infrastructure such as upgrading the hospital, expanding the port and potential redevelopment of the airport (in a 20-year State Government-approved plan).

Cook Shire enjoys a mild tropical climate. January to March is the typical wet season period and also hottest time of the year. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer, Cooktown is usually 5 degrees cooler than Cairns.

Cooktown is 331kms from Cairns (3 1/2 hours by car) and 266kms from Mareeba via the fully sealed Mulligan Highway. Flights are serviced by Hinterland Aviation from Cairns, this 40 minute flight gives you a bird's eye view of our stunning landscapes. Hinterland Aviation also fly to Bloomfield, Kowanyama, Lizard Island and Pomppuraaw.

Cooktown really is the heart of Cape York Peninsula and is positioned to become the Cape's prime health and educational service outlet, being the second biggest town in the Cape to Weipa in the far north west.

## AGENDA AND BUSINESS PAPERS 18, 19, 20 JANUARY 2016

### Council's Role

Cook Shire Council plays a lead role in the economic development and promotion of Cook Shire and is charged with making the most of Cook Shire's assets to secure prosperity and jobs for the long-term future of the region.

Council has prepared this Economic Development Plan (EDP) to support the establishment of a strategic action plan for the Cook Shire economy. The EDP will provide guidance and reference for Council and key stakeholders in relation to economic development activities and projects. Council's operational plan will act as the working arm of the EDP and provide specific detail with regards to activities, projects and budgets. The EDP will also provide a clear and focussed direction to underpin and assist the delivery of the *Tropical North Queensland Regional Economic Plan* in partnership with key economic development bodies as well as the Tablelands, Cairns and Cassowary Coast local government areas.

While Cook Shire comprises many distinct communities, expectations for Council services, business and retail services, product range and quality is generally increasing. At the same time the commercial sector continues to struggle with skill shortages in the workforce, isolation and extreme seasonality. This is set against a backdrop of high living costs; a housing shortage in Cooktown; more extreme weather events due to climate change; a lack of major infrastructure investment; and the limitations on investment due to land tenure issues.

### Key Challenges

Challenges are not new for Cook Shire and for communities to remain strong, independent and resilient, Cook Shire needs to participate in the digital economy; secure supplies of gravel/ rock and water for road works and construction; make improvements towards achieving food security and ensure decisions about development are sustainable and benefit the community.

Investment and development presents opportunities for the community to increase self-sufficiency, create regional and local collaboration to improve services, improve food supply (and food security), infrastructure, arts and culture and natural resource management. Future prosperity and a stable economic structure for Cook Shire relies on certainty about where development is intended to occur; removing unnecessary impediments to such development and recognising how long-term investments can benefit communities and the environment, notwithstanding potential short-term impacts.

The current project to upgrade the Endeavour River foreshore at the foothill of Grassy Hill in Cooktown will prove to be the catalyst for investment and growth. Implementation of the adopted master plan will also provide the Shire's residents with a world class community facility for their benefit and enjoyment.

### Strategic and Policy Context

It is important that in developing this document, acknowledgement is given to key partners of Cook Shire Council including the Regional Development Australia Committee for Far North Queensland & Torres Strait, the Queensland and Federal Governments and Advance Cairns.

The Cook Shire Economic Development Plan has been created within the context of and complementary to, the Tropical North Queensland Regional Economic Plan 2011 – 2031 (TNQREP) of which Cook Shire is one of the four major council areas. The EDP has also been developed on the basis of existing policy and a mixture of quantitative and qualitative data, including: the Cook Shire Community Plan and TNQREP consultations; statistical profiling of current economic trends and conditions; and local area business research.

## AGENDA AND BUSINESS PAPERS 18, 19, 20 JANUARY 2016

Key documents analysed as part of this Plan include:

- *Cook Shire Council Community Plan 2011-2021* ([www.cook.qld.gov.au/community-plan](http://www.cook.qld.gov.au/community-plan))
- *Cook Shire Council Corporate Plan 2012-2017* ([www.cook.qld.gov.au/corporateplan#corp\\_plan](http://www.cook.qld.gov.au/corporateplan#corp_plan))
- *Cook Shire Council Planning Scheme*
- *Tropical North Queensland Regional Economic Plan* ([www.advance Cairns.com/economic-development](http://www.advance Cairns.com/economic-development))
- *Regional Development Australia Road Map* ([www.rdafnqts.org.au/index.php/rda-initiatives/regional-road-map](http://www.rdafnqts.org.au/index.php/rda-initiatives/regional-road-map))
- *Cape York Regional Plan* (<http://www.dilgp.qld.gov.au/resources/plan/cape-york/cape-york-regional-plan.pdf>)
- *White Paper on Developing Northern Australia* (<http://northernaustralia.infrastructure.gov.au/white-paper/>)

### Vision

Successful communities tend to have one thing in common – an articulated, shared vision of where they want to go and of what common values exist in the Cooktown community and townships of Cook Shire.

Enabling, Innovative, Opportunity

**Enabling** the region to be highly productive and competitive in Cape York using **Innovative** measures to maximise output and identifying **Opportunities** to engage with investors and families seeking a better lifestyle.

Economic development does not happen in isolation but rather through the concerted efforts of many individuals and organisations, both in the public and private sector. Cook Shire Council will play a central role in the future economic development of the Cook Shire, but will rely on the important collaboration and contribution of a wide variety of partners from within the region and beyond, including, but not limited to:

### Key Partners

Cooktown Chamber of Commerce and Tourism

Cape York Sustainable Futures

Laura Inter-Agency Working Group

Lakeland Progress Association

Coen Advisory Group

## The Importance of Economic Development

Each LGA has a role to play in building the state economy, none more so than Cook Shire as each financial year a heavily subsidised amount is contributed to maintaining the largest shire in Queensland. This presents a range of opportunities across a variety of industry sectors, given the focus on developing northern Australia and the countless options Cook Shire has in leading suitable economic development initiatives, appropriate in sustaining our values and lifestyle, reasons for which families choose to live in our townships.

Economic development is about working together to maintain a strong economy by creating and retaining desirable jobs, which provide a good standard of living for individuals.

## AGENDA AND BUSINESS PAPERS 18, 19, 20 JANUARY 2016

Several strategies outlined in the Economic Wellbeing section of the Cook Shire Community Plan 2011 – 2021 have already successfully been addressed or implemented, however considering this is a 10 year plan there is still time to focus on outstanding issues. These are:

- To support local production and consumption of goods and encourage households to be more efficient
- To increase business efficiency by promoting and facilitating cooperation and strategic alliances among firms and other productive enterprises to develop critical mass
- To lobby government for resolution of land tenure and other legislation to provide certainty for investors and current stakeholders to invest in their property
- To support initiatives to attract residents to the area
- To attract and actively support investment to the area
- To support the availability of relevant, effective training for workforce entrants and for existing workers to improve skills
- To work collaboratively with job service agencies and providers on projects which provide employment and skills training
- To encourage provision and uptake of small business advice and training for all businesses

### Planning for success

As outlined in the Developing Northern Australia White Paper, the federal government has identified the five industry pillars that have the most potential for growth, in which Cook Shire’s focus needs to align for funding consideration and allocation. These are:

- Food and agribusiness
- Resources and energy
- Tourism and hospitality
- International education
- Healthcare, medical research and aged care

The framework in which the White Paper’s six policy directions are:

<b>Policy Direction</b>	<b>Cook Shire’s aim</b>
1. Simpler land arrangements to support investment	Lobbying for reduced “red”, “green” and “black” tape
2. Developing the north’s water resources	Water storage facility at Lakeland Downs
3. Our business, trade and investment gateway	Developing agriculture industry, supported by Beef Roads and other export outlets such as Cooktown Airport Aviation Park
4. Infrastructure to support growth	Peninsula Development Road, NBN, Mobile Coverage, Reliable and commercially competitive electricity supplies, development of port facilities and affordable rental and housing
5. A northern workforce for growth	Increase population, lifestyle attraction
6. Good governance for Northern Australia	Collaboration with Far North Queensland Regional Organisation of Council’s, Longer term funding arrangements to allow Cook Shire to develop and implement strategic plans



## AGENDA AND BUSINESS PAPERS 18, 19, 20 JANUARY 2016

### Attractive lifestyle and business opportunities

Cook Shire Council is committed to providing quality services and infrastructure upgrades to support a growing population and to attract investment into the region. Regionally significant projects are designed to accelerate growth in existing and new businesses, support the sustainability of the region as well as strengthen the long term prosperity of the local community. Regionally significant projects in which Cook Shire are working on at September 2015 include:

The Cooktown **Foreshore and Webber Esplanade Revitalisation** is a project Cook Shire Council has been working towards the past eight years. The Waterfront Master Plan (2012) identifies how public investment in community infrastructure will be a catalyst for private investment, providing an economically diverse approach to regional growth. Cook Shire Council was successful with an application to State Governments Royalties for the Regions and Local Government Grants and Subsidies program which have totalled \$3.5M and \$500,000 respectively.

The **Cook Shire Solar Project** is not only a world first, but a first for Australia in integrating large-scale solar energy and storage into fringe-of-grid location at Lakeland Downs. Lyon Infrastructure Investments are leading this project which has taken over two years to come to fruition, with initial construction works commencing in the first quarter of 2016. This 13MW Solar PV plus battery storage project located at the very fringe of the Australian National Electricity Market will utilise between 40-50 construction and specialist trade workers to complete this project which is anticipated to take between six and nine months to complete. The Cook Shire Solar Project creates a leadership position for Australia and Queensland, building an innovative reputation in the global renewable energy arena.

The **Cooktown Airport Industrial Development** has preliminary approvals already in place to encourage private investment into this industrial area and provide opportunities to further expand the tourism and agricultural industries. The total land area on offer is 7.5Ha with distance to the town centre around a 10 minute drive. Situated in northern Australia, the Cooktown Airport boasts an unrestricted airspace and an opportunity for diversified expansion. Cook Shire Council will support a range of uses that meet existing and future demands with the community and across a range of industries.

The **National Broadband Network**, delivered to the premises via fixed wireless technology is a critical enabler to diversifying our economy and increasing the economic output of the region. By facilitating access to domestic and global markets, providing flexible and innovative educational options and improving health services, Cook Shire has a much more sustainable outlook. This cross industry infrastructure is expected to be installed mid to late 2016 and any residents and businesses outside of the direct rollout map will still be able to access high speed broadband by way of wireless and satellite technology, at speeds comparable with regional cities at up to 25mbps.

Telstra have prepared a proposal to significantly upgrade Cook Shire Council's **Information and Communications Technology (ICT)** platforms. This will include a dedicated fibre link and a move to the Cloud. As a result Cook Shire Council will have greater resilience in its ICT platforms. The projects also include an upgrade to Council's aging phone system and the opportunity to implement the latest video conferencing technology. As part of this process, we have been able to facilitate an upgrade to the very latest 4GX mobile phone technology for Lakeland immediately. Hopevale will be completed by December 2015 and Cooktown by March 2016. Telstra are currently reviewing both Laura and Coen for possible upgrades.

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

**FOUNDATION AND ENABLING INITIATIVES**

<b>ISSUES</b>	<b>WHAT DO WE WANT</b>	<b>HOW WILL WE DO IT</b>	<b>CURRENT ACTIVITIES/ PROJECTS</b>	<b>OUTCOMES BY JUNE 2016</b>
Attracting new businesses to Activity and Commercial Precincts of Endeavour Foreshore development	Endeavour Foreshore development complete with Commercial Precinct Business Plan prepared	Meet with stakeholders and interested parties as part of the community engagement workshops and Commercial Precinct Strategy Plan		Commercial Precinct Strategy Plan developed
Lack of structure around boats harboured in Endeavour River, access for fishing and tourism industry and waste removal	Cooktown Port Development in conjunction with Commercial Precinct Business Plan	Working with Ports North who control Cooktown Port along with seeking to access Government funding of port development as part of future foreshore development as set out in the Master Plan	Cook Shire Council has applied for priority to obtain the lease over water associated with its Lease E over land in the port. It is intended to offer these to the private sector through an EOI process	Cooktown Port Development focus in Commercial Precinct Strategy Plan developed
Simpler land arrangements to support investment	Create more certainty around Land Tenure and use for Council land	Create a detailed inventory of issues surrounding roadblocks and land tenure issues. Develop close working relationship with DNRM to establish a process for working through land tenure issues	Two day site visit and workshop conducted with DNRM to commence the development of processes moving forward to better enable resolution of land tenure issues and facilitate economic development	Project Plan including dossier Land Tenure issues in Cook Shire
Lack of quality rental housing for Cook Shire Council staff and other non-government agencies	Several houses to be developed as part of the Housing and Development Forum key initiative	Cook Shire Council has committed to purchasing houses to alleviate the housing pressures and its impacts on the ability to attract quality staff to Cooktown. Longer term, Council has committed to building four new dwellings	Council is in the process of purchasing housing to alleviate immediate pressures in attracting and retaining staff	Housing Development Project Plan to ensure feasibility and adequate return
Senior citizens leaving town to access better health services	Retirement village developed to attract elderly and families, supported by health services at Cooktown Regional Hospital	Identify suitable land and secure private investment through appropriate tendering processes	Cook Shire Council is working with DNRM to purchase identified site. Native title will need to be resolved prior to progressing with an EOI/Tender process	Formal valuation to be provided by DNRM. Commencement of native title negotiations through Cape York Land Council to be underway

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

ISSUES	WHAT DO WE WANT	HOW WILL WE DO IT	CURRENT ACTIVITIES/ PROJECTS	OUTCOMES BY JUNE 2016
Infrastructure to support growth: Our business, trade and investment gateway: Mobile coverage	Optimum mobile phone coverage for townships in Cook Shire	Black Spot funding round available from July 2016. Several sites in Cook Shire have already been identified and are available to view online here: <a href="http://nationalmap.gov.au/">http://nationalmap.gov.au/</a>	Cook Shire Council is working with Telstra , in conjunction with CSC ICT upgrade, to enhance and upgrade the Shire's access to mobile phone coverage. Lakeland has been upgraded to the latest 4GX mobile phone technology. Hopevale is scheduled to be upgraded to 4GX in December Quarter 2015 and Cooktown is due to be upgraded to 4GX in the March Quarter 2016. Telstra is currently reviewing Laura and Coen for possible upgrades	Lakeland, Hopevale and Cooktown to be upgraded to 4GX mobile technology
Infrastructure to support growth: National Broadband Network	Optimum broadband coverage for townships in Cook Shire	Council to continue working with NBN Co. to deliver Fibre to the Node, Fixed Wireless and Satellite technology to townships in Cook Shire by 2016		Cook Shire Council to be connected by direct fibre link with Telstra. Upgrade of CSC IT platforms and software to be completed. Feasibility of video conferencing to be assessed
Developing the Cape's water resources	Lakeland Dam Water Storage	CSC to play lead role to securing water for future agriculture growth, in support of Developing Northern Australia White Paper	Submission into the National Water Infrastructure Development Fund for pre-feasibility report	
Higher education services are not currently offered in Cooktown.	A northern workforce for growth: Education and training cluster: TAFE campus (virtual) JCU/ CQU	Develop training cluster and a business plan with how to attract educational institutions to service Cooktown either remotely or face-to-face lessons	Framework being developed with a strategy how to address key stakeholders	Education cluster project plan developed by June 2016

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

<b>ISSUES</b>	<b>WHAT DO WE WANT</b>	<b>HOW WILL WE DO IT</b>	<b>CURRENT ACTIVITIES/ PROJECTS</b>	<b>OUTCOMES BY JUNE 2016</b>
Unsealed road from Cape Tribulation to Bloomfield	30km of bitumen will ensure an all season loop road allows access for 2WD cars for tourists and locals	Working closely with Wujal Wujal and Douglas Shire Councils to ensure the state government allocates funding		Communication and lobby plan complete
Neighbouring Shires working better together	Partnership with Wujal Wujal and Hope Vale Shires to focus on South East Cape regional issues	Quarterly meetings to establish common goals and desires		Meeting dates scheduled for 2016/17

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

**TOURISM**

<b>ISSUES</b>	<b>WHAT DO WE WANT</b>	<b>HOW WILL WE DO IT</b>	<b>CURRENT ACTIVITIES/ PROJECTS</b>	<b>OUTCOMES BY JUNE 2016</b>
Tourism product development	Packaged 3,5 and 7 day itineraries covering a range of market types and self drive options.	Develop itineraries with Cooktown Chamber of Commerce and Tourism. To be promoted at tradeshows with an online booking component.		3 packages being developed and promoted
Lack of understanding of how the Bicentennial National Trail can be better utilised and promoted	Bicentennial National Trail	Contact the Bicentennial National Trail to determine an MOU to develop marketing plan and help each other leverage greater tourism awareness and usage.		Close working relationship with Bicentennial National Trail
Infrequent visits of cruise ships choosing Cooktown for their itinerary	Cruise ship visits	Develop relationship with Tourism and Events Queensland and Inbound Tour Operators and coordinate cruise ship arrivals in liaison with Visitor Information Centre		Product options for cruise ship visits
Lack of awareness and promotion of easily accessible loop roads throughout the Cooktown region	Tourism drives/ circuits	Develop a self drive tour from Cooktown – Lakefield – Laura – Lakeland – Cooktown loop. Including points of interest, tour and accommodation options.		Develop itinerary and flyer and promote on website and visitor information centre
Opportunity to develop on and off road cycling paths to attract this emerging market of visitors	Cycling Strategy			
Opportunity to investigate feasibility of health spa/ day retreat for high-end market	Health Spas	Develop pre-feasibility report		Completed by June 2016

