



**Cook Shire
COUNCIL**

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Tuesday, 17 May 2016
Time: 9:00am
Location: Administration Centre
10 Furneaux Street
Cooktown

AGENDA AND BUSINESS PAPERS

Ordinary Council Meeting

17 May 2016

Tim Cronin
Chief Executive Officer

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2 ATTENDANCE

3 MEETING OPENED

4 APOLOGIES

5 MAYORAL MINUTE

Nil

6 NOTICE OF BEREAVEMENT

7 CONFIRMATION OF MINUTES

8 BUSINESS ARISING

9 NOTIFIED MOTIONS

Nil

10 EXECUTIVE SERVICES - REPORTS**10.1 COUNCILLOR APPOINTMENT TO COMMITTEES**

File Number: D16/5393

Author: Executive Assistant

Authoriser: Martin Cookson , Director Corporate Services

Attachments: Nil

PRECIS

Councillor's appointment to committees.

BACKGROUND/HISTORY

Council has established various Advisory and internal committees to provide advice and expertise on specific areas of Council services, facilities and programs. Councillors nominate membership to various community and industry groups as part of their portfolio focusing on research, engagement and policy recommendation.

LINK TO CORPORATE PLAN

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

- c) Appropriate corporate governance

CONSULTATION

Councillor and Executive Leadership Team

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Local Government Regulation 2012, s 264 Appointment of committees.

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Nil

RECOMMENDATION

That the following committees and appointments be made:

COUNCIL COMMITTEES	COUNCILLOR/S
Audit Committee	Cr Kaz Price (Chair) Cr John Dessmann
Risk Management	Cr Alan Wilson (Chair) Cr Robyn Holmes
Coen Advisory Group	Cr John (Chook) Giese (Chair)
2020 Advisory	Cr Kaz Price
Waterfront Advisory	Cr Peter Scott (Chair) + all Councillors
Regional Arts Development Fund (RADF)	Cr Larissa Hale
Nature's Powerhouse Advisory	Cr John Dessmann
Senior Units	Cr Robyn Holmes
Roads Committee	Cr John (Chook) Giese
PCYC Steering Committee	Cr Larissa Hale
Waste Management	Cr Alan Wilson
Planning and Environment Standing	Cr Peter Scott + all Councillors
COMMITTEE	COUNCILLOR/S
South Cape York Catchment Inc	Cr Kaz Price; Proxy Cr Alan Wilson
Cooktown MPHS Advisory Network (C.A.N.) – Health	Cr Robyn Holmes Proxy Cr Peter Scott
Chamber of Commerce and Tourism (Cooktown)	Cr John Dessmann + other Councillors where available
Contact Councillor for any progress/ resident/ commerce associations	Cr John (Chook) Giese – Coen, northern regions, Portland Roads Cr Alan Wilson – Lakeland, Laura Cr John Dessmann – Rossville/Bloomfield
Cooktown & District Community Centre Inc – Board Membership	Cr Robyn Holmes
Cape York Sustainable Futures	Cr Alan Wilson
Re-enactment Committee	Cr Peter Scott
Cape York Local Area Marine Advisory Committee	Cr Larissa Hale, Proxy Cr John Dessmann
Cooktown & District Interagency	Cr Peter Scott
Laura Interagency	Cr Alan Wilson
Coen Interagency	Cr John (Chook) Giese
Local Disaster Management Group	Chair - Cr Peter Scott all other Councillors are invitees
Cape York Natural Resource Management	Cr Alan Wilson and Cr Kaz Price

Reef Guardian	Cr Larissa Hale
Weary Bay Beach Protection Reserve Management Committee	Cr Peter Scott

11 INFRASTRUCTURE SERVICES - REPORTS

Nil

12 CORPORATE SERVICES - REPORTS

12.1 REVENUE AND EXPENDITURE - APRIL 2016

File Number: D16/5694
Author: Executive Assistant
Authoriser: Martin Cookson , Director Corporate Services
Attachments: 1 Revenue and Expenditure - April 2016

PRECIS

Revenue and expenditure for month ending April 2016

BACKGROUND/HISTORY

Local Government Regulation 2012 Chapter 5 S170 – A local government must adopt its budget for a financial year.

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

Executive Leadership Team

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Local Government Regulation 2012
Local Government Act 2009

POLICY IMPLICATIONS

Investment Policy
Debt Policy
Revenue Policy

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Operational budget.

RECOMMENDATION

That the Revenue and Expenditure Statements for April 2016 be adopted.

Cook Shire Council Income Statement				
For Period Ended 30th April 2016				
	Actual to 30/04/2016	%	Amended Bgt 2015-16	Original Budget 2015-16
% of Year Completed 83.3%				
Income				
Recurrent Revenue				
Rates, Levies & Charges	6,465,482	99%	6,529,850	6,529,850
Sales of Goods & Major Services	5,068,139	105%	4,812,000	2,712,375
Fees & Charges	582,553	63%	924,260	924,260
Rental Income	269,232	96%	281,400	281,400
Interest Received	214,180	110%	194,400	194,400
Private Works	196,068	140%	140,000	85,000
FAG's Grant	7,686,848	87%	8,824,000	8,824,000
Other Operating Grants & Subsidies	639,971	232%	276,100	276,100
<u>Other Income</u>	58,330	81%	71,850	71,850
	21,180,804	96%	22,053,860	19,899,235
Capital Revenue				
Grants & Subsidies	6,023,636	86%	7,004,500	7,004,500
NDRRA Grants	30,598,050	102%	30,000,000	22,400,000
<u>Profit on Asset Sales</u>	479,524		0	0
	37,101,210	100%	37,004,500	29,404,500
Total Income	58,282,014	99%	59,058,360	49,303,735
Expenses				
Recurrent Expenses				
Employee Costs (Net of Flood)	6,487,452	74%	8,746,062	9,196,062
Materials & Services	7,699,519	85%	9,022,955	8,182,280
Finance Costs	243,096	78%	312,200	312,200
<u>Depreciation</u>	7,424,534	84%	8,800,000	8,599,050
	21,854,600	81%	26,881,217	26,289,592
Capital Expenses				
NDRRA Expenditure	30,539,848	102%	30,000,000	22,400,000
Loss on Asset Sales	0		0	0
Total Expenses	52,394,449	92%	56,881,217	48,689,592
Net Result Surplus/(Deficit)	5,887,565	270%	2,177,143	614,143
Add Back Capital Transaction	(6,561,361)		(7,004,500)	(7,004,500)
Operating Result (Deficit)	(673,796)		(4,827,357)	(6,390,357)

Cook Shire Council - Revenue & Expenditure Financial Year 2015-16										
	Revenue			Expenditure			Surplus/(Deficit)			
% of year completed 83.3%	Actual to 30/4/16	Amended Budget	% of Budget	Actual to 30/4/16	Amended Budget	% of Budget	Actual to 30/4/16	Amended Budget	% of Budget	Comment
Executive Management										
CEO's Office	0	0		556,285	711,200	78.2%	(556,285)	(711,200)	78.2%	FNQ 65, LGAQ 49, Redund 37
Elected Members	0	0		456,664	578,900	78.9%	(456,664)	(578,900)	78.9%	
Media & Marketing	0	0		83,028	188,606	44.0%	(83,028)	(188,606)	44.0%	
HR & WH&S	69,764	27,500	253.7%	306,240	327,900	93.4%	(236,476)	(300,400)	78.7%	Trainee subsidy/Training to be shared
Land Tenure	738	45,000	1.6%	108,032	234,430	46.1%	(107,294)	(189,430)	56.6%	Nat Title Grant
Executive Mgt Total	70,502	72,500		1,510,249	2,041,036	74.0%	(1,439,747)	(1,968,536)	73.1%	
Corporate Services										
Corporate Services Mgt	55	0		398,570	447,707	89.0%	(398,515)	(447,707)	89.0%	Building Maint 20k
Asset Management		0		34,260	77,643	44.1%		(77,643)	0.0%	
Building Maintenance				47,027	136,300	34.5%		(136,300)		
Rates Operations	3,371,171	3,314,900	101.7%	115,981	149,250	77.7%	3,255,190	3,165,650	102.8%	Temp costs
Financial Services										
- Grants: FAGs/Operating	6,280,785	7,206,000	87.2%				6,280,785	7,206,000	87.2%	FAG's General Portion
- Grants: Capital	6,023,636	7,004,500	86.0%				6,023,636	7,004,500	86.0%	Waterfront, - R4R & State/R2R
- Interest Income	214,180	146,000	146.7%				214,180	146,000	146.7%	
- Profit & Loss-Asset Sales	479,524	0	0.0%	1,013			478,511	0		Land and Plant Sales
- Other Income	58,330	40,000	145.8%				58,330	40,000	145.8%	Insurance/Workcover claims
- Insurances		0		241,458	267,000	90.4%	(241,458)	(267,000)	90.4%	Pub Liab \$105 k, M/V \$94 k, ISR \$289 k
- Interest on Loans		0		220,609	285,000	77.4%	(220,609)	(285,000)	77.4%	Quarterly payment
- Other Expenses		0		22,087	27,200	81.2%	(22,087)	(27,200)	81.2%	Bank Charges
On cost Recovery	2,183,706	3,420,000	63.9%	2,288,311	3,315,000	69.0%	(104,605)	105,000	-99.6%	W/Comp \$256 k
IT Services		462,899	0.0%	462,899	523,500	88.4%	(462,899)	(523,500)	88.4%	Includes Software annual cost
Business Services	10,551	10,000	105.5%	353,784	543,600	65.1%	(343,233)	(533,600)	64.3%	Tenders, Service Fees
Community Buildings	106,128	153,200	69.3%	404,043	566,700	71.3%	(297,915)	(413,500)	72.0%	Ins \$45k
Endeavour Lodge	106,804	122,400	87.3%	167,641	165,850	101.1%	(60,837)	(43,450)	140.0%	Contract staff, Bld R & M \$58k
Admin & Financial Services	77,499	60,600	127.9%	332,728	440,600	75.5%	(255,229)	(380,000)	67.2%	Back charges and Catholic School rates
Stores Operations	25,392	35,000	72.5%	110,689	205,600	53.8%	(85,297)	(170,600)	50.0%	One staff member replaced with casual
Admin Overheads Recovery	961,650	1,398,820	68.7%	0	0	0.0%	961,650	1,398,820	68.7%	
Corporate Services Total	19,899,411	22,911,420	86.9%	5,201,100	7,150,950	72.7%	14,779,598	15,760,470	93.8%	
Engineering										
Mgr Engineering Services	11,907	12,000	99.2%	1,005,531	1,775,200	56.6%	(993,624)	(1,763,200)	56.4%	
Parks & Gardens	626	0	0.0%	1,090,543	1,501,750	72.6%	(1,089,917)	(1,501,750)	72.6%	
Road Infrastructure	1,406,063	1,618,000	86.9%	5,496,887	6,422,700	85.6%	(4,090,824)	(4,804,700)	85.1%	FAGs **TIDs in Finance, Depn \$5.5m
Water Infrastructure	1,453,052	1,815,300	80.0%	2,350,064	2,850,150	82.5%	(897,012)	(1,034,850)	86.7%	Consumption charged Jan & June
Sewerage Infrastructure	1,222,454	1,185,700	103.1%	1,216,855	1,454,950	83.6%	5,599	(269,250)	-2.1%	
Waste Mgt	556,931	781,900	71.2%	1,236,765	1,545,350	80.0%	(679,834)	(763,450)	89.0%	
Environmental Levy	211,321	206,000	102.6%	0	0	0.0%	211,321	206,000	102.6%	
Airport Operations	601,858	801,000	75.1%	836,901	1,094,200	76.5%	(235,043)	(293,200)	80.2%	
Commercial Operations	4,533,547	4,130,000	109.8%	1,057,413	996,600	106.1%	3,476,134	3,133,400	110.9%	Gravel Extract'n \$712, Roy \$132, Wharf
Works Depot	0	0	0.0%	158,694	149,050	106.5%	(158,694)	(149,050)	106.5%	
Plant	1,981,236	1,986,000	99.8%	1,852,982	2,147,250	86.3%	128,254	(161,250)	-79.5%	
Private Works	191,802	100,000	0.0%	42,629	80,000	0.0%	149,173	20,000	0.0%	Woobadda Final claim
Flood Damage	30,598,050	30,000,000	102.0%	30,539,848	30,000,000	101.8%	58,202	0	0.0%	
Services Functions	0	0		82,365	172,350	0.0%	(82,365)	(172,350)	47.8%	Pre cyclone Clean-up
Biosecurity	279,950	380,000	1.2%	281,063	490,750	49.0%	(235,882)	(110,750)	213.0%	
Engineering Total	43,048,797	43,015,900	100.1%	47,248,540	50,680,300	93.2%	(4,434,512)	(7,664,400)	57.9%	

Cook Shire Council - Revenue & Expenditure Financial Year 2015-16										Comment
% of year completed 83.3%	Revenue			Expenditure			Surplus/(Deficit)			
	Actual to 30/4/16	Amended Budget	% of Budget	Actual to 30/4/16	Amended Budget	% of Budget	Actual to 30/4/16	Amended Budget	% of Budget	
Economic Dev & Comm Serv										
Comm Serv Mgt		0		223,527	316,174	70.7%	(223,527)	(316,174)	70.7%	
Community Events	4,689	0	0.0%	36,628	66,000	55.5%	(31,939)	(66,000)	48.4%	
Community Development		0		57,284	81,500	70.3%	(57,284)	(81,500)	0.0%	Reallocation of salaries
Grants	24,907	0		82,784	96,000	86.2%	(57,877)	(96,000)	0.0%	
Economic Dev/Grants	2,800	19,000	14.7%	141,496	156,001	90.7%	(138,696)	(137,001)	101.2%	
Arts & Culture	68,597	80,000	85.7%	74,732	92,695	80.6%	(6,135)	(12,695)	0.0%	Grant unspent c/fwd
Libraries	13,234	8,600	153.9%	186,208	270,846	68.8%	(172,974)	(262,246)	66.0%	
Sports & Recreation	49,596	43,850	113.1%	241,030	301,439	80.0%	(191,434)	(257,589)	74.3%	Pool donation \$17, Fence \$9
Events Centre	3,524	10,000	35.2%	503,949	506,100	99.6%	(500,425)	(496,100)	100.9%	
Tourism & Events	1,494	11,000	13.6%	108,383	163,151	66.4%	(106,889)	(152,151)	70.3%	
Natures Powerhouse	274	0	0.0%	110,460	207,000	53.4%	(110,186)	(207,000)	53.2%	
Manager Planning & Environ.	235	0		85,785	324,500	26.4%	(85,550)	(324,500)	26.4%	
Planning & Land Tenure	69,292	86,500	80.1%	309,490	557,800	55.5%	(240,198)	(471,300)	51.0%	
Building	68,928	111,500	61.8%	288,401	421,150	68.5%	(219,473)	(309,650)	70.9%	
Local Laws & Animal	20,846	31,625	65.9%	354,413	228,250	155.3%	(333,567)	(196,625)	169.6%	O'time, Wharf, Legal \$54k
Health & Environment	22,573	34,560	65.3%	495,037	524,470	94.4%	(472,464)	(489,910)	96.4%	Annual Fees
SES	21,734	22,000	98.8%	50,515	41,500	121.7%	(28,781)	(19,500)	147.6%	
Cemeteries	5,458	6,850	79.7%	36,602	51,750	70.7%	(31,144)	(44,900)	69.4%	
Landcare Facilitator	0	0	0.0%	9,231	9,550	96.7%	(9,231)	(9,550)	0.0%	Grant funding terminated
Community Services Total	378,181	465,485	81.2%	3,395,955	4,415,876	76.9%	(3,017,774)	(3,950,391)	76.4%	
Total Revenue & Exp	63,396,891	66,465,305	95.4%	57,355,844	64,288,162	89.2%	5,887,565	2,177,143	270.4%	
Add Back Capital Trans	(37,101,211)	(7,004,500)	529.7%	(30,539,849)	0		(6,561,362)	(7,004,500)		
Operating Rev & Exp	26,295,680	59,460,805	44.2%	26,815,995	64,288,162	41.7%	(673,797)	(4,827,357)		

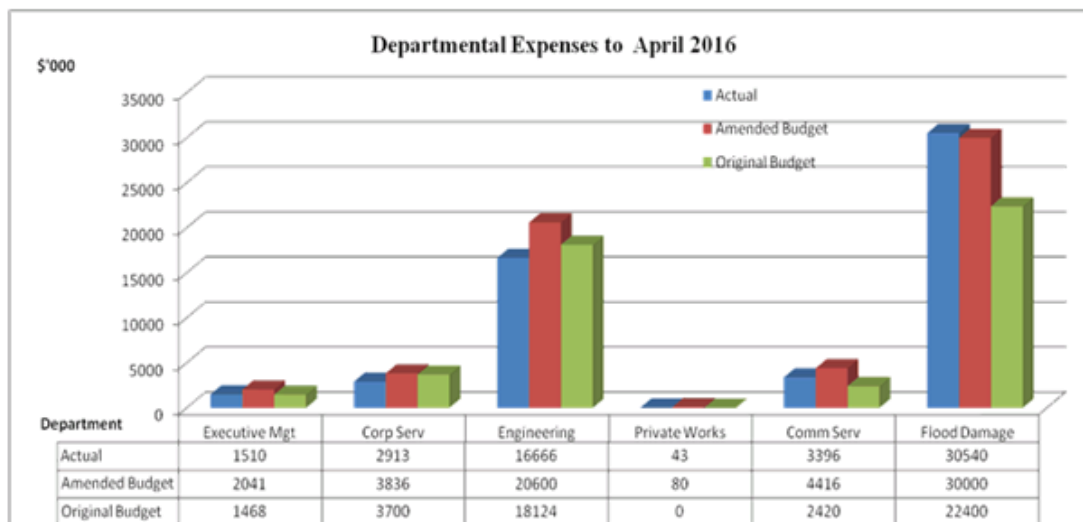
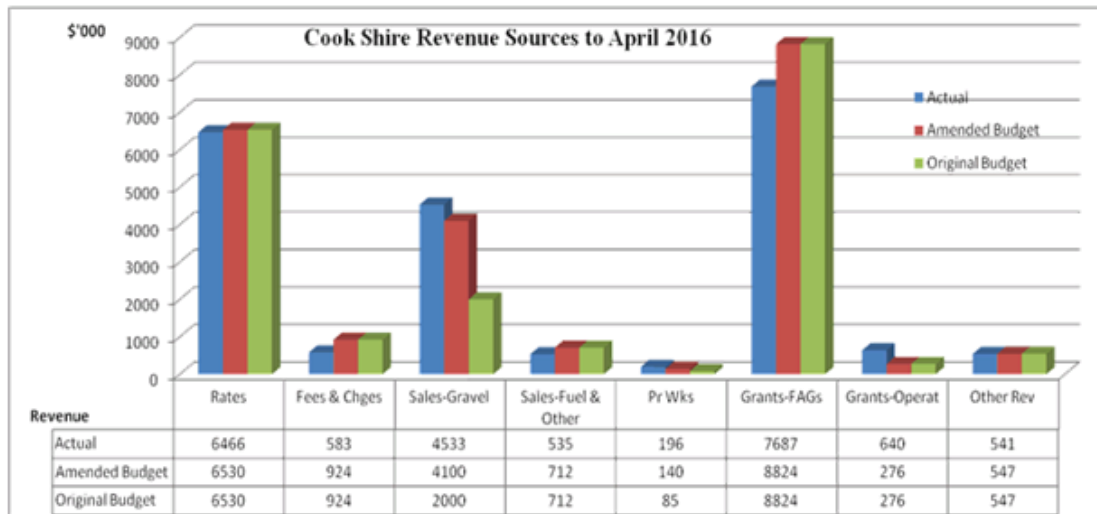
Cook Shire Council Balance Sheet				
For Financial Year 2015-16				
	Actual to 30/04/2016	% Diff	Amended Budget	Budget 2015-16
Current Assets				
Cash & Cash Equivalents	298,340	-1%	301,150	301,150
Investments	9,518,086	8%	8,800,000	7,800,000
Rate Debtors (Net of Advances)	1,066,274	79%	595,000	595,000
Trade Debtors	399,336	-11%	450,000	450,000
Other Receivables	0	0%	0	0
Inventories	599,665	7%	560,000	560,000
Total Current Assets	11,881,701	11%	10,706,150	9,706,150
Non-Current Assets				
Property, Plant & Equipment	276,139,618	11%	249,495,948	249,495,948
Capital Works in Progress	14,172,446	110%	6,750,000	6,750,000
Total Non-Current Assets	290,312,064	13%	256,245,948	256,245,948
Total Assets	302,193,765	13%	266,952,098	265,952,098
Current Liabilities				
Trade Creditors	506,294	-37%	800,000	800,000
Employee Entitlements	911,466	-2%	930,000	930,000
Other Payables (Incl GST Bal)	0	0%	0	0
NDRRA Rec'd in Advance	0		0	0
Borrowings	90,766	-68%	285,000	285,000
Working Capital Facility (\$10mil)	0		0	0
Provision for LSL	805,373	44%	560,000	560,000
Total Current Liabilities	2,313,899	90%	2,575,000	2,575,000
Non-Current Liabilities				
Trade Creditors	0		0	0
Employee entitlements	0	0%	0	0
Other Payables	146,778	0%	150,000	150,000
Borrowings	5,144,964	2%	5,050,000	5,050,000
Provision for LSL	185,056	-54%	400,000	400,000
Provision for Gravel Pits	1,547,794	7%	1,440,000	1,440,000
Total Non-Current Liabilities	7,024,592	0%	7,040,000	7,040,000
Total Liabilities	9,338,491	-3%	9,615,000	9,615,000
Net Community Assets	292,855,274	14%	257,337,098	256,337,098
Community Equity				
Retained Surplus	65,937,182	-3%	67,748,203	66,748,203
Asset Revaluation Surplus	225,409,684	20%	187,890,000	187,890,000
Other Reserves	1,508,408	-11%	1,698,895	1,698,895
Total Community Equity	292,855,275	14%	257,337,098	256,337,098

