NOTICE OF MEETING

AN ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOK will be held at the Administration Centre, 10 Furneaux Street, Cooktown on the, 14, 15, 16 December 2015

Tuesday 15 December 2015
9.00 am. Ordinary Meeting commences – open to the public.

Timothy Cronin
Chief Executive Officer

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ATTENDANCE:

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

MEETING OPENED

The Mayor, Cr PH Scott declared the meeting open at

APOLOGIES:

MAYORAL MINUTE

NOTICE OF BEREAVEMENT:

Advice has been received of the passing of William "Sonny" Sullivan
As a mark of respect one minute silence was observed.

CONFIRMATION OF MINUTES

	CONFIRMATION OF MINUTES OF ORDINARY MEETING

That the minutes of the Ordinary Meeting of 17 November 2015 be confirmed subject to the following amendments

Page/Reso #	**Correction**

BUSINESS ARISING:

Item 5.5 - Leasing Policy Review and related Items 5.15 - Lease Renewal, Subsidy & Rent Cooktown and District Historical Society Inc; 5.16 – Lease Renewal, Subsidy & Rent Cooktown Reenactment Association Inc; 5.17 – Lease Renewal & Rent – Cooktown & District Community Centre Inc tabled at the November meeting be deferred till the January Ordinary Council meeting in order to respond to additional information.

PLANNING AND ENVIRONMENT

PE1	**APPLICATION FOR A DEVELOPMENT PERMIT – DA/3497 – FOR MAKING A MATERIAL CHANGE OF USE FOR AN EDUCATION ESTABLISHMENT (STAGE 4) ON LOT 27 ON PLAN C17945, LOCATED AT 12 CHARLES STREET, COOKTOWN**	
	Report No.AD2015/0004124 from John Harrison Senior Town Planning Officer	

Précis

Applicant: Christian Community Ministries Ltd
PO Box 147
Kingston, Qld. 4114
Attention: Andrew Lennox

Owner: Cook Shire Council

Location: 12 Charles Street

RPD: Lot 27 on Plan C 17945

Area: 11,910 sq metres

Zone: Rural Residential

Proposed Use: Development Permit (Stage 4) for Material Change Of Use for an Education Establishment

Referral Agencies: Nil

Submissions: Nil

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 (Stage 4). An acknowledgement notice was issued on the 11th September 2015 and an Information Request was issued on the 21st September 2015.The applicant responded to Council's information request on the 29th September 2015.

Proposal

The current application is for a Development Permit for a material change of use for an Education Establishment. It represents Stage 4 of the Endeavour Christian College development following an approval in 2011 for Stage 1, December 2013 for Stage 2 and May 2015 for Stage 3. As part of the 2011 application the applicant also applied for a preliminary approval for Stages 2, 3, and 4 which was also approved by Council. The preliminary approval did not provide development rights but rather indicated Council's in principle support for those further stages.

The current application proposes a new building (C – Block) to facilitate the expansion of classes to Year 12 (the current school only caters from Prep to year 9 increasing to year 10 on completion of Stage 3).
Specifically the application proposes:

- A new two story building between existing B – Block and the currently under construction D – Block (fronting Parkinson Street) containing a Staff room and Flexible Learning Area (FLA) on the ground floor and two (2) General Learning Areas on the first floor, and
- Changing the temporary General Learning Area (GLA) building located near the western boundary (approved in stage 2) to a permanent General Learning Area (GLA). Current building approval for the temporary building will expire on the 4th February 2015.

The May 2015 approval included a condition which limited the school to a maximum of 210 students and 15 staff. Following the construction of works associated with Stage 4, it is expected that the school will cater for up to 210 students and 15 staff (the same numbers as Stage 3).

The proposed development is Impact Assessable under the Cook Shire Planning Scheme.

The Site

The property is made up of a single lot with a total area of 11,910 sq metres and is regular in shape. The site is predominantly surrounded by rural residential properties however the existing Cooktown State School is located to the west along Charles Street.

The site has road frontage on three sides, with a northern frontage to Charles Street, a western frontage to Power Street and an eastern frontage to Parkinson Street. Charles Street is a formed asphalt sealed road and although narrow at points, has passing opportunities. Parkinson Street at the end of Stage 3 will be asphalt sealed for the full frontage of Lot 27 to Parkinson Street, including the Parkinson Street intersection.

The property rises gently from its Charles Street frontage at approximately 15m AHD, to its southern boundary at approximately 22.5m AHD. The site is heavily vegetated (where not developed for the existing school) and contains a number of rocky outcrops.

Background

During the assessment of the application Council issued an information request dated 21st September 2015 that asked the applicant to:

- Provide an amended Site Plan showing the set back distance (outer most projection)of the proposed new class-room (C Block) from the Parkinson Street property boundary.
- Show on the Site Plan the distances between existing class-rooms (B & D) and the new class – room (C).
- Provide Council with the maximum building height of the proposed new building.

The applicant's response was received by Council on the 29th September 2015. The response to Council's Information Request is summarised below:

- The applicant submitted an amended site plan issue 'B' showing a setback distance of 6.050m from the wall to the Parkinson Street boundary. This calculates to 4.950m from the outermost projection of C Block to the Parkinson Street boundary.
- The Proposed Site Plan has been updated to show the distances between C Block and the adjoining B and D Blocks.
- The maximum height of the proposed C Block is 8.5 metres above ground level.
- The applicant wishes to change the Temporary General Learning Area building approved as part of Stage 2 into a permanent General Learning Area.

Town Planning Considerations

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

"Educational 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."*

1. Statutory

The subject lot is zoned Rural Residential Zone under Cook Shire Councils IPA Planning Scheme and is also covered by the Future Urban Expansion Footprint. A material change of use application for an Educational Establishment is an Impact Assessable development, allowing Council to look at the provisions of the Planning

Scheme as a whole in assessing the application, including the strategic elements of the planning scheme. The following codes are also relevant:

- Rural Residential Zone Code
- Parking & Access Code
- Works, Services & Infrastructure Code
- Natural Hazards Code
- Cooktown Locality Code.

2. Desired Environmental Outcomes (DEO)

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 (Cook Shire). 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 DEO's with particular relevance to this proposal have been addressed below:

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 proposal seeks to expand a significant community facility in Cooktown and supports the Strong Economy DEO with the introduction of employment opportunities and the retention of students who might otherwise move to a regional centre for private school education.

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 proposal supports the Efficient Settlement DEO by virtue of promoting expansion of the existing community facility within the Urban Expansion Footprint in proximity to other community facilities in Cooktown.

DEO 5: 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 extension to an existing educational facility for the benefit of residents of the shire.

3. Overall Outcomes

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

- *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.*

While educational facilities are not anticipated to occur in the Rural Residential Zone it is significant to note that this application only represents an extension to an existing facility and in that respect, the potential for rural residential development to occur on this land is low. The subject site is also included in the Urban Expansion Footprint , so there is a reasonable expectation that at some point in time urban activities will occur on the land and in the locality. Grounds in support of the proposal include:

- The use assists in achieving the DEO's for the Shire;
- The use supports the future growth of Cooktown and surrounding localities while being located in the social and economic centre of the Shire;
- The use represents a continuation of community facilities that currently exists along Charles Street and is an extension of an approved facility;
- The site is surrounded by very low density residential dwellings and will have limited impacts on the amenity of the area; and
- The site is able to be connected to Council services where required and conditions can be imposed requiring upgrading of access roads.

4. Codes

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

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

The proposed development for an Educational Establishment complies with the relevant Performance Criteria for the above Codes. Specific Performance Criteria of relevance to this application are detailed below:

<u>Rural Residential Zone Code</u>

- PC1 which requires that only low impact Rural Uses are developed on the land. In this case the proposal only involves the extension to an existing approved educational establishment.
- PC2 requires that the scale of new development be consistent with the low density rural neighbourhood, generally that of a single house on a lot. This proposal involves the extension of an existing educational establishment, however efforts have been made architecturally to ensure the proposed design is fitting for the area (consistent with the approved and constructed stages 1and 2 and under construction stage 3). This performance criteria must be considered in the context of the future urban expectation for development of the land.

- The proposal complies with PC3 that requires height and bulk consistent with the existing residential pattern.
- PC4 has an Acceptable Solution that buildings must be set back a minimum of 6 metres from road frontages and 1.5 metres from other boundaries. The proposed new building is set back to the Parkinson Street frontage 6.050 metres from the wall and only 4.950 metres from the outer most projection of the building. All other setbacks comply with the above requirements. The new building has eaves with a width of 1100mm from the wall which is consistent with the approved setbacks distances for the class room block in Stages 2and 3. The eaves also add to the architectural appeal of the building. In consultation with Council's Building Certifier, Council officers deem that the proposed development maintains a high standard of residential amenity and setback distances will not adversely impact on the residential amenity of adjoining properties or the streetscape, and therefore complies with PC4. The Temporary General Learning Area was approved with a set- back distance of 3.665metres from the unconstructed Power Street Road frontage in Stage 2. This setback is still acceptable for the change to a permanent General Learning Area as proposed in this application.
- PC5 specifies that buildings provide a high level of visual appeal and are in keeping with the predominant character of the area. The scale and design of the proposed building is considered consistent with the local character.
- PC6 requires landscaping of the site. Some landscaping was provided as part of Stages 1, 2 and 3. Having regard to the type of use proposed and the vegetated nature of the site, it is considered that significant additional landscaping is unnecessary.
- PC7 requires the demonstration of safe and efficient vehicle movements. The proposed extension does not require any additional car parking and does not drastically impact on the safety or efficiency of existing vehicular arrangements.
- PC8 specifies that waste must be stored so not to be unsightly and is easily collected. In this case waste will continue to be stored in wheelie bins under a verandah , then moved to the entry of the ring road for waste collection.
- PC9 specifies the requirement for advertising devices. No new signs are proposed.

Parking and Access Code

The Parking and Access Code does not prescribe a parking rate for Educational Establishments so the applicant has adopted a rate of one (1) space for every fifteen (15) students and one (1) space per staff member. There is a maximum of 210 students proposed (upon completion of Stage 3) which will require 14 spaces and a maximum of 15 full time staff requiring fifteen (15) spaces. Accepting this parking rate, twenty nine (29) spaces are required in total and the applicant has provided fifty four (54) spaces including two (2) car parking spaces for disabled persons. This is considered satisfactory for the purpose of this application.

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.

Specific performance criteria within this Code relevant to this development application include:

- PC1 requires connection to Council's reticulated water system or provision of rainwater tanks. In this case the school was connected to reticulated water as part of Stage 1.
- PC3 deals with sewerage disposal. In this case the site is within Council's reticulated sewerage area and was connected to the system as part of Stage 1.
- PC5 seeks to ensure that there are no impacts as a result of stormwater runoff from the site. In this case (Stage 4) it is proposed to discharge storm water to Parkinson Street, to be accommodated in the upgraded road design.
- PC6 requires that the development is provided with a suitable electricity supply. This site was connected to reticulated electricity as part of Stage 1.
- PC7 and PC8 deal with upgrading the road frontage and access. As part of Stage 1 the applicant was required to upgrade the Charles Street frontage. As part of Stage 2 the applicant was required to construct the Parkinson/Charles Street intersection as well as sealing Parkinson Street to the emergency ambulance access point to the school oval. As part of Stage 3 the applicant will be required to complete the sealing of the Parkinson Street frontage to Lot 27. Operational works approval has been issued for the Parkinson Street road works, however construction has not yet commenced.

Natural Hazards Code

The overall outcomes for the Natural Hazards Code seek to ensure that development is compatible with natural hazards in affected areas of the Shire, with impacts on existing developed areas to be minimised and ensuring that development does not materially increase the extent or the severity of natural hazards. In this instance bush fire is the natural hazard of concern.

This development represents an expansion of an existing use on part of the site which is already partly cleared. While the overall site contains and is surrounded by significant vegetation (therefore some bush fire risk), it is nevertheless connected to Council's reticulated water supply, and bush fire buffers have been put in place as a condition of previous staged development. The development is considered to comply with the intent of the Natural Hazards Code.

Referral Agencies

There were no Referral Agencies for the purpose of this application.

Public Notification

The applicant fulfilled the requirements under *the Sustainable Planning Act 2009* for completing public notification. As described in the Notice of Compliance dated 06th November 2015 and received by Council on the 10th November 2015, the proposal was advertised in a paper circulated in the area (Cooktown Local News 15th October 2015), letters were sent to each adjoining land owner (13th October 2015) and signs were placed and maintained on the relevant road frontages (15th October 2015). No submissions were received during the Public Notification Period.

Discussion

The proposed development involves an extension to an existing private school (Endeavour Christian College) located at 12 Charles Street Cooktown. This development represents Stage 4 of the Endeavour Christian College's development programme and is considered generally in accordance with the Preliminary Approval granted in 2011and the amended Master Plan reflected in the Stage 2 Plan of Development approved by Council on the 18th December 2013. This development will have a substantial community benefit to the people of Cooktown both in the provision of additional quality educational services and infrastructure upgrades (additional sealing of Parkinson Street). This development is recommended by Council Officers for approvals with Conditions.

Recommendation

That the application under the IPA Planning Scheme by Christian Community Ministries Ltd for a Development Permit for making a Material Change of Use for an extension (Stage 4) to an existing Educational Establishment on Lot 27 on Plan C17945 located at 12 Charles Street Cooktown, be approved subject to the following conditions:

A. Assessment Manager (Council) Conditions

Approved Plans

1. The development must be carried out generally in accordance with the following plans (see Appendix "A") submitted with the application an in response to Council's Information Request, except for any modifications required to comply with the conditions of this approval:

- Site Plan – Stage 4 – Christian Community Developments. – Drawing No.Sk01 Issue B – Dated 29/09/2015
- Plans and Elevations – Christian Community Developments - Drawing No. SK02 Issue D – Dated 29/08/2015
- Elevations – Christian Community Developments – Drawing No.Sk-03 Issue A – Dated 16/10/2014

Capacity

2. The maximum capacity of the school is capped at 210 students and 15 staff.

Services

3. The proposal must be connected to the reticulated water and sewerage systems and electricity supply at the time of construction at full cost to the applicant.
Electricity connection must be via underground power.

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

External Road

5. Outstanding Parkinson Street road construction requirements for stages 2 and 3 must be completed to the satisfaction of Council's Director Engineering Services, prior to the issue of building approvals for Stage 4.

Operational Works

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

- Any upgrade or extensions to water or sewerage mains (see condition 4)

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

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

Storm water

7. Storm water for Stage 4 must be directed to Parkinson Street and designed to Q5 standard in accordance with the FNQROC Manual.

Landscaping

8. The applicant must prepare and submit to Council a Landscape Plan for the Parkinson Street frontage of Stage 4 to the satisfaction of the Director Planning and Environment Services. The applicant must undertake the landscaping in accordance with the approved plan prior to the use commencing.

Construction Waste Management Plan

9. The applicant must prepare and submit to Council a Construction Waste Management Plan. The plan must be approved by Council's Director Planning and Environment Services prior to the issue of a development permit to carry out building works.

Environmental Protection

10. The applicant must ensure that no sand, soil or silt runoff occurs from the site during construction.

11. The applicant must ensure that no noise or dust nuisance is caused during construction.

Bushfire Maintenance

12. The site must be maintained to a standard so as not to create a fire hazard.

Certificate and Maintenance

13. Upon completion of the works subject to the requirement for the Operational Works application in Condition 5 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 and shall show all relevant survey data and levels, together with a bond for 5% of the total works cost, to meet the cost of any maintenance required during a maintenance period not exceeding 12 months from the date of Council's acceptance of the Certificate of Completion of the Operational Works from a qualified engineer.

Public Utilities

14. 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".

Building Approvals

15. All necessary building approvals must be obtained for Stage 4, including the Temporary General Learning Area (Temporary building approval expires on 4th February 2016).

Compliance

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

Outstanding Charges

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

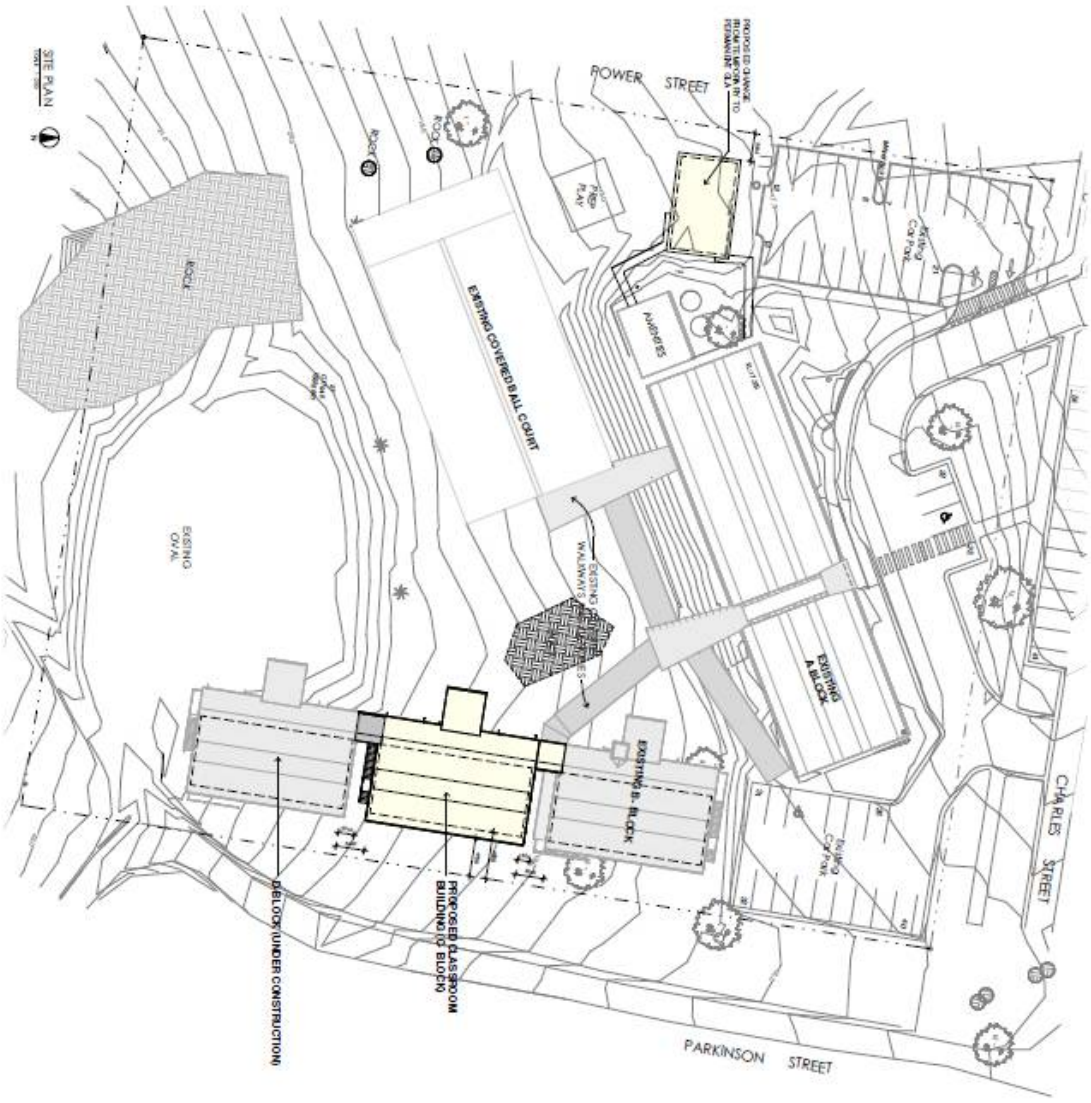
Currency Period

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

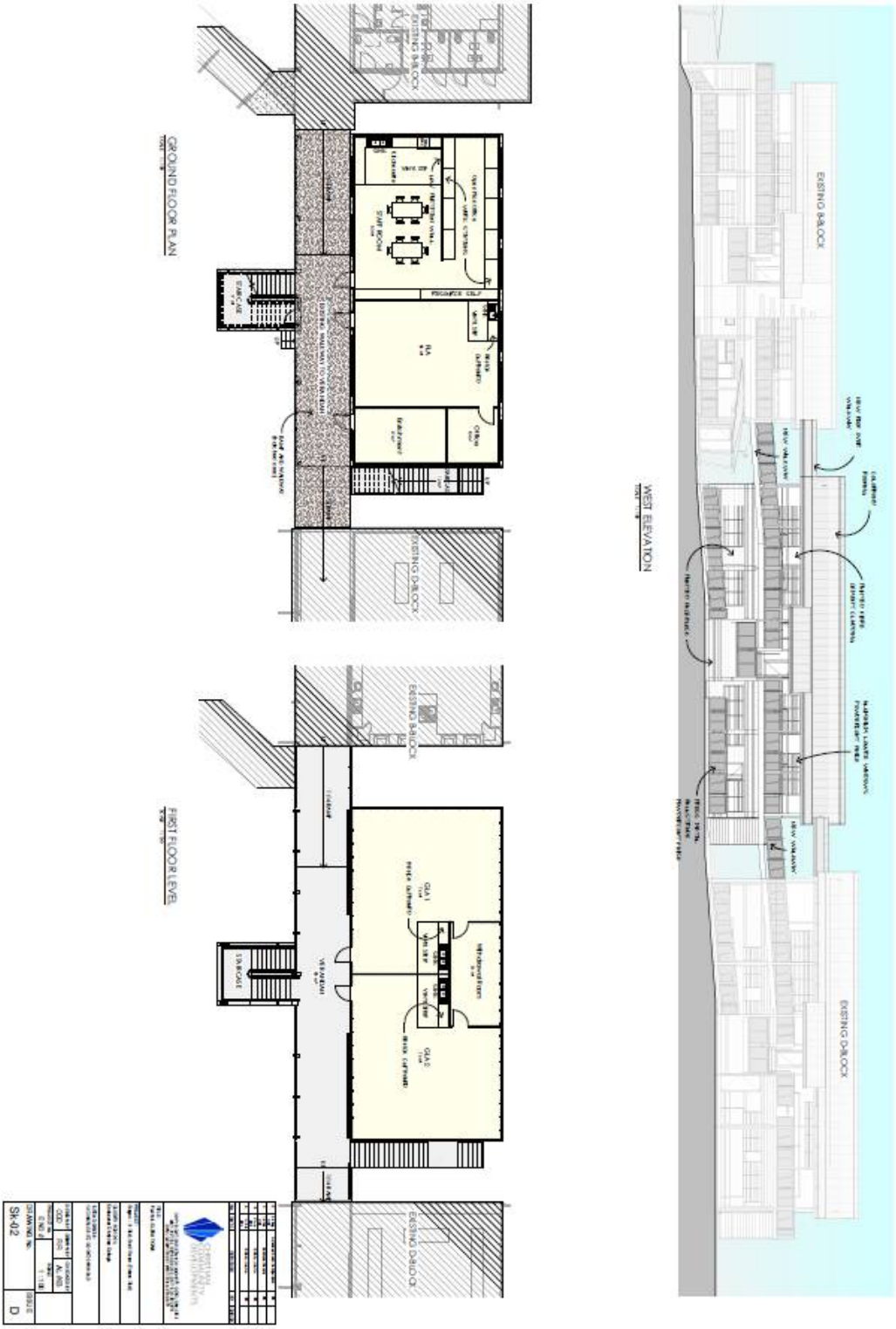
B. Assessment Manager (Council) Advice

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

Appendix "A"


SITE PLAN
ROWER STREET
EXISTING COVERED BALL COURT
EXISTING OVAL
EXISTING A BLOCK
EXISTING B- BLOCK
CHARLES STREET
PARKINSON STREET
PROPOSED CLASSROOM BUILDING (G BLOCK)
G BLOCK (UNDER CONSTRUCTION)

SK-01
B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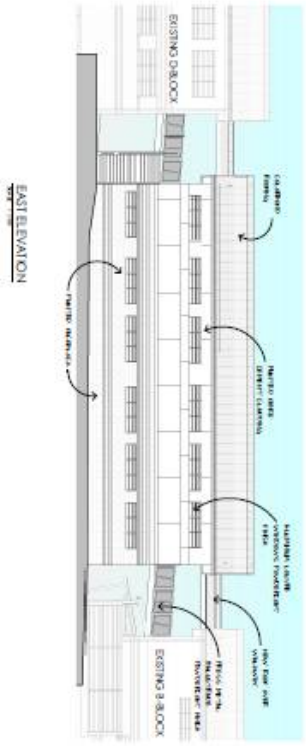
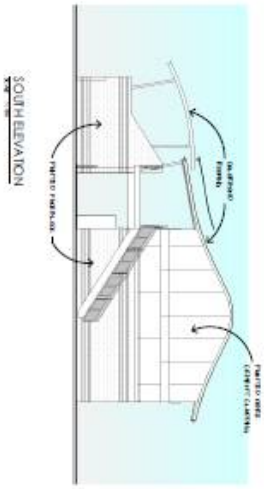
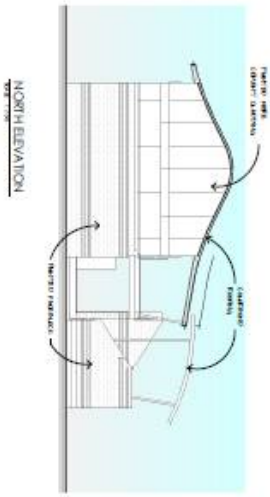
FIRST FLOOR LEVEL
EXISTING BLOCK
WEST ELEVATION
EXISTING BLOCK
EXISTING BLOCK
SK-02
D



EAST ELEVATION



SOUTH ELEVATION



NORTH ELEVATION

PE2	**REQUEST FOR NEGOTIATED DECISION - APPLICATION FOR A DEVELOPMENT PERMIT - DA/3379 - FOR RECONFIGURING A LOT (1 INTO 2 LOTS) LOCATED AT MT AMOS ROAD, MT AMOS (LOT 1 ON RP902192), COOKTOWN**
	Report No.D15/21756 from Council's Planning Consultant – Reel Planning

Applicant: Marilyn Clark
C/- PRP Planning
PO Box 4751
CAIRNS QLD 4870

Owner: Barry, Susan, Eric and Marilyn Clark

Location: 41 Mt Amos Road, Cooktown Qld 4895

RPD: Lot 1 on RP902192

Area: 227.8 Hectares

Zone: Rural

Proposed Use: Development Permit for Reconfiguring a Lot (1 into 2 lots)

Referral Agencies: Nil

REPORT

Following Council's approval of the application for a Development Permit for Reconfiguring a Lot located at 41 Mt Amos Road, Cooktown (Lot 1 on RP902192) on 19 May 2015, the Applicant (via letter dated 15 June 2015 and further correspondence dated 6th November 2015) has requested a Negotiated Decision Notice. Representations have been made by the Applicant in respect of Conditions 2, 5 and 6 of the Council's approval.

The Applicant's representations raise issues in respect of quarry resource values (particularly with respect to the Wegryzniak site to the north) as well as buffer requirements for establishing a dwelling on land to be subdivided by the Clarks between the Mt Amos quarry and the Wegryzniak potential quarry site.

The protection of quarry resources from the intrusion of incompatible uses is a significant consideration and decisions to allow houses to locate close to quarries should not be taken lightly.

Issues surrounding the appropriateness of protecting the potential quarry resource on the Wegryzniak site and interpretation of potential acoustic impacts on a house from both a potential future Wegryzniak quarry and the existing Clark quarry are central to the representations made to Council by the planning consultant from Projex Partners, on behalf of the applicant. In my opinion these issues are matters more appropriately addressed by suiotably qualified experts.

In response, professional feedback on these matters has been received from Mr Dugald Gray (Ecoroc P/L) and Mr Paul King (an experienced acoustic engineer from MWA Environmental). Both of these consultants were involved in the Clark rural subdivision appeal on the western side of the highway and they are therefore familiar with the resource planning and potential amenity issues in the area.

The recommendation of this report relies on their findings.

BACKGROUND

The application is for a Development Permit for Reconfiguring a Lot (1 into 2 Lots) to create one additional allotment. Proposed lots 1 and 2 are 108 hectares and 119.8 hectares respectively. The parent parcel is located approximately 20kms south of the urban area of Cooktown, is currently used for a hard rock quarry and is accessed via Mt Amos Road. The existing quarry will be contained on proposed Lot 1 and will retain its existing access while proposed lot 2 will also gain access to Mt Amos Road via a new 20m wide access road (refer to figure 1).

In recent years Council has been involved in two Planning and Environment Court Appeals within proximity to the subject site. The first being a submitter appeal (Clark) against Council's decision to approve the Wegryzniak quarry. The second involved a 4 lot rural subdivision application that was refused on the western side of the Mulligan Highway. Both the quarry and the subdivision applications were withdrawn during the respective appeal processes. Council did

have the benefit of technical resource suitability, economic need and amenity expertise in framing its decisions in respect of these appeals.

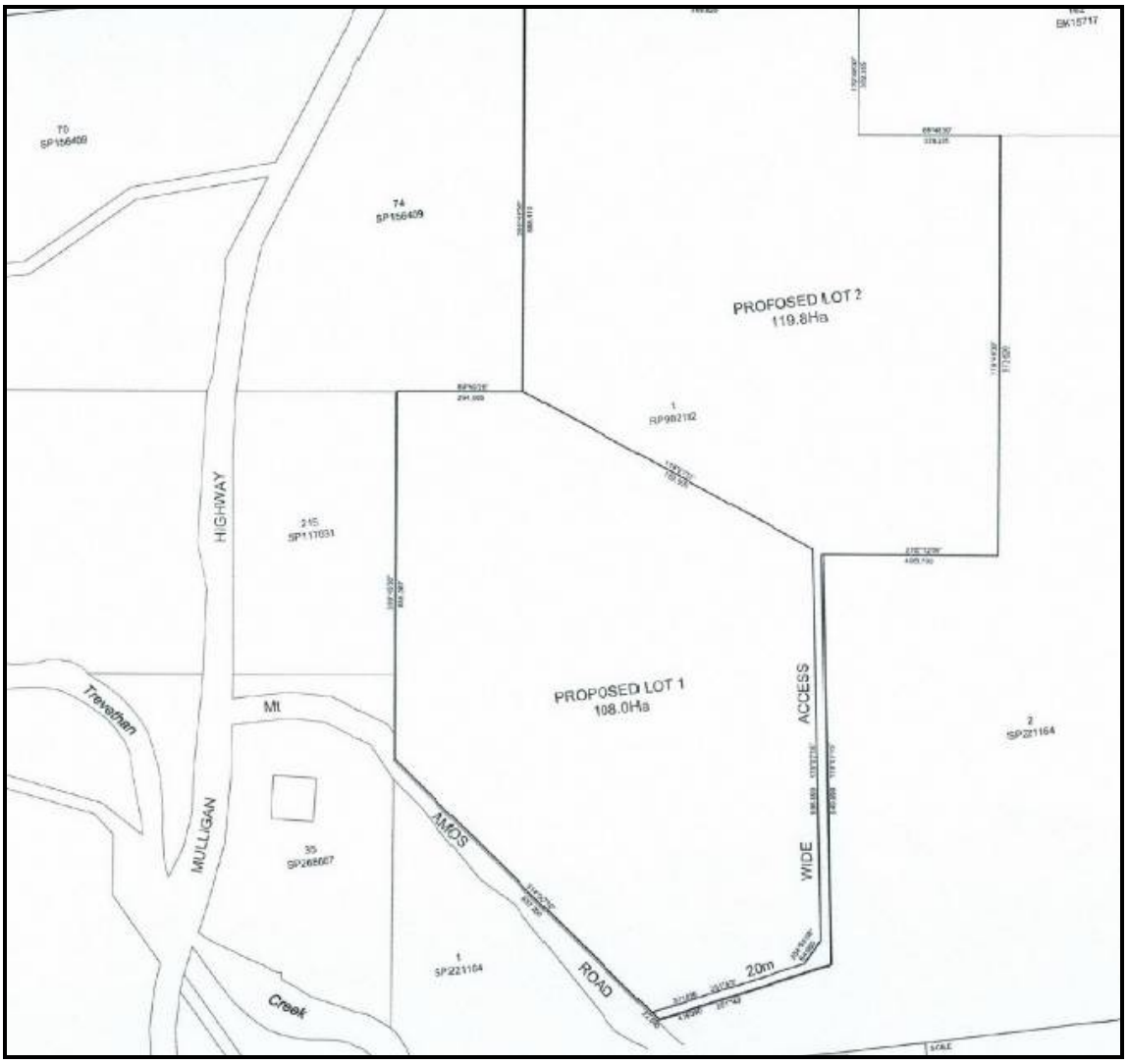


Figure 1: Proposal Plan

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

COMMENT ON CONDITIONS

Condition 2 (Building Location Envelope)

A Building Location Envelope is to be shown on proposed Lot 2. The envelope is to be a minimum distance of 500 metres from the boundary of proposed Lot 1 and the boundary of Lot 74 on SP156409.

In the event that the applicant/property owner wishes to locate a house on proposed Lot 2 outside of the approved Building Location Envelope, the applicant/property owner must demonstrate, to the satisfaction of the Manager – Planning & Environment, that no potential adverse amenity impacts on the future residents of that house will result from extraction of existing or known quarry resources (on proposed lot 1 and Lot 74 on SP156409). Where it has been demonstrated through supporting technical reports that there is no potential for residential amenity impacts, the house may be sited outside of the Building Location Envelope.

Response

To summarise the representations made in respect of this condition, the applicant seeks that the condition be deleted allowing a dwelling to be constructed on any part of proposed Lot 2. As a compromise, they proposed that any future dwelling be proposed east of a line, purported to define the closest ridgeline to Lot 74.

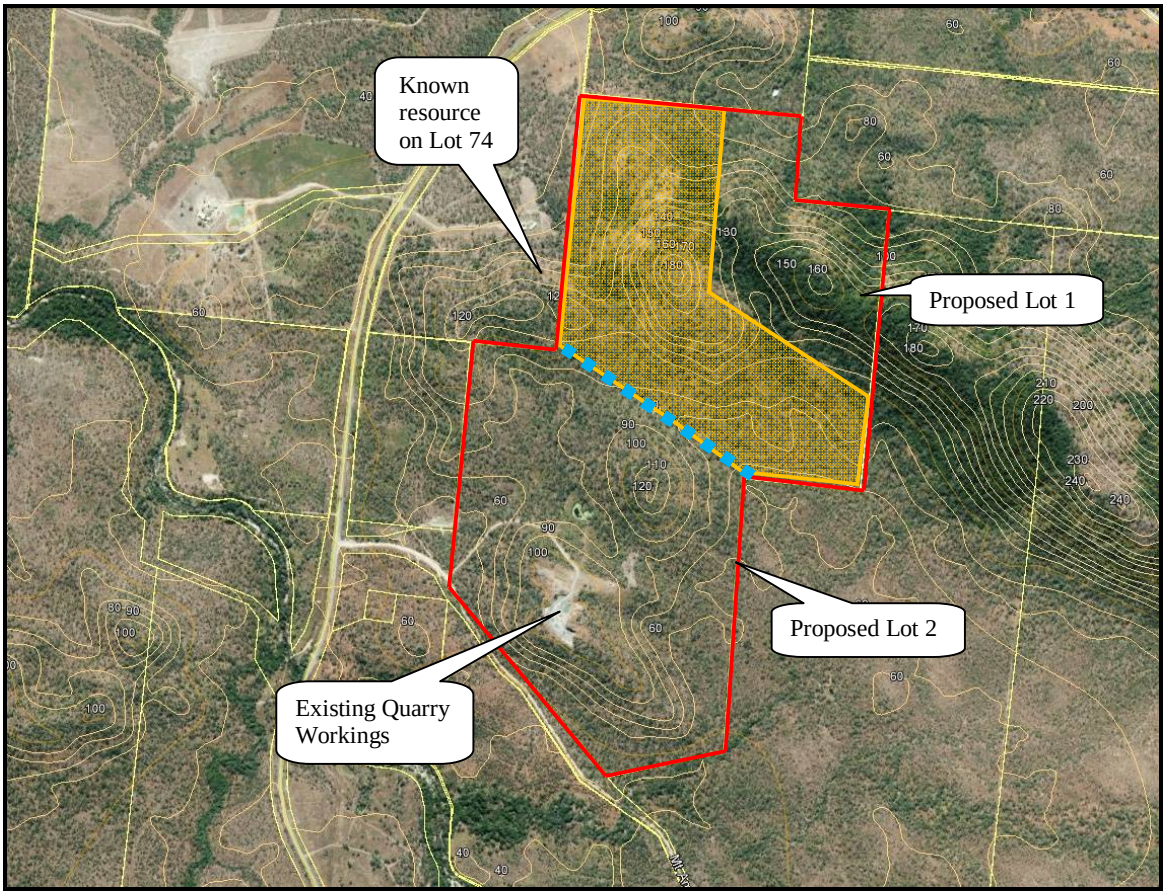
By way of background, the following passages are repeated from the Council's town planning report prepared when the application was first assessed by Council in May 2015:

> *As noted earlier in this report, there is an existing hard rock quarry located on proposed lot 1 and a known resource adjoining proposed Lot 2 to the west.*
>
> *Through its information request, to demonstrate compliance with PC6 of the Rural Zone Code, Council officers sought for the applicant to identify a building envelope on proposed lot 2 outside a 500m buffer to proposed lot 1 and the adjoining Lot 74. As an alternative, Council indicated it would accept a lesser setback for a future house if the applicant was able to demonstrate through lodgement of technical reporting that a future residence would not be affected by noise dust and vibration impacts from existing and potential extractive industry on the land. In response, the applicant argues a 500m buffer to the approved workings of the existing quarry is all that should be applied. This was not backed with any technical supporting information such as the requested noise/dust/vibration assessments.*
>
> *The applicant's position is that the future owners of Lot 2 will be aware of the existence of existing and future extractive industry in the locality and will therefore have no rights of complaint. In our experience though inevitably any future complaints will be made to (and be the responsibility of) Council, rather than the vendor of the allotment. In the opinion of Council officers, it would be inappropriate to create the potential for such a land use conflict.*
>
> *The philosophy of the 500m buffer referenced in PC12 of the Reconfiguring a Lot Code is to create a separation between extractive industry and other sensitive land uses. The purpose is twofold, firstly to protect the amenity of future residents and secondly to protect extractive industry from complaints from those future residents. On the latter point, the shire has a limited amount of extractive resources and it would be inappropriate to compromise an existing or potential resource in circumstances where there is not a demonstrated need for additional subdivision in the rural zone.*

With the exception of the 500 metre buffer issue, our assessment of the proposal indicates compliance with the relevant provisions of the Planning Scheme. For this reason, it is considered appropriate in the circumstances to approve the development subject to a condition requiring the identification of a building location envelope for a future house on proposed lot 2. Figure 3 below provides an indication of the area of proposed Lot 2 within a 500m buffer from proposed lot 1 and the adjoining lot with a known resource. A conservative estimate is that an over of over 50ha remains available for a future dwelling house to be sited.

As an alternative, it is recommended that the requirement for a building location envelope be waived in circumstances where the applicant is able to demonstrate (through lodgement of appropriate supporting information) that no adverse amenity impacts will result from the operation of the existing quarry and the operation of the adjacent potential quarry, on the future residents of a dwelling on proposed lot 2, should the owner seek to locate the house within the 500 metre buffer.

For Council's benefit Figure 3 from the original assessment report is included below.



The applicant has repeatedly been given the opportunity (in the information request and the condition of approval) to demonstrate that a lesser setback from surrounding lots is appropriate.

The current request for negotiated decision is supported by a commentary (by the applicant's town planning consultant) which (in summary) argues that:

1. The resource is not scarce, nor significant and worthy of protection;
2. There is no logic to the 500m buffer from the property boundaries;
3. The Joint Experts Report from the P&E Appeal 3628 dealing with acoustic issues was flawed; and
4. The quarry on Lot 74 existed prior to the subdivision, so will be protected from any future complaints from an owner of proposed lot 2.

It is not intended to repeat the reasons for the inclusion of the condition, however a brief response to each point is included below:

1. The request from the applicant includes geological mapping indicating that the resource exists elsewhere, however Council notes that not all material is accessible and not all land has the appropriate tenure to facilitate extraction. For this reason, and because the resource has been established on Lot 74 and 72 (the known resources) this is not considered a ground for removal of the separation requirement;

A. Dugald Gray from Ecoroc P/L is a qualified mining engineer and has assisted Council with its extractive resource planning for Cook Shire as part of the Planning Scheme Review. In email correspondence to Council dated Monday 16th November Mr Gray provided the following feedback on the resource issue:

B.

C. " The planner's resource evaluation is not correct.

D.

E. The justification for including the Wegryzniak resource is in the Ecoroc report.

F. There was a concept pit design prepared for the proposed quarry by Gary Basford (Geobas), one of Qld's most experienced construction material geologists.

G.

H. The site is well-located close to the highway and there is sufficient geological evidence (including outcrop, a small existing pit and from the Geobas desktop evaluation) to include the resource within the Cook Shire ER inventory.

I.

J. The planner's argument that there is always rock somewhere is inconsistent with the principles of sustainable development for extractive resources.

K. There are obviously factors other than geology that impact on the suitability / candidacy of extractive resource sites as the Council report notes.

L.

M. It also makes sense where practical to identify more than one site within extractive resource precincts. This can reduce of the overall impacts to the environment and amenity impacts to the community.

N.

O. In the draft Planning Scheme maps both the Mt Amos / Wegrryzniak and the Archer River extractive resource sites have potential for more than one quarry to be established in the future."

P.

2. The logic of the 500m buffer was explained in the original assessment report. In the absence of information from the applicant (prepared by suitably qualified persons) to

demonstrate that a lesser setback is appropriate, Council relies on the acceptable solution to PC12 of the Reconfiguring a Lot Code.

Q.

R. In his email of the 16th November 2015 Mr Gray has provided the following in respect of the arbitrary 500m buffer requirement:

S.

T. I agree a 500m buffer can be reduced with topography and engineering controls etc.

U.

V. The main amenity issue is blast vibration. Blasting at any future hard rock quarry on the Wegryzniak site would be constrained by the distance to the Mulligan Hwy, so smaller bench heights would be used along the western side of the pit as proposed by Geobas.

W.

X. Given that blasting controls to reduce flyrock risk would be required as a normal method of operation, a desirable distance to external dwellings assuming some topographic protection from the pit, from my experience would be around 300m.

Y.

Z. A blast consultant could do such work for circa $6k I would think. It's not a difficult exercise using the pit shell in the Geobas concept plan. I would expect that it would show an increasing level of blast controls reqd. once distances start encroaching inside 250m or so.

AA.

BB. Based on the above advice regarding the potential issues surrounding blast vibration, it would not appear necessary for the applicant to engage the services of a blast consultant provided the future house is located at least 300 metres from the existing Clark quarry pit and potential area of extraction on the Wegryzniak site. However there still remains the potential for acoustic impacts. In this regard Council's attention is drawn to the advice from MWA Environmental dated 25th November 2015 (which is included in full below) and which endorses the condition 2 imposed by Council.

CC.

3. The Joint Expert Report referenced from the P&E Appeal 3628 was prepared by highly experienced and qualified acoustic experts whose duty was to assist the Court. Information provided by the applicant in this request has been prepared by a town planning consultant with various references to guidelines from another country. Council's attention is drawn to the advice from MWA Environmental. It confirms that the adoption of 40dB(A) as the noise limit at a future house on proposed lot 2 with respect to noise impact from an extractive industry is an appropriate criterion to protect residential amenity. Mr King confirms that many quarries have to comply with even lower noise limits at surrounding residences.

DD.

4. As indicated in the original assessment report, experience has shown that noise complaints between conflicting land uses inevitably become the responsibility of Council to resolve. In the absence of information (prepared by suitably qualified experts) demonstrating that impacts are within applicable guidelines, Council officers (and its consultants) are not willing to recommend allowing such uses to develop.

EE.

The above discussion needs to be considered in light of the underlying rural zoning which seeks to protect known resource bodies from encroachment of incompatible land uses. It is also noted that Council is preparing a new planning scheme and the State has instructed Council to stipulate a 1,000m separation distance between hard rock quarries (the quarry footprint) and future houses.

Technical Acoustic Advice Received

Ref: L39515/PAK/P

25 November 2015

Cook Shire Council
c/ Reel Planning
PO Box 2088
Milton QLD 4064

Attention: Mr Greg Ovenden

Dear Greg

Re: Review of Reconfiguration of a Lot
Mt Amos Road, Cooktown
Council Ref: DA/3379
Amenity Constraints

Further to your request I wish to provide comments on noise and dust amenity constraints for establishment of a dwelling house on the subdivided parcel of land separate from the existing Mt Amos Quarry parcel.

My previous involvement through Planning and Environment Court Appeal No 3628 of 2011 included assessment and preparation of a joint expert report in conjunction with Ms Claire Richardson who was retained by the Clarks.

Through the course of the joint expert process we both inspected the Mt Amos quarry and surrounding land and undertook noise measurements of the operating quarry and also ambient noise levels without the influence of quarry operations.

Our assessment concluded in Joint Expert Report No 2 of the Noise and Air Quality Experts dated 11 April 2013.

It is understood that the applicants have requested a negotiated decision with respect to certain conditions, including Condition 2.

Condition 2 (Building Location Envelope)

A Building Location Envelope is to be shown on proposed Lot 2. The envelope is to be a minimum distance of 500 metres from the boundary of proposed Lot 1 and the boundary of Lot 74 on SP156409.

In the event that the applicant/property owner wishes to locate a house on proposed Lot 2 outside of the approved Building Location Envelope, the applicant/property owner must demonstrate, to the satisfaction of the Manager – Planning & Environment, that no potential adverse amenity impacts on the future residents of that house will result from extraction of existing or known quarry resources (on proposed lot 1 and Lot 74 on SP156409). Where it has been demonstrated through supporting technical reports that there is no potential for residential amenity impacts, the house may be sited outside of the Building Location Envelope.

Max Winders & Associates Pty Ltd tas MWA Environmental
Level 15, 241 Adelaide St, Brisbane GPO BOX 3137, Brisbane Qld 4001
P 07 3002 5500 F 07 3002 5588 E mail@mwaenviro.com.au
W www.mwaenviro.com.au
ABN 94 010 833 084

Cook Shire Council 25/11/15
Re: Review of Amenity Constraints – Reconfiguration of Lot L39515/PAK/P

I have reviewed the various submissions to Council from Projex Partners with respect to the appropriateness of the condition and wish to comment as follows.

Firstly, it is my experience that use of buffer zones and/or building location envelopes is a common means of ensuring appropriate separation between incompatible land uses. In this instance, Condition 2 applies a setback within the balance lot (ie the lot without the quarry) of 500 metres from lots with known quarry resources. In my opinion this is a conservative and appropriate buffer applied in the absence of any site specific technical assessment of amenity impacts of extraction of quarry resources from the adjoining parcels.

I agree with Councils intent within the condition that if appropriate technical studies suitably demonstrate that appropriate amenity for a dwelling can be achieved in an area within the 500 metre buffer, then this would override the building location envelope. This is the appropriate form of condition in the absence of actual technical assessment.

Turning to the assessment of noise matters contained in the Projex Partners reports which considered the joint expert reporting I was involved with, I provide the following comments.

(i) The adoption of 40 dB(A) as the noise limit at a noise sensitive place (ie dwelling) with respect to noise impact from an extractive industry is a appropriate criterion to protect residential amenity. Indeed many quarries have to comply with even lower noise limits at surrounding residences.

(ii) The modelling conducted in the joint report was focussed upon the subdivision subject to the appeal and did not extend far to the east of the quarry resources, hence the noise plots do not fully cover the balance parcel in question.

(iii) In my opinion, it would be a simple matter for Air Noise Environment (Ms Richardsons company) to extend the existing computer noise model and undertake actual assessment of noise impact of extraction of resources on Lot 1 and Lot 74. This would then provide the basis of a technical assessment to demonstrate where on the balance lot a house can be established to experience extractive industry noise at or below 40 dB(A).

(iv) In my opinion the additional noise modelling should not be expensive given that the model was already prepared for the previous appeal.

In summary, I consider that on the basis of available technical information, Condition 2 as proposed by Council is appropriate.

Yours sincerely

Paul King
Senior Engineer

I note in the representations to Council dated 6th November 2015 by Projex Partners on behalf of the Applicant (page 6) that acoustic modelling for siting a house within 500 metres of the quarry sites *"exposes the owner to a considerable expense (tens of thousands of dollars) for no reason"*. That is simply not correct based on the advice of MWA Environmental. The existing model can be utilised and extrapolated to include the eastern side of the Mulligan Highway. We are advised by MWA Environmental that the applicant's acoustic consultant could undertake that task for as little as $2000.