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

**TOURISM**

<b>ISSUES</b>	<b>WHAT DO WE WANT</b>	<b>HOW WILL WE DO IT</b>	<b>CURRENT ACTIVITIES/ PROJECTS</b>	<b>OUTCOMES BY JUNE 2017</b>
Lack of awareness and promotion of easily accessible loop roads throughout the Cooktown region	Tourism drives/ circuits	Develop a self drive tour from Cooktown – Hope Vale and Cooktown – Bloomfield loops, based on indigenous cultural experiences. Including points of interest, tour and accommodation options		Develop itinerary and flyer and promote on website and visitor information centre
Lack of Indigenous tourism products	Increase in quality Indigenous tourism products	Engage with Tourism Events Queensland to develop Tourism Action Plan Work with Traditional Owners on developing awareness of Dreaming Track		Tourism Action Plan delivered

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

**EVENTS**

ISSUES	WHAT DO WE WANT	HOW WILL WE DO IT	CURRENT ACTIVITIES/ PROJECTS	OUTCOMES BY JUNE 2016
Council event support	Successfully and professionally managed, governed and executed events in Cook Shire	A three tiered approach: 1. Create Event Management Information Kit 2. Major Event Funding rounds every three years 3. Measurable in-kind support		Successful implementation of Event Management Information kit
Opportunity to develop an internationally recognised one-off event showcasing Cooktown	2020 Event	Develop organisational structure and comprehensive business plan 2016 – 2020	2020 Advisory Committee has been established and developing awareness	Business Plan developed with yearly goals defined
Other event categories:	<p>Sporting</p> <ul style="list-style-type: none"> <li>• Cooktown Mountain Bike Rally</li> <li>• Cardiac Challenge</li> <li>• Bramwell Cup</li> <li>• Cooktown Races</li> <li>• Laura Races and Rodeo</li> </ul> <p>Fishing</p> <ul style="list-style-type: none"> <li>• Lizard Island Black Marlin Fishing Competition</li> <li>• Barramundi Fishing Competition</li> </ul> <p>Cultural</p> <ul style="list-style-type: none"> <li>• Laura Aboriginal Dance Festival</li> <li>• Wallaby Creek Festival</li> </ul> <p>Meetings and events</p> <ul style="list-style-type: none"> <li>• Cooktown and Cape York Business Conference</li> </ul> <p>History</p> <ul style="list-style-type: none"> <li>• Re-enactment of Captain Cook’s landing</li> <li>• Cooktown Discovery Festival</li> </ul> <p>Special Interest</p> <ul style="list-style-type: none"> <li>• Cooktown “Party like it’s New Year’s Eve” RV Rally</li> </ul>			

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

**AGRICULTURE**

<b>ISSUES</b>	<b>WHAT DO WE WANT</b>	<b>HOW WILL WE DO IT</b>	<b>CURRENT ACTIVITIES/ PROJECTS</b>	<b>OUTCOMES BY JUNE 2016</b>
Locally produced food is being sent to Rocklea Markets then resent to Cooktown weeks later. Locally produced food should be sold fresh, locally.	Well developed Agri-food industry supporting local growers	<ul style="list-style-type: none"> <li>• Supply chain – identifying what works well and supporting local buy initiatives</li> <li>• Aquaculture opportunities</li> <li>• Endeavour Valley and McIvor Road growers</li> <li>• School of Agri-business</li> </ul>	Report from Dr Nick Rose visit September 2015 waiting to be received	Cooktown Agri-food project plan completed
Funding available from the Emissions Reduction Fund	Explore revenue streams from the Emissions Reduction Fund	Investigate methods and projects which can be applied for funding		Workshops on Emissions Reduction Fund supported by Cook Shire Council

**AVIATION**

<b>ISSUES</b>	<b>WHAT DO WE WANT</b>	<b>HOW WILL WE DO IT</b>	<b>CURRENT ACTIVITIES/ PROJECTS</b>	<b>OUTCOMES BY JUNE 2016</b>
Opportunity to subdivide land at Cooktown Airport	Development of Cooktown Airport and Aviation Park	A new taxiway and airport road are required to be constructed. The work has been costed at \$990,000 of which \$500,000 is being requested under the Building our Regions fund. Council's contribution will be \$490,000 of which a large part of Council's cost will be contributed by the two proponent companies through infrastructure contribution charges.	Successful application with the Building Our Regions Fund can commence the Cooktown Airport and Aviation Park Master Plan the being developed	Two foundation tenants committed



**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**Appendix 1**

**Economic Development Focus Industries:**

**TOURISM**

Value of tourism in Cape York

Estimated expenditure in the Cape York area would be:

Overnight domestic visitor \$84M

Domestic day visitor                      \$2M

International visitors                      \$12M

Direct employment in Cape York is estimated to be about 310 with most being in accommodation, cafes, restaurants, transport, attractions and services.

Takings for tourism hotels, motels and serviced apartments is estimated to be nearly \$4M.

*Source: Cummings Economics from ABS Census Data*

## Appendix 1

### Economic Development Focus Industries:

#### TOURISM

Value of tourism in Cape York

Estimated expenditure in the Cape York area would be:

Overnight domestic visitor	\$84M
Domestic day visitor	\$2M
International visitors	\$12M

Direct employment in Cape York is estimated to be about 310 with most being in accommodation, cafes, restaurants, transport, attractions and services.

Takings for tourism hotels, motels and serviced apartments is estimated to be nearly \$4M.

*Source: Cummings Economics from ABS Census Data*

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

## Economic Development Focus Industries:

### AGRICULTURE

Industry sector analysis							
Agriculture	2013/14				2012/13		
Economic measure	Cook Shire	Queensland	Cook Shire as a % of Queensland	Cook Shire	Queensland	Cook Shire as a % of Queensland	2012/13 to 2013/14
Employment (total)	2,791	2,260,174	0.1%	2,667.04	2,221,895.7	0.1%	+123.74
Employment (FTE)	3,069	1,937,594	0.2%	3,168.26	1,888,178.9	0.2%	-99.45
Output/Total Sales (\$m)	1,586.05	585,056.3	0.3%	1,624.39	573,711.7	0.3%	-38.34
Value add (\$m)	1,057.51	248,837.7	0.4%	1,149.05	246,313.6	0.5%	-91.54
Exports (\$m)	1,082.70	174,632.1	0.6%	1,226.24	168,594.1	0.7%	-143.54
Exports (domestic) (\$m)	788.58	121,423.2	0.6%	912.93	118,003.5	0.8%	-124.35
Exports (international) (\$m)	294.12	53,208.9	0.6%	313.31	50,590.6	0.6%	-19.19
Imports(\$m)	736.35	178,524.1	0.4%	809.62	175,907.2	0.5%	-73.27
Imports (domestic) (\$m)	581.43	111,949.5	0.5%	648.86	110,138.1	0.6%	-67.43
Imports (international) (\$m)	154.92	66,574.6	0.2%	160.76	65,769.1	0.2%	-5.84
Local Sales (\$m)	503.35	410,424.4	0.1%	398.16	405,118.2	0.1%	+105.20
Worker productivity (\$ per worker)	378,928.59	110,096.7		430,832.93	110,857.4		-51,904.33

Source: [National Institute of Economic and Industry Research \(NIEIR\) \(opens a new window\)](#) ©2015. Compiled and presented in *economy.id*, the population experts.

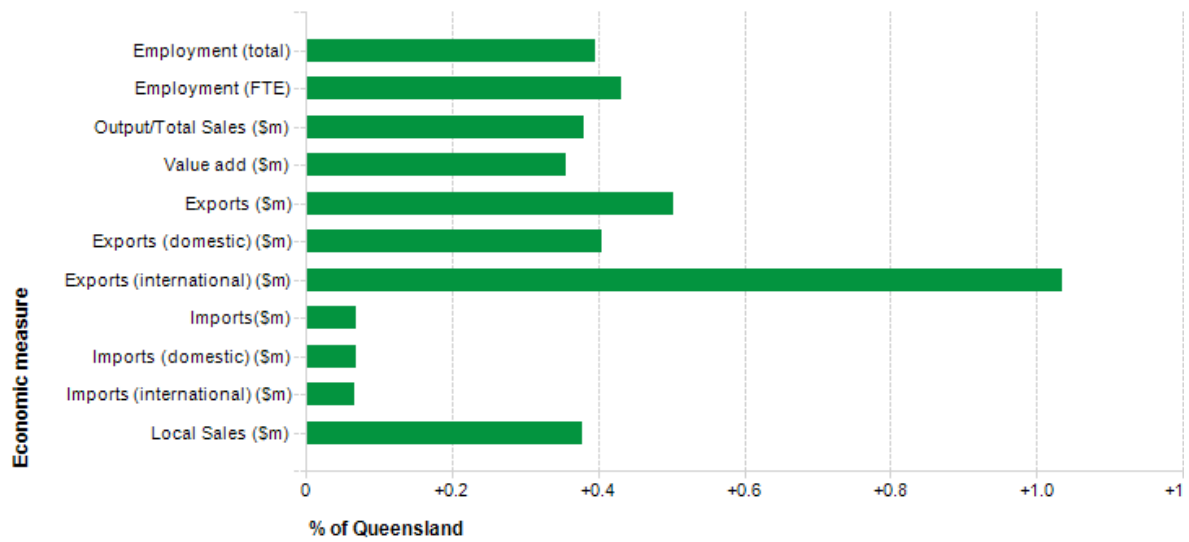
Data is based on 2012-13 constant prices for all years. NIEIR data are inflation adjusted each year to allow direct comparison, and new data releases normally adjust previous years' figures to a new base year.

AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016



Industry contribution to Queensland 2013/14

■ Cook Shire - Agriculture, Forestry and Fishing



Source: National Institute of Economic and Industry Research (NIEIR) ©2015  
Compiled and presented in economy.id by .id the population experts



Commentary...??

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

## EMERGING INDUSTRY

### AVIATION

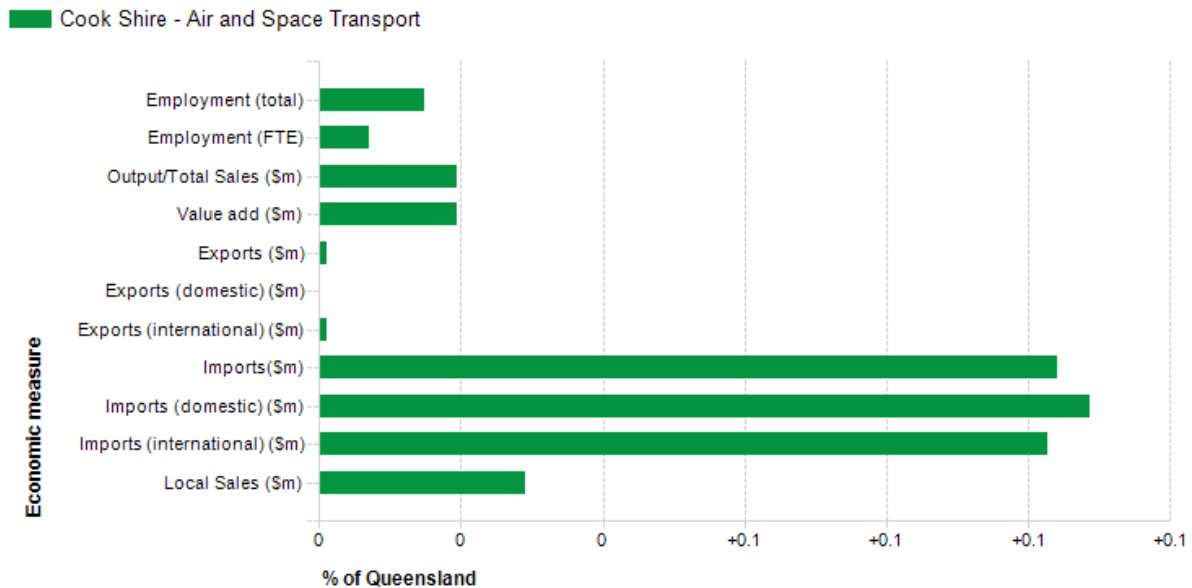
Industry sector analysis							
Air and Space Transport		2013/14			2012/13		
Economic measure	Cook Shire	Queensland	Cook Shire as a % of Queensland	Cook Shire	Queensland	Cook Shire as a % of Queensland	2012/13 to 2013/14
Employment (total)	1.55	10,441.0	0	2.20	10,408.2	0	-0.65
Employment (FTE)	0.61	8,565.4	0	0.59	8,162.8	0	+0.02
Output/Total Sales (\$m)	0.95	4,867.6	0	1.04	4,969.2	0	-0.09
Value add (\$m)	0.34	1,752.1	0	0.37	1,774.0	0	-0.03
Exports (\$m)	0.00	3,552.8	0	0.00	3,514.7	0	0
Exports (domestic) (\$m)	0.00	1,909.0	0	0.00	1,970.6	0	0
Exports (international) (\$m)	0.00	1,643.7	0	0.00	1,544.0	0	0
Imports (\$m)	4.45	4,274.6	0.1%	5.56	4,583.1	0.1%	-1.11
Imports (domestic) (\$m)	1.03	948.1	0.1%	1.72	1,024.2	0.2%	-0.69
Imports (international) (\$m)	3.42	3,326.5	0.1%	3.84	3,558.8	0.1%	-0.42
Local Sales (\$m)	0.95	1,314.9	0.1%	1.04	1,454.6	0.1%	-0.09
Worker productivity (\$ per worker)	220,459.91	167,804.8		168,559.02	170,438.6		+51,900.90

Source: [National Institute of Economic and Industry Research \(NIEIR\) \(opens a new window\)](#) ©2015. Compiled and presented in economy.id the population experts.

Data is based on 2012-13 constant prices for all years. NIEIR data are inflation adjusted each year to allow direct comparison, and new data releases normally adjust previous years' figures to a new base year.

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

**Industry contribution to Queensland 2013/14**



Source: National Institute of Economic and Industry Research (NIEIR) ©2015  
Compiled and presented in economy.id by .id the population experts



The Cooktown Airport Industrial Development site zoning allows for a multitude of business and industry to co-exist. Council is supportive of projects that will create a precinct of service delivery companies to meet existing demand, across a range of industries.

As a coastal hub servicing most of the Cape York region (106,168m<sup>2</sup> land area), Cooktown is well positioned to offer new business and investment opportunities in this emerging industry, with a runway – PCN 9/2/C Design Aircraft Dash 8-100.

**Zoning**

Current: Community Use

Approved Zoning: Preliminary approval granted for rezoning to Industrial

**Tenure:** Leasehold

**Infrastructure:** Reticulated power is available

**Location:** 7.5km to town centre, 324km to Cairns

The Cooktown Airport adjoins the Airport Subdivision land – Cook Shire Council owns and operates the Cooktown Airport, which is a certified aerodrome with a runway classification of 3C.

**Current facilities:**

- Automated bulk fuel – H24 AVGAS and Jet A1 bowser
- Dash 8-100 access
- Passenger lounge
- Flight services
- Runway details: 1627m long and 30m wide (total cleared strip 90m wide)
- Regular 35 min flights CNS – CTN via Hinterland Aviation (27 flights/ fortnight)

## **AGENDA AND BUSINESS PAPERS**

### **18, 19, 20 JANUARY 2016**

No charter companies operate from Cooktown on a regular basis

#### **Development Opportunities**

- Vehicle storage area – 4WD, RV, caravan, car (secure area)
- Vehicle hire – 4WD, car
- Aircraft/ helicopter maintenance centre/ operator
- Heavy vehicle/ car service centre
- Bulk storage – domestic/ commercial storage
- Business centre
- Training centre – aviation, indigenous training

## **EMERGING INDUSTRY**

### **RENEWABLE ENERGY – Generating investment**

The Cook Shire Solar project is a combination of storage and fringe-of-grid project and is a technological world first in the renewable energy supply market. The system consists of:

- 13MW Solar Array
- 1.4MW/ 5.34 MWh Battery Storage
- System controller/ energy management

This innovative technology and functionality offers:

- Seamless integration of renewable energy into the grid network
- Voltage and frequency control/ power quality
- Islanding functionality
- Primary control reserve service potential

A fully controlled inverter system provides predictable and demandable renewable power supply and will demonstrate baseload capabilities. Ultimately this project creates a leadership position for Cook Shire Council, Queensland and Australia building an innovative reputation in the global renewable energy arena.

Cooktown is positioning itself to showcase regional Australia's ability to become a "solar city"

## **Appendix 2**

# **Business and industry development**

### **Understanding business needs**

Cook Shire Council conducts a yearly survey to better understand the business community and their diverse needs: big and small, urban and rural, established and emerging. The Cook Shire Business Survey identifies a number of key areas to develop such as addressing the staff training needs of different organisations as well as attracting more people to the region. Once collected, this information contributes to the council's evidence base for economic research. In turn this informs policy development, implementation and monitoring as well as seeking appropriate workshops to facilitate training and development.

Cook Shire Council and the Cooktown business community are closely linked through regulatory processes. The regulatory environment is one of the critical areas where the council can become more business-friendly and 'can-do'. Regulation has to achieve a balance between the need for businesses to have regulatory certainty, while still being flexible enough to change rapidly to meet current conditions. Cook Shire Council will make sure that regulatory decision-making processes are fair and timely.

### **Sourcing goods and services locally**

The "Local Buy" scheme and Council's preferred list of suppliers is updated annually in which this competitive tender process selects the appropriate company who can meet the needs and supply bulk goods to Cook Shire Council.

### **Supporting networks and inter-agency groups**

Professional networks are established by like-minded individuals who want to advance the professional standing of their business, industry or occupation. They are involved in advocacy, networking, leadership development and the regulation of their membership. It is vital that Cook Shire Council continues supporting proactive and productive networks and inter-agency groups with knowledge sharing programs and staffing resources where applicable. If our region continues to foster successfully functioning working groups, networks and committee, every resident will reap the rewards of this tight-knit and supportive mindset looking positively into our future.

