

**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**

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**Cook Shire**  
**COUNCIL**

**NOTICE OF MEETING**

AN ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOK will be held at the Administration Centre, 10 Furneaux Street, Cooktown on Monday, Tuesday and Wednesday the 16-17-18 February, 2015

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

Bruce Davidson  
Chief Executive Officer

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**ATTENDANCE:**

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

**MEETING OPENED**

The Mayor, Cr PH Scott declared the meeting open at

**APOLOGIES:**

**NOTICE OF BEREAVEMENT:**

Advice has been received of the passing of Rowena Whipper

As a mark of respect one minute silence was observed.

**CONFIRMATION OF MINUTES**

	<b>CONFIRMATION OF MINUTES OF ORDINARY MEETING</b>
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That the minutes of the Ordinary Meeting of 19-20-21 January 2015 be confirmed subject to the following amendments

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

**BUSINESS ARISING:**

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**ENGINEERING SERVICES**

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**PLANNING AND ENVIRONMENT**

PE1	<b>REQUEST TO EXTEND THE CURRENCY PERIOD OF TOWN PLANNING DEVELOPMENT PERMIT DA/2709 – MATERIAL CHANGE OF USE FOR A CARAVAN PARK - ADDITIONAL 2 CAMPSITES &amp; 3 SAFARI TENTS – (IMPACT ASSESSABLE) ON LOT 20 ON PLAN RP734468, 2869 ROSSVILLE BLOOMFILED ROAD, AYTON</b>	
	<i>Report No.AD14/6134 from Town Planning Officer</i>	

**Précis**

A request has been made to Council under section 383 (1)(b) of the *Sustainable Planning Act 2009*, for a four (4) year extension until the 23 February 2019 for the currency period for making a Material Change of Use for Additional two (2) campsites and three (3) safari tents. The Decision Notice for DA/2709 was issued on the 23 February 2011 (see Appendix ‘A’).

The applicant’s are requesting a four (4) year extension of the currency period in order to be able to comply with the conditions of the Development Permit for DA/2709 - making a Material Change of Use for Additional two (2) campsites and three (3) safari tents.

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

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

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

This Material Change of Use approval is in accordance with the provisions of the current Cook Shire Planning Scheme and complies with the above assessment requirements.

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Further to this the relevant Advice Agency Department of Environment and Resource Management (now Department of Natural Resources and Mines) have advised the applicant that as an Advice Agency only, they have no Statutory role in Council's extension period decision making.

The applicants have stated that “ *..the project has not commenced as initially intended at the project inception in 2010, due to the enduring financial downturn stemming demand for the proposed development. However, the Applicant remains committed to advancing development of the site within the next four years based on recent upward trends.*”

Therefore they are requesting the four (4) year extension for the development permit.

**Recommendation**

That Council grants a four (4) year extension to the currency period applicable to the Development Permit for DA/2709 - making a Material Change of Use for a (Caravan Park) Additional two (2) campsites and three (3) safari tents until 23 February 2019 to enable compliance.

**Appendix 'A'**

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Our ref: JH:lm:DA/2709  
Your ref:

23<sup>rd</sup> February 2011

Haleys Pty Ltd ta Haleys Cabins & Camping  
c/- BT Town Planning Consultancy  
PO Box 820  
EDGE HILL QLD 4870

Attention: Ben Thrower

Dear Mr Thrower

**Re: Decision Notice for Development Application – DA/2709 - Material Change of Use for the purpose of Caravan Park on Lot 20 on Plan RP734468 - (Impact Assessable) - 2869 Rossville Bloomfield Road, Bloomfield.**

I refer to your Development Application, which was determined by Council at its Ordinary Meeting held on 22<sup>nd</sup> February 2011. Please find enclosed the relevant Decision Notice.

The currency period for this approval is four (4). Any extension to the currency period must be applied for within this period.

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

Yours faithfully

Stephen Wilton  
Chief Executive Officer

Enclosed x 1

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Enquiries: John Harrison  
Our ref: JH:lm:DA/2709  
Your ref:

23<sup>rd</sup> February 2011

**DECISION NOTICE FOR**  
**DEVELOPMENT APPLICATION DA/2709**  
**LOT 20 ON PLAN RP734468**  
**2869 ROSSVILLE BLOOMFIELD ROAD, BLOOMFIELD**

**Proposal:** Caravan Park

**Type of Development:** Material Change of Use

**Real Property Description:** Lot 20 on Plan RP734468

**Decision Date:** 22<sup>nd</sup> February 2011

**Referral Agencies:** Department of Environment and Resource Management (DERM)

**Decision:** Approved subject to conditions

**Type of Approval:** Development Permit

**Does the Decision conflict with a relevant Planning Instrument:**

No

**Properly made Submissions made about the Application:**

Yes one (1)

<b>NAME</b>	<b>ADDRESS</b>
E. Huddy	PO Box 143, Halifax Qld 4850

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**Further Development Permits required:**

Building Permit

**Codes to comply with for Self Assessable Development:**

Not applicable

**A. Assessment Manager (COUNCIL) Conditions**

**Approved Plan**

1. The development must be carried out generally in accordance with the site plan (Appendix A) received by e-mail (11/6/2010), except for any variations required to comply with the Conditions of this approval.

**Water**

2. The development must be connected to a potable water supply. The potable water supply must be tested annually, with results to be provided to Council's Environmental Health Officer.

**Effluent Disposal**

3. Any application for waste water treatment and disposal must include details of the proposed wastewater disposal systems and calculations demonstrating compliance with the Queensland Plumbing and Wastewater Code and AS/NZS 1547 2000- "On-Site domestic wastewater management". Details must be provided at the time of application for carrying out building work.

**Landscaping**

4. Landscaping must be provided in accordance with the approved site plan, with additional screening landscaping (minimum width one metre) to be provided for the campsites and the safari tents. A detailed landscaping plan to be provided at the time of application for carrying out building works.

**Internal Driveways and Car Parks**

5. The car parking and manoeuvring area must be gravel sealed and maintained in a dust suppressed state at all times. .

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6. The internal driveways must be gravel sealed and maintained in a dust suppressed state at all times.

**Stormwater Drainage**

7. Internal storm water drainage from the site must be to a legal point of discharge.

**Access**

8. Access to the proposed development must be via the existing Rossville Bloomfield Road access.

The access from the existing Rossville Bloomfield Road bitumen pavement to the property boundary must be upgraded to a bitumen seal (16/10, two coat) with ancillary drainage and constructed to the requirements of the FNQROC Manual. Engineering plans must be submitted for approval by Council's Manager Engineering Services prior to works commencing.

**Noise and Dust**

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

**Erosion Protection**

10. The applicant must ensure that during the construction stage there is no sand, soil or silt run off from the site.

**Electricity**

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

**Pathways**

12. The new development must be connected to the existing pathways. Details must be provided at the time of building application for the safari tents.

**Local Law**



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13. The caravan park must be licensed annually under Council's Local Law No. 22.

**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.

**Compliance**

15. All relevant conditions of this development permit must be complied with prior to the use commencing.

**Currency Period**

16. The currency period for this development approval is four (4) years. Should the Caravan Park (Additional 2 Campsites, 3 Safari Tents and Ancillary Infrastructure) not be established within this time, the approval shall lapse.

**B. Advice (COUNCIL)**

A development permit is required for carrying out Building Works (Safari Tents) prior to the use of Caravan Park (2 Campsites, 3 Safari Tents and Ancillary Infrastructure) commencing.

**C. Advice Agency (DEPARTMENT OF ENVIRONMENT AND RESOURCE MANAGEMENT)**

See attached Advice Agency response from Department of Environment and Resource Management dated 13<sup>th</sup> July 2010.

**Appendix 'A'**

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Department of Environment  
and Resource Management

## Notice

### Advice Agency Response - Wetlands

This notice is issued by the Department of Environment and Resource Management pursuant to section 292 (advice agency response) of the Sustainable Planning Act 2009 (the Act).

Cook Shire Council  
PO Box 3  
COOKTOWN QLD 4895  
Attention: John Hamblen

cc: Haley Pty Ltd t/a Haley's Cabins and  
Camping  
C/- BT Town Planning Consultancy  
33 Hotel Street  
WITTICLD QLD 4070

Our reference: 349839

#### Re: Advice Agency Response

##### 1. Application Details

Assessment Manager ref.: LM DA/2708

Date application referred to DERM:

23-JUN-2010

Development approval applied for:

Development permit

Aspect of development:

Material change of use - Land in or near a wetland  
Sustainable Planning Regulation 2009 - Schedule 7, table 3, item  
21

Development description:

Material Change of Use - Caravan Park (Additional 2 x Campsites  
& 3 x Safari Tents)

Property/Location description:

Lot 20 on RPT34458, 2869 Russellie Bloomfield Road,  
BLOOMFIELD 4895



2. The Chief Executive, Department of Environment and Resource Management (DERM) concurrence agency response for the concurrence agency referral jurisdiction for the aspect of development involved with the application the subject of this Notice is to tell the assessment manager as follows.  
Not applicable

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### Notice Advice Agency Response

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3. The Chief Executive, Department of Environment and Resource Management (DERM) advice agency response for the advice agency referral jurisdiction for the aspect of development involved with the application the subject of this Notice is to recommend to the assessment manager as follows.  
  
The application is for a Material Change of Use to allow an additional two (2) campsites and three (3) safari tents on Lot 20 on RP734408 situated at 2859 Rossville Bloomfield Road, Bloomfield. The site is currently used as a caravan park and supports a restaurant/camp kitchen, cottage, ablution block, manager's residence and three cabins. Approximately 80 percent of the Lot contains remnant vegetation classified as endangered regional ecosystem under the Vegetation Management Act 1999. Areas of referable wetland are adjacent to the Lot and extend onto the property.  
  
The applicant has previously sought advice from the Department regarding the most suitable location for additional infrastructure in the caravan park. Correspondence and maps submitted with the application indicates that the proponent has taken this advice into consideration. The campsites and safari tents are proposed for an area of the Lot previously cleared and are unlikely to impact on remnant vegetation.  
  
The design and placement of the permanent safari tents would allow for unimpeded water flow across the Lot between wetland areas to the north and south. The development of the campsites and safari tents is relatively low impact and unlikely to significantly effect the values of the associated wetlands. As such this Department advises no additional conditions beyond those imposed by Council.
4. **Approved plans / specifications**  
Nil
5. **General advice to assessment manager**  
Pursuant to sections 334 and 363 of the Act, a copy of a decision notice or negotiated decision notice issued by the assessment manager must be forwarded to DERM as a referral agency for the relevant application at Department of Environment and Resource Management, PO Box 2068, CAIRNS QLD 4870 and an electronic copy to [eco.access@derm.qld.gov.au](mailto:eco.access@derm.qld.gov.au)  
  
The State's Native Title Work Procedures provide that responsibility for assessment of native title issues for an IDAS application rests with the assessment manager. Therefore, DERM as a referral agency for the relevant application has not provided notification to native title parties.
6. **Additional comments or advice about the application**  
Nil
7. **Additional information for applicants**  
**Notifiable Activities under the Environmental Protection Act 1994**

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### Notice Advice Agency Response

It is a requirement of Section 371 of the Environmental Protection Act 1994 that if the owner or occupier of this site becomes aware that a Notifiable Activity (as defined under Schedule 3 of the Environmental Protection Act 1994) is being carried out on this land or that the land has been affected by a hazardous contaminant they must, within thirty (30) days after becoming aware the activity is being carried out, give notice to the Department of Environment and Resource Management. A list of Notifiable Activities is provided within Schedule 3 of the Environmental Protection Act 1994. Failure to give the required notice, except where notice has already been given, may give rise to an offence.

#### Aboriginal Cultural Heritage

Under section 23 of the Aboriginal Cultural Heritage Act 2003 a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are \$750,000 for a corporation and \$75,000 for an individual.

Applicants will comply with the duty of care in relation to Aboriginal cultural heritage if they are acting in accordance with cultural heritage duty of care guidelines gazetted under the Aboriginal Cultural Heritage Act 2003, available on the DERM website, or in accordance with an agreement with the Aboriginal party for the area or a cultural heritage management plan approved under part 7 of the Aboriginal Cultural Heritage Act 2003.

Application forms to undertake a free search of the Cultural Heritage Register and the Database may be obtained by contacting the Cultural Heritage Coordination Unit on (07) 3238 3838 or on the DERM website [www.derm.qld.gov.au/cultural\\_heritage](http://www.derm.qld.gov.au/cultural_heritage)



**Delegate**  
Mike Trenerry  
Far North Region  
Department of Environment and Resource  
Management  
13/07/2010

**Enquiries**  
Matt Bogart  
Department of Environment and Resource  
Management  
PO Box 2056  
Cairns QLD 4870  
Phone: (07) 4046 6680  
Fax: (07) 4046 6605  
Email: [matt.bogart@derm.qld.gov.au](mailto:matt.bogart@derm.qld.gov.au)



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**RIGHTS OF APPEAL:**

Please refer to [www.dip.qld.gov.au/spa](http://www.dip.qld.gov.au/spa) to access the *Sustainable Planning Act 2009*.  
Please refer to Sections 360 to 366 (Changing Decision Notices and Approvals during Applicant's Appeal Period) and Section 461 (Appeals by Applicants) which details your appeal rights regarding this decision.

Yours faithfully

Stephen Wilton  
Chief Executive Officer

Cc:

Department of Environment & Resource Management  
PO Box 2066  
CAIRNS QLD 4870

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PE2	<b>APPLICATION FOR A DEVELOPMENT PERMIT DA/3343 – RECONFIGURATION OF LOT 133 ON PLAN BS 135 LOCATED AT 1133 ENDEAVOUR VALLEY ROAD, VIA COOKTOWN INTO THREE (3) LOTS</b>	
	<i>Report No.AD14/6183 from Town Planning Officer</i>	

**Précis**

<b>Applicant:</b>	Farlaw No 10 Pty Ltd c/- Planz Town Planning Attention: Nikki Huddy
<b>Owner:</b>	Farlaw No 10 Pty Ltd.
<b>Location:</b>	1133 Endeavour Valley Road, via Cooktown
<b>RPD:</b>	Lot 133 on Plan BS135
<b>Area:</b>	140.52 Hectares
<b>Zone:</b>	Rural
<b>Proposed Use:</b>	Reconfiguration into three (3) lots.
<b>Use Classification:</b>	Reconfiguration
<b>Referral Agencies:</b>	State Assessment & Referral Agency (SARA) Dept. State Development & Infrastructure Planning (Vegetation Clearing & State Controlled Roads)

**Report**

Application has been made to Council for the issue of a Development Permit for the Reconfiguration of Lot 133 on Plan BS135 located at 1133 Endeavour Valley Road, via Cooktown into three (3) lots. The application is Code Assessable Development under the Cook Shire Planning Scheme.

**Proposal**

The application proposes the Reconfiguration of Lot 133 on Plan BS135, located at 1133 Endeavour Valley Road via Cooktown into three (3) lots. The areas of the proposed lots are as follows:

- Proposed Lot 1 - 62.0 Hectares

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- Proposed Lot 2 - 60.0 Hectares
- Proposed Lot 3 - 20.0 Hectares

Proposed Lots 2 and 3 will take access from the state controlled Endeavour Valley Road while proposed Lot 1 will take access from Cameron Creek Road.

**Site**

The development site Lot 133 on Plan BS 135 is located approximately 13 kilometres west of Cooktown. Proposed Lots 1 and 2 are currently vacant while proposed Lot 3 is the site of Barradise Lodge. Proposed Lot 3 also has development approval for a Caravan Park (RV Park). Lot 133 has an area of 140.52 hectares and is zoned Rural under the Cook Shire Planning Scheme. The development site is not within the reticulated water or sewerage area.

**Town Planning Considerations**

Lot 133 on Plan BS 135 is zoned Rural under the Cook Shire Planning Scheme and Reconfiguration of a Lot is Code Assessable development.

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

- *The Rural Zone incorporates a range of agriculture, animal husbandry, forestry, Aquaculture and supporting uses which strengthen the rural economy and service the rural community while preserving the amenity and character of rural land;*
- *Good Quality Agricultural Land is protected and is not alienated or fragmented;*
- *Rural zoned land identified as Future Urban Land provides for the long-term expansion of the township and is protected from inappropriate subdivision or changes of use, which could jeopardise its functionality as Future Urban Land. Subdivision of Future Urban Land for urban purposes only occurs where there is a demonstrated community need;*
- *The Rural economy and community is serviced by adequate infrastructure (particularly roads);*
- *Intensive rural activities are located away from sensitive land uses and do not have a detrimental impact on the amenity of adjoining land;*
- *Scenic landscape values and the rural character of the land is preserved for enjoyment of residents, visitors, and tourists;*
- *New extractive industry operations utilise significant local resources and are appropriately located and designated to mitigate any significant environmental impacts; and*
- *Existing extractive industry operations and known resource bodies are protected from encroachment of incompatible land uses.*

**Code Requirements for Reconfiguration of a Lot in the Rural Zone**



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The following Codes are identified as applicable to DA/3343, Reconfiguration of Lot 133 on Plan BS135 into three (3) lots:

- Rural Zone Code
- Reconfiguration of a Lot Code
- Parking and Access Code
- Works, Services and Infrastructure Code
- Natural Hazards Code

As a general overview the proposed development is acceptable from a planning point of view and complies with the performance criteria of the relevant codes.

Areas of non compliance with the given relevant Acceptable Solutions are detailed below:

*Reconfiguration of a Lot Code*

PC1 States:

*“Lots have adequate area and appropriate dimensions for their intended use and good quality agricultural land is not lost to production through its fragmentation into economically unviable units, unless over-riding public benefit can be demonstrated.”*

AS1 States:

*“Lots comply with the minimum area and dimensions for those zones listed in Schedule 1 of this code.”*

In the Rural Zone the minimum lot size requirements are as follows:

Minimum lot size (excluding access handle for hatchet lots) - 100 hectares  
Minimum frontage - 100 metres  
Maximum depth to frontage ratio - 5:1

Proposed Lots 1, 2 and 3 comply with the minimum lot frontage and maximum depth to frontage ratio requirements for Rural Zone reconfiguration as stated above, but do not comply with the minimum lot size as they only have areas of sixty two (62), sixty (60) and twenty (20) hectares respectively.

Council’s position with respect to lots below the minimum lot size in the Rural Zone has, on face value, been somewhat flexible depending on the particular circumstances and subject to demonstrating compliance with the Rural Zone Code provisions and PC1 above.

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Whilst it has not rigorously enforced the minimum 100 hectares as a defined limit, every application is assessed on its merits using guiding ‘first principles’ criteria which are reinforced through the strategic elements of the scheme and overall outcomes of the Rural Zone Code. Decision to approve lots under 100 hectares have only occurred when one or more of the following criteria have been met:

- Where it could be demonstrated that there was no potential for impacts on existing rural industries (including reverse amenity impacts as a result of introducing a resident population);
- Where it was consistent with the surrounding subdivision pattern (which was often established under superseded planning instruments);
- Where the land was not identified as GQAL, and was determined to be unsuitable as a viable agricultural unit;
- Where land was unconstrained by natural or man-made hazards; and
- Where subdivision was not located on the edge of existing settlements such that it constituted a departure from established and planned growth patterns.

In this case:

- Lots of between ten (10) and fifty (50) hectares have been previously approved in the surrounding Cameron Creek Road / Barretts Creek Road and Endeavour Valley Road area;
- Lot 133 is not identified as GQAL, nor is it identified as a viable agricultural unit. Council notes that proposed Lot 3 is the site of Barradise Lodge and has approval for a Caravan Park (self contained RVs only);
- The development site is currently divided by the State controlled Endeavour Valley Road, however the reconfiguration will remove this constraint;
- The reconfiguration is not located on the edge of existing settlements such as to constitute a departure from established and planned growth patterns, nor does it have the potential for impacts on existing rural industries.

On this basis the departure from the acceptable solution of one hundred (100) hectares is supported.

### **Referral Agencies**

The Department of Natural Resources & Mines (Vegetation Clearing) and the Department of Transport & Main Roads (State Controlled Road), co-ordinated through the State Referral Agency (Department of State Development & Infrastructure & Planning (SARA) ) are Concurrence Referral Agencies for the purpose of this application.

### **Discussion**

The proposed development is considered to be consistent with the intent of the Rural Zone Code and complies with the relevant Performance Criteria. The proposed

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development should have no detrimental impact on the surrounding area. The development is therefore recommended to Council for approval subject to Conditions.

**Recommendation**

That the application by Farlaw No 10 Pty Ltd c/- Planz Town Planning for a Development Permit for Reconfiguration of Lot 133 on Plan BS135 located at 1133 Endeavour Valley Road via Cooktown into three (3) lots be approved subject to the following conditions:

**A. Assessment Manager (Council) Conditions**

**Approved Plan**

1. The development must be carried out generally in accordance with the Proposal Plan (Appendix “B”) and documentation submitted with the application and in response to Council’s information request, except for minor variations required to comply with the conditions of this approval

**Access**

2. Access to proposed Lots 2 and 3 must be from Endeavour Valley Road, with location and construction in accordance with the requirements of the Department of State Development, Infrastructure and Planning’s Concurrence Agency Response dated 11<sup>th</sup> December 2014 (Appendix ‘A’).

3. Access to proposed Lot 1 must be from Cameron Creek Road as shown in response to Council’s information request dated 3 December 2014.

4. Access between the existing Cameron Creek Road pavement and the property boundary must be gravel sealed and constructed to the requirements of the FNQROC Manual including ancillary stormwater drainage. Plans must be submitted for approval by Council’s Director Engineering Services as part of an Operational Works application prior to works commencing.

**Effluent Disposal**

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

**Water Supply**

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**6.** A separate source of domestic 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. 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 bore water or other supply to eliminate or reduce the requirement for on-site water. Details to be provided at the time of application for a development permit to carry out building work.

**Electricity**

**7.** Each proposed lot must be provided with a reliable electricity supply at the time of construction of a dwelling house. Written evidence of such electricity supply must be provided at the time of lodgement of a building application for a house.

**Fire Management**

**8.** A minimum six (6) metre wide fire trail must be provided where practical along all property boundaries. Such fire trails are to provide access to fire fighting vehicles and are to be maintained by the property owners for this purpose at all times. Where riparian vegetation is involved, such fire trails are to be provided along the edge of such vegetation. Lots are to be maintained 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 5,000 litres and fitted with fire brigade tank fittings, for fire fighting purposes, at the time of house construction.

**Operational Works**

**10.** Prior to the commencement of construction of external works, an application must be submitted for a development permit for Operational Works for the following:

- Access work Cameron Creek Road (refer Condition 4)
- Erosion and Sediment control.

This application will need to include plans prepared by a Registered Professional Engineer Queensland in accordance with FNQROC Manual and are to be 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.

**Public Utilities**

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

**Compliance**

**12.** All relevant conditions of this development permit must be complied with prior to the Plan of Survey being submitted to Council for endorsement.

**Outstanding Charges**

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

**Endorsement**

**14.** The reconfiguration of a lot approval 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 the approval will lapse.

**B. Concurrence Agency (Department of State Development, Infrastructure & Planning) Response and Conditions (Appendix ‘A’)**

See attached Concurrence Agency Response with Conditions from the Department of State Development, Infrastructure and Planning dated 11<sup>th</sup> December 2014.

**Appendix “A”**

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

Our reference: SDA-1014-015480  
Your reference: DA/3343

11 December 2014

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

*Attention: John Harrison / Lisa Miller*

Dear Sir/Madam

**Concurrence agency response—with conditions**

Reconfiguration of a Lot – 1 Lot into 3 Lots, on land described as Lot 133 on BS135, situated at 1133 Endeavour Valley Road, Cooktown

(Given under section 285 of the *Sustainable Planning Act 2009*)

The referral agency material for the development application described below was received by the Department of State Development, Infrastructure and Planning under section 272 of the *Sustainable Planning Act 2009* on 30 October 2014.

**Applicant details**

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Applicant name: Farlaw No 10 Pty Ltd  
Applicant contact details: c/- Planz Town Planning  
17 Atherton Street  
Whitfield QLD 4870  
plan@planztp.com

**Site details**

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Street address: 1133 Endeavour Valley Road, Cooktown  
Lot on plan: Lot 133 on BS135  
Local government area: Cook Shire

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

**AGENDA AND BUSINESS PAPERS**  
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SDA-1014-015480

**Application details**

Proposed development: Development Permit for Reconfiguration of a Lot – 1 Lot into 3 Lots

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

Nature of Development	Approval Type	Brief Proposal of Description	Level of Assessment
Reconfiguring a Lot	Development permit	Reconfiguration of a Lot – 1 Lot into 3 Lots	Code Assessment

**Referral triggers**

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

Referral trigger            Schedule 7, Table 2, Item 2—State-controlled road  
    Schedule 7, Table 2, Item 4—Clearing vegetation

**Conditions**

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

**Reasons for decision to impose conditions**

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

**Further advice**

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

**Approved plans and specifications**

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

Drawing/Report Title	Prepared by	Date	Reference no.	Version/Issue
<b>Aspect of development: Reconfiguration of a Lot</b>				
Proposed Subdivision	-	Not dated	Figure 2	-
Referral Agency Response Plan	Stacey Kolkert	4 December 2014	SDA-1014-015480	N/A

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

For further information, please contact Jenny Sapuppo, Principal Planning Officer, Regional

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Services - Far North Queensland on 4037 3202, or email [jenny.sapuppo@dsdip.qld.gov.au](mailto:jenny.sapuppo@dsdip.qld.gov.au) who will be pleased to assist.

Yours sincerely



Robin Clark  
Manager (Planning)

cc: Farlaw No 10 Pty Ltd, [plan@planztp.com](mailto:plan@planztp.com)  
enc: Attachment 1—Conditions to be imposed  
Attachment 2—Reasons for decision to impose conditions  
Attachment 3—Further advice  
Attachment 4—Approved Plans and Specifications



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## 16-17-18 February 2015

SDA-1014-015480

Our reference: SDA-1014-015480  
Your reference: DA/3343

### Attachment 1—Conditions to be imposed

No.	Conditions	Condition timing
<b>Development Permit – Reconfiguration of a Lot</b>		
<p><b>Table 2, Item 2—State-controlled road</b>—Pursuant to section 255D of the <i>Sustainable Planning Act 2009</i>, the chief executive administering the Act nominates the Director-General of the Department of Transport and Main Roads to be the assessing authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):</p>		
<b>In accordance with approved plans</b>		
1.	<p>The development must be carried out generally in accordance with the following plan:</p> <ul style="list-style-type: none"> <li>• Figure 2 - Proposed subdivision.</li> </ul>	At all times.
<b>Location of the direct vehicular access to the state-controlled road</b>		
2.	<p>The permitted road access locations, for which approval under section 62 of the <i>Transport Infrastructure Act 1994</i> must be obtained, are to be located between Endeavour Valley Road and:</p> <ul style="list-style-type: none"> <li>• proposed Lot 2 via a new access location approximately 30 metres from the common boundary of Lot 43 on C15713 and proposed Lot 2 (opposite proposed Lot 3 existing access), and</li> <li>• proposed Lot 3 via the existing access location approximately 30 metres from the common boundary of Lot 43 on C15713 and proposed Lot 2.</li> </ul>	At all times.
3.	<p>Direct access is not permitted between Endeavour Valley Road and the subject site at any location other than the permitted road access locations (for which approval under section 62 of the <i>Transport Infrastructure Act 1994</i> must be obtained).</p>	At all times.
<b>Design vehicle and traffic volume</b>		
4.	<p>Road access works comprising of a rural access including a driveway to the proposed Lot 2, for which approval under section 33 of the <i>Transport Infrastructure Act 1994</i> must be obtained, at the permitted road access location, must be provided generally in accordance with Figure 2 - Proposed subdivision.</p> <p>The road access works must be designed and constructed in accordance with Department of Transport and Main Roads Road Planning and Design Manual and in particular Part 4 of Austroads Guide to Road Design: Intersection and Crossings.</p>	Prior to submitting the Plan of Survey to the local government for approval.
<b>Development Permit – Reconfiguration of a Lot</b>		
<p><b>Table 2, Item 4—Clearing vegetation</b>—Pursuant to section 255D of the <i>Sustainable Planning Act 2009</i>, the chief executive administering the Act nominates the Director-General of Department of Natural Resources and Mines to be the assessing authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):</p>		
5.	<p>The permit holder is responsible for ensuring that:</p> <ul style="list-style-type: none"> <li>(a) a full copy of the permit is held by; and</li> <li>(b) that the extent of clearing authorised by this permit is</li> </ul>	At all times.

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SDA-1014-015480

No.	Conditions	Condition timing
	properly understood by, any person(s) engaged or employed to carry out the clearing of vegetation under this permit.	
6.	No clearing associated with the reconfiguring of Lot 133 on BS135 is to occur within Area A on the attached Referral Agency Response (Vegetation) Plan, RARP SDA-1014-015480 dated as 17 November 2014.	At all times.
7.	No infrastructure – including, but not limited to, buildings, fences and roads – is to be established or located within the area shown as Area A on the attached Referral Agency Response (Vegetation) Plan, RARP SDA-1014-015480 dated 17 November 2014.	At all times.
8.	No infrastructure – except for fences, roads, and underground services - is to be established or located within the area shown as Area B on the attached Referral Agency Response (Vegetation) Plan, RARP SDA-1014-015480 dated 17 November 2014.	At all times.

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SDA-1014-015480

Our reference: SDA-1014-015480  
Your reference: DA/3343

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

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The reasons for this decision are:

- **Condition 1** – To ensure the development is carried out generally in accordance with the plans of development submitted with the application.
- **Condition 2** – To ensure road access locations to the state-controlled road from the site do not compromise the safety and efficiency of the state-controlled road.
- **Condition 3** – To ensure access to the state-controlled road from the site does not compromise the safety and efficiency of the state-controlled road.
- **Condition 4** – To ensure the design of any road access maintains the safety and efficiency of the state-controlled road.
- **Condition 5** – To ensure the person undertaking the clearing works is aware of, and understands, all of the requirements and conditions associated with the carrying out of the works.
- **Conditions 5, 6 and 7** – To ensure that no clearing of Category B vegetation of 'of concern' status occurs on the site as a direct result of the reconfiguration.
- **Conditions 5, 6, 7 and 8** – To ensure that no clearing of Category B vegetation associated with the watercourses on the site occurs indirectly through an exemption for maintaining infrastructure or for necessary firebreaks around built infrastructure that would be enabled as a result of the reconfiguration.