For the above reasons it is recommended that the proposed condition remains unchanged.

Condition 5 (Access)

The applicant shall submit to the satisfaction of the Manager Engineering Services, a design for the access driveway within the battle axe of proposed Lot 2, demonstrating that all weather access is available.

Response
The applicant seeks that the condition be changed to:

The applicant is to demonstrate to Council that safe, serviceable rural access is available along the access strip in proposed Lot 2. In this context, serviceable means generally:

- *Trafficable by conventional vehicles in dry weather and minor showery weather; and*
- *Trafficable by high clearance four wheel drive vehicles up to about the 1 in 1 year ARI rainfall event.*

The applicant argues that all weather access is undefined and that submission of a design would likely require survey information and production of drawings which is time consuming and expensive. The applicant indicates that Council's Engineer should be able to inspect the works and determine (based on expertise and experience) that works are satisfactory.

It is considered that the condition suggested by the applicant raises more uncertainty than that imposed by Council, specifically as to the meaning of safe, minor showery weather and high clearance four wheel drive vehicles. The condition does not require a formal operational works application, nor does it require submission of engineering certified drawings. It is considered that the standard of design and standard of driveway can be determined following discussions with Council's Manager Engineering Services. On this basis no change is recommended to the condition but the applicant should be advised that Council officers are happy to work with them to effect a reasonable and practical outcome for access to the site.

Condition 6 – (Effluent Disposal)

Any application for wastewater treatment and disposal must include details of the proposed wastewater disposal systems and calculation demonstrating compliance with the Queensland Plumbing and Wastewater Code and AS/NZS1547:2000 – 'On-site domestic wastewater management'.

Response
The applicant seeks that the requirement be deferred to a building application stage similar to other conditions (e.g. those relating to water supply and electricity connection. As indicated by the applicant the effluent disposal report is only relevant if and when a dwelling is to be constructed. It is recommended that the requested change be accepted.

1. Recommendation

i) That the request for a Negotiated Decision Notice by Marilyn Clark C/- Projex Partners for the issue of a Development Permit for Reconfiguring a Lot located at 41 Mt Amos Road, Cooktown (Lot 1 on RP902192) be approved (in part) as follows:

- Condition 2 to remain unchanged
- Condition 5 to remain unchanged (Attention is drawn to Assessment Manager (Council) Advice part A)
- Condition 6 to be amended as requested

ii) That the Applicant be issued with the following conditions of approval within the Negotiated Decision Notice:

A. Assessment Manger (Council) Conditions

Approved Plan

1) The development must be carried out generally in accordance with plan 514-003-SK1, dated 13 January 2015, prepared by Projex Partners, except for any variation required to comply with these Conditions of approval.

Building Location Envelope

2) A Building Location Envelope is to be shown on proposed Lot 2. The envelope is to be a minimum distance of 500 metres from the boundary of proposed Lot 1 and the boundary of Lot 74 on SP156409.

   In the event that the applicant/property owner wishes to locate a house on proposed Lot 2 outside of the approved Building Location Envelope, the applicant/property owner must demonstrate, to the satisfaction of the Manager – Planning & Environment, that no potential adverse amenity impacts on the future residents of that house will result from extraction of existing or known quarry resources (on proposed lot 1 and Lot 74 on SP156409). Where it has been demonstrated through supporting technical reports that there is no potential for residential amenity impacts, the house may be sited outside of the Building Location Envelope.

Access

3) Access to proposed Lot 1 must remain via the existing quarry access from Mt Amos Road.

4) Access to proposed Lot 2 must be from Mt Amos Road. Access between the road pavement and the lot boundary shall be constructed to the requirements of the FNQROC Manual prior to the endorsement of the plan of survey.

5) The applicant shall submit to the satisfaction of the Director Engineering Services, a design for the access driveway within the battle axe of proposed Lot 2, demonstrating that all weather access is available.

Effluent Disposal

6) At the time of lodging a building application for a house, an application for wastewater treatment and disposal must also be lodged. This application must include details of the proposed wastewater disposal systems and calculation demonstrating compliance with the Queensland Plumbing and Wastewater Code and AS/NZS1547:2000 – 'On-site domestic wastewater management'.

Water Supply

7) A separate source of water supply must be provided to each of the proposed allotments at the time of construction of a dwelling house. This would be satisfied by the provision of rainwater tanks with a minimum capacity of 50,000 litres of each lot. Where an alternative source of supply is available within the allotment, the applicant can provide certified evidence as to the flow rates and water quality of the bore water or other supply to eliminate or reduce the requirement for on-site water storage.

Fire Management

8) All lots must be maintained by the owners at all times so as not to create a fire hazard.

9) Each proposed lot must be provided with a separate water storage tank with a minimum storage capacity of 5000 litres and fitted with fire brigade tank fittings, for fire fighting purposes at the time of house construction

Electricity Supply

10) Each proposed lot must be provided with a reliable electricity supply at the time of construction of a house. Written evidence of such electricity supply must be provided at the time of lodgment of a building application for a house.

Public Utilities

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

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

Compliance

13) All conditions of this development permit are to be complied with prior to the Plan of Survey being submitted to Council for endorsement.

Outstanding Charges

14) All rates, service charge, interest and other charges levied on the land are to be paid prior to council endorsement of the Plan of Survey.

Signing and Sealing

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

B. Assessment Manager (Council) Advice

a. The applicant is advised that an operational works application is not required to satisfy condition 5. The applicant is encouraged to contact Council's Director Engineering Services to determine the level of information needed to demonstrate compliance with this condition

b.

Appendix A: Approved Plan

PRELIMINARY
LOT 1 RP 902192, MI AMOS ROAD, COOKTOWN
PROPOSED RECONFIGURATION
LAYOUT PLAN
PROPOSED LOT 2
119.8Hs
PROPOSED LOT 1
108.6Hs
ACCESS
WIDE
AMOS
ROAD
HIGHWAY
MULLIGAN
Creek
Trevethan
Projex Partners

LAND TENURE

LT1	**PROPOSED PERMANENT ROAD CLOSURE OF UNNAMED ROAD ADJACENT TO AND INCLUSION INTO LOT 6 ON RP704417 – 121 RYDER ROAD COOKTOWN.**
	Report No.D15/21648 from Land Tenure Officer File No.2.409.1; 2.424.

Précis

1. For consideration by Council.

Background/History

2. By letter dated 30 September 2015, Council was advised by the landowners of Lot 6 on RP704417 that they were applying to the Department of Natural Resources and Mines ('DNRM') to purchase the unformed road reserve adjoining the western side of their property. See attached plan "Proposed permanent road closure adjacent L6 RP704417".

3. Part of DNRM's requirement is for the landowners to consult with Council, it being the Road Manager of the road, for its consent and the provision of a signed "Statement in relation to an application under the *Land Act 1994* over State Land" Part C.

4. The "Statement in relation to an application under the *Land Act 1994* over State Land" Part C is not an approval to the road closure it is Council's consent to the landowners making application to DNRM.

5. Council's concerns/views can be included as part of the Statement Part C.

6. Once DNRM receive an application from the landowners it will seek Council's views as part of its assessment.

7. The area of road requested to be permanently closed is approx 14,837.7 sq meters with part of the area forming a connection road from Ryder Road through to Laura and north to the Endeavour Battlecamp Road. See attached plan "Connection Road to Laura".

8. Even though unformed much of the gazetted road follows existing track alignments, providing legal access to properties.

9. Any closure of this connection road would alienate vital gazetted link roads.

10. An area of unnamed road, as depicted on attached plan"Possible area of permanent road closure adjacent L6 RP704417" could be closed without loss of road network integrity or loss of legal access to the river.

11. This area of road is approx 6,123.9 sq meters.

12. With the foregoing the following recommendation is submitted for Councils consideration.

Link to Corporate Plan

13. Key issues 4.5 Cultural Heritage, Land Tenure, Native Title and Indigenous Land Use Negotiations and 4.6 Drainage, Stormwater, Road, Footpath and Bridge Network.

Consultation

14. Nil.

Legal Implications (Statutory, basis, legal risks)

15. Nil.

Policy Implications

16. Nil.

Financial and Resource Implications (Budgetary)

17. Nil.

RECOMMENDATION

The applicant be advised that Council;

(i) does not support the permanent road closure of area of unnamed road abutting, or its inclusion into, Lot 6 on RP770417, 121 Ryder Road, Cooktown due to loss of road network integrity and alienation of vital gazetted link roads.

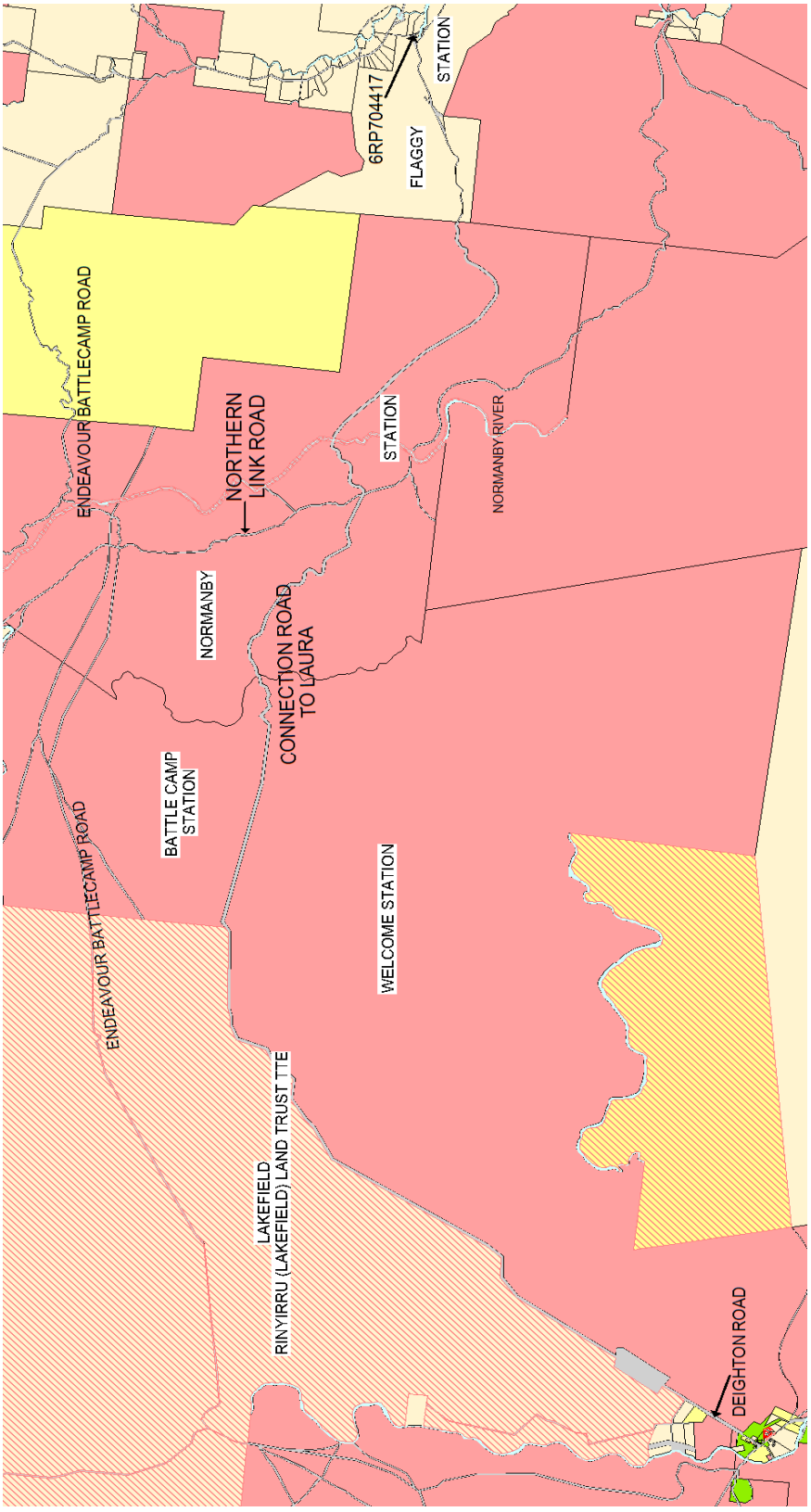
(ii) supports the closure of an area of unnamed road, as depicted on submitted plan"Possible area of permanent road closure adjacent L6 RP704417".

(iii) Department of Natural Resources and Mines be advised of Council's decision

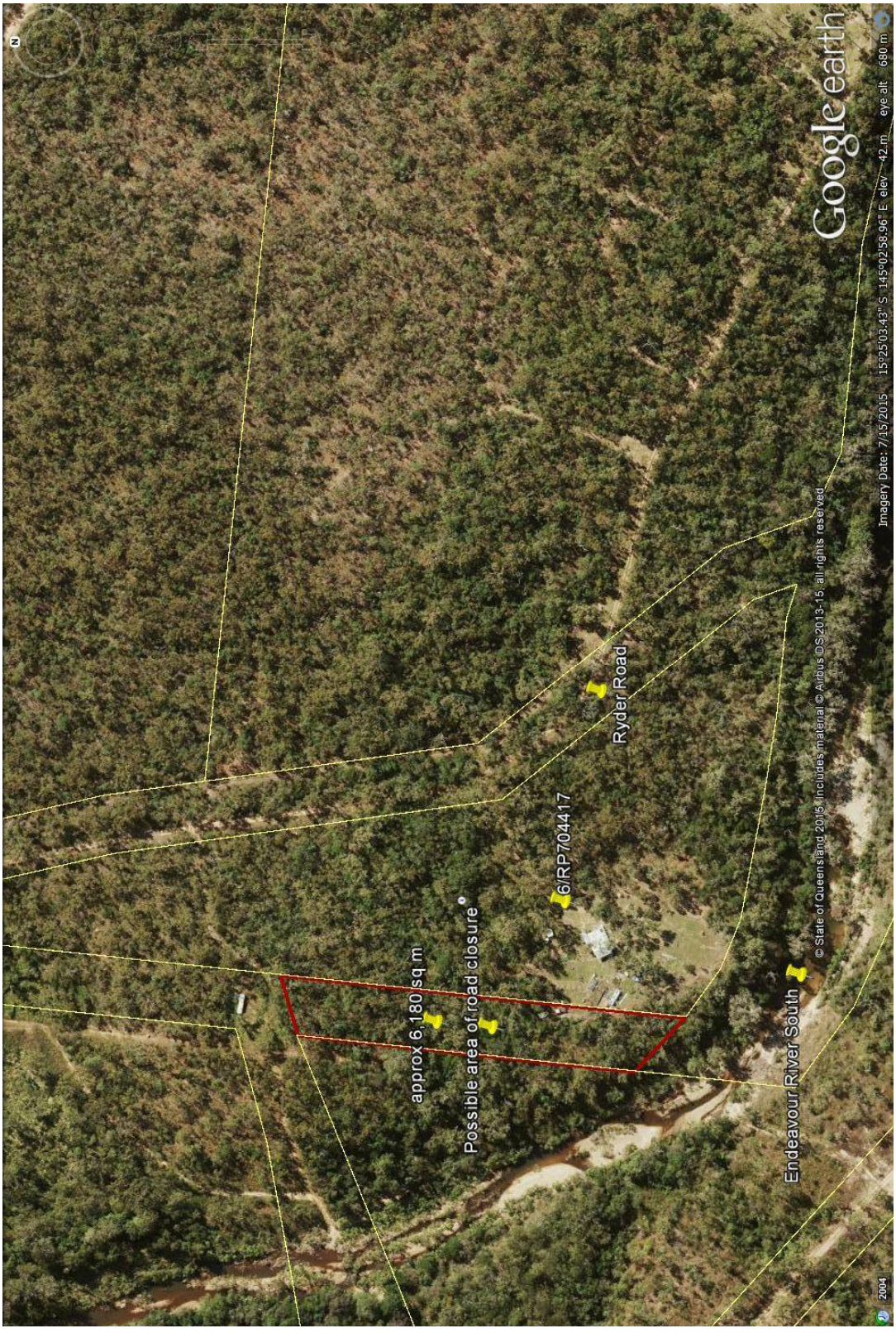
Att.
Proposed permanent road closure adjacent L6 RP704417
MapInfo Connection Road to Laura
Possible area of permanent road closure adjacent L6 RP704417

Proposed permanent road closure adjacent L6 RP704417

Connection Road to Laura



Possible area of permanent road closure adjacent L6 RP704417



LT2	**APPLICATION FOR SUBDIVISION OF FREEHOLDING LEASE No. 231082 - LOTS 1 - 4 ON PLAN SP195698 - SHIPTONS FLAT ROAD, ROSSVILLE: PARISH OF MONKHOUSE; COUNTY OF BANKS.**
	Report No.D15/21686 from Land Tenure Officer: File 2.15.7; 2.85.188.

Précis

Raise no objection to the subdivision of freeholding Lease.

Background/History

By letter dated 28 September 2015, the Department of Natural Resources and Mines advised that an application to subdivide Freeholding Lease No. 231082 into four (4) individual freeholding leases had been received, and requested Council's views.

The Department further advised that the areas were not changing; each lot will be issued with its own title reference.

These leases have been in existence since prior to 1997 under Special Lease on Lot 57 BS146, with conversion to Freeholding Lease No. 231082 (Lots 1 - 4), commencing in November 2006 in collective names.

Planning and Environment Services advise that the location and size of the freeholding leases will not change - what will change is that each of the lease areas will be allocated to an individual instead of the group, thus making it easier to freehold each lease.

Currently joint agreement of all owners is required for the freeholding of each individual lease area.

There are no Survey or Engineering issues

The following recommendation is submitted for consideration.

Link to Corporate Plan

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

Consultation

Internal

Legal Implications (Statutory, basis, legal risks)

Nil

Policy Implications

Nil

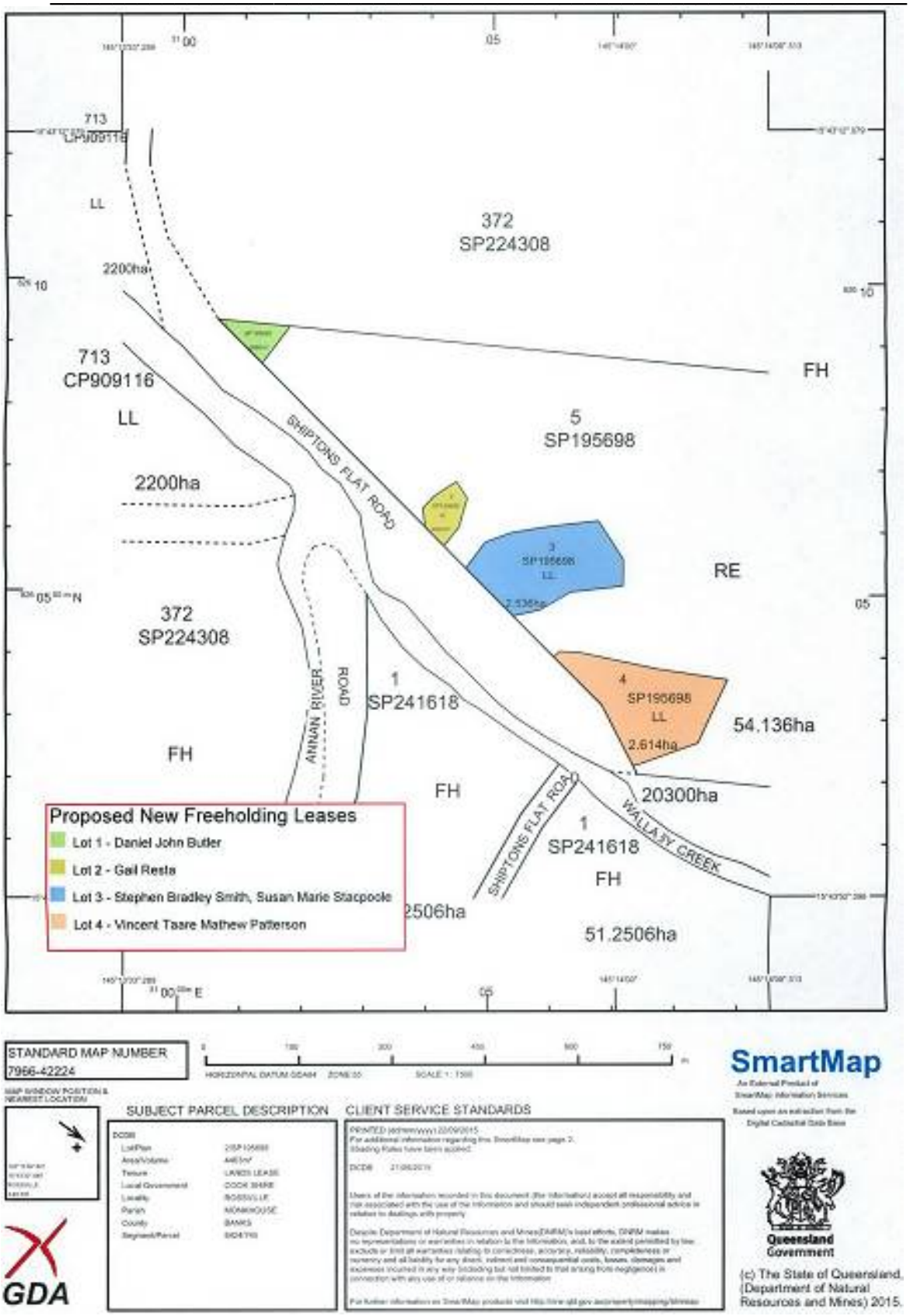
Financial and Resource Implications (Budgetary)

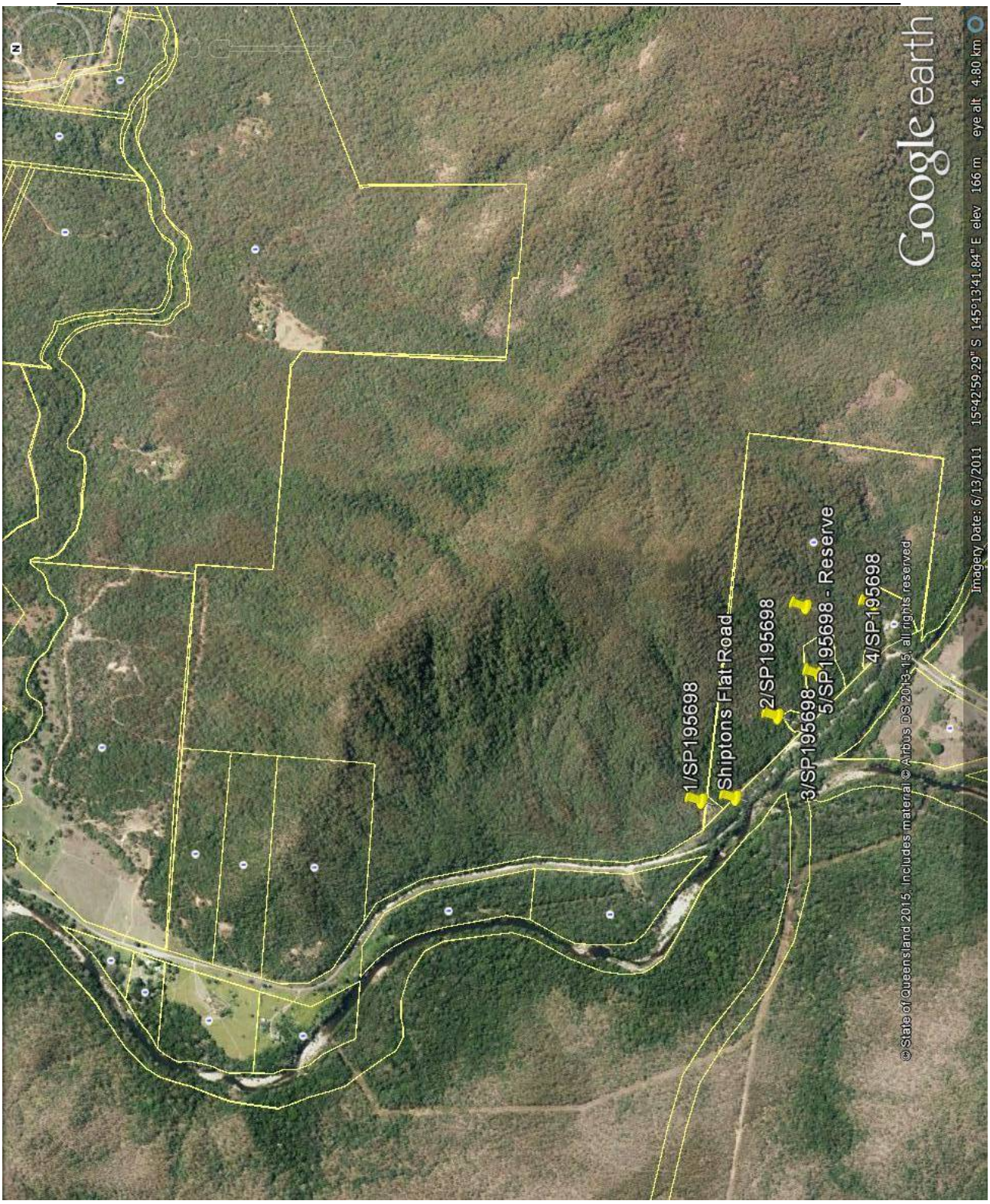
Nil

RECOMMENDATION

The Department of Natural Resources and Mines be advised that Council raises no objection to the subdivision of Freeholding Lease 0/231082 into four (4) individual freeholding leases.

Att.
Smartmap
QGlobe Freeholding Leases Lots 1-4 SP195698 Shiptons Flat Road


713
LP909116
LL
2200ha
372
SP224308
713
CP909116
LL
2200ha
SHIPTONS FLAT ROAD
5
SP195698
FH
RE
3
SP195698
LL
2.536ha
4
SP195698
LL
2.614ha
54.136ha
372
SP224308
ANNAN RIVER ROAD
1
SP241618
FH
FH
20300ha
SHIPTONS FLAT ROAD
WALLAJY CREEK
1
SP241618
FH
51.2506ha
Proposed New Freeholding Leases
Lot 1 - Daniel John Butler
Lot 2 - Gail Resta
Lot 3 - Stephen Bradley Smith, Susan Marie Stacpoole
Lot 4 - Vincent Taare Mathew Patterson
STANDARD MAP NUMBER
7966-42224
HORIZONTAL DATUM GDA94 ZONE 55 SCALE 1 : 7500
SUBJECT PARCEL DESCRIPTION
CLIENT SERVICE STANDARDS
SmartMap
Queensland Government
GDA
(c) The State of Queensland, (Department of Natural Resources and Mines) 2015.


Google earth
1/SP195698
Shipton's Flat Road
2/SP195698
3/SP195698
5/SP195698 - Reserve
4/SP195698
Imagery Date: 6/13/2011 15°42'59.29" S 145°13'41.84" E elev 166 m eye alt 4.80 km
© State of Queensland 2015. Includes material © Airbus DS 2013-15, all rights reserved

LT3	**PROPOSED SIMULTANEOUS ROAD CLOSURE AND ROAD OPENING OF UNNAMED ROAD – COOKTOWN AIRPORT – ADJACENT TO LOTS 1 AND 2 ON PLAN SP271395: PARISH OF HANN; COUNTY OF BANKS.**
	Report No.D15/21681 from Land Tenure Officer File No. 2.90.1-12; 2.501.17.

Précis

1. Make application for a simultaneous road closure and road opening.

Background/History

2. To enable Council to move forward on its modified layout of the Cooktown Airport Subdivision, realignment of unnamed gazetted access road is required, allowing for the registration of new Lots 1, 2, 3, 4 and 5 which can only occur once Council's simultaneous road closure/opening application has been approved.

3. The area of road to be closed is 1.239 ha; area of road to be opened is approximately 1.244 ha with the area of closed road being amalgamated within Lot 1 SP171395 as depicted on attached plan SP284107.

4. A simultaneous road closure/opening application fee is $252.90.

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

Link to Corporate Plan

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

Consultation

7. Internal and Departmental.

Legal Implications (Statutory, basis, legal risks)

8. Nil.

Policy Implications

9. Nil – in accordance with policy position.

Financial and Resource Implications (Budgetary)

10. Funds to cover stated costs are available under WO: 4030.2434.84.

RECOMMENDATION

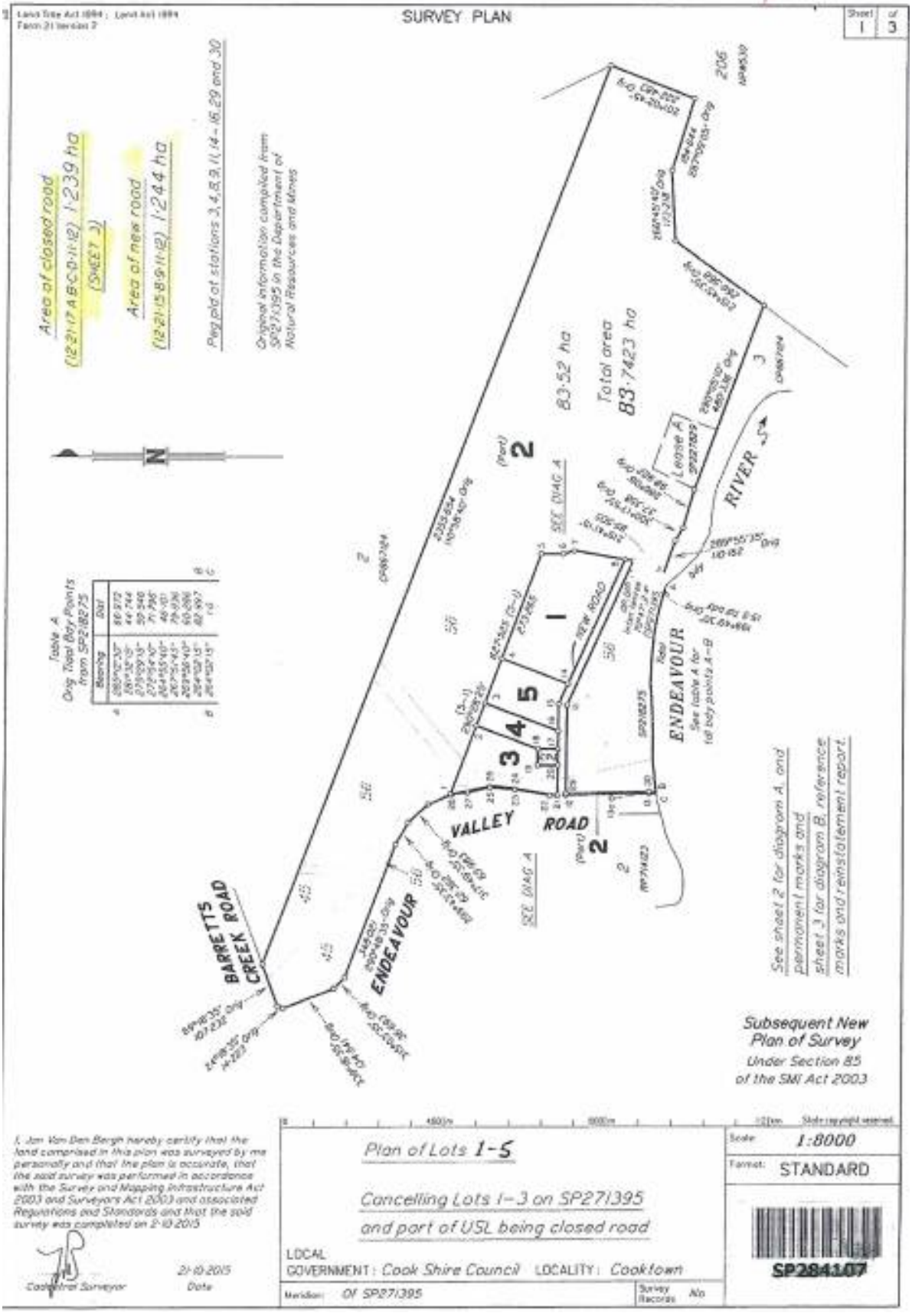
Cook Shire Council lodge a simultaneous road closure and road opening application with the Department of Natural Resources and Mines to:

i. Permanently close area of road adjoining Lots 1 and 2 on plan SP271395 as depicted in red on submitted plan - Proposed Area of Road Closure and Opening.

ii. Permanently open road within Lot 2 on plan SP271395 as depicted in blue on submitted plan - Proposed Area of Road Closure and Opening.

iii. Include the area of closed road into Lot 1 on plan SP271395.

Att.
Plan SP284107
Proposed Area of Road Closure and Opening


SURVEY PLAN
Sheet 1 of 3
Area of closed road
(12-21-17 A-B-C-D-11-12) 1·239 ha
(SHEET 3)
Area of new road
(12-21-15-8-9-11-12) 1·244 ha
Peg pld at stations 3, 4, 8, 9, 11, 14 - 16, 29 and 30
Original information compiled from SP271395 in the Department of Natural Resources and Mines
Table A
Orig Tidal Bdy Points from SP218275
83·52 ha
Total area
83·7423 ha
Lease A
RIVER
ENDEAVOUR
See table A for tidal bdy points A-B
VALLEY ROAD
BARRETTS CREEK ROAD
ENDEAVOUR
SEE DIAG A
See sheet 2 for diagram A, and permanent marks and sheet 3 for diagram B, reference marks and reinstatement report.
Subsequent New Plan of Survey
Under Section 85 of the SMI Act 2003
I, Jan Van Den Bergh hereby certify that the land comprised in this plan was surveyed by me personally and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on 2-10-2015
Cadastral Surveyor
21-10-2015
Date
Plan of Lots 1-5
Cancelling Lots 1-3 on SP271395
and part of USL being closed road
LOCAL GOVERNMENT: Cook Shire Council
LOCALITY: Cooktown
Meridian: Of SP271395
Survey Records: No
Scale: 1:8000
Format: STANDARD
SP284107

Land Title Act 1994 ; Land Act 1994
Form 21A Version 1

ADDITIONAL SHEET

Sheet 3 of 3

SURVEY REPORT

A first new plan of survey SP271395 was registered for the subject land on 02-09-2014 pursuant to s 82 of the SMI Act 2003. No changes are apparent so the boundary has been compiled from SP271395

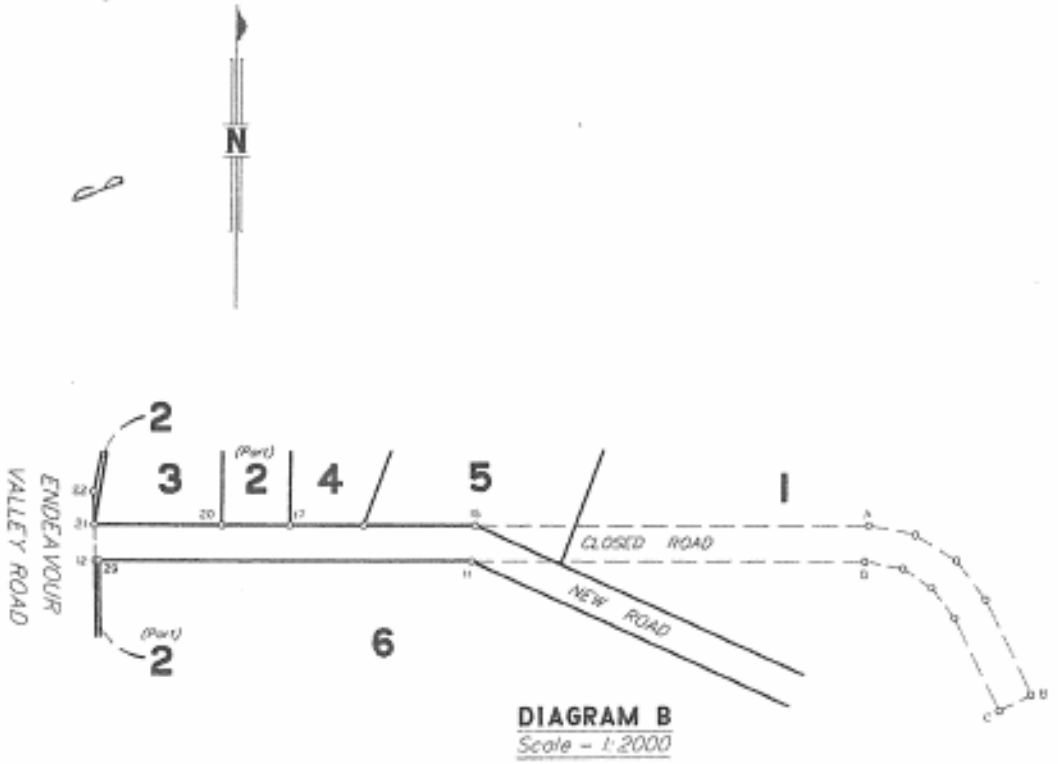
Original marks at stations 2 and 5 were located and used to place stations 3 & 4.

From station 7 angle was turned to arrive at stations 8 and 9 and intersect with old road to arrive at stations 11 and 15.

Lines 3-16 and 4-14 were sighted in perpendicular to line 1-5 and stations 16 and 14 were placed where these lines intersected with the new road.

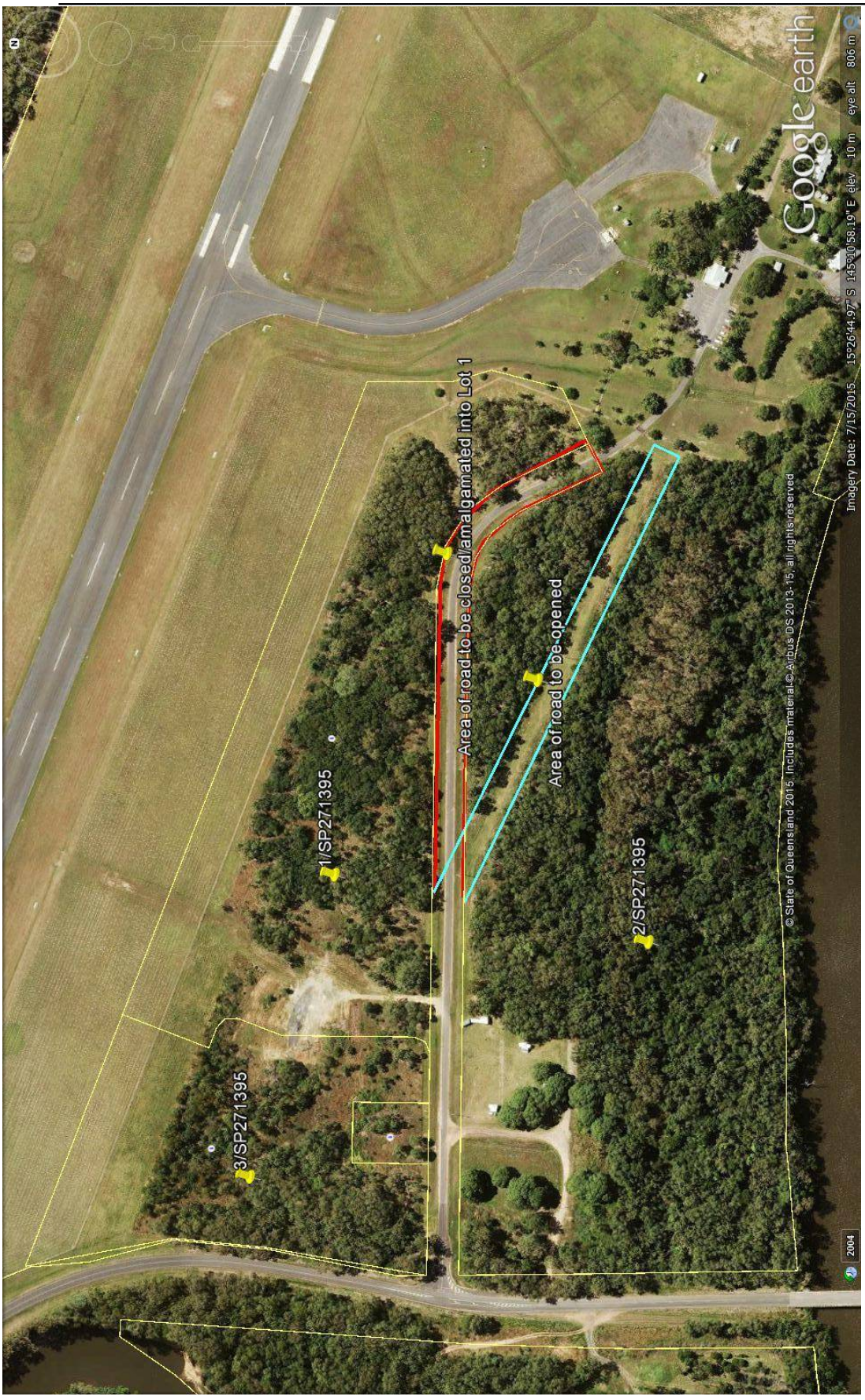
Reference Marks

Stn	To	Origin	Bearing	Dist
1	OP	SP271395	177°08'40"	5.75
2	OP	SP271395	89°10'50"	2.435
3	Pin		180°08'25"	9.43
4	Pin		180°08'25"	5.38
5	OP	SP271395	89°07'15"	2.385
6	OP	SP271395	352°37'40"	7.25
7	OP	SP271395	89°01'10"	2.27
8	Pin		260°50'45"	3.42
9	Pin		235°08"	3.325
10	OP	RP748042	185°10'45"	11
11	Pin		99°59'10"	3.9
12	OP	RP748042	207°08'30"	11.15
13	OP	RP748042	203°38"	12.485
13	OP	SP218275	52°42"	1.115
13a	OP	SP218275	150°50"	1.006
14	Pin		284°19"	3.085
15	Pin		248°42'10"	2.56
16	Pin		108°29'40"	3.08
17	OP	SP271385	178°42'15"	1.575
18	OP	SP271385	10°51'20"	2.975
19	OP	SP271385	328°37'50"	4.755
20	OP	SP271385	139°58'40"	1.225
21	OP	BSM7	344°03'20"	8.61
21	OP	BSM7	348°08'15"	10.525
22	OP	SP218275	37°27"	1.435
24	OP	BSM7	227°48'25"	1.515
26	OP	BSM7	223°45'55"	1.42
26	OP	BSM7	308°25'25"	1.65
27	OP	SP271395	77°34'55"	2.505



Scale - 1:2000

Insert Plan Number SP284107


Area of road to be closed/amalgamated into Lot 1
Area of road to be opened
1/SP271395
2/SP271395
3/SP271395
Google earth
Imagery Date: 7/15/2015 15°26'44.97" S 145°10'58.19" E elev -10 m eye alt 806 m
© State of Queensland 2015. Includes material © Airbus DS 2013-15, all rights reserved
2004

LT4	**PROPOSED PERMANENT ROAD CLOSURE AND ROAD OPENING OF UNNAMED ROAD – ANNAN RIVER - WITHIN LOT 14 ON PLAN SP189921.**
	Report No.D15/21121 from Land Tenure Officer File No. 2.85.181; 2.09.20.

Précis

11. Council hereby accepts the conditions of offer in relation to the proposed simultaneous road opening and closure contained in letter from Department of Natural Resources and Mines dated 14 September 2015.

Background/History

12. Council at its September 2014 meeting vide Resolution No. 30828 resolved to make application on behalf of Yuku-Baja-Muliku Landowner and Reserve Ltd (the applicant) and lodge an application for a simultaneous road opening and closure within Lot 14 on SP189921 with the Department of Natural Resources and Mines.

13. By letter dated 14 September 2015, the Department advised Council that its application for simultaneous road opening and closure of areas of road, as depicted on attached plan CNS15/003 had been approved, subject to all conditions of offer being complied with.

14. Requirements of the Acceptance of Offer include;

    - Signed acceptance form from registered landowners
    - Fee of $356.50
    - Completion of Form 1 Transfer from the registered landowners
    - Completion of Form 18 “General Consent” from Department of Environment and Heritage Protection (registered encumbrance being Nature Refuge)
    - Lodgement of Survey Plan

15. The following recommendation is submitted for Council’s consideration.

Link to Corporate Plan

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

Consultation

17. Nil.

Legal Implications (Statutory, basis, legal risks)

18. Nil.

Policy Implications

19. Nil – in accordance with policy position.

Financial and Resource Implications (Budgetary)

20. Funds to cover stated costs are available under WO: 4030.2434.1032 and WO: 2433.429.84.

RECOMMENDATION

The Department of Natural Resources and Mines be advised that Council hereby accepts the conditions of offer as set out in letter dated 14 September 2015 in relation to the proposed simultaneous road opening and road closure within Lot 14 on plan SP189921, as depicted on submitted Plan CNS15/003.

Att.
Plan CNS15/003

5
SP127910
MULLIGAN
ROAD
5
SP127910
5
SP127910
RIVER
Lot D
abt 3500 m²
ESP
14
SP189921
Lot A
abt 1·57 ha
14
SP189921
Lot B
abt 3260 m²
12
AP14378
Annan River
National Park
Lot C
abt 1·73 ha
(40 wide)
HIGHWAY
14
SP189921
ROAD
53
SP189922
0
400 m
800 m
1·2 km
Plan of Lots A & B (Proposed permanent road closure)
& Lots C & D (Proposed road opening)
Covering road abutting Lot 14 on SP289921
SCALE
1:8000
Queensland Government
PARISH OF ANNAN
COUNTY OF BANKS
LOCALITY OF COOKTOWN
LOCAL AUTH OF COOK SC
CNS15/003
Map 7966-41113
Compiled from DCDB & 2011 spot imagery
Elvas Reference 2015/000014
Prepared by Ken Rogers
Date 16·2·2015
Notings D/B No.15N311

LT5	**APPLICATION FOR CONVERSION TO FREEHOLD OF PASTORAL HOLDING 14/5063 OVER LOT 1 ON PLAN SP280074 FORMALLY LOT 1 ON PLAN KG3 - KINGVALE STATION, KIMBA ROAD, LAURA; PARISH OF KOPO; LOCALITY OF LAURA.**
	Report No.D15/21729 from Land Tenure Officer File No. 2.650.94.

Précis

1. Raise no objection to the conversion of lease to freehold, subject to compliance of all planning matters and realignment of road.

Background/History

2. By letter dated 16 November 2015, the Department of Natural Resources and Mines advised that an application for conversion of Pastoral Holding 14/5063 over Lot 1 on Plan SP280074 to Freehold had been received.

3. The Department further advised that the proposed use of the land was for Grazing purposes and requested Councils views/requirements including any local non-indigenous cultural heritage values that should be considered when assessing the application.

4. Lot 1 on Plan SP280074 has an area of approx 55500 hectares. See attached Springvale Station Property Area Map.

5. There are no known local non-indigenous cultural heritage values.

6. Planning and Environment advise that there are no records on building / plumbing for Lot 1 SP280074 or L1 KG3; structures are most likely 'pre-existing non-conforming'.

7. As the property has a long history of use for cattle farming, Council's Environmental Health Officer advised that there is a strong probability that it once had or has a cattle dip and therefore should be listed on the contaminated land register and recommended that any cattle dipping sight be identified and excised from the freehold.

8. Engineering has advised that the existing dedicated road traversing Kingvale Station, Kimba Road, is not on alignment and requires being placed on the existing alignment as depicted on attached plan "Kimba Road off alignment within Lot 1 SP280074 Kingvale Station".

9. The following recommendation is submitted for consideration.

Link to Corporate Plan

1. Key issues 4.3 Sport and Recreation Facilities and Public Access and 4.5 Cultural Heritage, Land Tenure, Native Title and Indigenous Land Use Negotiations.