### **Entrepreneurs, Youth and Innovation**

Young people need skills and experience for jobs of the future, not the past. 60% of students are being trained in jobs that will be radically changed by automation. Economic changes are transforming work through automation, globalisation and more flexible work. This could bring opportunity for Cook Shire's youth, but it could also further disadvantage young people in labour markets. For example, *The New Work Order* report shows currently 70% of young Australians are getting their first job in roles that will either look very different or be completely lost in the next 10-15 years due to automation.

The Queensland Government is investing \$180 million over four years to create the knowledge based jobs of the future. It will help position the state as an attractive investment destination with a strong innovation and entrepreneurial culture.



## **AGENDA AND BUSINESS PAPERS**

### **18, 19, 20 JANUARY 2016**

*Advance Queensland* is a comprehensive suite of programs, based on international evidence of 'what works', and is designed to create the knowledge-based jobs of the future, drive productivity improvements and build on our natural advantages.

To capitalise on the opportunities of tomorrow, we need to:

- Ensure our young people have the skills that will be in demand – science, technology, engineering and maths (STEM), including computer coding abilities
- Work with the private sector to raise the rate of startups and better support businesses to access the advice, mentoring and capital to grow
- Work with industry and universities to translate more scientific and technological excellence into products and services
- Support our graduates, new businesses and scientists to think and network globally

### **Grant funding**

Council's Community and Economic Development Grant Program aims to provide assistance to the residents of Cook Shire through funding for activities that promote community and / or economic improvement within the region. The Economic Development Grant is valued up to \$5,000 and the Community Development Grant is valued up to \$2,000.

Major Event funding is a competitive process every three years in which Council provides \$5,000 support (including in kind support) yearly, to emerging major events that will develop into iconic events in Cook Shire.

With regards to funding applications, Council's role within the community is to build resilience with community groups and not-for-profit volunteer organisations to seek funding avenues from other sources outside of Cook Shire and to further develop membership numbers and possibly regional collaboration with other like-minded organisations. Cook Shire Council also relies heavily on grant funding from State and Federal programs for a range of projects which might stimulate economic development or infrastructure upgrades for the betterment of residents and ratepayers.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**Appendix 3**  
**Specific Growth opportunities**

<b>Growth Sector</b>	<b>High Value-Adding Activity</b>	<b>Why Cook Shire?</b>
Niche Tourism Products	<ul style="list-style-type: none"> <li>• Day spa or rainforest retreat for high value tourist couples or spouses – an alternative to fishing or hunting activities</li> <li>• Trophy hunting – Eradicating feral animals from stations or National Parks (crocodiles, pigs, cattle, horses, cats, wallabies)</li> <li>• Adventure tourism – Water or land based activities. An opportunity to develop iconic events in the Cape or capitalise on fundraising rallies to Cape York</li> </ul>	<ul style="list-style-type: none"> <li>• An abundance of fully serviced vacant blocks nestled in pockets of rainforest – with 30,000 tourists visiting Cooktown each year</li> <li>• Close relationships exist and support would be offered by Cape York Natural Resource Management, Cape York Sustainable Futures and QLD Parks and Wildlife Services</li> <li>• Vast available land with changing landscapes and terrain. Current tourism products focus on European/ indigenous tourism or nature based activities</li> </ul>
Food production	<ul style="list-style-type: none"> <li>• An abattoir to service the Cape with processing of feral animals</li> <li>• Tropical food production to supply growing Asian market</li> <li>• Carbon farming</li> <li>• Waste to energy</li> </ul>	<ul style="list-style-type: none"> <li>• Competitive advantage of positioning of Cook Shire in Cape York would provide opportunities to source feral animals. This would immensely aid the reduction of feral animals across Cape York and reduce the destruction of vegetation and native animal habitats</li> <li>• Vast land available suitable to a variety of produce with established supply chains and consumer markets</li> </ul>
Housing development	<ul style="list-style-type: none"> <li>• Quality rental housing is failing to meet the demands of professionals and public service personnel moving to Cooktown</li> </ul>	<ul style="list-style-type: none"> <li>• Aging population choosing to retire and enjoy lifestyle options, plus growing young workforce (25-34 yrs) and parents and homebuilders (35 – 49yrs)</li> </ul>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**Appendix 4**

**Infrastructure audit**

<b>Transportation</b>	Two airports – Cooktown and Coen Two ports – Cooktown and Cape Flattery Sealed road to Cairns via the Mulligan Highway	
<b>Communications</b>	4GX Mobile being rolled out in key communities Cooktown currently has ADSL2+ Landline phone connections NBN Fixed wireless technology mid – late 2016	
<b>Utilities</b>	Water, wastewater, electricity	Cooktown won Queensland’s Best Tasting Drinking Water in 2013 Cooktown has significant excess capacity and can support a population double current size with existing infrastructure
<b>Social</b>	PCYC Events Centre (place of refuge for natural disasters) Four early childhood education and care services Two aged housing service providers Four police stations One ambulance station One fire station with other rural fire brigade services Six public schools including two high schools, private Christian college and Catholic Education Flexible Learning Centre Three hospitals with a helicopter landing pad at Cooktown and visiting specialist health services Three public libraries with access to the Rural Libraries Queensland online borrowing network One public swimming pool Numerous sporting grounds	Cooktown has a four star rating Tidy Towns Australia accreditation and was Queensland’s state winner in 2014

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

## **Appendix 5**

### **Natural resources**

#### **Water**

Cooktown residents enjoy pristine drinking water straight from the Little Annan River and are rarely affected by drought conditions which means water restrictions during summer do not apply. Cooktown's water supply was named ORICA Australia Best of the Best QLD Water Taste Test, FNQ winner 2013.

#### **Energy**

Lakeland is the first township in Cook Shire to see first-hand the benefits of this renewable energy technology and the positive impacts this has on securing further solar projects in our vast Shire. This is the perfect example of Public/ Private Partnerships in which Cook Shire Council can negotiate with stakeholders using Council Freehold plus Unallocated State Land for investment initiatives. Other examples of renewable energy such as wind and hydro projects in Cook Shire has previously been explored and as further understanding regarding battery storage are discovered this will only further enhance our position to participate in future projects.

#### **Natural Resources**

After many petitions and awareness campaigns by local residents, Cook Shire Council passed a resolution to ensure the shire remains Coal Seam Gas free. Given the vast landscapes and land available in Cape York, mining companies must negotiate the many land tenure issues that are in place.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**Appendix 6**

**Our competitive advantage**

Competitive Advantage	Strengths	Weaknesses
<b>Factor conditions</b>	<p>Position of Cooktown in Cape York.</p> <p>Enviably lifestyle in lush unspoilt environment surrounded by Great Barrier Reef, Wet Tropics Management Authority and World Heritage listings.</p> <p>Favourable climate.</p> <p>Many fully serviced blocks of land readily available for investment opportunities and business/ lifestyle relocation plus sections of Unallocated State Land means Cook Shire can negotiate future use agreements with a State Government focussed on building local government resilience.</p> <p>Strong links to Australia's pioneering and indigenous history.</p>	<p>Many restrictive land and sea tenure issues.</p> <p>Remoteness from capital city.</p> <p>Lack of knowledge of our region with within State and Federal Government regarding land issues and development opportunities.</p> <p>Climate – seasonality of tourism industry and perspective of being “inaccessible” during the wet season</p> <p>Lack of media presence or understanding.</p> <p>Small population in large geographic area means low rate base and uncertainty of state and federal funding.</p> <p>Lack of educational tourism products</p>
<b>Firm strategy and rivalry</b>	<p>Position of Lakeland within Cape York to be viewed favourably with climatic seasonal events and food security.</p> <p>Sealed bitumen road into Laura and upgraded bridge will provide better all season access.</p> <p>Sealed bitumen for the Peninsula Development Road means townships on either side will benefit from core infrastructure upgrades.</p>	<p>Lack of underground water supply and distance to market.</p> <p>Poor mobile telecommunications and reliable internet coverage in these areas is an ongoing issue for economic development</p>
<b>Demand</b>	<p>Cape York is seen as a "Last Frontier" on everyone's "Bucket List".</p> <p>Rich, fertile land between Lakeland and Laura in a prime position to feed the Cape and Asian markets.</p>	<p>Underdeveloped townships and tourism product not ready to meet demand</p> <p>Water security and availability.</p> <p>Agriculture land regrowth availability.</p>
<b>Supporting and relating industry</b>	<p>The three priority industry sectors for Cook Shire are Tourism, Agriculture and Aviation. These are supported by Construction, Public Administration and Safety and Health Care and Social Assistance.</p> <p>Regional Airports: Cooktown and Coen.</p>	<p>A weakness is our forecasted population growth to 2031 is 1%, growing from 4,260 to 4,593.</p> <p>Water security and availability,</p>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

<b>Innovation</b>	The positioning of our townships for future tourism growth and industry development to service the Cape.	agriculture land regrowth availability and lack of core enabling infrastructure such as telecommunications, ports and roads
	James Cook University and Griffith University are key partners in the Cook Shire Solar Project, with James Cook University boasting a presence already established in Cooktown with the visiting dental students.	Education and skills surrounding future demand for agriculture, construction and services sector.

## Appendix 7

### Economic Snapshot at December 2015

The next Census will be taking place August 2016, however this data will not be available until mid 2017. Like many other townships and Local Government Area's (LGA) defined by the Australian Government as being "remote", Cook Shire Council residents cannot underestimate the importance of completing the Census which ultimately shapes the future of our region in terms of state and federal funding and consideration for future priority infrastructure and upgrades.

The estimated residential population at June 2014 is 4,260. The projected population forecast for the Cook LGA from 2011 – 2031 is estimated at 4,593, only a 1% increase.

#### Age structure - service age groups

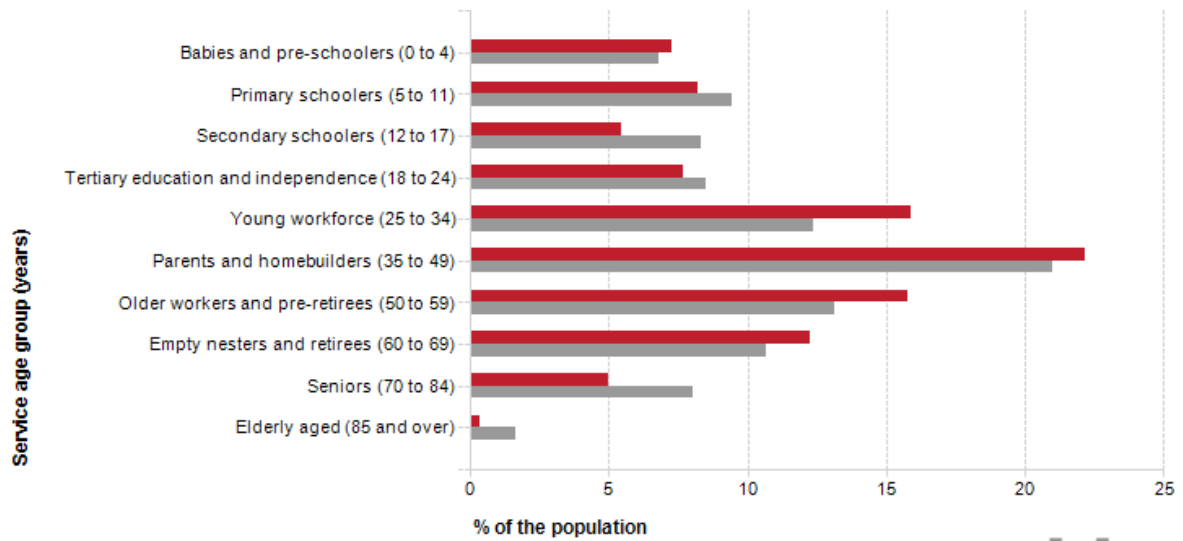
Cook Shire - Total persons	2011			2006			Change 2006 to 2011
	Number	%	Regional QLD %	Number	%	Regional QLD %	
Babies and pre-schoolers (0 to 4)	301	7.2	6.8	240	6.9	6.5	+61
Primary schoolers (5 to 11)	342	8.2	9.5	345	10.0	9.9	-3
Secondary schoolers (12 to 17)	226	5.4	8.3	226	6.5	8.7	0
Tertiary education and independence (18 to 24)	318	7.7	8.5	186	5.4	8.7	+132
Young workforce (25 to 34)	660	15.9	12.4	416	12.0	12.5	+244
Parents and homebuilders (35 to 49)	920	22.2	21.0	894	25.8	21.9	+26
Older workers and pre-retirees (50 to 59)	656	15.8	13.2	609	17.6	13.2	+47
Empty nesters and retirees (60 to 69)	509	12.3	10.7	354	10.2	9.4	+155
Seniors (70 to 84)	206	5.0	8.0	169	4.9	7.8	+37
Elderly aged (85 and over)	15	0.4	1.7	24	0.7	1.4	-9
<b>Total population</b>	<b>4,153</b>	<b>100.0</b>	<b>100.0</b>	<b>3,463</b>	<b>100.0</b>	<b>100.0</b>	<b>+690</b>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**Age structure - service age groups, 2011**

Total persons

■ Cook Shire ■ Regional QLD



Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 (Usual residence data)  
Compiled and presented in profile.id by .id, the population experts.

**.id** the population experts

The top five industries of employment are as follows:

- Public Administration and Safety (224)
- Agriculture, Forestry and Fishing (208)
- Accommodation and Food Services (204)
- Health Care and Social Assistance (170)

For more information on historical Census economic and social data, visit [www.economy.id.com/cook](http://www.economy.id.com/cook)





**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**FINANCE**

F1	<b>REVENUE AND EXPENDITURE –DECEMBER 2015</b>
	<i>Report no. D16/385 from Director Corporate Services</i>

That the Revenue and Expenditure Statements for December 2015 be adopted

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

<b>Cook Shire Council Income Statement</b>				
<b>For Period Ended 31st December 2015</b>				
	Actual to		Amended Bgt	Original Budget
% of Year Completed 50.0%	30/12/2015	%	2015-16	2015-16
<b>Income</b>				
<b>Recurrent Revenue</b>				
Rates, Levies & Charges	2,918,575	45%	6,529,850	6,529,850
Sales of Goods & Major Services	4,914,753	102%	4,812,000	2,712,375
Fees & Charges	358,037	39%	924,260	924,260
Rental Income	173,212	62%	281,400	281,400
Interest Received	97,857	50%	194,400	194,400
Private Works	19,727	14%	140,000	85,000
FAG's Grant	6,538,481	74%	8,824,000	8,824,000
Other Operating Grants & Subsidies	153,084	55%	276,100	276,100
Other Income	42,927	60%	71,850	71,850
	<b>15,216,654</b>	69%	<b>22,053,860</b>	<b>19,899,235</b>
<b>Capital Revenue</b>				
Grants & Subsidies	4,726,454	67%	7,004,500	7,004,500
NDRRA Grants	28,819,372	96%	30,000,000	22,400,000
Profit on Asset Sales	0		0	0
	<b>33,545,826</b>	91%	<b>37,004,500</b>	<b>29,404,500</b>
<b>Total Income</b>	<b>48,762,480</b>	83%	<b>59,058,360</b>	<b>49,303,735</b>
<b>Expenses</b>				
<b>Recurrent Expenses</b>				
Employee Costs (Net of Flood)	3,861,607	44%	8,746,062	9,196,062
Materials & Services	4,728,566	52%	9,022,955	8,182,280
Finance Costs	163,770	52%	312,200	312,200
Depreciation	4,400,000	50%	8,800,000	8,599,050
	<b>13,153,943</b>	49%	<b>26,881,217</b>	<b>26,289,592</b>
<b>Capital Expenses</b>				
NDRRA Expenditure	29,850,052	100%	30,000,000	22,400,000
Loss on Asset Sales	0		0	0
<b>Total Expenses</b>	<b>43,003,995</b>	76%	<b>56,881,217</b>	<b>48,689,592</b>
<b>Net Result Surplus/(Deficit)</b>	<b>5,758,486</b>	264%	<b>2,177,143</b>	<b>614,143</b>
<b>Add Back Capital Transaction</b>	<b>(3,695,774)</b>		<b>(7,004,500)</b>	<b>(7,004,500)</b>
<b>Operating Result (Deficit)</b>	<b>2,062,712</b>		<b>(4,827,357)</b>	<b>(6,390,357)</b>