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SDA-1014-015480

Our reference: SDA-1014-015480  
Your reference: DA/3343

### Attachment 3—Further advice

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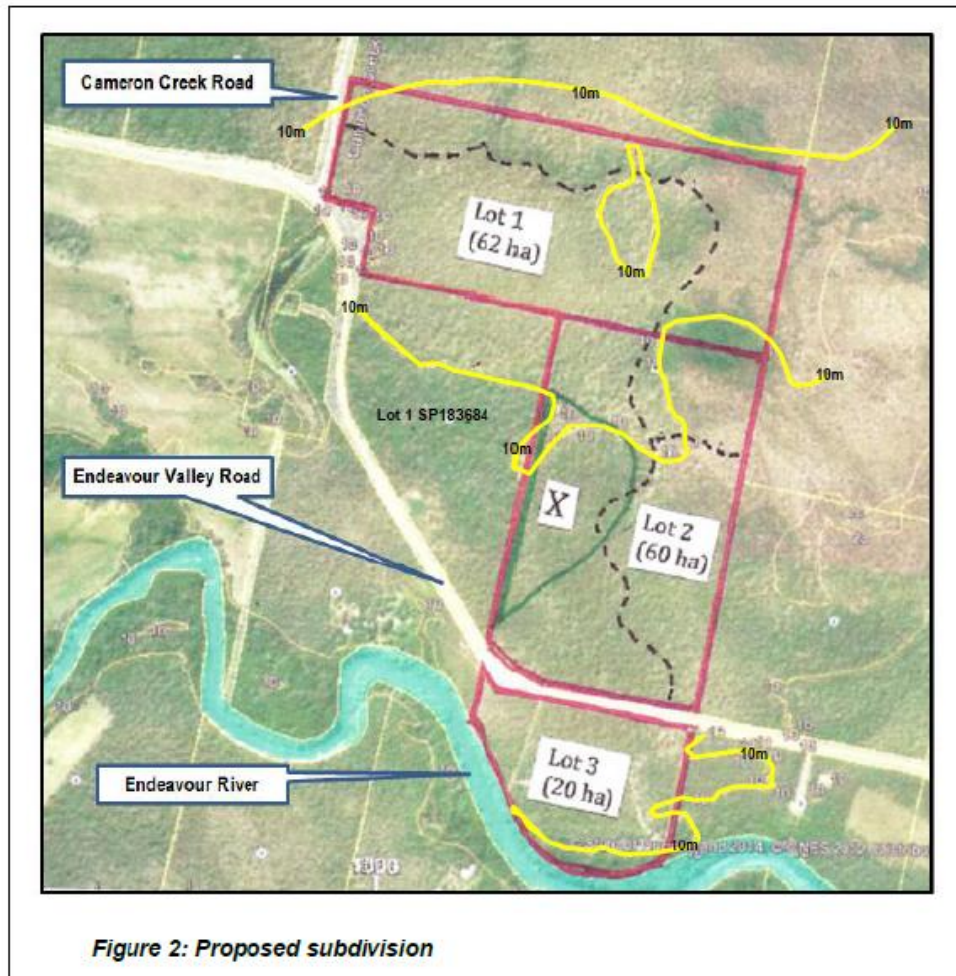
Road access works approval	
1.	Under sections 62 and 33 of the <i>Transport Infrastructure Act 1994</i> , written approval is required from the Department of Transport and Main Roads to carry out road works that are road access works (including driveways) on a state-controlled road. Please contact the Department of Transport and Main Roads on 4045 7144 at the Cairns district office to make an application for road works approval. This approval must be obtained prior to commencing any works on the state-controlled road reserve. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). The road access works approval process takes time – please contact the Department of Transport and Main Roads as soon as possible to ensure that gaining approval does not delay construction.
Clearing not prevented by conditions	
2.	These conditions do not prevent vegetation being cleared for a purpose described in Schedule 24 of the Sustainable Planning Regulation 2009 or if cleared in accordance with any subsequent development approval.

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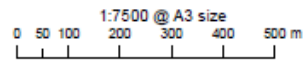
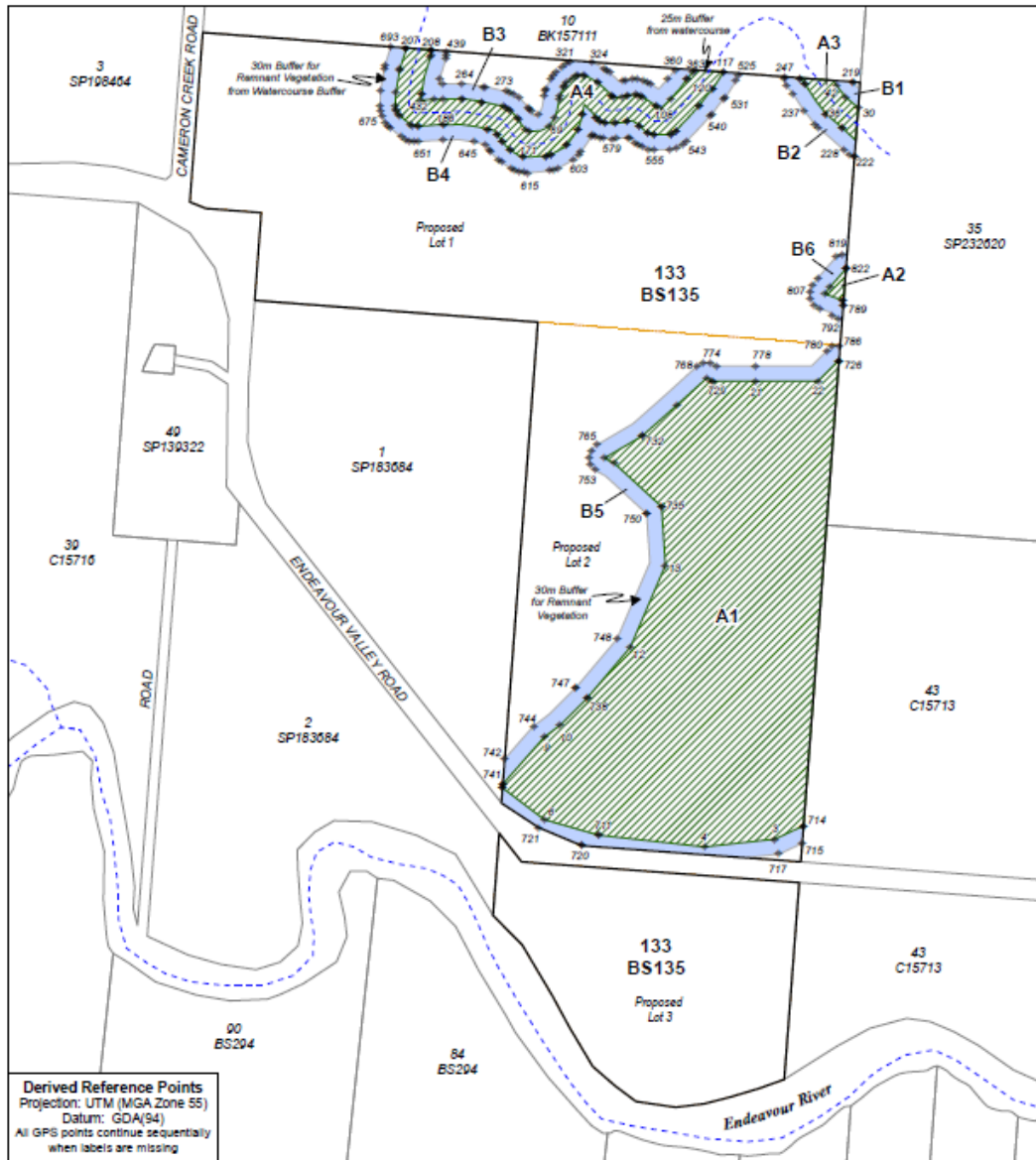
SDA-1014-015480

Our reference: SDA-1014-015480  
Your reference: DA/3343

**Attachment 4—Approved plans and specifications**



**AGENDA AND BUSINESS PAPERS**  
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Note: Derived Reference Points are provided to assist in the location of the Referral Agency Response boundaries. Responsibility for locating these boundaries lies solely with the landholder and delegated contractor(s).

The property boundaries shown on this plan are APPROXIMATE ONLY. They are NOT an accurate representation of the legal boundaries.  
 Note: This plan must be read in conjunction with Referral Agency Response SDA-1014-015480

<b>LEGEND</b> + Derived Reference Points for GPS [ ] Subject Lot(s) [ ] Digital Cadastre Database - Land Parcels [ ] Proposed Property Boundaries [ ] Area A (Parts A1 - A4) [ ] Area B (Parts B1 - B6) [ ] Watercourse	<b>Referral Agency Response (Vegetation) Plan</b> Plan of Area A (Parts A1-A4) and Area B (Parts B1-B6) in Lot 133 on BS135  eDOCS. 082/0000309	 N Queensland Government
	CENTRE: MAREEBA LOCALITY OF COOKTOWN Map Reference: 7967 File Reference: 2014/008177	REGION: NORTH LOCAL GOVT: COOK SHIRE Compiled from: DCDB, PVI/M & VMO Notes Prepared by: 6K, EMR - JS175 Date: 05 December 2014



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Parcel	Easting	Northing	Point	Parcel	Easting	Northing	Point	Parcel	Easting	Northing	Point	Parcel	Easting	Northing	Point	Parcel	Easting	Northing	Point	Parcel	Easting	Northing
A1	308214	8298511	83	A4	307708	8294069	165	A4	302650	8298914	247	B2	303107	8294056	329	B3	302750	8294079	330	B3	302750	8294079
A1	308145	8292401	84	A4	307712	8294068	166	A4	302647	8298912	248	B2	303137	8294052	330	B3	302750	8294079	331	B3	302762	8294077
A1	308089	8292575	85	A4	307716	8294068	167	A4	302644	8298911	249	B2	303148	8294052	331	B3	302762	8294077	332	B3	302765	8294075
A1	302951	8292560	86	A4	307720	8294066	168	A4	302640	8298911	250	B2	303168	8294038	332	B3	302765	8294075	333	B3	302766	8294074
A1	302744	8292588	87	A4	307740	8294056	169	A4	302603	8298908	251	B2	303169	8294018	333	B3	302766	8294074	334	B3	302784	8294056
A1	302637	8292613	88	A4	307743	8294054	170	A4	302599	8298908	252	B2	303189	8293992	334	B3	302784	8294056	335	B3	302790	8294058
A1	302556	8292675	89	A4	307746	8294052	171	A4	302595	8298909	253	B2	303189	8293992	335	B3	302790	8294058	336	B3	302792	8294058
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A1	302637	8292774	91	A4	307770	8294029	173	A4	302588	8298912	255	B2	303220	8293966	337	B3	302793	8294058	338	B3	302795	8294059
A1	302668	8292797	92	A4	307772	8294025	174	A4	302571	8298922	256	B2	303245	8293943	338	B3	302795	8294059	339	B3	302797	8294059
A1	302721	8292851	93	A4	307773	8294025	175	A4	302568	8298925	257	B2	303247	8293941	340	B3	302797	8294059	340	B3	302798	8294059
A1	302806	8292950	94	A4	307789	8294077	176	A4	302566	8298927	258	B2	303244	8293911	341	B3	302798	8294059	341	B3	302810	8294061
A1	302874	8298111	95	A4	307798	8294029	177	A4	302555	8298939	259	B3	303433	8294060	342	B3	302810	8294061	342	B3	302812	8294061
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A1	302966	8298470	102	A4	302827	8294028	184	A4	302535	8298968	266	B3	303482	8294052	349	B3	302838	8294058	349	B3	302844	8294058
A1	308050	8298470	103	A4	302830	8294027	185	A4	302473	8298973	267	B3	303518	8294047	350	B3	302844	8294058	350	B3	302848	8294056
A1	308173	8298470	104	A4	302833	8294011	186	A4	302441	8298972	268	B3	303519	8294047	351	B3	302848	8294056	351	B3	302849	8294056
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A3	308245	8293943	114	A4	302928	8294074	196	A4	302352	8298990	278	B3	303574	8294034	361	B3	302893	8294079	361	B3	302895	8294082
A3	308210	8293966	115	A4	302931	8294079	197	A4	302350	8298995	279	B3	303577	8294032	362	B3	302895	8294082	362	B3	302911	8294079
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A3	308189	8293992	117	A4	302987	8294074	199	A4	302347	8299002	281	B3	303585	8294028	364	B3	302918	8294052	364	B3	302916	8294050
A3	308189	8293993	118	A4	302989	8294045	200	A4	302346	8299006	282	B3	303588	8294028	365	B3	302916	8294050	365	B3	302918	8294052
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Point	Parcel	Easting	Northing	Point	Parcel	Easting	Northing	Point	Parcel	Easting	Northing	Point	Parcel	Easting	Northing	Point	Parcel	Easting	Northing
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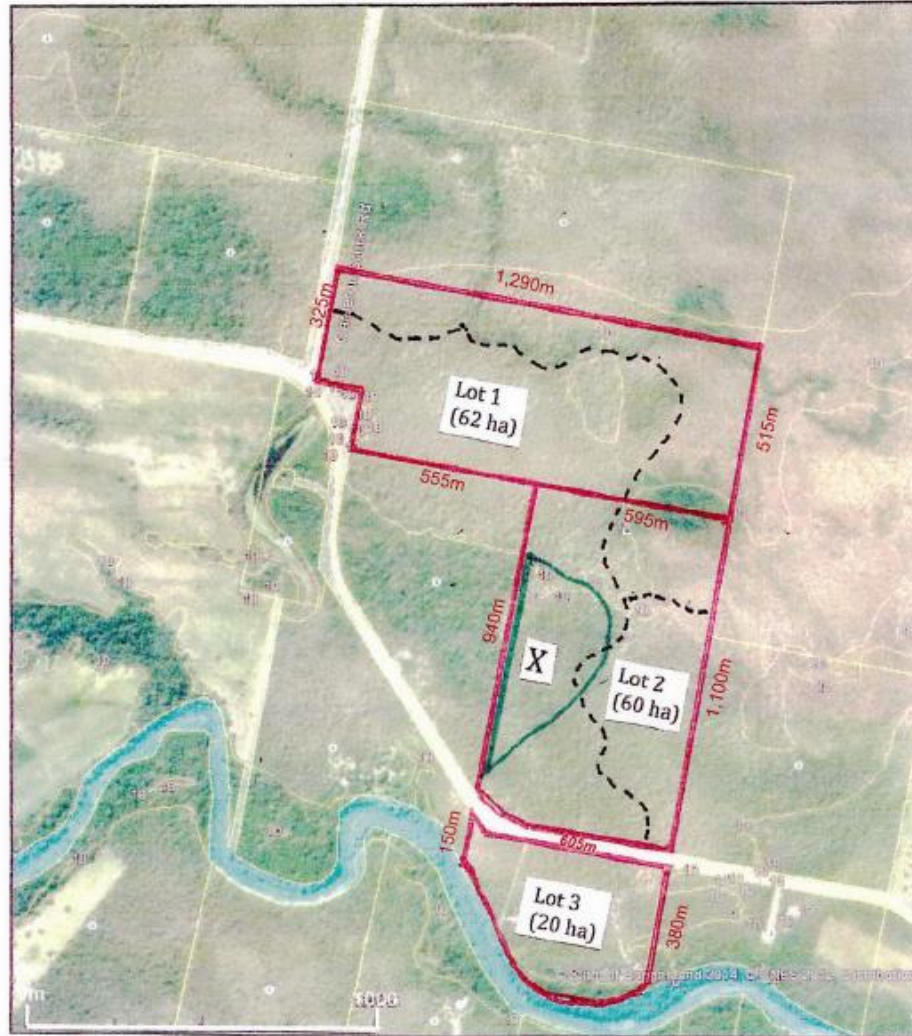
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**Appendix “B”**

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Lot 133 BS 135



Dimensions approximate subject to survey.



Proposed area designated for a dwelling site. Lot 2



Approximate positions of existing tracks.

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PE3	<b>APPLICATION FOR A DEVELOPMENT PERMIT – DA/3357 – RECONFIGURATION OF LOT 217 ON PLAN RP881059, PENINSULA DEVELOPMENTAL ROAD, LAKELAND INTO TWO (2) LOTS.</b>	
	<i>Report No.ad15/116 from Town Planning Officer</i>	

**Précis**

<b>Applicant:</b>	Benchmark Survey & Design c/- Wayne Storey PO Box 1285 Innisfail, Qld. 4860.
<b>Owner:</b>	Leigh R Vohland & Michelle K Vohland
<b>Location:</b>	Peninsula Developmental Road, Lakeland
<b>R.P.D.</b>	Lot 217 on Plan RP881059
<b>Area:</b>	3.7280 Hectares
<b>Zone:</b>	Village
<b>Proposed Uses:</b>	Reconfiguration into two (2) lots
<b>Use Classification:</b>	Reconfiguration
<b>Referral Agencies:</b>	State Assessment & Referral Agency (SARA) Dept. State Development, Infrastructure & Planning (Is within 25 metres of a State Controlled Road)

**Report**

Application has been made to Council for the issue of a Development Permit for the Reconfiguration of Lot 217 on Plan RP881059 located at Peninsula Developmental Road, Lakeland into two (2) lots. The application is Code Assessable Development under the Cook Shire Planning Scheme.

**Proposal**

The application proposes the Reconfiguration of Lot 217 on Plan RP881059, located at Peninsula Developmental Road, Lakeland into two (2) lots. The areas of the proposed lots are as follows:

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- Proposed Lot 1(including Easements E & F) - 27,992 sq metres
- Proposed Lot 2 - 9,288sq metres

Both proposed lots will take access from the Peninsula Developmental Road via existing accesses.

**The Site**

The development site is located on the Peninsula Developmental Road on the south western side of Lakeland township. The site has an area of 3.728 hectares and contains water and drainage easements (Easements F&E). Lot 217 is currently connected to reticulated water and electricity but is not within a reticulated sewerage area. The existing site (proposed Lot 1) has a number of sheds located on it for which Council has issued a Storage Facility (Contractors yard) approval.

**Town Planning Considerations**

Lot 217 on Plan RP881059 is zoned Village under the Cook Shire Planning Scheme and Reconfiguration of a lot is Code Assessable development.

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

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

**Code Requirements for Reconfiguring a Lot in the Village Zone**

The following Codes are identified as applicable to DA/3357, Reconfiguration of Lot 217 on Plan RP881059 into two (2) lots:

- Village Zone Code
- Reconfiguration of a Lot Code
- Works Services and Infrastructure Code
- Parking and Access Code
- Natural Hazards Code

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As a general overview the proposed development is acceptable from a planning point of view and complies with the relevant Acceptable Solutions and Performance Criteria of the relevant codes.

**Referral Agencies**

The Department of State Development, Infrastructure and Planning has provided a Concurrence Agency Response with Conditions for this application as the development site is within 25 metres of a State Controlled Road (Peninsula Developmental Road).

**Discussion**

The proposed development is considered to be consistent with the intent of the Village Zone Code and complies with the relevant Acceptable Solutions and Performance Criteria. The development will provide an additional much needed Village Zoned allotment within the Lakeland Township. The development is therefore recommended to Council for approval subject to Conditions.

**Recommendation**

That the application by Benchmark Survey & Design for a Development Permit for Reconfiguration of Lot 217 on Plan RP881059 located at Peninsula Developmental Road, Lakeland into two (2) lots (including easements) be approved subject to the following conditions:

**A. Assessment Manager (Council) Conditions**

**Approved Plan**

1. The development must be carried out generally in accordance with Proposal Plan No. VO14-035-001-02- Rev. A dated 17/09/14 (Appendix "A"), and documentation submitted with the application and in response to Council's information request, except for minor variations required to comply with the Conditions of this approval.

**Water**

2. Proposed Lots 1 and 2 must be connected to the Lakeland reticulated water supply at full cost to the applicant. Details of any mains extensions must be provided to Council for approval by Council's Director Engineering Services as part of an Operational Works application prior to works commencing.

**Access**

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3. Access to proposed Lots 1 and 2 must be in accordance with the Department of State Development, Infrastructure and Planning's Concurrence Agency response with conditions dated 19 December 2014 (See Appendix "B").

**Effluent Disposal**

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

**Electricity**

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

**Fire Management**

6. Lots must be maintained at all times to a standard so as not to create a fire hazard.

**Telecommunications**

7. The development must be connected to telecommunication services. Written evidence must be provided to Council from the relevant telecommunication provider that services can be made available to the proposed lots, prior to Council endorsement of the Plan of Survey.

**Public Utilities**

8. The developer is responsible for the cost of any alterations to public utilities as a result of complying with Conditions of this Development Permit. Repairs or alterations must satisfy the relevant Design Guidelines set out in Section D8 of the FNQROC Manual.

**Infrastructure Charges**

9. Infrastructure charges for Water Head works and Public Open Space must be paid to Council at the time of application for Council endorsement of the Plan of Survey, as indicated on the attached Adopted Infrastructure Charges Notice at the rate applicable at the time of payment (see Appendix "C").

**Outstanding Charges**

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

**Compliance**

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

**Endorsement of Survey Plan**

**12.** The reconfiguration of a lot approval authorised 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 the approval will lapse.

**B. Concurrence Agency (Department of State Development, Infrastructure & Planning) Response and Conditions (Appendix “B”)**

See attached Concurrence Agency Response with Conditions from the Department of State Development, Infrastructure and Planning dated 19 December 2014.

**Appendix “A”**





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**Appendix “B”**

**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**

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

Our reference: SDA-1214-016889  
Your reference: LM:DA/3357:AD2014/0006072

19 December 2014

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

Att: Lisa Miller

Dear Mr Wilton

**Concurrence agency response—with conditions**

Reconfiguration of a lot (1 lot into 2 lots) on land at Peninsula Developmental Road, Lakeland and more particularly described as Lot 217 on RP881059 in the Cook Shire  
(Given under section 285 of the *Sustainable Planning Act 2009*)

The referral agency material for the development application described below was received by the Department of State Development, Infrastructure and Planning under section 272 of the *Sustainable Planning Act 2009* on 5 December 2014.

**Applicant details**

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Applicant name: Benchmark Survey & Design  
Applicant contact details: PO Box 1285  
Innisfail QLD 4860  
highdodd@westnet.com.au

**Site details**

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Street address: Peninsula Developmental Road, Lakeland  
Lot on plan: Lot 217 on RP881059

Page1	Far North Queensland Regional Office Ground Floor, Cairns Port Authority PO Box 2358 Cairns QLD 4870
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SDA-1214-016689

Local government area: Cook Shire

**Application details**

Proposed development: Development permit for reconfiguration of a lot (1 lot into 2 lots)

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

Nature of Development	Approval Type	Brief Proposal of Description	Level of Assessment
Reconfiguring a Lot	Development permit	2 lot subdivision	Code Assessment

**Referral triggers**

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

Referral trigger Schedule 7, Table 2, Item 2 – State-controlled road

**Conditions**

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

**Reasons for decision to impose conditions**

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

**Further advice**

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

**Approved plans and specifications**

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

Drawing/Report Title	Prepared by	Date	Reference no.	Version/Issue
<b>Aspect of development: Reconfiguration of a lot (1 lot into 2 lots)</b>				
Site Plan	Benchmark Survey & Design	17/09/14	VO14-035-001-01	A
Layout Plan	Benchmark Survey & Design	17/09/14	VO14-035-001-02	A

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

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SDA-1214-016689

For further information, please contact Joanne Manson, Senior Planning Officer, SARA Far North QLD on 4037 3228, or email [joanne.manson@dsdip.qld.gov.au](mailto:joanne.manson@dsdip.qld.gov.au) who will be pleased to assist.

Yours sincerely



Robin Clark  
Manager (Planning)

cc: Benchmark Survey & Design, email: [highdodd@westnet.com.au](mailto:highdodd@westnet.com.au)  
enc: Attachment 1—Conditions to be imposed  
Attachment 2—Reasons for decision to impose conditions  
Attachment 3—Further advice  
Attachment 4—Approved Plans and Specifications

**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**

SDA-1214-016689

Our reference: SDA-1214-016689  
 Your reference: VO14-035

**Attachment 1—Conditions to be imposed**

No.	Conditions	Condition timing
<b>Reconfiguration of a lot (1 lot into 2 lots)</b>		
<p><b>Schedule 7, Table 2, Item 1 – State-controlled road</b> —Pursuant to section 255D of the <i>Sustainable Planning Act 2009</i>, the chief executive administering the Act nominates the Director-General of Department of Transport and Main Roads to be the assessing authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):</p>		
<b>In accordance with approved plans</b>		
1.	<p>The development must be carried out generally in accordance with the following plans:</p> <ul style="list-style-type: none"> <li>• Site Plan, prepared by Benchmark Survey &amp; Design, dated 17/09/14, Plan No VO14-035-001-01, Rev A.</li> <li>• Layout Plan, prepared by Benchmark Survey &amp; Design, dated 17/09/14, Plan No VO14-035-001-02, Rev A.</li> </ul>	At all times
<b>Location of direct vehicular access to the state-controlled road</b>		
2.	The permitted road access locations, for which approval under section 62 of the <i>Transport Infrastructure Act 1994</i> must be obtained, are to be located generally in accordance with the Site Plan, prepared by Benchmark Survey & Design, dated 17/09/14, Plan No VO14-035-001-01, Rev A.	At all times
3.	Direct access is not permitted between the Peninsula Developmental Road and the subject site at any location other than the permitted road access locations (for which approval under section 62 of the <i>Transport Infrastructure Act 1994</i> must be obtained).	At all times
<b>Direct vehicle and traffic volume</b>		
4.	<p>Road access works comprising of a sealed rural access to proposed Lot 1, for which approval under section 33 of the <i>Transport Infrastructure Act 1994</i> must be obtained, at the permitted road access location, must be provided generally in accordance with Site Plan, prepared by Benchmark Survey &amp; Design, dated 17/09/14, Plan No VO14-035-001-01, Rev A.</p> <p>The road access works must be designed and constructed in accordance with Department of Transport and Main Roads Road Planning and Design Manual and in particular Part 4 of Austroads Guide to Road Design: Intersection and Crossings.</p>	Prior to submitting the Plan of Survey to the local government for approval.
<b>Internal and external manoeuvring associated with direct vehicular access to the state-controlled road</b>		
5.	All vehicles must enter and exit the subject site at the permitted road access locations (for which approval under section 62 of the <i>Transport Infrastructure Act 1994</i> must be obtained) in a forward motion.	At all times

**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**

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SDA-1214-016689

Our reference: SDA-1214-016689  
Your reference: VO14-035

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

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The reasons for this decision are:

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

# AGENDA AND BUSINESS PAPERS

## 16-17-18 February 2015

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SDA-1214-016689

Our reference: SDA-1214-016689  
Your reference: LM:DA/3357:AD2014/0006072

### Attachment 3—Further advice

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<b>General advice</b>	
<b>Advertising Device</b>	
1.	Under section 43 of the <i>Transport Infrastructure Act 1994</i> , a local government must obtain approval from the Department of Transport and Main Roads if it intends to approve the erection, alteration or operation of an advertising sign or other advertising device that would be visible from a state-controlled road, and beyond the boundaries of the state-controlled road, and reasonably likely to create a traffic hazard for the state-controlled road.
<b>Further development permits, compliance permits or compliance certificates</b>	
<b>Road access works approval</b>	
2.	<p>Under sections 33 and 62 of the <i>Transport Infrastructure Act 1994</i>, written approval is required from the Department of Transport and Main Roads to carry out road works that are road access works (including driveways) on a state-controlled road. Please contact the Department of Transport and Main Roads on 4045 7144 at the Cairns district office to make an application for road works approval. This approval must be obtained prior to commencing any works on the state-controlled road reserve. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ).</p> <p><b>The road access works approval process takes time – please contact the Department of Transport and Main Roads as soon as possible to ensure that gaining approval does not delay construction.</b></p>

**AGENDA AND BUSINESS PAPERS**  
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SDA-1214-016889

Our reference: SDA-1214-016889  
Your reference: VO14-035

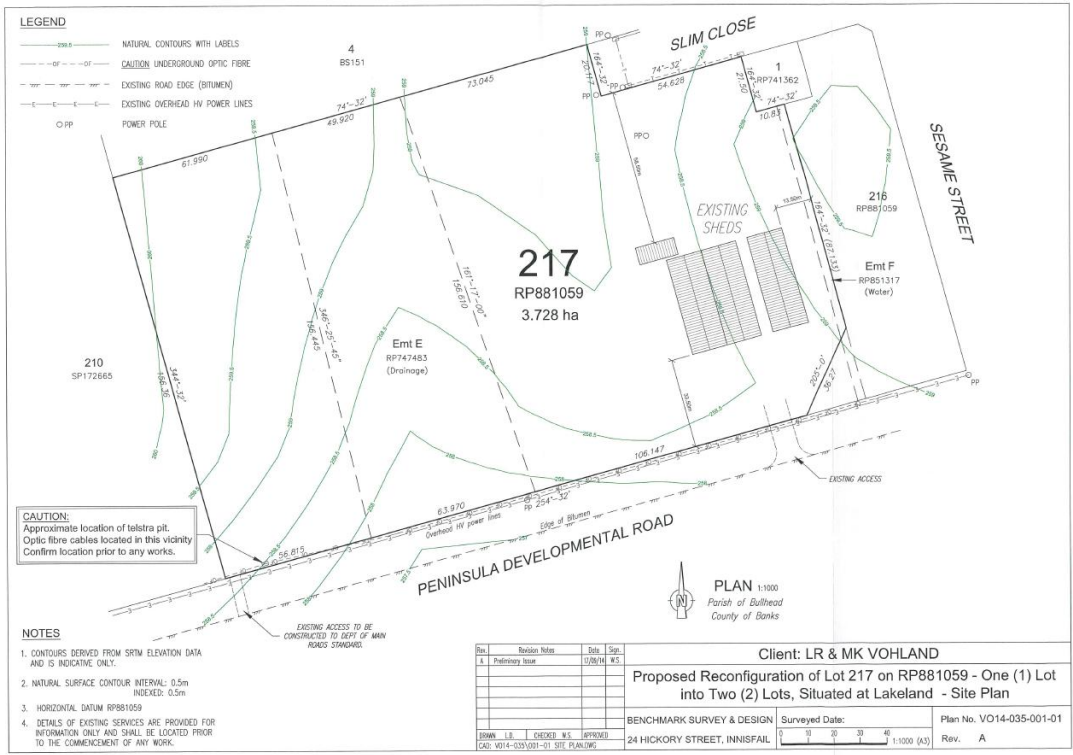
**Attachment 4—Approved plans and specifications**

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# AGENDA AND BUSINESS PAPERS

## 16-17-18 February 2015





**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**

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**Appendix “C”**

**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**

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Our ref: JH:lm:DA/3357  
Your ref: VO14-035

17 February 2015

Benchmark Survey & Design  
PO Box 1285  
INNISFAIL QLD 4860

Attention: Wayne Storey

Dear Mr Storey

**ADOPTED INFRASTRUCTURE CHARGES NOTICE**  
**DEVELOPMENT APPLICATION DA/3357**  
**PENINSULA DEVELOPMENTAL ROAD, LAKELAND**

**Proposal:** Reconfiguration into two (2) lots

**Applicant:** Benchmark Survey & Design  
PO Box 1285  
INNISFAIL QLD 4860

**Location of Site:** Peninsula Developmental Road, Lakeland

**Real Property Description:** Lot 217 on Plan RP881059

**Type of Development:** Reconfiguration

**Infrastructure Charges Calculation:**

Development Class	Charge	Unit of Measure	No of Units	Amount of Charge
Reconfiguration	\$1,900.00 (water)	Equivalent domestic connection	2	\$3,800.00
Reconfiguration	\$900.00 (Public Open Space)	Village zone - lots created	2	\$1,800.00
<b>Total Charges</b>				<b>\$5,600.00</b>

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**Credit Calculation:**

Development Class	Charge	Unit of Measure	No of Units	Amount of Credit
Reconfiguration	\$1,900.00 (water)	Equivalent domestic connection	1	\$1,900.00
Reconfiguration	\$900.00 (Public Open Space)	Village zone - lots created	1	\$900.00
<b>Total Credit</b>				<b>\$2,800.00</b>

**Net Adopted Infrastructure Charges Summary:**

Total Adopted Charge	Total Credit	Total Infrastructure Charge
\$5,600.00	\$2,800.00	\$2,800.00

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

**Due Date for Payment:**

Payment of the total infrastructure charge must be made at the time of lodgement of the Plan of Survey for Council's endorsement.