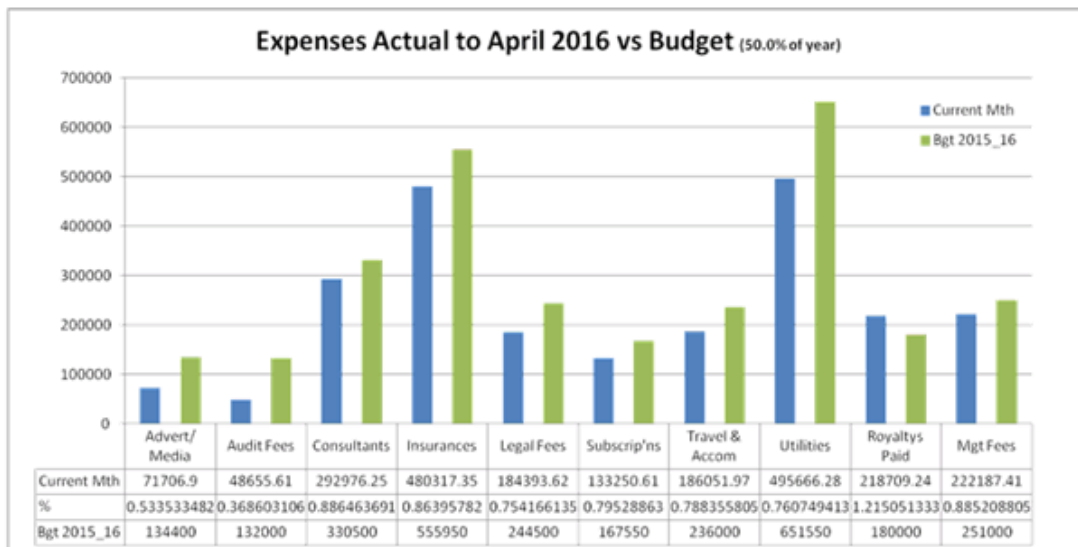
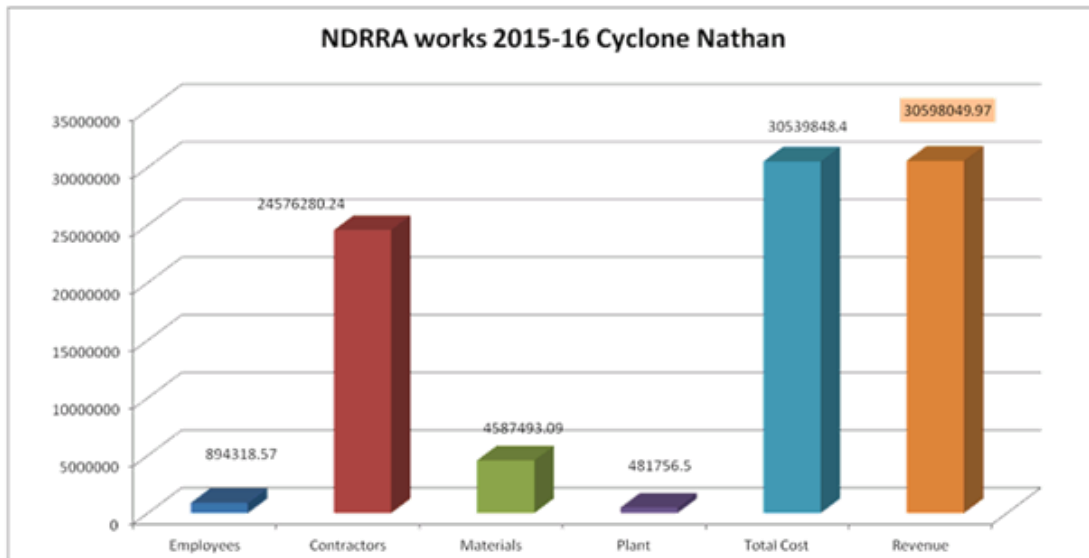
Cook Shire Capital Budget 2015-16 : Expenditure to March 31 2016

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
Woktoun	2233	Waterfront-Sewerage	55,000				0	0	125,749	-70,749	
	2234	Waterfront-Roadworks/Stormwater/Earthworks	1,011,418		1,066,418	R2R	0	223	281,304	730,114	
	2238	Waterfront-Irrigation (To Landscaping)	0				0	0		0	
	2316	Waterfront-Gazebo, Shade Sails	40,000				0	15,080	68,940	-28,940	
	2317	Waterfront-BBQ's/Shelters					107,872	2,487	136,529	-28,657	
	2318	Waterfront-Amenities/Pergola/Eastern Toilet : MTC	1,239,159		1,239,159	R4R, DLGP	0	42,643	1,078,135	161,024	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	0	71,623	737,339	
	2322	Waterfront-Lighting	180,921		180,921	R4R	0	28,442	200,786	-19,865	
	2323	Waterfront-Mains Power	128,250		128,250	R4R	0	56,819	74,868	53,382	
	2324	Waterfront-Pool Fence	31,000		31,000		0	0	0	31,000	
	2325	Waterfront-Bond Beams & Saltwater Pool Fitout	35,517		35,517		0	25,218	67,870	-32,353	
	2327	Waterfront-Fishing Platforms	422,058		422,058	R4R	0	0	459,547	-37,489	
	2328	Waterfront-Stage Area (TO Landscaping)					0	0		0	
	2329	Waterfront-Concrete Works: Paths/Slabs					135,741	0	140,040	-4,299	
	2330	Waterfront-Water Park (Grant 40%)	343,508		343,508	DLGP	0	52,375	314,706	28,802	
	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	20,892	191,526	80,204	
	2453	Waterfront-Water Mains	135,263		135,263		0	0		135,263	
	2462	Waterfront-CCTV Grafitti Stop	22,214		22,214	DLGP	0	0	5,700	16,514	
	2485	Waterfront-General Excavation	0				72,218	0	72,218	0	
	2809	Waterfront-Investigation of Rockwall (GHD)					0	34,011	50,980	0	
	2811	Waterfront-Retaining Wall					0	500	2,960	0	
	2812	Waterfront-Legal costs					0	6,720	22,946	0	Rockwall investigation
	2819	Waterfront-Signage & Security fence					0	143	8,332	0	
		Plaza Concreting					0	0		0	
Total Waterfront Expenditure for 2015-16			\$ 4,750,000	\$ -	\$ 4,750,000		\$ 315,831	\$ 285,553	\$ 3,374,759	\$ 1,776,290	
					\$ 4,750,000						
Plant & Infrastructure											
Woktoun		Various Plant items - to be finalised	620,000	270,000	0	-	350,000	0	148,194	471,806	Plant items to be confirmed
	2769	Landfill - Leachate Management	0	0	0		350,000	0	32,231	317,769	Environmental Levy
	2789	Belt filter Waste Water Plant (35,000)	0	0	0		35,000	0	2,828	32,172	
	2576	Settling Tank-Sewerage TP	0	0	0		30,000	1,277	10,282	19,718	
Wen	2466	Coen Toilet Block	40,000	0	0	-	40,000	1,777	3,322	36,678	Purchased requires fitout and connections
	2690	Coen Airport-24,000 Fuel Tank	0	0	0	-	75,000	0	72,045	2,955	
	2770	Coen Airport-Bulk Diesel Tank & Bund	0				25,000	0	23,621	1,379	
	2810	Standby Genset-Coen STP					20,000	244	14,172	5,828	
		Photocopier-Admin Office	10,000		0	-	10,000	0		10,000	Current copier failing too often
	2421	Standby Genset-Annan WTP					45,000	0	42,360	2,640	
		Water & Sewerage infrastructure	250,000	\$0.00	0	-	250,000	0		250,000	Water & Waste Infrastructure under review
Total Plant & Infrastructure Expenditure for 2015-16			920,000	270,000	0	-	1,230,000	3,298	349,055	1,150,945	

Cook Shire Capital Budget 2015-16 : Expenditure to March 31 2016

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
		Roadworks									
ook Shire	2669	Sailors Hill-Bamaga Road	1,750,000		1,750,000	ATSI TIDs	0	0	1,425,838	324,162	
	2670	Lukin Overflow-Strathgordon Road	250,000		250,000	ATSI TIDs	0	0	313,025	-63,025	
	2772	Morehead Crossing-Causeway (\$225,000)	225,000		225,000	TIDs	0	0	204,169	20,831	
	2771	Endeavour B' camp 21.9 km to 23.7 km (\$530,000)	530,000		530,000	TIDs	0	0	431,531	98,469	Betterment program
	2775	Moreton Bramwell-Seal (\$270,000)	270,000		270,000	ATSI TIDs	0	0	321,823	-51,823	
								0			
oktown		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	1,679	70,818	19,182	R2R grant received 2014-15
	2873	Hope St - Levelling Shoulder works						848	848		Road Maint Budget
	2875	Parkinson St sealing						99	99		Road Maint Budget
		Racecourse walkway						0			Dependent upon Grant Funding
	2874	Staff Car Park						6,745	6,745		Road Maint Budget
								0			
celand		Seal Town Streets						0			Dependent upon Grant Funding
ura	2815	Sewer Scheme (Army project)						3,321	3,321		Army to construct - Land costs
ton		Broadway St Boardwalk						0			Dependent upon Grant Funding
								0			
		Other Structures									
ook Shire		Starke River facilities for waste						0			Dependent upon Grant Funding
		Energy efficiency program council buildings						0			Dependent upon Grant Funding
								0			
oktown		Landfill rehabilitation						0			Environmental Levy Reserve available
	305	Airport Subdivision	500,000		500,000		0	17,315	43,405	456,595	Grant approved \$500,000
		Clubhouse John St oval						0			Dependent upon Grant Funding
	2779	Washdown Bay-Depot (part of stores upgrade)					150,000	0	5,625	144,375	Utising Depot Loan
								0			
en	2691	Coen Airport-Taxiway Reseal (\$100,000)	0		0		100,000	0	56,415	43,585	
								0			
celand	2767	Sports Ground-Soil Test					20,000	11,641	30,290	-10,290	Dependent upon Grant Funding
	2782	Sports Ground Fence					30,000	0	11,552	18,448	Dependent upon Grant Funding
		Town boundary fence						0			Dependent upon Grant Funding
								0			
ura		Town boundary fence						0			Dependent upon Grant Funding
		Playground						0			Dependent upon Grant Funding
								0			
rtland Roads		Water supply						0			Dependent upon Grant Funding
								0			
		Total Other Capital	\$ 3,615,000	\$ -	\$ 3,525,000		\$ 300,000	\$ 41,648	\$ 2,925,504	\$ 1,000,509	
		Total Capex Budget 2014-15	\$ 9,285,000	\$ 270,000	\$ 8,275,000		\$ 1,845,831	\$ 330,499	\$ 6,649,318	\$ 3,927,744	





13 DEVELOPMENT, ENVIRONMENT AND COMMUNITY - REPORTS**13.1 APPLICATION FOR A DEVELOPMENT PERMIT - DA/3496 - FOR MAKING A MATERIAL CHANGE OF USE FOR AN EDUCATION ESTABLISHMENT ON LOT 2 ON PLAN RP 739948, LOCATED AT 32 QUARANTINE BAY ROAD, COOKTOWN**

File Number: D16/5394
Author: Senior Town Planner
Authoriser: Gary Kerr, Director Development, Environment & Community
Attachments: 1 Appendix 'A'
2 Appendix B

PRECIS**Applicant:**

Gungarde Community Centre Aboriginal Corporation, c/- U&i Town Plan

Owner

Gungarde Community Centre Aboriginal Corporation

Location

32 Quarantine Bay Road, Cooktown

Real Property Description

Lot 2 on Plan RP739948

Area

2.5140 Hectares

Zone

Rural Residential

Proposed Use

Education Establishment

Current Use

House, large shed (Men's Shed) and toilet block.

REPORT

Application has been made to Council under the current IPA Planning Scheme for the issue of a Development Permit for a Material Change of Use for an Education Establishment. An Acknowledgement Notice was issued on 11 September 2015, and an Information Request was issued on the 22 September 2015. The applicant responded to the Information Request on 15 February 2016.

PROPOSAL

The proposed application is for an Education Establishment on Lot 2 on Plan RP739948 located at 32 Quarantine Bay Road, Cooktown. The proposed development will utilise 360.8 sq metres of the existing four hundred and forty (440) sq metres shed as an Education Establishment for use by the new Catholic Education College, while the remainder will have use as the Men's Shed. The toilet block as shown on the Floor Plan will also form part of the application. The development is proposed to cater for a maximum of twenty (20) students and teachers at any one time, twice a week. Students and teachers are proposed to be transported to the facility by Toyota Coaster bus.

SITE

The development site is located at 32 Quarantine Bay Road, approximately two (2) kilometres east along the Quarantine Bay Road. The development site has an area of approximately 2.5 Hectares and has frontage to the bitumen sealed Quarantine Bay Road. Lot 2 is not within the reticulated water or sewerage area but is connected to reticulated electricity. The site currently has a large shed, toilet block and caretaker's residence located on it.

TOWN PLANNING CONSIDERATIONS

The proposed development is best defined under the Cook Shire Planning Scheme as Education Establishment:

"Education Establishment – means the use of premises for a school or similar institution of learning. The term includes:

- *Ancillary accommodation and facilities for staff and students; and*
- *The use of the establishment and its facilities by community groups or the general public."*

Lot 2 is zoned Rural Residential under the Cook Shire Planning Scheme and under that zoning a Material Change of Use for an Education Establishment is Impact Assessable development and requires Public Notification. Council must consider the provisions of the Planning Scheme as a whole including the strategic elements when assessing the application.

The purpose of the Rural Residential Zone Code is to achieve the following outcomes for the Rural Residential Zone Code:

- *Rural residential areas provide large lots offering a high standard of residential amenity in a semi-rural setting;*
- *Rural uses are limited to low impact activities such as hobby farming, which are compatible with the rural residential nature of the surrounds and do not detrimentally impact upon local amenity via odour, chemical sprays, traffic or noise;*
- *Rural Residential zoned land identified as Future Urban Land provides for the long term expansion of the township and is protected from inappropriate subdivision or changes of use, which could jeopardise its functionality as Future Urban Land. Subdivision of Future Urban Land for urban purposes only occurs where there is a demonstrated community need.*
- *Where town water and sewerage are not available, domestic infrastructure is contained entirely within the boundaries of the site;*
- *Rural Residential areas do not alienate Good Quality Agricultural Land or compromise farming activities on adjoining Rural Zoned Land;*

- *Rural Residential areas have access to community services and facilities; and*
- *The environmental and biodiversity values of the Rural Residential zoned land are protected.*

CODE REQUIREMENTS

The following Codes are identified under the Cook Shire Planning Scheme as being applicable to an Education Establishment in the Rural Residential Zone:

- Rural Residential Zone Code
- Parking and Access Code
- Works, Services & Infrastructure Code
- Natural Hazards Code

DESIRED ENVIRONMENTAL OUTCOMES (DEOs)

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

- Economy
- Environment
- Settlement Patterns
- Transport & Communications
- Community
- Rural Prosperity
- Heritage
- Safety

Those DEOs with particular relevance to the proposal have been addressed below:

3.1.1 DEO: 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 proposal will provide support to the existing Holy Spirit College by providing off campus learning activities for students, thus helping retain students who might otherwise move to a regional centre to further their learning.

3.1.3 DEO: 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 each of these settlements, to allow

adequate housing, community services, recreational space and opportunities for business and industrial activities.

Response

The proposal supports the Efficient Settlement DEO by virtue of promoting development within the Urban Expansion Footprint of Cooktown, that will lend valuable support to the existing Holy Spirit College by providing an off campus learning facility set in a less formal semi-rural setting. The development also makes use of an existing building that was previously used on an informal basis for education purposes associated with the Cooktown State School.

3.1.5 DEO: A Proud Community

The diversity of the Shire's population is celebrated and community spirit is built through the provision of quality and accessible social, educational, sporting and recreational facilities. All social groups have the opportunity to participate in and make positive contributions to the growth of a strong and healthy community.

Response

The proposal supports the Proud Community DEO by proposing an additional educational support facility for the residents of Cook Shire.

REFERRAL AGENCIES

There are no referral agencies for the purpose of this application.

PUBLIC NOTIFICATION

Public Notification was required for this application. The applicant has provided a notice stating that the application was publicly notified in accordance with Section 297 of the *Sustainable Planning Act 2009*. No submissions were received during the Public Notification Period.

DISCUSSION

While educational facilities are not anticipated to occur in the Rural Residential Zone it is significant to note that the subject site is included in the Future Urban Expansion Footprint and so there is a reasonable expectation that at some point in time urban activities will occur on the land.

Significantly the proposed development (Educational Establishment) is of a minor nature being for a maximum of twenty (20) students and teachers at any one time using the existing building twice weekly. This usage may be subject to change in the future. Vehicle movements associated with the Educational Establishment will be minimal with students and teachers being transported to and from the development by a small Toyota Coaster bus.

The development should have no detrimental impact on the residential amenity of the surrounding properties, and has been used for the purpose of an Educational Establishment on an informal basis for a period of years. It is not being used for this purpose at present. The proposed development will provide a Community benefit with the provision of a low key support Educational Facility for the Holy Spirit College.

No submissions were received during the public notification period and the development is supported by the Planning Scheme. The development is supported by Council Officers and is recommended to Council for approval with Conditions.

RECOMMENDATION

That the application under the current IPA Planning Scheme by Gungarde Community Centre Aboriginal Corporation c/- U&i Town Plan for a Development Permit for making a Material Change of Use for an Educational Establishment on Lot 2 on Plan RP739948, located at 32 Quarantine Bay Road Cooktown, be approved 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 plans (Appendix 'A') submitted with the application and in response to Council's Information Request, except for any variations required to comply with the Conditions of this approval:
 - Floor Plan – Educational Establishment
 - Site Plan – 32 Quarantine Bay Road
 - Elevations – Educational Establishment

Water Supply

2. The development must be connected to a reliable potable water supply. This would be satisfied by the provision of rainwater tanks with a minimum capacity of 50,000litres. Where an alternative source of supply is available within the allotment, the applicant can provide certified evidence as to flow rates and water quality of bore water or other supply to eliminate or reduce the requirement for on-site water. Details to be provided prior to the use commencing.
3. The applicant must provide the results of a NATA accredited water quality test showing the water is potable prior to the use as an Educational Establishment commencing.

Effluent Disposal

4. Wastewater treatment and disposal application must include details of proposed wastewater disposal systems and calculations demonstrating compliance with the Queensland Plumbing and Wastewater Code and AS/NZS, 1547:2000 – On-site Domestic Wastewater Management. Details must be provided at the time of lodgement of a Plumbing or Building application.

Access

5. Access to the proposed development must be via the existing Quarantine Bay Road Access.
6. The access must be upgraded to a concrete or bitumen seal from the existing bitumen road pavement to the property boundary and include ancillary stormwater drainage if required. Construction must be to the requirements of the FNQROC Manual. Engineering drawings must be submitted for approval by Council's Director Infrastructure Services as part of an Operational Works application prior to works commencing.

Internal Driveways and Car Parking

7. The development must make provision for a minimum of three (3) off street car parking spaces, including one (1) disabled person car parking space. The disabled person's car parking space must be concrete or bitumen sealed. The remaining car parking spaces must be minimum gravel sealed and must be maintained in a dust suppressed state at all times. Car parking must be located as shown on approved plan Site Plan – 32 Quarantine Bay Road, with the disabled person car parking space to be located in close proximity to the entrance. Car parking spaces must be constructed to the Australian Standard.
8. The internal driveway and manoeuvring areas must be gravel sealed and located as per approved Site Plan (Site Plan – 32 Quarantine Bay Road). Construction must be to the requirements of the FNQROC Manual, and must be kept in a dust suppressed state at all times.

Capacity

9. The combined number of students and teachers must not exceed twenty (20) at any one time.

Building Classification

10. A change of Building Classification must be obtained prior to the use of the Educational Establishment commencing.

Electricity

11. The proposed development must be connected to the reticulated electricity supply.

Stormwater

12. Stormwater drainage must be to a legal point of discharge.

Operational Works

13. Prior to construction commencing, Council will require approval of an Operational Works application for the following:

- Access construction (see Condition 6)

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 Infrastructure 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.

Nuisance

14. The applicants must ensure that no noise, dust or water runoff nuisance is caused to the surrounding properties by this development.

Fire Management

15. The proposed development area must be maintained at all times by the owners so as not to create a fire hazard.

Public Utilities

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

Compliance

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

Infrastructure Charges

18. Infrastructure charges must be paid to Council at the time of application for the change of Building Classification for the Educational Establishment as indicated on the attached Adopted Infrastructure Charges Notice (Appendix 'B'), at the rate applicable at the time of payment.