Consultation

10. Internal.

Legal Implications (Statutory, basis, legal risks)

11. Nil.

Policy Implications

12. Nil.

Financial and Resource Implications (Budgetary)

13. Nil.

RECOMMENDATION

The Department of Natural Resources and Mines be advised that Council raises no objection to the conversion of Pastoral Holding 14/5063 over Lot 1 on Plan SP280074 to Freehold, subject to;

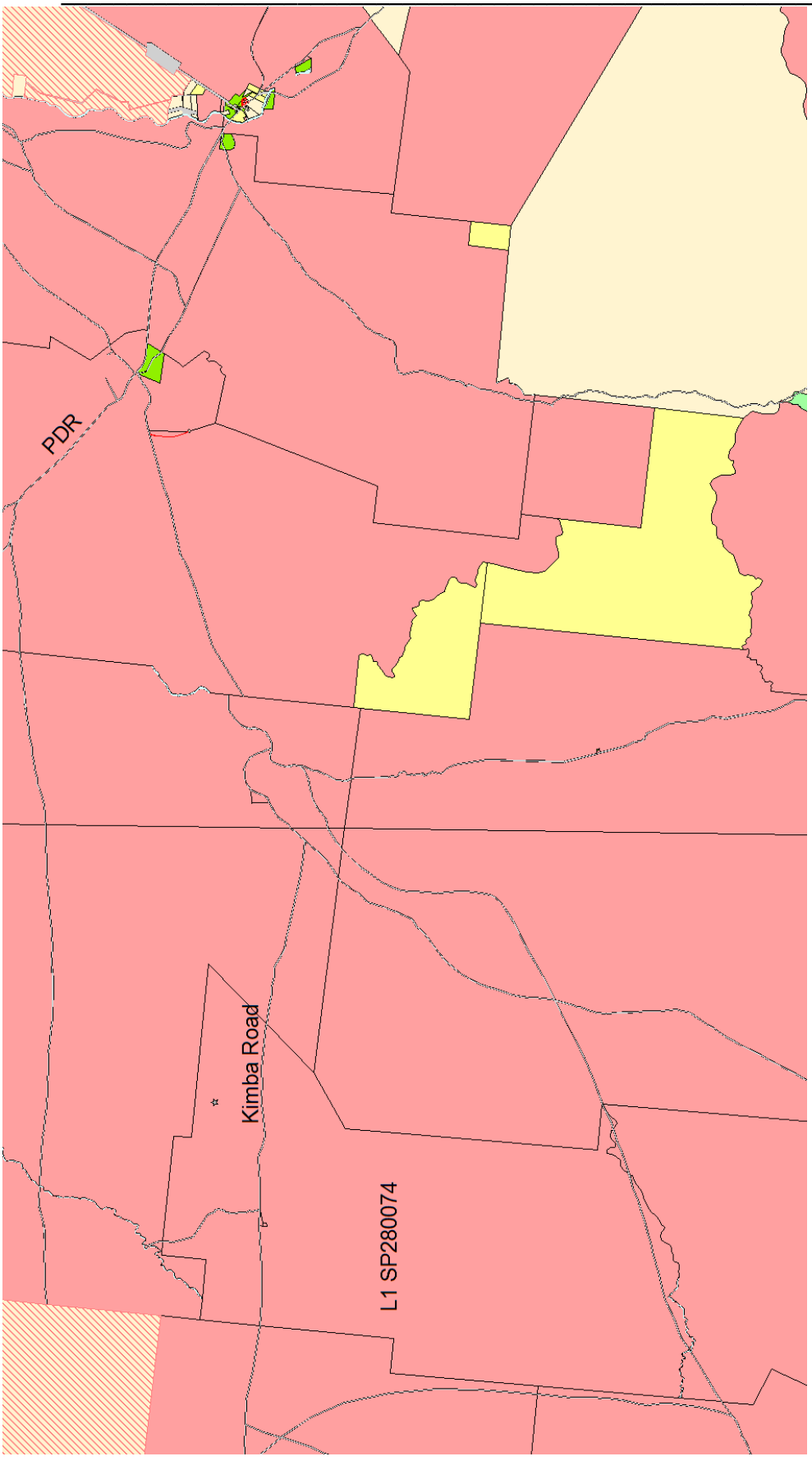
i. the owner ensures all structures and/or buildings have obtained compliance with the requirements of the Queensland building legislation, the Building Act 1975 and referenced legislation,

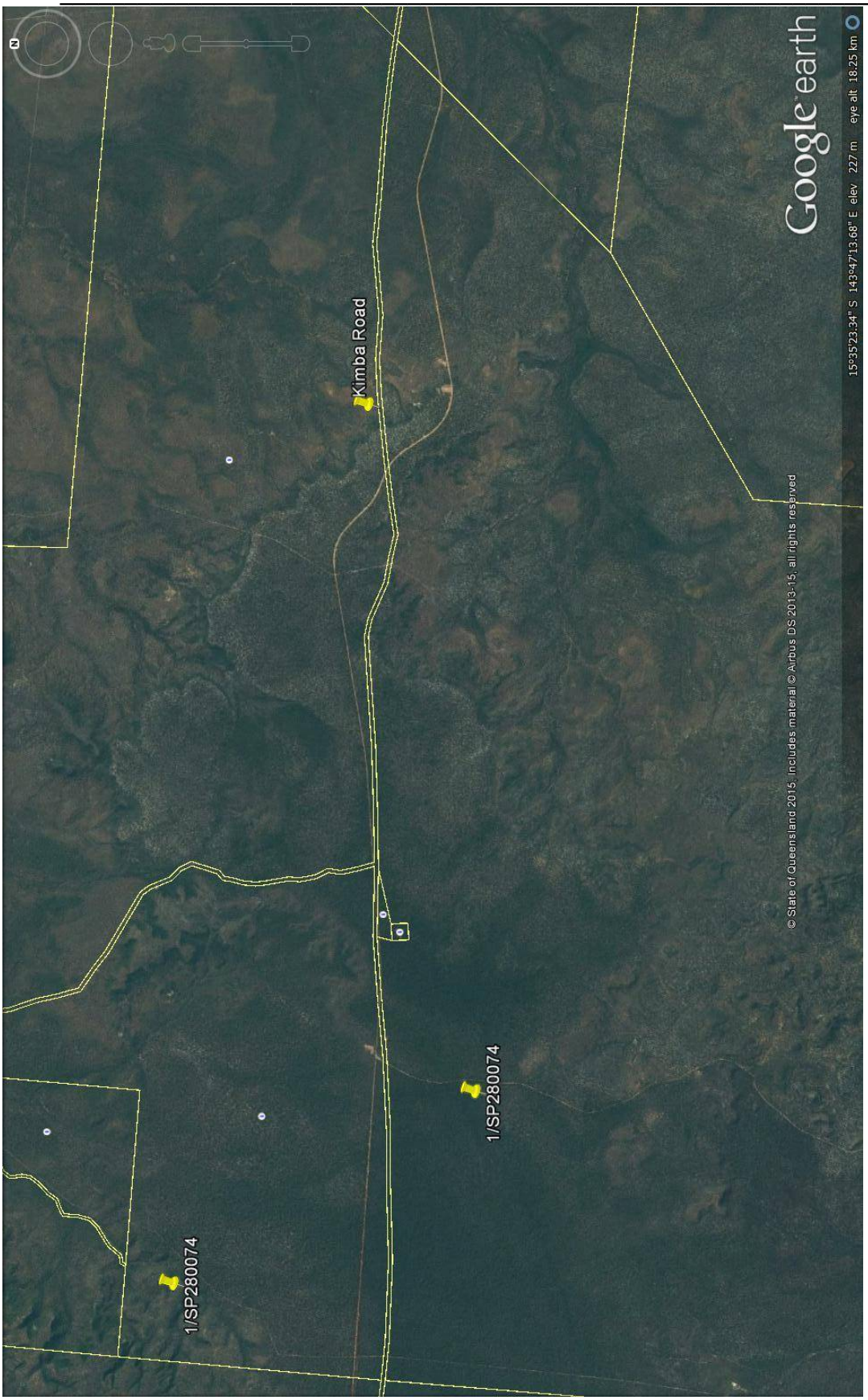
ii. any cattle dipping sight be identified, listed on the contaminated register and excised from the freehold, and

iii. the existing dedicated road traversing Kingvale Station, Kimba Road, is placed on the existing alignment at no cost to Council.

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

Att.
Kingvale Station Property Area Map
Kimba Road off alignment within Lot 1 SP280074 Kingvale Station


PDR
Kimba Road
L1 SP280074


Kimba Road
1/SP280074
1/SP280074
Google earth
15°35'23.34" S 143°47'13.68" E elev 227 m eye alt 18.25 km
© State of Queensland 2015, includes material © Airbus DS 2013-15, all rights reserved

ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES

ED1	**COEN ADVISORY GROUP - OCTOBER 2015 MINUTES**
	Report No.D15/21615 from Director Economic Development & Community Services

Précis

Minutes of the Coen Advisory Committee meeting held 12 August, 2015

Background/History

The Coen Advisory Committee met in Coen on 19 October, 2015. The minutes of that meeting are attached for the information of Councillors and for any action on recommendations.

Link to Corporate Plan

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

Consultation

Members of the Coen Advisory Committee

Legal Implications (Statutory, basis, legal risks)

Nil

Policy Implications

Nil

Financial and Resource Implications (Budgetary)

Staff travel and time to prepare footpath, signage, Heritage House and J S Love Building reviews and reports

RECOMMENDATION

That Council receive the minutes of the Coen Advisory Committee meeting of 19 October, 2015 and endorse actions identified in minutes.

Coen Advisory Committee Meeting

MINUTES

19 October, 2015

Meeting details:

Meeting title/group name:	Coen Advisory Committee
Date:	19 October, 2015
Start time:	6.10pm
End time:	7:10pm
Venue:	Town Hall, Coen
Chairperson:	Cr Glen Sheppard
Objective:	Group to provide advice and recommendations to Cook Shire Council regarding local government issues around the town and district of Coen
Membership:	1 Councillor representative (Chair) 1 Representative Agencies 1 Representative for Business 1 Representative for Properties 1 Representative for Ratepayers 1 Representative for Community 1 Representative Ayapathu 1 Representative Lama Lama 1 Representative Kaanju 1 Representative Mungkan 1 Representative Umpila 1 Representative Northern Kaanju

Attendees:

Name	Representing
Cr Glen Shephard	Cook Shire Council
Jodi Hamilton	Community member
Rachel Nowlan	Exchange Hotel
Billie Pratt	Ayapathu
Maureen Liddy	Royal Flying Doctor Service
Gail Clark	Community member/Heritage House
Michael Czarnecki	Cook Shire Council
Gary Kerr	Cook Shire Council
Sally Eales	Cook Shire Council
Kate Eastick	Cook Shire Council
Peter Scott	Cook Shire Council
Tim Cronin	Cook Shire Council
Alan Dewis	QLD Police Service
Fran Maddern	DATSIP
Allison Liddy	Lama Lama

Apologies:

Name	Representing
Scott Templeton	DPI Coen Inspection Centre

Item no.	Item	Actions	Person responsible
1.	Welcome / Acknowledgements		Chair
2.	Minutes of the previous meeting: Gail advised that the membership list was incorrect in the August meeting minutes. Correct list provided by Gail to be updated in October minutes. Moved: Maureen Liddy, Seconded: Jodi Hamilton	Update the membership list	Sally Eales (minute taker)
3.	Business arising from previous meeting Road drainage – surveyors still to come to Coen and assess roads. Fire breaks are working well. Conquer the Corrugations event was very successful. Well done to all involved.		MC
4.	Infrastructure • Signage at school on PDR– flashing lights need to be installed leading up to the school to get people to slow down.	Contact DTMR	GK and BP
	• Get Ready, Fire Preparedness, town get together. Prizes and information to be set up at the Coen Wellbeing Centre and promoted through the Coen Newsletter.	Billie and Maureen to set up display and promote	BP and ML
	• Will be another 2-3 years before the rural fire truck is replaced. A recruitment drive is needed to attract new rural fire fighters for Coen.	Recruitment drive to take place as part of Get Ready Program	BP, RN, JH
	• Streetsweeper has not been through the town yet. CRM to be created and street sweep to be tied in with the next scheduled airport sweep.	CRM to be created	MC
	• Waste transfer station cattle grid to be installed.	Ongoing	Greg Gilmore and Kristina
	• Cattle grid on Old Port Stewart Rd needs cleaning out and suckers removed from the fence lines around the area		Greg Gilmore
	• Coen airport taxiway and car park to be sealed on 20 October. New fuel storage for 20,000L Avgas is being installed. Alan suggested a need to look at installing bulk fuel tanks for diesel in preparation for disasters.		MC
	• Streetlights – not enough lights in the main street, quite a lot of the existing lights are not working around town.	Report to be sent to Ergon	MC and PS
	• Footpaths- need footpaths to the school from the outskirts of town.	Develop a Footpath Plan for Coen and	GK, BP, MC

		possibly link with Cycle Path plan that is already being developed	
5.	Sporting Precinct – Amenities Block Cook Shire Council has applied for funding for a new building. Will hear back in November with regards to funding with potential March/ April 2016 installation. The second hand donga that was originally purchased for this project will be installed at the Oval in Cooktown as a change room for Junior Rugby League.	Awaiting outcomes of grant funding	Jenni James (Grants and Administration Officer, ED&CS)
6.	Government Champions Program Meeting with Katarina Carroll, Government Champion, date to be confirmed but should be end of November or 1 December. Katarina to meet with the community and listen to the Coen stakeholders , possible reinvigoration of Negotiation Tables.		GK, PS, FM
7.	Cape York Heritage House Heritage House is an asset to Coen. RADF funding was successful to implement suggestions made by the Museum Development Officer. Gail and Kate to prepare a list of priority projects. Volunteers are running low and Council thanked Gail and Peter for all their time and effort looking after Heritage House. It is now time to think about the future plans for the operation of Heritage House and a suitable model to be able to keep it operating for the long term. There is an opportunity to use the Heritage House precinct area better as a community public area. It was suggested that an automatic watering system be installed for the gardens to ensure they are kept alive and low maintenance.	Rachel to provide quotes for watering system. Kate and Gail to continue work on the priority projects	RN, KE, GC
8.	Cattle *(Jodi declared a conflict and left the meeting at 6.30pm)* Cattle in town are becoming a big problem as more and more are entering people's yards. There is concern for safety of residents. The boundary fences into town need to be repaired and maintained and the grid needs to be cleaned out as a matter of priority. *(Jodi re-entered the meeting at 6.35pm)*		GG, BP
9.	General Business		
i.	James Love Building What is the future of the building? The building was gifted to the community and holds great value. Gary advised that the Community Engagement Strategy was adopted at the September council meeting and would come into effect for anything that Council discussed in regards to this building.		JH, GK
ii.	Asbestos issue at Kindergarten – Jodi praised the council staff for their quick response to the asbestos situation.		
iii.	Billie raised concerns with One Claim and Empowerment taking away Indigenous leadership and the ability for Indigenous people to speak for		BP, PS

	themselves. Was noted to monitor this situation.		
iv.	Gail reminded Coen residents of the local discount fares available on Skytrans for residents of Coen who have lived there for 3 years or more.		
v.	Mayor Scott encouraged all Coen residents to think about the upcoming local government elections and consider nominating to become a Councillor		PS
vi.	Tim provided a telecommunications update and advised that Lakeland would be getting 4G.		
9.	Next Meeting To coincide with the Government Champion visit, either late November or early December		

CORPORATE SERVICES

FINANCE

F1	**REVENUE AND EXPENDITURE – NOVEMBER 2015**
	Report no D15/21636 from Director Corporate Services

That the Revenue and Expenditure Statements for 2015 be adopted

Cook Shire Council Income Statement

For Period Ended 30th November 2015

% of Year Completed 41.7%	Actual to 30/11/2015	%	Amended Bgt 2015-16	Original Budget 2015-16
Income				
Recurrent Revenue				
Rates, Levies & Charges	2,923,030	45%	6,529,850	6,529,850
Sales of Goods & Major Services	4,111,669	85%	4,812,000	2,712,375
Fees & Charges	309,310	33%	924,260	924,260
Rental Income	154,147	55%	281,400	281,400
Interest Received	85,875	44%	194,400	194,400
Private Works	82,705	59%	140,000	85,000
FAG's Grant	6,538,481	74%	8,824,000	8,824,000
Other Operating Grants & Subsidies	117,769	43%	276,100	276,100
Other Income	28,696	40%	71,850	71,850
	14,351,684	65%	**22,053,860**	**19,899,235**
Capital Revenue				
Grants & Subsidies	4,723,334	67%	7,004,500	7,004,500
NDRRA Grants	18,357,032	61%	30,000,000	22,400,000
Profit on Asset Sales	0		0	0
	23,080,366	62%	**37,004,500**	**29,404,500**
Total Income	**37,432,050**	63%	**59,058,360**	**49,303,735**
Expenses				
Recurrent Expenses				
Employee Costs (Net of Flood)	3,146,466	36%	8,746,062	9,196,062
Materials & Services	4,075,565	45%	9,022,955	8,182,280
Finance Costs	192,863	62%	312,200	312,200
Depreciation	3,666,667	42%	8,800,000	8,599,050
	11,081,561	41%	**26,881,217**	**26,289,592**
Capital Expenses				
NDRRA Expenditure	25,721,446	86%	30,000,000	22,400,000
Loss on Asset Sales	0		0	0
Total Expenses	**36,803,007**	65%	**56,881,217**	**48,689,592**
Net Result Surplus/(Deficit)	**629,043**	29%	**2,177,143**	**614,143**
Add Back Capital Transaction	**2,641,080**		**(7,004,500)**	**(7,004,500)**
Operating Result (Deficit)	**3,270,123**		**(4,827,357)**	**(6,390,357)**

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

	Revenue			Expenditure			Surplus/(Deficit)			
% of year completed 41.7%	Actual to 30/11/15	Amended Budget	% of Budget	Actual to 30/11/15	Amended Budget	% of Budget	Actual to 30/11/15	Amended Budget	% of Budget	Comment
Executive Management										
CEO's Office	642	0		403,295	711,200	56.7%	(402,653)	(711,200)	56.6%	FNQ 65, LGAQ 49, Redund 37
Elected Members	0	0		251,769	578,900	43.5%	(251,769)	(578,900)	43.5%	
HR & WH&S	27,500	27,500	100.0%	135,951	327,900	41.5%	(108,451)	(300,400)	36.1%	Trainee subsidy
Executive Mgt Total	**28,142**	**27,500**		**791,015**	**1,618,000**	**48.9%**	**(762,873)**	**(1,590,500)**	**48.0%**	
Corporate Services										
Corporate Services Mgt		0		190,006	525,350	36.2%	(190,006)	(525,350)	36.2%	
Rates Operations	1,652,974	3,314,900	49.9%	72,866	149,250	48.8%	1,580,108	3,165,650	49.9%	Temp costs
Financial Services										
- Grants: FAGs/Operating	5,352,275	7,206,000	74.3%		0		5,352,275	7,206,000	74.3%	FAG's General Portion
- Grants: Capital	4,723,334	7,004,500	0.0%		0		4,723,334	7,004,500	67.4%	Waterfront, - R4R & State/R2R
- Interest Income	85,875	146,000	58.8%		0		85,875	146,000	58.8%	
- Profit & Loss-Asset Sales		0	0.0%		0		0	0		
- Other Income	17,807	40,000	44.5%		0		17,807	40,000	44.5%	Insurance/Workcover claims
- Insurances		0		239,169	267,000	89.6%	(239,169)	(267,000)	89.6%	Pub Liab $105 k, M/V $94 k, ISR $289 k
- Interest on Loans		0		78,162	285,000	27.4%	(78,162)	(285,000)	27.4%	Quarterly payment
- Other Expenses		0		10,439	27,200	38.4%	(10,439)	(27,200)	38.4%	Bank Charges
On cost Recovery	1,116,595	3,420,000	32.6%	1,006,150	3,315,000	30.4%	110,445	105,000	105.2%	W/Comp $256 k
IT Services		0	0.0%	258,707	523,500	49.4%	(258,707)	(523,500)	49.4%	Includes Software annual cost
Business Services	3,899	10,000	39.0%	180,281	543,600	33.2%	(176,382)	(533,600)	33.1%	Tenders, Service Fees
Community Buildings	66,477	153,200	43.4%	269,905	566,700	47.6%	(203,428)	(413,500)	49.2%	Ins $45k
Endeavour Lodge	59,839	122,400	48.9%	67,787	165,850	40.9%	(7,948)	(43,450)	18.3%	Contract staff
Admin & Financial Services	54,318	60,600	89.6%	150,891	440,600	34.2%	(96,573)	(380,000)	25.4%	Back charges and Catholic School rates
Stores Operations	14,508	35,000	41.5%	66,564	205,600	32.4%	(52,056)	(170,600)	30.5%	
Admin Overheads Recovery	534,250	1,398,820	38.2%	0	0	0.0%	534,250	1,398,820	38.2%	
Corporate Services Total	**13,682,151**	**22,911,420**	**59.7%**	**2,590,927**	**7,014,650**	**36.9%**	**11,091,224**	**15,896,770**	**69.8%**	
Engineering										
Mgr Engineeering Services	7,485	12,000	62.4%	627,350	1,775,200	35.3%	(619,865)	(1,763,200)	35.2%	
Parks & Gardens	171	0	0.0%	525,029	1,501,750	35.0%	(524,858)	(1,501,750)	34.9%	
Road Infrastructure	1,186,206	1,618,000	73.3%	2,943,755	6,422,700	45.8%	(1,757,549)	(4,804,700)	36.6%	FAGs **TIDs in Finance, Depn $5.5m
Water Infrastructure	433,404	1,815,300	23.9%	1,174,474	2,850,150	41.2%	(741,070)	(1,034,850)	71.6%	Consumption charged Jan & June
Sewerage Infrastructure	608,111	1,185,700	51.3%	581,441	1,454,950	40.0%	26,670	(269,250)	-9.9%	
Airport Operations	346,085	801,000	43.2%	452,115	1,094,200	41.3%	(106,030)	(293,200)	36.2%	
Commercial Operations	3,791,053	4,130,000	91.8%	862,050	996,600	86.5%	2,929,003	3,133,400	93.5%	Gravel Extract'n $712, Roy $132, Wharf
Works Depot	0	0	0.0%	78,626	149,050	52.8%	(78,626)	(149,050)	52.8%	
Plant	1,159,399	1,986,000	58.4%	865,738	2,147,250	40.3%	293,661	(161,250)	-182.1%	
Private Works	82,705	100,000	0.0%	18,176	80,000	0.0%	64,529	20,000	0.0%	
Flood Damage	18,357,032	30,000,000	61.2%	25,721,446	30,000,000	85.7%	(7,364,414)	0	0.0%	
Services Functions	0	0		23,991	172,350	0.0%	(23,991)	(172,350)	13.9%	Pre cyclone Clean-up
Engineering Total	**25,971,651**	**41,648,000**	**62.4%**	**33,874,191**	**48,644,200**	**69.6%**	**(7,902,540)**	**(6,996,200)**	**113.0%**	

Cook Shire Council - Revenue & Expenditure Financial Year 2015-16										
	Revenue			Expenditure			Surplus/(Deficit)			
% of year completed 41.7%	Actual to 30/11/15	Amended Budget	% of Budget	Actual to 30/11/15	Amended Budget	% of Budget	Actual to 30/11/15	Amended Budget	% of Budget	Comment
Economic Dev & Comm Serv										
Comm Serv Mgt		0		113,171	316,174	35.8%	(113,171)	(316,174)	35.8%	
Community Events	4,689	0	0.0%	25,590	66,000	38.8%	(20,901)	(66,000)	31.7%	
Community Development		0		30,375	81,500	37.3%	(30,375)	(81,500)	0.0%	Reallocation of salaries
Grants	8,907	0		45,026	96,000	46.9%	(36,119)	(96,000)	0.0%	
Economic Dev/Grants	2,800	19,000		63,365	156,001	40.6%	(60,565)	(137,001)	44.2%	
Media & Marketing		0		42,863	188,606	22.7%	(42,863)	(188,606)	22.7%	
Arts & Culture	67,877	80,000	84.8%	29,369	92,695	31.7%	38,508	(12,695)	0.0%	Grant unspent c/fwd
Libraries	4,265	8,600	49.6%	93,952	270,846	34.7%	(89,687)	(262,246)	34.2%	
Sports & Recreation	23,774	43,850	54.2%	96,342	301,439	32.0%	(72,568)	(257,589)	28.2%	Pool donation $17, Fence $9
Events Centre	3,524	10,000	35.2%	259,835	506,100	51.3%	(256,311)	(496,100)	51.7%	
Tourism & Events	994	11,000	9.0%	57,284	163,151	35.1%	(56,290)	(152,151)	37.0%	
Natures Powerhouse	274	0	0.0%	42,130	207,000	20.4%	(41,856)	(207,000)	20.2%	
Community Services Total	**117,104**	**172,450**	**67.9%**	**899,302**	**2,445,512**	**36.8%**	**(782,198)**	**(2,273,062)**	**34.4%**	
Planning & Environment										
Manager Planning & Environ.		0		55,367	324,500	17.1%	(55,367)	(324,500)	17.1%	
Planning & Land Tenure	25,488	86,500	29.5%	148,537	557,800	26.6%	(123,049)	(471,300)	26.1%	
Building	46,346	111,500	41.6%	170,990	557,450	30.7%	(124,644)	(445,950)	28.0%	
Pest Mgt & Local Laws	6,822	31,625	21.6%	150,374	228,250	65.9%	(143,552)	(196,625)	73.0%	O'time during tourist season/Wharf
Health & Environment	18,591	34,560	53.8%	114,024	524,470	21.7%	(95,433)	(489,910)	19.5%	Annual Fees
Waste Management	287,649	781,900	36.8%	582,755	1,545,350	37.7%	(295,106)	(763,450)	38.7%	
Environmental Levy	105,184	206,000	51.1%	0	0	0.0%	105,184	206,000	51.1%	
Cemeteries	1,995	6,850	29.1%	12,068	51,750	23.3%	(10,073)	(44,900)	22.4%	
SES		22,000	0.0%	18,621	41,500	44.9%	(18,621)	(19,500)	95.5%	
Land Tenure	738	45,000	1.6%	59,110	234,430	25.2%	(58,372)	(189,430)	30.8%	Nat Title Grant
Landcare Facilitator		0	0.0%	9,166	9,550	96.0%	(9,166)	(9,550)	0.0%	Grant funding terminated
Biosecurity	0	380,000	0.0%	102,642	490,750	20.9%	(102,642)	(110,750)	92.7%	
Planning & Environ Total	**492,813**	**1,705,935**	**28.9%**	**1,423,654**	**4,565,800**	**31.2%**	**(930,841)**	**(2,859,865)**	**32.5%**	
Total Revenue & Exp	**40,291,861**	**66,465,305**	**60.6%**	**39,579,089**	**64,288,162**	**61.6%**	**712,772**	**2,177,143**	**32.7%**	
Add Back Capital Trans	**(23,080,366)**	**(7,004,500)**	**329.5%**	**(25,721,447)**	**0**		**2,641,081**	**(7,004,500)**		
Operating Rev & Exp	**17,211,495**	**59,460,805**	**28.9%**	**13,857,642**	**64,288,162**	**21.6%**	**3,353,853**	**(4,827,357)**		

Cook Shire Council Balance Sheet

For Financial Year 2015-16

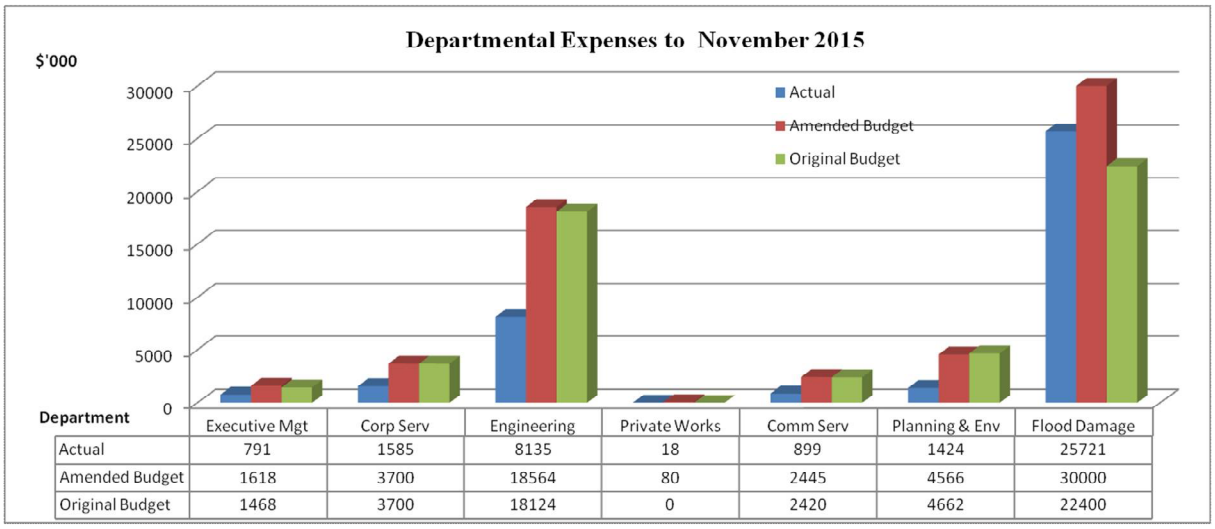
	Actual to 30/11/2015	% Diff	Amended Budget	Budget 2015-16
Current Assets				
Cash & Cash Equivalents	587,581	95%	301,150	301,150
Investments	4,886,551	-44%	8,800,000	7,800,000
Rate Debtors (Net of Advances)	781,699	31%	595,000	595,000
Trade Debtors	2,077,766	362%	450,000	450,000
Other Receivables	0	0%	0	0
Inventories	510,571	-9%	560,000	560,000
Total Current Assets	**8,844,168**	**-17%**	**10,706,150**	**9,706,150**
Non-Current Assets				
Property, Plant & Equipment	280,423,024	12%	249,495,948	249,495,948
Capital Works in Progress	12,052,315	79%	6,750,000	6,750,000
Total Non-Current Assets	**292,475,340**	**14%**	**256,245,948**	**256,245,948**
Total Assets	**301,319,508**	**13%**	**266,952,098**	**265,952,098**
Current Liabilities				
Trade Creditors	465,229	-42%	800,000	800,000
Employee Entitlements	946,466	2%	930,000	930,000
Other Payables (Incl GST Bal)	0	0%	0	0
NDRRA Rec'd in Advance	0		0	0
Borrowings	262,619	-8%	285,000	285,000
Working Capital Facility ($10mil)	4,200,000		0	0
Provision for LSL	805,373	44%	560,000	560,000
Total Current Liabilities	**6,679,688**	**259%**	**2,575,000**	**2,575,000**
Non-Current Liabilities				
Trade Creditors	0		0	0
Employee entitlements	0	0%	0	0
Other Payables	100,284	0%	150,000	150,000
Borrowings	5,144,964	2%	5,050,000	5,050,000
Provision for LSL	185,056	-54%	400,000	400,000
Provision for Gravel Pits	1,547,794	7%	1,440,000	1,440,000
Total Non-Current Liabilities	**6,978,098**	**-1%**	**7,040,000**	**7,040,000**
Total Liabilities	**13,657,785**	**42%**	**9,615,000**	**9,615,000**
Net Community Assets	**287,661,722**	**12%**	**257,337,098**	**256,337,098**
Community Equity				
Retained Surplus	65,801,700	-3%	67,748,203	66,748,203
Asset Revaluation Surplus	221,860,022	18%	187,890,000	187,890,000
Other Reserves	0	-100%	1,698,895	1,698,895
Total Community Equity	**287,661,723**	**12%**	**257,337,098**	**256,337,098**

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

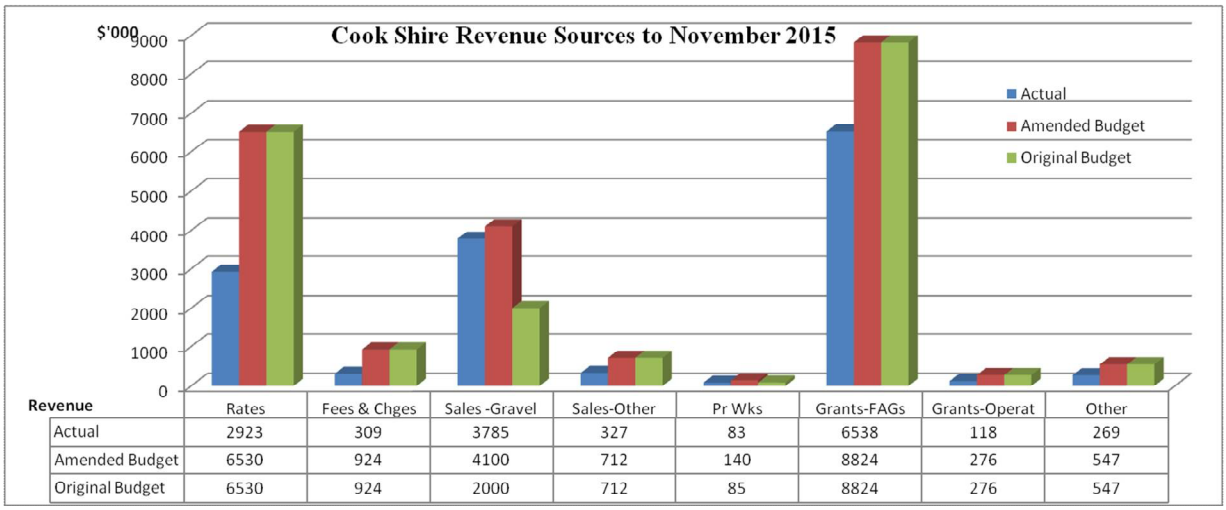
Location	WO	Waterfront Project	Budgeted Cost 2015-16	Trade-in Revenue	Funded by approved grants	Funding Body	Funded by Council	Costs Current Month	Cost to Date	Balance to Date	Comments
Cooktown	2233	Waterfront-Sewerage	55,000				0	9,983	66,395	-11,395	
	2234	Waterfront-Roadworks/Stormwater/Earthworks	1,011,418		1,066,418	R2R	0	48,150	92,176	919,242	
	2238	Waterfront-Irrigation (To Landscaping)	0				0	0		0	
	2316	Waterfront-Gazebo, Shade Sails	40,000				0	0	17,280	22,720	
	2317	Waterfront-BBQ's/Shelters					0	70,839	70,839	-70,839	
	2318	Waterfront-Amenities/Pergola/Eastern Toilet : MTC	1,239,159		1,239,159	R4R, DLGP	0	330,354	1,028,066	211,093	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		808,962	
	2322	Waterfront-Lighting	180,921		180,921	R4R	0	115,395	173,160	7,761	
	2323	Waterfront-Mains Power	128,250		128,250	R4R	0	0	3,843	124,407	
	2324	Waterfront-Pool Fence	31,000		31,000		0	0		31,000	
	2325	Waterfront-Bond Beams & Saltwater Pool Fitout	35,517		35,517		0	0	37,385	-1,868	
	2327	Waterfront-Fishing Platforms	422,058		422,058	R4R	0	52,079	459,321	-37,263	
	2328	Waterfront-Stage Area (TO Landscaping)					0	0		0	
	2329	Waterfront-Concrete Works: Paths/Slabs					0	0	134,543	-134,543	
	2330	Waterfront-Water Park (Grant 40%)	343,508		343,508	DLGP	0	25,467	75,901	267,607	
	2331	Waterfront-Gravel Footpaths (To Concrete Works)					0	0		0	
	2332	Waterfront-Marina Fitout , Fencing	25,000		25,000		0	0		25,000	
	2342	Waterfront-Consultancy (Prost, B & M, TPG & Michael)	271,730		271,730		0	0	106,466	165,264	
	2453	Waterfront-Water Mains	135,263		135,263		0	0		135,263	
	2462	Waterfront-CCTV Grafitti Stop	22,214		22,214	DLGP	0	0		22,214	
	2485	Waterfront-General Excavation	0				0	0	72,218	-72,218	
		Waterfront-Retaining Wall					0	0		0	
		Plaza Concreting					0	0		0	
								0		0	
		Total Waterfront Expenditure for 2015-16	**$ 4,750,000**	**$ -**	**$ 4,750,000**		**$ -**	**$ 652,267**	**$ 2,337,593**	**$ 2,412,407**	
					$ 4,750,000						
		Plant & Infrastructure									
		Various Plant items - to be finalised	**620,000**	270,000	0	-	**350,000**	**36,591**	**47,891**	**572,109**	Plant items to be confirmed
Coen		Coen Toilet Block	**40,000**	0	0	-	**40,000**	**0**		**40,000**	Purchased requires fitout and connections
	2690	Coen Airport-24,000 Fuel Tank	**0**	0	0	-	**0**	**17,600**	**46,706**	**-46,706**	
	2770	Coen Airport-Bulk Diesel Tank & Bund	**0**				**0**	**7,944**	**22,021**	**-22,021**	
		Photocopier-Admin Office	**10,000**		0	-	**10,000**	**0**		**10,000**	Current copier failing too often
	2421	Standby Genset-Annan WTP						**16,756**	**33,099**	**-33,099**	
		Water & Sewerage infrastructure	**250,000**	$0.00	**0**	-	**250,000**	**0**		**250,000**	Water & Waste Infrastructure under revie
								0		0	
		Total Plant & Infrastructure Expenditure for 2015-16	**920,000**	**270,000**	**0**	-	**650,000**	**78,891**	**149,717**	**770,283**	

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

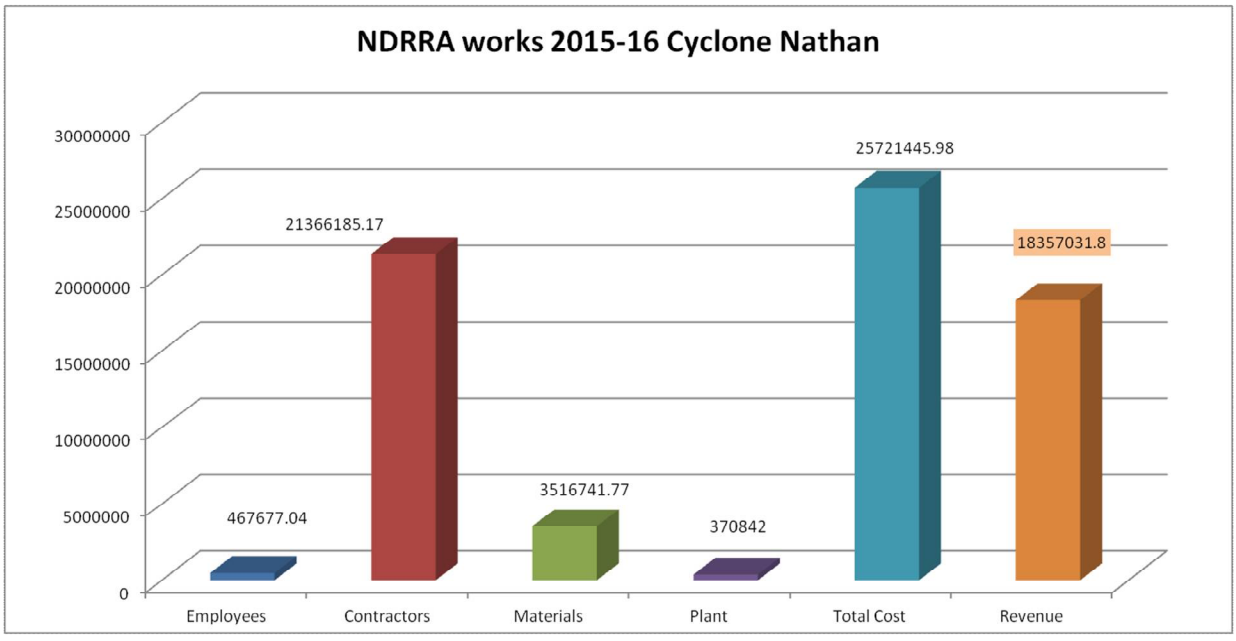
Location		Other Capital Project requiring Funding	Budgeted Cost 2015-16	Trade-in Revenue	Funded by approved grants	Funding Body	Funded by Council				Comments
		Roadworks									
Cook Shire	2669	Sailors Hill-Bamaga Road	1,750,000		1,750,000	ATSI TIDs	0	26,501	1,428,992	321,008	
	2670	Lukin Overflow-Strathgordon Road	250,000		250,000	ATSI TIDs	0	4,109	313,025	-63,025	
	2772	Morehead Crossing-Causeway ($225,000)	225,000		225,000	TIDs	0	42,013	46,513	178,487	
	2775	Endeavour B'camp 21.9 km to 23.7 km ($530,000)	530,000		530,000	TIDs	0	212,343	227,550	302,450	Betterment program
		Moreton Bramwell-Seal ($270,000)	270,000		270,000	ATSI TIDs	0	5,445	5,445	264,555	
								0			
Cooktown		May Street Seal						0			Dependent upon Grant Funding
		Cycle Path - 4 Mile						0			Dependent upon Grant Funding
		Sherrin Esplanade - Widen and seal for parking						0			Dependent upon Grant Funding
	2339	Hope Street- completion	90,000			R2R	0	-6,976	48,782	41,218	R2R grant received 2014-15
		Hope St - Levelling						0			Dependent upon Grant Funding
		Racecourse walkway						0			Dependent upon Grant Funding
								0			
Lakeland		Seal Town Streets						0			Dependent upon Grant Funding
								0			
Ayton		Broadway St Boardwalk						0			Dependent upon Grant Funding
								0			
		Other Structures									
Cook Shire		Starke River facilities for waste						0			Dependent upon Grant Funding
		Energy efficiency program council buildings						0			Dependent upon Grant Funding
								0			
Cooktown		Landfill rehabilitation						0			Environmental Levy Reserve available
	305	Airport Subdivision						4,243	4,573	-4,573	Dependent upon Grant Funding
		Clubhouse John St oval						0			Dependent upon Grant Funding
								0			
Coen	2762	Coen Airport-Taxiway Reseal ($100,000)	0		0		0	0	51,761	-51,761	
Lakeland	2767	Sports Ground-Soil Test						0	810	-810	Dependent upon Grant Funding
	2782	Sports Ground Fence						5,198	5,198	-5,198	Dependent upon Grant Funding
		Town boundary fence						0			Dependent upon Grant Funding
								0			
Laura		Town boundary fence						0			Dependent upon Grant Funding
		Playground						0			Dependent upon Grant Funding
								0			
Portland Roads		Water supply						0			Dependent upon Grant Funding
								0			
		Total Other Capital	$ 3,115,000	$ -	$ 3,025,000		$ -	$ 292,876	$ 2,132,649	$ 982,351	
		Total Capex Budget 2014-15	$ 8,785,000	$ 270,000	$ 7,775,000		$ 650,000	$ 1,024,034	$ 4,619,959	$ 4,165,041	

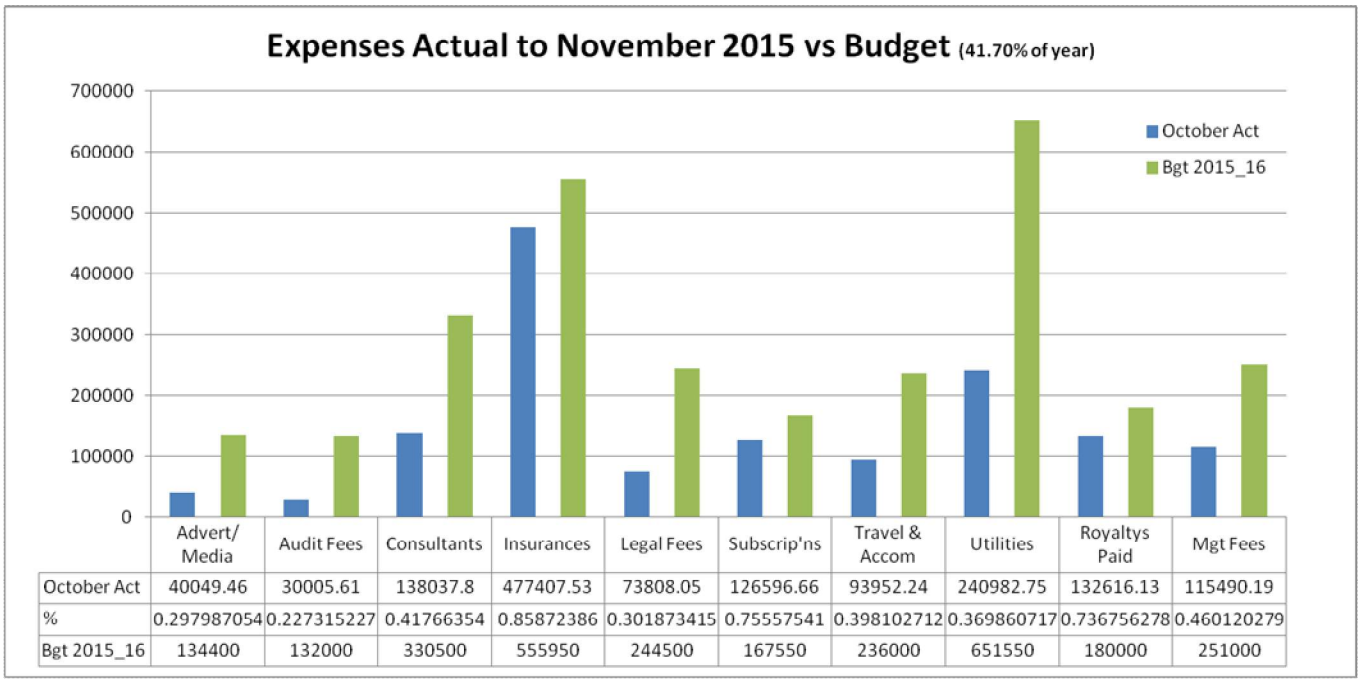


Department	Executive Mgt	Corp Serv	Engineering	Private Works	Comm Serv	Planning & Env	Flood Damage
Actual	791	1585	8135	18	899	1424	25721
Amended Budget	1618	3700	18564	80	2445	4566	30000
Original Budget	1468	3700	18124	0	2420	4662	22400



Revenue	Rates	Fees & Chges	Sales -Gravel	Sales-Other	Pr Wks	Grants-FAGs	Grants-Operat	Other
Actual	2923	309	3785	327	83	6538	118	269
Amended Budget	6530	924	4100	712	140	8824	276	547
Original Budget	6530	924	2000	712	85	8824	276	547





	Advert/ Media	Audit Fees	Consultants	Insurances	Legal Fees	Subscrip'ns	Travel & Accom	Utilities	Royaltys Paid	Mgt Fees
October Act	40049.46	30005.61	138037.8	477407.53	73808.05	126596.66	93952.24	240982.75	132616.13	115490.19
%	0.297987054	0.227315227	0.41766354	0.85872386	0.301873415	0.75557541	0.398102712	0.369860717	0.736756278	0.460120279
Bgt 2015_16	134400	132000	330500	555950	244500	167550	236000	651550	180000	251000

F2	**AMENDMENT TO ANNUAL BUDGET 2015-16**
	Report No. D15/21728 from Director Corporate Services

Précis

Amendments to Council's Annual Budget must comply with the *The Local Government Regulation 2012 Part 2 Division 2 Sec 169*.

Background/History

The Annual Budget 2015-16 has been reviewed and amended for increases in revenue, additional capital works and updating departmental costings.

The Budget papers include the following documents:

- Financial Position-Amended
- Cash Flow- Amended
- Income and Expenditure-Amended
- Changes in Equity-Amended
- Summary of Reserves-No Change
- Financial Ratios-Amended
- Long Term Financial Forecast-Amended
- Revenue Statement-No Change
- Revenue Policy-No Change
- Fees and Charges 2015-16-No Change

- Debt Policy-No Change

The Budget documents have been prepared consistent with the following documents:

- Corporate Plan 2012-17 (No change)
- Operational Plan 2015-16 (Updated November 2015)
- Community Plan (No Change)

RECOMMENDATION

That Council resolve to adopt the Amended Annual Budget 2015-16 and supporting documents as presented.

Key Points: Cook Shire Annual Budget 2015-16

Amended December 2015

Revenues

- Gravel sales for NDRRA works increased by $1.7 mil; this increase in gravel supplied was due to QRA approving heavy formation rectification works for the 2015-16 submissions.

Expenses

- Reduction in salaries as budgeted staff replacements did not occur as early as budgeted.
- Increase in materials and services costs mainly for extracting gravel and additional royalty costs.

Capital Works

- Additional works required for Coen airport following the annual CASA inspection, includes taxiway and diesel fuel tank.
- Airport Subdivision for Cooktown preliminary costs for survey and airport masterplan.
- Standby generator for Cooktown Water Treatment Plant.

ADMINISTRATION

A1	**CALENDAR OF EVENTS – COUNCIL MEETINGS 2016**
	Report No.D15/21039 from Chief Executive Officer

Précis

Council to consider the calendar of events including ordinary meetings for Cook Shire.