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

<b>Cook Shire Council - Revenue &amp; Expenditure Financial Year 2015-16</b>										
	<b>Revenue</b>			<b>Expenditure</b>			<b>Surplus/(Deficit)</b>			
% of year completed 50.0%	Actual to 31/12/15	Amended Budget	% of Budget	Actual to 31/12/15	Amended Budget	% of Budget	Actual to 31/12/15	Amended Budget	% of Budget	Comment
<b>Executive Management</b>										
CEO's Office	642	0		412,919	711,200	58.1%	(412,277)	(711,200)	58.0%	FNQ 65, LGAQ 49, Redund 37
Elected Members	0	0		293,311	578,900	50.7%	(293,311)	(578,900)	50.7%	
HR & WH&S	27,500	27,500	100.0%	164,159	327,900	50.1%	(136,659)	(300,400)	45.5%	Trainee subsidy
<b>Executive Mgt Total</b>	<b>28,142</b>	<b>27,500</b>		<b>870,389</b>	<b>1,618,000</b>	<b>53.8%</b>	<b>(842,247)</b>	<b>(1,590,500)</b>	<b>53.0%</b>	
<b>Corporate Services</b>										
Corporate Services Mgt		0		231,833	525,350	44.1%	(231,833)	(525,350)	44.1%	
Rates Operations	1,653,973	3,314,900	49.9%	83,587	149,250	56.0%	1,570,386	3,165,650	49.6%	Temp costs
<b>Financial Services</b>										
- Grants : FAGs/Operating	5,352,275	7,206,000	74.3%		0		5,352,275	7,206,000	74.3%	FAGs General Portion
- Grants: Capital	4,726,454	7,004,500	0.0%		0		4,726,454	7,004,500	67.5%	Waterfront, - R4R & State/R2R
- Interest Income	97,857	146,000	67.0%		0		97,857	146,000	67.0%	
- Profit & Loss-Asset Sales		0	0.0%		0		0	0		
- Other Income	17,807	40,000	44.5%		0		17,807	40,000	44.5%	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		150,373	285,000	52.8%	(150,373)	(285,000)	52.8%	Quarterly payment
- Other Expenses		0		10,439	27,200	38.4%	(10,439)	(27,200)	38.4%	Bank Charges
On cost Recovery	1,365,370	3,420,000	39.9%	1,157,206	3,315,000	34.9%	208,164	105,000	198.3%	W/Comp \$256 k
IT Services		0	0.0%	293,171	523,500	56.0%	(293,171)	(523,500)	56.0%	Includes Software annual cost
Business Services	10,551	10,000	105.5%	225,313	543,600	41.4%	(214,762)	(533,600)	40.2%	Tenders, Service Fees
Community Buildings	73,785	153,200	48.2%	311,593	566,700	55.0%	(237,808)	(413,500)	57.5%	Ins \$45k
Endeavour Lodge	67,156	122,400	54.9%	86,831	165,850	52.4%	(19,675)	(43,450)	45.3%	Contract staff
Admin & Financial Services	55,306	60,600	91.3%	193,226	440,600	43.9%	(137,920)	(380,000)	36.3%	Back charges and Catholic School rates
Stores Operations	19,426	35,000	55.5%	68,154	205,600	33.1%	(48,728)	(170,600)	28.6%	
Admin Overheads Recovery	641,100	1,398,820	45.8%	0	0	0.0%	641,100	1,398,820	45.8%	
<b>Corporate Services Total</b>	<b>14,081,060</b>	<b>22,911,420</b>	<b>61.5%</b>	<b>3,050,895</b>	<b>7,014,650</b>	<b>43.5%</b>	<b>11,030,165</b>	<b>15,896,770</b>	<b>69.4%</b>	
<b>Engineering</b>										
Mgr Engineering Services	8,225	12,000	68.5%	739,943	1,775,200	41.7%	(731,718)	(1,763,200)	41.5%	
Parks & Gardens	626	0	0.0%	632,633	1,501,750	42.1%	(632,007)	(1,501,750)	42.1%	
Road Infrastructure	1,186,206	1,618,000	73.3%	3,700,734	6,422,700	57.6%	(2,514,528)	(4,804,700)	52.3%	FAGs **TIDs in Finance, Depn \$5.5m
Water Infrastructure	440,258	1,815,300	24.3%	1,421,675	2,850,150	49.9%	(981,417)	(1,034,850)	94.8%	Consumption charged Jan & June
Sewerage Infrastructure	610,566	1,185,700	51.5%	733,031	1,454,950	50.4%	(122,465)	(269,250)	45.5%	
Airport Operations	408,895	801,000	51.0%	544,668	1,094,200	49.8%	(135,773)	(293,200)	46.3%	
Commercial Operations	4,540,270	4,130,000	109.9%	911,101	996,600	91.4%	3,629,169	3,133,400	115.8%	Gravel Extract'n \$712, Roy \$132, Wharf
Works Depot	0	0	0.0%	92,893	149,050	62.3%	(92,893)	(149,050)	62.3%	
Plant	1,379,344	1,986,000	69.5%	1,034,864	2,147,250	48.2%	344,480	(161,250)	-213.6%	
Private Works	15,461	100,000	0.0%	20,433	80,000	0.0%	(4,972)	20,000	0.0%	
Flood Damage	28,819,372	30,000,000	96.1%	29,850,052	30,000,000	99.5%	(1,030,680)	0	0.0%	
Services Functions	0	0		25,053	172,350	0.0%	(25,053)	(172,350)	14.5%	Pre cyclone Clean-up
<b>Engineering Total</b>	<b>37,409,223</b>	<b>41,648,000</b>	<b>89.8%</b>	<b>39,707,080</b>	<b>48,644,200</b>	<b>81.6%</b>	<b>(2,297,857)</b>	<b>(6,996,200)</b>	<b>32.8%</b>	

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

<b>Cook Shire Council - Revenue &amp; Expenditure Financial Year 2015-16</b>										
	<b>Revenue</b>			<b>Expenditure</b>			<b>Surplus/(Deficit)</b>			
% of year completed 50.0%	Actual to 31/12/15	Amended Budget	% of Budget	Actual to 31/12/15	Amended Budget	% of Budget	Actual to 31/12/15	Amended Budget	% of Budget	Comment
<b>Economic Dev &amp; Comm Serv</b>										
Comm Serv Mgt		0		134,156	316,174	42.4%	(134,156)	(316,174)	42.4%	
Community Events	4,689	0	0.0%	28,948	66,000	43.9%	(24,259)	(66,000)	36.8%	
Community Development		0		33,213	81,500	40.8%	(33,213)	(81,500)	0.0%	Reallocation of salaries
Grants	18,907	0		49,168	96,000	51.2%	(30,261)	(96,000)	0.0%	
Economic Dev/Grants	2,800	19,000		74,828	156,001	48.0%	(72,028)	(137,001)	52.6%	
Media & Marketing		0		52,800	188,606	28.0%	(52,800)	(188,606)	28.0%	
Arts & Culture	67,877	80,000	84.8%	43,703	92,695	47.1%	24,174	(12,695)	0.0%	Grant unspent c/fwd
Libraries	4,724	8,600	54.9%	110,458	270,846	40.8%	(105,734)	(262,246)	40.3%	
Sports & Recreation	27,199	43,850	62.0%	126,887	301,439	42.1%	(99,688)	(257,589)	38.7%	Pool donation \$17, Fence \$9
Events Centre	3,524	10,000	35.2%	282,506	506,100	55.8%	(278,982)	(496,100)	56.2%	
Tourism & Events	994	11,000	9.0%	64,822	163,151	39.7%	(63,828)	(152,151)	42.0%	
Natures Powerhouse	274	0	0.0%	48,472	207,000	23.4%	(48,198)	(207,000)	23.3%	
<b>Community Services Total</b>	<b>130,988</b>	<b>172,450</b>	<b>76.0%</b>	<b>1,049,961</b>	<b>2,445,512</b>	<b>42.9%</b>	<b>(918,973)</b>	<b>(2,273,062)</b>	<b>40.4%</b>	
<b>Planning &amp; Environment</b>										
Manager Planning & Environ.	235	0		65,817	324,500	20.3%	(65,582)	(324,500)	20.2%	
Planning & Land Tenure	28,119	86,500	32.5%	188,339	557,800	33.8%	(160,220)	(471,300)	34.0%	
Building	48,889	111,500	43.8%	216,570	557,450	38.9%	(167,681)	(445,950)	37.6%	
Pest Mgt & Local Laws	6,954	31,625	22.0%	184,500	228,250	80.8%	(177,546)	(196,625)	90.3%	O'time during tourist season/Wharf
Health & Environment	19,119	34,560	55.3%	135,904	524,470	25.9%	(116,785)	(489,910)	23.8%	Annual Fees
Waste Management	318,029	781,900	40.7%	713,770	1,545,350	46.2%	(395,741)	(763,450)	51.8%	
Environmental Levy	105,184	206,000	51.1%	0	0	0.0%	105,184	206,000	51.1%	
Cemeteries	2,140	6,850	31.2%	15,260	51,750	29.5%	(13,120)	(44,900)	29.2%	
SES	21,734	22,000	98.8%	24,376	41,500	58.7%	(2,642)	(19,500)	13.5%	
Land Tenure	738	45,000	1.6%	83,284	234,430	35.5%	(82,546)	(189,430)	43.6%	Nat Title Grant
Landcare Facilitator		0	0.0%	7,107	9,550	74.4%	(7,107)	(9,550)	0.0%	Grant funding terminated
Biosecurity	4,266	380,000	1.1%	133,083	490,750	27.1%	(128,817)	(110,750)	116.3%	
<b>Planning &amp; Environ Total</b>	<b>555,407</b>	<b>1,705,935</b>	<b>32.6%</b>	<b>1,768,010</b>	<b>4,565,800</b>	<b>38.7%</b>	<b>(1,212,603)</b>	<b>(2,859,865)</b>	<b>42.4%</b>	
<b>Total Revenue &amp; Exp</b>	<b>52,204,820</b>	<b>66,465,305</b>	<b>78.5%</b>	<b>46,446,335</b>	<b>64,288,162</b>	<b>72.2%</b>	<b>5,758,485</b>	<b>2,177,143</b>	<b>264.5%</b>	
<b>Add Back Capital Trans</b>	<b>(33,545,826)</b>	<b>(7,004,500)</b>	<b>478.9%</b>	<b>(29,850,053)</b>	<b>0</b>		<b>(3,695,773)</b>	<b>(7,004,500)</b>		
<b>Operating Rev &amp; Exp</b>	<b>18,658,994</b>	<b>59,460,805</b>	<b>31.4%</b>	<b>16,596,282</b>	<b>64,288,162</b>	<b>25.8%</b>	<b>2,062,712</b>	<b>(4,827,357)</b>		

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

<b>Cook Shire Council Balance Sheet</b>				
<b>For Financial Year 2015-16</b>				
	<b>Actual to</b>	<b>%</b>	<b>Amended</b>	<b>Budget</b>
	<b>31/12/2015</b>	<b>Diff</b>	<b>Budget</b>	<b>2015-16</b>
<b>Current Assets</b>				
Cash & Cash Equivalents	113,928	-62%	301,150	301,150
Investments	7,786,551	-12%	8,800,000	7,800,000
Rate Debtors (Net of Advances)	720,373	21%	595,000	595,000
Trade Debtors	1,994,026	343%	450,000	450,000
Other Receivables	0	0%	0	0
Inventories	558,717	0%	560,000	560,000
<b>Total Current Assets</b>	<b>11,173,595</b>	<b>4%</b>	<b>10,706,150</b>	<b>9,706,150</b>
<b>Non-Current Assets</b>				
Property, Plant & Equipment	276,123,498	11%	249,495,948	249,495,948
Capital Works in Progress	13,097,823	94%	6,750,000	6,750,000
<b>Total Non-Current Assets</b>	<b>289,221,321</b>	<b>13%</b>	<b>256,245,948</b>	<b>256,245,948</b>
<b>Total Assets</b>	<b>300,394,916</b>	<b>13%</b>	<b>266,952,098</b>	<b>265,952,098</b>
<b>Current Liabilities</b>				
Trade Creditors	1,211,782	51%	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	177,706	-38%	285,000	285,000
Working Capital Facility (\$10mil)	150,000		0	0
Provision for LSL	805,373	44%	560,000	560,000
<b>Total Current Liabilities</b>	<b>3,291,327</b>	<b>128%</b>	<b>2,575,000</b>	<b>2,575,000</b>
<b>Non-Current Liabilities</b>				
Trade Creditors	0		0	0
Employee entitlements	0	0%	0	0
Other Payables	102,084	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
<b>Total Non-Current Liabilities</b>	<b>6,979,898</b>	<b>-1%</b>	<b>7,040,000</b>	<b>7,040,000</b>
<b>Total Liabilities</b>	<b>10,271,225</b>	<b>7%</b>	<b>9,615,000</b>	<b>9,615,000</b>
<b>Net Community Assets</b>	<b>290,123,691</b>	<b>13%</b>	<b>257,337,098</b>	<b>256,337,098</b>
<b>Community Equity</b>				
Retained Surplus	66,755,261	-1%	67,748,203	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
<b>Total Community Equity</b>	<b>290,123,692</b>	<b>13%</b>	<b>257,337,098</b>	<b>256,337,098</b>

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

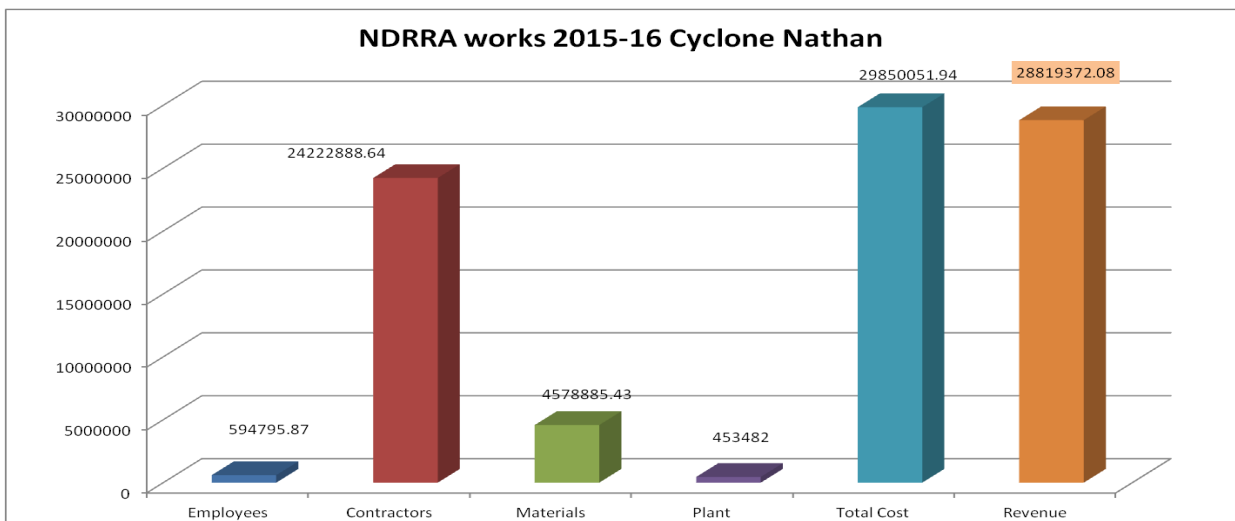
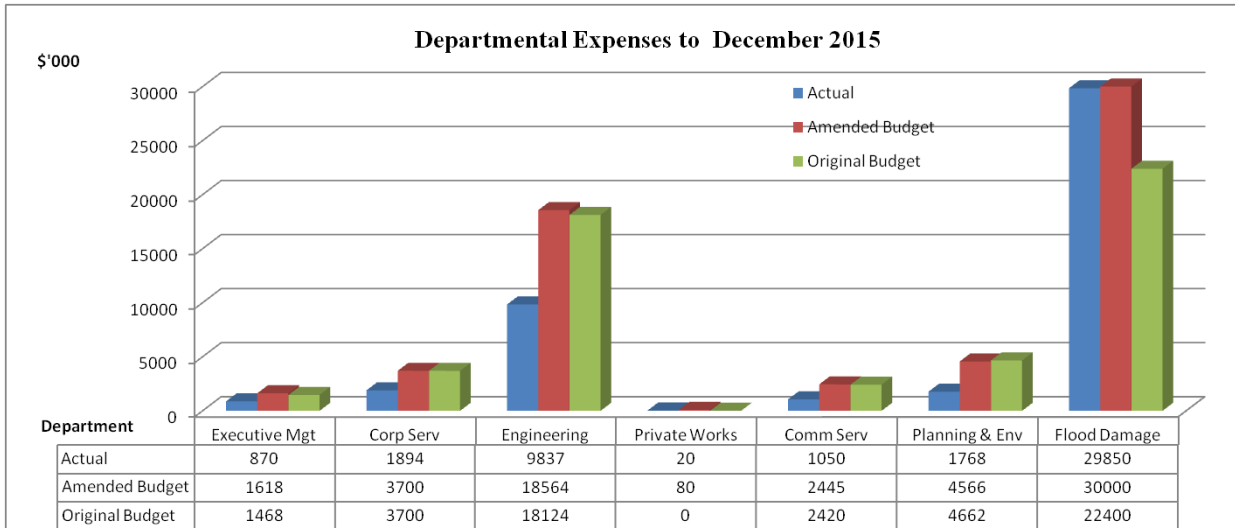
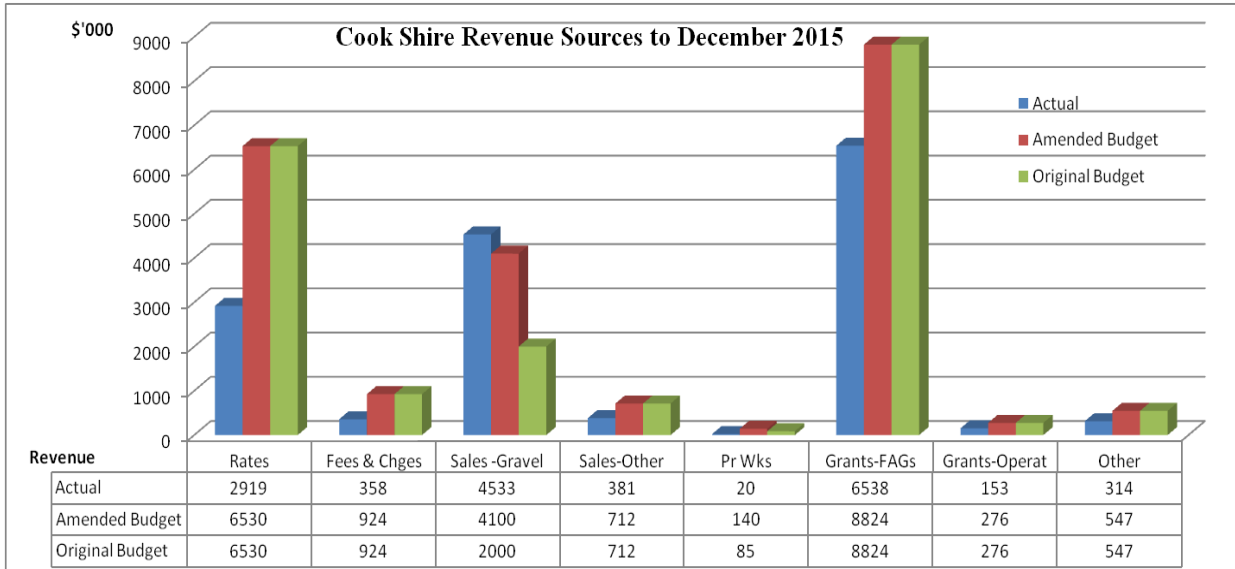
<b>Cook Shire Capital Budget 2015-16 : Expenditure to September 30 2015</b>											
Location	WO	Waterfront Project	Budgeted Cost 2015-16	Trade-in Revenue	Funded by approved grants	Funding Body	Funded by Council	Costs Current Month	Cost to Date	Balance to Date	Comments
Cooktown	2233	Waterfront-Sewerage	55,000				0	1,109	67,504	-12,504	
	2234	Waterfront-Roadworks/Stormwater/Earthworks	1,011,418		1,066,418	R2R	0	32,381	124,557	886,861	
	2238	Waterfront-Irrigation (To Landscaping)	0				0	0		0	
	2316	Waterfront-Gazebo, Shade Sails	40,000				0	15,080	32,360	7,640	
	2317	Waterfront-BBQ's/Shelters					0	28,851	99,690	-99,690	
	2318	Waterfront-Amenities/Pergola/Eastern Toilet : MTC	1,239,159		1,239,159	R4R, DLGP	0	17	1,028,083	211,076	Includes Ancilliary
	2319	Waterfront-Amenities Block : Ancilliary (To WO 2318)					0	0		0	
	2320	Waterfront-Powder Magazine Retro-fit					0	0		0	
	2321	Waterfront-Landscaping(Pool,Hydromulch,Trees, Soil, Bins)	808,962		848,962	R4R/R2R	0	33,625	33,625	775,337	
	2322	Waterfront-Lighting	180,921		180,921	R4R	0	-1,102	172,058	8,863	
	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	0	37,385	-1,868	
	2327	Waterfront-Fishing Platforms	422,058		422,058	R4R	0	-1,026	458,295	-36,237	
	2328	Waterfront-Stage Area (TO Landscaping)					0	0		0	
	2329	Waterfront-Concrete Works: Paths/Slabs					0	0	135,741	-135,741	
	2330	Waterfront-Water Park (Grant 40%)	343,508		343,508	DLGP	0	0	75,901	267,607	
	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	20,606	127,072	144,658	
	2453	Waterfront-Water Mains	135,263		135,263		0	0		135,263	
	2462	Waterfront-CCTV Grafitti Stop	22,214		22,214	DLGP	0	5,700	5,700	16,514	
	2485	Waterfront-General Excavation	0				0	0	72,218	-72,218	
		Waterfront-Retaining Wall					0	0		0	
		Plaza Concreting					0	0		0	
							0	0		0	
		<b>Total Waterfront Expenditure for 2015-16</b>	<b>\$ 4,750,000</b>	<b>\$ -</b>	<b>\$ 4,750,000</b>		<b>\$ -</b>	<b>\$ 135,241</b>	<b>\$ 2,474,032</b>	<b>\$ 2,275,968</b>	
					<b>\$ 4,750,000</b>						
		<b>Plant &amp; Infrastructure</b>									
		Various Plant items - to be finalised	620,000	270,000	0	-	350,000	0	47,891	572,109	Plant items to be confirmed
Coen	2466	Coen Toilet Block	40,000	0	0	-	40,000	1,041	1,041	38,959	Purchased requires fitout and connections
	2690	Coen Airport-24,000 Fuel Tank	0	0	0	-	0	8,074	54,780	-54,780	
	2770	Coen Airport-Bulk Diesel Tank & Bund	0				0	137	22,158	-22,158	
		Photocopier-Admin Office	10,000		0	-	10,000	0		10,000	Current copier failing too often
	2421	Standby Genset- Amnan WTP						2,681	35,780	-35,780	
		Water & Sewerage infrastructure	250,000	\$0.00	0	-	250,000	0		250,000	Water & Waste Infrastructure under review
								0		0	
		<b>Total Plant &amp; Infrastructure Expenditure for 2015-16</b>	<b>920,000</b>	<b>270,000</b>	<b>0</b>	<b>-</b>	<b>650,000</b>	<b>11,933</b>	<b>161,650</b>	<b>758,350</b>	