**Payment Details:**

Payment of the adopted infrastructure charge must be made to Cook Shire Council, either in person at 10 Furneaux Street, Cooktown or via mail at PO Box 3, Cooktown, Qld, 4895.

**Goods and Services Tax:**

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

**Adopted Infrastructure Charge is Subject to Price Variation:**

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

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

**RIGHTS OF APPEAL:**

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

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

**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**

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

Yours faithfully

Bruce Davidson  
Chief Executive Officer

**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**

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**LAND TENURE**

LT1	<b>APPLICATION FOR CONVERSION OF GHPL 14/234 OVER LOT 2009 ON PLAN SP195694 TO FREEHOLD – KINGS PLAINS, MULLIGAN HIGHWAY, LAKELAND; FOR GRAZING PURPOSES; PARISH OF GORE; LOCALITY OF BLOOMFIELD.</b>	
	<i>Report No.D15/2049 from Land Tenure Officer File No. 2.29.1 &amp; 2; 2.650.96 &amp; 97.</i>	

**Précis**

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

**Background/History**

2. By letter dated 20 January 2015, the Department of Natural Resources and Mines advised that an application for conversion of Grazing Homestead Perpetual Lease ('GHPL') 14/234 over Lot 2009 on Plan SP195694 to Freehold had been received – SmartMap attached.
3. The Department further advised that the proposed use of the land is Grazing and requested Councils views/requirements including any local non-indigenous cultural heritage values that should be considered when assessing the application.
4. Lot 2009 on Plan SP195694 has an area of 45,600 hectares and was previously Tandewarrah Pastoral Holding.
5. Council has identified the Old Coach Road, gazetted as the Palmer Coach Road, as a known local non-indigenous cultural heritage of value requiring consideration by the Department in its assessment of the application.
6. Planning and Environment Services have no planning issues with the conversion, however, there are building applications on this property that are not finalised, the owner must ensure that any and all structures and/or buildings have obtained compliance with the requirements of the Queensland Building Act 1975 and referenced legislation.
7. Engineering have no issues.
8. In accordance with Council's Policy in relation to Roads, Stock Routes and Public Access Issues and reaffirmed at the October 2012 Council Meeting, 30 meter wide esplanades should be required along the eastern and southern banks of the West Normanby River and the eastern bank of the East Normanby River, in

**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**

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accordance with attached plan, Google Map Proposed 30 meter wide Esplanades within Lot 2009 on Plan SP159694.

**Public Access**

20-21 JULY 1999 RESOLUTION NO.19787

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

9. The following recommendation is submitted for consideration.

**Link to Corporate Plan**

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

**Consultation**

10. Internal.

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

11. Nil.

**Policy Implications**

12. Nil– in accordance with policy position.

**Financial and Resource Implications (Budgetary)**

13. Nil.

**RECOMMENDATION**

That the Department of Natural Resources and Mines be advised that Council raises no objection to the conversion of GHPL 14/234 over Lot 2009 on Plan SP159694 to Freehold, subject to;



**AGENDA AND BUSINESS PAPERS**  
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- i. the owner ensures that all structures and/or buildings have obtained compliance with the requirements of the Queensland Building Act 1975 and referenced legislation, and
- ii. the creation of 30 meter wide esplanades along the eastern and southern banks of the West Normanby River and the eastern bank of the East Normanby River, in accordance with submitted plan, Google Map Proposed 30 meter wide Esplanades within Lot 2009 on Plan SP159694.

I draw your attention to Council's access position as previously conveyed to the Department in connection with particular dealings. Council's access position is as follows:

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

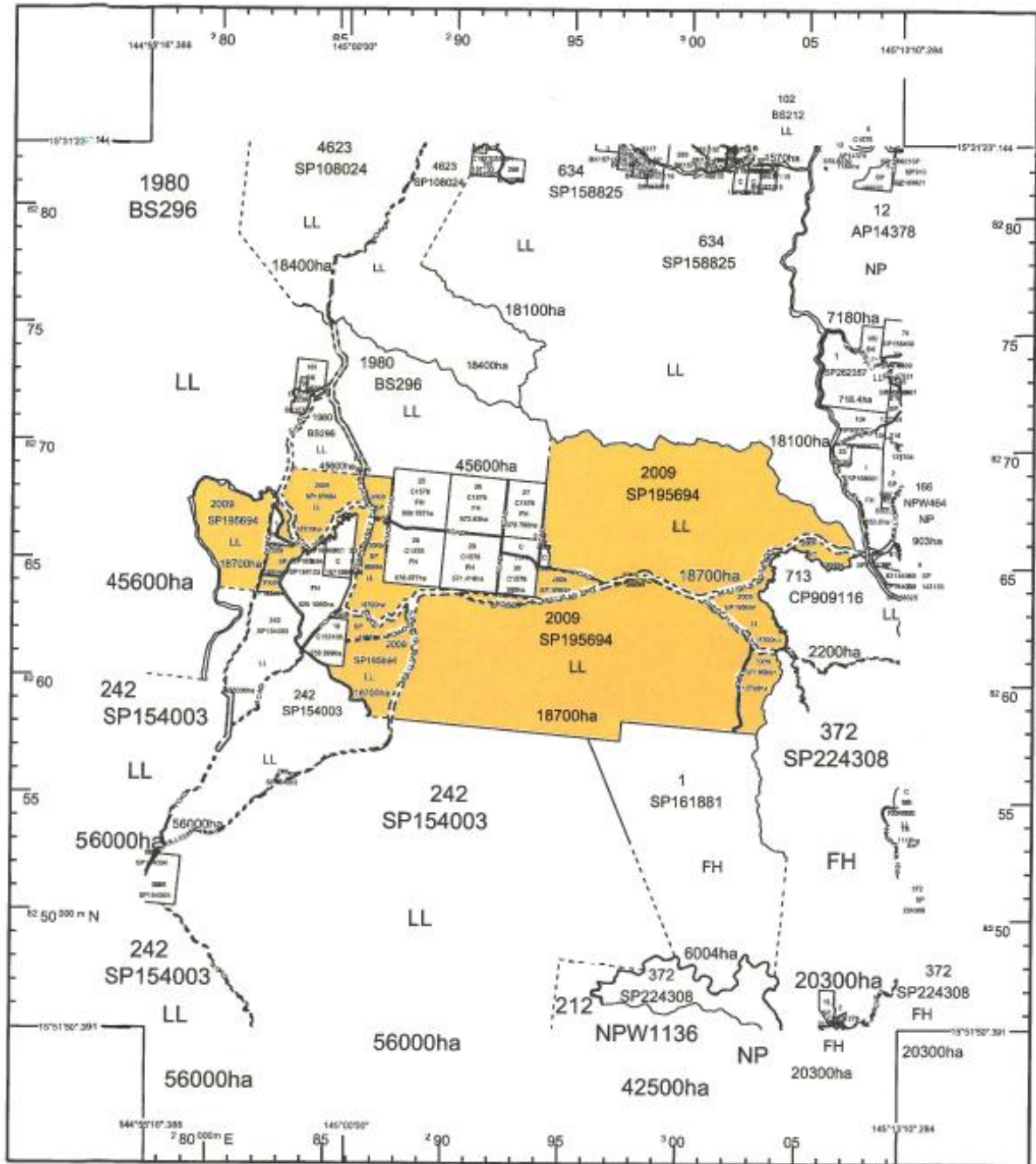
Moreover, Council has identified the Old Coach Road, gazetted as the Palmer Coach Road, as a known local non-indigenous cultural heritage of value requiring consideration by the Department in its assessment of the application.

Att.

SmartMap

Google Map Proposed 30 meter wide Esplanades within Lot2009 on Plan SP195694 along the banks of the East and West Normanby Rivers.

**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**



**STANDARD MAP NUMBER**  
7966-43244



**MAP WINDOW POSITION & NEAREST LOCATION**



**SUBJECT PARCEL DESCRIPTION**

DCDS	2009SP195694
Lot/Plan	18700ha
Area/Volume	LANDS LEASE
Terrace	COOK SHIRE
Local Government	LAKELAND
Locality	GORE
Parish	BANKS
County	8483718
Segment/Parcel	

**CLIENT SERVICE STANDARDS**

PRINTED (ddmmyyyy) 21/02/2015  
 For additional information regarding the SmartMap see page 2.  
 Stading Rules have been applied.

DCDS 20512015 (Lots with an area less than 5,000ha are not shown)

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**SmartMap**

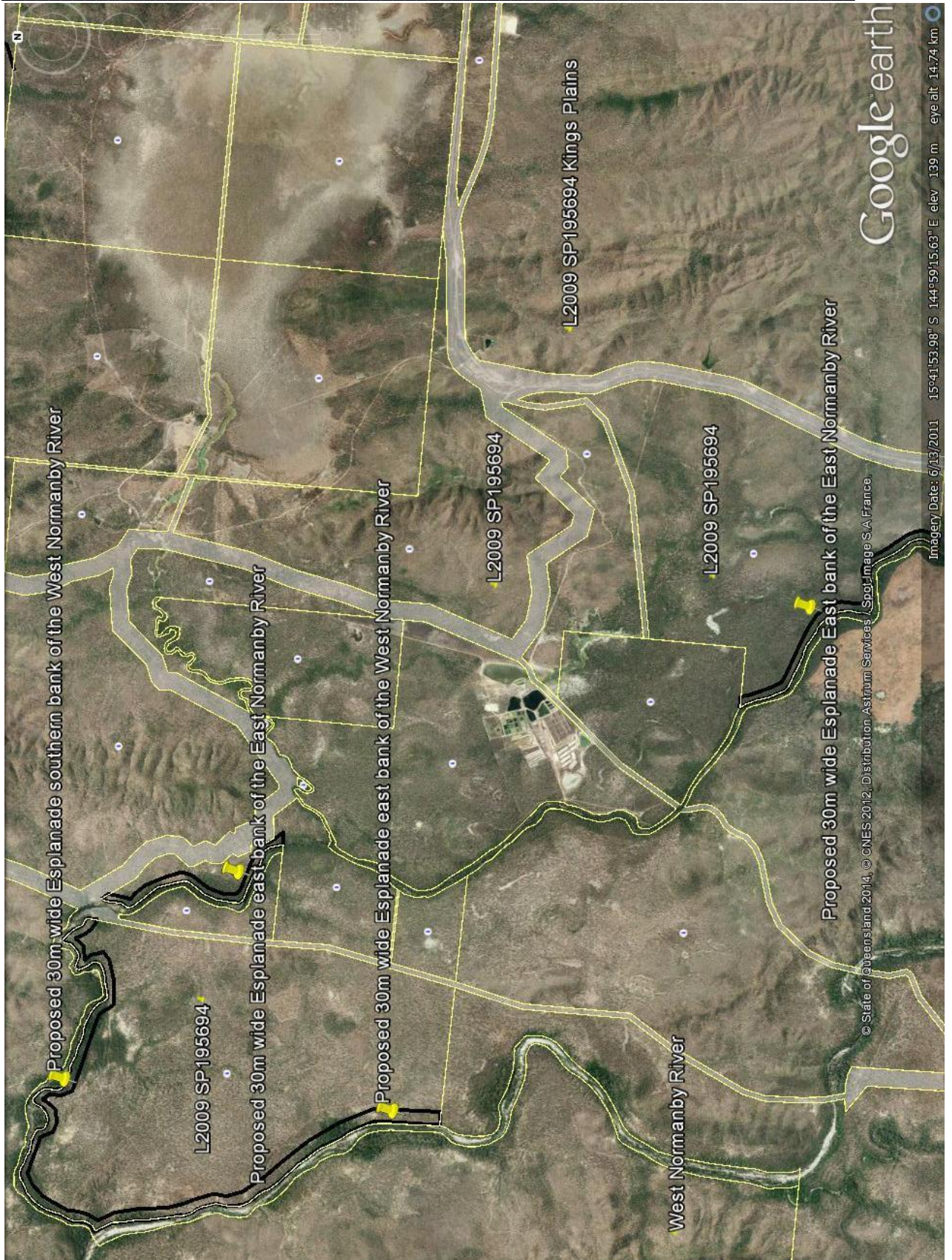
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 SmartMap Information Services  
 Based upon an extension from the  
 Digital Cadastral Data Base



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 (Department of Natural  
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16-17-18 February 2015



**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**

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LT2	<b>APPLICATION FOR CONVERSION OF GHPL 14/234 OVER LOT 1980 ON PLAN BS296 TO FREEHOLD – KINGS PLAINS, MULLIGAN HIGHWAY, LAKELAND; FOR GRAZING PURPOSES; PARISH OF GORE; LOCALITY OF BLOOMFIELD.</b>	
	<i>Report No.D15/2047 from Land Tenure Officer File No. 2.29.1 &amp; 2; 2.650.96 &amp; 97.</i>	

**Précis**

1. Raise no objection to the conversion of lease to freehold, subject to compliance of all planning matters, creation of esplanade and access road to mining lease.

**Background/History**

2. By letter dated 20 January 2015, the Department of Natural Resources and Mines advised that an application for conversion of Grazing Homestead Perpetual Lease ('GHPL') 14/234 over Lot 1980 on Plan BS296 to Freehold had been received – SmartMap attached.
3. The Department further advised that the proposed use of the land is Grazing and requested Councils views/requirements including any local non-indigenous cultural heritage values that should be considered when assessing the application.
4. Lot 1980 on Plan BS296 has an area of 45,600 hectares and was previously Normanby River Pastoral Holding.
5. Council has identified the Old Coach Road, gazetted as the Palmer Coach Road, as a known local non-indigenous cultural heritage of value requiring consideration by the Department in its assessment of the application.
6. Large deposits of Limestone had been located within Lot 1980 on Plan BS296 (Kings Plains) and predominantly in neighbouring property Alkoomie under Mining Lease 20562.
7. These deposits have varied domestic uses including but not limited to road base, concrete and cement which the Director of Engineering has advised are of future interest to Council; access to these deposits is an ungazetted track through Lot 1980 on Plan BS296 (Kings Plains). See attached "Access" plan.
8. Planning and Environment Services have no planning issues with the conversion, however, there are building applications on this property that are not finalised, the owner must ensure that any and all structures and/or buildings have obtained compliance with the requirements of the Queensland Building Act 1975 and referenced legislation.

**AGENDA AND BUSINESS PAPERS**  
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9. In accordance with Council's Policy in relation to Roads, Stock Routes and Public Access Issues and reaffirmed at the October 2012 Council Meeting, a 30 meter wide esplanade should be required along the western and northern banks of the West Normanby River in accordance with attached plan, Google Map Proposed 30 meter wide Esplanade.

**Public Access**

20-21 JULY 1999 RESOLUTION NO.19787

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

10. The following recommendation is submitted for consideration.

**Link to Corporate Plan**

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

**Consultation**

11. Internal.

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

12. Nil.

**Policy Implications**

13. Nil– in accordance with policy position.

**Financial and Resource Implications (Budgetary)**

14. Nil.

**RECOMMENDATION**



**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**

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That the Department of Natural Resources and Mines be advised that Council raises no objection to the conversion of GHPL 14/234 over Lot 1980 on Plan BS296 to Freehold, subject to;

- i. gazetted access being provided to ML20562 in accordance with submitted plan, Google Map Proposed access road to Limestone Deposit ML20562 through Lot 1980 BS296 Kings Plains,
- ii. the owner ensures that all structures and/or buildings have obtained compliance with the requirements of the Queensland Building Act 1975 and referenced legislation, and
- iii. the creation of a 30 meter wide esplanade along the western and northern banks of the West Normanby River in accordance with submitted plan, Google Map Proposed 30 meter wide Esplanade.

I draw your attention to Council's access position as previously conveyed to the Department in connection with particular dealings. Council's access position is as follows:

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

Moreover, Council has identified the Old Coach Road, gazetted as the Palmer Coach Road, as a known local non-indigenous cultural heritage of value requiring consideration by the Department in its assessment of the application.

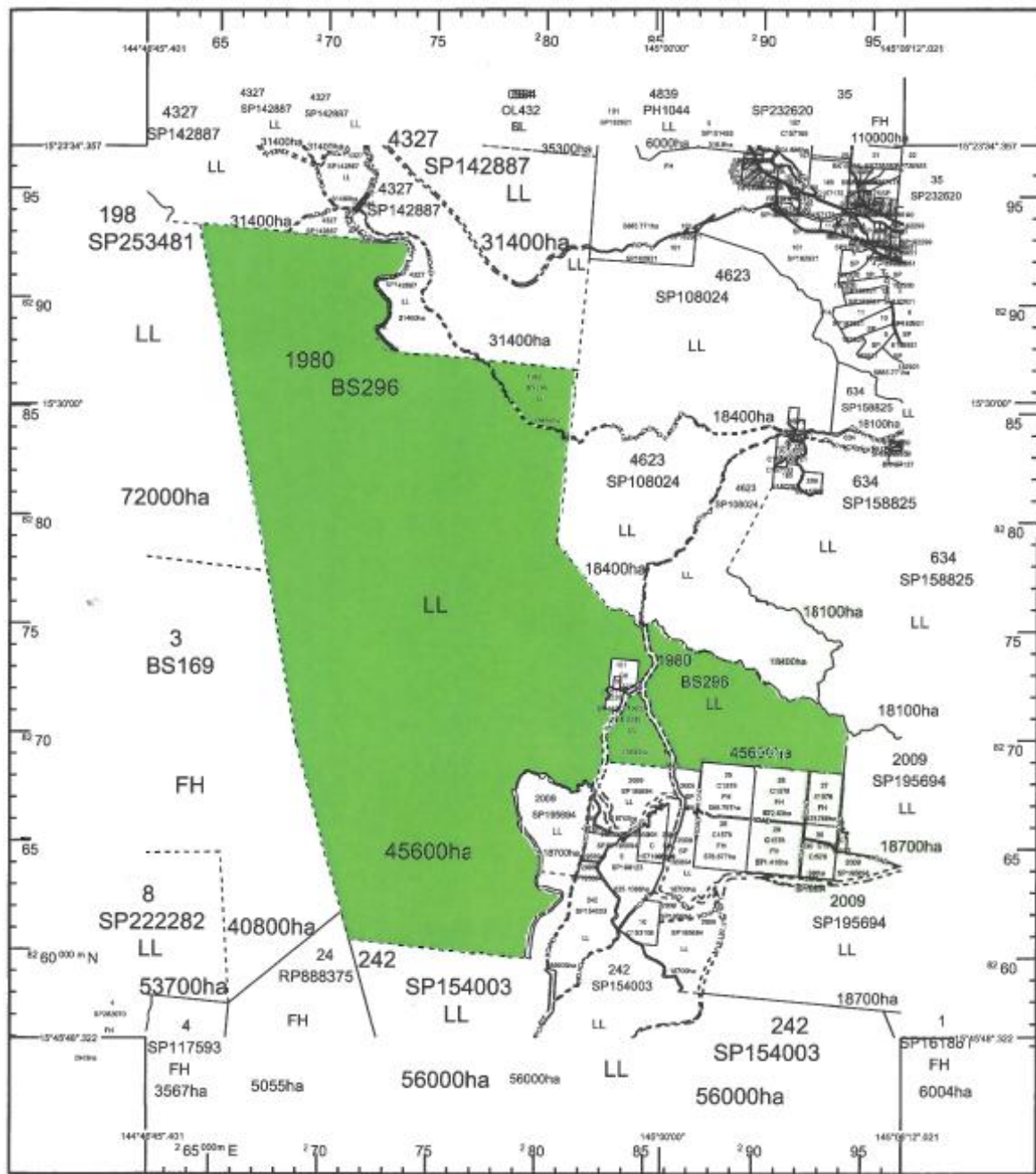
Att.

SmartMap

Google Map Proposed access road to Limestone Deposit ML20562 through Lot 1980 BS296 Kings Plains

Google Map Proposed 30 meter wide Esplanade within Lot 1980 on Plan BS296

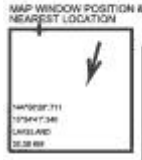
**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**



STANDARD MAP NUMBER  
**7866-11243**



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



SUBJECT PARCEL DESCRIPTION	
OCDS	1980/5296
Lot/Plan	45600ha
Area/Volume	LANDS LEASE
Tenure	COOK SHIRE
Local Government	LAKELAND
Locality	GORE
Parish	BANKS
County	BANKS
Segment/Parcel	64752

**CLIENT SERVICE STANDARDS**

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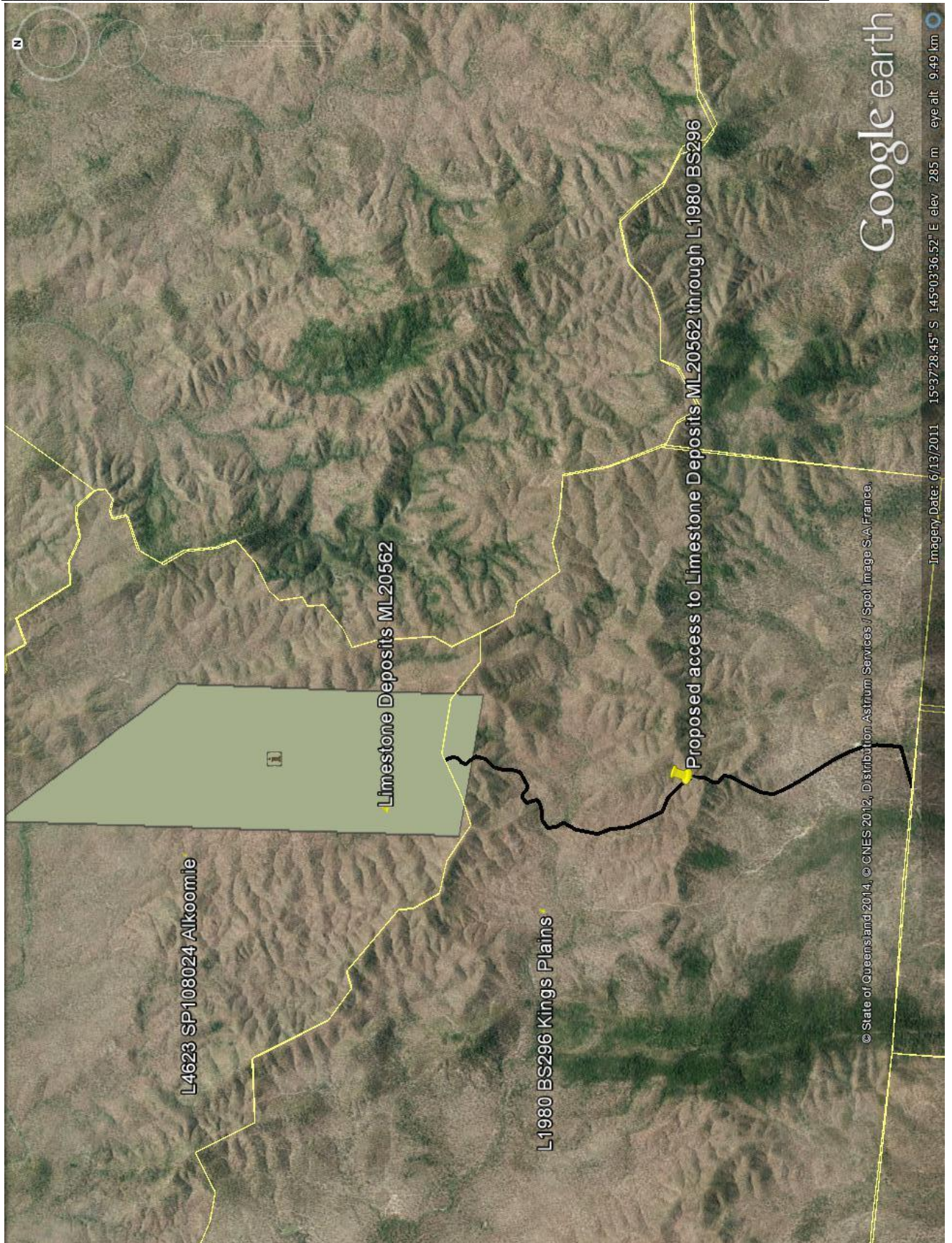
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 (Department of Natural  
 Resources and Mines) 2015.