Background/History

The current meeting schedule for Ordinary Meetings is the third Monday, Tuesday and Wednesday of each month. These days have been the Ordinary Council meeting days for at least the last 16 years and are well known by the public and media.

The Queensland quadrennial election will be held on 19 March 2016. The Ordinary meeting for March would fall on 21 March 2016 and would not meet the Local Government Act 2009 or the Local Government Regulation 2012.

A calendar of events and Council meeting dates is proposed for the first quarter of the year with a further recommendation to consider the dates for the rest of the year at the conclusion of the election.

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

Mayor Peter Scott, Chief Executive Officer – Tim Cronin, LGAQ

Legal Implications (Statutory, basis, legal risks)

Complies with *Local Government Act 2009*, s 175 (1), *Local Government Regulation 2012* s256

Policy Implications

Nil

Financial and Resource Implications (Budgetary)

Nil

RECOMMENDATION

That Council accept the calendar of Events for the year and Ordinary Council Meeting up to the March meeting to be held on the 14 March 2016.

That Council agree to review the Ordinary Council meeting dates at the first meeting of the Council after the conclusion of the quadrennial election.

Calendar of Events and Ordinary Council Meeting - 2016

January	Council Meeting	Monday/Tuesday /Wednesday	18-19-20 January
	Public Holidays New Years Day Australia Day	 Friday Tuesday	 1 January 26 January
February	Council Meeting	Monday/Tuesday/ Wednesday	15-16-17 February
	Closing date Agenda items	Friday	5 February
March	Council Meeting	Monday/Tuesday/ Wednesday	14/15/16# March
	Election	Saturday	19 March
	Public Holidays Good Friday Easter Monday	 Friday Monday	 25 March 28 March
April	Council Meeting	Monday/Tuesday/ Wednesday	11/12/13* April
	Public Holidays Anzac Day	 Monday	 25 April
May	Council Meeting	Monday/Tuesday/ Wednesday	16/17/18 May
	Public Holidays Labour Day	 Monday	 2 May
June	Council Meeting LAKELAND	Monday/Tuesday/ Wednesday	20/21/22 June
	Other D-Day	 Monday	 6 June
July	Council Meeting	Monday/Tuesday/ Wednesday	18/19/20 July
	Public Holiday Agricultural Show Day	 Wednesday	 27 July
August	Council Meeting COEN	Monday/Tuesday/ Wednesday	15/16/17 August
	Other Long Tan Day	 Thursday	 18 August
September	Council Meeting	Monday/Tuesday/ Wednesday	19/20/21 September

October	Council Meeting ROSSVILLE	Monday/Tuesday/ Wednesday	17/18/19 October
	Public Holidays Labour Day	 Monday	 3 October
November	Council Meeting	Monday/Tuesday/ Wednesday	21/22/23 November
	Other Remembrance Day	 Friday	 11 November
December	Council Meeting	Monday/Tuesday/ Wednesday	12/13/14 December
	Public Holidays Christmas Holiday Boxing Day Holiday	 Tuesday Monday	 27 December 26 December

[#] Moved forward due to election.
* Within14 days after conclusion of the election.

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

A2	**WATERFRONT ADVISORY COMMITTEE MINUTES 16 AND 30 NOVEMBER 2015**	
	Report No. D15/20890 from Chief Executive Officer	

Précis

Presentation of minutes of the Waterfront Advisory Committee

Background/History

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

Previous meetings of the committee were held on 10 November 2015 and the minutes of the meetings are attached.

Link to Corporate Plan
Legislation

Consultation
Nil

Legal Implications (Statutory, basis, legal risks)
Nil

Policy Implications
None identified

Financial and Resource Implications (Budgetary)/Risk Assessment

RECOMMENDATION

That the minutes and resolutions of the Waterfront Advisory Committee meeting held on 16 and 30 November 2015 be received.

MINUTES OF WATERFRONT ADVISORY COMMITTEE
16 November 2015

ATTENDANCE Mayor Peter Scott (Chair), Penny Johnson, Cr Sue Clark, Cr Kaz Price, Cr Russell Bowman, Cr Alan Wilson, Glen Shephard, CEO Tim Cronin, Martin Cookson Director Corporate Services

APOLOGIES Michael Czarnecki, Gary Kerr, Mark Marziale

Meeting commenced at 8:00am on 16 November 2015 in Chambers.

1. Quotes received for CCTV and BBQ lighting components. CCTV installation is part of a grant funded by the State Government. Verification required around the specifics of the funding portion as per the contract. This is required for the next meeting.
2. Tighter controls required over the site and the various contractors. The Waterfront Committee has directed the CEO to arrange a meeting of all contractors and ensure that there is clear direction on RL levels.
3. The Committee requested an up to date Gantt chart.
4. Prior to any tenders or lease agreements for the Kiosk the Committee requires that public consultation occurs. This may happen after the Waterfront is opened to allow users an opportunity to determine what is required at that site. It will also assist with opening times and preparation of a business plan for prospective tenants.
5. The water quality of the lagoon is looking good. However the site needs to remain secure until construction is complete to ensure public safety.
6. Lease negotiations and liaison with the Blue Water Club are continuing.
7. Consultation with business owners near the wharf is required to adequately assess and resolve issues around waste management. This will include reviewing the Council's Waste Management report previously conducted.
8. Maintenance costs have mostly been completed on what Council is able to determine. However, further investigation is required around Contractor opportunities and requirements around the regularity of service are still to be finalised. Some variances will occur due to seasonality and difference between anticipated use and actual use.

Next meeting 30 November 2015 8:00am Council Chambers

The meeting closed at 9:40am.

MINUTES OF WATERFRONT ADVISORY COMMITTEE
30 November 2015

ATTENDANCE Mayor Peter Scott (Chair), Cr Sue Clark, Cr Kaz Price, Cr Russell Bowman, Cr Alan Wilson, CEO Tim Cronin, Martin Cookson - Director Corporate Services, Mark Marziale - Director Planning and Environment, Michael Czarnecki - Acting Director of Engineering Services, Gary Kerr - Director Economic Development and Community Services, Lisa Miller - Development Coordinator, Leonie Dowding – Land Tenure Officer

APOLOGIES Cr Penny Johnson

Meeting commenced at 8:10am on 30 November 2015 in Chambers.

1. Variation to budget, Telstra have advised due to safety concerns trenching past the current communications pole behind the Powder Magazine. There is a need to remove the pole and reinstate a temporary overhead connection; this is to ensure service to the Webber Esplanade residents is not interrupted. The cost to relocate the current service is $12,711.33 and work orders have now been issued to commence as a priority. Works for the telecommunication trenching can continue, moving in the opposite direction towards the main amenities complex.
2. Council is commissioning and Economic Development and community Benefit study to provide local residents with advice on the benefits and positive impacts the Foreshore Development has had to date. A further feature of the report will be focused on the ongoing benefits and draw cards the project will bring by attracting residents, tourism, increased workforce and overall investment in the region. Council will be completing this study within its current budget allocations.
3. Gantt chart of works:
   - Council will commence major road works in January but will commence excavation and fill of sub-grade material in December to allow Council to start road pavement works after the Christmas break. The road is the priority with resident consultation to occur advising of times of heavy work vehicle presence.
   - BBQ shelters are currently being constructed in preparation to install features. Once the shelters are completed the site can be cleared of building materials to prepare for topsoil, irrigation and landscaping.
   - The Water Play Park slab has now been poured and awaiting sufficient curing time. The water features will be installed in January to allow the specialised polysoft surface to be installed in February.
   - Council's Manager Parks & Gardens, Interim Director Engineering service and Councillor Kaz Price will meet with Landscape Architect Andrew Prowse re: final landscape design.
   - A panel of Turf suppliers is currently being sourced for quotations on supply and lay this treatment will be one of the final installations before the activity precinct is opened.
   - There may be scope to partially open the Waterfront prior to the full completion but Council will access this as works continue and ensure there are no public safety concerns.
4. Council has found some minor breaching of the tidal lagoon through the rock wall. A Hydrological Engineer is required to assess the lagoon and any possible impact on the future operation of the lagoon. Once the Committee has received the report it can determine the future

operations of the lagoon. Specific legal advice required for any safety requirements around fencing and lifeguards.
5. Dept of Natural Resources and Mines (DNRM) visited the site. The reclamation area is currently registered as Unallocated State Land and DNRM is looking to create in the interim as a Strategic Land Management Reserve [Community purposes reserve under Schedule 1 *Land Act* 1994 (Qld)].
6. The Blue Water Club met with DNRM and Council. Council is waiting on decision from the Blue Water Club.
7. Final costings on operational budgets by department are required by the February Council meeting in preparation for the development of the 2016-17 budget.

Next meeting will entail a site visit prior to resumption at Council Chambers 14 December 2015.

The meeting closed at 9:55am.

A3	**AMENDMENT 2014/2015 DEBT POLICY**
	Report No.D15/21758 from Chief Executive Officer

Précis

Change to resolution 30800 use of borrowings for staff accommodation from construct to provide.

Background/History

In 2014 the lack of suitable accommodation was identified as a key issue in attracting and recruiting suitably qualified and experienced staff. This was reinforced through the Housing Development Forum.

Council adopted the 2014/2015 Debt Policy which included new borrowings of $1,300,000 to construct staff accommodation units in Cooktown. The intent of the borrowing was to provide accommodation to support recruitment.

Council has been unsuccessful in recruiting a Director of Infrastructure Services due to the lack of suitable accommodation.

Link to Corporate Plan

Leadership and Governance
4.1.1 Provide, to a standard that ensures (at a minimum) legislative compliance:
b) A sound annual budget which ensures adequate funding and reserves to provide for Council's future financial obligations.
c) Appropriate corporate governance.

Consultation

Executive Management Team and Councillors

Legal Implications (Statutory, basis, legal risks)

Nil

Policy Implications

Amendment to 2014/15 Debt Policy

Financial and Resource Implications (Budgetary)

Rental return on investment will be immediate.

RECOMMENDATION

That Council accept a change to the resolution number 30800 2014/15 Debt Policy that the borrowings of $1,300,000 be used to provide staff accommodation.

COMMITTEE OF THE WHOLE

INFORMATION

CHIEF EXECUTIVE OFFICER REPORT

	CHIEF EXECUTIVE OFFICER REPORT – NOVEMBER 2015
	Report No. D15/21759 from Chief Executive Officer

Water and Sewerage

The implementation of the Water and Sewerage review has been rolled out over the last two weeks. The name will change to Water and Wastewater. All contracts and position descriptions have been finalised.

Organisational Structure

In conjunction with the review of Water and Sewerage, the organisation structure of Council as implemented 1 June 2015 has been under review. We have received feedback from staff in relation to the current structure. In addition, EMT has provided feedback on the operation of the existing structure.

The revised organisational structure effective 1 December 2015 was implemented effective 1 December 2105.

Contracts

A number of staff have been off contract for an extended period of time. With the finalisation of the Water and Sewerage Review and the review of the organisational structure, all contracts revised and finalised as of 5 December 2015.

DIS

The Director of Infrastructure role has been re-advertised. The advertisement has been widely distributed including SEEK and the Cooktown News. Applications closed this Friday 27 November. Two candidates were shortlisted and interviewed 4 December 2015. An offer is expected to be made shortly.

Disaster Management

A two day disaster management training session was held on Thursday and Friday 19 and 20 November. This involved hands on training on the Guardian system on Thursday. Friday saw a mock disaster exercise involving severe bushfires threatening Cooktown, Lakeland and Laura. The exercise involved a mock Local Disaster Management Group meeting and assessment of the process. A big thank you to all who participated and particularly to Narelle Dukes for organising and co-ordinating the sessions.

PCYC – Rectification Work to Upgrade from Place of Refuge to Cyclone Shelter

The Department of Housing and Public Works funded a review to identify defects of the PCYC. The report was completed in late August and submitted to a quantity surveyor for pricing. We have now received the pricing for rectification works. Council has submitted an application for Government funding for the rectification works through the Community Resilience Program. Grant applications closed on Friday 27 November which meant a very tight timeframe to put together a grant application. A big thank you to Martin Cookson and Jenni James for their work to compile this application with little notice and a tight timeframe.

DNRM

Cook Shire Council faces many impediments to economic development. Land tenure is one of the major issues facing Council. In order to address the many land tenure issues facing Council, I invited DNRM to conduct a site visit and workshop with Cook Shire Council. Three officers from DNRM were on site in Cooktown on Monday 24 November and Tuesday 25 November. We gave them a tour of key land tenure sites on Monday and then held a workshop to work through key issues and identify a path forward on Tuesday.

LGMA

LGMA hold CEO Forums every six months. I attended the CEO Forum in Brisbane on 26 November. The forums are an excellent opportunity to meet with Council CEOs from across Queensland. This helps stay across current and emerging issues in Local Government in Queensland. It also assists in building a network of contacts that create significant benefits to Cook Shire Council. A good example of this was the Water and Sewerage review conducted by Townsville City Council.

Cook Shire Renewables

Cook Shire Renewables is focussed on developing renewable energy solutions for Cook Shire. The first project is the development of a solar station to service Cooktown. An application has been made to seek Government funding to develop this project. If successful, this project will form the basis for rolling out similar solar stations to remote communities throughout the Cook Shire and Cape York. As part of this process, Cook Shire Renewables will conduct a strategic planning session in Brisbane in 2016.

Coen Advisory

The Coen Advisory Committee held a meeting on 1 December 2015. The Queensland Government has appointed Katarina Carroll as Government Champion to Coen. Katarina is the Commissioner of Queensland Fire and Emergency Services having previously been in charge of security for G20 in Brisbane in 2014. Katarina will be visited Coen from 30 November 2015 to 2 December 2015 and attended the Coen Advisory Committee. The Mayor and I travelled to Coen to attend the Coen Advisory Committee and met with Katarina Carroll. Coen is the second largest town in Cook Shire. It is experiencing a rapid increase in population and the flow on effects as a result

of the increased activity on the PDR. The meetings with Katarina Carroll as Government Champion were an excellent opportunity to showcase Coen and to identify key issues going forward.

Member for Cook – Billy Gordon

The Member for Cook Billy Gordon attended the Cook Shire Council's November meeting on Tuesday 17 November. This was an excellent opportunity for Billy to meet with Council and give an overview of his goals and priorities for the Cook electorate. It also provided Council with the opportunity to present key strategic issues and priorities of Cook Shire. It is expected that Billy will be making regular trips to Cook Shire. The next visit will be Tuesday December 8 to meet with the Lakeland Progress Association.

Member for Leichardt – Warren Entsch

The Member for Leichardt Warren Entsch met with the 2020 Advisory Committee and Cook Shire Councillors on 7 November. Warren was interested in getting an update on priority projects within Cook Shire in general and Cooktown in particular. It was an excellent opportunity to showcase Cook Shire and the many exciting projects that are currently underway and future projects under consideration. I will be meeting with Warren's electorate office staff on Wednesday to follow up on the conversation and understand the process for advancing critical projects.

FIFO CEO

In recent weeks there have been references in various forums including the local paper to Cook Shire Council having a "FIFO" CEO.

I am aware that my absence creates difficulties for some and has led to the perception that I am a FIFO CEO i.e. fly in fly out CEO.

Whilst my being away can be frustrating, I have been employed by Council and the Mayor to work against Key Performance Indicators (KPI's). This is uniform across the organisation (each position has, or will eventually have) KPI's against which we work. So you understand my movements and my activity I have included an overview of several of my KPI's (particularly those that relate to working outside the office) and outcomes to date:

KPI's

- Developing and maintaining a productive interface with external agencies, Councils and organisations. This includes State and Federal Government, LQAG, FNQROC, RDA, Cape York Councils
- Attending leadership training and development
- Attending community meetings to ensure communities are kept informed and involved in the Corporate Plan

In working toward my KPI's Council recognises the importance of the above activities and the fact that face to face contact and the building of key relationships is critical to the success of Cook Shire Council.

Examples of positive outcomes to date from activities relating to the above include but are not limited to:

- Identification of QRA concerns in respect of Cook Shire Council project management of NDRRA projects in-house. As a result, I was able to put Cook Shire Council's case to QRA and they have now accepted in-house project management of NDRRA projects by Cook Shire Council. **This has ensured that jobs of all Cook Shire staff involved in the project management of NDRRA projects have been protected. They will remain employed by Cook Shire Council. A huge win.**
- Cook Shire is currently working with QRA to achieve a more realistic, ongoing, sustainable funding of Cook Shire Council equipment. This is an important initiative and one in which we must succeed in order to continue to run Cook Shire Council equipment. Relationships with key QRA Management are critical to achieving successful outcomes to these matters.
- Development of relationships with key staff at the Department of Public Works. This has been instrumental in working towards a resolution of issues in respect of the PCYC . The Department of Housing and Public Works along with the Department of Infrastructure, Local Government and Planning have been working closely with Cook Shire to complete a review and identify a grants program to facilitate the funding of work on the events centre (I'll send more detail shortly).
- Development of relationships with senior DNRM Management in Cairns and Brisbane. The improvement to these relationships has been instrumental in enabling Cook Shire Council to work towards the resolution of the many land tenure issues facing the Cook Shire. As a direct result, we have been able to arrange a two day site visit by three senior DNRM officers to work through these pressing matters.
- Telstra have prepared a proposal to significantly upgrade Cook Shire Council's ICT platforms. This will include a dedicated fibre link and a move to the cloud. As a result Cook Shire Council will have greater resilience in its ICT platforms. The projects also include an upgrade to Council's aging phone system and the opportunity to implement the latest video conferencing technology. As part of this process, we have been able to facilitate an upgrade to the very latest 4GX mobile phone technology for Lakeland immediately. Hopevale will be completed by December 2015 and Cooktown by March 2016. Telstra are currently reviewing both Laura and Coen for possible upgrades. A move toward better mobile coverage.

As we move forward resolving existing issues and developing new projects, the relationships with State and Federal Governments, external agencies and community groups will be vital to our success. The development of such relationships takes time and face to face meetings on a regular basis. With Cooktown being a remote location, travel takes time and it means that as CEO, I will spend time away from Cooktown.

I would stress that whilst I may not always be at my desk in Cooktown, I am generally contactable by mobile phone and email. The exception to this will be when travelling through the Cook Shire where mobile and internet are limited. I am also in regular contact the Mayor, Directors and Management as required. I am here for staff as they need me.

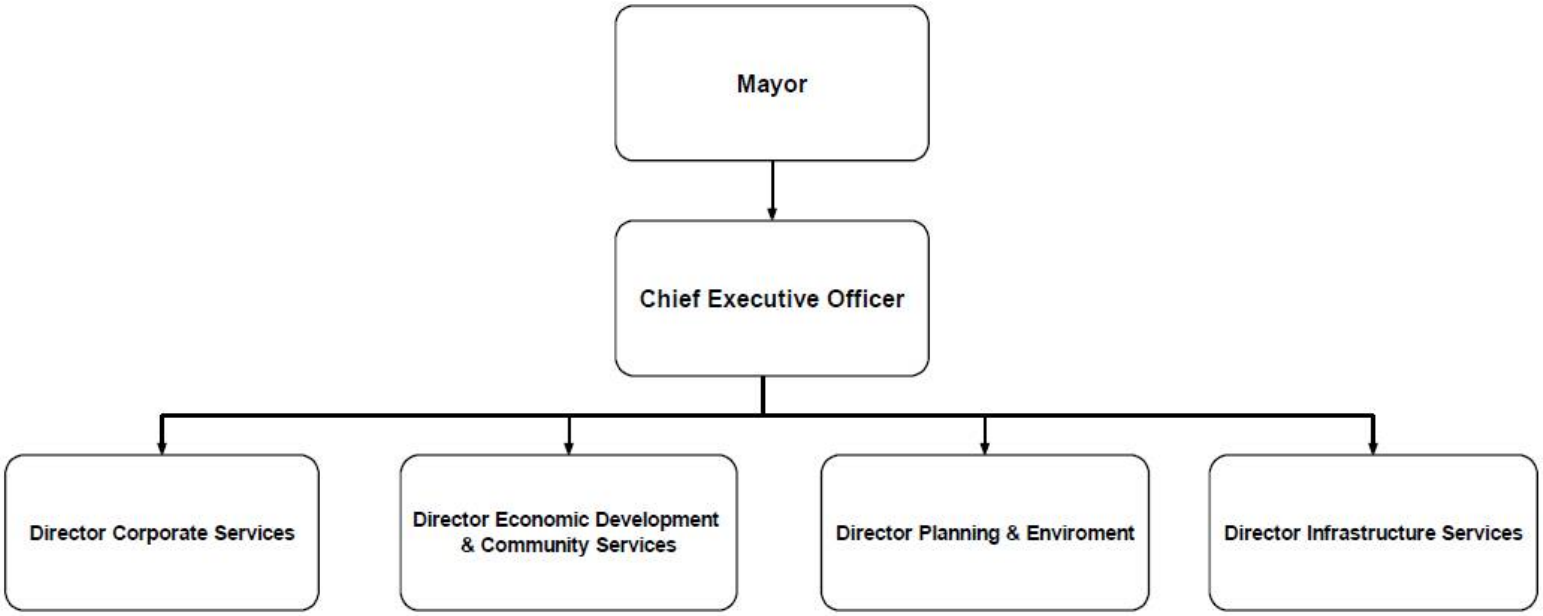
Cook Shire COUNCIL

Organisation Chart

Legend:
Facility Management Contract
Contract Staff

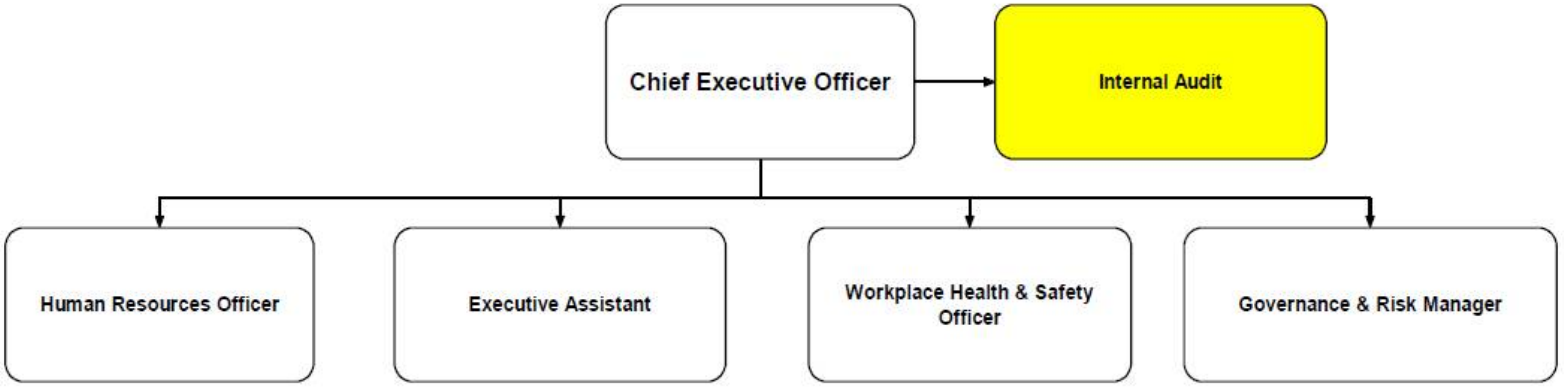
Cook Shire COUNCIL

Executive Management Team



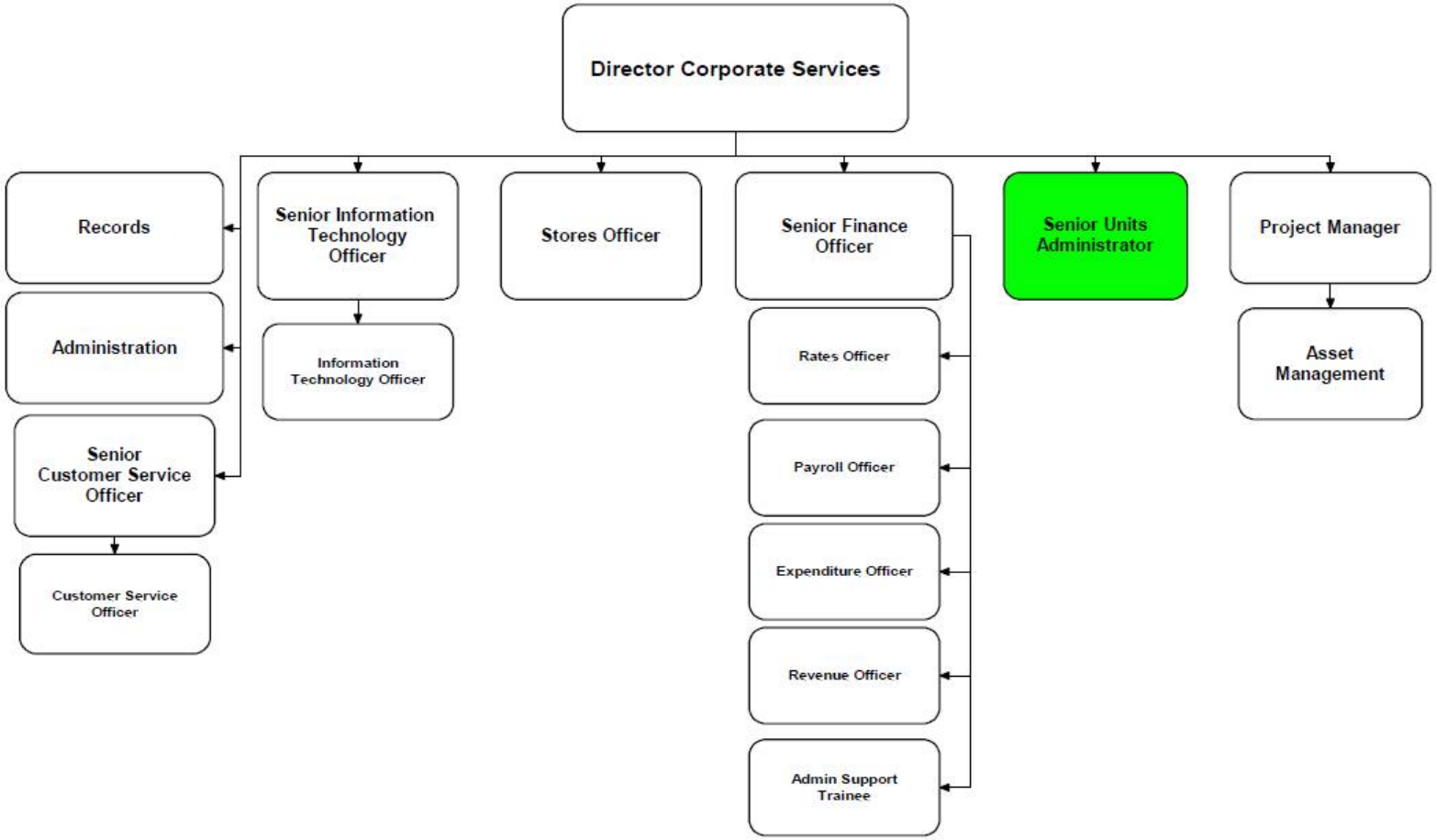
Cook Shire COUNCIL

Executive Services



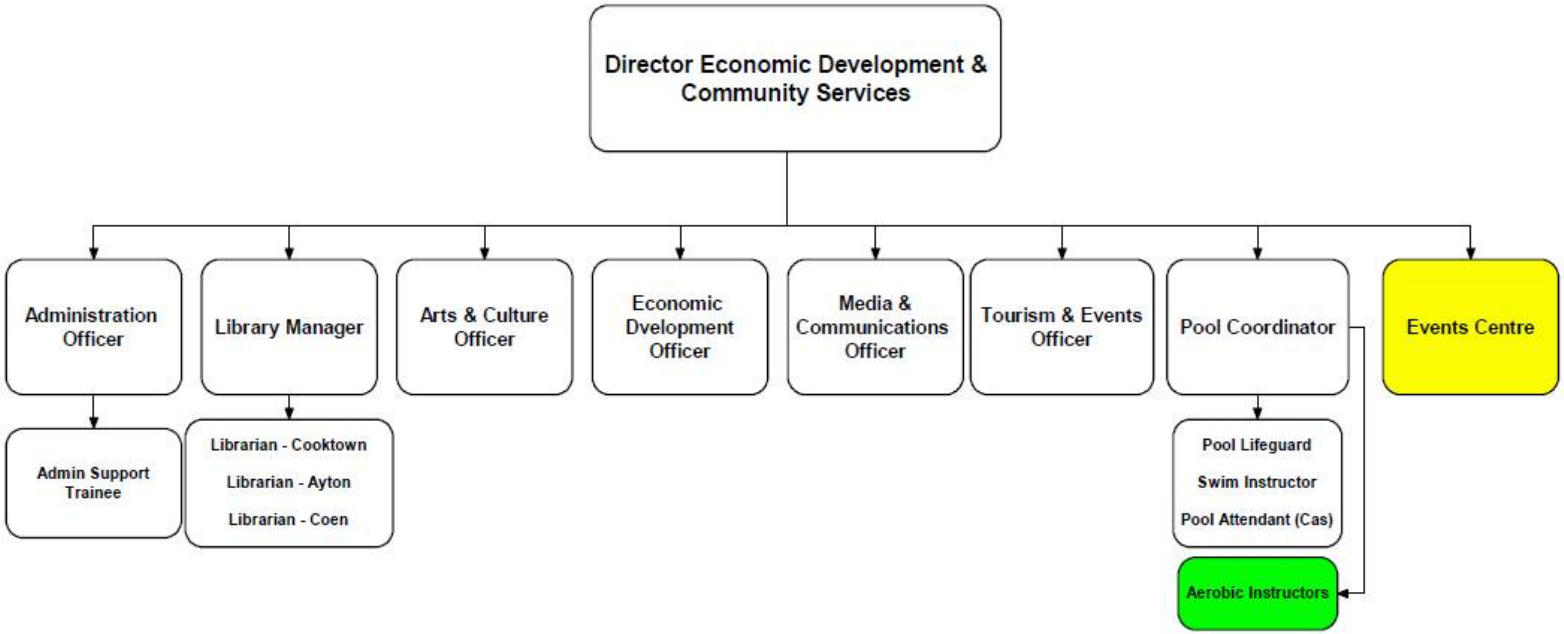
Cook Shire COUNCIL

Corporate Services



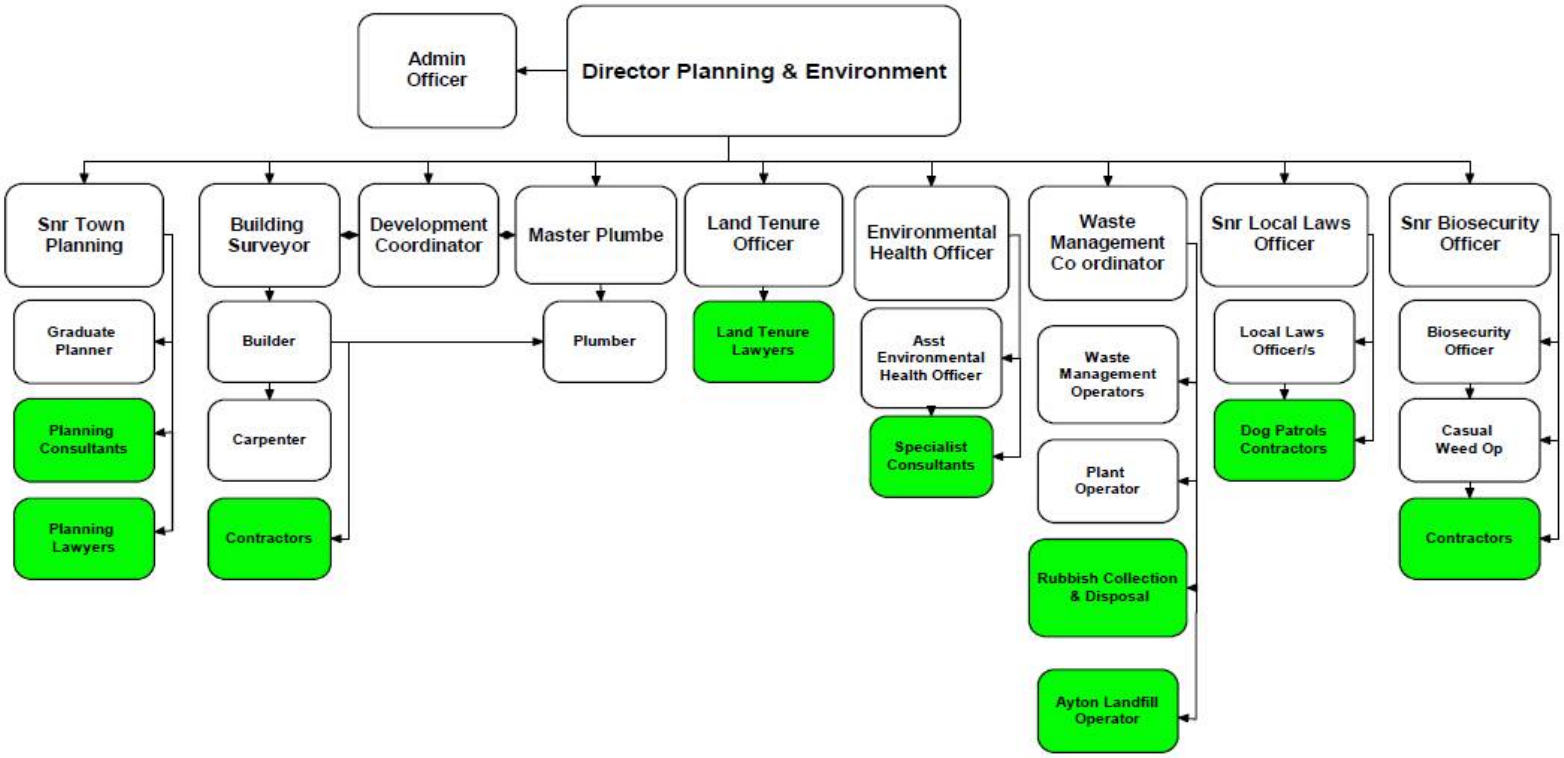
Cook Shire COUNCIL

Economic Development & Community Services



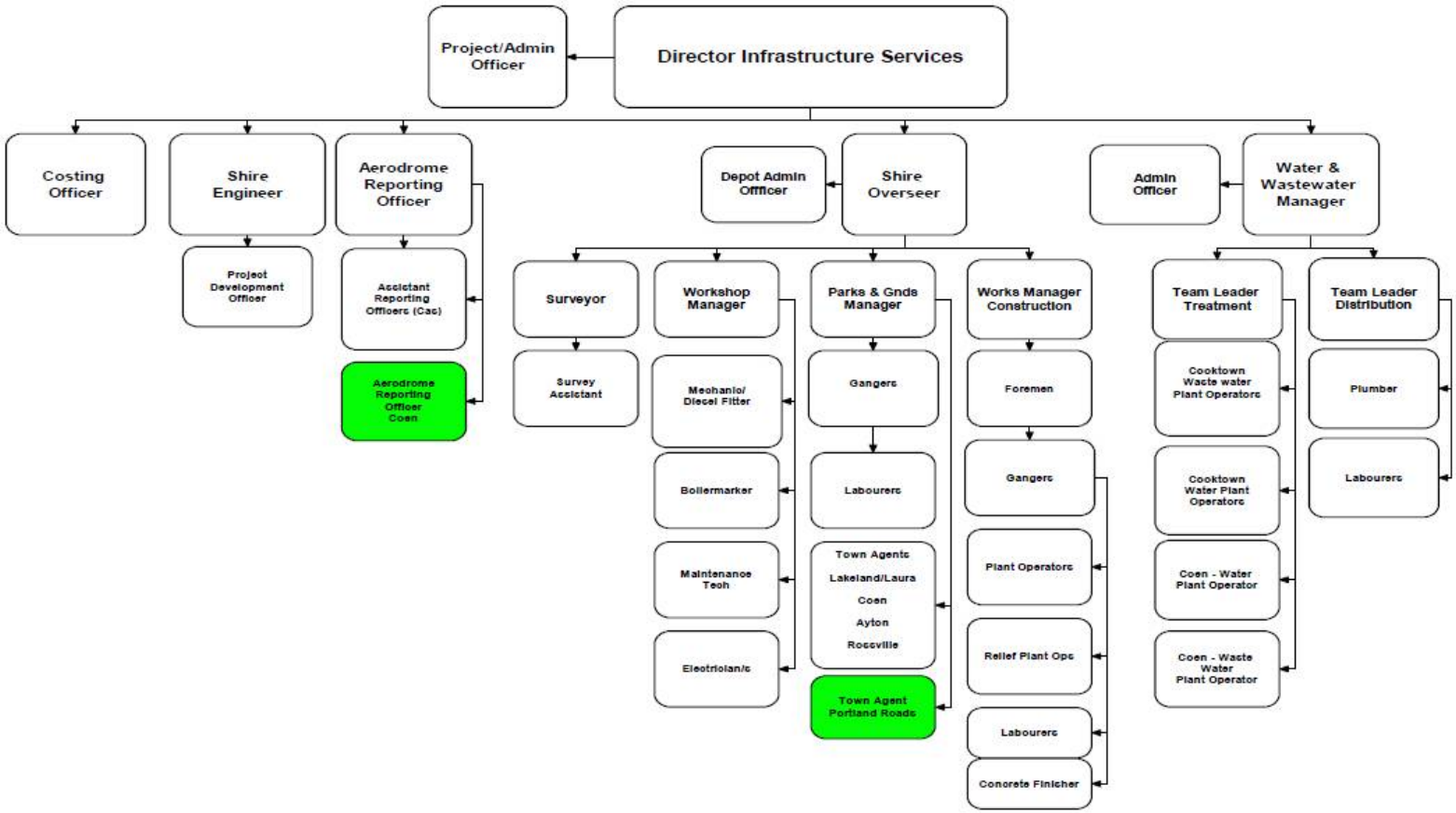
Cook Shire COUNCIL

Planning & Environment Services



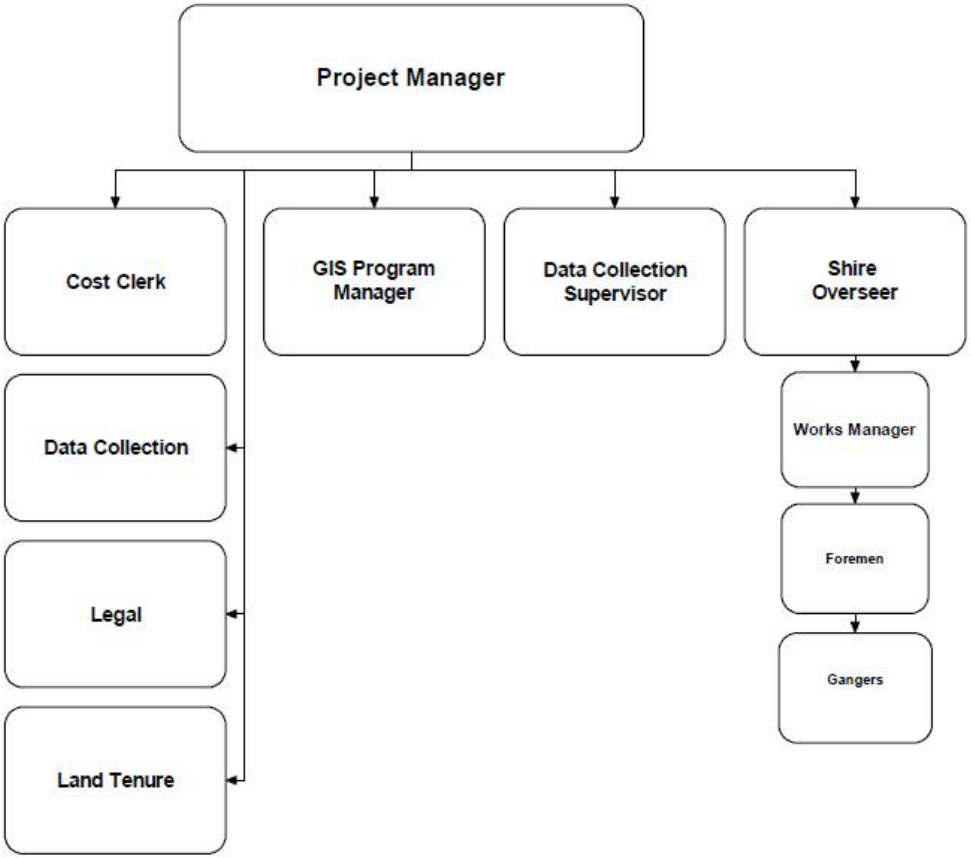
Cook Shire COUNCIL

Infrastructure Services



Cook Shire COUNCIL

NDRRA Project Management Team



	AYTON'S WATERFRONT FUTURE
	Report No.D15/21781 from Chief Executive Officer

Précis

Report prepared by the Ayton Wharf Working Group.

Background/History

The Ayton Wharf is the only wharf on the Bloomfield River. The wharf was converted to freehold in 1984.
Current owners of the wharf are Trailfinders Pty Ltd. In 2012 Trailfinders Pty Ltd applied to the Department of Natural Resources and Mining (DNRM) for closure of two roads - Norman Street and Unnamed Road. The application was rejected due to public and Cook Shire Council objections.

On advice from Council a working group was formed to develop solutions for the future development of the wharf area. The Ayton Wharf Working Group has submitted a report to Council - Ayton's Waterfront Future.

Link to Corporate Plan

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

b) Public access to playgrounds, reserves and open spaces
c) Support and advocacy for community groups, clubs, societies and organisations

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

e) Continued and improved access to ports, harbours, marinas, boat ramps and water frontage, to the extent of Council's responsibility, and where funding can be sourced.

Consultation

Bloomfield River District Residents Association

Legal Implications (Statutory, basis, legal risks)

Nil

Policy Implications

Nil

Financial and Resource Implications (Budgetary)

Nil

RECOMMENDATION

Report is submitted only for information.

APPENDIX

Ayton's Waterfront Future

A Report by Ayton Wharf Working Group

August 2015

Bloomfield River Sugar Company Wharf, ca. 1884.

A

Terms of Reference:

In 2012 Trailfinders Pty Ltd applied to the Department of Natural Resources and Mining (DNRM) for road closures of two roads - Norman Street & Unnamed Road. These roads are adjacent to its freehold properties in the Ayton Wharf area. This application was rejected by DNRM because of a number of objections from members of the public. Cook Shire Council did not support the road closures, as it is Council policy only to support closure of a road when it's in the interest of the public to do so.

Cook Shire Council held a public meeting in Bloomfield on November 22, 2014. At this meeting, Trailfinders Pty Ltd representative and CEO, Clive Abbott, presented an alternative proposal regarding the future development of the Ayton Wharf area.

Community members unanimously rejected this proposal. Mayor Peter Scott suggested that a representative working group be formed. It was tasked with putting forward a proposal to Council that would be generally acceptable to residents for future development of the wharf area, (bearing in mind the freehold titles of Trailfinders, Pty Ltd).

View from the Ayton Wharf towards the mouth of the Bloomfield River with the Bloomfield Lodge boat in the foreground.

Photo by Adrian Bell (Daintree Photography)

Summary Report

The Ayton Wharf is the only wharf on the Bloomfield River. The site was converted from a special lease to freehold (Simms) in 1984.This change from public to private land took place without community consultation when Cook Shire was under administration. The Ayton Wharf was acquired by Trailfinders Pty Ltd in 1996.

Both Simms, and later Trailfinders, applied for road closures of part of Norman Street & Unnamed Road. These roads provide public pedestrian access from Broadway Street to the Ayton Wharf and a dinghy landing via "Ralph's Steps". Vehicle access involves first crossing Trailfinders private land to reach Unnamed Road. Both applications for road closures were refused.

A later proposal by Trailfinders Pty Ltd CEO, Clive Abbott, was presented and rejected at a public meeting on November 22nd, 2014, which Cook Shire called in response to community concerns. A Wharf Working Group was formed to try and find a solution to suit everyone.

The working group identified the following issues for examination:

- Usage of the wharf: who/why/community needs/ vehicle access
- Safety in and around a river that is prone to flooding and home to saltwater crocodiles
- Rights of the current property owner Trailfinders Pty. Ltd. and operational needs of the Bloomfield Wilderness Lodge
- Future economic development of the area

The working group came to following conclusions:

- A significant number of people currently use the Ayton Wharf for a variety of reasons. Many of these reasons require vehicle access to the wharf.
- Usage of the Ayton Wharf can be expected to increase in the future.
- The Ayton Wharf is by far the safest and most practical place from which to access the village of Ayton and its services by dinghy.
- Pedestrian access to the waterfront is possible from Broadway Street via Unnamed Rd and "Ralph's Steps", without using Trailfinders property. This is far from ideal due to high tides affecting Broadway Street, and dangerous due to the presence of saltwater crocodiles in the river.
- Vehicle access involves driving through Trailfinders properties to access the wharf area. Some gazetted roads leading to the wharf are not formed or not on alignment. Utilising the wharf itself, involves trespass as it is also privately owned by Trailfinders.
- The Ayton Wharf area has the potential to become a local community hub and have a positive impact on the economic future of the area as a tourist attraction. It is ideally situated, physically, historically and culturally.

The Working Group's recommendations are:

- A public wharf is needed in Ayton with vehicle access and a safe place for boats and dinghies to moor, load/unload, etc. The public boat ramp upstream does not provide a safe or practical alternative for many of the community's needs
- As the two freehold blocks of land owned by Trailfinders are currently (August 2015) for sale, this is the ideal time for the state government to buy the land and return it to public use. Alternatively, Trailfinders could be approached to gift some of the land to the community, or a new wharf/pontoon could be built upstream of the present wharf.
- Unrestricted vehicle access is required to meet community needs. A one-way road would allow safe and legal vehicle access to the Ayton Wharf area.
- A development plan/vision needs to be created for the whole area including the recreation reserve which runs along the river to the boat ramp. Basic amenities should be put in place for the area to become a vibrant hub for tourists and locals alike.

View of the wharf from Ralph's Steps (in the foreground) at the end of Unnamed Road.

Photo by Adrian Bell (Daintree Photography)

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Bloomfield Lodge guests transferring.
Photo by Adrian Bell (Daintree Photography)

Report: Ayton's Waterfront Future.

1.0 Introduction

The purpose of this document is to examine the present public usage of the Ayton Wharf area, and to present for further discussion future development possibilities, so that a considered development plan for the Ayton waterfront, which is acceptable to all parties, can then be achieved

Ayton Wharf is located on the northern bank of the Bloomfield River in Far North Queensland. It is situated in the township of Ayton on the southern boundary of the Cook Shire, adjacent to the Douglas Shire and Wujal Wujal Aboriginal Shire.

The controversy over the Ayton waterfront spans a thirty year period. In that time there have been three changes to the public land that resulted in the Ayton Wharf becoming private property without any community knowledge or consultation.

There have also been two separate applications for the permanent road closures of (part of) Norman Street and Unnamed Road in that time.

These applications were made by the previous and present owners of the wharf and adjacent land. Both applications met with strong community objections and were rejected by the (then) Lands Department, and later the Department of Natural Resources and Mining (DNRM).

As a result of community concern after the latest application to DNRM, Cook Shire Council called a Public Meeting in Bloomfield on November 22, 2014. At this meeting, CEO of Trailfinders Pty. Ltd.,Clive Abbott, put forward the following proposal:

1. Unnamed Road and Norman Street would be closed and acquired by Trailfinders Pty Ltd to amalgamate their three blocks.
2. In exchange, part of their land adjacent to First Street would be given up as Road Reserve.
3. A covenant would be attached to the property rights, allowing pedestrian access in perpetuity to the Wharf

(For Trailfinders' map given out at the public meeting see Appendix A)

This proposal was unanimously rejected at this meeting. Further discussions brought to light the need for a long term solution and reappraisal of the current and future use of the entire Ayton waterfront.

2.0 History

Before the present usage is examined, it is relevant to look at a brief history of past usage.

The local Indigenous Kuku Yalanji people have used this area as a traditional fishing spot for many generations. Traditional Owner, Ailsa Doughboy, remembers growing up along the banks of the Bloomfield River where the current wharf is situated. Ailsa says her father used to have a 'camp' just upriver from the wharf (where the current

Recreation Reserve is). Her family would swim in the wharf area and fish off the rocks before the present wharf, and landfill, was put in place. She remembers turtles and dugong coming right up the river, as there were sea grass beds where the wharf is now.