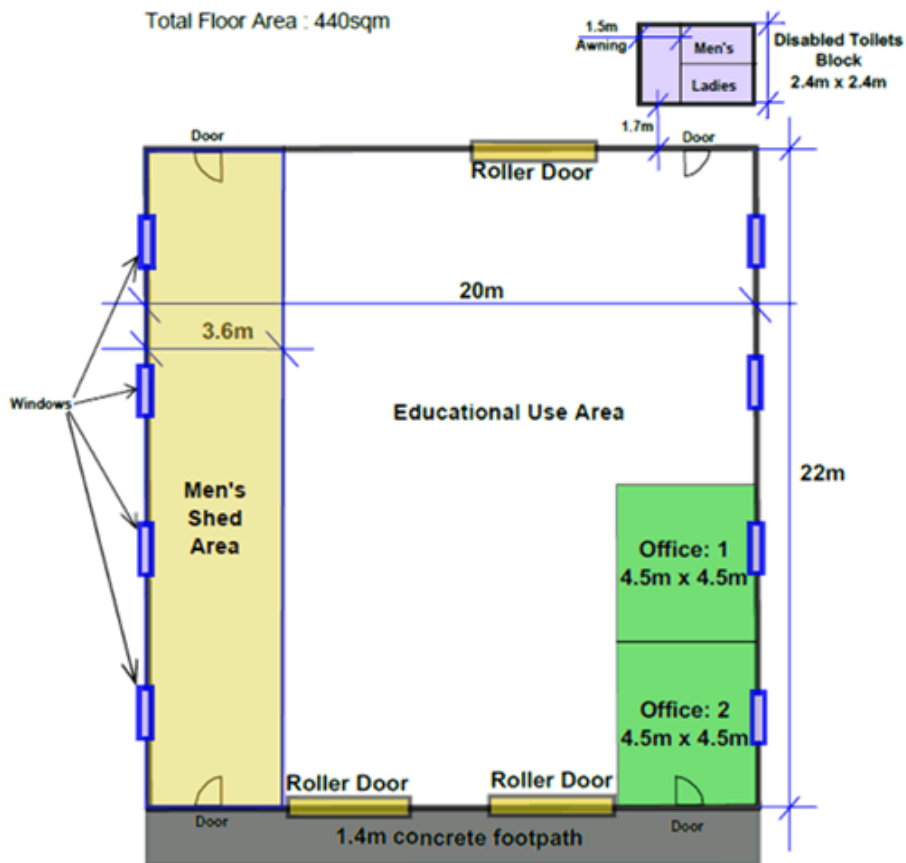
Outstanding Charges

19. All rates, service charges, interest and other charges levied on the land must be paid prior to the issue of the change of Building Classification.

Currency Period

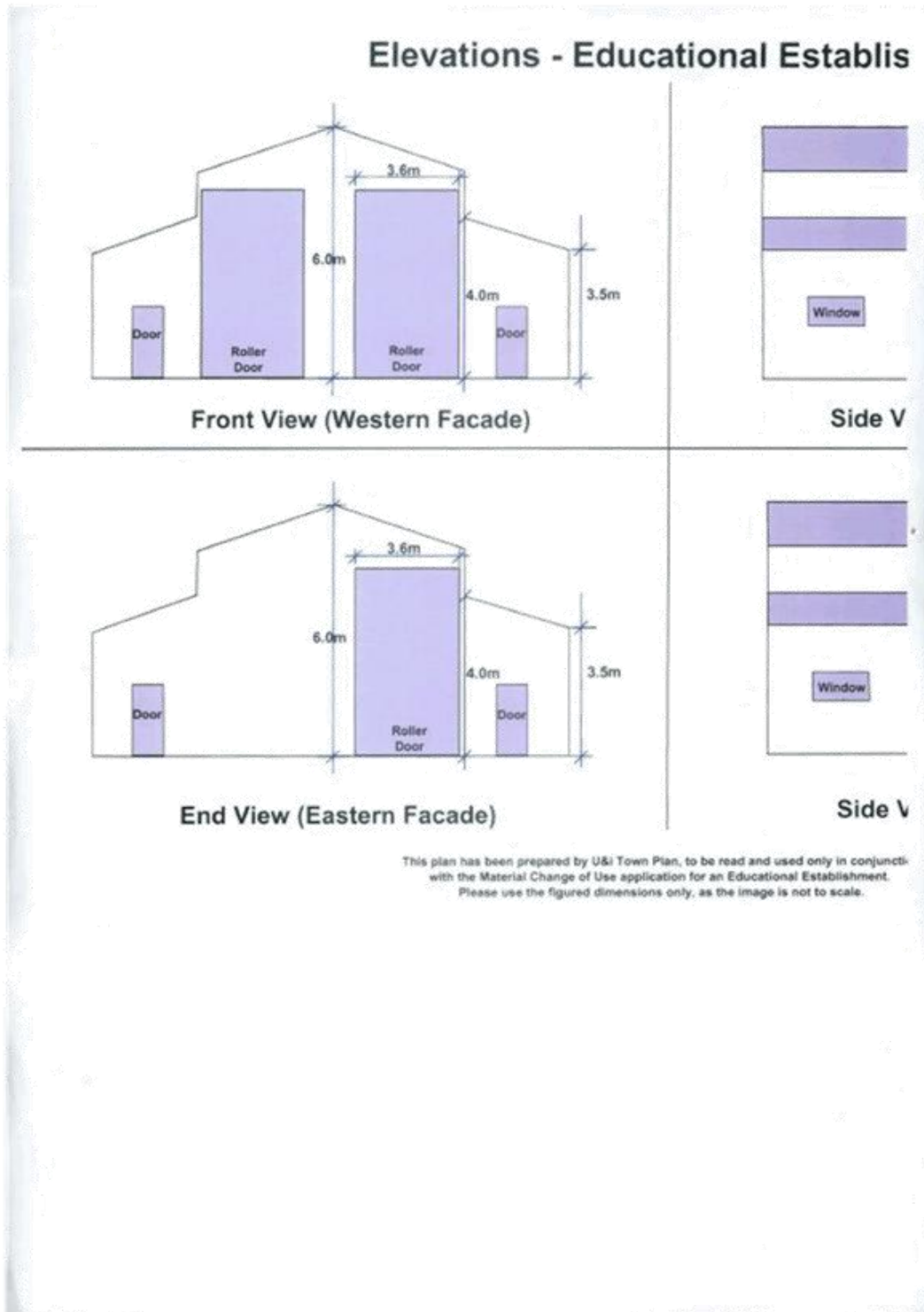
20. The currency period for this Development Approval is four (4) years. Should the Educational Establishment not be established within this time, the approval shall lapse.

Floor Plan - Educational Establishment



This plan has been prepared by U&i Town Plan, to be read and used only in conjunction with the Material Change of Use application for an Educational Establishment. Please use the figured dimensions only, as the image is not to scale.





'Appendix B'

Our ref: JH:DA/3496

Your ref: M4-15

17th May 2016

Gungarde Community Aboriginal Corporation
 c/- U&I Town Plan
 PO Box 426
 COOKTOWN Qld 4895

Attention: Ramon Samanes

Dear Mr Samanes

ADOPTED INFRASTRUCTURE CHARGES NOTICE
DEVELOPMENT APPLICATION DA/3496
32 QUARANTINE BAY ROAD, COOKTOWN

Proposal: Educational Establishment

Applicant: Gungarde Community Centre Aboriginal Corporation
 c/- U&I Town Plan
 PO Box 426
 COOKTOWN Qld 4895

Location of Site: 32 Quarantine Bay Road, Cooktown

Real Property Description: Lot2 on Plan RP739948

Type of Development: Material Change of Use (Impact)

Infrastructure Charges Calculation:

Development Class	Charge	Unit of Measure	No of Units	Amount of Charge
Material Change of Use	\$ 6.72 (Transport)	m ² GFA	360.8	\$2,424.58
Material Change of Use	\$ 1.20 (Stormwater)	m ² GFA	360.8	\$ 342.60
Total Charges				\$2,767.18

Credit Calculation:

Development Class	Charge	Unit of Measure	No of Units	Amount of Charge
Material Change of Use	\$6.72 (Transport)	m ² GFA	0	\$ 0

Material Change of Use	\$1.20 (Stormwater)	m ² GFA	0	\$ 0
Total Credit				\$ 2,767.18

Net Adopted Infrastructure Charges Summary:

Total Adopted Charge	Total Credit	Total Infrastructure Charge
\$2,767.18	\$0	\$2,767.18

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

Due Date for Payment:

Payment of the total infrastructure charge must be made at the time of application to carry out change of Building Classification on the subject site (Material Change of Use).

Payment Details:

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

Goods and Services Tax

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

Adopted Infrastructure Charge is Subject to Price Variation

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

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

RIGHTS OF APPEAL:

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

Please refer to www.dip.qld.gov.au/spa to access the *Sustainable Planning Act 2009*. Please refer to sections 478, 535, 675 and 680 which detail your appeal rights regarding this notice. Should you require any further information or assistance please contact Council's Town Planning Officer, Mr John Harrison on, (07) 4069 5444.

Yours faithfully

Gary Kerr
Director Development Environment and Community

13.2 REQUEST TO EXTEND THE CURRENCY PERIOD FOR DEVELOPMENT PERMIT DA/2941 - FOR A BOUNDARY REALIGNMENT BETWEEN LOTS 162 ON BS154 & 165 ON BS164 INCLUDING AN AMALGAMATION OF LOT 175 ON BS154 WITH LOT 162 ON BS154, TERMINUS STREET & UNNAMED ROAD, LAURA

File Number: D16/5560

Author: Development Coordinator

Authoriser: Gary Kerr, Director Development, Environment & Community

Attachments: Nil

PRECIS

Applicant

Harold and Jennifer Tavner

Owner

Harold and Jennifer Tavner

Location

Lot 162 – Terminus Street, Laura

Lot 165 – Unnamed Road, Laura

Lot 175 - Terminus Street, Laura

Real Property Description

Lot 162 on Plan BS154

Lot 165 on Plan BS164

Lot 175 on Plan BS154

Area

Lot 162 – 6,293 m²

Lot 165 – 2,085 m²

Lot 175 – 445 m²

Zone

Village Zone

Proposed Use

Amalgamation of Lot 175 on Plan BS154 and Lot 162 on Plan BS154 (being exempt development), and Reconfiguring a lot (Boundary Realignment taking 1,474 sq metres from Lot 162 on Plan BS154, and adding it to Lot 165 on Plan BS164).

REPORT

A request has been made to Council under section 383 (1)(b) of the *Sustainable Planning Act 2009* for a two (2) year extension to the currency period for DA/2941, for a Boundary Realignment and Amalgamation between Lot 162 on Plan BS154, Lot 162 on Plan BS154 and Lot 175 on Plan BS154 – Terminus Street and Unnamed Road, Laura until 20 March 2018.

Council issued a Decision Notice for the above application on the 20 March 2012, subject to conditions. The two (2) year extension of the currency period is in order to be able to comply with those conditions of approval and complete the Boundary Realignment and Amalgamation which will enable a better configuration of the lots and more efficient use of the land.

The applicant has paid a Water Headwork's contribution for the amount of \$1,945.65 – as per requirements of Condition 5.

Conditions 6, 7, 8 and 12 relate to lodgement of an Operational Works application for construction of the Unnamed Road including the intersection with the Peninsula Developmental Road, ancillary stormwater drainage and access points off Terminus Street. The applicant has lodged an Operational Works application for these works on 3 May 2016 and is waiting on Department of Transport and Main Roads to complete their role as a Referral Agency (due to the construction of the intersection with the Peninsula Developmental Road and the Unnamed Road) and assessment by Council's Director of Infrastructure Services.

Section 388(1) of the *Sustainable Planning Act 2009* states what the assessment manager must take into account in deciding a request for an extension of a development permit:

388(1) In deciding a request under section 383, the assessment manager must only have

regard to-

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

Town Planning Considerations

This Amalgamation and Boundary Realignment approval is in accordance with the provisions of the current Cook Shire Planning Scheme and complies with the above assessment requirements. There are no referral / concurrence agencies for the purpose of this application.

Council Officers support an extension to the currency period for DA/2941, to allow compliance with the Conditions of Development Permit DA/2941 and lodgement of the proposal Plan of Survey for endorsement by Council.

Referral Agencies

Not applicable.

RECOMMENDATION

That Council grants a two (2) year extension to the currency period applicable to the Development Permit for DA/2941 until 20 March 2018 – to enable compliance.

13.3 REQUEST TO EXTEND THE CURRENCY PERIOD FOR DEVELOPMENT PERMIT DA/2924 - MATERIAL CHANGE OF USE FOR A CARAVAN PARK - LOT 24 ON PLAN RP888375, 410 HURSE ROAD, LAKELAND

File Number: D16/5561
Author: Development Coordinator
Authoriser: Gary Kerr, Director Development, Environment & Community
Attachments: Nil

PRECIS**Applicant**

Joy Marriott

Owner

Joy Marriott

Location

410 Hurse Road, Lakeland

Real Property Description

Lot 24 on Plan RP888375

Area

5,055 hectares

Zone

Rural

Proposed Use

Caravan Park for provision of ten (10) campsites and basic amenities including covered BBQ areas, ablution and laundry facilities.

REPORT

A request has been made to Council under section 383 (1)(b) of the *Sustainable Planning Act 2009*, for a two (2) year extension until 23 July 2018 for the currency period for DA/2924 – making a Material change of Use for a Caravan Park. The Decision Notice for DA/2924 was issued on 23 July 2012.

The applicant is requesting a two (2) year extension of the currency period in order to be able to comply with the conditions of the Development Permit for DA/2924 - making a Material change of Use for a Caravan Park on Lot 24 on Plan RP888375, 410 Hurse Road, Lakeland.

Section 388 (1) of the *Sustainable Planning Act 2009* states what the assessment manager must take into account in deciding a request for an extension of a development permit;

388 (1) *In deciding a request under section 383, the assessment manager must only have regard to –*

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

TOWN PLANNING CONSIDERATIONS

This Material Change of Use approval is in accordance with the provisions of the current Cook Shire Planning Scheme and complies with the above assessment requirements. There are no referral / concurrence agencies for the purpose of this application.

The applicants have stated that “..work on the development has commenced but delays have occurred due to ill health.”

Therefore they are requesting the two (2) year extension for the development permit to enable compliance with the conditions of DA/2924 and complete the development.

REFERRAL AGENCIES

Not applicable.

RECOMMENDATION

That Council grants a two (2) year extension to the currency period applicable to the Development Permit for DA/2924 - making a Material change of Use for a Caravan Park, until 23 July 2018 to enable compliance.

13.4 APPLICATION FOR A DEVELOPMENT PERMIT FOR A MATERIAL CHANGE OF USE FOR TOURIST ACCOMMODATION AT 39 REGENT STREET, COEN - LOT 11 ON CP907238 (DA/3571)

File Number: D16/5719
Author: Reel Planning Pty Ltd
Authoriser: Gary Kerr, Director Development, Environment & Community
Attachments: 1 Appendix 'A' Report DA/3571
2 Appendix 'B' DA/3571 Report

PRECIS**Applicant:**

ADAI Cape York Investments Pty Ltd
c/- Planz Town Planning Pty Ltd
17 Atherton Street
WHITFIELD QLD 4870

Owner:

ADAI Cape York Investments Pty Ltd Location

Real Property Description:

Lot 11 on Plan CP907238

Area:

1.02 hectares

Zone:

Village

Proposed Use:

Tourist Accommodation

Current Use:

Vacant

Referral Agencies:

Ergon Energy

Submissions:

None

REPORT

An application was received by Council on 8 February 2016 for the issue of a development permit for a Material Change of Use for Tourist Accommodation (11 Cabins) at 39 Regent Street, Coen.

An acknowledgement notice was issued on 18 February 2016. Council determined that it had sufficient information to make a decision on the application so chose not to issue an information request.

Public notification was undertaken between 11 March and 5 April 2016. No submissions were received during the public notification period.

PROPOSAL

The current proposal involves the construction of eleven (11) self contained cabins to be used as Tourist Accommodation. The cabins will be furnished with a double bed and the average occupancy of each cabin is expected to be one (1) person, however the cabins can in the future be converted for families up to four (4) persons. It is expected that the cabins will be typically occupied by short term workers and tourists.

The cabins are arranged in two rows along a central driveway. Eight (8) cabins are proposed on the western side of the driveway and three (3) cabins on the east (refer to Figure 1). Each cabin is provided with a single dedicated car parking space (including one (1) PWD space) with an additional three (3) spaces provided, all accessed off the driveway. The cabins all face east to capitalise on views across the adjacent parkland and avoid impacts from the western sun.

No reception facilities are provided on site and it is intended this will be managed at off-site premises or via alternative means (e.g. a lockbox on each cabin). There are no formal recreation facilities or communal amenities proposed on site, however there is a large vacant portion of the site available for informal recreation.

Plans submitted with the application indicate the cabins will have a pitched colourbond roof, weather board type exterior cladding and will be a maximum of about 3.5m high. The overall dimensions are about 8.8m by 3.4m (including the verandah).

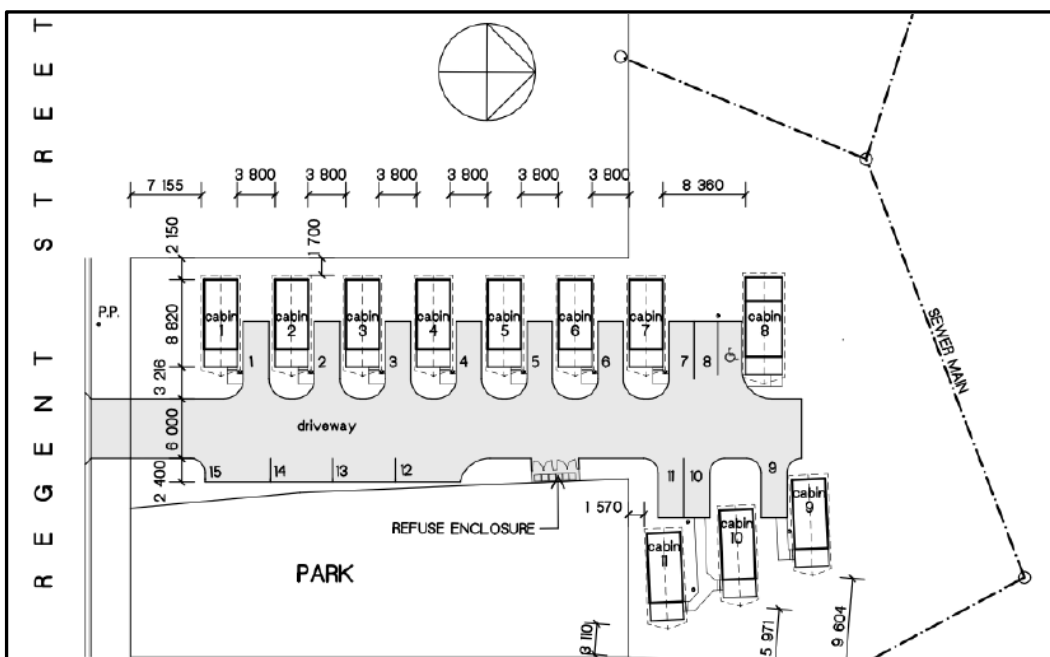


Figure 1: Site Plan Extract

SITE

The subject land is located at 39 Regent Street, Coen (better described as Lot 11 on CP907238) and has a frontage of approximately 25m to Regent Street and is 1.02 hectares in size. The land is effectively a battleaxe allotment with a 20m wide access handle on which the development is proposed (refer to Figure 2).

The land is vacant other than some sparse vegetation and a shed along the eastern boundary which is proposed to be demolished. Adjoining the site to the east is a Council owned park and an unformed road reserve. Adjoining to the north is a continuation of the aforementioned road reserve, as well as a separate vacant land parcel which partially wraps around the site to the west. Adjoining the site to the west (in proximity to the proposed cabins) is the Coen Guesthouse. Lankelly Creek is north of the allotment, but does not adjoin it.



Figure 2: Aerial of 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 "Tourist Accommodation" under the Cook Shire Planning Scheme, repeated below:

Tourist Accommodation– means the use of premises for the short-term accommodation of tourists and travellers. The use includes a manager’s unit/office as well as dining, conference and other facilities for the guests.

A Material Change of Use for Tourist Accommodation is identified as Impact Assessable development in the Village Zone, 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;
- Higher Density Accommodation Code
- Parking & Access Code;
- Works Services & Infrastructure Code;
- Townscape Character Overlay Code; and
- Natural Hazards 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 Tourist Accommodation is unlike other accommodation currently available in Coen, so will assist the town in becoming self-reliant while facilitating tourism.

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 each of

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

Response

The proposed Tourist Accommodation is appropriately located in Coen, assisting it to maintain its role as a significant administrative and commercial centre in the northern Cape York area.

(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 proposal is consistent with the outcomes sought by the code (to the extent relevant) in that:

- Tourist Accommodation represents a commercial land use.
- The proposal will employ local staff for cleaning, gardening and building maintenance;
- No subdivision is associated with the proposal; and
- The proposed buildings will have pitched roofs and traditional building façade/roof materials.

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

Performance Criteria	Proposal Compliance
Land Use	
PC 1 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 commercial ones where of a nature and scale that does not undermine residential amenity. The use involves Tourist Accommodation adjoining an existing tourism accommodation venue (the Coen Guesthouse) and otherwise buffered by road reserve and vacant land. There will be no impacts on residential amenity.
Scale and Density	
PC 2 The scale and design of buildings is consistent with the existing area.	There are 11 separate buildings proposed for the site, however they are well set back from the street and the size of the site is such that they will not appear out of context.
PC 3 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

Performance Criteria	Proposal Compliance
	criteria are met by the proposal.
Amenity and Setbacks	
<p>PC 4 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.</p>	<p>The proposal is consistent with the setbacks prescribed in the associated acceptable solution, with the exception of that to the western boundary which is 1.7m rather than 3m specified in the acceptable solution. It is nevertheless noted that the proposed cabins are orientated away from this boundary and the elevations show only a small window facing that side. The setback complies with that required under the Building Act and on the basis that the adjoining use is also for tourist accommodation (and not a conventional residential property), the setback is considered to comply with the Performance Criteria.</p>
<p>PC 5 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).</p>	<p>As mentioned above, only a small window faces the adjoining property to the west. This window will be screened.</p>
Design	
<p>PC 6 New buildings and structures are designed to:</p> <ul style="list-style-type: none"> • Provide a high level of visual appeal; • To be in keeping with the predominate character of the area; • 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 • Ensure that the street frontage and internal car parking areas are well capable of surveillance from dwelling unit(s) located on the site. 	<p>The elevations and perspective submitted with the application reveal a building form with a reasonable level of visual appeal and consistency with other architecture in town. The cabins overlook and provide casual surveillance to the street and internal driveway.</p>
<p>PC 7 Non-residential uses provide appropriate weather protection for pedestrians.</p>	<p>The use, while commercial in nature, is for a short term accommodation use and the provision of awnings or other weather protection along the street is unwarranted.</p>
<p>PC 8 Effective landscaping is employed to provide an attractive presentation to the</p>	<p>The application did not propose any landscaping on site, however it is considered</p>

Performance Criteria	Proposal Compliance
street.	that the provision of some simple landscaping areas (particularly along the road frontage) is an appropriate outcome that can be conditioned as part of any decision.
PC 9 Safe and efficient vehicle movements are facilitated.	The proposal includes a central driveway with parking for 16 vehicles including 1 PWD space. The car park will be relatively low turnover and sufficient manoeuvring area can be provided to ensure cars can leave the site in a forward gear.
PC 10 Waste material is stored so as not to be unsightly and so as to be conveniently collected.	A bin storage location has been shown on the plans.
PC 11 Waste material is stored so as to ensure adequate containment and retention of waste material.	As above
Erosion Prone Land	
PC 12 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 economic value of the Erosion Prone Area.	The site is not in an erosion prone area.
Acid Sulfate Soils	
PC 13 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: <ul style="list-style-type: none"> ▶ Avoiding disturbance of such areas; or ▶ Treating and managing the disturbance to minimise the volume of acidic leachate within manageable levels, and ▶ Treating and managing surface and groundwater flows from areas of acid sulfate soils to minimise environmental harm. 	The proposal does not affect any land at or below 5m AHD so will not have any effect on Acid Sulfate Soils.
Pest Management	
PC 14 Movement of State Declared or environmental pest plants and pest animals is prevented by: <ul style="list-style-type: none"> ▶ Not introducing any new declared or environmental pest plants or animals on to the property; and ▶ Not allowing seed or plant parts of declared or environmental pest plants to leave the property. 	The applicant can 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.