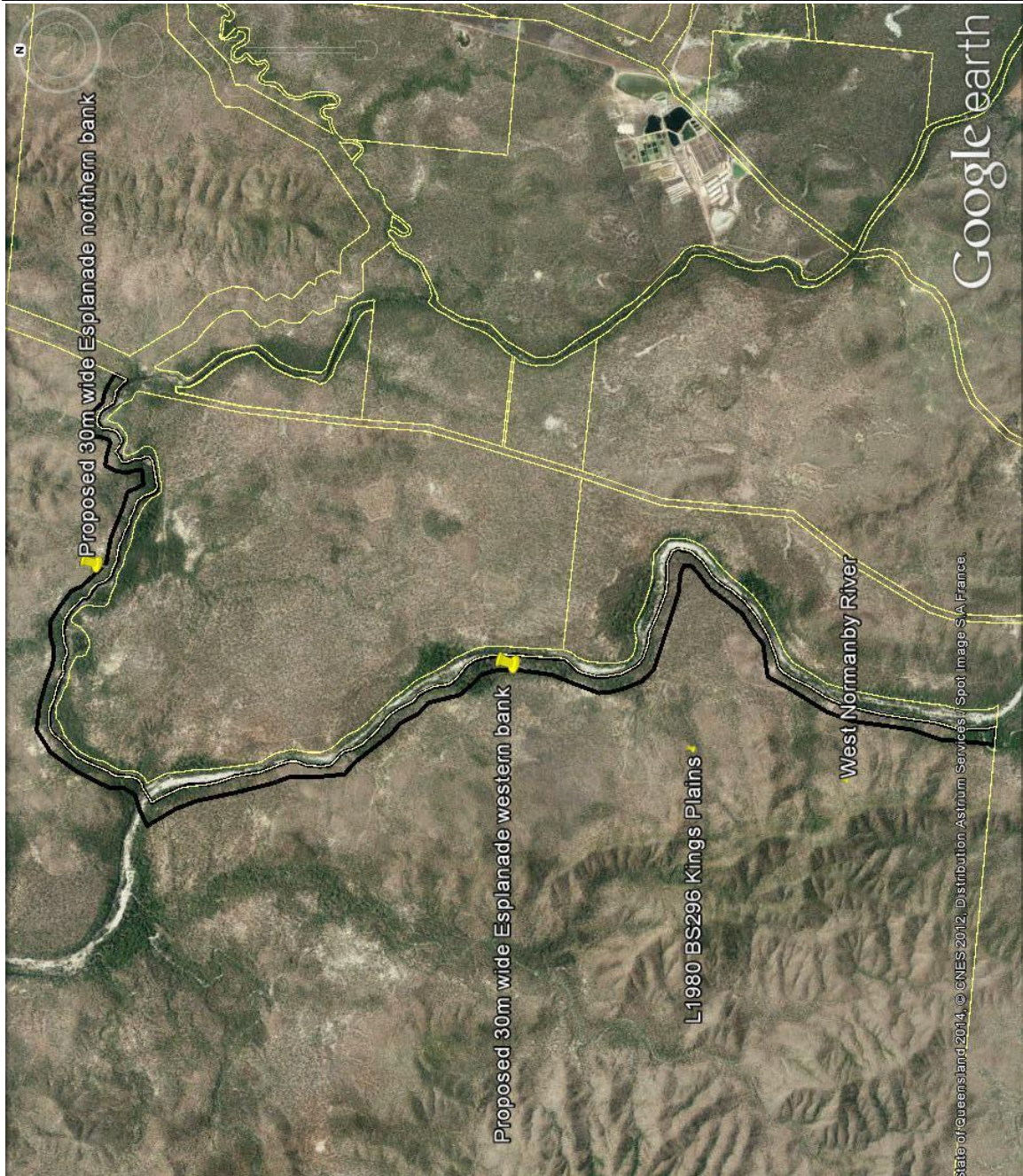


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**AGENDA AND BUSINESS PAPERS**  
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LT3	<b>APPLICATION FOR CONVERSION OF TERM LEASE OVER LOT 97 ON PLAN N25336 TO FREEHOLD – HOLZAPFEL ROAD, COOKTOWN - FOR GRAZING PURPOSES; PARISH OF SOLANDER; LOCALITY OF COOKTOWN.</b>	
	<i>Report No.D15/ 2015 from Land Tenure Officer File No. 2.37.12 &amp; 13.</i>	

**Précis**

1. Raise no objection to the conversion of term lease to freehold, subject to creation of esplanade.

**Background/History**

2. By letter dated 8 January 2015, the Department of Natural Resources and Mines advised that an application for conversion of Term Lease over Lot 97 on Plan N25336 to Freehold had been received – SmartMap attached.
3. The Department further advised that the proposed use of the land is Grazing and requested Councils views/requirements including any local non-indigenous cultural heritage values that should be considered when assessing the application.
4. There are no known local non-indigenous cultural heritage values within this lease.
5. Engineering Services has no issues.
6. Planning and Environment Services have no issues, however, the owner must ensure that all structures and/or buildings have obtained compliance with the requirements of the Queensland Building Act 1975 and referenced legislation.
7. Council at its October 2014 meeting, vide Resolution No. 30860 resolved to advise the Department that Council raise no objection to the renewal of Term Lease over L97 on Plan N25336 subject to the provision of a thirty (30) meter wide esplanade along the southern bank of the Endeavour River.
8. This is in accordance with Council's Policy on the issue, reaffirmed at the October 2012 Council Meeting, a 30 meter wide esplanade should be required along the southern bank of the Endeavour River in accordance with attached plan, Google Map Proposed 30 meter wide Esplanade.

**Public Access**

20-21 JULY 1999 RESOLUTION NO.19787

**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**

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

9. The following recommendation is submitted for consideration.

**Link to Corporate Plan**

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

**Consultation**

11. Nil.

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

12. Nil.

**Policy Implications**

13. Nil.

**Financial and Resource Implications (Budgetary)**

14. Nil.

**RECOMMENDATION**

That the Department of Natural Resources and Mines be advised that Council raises no objection to the conversion of Term Lease over Lot 97 on Plan N25336 to Freehold, subject to the owner ensuring that all structures and/or buildings have obtained compliance with the requirements of the Queensland Building Act 1975 and referenced legislation, and the provision of a thirty (30) meter wide esplanade along the southern bank of the Endeavour River, as depicted on Plan Google Map Proposed 30 meter wide Esplanade submitted.

I draw your attention to Council's access position as previously conveyed to the Department in connection with particular dealings. Council's access position is as follows:

That Council's attitude/intent regarding river/creek/beach access etc is to request/require legal public access wherever possible. Council intends to request/require esplanades/access roads plus adjacent reserves (landing,

**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**

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recreation, etc) wherever possible. Any Council request/application should be processed with the foregoing intent in mind.

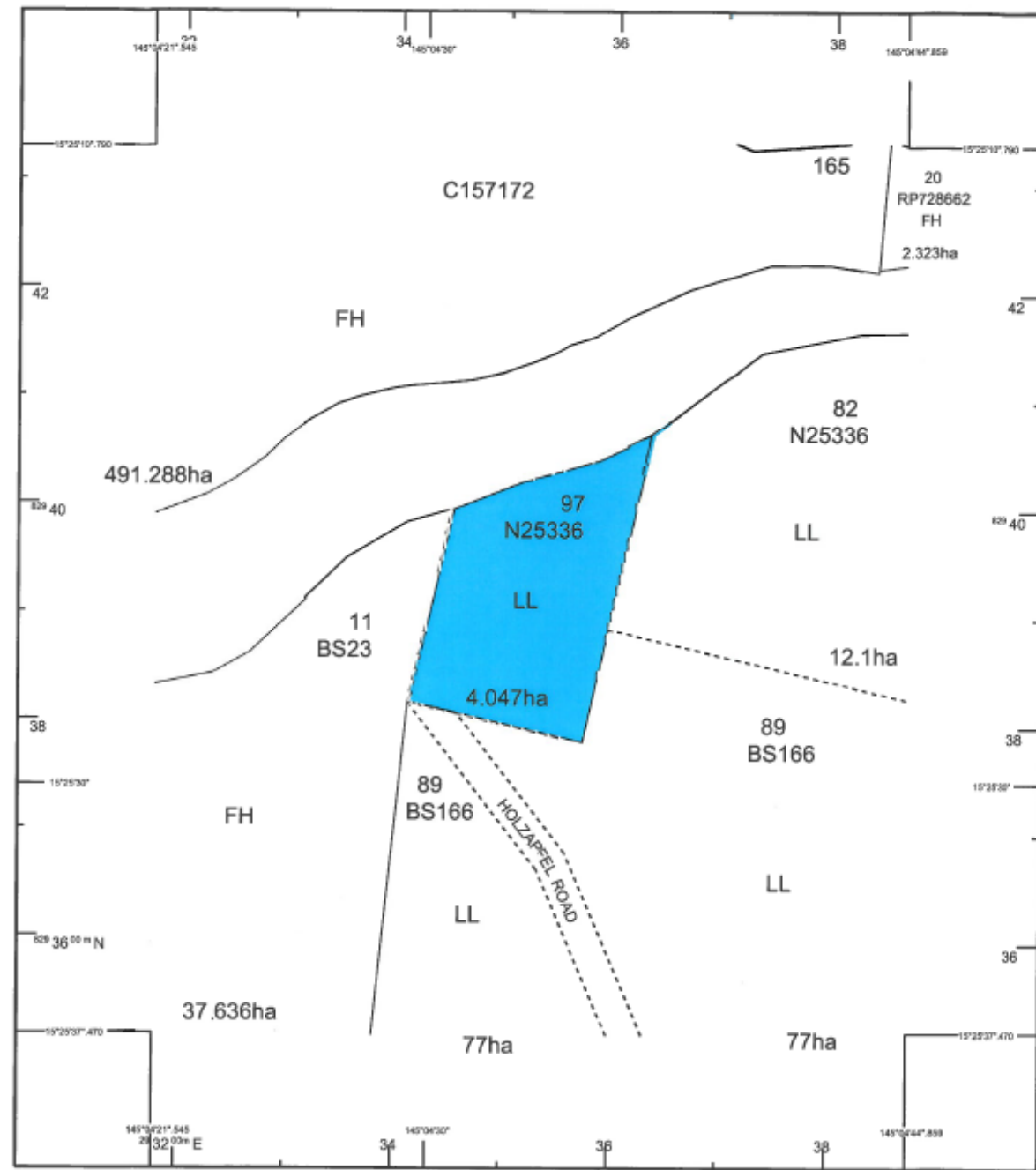
Moreover, Council is unaware of any local non-indigenous cultural heritage values that should be considered when assessing the application.

Att.

SmartMap

Google Map Proposed 30 meter wide Esplanade

**AGENDA AND BUSINESS PAPERS**  
**16-17-18 February 2015**



STANDARD MAP NUMBER  
**7967-33133**



**SUBJECT PARCEL DESCRIPTION**

DCDB	
Lot/Plan	97/N25336
Area/Volume	4.047ha
Tenure	LANDS LEASE
Local Government	COOK SHIRE
Locality	COOKTOWN
Parish	SOLANDER
County	BANKS
Segment/Parcel	62834

**CLIENT SERVICE STANDARDS**

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 For additional information regarding this SmartMap see page 2.  
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DCDB: 06/01/2015

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**SmartMap**

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 Based upon an extraction from the  
 Digital Cadastral Data Base



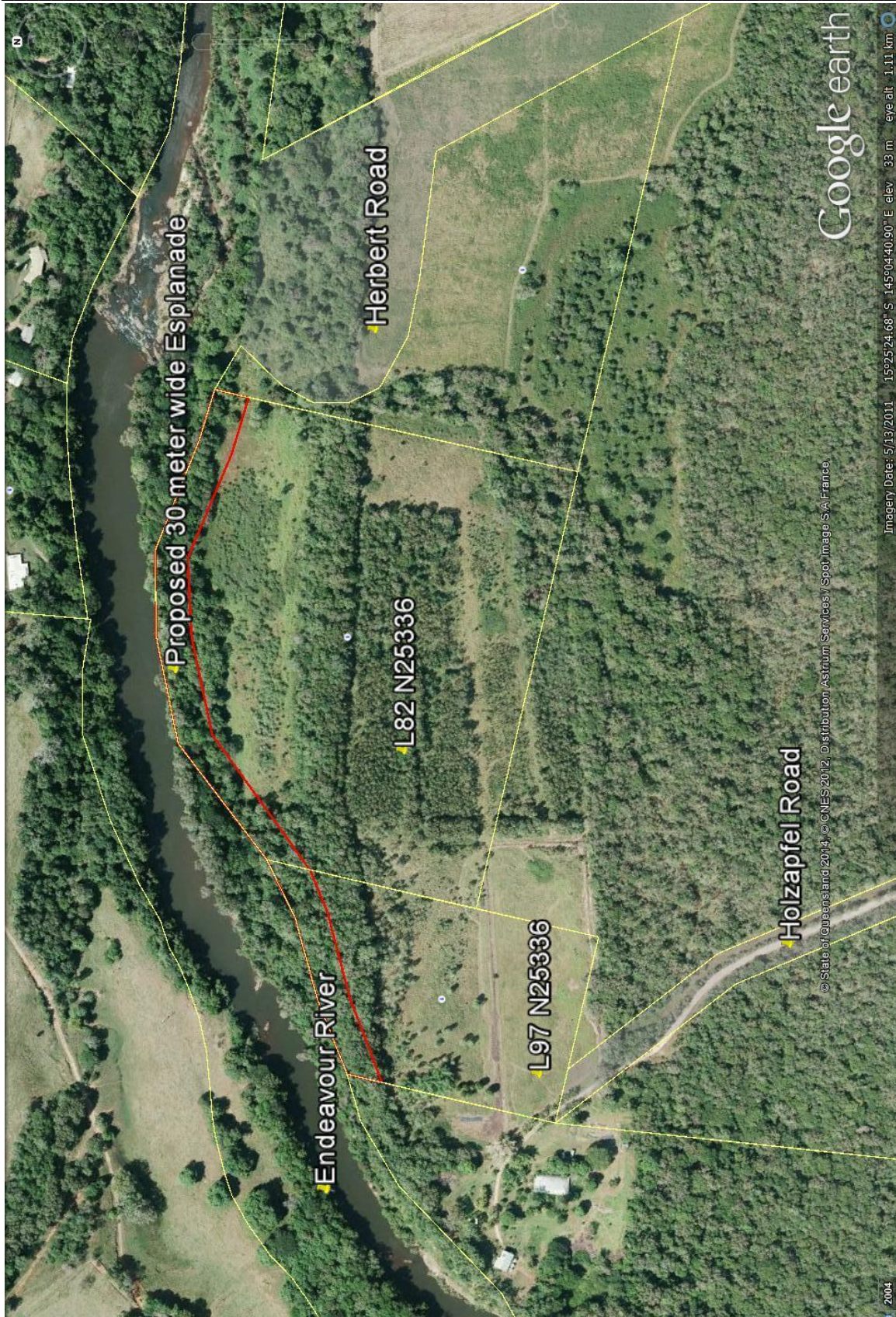
**Queensland  
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 (Department of Natural  
 Resources and Mines) 2015.





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16-17-18 February 2015



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LT4	<b>APPLICATION FOR CONVERSION OF TERM LEASE OVER LOT 82 ON PLAN N25336 TO FREEHOLD – HERBERT ROAD, COOKTOWN - FOR GRAZING PURPOSES; PARISH OF SOLANDER; LOCALITY OF COOKTOWN.</b>	
	<i>Report No.D15/2014 from Land Tenure Officer File No. 2.37.12 &amp; 13.</i>	

**Précis**

1. Raise no objection to the conversion of term lease to freehold, subject to creation of legal access and esplanade.

**Background/History**

2. By letter dated 8 January 2015, the Department of Natural Resources and Mines advised that an application for conversion of Term Lease over Lot 82 on Plan N25336 to Freehold had been received – SmartMap attached.
3. The Department further advised that the proposed use of the land is Grazing and requested Councils views/requirements including any local non-indigenous cultural heritage values that should be considered when assessing the application.
4. There are no known local non-indigenous cultural heritage values within this lease.
5. Engineering Services has no issues.
6. Planning and Environment Services have no issues, however, the owner must ensure that all structures and/or buildings have obtained compliance with the requirements of the Queensland Building Act 1975 and referenced legislation.
7. Council at its October 2014 meeting, vide Resolution No. 30861 resolved to advise the Department that Council raise no objection to the renewal of Term Lease over L82 on Plan N25336 subject to creation of gazetted access and the provision of a thirty (30) meter wide esplanade along the southern bank of the Endeavour River.
8. This is in accordance with Council’s Policy on the issue, reaffirmed at the October 2012 Council Meeting, a 30 meter wide esplanade should be required along the southern bank of the Endeavour River in accordance with attached plan, Google Map Proposed 30 meter wide Esplanade.

**Public Access**



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20-21 JULY 1999 RESOLUTION NO.19787

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

9. The following recommendation is submitted for consideration.

**Link to Corporate Plan**

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

**Consultation**

11. Nil.

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

12. Nil.

**Policy Implications**

13. Nil.

**Financial and Resource Implications (Budgetary)**

14. Nil.

**RECOMMENDATION**

That the Department of Natural Resources and Mines be advised that Council raises no objection to the conversion of Term Lease over Lot 82 on Plan N25336 to Freehold, subject to;

- i. gazetted access being provided to Lot 82 on Plan N25336,
- ii. the owner ensuring that all structures and/or buildings have obtained compliance with the requirements of the Queensland Building Act 1975 and referenced legislation, and



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- iii. the provision of a thirty (30) meter wide esplanade along the southern bank of the Endeavour River, as depicted on Plan Google Map Proposed 30 meter wide Esplanade submitted.

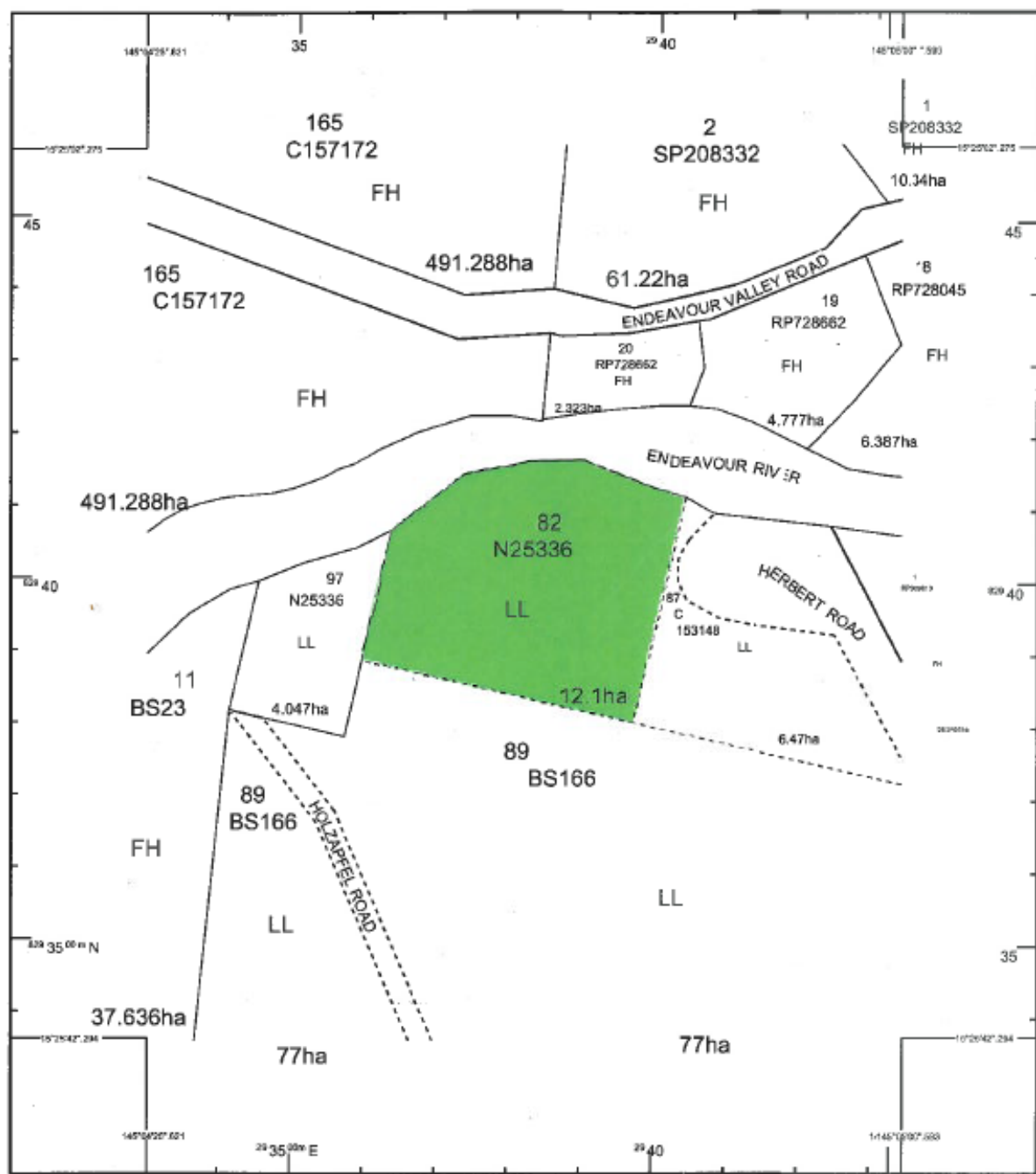
I draw your attention to Councils access position as previously conveyed to the Department in connection with particular dealings. Council's access position is as follows:

That Councils attitude/intent regarding river/creek/beach access etc is to request/require legal public access wherever possible. Council intends to request/require esplanades/access roads plus adjacent reserves (landing, recreation, etc) wherever possible. Any Council request/application should be processed with the foregoing intent in mind.

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

Att.  
SmartMap  
Google Map Proposed 30 meter wide Esplanade

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STANDARD MAP NUMBER  
**7967-33132**



**SUBJECT PARCEL DESCRIPTION**

DCDB	82N25336
Lot/Plan	12.1ha
Area/Volume	LANDS LEASE
Tenure	COOK SHIRE
Local Government	DOOKTOWN
Locality	BOJANDER
Parish	BOJANDER
County	82097
Segment/Parcel	

**CLIENT SERVICE STANDARDS**

PRINTED (ddmmyyy) 23/09/2014  
 For additional information regarding this SmartMap see page 2.  
 Standing Rules have been applied.

DCDB 22/09/2014

Users of this information (referred to in this document as the Information) accept all responsibility and risk associated with the use of the Information and should seek independent professional advice in relation to dealings with property.

Despite Department of Natural Resources and Mines (DNRM)'s best efforts, DNRM makes no representations or warranties in relation to the Information, and, to the extent permitted by law, excludes or limits all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with any use of or reliance on the Information.

For further information on SmartMap products visit <http://www.qld.gov.au/property/mapping/33132>



**SmartMap**

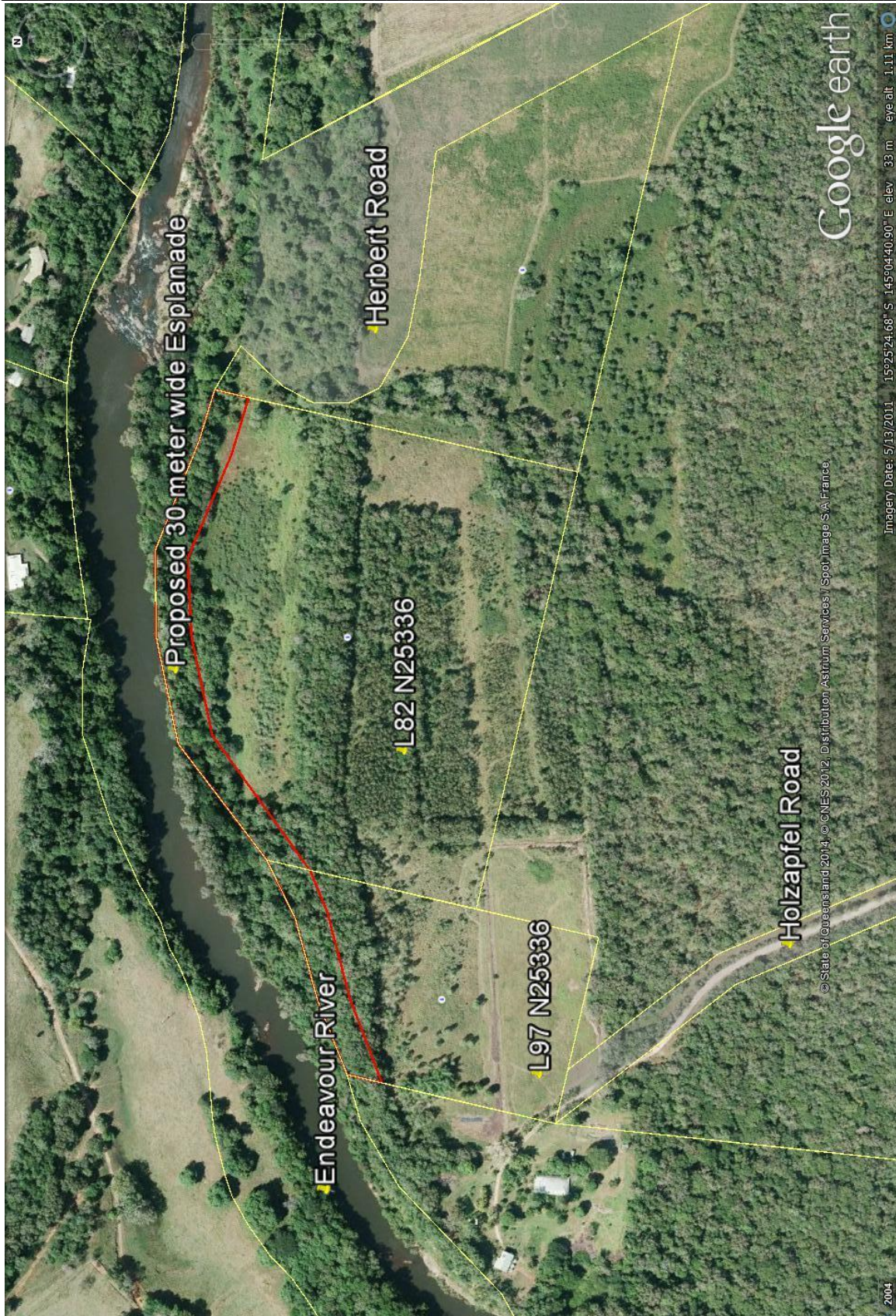
An Internal Product of  
 SmartMap's Information Services  
 Based upon an extraction from the  
 Digital Cadastral Data Base



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



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**ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES**

CS1	<b>RADF ADVISORY COMMITTEE ASSESSMENT OF FUNDING ROUND 2 – 2014/2015</b>	
	<i>Report No.D15/2071 from Director Economic Development &amp; Community Services</i>	

**Precis**

The Regional Arts Development Fund (RADF) Advisory Committee met on Friday 6 February 2015 at the Cook Shire Council to assess Round 2 funding applications for 2014/2015. The meeting commenced at 1:08pm and ended at 3:00pm.

**RADF Applications**

The following applications were received:

Applicant	Amount Requested	Category applied for	Project Summary & RADF Committee Comments
<b>Cooktown Re-enactment Society</b>	<b>\$10,000.00</b>	<b>Building Community Cultural Capacity</b>	<i>Description of Project - Grant will be used for creating a permanent but moveable exhibition celebrating the uniqueness of Cook's 48 days at the Endeavour River in 1770.</i>
<b>Cooktown RSL Sub Branch</b>	<b>\$6,500.00</b>	<b>Building Community Cultural Capacity</b>	<i>Description of Project - Grant will be used for concept outdoor art and workshop acknowledging the contribution of local diggers from World War 1.</i>
<b>Jacqui Sykes</b>	<b>\$1300.00</b>	<b>Developing Regional Skills</b>	<i>Description of Project – Grant will be used towards the costs of bringing the creator/builder of The Musical Ship, Steve Langton, from Brisbane to Cooktown to run up to 4 workshops for young people (and their parents!).</i>

**RADF Committee Recommendations:**



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**Successful applications**

**1. Cooktown Re-enactment Society - \$10,000.00**

*Description of Project – The grant will be used for creating a permanent but moveable exhibition celebrating the uniqueness of Cook's 48 days at the Endeavour River in 1770.*

*Benefits to the community –*

- Workshops will increase skill levels of participants.
- Completed works will be used to interpret and share Cooktown's history to local residents and visitors.
- Finished product is transportable and can be exhibited elsewhere for interpretation and promotional purposes.
- Project increases the capabilities of the venue as a cultural tourism attraction.

*RADF Committee comments:*

This project will be beneficial for the Cooktown Re-enactment Society which in turn is beneficial for Cooktown. Application would also be suitable for Category 4 Cultural Tourism.

*Recommendation: Fully approved - \$10,000.00*

**RADF Category 2 Building community cultural capacity**

OBJECTIVE: for community groups to engage a professional artist or artswoker to work with them on developing their arts practice or to run arts development workshops or community projects.

CRITERIA: category 2

- Will support travel, accommodation and fees associated with employing professional artists or workshops in the local community.
- Assistance is available for up to 65 per cent of the totals costs of the project or workshop.
- This category is also open to councils that wish to assume a co-ordination role for projects.

**RADF Category 4 Cultural tourism**

OBJECTIVE: for projects and activities that focus on communities' locally distinct arts, culture and heritage both for members of that community and for visitors.

RADF grants can support initiatives and activities that focus on:

- product development by professional artists, either as individuals or in partnership with individual community members or community groups

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- marketing of professional artistic product.

**2. Cooktown RSL Sub Branch**

*Description of Project – The grant will be used for concept outdoor art (on Anzac Park amenities block) and workshop acknowledging the contribution of local diggers from World War 1.*

*Benefits to the community –*

- Provide local amateur artists, youth and seniors opportunity to enhance skills.
- Will educate local and tourist communities about Cooktown's contribution to the World War 1 effort through listing of battalions and visual representation of military medals.
- Will refurbish amenities block, beautifying the public space and will tie together the elements of the Anzac Park Precinct.

*RADF Committee comments:*

Right timing with upcoming Gallipoli anniversary and right place, ties in with new Anzac Park arch and need to address current state of toilet block.

Projects such as these have potential to reduce vandalism and loitering by promoting community ownership.

***Recommendation: Fully approved \$6,500.00***

**RADF Category 2 Building community cultural capacity**

OBJECTIVE: for community groups to engage a professional artist or artsworkeer to work with them on developing their arts practice or to run arts development workshops or community projects.

CRITERIA: category 2

- Will support travel, accommodation and fees associated with employing professional artists or workshops in the local community.
- Assistance is available for up to 65 per cent of the totals costs of the project or workshop.
- This category is also open to councils that wish to assume a co-ordination role for projects.

**3. Jacqui Sykes - \$1,300.00**

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*Description of Project – Grant will be used towards the costs of bringing the creator/builder of The Musical Ship, Steve Langton, from Brisbane to Cooktown to run up to 4 workshops for young people (and their parents!).*

***Benefits to the community –***

- Will enhance skills and arts engagement of participants.
- Encourages interest, understanding and capability of the Musical Ship as per the original concept.

***RADF Committee comments:***

Committee feels that RADF has a commitment to the Musical Ship including the support of ongoing musical workshops.

***Recommendation: Fully approved \$1,300.00***

**RADF Category 1 Developing Regional Skills**

OBJECTIVE: for individual professional artists and artworkers living in regional Queensland to attend professional development seminars or activities; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations.

CRITERIA: Category 1

- RADF grants will support intrastate and interstate activities only.
- Arts Queensland's Individual Professional Development grants support international activities.
- Assistance is available for up to 65 per cent of the total costs to a maximum of \$1000 for Queensland travel and \$2000 for national travel.