In 1884 the township of Ayton was established on the Bloomfield River to service the local developing sugar industry. In 1885-1886 Vilele Sugar Mill built a large timber wharf used by the sugar mill, tin miners and timber getters.
(Refer "Northern Outpost" by John Kerr, p 22 published 1979 Mossman Qld, Mossman Mill)

In 1889 land was excised from the wharf blocks to provide an 11 yard-wide roadway from the end of the tram line to the wharf called Unnamed Road. Today this road still provides public access to and from the township of Ayton, via parts of Norman Street and Broadway Street.

In the early 1970's there was a large influx of new settlers north and south of the Bloomfield River who transported almost everything they needed by sea. The road from Cooktown went as far as Wujal Wujal. Those living on the south side of the river, in the Douglas Shire, relied on the Ayton Wharf for access to the road and the newly established store at Ayton, and to be able to load any supplies or materials needed.
(Appendix B – Recent History)

Ted Simms built a new wharf near Ayton to ship rainforest logs to Cairns in 1972.
In 1984 the following changes took place:

- A town reserve (R28) for public purposes, adjacent to the wharf area, was converted to freehold title (Simms)
- Another reserve, (R73) for wharfage purposes, was cancelled and became a park and recreation reserve
- For 10 years Ayton's Wharf was a special lease (SL34969), conditional for the storage and transport of timber only. This was converted to freehold title (Simms) in 1984.

Photo from 'Magnificent Failures', courtesy John Oxley Library.

Report: Ayton's Waterfront Future.

3.0 Usage of the Ayton Wharf Area

WHO	WHY	NEED FOR VEHICLE ACCESS
Bloomfield Wilderness Lodge	Transfers of guests and staff to and from the Bloomfield Wilderness Lodge Transport of goods, supplies, rubbish, building materials, etc.	yes
Traditional Owners Indigenous Kuku Yalangi Residents (Wujal Wujal Aboriginal Shire)	Recreation, Culture and Fishing (See Appendix C – Letter from Wujal Wujal Shire Council) (See Appendix D – Personal Recollections of wharf area 1949 onward.)	Vehicle access facilitates use
Residents from Ayton and Bloomfield (Cook Shire)	The Wharf is the only break in the dense mangrove forest lining the Bloomfield River where residents can access the river for: Fishing and other recreational activities. Checking river levels and moored vessels, especially during flood events (e.g. cyclones) The Wharf is also one of the few places north of the river with mobile coverage. Many residents access phone/internet there.	Vehicle access facilitates use
Residents in Degarra, south side of the Bloomfield River (Douglas Shire)	The wharf is the only place with access to the Ayton township where small boats may be tied up and left unattended for some time. The wharf is also used every year during flood events for safe transfer of residents and their shopping, delivery of generators, emergency supplies, etc. Road access to the north side of the river is not always available, e.g. during weather events such as cyclones, fallen trees across roads and flooding that affects two causeways. Not all residents have vehicles.	Yes

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Property owners living on the coast, south of tthe Bloomfield River	To obtain basic needs like groceries and fuel. To access essential services such as medical attention, post, library and public transport. Residents on these properties must travel by boat from their homes to Ayton, their closest township and access to roads in and out of the area.. Note: These properties do not (and will never have) road access.	Yes
Jabilbina Yalanji Aboriginal Corporation	Various purposes e.g. Indigenous Rangers for the management of Indigenous protected areas (See Appendix E1 and E2 for letters from Jabilbina)	Yes
Wujal Wujal Community Care (providing service for all three Shires)	It's the only place on the river for wheelchair bound patients to access recreational fishing As a pick up point for elderly clients to access medical facilities and do their shopping. (See Appendix F for letter from Wujal Wujal Community Care)	Yes
Emergency Personnel	The wharf is used for medical evacuations. Ambulance and medical staff can drive right to the river edge at the wharf loading ramp to pick up patients (Appendix G: Letter from former Ambulance Driver) (Appendix I Letter from community member) This is particularly important for those residing on the coast, south of the Bloomfield River, who have no road access, and those living along the south side of the river whose access to Wujal Wujal Clinic is regularly cut off	Yes
Emergency Helicopter pilots	Helicopters could land on the wharf for medical evacuations when visibility at the Wujal Wujal Clinic Helipad is poor. (Appendix H: Letter from George Kulka, Wujal Wujal Elder)	Yes

Maritime Emergency Workers	Access to the river and Coral Sea in the event of oil spills and other maritime disasters (Appendix I: letter from community member)	Yes
Visiting boating community members eg. charter boats, cruising boats, fishing boats	The wharf provides secure, deep water landing, sheltered from swift currents. This makes it ideal for: - accessing and loading supplies from Ayton - Seeking medical attention - Sight seeing and tourism.	Vehicle access facilitates use
Tourists	To enjoy the 180° view to the river mouth Fishing Exploring the History of Ayton Appendix J: Letter from tour guide operator To access Charter Boats	Yes, most tourist are self-drive
Commercial fishing boats, charter boats and visiting cruising boats, Barges	Unloading of larger vessels, the only suitable place for landing barges. Appendix K: Captain, Master Malu Trojan	Yes Trucks, Heavy machinery

Property owner from the coast, south of the river, using part of the wharf area to unload containers. Photo by Adrian Bell (Daintree Photography)

4.0 Vehicle Access to Wharf Area

The information in the preceding table gives many examples why vehicle access to the wharf area not only facilitates use, but in some situations is absolutely necessary. Currently vehicle access to the wharf crosses Trailfinders private land. This is because of the "lay of the land". First Street, as seen on the map, is in fact a watercourse and has never been made. Norman Street is partly swampy, as it is affected by tides and has also never been made. Consequently access coming from the main road:

- crosses Trailfinders land, then
- utilises a small portion of Norman Street, then
- crosses another stretch of Trailfinders land, and finally
- reaches Unnamed Road

Unnamed Road then leads to the waterfront at "Ralph's Steps" (for an explanation of Ralph's Steps see Appendix K)
Vehicles mostly park on Unnamed Road on Trailfinders land and then use it to turn around in order to leave the area.

Over the years there have been numerous variations to vehicle access to this area. It is worth noting that:

- from Unnamed Road at Ralph's steps, a disused, slightly overgrown road climbs the hill to the main road. At the bottom this road crosses a very small piece of Trailfinders land. It was originally made for timber trucks to get back onto the main road, as there was not enough room for them to turn around after unloading their logs.

- from Ralph's steps, a low track along the river connected the wharf area to the boat ramp as recently as the 1990's. The first part is still there but it is now blocked further along by fallen trees and fill from upgrades to the main road. This area between the main road and the river is now part of Park and Recreation Reserve 73. These tracks have future possibilities.

"New cook Karen at the Bloomfield logging wharf " circa 1980
Photo printed by permission of Ian (Bluey) Curtis

5.0 Safety

It has been suggested that there is no need for a public wharf because the community has an existing public boat ramp. However, the public boat ramp does not provide a safe landing place, or safe pedestrian access to the township of Ayton.

Firstly, the main purpose of the public boat ramp is to provide a place for people with trailer boats to launch their vessels in good weather for recreational activities such as fishing. The ramp does not have places to securely tie up boats, nor does it have facilities for the safe (dis)embarking of passengers and/or cargo.

Because the outgoing tidal current is swift, it is an unsuitable place to leave dinghies unattended, and it can make launching dinghies difficult. The public boat ramp is an excellent facility, however, because it faces upstream on an external bend on the river, it is not safe to launch a dinghy in extreme flood events.

Secondly, road safety is a concern, as it is a long walk into Ayton from the boat ramp along a narrow winding road with lots of blind corners. There is no footpath for pedestrians. This road is the main (and only) thoroughfare between Cooktown and Cape Tribulation. It is also for local traffic between Ayton and Wujal Wujal.

With the arrival of the bridge at Wujal Wujal, traffic is ever increasing and the road is not wide enough for traffic both ways, and pedestrians, at the same time

Thirdly, and most importantly, the water surrounding the boat ramp is deep and it is a favourite haunt for the local saltwater crocodiles. It is definitely not a safe place to load supplies and fuel into dinghies. Large crocodiles have been sited many times by locals and tour operators, on the island just across from the boat ramp. Other locals have reported seeing crocs sunning themselves on the public boat ramp. (See front Appendix M for front page of the Port Douglas & Mossman Gazette 18th June 2015)

The same crocodile safety concerns apply to Ralph's Steps at the Ayton Wharf. (Un)loading dinghies at Ralph's steps is difficult, as it can only be approached on high tide. Because of the shallow bank, (un)loading supplies usually requires someone to stand in the water, often with their back to the river. There is deep water close by.
(For letters from members of the Bloomfield community about crocodiles see Appendices N1 and N2)

There is a slight indent upstream of the Ayton Wharf so that the main current passes it - a fact borne out by the shallow water on both upstream and downstream sides of the wharf. It is this protected area which makes the Ayton Wharf an ideal spot for landing, mooring and (un)loading a small boat. For this reason many residents have utilised the private wharf rather than the boat ramp or Ralph's Steps to moor boats and (un)load supplies.
(See Appendix O for sketch of boat ramp and wharf with explanation of currents)

Very few of the local indigenous people have dinghies to fish from. There are a few spots along the river where they access the river to fish from the banks. The only location that is safe from crocodile attacks is the existing wharf.

Rebecca Creek and her grandmother Doreen Creek fishing at the wharf.
Printed by permission Doreen Creek, photo by Peter Roberts

'Planning plays a key role in ensuring that development, affecting a place of cultural heritage significance, supports its long-term conservation through preservation, restoration, reconstruction or adaptive re-use and renewal. Where practicable, development can also enhance our appreciation of cultural heritage values. Consultation with and involvement of traditional owners in planning processes is particularly important to empower the local community to identify and conserve indigenous cultural heritage." Pg 29 Department of Environment and Heritage Protection Qld Government State Planning Policy

Loading and unloading dinghies at Ralph's Steps. A good look out is needed for marauding crocodiles. Photo by Adrian Bell (Daintree Photography)

6.0 Rights of Wharf property owner and Operational Needs of the Bloomfield Wilderness Lodge

Both Trailfinders Pty Ltd and The Bloomfield Wilderness Lodge are currently owned by Mike Gooley. In the Bloomfield area they work cooperatively.

Trailfinders Pty Ltd owns two properties in the wharf area:

One block(26 SR750) is split in two by Unnamed Rd. Adjacent to the water, it includes the wharf itself, the loading ramp and a shed where the Bloomfield Wilderness Lodge store vehicles and equipment. On the other side of Unnamed Rd it rises to mostly rocky hillside bounded by Norman St (unmade).

The second block(1 A3024) contains a fuel storage tank used by the Bloomfield Wilderness Lodge and some old sheds and equipment from the days when Ted Simms had a timber mill there. This block is crossed by all vehicles accessing the wharf as its northern boundary. First Street is actually a watercourse and has been off alignment since it was made.

Trailfinders Pty. Ltd. has indicated that the current situation infringes on their property rights, as people trespass on their properties on a daily basis to access and use the wharf area. However, Trailfinders has indicated that they do not wish to stop locals fishing from the wharf, but they do wish to stop vehicular access to the wharf area. They have complained about property theft from the Lodge shed and rubbish left behind the wharf area.(For letter from Trailfinders to the Bloomfield River District Residents Association, Inc. see Appendix O)

Trailfinders has never signposted that the wharf area is private property. Tourists travelling through the area and many locals, especially from Wujal Wujal, remain unaware that the wharf is in fact a private property.

The Bloomfield Wilderness Lodge is a tourist destination situated south of the river mouth. Like Trailfinders, it is owned by Mike Gooley.

The Lodge uses the area as a departure area for its guests. Like the other landowners and residents south of the river mouth, the Lodge relies entirely on boat transfers for people (staff and guests) and goods. They are dependent on the wharf's facilities and vehicular access to it.

They require unhindered access to the shed, fuel tank and loading ramp. They occasionally need to store building materials and other equipment in the area to await suitable tides, etc., for boat transfer across to the Lodge.

The Bloomfield Wilderness Lodge is currently for sale and so are Trailfinders two freehold blocks.

7.1 Economic development in the area.

Prior to 1960, the Bloomfield River community was the heart of a small but rich mineral and timber reserve. It was a very isolated and remote community. The only means of transport to the area was by boat or by horse. All the local industries at the time were dependent on the natural resources of the area.

Over the last 50 or so years, many changes have taken place in the Bloomfield Valley. Shire boundaries were shifted, dividing this small community into two separate shires. North of the Bloomfield River remained Cook Shire but south of the river became Douglas Shire. Indigenous clans in the area were incorporated into one group upstream and became another shire, Wujal Wujal Aboriginal Shire.

By the mid 70's several new National Parks were created and eventually all the area surrounding the Bloomfield Valley was included in Wet Tropics World Heritage (See Appendix P - Early Economic Development)

By the mid 80's most of the local industries (timber, tin, gold mining and grazing) came to an end. There was a downturn in employment. Tourism, however, is one industry that can thrive in a protected environment.

In the Bloomfield area it is still in its infancy. However, with recent improvements to roads, (sealed to Cooktown) and the recent completion of the two major bridges (Bloomfield and the Woobadda), accessibility to this region has greatly improved. . Many people wishing to visit Cooktown and Cape York make the trip via the "Coast Road" from Cape Tribulation, passing through Bloomfield.

Currently there is an exciting proposal being formulated: "The Bloomfield Track E- book." The key stakeholders initiating and developing this tourist incentive are the Wet Tropics Management Authority, Wujal Wujal, Douglas and Cook Councils and Jabalbina Yalanji Aboriginal Corporation.
(See email from Terry Carmichael, Wet Tropic Management Appendix Q)

It is hoped that this initiative will stimulate more tourism to the region. Unfortunately there are no facilities in the Bloomfield area to cater to the needs of the travelling public. There is no infrastructure in place to promote the local attractions and businesses, or to encourage tourists to stay and enjoy this unique area as a destination in its own right.

Improved facilities would create more tourism and other business opportunities in the future such as locally based river taxis and river cruise boats; locally based or visiting charter boats; boats that may need wharfage/slipway facilities. Fishing, boating or sailing clubs may develop, more of the blocks south of the river mouth may become tourist destinations, sea freight service for goods and products inwards and outwards could develop again.

7.2 Ayton Wharf Tourism Potential

The Ayton Wharf is ideally situated to play a role in this planned tourist drive. It is already one of the main focal points of the Bloomfield community. It is a significant natural landscape with a rich indigenous cultural history.

There is also a significant non-indigenous cultural heritage. It is the site of the first wharf, used for loading sailing ships with sugar, etc. for transportation south in the 1880's. The existing wharf (a former timber wharf) was built to transport rainforest timber.

From this vantage point, tourists could be made aware that Captain Cook's Endeavour went aground at Endeavour Reef off Weary Bay, and that men from the Endeavour rowed into the bay in long boats looking for a place to repair the ship. Also, that the township of Ayton was named after Cook's boyhood home - Great Ayton.

The wharf area is the best place to present this history to tourists and locals alike. An historic wharf precinct would provide tourists and travellers with a very positive experience that would stimulate economic growth

"Cultural heritage, both indigenous and non-indigenous, underpins and enhances our community identity and provides a valuable insight and connection to the past. It provides us with historical understanding upon which to grow and develop our communities. Conserving heritage places can also deliver valuable economic benefits throughout Queensland. By capitalising on the cultural heritage values of important historic and natural landmarks, we can generate local and regional tourism opportunities." Pg 29 Department of Environment and Heritage Protection, Qld Government. State Planning Policy

A public wharf is a tourist attraction in itself. To obtain its greatest value and appeal however, it needs supporting facilities such as parking and toilet amenities, picnic tables, a local information board and interpretive signage. This would cater to self drive tourists and tour guides alike, providing an appealing rest stop. There are currently no facilities of this nature between Cape Tribulation and Cooktown.

There is no room for such infrastructure on the wharf block itself, however, Trailfinders other freehold property (Lot 1A3024), formerly a public purpose reserve adjacent to the wharf, could be ideal to accommodate this kind of infrastructure..

With the location of this property being on the main road just before entering Ayton township and adjoining the wharf block, it is in an ideal position to be presented as a Gateway to Ayton and to the Bloomfield Wilderness Lodge, or any future tourist development which may use the wharf as a departure area.

8. Conclusion

This document has been developed by the Ayton Wharf Working Group. The report collates all relevant information and provides recommendations to resolve the current issues relating to access and use of the Ayton waterfront. The Working Group has considered the requirements of the various stakeholders and reached the following conclusions:

The Ayton Wharf area offers historic river frontage and a stunning water and rainforest outlook in an underdeveloped area in Far North Queensland with lots of potential. Part of the Ayton waterfront area is privately owned, but the working group's research has shown that continued public access is essential for many stakeholders identified.

The core of the problems regarding the present conflict resulted from changes to land tenure of Ayton's waterfront and adjoining Public Purpose blocks in 1984 while Cook Shire Council was under administration. There was no representative local government at the time, and it seems that the community's needs and future development were not taken into consideration when these blocks were granted freehold title. This issue needs to be addressed to resolve the matter permanently.

There is a demonstrated need for a public wharf in Ayton. The current public use of the private wharf is at the discretion of the owner. A public wharf can be a hub in a community contributing to its further development, particularly as a tourist destination. The present wharf is located in the ideal place on the river to meet the following needs:

1. A Public Wharf area on the Bloomfield River
2. Safe access to Ayton by boat
3. Continued access for Kuku Yalangi to the wharf area for cultural reasons
4. Future economic development of the area

The upgrading of access and improvement of infrastructure in the wharf area would meet the needs of all residents, including traditional owners and visitors.

If the existing wharf area would be returned to Public Purpose Land, residents could access the facility for safe river transfers and other recreational activities. Commercial and emergency services could utilise the wharf and associated waterfront area and cultural activities could continue unimpeded as they have for so many years.

An historic wharf precinct could also be created to highlight the rich and vibrant past. of the area. This would provide travellers and tourists with an insightful experience, benefiting the present community and revitalising future development in the area. New opportunities for business and recreational facilities could be created in a small community where very few of these currently exist.

To achieve these outcomes the local community can support and assist the Cook, Douglas and Wujal Wujal Shires to make an application to State Government to acquire the land from the landholder. It could be rezoned as public purpose. This will

enable the local community in partnership with the Cook Shire ,to develop this land for the benefit of the community for cultural, historic, economic and tourist usage.

The present land tenure of Ayton's waterfront makes a dilemma for future waterfront planning and is out of step with community needs and its possible future development.

The landholder, who currently has these small blocks of land for sale, could still use the location as a transit point for guests and supplies to the Lodge. This transit location would be be revitalised in a visitor-friendly way and the landholder would receive reimbursement for the loss of ownership of the land.

Pursuing a progressive outcome of returning the Ayton Wharf area to Public Purpose land, would be an ideal way to resolve all issues and concerns raised in this report. This outcome would provide all stakeholders with indisputable benefits in an inclusive and constructive way. No party would be disadvantaged.

The Working Group hopes that this report will stimulate local and state government support to realise a community vision for the waterfront area in the township of Ayton.

The Working Group invites comment and discussion on the recommendations below.

View upstream showing local boats that use the wharf for loading /unloading and for owners to check that their boat mooring is secure.

Photo by Adrian Bell (Daintree Photography)

9. Recommendations:

As the use of the wharf area concerns the residents of Cook, Douglas and Wujal Wujal Shires, the working group recommends cooperative action by all three councils in the resolution of the matters raised in this report. The Councils could work with community members from the three shires and form a Wharf Committee to consider and implement one or more of the following recommendations:

1) There is a clearly demonstrated need for a public wharf in Ayton. There are several ways this need could be met:

A) At the time of writing (August 2015) the current landholder, Trailfinders Pty Ltd, has its two freehold properties in the wharf area for sale. The working group strongly recommends that these properties be purchased and returned to public ownership by State Government. This would resolve the situation permanently and would allow the community, the Bloomfield Lodge, and all visitors unhindered access and use of the area.

This land, combined with the current recreation reserve which runs along the river and across the road, would provide one large parcel of public land for future community development.(See Zone Map, Appendix S)

B) A covenant could be placed on the two properties owned by Trailfinders to allow public access to the wharf and downstream landing. Signage could be placed explaining the situation and operational needs of the owner.

C) A new public wharf/pontoon could be built upstream from the current wharf. This, however, does not provide an immediate solution and would still require an interim solution such as a covenant on the current wharf property.

D) Cook Shire Council, on behalf of the community, approach Trailfinders/Mike Gooley and request that he considers "gifting" to the community the area most used and needed, namely from the vehicle shed along the waterfront to Ralph's Steps and back along Unnamed Road to the shed.

2) Unrestricted vehicle access to the wharf area is required. A one-way wharf access road could be created as follows:

First Street, as it is currently built, could be put on alignment and connected to Unnamed Road as show on map.(See Recommendations Map, Appendix T). A small car park could be provided on the old road along the river and cars could also park on Unnamed Road as they do now. Exit from the wharf could be on the old road up the hill to the main road. This would be a one way circuit for safety reasons. At the top of the hill, where this road exits, there is an ideal area for an interpretive information site and lookout to the river mouth and sea.

The land resumed to open this circuit would equal the land area of Norman Street. This area would then not be required for a public road. Trailfinders, or a future owner, could again apply to close this part of Norman Street and, if successful, negotiate to acquire this area, thus amalgamating their properties.

Car parking areas should be marked and sign posted. Other roadside areas should be posted as 'no parking'.

A covenant, allowing public access to the wharf in perpetuity for fishing, (un)loading of vessels and other necessary boat operations, would have to be negotiated with the property owner as part of this arrangement.

3) A safe dinghy landing is needed in Ayton. This is the most urgent recommendation due to the constant threat of crocodile attack.

A floating pontoon could be positioned in the wharf area off Ralph's Steps. An engineer would design the most appropriate structure.

4) Future Development/Vision

A future development plan to include not only the wharf, but the foreshore of the river between the Wharf and the Boat Ramp should be produced. This Recreation Reserve area has a lot of potential, for example as an interpretive boardwalk.

If Recommendation 1 was implemented the two blocks now owned by Trailfinders, combined with the Recreation Reserve, would provide one large public area for future community and visitor use. BBQ/picnic facilities would complement this scenic tourist attraction and would also benefit the Bloomfield Lodge and other tour operators.

The future needs of charter boats, river cruise or water taxi vessels and local yacht owners would need to be considered in any development plan.

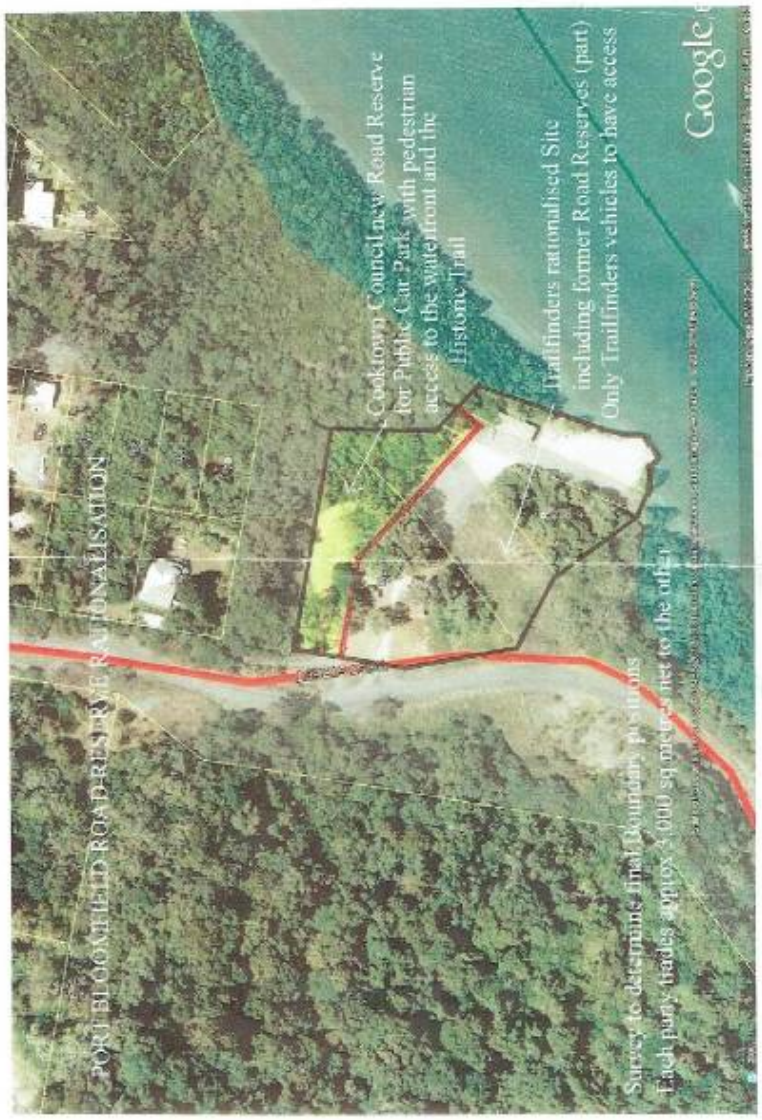
The current walking track, along Broadway Street through the mangroves, could also have a low level boardwalk built to cope with extra high tides. This would allow boat and dinghy users safe walking access to the Ayton Township.

Rubbish left behind in the wharf area has been an ongoing concern for all parties. One or more wheelie bins could be provided by Cook Shire and included in the fortnightly rubbish collection. These should be placed on Unnamed Road, near the wharf, so that they are convenient for those fishing.

The Wharf Committee could work together with the three shires involved to implement a vision for the area, ultimately transforming the Ayton Wharf area from a much debated and contentious issue into a wonderful community asset.

10. Appendices

APPENDIX A- Trailfinders Map/Proposal



Trailfinders Proposal not accepted by public meeting.

APPENDIX B – Recent History

By Angie Dick

Prior to the early 1970's, access to Ayton's waterfront and wharfage reserve was via an old timber road that ran along Broadway Street.

In the early 1970's the owner of Gordonvale Sawmills, Ted Simms, acquired a 10 year special lease on the waterfront blocks, specifically for the storage of logs being shipped out via his barge to his sawmill at Gordonvale.

Simms built a timber wharf at this site for this purpose. The Public Purpose Reserve, adjoining the waterfront blocks, was also acquired by Simms. This was a 30 year lease for the purpose of building a new sawmill. For the logging trucks to be able to access this new wharf, Simms built a track branching from the main road, through the Public Purpose Reserve (now leased to himself) following as close as possible to the gazetted road - First Street. (Note: First Street is actually situated on a watercourse, ending in a mangrove forest).

At about the same time, two other developments occurred in this area:

- the opening of Bill Smith's Store in Ayton and the opening of a caravan park. Bill Smith's Store provided not only stores and provisions but also mail, postage facilities, banking and later a two way radio telephone. The caravan park in Ayton provided fuel. This store/caravan park became a magnet for all those living in this small remote and isolated community.

- There was a large influx of new settlers in the Bloomfield Valley at the time. There were no roads south of the Bloomfield River. Almost everything that was needed came by sea, the road into Bloomfield was extremely rough, resembling a dry river coarse. For those on the south side and those living on properties outside the mouth of the river, dinghies were the only means of transport to their homes.

In 1984 Simms was successful in free holding both the waterfront lease and also the former Public Purpose Lease. In 1985 Simms applied to close the two gazetted roads with this area – that being Unnamed Road and part of Norman Street. When the notices alerting the public of the "intention of road closure" were put up by the applicant, it was at this point that the community discovered that the two most important parcels of public lands had been sold. (The public wharfage reserve further upstream had also been cancelled at this same time, the tenure became Parks and Recreation Reserve).

The closure of these roads, if the application was successful, would off all public access from the waterfront to Ayton. However, if successful, would secure a prime riverside property not only with its spectacular views but also include the only wharf between Port Douglas and Cooktown. Everyone in the community, affected by these

closures, sent in objections. The closure was not successful, reasons stated as "not in the public interest".

In 1988, when the Wet Tropics was declared, the rainforest timber industry came to an end. The new sawmill operated for one year. The sawmill machinery was removed from the former Public Purpose Reserve. The buildings however remain, slowly disintegrating, the community continued to use the waterfront and wharf. Note the Bloomfield Wilderness Lodge was built on the coast south of the river in the early 1980's. The Lodge, like its neighbours living on the coast, were totally dependent on this waterfront and wharf.

In 1996 Simms sold these two blocks to the present owner of the Lodge/resort. The community became aware of new ownership when the erection of a carport was built on the Esplanade. Owing to the narrowness of this property, the edge of the roller doors sits on the boundary with Unnamed Road. The two metres of concrete driveway is actually on Unnamed Road. The rear of the building is barely a few metres from high tide and the beginning of the mangrove forest.

Apart from this building everything has remained the same. There has been virtually no maintenance done on the wharf, there has never been any signage to indicate any of the wharf area as being privately owned. In Mr Gooley's letter to the Bloomfield River District Residents' Association, he described the community using it as a "free for all".

In 2012, Mr Gooley, the present owner of these freehold waterfront blocks once again applied for the same road closures as the previous owner Mr Simms. Threats of fencing off the entire area from the public and putting a locked gate on the road entrance were made. The local community were galvanised into action. A public meeting was called at the wharf. Some 150 residents attended. The situation was explained, the only action that could be taken was to write objection to these proposed closures. It is understood that there were in excess of 50 objection. Once again the closure applications were not successful. Once again reasons for this were "not in the public interest". At present the Wilderness Lodge is for sale again. The two freehold blocks on Ayton's only waterfront are being sold independently from the Lodge.

Report: Ayton's Waterfront Future.

APPENDIX C – Letter of objection to road closure from Wujal Wujal Shire Council

28 August 2012

Department of Natural Resources and Mines
PO Box 5318
TOWNSVILLE QLD 4810

Facsimile: 07-47997533

Dear Sir / Madam,

RE: APPLICATION FOR PERMANENT CLOSURE OF ROAD
YOUR REFERENCE 2012/003015

Wujal Wujal Aboriginal Shire Council shares a boundary with Cook Shire Council, only a few kilometers from the areas proposed to be closed in the above application.

We would like to lodge our objections to the permanent closure of Norman Street and the unnamed road alongside the Bloomfield River wharf on the following grounds:

- The Indigenous people of Wujal Wujal have a strong historical connection to the land and sea in this area, and this has been maintained by our daily use of the roads proposed to be closed
- The roads are both presently in public use
- Closing the roads would deprive the public of access to the waterfront
- Norman Street continues north towards the centre of Ayton, and is used by pedestrian and cycle traffic to avoid walking along the main road (West Street) which does not have footpaths

If you need any further information, please contact our Chief Executive Officer (Kevin Wormald) on 40839100 or email: ceo@ww.jalwujalcouncil.qld.gov.au.

Yours faithfully

ALISTER GIBSON
ACTING MAYOR

TALITA NANDY
COUNCILLOR

APPENDIX D – Personal Recollection of the Wharf area from 1949 onwards

By Harry Dick

When I came to Bloomfield in 1949 there was no road to Cooktown. Everything came in by boat and any produce went out by boat from the sawmill wharf. The sawmill had just finished logging the private property at Gap Creek, then know as the 12 Mile Scrub. The road from the 12 Mile passed Ayton about where the present road passes. Just before the creek that crosses the present road on the Ayton side of Second Street, the road turned and travelled along the bank of the creek to Broadway Street where it turned again to follow Broadway through the mangroves (the present track through the mangroves is along this section of the original road). Then it went along Unnamed Road to the river. You then went close to the river, climbed a hill, descended another hill – a present entrance to the boat ramp transverses a flat – the boat ramp to climb another hill –the second entrance to the boat ramp. From there it followed the route of the present road to the sawmill.

There was no wharf beside Unnamed Road. There were the remains of 2 piles which could be seen sticking from the gravel at low tide and which I assumed were the last signs of the sugar wharf built in 1884. There was, however, a gravel beach that started from an outcrop of stone at the river end of Unnamed Road. This beach extended for a short distance downstream, then beside the road to the mangroves where Trailfinders now have their shed. This was a well-used beach. At Ayton there was a rather large aboriginal camp and there always seemed someone on the beach fishing as long as the tide did not cover it. Sometimes (probably when the fishing was exceptionally good) there would be quite a gathering on the beach.

This beach, because of the hard ground and shelter, was also used by the fishermen to beach their boats if in need of repairs, as they could be left unattended and safe from tides and thieves. Anything needed could be bought from Olufson's store or obtained by him from Cairns.

I was mining in those days so was not particularly into fishing or boats, so these things were only seen in passing, but as I passed with horses there was plenty of time to have a yarn with an acquaintance, or admire a fish and take in the scene.

In 1972, Ted Simms obtained a 10 year special lease on the wharf area and the public purpose reserve adjoining. He dozed ground from the hill beside Unnamed Road and used it as fill to build a wharf from which to ship to Cairns logs from 12 Mile Scrub.

By then the road to Cooktown had been built in its present position so the road to the wharf, to Unnamed Road, now turned off the main road to go through the public purpose reserve as it does today. As the timber truck could not turn on the wharf after dumping its load, a road was made up the hill from the river end of Unnamed Road, to connect with the main road.

Building the wharf and loading logs caused no real disruption to the fishing. When the barge was loading, all were understandably banned from the wharf because of the very

real danger of being hurt or killed. When the barge was away delivering a load, fishers had the free run of the wharf. Not being able to fish when the barge was loading was much the same as not being able to fish from the beach when the tides were high and the beach covered. Being able to fish at all times and tides when the barge was away was an advantage.

Before the wharf was built the beach was a popular spot with plenty of room to move about and deep water close to the beach. This spot was probably used by Kuku-Yalanji people dating back to the time when they first invented fishing lines. Now this gravel beach has been covered by a wharf, but it is still the same fishing spot - just a little more comfortable and not so close to the crocodiles. And the Kuku-Yalanji were often joined in their fishing by the whites.

In 1964 I had given up horses and taken to boats and pegged and occupied a miners homestead perpetual lease at Kangaji (5 kilometres outside the river) For stores I'd go to Olufson's store, 2 km up the river from the gravel beach, the present wharf. At about the time Sims built the wharf (1972) Bill Smith opened a store at Ayton. Soon after, with a sigh of relief, Olufson closed his store, so I began to patronise Bill Smith' s store and was then tying my boat at Ted Simm's wharf which could be approached or left, by boat, at any time and from which there was a clear walking track to Ayton. Also at about this time MHPL (Miners Homestead Perpetual Lease) was pegged at Wongabudja and later two others at the beach at Kangaji.

The application for one of these later MHPL's was aborted so it was claimed by the Aborigines. There were three occupied properties outside the mouth of the river,(the aboriginal land as yet unoccupied) that were dependent on the wharf for safe mooring of their boats when visiting Ayton for stores, mail, etc. There being no possibility of road access to these properties, because of the rough nature of the surrounding country, the MHPL at Wongabudja was bought by Ian Curtis who built the nucleus of the present Lodge on the property in 1980. This Lodge changed hands a couple of times before being bought by Trailfinders, its present owner.

Without any consultation or notification, Ted Simms obtained the freehold of the wharf area and the adjoining public purpose reserve in 1984. In 1985 he applied for closure of Unnamed Road and Norman Street. There was an uproar by the community and the closure was disallowed – it was "not in the interest of the community". Ted Simms conceded the ruling and all was as before with the public and the Lodge continuing in their everyday use of the wharf.

In 1993 the Bloomfield Lodge bought the wharf and the ex public purpose reserve from Simms. The only action at the time by the owners was to erect a shed on the wharf in which to keep their cars instead of parking them on Unnamed Road, as they had for 15 years prior to the purchase. In 2012, Mike Gooley, the owner of the Lodge applied for closure of Unnamed Road and Norman street. There was an even greater uproar from the community than when Simms applied for the close of these same roads in 1985. Again the closure was disallowed – as it was" not in the public interest of the community".

Unlike Simms, Mike Gooley has not conceded the ruling and this is the cause of the current conflict.

Report: Ayton's Waterfront Future.

APPENDIX E1 – Letter 1 from Jabalbina

Jabalbina

Jabalbina Yalanji Aboriginal Corporation RNTBC
ABN 79 611 886 178 ICN 7002
Jabalbina Yalanji Land Trust
ABN 54 650 095 845

To whom it may concern,

Vehicle Access to Bloomfield Wharf

As the Eastern Kuku Yalanji People's Registered Native Title Body Corporate, primary Land Trust and registered Cultural Heritage Body, Jabalbina strongly supports the retention of vehicle access to the Bloomfield Wharf, Ayton.

Jabalbina manages the Eastern Kuku Yalanji Indigenous Protected Area (IPA), employing around 10 permanent Indigenous rangers and additional casual rangers. The IPA includes a number of Hope Islands National Park and large areas of the Great Barrier Reef Marine Park as well as coastal areas such as north Weary Bay, Cedar Bay and Kangkiji Beach that are best accessed by boat. Jabalbina has regularly charted vessels to access and manage these areas since 2011 using the Bloomfield Wharf.

Vehicle access to the wharf is essential for Jabalbina to continue effective management to these areas, as management often involves loading and unloading heavy and bulky equipment, tools, camping gear or marine debris and other rubbish. For example, earlier this month (17-20 February 2015) Jabalbina undertook marine debris removal at Cedar Bay and Hope Islands. Four large ute loads of debris, including a marine rope weighing several hundred kilograms, were transferred to vehicles on the wharf for disposal. Pedestrian-only access to the wharf would have made this operation impractical, while transferring this debris to land via the nearby beach or boat ramp would have been difficult and dangerous due to the well-known crocodile problem in the Bloomfield area.

Jabalbina recognises the issues caused by the wharf being located on the private freehold parcel 265R750 and supports the efforts of the Bloomfield Wharf Working Committee, Trailfinders and Cook Shire Council to find a solution to guarantee future public pedestrian and vehicle access to the wharf.

Please contact Jabalbina if we can assist in resolving this matter.

Yours sincerely

Jim Turnour
Chief Exectutive Officer
27th February 2015

Yalanji warra muruku junkurrjimaka bamangka bubuku

"Yalanji people stand strong together for our people and our land"

PO Box 7279
CAIRNS 4870
Ph: (07) 4051 1400
Fx: (07) 4051 4361
admin@jabalbina.com.au
www.jabalbina.com.au

APPENDIX E2 – Letter 2 from Jabilbina

Jabalbina

Jabalbina Yalanji Aboriginal Corporation RNTBC
ABN 79 611 886 178 ICN 7002
Jabalbina Yalanji Land Trust
ABN 54 650 095 845

To whom it may concern,

Vehicle Access to Bloomfield Wharf

Jabalbina recently provided a letter of support for the retention of vehicle access to the Bloomfield Wharf to enable Jabalbina rangers to continue effective management of marine and coastal areas best accessed by boat.

Traditional Owners have now instructed Jabalbina, as the Eastern Kuku Yalanji People's Registered Native Title Body Corporate, to further advise of their strong supports to retain vehicle access to the Bloomfield Wharf.

The wharf area has long been an important place for fishing and boat access for the Jajikal-Warra Traditional Owners of Ayton as well as other Eastern Kuku Yalanji people living in the Bloomfield area. Today it continues to be an important facility for Traditional Owners and the general public for loading boats and for fishing. The Bloomfield River has a serious crocodile problem, and the Ayton wharf provides the safest public fishing platform in the vicinity of Ayton and Wujal Wujal Aboriginal community for fishing. Vehicle access is essential when loading and unloading equipment from boats, and also provides more convenient access to the wharf for fishing, particularly for Elders and people who are less mobile. Traditional Owners are therefore very concerned to see an important community facility potentially being closed to vehicles for the public..

Traditional Owners recognise the issues caused by the wharf being located on the private freehold parcel 265R750 and support the efforts of the Bloomfield Wharf Working Committee, Trailfinders and Cook Shire Council to find a solution to guarantee future public pedestrian and vehicle access to the wharf.

Please contact Jabalbina if we can assist in resolving this matter.

Yours sincerely

Jim Turnour
Chief Exectutive Officer
6th March 2015

APPENDIX F – Letter from Wujal Wujal Community Care

Wujal Wujal Community Care
119 Hartwig Street
Wujal Wujal.4895.
Ph: 40839126/0448188152

02.03.15

To Whom It May Concern
Re: **Access to Ayton Wharf**
I write this letter as coordinator of Wujal Wujal Community Care. Our service is auspiced by the Wujal Wujal Council and provides services for the frail elderly, younger people with disabilities and their carers in the Bloomfield River Valley, including Wujal Wujal, Ayton and the Southside, Bloomfield River. Three Shires meet here, Cook, Wujal Wujal and Douglas. We provide services to eligible clients in all three shires.
I have coordinated services here for over 20 years, live on the south side of Bloomfield River, work mainly in Wujal Wujal, and own land both in Cook and Douglas Shires. The river is used extensively as part of not only my personal life, but also the lives of my clients and their families.
Our indigenous clients regularly fish at Ayton Wharf. It is the only place that enables them to access their river if they have a wheelchair or walker. We are able to drive our bus with the wheelchair hoist right up to the wharf. The river is extremely important to both the indigenous people, who are the traditional owners of the place, and to other people who reside on the river or south of the Bloomfield. They have fished at the wharf all of their lives and a few of my clients actually lived and grew up with their families on the little hill next to the wharf. The indigenous clients have a strong connection to the river and the place.
I also have a client whose only access is by sea. We regularly pick him up at the wharf and take him for medical appointments, shopping and supplies.
In the wet season we rely heavily on being able to get to the wharf for supplies and medical emergencies. It is the only safe place with enough shelter from the flooding river to bring the boat into and safely load and unload.
I therefore write this letter to advocate for **continued fair and equitable access to the wharf for all people**, regardless of their ability; for present, past and future clients, for all residents, and for myself and my family.

Yours sincerely

Sharon Anderson O.A.M.
Coordinator- Wujal Wujal Community Care

Report: Ayton's Waterfront Future.

APPENDIX G – Letter from former Wujal Clinic Ambulance Driver

February 25, 2015

To Whom it May Concern,
I drove the ambulance for Wujal Wujal clinic for 26 years until retiring in 2013. During that time I remember about 6 occasions when I had to collect patients who had been brought in by boat to the Bloomfield wharf. Most of these patients were staying at the Bloomfield Lodge.

In my opinion the Bloomfield wharf is still the only safe place on the river for the ambulance to collect anyone who comes in by boat ; on any tide or even if the river is in flood.

It is common sense that for this reason vehicle access to the wharf needs to be maintained.

Keith Rush

Report: Ayton's Waterfront Future.

APPENDIX H – Letter from Wujal Wujal Elder in regard to Helipad

February 23, 2015

To Whom It May Concern,

I have lived in Wujal Wujal community for many years. Since the new clinic was opened in the early 1990's I recall at least 2 occasions when the Emergency helicopter has been unable to land at the helicopter pad next to the Clinic as there was no visibility due to thick, low cloud cover. They could not see where to land and one time I was worried that they would hit the electricity wires near my house as visibility was so poor.

On one accession a young fella died from his injuries. Maybe he could have been saved if he had been air-lifted out.

Afterwards (I was councillor at the time and Agnes Walker, now deceased, was the Mayor) we went up with one of the pilots to look for a possible alternative site to land a helicopter in bad weather. The pilot at the time, (a Vietnam veteran) said that the only good place would be the open area next to the Bloomfield wharf . It seems that the wind off the sea keeps the low clouds away from near the river mouth. Also that place is easy to see from the air because of it's pale yellow colour. I don't know if there was ever any follow through. Perhaps the SES might know.

Anyway it is worth considering this as one reason to keep the wharf area open to vehicles.

George Kulka.

Report: Ayton's Waterfront Future.

APPENDIX I – Letter from former south side resident on emergencies

Julie M. Hutchin

Consulting Australia
Training & Assessment

Mobile: 0427 054 132

We train and assess nationally and internationally

9 April, 2015

TO WHOM IT MAY CONCERN

I was a Resident Landowner at Bloomfield River Southside from 1981-2006. During river trips I used the Main Wharf for Access to Ayton. (Boat was only transport).

During that time my husband required Urgent Medical Attention for Weils Haemorrhagic Syndrome. He was literally bleeding from everywhere in his body.

He was laid on a door by the neighbours and taken down and across the River to the Public Main Wharf. The Doctor was met at the RFDS Aircraft and driven toward Ayton where they met my husband and those who were transporting him.

The Wharf is the only Access suitable for loading and unloading very critically ill patients at High or Low Tide. During my husband' incident it was Low Tide with a severe Storm front coming in. They just made it. The Relief felt when the Plane is heard is amazing. At that time, I was 7 months Pregnant.

For other Residents and Visitors on Boats the plane was called in and the Wharf Access used on many occasions.

I attended a Public Meeting with Cook Shire Council at The Main Wharf where they agreed that Public Access across that Wharf had continued for more than 100 years and could not be discontinued. There was a marker post installed at the direction of Cook Shire Council on the up river corner of the Main Wharf to indicate thoroughfare across the Wharf.

The Primary Risks that Residents will face in the Future: No Access to the Main Wharf for Medical Emergencies and also the ability to implement planning to deal with Oil or Chemical Spills coming in from the Sea. Preparations will need to be Co - ordinated with Access to the Main Wharf always being available for Medical Emergencies and Equipment installation.

Risk Management and Analysis has not been thorough. When do we close both our exits?

Kindest regards,

Jules

Julie M Hutchin JP (Qual)
Mob: 042 705 4132

0427 054 132 [illegible] [illegible] PO Box [illegible]
Facebook: Julie M Hutchin Consulting Australia LinkedIn: [illegible]

Report: Ayton's Waterfront Future.

APPENDIX J – Letter from Tour Operator

To whom it may concern

I am very keen to contribute to a positive debate about preserving and presenting the Bloomfield Wharf Precinct as a living and used heritage gem, as part of the economic development of the area.

As a current tour guide, writer, and former Director of national Community development programs with the Australian Sports Commission, I believe that my credentials and ideas merit some consideration. As a tour guide, in particular, I have come to appreciate with delight the region, its stories and its people. I also understand what visitors like and need most about the area.

For a couple of years now, since the process to develop the Master Plan for the Bloomfield Track, I have been advocating for the development of a Daintree Cooktown Drive, to interest, educate and retain travellers to the area.

I understand that this or some version of this project is currently being addressed by the three Shires. I have no idea whether the final version will be as exciting and useful as it might be – time will tell.

In any case, the Ayton/Bloomfield/Wujal area has a number of strong stories to tell, and these need to be addressed as part of a tourism and economic development strategy. It will involve education, marketing and some small infrastructure development.

I don't know all the stories of Bloomfield, but they include Indigenous culture, maritime history, European history, scenery, nature activities and nature.

For my way of thinking, the Bloomfield wharf is an out and out favourite to present these aspects. It has scenery, nature, and history, like no other place nearby.

As a very popular and used area, it also has a strong degree of community interest.

It's a no-brainer as a small but intensely interesting Interpretive location.

I don't pretend to understand all the complexities of ownership and usage of the area. I just hope that wise heads can sit down and come up with a positive solution which suits all interests and advances the long term development of the area.

Yours sincerely

Mike D'Arcy

D'Arcy of Daintree 4WD Tours
116 Palm Road
Diwan QLD 4873
Ph 0402 849249

Report: Ayton's Waterfront Future.

APPENDIX K – Letter from Captain, Master Malu Trojan Sea

Tuesday, March 24, 2015
Captain BRENDAN P A JONES
Master Malu TrojanSea Swif41-45
Tingara StreetPortsmith Qld 4870

To Whom it my concern

This is a letter regarding the pickup of the pile driving rig from Bloomfield river. The company that I work for were approached by Avopiling PTY LTD to pick up There Bauer BG-40 tracked drilling rig which weighed 90 tone, the machine that was doing work at the Bloomfield crossing last year.
We left it up to Avopiling company to get it organised as to where it was to be collected with in Bloomfield River.
It took Avopiling approximately 3 - 6 months to get the approval from the Cook Shire Council to move the machine, from the crossing down to the area, which was suitable for the barge to collect .
There were three positions on the river that were talked about being suitable pick up points. After a lot of emails and talking to several locals it was decided that the landing at Ayton as being the most suitable.
On the morning of the pickup, I crossed the bar at the mouth of the Bloomfield river at high tide at approximately 06:30, I positioned the barge on the landing being the southern side of the wharf at Ayton. Then at approximately 07:00am the pile driving rig was loaded, the barge on the first attempt to get off from the area became stuck in the mud. The machine was unloaded and I moved the vessel back so that it would float when the pile driving rig was loaded again. On the second attempted the barge got off landing.
I anchored the barge at the Bloomfield river mouth to wait for the high tide that evening being 18:30.
Please do not hesitate to contact me if you have any further questions regarding the pickup.