(iii) Higher Density Accommodation Code

The Overall Outcomes of the Higher Density Accommodation Code include:

- *A mix of residential types, styles and densities provides choice in housing and accommodation for residents, visitors and tourists;*
- *Higher density accommodation is located in close proximity to the township areas and/or community uses such as schools;*
- *Buildings are designed and located so that the amenity of adjoining residents and the neighbourhood is not detrimentally affected;*
- *Environmental values of the area are maintained; and*
- *Adequate infrastructure and services are provided.*

The proposal satisfies the overall outcomes in that:

- It provides tourist accommodation;
- it is within the township;
- It is unlikely to affect the amenity of adjoining residents or the neighbourhood generally;
- It is not located in an area of environmental significance; and
- It is currently connected to an adequate level of infrastructure and services.

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

Performance Criteria	Proposal Compliance
Site Suitability	
PC 1 Higher density accommodation uses occur in and around the centres of townships (principally Cooktown).	The use is within the township of Coen
PC 2 Higher density accommodation uses do not occur where they will have significant adverse effects on the amenity of adjoining uses or where they will be subject to significant loss of amenity from adjoining uses.	As noted in response to the Village Zone Code, the site is generally surrounded by vacant land and a park. The adjoining property to the west is also used as Tourist Accommodation and while the setback of the proposed cabins to this boundary is only 1.7m, it is unlikely there will be any significant adverse amenity impacts due to the design and orientation of the cabins. The surrounding uses mean that the proposed cabins are highly unlikely to be subject to any loss of amenity from surrounding uses.
PC 3 The site has adequate area to accommodate buildings and structures, car parking, landscaping and communal and private open space.	The associated acceptable solution requires a minimum site area of 800m ² and a minimum site frontage of 20m. The site meets these requirements.
Access for the Disabled	
PC 4 Accommodation, services and facilities located on the ground floor level of new	Disabled access is provided to 1 cabin.

Performance Criteria	Proposal Compliance
buildings are accessible to the disabled.	
PC 5 Sufficient private and communal open space is provided for residents' needs.	The associated acceptable solution calls for a minimum of 35% of the site to be provided for communal open space, including one area of 50m ² with a minimum dimension of 5m. No formal communal open space areas are designated, however a large portion of the site is available for informal use.
Landscaping	
PC 6 Landscaping provides: <ul style="list-style-type: none"> • A pleasant visual presentation to the street frontage; and • Reduces negative impacts on the amenity of adjoining properties. 	As indicated in response to the Village Zone Code, some landscaping is considered warranted and can be conditioned as part of any decision.
Design	
PC 7 Windows and balconies are located so as to avoid overlooking and loss of privacy to occupants of other units on the same or adjacent sites.	Building orientation and screening of windows will ensure there is no overlooking of the adjacent property to the west. The site is otherwise surrounded by a park, road reserve and vacant land.
PC 8 Car parking areas are functional and do not detract from the visual presentation of the site.	Car parking has been provided between the proposed cabins so not to detract from the appearance of the development from the street.
PC 9 Fences and walls do not prevent visibility from the street.	No fences are proposed or noted on the plans, however fencing types can be conditioned as part of any decision.
PC 10 Air-conditioning units and plant are: <ul style="list-style-type: none"> • Not obtrusive when viewed from the public street; and • Are acoustically screened where located in proximity to other dwelling units. 	The screening of air-conditioning units can be conditioned as part of any approval.

(iv) 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 Tourist Accommodation is one space per unit plus 1 staff space for every 20 beds. Based on the proposed 11 cabins, 12 spaces are required, however 15 spaces have been provided on site. The dimensions of the car park appear adequate to ensure safe and efficient manoeuvring of vehicles, however a small extension to the driveway might be required to ensure vehicles can enter and leave the site in a forward gear.

Very limited servicing of the site is envisioned to occur such that temporary parking of service vehicles can occur in the driveway or visitor spaces.

(v) Townscape Character Code

The Townscape Character Code seeks to protect the existing historic streetscapes and ensure that new buildings incorporate architectural styles and streetscape values which are sympathetic to the original building types. As described earlier, the proposal plans show pitched colourbond roofs, with weatherboard type cladding and large eaves. The design of the proposed cabins therefore includes features of styles present in the existing streetscape and broadly complies with the overlay code.

(vi) Works, Services and Infrastructure Code

This Code seeks to ensure infrastructure is designed and constructed to a suitable standard and that works, services and infrastructure do not cause environmental degradation or increase the risk of natural hazards. The applicant has indicated that the proposed cabins will be connected to the full range of reticulated services (water, sewer, electricity and telecommunications).

The Code also requires that internal and external drainage is provided to minimise runoff and impacts on receiving waters. The applicant has indicated that drainage will be to the existing reticulated storm water system. A condition can be included to ensure that the site drains to a legal point of discharge.

(vii) 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.

The site is identified as being subject to bushfire hazard with up to five (5) cabins (towards the north) potentially identified as being within the medium hazard area. The site is nevertheless reasonably clear of vegetation in this area, provides easy access for fire fighting vehicles and will have suitable access to reticulated water in the case of fire.

Conditions can be attached to a decision to ensure a firebreak is maintained, further reducing the fire risk. The site is also identified as being subject to flood hazard, but not in the location in which the cabins are proposed.

3. Referral Agencies

The application triggered referral to Ergon Energy as an advice agency as the site was within 100m of an Ergon substation. The applicant undertook this referral on 25 February 2016 and Ergon responded via email dated 25 February 2016 advising that they had no objection or requirements.

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*. No submissions were received during the public notification period.

5. Infrastructure Charges

Infrastructure charges are calculated under Council's Infrastructure Charges Resolution. In Coen, charges are applicable for Water, Sewer, Transport and Stormwater. Tourist Accommodation falls under the wider category of Accommodation (Short Term), a category which also includes caravan park and hotel.

Credits are applicable for the existing lot.

6. Discussion

The proposed development is for Tourist Accommodation (11 Cabins) at 39 Regent Street, Coen. The site is currently vacant except for a shed which is intended to be demolished. The Tourist Accommodation is an impact assessable use in the Village Zone, will add to the range of services available in Coen for workers and tourists and is appropriately located in a significant centre in the Northern Cape York Area. The proposal will be connected to the full range of reticulated services and it is highly unlikely that it will have any adverse amenity impacts on the nearest adjoining property, which is also used for tourist accommodation.

The proposal is considered to comply with the relevant planning scheme provisions where undertaken in accordance with the recommended conditions of approval.

RECOMMENDATION

That Council issue an approval for the development application submitted by ADAI Cape York Investments Pty Ltd c/- Planz Town Planning Pty Ltd for a Material Change of Use for Tourist Accommodation at 39 Regent Street, Coen (Lot 11 on CP907238), 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 (refer to Appendix A) except for any modifications required to comply with the conditions of this approval:
 - 2107-S1 –Site Plan, Prepared by PD Designs, Dated December 2015; and
 - 2107-S2 –Elevations, Prepared by PD Designs, Dated December 2015.

Footpaths

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

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

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

Upgrading Access

4. The entrance from Regent Street, between the road pavement and the site boundary shall be bitumen or concrete sealed and constructed to the requirements of the FNQROC Manual prior to the commencement of the use.

Internal Driveway and Car Parking

5. The Development must make provision for fifteen (15) car parking spaces to be located generally in accordance with the plans titled *2107-S1 –Site Plan, Prepared by PD Designs, Dated December 2015*. At least one (1) parking space must be designated for persons with disability.
6. Construction of internal driveways and car parking must be to the requirements of the FNQROC Manual. Car parking spaces and internal driveways must be sealed with either bitumen or concrete. Car parking spaces must be line marked and comply with the Australian Standard. Engineering drawings must be submitted for approval by Council's Director Infrastructure Services prior to works commencing.

Construction Waste Management Plan

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

Landscaping

8. Prior to the issue of a Development Permit for Building Works, the applicant is to prepare and submit to the Council a Landscape Plan for approval by the Council's Director Development, Environment and Community. The plan should include details about how the use will present attractively to the road frontage. The plan should also show how existing mature vegetation is to be retained. The Applicant is to undertake the landscaping in accordance with the approved plan prior to the commencement of the use.

Air Conditioning

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

Services

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

Storm Water

12. 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 Infrastructure Services.

Operational Works

13. Prior to construction commencing, Council will require approval of an Operational Works application for the following:
 - Footpaths (See Condition 2);
 - Accesses including ancillary stormwater drainage (see Condition 4);
 - Erosion and sediment control plan for access works; and
 - Any water or sewer main extensions (see Condition 11).

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

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

Certificate and Maintenance

14. Upon completion of the works subject to the requirement for an Operational Works application in Condition 13 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.

Refuse

15. 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 Infrastructure Services.

Fences

16. Any fences along the street frontage must be no higher than 1.8m above ground level where they have regular openings providing at least 50% transparency, or a maximum of 1.2m in height above ground level otherwise.

Noise and Dust

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

Public Utilities

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.

Compliance

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

Outstanding Charges

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

Infrastructure Charges

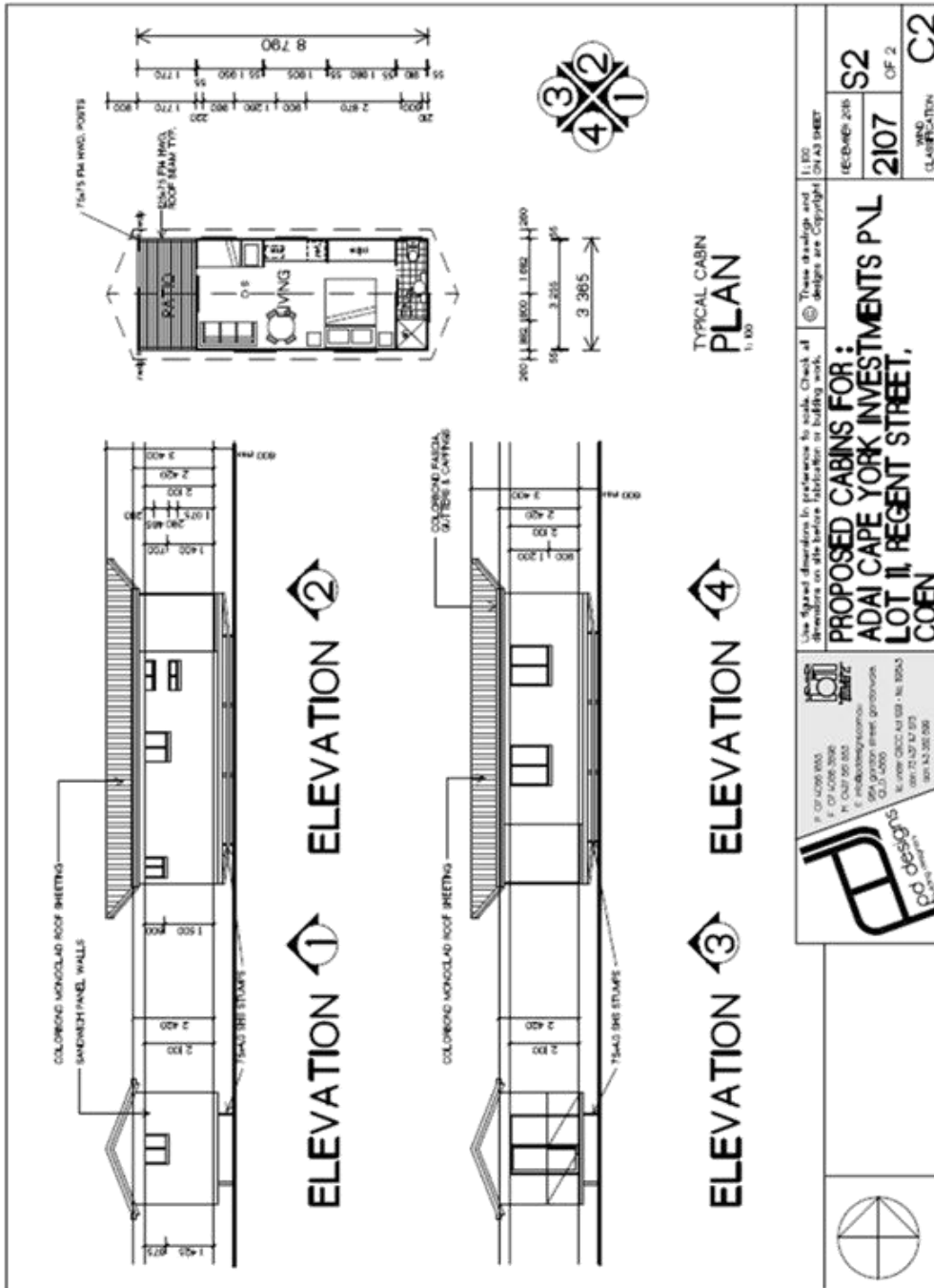
23. Infrastructure charges must be paid to Council prior to the commencement of the use, as indicated on the attached Adopted Infrastructure Charges Notice (refer to Appendix B) at the rate applicable at the time of payment.

Currency Period

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

B. Assessment Manager (COUNCIL) Advice

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



 <p>P.D. DESIGN GROUP ARCHITECTS 1000 10th Street, Suite 100 Denver, CO 80202 Tel: 303.733.1234 Fax: 303.733.1235</p>	<p>Use 'Ased' dimensions in preference to scale. Check all dimensions on site before fabrication or building work.</p> <p>PROPOSED CABINS FOR: ADAI CAPE YORK INVESTMENTS P/L LOT 11, REGENT STREET, COEN</p>	<p>1:1, 1:50 DESIGNED BY S2</p>
	<p>These drawings and designs are Copyright ©</p>	<p>2107 OF 2 RNO CLASSIFICATION C2</p>

‘Appendix B’

Our ref: DA/3571
Your ref: 81516

18 May 2016

ADAI Cape York Investments Pty Ltd
c/- Planz Town Planning Pty Ltd
17 Atherton Street
WHITFIELD QLD 4870

Attention: Suzie Lord

Dear Sir/Madam

ADOPTED INFRASTRUCTURE CHARGES NOTICE**DEVELOPMENT APPLICATION DA/3571**
39 REGENT STREET, COEN

Proposal:	Material Change of Use for Tourist Accommodation (11 Cabins)
Applicant:	ADAI Cape York Investments Pty Ltd c/- Planz Town Planning Pty Ltd 17 Atherton Street WHITFIELD QLD 4870
Location of Site:	39 Regent Street, Coen Qld 4892
Real Property Description:	Lot 11 on CP907238
Type of Development:	Material Change of Use

Development Class	Charge	Unit of Measure	No of Units	Amount of Charge
Material Change of Use	\$750.00 (Water)	Per Suite	11	\$8,250.00
Material Change of Use	\$750.00 (Sewerage)	Per Suite	11	\$8,250.00
Material Change of Use	\$900.00 (Transport)	Per Suite	11	\$9,900.00
Material Change of Use	\$300.00 (Stormwater)	Per Suite	11	\$3,300.00
Total Charges				\$29,700.00

Credit Calculation:

Development Class	Charge	Unit of Measure	No of Units	Amount of Charge
Residential RAL	\$2,100.00 (Water)	Per Lot	1	\$2,100.00
Residential RAL	\$2,100.00 (Sewerage)	Per Lot	1	\$2,100.00
Residential RAL	\$2,520.00 (Transport)	Per Lot	1	\$2,520.00
Residential RAL	\$840.00 (Stormwater)	Per Lot	1	\$840.00
Total Credit				\$7,560.00

Net Adopted Infrastructure Charges Summary:

Total Adopted Charge	Total Credit	Total Infrastructure Charge
\$29,700.00	\$7,560.00	\$22,140.00

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

Due Date for Payment:

Payment of the total infrastructure charge must be made 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.dilgp.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

Gary Kerr
Director Development, Environment & Community
Cook Shire Council

13.5 APPLICATION FOR A DEVELOPMENT PERMIT FOR A MATERIAL CHANGE OF USE FOR THE PURPOSE OF A CARAVAN PARK ON LOT 13 ON PLAN SD21, UNNAMED ROAD, COEN (DA/3399)

File Number: D16/5724
Author: Reel Planning Pty Ltd
Authoriser: Gary Kerr, Director Development, Environment & Community
Attachments: 1 Appendix A DA/3399
2 Appendix B DA/3399

PRECIS**Applicant:**

Lama Lama Land Trust TTE
C/- Gavin Bassani
C/- Post Office
COEN QLD 4892

Owner:

Lama Lama Land Trust

Location:

Unnamed Road, Coen

Real Property Description:

Lot 13 on SD21

Area:

2,160 hectares

Zone:

Rural

Proposed Use:

Caravan Park

Referral Agencies:

Department of Natural Resources and Mines -
through State Assessment and Referral Agency (SARA) via Dept. Infrastructure Local Govt. and
Planning

REPORT

An application was made to Council on 13 February 2015 for the issue of a development permit for a Caravan Park on part of Lot 13 on SD21. An acknowledgement notice was issued on 25 March 2015 identifying the Department of Infrastructure Local Government and Planning as a Referral Agency.

Council issued an information request seeking the applicant to demonstrate the following:

- How solid waste will be disposed;
- Compliance with Council's local law relating to Caravan Parks with relation to the ratio between toilets and guests;
- Which toilet will be allocated for disabled persons;
- How motor homes will be accommodated with water and sewer;
- How the water supply will meet potable guidelines;
- How reticulated water will be provided to the site;
- The setback distance between the campsites and infrastructure within the fenced area;
- Show the internal road and pathway on the site plan;
- Show disabled parking on the site plan; and
- Provide floor plans and elevations for the kitchen and disabled access to the kitchen.

The applicant provided a full response to the information request via a letter dated 16 December 2015. Public notification was undertaken between 5 February and 25 February 2016. No submissions were received.

PROPOSAL

The current proposal involves a Caravan Park (bush camping) with a maximum of fourteen (14) sites to be developed. Existing facilities on site include a toilet block with two (2) toilets, a shelter with a concrete floor, rainwater tank and fence surrounding the proposed camp. It is proposed to supplement this with two (2) small amenities blocks each containing two (2) showers, a kitchen to be constructed in the existing shelter, a small laundry as well as a rainwater tank, extensions to the existing water lines and a composting toilet.

The site has been used for informal camping by the traditional owners for some time, with the current application seeking to formalise the site for commercial operations.

THE SITE

Lot 13 on SD21 is accessed via Port Stewart Road, is 2,160 hectares in area and is approximately 50kms south east of Coen. The lot is divided by two road reserves, an unmade road reserve running north south and the Port Stewart Road reserve (which does not appear to coincide with the constructed road). The southern boundary of the allotment is the Stewart River. (Refer to Figure 1)

The land subject to the proposal for the camp ground is located in the portion of Lot 13 south of the Port Stewart Road reserve and north of the Stewart River, generally in the south east corner of the lot. An unsealed access track from Port Stewart Road provides access to the camp ground. The site is vacant except for some scattered vegetation and the aforementioned facilities. (Refer to Figure 2)



TOWN PLANNING CONSIDERATIONS

1. Statutory Planning Context

The site is zoned Rural under Cook Shire Council's Planning Scheme. The proposal best fits the definition of "Caravan Park" under Cook Shire Planning Scheme, repeated below:

***Caravan Park** – means the use of premises for the parking and/or siting of two or more mobile campervans, caravans, cabins, relocatable homes or tents for the purpose of providing accommodation. This use may include any manager's office/residence, amenity buildings, recreational and entertainment facilities and shop which cater exclusively for the occupants of the caravan park.*

A Caravan Park in the Rural Zone is subject to impact assessment, allowing Council to assess the proposal against the provisions of the Planning Scheme as a whole, including the strategic elements of the planning scheme. The following codes are also relevant:

- Rural Zone Code;
- Caravan Park Code;
- Parking & Access Code;
- Works Services & Infrastructure Code; and
- Natural Hazards 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 Caravan Park will assist in the expansion of the range of accommodation choice available in this part of the Shire thereby promoting tourism. In addition, the income from the proposed camp will facilitate ongoing ranger operations to manage the wider site.

DEO 2: A Healthy Environment

The natural habitat, biodiversity and visual beauty of the Shire's terrestrial and aquatic environments are protected and the quality of its air and water is of a high standard. Human activities with significant impacts on the environment are carefully planned and managed, so that its long-term health is not diminished. Known mineral and other extractive resources are protected and used in a sustainable manner.