**POLICY LINKAGES**

*The objectives and priorities of Council's Corporate Plan and Council's Cultural Policy:*

*1.1 Council's Role in Supporting Broad Scale Participation*

*Key Element: To demonstrate leadership to foster active participation in arts and community cultural activities, ensuring there are engaging and relevant opportunities for all residents to participate in cultural life.*

*Links to Corporate Plan: Long Term Goal: The Shire has a range of well developed arts and cultural groups and activities. (Arts and Cultural programs are supporting whole of community initiatives).*

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*1.5 Council's Role in Supporting Heritage Initiatives.*

*Key Elements: Council works with relevant partners and the community to maximise the identification, conservation, interpretation, presentation and promotion of all historical and heritage assets, both material and intangible (such as stories) in a professional and sustainable manner.*

*Links to Corporate Plan: Long Term Goal*

- *A community which recognises the value of preserving the cultural heritage of the Shire.*

*4.1 Council's Role in Fostering Employment and Creative Enterprises.*

*Key Element: Council has a leadership role to play in encouraging individual employment and small creative businesses to emerge and thrive in creative industries.*

*Links to Corporate Plan:*

*Long Term Goals*

- *Best practice corporate governance.*
- *The community sustains and benefits from a strong, growing and diversified economy.*

**RECOMMENDATION**

<b>Cooktown Re-enactment Society</b>	<b>\$10,000.00</b>
<b>Cooktown RSL Sub-branch</b>	<b>\$6,500.00</b>
<b>Jacqui Sykes</b>	<b>\$1,300.00</b>

That Council endorses and approves the RADF Advisory Committee recommendations as contained in Report for Round 2 2014/2015 RADF Funding.



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**CORPORATE SERVICES**

**FINANCE**

F1	<b>REVENUE AND EXPENDITURE – JANUARY 2015</b>	
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That the Revenue and Expenditure Statements for January 2015 be adopted

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F2	<b>DEBTORS WRITE OFF</b>	
	<i>Report No.D15/1022 from Accounts Receivable</i>	

**Précis**

Debtor Report – Request to write off outstanding debt.

**Background/History**

This debt is for unpaid ROCCY membership Fees and dates back to 13/6/2013.

The overdue amount is \$5500.00.

This account was referred to ARL (Australian Receivable Limited) on 28/5/2014.

The debtor informed us a letter had been sent stating their wish to resign from ROCCY but I was unable to locate it in TRIM. After many calls requesting a copy of the resignation letter nothing has been forthcoming.

As ROCCY stopped operating from November 2011 it is recommended this debt be written off.

**Link to Corporate Plan**

Long term financial sustainability.

**Consultation**

Nil

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

Nil

**Policy Implications**

Nil

**Financial and Resource Implications (Budgetary)**

Nil

**RECOMMENDATION**

That Council write off the outstanding amount of \$5500.00

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F3	<b>DEBTORS WRITE OFF</b>	
	<i>Report No.D15/662 from Accounts Receivable</i>	

**Précis**

Debtor Report – Request to write off outstanding debt.

**Background/History**

This debt is for unpaid rent for one of the Seniors Units and dates back to 2012.

The overdue amount of \$5858.11.

This account was referred to ARL (Australian Receivable Limited) on 31/1/2014 and despite many attempts by them to set up payment arrangements no payments were ever received.

The customer has been extremely difficult to make contact with. ARL have had several Skip Traces to locate the debtor without success and at present an address or contact number is not available

The account was sent back to us on 22/1/2015

I feel we have exhausted all avenues to recover of this debt and it is highly unlikely this debt will be recovered

Consequently the outstanding amount of \$5858.11, which remains owing to Council is unlikely to be recovered and request to write off this amount.

**Link to Corporate Plan**

Long term financial sustainability.

**Consultation**

Nil

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

Nil

**Policy Implications**

Nil

**Financial and Resource Implications (Budgetary)**

Nil

**RECOMMENDATION**

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That Council write off the outstanding amount of \$5858.11

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**ADMINISTRATION**

A1	<b>APPOINTMENT OF CHIEF EXECUTIVE OFFICER</b>	
	<i>Report No.D15/1656 from Executive Assistant</i>	

**Précis**

Appointment of interim Chief Executive Officer

**Background/History**

Section 194 of the *Local Government Act 2009* provides as follows -

- (1) A local government must appoint a qualified person to be its chief executive officer.
- (2) A person is qualified to be the chief executive officer if the person has the ability, experience, knowledge and skills that the local government considers appropriate, having regard to the responsibilities of a chief executive officer.
- (3) A person who is appointed as the chief executive officer must enter into a written contract of employment with the local government.
- (4) The contract of employment must provide for—
  - (a) the chief executive officer to meet performance standards set by the local government; and
  - (b) the chief executive officer's conditions of employment (including remuneration).

Following upon the resignation of Stephen Wilton as Chief Executive Officer, effective as at 19 January 2015, it was necessary to appoint Council's Director of Corporate Services, Martin Cookson, as Acting Chief Executive Officer pending the appointment of an interim Chief Executive Officer. This was done by Council on that date.

In consultation with the Local Government Association of Queensland, Council now wishes to appoint Victor Bruce Davidson, as interim Chief Executive Officer for such time as is necessary to obtain the services of a permanent appointment.

Mr Davidson's contract will be for 3.5 months terminating on 15th May with provision for extension or earlier termination if required.

**Link to Corporate Plan**

Legislative requirement

**Consultation**

Councillors, in conjunction with officer of the Local Government Association of Queensland

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

Nil

**Policy Implications**

Nil

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

There will be substantial costs such as salary, accommodation and other related expenditure as per an agreed contract with the appointee.

**RECOMMENDATION**

That Victor Bruce Davidson be appointed as Chief Executive Officer of Cook Shire Council, such appointment to take effect from the 2 February 2015.

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A2	<b>STREETSCAPE STRATEGY PLAN – HOPE ST</b>	
	<i>Report No.D15/1910 from Project Manager</i>	

**Précis**

Resolution is sought to allow the recycled plastic bollards to remain as a child protection barrier due to the bicycle path forming part of the road reserve.

**Background/History**

Cooktown Streetscape TOR from the ten year master plan Dated 31<sup>st</sup> July 2006 identified the primary focus area as below

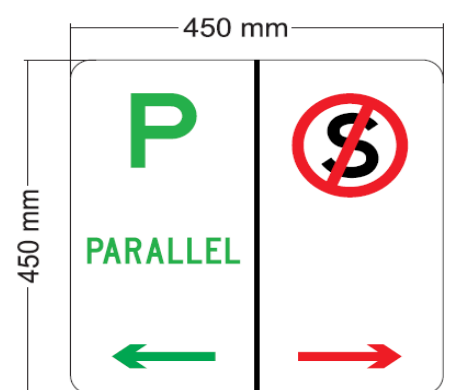
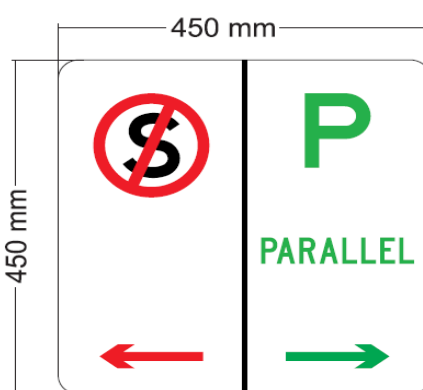
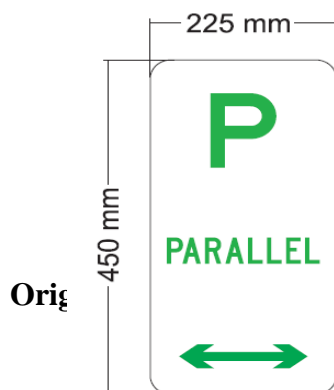




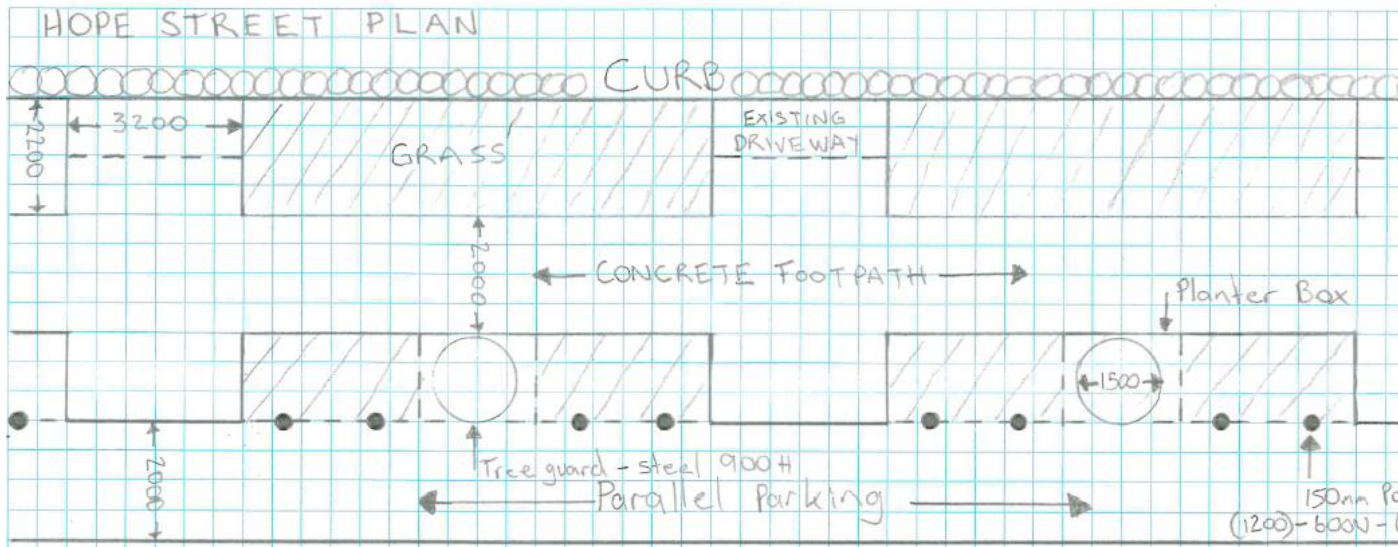
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D14/7102 Dated 15<sup>th</sup> July 2014 informed the general public:

*EXTRACT: We envisage the total process to take round 65 days and intend to commence work from the corner of Walker Street continuing the length of the street to Ida Street. During this time we will be laying concrete footpaths, doing earth works preparation for tree planting, laying grass and seed, erecting signs and **bollard configurations** & running general maintenance and cleaning to the heritage kerb.*



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Email Dated 24<sup>th</sup> October 2014 to Allan Chisholm Co-ordinator Roads to Recovery

**From:** Michael Czarnecki  
**Sent:** Friday, 24 October 2014 3:37 PM  
**To:** 'allan-g.chisholm@infrastructure.gov.au'  
**Subject:** Project ID 052240-14QLD-RTR Bike Path Cook Shire Council

Hi Allan

As per our phone discussion last week re Project ID 052240-14QLD-RTR we would like you to consider our application for \$320,000 to construct more bicycle path in our current network.

I have attached a copy of our bicycling trails brochure which includes mapping of current assets, Our current project is a link between the corner of Walker St to the corner of Burkkitt St.

I also note that as per our map and current photos the bicycle path is being constructed on the road reserve only and forms a strong part of our open space plan this section has added protection with the introduction of plastic bollards

If you require further information please feel free to contact me at anytime

Regards

**Michael Czarnecki** | Project Manager | Executive Services  
**Cook Shire Council**

**Phone** | 07 4069 5444 **Fax** | 07 4069 5423 | **Direct** 07 40820552 | **Mobile** 0427048614

**Email** | [mczarnecki@cook.qld.gov.au](mailto:mczarnecki@cook.qld.gov.au) **Website** | [www.cook.qld.gov.au](http://www.cook.qld.gov.au)

**Address** | 10 Furneaux Street (PO Box 3), Cooktown, Qld, 4895

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**Consultation**

Interdepartmental and with appropriate consultants (Funding Bodies)

**Legal Implications**

Legal risk unknown

**Policy Implications**

Nil

**Financial and Resource Implications (Budgetary)**

Nil – Project WO2339 is 100% funded 50/50 ATIDS – R2R

**Link to Corporate Plan**

4.6 Infrastructure, Transport and Services

4.6.1 Provide to a standard that ensure (at a minimum) legislative compliance and equitable access:

- (a) A maintenance and extension program (where necessary) for Council's drainage, stormwater, road footpath, and bridge network.

**Assessment**

The Cooktown streetscape strategy plan as identified by John Mongard (Landscape Architects) in 2007 showed street tree planting with timber framed heritage style enclosures, when you adapt this to our current Cooktown Streetscape TOR from the ten year master plan Dated 31<sup>st</sup> July 2006 and current legislation you are being delivered a mash up that has not had the correct community consultation. Based on this information and what was formed as a project design brief given by DES the bollards were selected.

**Purpose**

The bollards will now form part our safety strategy as well as add amenity, they add protection to the newly formed asset of the bicycle path as it sits within the road reserve that would normal form a carriage way for general traffic. To ensure we are future proofing the 1.3km path we should also be assessing a possible bitumen seal to the bollard line so adequate line marking can be administered for parallel parking.

**RECOMMENDATION**

Based on the information provided to the both the general public and the funding bodies one option is presented:

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1. Council endorse the plastic bollards to remain in place and further more be extended to the road corners if needed. This is to ensure adequate protection is provided to the general public and allow enforcement of parallel parking laws.

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A3	<b>COUNCILLOR REMUNERATION - 2015</b>	
	<i>Report No.D15/1691 from Chief Executive Officer</i>	

**Précis**

Setting of remuneration for Councillors

**Background/History**

Section 247 of the *Local Government Regulation 2012* provides as follows -

- (1) A local government must pay remuneration to each councillor of the local government.
- (2) The maximum amount of remuneration payable to a councillor under the remuneration schedule must be paid to the councillor, unless the local government, by resolution, decides the maximum amount is not payable to the councillor.
- (3) If the local government decides the maximum amount of remuneration is not payable to the councillor, the local government must, by resolution, decide the amount of remuneration payable to the councillor.
- (4) The amount of remuneration decided under subsection (3) for each councillor must not be more than the maximum amount of remuneration payable to the councillor under the remuneration schedule.
- (5) The amount of remuneration for each councillor, other than a mayor or deputy mayor, must be the same.
- (6) The local government must make a resolution under subsection (2) within 90 days after each remuneration schedule is published in the gazette.
- (7) Subsections (4) and (5) are subject to section 248.

Remuneration for Councillors for 2015 has been set by the Local Government Remuneration and Discipline Tribunal and the decision was published in the Government Gazette of 5 December 2014

Cook Shire Council has been placed in Category 3 and the Tribunal has determined the following remuneration for this category.

Mayor	\$97,684.00
Deputy Mayor	\$56,356.00
Councillors	\$48,842.00

Continuing its previous practice of adopting a cautious approach when reviewing levels of councillor remuneration, the Tribunal has decided to increase the maximum level of remuneration for all councillors (including mayors and deputy mayors) by 2.3% from 1 July 2015. In addition, the Tribunal has carefully considered the arguments and submissions put to it by many Councils in Category 3 about both the weighting attached to the meeting fee part of councillor remuneration in that Category as well as the administration and operation of the meeting fee payment regime.

As a result of its deliberations on this matter, the Tribunal has decided to restructure the method of remunerating Category 3 councillors to comprise a base rate of 2/3 of the

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determination amount for that Category, with the remaining 1/3 to be paid as meeting fees reflecting attendance at, and participation in, each of the 12 mandated Council meetings each year. In making this adjustment to the base rate and meeting fee regime, the Tribunal does not resile from its comments in 2013 to the effect that attendance at, and full participation in, Council meetings is the highest order of business required by a councillor and that, unless special circumstances exist, all councillors should attend all Council meetings.

That having been said, the Tribunal does accept that, from time to time, a particular councillor who is otherwise a regular attender at Council meetings may not be able to attend a meeting. This might be because of a bereavement, the need to attend another meeting as a representative of the Council, special leave of absence to attend an important event (e.g. an interstate or overseas wedding of a sibling), a natural disaster, a medical emergency and so on. If a councillor is absent for that type of reason they should not be deprived of payment of a meeting fee. Further, Council might also periodically permit a particular councillor or councillors to participate in the regular monthly meeting by teleconference (as permitted by section 276 of the Regulation) when there are good and cogent reasons why the councillor can only participate by that method.

It is also necessary to record that payment of the meeting fee is dependent upon an individual councillor's attendance at, and participation in, the whole of the particular Council meeting. For example, a councillor who attends a meeting for only 90 minutes, when the meeting is scheduled to run for five hours, should not expect to be, and should not be, paid the full meeting fee for that meeting unless there are real and genuine reasons for their early departure (e.g. a call-out of a volunteer fire fighter who might also be a member of Council).

A councillor who leaves a meeting early without a clearly legitimate reason would only qualify for part-payment of the meeting fee, reflecting their time of attendance. The decision as to whether a particular councillor qualifies for all, part or none of a meeting fee payment should rest with the mayor and/or chief executive officer of each Council. They are much better placed than the Tribunal to decide whether the councillor concerned qualifies for payment in accordance with the guidelines set out above. This is because local knowledge and simple common sense should enable consistent, logical and defensible decisions to be taken in each case where a question about qualification for payment of a meeting fee arises.

Should an elected representative hold a councillor position for only part of a financial year, he or she is only entitled to remuneration to reflect the portion of the year served.

Councillors will recall that Council decided at its meeting in January 2014 not to increase the then current rate to the amounts approved by the tribunal to commence on 1 July 2014. At that time the remuneration was and, still is, as follows –

- Mayor – \$91,376.00
- Deputy Mayor – \$52,717.00
- Councillors – a base rate of \$22,844.00 and a meeting fee of \$1,904.00 for each monthly meeting with local certification of attendance required from the Mayor or Chief Executive Officer of the Council before payment of each meeting fee.

**Link to Corporate Plan**

Legislation and best practice corporate governance

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**Consultation**

Legislation

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

Legislation

**Policy Implications**

Nil

**Financial and Resource Implications (Budgetary)**

Remuneration for Councillors will be provided for in the 2015/2016 Budget.

**RECOMMENDATION**

That Council decides that the maximum amount of remuneration is not payable to Councillors and resolves, as from 1 July 2015, to authorise the payment of remuneration to the Mayor, Deputy Mayor and Councillors to cover the cost of attendance on Council business and to cover the cost of attendance on non-Council business in the following amounts –

- Mayor – \$91,376.00
- Deputy Mayor – \$52,717.00
- Councillors – \$30461.00 and a meeting fee of \$1,270.00 for each monthly meeting



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A4	<b>PRESENTATION BY CSGFREEEQ RE COAL SEAM AND SHALE GAS.</b>	
	<i>Report No.D15/615 from Chief Executive Officer</i>	

**Précis**

Request by CSGFreeEQ for Council to declare Cook Shire a CSG free shire.

**Background/History**

A presentation was given to Council on 20 January 2015 by a representative of the CSGFreeEQ. A copy of the presentation is attached.

At the conclusion of the presentation Council was asked to pass a resolution to become a CSG Free Shire and, by so doing, clearly state that Council is aware of the impacts of the coal seam and shale gas process known as fracking, and choose to support the health and well-being of the land and communities of Cape York.

Council, in fact, has no real control over these types of activities as coal seam and shale gas is regulated by the State in accordance with the provisions of the various Acts of Parliament relating to mining such as the *Mineral Resources Act 1989, chapter 8, Petroleum and Gas (Production and Safety) Act, chapter 3, and the Petroleum Act 1923, part 6F.*

Any such resolution complying with the request from the organisation would, therefore, be superfluous.

**Link to Corporate Plan**

4.2.1.(d) Environmental health initiatives and services.

**Consultation**

Nil

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

Various mining legislation

**Policy Implications**

None identified

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

None identified.

**RECOMMENDATION**

That Council support the aims of the CSGFreeEQ group in relation to possible negative environmental impacts.



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PRESENTATION TO COUNCIL, 20.01.2015

Hello. My name is Sarah Matthews. Today I am very glad for this opportunity to talk with you. I'm going to talk about the coal seam and shale gas extraction process known as fracking, and particularly about the impacts of fracking. There are serious concerns shared around the globe about these impacts, and it is important that we address them, we cannot ignore them, especially, as there is an intention that gas production become an industry in Northern Queensland and Cape York.

As you may already know, there's now a branch of CSGFreeNQ for the Cook Shire. This has grown from the Lock the Gate Alliance, which itself has grown from communities experiencing the impacts of fracking, and in voicing their concerns, finding that they are not heard.

A branch has been formed in the Cook Shire in response to the gas company's movement into north Queensland.

In the Mount Mulligan Region an Indigenous Land Use Agreement was entered into on 3.10.2012 for Trafford Coal to undertake activities for the discovery, location and delineation of economic coal deposits and payable coal seam gas deposits. Protest rally's have been held in Mareeba to raise community awareness of impacts, before the process is established. For now, with the fall in coal prices, the Mount Mulligan development is on hold.

Two wells out of a proposed 34 have been drilled in the Burketown region. The indigenous group in that region have decided to work with the gas industry, styling their approach by stipulating the use of best practice. This will be of interest, as it can be argued that with unconventional gas extraction, harm cannot be avoided no matter how good the practice.

Close to home, the Laura Valley Basin has known large, and economically viable deposits of shale gas, and it is probably just a short matter of time before activity is seen to open this area as a gas field.

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they don't tell us

- that these coal seam gas initiatives will become large industrial estates
- that they will require many, many hectares,

nor,

- how many compressors they will need,
- what they will do with the gas or the water, they say nothing about the reverse osmosis treatment plant which you'll be able to hear for miles
- once the water is treated, where you'll store it, because the volume will be greater than several Sydney harbours,
- where they'll put the residue
- where the salt will go or what it will do to the soil,
- that it's a 24/7 operation
- In other words, they do not tell you what a fully blown gas field looks like."

Venting, flaring and waste water evaporation release a wide range of hazardous air pollutants. After a well is no longer viable, the ensuing clean-up is sometimes poorly done. Problems can persist as infrastructure breaks down over time. The future is left to sort itself out.

How can landowners protect themselves? Without knowledge of the impacts, without the support of the community, they are vulnerable to gas company approaches offering financial gain. Without the full story, what seemed a good idea has for many turned into their worst nightmare. Once the initial exploration is approved, it is almost impossible to overturn ongoing development.

And when the land has become a gasfield and is no longer attractive to its owners, the company is there ready to purchase the land, in exchange, for the signing of an agreement that the landowner will speak to no-one of what their experience has been. This is divisive and places a strain on communities.

Of great concern is the effect on water. Vast quantities of aquifer water are used in the fracking process, average use being between 10 and 30 million litres of water per well, when it is first drilled, and each time it is fracked, which could be up to 9 times in its lifetime. The water that is contained in shale

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It is early days for this industry in Australia and already the stories of impacts are so concerning. These are not fringe concerns. Four Corners and Sixty Minutes have given them serious coverage. Protest groups grow in numbers. We all have available to us the American and Canadian stories, where 30 years of fracking have decimated landscapes and lives. Is this our future?

At present there are 4 shires in Qld, including neighbouring Douglas Shire, and 89 Australia-wide that have declared themselves CSG Free as a statement of their intent to care for country and communities. CSGFreeNQ – Cook Shire, recommend, and request that council make a resolution to also become a CSG Free Shire, and by so doing clearly state, that they are aware of the impacts of this industry, and choose to support the health and well-being of the land and communities of Cape York. This would also show support for other communities in Australia struggling to come to terms with an industry that has been imposed upon them, and has not shown itself able to prevent harm.

Thank-you.

\*Water Reform and Other Legislation Amendment Bill 2014 (Qld), Regional Planning Interests Act 2014 (Qld), Regional Planning Interests Regulations 2014 (Qld), Mineral and Energy Resources (Common Provisions) Bill 2014

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and coal seam beds is contaminated, and it is brought to the surface. The clean aquifer water that is used to frack has chemicals added to it. Up to 40% of the chemicals that go down into the well are not retrieved. The water that is returned is placed in holding dams, which can leak, and so chemicals can pass into the aquifer. The returned water is processed and its after-life is uncertain. The placement of these holding dams does not take into account the land topography. Gas fields are typically constructed on a grid design. The effect of flooding is not taken into account. Leakage into the water-table over extended periods of time cannot be prevented by the layered casings of the well, particularly if inferior grade cement is used. Leakage also occurs by migration on the outside of the casing, and through subsurface cracks and fissures. The industry norm is that 10% of wells will fail.

The CSIRO statement *Coal seam gas developments – predicting impacts (August 2014)* contains statements of unpredictability, and the need for ongoing research. Of particular concern, is mention of impacts on the level and flows of groundwater in surrounding aquifer systems, which may influence the levels of nearby bore water. It also highlights that the contamination of deeper groundwater is not being examined. It identifies projects that exist to assess the risk posed by chemicals associated with CSG extraction, yet if this occurs simultaneously with an industry that is rapidly growing, how can these assessments help where damage is already occurring.

There are also concerns that recent changes in the Queensland legislative framework in late 2014\*, will see a reduction in the assessment and regulation of water taken by big mining projects. Also, that ecologically sustainable development and precaution will cease as a guiding principle, and that most public objection rights to the Land Court are stripped. It seems that gas is viewed as a resource of very high value at this point in time, valued above the quality of water, land and community.

These are very serious concerns for our beautiful Cape, and its communities, human, fauna and flora. Unconventional gas mining is not an industry that has a light environmental footprint

Once the damage is done, it cannot be undone, so this affects generations to come.

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There exists the possibility of the extension of a gas pipeline from New Guinea. A pipeline is already in place at the Northern Territory border, with a proposed extension through Mount Isa to Townsville.

The concerns of communities are summarised on the handout, which you have there, *Some Facts About Coal Seam Gas – Ten Good Reasons for Farmers to Lock Their Gates*. From this it can be seen that the impacts are serious. They relate to damage to country, in particular to water quality and availability, they relate to physical and mental health problems, not only of those in the immediate location of a gas well, and they relate to a negation of the value that people place in living on the land. These impacts are global, occurring wherever unconventional gas fields develop. The damage is very real. People tell their stories again and again of harm experienced from living in the proximity of gas fields. It takes just a quick visit to youtube to leave you wondering what insanity has been released amongst us. Landscapes are industrialized, accidents happen, best practise is not maintained, and even where it is, what follows is the poisoning of land, air and waterways, people are no longer able to drink the water from their taps, there are intimidating levels of surveillance and security, and the emotional and psychological impacts include anxiety, anger and depression.

A lack of transparency on the part of the gas companies when they first approach land-owners is known as a worrying issue. The gas companies, as seen in their advertising, present themselves as clean energy without detrimental impact. But there is a great deal that they do not tell.

In the words of Alan Jones, in the film *Fractured Country – An Unconventional Invasion*, produced by the Lock the Gate Alliance, about Santos approach in southern Australia, quote, “well they don’t tell you what the ads should tell us, that they’re frightened to show us;

- a map of the gas wells and what they look like,
- and of the roads that are needed to service the gas wells
- a map of the topsoil that will need to be removed for pipe construction to connect the gas wells
- where the employees will go because they will have recreational needs and there will need to be administrative quarters,

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A5	<b>WATERFRONT ADVISORY COMMITTEE – 19 JANUARY &amp; 3 FEBRUARY 2015</b>	
	<i>Report No. D15/2055 from Executive Assistant</i>	

**Précis**

Presentation of minutes of the Waterfront Advisory Committee

**Background/History**

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

Meetings of the committee was held on 19 January 2015 and 3 February 2015 and the minutes of those 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 of the Waterfront Advisory Committee meeting held on 19 January and 3 February 2015 be received and noted.

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MINUTES OF WATERFRONT ADVISORY COMMITTEE

19 JANUARY 2015

ATTENDANCE      Russell Bowman, Kaz Price, Alan Wilson, Glen Shephard, Michael Czarnecki, Mark Marziale, John Harrison, Sue Clark, Penny Johnson, Peter Scott (Chair), Martin Cookson, Tony Lickiss, Kimberley Sullivan.

APOLOGIES      Nil

The Chair, Cr Peter Scott, opened the meeting at 2.00 pm on 19 January 2015

The budget and revenue and expenditure statements for the waterfront project was tabled.

Discussions took place concerning the source of funds and whether there was sufficient funds to complete the Amenities Block, Northern toilet and Pergola.

The situation of Black & Moore being project manager was discussed. There was some confusion as to their role. It was estimated that their cost would be \$40,000.00.

Martin expressed concern with cash flow for the project and other projects being undertaken. He has done a cash flow analysis and stated that there was a need for prudent decisions to ensure that projects do not exceed budget.

Tony advised that he was awaiting design for the retaining wall and that he would provide a GANNT chart and costing for steps etc at Amenities block.

It was resolved that Council proceed with the existing plan for the Amenities Block noting the savings surrounding fit out and lighting.

Further the Director Engineering Services will define position of project signage and what are the responsibilities of Black and Moore. Further that he will price the stairs, sand pile for Amenities Block by Friday and will update the GANNT chart including funding and milestones.

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MINUTES OF WATERFRONT ADVISORY COMMITTEE  
3 FEBRUARY 2015

ATTENDANCE Martin Cookson, Russ Bowman, Kaz Price, Alan Wilson, Mark Marziale, Phyl Bray, Michael Czarnecki, Lisa Miller, John Harrison, Sue Clark, Penny Johnson, Peter Scott (Chair), Bruce Davidson, Tony Lickiss, Katrina Houghton, Glen Shephard (by teleconference)

APOLOGIES Nil

The Chair, Cr Peter Scott, opened the meeting at 9.11 am on 3 February 201

Cr P Johnson moved; seconded Cr S Clark

That the Minutes of the meeting of 19<sup>th</sup> January 2015 be confirmed with the amendment that the payment for Black and Moore should read \$400,000.00, not \$40,000.00.

CARRIED

GANNT Chart

A draft GANNT chart was tabled by Tony. Funding will be put in final GANNT chart.

Roles and Responsibilities of Black and Moore

Tony advised that Black and Moore was superintendent for the building contract. They would process all claims, variations etc. They were also overriding co-ordinator for the project so, for example, if there is a service conflict Black and Moore will step in and solve such cross boundary issues. They have no control over individual projects, e.g. fishing platforms.

Pricing

Tony advised that plans for stairs and mound were two weeks overdue and that for the retaining wall was three weeks overdue and was, therefore, unable to prepare an estimate of the cost.

Fishing Platforms

The cost to install all three is \$395,000.00, if one platform and all footings are installed the cost will be \$210,000.00.