Mobile 0488089510 Email malutrojan@seaswift.com.au
Yours Sincerely,
Captain Brendan P A Jones
Master Malu Trojan

APPENDIX L – Explanation Ralph's Steps

Ralph Fuller (now deceased) built some concrete steps at the end of

Unnamed Road after the first (failed) attempt by Ted Simms in the mid 1980's to close the roads. Ralph used the river a lot for fishing, visiting friends and as a guide for a river cruise business. He collected rocks and with little help from a friend made some steps and a pathway by cementing around the rocks. The cement was mixed by hand, in a wheel -barrow.
They have served the community well over the years, saving a walk through soft mud and sharp rocks /oysters when the tide is out. They are now somewhat eroded away.

Report: Ayton's Waterfront Future.

APPENDIX M – Front page of Port Douglas & Mossman Gazette June 18, 2015 Issue

Reproduced by permission PD&M Gazette, Photo by Mike D'Arcy, location - opposite boat ramp.

Report: Ayton's Waterfront Future.

APPENDIX N1 – Letter re Crocodiles in the Bloomfield River

26th November, 2014

To Whom it May Concern:

Recently we have had a crocodile, thought to be a male, stalking the front of our river front property. It cruises past while we are fishing. This crocodile is about 5m in length.

Last Sunday, 23rd November, the crocodile crept alongside our pontoon and positioned himself beside the walkway and our dinghy, where we walk to return to the land.

Luckily, as Mr Tunsted walked to disembark, he pushed down on the bow of the dinghy, causing it to rock and bang on the boat ramp. Boat was sitting in 10 cm of water, as the dingy hit the ground. It startled the crocodile, causing him to swing his tail and quickly exit the mangroves.

Since then, we have seen the crocodile resting in known boat ramps and fishing spots. A safe and permanent area is essential to keep residents safe during crocodile breeding season.
Also, to unload items from a boat to a vehicle in emergency and natural disaster events.

Janice Fowler
6 Banabilla Road,
Degarra.

Report: Ayton's Waterfront Future.

APPENDIX N2- Letter re Crocodiles in the Bloomfield River

27.11.2014
To Whom It May Concern:

I would like to draw your attention to the increasing environmental issues regarding the impact of crocodiles on the human and animal population of the Bloomfield River.

My husband and I have lived on the river for approximately 40 years, most of my daily activities revolve around and are based on the river.

During the past 5 years, I have lost at least one dog per year to the crocodiles. Numerous other community members have lost dogs too.

Together, on this side of the river, we have lost 5 dogs in the past 8 weeks.

We presently have a 5 metre black crocodile, who is making himself regularly know in the surrounding areas, where we embark and disembark from our vessels.

This croc has been stalking our pontoons, attacking our boats and surfacing regularly.

We are now taking extreme precautions to prevent any unforseen deaths with the best of our resources.

We have a solid pontoon in place, adjacent to our riverbank which allows us to safely enter our vessels.

We cannot ensure our or others safety due to constantly being in threat from these animals.

In their protected status, they have increased in numbers and have become a major concern to the human, animal and broader community who have involvement with the river.

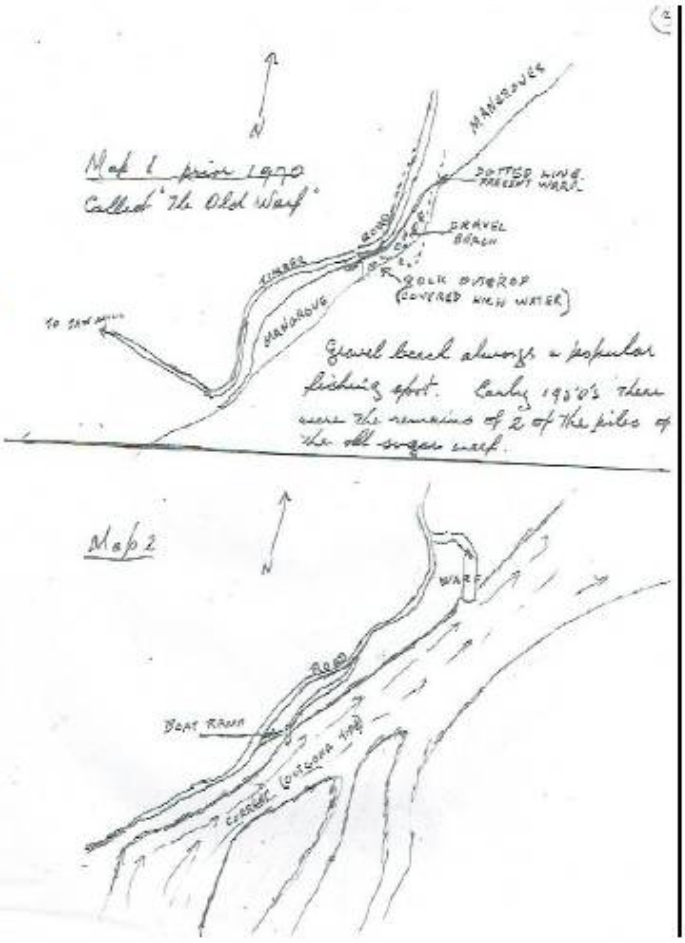
B & M Dunn
Ph: 07 40608169

Report: Ayton's Waterfront Future.

APPENDIX O – Maps & Explanation of Current at Boat Ramp and Wharf

As can be seen by the sketched map (below), the river flowing north on the outgoing tide comes down a wide, straight stretch and is turned by the high ground on the north side of the river to flow approximately east. On this easterly stretch the river is narrow and steeper so that the current persists along the north side making a swift current right along the bank where the boat ramp is. This swift current to the bank makes the boat ramp area an unsuitable place to tie a dinghy and leave it unattended. A timber loading wharf was built here in the late 60's and washed away during its second wet season.

As can be seen on both sketched maps there is a slight indent upstream of the wharf so that the main current passes the wharf. - a fact borne out by the shallow water and both upstream and downstream sides of the wharf. It is this protected area which makes this an ideal spot for landing or mooring a small boat.



Report: Ayton's Waterfront Future.

APPENDIX P – Letter from Trailfinders

Louise Breton <louise@trailfinders.com> Details
Message from Mike Gooley
7 December 2012 3:11 AM

Dear Barbara

Thank you for your letter expressing the views of the BRDRA on the matter of the application for the two road closures and the use of the wharf by the public.

These two matters are of course quite unrelated in that the roads do not provide access to the wharf as that is reached by unguented tracks across our freeholds (Lot 1 and Lot 26).

The simple reason for applying to close the two roads in question is that they serve no purpose but are just a legacy from the gazetted plan drawn up in Brisbane in the 19th Century.

These "roads" are not used, never have been and never will be. They became an anachronism when the current tarmac main road was built by passing the area.

There is no logic in continuing to show these roads on the gazetted plans as they lead nowhere. In the name of progress they should be written out.

The second and quite separate matter concerns the fact that the public without right are in the habit of using the wharf at will, although it is freehold land owned by Trailfinders PTY Ltd. This is simple trespass which you describe as 'a sense of community ownership'. While we can understand this is attractive and convenient it is still trespass and we should look to regularising this aberration.

The council have provided a public wharf a little upstream which is a superior facility. It is true that it is further from Ayton but we see very little evidence of people walking from our wharf to access Ayton which is itself some distance anyway. The few that do are known to us and can be accommodated. The great majority use cars to access our wharf.

You acknowledge the wharf is private property and that we are burdened by theft and occasional friction. To this I would add that considerable public rubbish is also left for us to clean up.
People enjoying the wharf area do not make any contribution to the maintenance of the facility and discourage the owners from any future investment.

All that said Trailfinders Pty Ltd understand the attractions of the wharf and have no wish to be petty enforcing their rights. We do want however to collectively regularise any future use and limit the free-for-all situation that now applies.

Some form of permit to use with a fee might satisfy all parties. This could be financed by the Council, by the BRDRA or jointly.

Objecting to the road closures is irrelevant to access to this land and should not be used as a form of bargaining chip. Two separate matters.

I believe we can find a way forward which is fair and harmonious. We do believe our very significant investment has brought considerable benefit to this outlying area and the Community in general.

Yours sincerely

Mike Gooley CBE
CHAIRMAN

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APPENDIX Q – Early Economic Development

By Harry and Angie Dick
Prior to 1960 the Bloomfield River community was the heart of a small but rich mineral and timber reserve. It was very isolated, and transport was either by boat or by horse. Local industries at the time were all dependent on the rich natural resources of the area. These industries were gold, tin mining, saw milling of timber, cattle farming and fishing

Roads from Cooktown and Daintree were built in the early 60's. This enabled electricity to be brought to Cooktown via Bloomfield. The whole community was in the Cook Shire. In the mid 60's the southern boundary was shifted from the Donovan Range (near Cape Tribulation) to the Bloomfield River, dividing the community in half, Cook Shire on the north side of the river, Douglas Shire on the south. The three indigenous clans in the area were being drawn from their traditional lands to be incorporated into one group, the Bloomfield River mission.

In 1980 this indigenous community became a shire in its own right, the Wujal Wujal Aboriginal Shire.

This small remote community is now divided into three separate shires. By mid 1970's sweeping changes to the tenure of both land and sea had begun, heralding the imminent decline and end of most of the local industry.

In 1975 the Great Barrier Reef Marine Park was declared. In the late 70's two new national parks in the area were declared, Cedar Bay National Park to the north along and coast and Tribulation National Park from the mouth of the Bloomfield River south to Cape Tribulation. 1981 saw the first World Heritage area declared, that of the Great Barrier Reef Marine Park. In 1983 a road to Cape Tribulation was formed,

However the greatest change of all was the declaration in 1988 of World Heritage listing of all the area surrounding the Bloomfield valley as Wet Tropics World Heritage area

The total protection of this area (formally TR165) signalled the collapse and permanent end to most local industries.

There are currently a few small ones compatible within this protected environment. One of these is tourism. In the Bloomfield area it is still in its infancy.

However, with recent dramatic improvements to the roads and recent completion of the two major bridges, accessibility to this region has greatly improved. Many people wishing to visit Cooktown make the trip by the "coastal road" from Tribulation, passing through Bloomfield

Report: Ayton's Waterfront Future.

APPENDIX R – Email - Wet Tropics Management Authority E-Book

From: CARMICHAEL Terry
Sent: Thursday, 4 June 2015 12:25 PM
To: Angie Dick
To: Ayton Wharf Working Group
RE: Bloomfield Track E-Book

Dear Angie,
This note is to confirm that we are currently producing a Wet Tropics digital resource, the Bloomfield Track E-book.

It has been widely recognised that the Bloomfield Track has suffered from a lack of quality interpretation. This has resulted in visitors rushing through the track with little comprehension of the natural landscape, culture of the traditional inhabitants or European history.

The E-book will tell stories and facts about the values of the Wet Tropics World Heritage areas and impart knowledge of the shared cultural landscape and enhance visitors experience and so encourage them to stay longer and better enjoy to the area .

The E-book while be downloadable to any smart phone or tablet and will be available online at accommodation houses or at the Daintree Ferry, Cape Tribulation and Wujal Wujal townships.

Initially travellers will find bollards along the route with corresponding numbers allowing them to access the relevant script, photos and audio files. In the future it may be possible for users to
have the audio files and script respond to GPS points along the journey.

The partners in the project have been the Wet Tropics Management Authority, Douglas Shire Council, Wujal Wujal Shire Council, Jabalbina, Eastern Kuku Yalanji and private local tour companies.
The Cook Shire Council have also been involved in some meetings as observers.

It is envisaged in the future to expand the project to include Daintree Ferry to Cape Tribulation and Ayton to Cooktown but nothing at this stage has been confirmed.

Thank you for your interest in the Bloomfield Track Project.

Kind Regards
Terry Carmichael
Tourism Project Officer
TEL: 07 4241 0522 FAX: 07 4241 0550
Terry.Carmichael@wtma.qld.gov.au
Ground Floor Cairns Port Authority
cnr Grafton & Hartley Sts ⊡ PO Box 2050 Cairns QLD 4870

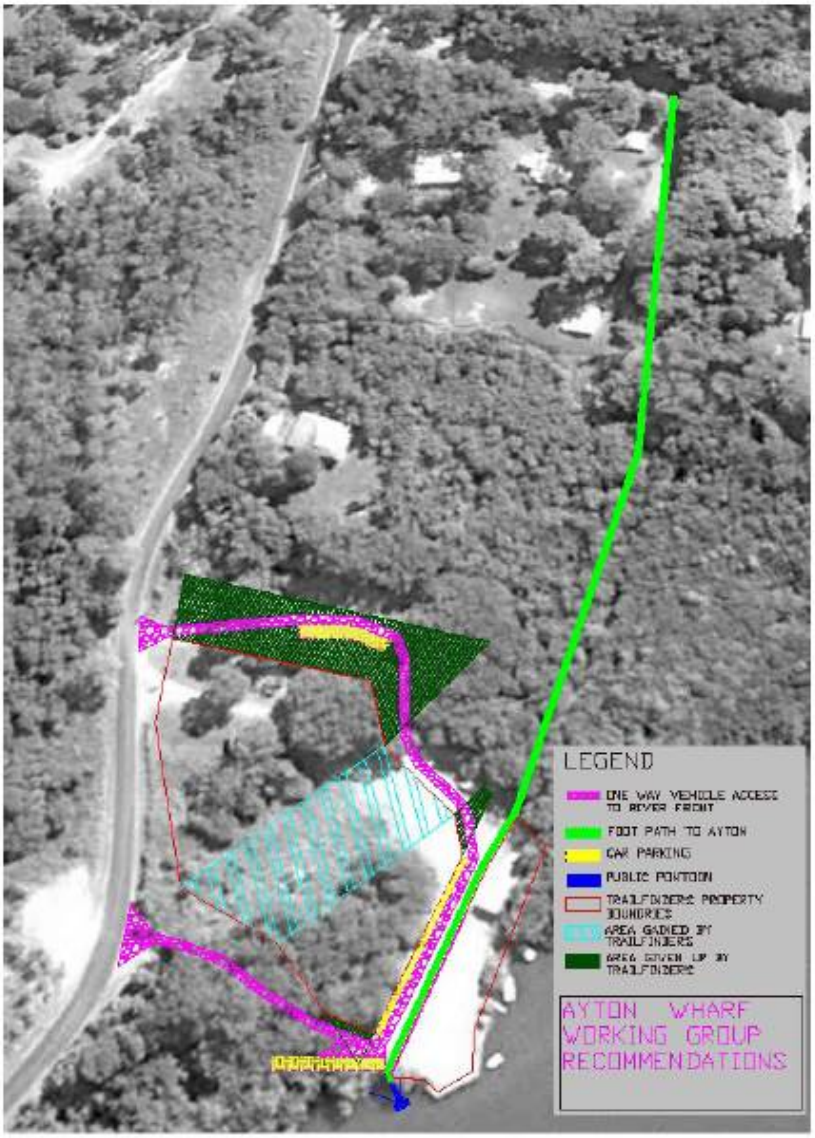
www.wettropics.gov.au

Report: Ayton's Waterfront Future.

APPENDIX S – Cook Shire Zoning Map of Ayton

Report: Ayton's Waterfront Future.

APPENDIX T – Recommendations Map



11.0 Acknowledgements

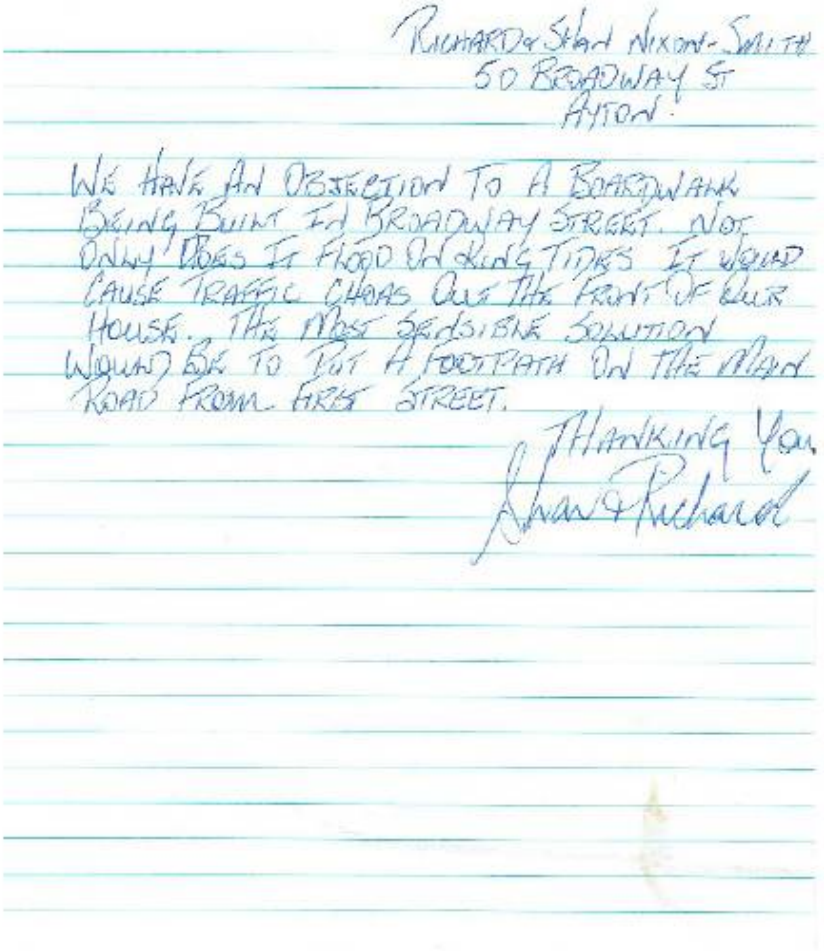
The working group would like to thank the following people for their input into the Ayton Wharf report.
Colin Burns
Greg Parsons
Eric Dick
Harry Dick (who has made an enormous contribution to the Report with his extensive knowledge of the history of the area and his written contributions.
John Oxley Library- photo on front cover

11.1 Members of the Ayton Wharf Working Group are:

Angie Dick
Barbara Dunn
Peter Roberts
Joh Anthonis
Daniel Hall
Ashley Holliday
Sue Holliday
Nerida Carr

APPENDIX

Report: Ayton's Waterfront Future:- Public responses



Richard & Shand Nixon-Smith
50 Broadway St
Ayton.

We have an objection to a boardwalk being built on Broadway Street. Not only does it flood on king tides it would cause traffic chaos out the front of our house. The most sensible solution would be to put a footpath on the road from Hare Street.

Thanking You.
Shand & Richard

B

Report: Ayton's Waterfront Future:- Public responses

22 9 2015

R.E: AYTON'S WATERFRONT FUTURE.

TO WHOM IT MAY CONCERN:

I PETER DALE ROBERTS, am a resident and have been a land owner for 39 years in the Douglas Shore, directly opposite the AYTON WHARF.

In my view the freehold properties mentioned in the WHARF REPORT, be returned to PUBLIC OWNERSHIP. "THIS WOULD PROVIDE ACCESS TO ALL PERSONS."

Peter A Roberts
310 BANABILLA RD
DEGARRA.
Q.L.D.
4895.
0408 080 050
PETERDALEROBERTS@GMAIL.COM

Report: Ayton's Waterfront Future:- Public responses

To whom it may concern.

We have read the report on the Ayton Wharf and would just like to put our support towards either the Queensland Govt or the three Shires Of Wudjel Wudjel, Cooktown and Port Douglas buying the Wharf property from the existing owners. and returning it to the Ayton Community.

We have recently taken over Haleys Camping and Cabins Ayton as at the 30th June 2015 and can only say that the Wharf is the focus point of the community where we send our guests and frequent it ourselves as an extraordinary fishing experience and mobile phone reception. Everyone has enjoyed this and we feel it is exceptional not only for locals but tourism to this area and can only be enhanced by information on past history of the area making the wharf an area not to be missed.

Yours Sincerely

Rob and Dawn Klok

Gary and Rhonda Mas

Bloomfield Beach Camp formerly Haleys Camping and Cabins

20 Bloomfield Road

Ayton FNQ 4895

Telephone 07 40698207

Email :- reservations@bloomfieldcabins.com

Report: Ayton's Waterfront Future:- Public responses

angiedick@hotmail.com.au Sat Sep 26 8:13 AM
to: Angie Dick

report

Some proposed changes to the final report.

1)The repeating the same info over and over again at the beginning of the report needs to be corrected. One possibility is to extend the introduction adding parts of the summary, e.g. the last paragraph in the introduction could read "The proposal was unanimously rejected at this meeting. Further discussions brought to light the need for a long term solution and reappraisal of the current and future use of the entire Ayton waterfront. And particularly THE WHARF. Chairman of Cookshire suggested a working group be formed to attempt to resolve the issues to the satisfaction of all parties. This report is the outcome of the findings of the Wharf Working Group which was subsequently formed." The main body of this report is only 15 pages long, the table of contents is clear and its easy to find whatever section you might be interested in. If for example I was meeting with whatever minister to bring this issue to his attention, I would write out my own summary which would accompany "the report". 2) A clear map such as the one Nerada passed around at the public meeting at the wharf, showing clearly the land parcels and the area in question, should accompany the introduction. (I have a copy of the map but it is a bit worse for wear.) 3) page 5 "usage of the wharf" in the last section, I think Pete Thomas' letter should accompany Captain Brendons', also I think Harrys photo be removed and replaced with one of those bloody good photos that Barb took of the barge at the wharf 4) page 12 (conclusions) I think the third paragraph beginning" The core of the problem" Should be in bold print as this is the key conclusion. 5) page 13 after the end of the second paragraph I think that bloody good quote from Terry Reid should be include here. "How land is used may change over time depending on patterns of settlement, community expectations and requirements of legislation and the and the owners or managers of the land. ISSUES CAN ARISE WHEN THE TENURE ARRANGEMENTS . etc..... " Manager land services. Dept. Natural Resources. appendix ?

Report: Ayton's Waterfront Future:- Public responses

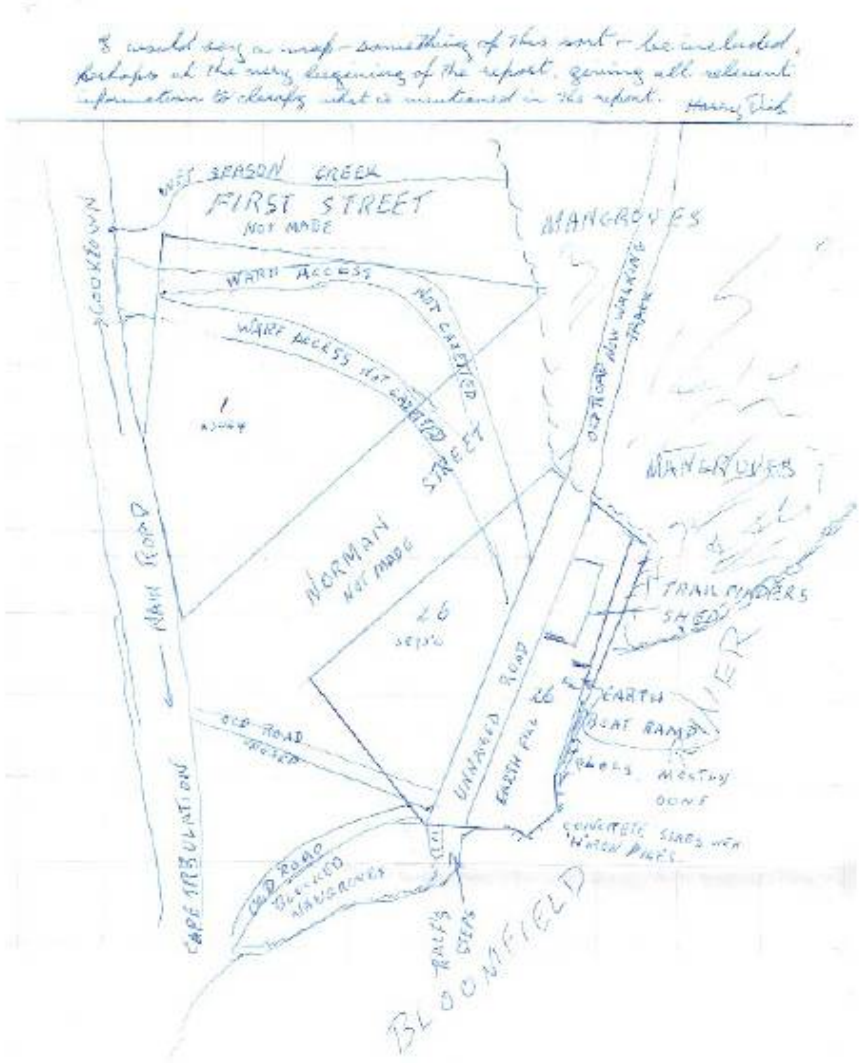
Angie Dick
To: Angie Dick
Sun Sep 27 4:27 PM

Recommendations

Possible alternative to the beginning of the draft recommendation as I don't believe it to be clear enough.

This report demonstrates the need that the Ayton Wharf Lot 26 Parish of Solander7 be made a public facility. Also, that the adjoining portion, Lot 1 is needed for appropriate community development and to give adequate access to the wharf. So it is recommended That the Cookshire, after obtaining .etters of support from Wujal Wujal and Douglas Shires, approach the State Government for funding to buy these two properties. If the above were carried out successfully the present conflict of purposes would be resolved with no party being disadvantaged. In fact all parties would gain from such an outcome. Should the above recommendation not be accomplished the Working group has identified a number of areas that may help to alleviate the situation , but their effectiveness would not be complete and some issues would remain.
Also these following options could be a considerable cost to the shire, whereas a successful application to the state government would be exactly the opposite. These alternative option are;..... Harry Dick

Report: Ayton's Waterfront Future:- Public responses



Report: Ayton's Waterfront Future:- Public responses

1.10.15
40 60 8129

COL BURNS
5 BROADWAY ST.
AYTON / BLOOMFIELD

RESPONSE TO AYTON WHARF REPORT

I ASK THE WORKING GROUP TO INCLUDE MY ADDITIONS IN THE FINAL REPORT —

(1) LETTERS OF REFUSAL TO PERMANENT ROAD CLOSURE APPLICATIONS WITH REASONS CLEARLY STATED ON DEPT. LETTER HEADS, COPIES ATTACHED (SIMMS 1988 AND, TRAILFINDERS 2013),

(2) THE "A BRIEF HISTORY" AYTON & BLOOMFIELDS RIVER VILLAGE

THIS SIMPLE, ONE PAGE REPORT TO BE INCLUDED AND DATED FEB/2015.

(3) THE WORKING GROUPS RECOMMENDATION TO STATE CLEARLY "THE AYTON WHARF IS TO BE RETURNED AS A PUBLIC WHARF"

THE TENURE TO FREEHOLD FROM A *SPECIAL LEASE FOR STORAGE & TRANSPORT OF TIMBER IN 1984 SHOULD NEVER HAVE OCCURRED. NO LOCAL CONSULTATION.

* THIS CHANGE TO FREEHOLD FROM A SHORT TERM SPECIAL LEASE HAPPENED IN LATER YEARS OF A CORRUPT STATE GOVT. WITH MINISTER FOR LOCAL GOVT & MAIN ROADS ROSS NINZE A NATIONAL PARTY APPOINTED? COOK SHIRE ADMINISTRATOR, NOT ELECTED.

(4) MY KNOWLEDGE GLEANED FROM DEPT. RECORDS CLEARLY SHOWS THE 11 YARD WIDE ROAD — WAY WAS EXCISED FROM WHARF BLOCK

Report: Ayton's Waterfront Future:- Public responses

COL BURNS 2 WHARF RESPONSE

(4) TO PROVIDE ACCESS TO WHARFAGE RESERVE R73. THIS WHARFAGE RESERVE WAS CANCELLED AND RE GAZETTED AS A PARK & RECREATION RESERVE R 198 IN 1983.

IT IS OBVIOUS THAT CHANGING THE WHARF RESERVE TO A PARK & RECREATION RESERVE COINCIDES WITH SIMMS GAINING FREEHOLD OF MAIN WHARF (1984) AND SUBSEQUENT APPLICATION FOR PERMANENT ROAD CLOSURE OF THIS ROAD ACCESS NO LONGER REQUIRED TO A WHARF RESERVE

I HAVE COPIES SHOWING THIS INTENTION ON DEPT RECORDS.

(5) AS I ONLY HAD WORKING GROUP DRAFT REPORT OVERNIGHT I DONT RECALL MENTION OF A BOARDWALK THROUGH BROADWAY FOOT TRACK THROUGH TIDAL MANGROVES.
COOK SHIRE WILL DO NOTHING ON THIS UNLESS PRESSURED. LOCAL LABOUR OF COURSE. MAYBE MY PATHWAYS.
AN UPGRADE OF THIS ACCESS TO AYTON FROM WHARF/RIVER IS LONG OVERDUE.

THANKS FOR CONSIDERING MY SUBMISSION!

Regards

Col Burns

PS KINDLY GET ME A COPY OF THIS RESPONSE AND ALSO A SPARE COPY OF THE [illegible]

Report: Ayton's Waterfront Future:- Public responses

AYTON – Bloomfield's River Village

(A brief history)

Ayton, the township, was established on the Bloomfield River in 1884 to service the local developing sugar industry. This began a few years earlier with the construction of the wharf and tramline to the sugar mill site north of the river.

Later in 1889 land was excised from the wharf blocks to provide a permanent 11yard wide roadway to the river's edge.

This Unnamed Road provides access to and from the township of Ayton. Ayton's river access and wharf are more important today due to the increase in population and diverse needs of the district.

In recent times a town reserve (R28) for public purposes adjacent to the Wharf area was converted to freehold title. Another reserve (R73) for wharfage purposes was cancelled and became a park and recreation reserve. Ayton's main wharf was for ten years a special lease (SL34969), conditional for the storage and transport of timber only, and was converted to freehold title without any special conditions.

These three crucial changes to public land occurred without any community knowledge or consultation.

It's imperative that the present public land adjacent to Unnamed Road be reserved for public access and wharfage purposes.

By Colin Burns, February 2015

Report: Ayton's Waterfront Future:- Public responses

Queensland Government

Department of Natural Resources and Mines

Author: Angela Bastin
Our Ref: 2015/[illegible]
Unit: State Land Asset Management
Phone: 4799 7388

22 May 2013

Col Burns
MS 15
Cooktown QLD4895

Dear Mr Burns

APPLICATION FOR PERMANENT ROAD CLOSURE ADJOINING LOT 1 ON A3024 AND LOT 26 ON SR 760

Reference is made to the abovementioned application for permanent road close

The department wishes to advise that investigations into this application for permanent road closure have determined that the roads are still required for their dedicated purpose and the application has been refused

If you wish to discuss this matter please contact Angela Bastin on 4799 7388

Yours sincerely

Angela Bastin
Land Administration Officer

Office:
Level 3, State Government Building
187 - 203 Stanley St
Townsville QLD 4810

Postal:
PO Box 5318
Townsville QLD 4810

Telephone: (07) 4799 7068
Email: Townsville.SLAM@dnrm.qld.gov.au
Website: www.dnrm.qld.gov.au

Report: Ayton's Waterfront Future:- Public responses

Land A

Department of Lands
Land Administration Building
[illegible]

[illegible]

Enquiries to: Mr. Cordery (Roads 4)
Telephone (07): 224 2332
Your Ref:
Our Ref: RC 36995
Date: 30 November 1988

C Burns
Broadway Street
Ayrton
via COOKTOWN QLD 4871

Dear Sir,

With reference to your objections of 27 January 1987 and 9 February 1987 to the application by N.S. Simms for the permanent closure of the road intersecting Lot 26 on Plan SR750, Parish of Clerk, as advertised in the Government Gazette of 15 November 1986 at page 1519, I have to inform you that the road closure has been refused on the grounds that the road area is required for public use.

Yours faithfully,

Secretary.

Report: Ayton's Waterfront Future:- Public responses

From: ray dark <ray.dark.2322@gmail.com>
To: holliday_sue98@yahoo.com.au
Sent: Wednesday, 9 September 2015, 12:51
Subject: Ayton wharf report

Hi Sue. I appreciate all the hard work the committee has done to get this report completed. I really think the state government should buy the wharf land back from the owner. Ray Dark

From: Daniel Hall <danielthaihall@gmail.com>
To: Sue Holliday <holliday_sue98@yahoo.com.au>
Cc: Barbara Dunn <barbaradunn@harboursat.com.au>; Nerida Carr <bloomfieldriver@bigpond.com>; Angie Dick <angiedick@hotmail.com.au>; Joe Anthonis <hannes.anthonis@gmail.com>; Peter Roberts <peterdaleroberts@gmail.com>; Ashley Holliday <rasholly51@yahoo.com>
Sent: Wednesday, 30 September 2015, 20:56
Subject: Re: Fw: Our point of view ...

Gday Friends,

I think like many others you guys have done a mammoth effort on this project and put together a very comprehensive unbiased report.

On behalf of my whole family I would like to say we really appreciate what you have all done, thank you.

I feel its pretty obvious that of all the recommendations, buying back the wharf and securing for future community use is the ideal scenario. Any one else that we have spoken with in the community agrees this would be the best ultimate solution.

Of course some other recommendations are workable, but really for true social cohesion and healing to happen for our traditional owners and more recent community members, government ownership and public rezoning is the way forward.

Kind Regards,

Daniel Hall.

Report: Ayton's Waterfront Future:- Public responses

From: sigang <sigang@bigpond.com>
To: holliday_sue98@yahoo.com.au
Sent: Tuesday, 6 October 2015, 16:30
Subject: wharf report

Hi Sue
We have only had a very cursory look at it but it appears to be very well written and obvious that a lot of effort has gone into it.
IF someone would buy the whole property back for us or at least the area around the wharf, that would be great, but it's very unlikely that it will happen. Also, it is unlikely that the current owner would sell. A pontoon would also be nice, but again it would be quite expensive to construct and maintain to the standards they have these days.
For us, the highest priority would be relatively cheap and easy which is a boardwalk/track along Broadway into Ayton, so that we don't have to walk along the road. It will be interesting to see how it all goes.

From: Wendy Rowlands
Sent: Thursday, 24 September 2015
To: 'Sue Holliday'
Subject: RE: Wharf Report

Hi Sue

I wanted to feedback on the Ayton Wharf Report but am unsure how to do it (is there a web site??). I am aware that you will be away till after this weekend at the wallaby Creek Festival so we can talk after that.

I thought the document was succinct but still comprehensive and very well put together. I can certainly perceive how much work has gone in to the compilation of this document and the huge effort that has been put into it by all collaborators. I agree in full with the determinations and recommendations put forward and would like to express my support of these proposals.

Thanks
Regards

Wendy Rowlands

Report: Ayton's Waterfront Future:- Public responses

From: **gregor parsons** <gregorparsons@gmail.com>
Date: Tue, Sep 29, 2015 at 2:45 PM
Subject: wharf
To: holliday_sue98@yahoo.com

To the Ayton wharf working group
I congratulate you on an excellent report.I think that the purchase of trailfinders freehold land by the State Govt. is the best option & I would urge the Govt. to consider seriously the fact that this land was previously public land as was converted to freehold causing the local community to loose long held & legitimate rights of access. This loss should be addressed. I would also urge the State Govt. to immediately redesignate an area immediately upstream of the wharf as an area for wharfage & to commence construction of an extension of the existing wharf in this area. This need not be complicated or expensive. I would urge the community to object to any road closures unless they are to the community's immediate benefit

Dear Ashley

Thank you for sending me a copy of the Report.

It makes an interesting read but apart from the recommendation that Government purchase the land (which we are prepared to discuss with them), I don't see any clear solutions to the impasse.

I have forwarded it to Mike Gooley for his information.

If he has any comment, I will come back to you.

Kind regards

Clive Abbott
Executive Consultant

E: clive.abbott@tfaustralia.com

General Aviation | Hangar 7 | Tom McDonald Drive | Cairns Qld 4870
PO Box 5711 | Cairns Qld 4870

P: 0418 774 542| F: (07) 4035 9180
E: clive.abbott@tfaustralia.com

Report: Ayton's Waterfront Future:- Public responses

7 March 2015

To Whom It May Concern

The current uses of the Bloomfield River wharf have drifted with time. Croc-free fishing, using rare mobile phone reception, access to shop, work, library and the northern part of the community for the south side and sea members. As well as everyone who uses the river.

All this has overtaken the wharf's intended use- the loading and unloading of various cargoes into both sea and river boats. There is a long history in the Bloomfield River of this - essential - before the improved roads, and still valid. Lots of building materials, fertilizer, fuel, etc , have been unloaded there, even in recent years and with the use of machinery too large and heavy for the roads and bridges, sea transport is the other option. Loading facilities are necessary.

Peter Thomas
Resident on the Bloomfield River for 35 years.

ENGINEERING SERVICES

	ENGINEERING SERVICES REPORT – NOVEMBER 2015
	Report No. D15/21680 from Acting Director of Engineering Services

General

1.1 Webber Esplanade Reclamation

Please see Waterfront Advisory Committee minutes.

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

2. Water Supply

2.1 Water Report

2.1.1 Annan Treatment Plant

28mm of rain was recorded for the month, there were no changes in the weir heights, and the raw water quality remained high
Routine maintenance has taken place around the Treatment Plant including sed tank sludge removal, sand filter hose downs and dosing pit scrub and hose out. Yard maintenance mowing and wiper snipper took place this month
The electricians have now connected the generator to the treatment plant
Poor internet and communications continue resulting in problems with running the plant remotely and opening the HLR solenoid in town
A building contractor has completed repair work to the hypo room doors and jams
Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

2.1.2 Cooktown Water Report

9 service repairs for this month
2 mains repair took place on the same line at the Corner of Garden and Howard Street
2 meters were changed due to faults, one at the roundabout in Charlotte Street and the other in Racecourse Road
Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

2.1.3 Laura Water Report

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

2.1.4 Lakeland Water Report

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

2.1.5 Coen Water Report

The water supply came from the Coen Dam and the Coen Bores this month
The chlorine analyser has arrived and is waiting for the electricians to wire in place
The CIP tank was flushed and a CIP was performed
One of the dosing pumps to the DAF plant was changed out this month
Both plant compressors had air fittings replaced and the oil changed
The outboard motor was sent to Cooktown to have the bushes fitted and the rear indicator lights were replaced on the boat trailer
Routine maintenance around the treatment plant, Depot and bores took place, mowing and wiper snipper was completed around all bores and the dam shed
Water sampling as per the sampling matrix were collected and analysed, with all samples complying.

2.2 Waste Water Report

2.2.1 Cooktown Waste Water

The standby generator at boundary street has been run, ready for the wet season
The spirac vortex is producing a drum of grit a week
A bulk bin of Alum has been filled for Coen
The oil has been changed on the dig blowers
Power outages has caused a few pump faults
Pump no 1 & 2 at the effluent pump station 4 was pulled and blockages removed
Number 2 Pump at pump station 4 has a hole in the base
PU 804 was pulled blockages removed and rubber replaced
Due to recent power outages all gensets and mobile gensets have been run in case of an emergency
A phase failure relay faulted so Welcon adjusted the program so the Plant can run on auto
The electricians were called out to pump station 3 to replace the timer

New Stainless guide rails and chains have been installed in the events centre pump station and a vent pole repaired
New stainless chains have been fitted to the septage receival well
Routine maintenance took place around the Treatment Plant, weed spraying took place
Regular maintenance is ongoing as is adjustment of aeration time, sludge removal and chemical use
River & treatment plant samples were collected and sent off for analysis, with the results showing the plant to be running well. All tests complying with EPA licence conditions
River & treatment plant samples were collected and sent off for analysis, with the results showing the plant to be running well. All tests complying with EPA licence conditions

2.2.2 Coen Waste Water

The treatment plant has been operating well this month with no operational problems, operations have been routine, with minor adjustments to chlorine dosing and aeration times
80 kilos of lime was added to the process to maintain pH balance during the month
A new hypo pump was installed which is making a difference with the chlorine residual
The final effluent tank and chlorine contact tank have been cleaned out this month
Effluent has been primarily pumped to the irrigation area this month
Routine maintenance was performed at the Sewerage Treatment Plant, which included mowing, brush cutting along the fence line
Samples were collected and sent off for analysis, all complied with the licence requirements

2.3 Maintenance Report

2.3.1 Cooktown Waste Water

BL 506 & 507 belts oil grease & air filters checked.
BL 113,275,276,277 had belts oil grease & air filters checked / changed
AG 2O6 & 256 had belts & bearings greased / checked
RAS pump 252& 253 had drive belts inspected and bearings checked
Bolts and seals were checked on step screen SC104
AG112 slew bearing and belt were checked
Work has commenced on the new sludge sedimentation tank
A new Batcor conveyor belt has been fitted to the belt filter press, a tension roller and head pulley was replaced on the conveyor
Maintenance in line with Big Foot Maintenance Program

2.3.2 Annan

All chemical dosing pumps have had oils checked
All Safety showers were tested this month
An inline air filter was modified to keep the air supply to the Treatment Plant
All fluoride dosing pumps pipe work and tanks have been checked for leaks

Maintenance in line with Big Foot Maintenance Program

2.3.3 Lakeland

The Safety shower & eye wash station has been tested this month

2.3.4 Laura

Oils in plant compressors have been checked and changed
A leaking water line was repaired this month

3. Aerodrome Operations

3.1 Cooktown Airport

Fuel sold in November totalled 13,996.17 Litres (1446.27 Lts Avgas, 12,549.90 Lts Jet A1).

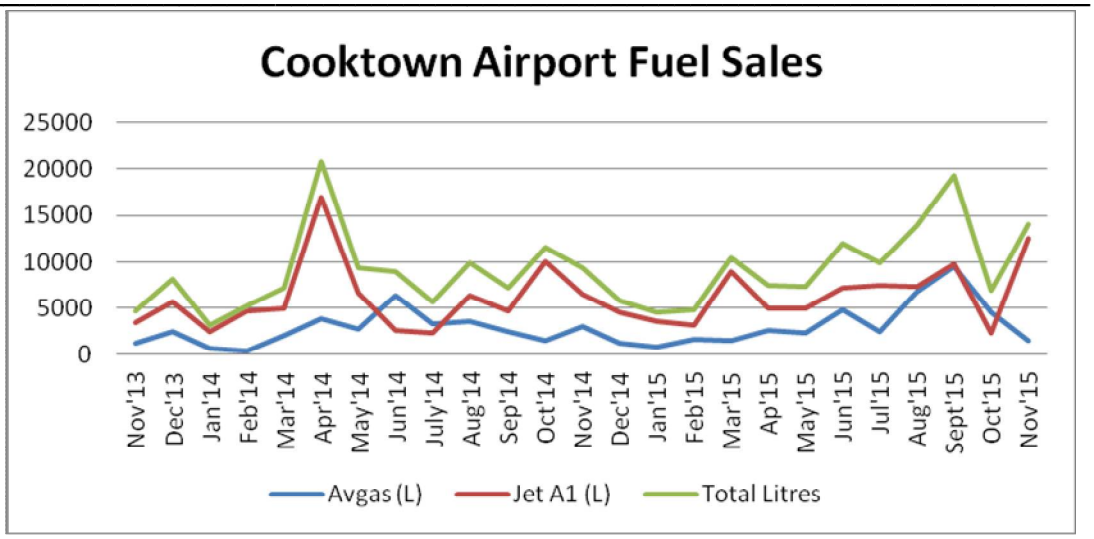
The Mount Tully Hazard beacon has been reinstalled and is now fully operational. Provision has been made for the daily monitoring of the hazard beacons operation.

The runway, apron and taxiways have been swept of all loose sand and aggregate. Slashing around the aerodrome has been carried out on days when there has been some moisture.

Mowing, garden maintenance and irrigation around the terminal have been completed.

On the 5th of November the Hinterland had a bird strike with a plover while landing in the morning. No damage was done to the aircraft and a report was lodged with the ATSB.

A new wind sock sleeve has been fitted at the Lakeland Downs aerodrome. A number of solar lights have been repaired and replaced at Laura aerodrome. Six replacement lights will be ordered to replace three that cannot be repaired and to have spares.



3.2 Coen Airport

Core business activity

Total landings for the month:	75	
Fuel Sales	Avgas	JetA1
Litres	16059	9482
$ Value	39053.24	14750.4

Plant and Equipment

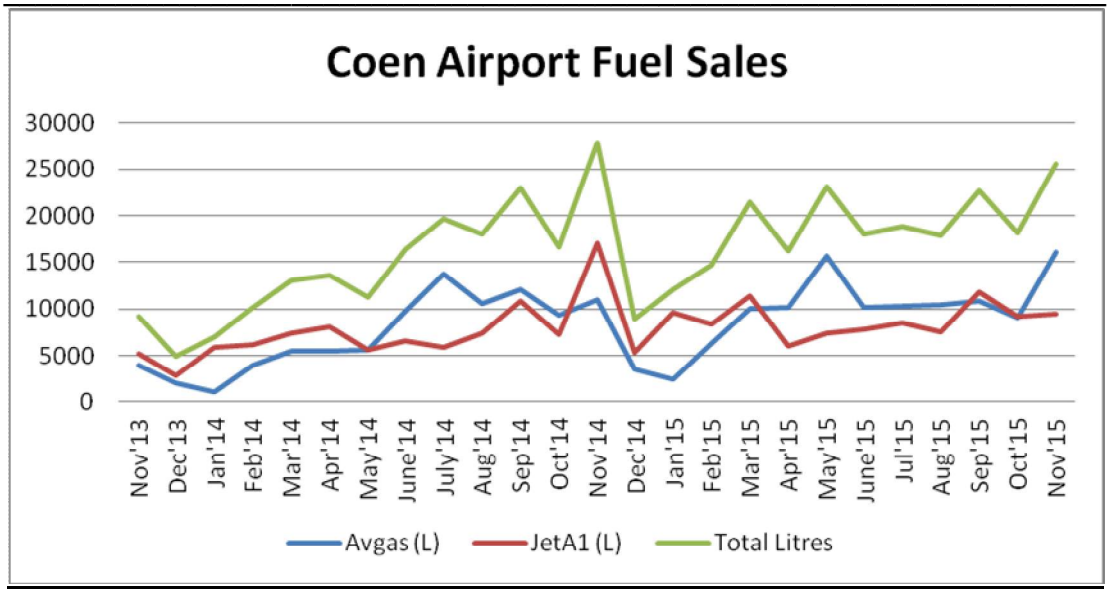
Installation of new Avgas tank is progressing and should be completed in time for the wet season.