Response

The proposed development will facilitate bush camping with limited permanent facilities, thereby limiting impacts on the environment. Notably, no clearing of existing vegetation is proposed.

DEO 6: Rural Prosperity

The Shire's rural areas provide for a wide and diversifying range of agriculture, animal husbandry, forestry, extractive industries, aquaculture and tourism. Tourist accommodation is only encouraged where associated with one or more local, natural or cultural feature. Rural industry is managed to protect the Shire's environmental quality and biodiversity and good quality agricultural land is maintained for long-term rural production.

Response

The proposed use represents a form of tourist accommodation which is appropriate to cater for the travelling public who visit this part of the Shire. It is essentially a bush camp with limited facilities. The use includes limited additional built form and for that reason can be considered temporary in nature and the site can be returned for rural uses should the proposed use cease.

DEO 8: A Safe Environment

Human life, property and the environment are protected from the adverse effects of landslips, bushfires and flooding.

Response

Council does not have records of flooding from the Stewart River however the material submitted with the application suggests the site and surrounds are at risk from flooding from the Stewart River. This issue is discussed later in this report.

(ii) Rural Zone Code

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

- *The Rural Zone incorporates a range of agricultural, animal husbandry, forestry, aquaculture and supporting uses which strengthen the rural economy and service the rural community while preserving the amenity and character of rural land;*
- *Good Quality Agricultural Land is protected and is not alienated or fragmented;*
- *Rural zoned land identified as Future Urban Land provides for the long-term expansion of the township and is protected from inappropriate subdivision or changes of use, which could jeopardise its functionality as Future Urban Land. Subdivision of Future Urban Land for urban purposes only occurs where there is a demonstrated community need;*
- *The rural economy and community is serviced by adequate infrastructure (particularly roads);*

- *Intensive rural activities are located away from sensitive land uses and do not have a detrimental impact on the amenity of adjoining land;*
- *Scenic landscape values and the rural character of the land is preserved for enjoyment of residents, visitors and tourists;*
- *New extractive industry operations utilise significant local resources and are appropriately located and designed to mitigate any significant environmental impacts; and*
- *Existing extractive industry operations and known resource bodies are protected from the encroachment of incompatible land uses.*

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

- The land is not identified as GQAL or Future Urban Land;
- The site has access to a maintained road;
- The proposed use is not an intensive rural activity and will not compromise scenic landscape values or rural character; and
- The proposed use is not an extractive industry and there are no nearby extractive industries.

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

Performance Criteria	Proposal Compliance
Land Use	
PC 1 Land use is primarily rural in nature. A range of non-rural uses are also located in this zone where they are complementary to the primary rural use (eg Roadside Stall) or where they have a direct and necessary connection to the wider rural community (eg. Veterinary Facility).	<p>The proposal involves a new camping ground in the Rural Zone, which will cater for bush camping with a limited increase in the current extent of built form.</p> <p>The proposal is not a rural activity however it is argued that there is a direct connection to the wider rural community in that the proceeds of the camp ground will assist in facilitating the existing ranger program. It also meets the needs of tourists in this part of the shire and (subject to reasonable and relevant conditions) is compatible with surrounding land use.</p>
PC 2 The land use aspirations in any Indigenous Land Use Agreement (ILUA) are recognised.	The land is not identified within or close to that identified in an ILUA
Scale and Density	
PC 3 Buildings are of a scale and design that is appropriate for a rural area.	New permanent structures are limited to additional showers and shade structures and are of a scale and design appropriate for a rural area.

Performance Criteria	Proposal Compliance
Amenity and Setbacks	
<p>PC 4 Buildings and structures are setback from road frontages and adjoining sensitive uses and landscaping and other measures (eg earth mounds and solid fences) are provided within this setback to:</p> <ul style="list-style-type: none"> ▶ Complement the character of the area; ▶ Minimise adverse impacts on roads and adjoining properties; and ▶ Minimise the impact of dust on residents of the rural lot. 	<p>The associated acceptable solution specifies a setback of 100m where access is from an unsealed road. This can be achieved.</p>
Design	
<p>PC 5 Advertising Devices:</p> <ul style="list-style-type: none"> ▶ Consist of a single flat panel mounted on posts; and ▶ Are well maintained; and ▶ Do not create visual clutter; and ▶ Are designed so as not to impact on the amenity of the locality; and ▶ Are designed so as not to detract from the character and amenity of the locality or to create a traffic hazard. 	<p>No advertising devices are proposed as part of this application</p>
Protection of Extractive Resources	
<p>PC 6 Existing extractive industry operations and known resource bodies are protected from the encroachment of incompatible land uses.</p>	<p>There are no known nearby extractive resources.</p>
Erosion Prone Land	
<p>PC 7 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 economic value of the Erosion Prone Area.</p>	<p>The site is identified on State Mapping as being in an erosion prone area. Notably, only limited permanent structures are proposed and no vegetation will be removed. It is therefore considered unlikely that there would be any adverse impact on habitat, soil cover or water quality.</p>
Watercourse Protection	
<p>PC 8 Where land uses or works occur adjacent to wetlands and/or watercourses identified on the Watercourses and Wetlands maps, there are no significant adverse effects on:</p> <ul style="list-style-type: none"> ▶ Water quality; ▶ Ecological and biodiversity values; or ▶ Landscape quality. 	<p>The associated acceptable solution requires that new works or buildings are setback a minimum of 20m from watercourses (in this case the Stewart River) and that no clearing take place within this setback. That requirement is achieved by the proposal.</p>

Performance Criteria	Proposal Compliance
Acid Sulfate Soils	
<p>PC 9 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> <ul style="list-style-type: none"> ▶ Avoiding disturbance of such areas; or ▶ Treating and managing the disturbance to minimise the volume of acidic leachate within manageable levels, and ▶ Treating and managing surface and groundwater flows from areas of acid sulfate soils to minimise environmental harm. 	<p>The proposal does not affect any land at or below 5m AHD so will not have any effect on Acid Sulfate Soils.</p>
Pest Management	
<p>PC 10 Movement of State Declared or environmental pest plants and pest animals is prevented by:</p> <ul style="list-style-type: none"> ▶ Not introducing any new declared or environmental pest plants or animals on to the property; and ▶ Not allowing seed or plant parts of declared or environmental pest plants to leave the property. 	<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) Caravan Park Code

The overall outcomes of the Caravan Park Code seek to achieve the following:

- *Caravan Parks are designed to provide an attractive living environment and an additional accommodation choice for both residents and visitors in suitable areas of the Shire;*
- *A high standard of amenity is provided for on-site residents and there are no detrimental impacts on the surrounding area; and*
- *Native vegetation is retained where feasible.*

The subject site provides an attractive setting on land adjoining the Stewart River, with existing vegetation to provide shade and shelter. The proposal caters for bush camping in a remote setting and in that sense it is able to provide an acceptable standard of amenity. Importantly, native vegetation is to be retained.

An assessment of the proposal against the Performance Criteria of the Caravan Park Zone Code is provided below. It is noted that the proposal involves a camp ground catering for bush camping, so differs from conventional caravan parks which cater for a mix of camping, RVs and caravans requiring infrastructure connections.

Performance Criteria	Proposal Compliance
Site suitability	
<p>PC 1 Caravan Parks are located so as to be easily and safely accessible to the travelling public.</p>	<p>As mentioned above, the proposed camp ground will accommodate bush camping, with the whole area generally only accessible by 4wd vehicles. The rangers will assist in</p>

Performance Criteria	Proposal Compliance
	controlling access to the ground and on this basis, the level of safety and accessibility is considered suitable.
PC 2 Caravan Parks have sufficient area for all individual sites, services and facilities, landscaping and vehicle manoeuvring and parking.	The associated acceptable solution requires a minimum site area of 1hectare which is exceeded by the subject site. Notably, there is adequate room within the fenced area (approximately 1.6ha) to accommodate the 14 proposed bush camping sites.
PC 3 Caravan Parks are well drained and flood free.	Council does not have flood mapping for the site, however it is understood that the site and access may be subject to some inundation during the wet season.
Vehicle access and manoeuvring	
PC 4 Safe and efficient vehicle movements are facilitated.	The associated acceptable solution requires that vehicles towing caravans are able to leave the site in a forward gear. While no internal road layouts were shown on the site plan, the site is of sufficient size such that manoeuvring of vehicles is unlikely to be a problem. This is particularly the case because the site is generally only accessible by 4wd vehicles and so there is inherent flexibility in terms of how vehicles manoeuvre across the site.
PC 5 Off-street parking for guest check-in/check-out is provided adjacent the office or caretaker's residence.	Check in for the facility will be at the Ranger Stations at Coen and off the Port Stewart Road.
Design	
PC 6 Buildings and structures for the purpose of providing recreation for guests are designed and located so as not to adversely impact on the amenity of guests or adjoining properties.	The proposal does not include any formal recreation buildings and there is sufficient space on site to separate permanent buildings on site from individual camping/caravan sites and surrounding properties. This can be conditioned as part of any decision.
PC 7 Waste material is stored so as not to be unsightly and so as to be conveniently collected.	The site plan does not detail where bins will be kept, however this can be conditioned as part of any decision.
PC 8 Buildings and facilities, individual sites and internal roads are designed and located to minimise the need to remove native vegetation.	No vegetation is proposed to be cleared.

Performance Criteria	Proposal Compliance
Individual sites	
PC 9 Individual sites have adequate area for the comfort of guests.	The proposal involves bush camping and so the areas used will be flexible. The site is nevertheless large in comparison to the number of sites and it is unlikely the comfort of guests will be compromised.
PC 10 Individual sites have direct access to an internal road and are delineated on at least two sides by use of fencing or landscaping.	As mentioned earlier, the site caters for bush camping so individual sites are not formally delineated with roads and landscaping. The operator can nevertheless identify sites using natural land marks.
PC 11 Adequate separation is maintained between individual sites and facilities to provide privacy and comfort to guests.	As mentioned earlier, the site is large and adequate separation can be achieved between individual camping sites.
Open space	
PC 12 Sufficient open space is provided for guests' comfort.	As mentioned earlier, the site is large and adequate space will be available for passive recreation.
Landscaping	
PC 13 Landscaping: <ul style="list-style-type: none"> • Provides a pleasant visual presentation to the street frontage; • Reduces impacts on adjoining properties through the extensive use of boundary plantings; • Makes use of (and/or supplements) existing native vegetation wherever possible; and • Provides shade to guests. 	Landscaping is an appropriate response to conventional camping grounds in an urban context. In this case the camp ground is buffered from any other use by the remainder of Lot 13 and the Stewart River. Landscaping is not required for screening purposes or warranted.

(iv) 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. Vehicles of guests staying at the Caravan Park are to be accommodated on the individual sites, so the use should not generate demand for additional car parking. Some parking spaces have been shown on the proposal plan and are likely to be used for temporary parking for Rangers. No parking or internal manoeuvring areas have been shown on the site plan however this is considered an appropriate response in light of the type of facility proposed.

(v) 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.

Specific performance criteria within this code of relevance to this application include:

- PC1 requires a rain water tank with a minimum capacity of 50000 litres to be installed for each residential dwelling unit, as the land is outside the Council's reticulated water area. The application states that the site will be connected to mains water supply however the response to Council's information request clarified that the water will not be potable.
- PC3 deals with sewerage disposal. The site currently has two (2) toilets and a composting toilet is proposed.
- PC6 requires that land is provided with a suitable electricity supply. Solar power is proposed and it is noted the camp ground will have limited electrical needs.

(vi) 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. The proposal involves additional people being accommodated on a site at risk from flooding, thereby increasing the risk or exposure to the natural hazard. This is discussed later in this report. Other hazards such as bushfire, slope and storm surge are unlikely to affect the proposal.

3. Referral Agencies

The Department of Infrastructure, Local Government and Planning (DILGP – then the Department of State Development Infrastructure and Planning) was a referral agency for clearing native vegetation. DILGP responded via letter dated 21 May 2015 approving the development subject to conditions. The conditions require that:

- Clearing be limited to an area attached to the approval; and
- The permit holder (the applicant) is responsible for ensuring clearing occurs in accordance with the permit.

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*. No submissions were received during the public notification period.

DISCUSSION

The proposed development is for a Caravan Park in the Rural Zone.

Consistency with the Rural Zone

The Rural Zone is intended to be occupied by Rural Uses or rural support uses. The proposal is not a rural activity; however, it is argued that there is a direct connection to the wider rural community in that the proceeds of the camp ground will assist in facilitating the existing Ranger program. It also meets the needs of tourists in this part of the Shire and (subject to reasonable and relevant conditions) is compatible with surrounding land use. Moreover, the land is not identified as Good Quality Agricultural Land and the proposed use will not compromise the long

term rural potential in the sense that there is very little built form and no significant earthworks proposed.

Natural Hazards - Flooding

Council does not have flood mapping for this area, however it is conceded in the application material that the site is inundated during the wet season. The extent, depth velocity and time of inundation of the flooding is unknown, but it is also understood that the Port Stewart Road is also un-trafficable at times.

A hazard such as flooding would not normally be tolerated in a more urban environment or where the proposed occupation of the site would be for longer periods (such as where permanent cabins were proposed). In this case the proposal involves bush camping, with limited facilities in a reasonably remote location. The likelihood of visitors staying for a prolonged period of time is therefore slim. It is also worth noting that it is not only this site which is affected by flooding during wet season, with a large proportion of the region suffering the same. This means that there will be a limited number of visitors seeking to and able to access the site at times when the risk of inundation is highest. Finally, it is noted that very few permanent structures are proposed such that cleaning up the facility after inundation would be fairly straightforward. On this basis, it is considered that a level of flooding risk on the site can be considered.

Notwithstanding the above, the applicant has not provided sufficient information to demonstrate that the site will be closed during times of potential flooding, or that there is an adequate evacuation plan available should unexpected flooding occur during peak visitation times (e.g. dry season). For this reason, if the application is to be approved it is recommended that suitable conditions be applied to ensure the flooding risk to persons and properties is minimised to the greatest extent possible.

Infrastructure and Information Supplied

The site is not connected to reticulated water and sewer and the application was lodged without information on the method or ability to provide on-site services. The site has two (2) existing toilets and a further composting toilet is proposed.

The site has a connection to the Port Stewart water supply, although it is noted this is not a potable water supply. Given the remoteness of the site and the need to check in at a Ranger Station it is considered reasonable that visitors would be made aware of the need to bring water to site, or treat the available water prior to use.

The application material included a report indicating how the greywater from the showers can be disposed on land without causing an adverse environmental impact.

RECOMMENDATION

That Council issue an approval for the development application submitted by Lama Lama Land Trust Pty Ltd for the Material Change of Use for a Caravan Park over Lot 13 on SD21, 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 (refer to Appendix A) except for any modifications required to comply with the conditions of this approval:
 - LL00, 'Safari Camp Lot Plan', Issue 01, prepared by Centre for Appropriate Technology, Received by Council on 13 February 2015; and
 - LL002, 'Proposed Infrastructure and Campsites', Issue 02, prepared by Centre for Appropriate Technology, dated 14/06/2011.

Flood Management

2. Prior to the commencement of the use, the applicant is to submit for approval by the Town Planning Officer, a flood management plan, containing the following information:
 - a description of the triggers to close the site and a procedure for preventing persons accessing the site;
 - a plan of development and site showing evacuation routes and assembly areas (where relevant);
 - a description of the triggers to activate evacuation plans and other emergency flood management measures;
 - a description of relevant signage and proposed locations in the building;
 - a list of any procedures required to manage evacuation; and
 - the contact numbers of relevant local Emergency Services.

Use

3. The use of the site is limited to temporary camping with a tent, camper trailer or caravan. No permanent occupation is approved.

Site Capacity

4. The site is limited to a maximum of fourteen (14) individual camp sites.

On Site Sewage Capacity

5. Any onsite sewage treatment system must have a design capacity of no more than 20 EP. Council notes that the installation of a larger treatment system represents assessable development under the *Environmental Protection Act 1994* and will require a separate approval.
6. At the time of lodging a Plumbing and Drainage application for the Waste Treatment System, the applicant must lodge a report prepared by a suitable professional demonstrating;

(a) The type and capacity of the proposed waste treatment system; and

- (b) The number of people able to be accommodated by the proposed waste treatment system based on evidence of the likely demand of one camping guest.

The report must be approved by Council's Master Plumber and the Environmental Health Officer prior to the issue of a development permit for Plumbing and Drainage Work. In the event that Council issues a development permit for Plumbing and Drainage Work in the absence of the required report, the maximum site capacity is twenty (20) persons on the site at any one time.

Building Works

7. 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.

Effluent Disposal

8. Wastewater treatment and disposal applications must include details of proposed wastewater disposal systems and calculations demonstrating compliance with the Queensland Plumbing and Wastewater Code and AS/NZS, 1547:2000 – On-site Domestic Wastewater Management. Details to be provided at the time of lodgement of a Plumbing or Building application.

Refuse

9. Refuse storage areas are to be screened and made easily accessible by visitors and for collections. Refuse is to be stored and disposed of off-site to the satisfaction of Council's Environmental Health Officer.

Public Utilities

10. The development must be connected to a reliable electricity supply. Details to be provided at the time of building application.
11. 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

12. The applicant must ensure that no sand soil or silt runoff occurs from the site during the construction and operational phase of the development.
13. No State Declared or environmental pest plants and pest animals are to be introduced onto the property.

Compliance

14. All conditions of this Development Permit are to be complied with prior to the use commencing and, where relevant, maintained during operation.

Outstanding Charges

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

Currency Period

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

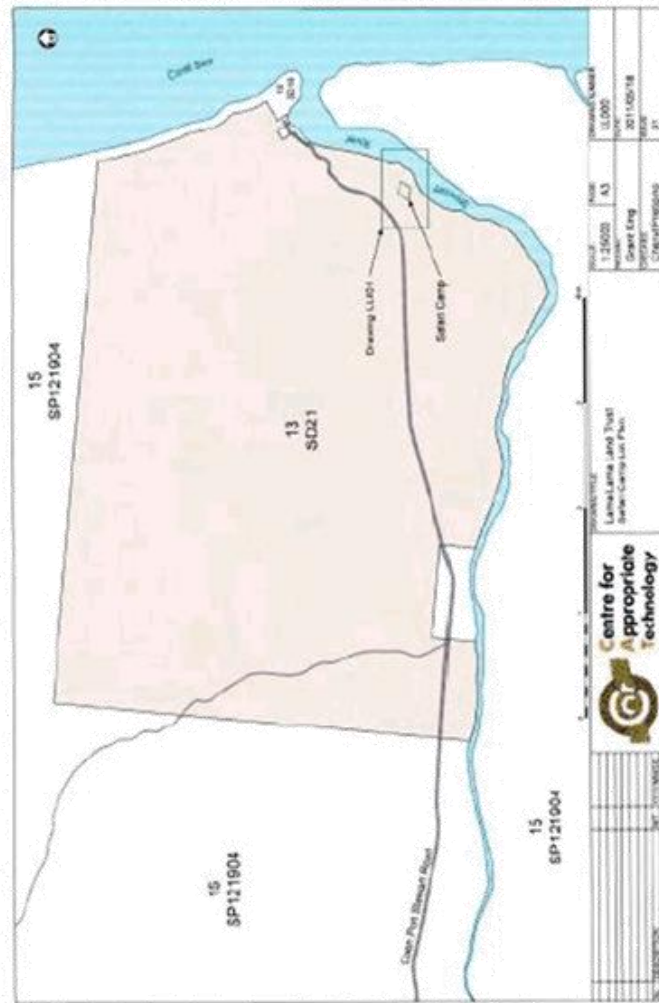
B. Assessment Manager (COUNCIL) Advice

- a. A development permit is required for carrying out Building works and a Plumbing and Drainage approval/compliance permit is required for Plumbing and Drainage works prior to construction of any buildings associated with this development.

C. Concurrence Agency (Department Of Infrastructure Local Government & Planning) Response:

See the attached (Appendix B) letter from the Department of Infrastructure Local Government and Planning (then the Department of State Development Infrastructure and Planning) dated 21 May 2015.

'Appendix A'





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

Our reference: SDA-0415-019797
Your reference: DA/3399

21 May 2015

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

Dear Sir/Madam

Concurrence agency response—with conditions

Application for Development Permit – Material Change of Use - Caravan Park (Safari Camp)

Lot 3 on SP13 SD21 situated at Port Stewart Road, Coen

(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 State Development, Infrastructure and Planning under section 272 of the *Sustainable Planning Act 2009* on 24 April 2015.

Applicant details

Applicant name:	Lama Lama Land Trust TTE
Applicant contact details:	Post Office COEN QLD 4892 sara.golingi@arup.com

Site details

Street address:	Port Stewart Road, Coen
Lot on plan:	13 SD21
Local government area:	COOK SHIRE

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

Application details

Proposed development: Development Permit for Material Change of Use – Caravan Park (Safari Camp)

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	Development permit	Caravan Park (Safari Camp)	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 10—Clearing Vegetation

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
Aspect of development: material change of use]				
Referral Agency Response Plan	Department of Natural Resources and Mines	12 May 2015	RARP SDA-0415-019797	n/a

SDA-0415-019797

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

For further information, please contact Brett Nancarrow, Principal Planning Officer, SARA Far North QLD on 4037 3229, or email brett.nancarrow@dndip.qld.gov.au who will be pleased to assist.

Yours sincerely



Robin Clark
Manager (Planning)

cc: Lama Lama Land Trust TTE, sara.golinqi@arup.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

Our reference: SDA-0415-019797
 Your reference: DA/3399

Attachment 1—Conditions to be imposed

No.	Conditions	Condition timing
Material Change of Use		
Schedule 7, Table 3, Item 10—Clearing Vegetation—Pursuant to section 255D of the <i>Sustainable Planning Act 2009</i> , the chief executive administering the Act nominates the Director-General of Department of Natural Resources and Mines 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.	Clearing of vegetation is limited to the extent identified as Area A as shown on attached Referral Agency Response Plan (RARP) SDA-0415-019797 dated 12 May 2015.	At all times
2.	The permit holder is responsible for ensuring that: (a) a full copy of the permit is held by; and (b) that the extent of clearing authorised by this permit is properly understood by, any person(s) engaged or employed to carry out the clearing of the vegetation under this permit.	At all times

SDA-0415-019797

Our reference: SDA-0415-019797
Your reference: DA/3399

Attachment 2—Reasons for decision to impose conditions

The reasons for this decision are:

- To ensure the clearing works are carried out in the location and to the extent specified on the approved plans.
- To ensure the person undertaking the clearing works is aware of, and understands, all of the requirements and conditions associated with the carrying out of the works.