Project Signage

Signs are on back order. They will be erected as soon as they are received. (Signage plans have changed four times).

MTC – Amenities Block

It is expected that a GANNT chart will be available from Matthew this afternoon. Matt will take over the site next week and it is expected that construction will commence in about three weeks.

Tenure Leonie Dowding in attendance for this item.



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Currently the tenure of the reclaimed area will be road reserve. Leonie advised that Council needs to provide a final plan and what they want the land to be – reserve or freehold. Leonie to follow up cost of freehold.

Black and Moore

John Legett from Black and Moore was in attendance. He advised that the role of Black and Moore was to be project manager for the Amenities Block and the co-ordination of the remainder of work between Ergon, Telstra, etc. He advised that Black and Moore takes direction from the Director of Engineering Services as the client representative.

The meeting was advised that Contract No. 2 for a total of \$144,128.00 (ex GST) was signed on 18 December 2014.

Council has just paid \$33,000 for October with November and December still to come.

Dredging

Dredging for land base has been completed.

Dredging for off shore spoil still to be done.

The meeting closed at 10.42 am on 3 February 2015

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**COMMITTEE OF THE WHOLE**

**INFORMATION**

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## **ENGINEERING SERVICES**

	<b>ENGINEERING SERVICES REPORT – FEBRUARY 2015</b>	
	<i>Report D15/2073 from Director Engineering Services</i>	

### **General**

#### **Webber Esplanade Reclamation**

Backfill from the harbour dredging has now been finalised behind the rock wall. However the TMR contract has not yet been finalised, as there is still a requirement to dredge almost 7 days of spoil 1.4km off shore. Council is still investigating options to remove the volume of mud trapped within the wall that needs to be removed.

Preliminary design for the retaining wall and ring beam at the Lagoon have now been received from CMG. These plans will be forwarded to both MTC builders and Council's structures crew for costing.

Storm water and sewerage pipes are now progressing and have reached manhole 6.

Photos attached.

#### **Woobadda Creek Bridge**

Practical completion was issued by the superintendent on the 30<sup>th</sup> January 2015. We have a meeting on site on the 18<sup>th</sup> of February for a final cost inspection so a final payment certificate can be compiled.

Photos attached.

#### **Cooktown Aerodrome Subdivision**

The area of approx 100m x 120m that has been cleared of trees and rubbish to the east of the light aircraft apron at the Cooktown Aerodrome to cater for the needs of future lessees will no longer be assessed for use.

The ad that was placed calling for expressions of interest from prospective lessees closed on the 8<sup>th</sup> of December 2014 and two potential tenants have been identified. CSC DES will provide a costing to the CEO in relation works required at the original approved development site. All future communication on this project will be handled by the DPE & DED.

Photos of the cleared land no longer needed for use are attached.

#### **Cooktown Public Wharf Replacement**

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Works are progressing slower than hoped due to the complexity of the structure. The prefabricated 'kit' consists of some 27,000 individual items ranging from screws through to girders and almost all significant items and brackets are custom fabricated for specific locations. As the crew becomes more familiar with the plans and construction sequencing this should become quicker.  
Photos attached.

**Jensen's crossing Bridge**

The failed girder has been replaced, however several other girders have been identified as unsound. A load limit of 5 tonnes is in place and will remain once all works are complete, the bridge is open to traffic under 5 tonnes.  
The long-term future of this crossing will have to be decided by Council as an all weather alternative exists maintained by Main Roads. this girder bridge is redundant and could easily be argued should be replaced by a dry season causeway as a more cost effective long term alternative.

**Hope Street Streetscape Plan**

An information report will be lodged to council through the Executive Services Project Manager.

**Webber Esplanade Reclamation**





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Storm Water Inlet



Field Inlet Location



Storm Water Path

Breach Wall Location





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Mud in dredge spoil



**Woobadda Creek Culvert**



Northern approach



Southern approach



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Pavement Deck Complete



Downstream View



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**Cooktown Aerodrome Subdivision**



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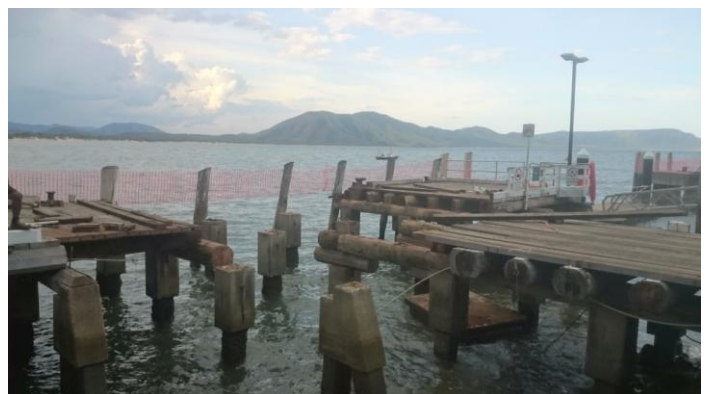


ES to provide costing

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**Cooktown Wharf Replacement**





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**2. Water Supply**

**2.1 Water Report**

**2.1.1 Annan Treatment Plant**

- 136.5mm of rain was recorded for the month, causing the weir height to peak 300mm above the weir, water quality to change and the Treatment Plant chemical dosing adjusted to suit the increased turbidity and colour
- A severe storm approached on January 12<sup>th</sup> with a lightning strike causing minor damage to the Treatment Plant
- A new raw water turbidity meter has been fitted to the plant this Month
- Communications were lost between the plant and intake tower, a damaged data cable was repaired and water production returned to normal
- Scuba Divers bolted a plate onto an old valve in the intake tower as the valve is no longer in use
- Routine maintenance has taken place around the Treatment Plant including mowing and fire breaks have been maintained
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

**2.1.2 Cooktown Water Report**

- 7 service repairs for this month
- 1 mains repair took place on the Borefields – Mt Tully charge line, an excavator was bogged and broke the line in two locations
- 2 meters were changed due to faults, both in Charlotte Street
- Locks have been replaced at the high level reservoir after vandals have been spraying graffiti and wrecking gates attempting to gain entry to the reservoir
- Fire hydrant and service valve maintenance have commenced this Month
- Pump Stations and fence lines have been whipper snipped and poisoned
- 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
- Lightning caused power to drop during the month on several occasions
- No operational problems this Month
- Water consumption have improved considerably since water restrictions were put in place on 10<sup>th</sup> October 2014
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

**2.1.4 Lakeland Water Report**

- 1 service repair and 1 mains repair took place this month

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- Lightning caused power to drop during the month on several occasions
- Cement slabs were poured around 2 bores to eliminate the weed growth from the meters and electrical fittings
- The chlorine pump has continued to be placed on a timer, with no operational issues this Month
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

### **2.1.5 Coen Water Report**

- The water supply came from the Coen dam this month
- The Coen DAF Plant sludge pump has been repaired this month
- The old drums from the boat ramp at the dam have been removed
- A CIP was performed and left to soak overnight
- Routine maintenance around the treatment plant, Depot and bores took place, mowing and wiper snipper was completed around all bores and the dam shed
- As Skytrans Airlines closed this Month, samples were collected and driven on a half way meet so that they could be Analysed at the Annan Treatment Plant to coincide with our licence conditions
- Water sampling as per the sampling matrix were collected and analysed, with all samples complying.

## **2.2 Sewerage Report**

### **2.2.1 Cooktown Sewerage**

- UV lamps were cleaned this month and UV lamp 112 was replaced
- The Hach Turbidity meter has been calibrated
- The truck has been wired up so it can be used on the new genset
- Over flow pipes have been fitted to the reuse tanks
- Spirac replaced a bearing on AG112 and reconditioned the stepscreen
- The septic receival unit was blocked and therefore was dismantled to remove blockages
- AAT and IAT air times have been adjusted
- Routine maintenance took place around the Treatment Plant, mowing and weed spraying took place
- Regular maintenance is ongoing as is adjustment of aeration time, sludge removal and chemical use
- River & treatment plant samples were collected and sent off for analysis, with the results showing the plant to be running well. All tests complying with EPA licence conditions

### **2.2.2 Coen Sewerage**

- The treatment plant has been operating well this month with no operational problems, operations have been routine, with minor adjustments to chlorine dosing and aeration times



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- 80 kilos of lime was added to the process to maintain pH balance during the 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
- Sludge and sand was removed from the drying beds, the beds and drain pipes were cleaned out and new sand replaced
- The chlorine contact tank was cleaned out this Month
- Samples were not collected this month due to Skytrans Airlines closing down

## **2.3 Maintenance Report**

### **2.3.1 Cooktown Sewerage**

- BL 506 & 507 belts oil grease & air filters checked.
- BL 113,275,276,277 had belts oil grease & air filters checked / changed
- AG 206 & 256 had belts & bearings greased / checked
- RAS pump 252& 253 had drive belts inspected and bearings checked
- Bolts and seals were checked on step screen SC104
- Bearings were greased on the wash press this month
- Maintenance in line with Big Foot Maintenance Program

## **Aerodrome Operations**

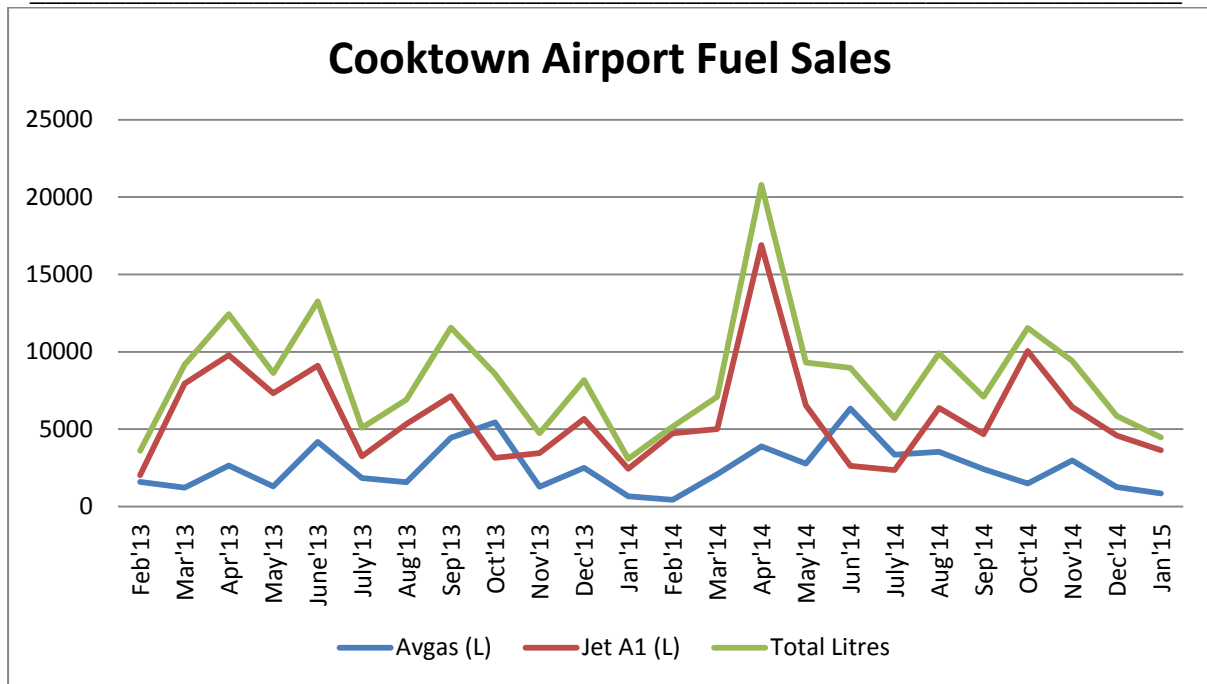
### **Cooktown Airport**

Fuel Sales for January were very slow totalling 4469.63 Litres (834.96 Lts Avgas, 3634.67 Lts Jet A1).

During January general maintenance including cleaning, herbicide spraying, mowing, slashing and gutter cleaning were carried out.

Other activities included ongoing aerodrome manual, Transport Security Plan and Drug and Alcohol management plan revisions.

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**Coen Airport**

**Core business activity**

Total landings for the month:	73	
Fuel Sales	Avgas	JetA1
Litres	2439	9636
\$ Value	6219.45	17344.80

**Plant and Equipment**

- Leaks in aviation fuel pumping equipment have been repaired
- Tractor transmission fluid still leaking and awaiting parts
- Flexible aviation fuel hoses due for pressure and continuity testing next month and a new spare will need to be ordered due to one failing last year

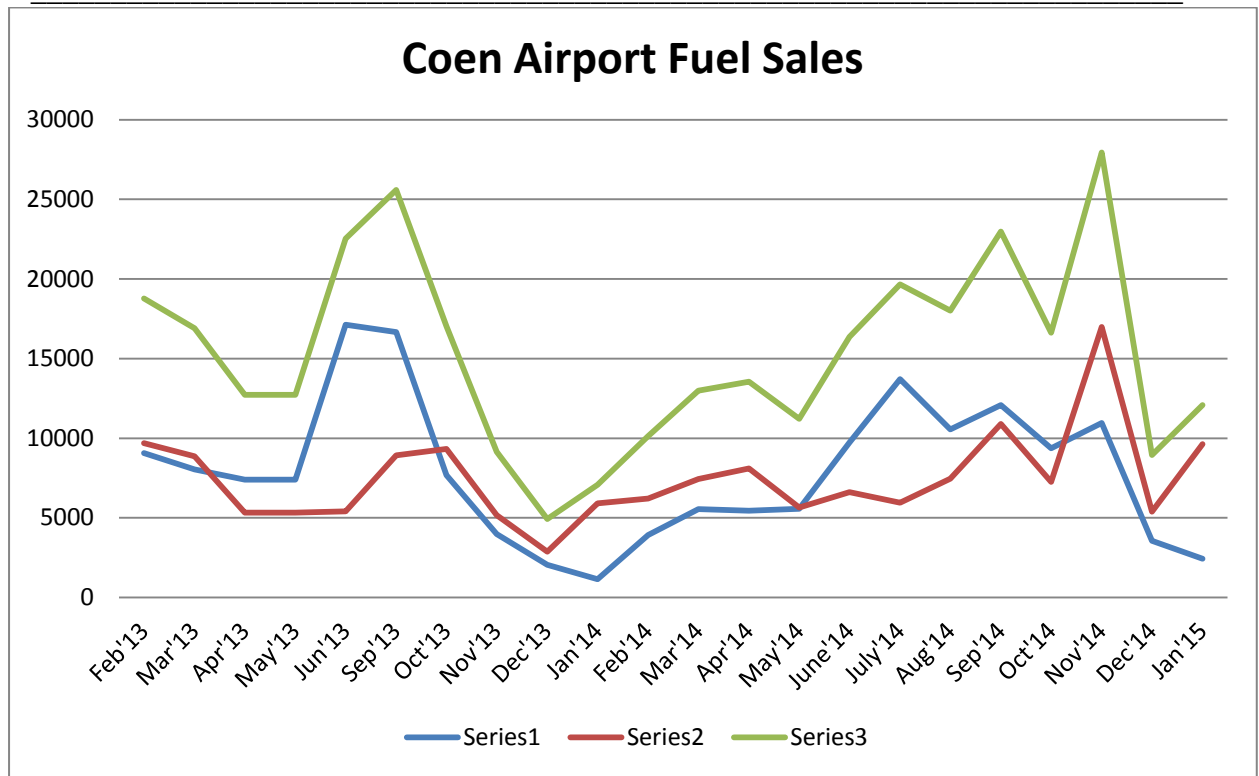
**Aerodrome Maintenance**

- The onset of the wet has allowed for some slashing to be carried out and with several dry days between rainy days this is being continued where possible.

**Other Issues**

- Two new staff are being trained as agents for Westwing and applications for ASICS have been lodged. – I have advised them to apply for airside driver authorities before commencing duties.
- I will be reviewing airside driving authorities and will forward a list of names for people no longer requiring these so they can be removed from council records.

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## Parks and Gardens

### 4.1 General

During the recent period, Parks and Gardens staff have focused on routine maintenance operations. With the growing season upon us, a key part of this is mowing and whipper-snipping, including within parks and reserves, the Cooktown cemetery, council blocks and facilities, and road reserves. The last cut within road reserves is underway, and will be completed by February 16. The reduction in service levels has resulted in the loss of one team member, a casual, from the crew.

In addition, the following tasks have been carried out:

- Loose litter collection within parks and reserves and roadsides, litter-bin emptying, road kill removal and outlying windyloo servicing
- Tree maintenance – removal of dangerous or damaged limbs, obstructive vegetation, fallen palm fronds etc
- Weed control within parks and streets through herbicide spraying including gutters, channels, footpaths and around posts etc
- Debris removal from roadside gutters and crossovers
- Garden maintenance at traffic islands, cemetery, Grassy Hill
- Watering street pots and trees, recent plantings
- Irrigation maintenance at Queens Park Oval, John St Oval
- Cleaning tables and BBQ
- Playground inspections and maintenance, including replacement of damaged crawl panel at Lions Park
- Lions Park, two shade trees planted near playground
- Hope Street (near Shadows) - roadside trees and shrubs planted

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- Harrigan Street and Charlotte Street – replacement roadside trees planted
- Cemetery – state of gravesites of growing concern, with many broken gravestones evident

#### **4.2 Botanic Gardens**

- Visitor numbers are few, mosquitoes are a deterrent.
- Seed collection of Banks & Solander specimens, field trip to Elim to collect seed, successful with some seeds germinating.
- Repair of heritage stone pitching at top pond.
- Main lawns top dressed.
- The Spice Garden has been developed further, with new specimens collected, identified and planted. We now have all the ginger spices: Ginger, True Cardamom, Native Cardamom, Turmeric, Native Turmeric, Java Turmeric, Greater Galangal, and Green Ginger. Also: Taro, Cassava, Drumstick Tree, Five Spice, Borage, Pumpkin Fruit, Sweet leaf, Rosella, Coffee, Tea, Cocoa, Carob, Vanilla, Paw Paw, Memory Herb, Gotu Kola and Birds Eye Chilies.
- Planting - Timber Trees, Open Forest eucalyptus, the Rainbow Gum, and the Solander garden.
- New bed being developed for exotic Lilies.
- Weeding and mulching of beds after holidays.
- Rock borders continued.
- Nursery work and maintenance of plants for foreshore project, street & parks plantings and Botanic Gardens continued.
- Mapping of plants continued.
- Label Plates installed (ongoing).
- Plant Identification service (ongoing).
- Gardens Plant Register database updated. (all material coming into/out of the gardens identified and registered). (ongoing)
- Continued updating descriptions of plants in the Botanic Gardens Plant Register for the Handbook and label plates.

#### **4.3 Up coming**

- New pond for Nypa Palms developed.
- Transplanting of one of the large Gebang Palms – This palm is the largest of the native fan palms but requires more room and sun to develop to its full potential.
- Lilies sourced for new bed.
- Proposal: The year 2020 – a Botanic Gardens journey of Banks & Solander to include Cooktown Botanic Gardens. What can we do to attract some of that funding!
- Proposal: The original bore pump to be repaired and recycling of water from the big pond to/from the heritage ponds set up and restored to alleviate irrigation costs and for aesthetic and conservation reasons.

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*Cook Shire Monthly Sewerage Stats*

Date  
 Range      **1/01/2015**      to      **31/01/2015**

	<b>Cooktown</b>	<b>Coen</b>
<b><i>Total Monthly Sewerage Inflow (K/Litres)</i></b>	<b>12,268.0</b>	<b>2,953.0</b>
<b><i>Total Monthly Sewerage Outflow (K/Litres)</i></b>	<b>12,797.0</b>	<b>2,720.0</b>
<b><i>Max Daily Effluent Outflow (K/Litres)</i></b>	<b>564.0</b>	<b>176.0</b>
<b><i>Min Daily Effluent Outflow (K/Litres)</i></b>	<b>238.0</b>	<b>0.0</b>
<b><i>Avg Daily Effluent Outflow (K/Litres)</i></b>	<b>412.8</b>	<b>87.7</b>
<b><i>Total Monthly Rainfall at Sewerage Plant(ml's)</i></b>	<b>225.0</b>	<b>162.5</b>
<b><i>No of days Rain Recorded</i></b>	<b>29</b>	<b>20</b>
<b><i>No of STP Electrical Faults</i></b>	<b>8</b>	<b>2</b>
<b><i>No of STP Mechanical Faults</i></b>	<b>0</b>	<b>0</b>
<b><i>No of Pump Stns Electrical Faults</i></b>	<b>3</b>	<b>0</b>
<b><i>No of Pump Stns Mechanical Faults</i></b>	<b>0</b>	<b>0</b>
<b><i>No of Sewer Mains Repairs</i></b>	<b>0</b>	<b>0</b>
<b><i>No of Sewer Service Repairs</i></b>	<b>0</b>	<b>0</b>
<b><i>No of Sewer Chokes</i></b>	<b>0</b>	<b>0</b>
<b><i>No of New Sewer Connections this month</i></b>	<b>0</b>	<b>0</b>
<b><i>Total No of Sewer Connections</i></b>	<b>625</b>	<b>91</b>
<b><i>No of Pump Blockages</i></b>	<b>0</b>	<b>0</b>
<b><i>No of Callouts</i></b>	<b>1</b>	<b>0</b>
<b><i>No of samples collected for Analysis</i></b>	<b>28</b>	<b>0</b>
<b><i>No of Samples meeting Licence Requirements</i></b>	<b>28</b>	<b>0</b>

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*Cook Shire Monthly Water Stats*

Date Range      **1/01/2015**      to      **31/01/2015**

	<b>Cooktown</b>	<b>Lakeland</b>	<b>Laura</b>	<b>Coen</b>
<b><i>Total Monthly Consumption (K/Litres)</i></b>	<b>40,846</b>	<b>2,322</b>	<b>4,232</b>	<b>4,655</b>
<b><i>Max Daily Consumption (K/Litres)</i></b>	<b>2,034</b>	<b>137</b>	<b>233</b>	<b>276</b>
<b><i>Min Daily Consumption (K/Litres)</i></b>	<b>293</b>	<b>51</b>	<b>72</b>	<b>101</b>
<b><i>Avg Daily Consumption (K/Litres)</i></b>	<b>1,318</b>	<b>75</b>	<b>137</b>	<b>150</b>
<b><i>Total Monthly Rainfall (ml's)</i></b>	<b>193</b>			<b>166.3</b>
<b><i>No of days Rain Recorded</i></b>	<b>16</b>			<b>25</b>
<b><i>No of Mains Repairs</i></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><i>No of Service Repairs</i></b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>3</b>
<b><i>No of Service Connections</i></b>	<b>908</b>	<b>42</b>	<b>47</b>	<b>118</b>
<b><i>No of New Connections this month</i></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><i>No of Electrical Faults</i></b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>
<b><i>No of Mechanical Faults</i></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><i>No of Meters Replaced</i></b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><i>No of Service Complaints</i></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><i>No of Water Quality Complaints</i></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><i>No of Callouts</i></b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><i>No of E.coli samples collected</i></b>	<b>12</b>	<b>4</b>	<b>4</b>	<b>9</b>
<b><i>No of E.coli samples compliant</i></b>	<b>12</b>	<b>4</b>	<b>4</b>	<b>9</b>
<b><i>Total Monthly Consumption / Connection (K/L)</i></b>	<b>45.0</b>	<b>55.3</b>	<b>90.0</b>	<b>39.4</b>
<b><i>Total K/w used for Production</i></b>	<b>26474</b>			<b>6226</b>



**AGENDA AND BUSINESS PAPERS**  
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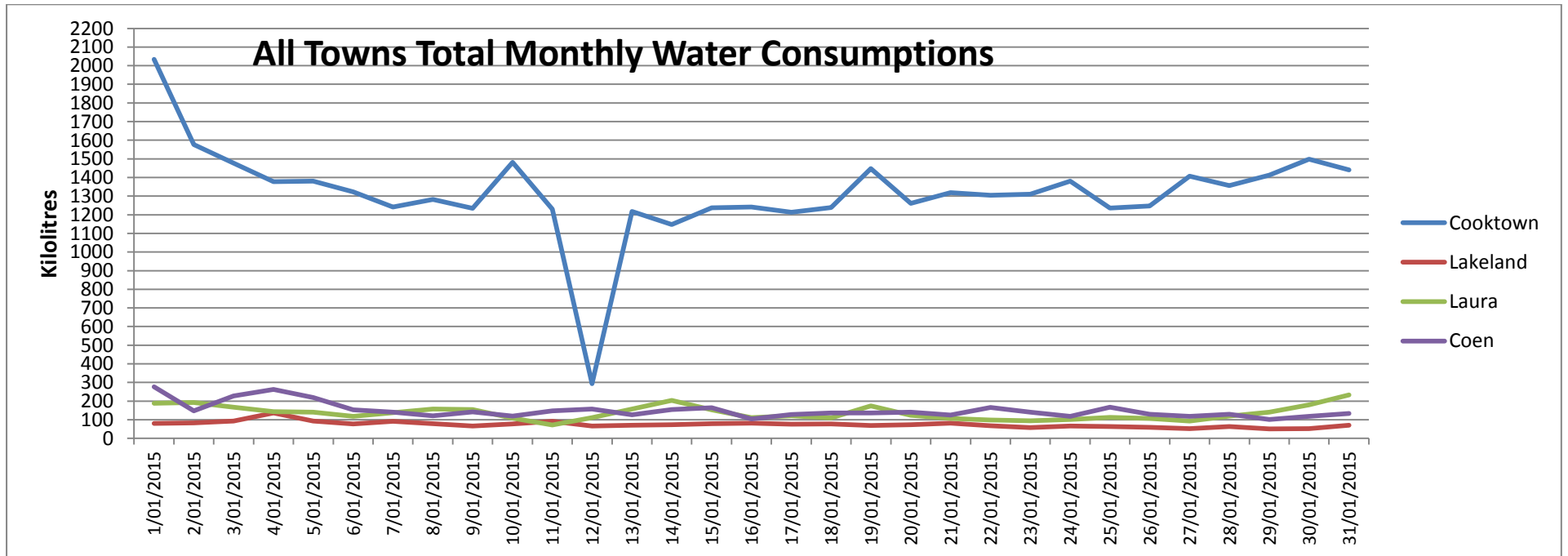
<i><b>Total K/w / ML of Production, Distribution and Chlorination</b></i>	<b>648.1</b>			<b>1337.5</b>
<i><b>Avg. Fluoride (mg/L) at Treatment Plant - NATA Analysed</b></i>	<b>0.75</b>			
<i><b>Avg. Fluoride (mg/L) in Reticulation - NATA Analysed</b></i>	<b>0.78</b>			

**AGENDA AND BUSINESS PAPERS**  
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**CSC Water Statistics**

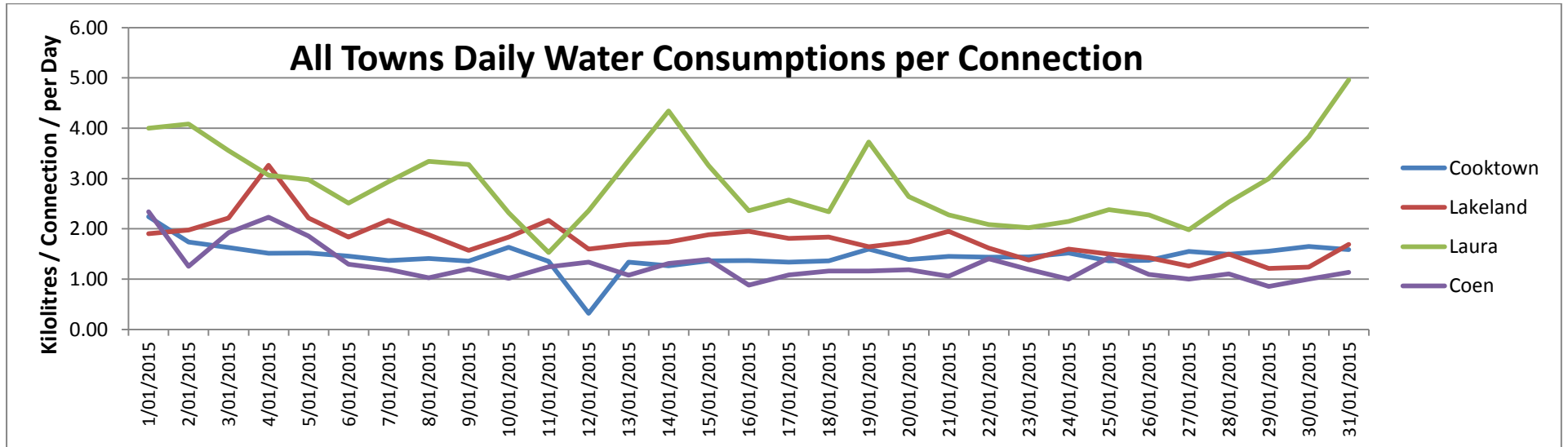
Date Range **1/01/2015** to **31/01/2015**



**AGENDA AND BUSINESS PAPERS**  
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**CSC Water Statistics**

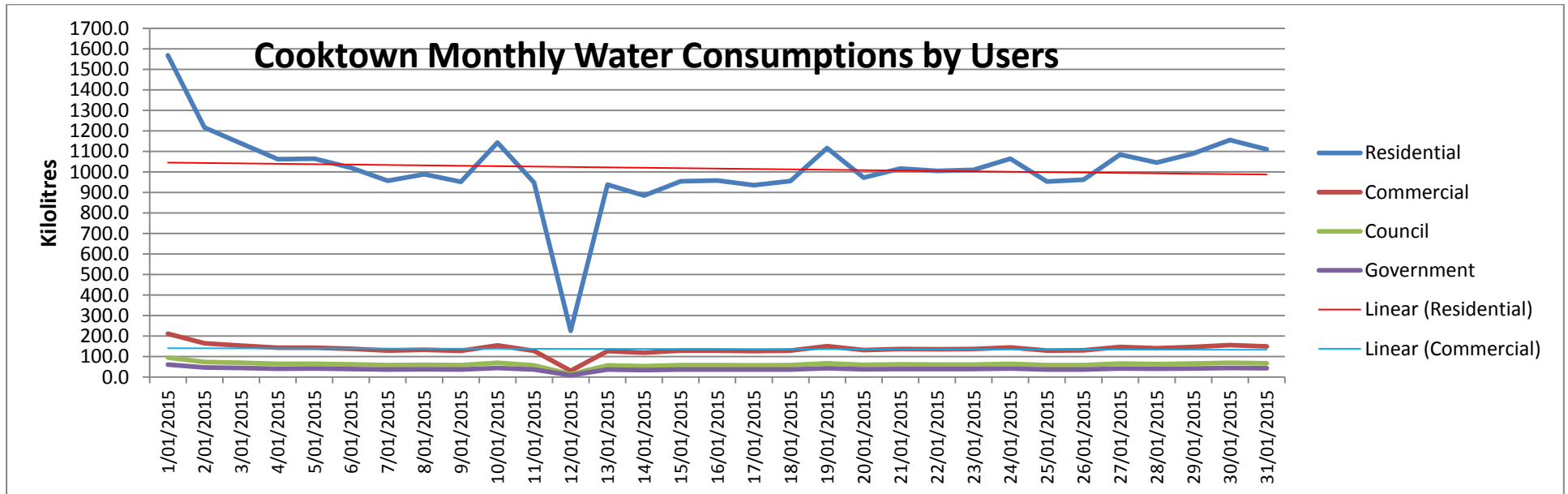
Date Range **1/01/2015** to **31/01/2015**



**AGENDA AND BUSINESS PAPERS**  
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**CSC Water Statistics**

Date Range **1/01/2015** to **31/01/2015**



## **PLANNING AND ENVIRONMENT**

	<b>DIRECTOR OF PLANNING &amp; ENVIRONMENT REPORT</b>	
	<i>Report No D2015/2056 from the Director Planning &amp; Environment</i>	

### **Précis**

For Information: A report from the Director of Planning and Environment providing information regarding ongoing and emerging issues, actions and achievements.