Aerodrome Maintenance

Maintenance carried out as required with nothing unusual or outstanding to report

Other Issues

No other issues to report



4. Parks and Gardens

4.1 General

Tree maintenance – removal of dangerous or damaged limbs, obstructive vegetation, fallen palm fronds etc; clearing of roadside vegetation to improve visibility
Mowing and whipper-snipping, including within parks and reserves, the Cooktown cemetery, council blocks and facilities, and road reserves including Helen, Harrigan and Charlotte Streets. Similar maintenance undertaken in towns including Rossville, Ayton, Lakeland, Laura, Coen and Portland Roads.
Loose litter collection within parks and reserves and roadsides, road kill removal and outlying windyloo servicing
Weed control within parks and streets through herbicide spraying including gutters, channels, footpaths and around posts etc
Debris removal from roadside gutters and crossovers
Botanic Gardens and general garden maintenance
Cleaning tables and BBQ
Irrigation operation and maintenance within irrigated road reserves, Events Center, Admin grounds, Botanic Gardens, Queens Park Oval, and Lions, Endeavour and Bicentennial Parks
Hand watering of recent and younger street trees, and planter tubs
Playground inspections undertaken
Rossville Playground – playground temporarily closed while boilermakers removed one set of platform supports and constructed and installed new ones, and the original supports were corroding.
Lions Park Playground – awaiting corrosion treatment by Boilermakers
Lions Park irrigation – repairs carried out to leaks; faulty controller replaced
Annual park furniture renovations continued, sanding and coating with Aquadeck
Graffiti removal from signs and footpath, Hope St in the vicinity of Shadows restaurant

Assisted with Remembrance Day celebrations at ANZAC Park, tidying park, transporting seating, closing off parking bays etc
Portland Roads – staff assisted Shire Agent with various vegetation and structures maintenance tasks

5. Traffic Counts Data

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

~

Appendix A

Last updated 03/12/15			Cyclone Nathan 2015								
Brief Description of Roads in the area of the Submissions	Various Cook Shire Roads	Bamaga Moreton/Bramwell	Various Local Roads	Dixie / Kimba	Strathgordon / Aurukun	Palmerville / Maytown	Lillyvale / Marina Plains	Lakefield / Mt Webb Wakooka	Various Cook Shire Roads	Various Cook Shire Roads	
Reference Number	Emergent Works	CoSC.48.15	CoSC.49.15	CoSC.51.15	CoSC.52.15	CoSC.53.15	CoSC.54.15	CoSC.55.15	COOKSUB1	CoSC.57.15	Total
Pre - Contingency Total		$7,077,692.51	$2,349,373.14	$5,580,060.34	$4,383,738.48	$4,764,301.70	$2,553,895.71	$4,039,713.80	$623,638.32	$214,833.14	$31,587,247.14
Contingency 20%		$1,415,538.65	$469,874.02	$1,116,011.81	$876,747.71	$952,860.32	$533,016.94	$807,942.76	$124,727.66	$42,585.53	$6,339,305.40
Escalation 5%		$353,884.66	$117,468.50	$279,002.95	$219,186.93	$238,215.08	$133,254.24	$201,985.69	$31,181.92	$10,714.63	$1,584,894.60
Project Management 10%		$707,769.33	$234,937.01	$558,005.90	$438,373.86	$476,430.16	$266,508.47	$403,971.38	$62,363.83	$21,429.26	$3,169,789.20
Pre Approved amount		$9,563,865.12	$3,204,549.65	$7,554,177.87	$6,081,873.44	$6,438,426.49	$3,597,864.35	$5,534,099.39	$841,911.73	$316,789.79	$43,133,557.83
Total Sub amount		$9,554,885.15	$3,171,652.67	$7,533,081.00	$5,918,046.98	$6,431,807.26	$3,486,675.36	$5,453,613.63	$841,911.73	$289,562.56	$42,681,236.34
Expenditure to Date (Includes Committed)	$1,671,810.44	$7,185,259.69	$1,571,883.20	$5,365,736.57	$4,699,175.40	$4,259,803.54	$2,239,358.82	$3,259,334.81	$1,991.53	$109,635.09	$30,363,989.09
Actual Expenditure to Date		**$6,579,845.96**	**$1,283,903.45**	**$5,121,180.52**	**$4,559,615.40**	**$3,435,637.15**	**$2,188,201.36**	**$2,693,908.81**	**$1,991.53**	**$84,675.09**	**$25,948,959.27**
Received to Date	$0.00	$2,859,810.27	$951,494.89	$4,168,616.99	$3,845,091.89	$1,929,541.91	$ 1,034,327.87	$1,636,088.89	$0.00	$86,788.53	$16,511,761.24
Balance	-$1,671,810.44	-$3,720,035.69	-$332,408.56	-$952,563.53	-$714,523.51	-$1,506,095.24	-$1,153,873.49	-$1,057,819.92	-$1,991.53	$2,113.44	-$11,109,008.47
Percentage Complete (10% is held till submissions are Aquitted)	**100%**	**73%**		**91%**	**97%**	**64%**	**87%**	**80%**			**78%**
Approved											
Submitted											

PLANNING AND ENVIRONMENT

	PLANNING & ENVIRONMENT REPORT
	Report No D2015 / 21717 from Director Planning & Environment

Purpose – For Information

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

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

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

DHPW forwarded the QS Costs Estimates Report to Council on the 11 November 2015, and this was circulated to the EMT and Councillors by email.

Council has since, 20 November 2015, prepared an application for grants funding for the full amount, to the Community Resilience Fund (CRF) 2015-16, which is administered by the Department of Infrastructure, Local Government and Planning (the Department).

The Queensland Government has committed funds for the CRF Grants program in 2015-16 to support local governments to deliver critical infrastructure that will develop and improve resilience in the built environment and support communities in adapting to climate change.

The CRF aims to support local governments to:

- fund essential disaster mitigation infrastructure that will support communities to build
- resilience to future natural disaster events
- fund projects that protect existing essential public infrastructure
- fund projects that safeguard residents in “at risk” communities.

Outcomes from this program will be to protect existing essential public infrastructure, make Queensland communities more resilient in relation to natural disasters, and reduce future expenditure on asset restoration.

In the Event of a Emergency

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

2. LDMG Request for information - Building Maintenance: Places of Refuge Code Compliance Report – Northern Halls - Portland Roads, Laura and Lakeland Downs.

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

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

Cooktown – Events Centre
Rossville – Rossville Hall
Bloomfield – Ayton Library
Lakeland – Community Hall
Laura – Laura Hall
Coen – Well Being Centre

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

In response to the request from the LDMG, Baker Building Certification was engaged by Cook Shire Council (DPE) to inspect and provide a condition and code compliance report of Council owned hall buildings located in the Shire, on Cape York Peninsula.

The report was required in order to assist the LDMG in determining the appropriateness of these buildings to be used as a **place of refuge** during and after a natural disaster (cyclone).

Site inspections were conducted on the 29th, 30th and 31st of October 2015.

Code Compliance Report- Places of Refuge
– Lakeland Downs, Laura & Portlands Road [Northern Halls]

The intended use of the existing halls as **places of refuge** does not change the classification of the buildings.

The use as a place of refuge does however affect the structural standards applicable to the buildings construction. Buildings with special post disaster functions and or used as emergency centres would normally be designed to Importance Level 4 under Table B1.2a of the Building Code of Australia Volume 1. Importance Level 3 may be appropriate in the situation where the building is not the only building of its kind within the area. An extract from the Guide to the BCA is attached to Appendix A of this report.

At the time these buildings were built **they were not designed with this importance level in mind** and therefore will not be structurally capable of withstanding the increased wind loading applied to the design of such buildings to make sure they will have a very high probability of remaining useable after a major cyclonic wind event. Please refer to **Appendix A**, in the Report, which is the **Table: Importance Levels.**

A copy of the ***Code of Compliance Report - Places of Refuge – [Northern Halls] Portland Roads, Laura and Lakeland Downs*** is attached to this Council Report.

DPE Response –Actions to Date

The recommended actions for each respective hall, have been forwarded to the Cook Shire Built Assets Maintenance Team, with a direction to undertake the works detailed as a matter of **High Priority**.

3. Local Laws : Illegal Camping at the Starke River Boat Ramp Reserve Subject Land:

Through late March to June 2015 a number of complaints from tourists, and the general public were received, concerning persons who had established semi-permanent camps at the Starke River Boat Ramp Reserve, Council's Local Laws team, commenced investigations.

On the 6th of July 2015 council's Local Laws team, in liason with Land Tenure, sought legal advice to address the alleged illegal camping at the Starke River Boat Ramp Reserve.

On the 7th of July Local Laws officers attended Starke River Reserve and served two (2) persons with eviction notices effective as of the 20th of July 2015.

Subsequently, both parties lodged applications for Camping Permits, to remain camping at the Starke River Boat Ramp Reserve.

After consultation with DNRM it was determined that the subject land, Starke Boat Ramp Reserve, was for the Purposes of Landing, meaning for launching and retrieval of boats only. Camping on the land, was therefore deemed an incompatible use, and could not be legally permitted by Council's authorised officers.

Furthermore, the Landing Reserve was being used for camping , but the camping was ancillary to the illegal use of the land for commercial collection and storage and even processing of fish and crabs, none of which was could be lawfully permitted .

4th of November 2015 - Local Laws officers again attended the Starke River Reserve and served a new notice on the same two alleged offenders, advising that they where to vacate the location as of the 25th of November 2015, and remove all possessions and structures from the land.

26th of November 2015 – Local Laws officers attended the subject land, to find that the alleged offenders had taken no action, and were therefore by their continued illegal camping and commercial fishing/crabbing activities on the land, were in contravention of the Notice.

Legal advice has been sought, and Council is now obliged to continue with the material eviction of the alleged offenders, and including impoundment of all goods/chattels remaining on the land.

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CODE COMPLIANCE REPORT – Places of Refuge

Client – Cook Shire Council

Location – Portland Roads, Laura and Lakeland Downs

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INTRODUCTION AND SCOPE

Baker Building Certification was engaged by Cook Shire Council to inspect and provide a condition and code compliance report of Council owned hall buildings located in Cape York Peninsula. The report is required in order to establish the appropriateness of these buildings to be used as a place of refuge during and after a natural disaster (cyclone). This report will address issues of compliance within the building legislation applicable to the intended use and provide regulatory advice on the items raised. It however will be limited by the extent at which the building could be inspected at the time of the visit, that is via non-invasive inspection techniques.

Site inspections were conducted on the 29th, 30th and 31st of October 2015.

Building Code of Australia Assessment Information

Building	Classification	Floor Area	Rise in Storeys	Type of Construction
Portland Roads Hall	9b	47m²	1	C
Laura Hall	9b	218m²	1	C
Lakeland Hall	9b	300m² approximately	1	C

INSPECTION FINDINGS

General Observations

All of the buildings inspected appeared to be in sound condition, with the exception of the Laura Hall. The Portland Roads Hall was constructed in 2000, the Laura Hall had significant additions carried out around the same time and the Lakeland Downs Hall was constructed some 15 years ago.

The buildings have been constructed under the Building Act 1975 (with the exception of the original part of the Laura Hall) and the Building Code of Australia as Class 9b assembly buildings. While the buildings remain in sound condition, the Building Act 1975 has transitional provisions which protect lawfully constructed existing buildings unless the buildings have become dangerous, dilapidated, or infected with disease or vermin. The buildings inspected did not exhibit signs that any of this criteria applies to them and except where specific recommendations are made in the matrix below to make the building safer, the buildings can continue to comply with the legislation under which they were approved.

Photographs of the sites are provided in Appendix B.

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Code Compliance

The intended use of the existing halls as places of refuge does not change the classification of the buildings. The use as a place of refuge does however affect the structural standards applicable to the buildings construction. Buildings with special post disaster functions and or used as emergency centres would normally be designed to Importance Level 4 under Table B1.2a of the Building Code of Australia Volume 1. Importance Level 3 may be appropriate in the situation where the building is not the only building of its kind within the area. An extract from the Guide to the BCA is attached to Appendix A of this report.

At the time these buildings were built they were not designed with this Importance Level in mind and therefore will not be structurally capable of withstanding the increased wind loading applied to the design of such buildings to make sure they will have a very high probability of remaining useable after a major cyclonic wind event.

Building Compliance Matrix

Portland Roads Hall	
Building Code of Australia Reference	Comments
Part A General Provisions	Class 9b Assembly building designed as a public hall and library
Part B Structure	This building was constructed in early to mid-2000 and appears to have been designed to importance level 2. The approved plans for the building indicate the design wind speed was equivalent to C2. The site is within 50klms of the coastline and therefore within Region C as defined in AS 1170.2 - Wind Loads. The building exhibited signs of corrosion around the base of the stumps. The windows appear to have been designed to a wind loading which is lower than what would currently be acceptable for an assembly building under the current Building Code, however they comply with the law applicable at the time the building was built. The entry door appears to be hollow core. The roof batten spacing may not comply with the current Building Code spacing's however cyclone assemblies were present on the roof.
Part C Fire Resistance	This building is constructed well clear of boundaries and as such no fire resisting construction requirements apply.
Part D Access and Egress	The building complies with the approved plans under which it was constructed.
Part E Services and Equipment	No specific firefighting equipment is required for this building. Neither does it require smoke hazard systems or emergency lighting.
Part F Health and Amenity	The building is serviced by a small toilet block separate to the main building. The number of fixtures in the toilet block would

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	be acceptable for the normal use of this building as a small hall, however as a place of refuge these facilities may not be appropriate for the potential maximum population.

Non Code specific items

In addition to the legislative requirements applicable, it was noted that the Portland Roads site did have some medium sized trees in close proximity to the hall. As a potential place of refuge it is recommended that the trees which are of a size that could cause damage to the building during a wind event be removed.

In addition to this the Hall is currently powered by a generator. There was no specific location under the building for a generator to be secured and nor was there a fully weatherproof connection point for the generator to connect to the buildings power circuits.

Laura Hall	
Building Code of Australia Reference	Comments
Part A General Provisions	Class 9b Assembly building designed as a public hall, library and community building.
Part B Structure	This building had a significant addition constructed in 1999. The original building would appear to be have been built prior to the Building Act in 1975. Laura is some 90klms from the coastline and therefore within Region B as defined in AS 1170.2 - Wind Loads. That is, it is not within a cyclonic area. The Laura Hall exhibited signs of structural failure. The floor of the building is generally uneven and in one corner of the building (Office) the floor frame has deflected that much that the window pane in the external wall has cracked, the window is un-openable, the flooring has separated from the wall frame and the wall linings have cracked. This indicated that there may either be an issue with the floor bearers, and or the foundations. It was observed that the roof stormwater for a majority of the roof is discharging under the floor of the building and has been allowed to pond in places. If the soil is reactive this can cause the soil to shrink or swell depending on the climatic conditions. Given that the floor in general is uneven and multiple doors were badly out of alignment, this would indicate that there may be an issue with the whole buildings foundations. There were signs of timber rot present in several locations on the veranda beams. The worst being the beam at the rear corner of the building which was almost entirely rotted away.

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Part C Fire Resistance	This building is constructed well clear of boundaries and as such no fire resisting construction requirements apply.
Part D Access and Egress	The building complies with the approved plans under which it was constructed.
Part E Fire Fighting Equipment	The building was provided with some exit signage and fire extinguishers.
Part F Health and Amenity	The building was fitted with metal louvres. In a significant storm event these louvres would more than likely leak and not prevent water from entering the building.

Lakeland Hall	
Building Code of Australia Reference	Comments
Part A General Provisions	Class 9b Assembly building designed as a public hall and library
Part B Structure	This building was constructed some 15 to 20 years ago and appears to have been designed to the correct wind speed applicable to it at the time of its design. The site is some 53klms from the coastline and therefore within Region B as defined in AS 1170.2 - Wind Loads. That is, it is not within a cyclonic area. This building was generally in good condition, however there was some significant movement that had occurred in a construction joint in an internal wall within the building. This may indicate that the building's foundation has moved to cause the masonry wall to open up or it may have been caused due to the roof recently leaking and the framing members drying out.
Part C Fire Resistance	This building is constructed well clear of boundaries and as such no fire resisting construction requirements apply.
Part D Access and Egress	The building complies with the approved plans under which it was constructed.
Part E Services and Equipment	No specific firefighting equipment is required for this building. Neither does it require smoke hazard systems or emergency lighting.
Part F Health and Amenity	The building complies with the legislation under which it was constructed and has ample facilities.

Recommendations

Generally the buildings can be used as a place of refuge by the public if they are not damaged or found unsafe to occupy after a cyclonic storm event. It is not recommended however that the buildings be offered as a place of refuge during a storm as the structural design of these building would appear to be similar to that for a residential property of similar age. Further specific recommendations are made below.

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Portland Roads Hall

- Trees within close proximity of the building and of a size large enough to cause damage should be removed.
- A weatherproof location for a generator be provided under the building, with a fully weatherproofed connection point for the power cable.

Laura Hall

- Either commission a structural investigation of the building to determine the cause of the apparent foundation issues or re-stump the building. Prior to re-stumping it is recommended that Council engage a licensed site classifier to conduct a site classification to determine the soil type present on-site. It is then recommended that a registered professional engineer design the new foundations to the soil conditions.
- Carry out temporary repairs to the veranda beam and complete repairs to the structure once the footing issue is resolved.
- Redirect all roof water away from the building.
- Consider replacing any louvres or windows which may leak in a storm event.

Lakeland Hall

- Monitor the construction joint crack as part of the scheduled maintenance on the building. If the crack size increases over time then a structural consultant should be engaged to inspect the building.

CONCLUSION

This report of identifies issues relevant to a possible use of these buildings as places of refuge during a cyclonic wind event or other natural disaster. Items that require further action have been identified and recommendations of how to address these issues have been provided.

Clayton Baker **BBldSurv, BE Tech(Civil), GCert Fire Safety Eng**
Building Certifier - QBCC A700469
21st November 2015

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APPENDIX A

Extract from the Guide to the BCA

Importance Level	Examples of building types
1	Farm buildings
	Isolated minor storage facilities
	Minor temporary facilities.
2	Low rise residential construction
	Buildings and facilities below the limits set for Importance Level 3.
3	Buildings and facilities where more than 300 people can congregate in one area.
	Buildings and facilities with a primary school, a secondary school or day care facilities with a capacity greater than 250.
	Buildings and facilities with a capacity greater than 500 for colleges or adult educational facilities
	Health care facilities with a capacity of 50 or more residents but not having surgery or emergency treatment facilities
	Jails and detention facilities
	Any occupancy with an occupant load greater than 5000
	Power generating facilities, water treatment and waste water treatment facilities, any other public utilities not included in Importance Level 4
	Buildings and facilities not included in Importance Level 4 containing hazardous materials capable of causing hazardous conditions that do not extend beyond property boundaries.
4	Buildings and facilities designated as essential facilities
	Buildings and facilities with special post disaster functions
	Medical emergency or surgery facilities
	Emergency service facilities: fire, rescue, police station and emergency vehicle garages
	Utilities required as backup for buildings and facilities of Importance Level 4
	Designated emergency shelters
	Designated emergency centres and ancillary facilities
	Buildings and facilities containing hazardous materials capable of causing hazardous conditions that extend beyond property boundaries.

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APPENDIX B

Portland Roads Hall water supply and generator connection point

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Trees in close proximity to Portland Roads Hall

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Laura Hall – Office in front left corner

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Window pane cracked due to structural issues

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Doors out of alignment and binding

Rotted timber verandah beam supporting roof

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Construction joint Lakeland Hall

13

	BUILDING APPROVALS – FOR THE MONTH OF NOVEMBER 2015
	Report No D 15/21706 from Development Coordinator

Application No:	Value	Building	Certifier
DA/3522	$25,000	Shed and Pool Fence	Cook Shire Council
DA/3523	$73,451	House	Cook Shire Council
DA/3524	$149,000	Extend existing dwelling	Cook Shire Council
DA/3493	$6,500	Awning to coffee shop	Cook Shire Council
DA/3525	$10,000	Pool Fence	Cook Shire Council
DA/3503	$160,000	Extension to existing dwelling	Cook Shire Council
DA/3550	$1,245,000	Pavillion, Staff Recreation, Replace entry roof to Marlin Bar	Incert Innovative Certifiers

Total value of approvals this period: **$ 1, 668, 951.00**
Total value of approvals same period last year: $ 1, 613, 266.00

Total value of approvals to date
(Financial year 2015/2016): **$ 9, 573, 651.74**
Total value of approvals to date same period last year: $ 14, 540, 772.48

	PLUMBING APPROVALS – FOR THE MONTH OF NOVEMBER 2015
	Report No D15/21706 from Development Coordinator

DA Number	Type of development
DA/3540	Plumbing new dwelling
DA/3369	Plumbing new dwelling
DA/3530	Plumbing, relocated building
DA/3538	Plumbing, new dwelling
DA/3531	Plumbing, relocated building
DA/3529	Plumbing, relocated building
DA/3532	Plumbing, relocated building
DA/3542	Plumbing, Freight Depot

	CURRENT RECONFIGURATION AND MCU DEVELOPMENT APPLICATIONS AS AT 30 NOVEMBER 2015
	Report No D15/21682 from Development Coordinator

DA/No	Applicant	Owner	Type of Application	Location	Current Status
DA/3215	DAMIEN CURR & BRIDGET ADAMS	DAMIEN CURR & BRIDGET ADAMS	**Operational Works –** Construction of a Dam **Code Assessable** **Referral Agencies** Dept Transport & Main Roads (DTMR) within 25m of a Main Road Dept Natural Resources & Mines (DNRM) clearing vegetation Dept Agriculture, Fisheries & Forestry (DAFF) constructing or raising waterway barrier works through State Assessment & Referral Agency (SARA)	Lot 242 on Plan SP154003 P/H14/242 – 6460-6586 Mulligan Highway, Lakeland **Zone -** Rural	• Application received as valid 6 February 2014 • Acknowledgement Notice issued 17 February 14 • No further information required by Council 17 Feb 14 • SARA extend referral Info Request period to 27 March 2014 • SARA issue applicant with an Info Request 20 March 2014 • SARA extend applicant's response period to SARA information request to 20 Dec 14 – received 12 Sept 2014 • 9 Dec 2014 SARA extend applicant's response period to SARA information request for a further period to 20 June 2015 • SARA referral coordinator give applicants a further 12 month (20.06.2016) for the applicant to respond to the Referral Information Request – 17 June 15 •

DA/3312	COOK SHIRE COUNCIL C/- REEL PLANNING PTY LTD	QLD GOVT DEPARTMENT OF NATURAL RESOURCES & MINES	**Material Change of Use –** Extractive Industry (sand extraction) **Impact Assessable** **Referral Agencies** Dept Transport & Main Roads (DTMR) -within 25m of a Main Road Dept Environment & Heritage Protection – Development on a Qld Heritage Place Dept Natural Resources & Mines – removal of Quarry material from a watercourse through State Assessment & Referral Agency (SARA)	Laura, Normanby, Palmer, Wenlock, Jardine, Coen, Hann Pascoe, Kennedy, Coleman & Edward Rivers	• Application received 31 July 2014 • Acknowledgement Notice issued 31 July 2014 • Notice of Referral by Applicant received 1 Aug 2014 • Applicant request extension of time for Public Notification to start 1 Oct 14 • Council grant extension of time to 13 Jan 2015 for Public Notification to commence • SARA referral response received 9 Oct 2014 • Applicant request a further extension of time of 12 months to commence public notification 2 Dec 2014 • Council grant extension (**until Jan 2016**) of time for commencement 2 Dec 2014 •

DA/3315	T & P INDERBITZIN &LEVIN ENTERPRISES	T & P INDERBITZIN &LEVIN ENTERPRISES	**Operational Works –** Construction of a Dam **Code Assessable** **Referral Agencies** Dept Transport & Main Roads (DTMR) within 25m of a Main Road Dept Natural Resources & Mines (DNRM) clearing vegetation Dept Agriculture, Fisheries & Forestry (DAFF) constructing or raising waterway barrier works **Dept. Energy & Water Supply (DEWS) Particular Dams** through State Assessment & Referral Agency (SARA)	Lot 219 on Plan SP218120 – Peninsula and Lot 1 on RP912529 and Lot 142 on RP912529 Developmental Road, Lakeland **Zone -** Rural	• Application received 13 August 2014 • Acknowledgement Notice issued 27 August 2014 • Council issue Information Request 9 September 2014 • Applicant request extension of time to refer the application to SARA in order to have a pre-lodgment meeting with SARA regarding referral fees – 24 Sept 2014 • Council grant extension period for the applicant to refer the application to 28 November 2014 on 25 Sept 2014 • Applicant request further extension of time to refer the application to SARA 28 Nov 2014 • Council grant extension for the applicant to refer the application to 31 March 2015 – 28 Nov 2014 • Council grant extension for the applicant to refer the application until 31 May 2015 – 31 March 2015 • Applicant request further extension of time to refer application to SARA and respond to Council's Information Request - 1 June2015 • Council grant extension to 30 Nov 15 on the 1 June 2015 • Dept Infrastructure Local Gov. & Planning (DILGP) (SARA) notify Council the application has been referred 12 June2015 • Council issue an Amended Acknowledgement Notice as per advice from SARA to include affected properties 24 June 2015 • SARA issue applicant with an Information Request 9 July 2015 • Applicant respond to SARA Info Request 12 Oct 2015 • **Referral Agency (SARA) request extension of assessment period to 7 Dec 15 – 2 November 15** • **Applicant request further extension of time (6 months) to respond to Council's Info Request 6 Nov 15** • **Referral Agency (SARA) Further request extension of assessment period to 12 January 2016 – 23 Nov 15**

					• **Council extend applicant's response period to Council's Info Request for a period of 6 months from 30 Nov 15** •
DA/3379	MARILYN CLARK C/- PROJEX PARTNERS PTY LTD	BARRY, MARILYN, ERIC & SUE CLARK	**Reconfiguration of a Lot into two (2) lots** **Code Assessable** **Referral Agencies** Nil	Lot 1 on Plan RP902192 – 41 Mt Amos Road, Cooktown **Zone -** Rural	• Application received 19 January 2015 • No Referrals • Council extend (to 3 March 15) Information Request period 2 Feb 2015 • Council issue applicant an Information Request 16 Feb 2015 • Applicant's response to Council Info Request received 25 March 2015 • Council Decision period commenced • Council extend Decision making period to [22 May 2015] – 20 April 2015 • Report to May Council Meeting, approved with Conditions 19 May 2015 • Decision Notice issued 26 May 2015. • Applicant request Negotiated Decision 16 June2015 • Report to September Council Meeting • Applicant request this report be deferred to the November Council Meeting • **Decision still in negotiations, deferred to December 2015 Meeting** •
DA/3399	LAMA LAMA LAND TRUST C/- GAVIN BASSANI	LAMA LAMA LAND TRUST TTE	**Material Change of Use –** Caravan Park (Safari Camp) **Impact Assessable** **Referral Agencies** Dept Natural Resources & Mines	Lot 13 on Plan SD21 – Unnamed Road, Coen **Zone –** Rural	• Application received 18 September 2014 • Acknowledgement Notice issued 29 September 2014 • Council Issue Information Request 15 October 2014 • Application has technically lapsed due to applicant not lod • Notice of Referral to SARA received 24 April 2015 • Referral Agency Response received 21 May 2015 • Public Notification can commence when response to Information Request received • Applicant request extension to respond to Council Info Request 21 Aug 2015

• Application received 18 September 2014
• Acknowledgement Notice issued 29 September 2014
• Council Issue Information Request 15 October 2014
• Application has technically lapsed due to applicant not lod
• Notice of Referral to SARA received 24 April 2015
• Referral Agency Response received 21 May 2015

			(DNRM) clearing vegetation through State Assessment & Referral Agency (SARA)		• Council grant a further 3 months 25 Aug 2015 to 21 Dec 15 •
DA/3406	CHARLES FARRUGIA C/- PLANZ TOWN PLANNING	CHARLES FARRUGIA	**Material Change of Use-** Caravan Park **Impact Assessable** **Referral Agencies** Dept Transport & Main Roads (DTMR) through State Assessment & Referral Agency (SARA) – within 25m of a Main Road	Lot 38 on Plan SP172667 – 412 Shiptons Flat Road, Rossville **Zone -** Rural	• Application received 25 March 2015 • Acknowledgement Notice issued 10 April 2015 • No further information required Public Notification can commence • Notice of commencement of Public Notification received 23 April 2015 • Notice of completion of Public Notification received 14 May 2015 • Decision Period commenced • Council extend the Decision making period to the 23 July 2015 to allow presentation to the July Council Meeting 10 June2015 • Preliminary Approval only granted with Conditions 21 July 2015 • Decision Notice issued 24 July 2015 • Submitters appeal period commenced letters issued 19 Aug 2015 • Appeal lodged #142 of 2015 in the Planning & Environment Court – Heslin v CSC & Farrugia 21 Sept 2015 •
DA/3432	ROSS FRANZI C/- U&I TOWN PLAN	ROSS FRANZI	**Material Change of Use** – Undefined Use (Helicopter Pad & associated Storage) **Impact Assessable** **Referral Agencies**	Lot 3 on Plan RP906541 – 2622 Rossville Bloomfield Road, Bloomfield **Zone –** Rural	• Application received 6 May 2015 • Acknowledgement Notice issued 20 May 2015 • Council issue applicant with an Information Request 1 June 2015 • Response to Council Information Request received 15 June 2015 • Notice of Commencement Public Notification received

			through State Assessment & Referral Agency (SARA) ~~Dept Natural Resources & Mines (DNRM) clearing vegetation~~ The State removed referral requirements		3 July 2015 • Notice of Compliance with Public Notification received 4 Aug 2015 • Four submissions received • Council Decision period commenced • Council extend Decision period to allow presentation to September Council Meeting 31 August 2015 • Application refused 22 September 2015 • Decision Notice issued 29 Sept 2015 • Applicant's appeal period commenced • Applicant lodge appeal #161 of 2015 in the Planning & Environment Court – Franzi v CSC – 27 Oct 2015
DA/3448	JOHN HAY	JOHN HAY	**Operational Works –** Road & Access construction for DA/3322 **Code Assessable** **Referral Agencies** Nil	Lot 14 on Plan SP254691 – 1 Ironwood Avenue, Cooktown **Zone –** Rural Residential	• Application received 26 May 2015 • Council issue applicant with an Information Request 11 June 2015 • **Partial info request response submitted 23 Nov 15** • **Council notify and extend Applicant's response period to Council's Info request to 11 June 15 - 30 Nov 15** •
DA/3458	CAIRNS HARDWARE COMPANY PTY LTD C/- RPS AUSTRALIA EAST PTY LTD	COOK SHIRE COUNCIL	**Reconfiguration of a Lot -** into six (6) lots **Material Change of Use** for a Shop **Impact Assessable** **Referral Agencies** Nil	Lot 201 on Plan C17915 – 48 Charlotte Street, Cooktown **Zone –** Low Density Residential	• Application received 10 June 2015 • Acknowledgement Notice issued 22 June 2015 • Council issue applicant with an Information Request 1 July 2015 • Applicant respond to Council Info Request 9 July 2015 • Amended Acknowledgement Notice issued 15 July 2015 • Public Notification commence received 16 July 2015 • Notice of Compliance with Public Notification received 14 Aug 2015 • No Submissions received • Council Decision period commenced

					• Council extend Decision period to allow presentation to Sept Council Meeting • Approved with Conditions 22 September 2015 • Decision Notice issued 25 September 2015 • Applicant request Negotiated decision 13 Oct 15 • Negotiated report to November Council Meeting • **Negotiated conditions issued 17 Nov 15** • **Negotiated Decision Notice issued 23 Nov 15.**
DA/3472	JEFFREY BENJAMIN	WILLIAM REDDIE & LAURA WALLACE	**Operational Works –** construction of a Dam **Code Assessable** **Referral Agencies** Dept Transport & Main Roads (DTMR) within 25m of a Main Road Dept Natural Resources & Mines (DNRM) clearing vegetation Dept Agriculture, Fisheries & Forestry (DAFF) constructing or raising waterway barrier works Dept. Energy & Water Supply (DEWS) Particular Dams through State Assessment & Referral Agency (SARA)	Lot 101 on Plan SP256276 – Peninsula Developmental Road, Lakeland **Zone** - Rural	• Application received 23 July 2015 • Acknowledgement Notice issued 28 July 2015 • Council issue applicant with an Information Request 3 August 2015 • Applicant request extension of time to refer the application to the State 24 August 2015 • Extension of time granted (to 30 Oct 15) 26 August 2015 • Applicant notify application has been referred to SARA 13 Oct 15 • **Referral Agency (SARA) issue applicant with an Info Request 3 Nov 15** •

DA/3486	RICKY ASHCROFT	RICKY & TERRI ASHCROFT	**Material change of Use -** House in the Hillslopes Overlay Code **Code Assessable** **Referral Agencies** Nil	Lot 51 on Plan SP170378 – 21 Baird Road, Cooktown **Zone** Low Density Residential	• Application received 14 August 2015 • Council issue applicant with an Information Request 27 August 2015 • **Applicant's response to Council Info Request received 20 Nov 15** • **Decision Period commenced** •
DA/3496	GUNGARDE COMMUNITY CENTRE ABORIGNIAL CORP. C/- U&I TOWN PLAN	GUNGARDE COMMUNITY CENTRE ABORIGNIAL CORP.	**Material Change of Use –** Educational Establishment **Impact Assessable** **Referral Agencies** Nil	Lot 2 on Plan RP739948 – 32 Quarantine Bay Road, Cooktown **Zone** – Rural Residential	• Application received 1 September 2015 • Acknowledgement Notice issued 11 September 2015 • Council issue applicant with an Information Request 22 September 2015 •
DA/3497	CHRISTIAN COMMUNITY MINISTRIES LTD	CSC LEASE TO ENDEAVOUR CHRISTIAN COLLEGE	**Material Change of Use –** Educational Establishment Stage 4 of Endeavour Christian College **Impact Assessable** **Referral Agencies** Nil	Lot 27 on Plan C17945 – 12 Charles Street, Cooktown **Zone** – Rural Residential	• Application received 2 September 2015 • Acknowledgement Notice issued 11 September 2015 • Council issue applicant with an Information Request 21 September 2015 • Applicant's response to Council Info Request received 29 Sept 15 • Public Notification may commence • Notice of commencement of Public Notification received 16 Oct 15 • **Notice of compliance with Public Notification received 10 Nov 15** • **Council Decision Period commenced, report to December Council Meeting** •

DA/3499	CARDNO	CHRISTIAN COMMUNITY DEVELOPMENTS	**Operational Works for** Road Construction **Code Assessable** **Referral Agencies** Nil	Parkinson Street - 12 Charles Street	• Application received 3 September 2015 • Council issue applicant with an Information Request 4 Sept 15 • **Applicant's complete response to Council received 23 Nov 15** • **Council Decision Notice with conditions issued 25 November 2015.**
DA/3510	N & V TUXWORTH SUPER FUND C/- U&I TOWN PLAN	N & V TUXWORTH	**Material Change of Use –** Freight Depot **Code Assessable** **Referral Agencies** Dept Transport & Main Roads (DTMR) within 25m of a Main Road through State Assessment & Referral Agency (SARA)	Lots 2 & 3 on RP738715 – 214 Endeavour Valley Road, Cooktown **Zone -** Industry	• Application received 18 September 2015 • Acknowledgement Notice issued 25 Sept 15 • Applicant notify referral of application 30 Sept 15 • Council issue applicant with an Information Request 08 Oct 15 • Applicant notify application has been referred to SARA 8 Oct 15 • Applicant respond to Council Info Request 29 Oct 2015 • Waiting on SARA referral response • **Referral Agency response received11 Nov 15** • **Memo report to Director P & E 30 Nov 15** •
DA/3512	HAROLD TAVNER	HAROLD & JENNIFER TAVNER	**Operational Works –** Road and drainage construction (as per Conditions of approval DA/2941) **Code Assessable** **Referral Agencies** Nil	Lot 165 on BS164 – Peninsula Developmental Road, Laura	• Application received 24 September 2015 (not yet valid – no plans submitted) •

DA/3513	SUPPLY & RESOURCES PTY LTD C/- PLANZ TOWN PLANNING	CAMERON & JACQUELINE HERBERT TTE	**Material Change of Use –** Storage Facility **Impact Assessable** **Referral Agencies** Concurrence Dept Transport & Main Roads (DTMR) within 25m of a Main Road through State Assessment & Referral Agency (SARA)	Lot 216 on RP881059 – 18 Foyster Drive Lakeland **Zone -** Village	• Application received 28 Sept 2015 • Acknowledgement Notice issued 09 Oct 15 • Applicant notify application has been referred to SARA 12 Oct 2015 • Council issue applicant with an Info Request 13 Oct 2015 • Applicant response to Council Info Request received 30 Oct 15 • Public Notification can commence • **Notice of Public Notification commenced received 12 Nov 15** • **Referral Agency response with Conditions 23 Nov 15** •
DA/3514	DAVID ORIEL INDUSTRIES PTY LTD	WILLIAM, KEVIN & NEVILLE JACKSON	**Material Change of Use –** Extractive Industry tup to 100,000 tonnes & ERA 16(2a), 16 (3a) **Impact Assessable** **Referral Agencies –** Concurrence Dept Transport & Main Roads (DTMR) within 25m of a Main Road through State Assessment & Referral	Lot 4 on SP104555 – Wolverton Station, Peninsula Developmental Road, Archer River **Zone -** Rural	• Application received 29 September 2015 • Acknowledgement Notice issued 09 Oct 15 • Council extend time to make an Info Request period 26 Oct 15 • **Council require no further information to assess 5 Nov 15** • **Council grant applicant extension of time for referral to 20 Nov 15** •

			Agency (SARA)		
DA/3518	LICKISS CONSTULTING ENGINEERS PTY LTD	N & V TUXWORTH	**Operational Works –** Bulk earthworks **Code Assessable** **Referral Agencies** Nil	Lots 2 & 3 RP738715 – 214 Endeavour Valley Road, Cooktown **Zone -** Industry	• Application received 1 October 2015 • STAGE 1 approval with Conditions 16 Oct 2015 •
DA/3539	BILL REDDIE & LAURA WALLACE C/- RPS AUSTRALIA EAST PTY LTD	WILLIAM REDDIE & LAURA WALLACE	**Reconfiguration of a Lot into two (2) lots** **Code Assessable** **Referral Agencies** Concurrence Dept Transport & Main Roads (DTMR) within 25m of a Main Road through State Assessment & Referral Agency (SARA)	Lot 30 on SP253519 – Peninsula Developmental Road, Lakeland **Zone –** Rural	• Application received 28 October 2015 • **Acknowledgement Notice issued 6 Nov 15** • **Applicant refer application to SARA 16 Nov 15** •
DA/3541	CAIRNS HARDWARE C/- RPS GROUP	CSC – CAIRNS HARDWARE	**Op Works –** Water, Sewer, Road, Stormwater Earth & Drainage for DA/3458	Lot 201 on Plan C17915 – 48 Charlotte Street, Cooktown **Zone -** Low Density Residential	• **Application received as valid 16 Nov 2015** • **Applicant request staged approval to work with the Staged approval for DA/3458 - 23 Nov 15** • **Amended IDAS Form submitted 25 Nov 15** • **Partial Approval for Earthworks only issued with Conditions 27 Nov 15** • **Council issue information request for balance of application 30 Nov 15**

					•
DA/3547	APUNIPIMA CAPE YORK HEALTH COUNCIL C/- GHD PTY LTD	APUNIPIMA CAPE YORK HEALTH COUNCIL	**Material Change of Use –** Medical Centre and Other Residential **Impact and Code Assessable** **Referral Agencies** Concurrence Dept Transport & Main Roads (DTMR) within 25m of a Main Road Advice Ergon Energy (within 100m of a substation) through State Assessment & Referral Agency (SARA)	Lot 110 on Plan C48610 – 38 Regent Street, Coen **Zone** - Village	• **Application received as valid 17 Nov 2015** • **Acknowledgement Notice issued 30 Nov 2015** •
DA/3551	DAVID & RACHEL BASS C/- U&I TOWN PLAN	DAVID BASS	**Op Works –** associated with DA/3229 - Access	Lot 1 on Plan SP221164 – Mt Amos Road, Cooktown **Zone –** Rural	• **Application received 30 Nov 2015** •

	PROPOSED ISSUE OF DEED OF GRANT OVER LOT 94 ON PLAN C17952 (RESERVE FOR GRAVEL R89), FOR THE PURPOSE OF A WASTE TRANSFER STATION; INERT LANDFILL AND A COMPOST FACILITY.
	Report No.D15/21056 from Land Tenure Officer File No. 2.85.134; 2.213.6 (468).

Précis

Council notes the issue of the Deed of Grant over Lot 94 on Plan C17952 and the discontinuance of its Non-Claimant application.

Background/History

By letter dated 17 November 2015, the Department of Natural Resources and Mines advised that action had been finalised on Councils application for a Deed of Grant over Operational Reserve for Gravel Purposes, being Lot 94 on C17952 and that the Deed of Grant in Fee Simple was issued on the 22 October 2015.

Condition to the Deed of Grant in Fee Simple being issued is that Council itself use the land for the stated purposes, being for the purpose of a Waste Transfer Station; Inert Landfill and a Compost Facility, and that there is no current or planned action to dispose of the land to a third party.

Once the Deed of Grant had been issued, Council was to withdraw its Non-Claimant application.

Preston Law has been instructed to withdraw the Non-Claimant application from the Federal Court and have arranged for Crown Law to execute the minute of consent order and then file with the Federal Court.

Crown Law have already agreed to a notice of discontinuance being filed and each party bearing their own costs.

The grant of freehold tenure to Council would be and remain valid.

Submitted for information purposes.

Link to Corporate Plan

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

Consultation

Nil.

Legal Implications (Statutory, basis, legal risks)

Nil.

Policy Implications

Nil.

Financial and Resource Implications (Budgetary)

Funds for future development of site.

RECOMMENDATION

Report be accepted for information purposes.

Att:
Proposed Waste Transfer Station L94 C17952

Proposed Waste Transfer Station
94/C17952
MacMillan Street
Existing Land Fill Facility
Google earth
© State of Queensland 2015, Includes material © Airbus DS 2013-15, all rights reserved
Imagery Date: 5/13/2011 15°28'09.56" S 145°13'01.39" E elev 15 m eye alt 980 m
2006

	BIOSECURITY MONTHLY REPORT – DECEMBER 2015
	Report No. D15/21683 from Senior Biosecurity Officer

Précis

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

Link to Corporate Plan

Theme 4.2 Environmental Wellbeing:

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

f) Pest and weed management services.

4.2.2 Where resources and capacity allow:

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

Legal Implications (Statutory, basis, legal risks)

Nil.

Surveillance and Control Work

Weeds:

- Still waiting on identification from the herbarium of suspected salvinia in Cooktown

Pest Animals:

- Pig trapping: (Council's loan traps): No reported kills this month.
- Baiting: 1080 baiting run conducted the last week of November/first week of December. See separate section below.

Cook Shire Biosecurity Plan

A consultation meeting was held with Ergon officers responsible for vegetation management on power easements. Issues such as Gamba Grass on easements around Cooktown were discussed. A two day workshop is planned with FNQROC on 7th & 8th December to develop plan layout and structure and do the first run of prioritising areas for weed management objectives, which will then be transferred into maps for further consultation.

Joint initiatives/collaborations

1. Cathy attended a meeting with the new District Director, Far North District, North Queensland Region, from DTMR in Cooktown on the 18th November to discuss weed management on State controlled roads and the proposal for Biosecurity staff to be involved with pest management for the areas affected by the PDR Upgrade projects.

2. Cook Shire Council (through Biosecurity Services) has agreed to be a co-contributor in an application for the National Landcare Programme - Sustainable Agriculture Small Grants Round 2015-16 being submitted by CYWAFA Inc. The project aims to conduct a series of workshops to up skill land managers in hands on weed and feral animal management techniques. Council has committed to an in-kind contribution of $4260.

Funding applications
Nil, except as mentioned above.

2015 1080 Baiting Run
Biosecurity Services completed the annual 1080 baiting run between the 23 November and 2nd December. The run provided services to 24 properties comprising in excess of 2.6 million hectares. Over 4.7 tonnes of meat was baited with dog strength 1080 and over 1.5 tonnes with pig strength 1080. Queensland Health officers attended for two days to familiarise themselves with 1080 delivery in the field and were satisfied with Council's adherence to statutory requirements and impressed by the logistical difficulties inherent in organising the run.

For some years Council has been educating landholders regarding their obligations regarding the use of 1080 and this process is clearly evident in both the knowledge of graziers about the various guidelines and the quality of meat baits being presented (i.e. bait size, bait freshness, absence of hide and bone etc.). One area that still requires work is the requirement to provide adjoining neighbours with 72 hours notice. This was addressed throughout the run and will be the subject of correspondence to graziers in 2016.

Customer Requests
- 1 request for the relocation of a pig trap within the area in Cooktown – still outstanding due to 1080 run.
- A compliant about fruit bats at the Cooktown water supply has been passed onto Environmental Health to deal with.

Training/Workshops/Meetings/Conferences
Both Cathy and Darryn attended the FNQ ROC NAMAC Meeting held in Cairns on 20/11/15. One of the main issues discussed was collaboration between QPWS and local governments in the area of pest management. Proposed Task Forces for 2016 were also discussed. The proposal to host a task force to combat Gamba Grass in the Cooktown rural area was withdrawn due to the restricted time to get it organised and funded before the optional time for treatment had passed.

Panama Disease Update
Signs to erect at Lakeland warning people not to move banana plants have been received and will be put up over the Christmas period.
The next Regional Working Group meeting will be held in Cairns on 7th December. Cathy will attend.

Lakeland Washdown Bay
A cost effective solution has been found for disposal of the water from the washdown bay tanks and it is expected that the tanks will be cleaned out and disinfected in the next month or so.
Signage: New sign designs are have been submitted to DTMR for approval.

Biosecurity Act

Biosecurity Queensland has released a short video on the Biosecurity Act 2014. The video covers the key purpose of the Act, new definitions, the general biosecurity obligation and what it means, and legislative instruments under the Act. I encourage all Councillors to watch the presentation to better understand the new legislative framework.

Video on new Biosecurity Act
Watch now >>>

RECOMMENDATION

Report submitted for information.

ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES

	ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES DIVISIONAL REPORT – NOVEMBER 2015
	Report No.D15/21685 from Director of Economic Development and Community Services.

1. GRANTS

Applications Submitted

- Community Resilience Fund, Department of Infrastructure, Local Government and Planning–Cyclone Shelter Upgrades

2. ARTS AND CULTURE

As part of a Council lead initiative for the 2015-16 RADF program, a two-day workshop on setting up websites and selling art online was held at the Cooktown Library. These workshops were very well received with participants indicating they felt it was of great benefit.

Work continued on other RADF Council lead initiatives including support and development of arts and culture along the Peninsular Development Road and development of an arts and culture website.

3. MEDIA, MARKETING and COMMUNICATIONS

Social media

Insights for Council's official Facebook page, Cook Shire Connect, as of December 3, 2015

- Total 'likes' – 1,748 (up 10 since last month).
- The most popular post by Council was "GREAT TO SEE SO MANY PEOPLE..." posted on November 16 regarding the domestic violence awareness march in Cooktown. It reached more than 1,300 people, and garnered 86 likes, 3 comments and 9 shares. Four posts in November reached 1,000 or more people.

Insights for Council's official Twitter account, @CookShire, as of December 3, 2015

- Council's page has a steadily growing group of followers – now at 402, an increase of 15 from last month.
- New followers include Chip Monk Media, Project Seagrass, Garage Sale Trail and CNN documentary maker Heath Padgett.

Council is also growing followers for its recently re-activated Instagram account, Cooktowntnq, (with 260 followers, up 20 since last month) and YouTube account, cooktownandcapeyork (18 subscribers and 4,365 views, up 20 since last month). Regularly posted images and videos are keeping the accounts active and interesting, with followers increasing week by week. Cooktown Tropical North Queensland, Council's official tourism Facebook page, now has 3,518 likes (up 5) with posts regularly reaching more than 1,000 people. Council's official tourism Twitter account, @MyCooktown, has 1,291 followers (up 14).

Media coverage

Media coverage this month has included announcing the Economic Development and Community Grant recipients, Cook Shire's drought declaration, an update on the closure of the waterfront development construction site, the appointment of Council's Director of Economic Development and Community Services to the Tourism Tropical North Queensland Board and Council's response to an asbestos dumping incident at Coen.

4. EVENTS and FESTIVALS

Upcoming Events and Date Claimers

- 6 December Breakfast with Santa (20th anniversary)
- 20 December Christmas Carols by Candlelight
- 22 December P&O Cruise ship arrival
- 23 December P&O Cruise ship arrival
- 26 January Australia Day Awards

5. TOURISM

Meetings and Training

- Get Up To Speed Program

James Cook Museum Statistic

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

6. ECONOMIC DEVELOPMENT

Meetings and workshops

Cooktown Chamber of Commerce and Tourism
Workshop #3"6 Steps to Developing your Business Ideas"

Cook Shire solar project

The Cook Shire Solar Project is to be tabled at the December 3 ARENA Board meeting. An update can be provided as to the outcome of their decision at the December Ordinary Council meeting.

Cooktown Airport

The contract for the preparation of the Cooktown Airport Development Master Plan has been awarded to Aviation Projects Pty Ltd after a competitive tendering process. The tender price was in accordance with Council's resolution in September 2015.

The consultants had their first visit to the airport on the 26th November and expect to complete the draft report by mid-February 2016.

Cooktown Chamber of Commerce and Tourism

Greg Ovenden met with the Cooktown Chamber of Commerce and Tourism to present the Draft Planning Scheme. DVD copies were distributed to members who wished to review the scheme.
Cook Shire Council formally offered secretarial support to the Chamber until the 2017 AGM in which these services will be at no cost to the Chamber (except for any out of pocket costs that will be pre-approved by the Executive) and will provide the following:

Organisational:

- Compliance
  - Annual General Meetings,
  - ASIC returns
- Management Committee
  - Agendas
  - Minutes
  - Correspondence

Business

- Strategic Plan – preparation and implementation
- Website development and maintenance
- Development and maintenance of membership and broader business database
- Monthly e-newsletter

Membership

- Development of member benefits
- Membership Prospectus development
- Issue membership certificates
- Coordinate regular member functions

At the last meeting on 24th November, it unanimously voted on and will commence immediately, with a focus on strengthening the business community and increasing membership uptake.