SDA-0415-019797

Our reference: SDA-0415-019797
Your reference: DA/3399

Attachment 3—Further advice

General advice	
1.	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, to the extent it is relevant to the proposed development. It is noted that bushfire hazard and matters of state environmental significance are relevant to this application.

SDA-0415-019797

Our reference: SDA-0415-019797
Your reference: DA/3399

Attachment 4—Approved plans and specifications

SDA-0415-019797



<p>1:40000 @ A3 size</p> <p>Projection: UTM (MGA Zone 55) Datum: GDA94 Note: Derived Reference Points are provided to assist in the location of the Referral Agency Response boundaries. Responsibility for locating these boundaries lies solely with the landholder and delegated contractor(s). The property boundaries shown on this plan are APPROXIMATE ONLY. They are NOT an accurate representation of the legal boundaries. Note: This plan must be read in conjunction with the Referral Agency Response SDA-0415-019797</p>	<p>LEGEND</p> <ul style="list-style-type: none"> ⊕ Derived Reference Points for GPS □ Subject Lot(s) ▨ Area A □ Digital Cadastral Database (DCDB) □ Land Parcels 	<p>Referral Agency Response (Vegetation) Plan Plan of Area A in Lot 13 on SD21</p> <p style="text-align: right;">eDOCS: 082/0000553</p>		
		<p>CENTRE: MAREEBA LOCALITY OF COEN REGION: NORTH LOCAL GOVT: COOK SHIRE</p> <p>Map Reference: 7960 Compiled from: DCDB, P/MP & VMD Notes</p> <p>File Reference: 2015/002546 Prepared by: SAK - J520 Date: 12 May 2015</p>		

14 CONFIDENTIAL REPORTS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2009:

14.1 LEASE E - EXPRESSION OF INTEREST - SUB-LEASE

This matter is considered to be confidential under Section 275(e) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contracts proposed to be made by Cook Shire Council.

14.2 REQUEST TO WRITE OFF EXCESS WATER CHARGES

This matter is considered to be confidential under Section 275(d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

14.3 REQUEST TO WRITE OFF ALL RATES AND CHARGES

This matter is considered to be confidential under Section 275(d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

14.4 REQUEST FOR CONCESSION FOR EXCESS WATER CHARGES

This matter is considered to be confidential under Section 275(d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

14.5 REQUEST TO WRITE OFF EXCESS WATER CHARGES

This matter is considered to be confidential under Section 275(d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

14.6 LEASE RENEWAL - 01

This matter is considered to be confidential under Section 275(e) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contracts proposed to be made by Cook Shire Council.

14.7 LEASE RENEWAL - 02

This matter is considered to be confidential under Section 275(e) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contracts proposed to be made by Cook Shire Council.

14.8 LEASE RENEWAL - 03

This matter is considered to be confidential under Section 275(e) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contracts proposed to be made by Cook Shire Council.

15 EXECUTIVE SERVICES - INFORMATION

Nil

16 INFRASTRUCTURE SERVICES - INFORMATION**16.1 INFRASTRUCTURE SERVICES REPORT - APRIL 2016**

File Number: D16/5666
Author: Project Administration Officer
Authoriser: Robert Uebergang, Director Infrastructure Services
Attachments: 1 NDRRA - Cyclone Nathan 2015

PRECIS

Infrastructure Services operational activities for April.

BACKGROUND/HISTORY

Monthly report prepared for the Council of Infrastructure operational activities across the Shire.

LINK TO CORPORATE PLAN

4.6.1. Manage and provide, to a standard that ensures (at a minimum) legislative compliance and equitable access:

- a) A maintenance and extension program (where necessary) for Council's drainage, stormwater, road, footpath and bridge network.
- b) A maintenance and extension program (where necessary) for Council's water and sewerage network.
- c) Waste management facilities and services.
- d) Support for the upgrade and extension of electrical, telecommunication and media networks.
- e) Continued an improved access to ports, harbours, marinas, boat ramps and water frontage, to the extent of Council's responsibility, and where funding can be sourced.
- f) Support for the extension of non-Council road networks into remote communities and national parks.
- g) Aerodrome facilities appropriate to the Shire's needs.

CONSULTATION

Nil

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Local Government Act 2009

POLICY IMPLICATIONS

Trade Waste Policy

Limits to Works on Council Roads

Council's Various Road Policy

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Operational Budget

RECOMMENDATION

That the information be noted.

1. General

1.1 Webber Esplanade Reclamation

Progress photos refer Cook Shire web site:

<http://www.cook.qld.gov.au/cooktownwaterfront>

2. Water Supply

Annan Treatment Plant Report

- 53.8 mm of rain recorded for the month there were no changes in the weir heights, and the raw water quality remained high
- The new hypo pump has been fitted this month
- The No. 1 raw water pump that was not producing the full capacity of water, the pump was pulled up after pumping the intake tower out, the pump was then re-seated and after being seated correctly, results in an extra 4 litres per second were being pumped.
- The sediment tank sludge removal and hose downs of the filters have been done regularly
- All maintenance has been checked off with the maintenance technician with all checklists checked
- The Shire boiler makers have disassembled the crane to rebuild parts of it that have rusted over the years. On re-assemble they will also install a new hoisting cradle
- The lime and soda ash stirrers have been repaired this month
- Routine maintenance has taken place around the Treatment Plant including mowing and fire breaks have been maintained
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

Cooktown Water Report

- 12 service repairs for this month
- 1 mains repair took place on Charlotte Street
- The Endeavour Christian College new mains line was repaired by the Water Officers
- The 63ml line to the Coast guard was repaired
- The flow meter head at the New Pump Station was faulty and replaced and is now working well
- Bullivants inspected the access cables to the reservoir which were all in working order
- 1 new service and a 100ml fire service was connected on Charlotte Street
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

Laura Water Report

- There were no service or mains repairs this month
- A CIP and routine maintenance were performed weekly this month
- The Hypo injection line was split to the raw water and was repaired by the Team Leaders
- Routine maintenance took place around the compound and the long grass was wiper snipped
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

Lakeland Water Report

- There were no service or mains repairs this month
- No operational problems this month
- Routine maintenance took place around the compound and the grass was wiper snipped
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

Coen Water Report

- The water supply came from the Coen Dam this month
- 1 service repair and 1 meter was changed on Shephard Street Lane this month
- The soda ash dosing tanks were cleaned this month
- Routine maintenance took place on SV's and FH this month
- Routine maintenance around the treatment plant, depot and bores took place, mowing and wiper snipper was completed around the dam fence line
- The Treatment Plant Operator spent one week training in Workplace Health and Safety in Cooktown
- Water sampling as per the sampling matrix were collected and analysed, with all samples complying

Cooktown Sewerage Report

- No 3 pump has been pulled and blockages removed in Boundary Street
- Ballast have been replaced on UV Lamps 117 and No 11
- UV Lamps 102 and 121 were on fault and have been replaced
- The electrician replaced an outdoor light at the Chemical Shed
- Bullivants have checked the height safety gear this Month
- The Rehabilitation centre has taken 15000 Litres of activated sludge to start their plant
- The belt filter press has been greased and the sedimentation tank has been modified
- No 1 pump at 2 mile pump station was on fault and has been reset
- Regular maintenance is ongoing as is adjustment of aeration time, sludge removal and chemical use
- River & treatment plant samples were collected and sent off for analysis, with the results showing the plant to be running well. All tests complying with EPA licence conditions

Coen Wastewater Report

- 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
- Sixty kilos of lime was added to the process to maintain pH balance during the month
- The chlorine contact tank was cleaned out to remove accumulation of carry over sludge
- Effluent has been pumped to the irrigation paddock this month
- Routine maintenance was performed at the Sewerage Treatment Plant, which included mowing, brush cutting along the fence line
- The power went out for three hours on the 28th April, the backup generator was used without fault
- Samples were collected and all complied with the licence requirements

Aerodrome Operations

Cooktown Airport

Fuel sales for April totalled 6903.25 litres (3256.11 Lts Avgas and 3647.14 Jet A1).

The airport tractor was out of action for the last couple of weeks in April awaiting the arrival of new tyres. Others than that slashing and mowing continued throughout April. Vegetation control and garden maintenance have also been completed. The walls and the ceiling of the terminal have been washed cleaned.

Runway lighting maintenance including the replacing of a broken light fitting and changing a faulty series isolating transformer has been done.

A Telstra payphone has been installed at the terminal building as well as the foundations for one of the new metal litter bins.

A fault with the Jet A1 bowsed has been repaired and both the Avgas and Jet A1 bowsers have been calibrated as per Weights and Measure's requirements.

Coen Airport

Core business activity

Total landings for the month:	81	
Fuel Sales	Avgas	JetA1
Litres	7167	9480
\$ Value	\$17,370.56	\$13,272.00

Plant and Equipment

- New tyres have been fitted to the front of the Z-Trak mower
- Solar batteries are requiring more water than has been normal and are developing a residue on the float gauges.

Aerodrome Maintenance

- The split system air conditioner in the residence is leaking water down the inside wall. I have cleared the condensation drain pipe with compressed air but the problem remains.
- The air conditioner in the office is not cooling.
- The decking on the front veranda is weak breaking in places. This is becoming a hazard as it could break through causing injury.
- The peel and stick type tiles in both the residence and bunk house are coming away and have been scheduled for replacement for at least three years. These are becoming a trip hazard.

- A tick plague is being experienced in areas across the cape including the Coen aerodrome. It would be advantageous to include treatment for these in the next pest control treatment which should be due very soon.

Other Issues

The fibreglass water tank filled from the bunk house and adjacent shed is becoming old and has several openings that are not properly screened. It would be advisable to consider replacing this in the near future, preferably before the next wet season.

Parks and Gardens

- Over the past month much of the teams focus has continued to be on controlling grass growth. This has included mowing and whipper-snipping within parks and reserves, the Botanic Gardens and 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
- Tree maintenance – removal of dangerous or damaged limbs, obstructive vegetation, fallen palm fronds etc; clearing of roadside vegetation to improve visibility, including two fallen trees and several unhealthy trees from the Botanic Gardens; clearing of roadside vegetation from the block below the museum, to facilitate pedestrian passage; removal of fallen trees from road at Rossville range
- 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; also of pump stations around town
- Debris removal from roadside gutters and crossovers
- Botanic Gardens and general garden maintenance
- Cleaning tables and BBQ
- Playground inspections undertaken. Lions Park playground rust treatment completed
- Lion marking John St Oval recommenced for footy season
- Filming for “Coast Australia” documentary undertaken at Botanic Gardens
- ANZAC Day – staff assisted with preparations at Grassy Hill and ANZAC Park

Traffic Counts Data

Traffic counts data is now available on the Cook Shire Web Site under the Roads section on RHS of Home Page or via the following link:

<http://www.cook.qld.gov.au/documents/12506/1130525/TRAFFIC%20Jan%202016.pdf>

It will be updated regularly as data comes in.

Last updated 6/05/16	NDRRA - 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	CoSC.56.15	CoSC.57.15	Total
Pre - Contingency Total		\$7,077,692.51	\$2,349,373.14	\$5,580,060.34	\$5,534,191.98	\$4,764,301.70	\$2,553,895.71	\$4,039,713.80	\$383,042.03	\$214,833.14	\$32,497,104.35
Contingency 20%		\$1,415,538.65	\$469,874.02	\$1,116,011.81	\$1,106,838.41	\$952,860.32	\$533,016.94	\$807,942.76	\$76,608.41	\$42,585.53	\$6,521,276.85
Escalation 5%		\$353,884.66	\$117,468.50	\$279,002.95	\$276,709.60	\$238,215.08	\$133,254.24	\$201,985.69	\$19,152.10	\$10,714.63	\$1,630,387.45
Project Management 10%		\$707,769.33	\$234,937.01	\$558,005.90	\$553,419.21	\$476,430.16	\$266,508.47	\$403,971.38	\$38,304.20	\$21,429.26	\$3,260,774.92
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	\$7,471,159.20	\$6,431,807.26	\$3,486,675.36	\$5,453,613.63	\$517,106.74	\$289,562.56	\$43,909,543.57
Project Management Expenditure		\$82,901.60	\$27,518.36	\$65,359.69	\$64,822.45	\$55,804.66	\$31,216.36	\$47,317.50	\$4,486.60	\$2,510.03	\$381,937.24
Expenditure to Date (Includes Committed)	\$1,671,810.44	\$7,488,133.60	\$1,664,862.34	\$5,447,053.54	\$4,759,805.33	\$4,154,009.20	\$2,394,028.11	\$3,370,232.12	\$115,864.08	\$106,245.12	\$29,500,233.43
Actual Expenditure to Date		\$7,488,133.60	\$1,664,862.34	\$5,447,053.54	\$4,759,805.33	\$4,154,009.20	\$2,394,028.11	\$3,370,232.12	\$30,804.08	\$106,245.12	\$29,415,173.43
Received to Date	\$1,661,730.71	\$6,375,572.06	\$1,267,685.25	\$4,857,040.37	\$4,293,867.06	\$3,418,322.04	\$2,178,684.49	\$2,652,969.74	\$155,132.02	\$86,788.53	\$26,947,792.26
Balance	\$10,079.73	-\$1,112,561.54	-\$397,177.09	-\$590,013.17	-\$465,938.27	-\$735,687.16	-\$215,343.62	-\$717,262.38	\$124,327.94	-\$19,456.59	-\$4,119,032.15
Percentage Complete (10% is held till submissions are Acquitted)	100%	106%	71%	98%	86%	87%	94%	83%	8%	49%	91%
Approved											
Close for Final Report											
Final Report sent to QRA											
Payments are suspended at 90% of the approved value until the submissions are acquitted											

16.2 BIOSECURITY MONTHLY REPORT - MAY 2016**File Number:** D16/5716**Author:** Senior Biosecurity Officer**Authoriser:** Robert Uebergang, Director Infrastructure Services**Attachments:**
1 Submission on the Vegetation Management (Reinstatement) and other legislation Bill
2 Submission on Queensland Weed and Pest Management Animal Strategy 2016-20**PRECIS**

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

BACKGROUND/HISTORY

The Cook Shire Council Pest Management Plan 2012-2016 is the overarching document for Cook Shire in the management of declared pests. The Biosecurity team undertake local pest and weed management services in accordance with this plan.

LINK TO CORPORATE PLAN

Environmental Wellbeing:

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

f) Pest and weed management services.

4.2.2 Where resources and capacity allow:

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

CONSULTATION

Executive Leadership Team, Community Consultation

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Land Protection (Pest & Stock Management) Act 2002.

POLICY IMPLICATIONS

None

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Nil

RECOMMENDATION

That the information be noted.

Surveillance and Control Work

Weeds:

The majority of weed spraying in April was conducted on the York Downs section of Peninsula Development Rd. In excess of 21.3 km of road reserve was treated to control gamba grass and maintain a minimum 4 metre buffer from the carriageway to prevent spread along the Peninsula Development Rd. The low level of outlier infestations uncovered indicates that the buffer strategy is having the desired effect.

Rubber vine and calatropé control on the PDR between Lakeland and Laura will be undertaken during the rest of May as well as gamba grass follow up work in the Cooktown rural area.

Pest Animals:

Pig trapping: (Council's loan traps): Pigs are causing damage to gardens in the Howard Rd area with a request for a pig trap that has since been delivered and set. There are now two traps in this area.

A cage trap was set at a location on Melaleuca Street in an attempt to trap wild dogs that are roaming with aggressive domestic dogs within the town area. Biosecurity Services are investigating the options for the use of foothold traps should the cage traps not be successful.

Two requests from residents for identification of ants that they fear are alien to the area have been received. Samples have been collected and sent to Biosecurity Queensland (BQ).

Cook Shire Biosecurity Plan

Work on the maps for the plan has been limited as other priorities (such as the roadside weed control) taking precedence. Unlike most other years there has not been much down time from field activities due to rainy weather which would enable the maps to be progressed. Feedback on the guidance material for the development of Biosecurity Plans issued by BQ has been sent to the department. A request has been made to BQ for assistance in providing a section on the new legislation and the roles of BQ to incorporate into the front end of the plan.

Joint initiatives/collaborations

Biosecurity Services met with the Napranum Rangers and initiated discussions regarding inclusion of their services for remote work under the 2016/17 roadside weed spraying program.

BS also met with the Lama Lama Land Trust/Yintjingga Aboriginal Corporation to discuss weed and feral animal issues on their lands and the Port Stewart area in general and options for control. It was identified that BS personnel need to undertake a site survey of the Port Stewart Road and Council reserve and work with the Lama Lama Rangers on data sharing. There is an opportunity to include the areas managed by Lama Lama in the next Council 1080 run.

Funding applications

No new funding applications submitted.

Customer Requests

1. Report of pig causing damage in Keable Street, Cooktown. Neighbour has a trap which can be relocated; owner did not want to have trap on his property; neighbour has been unsuccessful trapping pig - Closed.
2. Compliant about sicklepod on a neighbouring property in Ayton – site has been visited; contact has been attempted with the neighbour (unsuccessful to date). Open.
3. Request for assistance managing wild dogs at Helenvale – have not been able to contact resident to date – Open.

4. Report of pigs destroying vegetation on property in Howard Street, Cooktown – pig trap erected on site. Closed
5. Two reports (from same residence) of wild dogs attacking domestic dogs in Melaleuca Street, Cooktown – cage trap set with surveillance camera. Proposed to set foot traps if approval granted. Closed.
6. Report of feral pig wandering around Railway Avenue, Cooktown rural area, have not been able to contact resident to date – Open.
7. Request to relocate pig trap within a caravan park in Cooktown – owner advised that they can do this themselves. Closed.

Training/Workshops/Meetings/Conference

- Cathy attended a two day Authorised Officer training course for the *Biosecurity Act*.
- Cathy attended the Cape York Feral Pig group meeting in Mareeba.

Panama Disease Update

Biosecurity Queensland's Panama TR4 Program is offering training on vehicle and machinery cleaning and inspection. There is a three hour information session or a full day accredited course which consists of two units of competency that contribute to a Certificate III in Rural Operations.

The information session is provided as a complimentary support service offering background information on Panama disease tropical race 4, disease identification, legislative requirements, quarantine protocols and decontamination procedures.

The second option available offers two units of competency in AHC BIO201A – Inspect and clean machinery for plant, animal and soil material and AHC BIO202A – Follow site quarantine procedures. A statement of attainment is issued on successful completion of these units, at a discounted rate. These two units of competency are ideally suited for existing trainers within your own organisation, who can in turn, on train your staff.

It is intended that someone will attend the accredited training from Biosecurity Services.

Lakeland Washdown Bay

The tanks have been treated for fungal spores and washed out. The new signs have for the roadsides to the south of the washdown have arrived. Signage re washdown one way is being ordered as it is impractical to erect barriers to only allow for traffic in one direction. The washdown pad has had an initial clean but a more thorough job is required before re-opening the facility, as well as re draining the settlement tanks and emptying the sediment skip bin (this material has to be buried at Springmount so requires a waste handler to transport).

Biosecurity Act

A presentation on the Biosecurity Act will be presented to Councillors senior Council employees later in the year once material is available from BQ.

Responses to Government

Veg Management Act (Reinstatement) and other Legalisation Bill.

A submission was drafted by BS and signed by the Mayor (see attached).

A letter was also sent to Billy Gordon seeking his support with the issues raised in our submission.

In response a meeting has been arranged by Billy Gordon with the Hon. Steven Miles (Minister for Environment and Heritage Protection and Minister for National Parks and the Greta Barrier Reef) on Sunday 8th May 2016 in Cairns. Cathy Johnson will attend to offer technical support to Deputy Mayor Alan Wilson.

Draft Queensland Pest Management Strategy

A submission was made on the Draft Queensland Weed and Pest Animal Strategy 2016-20 (attached), following a teleconference with other Councils and LGAQ. The general opinion is that it requires quite a lot of additional work to be a useful for Council's to reference in their biosecurity Plans.

RECOMMENDATION

Report submitted for information.

Attachments:

1. Submission on the Vegetation Management (Reinstatement) and other legislation Bill
2. Submission on Queensland Weed and Pest Animal Strategy 2016-20

Research Director
Agriculture and Environment Committee
Parliament House
BRISBANE QLD 4000
vminquiry@parliament.qld.gov.au

22 April 2016

Our Ref: D16/05184

Dear Sir/Madam,

Re: Vegetation Management (Reinstatement) and Other Legislation Amendment Bill 2016

Thank you for the opportunity to provide comment on the Vegetation Management (Reinstatement) and Other Legislation Amendment Bill 2016 currently under consideration by your committee.

There are five areas that are of concern to Cook Shire Council.

1. Consultation and period for submissions

- There was no consultation with Local Government regarding the potential impacts to their operations from the proposed changes.
- There was very little or no consultation with landholders on Cape York Peninsula who may be impacted by removing the ability to clear for high-value agriculture and irrigated high-value agriculture.
- There was no Regulatory Impact Statement prepared.
- There was no consultation in regard to the changes to the environmental offset requirements.
- The amount of time allowed for submissions was too short and did not allow for sufficient time for the full Council to debate this important issue, especially given the recent local government elections.

2. Retrospectively

- The backdating of the changes to section 22A of the Vegetation Management Act 2009 to the 17 March 2016 has not been widely advertised and very few people within Cook Shire were aware of this.
- An advertisement stating that applications for clearing would not be approved if the Bill was successful if lodged after 17 March 2016 was not published in the Cooktown Local News until Thursday 14 April, nearly a month after the cutoff date.