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

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

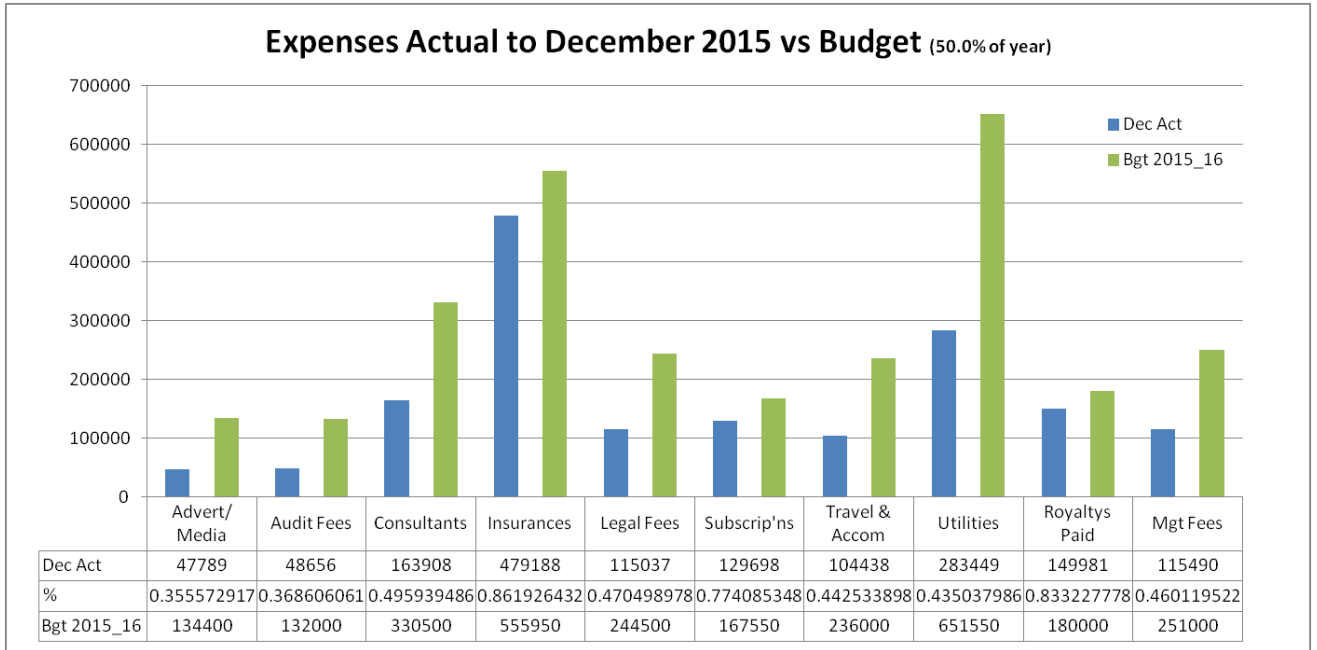
Location		Other Capital Project requiring Funding	Budgeted Cost 2015-16	Trade-in Revenue	Funded by approved grants	Funding Body	Funded by Council	Costs Current Month	Cost to Date	Balance to Date	Comments
		<b>Roadworks</b>									
Cook Shire	2669	Sailors Hill-Bamaga Road	1,750,000		1,750,000	ATSI TIDs	0	-31,877	1,397,115	352,885	
	2670	Lukin Overflow-Strathgordon Road	250,000		250,000	ATSI TIDs	0	-20,179	292,846	-42,846	
	2772	Morehead Crossing-Causeway (\$225,000)	225,000		225,000	TIDs	0	109,341	155,854	69,146	
	2771	Endeavour B'camp 21.9 km to 23.7 km (\$530,000)	530,000		530,000	TIDs	0	202,009	429,559	100,441	Betterment program
	2775	Moreton Bramwell-Seal (\$270,000)	270,000		270,000	ATSI TIDs	0	313,226	318,671	-48,671	
								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	90,000			R2R	0	-4,870	43,912	46,088	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			
		<b>Other Structures</b>									
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						13,197	17,770	-17,770	Dependent upon Grant Funding
		Clubhouse John St oval						0			Dependent upon Grant Funding
		Washdown Bay-Depot (part of stores upgrade)					150,000	5,625	5,625	-5,625	Utilising Depot Loan
								0			
Coen	2691	Coen Airport-Taxiway Reseal (\$100,000)	0		0		0	4,654	56,415	-56,415	
Lakeland	2767	Sports Ground-Soil Test						0	810	-810	Dependent upon Grant Funding
	2782	Sports Ground Fence						1,170	6,368	-6,368	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			
		<b>Total Other Capital</b>	<b>\$ 3,115,000</b>	<b>\$ -</b>	<b>\$ 3,025,000</b>		<b>\$ 150,000</b>	<b>\$ 592,296</b>	<b>\$ 2,724,945</b>	<b>\$ 390,055</b>	
		<b>Total Capex Budget 2014-15</b>	<b>\$ 8,785,000</b>	<b>\$ 270,000</b>	<b>\$ 7,775,000</b>		<b>\$ 800,000</b>	<b>\$ 739,470</b>	<b>\$ 5,360,627</b>	<b>\$ 3,424,373</b>	

## AGENDA AND BUSINESS PAPERS 18, 19, 20 JANUARY 2016





**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**



**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**ADMINISTRATION**

A1	<b>WATERFRONT ADVISORY COMMITTEE MINUTES 14 DECEMBER 2015</b>	
	<i>Report No. D16/253 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 14 December 2015 and the minutes of the meetings are attached.

**Link to Corporate Plan**

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.
- b) A sound annual budget which ensures adequate funding and reserves to provide for Council's future obligations.

**Consultation**

Nil

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

Nil

**Policy Implications**

None identified

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

Operational budget.

**RECOMMENDATION**

That the minutes and resolutions of the Waterfront Advisory Committee meeting held on 14 December 2015 be received.

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**



**ATTENDEES:**

Deputy Mayor Penny Johnson (Chair), Cr Glen Shephard, Cr Sue Clark, Cr Kaz Price, Cr Russell Bowman, Cr Alan Wilson, CEO Tim Cronin, Martin Cookson Director Corporate Services, Michael Czarnecki Acting Director of Engineering Services, Mark Marziale Director Planning and Environment

**APOLOGIES:**

Mayor Peter Scott, Gary Kerr

Meeting commenced with a site visit at 8:00am on 14 December 2015.

The Chair, Cr Penny Johnson, reconvened the meeting at 9:20am in Chambers.

1. Response to letter from Department of Environment and Heritage Protection has been referred to King & Co who will handle all future correspondence.
2. GHD has been commissioned to complete a report on conditions contained in the letter.
3. A copy of the letter of response is to be sent to Councillors.
4. A report into the stability of the wall has been commissioned and the committee has requested quotes on a number of options to ensure long term stability measures.
5. The Waterfront Advisory Committee has resolved to progress with Option Two of the Alternate Design for the balustrade. The Waterfront Advisory Committee will accept responsibility for the installation of the pool fencing around the pergola. A quote will be sourced for the installation by the on-site Contractor MTC Builders.

Next meeting 8:00am Monday 18 January 2016

The meeting closed at 11:00 am

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**COMMITTEE OF THE WHOLE**

Local Government Regulation 2012

Chapter 8 Administration

Part 2 Local government meetings and committees s275 Closed meetings

The meeting is closed to discuss

(1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss—

(d) rating concessions;

(e) contracts proposed to be made by it;

(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**INFORMATION**

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**ENGINEERING SERVICES**

	<b>ENGINEERING SERVICES REPORT – DECEMBER 2015</b>	
	<i>Report no. D16/377 from Engineering Services</i>	

## **General**

### **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**

- 495.5mm of rain recorded for the month, causing the weir heights to peak 800mm above the weir water quality to change and the Treatment Plant chemical dosing adjusted to suit the increased turbidity and colour
- Michael Lawrence from Bligh Tanner visited the Treatment Plant to liaise with the operators to assist in better operations of running the Plant
- The Cook Shire Council boiler maker installed a new exhaust to the generator, two days later there was an interruption to the mains power supply, the generator was started and ran well
- Routine maintenance has taken place around the Treatment Plant including mowing and fire breaks have been maintained
- Filter and pump maintenance including sedimentation tank sludge removal has also been kept up to date
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

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

- 5 service repairs for this month
- 1 mains repair took place in Howard Street
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

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

- There were no service or mains repairs this month
- A CIP and routine maintenance were performed weekly

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

**2.1.4 Lakeland Water Report**

- There were no service or mains repairs this month
- 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 dam this month
- There were no mains or service repairs for this month
- A CIP was performed and left to soak overnight
- New air fittings were installed and the oil was changed on the plant compressors
- A leaking air fitting was repaired at the Treatment Plant
- A 63mm wrap around was installed at Shephard's Bore
- Routine maintenance around the treatment plant, Depot and bores took place, mowing and wiper snipper was completed around all bores and the dam shed
- Water sampling as per the sampling matrix were collected and analysed, with all samples complying.

**2.2 Waste Water Report**

**2.2.1 Cooktown Waste Water**

- A non response from an employee to a Critical Alarm Fault resulted in an overflow at the Sewerage Treatment Plant, soil samples and river samples were taken and sent to EPA
- The Treatment Plant operators have calibrated the gas detector for Hopevale Council
- The foundations have been dug for the belt filter press shed extension
- There was a power outage at pump station 3 so the mobile genset was used
- The standby generator in Boundary Street has been run
- The belt drift alarm switch on the belt filter press was replaced this month
- Number 2 pump at pump station 4 was sent away for reconditioning
- The electrician fitted a phase failure relay to the SCA and repaired the generator change over switch at pump station 3
- PU 204 was reinstalled and the problem with the draw for PU 204 will need to be rectified in the near future
- UV lamps 118 and 123 have been replaced
- The step screen was removed and the grit flap reinstalled under instructions from Spirac
- AAT and IAT air times have been adjusted
- A new end cap was installed on the AAT DO meter
- 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

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

- 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
- 4 bags of lime were added to the Regent Street pump well to maintain pH balance
- Sludge and sand was removed from the drying beds, the beds and drain pipes were cleaned out and new sand replaced
- Effluent has been primarily pumped to the irrigation area this month
- A cover was replaced on the effluent irrigation filter system
- Routine maintenance was performed at the Sewerage Treatment Plant, which included mowing, brush cutting along the fence line and the irrigation area
- The irrigation paddock fence will require replacing in sections so deter the cattle
- A blockage caused from a build up of lime was removed at the Regent Street Pump well
- Samples were collected and sent off for analysis, all complied with the licence requirements

**\* No further information supplied from Team Leader Reticulation for Cooktown, Lakeland and Laura**

## **Aerodrome Operations**

### **Cooktown Airport**

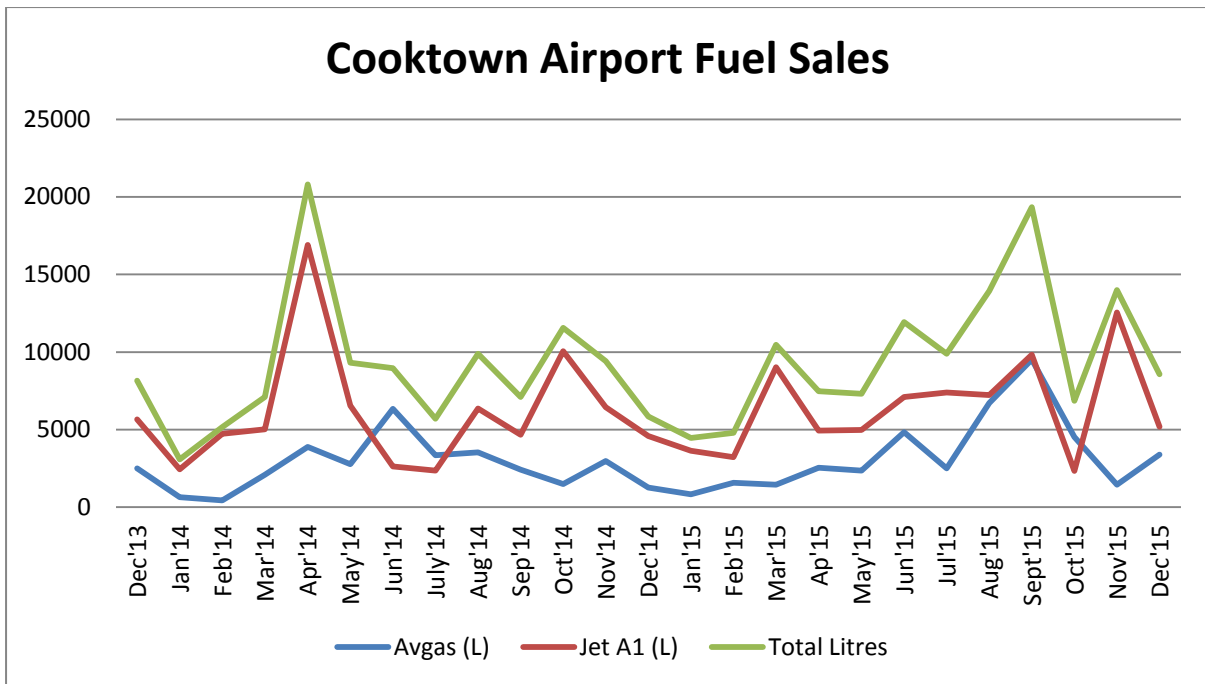
The total fuel sold in December was 8571.83 litres (3389.20 Avgas & 5182.63 Jet A1).