#### **1. Waste Management – Selection of Bin Housings for the Waterfront environs**

Waste Management Team have arranged removal of the dilapidated and obsolete bin housings on the waterfront parks, and replacement with new green bins as an interim arrangement. These are only planned to be used for a short time until the new steel housings are installed.

#### **Dealing with recent complaints regarding spilled waste, inadequate bin capacity, and offensive odours**

Council has in the past weeks received numerous complaints about overflowing bins located adjacent the waterfront parks on Charlotte Street and the wharf area in Cooktown. Those bins housings were becoming seriously dilapidated, and some vandalised, and in terms of efficiency and employee safety were substantially obsolete.

Due to a budget restructure of Council's waste management operations, projected to be saving ratepayers over \$200,000 each year, there has been an economic imperative to change to mechanical kerbside collection of public bins, hence requiring the replacement of the smaller bins, which were also of inadequate capacity for current demands.

Essentially, the old bins were too small, causing overflow of rubbish to the footpath and drains, and required manual transfer to a utility, and then manual unloading to the waste transfer station, and then that waste had to be loaded into a truck, before it could be taken for disposal at landfill. This process was deemed unacceptably expensive for ratepayers, and the manual component also put Council staff at risk at injury of handling unknown types of waste.

#### **Prioritising Public Health and Safety**

While new temporary green bins are utilitarian, and not so visually appealing, however their increased capacity (240L) avoids spilled or rotten waste, which our valued customers and staff have been dealing with over the last couple of weeks.

If there is a cyclone warning, these new temporary 240L green bins will be collected and secured.

#### **New Steel Bin Housings To be Selected**

Soon new steel bin housings will be selected and installed, and you will not be seeing the 240 l bins any more. The new steel bin housings Council will be selecting shortly, include options such as directional signage for tourists, and can even be covered with local art designs.

**AGENDA AND BUSINESS PAPERS**  
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Please find images of the bin housings with indicative designs are attached to this Report.

Waste management team has already consulted with DEDCS staff regarding the potential for local arts and tourist information to be laminated onto the new bin housings. Councillors contribution to the selection of bin styling and colours is important, and will be conducted through consultation via DEDCS, and can also be coordinated with Region Arts Development initiatives.



Ideas for cover art, proposed so far include use photos from events such as Laura Dance Festival, Reenactment, our local heritage buildings, waterfalls etc or directional signs to assist visitors.

These changes are consistent with Council promoting Cooktown as Queensland's Tidiest Town 2014.

**2. Regional LandCare Facilitator - Progress Performance Report 1/07/14-30/12/14**

Please find attached copy of the Progress Performance Report (revised 9/02/15) to the CY NRM Ltd, Atherton.



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**3. Local Laws Review 2014**

Following the completion of the Public Consultation period, the draft Local Laws are with Council's solicitors for legal review.

**4. RV Rest Area – Permit Only Parking Area for Rest Area Overflow**

Council's Local Laws Team are working with DES staff to organise detailed working plans of the proposed revised RV Rest Area (Declared Off Street Parking Area), located west of Adelaide Street between Walker Street and Hogg Street; and contingent RV Rest Area Overflow areas at appropriate locations.

**5. Reef Guardian Action Plan 2013-14**

Please find final copy of the Cook Shire's Reef Guardian Action Plan 2013-14, which was submitted to the Commonwealth Great Barrier Reef Marine Park Authority, January 2015.

Thank you for your consideration of these above listed matters,  
Director Planning and Environment.

# Progress Performance Report 1/07/14 - 30/12/14



*This template is to be used when completing your Final Report or Progress Report for your project. Please save the document as Final or Progress Performance Report, with the Cape York NRM Project Number (as per contract) and short title of project. For example: 'Final Performance Report CY000\_Water Quality.doc'.*

<b>Project Title:</b>	Regional Landcare Facilitator
<b>CYNRM Project Number:</b>	CY054
<b>Project Commencement Date:</b>	1 <sup>st</sup> July 2013
<b>Planned Completion Date:</b>	30 <sup>th</sup> June 2018
<b>Agreed Reporting Date:</b>	23/01/15 (revised 9/2/15)
<b>Name(s) of the Delivery Provider(s):</b>	Cook Shire Council
<b>Contact Details of Delivery Provider Representative:</b>	
Name(s)	Andrew Hartwig
Contact phone number	0418 216 300
Address	P.O. Box 3 Cooktown Qld. 4895
Email address	ahartwig@cook.qld.gov.au
<b>Signature of Authorised Delegate (as per contract)</b>	Mark Marziale (Director Planning and Environment)
<b>Date Submitted:</b>	21/1/15 (revised 9/2/15)
<b>List any attachments</b>	Refer to communications and further information

*In submitting this report, the Delivery Provider(s) agrees that CYNRM may publish the report in whole or in part as it considers appropriate.*

**AGENDA AND BUSINESS PAPERS**  
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**Project Overview/Summary**

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Reporting period: 1<sup>st</sup> July 2014 to 31<sup>st</sup> December 2014.

The project has progressed well and has met goals and milestones from the MERI plan, with milestones nine to twelve completed, and the project within budget. Networks have been maintained with many strengthened.

The project has assisted with two grants applications that are due to commence in 2015. Indigenous Land and Sea Management Grant - Bonny Glen Mud Springs Integrated Pest Management for \$49,890.00 (gst exl) to be hosted by CY NRM; and a 25<sup>th</sup> Anniversary Landcare Grant for Cape York Landcare inc. for \$19,950.00 (gst incl) – “Holroyd Plain Pest Management Program”.

The project has also assisted Northern Gulf and South Cape York Catchments with a Biodiversity Fund project with the Melsonby Rangers.

The new Landcare Program was announced in October with a commitment to continue with the Regional Landcare Facilitator program after some speculation. There have been some changes that will require review between Cape York NRM and Cook Shire Council to align with the new program.

The project assisted Cape York graziers and landholders with pig trapping and feral animal management throughout the reporting period to reduce pressure from feral pigs and wild dogs on grazing stock. The pressures have been felt heavily by graziers during their optimum calving period, with the late arrival of the wet season and extensive late season wildfires.

There was an excellent opportunity for on property visits by the RLF to assist with the coordinated Cape York baiting program, while facilitating discussions on land management and sustainable agriculture issues, updates on new legislation and promotion of the Landcare ethic.

*Landcare website: “Local and State government are not defined as being part of the local Landcare community. They are however, encouraged to be involved and engaged with their regional NRM organisation through partnerships that deliver against the programme’s Strategic Outcomes and Objectives.”*

The project has assisted many events, enabling and contributing to their success.

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**Project Activity Achievements**

*What are the key achievements against each of the project milestones and activities and their related deliverables and outputs as outlined in schedule 3 of your contract for the period July – December or January – June in any given year as agreed by CYNRM. Please include details of the activity, such as the length of event, dates the activity was conducted, details of the participants, skills developed, tools used etc.*

*Expected activities (From MERI plan): Promotion of the Landcare ethic and sustainable agriculture to farmers and land managers. Landholders provided with improved knowledge, skills and engagement to manage natural resources and agricultural threats, including fire, weeds, feral animals and soil erosion/soil health. BMP information and government policy updates distributed to landholders via email, phone, newsletters, forums and property visits. Partner and value add with other organisations to deliver workshops, promote funding opportunities and build capacity and skills in sustainable agriculture and natural resource management. Follow up and monitoring of Grazing Land Management and previously funded Landcare projects. Work with the fishing industry to increase entities to adopt sustainable and low environmental management practices to increase productivity. Maintain Steering Committee and review MERI.*

Milestone/Activity	Activity Achievement
<p>2 x groups assisted, such as established or emerging schools, Indigenous groups, catchment groups, NRM-focused community groups, to build capacity in governance, volunteering and on-ground natural resource management and improved sustainable practices</p>	<p>1. Balnggarawa (Melsonby) Rangers - assisted with erosion control works, planning, training and supervision of contractor, in partnership with Griffith University, with funding from the Northern Gulf Biodiversity grant.</p> <p>- 23/7 full day to assess works to be done with 5 x rangers, practical teachings, theory handouts (NT soil conservation), practical session with theodolite and practical session pegging banks for correct water runoff. Assist Griffith University with GPS and mapping, maps to Balnggarawa Land Trust.</p> <p>- 23/10, full day practical training pegging rest of erosion banks with 2 x rangers and Griffith University.</p> <p>- 30/10 full day with 2 x rangers, Griffith University and contractor forming banks. Rangers now competent in bank construction for control work to proceed.</p> <p>2. Apudmutha Rangers – request to assess erosion at Cyprus Creek, 5/1014. Approximately 2 hours and 2 x participants gaining skills in preventative erosion control measures. Information sent to rangers 11/11/14 with range of solutions, possible Reef Rescue project. Will follow up next period.</p> <p>3. Mapoon Rangers – assist with planning, mentoring and implementation of aerial shooting program at Pennefather River camp, 11/9 – 14/9/14, WCTTAA funded project. 4 full days with 3 x rangers. Also assist with compliance, illegal access, wildlife and fire management issues. Rangers increase skills and understanding in these areas, as well as helicopter safety, humane destruction and marksmanship principals.</p> <p>4. Gummi Junga (Bonny Glen) Aboriginal Corporation – property planning and assistance with successful Indigenous Land and Sea grant – “Bonny Glen Mud Springs Integrated Pest Management.” Property visit 21/8/14, 3 x traditional</p>

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	<p>owner participants for a full day. Traditional Owners involved in the planning process and project budget. Grant application submitted 26/8/14 with one traditional owner x 2 days.</p> <p>5. Cape York Landcare inc.– successful application for 25<sup>th</sup> Anniversary Landcare grant, “Holroyd Plain Pest Management Program.” Coordinate with 5 x properties to participate with the grant application process, application submitted 20/10/14. Watson River, Picaninny Plains, Wolverton, Merepah and Holroyd River Stations.</p> <p>6. APN Rangers – by request conduct 1080 baiting of grain feeders for feral pig baiting program at Outock camp on 11/8/14. 4 x APN rangers for half a day. Facilitate discussion on the effectiveness of the feral animal program, alternative methods, 1080 effects and safety issues, and fire and weed management.</p> <p>7. Assist Balnggarawa and Hopevale Congress Rangers with Battlecamp road clean up on 12/12/14 for half a day. Approximately 8 x rangers involved and facilitated discussion on what can be done by the groups to prevent further rubbish issues and find solutions.</p>
<p>1 x events attended per year to engage with community to raise awareness of Landcare, sustainable agriculture and knowledge of NRM on Cape York</p>	<ol style="list-style-type: none"> <li>1. Attendance at the National Landcare Conference in September 2014, and participate in the National RLF information session the day prior on 16/9/14. Full day to discuss proposed rollout of the new Landcare Program with State and Territory coordinators and Australian Government representatives.</li> <li>2. Attendance at CYSF Open forum at Laura Rodeo grounds on 31/10/14. Full day and assisted Kimba Station with a carbon credit application. Updates from state government departments on funding and new legislation affecting grazing leases. Participate in a planning forum.</li> <li>3. Attendance and participation at Agforce Grazing BMP Mossman on 14/7/14 x 8 participants. Half day session and assisted participants with their property planning, and identifying areas that required improvement.</li> </ol>
<p>3 x communications produced, such as newsletter articles, media releases and Landcare updates at NRM meetings to inform broader community, government and stakeholders of Landcare activities on Cape York</p>	<ol style="list-style-type: none"> <li>1. 25<sup>th</sup> Anniversary Landcare Grants emailed to 76 stakeholders on 9/10/14.</li> <li>2. Indigenous Land and Sea grants emailed to Indigenous Ranger Groups.</li> <li>3. Australian Government Agricultural Green Paper communicated to 67 stakeholders on 24/10/14</li> <li>4. Australian Government Landcare surveys sent to 27 groups on 27/10. Responses received, collated and 4 responses sent to DAFF on 29/12 14.</li> <li>5. Attendance and participation in monthly RLF teleconferences and CSC team meetings.</li> </ol>
<p>7 x individuals participating in events or workshops delivered or coordinated to increase knowledge and skills in NRM activities such as pest management, soil condition,</p>	<ol style="list-style-type: none"> <li>1. Coordination in partnership with CY NRM to host Lakeland Growers Water Efficiency Information session at Lakeland on 3/7/14. 18 local growers participated to increase their skills in water and power efficiency from guest speaker Pat Daley, who presented a power point presentation followed by general discussion. Facilitate follow up farm visit at developing banana farm with Pat Daley and CY NRM the following day.</li> </ol>

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vegetation condition, groundcover monitoring, fire management, biodiversity conservation and carbon accounting	<ol style="list-style-type: none"><li>2. Fire management - Bramwell Station, 13/7/14 x 4 participants. Aerial burning and safety information session. Practical demonstration with innovative tools to assist fire management, increase ground cover, maintain biodiversity and qualify for carbon credits.</li><li>3. 26 individual property visits across Cape York discussing Landcare, NRM and sustainable agriculture.</li><li>4. Coordinated attendance of Cape York Landcare member Megan Woodside to attend the National Landcare Conference in Melbourne 17-19<sup>th</sup> September 2014. She was able to learn about and experience the big picture of different Landcare groups in Australia, and promote Landcare activities in Cape York. She has communicated the experience through face book. This was external funding from Landcare Australia.</li></ol>



## AGENDA AND BUSINESS PAPERS 16-17-18 February 2015

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### Data

*Provide information about project datasets that have been created, the method of collection and where they are stored. Please provide datasets as attachments. If the datasets are large Cape York NRM have a dropbox that they can be uploaded to. If unable to provide until a later date, please indicate when and how the data will be provided. If there are any restrictions you have on the use of this data for regional analysis please outline below, including any third party interests. Please also provide acknowledgement wording that you would like to be attached to this data set.*

### Project Partners

*Provide information about project partners. Who did you collaborate with to complete this project? What did they do? How much in-kind support do you estimate the project received from partners?*

- Support from Cape York NRM with project funding, in kind with assistance for project communications and collaboration with planning for events for land holders.
- In kind from Cook Shire Council with administrative, IT support and funding.
- Griffith University with in kind technical advice for capacity building with ranger groups.
- Biosecurity Queensland for technical advice and updates on the *Biosecurity Act 2014*.
- University Queensland and CSIRO – advice and knowledge exchange for “feral pig model Northern Australia”.
- South Cape York Catchments – support and planning.
- Cape York Weeds and Feral Animals inc.- support and planning.
- Cape York Landcare inc.- support for the group and grant application.
- Queensland Parks and Wildlife – support and planning with changed land tenures.
- Northern Gulf Resource Management Group – collaboration with land holder events.

### Project Variation

*Exception reporting on activities (for any incomplete activities) provide details of: Activity description from Annexure 1; Further details regarding status, with an emphasis on significant variations to activities completion; Corrective action taken or proposed to fix the significant variances.*

Steering committee meetings did not occur as proposed. Speculation of the future of the project was not confirmed until October 2014, until the announcement of the new Landcare program. This was communicated to CY NRM, as the RLF did not want to convene members if the program was not going to continue. The new program states that RLF steering committees are welcomed but not essential. In late 2014, the committee chairperson indicated to the RLF and other members, she would like to step down and take less of a role due to family circumstances. The RLF acknowledges the composition of the steering committee provides a wide variety of expertise and experience; however the members are a large group, widespread and busy, especially during the dry season. The RLF has been on leave from 12/12 14 to 9/02/15, and speaks with most committee members on a regular basis, however has not convened a formal meeting due to the circumstances stated above. This will need to be reviewed with CY NRM and Cook Shire in light with other changes to the program.

In discussions with other RLF's, steering committees have been valuable when they are experiencing difficulties with their host organisation or regional body. To this stage, there have been no such issues in the Cape York region.

## AGENDA AND BUSINESS PAPERS

### 16-17-18 February 2015

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#### **Future Risks**

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*Outline any circumstances or risks that could potentially prevent the project's Activities,*

*Outcomes and Outputs being met as agreed.*

Reduction in project funding: will need to collaborate and partner with other groups to achieve outputs as agreed.

Increased activity in line with the Peninsula Development Road upgrade could see potential for new weeds entering the Cape. Biosecurity is aware of this potential risk.

#### **Lessons Learned**

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*Provide information about evaluations undertaken, lessons learned and unanticipated outcomes. For the lessons, please describe the challenge faced, what impact this had on the project and what recommendation you could provide to avoid or mitigate the challenge in a later project.*

The cessation of the Cape York Weeds and Feral Animals Program on 30/06/14, lead to increased enquiries from landholders until the appointment of the Cook Shire Biosecurity Officers in November/December 2014.

The project had to be adaptable and work with other groups, such as Cape York Weeds and Feral Animals inc. to communicate and achieve land management expectations for land holders.

Many landholders in the Cooktown, Endeavour Valley and Mclvor Valley areas are still dealing with the effects of Cyclone Ita, particularly with fencing, fallen timber, an increase in weeds and feral animals, and potentially higher fuel loads for 2015.

#### **Improvement**

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*Provide information about improvements or changes as a result of lessons learned.*

The project will need to keep informed of changes for land holders and their obligations as the *Biosecurity Act 2014* is phased in during 2015, with full implementation expected by 1<sup>st</sup> July 2016.

The project will continue to work with landholders, Rural Fire Service, Parks and Wildlife, CY NRM and CYSF to address potentially higher fuel loads for late dry season 2015.

A small grants program for weed control and fencing would be well received by landholders.

The project needs to update the website, and has been in contact with IT to do this early 2015.

The project has also discussed with IT in regard to acquiring a tablet to enable more thorough data collection to improve data transfer with CY NRM.

#### **Communications and Further Information**

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*List and attach copies (electronically if possible) of photographs, media articles, newsletters, websites, DVDs, posters, brochures, maps, reports and other publications from the project.*

## **AGENDA AND BUSINESS PAPERS**

### **16-17-18 February 2015**

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- Collins banana farm soil risk assessment summary.
- Letter of support for CY NRM Everyone's Environment Grant application.
- Gummi Junga grant application.
- Cape York Landcare inc. grant application.
- Cypress creek erosion photos.
- Melsonby erosion training photos

*Please outline how you have met special conditions in your contract to work with Cape York NRM communications officer to develop and report on project case studies for the Cape York NRM website.*

- Have worked with the CY NRM communications officer on the Cape York traveller's guide.
- Partnered with communications officer to deliver Lakeland growers water efficiency workshop.
- Attendance and providing input at the CY NRM Regional Investment Strategy in Cooktown.
- Partner with CY NRM communications officer manning a stand at the Cooktown careers expo.

*Please outline how you have acknowledged Cape York NRM in your publications, case studies, promotional materials and activities relating to the project as outlined in your contract agreement. Please attach relevant examples.*

- Contribute to the CY NRM Regional Investment Strategy in Cooktown.
- Attendance at the CY NRM AGM at Seisia.
- Support at the CY NRM Fairview Station breeder management day workshop.
- Property visits and one on one discussion with land holders.
- Host for grant application and in-kind support for Gummi Junga.
- Promote CY NRM at National Landcare conference.

### **Workplace Health and Safety**

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*Please list any changes or updates to your workplace health and safety policies or objectives, organisational structure and responsibilities, safe work practices and procedures, auditing and inspection procedures, consultation procedures and performance monitoring. Please attach copies of your relevant insurances if these have not yet been provided to Cape York NRM.*

Organisational structure changes includes two new Biosecurity Officer positions appointed within Cook Shire Council, and familiarising with the new *Biosecurity Act 2014* as it is phased in during 2015.

**Other special conditions as relevant per contract:**

**AGENDA AND BUSINESS PAPERS**  
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**Please list how much of your expenditure either cash or in-kind is going to volunteer or Landcare groups**

Type	Name of group	Cash	In-kind
Support and grant application	Cape York Landcare inc.		3 days
Property planning and grazing management	Gummi Junga		4 days
Feral animal and fire management	APN rangers		3 days
Soil erosion	Balnggarrawarra rangers		7 days
Feral animal and fire management	Mapoon rangers		4 days
Landcare support	Western Cape Landcare		2 days

**Reporting on Indigenous participation and employment**

Name of Indigenous group	Number of Indigenous people either directly employed or contracted	Direct employment and contractor reported as the number of full time equivalent employees and total number of people engaged per year. <i>Full time equivalent employees are calculated in the following manner. Example: If two Indigenous people have been employed for 8 days each to clear and rehabilitate a section of a river bank. Therefore, the total full time equivalent is 2 x 8 = 16 days in total. Divide this by 220 and the full time equivalent to report on for that year is 0.072 'full time equivalent' (FTE)</i>	Number of Indigenous people engaged as volunteers
	Nil		Nil

**Financial Information**

<b>Financial information</b>	<b>Amount (ex GST)</b>	<b>Amount (Inc. GST)</b>
Revenue Received	\$96,000.00	
Cumulative Revenue Received (for ongoing projects)		
Project Expenditure for reporting period	\$76,613.96	

<b>Expenditure summary 1<sup>st</sup> July 2014 to 31<sup>st</sup> December 2015</b>	<b>2014-15 Budget</b>	<b>Project Expenditure</b>		

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Salaries and On costs	\$118,680.00	\$58,497.52		
Community Capacity Building Activities	\$6,320.00	\$4,024.82		
Overhead and management expenses. including access to a vehicle	\$30,000.00	\$3,362.52		
Access to a vehicle		\$8,151.25		
Travel and Professional Development	\$5,000.00	\$2,577.85		
Total	\$160,000.00	\$76,613.96		

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	<b>BIOSECURITY MONTHLY REPORT – FEBRUARY 2015</b>	
	<i>Report No. D2015/2051 from the Acting Senior Biosecurity Officer, Planning and Environment</i>	

**Précis**

For Information: Report on the activities of the Council’s Biosecurity Services team 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)**

A letter has been sent to the Department of Agriculture, Fisheries and Forestry outlining some concerns held by operational staff about the proposed changes to 1080 access.

**1. Survey and Control Work**

A report was received from a Council staff member that rubber vine may be present on Coen Town Reserve. The report was assigned priority as this would represent an incursion north of the state government declared “Rubber Vine Containment Line”. A subsequent investigation has concluded that the species is not rubber vine but most likely *Gymnanthera oblonga*, a native vine with several similar characteristics.

**2. Incentive Scheme**

A synopsis of the intent and scope of the Pest Management Incentive Scheme was provided to the Community Services and Economic Development section for the purposes of promotion through various media. Related administration tasks have been undertaken and the program is ready to commence.

**3. Cook Shire Council PMP 2012-2016**

Cook Shire Council’s Pest Management Plan has been linked to Council’s website and is now available online.

**4. Responses to Customer Requests**

A request to bait a property in a peri-urban area just outside of Cooktown is being examined. Alternative methods of wild dog control may be offered in this particular circumstance.

**5. Project/Contract funding**

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Council's offer for contract for the provision of weed management along State Controlled Roads in the Cook Shire local government area has been accepted by the Department of Transport and Main Roads. At the time of drafting this report Council was yet to review the terms of this contract however it is expected this will be completed prior to Council's February meeting.

#### **6. Training/Workshops/Meetings/Conferences**

Both the Senior Biosecurity Officer and Biosecurity Officer attended firearms safety training on the 31<sup>st</sup> January 2015 and Agricultural Chemical Distribution Control (ACDC) licence training on the 12<sup>th</sup> February 2015.

#### **7. Current/completed works**

Follow up calls as to the efficacy of the 2014 1080 baiting program have been conducted with feedback invariably positive. The potential for a more "scientific" approach to quantifying the annual impact of the baiting program using field cameras is being discussed with some landholders, several of which are willing to participate.

Biosecurity Services have continued participation in the development of the Cape York Traveller Awareness Program, a scheme designed to raise awareness of the various impacts both travellers and locals have on the peninsula's environment. Education of individuals has been identified as a key issue and messages that need to be conveyed, from a biosecurity perspective, include the impact of weeds and feral animals on the local environment, weed/seed hygiene, the ease of spread of invasive species and how to identify species of concern. Strategies to ensure that these messages are circulating and received by travellers *prior* to embarkation using various media are being developed as is the design and deployment of strategic signage.

#### **8. Planned works**

A "Request for Quote" for the control of declared weeds on roadsides within the Cook Shire local government area was sent to interested parties on the 4<sup>th</sup> February 2015 with a closing date for submissions of the 13<sup>th</sup> February 2015. It is expected a decision as to the successful contractor will be made prior to commencement of the February Council meeting. It is hoped works will commence before the end of the month.

#### **9. Lakeland Washdown Bay**

Several issues regarding the Lakeland Washdown Bay are currently being examined. These relate to use of the facility by unsuitable vehicles (i.e. domestic and recreational vehicles), misuse of the facility by commercial vehicles, loss of water due to design faults, poor location of signage, workplace health and safety issues, the cost of removing spoilage and inadequate treatment of spoilage. A range of strategies are being developed to mitigate these issues with some, including the treatment of spoilage generated by the facility, already in place.