- If Council has cleared vegetation in Category C or Category R (newly added for Cape York Peninsula) after the 17 March and the Bill is passed then Council will be required to reinstate these areas, with no right to any compensation, even though these new requirements were not widely known.
- 3. Inconsistency with other Government directions**
- The removal of the ability to clear for high-value agriculture and irrigated high value agriculture is inconsistent with the Australian Government's White Paper for Developing the North, and the Queensland Department of State Development, Infrastructure and Planning's Cape York Regional Plan 2014.
 - The White Paper focuses on developing food and agribusiness, providing economic opportunities for Indigenous people and improving governance, and included reducing barriers to better use of land and water resources. It supports pastoral lease reform to make it easier for pastoralists to diversify their businesses. The potential opportunities caused great excitement in Cook Shire and many hold out hope of a prosperous future. It will be hard to develop in this way if clearing for agricultural purposes is not allowed.
 - The purpose of the Cape York Regional Plan "is to enhance the quality of life throughout the region by facilitating opportunities for appropriate economic development while recognizing the need to protect Cape York's regionally important environmental areas". It establishes land use categories that can be used to inform development applications under the Sustainable Planning Act and assessment under other state legislation. It aims to improve and grow the region's economic development, including building on existing agricultural industries and opportunities for developing native foods and remedies. The plan identifies clearly areas of differing land use including priority agricultural areas, as well as those of high conservation value.
 - While Council supports the need to conserve areas of high ecological or cultural value, and is committed to protecting the Great Barrier Reef as a Reef Guardian Council, economic development is vital to the survival of the Shire and indeed the viability of the Council itself as ratable land is linked to commercial value.
- 4. Lack of clarification and understanding of the impacts of the proposed changes**
- There is a distinct lack of knowledge about how Council's may be impacted by the proposed changes, as it has been quite difficult in obtaining clear answers to specific questions from the lead state agency.
 - For example: Will Council be required to notify DNRM before clearing Category C vegetation on its own freehold or other freehold or Indigenous land (say in the case of establishing or expanding a gravel pit or building a turkey's nest dam for road works)? Response: Where the works can't be done under an exemption then notification and working in accordance with the relevant self-assessable code is required. Leaving us to determine if an exemption applies or not or we could find we have breached the code.
 - The Self-Assessable Codes have not been provided in amended form to fully understand the proposed changes.
- 5. One size fits all approach**
- Council generally supports the protection of native vegetation and the need to control clearing within Queensland. However the Government is taking a one-size-fits-all approach.

- The majority of the broad scale clearing that has occurred in Queensland has occurred outside Cape York Peninsula. By all means stop clearing for agricultural development in the areas where clearing has reached a critical state, and there is only limited areas of high value agricultural land remaining. But it is not appropriate to limit this clearing in the far north which will stifle development and prevent the local people from becoming economically dependent.
- There are adequate safeguards through the environmental assessment process via the clearing permit process and under other environmental legislation to ensure that the clearing is both justified and environmentally responsible.

Specific Comments

Vegetation Management Act 1999 (VMA)

S22A:

- (1) Removal of high agricultural clearing or for irrigated high value agriculture clearing. It is unclear if clearing for high value agriculture will be allowed under a development application and how it will be assessed. Clearing for these purposes should not be deleted from the VMA, but require a vegetation clearing application, which needs to be supported by appropriate regional land use mapping to demonstrate the suitability of the area for this type of use (there is often a requirement to assess under other legislation such as the *Nature Conservation Act 1992*).
- (2B) Changes to include clearing on Category C and R areas for agricultural or grazing purposes may have an adverse impact on Cook Shire industry.

67A Responsibility for unauthorized clearing of vegetation

Agree in principle with the reinstatement of this clause. However the Self-Assessable Codes need to make it very clear who is responsible for the clearing and who needs to notify the Department (if required) when clearing is planned. For instance Council has agreements with Indigenous land owners for taking gravel. If Council needs to clear additional Category C or R vegetation for this purpose does the Indigenous land owner have responsibility or the Council?

Sustainable Planning Act 2009

Schedule 24, Part 2, S5 Land that is a road under the Land Act 1994

- (a) (ii) Add Category C area
- (b) (i) Amend to reference Biosecurity Act 2014 instead of Land Protection (Pest and Stock Rote) Act 2002.

Water Act 2000

Changes require a permit for destroying vegetation in a watercourse, lake or spring. It is unclear whether all of Council's activities will be exempt from requiring a riverine protection permit. This requires clarification, especially the size and extent of vegetation that may be cleared under the exemption.

For further information please do not hesitate to contact on 07 40695444.

Yours sincerely,

Peter Scott
Mayor



The heart of Cape York Peninsula

Queensland Weed and Pest Animal Strategy consultation
Department of Agriculture and Fisheries
GPO Box 46
BRISBANE QLD 4001
callweb@daf.qld.gov.au

26 April 2016

Our Ref: D16/5234

Dear Sir/Madam,

Re: Queensland Weed and Pest Animal Strategy 2016-20

Thank you for the opportunity to provide feedback on the Queensland Weed and Pest Animal Strategy 2016-20 currently out for public consultation. Cook Shire Council is very supportive of the state-wide strategy for pest species that aims to prevent new introductions and minimize the negative impacts that weeds and pest animals have on the environment, the economy and the community.

Framework

The stated purpose of the strategy is to establish a statewide planning framework, however this framework is not represented by a diagram anywhere in the document and it is unclear what linkages there are between State Government, Local Government and property owners etc. Recommend a diagram be included that shows the framework and how it links to different stakeholders/responsible parties.

A Strategy or an Action Plan

The strategy has combined both the weeds and pest animals into one document covering the next four years; however the focus appears to be weighted toward weeds. It tries to be both an overarching strategic document and an action plan; but it is unclear exactly what will be achieved over the four years of the strategy, as no KPIs or due dates are included in the action plans. Recommend that the current document is split into an overarching strategy for both weeds and pest animals with strategic/operational plans developed utilizing the strategic plan section but split into separate plans for weeds and pest animals, with specific actions and targets developed for each.

Vision & Mission

The vision seems to be a reword of the Mission (which is the 2002-2006 pest strategies except both weeds and pest animals have been included). The vision needs to include something about reducing impacts not just managing them cooperatively. Recommend including a target for reduction or eradication of a % of pests or areas; or ensure no new pests become established.

Definitions (page 3)

Suggest including pigs in the example for asset protection.

Impacts (page 6)

By including a statement that the purity of dingoes is being threatened by breeding with wild dogs confuses the status of dingoes, which under the *Biosecurity Act 2014* are still regarded as a pest animal. Recommend removing the reference to purity of dingoes.

Development (page 13)

The review of the previous weed and pest animal strategies found that over 85% of the actions of the strategies were implemented in full or part. Yet there were limited responsibilities for any organisation to drive the implementation of the strategies. If this is the case, and the previous strategic action tables contained allocation of each action to specific stakeholder groups, how will this new strategy be able to improve on this when responsibilities for the actions are not even allocated? Recommend that the action tables include clear targets, timeframes and responsible parties.

Principles and best practice (page 14)

Commitment: While it is amicable to ask that those that create the risks from introducing a pest contribute to the costs of management, this is not reflected in the Actions on page 23. There have been several requests made to the Queensland Government that it contributes to control and replacement of Hymenachne and Gamba Grass, as these species were actively promoted and in some cases supplied by the Department of Primary Industries. However no direct contribution to the costs to the land holders has been forthcoming. Recommend that if this is not achievable it be removed from the Principles and best practice or an action be included to establish mechanisms to ensure that those that create the risks from introducing a pest contribute to the costs of management.

Strategic Plan**Desired outcomes, objectives and actions**

The Outcomes and Objectives are not significantly different to those of the previous strategies and are still appropriate. Risk management has been added to two of the Objectives so they align better with the Biosecurity Act. It may be difficult to meet the objective of making the risk creators and beneficiaries bear the costs of management, and more explicit actions are required to achieve this (and who is expected to do them).

There are too many actions listed under each objective and there are no specific KPIs, timeframes and who is responsible for delivery. Many of actions appear as statements and some could turn into major projects by themselves, e.g. Establish communications and community engagement processes that provide timely information through a range of channels. Some actions contradict others under different objectives, for example Use enforcement only if necessary is listed under Prevention and early intervention, and Effective management systems contains six actions on enforcement.

It is also unclear how it is intended to establish effective communication and cooperation between land managers, NRM groups, industry, local government and state departments. The actions under Strategic planning framework and management do not effectively address this.

It is unclear in the action tables what the expectation and commitment in resources is expected of Local Government. This is of concern as there is already additional workload on officers involved in weed and pest management due to the new legislation. Will there be assistance from the State Government to enable Councils to implement actions to assist community groups and NRM groups and coordinate community weed and pest animal management programs now that there are limited funding sources open to local government for these types of activities?

Appendices

Not sure why these are included in a Strategy – these belong in management plans. Also all State declared plants and animals included unless some form of prioritisation has been done. If they have been prioritised what was this based on? Have local government area priorities been taken into account?

Appendix 1: Pest animals – no specific comments, except that other animals such as Rusa deer should be included in areas where they are in limited numbers (they are listed as a High priority in Cook Shore Council's current Pest Management Plan).

Appendix 2: Weeds – recommend including scientific name to avoid confusion if going to include this list. Also Lantana camera is missing; this has already been identified during consultation meetings with DAF.

Appendix 3: Maps – These are too small and cannot be assessed as being relevant to our area. It is unclear how containment zones were determined and if it is based on the risk management approach as stated in the objectives. The northern containment line for rubber vine does not appear on the map.

If you wish to discuss any issues or recommendation made in this letter please do not hesitate to contact Ms Cathy Johnson, Senior Biosecurity Officer, on 07 40695444 or email cjohnson@cook.qld.gov.au

Yours sincerely,



Robert Uebergang
Director Infrastructure Services

17 CORPORATE SERVICES - INFORMATION**17.1 FINANCE STATUS APRIL 2016**

File Number: D16/5549
Author: Senior Finance Officer
Authoriser: Martin Cookson , Director Corporate Services
Attachments: Nil

PRECIS

Finance Reports from Accounts Payable, Accounts Receivable and 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

Accounts Payable - April 2016

Cheques Total	36	\$103,874.45
EFT Total	312	\$1,306,923.55
Cancelled Cheques Total		
Cancelled EFT Total	1	-\$6,538.00
Total Expenditure	347	\$1,404,260.00

Accounts Receivable - April 2016

Invoices	107	\$274,979.26
Credit Notes	9	-\$24,553.93
Aged Debtors		
Current		\$168,001.42

30 Days		\$231,457.55
60 Days		\$6,747.46
90 Days		-\$340.49
90+ Days		\$33,599.13
Total		\$439,465.07
Letters of Demand	0	

Rates Report - April 2016

Total Number of Assessments

April	3037
-------	------

Property Transfers

Month	Number of Transfers
March	5
April	9

Rates Debts Outstanding

Month	Balance BF	Levied	Less Payments	Less Rebates	Interest	Discount Taken	Adjustments	Total Outstanding
February	654,747.83	3,639,019.95	-3,511,196.67	-45,648.70	44,583.76	-147,108.19	-378.31	634,019.67
March	621,584.74	3,861,723.60	-2,755,868.64	-45,423.34	11,568.32	-135,537.85	-89.85	1,557,956.98
April	621,584.74	3,870,533.44	-3,165,353.83	-46,249.21	21,346.56	-144,651.03	-403.43	1,156,807.24
May								

Total Number of Reminder Letters

April	470
May	386

Percentage of Arrears

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	\$ 7,278,039.90	\$ 1,246,125.03	17.12%	\$ 1,169,147.77	16.06%

2017		\$		\$
		-		-

RECOMMENDATION

That the information be noted.

17.2 OVERVIEW OF COUNCIL OWNED PROPERTY EXPENSES

File Number: D16/5578
Author: Records Officer
Authoriser: Martin Cookson , Director Corporate Services
Attachments: Nil

PRECIS

Overview of revenue and expenses of Council owned properties.

BACKGROUND/HISTORY

Financial revenue and expense overview of Council owned properties for the 2014/2015 financial year in support of amended leasing policy.

LINK TO CORPORATE PLAN

4.1 Leadership and Governance

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

- a) Sustainable financial and administrative management of the Shire's municipal and community resources.
- b) A sound annual budget which ensures adequate funding and reserves to provide for Council's future financial obligations.
- c) Appropriate corporate governance.

CONSULTATION

Internal

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

Leasing Policy

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

As per budgetary requirements

RECOMMENDATION

That the information be noted.

17.3 BUSINESS SERVICES REPORT

File Number: D16/5609
Author: Records Officer
Authoriser: Martin Cookson , Director Corporate Services
Attachments: Nil

PRECIS

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:	1236
Enquiries	357

Receipting

Total No	229
Total Value	\$237,239.25

Break Down

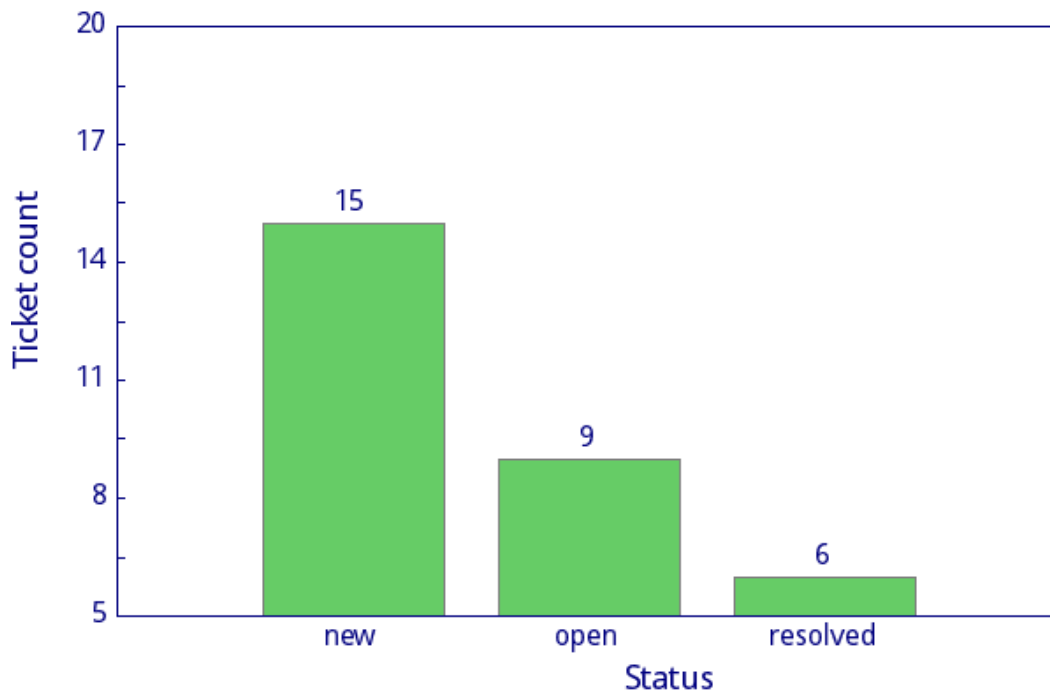
Cash	\$ 16,027.35
Chqs & M/O	\$ 115,521.81
Credit Cards	\$ 95,314.38
EFT	\$ 10,375.71
Other	\$ 0

Stores

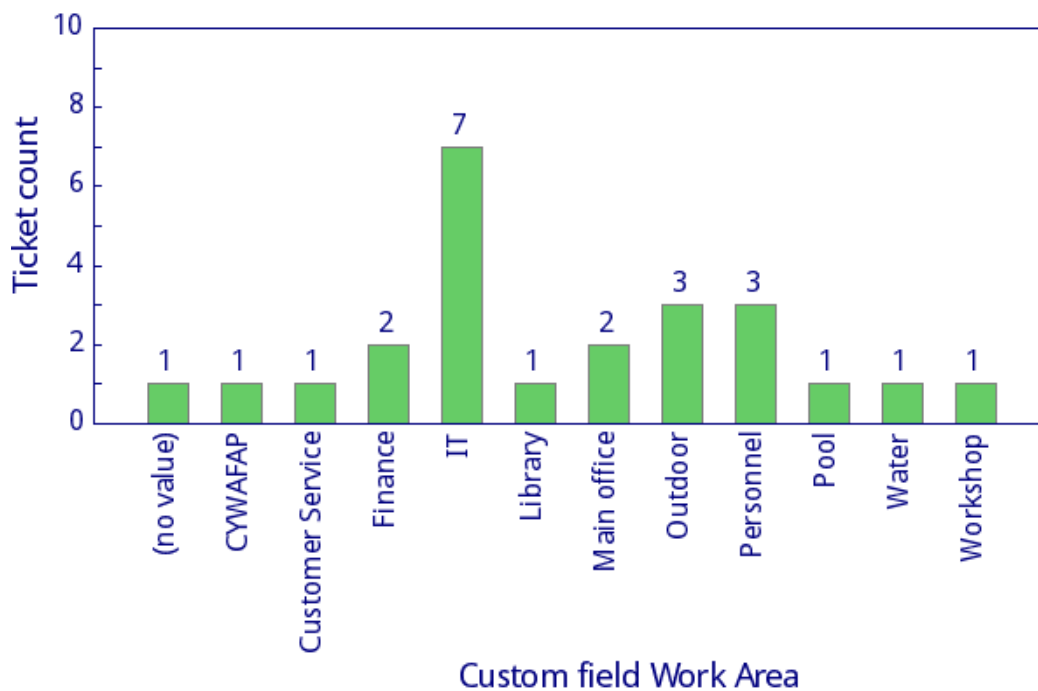
Total	277
Value	\$ 64,215.70
Units Distributed	36421

INFORMATION TECHNOLOGY

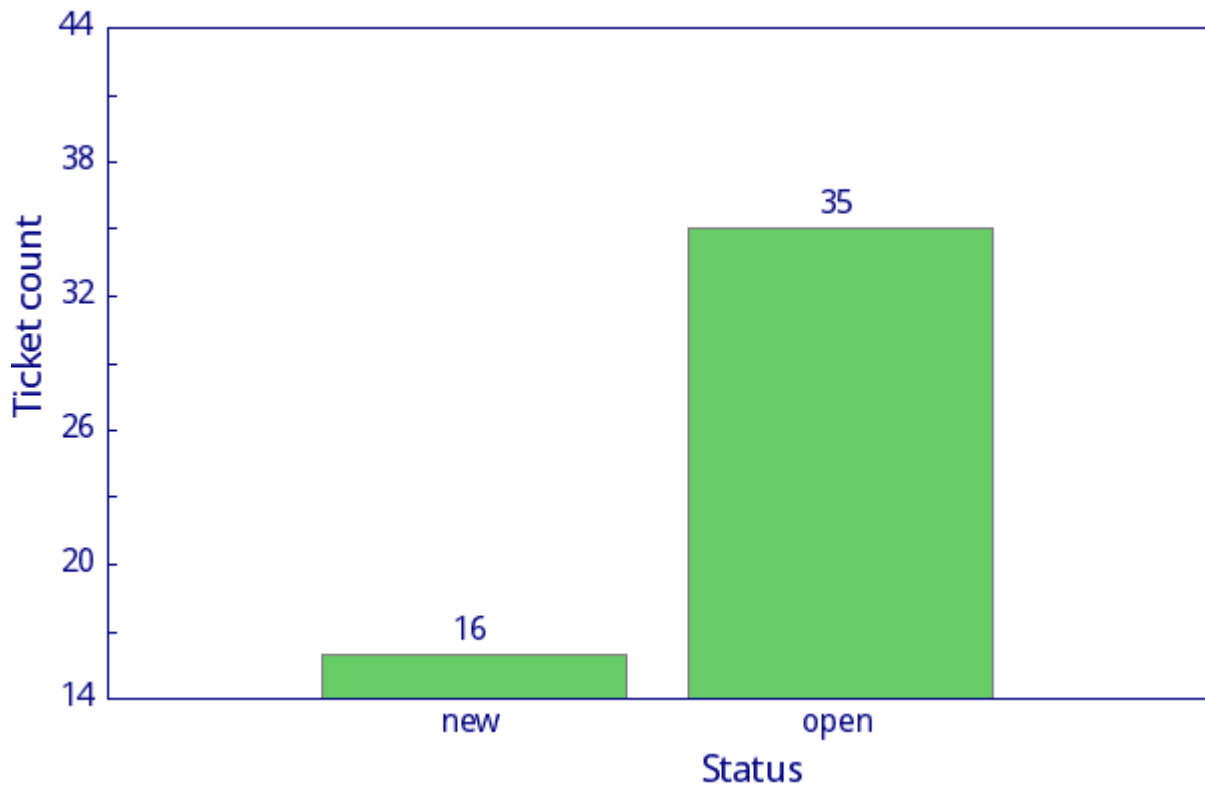
April Created Tickets: 30



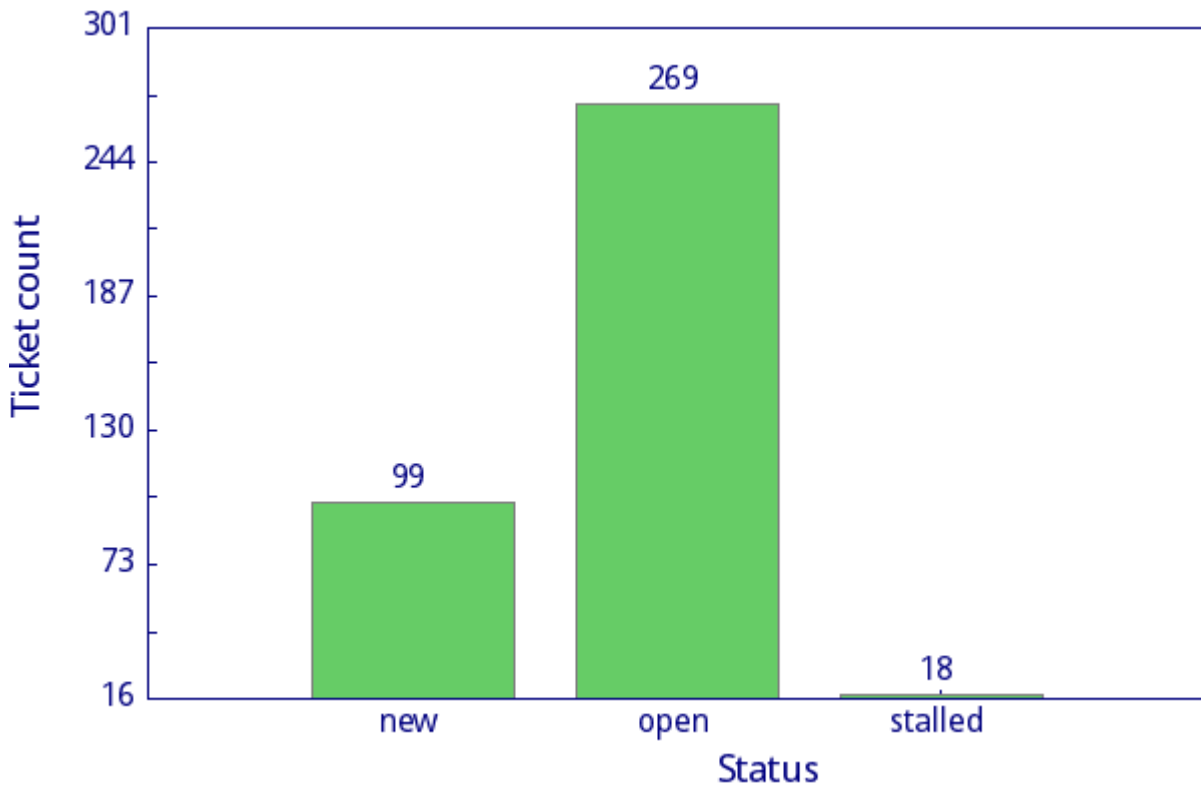
April Resolved Tickets: 24



April Updated Tickets by Status: 51



Current Open Tickets: 386



RECORDS & CORRESPONDENCE

	DOCUMENTS	SCANNED DOCUMENTS	TOTALS
Records Officer	138	2	140
Correspondence Officer	54	634	688
RECORDS TOTALS	192	636	828
WHOLE OF COUNCIL	1615	711	2326