General maintenance and cleaning around the aerodrome continued throughout December. Water leaks around the terminal and apron area were repaired. Empty water tanks were cleaned out and the gutters on the workshop, terminal and residence were cleaned.

Replacement solar lights were installed at Laura aerodrome. Also termite nets that are encroaching on the runway and flight strip were poisoned.



**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**



**Coen Airport**

**Core business activity**

Total landings for the month: 60

<b>Fuel Sales</b>	<b>Avgas</b>	<b>JetA1</b>
Litres	3936	10314
\$ Value	9603.84	15986.70

**Plant and Equipment**

- New avgas tank is in place and filled ready for the wet.
- Aviation fuel pumps have had the hydraulics refurbished and are operating extremely well with a large increase in Avgas pump rate.
- Old aviation fuel pods have been relocated in the new diesel bund and a further 4000 lt of diesel has been delivered.

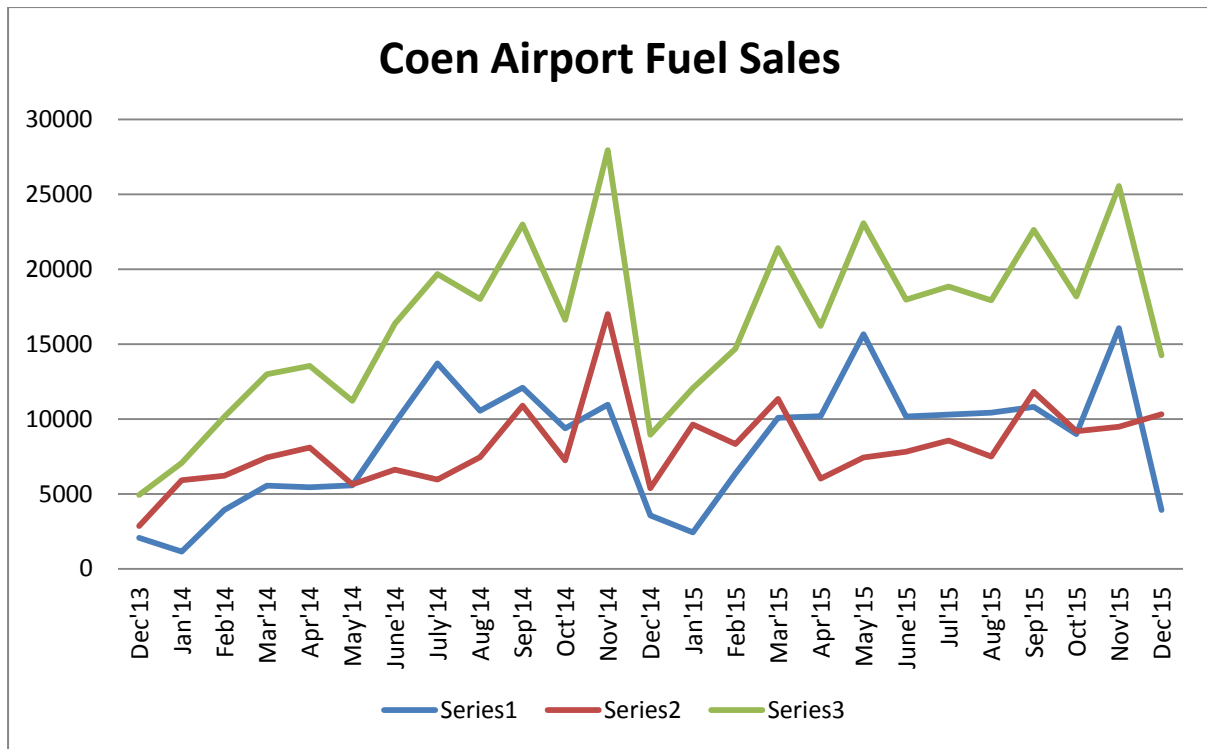
**Aerodrome Maintenance**

- Early in the month it was necessary to back burn around two sides of the aerodrome to mitigate risks from approaching bush fires.
- Slashing has been recommenced following recent rain reducing fire risk.

**Other Issues**

- There are no other issues to report.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**



## 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 at the Botanic Gardens, and removal of fig tree from between two buildings at the Charles St Student Homes
- 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 systems now shut down for the wet season
- Playground inspections undertaken
- Rossville Playground reopened after temporary closure while boilermakers removed one set of platform supports and constructed and installed new ones, as the original supports were corroding. Broken swing seat also replaced.
- Lions Park Playground – awaiting corrosion treatment by Boilermakers

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

- Lakeland Playground – three items of equipment removed from sand softfall area due to subsurface corrosion
- Annual park furniture renovations continued, sanding and coating with Aquadeck
- Timber footbridge at Botanic Gardens repaired with rotten post and beam replaced
- Six Beach Almond Trees planted at the Walker Bay carpark/foreshore area
- One table with bench seats removed and replaced near the wharf, due to rotten timbers

## **Traffic Counts Data**

Traffic counts data is now available on the Cook Shire Web Site under the Roads section on RHS of Home Page. It will be updated regularly as data comes in.

**AGENDA AND BUSINESS PAPERS  
16, 17, 18 NOVEMBER 2016**

Appendix A

Last updated 03/12/15		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	\$7,185,259.69	\$1,571,883.20	\$5,365,736.57	\$4,699,175.40	\$4,259,803.54	\$2,239,358.82	\$3,259,334.81	\$1,991.53	\$109,635.09	\$30,363,989.09
<b>Actual Expenditure to Date</b>		<b>\$6,579,845.96</b>	<b>\$1,283,903.45</b>	<b>\$5,121,180.52</b>	<b>\$4,559,615.40</b>	<b>\$3,435,637.15</b>	<b>\$2,188,201.36</b>	<b>\$2,693,908.81</b>	<b>\$1,991.53</b>	<b>\$84,675.09</b>	<b>\$25,948,959.27</b>
Received to Date	\$0.00	\$2,859,810.27	\$951,494.89	\$4,168,616.99	\$3,845,091.89	\$1,929,541.91	\$1,034,327.87	\$1,636,088.89	\$0.00	\$86,788.53	\$16,511,761.24
Balance	<b>-\$1,671,810.44</b>	<b>-\$3,720,035.69</b>	<b>-\$332,408.56</b>	<b>-\$952,563.53</b>	<b>-\$714,523.51</b>	<b>-\$1,506,095.24</b>	<b>-\$1,153,873.49</b>	<b>-\$1,057,819.92</b>	<b>-\$1,991.53</b>	\$2,113.44	<b>-\$11,109,008.47</b>
<b>Percentage Complete (10% is held till submissions are Aquitted)</b>	<b>100%</b>	<b>73%</b>		<b>91%</b>	<b>97%</b>	<b>64%</b>	<b>87%</b>	<b>80%</b>			<b>78%</b>
Approved											
Submitted											

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**LAND TENURE**

<b>APPLICATION FOR A LOCAL GOVERNMENT CHANGE – MINOR BOUNDARY CHANGE LOCKHART RIVER ABORIGINAL SHIRE COUNCIL – LOT 2 ON PLAN WMT 26 – LOCKHART AIRPORT; LOT 6 ON PLAN WMT54 – LINE HILL.</b>
<i>Report No.D16/00114 from Land Tenure Officer 2.502.14.</i>

**Précis**

1. Approval of external boundary changes of Cook Shire Council and Lockhart River Aboriginal Shire Council.

**Background/History**

2. By letter dated 17 December 2015, the Department of Infrastructure, Local Government and Planning advised that the Governor-in-Council approved the *Local Government Legislation Amendment Regulation (No.3) 2015* (the Regulation) which implements local government change determination made by the Local Government Change Commission in relation to the external boundaries of Cook Shire Council ('CSC') and Lockhart River Aboriginal Shire Council ('LRASC').
3. In accordance with this determination, the Regulation provides the following lots currently located in CSC, to be transferred in their entirety to LRASC;
  - Lot 2 on Plan WMT26, and
  - Lot 6 on Plan WMT54
4. Continuing, the Department advises it is working with the Department of Natural Resources and Mines to produce an updated local government area map reflecting these external boundary changes; a copy of the updated map reflecting these changes will be made available to Council as soon as possible.
5. The Department further advises that the implementation of the Regulation ensures all affected electors will be able to vote in the local government area to which their property has been transferred for the purposes of the 2016 local government election.
6. On 8 April 2015, the Honourable Deputy Premier, Minister for Infrastructure, Local Government and Planning, Minister for Trade, and then Minister for Transport, Jackie Trad MP, referred Council's application to the Change Commissioner for consideration to be given to the realignment of the common boundary between the CSC and LRASC.
7. The Change Commission is responsible for assessing whether a proposed local government change is in the public interest. In doing so, the Change Commission must consider –
  - whether the proposed local government change is consistent with the *Local Government Act 2009* (the Act).
  - the views of the Minister about the proposed local government change; and
  - any other matters prescribed under a regulation.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

8. In this case the Change Commission comprised of the Electoral Commissioner and a Casual Commissioner in accordance with Section 22 of the Act.
9. Section 19(3) of the Act provides that the Change Commission may conduct its assessment in any way that it considers appropriate including, for example –
  - ask for submissions from any local government that would be affected by the proposed local government change; and
  - hold a public hearing to ask the public for its views about the proposed local government change.
10. The Minister referred this matter to the Change Commission based on a submission she had received from CSC and LRASC without expressing a view for or against the proposal and also included correspondence from the Lockhart River Aerodrome Company Pty Ltd which currently holds a 20 year term lease (commencing 23/10/2007) on Lot 2 WMT26, supporting the proposed transfer of the Lot to the LRASC.
11. As all affected parties had expressed agreement that the two Lots should be moved into LRASC the Change Commission determined that the holding of a public hearing and/or the call for further submissions was unnecessary on this occasion.
12. Following the assessment of the proposed change and supporting documentation, and taking into account all considerations specified in the Act, the Change Commission recommended in favour of implementing the proposal that Lot 2 on Plan WMT26; and Lot 6 on Plan WMT54 be moved from CSC to LRASC.
13. In accordance with section 20 of the Act, the Governor-in-Council may implement the change that has been recommended, by regulation.
14. Reasons outlined by the Change Commission for its findings were;
  - both lots under review are located in the northern area of the CSC,
  - the eastern border of Lot 6 WMT54 is Lloyd Bay and the property is freehold owned by the LRASC.
  - Lot 2 WMT26 (Lockhart Airport) is located in the west of the Lockhart River Township and emergent services are attended to by the LRASC.
  - all parties to the matter are in agreement with the proposed change to the common boundary
  - the proposed boundary change is assessed as being consistent with the Act.
15. Further to the transfer of the two lots, the Change Commission recommended the inclusion of the eastern road adjacent to the aerodrome, Lockhart River Mission Road, and the esplanade located on the eastern boundary of Lot 6 to be included within the transfer. See attached Detailed Map: Lot 2 WMT26 and Lot 6 WMT54.
16. The Change Commission also noted that after transfer, the two lots will be subject to an Alcohol Management Plan.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

17. Notice of the Change Commissions recommendation was published the *Gazette* on Friday 9 October 2015, with an ad placed in the Western Cape Bulletin the week ending Friday 16 October 2015.

**Link to Corporate Plan**

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

**Consultation**

19. Lockhart River Aboriginal Shire Council.

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

20. Local Government Act 2009 and Local Government Regulation 2012.

**Policy Implications**

21. Nil.

**Financial and Resource Implications (Budgetary)**

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

**RECOMMENDATION**

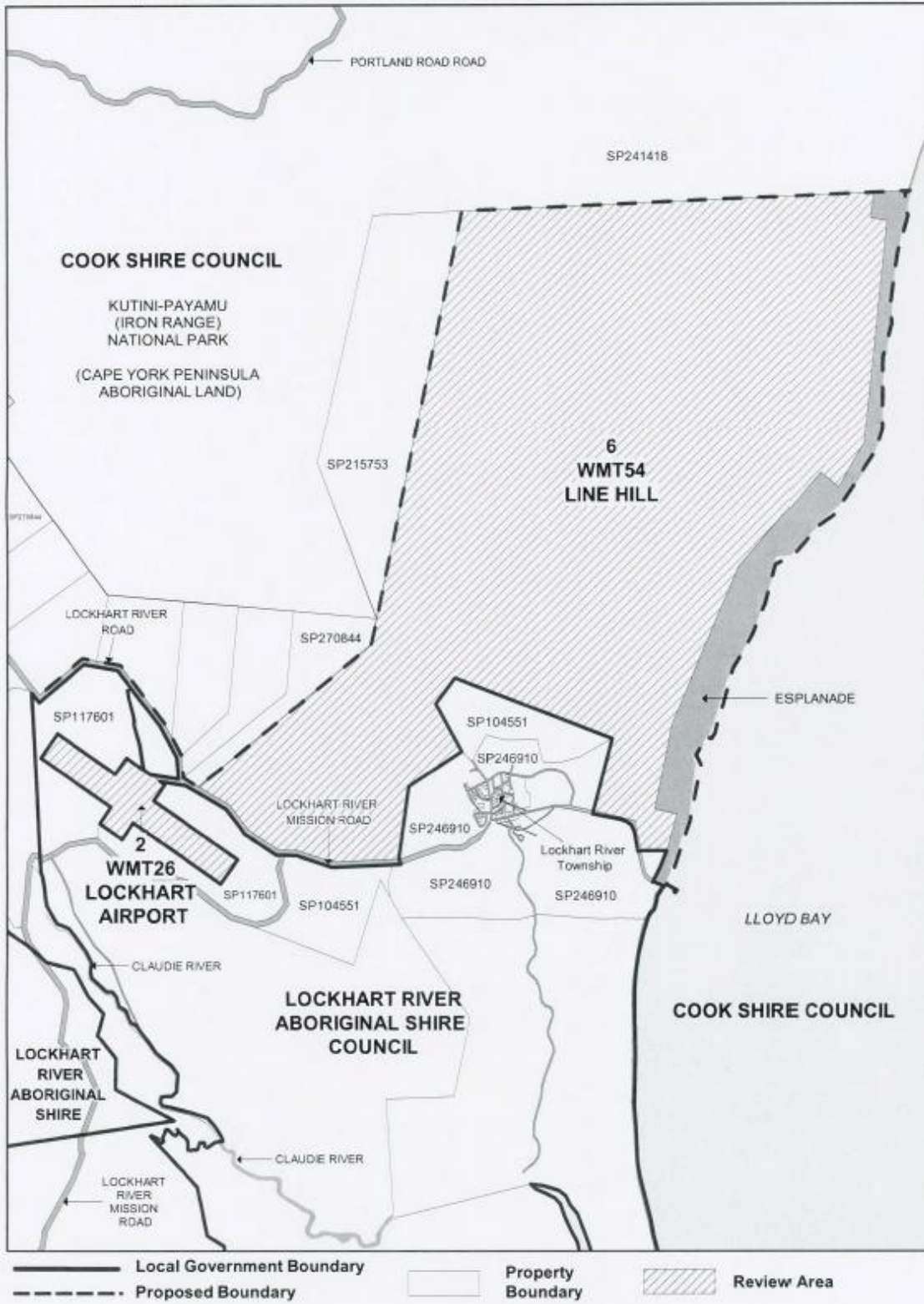
Report be received for information purposes.

Att.

Detailed Map: Lot 2 WMT26 and Lot 6 WMT54

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

**Detailed Map : Lot 2 on Plan WMT26 and Lot 6 Plan WMT54**





**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES**

<b>ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES DIVISIONAL REPORT – DECEMBER 2015</b>	
<i>Report No.D16/261 from Economic Development and Community Services Director.</i>	

**1. GRANTS**

**Applications Successful**

- Department of State Development, Infrastructure and Planning – Building Our Regions, Cooktown Airport upgrades
- Department of National Parks, Sport, Recreation and Racing, Get Playing Places and Spaces – Coen amenities block, installation of new amenities block with shade at Coen sports ground.
- Department of Environment - Green Army Round 4 – Restoration and Rehabilitation Scenic Rim Walk, Botanic Gardens, Alligator Creek; upgrade of signage and removal of noxious weeds from Scenic Rim Walk including Botanic Gardens and Alligator Creek.
- State Libraries – Tech Savvy Seniors, Senior’s internet training at Cooktown, Coen and Bloomfield libraries.

**2. ARTS AND CULTURE**

**RADF Initiatives**

- Work continued on RADF Council lead initiatives including:
  - delivery of arts management workshops
  - support and development of arts and culture - Peninsular Development Road
  - development of an arts and culture website.

**3. MEDIA, MARKETING and COMMUNICATIONS**

**Social media**

*Insights for Council’s official Facebook page, Cook Shire Connect, as of January 7, 2016*

- Total ‘likes’ – 1,826 (up 77 since last month).
- The most popular post by Council was “ROAD CLOSURE UPDATES” posted on December 21 regarding road condition in Cook Shire. It reached 5,799 people, and garnered 30 likes, 2 comments and 30 shares.

*Insights for Council’s official Twitter account, @CookShire, as of January 7, 2015*

- Council’s page has a steadily growing group of followers – now at 412, an increase of 10 from last month.