Incubation Hub at Cooktown Library

The final workshop from the 3 part series "6 Steps to Developing your Business Ideas" saw the regular 8 participants further explore their ideas and how to test the market place with a minimum viable product. The emphasis was on communicating with potential customers to develop an idea that is an income generating activity, rather than developing a product that no one will purchase.
Next year there will be another two workshops with Inspire Consulting covering computer training and website development as well as using social media to grow your business and exploring software to enhance capacity. These are planned to start in February.

Economic Development Grants tracking

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

Organisation Name	Project Name	Project start date	Project End Date	Council amount approved	Project acquitted
Cooktown Photographic & Framing	10 Must see places to visit in Cooktown Coffee Table Book	1/01/2015	31/05/2015	$ 2,000.00	Extension to December

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

Organisation Name	Project Name	Project start date	Project End Date	Council amount approved	Project acquitted
Cooktown Chamber of Commerce & Tourism	Explore Cooktown 2016	01/09/15	31/03/16	$4,800.00	
Wawu Dabaar Teaching Circle	"Sharing Culture" Initiative	20/11/15	30/01/16	$2,000.00	
Australian Pacific Lodges P/L	Mungumby Mt Bike Muster (MMM) and Cooktown Mt Bike Rally (CMR)	15/01/16	31/05/16	$5,000.00	

7. LIBRARY UPDATE

Cooktown

- Cooktown library staff recently attended an introduction to the *3A's* literacy programme delivered by staff from the Dept of Education and Training. The programme deals primarily with the transition to school and will work in well with the current SLQ *First Five Forever* literacy model. Future workshops to further develope *3A's* will be held in Cooktown in early 2016
- Visitor numbers to the library have increased since the advent of the hotter weather accuracy of statistical data

Bloomfield

- no report received.

Coen

- Coen visitor numbers and Internet use has increased expeditially with the warmer weather.

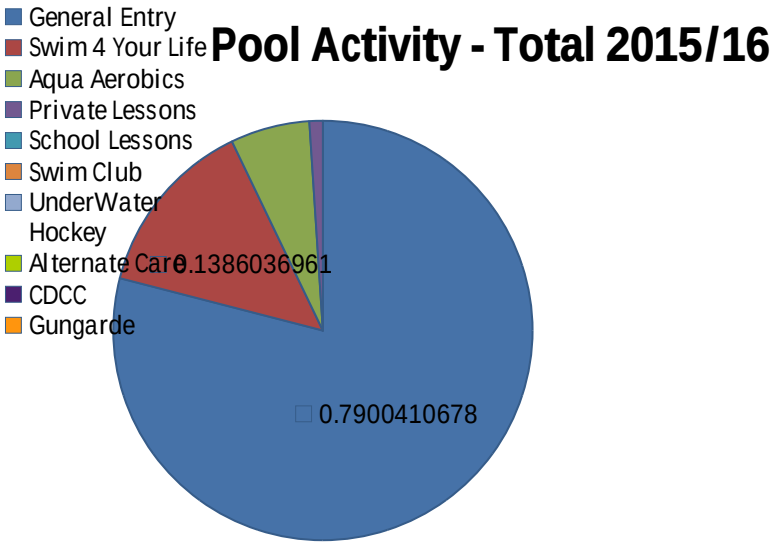
Library Statistics – November 2015

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

8. COOKTOWN SWIMMING POOL

Attendance

2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
General Entry	165	334	393	273	374								**1539**
Swim 4 Your Life	23	38	55	61	93								**270**
Aqua Aerobics	7	11	9	46	46								**119**
Private Lessons		1		6	13								**20**
School Lessons													**0**
Swim Club													**0**
UnderWater Hockey													**0**
Alternate Care													**0**
CDCC													**0**
Gungarde													**0**
Total	**195**	**384**	**457**	**386**	**526**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1948**



December Activities

Plans are being implemented to ensure appropriate staffing over the Christmas break while the Pool Coordinator is on leave.

Preparations for Breakfast with Santa on the 6th December are underway along with last week of school pool happenings.

Lifeguard training is scheduled for the weekend of 19th 20th December.

Maintenance – Great changes are happening.

Blackboards have been installed and already kids are loving them.

CORPORATE SERVICES

	FINANCE STATUS NOVEMBER 2015
	Report No.D15/21569 from Senior Finance Officer

Accounts Payable – Nov 2015

Cheques issued	19	Value	$ 88,073.56
EFTs paid	359	Value	$ 8,199,625.11
Cancelled EFT	1	Value	$ (126.50)
Cancelled Cheques	0	Value	$ (0.00)
Total Expenditure			$ 8,287,272.17

Accounts Receivable – Nov 2015

Invoices Issued	138	Value	$ 9,804,774.05
Credits Notes	6	Value	$ (4,003,158.85)
Aged Balances	Current		$ 1,912,312.07
	30 Days		$ 21,719.11
	60 Days		$ 15,360.63
	90 Days		$ 1,216.45
	90+ Days		$ 45,808.56
Total Outstanding			$ 1,996,416.82

Letters of Demand 0

Wharfage Report November 2015

Vessel	**Days at Wharf**	
Stella Raine	1	
Hallem	1	
Southern Venture ll	1	
Coral Princess II	3	
Holothurian	1	
Miss Doreen	1	
Mr Nobody	1	
Unloads		
Vessel	**Unload to**	**Unloaded**
Hallem	*Seafresh*	Live Trout
Miss Doreen	*Aqua Cairns*	Live Trout
Stella Rain	*Seafresh*	Live Trout

Rates Report – October 2015

R1 - Property Transfers When properties are sold change of ownership details are recorded by Council	Month	Number of Transfers
	Oct	16
	Nov	37

R2 - Change of Addresses When ratepayers change their address details are recorded by Council	Month	Number of COAs
	Oct	12
	Nov	2

R3 - Returned Mail Mailed returned as addressee no longer living at the postal address. Alternative addresses researched and mail re-sent	Month	Number of returned letters
	Oct	4
	Nov	3

R4 - Rate and Ownership Searches Property searches are compiled on application, providing rating, property and financial information on a property	Month	Rates Searches	Ownership Searches
	Oct	14	1
	Nov	6	

R5 - Valuation Changes	Month	Number of Valuation Changes
	Oct	2
	Nov	4

Debt Recovery Report

No. **Details** **Statistics**

D1 - Rates Debt Outstanding	Month	Balance BF	Levied	Less Payments (includes prepayments)	Less Rebates	Interest	Discount Taken	Adjustment	Total Outstanding
	October	654,747.86	3,6409,64.59	-3,255,368.47	-45,790.85	25,678.36	149,567.65	-129.37	870,534.44
	November	654,747.83	3,644,188.11	-3,330,880.11	-45,647.27	33,427.42	-146,520.96	-246.63	811,867.85

Number of Assessments by Category	Residential	Commercial	Rural	Extractive	Other
October	105	18	15	50	66
November	103	17	17	49	73

Number of Assessments by Years	Current	1 Year	2 Years	3 Years	Greater than 3 years
October	125	102	15	7	5
November	139	95	15	5	5

Number of Assessments per outstanding balance	Less than $500.00	$500.00 - $1000.00	$1000.00 - $5000.00	$5000.00 - $10,000.00	$10,000.00- $20,000.00	Greater than $20,000.00
October	37	52	127	23	9	6
November	64	47	116	18	9	5

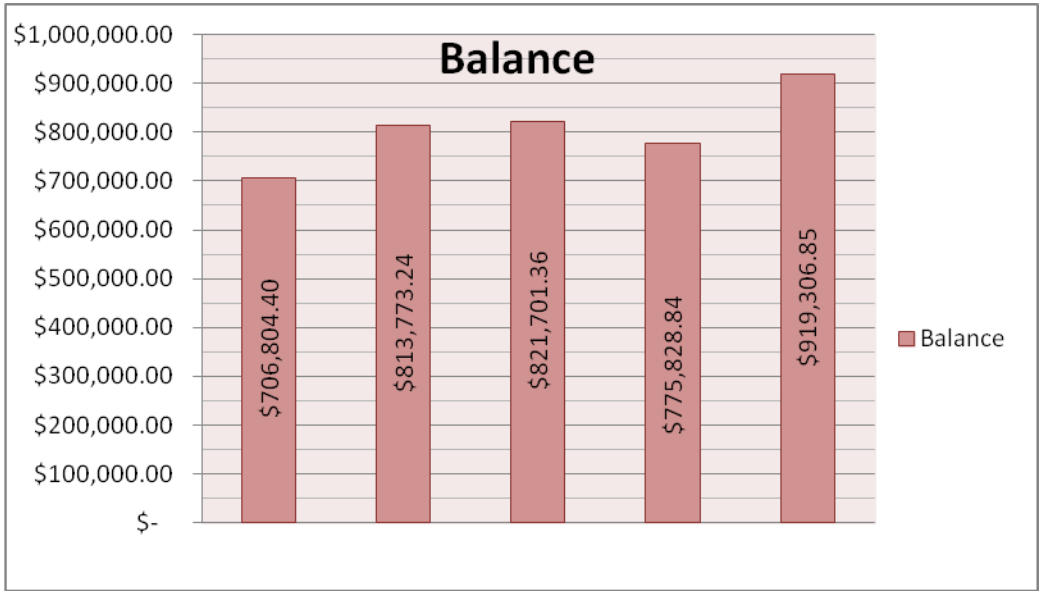
D2 - Letters Sent	Month	Rates Reminders	Final Demands	Legal Letters
	Oct	n/a	n/a	n/a

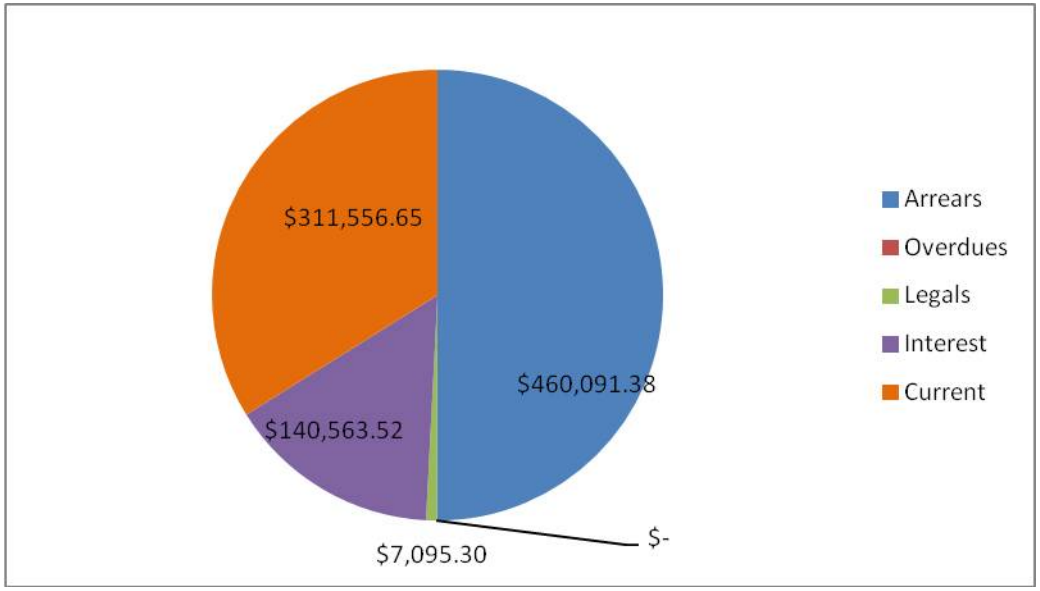
	Nov	n/a	n/a	n/a

D3 - Payment Arrangements	Month	Arrange-ments	Debt Collectors	Sale of Arrears
	Oct	44	41	0
	Nov	45	29	1

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	$ 7,288,376.22	$ 919,306.85	12.61%	$ 811,867.85	11.14%

Balance			
	$ -		
Aboriginal Freehold		0%	Levied
		0%	Arrears
Rates	$ 819,549.05	89%	
Water	$ 99,757.80	11%	
	$ 919,306.85	**100%**	
Arrears	$ 460,091.38	50%	
	$ -		
Overdues		0%	
Legals	$ 7,095.30	1%	
Interest	$ 140,563.52	15%	
Current	$ 311,556.65	34%	
	$ 919,306.85	**100%**	


Balance
$1,000,000.00
$900,000.00
$800,000.00
$700,000.00
$600,000.00
$500,000.00
$400,000.00
$300,000.00
$200,000.00
$100,000.00
$-
$706,804.40
$813,773.24
$821,701.36
$775,828.84
$919,306.85
Balance


$311,556.65
$460,091.38
$140,563.52
$7,095.30
$-
Arrears
Overdues
Legals
Interest
Current

Grants update - November 2015		
FUNDING BODY		
Grant Monies Received November 2015	**REASON**	**Amount Received**
Dept Local Government, Community Recovery & Resilience	Foreshore & Webber Espl Playground Milestone 2	$145,839.13
State Library of Queensland	Equipment Library Grant 2015/16	$1,986.00
Dept Infrastructure & Transport	R2R Quarterly Payment	$1,601,734.00
Queensland Reconstruction Authority	Cyclone Nathan - Emergent Works CoSC.58.15	$1,827,903.78
	Total Received	**$3,577,462.91**
Grant Monies Outstanding as at 30 November 2015		
Dept Infrastructure, Local Government & Planning	Get Ready Queensland	$1,075.10
Dept Transport & Main Roads	ATSI TIDS - Lukin Overflow Culvert	$313,015.82
Dept Transport & Main Roads	ATSI TIDS - Bamaga Rd 2 coat seal	$1,419,625.14
Dept Local Government, Community Recovery & Resilience	GraffitiSTOP Clean Up Program	$3,921.60
Dept Premier and Cabinet	Centenary of Gallipoli Landing	$1,190.96
Dept Local Government, Community Recovery & Resilience	Waterfront Amenities/Water Play	$204,160.87
Dept State Development, Infrastructure and Planning	Waterfront construction	$1,500,000.00
Adult Learning Australia	Broadband for Seniors	$360.00
	Total outstanding	**$3,443,349.49**
Note: ANNUAL SUBSIDY/GRANTS		
Dept Community Safety - Emergency Management Queensland	*Annual Local Government Subsidy*	+/-$22,000.00
	(Yearly Payment)	
Dept of Local Government Community Recovery & Resilience	*(2015/2016 paid by quarterly instalments)*	8,534,753.00
FAG - Roads	*Identified Road Grant - $1,501,328*	
FAG - General	*General Purpose Grant - $7,033,425*	
Department of Infrastructure & Transport		
Roads to Recovery over 1 year period up to	*2015-2016 (for the next 1 year)*	2,661,290.00
ATSI TIDS - Bamaga Road _ Sailors Hill Seal (6km)	*2015-2016*	1,850,000.00
ATSI TIDS - Pormpuraaw Rd Culvert (Lukin Overflow)	*2015-2016*	150,000.00
Cape York Natural Resource Management Ltd 1 Mar 2015	Acceptance of interim progress report	64,000.00
1-Sep-15	Acceptance of yearly progress report	32,000.00
15-Sep-15	Acceptance of Financial Report	64,000.00
State Library of Queensland	Best Start Family Literacy Initiative (Annual Amt for 4yrs from 2014)	7,059.00

Precis

Finance Reports from Accounts Payable, Accounts Receivable & Rates

Background/History

Monthly Report

Link to Corporate Plan

Finance Section

Consultation

None

Legal Implications (Statutory, basis, legal risks)

None

Policy Implications

None

Financial and Resource Implications (Budgetary)

None

Recommendation

Report be received for information

	SENIOR UNITS MONTHLY REPORT – DECEMBER 2015
	Report No. D15/21679 from Contract Housing Officer/Property Manager

Précis

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

Link to Corporate Plan

Theme 4.4 Aged Care Planning & Property Management:

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

a) Disaster management facilities and services in conjunction with state government agencies.

b) Community/aged care housing where endorsed as an appropriate municipal service.

c) Procedures and processes that ensure buildings comply with minimum safety and health standards.

d) Public infrastructure for equitable access to all common facilities.

4.4.2 Where resources and capacity allow:

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

b) Increase and improve services where 'whole of life' costing is known, community need is demonstrated and essential, and additional expenditure does not compromise sustainable core service provision.

c) Demonstrate environmental awareness and sustainable practice in resource usage.

d) Match expenditure on assets against requirement for core service provision..

Legal Implications (Statutory, basis, legal risks)

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

Senior Units tenant(s)

Tenant(s):

- Christmas delivery to be conducted on December 16, 2015 at 10:30am by Councillors who wish to participate at Sunbird Cottages and CSC Senior Units in May Street and Howard Street.
- Tenant(s) – Christmas cards and CSC Monthly News letter forwarded to all tenants with coming events prior to Christmas.

Policy Compliance and Implementation

Department of Housing & Public Works – Contact Management Units in May Street

- Long Term Community Housing Program – Data Collection to be submitted quarterly.
- New Social Housing program specification will commence January 1, 2016
- Community Housing Annual Financial Return 2014/2015 submitted (CHAFR 2014/2015)
- Requirement – General Tenancy Agreement (Form 18A), Bond, Entry Condition Report (Form 1a), Keys, Rent Report details based on 25% basic pension prior to all new tenants taking possession.

Financial and Resource Implications (Budgetary)
In regard to vacated tenant(s) the following action has been undertaken:-

- Unit 3A Endeavour lodge – Bond claim Wheelie bin, support beam
- Unit 6B Endeavour Lodge – Bond claim Cleaning, rent arrears, lock
- Unit 1B Endeavour Lodge – Kitchen, bathroom replacement prior to new tenant taking possession
- Unit 2B Endeavour Lodge - new tenant will take possession on 18/12/2015
- Unit 6B May Street – DHPW Cooktown Hub one applicant received. Tenant will take possession on 11/12/2015
- Cooktown Local News Ad – Expressions of interest vacant units

Cook Shire Senior Units workshops/Meetings/Conferences
Meeting conducted with Department of Housing & Public Works contract Officer, Director of Corporate Services and Senior Units Administrator on December 1, 2015 – Compliance and reporting requirements.

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

RECOMMENDATION

Report submitted for your information.
Report prepared by Desiree Smith, Housing Officer/Property Manager, Corporate Services

	BUSINESS SERVICES, RECORDS, ADMINISTRATION & IT REPORT – DECEMBER 2015
	Report No. D15/21724 from Records Management Officer

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:	1153
Enquiries	226
RV's	0

Receipting

Total No	150
Total Value	$80,442.05

Break Down

Cash	$11,742.10
Chqs & M/O	$52,799.40
Credit Cash	$14,318.09
EFT	$1,519.35
Other	$63.11

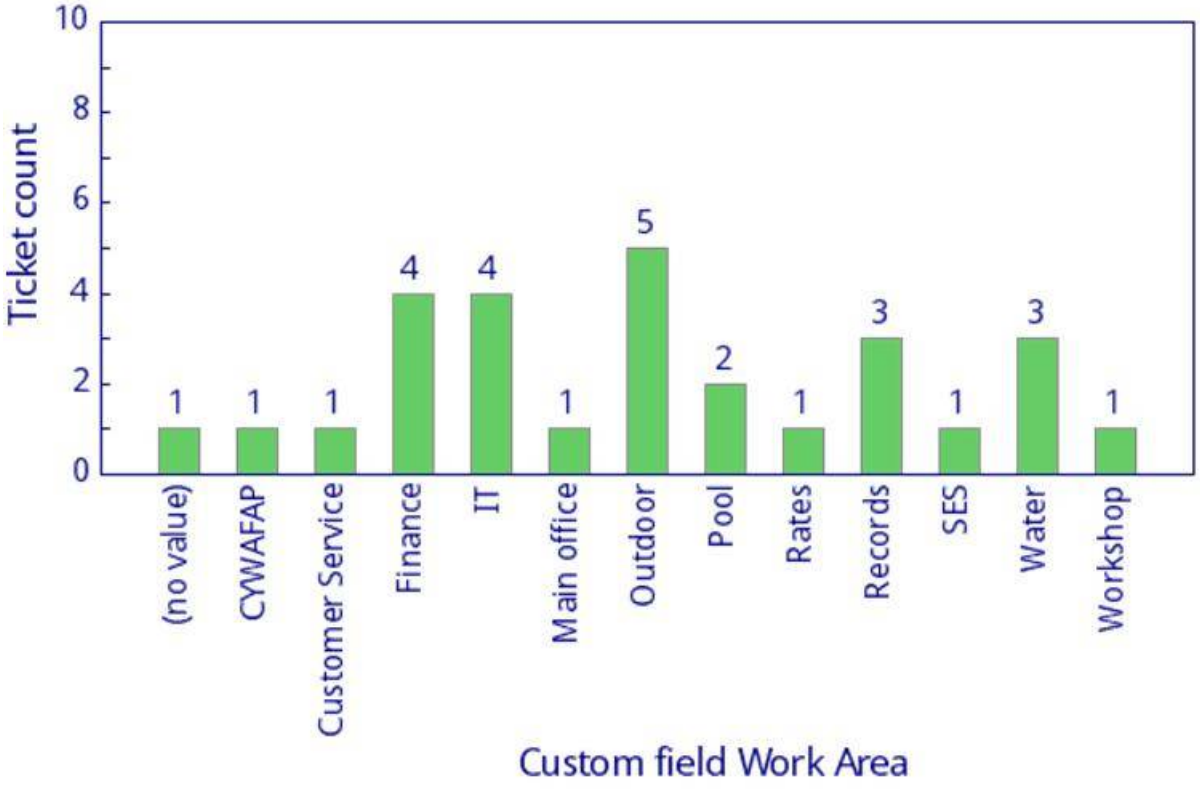
Stores

Total	314
Value	$113,989.37
Units Distributed	55010

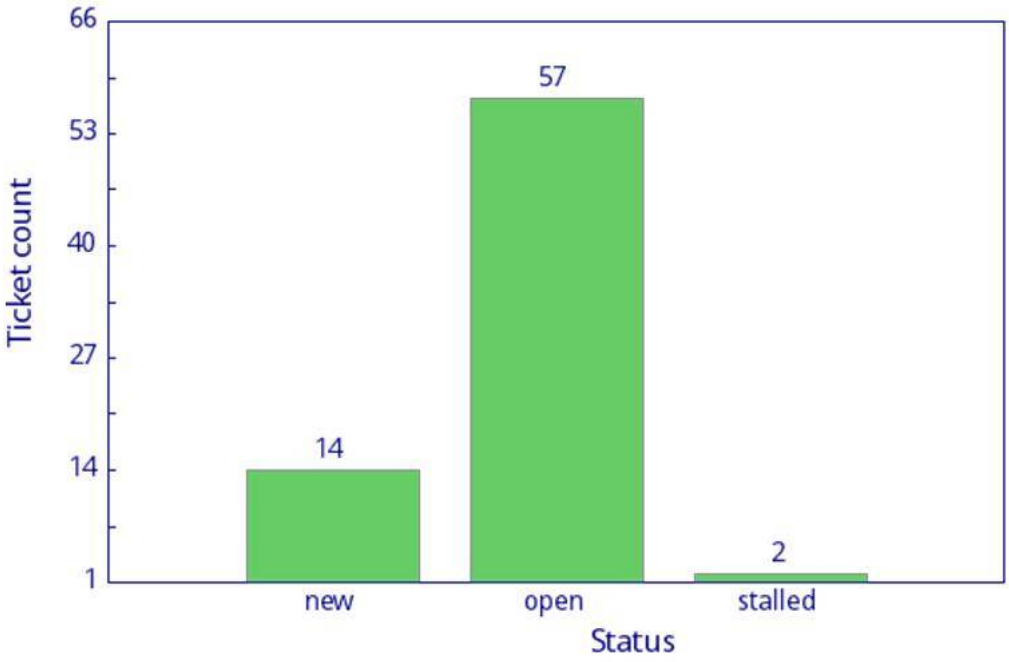
INFORMATION TECHNOLOGY

November Created Tickets: 36

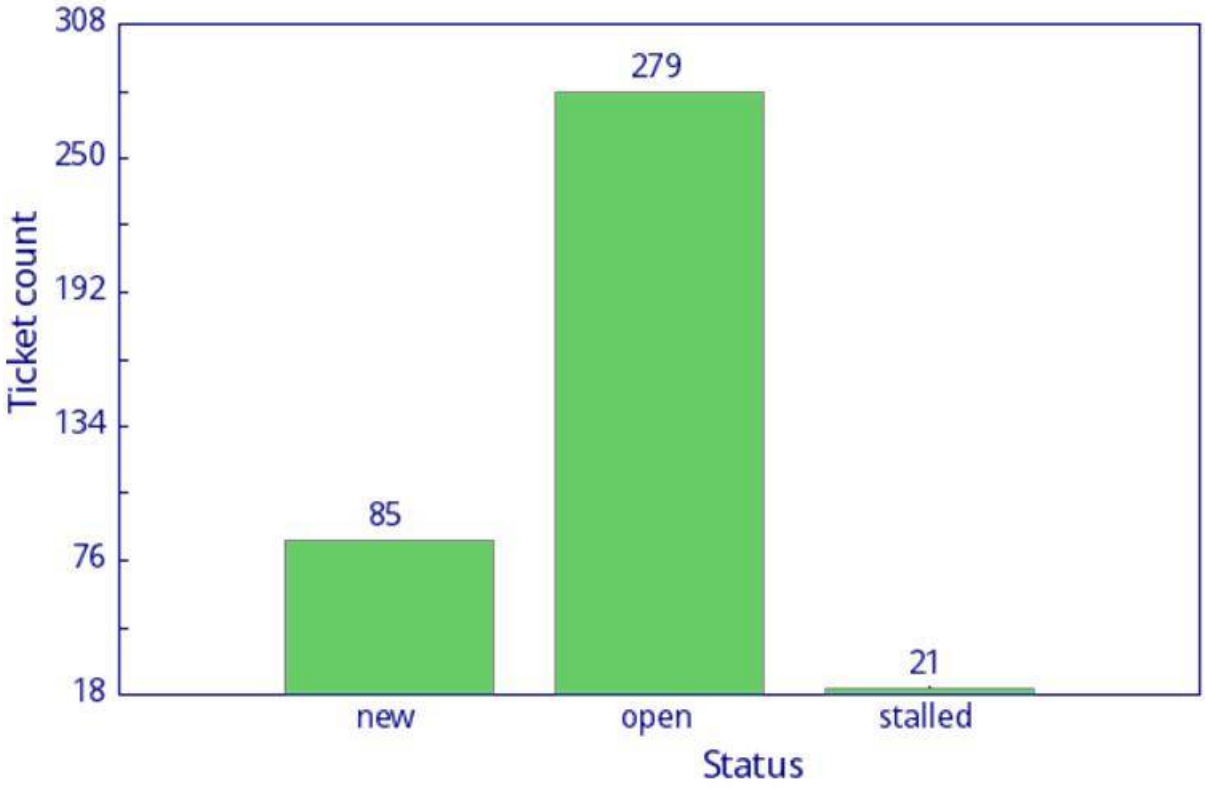
November Resolved Tickets: 28



November Updated Tickets by Status: 73



Current Open Tickets: 385



RECORDS & CORRESPONDENCE

	DOCUMENTS	SCANNED DOCUMENTS	**TOTALS**
Records Officer	205	20	**225**
Correspondence Officer	177	737	**914**
Senior Admin Officer	110	141	**251**
RECORDS TOTALS	**492**	**898**	**1390**
WHOLE OF COUNCIL	1875	943	**2818**

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

RECORDS MANAGEMENT PROJECTS AS OF NOVEMBER 2015

RECORDS MANAGEMENT OFFICER

Task	**To be done.**
Procurement & Asset Disposal (Contracting)	
Quotes, Tenders & Panels – Evaluation underway	Wharfinger, Waste Transfer & Disposal, Travel Agency Services, Supply of Aviation Fuel, Banking Services, Salary Sacrifice, Performance Management Training & Review, Turf, Stationary & Marketing Material, Irrigation, Electrical Goods, Tree Lopping, Pressure Cleaning & External Windows, Building Maintenance & Trade Products & Services, Road Transport, Air Conditioning, Pump Maintenance & Renewal, Stock Control, Weed Spraying, Aerial Shooting, Commercial Cleaning, Transport of Regulated and Liquid Waste. Working with Senior Admin Officer to Evaluate
Sole Supplier Register	Ongoing. Records Management Officer & Senior Admin Officer
FNQROC Templates, Panels and Contracts Portal	Ongoing. Records Management Officer & Senior Admin Officer
Hire of Plant 2016	Governance & Risk Manager, Records Officer & Senior Admin Officer.
JS Love, Lakeland Hall & Laura Hall	Cr Shephard to approach Coen Progress Assoc and Cr Wilson to approach Lakeland & Laura Progress Assocs prior to going to tender
Legal / Land Tenure	
Gravel Extraction - Urgent	Agreement for 2016 with organisation. 2015 works no longer able to take advantage of agreement. Move to long-term leasing proposed. Heathlands – Negotiations with DATSIP. Pits identified Sandstone Bridge – With Balkanu after meeting to discuss changes to lease terms required by Council.

	Daarba & Ngulun – With Balkanu after meeting to discuss changes to lease terms required by Council.
Tinpitch	Agreement reviewed. Charges agreed upon. Back with Macdonnells. Happy for it to go to the Lands Court.
Review of JS Love Use and Building Condition	Review started. Awaiting report from building maintenance.
Battlecamp and McIvor Gravel Leases - DATSIMA	Facilitate Gravel Leases for Engineering with DATSIMA – In progress
Reenactment Society - Renew Lease	To be tabled at January Council Meeting
Historical Society - Renew Lease	To be tabled at January Council Meeting
CDCC - Renew Lease	To be tabled at January Council Meeting
Hall Review - Use, community service, insurance, maintenance, etc.	Outsourcing management under consideration. Cr Wilson to contact with Lakeland & Laura Progress Associations & Cr Shephard to contact with Coen Progress Associations
Airport Subdivision	Letters of Offer sent out. Liaising with Mal Skipworth (Preston Law) & Director ED &CS over final Lease terms.
Council owned buildings	Overview of Council buildings and what major maintenance is required. Working with Building Maintenance. Will be handed over once Asset Management Officer starts.
Residential Tenancies – Council owned houses	Review of rents to align with average rent charged in each township. Incremental increases to be applied.
Struber Payment Arrangement Public Trustee	Have been formally notified by Public Trustee that Mr Struber will be dealing with his rates issues personally. Handed back to Rates.
Sublease for Lease C Webber Esplanade	Finalised.
Total Lease Spreadsheet	Complete overview of all council leases showing income, expenses including insurance, depreciation, rates & Charges & maintenance. Prepare for January Meeting
New RAATSICC Lease – Month by Month	Lease waiting on CEO signature – Invoice sent - Completed
Laura HAAC Lease renewal	Draft lease sent to Laura HAAC
Records Management	
Retrieve corporate records from historical society	Part of 12 month and 5 year operational planning.
Records - Email Dumps, Central Processing, Councillors, Applying Retention to DW Docs	Part of 12 month and 5 year operational planning.
Review of Records Management - Possibility of Central Management.	EMT Registration – Working with Correspondence Officer
Public Interest Disclosure - On Website	Draft written. Under Review with Governance & Risk Manager
Spreadsheet for Building Maintenance	Spreadsheet with what Maintenance Council is responsible for and What GL to Book Jobs to.

Complaint and Information Management.	
~~***Complaint #19 (October 2015)***~~	~~Complaint - Water & Sewerage Network. COI. Completed 3/11/2015~~
Complaint #20 (November 2015)	Complaint – Request for Extension on tender.
Complaint #21(November 2015)	Complaint - Via CEO - Illegal Accommodation Lakeland - Compliance with Local Laws, Legislation. Completed 27/11/2015.
Complaint #22(November2015)	Complaint via CEO - Trade Waste Inspection Program & Preferential Treatment of Supplier. Awaiting confirmation by Complainant in writing.
Complaint #23(November 2015)	Confidential Complaint – Investigation under review

SENIOR ADMINISTRATION OFFICER

Task	**To be done.**
Human Resources / Workplace Health & Safety	
Accident / Incident Report Register	Creating spreadsheet Updating spreadsheet for monthly Safety meetings
Job Applications	Place Job on Website Registering applications Send out Acknowledgement letters Organising Interviews
Skill Register	Updating employees new skills
Staff Turnover Spreadsheet	Update monthly figures
Training Register	Creating Register – waiting on HR
Work Compensation/Rehabilitation	Registered documents
Administration	
Cleaning	Communicated with cleaner – replacement and notice of rectify cleaning
Delegation Register	Looking into moving Delegations from Authority to Spreadsheet making it easier to use and report
Forms	Update and Register Council forms
Phones	Update phone listing and Reception phones
Policies	Update website and TRIM
Customer Request Management (CRM)	
New Reporting & structure	Working with Ingle to change the structure of CRM from employee names to roles. This will improve the reporting and the response

	time for CRM
Training	Refresher Training for staff
Procurement	
Quotes, Tenders & Panels – Evaluation underway	Wharfinger, Waste Transfer & Disposal, Travel Agency Services, Supply of Aviation Fuel, Banking Services, Salary Sacrifice, Performance Management Training & Review, Turf, Stationary & Marketing Material, Irrigation, Electrical Goods, Tree Lopping, Pressure Cleaning & External Windows, Building Maintenance & Trade Products & Services, Road Transport, Air Conditioning, Pump Maintenance & Renewal, Stock Control, Weed Spraying, Aerial Shooting, Commercial Cleaning, Transport of Regulated and Liquid Waste. Working with Senior Admin Officer to Evaluate
FNQROC Procurement Sessions	Ongoing 3 monthly meetings to help Council to meet all legislative requirements for Tendering, Specification writing and procurement.

CORRESPONDENCE OFFICER

Task	
Registration of Physical and Electronic records	
Procedure for the registration of EMT and Councillor emails	Creation of procedure for the registration of EMT & Councillor emails. Procedure with EMT.
Sorting and registration of Native Title records	Sorting of hard copy files, identifying duplicates and registration. 90% complete
Registration of electronic and physical records	Ongoing task
CRM Management	Creation of CRM's, registration in TRIM & send out acknowledgement letter. Ongoing
Records search for Water Section	Locating specific records in TRIM to enable the Water Section to finalise Airport Bore Report for Airport Subdivision.
Customer Service Relief	Ongoing Customer relief as required during staff absences
Daily Mail	Opening, distribution, registration and Tasking of daily mail.
Registration of tender submissions	Complete
Registration of Engineering documents	Registration of backlog of documents from Engineering.
Records Search for Engineering	Specific record search for an engineering project
Provision of TRIM Training for new employees	As required when new staff start

Internal Requests	Internal requests for new containers in TRIM
Training and Study	
Guardian Training	Completed 20/12/2015
Certificate IV in Records Management	60% Complete.

CUSTOMER REQUESTS FOR THE MONTH OF SEPTEMBER 2015

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

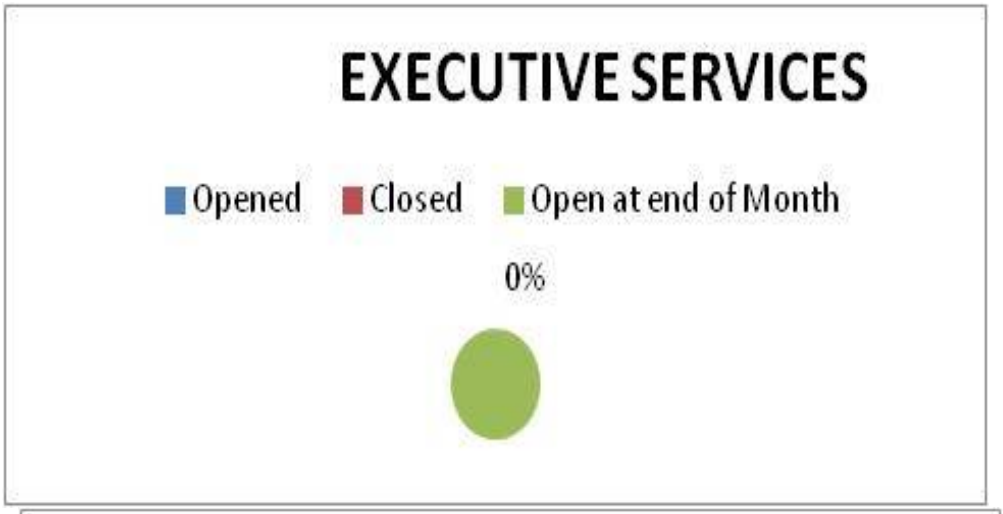
	Nov-15		
Description	**Opened**	**Closed**	**Open at end of Month**
EXECUTIVE SERVICES			
Accidents & Incidents (WHS Officer)			**4**
Councillors Requests (Executive Assistant)			**1**
TOTAL	**0**	**0**	**5**
CORPORATE SERVICES			
Disaster & Emergency Management (Director Corporate Services)			**6**
Escalated Reveiw of Council Actions (Business Services Manager)			**1**
Property Management (Business Services Manager)			**4**
Records Request (Records Officer)			**1**
Request from SES (Records Officer)	1		**6**
Senior Accommodation Living Units - General Request (Senior Admin Officer)	1	1	**1**
TOTAL	**2**	**1**	**11**
ECONOMIC DEVELOPMENT & COMMUNITY SERVICES			
Events (Tourism & Events)		2	**1**
Swimming Pool (Director ED&CS)			**1**
TOTAL	**0**	**2**	**2**
PLANNING & ENVIRONMENT			
Abandoned Vehicle Concerns (Local Laws Officer & Waste Management Officer)	1		**9**
Bio-Security - Compliance & Enforcement Requests (Bio Security Officer)			**1**
Bio-Security - Feral Pig Control (Bio Security Officer)			**2**

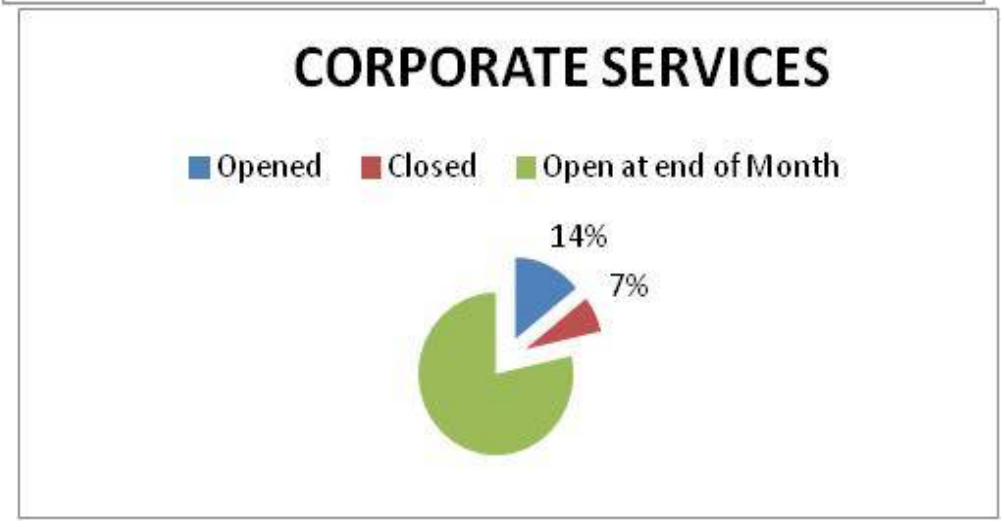
Bio-Security - Request for Weed Identifications (Bio Security Officer)			**1**
Bio-Security - Weed Control (Bio Security Officer)	1	1	**1**
Bio-Security - Wild Dog Control (Bio Security Officer)			**1**
Building Enquiries/Complaints (Development Co ordinator)			**1**
Cemetery Request (Assistant Environmental Health Officer)			**2**
Control of Nuisances - Air-Borne Hazard (Local Laws Officer)			**1**
Control of Nuisances - Noise Pollution (Environmental Health Officer)	2		**3**
Control of Nuisances - Overgrown Vegetation (Local Laws Officer)			**3**
Council Properties - Maintenance (Building)	7	1	**10**
Council Properties - Plumbing Maintenance (Master Plumber)	7		**9**
Council Prioperties - Electical Works (Electrician)	2		**2**
Domestic Animals - Rush/Menace (Local Laws Officer)	1		**1**
Domestic Animals - Wandering at Large (Local Laws Officer)	1		**1**
Domestic Animals - Welfare (Local Laws Officer)	1		**1**
Environmental Complaint (Environmental Health Officer)	1		**4**
Littering/Illegal Dumping (Waste Management Coordinator)	1		**1**
LandHistory/Native Title Enq(Landcare Officer)			**1**
Land Use & Planning Enquiries (Development Co ordinator)			**2**
Landfill/Rubbish/Recycling Enquiry (Waste Management Coordinator)	1	2	**1**
Missed Waste Service Pickup (Waste Management Coordinator)	2		**2**
Public Toilets - Cape Area (Environmental Health Officer)			**2**
Senior Accommodation Living Units - Maintenance Request (Building)	6	4	**7**
Waste Management Odour Issues (Waste Management Coordinator)	1		**1**
TOTAL	**35**	**8**	**70**

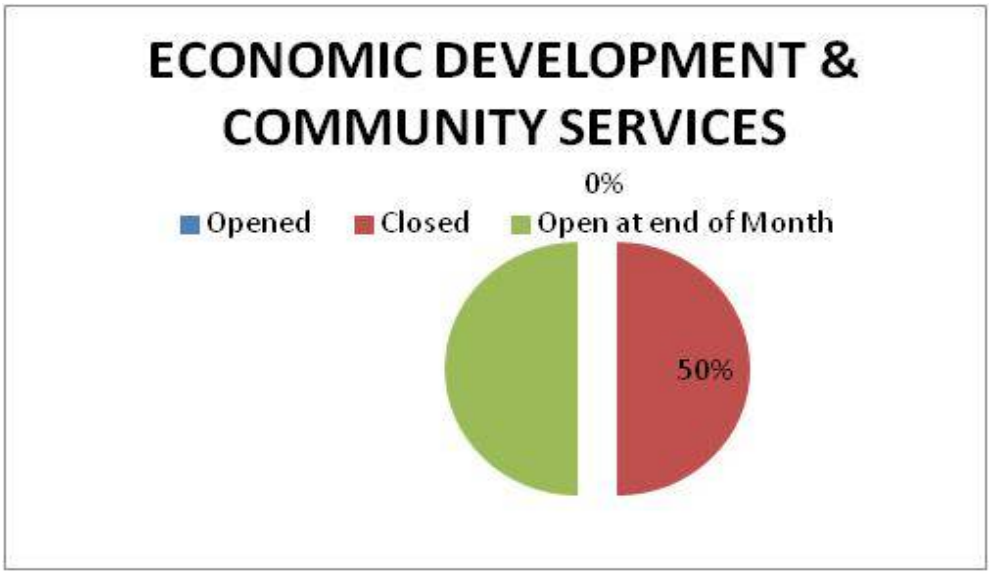
ENGINEERING SERVICES

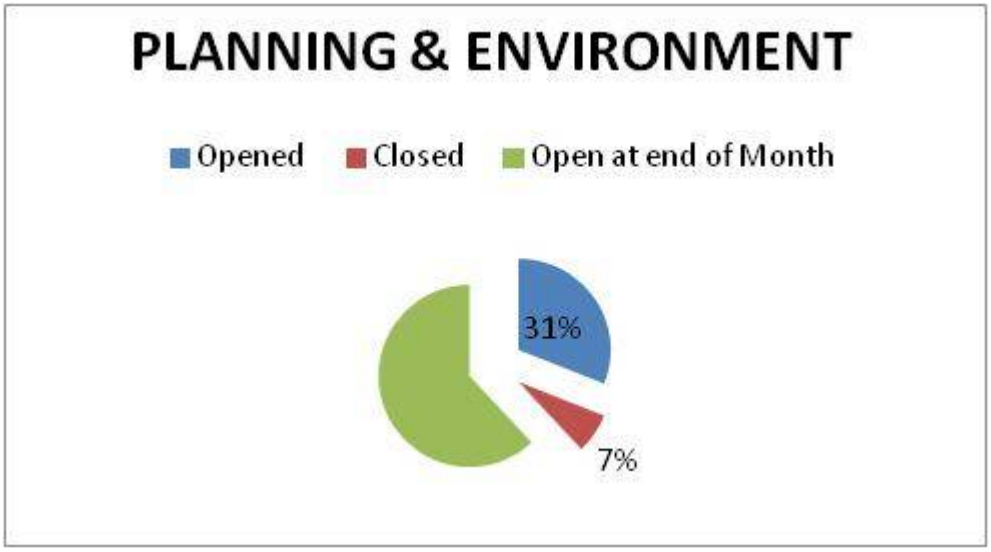
Airport - General Maintenance (Director Engineering)	2		**2**
Damaged Traffic Signs, Rails (Construction & Maintenance Shire Overseer)			**1**
Drainage Diagrams/Maps (Shire			**1**

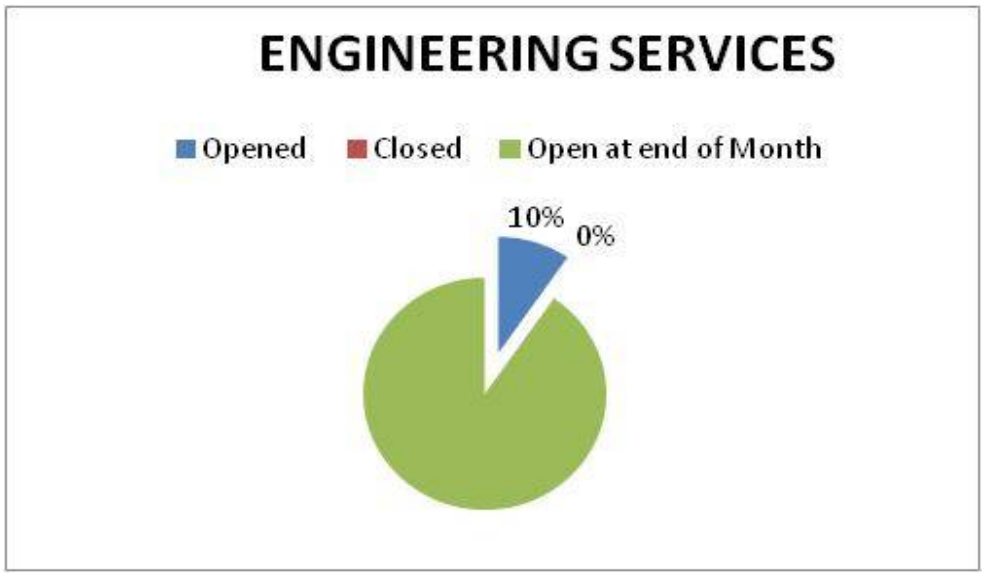
Surveyor)			
Fallen Trees (Parks & Gardens Manager)			1
Footpaths & Bikeways (Construction & Maintenance Shire Overseer)			1
Information Signage Request (Project/Administration Officer)			2
Road - Opening & Closing (Assistant Engineer)			2
Roads Maintenance (Construction & Maintenance Shire Overseer)			24
Stormwater Drainage (Construction & Maintenance Shire Overseer)			1
Street Numbering (House/Rural) (Project/Administration Officer)			2
Water Supply Enquiries/Repairs (Water Administration Officer)	1		2
Water Reticulation Maintenance (Master Plumber)	2		6
Wharves, Boat Ramps & Fishing Pontoons (Construction & Maintenance Shire Overseer)			2
TOTAL	**5**	**0**	**47**






ECONOMIC DEVELOPMENT & COMMUNITY SERVICES
0%
Opened
Closed
Open at end of Month
50%


PLANNING & ENVIRONMENT
Opened
Closed
Open at end of Month
31%
7%


ENGINEERING SERVICES
Opened
Closed
Open at end of Month
10%
0%

Link to Corporate Plan

Leadership and Governance
4.1.1 Provide, to a standard that ensures (at a minimum) legislative compliance:
c) Appropriate corporate governance.

Consultation

Nil.

Legal Implications (Statutory, basis, legal risks)

Nil.

Policy Implications

Nil.

Financial and Resource Implications (Budgetary)/Risk Assessment

Nil.

RECOMMENDATION

Council adopt the report for information.