** 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 APRIL 2016

RECORDS MANAGEMENT OFFICER

Task	To be done.
Procurement & Asset Disposal (Contracting)	
<i>Quotes, Tenders & Panels – Evaluation underway</i>	T0116 – Panel of Preferred Suppliers – Wet Hire of Plant. Contractors notified of allocated works.
<i>Sole Supplier Register</i>	Ongoing. Records Management Unit.
<i>FNQROC Templates, Panels and Contracts Portal</i>	Ongoing. Records Management Unit.
<i>Council Buildings in Coen – Working with DEC on community development plan for the whole township(12 month timeframe)</i>	JS Love – Now only houses Library, Lama Lama Rangers & RAATSIC 25 Taylor St – Now has become a council asset. Currently working with Cape York Employment & Preston Law to renegotiate lease terms.
<i>Hall Review - Use, community service, insurance, maintenance, etc.</i>	Outsourcing management under consideration. Cr Wilson to contact with Lakeland & Laura Progress Associations
Legal / Land Tenure	
<i>Gravel Extraction</i>	Heathlands – Negotiations with DATSIP. Pits identified. Required follow up Meeting with TO's in Bamaga about potential new pits to be opened prior to DATSIP dealings being completed. Daarba & Ngulun – With Balkanu after meeting to discuss changes to lease terms required by Council. Cultural Clearance carried out on Sandstone West Gravel Pit & Water Point sites.
<i>Tinpitch</i>	Agreement reviewed. Awaiting Lands Court Decision.
<i>Review of JS Love Use and Building Condition</i>	Review started report by DEC to be finalised. Working with Asset Management Team.
<i>Battlecamp and Mclvor Gravel Leases - DATSIMA</i>	Teleconference with Balkanu, Preston law & Cook Shire 11 April
<i>SSAA Lease Renewal</i>	Waiting on Survey Plan to finalise lease.

<i>Reenactment Society - Renew Lease</i>	Will be reviewed at April Council Meeting
<i>Historical Society - Renew Lease</i>	Will be reviewed at April Council Meeting
<i>CDCC - Renew Lease</i>	Will be reviewed at April Council Meeting
<i>Cooktown Blue Water Club</i>	Offer from State to be finalised by 24 th May 2016
<i>Natures Powerhouse Cafe EOI</i>	Closed Thursday 31 st March. Two expressions of interest registered. Formal evaluation to be finalised.
<i>Residential Tenancies – Council owned houses</i>	Review of rents to align with average rent charged in each township. Incremental increases to be applied.
<i>Total Lease Spreadsheet</i>	Complete overview of all council leases showing income, expenses including insurance, depreciation, rates & Charges & maintenance.
<i>Laura Hall – Army use</i>	Licence to Occupy has been executed.
<i>Laura HAAC Lease renewal</i>	Draft lease sent to Laura HAAC. Awaiting response.
<i>Coen Kindergarten Lease renewal</i>	Coen Kindergarten advised Cook Shire they no longer require the leased area.
Records Management	
<i>External TRIM usage Audit</i>	Lucidity IT carried out a Discovery Audit 20 & 21 April and will supply a report identifying what we do well & what we need to improve. Report pending.
<i>TRIM Upgrade – Urgent</i>	Upgrade from HP TRIM 7.1 to Records Manager 8.2. Liaising with IT to organise timeframe for upgrade. Need to happen in conjunction with Authority upgrade.
<i>Retrieve corporate records from historical society</i>	Part of 12 month and 5 year operational planning. With Records.
<i>Records - Email Dumps, Central Processing, Councillors, Applying Retention to DW Docs</i>	Part of 12 month and 5 year operational planning. With Records.
<i>Review of Records Management - Possibility of Central Management.</i>	EMT Registration – Working with Correspondence Officer
Complaint and Information Management.	
<i>Information Privacy Training</i>	Review of Staff & Councillors who has not completed their Information Privacy Training.

CORRESPONDENCE OFFICER

Task	
Registration of Physical and Electronic records	
<i>Registration of electronic and physical records</i>	Correspondence Officer started 13 th April 2016. Currently
<i>CRM Management</i>	Creation of CRM's, registration in TRIM & send out acknowledgement letter. Training to be provided.

<i>Internal Requests</i>	Internal requests for new containers in TRIM
Training and Study	
<i>Guardian Training</i>	To commence once proficient with TRIM

BACKGROUND/HISTORY

The Records unit has just finalised recruitment of staff to replace outgoing staff members. Correspondence Officer started 13th April 2016 and our Records Administration Officer will be starting mid May.

LINK TO CORPORATE PLAN

Leadership and Governance

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

- c) Appropriate corporate governance.

CONSULTATION

Internal

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Nil

RECOMMENDATION

That the information be noted.

17.4 SENIOR UNITS MONTHLY REPORT - APRIL 2016

File Number: D16/5722
Author: Housing Officer/Property Manager
Authoriser: Martin Cookson , Director Corporate Services
Attachments: 1 Senior Units Tenant Survey

PRECIS

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

BACKGROUND/HISTORY

Cook Shire Council manages 18 low cost long term rental accommodation units for the aged providing safe, secure, affordable and accessible accommodation for the most vulnerable and with the greatest need in our community. Six of the units are named "Coral Sea" and prospective tenants are recommended by the Department of Veteran Affairs (DVA), Cooktown RSL Sub-Branch wait list.

The other twelve units operate under a referral system from the Department of Housing and Public Works.

LINK TO CORPORATE PLAN

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..

CONSULTATION

Senior Units Committee

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

- a) Residential Tenancy Rooming & Accommodation Act 2008
- b) Department of Human Services (Centrelink)
- c) Department of Housing & Public Works (DHPW)
- d) Residential Tenancy Authority – Queensland (RTA)

- e) Bond Authority – Queensland
- f) QCAT – Queensland Civil Administration Tribunal
- g) Building Act 1975.
- h) DHPW – Community Housing & Crisis Accommodation Report submitted quarterly
- i) Provider Planned Maintenance Report - monthly
- j) Long Term Community Housing – Data Collection (LTCH) submitted quarterly
- k) Community Housing Annual Financial Return (CHAFR) annually
- l) DHPW – Housing Strategy Discussion Paper due May 20, 2016 (for better housing and sustainable communities survey)
- m) Cook Shire Council Local Law No: 3 (Community & Environmental Management) 2016
- n) Table extract from Australian Standards (AS) 1940-2004

POLICY IMPLICATIONS

None

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Operational budget.

RECOMMENDATION

That the information be noted.

Senior Units tenant(s)**Tenant(s):**

- a) Routine Inspections (R.I.) conducted April 28, 2016
- b) Tenant survey four (4) out of the sixteen (16) tenancies submitted 'Feedback Form'
- c) Notice to Remedy Breach (NTRB) (Form 11) (clarification for NRTB) Significant breach if the reasonable cost to rectifying the matter exceeds one (1) weeks rent for the breach plus the amount of any rental Bond provided by the tenant is not sufficient to cover the amount owing to the Lessor for the Breach.

Policy Compliance and Implementation

- a) RTA – Notice to Remedy Breach (Form 11) two tenants to be issued
- b) Cook Shire Council Local Law No: 3 (Community & Environmental Management) 2016. Item No: 14 Accumulation of objects & materials on allotments and Item No: 17 Community Safety Hazard
- c) Residential Tenancy Bond Authority (RTA) Form 2 part-payment Bonds
- d) Residential Tenancy Agreements (Form 18a)
- e) Annual rent review implemented
- f) Smoke Alarms – Health & Safety - required
- g) Fumigation to eradicate pest – Cooktown Pest Control
- h) Senior Units – Pressure Clean concrete paths/porch areas required
- i) Water consumption from Council Rate notice issued to tenants.

Financial and Resource Implications (Budgetary)

- a) Unit 1B Endeavour lodge – Tenant taking possession on May 13, 2016
- b) Unit 3A Endeavour Lodge – Tenant taking possession on May 20, 2016

Cook Shire Senior Units workshops/Meetings/Conferences

- a) Selection Committee appointed two applicants from submitted Cooktown residents on May 4, 2016

Tenant Requests:**Unit 3 Coral Sea –**

Tenant request the following modifications:-

- a) Tenant together with Dept Veteran Affairs (DVA) authority to Install/Modify fixtures to the premises
- b) DVA exhaust fan to be installed
- c) DVA supply and install Bidet including Power Point implemented
- d) DVA supply and install addition toilet support rails
- e) Department of Veterans' Affairs form for modifications completed

Unit 1 Coral Sea –

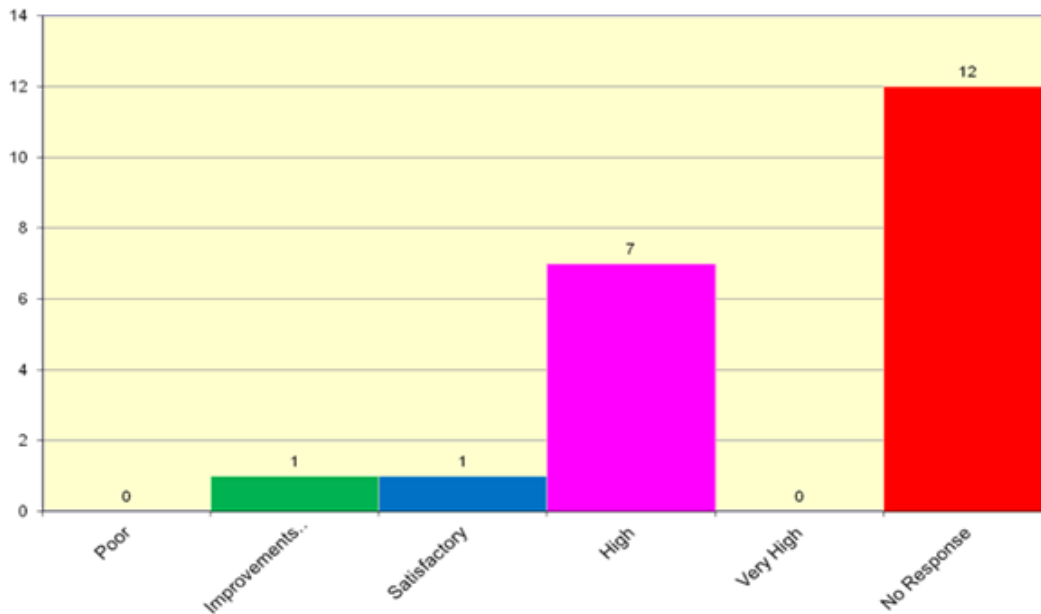
Tenant request for the following:-

- a) Speed limit sign 40 – 50km prior to the Senior Units due to majority of traffic exceeding speed limit. Recommend from May Street intersection down to Power Street.
- b) Senior residents in motorised scooters and walking - situation dangerous

Cook Shire Senior Tenants Survey 2015	Total combined Satisfaction Administration/ Rental Property and Grounds	Level of Satisfaction Admin	General Standard Rental Property and Grounds
Poor	0	0	0
Improvements required	1	0	1
Satisfactory	1	0	1
High	7	4	3
Very High	0	0	0
No Response	12	12	12

Note: Two tenants responded to General Standard Rental Property Grounds with additional level of standards

Cook Shire Senior Units



18 DEVELOPMENT, ENVIRONMENT AND COMMUNITY - INFORMATION**18.1 DEVELOPMENT, ENVIROMENT AND COMMUNITY DIVISIONAL REPORT - APRIL 2016**

File Number: D16/5710

Author: Development Coordinator

Authoriser: Gary Kerr, Director Development, Environment & Community

Attachments: Nil

1. GRANTS**Applications Successful**

- Queensland State Emergency Services - SES Non-Recurrent Subsidy – Replacement Coen SES vehicle – Funding \$15,000 - Council commitment maximum \$36,000 ex GST.
- Queensland State Emergency Services – Energex Ltd, Ergon Energy and Powerlink Queensland – SES equipment - Council commitment nil:
 - Lakeland – Portable generator and scene lighting;
 - Coen – Portable generator; and
 - Cooktown – Basket stretcher.
- State Library Queensland – FIRST LEGO League Robotics Grant – Robotic and Coding for 9-16 year olds - \$1,500 plus equipment – Council commitment nil.

Applications Unsuccessful

- Queensland State Emergency Services - SES Non-Recurrent Subsidy – Training Room for Cooktown SES (reapply next round or through other source).

Applications Submitted

- Department of State Development – Building Our Regions Fund – Depot Store Upgrades including Washdown Bay – Council commitment \$1,000,000 – funding requested \$500,000.
- Mobile Blackspots Program – 7 possible tower sites identified - maximum Council commitment \$60,000 (3 towers):
 - Teethinji and Moojeeba (Port Stuart);
 - Between Cooktown and Lakeland (Black Mountain);
 - Between Mount Molloy and Lakeland (Palmer River Roadhouse/Kelly Saint George Bridge);
 - Hutchinson Street Cooktown;
 - Endeavour Valley Road (intersection of Endeavour Valley Road and Barrett’s Lagoon); and
 - Ayton township.
- Mobile Blackspots Program – 4G small Cells (small towers with 200m radius) – Council commitment nil:
 - Moojeeba (if not selected for tower);
 - Shipton’s Flat Road (Lions Den Hotel/Town Hall);
 - Portland Roads Township;
 - Laura Township;
 - Ayton Township (if not selected for tower); and
 - Hutchinson Street Cooktown (if not selected for tower).

Grants Acquitted

- State Library Queensland – Vision 2017 Library Incubation Hub – total amount acquitted \$31,000. 150 word submission sent to Public Libraries Connect newsletter at SLQ request.

2. COOK SHIRE LIBRARIES

- Library Update for month of April 2016 -

Cooktown

- The library started running two community programs this month. Kids' yoga, followed by stories and songs, and Science for kids.
- Hippy was introduced to the community by Gungarde at the library with a morning tea. Around 10 families attended.
- Karien Francois is replacing Diana Burns during Diana's Annual and Long-service Leave - from 2 May to the 3 November inclusive.

Bloomfield

- Did not receive report.

Coen

- Still no solution for Coen.

Library Statistics – April 2016

Library	Membership Adults, Junior Instit &Temp	Loans	Internet Usage	Reservations
Cooktown	A 907, J 142, Y 22 Inst. 1, T 5	2374	500 vouchers issued	290
Bloomfield	A76, J7 , Inst. 1	319		72
Coen	A 26, J 5			

3. ECONOMIC DEVELOPMENT and COMMUNITY ENGAGEMENT OFFICER

Meetings and Workshops

Internal

New Employee Inductions

Community Engagement Workshop

IAP2 Webinar - How Engagement has evolved over the Past Decade

IAP2 Webinar - Core Values Honourees - 2 Projects of the Year

Development, Environment and Community Department Team Meeting – Presentation on identifying who our Stakeholders are for Engagement

Local Laws Review Committee

Community Groups

Cooktown Chamber of Commerce and Tourism

CCCT & CSC Forum – Fishing and Marine Industry

Lakeland Progress Association – Lakeland Growth Strategy Update
Festivals and Events Forum

Cook Shire Community Engagement – Internal Staff Training (Kick-Off Training)

Conducted a preliminary 2 hour workshop with staff from the Development, Environment and Community Department and Executive Services on what community engagement is all about and the importance of following the International Associations for Public Participation (IAP2) processes on any projects and/or initiative, identifying stakeholders, choosing the appropriate level of and tools for engagement both internally and externally. Overall positive feedback from participants and recommendation for fine tuning future workshop for internal staff and Councillors.

Community Engagement Advice and Monitoring

Project	Organiser
Fishing and Marine Industry Forum	CCCT & CSC
Source Reduction Workshop	Environmental Health
Lakeland Growth Strategy	Planning & Development
Local Laws	Environmental Health and Local Laws
Coen Coordinated Works	Grants Officer

Other Community Engagement Initiatives

- Familiarisation with current in-house processes and initiatives;
- Reviewing current procedure and processes, creating and refining pro-formas and tools to aid in the processes of community engagement; and
- Start compiling of a comprehensive stakeholder listing of all businesses in the Cook Shire by location, type of business and contact details.

4. EVENTS and FESTIVALS

Upcoming Events and Date Claimers

- 14-15 May - Lakeland Horse Sports
- 10-12 June - Cooktown Discovery Festival

Meetings and Training

- CDCC Women's Day
- Fishing and Marine Operators Forum
- Festivals and Events Forum
- In-house - Community Engagement Workshop
- Sport and Recreation Queensland

Festivals and Events Forum

A successful meeting was held with event organisers from Cook Shire. 20 people attended the evening and the new Event Information Kit was presented and explained. The Kit is now available on the Council website with the associated forms. A new Events Calendar is also now live on the tourism website - <http://www.cooktownandcapeyork.com/events>

Women's Day

Council sponsored the Women's Day event run by CDCC. As part of our sponsorship three Council staff were given the opportunity to present on the opportunities and career paths for women in Local

Government. The presentations were well received by participants with many people approaching staff at the conclusion of the event.

5. TOURISM

Meetings and Training

- Cooktown Chamber of Commerce and Tourism
- Conversations with Industry – TTNQ and TEQ
- Nature's Powerhouse Advisory Committee
- Tourism Cape York

Conversations with Industry – TTNQ and TEQ

The Tourism Officer attended a one day workshop in Cairns presented by Tourism Tropical North Queensland and Tourism and Events Queensland outlining the current status of tourism in Queensland and the upcoming projects. It was an opportunity to speak directly with staff from these organisations and discuss ideas and opportunities for tourism in Cooktown and Cape York.

Nature's Powerhouse Advisory Committee

On 22 April, 9 members of the Nature's Powerhouse Advisory Committee attended a one day field trip to the Daintree Discovery Centre. The owner, Ron Birkitt, provided a good insight into the operation of their centre and their trials, tribulations and triumphs in relation to operating in a remote environment. He made some suggestions for Nature's Powerhouse and is willing to assist us with the future development and revitalisation of Nature's Powerhouse.

6. ARTS and CULTURAL OFFICER

- Work has begun on the preparation for Council's application to Arts Queensland - for the 2016-17 RADF program including development of Council lead activities.
- Continued to work on Cooktown 2020 activities and preparation for the travelling exhibition 'East Coast Encounters' to be installed in June.
- Artwork was finalised for new bins in Rossville and Cooktown.

7. DEVELOPMENT COORDINATOR'S REPORT

April 2016 - Building Approvals

Application No:	Estimated Cost	Building Type	Town	Certifier
DA/3569	\$18,000.00	Shed Class 10a	Rossville	Cook Shire Council
DA/3593	\$2,916,479.00	Shop Class 6	Cooktown	Kenton Byrne – Northern Building Approvals

DA/3595	\$62,377.70	Re-roof dwelling Class 1a	Cooktown	All Construction Approvals
DA/3586	\$35,567.20	Extension to dwelling Class 1a	Cooktown	Cook Shire Council

Total value of approvals this period: \$ 3,032,423.90

Total value of approvals same period last year: \$ 117,500.00

Total value of approvals to date

(Financial year 2015/2016): \$ 15,013,824.60

Total value of approvals to date same period last year: \$ 19,904,688.98

Planning Development Applications lodged in April 2016

DA/3589	Operational Works - Earthworks Code Assessable Referral Agencies Nil	Lot 18 on SP219099 – 6 Buhmann Street, Cooktown Zone – Rural Residential
DA/3592	Operational Works – Laura Sewer Reticulation Scheme	Infrastructure within road reserves of Laura
DA/3594	Material Change of Use – Extension to existing Remote Workers Accommodation	Lot 30 on Plan SP253519 – Peninsula Developmental Road, Lakeland Zone – Rural

RECOMMENDATION

That the information be noted.