Council is also growing followers for its recently re-activated Instagram account, Cooktowntnq, (with 271 followers, up 11 since last month) and YouTube account, cooktownandcapeyork, 18 subscribers remaining steady. Regularly posted images and videos are keeping the accounts active and interesting, with followers increasing

**Media coverage**

## **AGENDA AND BUSINESS PAPERS**

### **18, 19, 20 JANUARY 2016**

Media coverage this month has included announcing the successful Green Army and State Library grant applications, procedural review for Cooktown sewerage Treatment Plant, the appointment of Council's new Building Surveyor and annual green waste pickup schedule.

#### **4. EVENTS and FESTIVALS**

##### **Upcoming Events and Date Claimers**

- 26 January                      Australia Day Awards
- 20 February                     Azamara Quest Cruise Ship Arrival

##### **Breakfast with Santa**

20 years of Breakfast with Santa was celebrated at the pool on December 6 with 99 children attending with their families. It was a great day and everyone enjoyed the morning and meeting Santa. Special thanks to the Cooktown Bakery, Cooktown District Community Centre, Queensland Fire and Emergency Services, Cooktown Business Solutions and all the volunteers who helped make the event a success.

#### **5. TOURISM**

##### **Meetings and Training**

- Cooktown 2020
- Cooktown Chamber of Commerce
- Great Inland Way

##### **Nature's Powerhouse**

- As of Christmas Day Nature's Powerhouse has been closed for renovations. Due to reopen at the end of March 2016.

#### **6. ECONOMIC DEVELOPMENT**

##### **Meetings and workshops**

2016 Census

FNQROC Local Government Economic Development Group – teleconference

Cooktown Chamber of Commerce and Tourism

##### **Cook Shire solar project**

Lyon Infrastructure updated Cook Shire Council with the successful announcement of the ARENA funding for the Cook Shire Solar Project, at the board meeting on 3 December. At this stage ARENA have not published a media release and Cook Shire Council will undertake its own media and communications to promote this long anticipated news once ARENA and Lyon Infrastructure allows it.

##### **Cooktown Airport**

On 21 December, a media release from Minister for State Development and Minister for Natural Resources and Mines, The Honourable Anthony Lynham announced that Cook Shire was successful in obtaining \$500,000 from the Remote Communities Infrastructure Fund. This was matched almost dollar for dollar with Cook Shire Council's monetary contribution. Works are expected to commence in the first quarter of 2016, weather permitting.

##### **Incubation Hub at Cooktown Library**

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

The next workshops to be held at the Incubation Hub, utilizing the QLD State Libraries Vision 2017 Grant funding for business focused workshops will be:

- Saturday 6 February
- Saturday 20 February
- Saturday 5 March

Michael Lawrence from Inspire Business Consulting will be returning to Cooktown to discuss; Financial Management – Back to Basics, Financial Analysis – the Next Steps and Planning for Success.

**Economic Development Grants tracking**

This table indicates the current Grants still outstanding from the 2014/15 budget.

Organisation Name	Project Name	Project start date	Project End Date	Council amount approved	Project acquitted
<b>Cooktown Photographic &amp; Framing</b>	10 Must see places to visit in Cooktown Coffee Table Book	1/01/2015	31/05/2015	\$ 2,000	Incomplete after 6 month extension. Invoice sent to recover funds
<b>Portland Roads Property Services</b>	Interpretive signage for Portland Roads	1/12/2014	30/11/2015	\$ 5,000	Overdue – Extension to June 2016

This table outlines the approved Economic Development Grants from the recently approved Economic Development and Community Services Grant 2015/16 budget.

Organisation Name	Project Name	Project start date	Project End Date	Council amount approved	Project acquitted
<b>Cooktown Chamber of Commerce &amp; Tourism</b>	Promotion of Explore Cooktown 2016	01/09/15	31/03/16	\$4,800	
<b>Wawu Dabaar Teaching Circle</b>	“Sharing Culture” Initiative	20/11/15	30/01/16	\$2,000	
<b>Australian Pacific Lodges P/L</b>	Mungumby Mt Bike Muster (MMM) and Cooktown Mt Bike Rally (CMR)	15/01/16	31/05/16	\$5,000	

**Mobile Blackspot Nomination**

With Federal MP Warren Entsch’s recommendation, Cook Shire Council nominated both Rossville and Portland Roads for Round Two of the Mobile Blackspot programme. A letter was also sent to Mr Entsch’s office informing him of our nominated sites.

## AGENDA AND BUSINESS PAPERS

18, 19, 20 JANUARY 2016

### 7. LIBRARY UPDATE

#### *Cooktown*

- Visitor numbers to the library have increased since the advent of the hotter weather accuracy of statistical data

#### *Bloomfield*

- The Christmas market was a success for the stall holders and they were all very happy with the outcome.
- The playgroup parents have continued to meet up at the library for catch up as well as renewing the borrowings for the children.

#### *Coen*

- No report from Coen library due to unforeseen circumstances.

#### Library Statistics – December SLQ 2015

Library	Membership Adults, Junior Instit &Temp	Loans	Internet Usage	Reservations
Cooktown	A 798, J 118, Y 11, Inst. 3, T4	2243	807 vouchers issued	187
Bloomfield	A80, J7, Inst. 1	268		22
Coen	A46, J 34	13		2

### 8. COOKTOWN SWIMMING POOL

#### December Activities

- Lifeguard training is held on 19 and 20 December.
- Blackboards have been installed and the children are enjoying them.

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

**CORPORATE SERVICES**

	<b>SENIOR UNITS MONTHLY REPORT – JANUARY 8, 2016</b>
	<i>Report No. D16/301 from Contract Housing Officer/Property Manager</i>

**Précis**

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

**Link to Corporate Plan**

Theme 4.4 Aged Care Planning & Property Management:

**4.4.1 Manage and provide, to a standard that ensures legislative compliance and equitable access:**

- a) Disaster management facilities and services in conjunction with state government agencies.
- b) Community/aged care housing where endorsed as an appropriate municipal service.
- c) Procedures and processes that ensure buildings comply with minimum safety and health standards.
- d) Public infrastructure for equitable access to all common facilities.

**4.4.2 Where resources and capacity allow:**

- a) Incorporate best practice management as a benchmark in all activities.
- b) Increase and improve services where ‘whole of life’ costing is known, community need is demonstrated and essential, and additional expenditure does not compromise sustainable core service provision.
- c) Demonstrate environmental awareness and sustainable practice in resource usage.
- d) Match expenditure on assets against requirement for core service provision..

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

- Residential Tenancy Rooming & Accommodation Act 2008
- Department of Human Services (Centrelink)
- Department of Housing & Public Works (DHPW)
- Residential Tenancy Authority – Queensland (RTA)
- Bond Authority – Queensland
- QCAT – Queensland Civil Administration Tribunal
- Building Act 1975.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**Senior Units tenant(s)**

*Tenant(s):*

- Rent Increase effective from March 7, 2016 based on 25% basic pension and Clean Energy Supplement.
- Routine Inspections to be conducted Thursday January 28, 2016.
- Entry Notice (Form 9) giving 16 days written notice, legal requirement 7 days.
- Feedback form
- Maintenance form

**Policy Compliance and Implementation**

Department of Housing & Public Works – Determining assessable and non-assessable incomes

- Community Housing Rent Policy using Electronic Rent Calculation Tool (ERCT)
- Rent is adjusted annually and includes pensions, benefits and allowances, wages and work allowances and other income sources
- Fact sheet available Community Housing rent assessment tool assessable and non-assessable income list to support CSC in annual rent increases/reviews

**Financial and Resource Implications (Budgetary)**

In regard to vacated tenant(s) the following action has been undertaken:-

- Unit 3A Endeavour lodge – Residential Tenancy Authority (RTA) Bond refund to Cook Shire = \$ 265.00
- Unit 6B Endeavour Lodge – RTA Bond refund to Cook Shire = \$643.58
- Unit 1B Endeavour Lodge – Kitchen, bathroom replacement to be undertaken
- Unit 2B Endeavour Lodge – New tenant has taken possession on the 18/12/2015.
- Cooktown Local News Ad – Expressions of interest vacant units, 3 x applications received.

**Cook Shire Senior Units workshops/Meetings/Conferences**

Nil workshops/meetings/conference since last report December 2015

**Tenant Requests:**

Unit 3 Coral Sea – Request for bathroom exhaust fan to be installed. Necessary documents supplied to tenant for completion and submit for assessment prior to any work being conducted as per Council local by-laws and Building Act 1975.

**RECOMMENDATION**

Report submitted for your information.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**FINANCE**

	<b>FINANCE STATUS DECEMBER 2015</b>
	<i>Report No.D16/112 from Senior Finance Officer</i>

**Accounts Payable – December 2015**

Cheques issued	32	Value	\$ 80,286.53
EFTs paid	326	Value	\$ 5,544,679.97
Cancelled EFT	3	Value	\$ (166.12)
Cancelled Cheques	0	Value	\$ (0.00)
Total Expenditure			\$ 5,624,800.38

**Accounts Receivable – December 2015**

Invoices Issued	126	Value	\$ 14,945,808.06
Credits Notes	7	Value	\$ (2,815,590.73)
Aged Balances	Current		\$ 85,743.63
	30 Days		\$ 1,778,418.31
	60 Days		\$ 2,322.02
	90 Days		\$ 2,976.75
	90+ Days		\$ 40,909.38
Total Outstanding			\$ 1,910,370.09
Letters of Demand	0		

**Wharfage Report December 2015**

Vessel	Days at Wharf	
Coimbra	1	
Coral Expeditions II	2	
Southern Venture	1	
Coral Princess	2	
Calypso	1	
Miss Doreen	1	
<b>Unloads</b>		
<b>Vessel</b>	<b>Unload to</b>	<b>Unloaded</b>
Coimbra	<i>Aqua Cairns</i>	Live Trout
Miss Doreen	<i>Aqua Cairns</i>	Live Trout
Southern Venture	<i>Seafresh</i>	Live Trout

**Rates Report – December 2015**

<b><u>R1 - Property Transfers</u></b>		
When properties are sold	Month	Number of Transfers

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

change of ownership details are recorded by Council	Nov	37
	Dec	11

<b><u>R2 - Change of Addresses</u></b> When ratepayers change their address details are recorded by Council	Month	Number of COAs
	Nov	2
	Dec	6

<b><u>R3 - Returned Mail</u></b> Mailed returned as addressee no longer living at the postal address. Alternative addresses researched and mail re-sent	Month	Number of returned letters
	Nov	3
	Dec	1

<b><u>R4 - Rate and Ownership Searches</u></b> Property searches are compiled on application, providing rating, property and financial information on a property	Month	Rates Searches	Ownership Searches
	Nov	6	0
	Dec	3	0

<b><u>R5 - Valuation Changes</u></b>	Month	Number of Valuation Changes
	Nov	4
	Dec	1



**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

**Debt Recovery Report**

<b>No.</b>	<b>Details</b>	<b>Statistics</b>					
<b><u>D1 - Rates Debt Outstanding</u></b>	Month	Balance BF	Levied	Less Payments (includes prepayments)	Less Rebates	Interest	Discount Taken
	November	654,747.83	3,644,188.11	-3,330,880.11	-45,647.27	33,427.42	-146,52
	December	654,747.83	3,639,877.08	-3,423,773.62	-45,648.70	37,935.56	-147,12

<b>Number of Assessments by Category</b>	Residential	Commercial	Rural	Extractive	Other
November	103	17	17	49	73
December	85	14	14	33	56

<b>Number of Assessments by Years</b>	Current	1 Year	2 Years	3 Years	Greater than 3 years
November	139	95	15	5	5
December	89	89	14	5	5

<b>Number of Assessments per outstanding balance</b>	Less than \$500.00	\$500.00 - \$1000.00	\$1000.00 - \$5000.00	\$5000.00 - \$10,000.00	\$10,000.00- \$20,000.00	Greater than \$20,000.00
November	64	47	116	18	9	5
December	32	41	99	15	11	4

<b><u>D2 - Letters Sent</u></b>	Month	Rates Reminders	Final Demands	Legal Letters
	Nov	n/a	n/a	n/a
	Dec	n/a	n/a	n/a

<b><u>D3 - Payment Arrangements</u></b>	Month	Arrange-ments	Debt Collectors	Sale of Arrears
	Nov	45	29	1
	Dec	34	88	1

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

Rate Year	Levied Amount	Balance at EOY without overpayments		Balance at EOY with overpayments	
2012	\$ 6,222,646.99	\$ 706,804.40	11.36%	\$ 628,684.22	10.10%
2013	\$ 6,794,799.78	\$ 813,773.24	11.98%	\$ 735,827.08	10.83%
2014	\$ 6,980,438.50	\$ 821,701.36	11.77%	\$ 713,241.02	10.22%
2015	\$ 7,332,106.27	\$ 775,828.84	10.58%	\$ 654,747.83	8.93%
2016	\$ 7,279,754.16	\$ 854,631.91	11.74%	\$ 718,623.92	9.87%
2017	\$ -	\$ -		\$ -	
Balance					
Aboriginal Freehold	\$ 90,654.42	1%	Levied		
		12%	Arrears		
Rates	\$ 759,574.85	89%			
Water	\$ 95,057.06	11%			
	\$ 854,631.91	100%			
Arrears	\$ 445,863.03	52%			
Overdues	\$ -	0%			
Legals	\$ 7,095.30	1%			
Interest	\$ 143,256.78	17%			
Current	\$ 258,416.80	30%			
	\$ 854,631.91	100%			

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

<b>Grants update -December 2015</b>		
<b>FUNDING BODY</b>		
<b>Grant Monies Received December 2015</b>	<b>REASON</b>	<b>Amount Received</b>
Adult Learning Australia	Broadband for Seniors	\$396.00
Queensland Fire & Emergency Services	2014-15 LGS - Annual Grant - SES	\$23,907.09
	<b>Total Received</b>	<b>\$24,303.09</b>
<b>Grant Monies Outstanding as at 30 December 2015</b>		
Dept Infrastructure, Local Government & Planning	Get Ready Queensland	\$1,075.10
Dept Transport & Main Roads	ATSI TIDS - Lukin Overflow Culvert	\$313,015.82
Dept Transport & Main Roads	ATSI TIDS - Bamaga Rd 2 coat seal	\$1,419,625.14
Dept Local Government, Community Recovery & Resilience	GraffitiSTOP Clean Up Program	\$3,921.60
Dept Premier and Cabinet	Centenary of Gallipoli Landing	\$1,190.96
Dept Local Government, Community Recovery & Resilience	Waterfront Amenities/Water Play	\$204,160.87
Dept State Development, Infrastructure and Planning	Waterfront construction	\$1,500,000.00
Queensland Reconstruction Authority	Cyclone Ita Progress Pment CoSC.46.14	\$2,027,488.02
Dept Infrastructure & Transport	RAAP-Rua - Coen Airport Taxiway	\$10,000.00
	<b>Total outstanding</b>	<b>\$5,480,477.51</b>

**AGENDA AND BUSINESS PAPERS**  
**16, 17, 18 NOVEMBER 2016**

**Precis**

Finance Reports from Accounts Payable, Accounts Receivable & Rates

**Background/History**

Monthly Report

**Link to Corporate Plan**

Finance Section

**Consultation**

None

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

None

**Policy Implications**

None

**Financial and Resource Implications (Budgetary)**

None

**Recommendation**

Report be received for information

**AGENDA AND BUSINESS PAPERS**  
**16, 17, 18 NOVEMBER 2016**

	<b>BUSINESS SERVICES, RECORDS, ADMINISTRATION &amp; IT REPORT – DECEMBER 2015 – FOR INFORMATION</b>
	<i>Report No. D16/384 from Records Management 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**

**Customer Service**

Phone Calls:	1045
Enquiries	190
RV's	0

**Receipting**

Total No	675
Total Value	\$14,950,476.77

**Break Down**

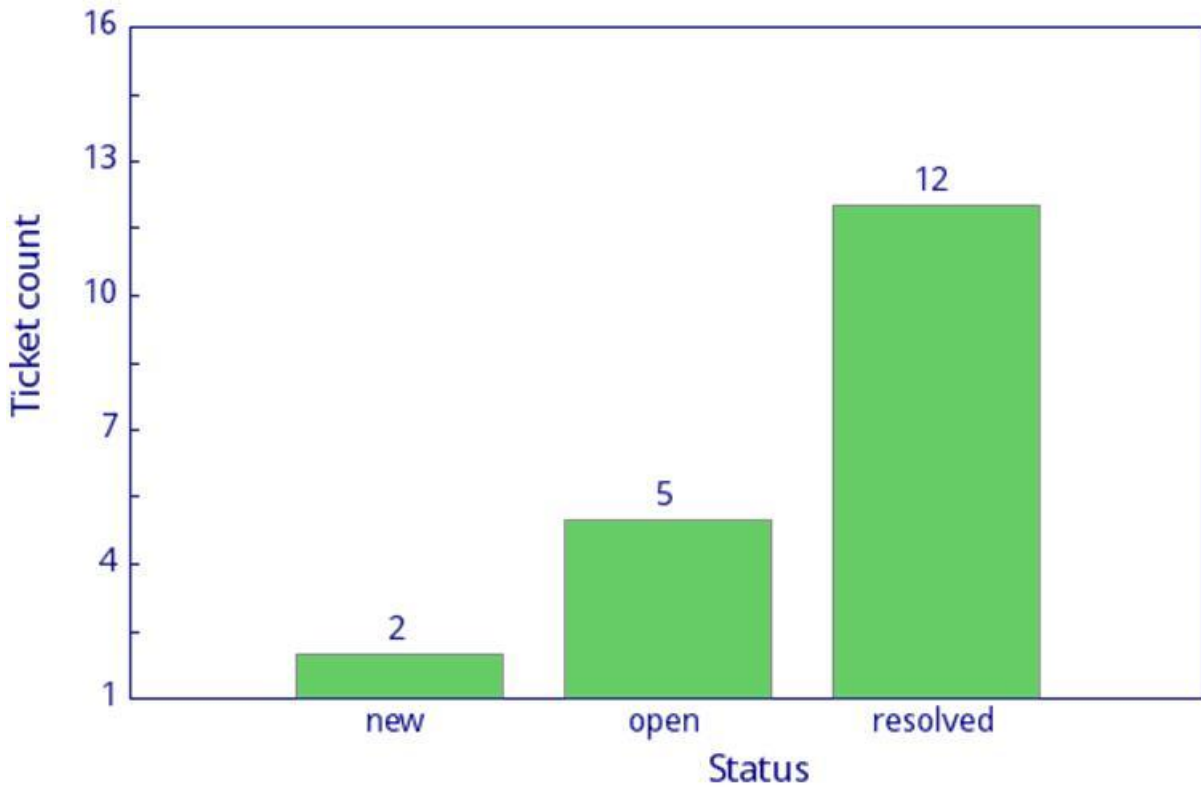
Cash	\$12,133.05
Chqs & M/O	\$17,044.32
Credit Cards	\$22,855.62
EFT	\$2,165,564.92
Other	\$12,732,878.69

**INFORMATION TECHNOLOGY**

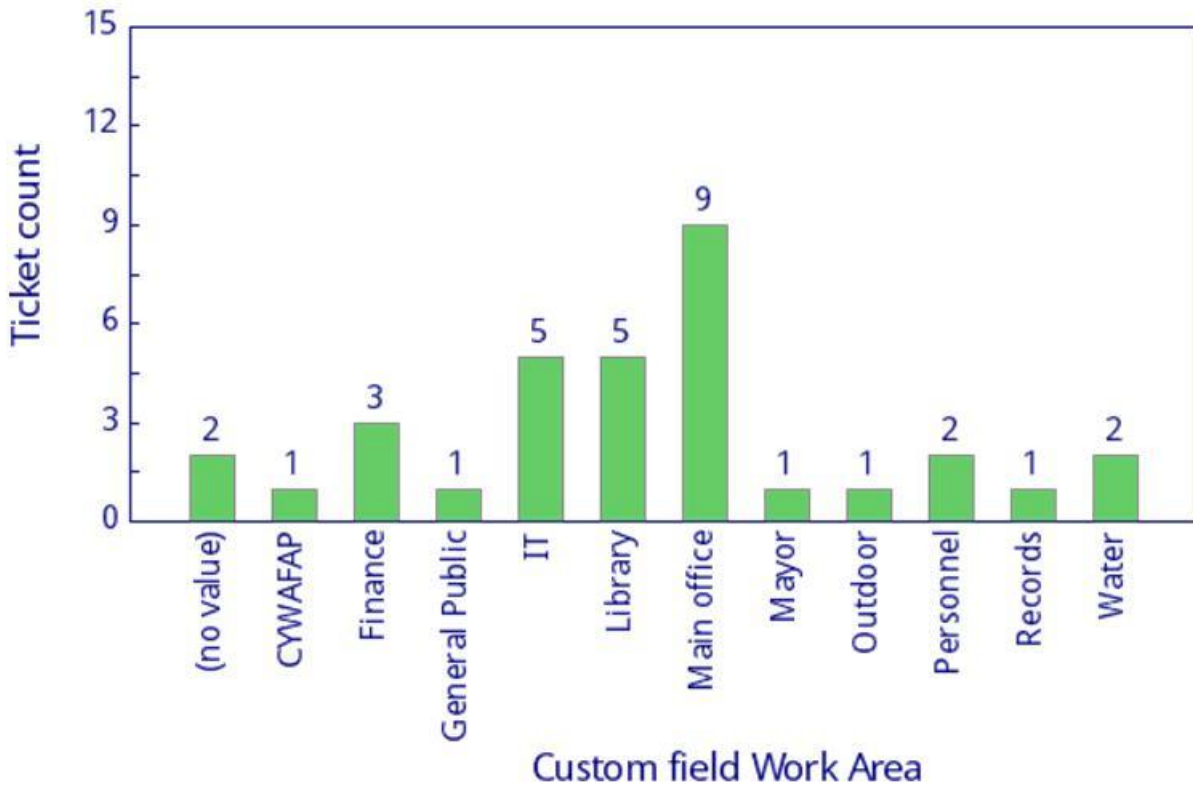
In December IT signed a contract with Telstra for the new VOIP phone System, fibre internet link and cloud hosting.

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

**December Created Tickets: 19**

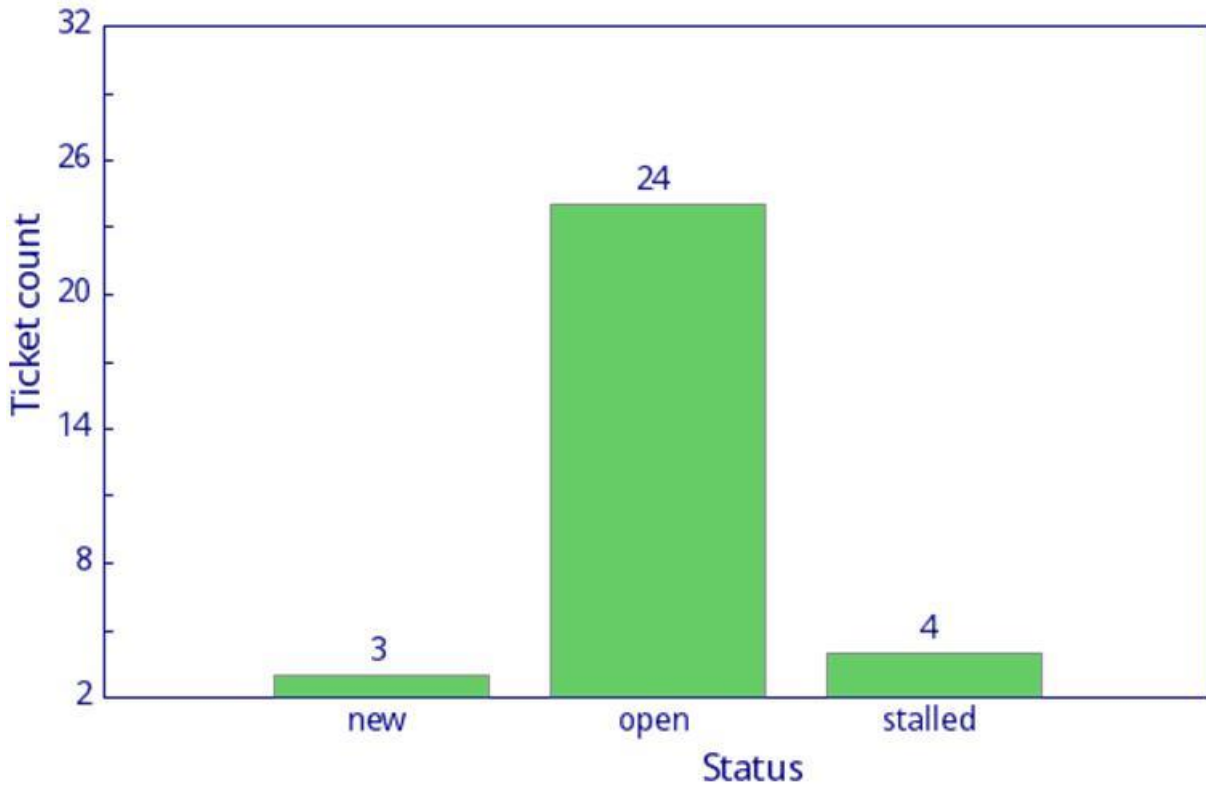


**December Resolved Tickets: 33**

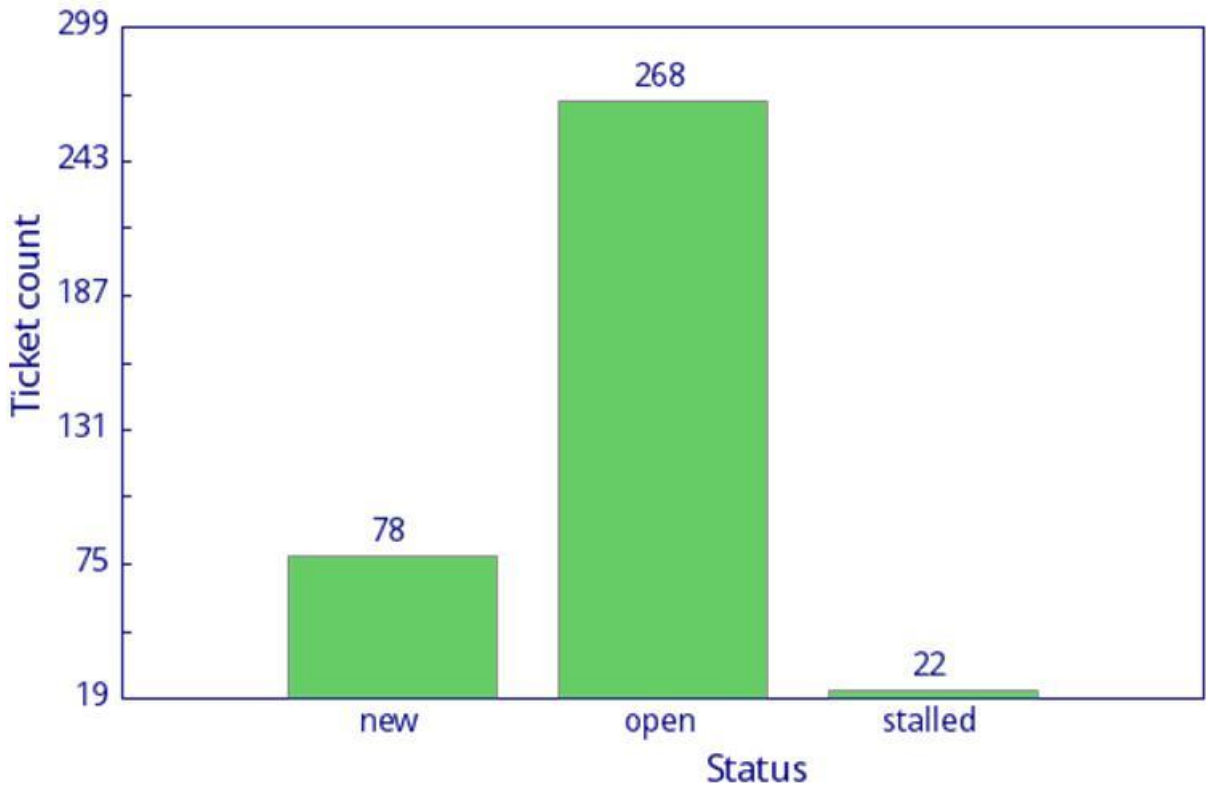


**December Updated Tickets by Status: 31**

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**



**Current Open Tickets: 368**



**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

**RECORDS & CORRESPONDENCE**

	DOCUMENTS	SCANNED DOCUMENTS	TOTALS
Records Officer	163	10	173
Correspondence Officer	1049	347	1396
Senior Admin Officer	107	87	194
<b>RECORDS TOTALS</b>	<b>1319</b>	<b>444</b>	<b>1763</b>
<b>WHOLE OF COUNCIL</b>	1750	689	2439

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

**RECORDS MANAGEMENT PROJECTS AS OF NOVEMBER 2015**

**RECORDS MANAGEMENT OFFICER**

<i>Task</i>	<b>To be done.</b>
<b>Procurement &amp; Asset Disposal (Contracting)</b>	
<i>Sole Supplier Register</i>	Ongoing. Records Management Officer & Senior Admin Officer
<i>FNQROC Templates, Panels and Contracts Portal</i>	Ongoing. Records Management Officer & Senior Admin Officer
<i>Hire of Plant 2016</i>	Governance & Risk Manager, Records Officer & Senior Admin Officer.
<b>Legal / Land Tenure</b>	
<i>Tinpitch</i>	Agreement reviewed. Charges agreed upon. Back with Macdonnells. Happy for it to go to the Lands Court.
<i>Gravel Extraction</i>	<b>Heathlands Gravel Lease &amp; ILUA</b> – Pits identified. Meeting with TO's in Bamaga Feb 2016 <b>Daarba &amp; Ngulun</b> – With Balkanu after meeting to discuss changes to lease terms required by Council.
<i>Review of JS Love Use and Building Condition</i>	Review started. Awaiting report from building maintenance.
<i>Battlecamp and McIvor Gravel Leases - DATSIMA</i>	<b>Sandstone Gravel Lease &amp; ILUA</b> – Cultural Clearance completed 7/01/2016. Cultural Clearance Report from Balkanu pending
<i>Reenactment Society - Renew Lease</i>	To be tabled at January Council Meeting
<i>Historical Society - Renew Lease</i>	To be tabled at January Council Meeting
<i>CDCC - Renew Lease</i>	To be tabled at January Council Meeting
<i>Hall Review - Use, community service, insurance, maintenance, etc.</i>	Outsourcing management under consideration. Cr Wilson to contact with Lakeland & Laura Progress Associations & Cr Shephard to contact with Coen Progress Associations
<i>Airport Subdivision</i>	Letters of Offer sent out. Liaising with Mal Skipworth (Preston Law) & Director ED & CS over final Lease terms.
<i>Council owned buildings</i>	Overview of Council buildings before Council January Meeting
<i>Residential Tenancies – Council owned houses</i>	Review of rents to align with average rent charged in each township. Incremental increases to be applied.



**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

<i>Struber Payment Arrangement Public Trustee</i>	Have been formally notified by Public Trustee that Mr Struber will be dealing with his rates issues personally. Handed back to Rates.
<i>New RAATSICC Lease – Month by Month</i>	Lease waiting on CEO signature – Invoice sent - Completed
<i>Laura HAAC Lease renewal</i>	Draft lease sent to Laura HAAC
<i>SSAA Lease Renewal</i>	Lease area needs to be surveyed and application for ROL needs to be formalised and submitted to DNRM before lease can be finalised.
<b>Records Management</b>	
<i>Retrieve corporate records from historical society</i>	Part of 12 month and 5 year operational planning.
<i>Records - Email Dumps, Central Processing, Councillors, Applying Retention to DW Docs</i>	Part of 12 month and 5 year operational planning.
<i>Review of Records Management - Possibility of Central Management.</i>	EMT Registration – Working with Correspondence Officer
<i>Public Interest Disclosure - On Website</i>	Draft written. Under Review with Governance & Risk Manager
<i>Spreadsheet for Building Maintenance</i>	Spreadsheet with what maintenance Council is responsible for their buildings for and what tenants are responsible
<b>Complaint and Information Management.</b>	
<i>Complaint #20 (November 2015)</i>	Complaint – Request for Extension on tender.
<i>Complaint #22 (November 2015)</i>	Complaint via CEO - Trade Waste Inspection Program & Preferential Treatment of Supplier. No Further action required after meeting.
<i>Complaint #23 (November 2015)</i>	Confidential Complaint – Completed 11 December 2015
<i>Complaint #1 (January 2015)</i>	Confidential Complaint – Under review

**SENIOR ADMINISTRATION OFFICER**

<b>Task</b>	<b>To be done.</b>
<b>Human Resources / Workplace Health &amp; Safety</b>	
<i>Accident / Incident Report Register</i>	Creating spreadsheet Updating spreadsheet for monthly Safety meetings
<i>Job Applications</i>	Place Job on Website Registering applications Send out Acknowledgement letters Organising Interviews
<i>Skill Register</i>	Updating employees new skills
<i>Staff Turnover Spreadsheet</i>	Update monthly figures
<i>Training Register</i>	Creating Register – waiting on HR
<i>Work Compensation/Rehabilitation</i>	Registered documents on behalf of WHSO
<b>Administration</b>	
<i>Cleaning</i>	Communicated with cleaner – replacement and notice of rectify cleaning
<i>Delegation Register</i>	Looking into moving Delegations from Authority to Spreadsheet making it easier to use and report

**AGENDA AND BUSINESS PAPERS  
18, 19, 20 JANUARY 2016**

<i>Forms</i>	Update and Register Council forms
<i>Phones</i>	Update phone listing and Reception phones
<i>Policies</i>	Update website and TRIM
<b>Customer Request Management (CRM)</b>	
<i>New Reporting &amp; structure</i>	Working with Ingle to change the structure of CRM from employee names to roles. This will improve the reporting and the response time for CRM
<i>Training</i>	Refresher Training for staff
<b>Procurement</b>	
<i>FNQROC Procurement Sessions</i>	Ongoing 3 monthly meetings to help Council to meet all legislative requirements for Tendering, Specification writing and procurement.

**CORRESPONDENCE OFFICER**

<i>Task</i>	
<b>Registration of Physical and Electronic records</b>	
<i>Procedure for the registration of EMT and Councillor emails</i>	Creation of procedure for the registration of EMT & Councillor emails. Procedure with EMT. New Software to be implemented.
<i>Sorting and registration of Native Title records</i>	Sorting of hard copy files, identifying duplicates and registration. 90% complete
<i>Registration of electronic and physical records</i>	Ongoing task
<i>CRM Management</i>	Creation of CRM's, registration in TRIM & send out acknowledgement letter. Ongoing
<i>Registration of Engineering documents</i>	Registration of backlog of documents from Engineering.
<i>Records Search for Engineering</i>	Specific record search for an engineering project
<i>Provision of TRIM Training for new employees</i>	As required when new staff start
<i>Internal Requests</i>	Internal requests for new containers in TRIM
<b>Training and Study</b>	
<i>Guardian Training</i>	Completed 20/12/2015
<i>Certificate IV in Records Management</i>	60% Complete.

**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.

**AGENDA AND BUSINESS PAPERS**  
**18, 19, 20 JANUARY 2016**

**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.