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	<b>CURRENT MCU AND RECONFIGURATION DEVELOPMENT APPLICATIONS AS AT 31<sup>ST</sup> JANUARY 2015</b>	
	<i>Report No.D15/1619 from Town Planning Officer</i>	

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

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<p><i>DA/3234</i></p>	<p>COOK SHIRE COUNCIL</p>	<p>COOK SHIRE COUNCIL</p>	<p><b>Material Change of Use for the purpose of</b>          - Public Utility (Office, Storage &amp; Ancillary Facilities)</p> <p><b>Code Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Nil</p>	<p>Lot 5 on Plan SP245598 – Council Depot – 33 Charlotte Street, Cooktown</p> <p><b>Zone – Community Use</b></p>	<ul style="list-style-type: none"> <li>• Application received 14 February 2014</li> <li>• Information Request issued 28 Feb 14</li> <li>• Applicant request extension of time to respond to Information Request for a further 6 months – 18 July 2014</li> <li>• Council grant extension to 14 Feb 2015</li> <li>•</li> </ul>
<p><i>DA/3254</i></p>	<p>FARLAW NO. 10 PTY LTD C/- PLANZ TOWN PLANNING</p>	<p>FARLAW NO. 10 PTY LTD</p>	<p><b>Material Change of Use for the purpose of</b>          - Caravan Park (RV Park)</p> <p><b>Impact Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Dept Transport &amp; Main Roads (DTMR) through State Assessment &amp; Referral Agency (SARA) – within 25m of a Main Road</p>	<p>Lot 133 on Plan BS135 – 1133 Endeavour Valley Road, Cooktown</p> <p><b>Zone - Rural</b></p>	<ul style="list-style-type: none"> <li>• Application received 7 May 2014</li> <li>• Acknowledgement Notice issued 19 May 2014</li> <li>• Council issue Information Request 28 May 2014</li> <li>• Applicant refer application to DTMR (SARA) 20 May 2014</li> <li>• Applicants response to Council Info Request received 29 May 2014</li> <li>• Notice of commencement of Public Notification received 5 June 2014</li> <li>• DTMR (SARA) Referral response received 12 June 2014</li> <li>• Notice of compliance with Public Notification received 2 July 2014</li> <li>• No submissions were received, report to July Council Meeting</li> <li>• Approved with Conditions 22 July 2014</li> <li>• Decision Notice issued 25 July 2014.</li> <li>• Applicant request to suspend appeal period to Negotiate Decision 13 August 2014</li> <li>• Council Officers have met with the applicant to discuss condition , applicant proposes to withdraw request for negotiation - 17 September 2014</li> <li>•</li> </ul>

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<p><i>DA/3265</i></p>	<p>AUSTRALIAN VOLUNTEER COASTGUARD ASSOC</p>	<p>AUSTRALIAN VOLUNTEER COASTGUARD ASSOC. COOKTOWN FLOTILLA</p>	<p><b>Operational Works –</b> Tidal Works for a Pontoon</p> <p><b>Code Assessable</b></p> <p><b>Referral Agencies</b></p> <p><b>Referral Agencies –</b>  through State Assessment &amp; Referral Agency (SARA)</p> <p>Dept Transport &amp; Main Roads (DTMR) Maritime Safety – Op Works in Tidal Waters</p> <p>Dept Environment &amp; Heritage Protection – Tidal works, Coastal Management District</p>	<p>Lot 4 CP889653 – SL 205871 – 31 Sherrin Esplanade, Cooktown</p> <p><b>Zone –</b> Community Use</p>	<ul style="list-style-type: none"> <li>• Application not yet valid – waiting on Owners Consent</li> <li>• <b>Owner’s Consent received 12 Jan 2015</b></li> <li>• <b>Acknowledgement Notice issued 22 Jan 2015</b></li> <li>•</li> </ul>
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<p><i>DA/3285</i></p>	<p>BANA YARRALJI BUBU INCORPORATED C/- AURECON AUSTRALASIA PTY LTD</p>	<p>JABALBINA YALANJU LAND TRUST TTE</p>	<p><b>Material Change of Use</b> – House and an Undefined Use (Cultural Healing Place with Commercial Aspects) <b>and</b></p> <p><b>Reconfiguration of a Lot (for the purpose of a Lease)</b> into 3 Lease are lots</p> <p><b>Impact Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Dept Natural Resources &amp; Mines (DNRM) clearing vegetation</p> <p>through State Assessment &amp; Referral Agency (SARA)</p>	<p>Lot 7 on Plan SP189923 – Shiptons Flat Road, Rossville</p> <p><b>Zone - Conservation</b></p>	<ul style="list-style-type: none"> <li>• Application received as valid 7 July 2014</li> <li>• Acknowledgement Notice issued 21 July 14</li> <li>• Council issue Information Request 4 August 2014</li> <li>• Applicant request Amended Acknowledgement Notice 26 August 2014</li> <li>• Applicant lodge IDAS Form 11 for Vegetation 9 September 2014</li> <li>• Amended Acknowledgement Notice issued 9 September 2014</li> <li>• Council Info Request re-issued 9 September 2014</li> <li>• Applicant request an extension to the Referral Period in order to meet with Dept State Infrastructure &amp; Planning (DSDIP) and the SARA section to negotiate referral triggers 17 Sept 2014</li> <li>• Council extend Referral period to 14 Dec 2014, so applicant can negotiate 2 Oct 2014</li> <li>• Applicant notify Council of Referral trigger removed by DSDIP &amp; SARA agency 6 Nov 2014</li> <li>• Applicant request further Amended Acknowledgement Notice with the Referral Agency removed from Notice 6 Nov 2014</li> <li>• Council issue 2<sup>nd</sup> Amended Acknowledgment Notice 11 Nov 2014</li> <li>•</li> </ul>
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<p><i>DA/3307</i></p>	<p>P &amp; F INDERBITZIN AND SHARPROCK PTY LTD</p>	<p>P &amp; F INDERBITZIN AND SHARPROCK PTY LTD TTE</p>	<p><b>Operational Works –</b> Construction of a Dam</p> <p><b>Code Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Dept Transport &amp; Main Roads (DTMR) within 25m of a Main Road</p> <p>Dept Natural Resources &amp; Mines (DNRM) clearing vegetation</p> <p>Dept Agriculture, Fisheries &amp; Forestry (DAFF) constructing or raising waterway barrier works</p> <p>through State Assessment &amp; Referral Agency (SARA)</p>	<p>Lot 1 SP147286 – Mulligan Highway, Lakeland</p> <p><b>Zone - Rural</b></p>	<ul style="list-style-type: none"> <li>• Application received 28 July 2014</li> <li>• Acknowledgement Notice issued 28 July 2014</li> <li>• Information Request issued 28 July 2014</li> <li>• Notice of Referral by Applicant received 28 July 2014</li> <li>• Referral Agency (SARA) issue Information Request to applicant 27 August 2014</li> <li>• <b>Applicant request further time to respond to Council’s Information Request 26 Jan 2015</b></li> <li>• <b>Council grant 3 month extension (to 28 April 15) for the Applicant to respond to Council’s Information Request 27 Ja 15</b></li> <li>•</li> </ul>
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<p><i>DA/3309</i></p>	<p>CHARLES FARRUGIA C/- PLANZ TOWN PLANNING</p>	<p>CHARLES FARRUGIA</p>	<p><b>Material Change of Use-</b> Caravan Park</p> <p><b>Impact Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Dept Transport &amp; Main Roads (DTMR) through State Assessment &amp; Referral Agency (SARA) – within 25m of a Main Road</p>	<p>Lot 38 on Plan SP172667 – 412 Shiptons Flat Road, Rossville</p> <p><b>Zone - Rural</b></p>	<ul style="list-style-type: none"> <li>• Application received 31 July 2014</li> <li>• Acknowledgement Notice issued 31 July 2014</li> <li>• Council extend Information Request period 14 August 2014</li> <li>• SARA referral response and Conditions received 26 August 2014</li> <li>• Council issue Applicant Information Request 8 September 2014</li> <li>•</li> </ul>
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<p><i>DA/3312</i></p>	<p>COOK SHIRE COUNCIL C/- REEL PLANNING PTY LTD</p>	<p>QLD GOVT DEPARTMENT OF NATURAL RESOURCES &amp; MINES</p>	<p><b>Material Change of Use</b> – Extractive Industry (sand extraction)</p> <p><b>Impact Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Dept Transport &amp; Main Roads (DTMR) - within 25m of a Main Road</p> <p>Dept Environment &amp; Heritage Protection – Development on a Qld Heritage Place</p> <p>Dept Natural Resources &amp; Mines – removal of Quarry material from a watercourse</p> <p>through State Assessment &amp; Referral Agency (SARA)</p>	<p>Laura, Normanby, Palmer, Wenlock, Jardine, Coen, Hann Pascoe, Kennedy, Coleman &amp; Edward Rivers</p>	<ul style="list-style-type: none"> <li>• Application received 31 July 2014</li> <li>• Acknowledgement Notice issued 31 July 2014</li> <li>• Notice of Referral by Applicant received 1 Aug 2014</li> <li>• Applicant request extension of time for Public Notification to start 1 Oct 14</li> <li>• Council grant extension of time to 13 Jan 2015 for Public Notification to commence</li> <li>• SARA referral response received 9 Oct 2014</li> <li>• Applicant request a further extension of time of 12 months to commence public notification 2 Dec 2014</li> <li>• Council grant extension (until Jan 2016) of time for commencement 2 Dec 2014</li> <li>•</li> </ul>
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<p><i>DA/3315</i></p>	<p>T &amp; P INDERBITZIN &amp;LEVIN ENTERPRISES</p>	<p>T &amp; P INDERBITZIN &amp;LEVIN ENTERPRISES</p>	<p><b>Operational Works –</b> Construction of a Dam</p> <p><b>Code Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Dept Transport &amp; Main Roads (DTMR) within 25m of a Main Road</p> <p>Dept Natural Resources &amp; Mines (DNRM) clearing vegetation</p> <p>Dept Agriculture, Fisheries &amp; Forestry (DAFF) constructing or raising waterway barrier works</p> <p>through State Assessment &amp; Referral Agency (SARA)</p>	<p>Lot 219 on Plan SP218120 – Peninsula Developmental Road, Lakeland</p> <p><b>Zone - Rural</b></p>	<ul style="list-style-type: none"> <li>• Application received 13 August 2014</li> <li>• Acknowledgement Notice issued 27 August 2014</li> <li>• Council issue Information Request 9 September 2014</li> <li>• 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</li> <li>• Council grant extension period for the applicant to refer the application to 28 November 2014 on 25 Sept 2014</li> <li>• Applicant request further extension of time to refer the application to SARA 28 Nov 2014</li> <li>• Council grant extension for the applicant to refer the application to 31 March 2015 – 28 Nov 2014</li> <li>•</li> </ul>
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<p><i>DA/3318</i></p>	<p>BENJAMIN CROPP</p>	<p>BENJAMIN CROPP AND PRANEE JONES</p>	<p><b>Operational Works –</b>          Prescribed Tidal Works (construction of a pontoon)</p> <p><b>Code Assessable</b></p> <p><b>Referral Agencies</b></p> <p><b>Referral Agencies –</b>          through State Assessment &amp; Referral Agency (SARA)</p> <p>Dept Transport &amp; Main Roads (DTMR)          Maritime Safety – Op Works in Tidal Waters</p> <p>Dept Environment &amp; Heritage Protection –          Tidal works, Coastal Management District</p>	<p>Lot 26 on Plan SP241624 – 38 Slaughter Yard Road, Marton</p> <p><b>Zone – Rural Residential</b></p>	<ul style="list-style-type: none"> <li>• Application received 26 August 2014</li> <li>• Application not valid – requires Owners Consent</li> <li>•</li> </ul>
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<i>DA/3337</i>	THOMASON CONSTRUCTION S PTY LTD	COOKTOWN BOWLS CLUB	<p><b>Code Assessable Building Work assessable against a planning scheme ( within the Townscape Character Overlay, Cook Shire Planning Scheme) – Shade Structure Cover over Bowling Green</b></p> <p><b>Code Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Nil</p>	<p>Lot 1 on Plan C179109 – 129 Charlotte Street, Cooktown</p> <p><b>Zone – Open Space</b></p>	<ul style="list-style-type: none"> <li>• Application received as valid – 25 September 2014</li> <li>• Council issue Information request 16 Oct 2014</li> <li>• Partial response to Information Request received 27 Nov 2014</li> <li>• Further partial response to Information Request received 4 Dec 2014</li> <li>• <b>Further partial response to Council Info Request received 15 and 29 Jan 2015</b></li> <li>•</li> </ul>
<i>DA/3343</i>	FARLAW NO.10 PTY LTD – C/- PLANZ TOWN PLANNING PTY LTD	FARLAW NO.10 PTY LTD	<p><b>Reconfiguration of a Lot - into three (3) lots</b></p> <p><b>Code Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Dept Transport &amp; Main Roads (DTMR) within 25m of a Main Road</p> <p>Dept Natural Resources &amp; Mines (DNRM) clearing vegetation</p> <p>through State Assessment &amp; Referral Agency (SARA)</p>	<p>Lot 133 on Plan BS135 – 133 Endeavour Valley Road, Cooktown</p> <p><b>Zone - Rural</b></p>	<ul style="list-style-type: none"> <li>• Application received 15 Oct 2014</li> <li>• Acknowledgement Notice issued 23 Oct 2014</li> <li>• Council issue Information Request 6 Nov 2014</li> <li>• Applicant respond to Council Info Request 3 Dec 2014</li> <li>• <b>Report to Feb Council Meeting</b></li> <li>•</li> </ul>

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<p><i>DA3356</i></p>	<p>MECHTHILD PEINE</p>	<p>RODNEY &amp; CHRISTINE HENDERSON</p>	<p><b>Material Change of Use – Dual Occupancy</b></p> <p><b>Impact Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Nil</p>	<p>Lot 519 on Plan SP241633 – 27A Helen Street, Cooktown</p> <p><b>Zone – Mixed Use</b></p>	<ul style="list-style-type: none"> <li>• Application received as Valid 17 November 2014</li> <li>• Acknowledgement Notice issued 20 November 2014</li> <li>• No further Information required by Council 20 Nov 2014</li> <li>• Amended Acknowledgement Notice issued 24 November 2014</li> <li>• Public Notification commenced 27 November 2014</li> <li>• Notice of Compliance with Public Notification received 23 Dec 2014</li> <li>• Report to Jan 2015 Council Meeting</li> <li>• <b>Approved with Conditions 20 Jan 2015</b></li> <li>• <b>Decision Notice issued 21 Jan 2015.</b></li> </ul>
<p><i>DA/3357</i></p>	<p>BENCHMARK SURVEY &amp; DESIGN</p>	<p>L &amp; MICHELLE VOHLAND</p>	<p><b>Reconfiguration of a Lot into two (2) lots –</b></p> <p><b>Code Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Dept Transport &amp; Main Roads (DTMR) within 25m of a Main Road</p> <p>through State Assessment &amp; Referral Agency (SARA)</p>	<p>Lot 217 on Plan RP881059 – Peninsula Developmental Road, Lakeland</p> <p><b>Zone – Village</b></p>	<ul style="list-style-type: none"> <li>• Application received 13 November 2014</li> <li>• Acknowledgement Notice issued 25 Nov 2014</li> <li>• Council issue an Information Request 2 Dec 2014</li> <li>• DTMR referral response received 19 Dec 2014</li> <li>• <b>Applicants response to Council Info Request received 21 Jan 15</b></li> <li>• <b>Report to February Council Meeting</b></li> <li>•</li> </ul>

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<i>DA/3361</i>	U&I TOWN PLAN	TOSHGA PTY LTD	<p><b>Material Change of Use – Office</b></p> <p><b>Code Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Dept Transport &amp; Main Roads (DTMR) within 100m of a Main Road</p> <p>through State Assessment &amp; Referral Agency (SARA)</p>	<p>Lot 11 on Plan SP248517 &amp; common Property SP218131 / CTS39660</p> <p><b>Zone - Industry</b></p>	<ul style="list-style-type: none"> <li>• Lodged 18 Nov 2014 - Not a valid application</li> <li>• Application valid 8 December 2014</li> <li>• Council issue Acknowledgement Notice &amp; Information Request 12 Dec 2014</li> <li>• Applicant response to Council Info Request received 16 Dec 2014</li> <li>• Applicant notify Referral of application 18 Dec 2014</li> <li>• SARA Referral Response from DTMR received 24 Dec 2014</li> <li>• Council Decision Making Period commences 24 Dec 2014</li> <li>• <b>Council extend (to 27 Feb 15) Decision period 29 Jan 2015</b></li> <li>•</li> </ul>
<i>DA/3372</i>	JOHN, JENNIFER, JOTHAM & JAMES SELKE	ELSTEEL CONSTRUCTIONS PTY LTD	<p><b>Material Change of Use – Dual Occupancy</b></p> <p><b>Impact Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Nil</p>	<p>Lots 9 and 10 on Plan C17949 – 18 and 24 Burkitt Street, Cooktown</p> <p><b>Zone – Low Density Residential</b></p>	<ul style="list-style-type: none"> <li>• Application received 8 December 2014</li> <li>• Council issue applicant Acknowledgement Notice 12 Dec 2014</li> <li>• Council issue applicant Information Request 19 Dec 2014</li> <li>• <b>Applicants response to Info Request received 12 Jan 2015</b></li> <li>• <b>Public Notification can commence</b></li> <li>• <b>Notice of Commencement received 28 Jan 2015</b></li> <li>•</li> </ul>
<i>DA/3378</i>	CHRISTIAN COMMUNITY MINISTRIES	COOK SHIRE COUNCIL (LEASE TO CHRISTIAN COMMUNITY MINISTRIES)	<p><b>Material Change of Use – Educational Establishment (Stage 3)</b></p> <p><b>Impact Assessable</b></p> <p><b>Referral Agencies</b></p> <p>Nil</p>	<p>Lot 27 on Plan C17945 – 12 Charles Street, Cooktown</p> <p><b>Zone – Low Density Residential</b></p>	<ul style="list-style-type: none"> <li>• <b>Application received 19 January 2015</b></li> <li>• <b>Acknowledgement Notice issued 30 Jan 2015</b></li> <li>•</li> </ul>



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<i>DA/3379</i>	MARILYN CLARK C/- PROJEX PARTNERS PTY LTD	BARRY, MARILYN, ERIC & SUE CLARK	<b>Reconfiguration of a Lot into two (2) lots</b>  <b>Code Assessable</b>  <b>Referral Agencies</b>  Nil	Lot 1 on Plan RP902192 – 41 Mt Amos Road, Cooktown  <b>Zone - Rural</b>	<ul style="list-style-type: none"> <li>• <b>Application received 19 January 2015</b></li> <li>• <b>No Referrals</b></li> <li>•</li> </ul>
<i>DA/3380</i>	MALCOLM MCCUDDEN C/- BRAZIER MOTTI PTY LTD	MCCUDDEN HOLDINGS PTY LTD	<b>Material Change of Use – Caravan Park (Expansion of existing)</b>  <b>Impact Assessable</b>  <b>Referral Agencies</b>  Nil	Lot 26 on Plan RP725840 – 1 Sesame Street, Lakeland  <b>Zone – Village</b>	<ul style="list-style-type: none"> <li>• <b>Application received 20 January 2015</b></li> <li>• <b>Acknowledgement Notice issued 30 Jan 2015</b></li> <li>•</li> </ul>

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**LAND TENURE**

	<b>NEW RESERVES ADVICE – CREATION OF RESERVE FOR SCENIC PURPOSES OVER LOT 1 ON SP234240 AND RESERVE FOR ENVIRONMENTAL AND SCENIC PURPOSES OVER LOT 2 ON SP219094; CHERRY TREE BAY PRECINCT, COOKTOWN.</b>	
	<i>Report No.D15/2017 from Land Tenure Officer File No. 2.40.03; 2.040.08 (522).</i>	

**Précis**

1. Note creation of reserves in the trusteeship of Council.

**Background/History**

2. Council, at its July 2014 meeting, considered Report No. D14/7175 and vide Resolution No. 30781 resolved that the Department of Natural Resources and Mines be advised that Council accepts the accept conditions of offer for the creation of Reserve for Scenic purposes, and for Environmental and Scenic purposes in the Trusteeship of Cook Shire Council.
3. By letter dated 25 November 2014, the Department advised Council that these actions are now complete.

**Link to Corporate Plan**

4. 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**

5. Nil.

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

6. Nil.

**Policy Implications**

7. Nil.

**Financial and Resource Implications (Budgetary)**

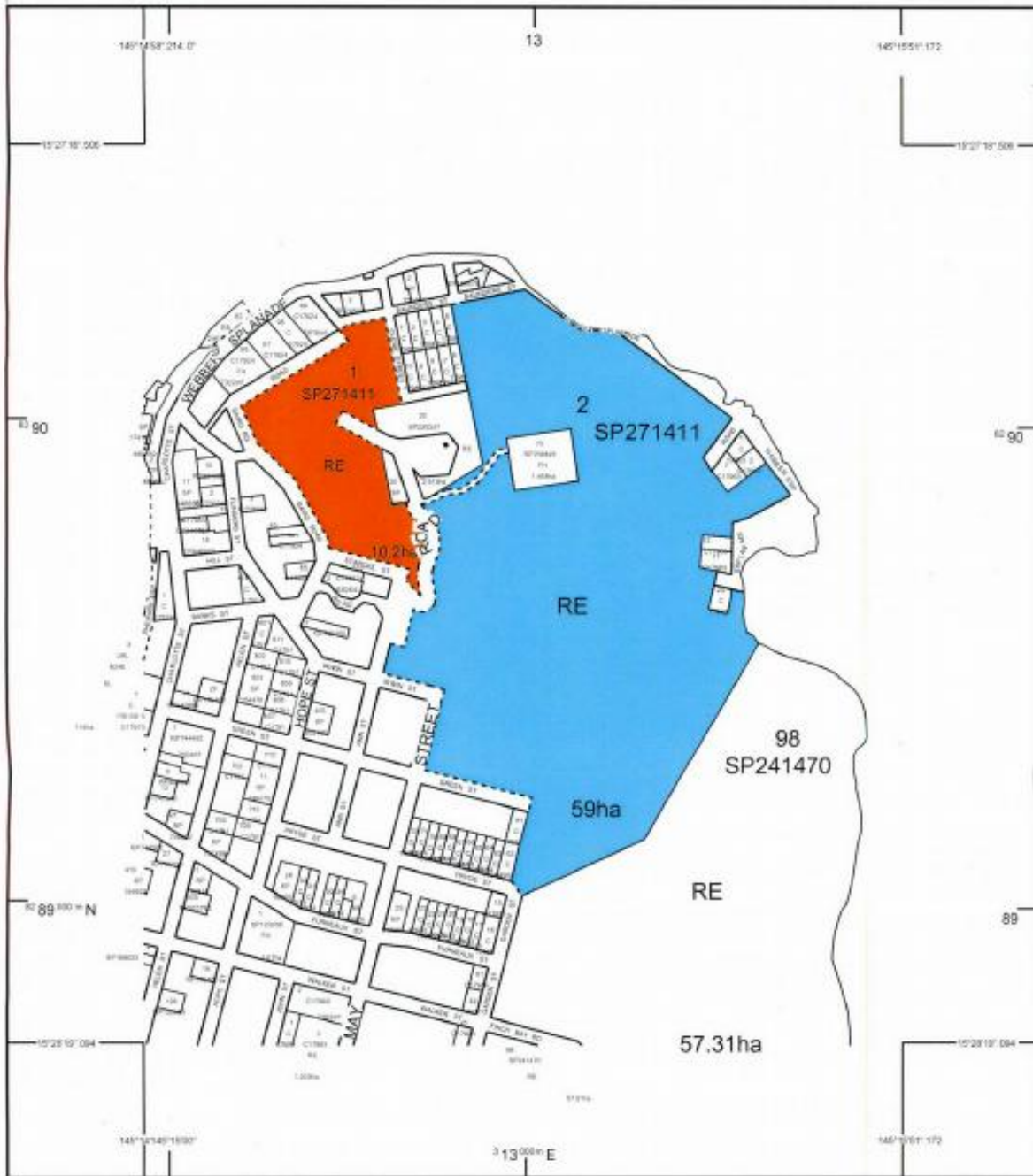
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8. Nil.

Att:  
SmartMap

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**STANDARD MAP NUMBER**  
7967-23343



MAP WINDOW POSITION & NEAREST LOCATION



**SUBJECT PARCEL DESCRIPTION**

DCDB	
LotPlan	No LotPlan Selected
Area/Volume	No LotPlan Selected
Tenure	No LotPlan Selected
Local Government	No LotPlan Selected
Locality	No LotPlan Selected
Parish	No LotPlan Selected
County	No LotPlan Selected
Segment/Parcel	No LotPlan Selected

**CLIENT SERVICE STANDARDS**

PRINTED (dd/mm/yyyy) 2/11/2014  
 For additional information regarding this SmartMap see page 2. Printing Rules have been applied.  
 DCDB 25/11/2014 (Lots with an area less than 1500m<sup>2</sup> are not shown)

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**SmartMap**

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



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**ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES**

	<b>ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES DIVISIONAL REPORT – January 2015</b>	
	<i>Report No.D15/1973 from Economic Development and Community Services Director.</i>	

**1. GRANTS**

**Applications Submitted**

- Department of Veterans' Affairs – Saluting Their Service Commemorations Grants – Coen Flagpole. *Once community consultation is completed for inscription application will be submitted for a memorial.*

**Applications Successful**

- State Libraries of Queensland – Incubators of ideas, learning and innovation – Business Hub

**Applications Outstanding**

- Department of State Development, Infrastructure and Planning (DSDIP) – Royalties for the Regions (Round Four) – Cooktown Reservoir
- Education Queensland – Smart School Subsidy – Shade Sail for Cooktown Pool (Notification that the decision has been delayed due to election.)
- Office of Liquor and Gaming Regulation – Community Benefit Fund – Lakeland Recreational Park Fence

**Current Funding Available**

- Department of Veterans' Affairs – Saluting Their Service Commemorations Grants
- Department of Infrastructure and Regional Development – National Stronger Regions Fund
- Department of Transport and Main Roads - Community Road Safety Grants
- Department of Infrastructure and Transport - Black Spot Funding

**Future Funding Available**

- Australian Government, Department of Infrastructure and Regional Development – Bridges Renewal

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- Australian Government, Department of Infrastructure and Regional Development – Heavy Vehicle Safety and Productivity Programme
- Australian Government, Department of Infrastructure and Regional Development – National Highway Upgrade Programme
- 

**Correspondence**

- Department Local Government Community Recovery and Resilience Deed of Variation – Annan Water Treatment Plant Hydro Power Scheme
- Second request for financial assistance for re-purposing of the ablution block for Coen Sports Oval sent to Queensland Rugby League
- Feedback from Department of National Parks, Recreation, Sport and Racing – Unsuccessful application – Lakeland Recreational Park

**2. ARTS AND CULTURE**

Work continued on completing strategic initiatives including evaluating and revising Council's Arts and Cultural Policy, a public art audit of Cook Shire and public art concept development for the Cooktown Foreshore and Webber Esplanade Revitalisation.

Consultation asking what the community would like to see on the new Activity Precinct finished on January 19, 2015. A summary is now available from the Arts and Cultural Officer.

Two concepts for a public artwork on the Activity Precinct were submitted. The Regional Arts Development Fund (RADF) committee selected one of these designs to be further developed by the artist.

Round Two of RADF funding opened on January 5, 2015 and was heavily promoted through personal communication, social and print media.

**3. COMMUNITY DEVELOPMENT**

**Bloomfield Valley**

Community consultation around the development of a cemetery for the Bloomfield Valley is currently underway with feedback being returned to the Executive Services Officer by February 27, 2015.

Notices have been sent via letterbox drop to communities in the Bloomfield Valley including Wujal Wujal. Notices are also at Council's administration building and Cooktown and Bloomfield libraries.

**4. MEDIA, MARKETING and COMMUNICATIONS**

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#### **Cook Shire Website**

Content uploads will be completed by the time this report goes to Council. The site will be made live and available for Councillors' and staff feedback before the current website is unpublished and the web address is redirected to the new site. Proofing, edits and uploading of new images relevant to the pages will continue as needed.

Training and management of the new website will roll out in the coming months.

#### **Social Media**

*Insights for Council's official Facebook page, Cook Shire Connect, as of February 5, 2015*

- Total 'likes' – 1,409 (up 41 since last month).
- The most popular post by Council was "Cook Shire's official Australia Day celebration and awards ceremony..." posted on January 26.
- It reached more than 1800 people, 2400 post clicks and garnered 27 likes, 13 shares and 5 comments.
- Statistically, a status update has been the most popular post, with an average engagement of 120 people, and 17 likes, comments or shares, followed by a photo, which reaches an average of 113 people, and least popular is a link, which reaches an average of only 39 people.

*Insights for Council's official Twitter account, @CookShire, as of February 5, 2015*

- Council's page has a steadily growing group of followers – now at 145, an increase of 13 from last month.
- New followers include ABC Far North journalist Kristy Sexton-McGrath, not for profit State of the Tropics and Mareeba Xpress editor Carl Portella.
- Twitter is a great resource for distributing awareness and key marketing, news and messages to a more widespread audience, with followers more likely to be outside the region, including internationally.

## **5. EVENTS and FESTIVALS**

### **Australia Day**

Australia Day celebrations were a great success and our Australia Day Ambassador, Gitie House sent a lovely thank you email – *"Thanks a tonne for organising a great trip and programme for us. We loved meeting all the people and learning about the history and sites of Cooktown. The people are so warm and friendly and made us feel so welcome. We feel really blessed to be given this special and enriching experience. We did get to the museum, historical display and boathouse before we left and found them to be absolutely amazing. We learned so much and really believe that these need to be seen by more Australians".*

### **Remembrance Walk**



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Preparations are well underway for the Remembrance Walk that is being held on April 18. The walk is a relay (teams of 6) from Lions Den Hotel to Cooktown. Each team member will walk approximately 5km and will wear the name of a soldier from Cooktown who served in World War 1. The event is not a race and everyone is encouraged to participate together and remember the centenary of the Gallipoli landing. \$60 per team and registrations close 27 March.

### Upcoming Events and Date Claimers

- February 27 Cooktown and Cape York Business Conference Early Bird tickets close
- March 20 Cooktown and Cape York Business Conference tickets close
- March 27 Cooktown and Cape York Business Conference
- March 27 Remembrance Walk team registration deadline
- April 18 Remembrance Walk
- April 25 ANZAC Day Dawn Service – Grassy Hill, opening of time capsule
- 

## 6. ECONOMIC DEVELOPMENT

### Meetings and Workshops

- Cooktown Employment and Training Sub-Committee
- Economic Development Projects meeting
- NBN Co. rollout presentation
- Regional Economic Development Advisory Committee meeting

### Housing Development Forum

An Investment Incentives document is being drafted and will compliment the ‘Live in Cook Shire’ document. It is expected this document, amongst others, will be promoted at regional trade shows and copies will be available for real estate agents and businesses wanting to display it.

### Economic Indicators

The table below shows the latest available data sourced from Council’s Economy ID profiles – [www.economy.id.com.au/cook](http://www.economy.id.com.au/cook).

<i>Data current as at December 2014</i>		
<b>Unemployment</b>	12.43%	<i>June 30, 2014</i>
<b>Est. Residential Population</b>	4,393	<i>June 30, 2013</i>
<b>Population Growth</b>	+ 1.85%	<i>June 30, 2013</i>
<b>Labour Force</b>	1,582	<i>June 30, 2011</i>

### Cook Shire Solar Project

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The Cook Shire Solar Project is currently in negotiation between Lyon Infrastructure and ARENA. It is anticipated that the project will be presented to the ARENA Board in March.

Once the new State Premier is announced and relevant district positions filled, a cover letter with a major projects overview will be sent for briefing and will include the Solar Project as a key driver of economic development.

#### **Airport Development**

Investors are waiting to hear back from Cook Shire Council about the Expressions of Interest which closed on December 8, 2014. The original subdivision plan has changed since the Expressions of Interest was made public. The survey plan has also not been lodged.

The Director of Economic Development and Community Services will be in contact with the interested investors.

#### **Signage Project**

Discussions with the Department of Transport and Main Roads (DTMR) has confirmed that all 'Welcome To' signs must now meet their standard criteria for sizes and design layout. This means that all existing signs will be removed including posts to allow for the larger style to be installed.

DTMR will also require GPS coordinate details to determine the new positioning of the signs. This information will be requested through Council's outdoor crew who will be able to gather this data on their various trips through Lakeland, Laura and Coen.

The Project Team will liaise with the relevant Councillors to determine the final concept design.

#### **National Broadband Network**

Over 35 people from a range of different industries participated in the NBN Co presentation held January 21 in Council Chambers.

To summarise, Cooktown will be receiving Fibre to the Node (FTTN) and each node will cover about 200 homes. The new representative for the North QLD region, Ryan Williams, will be in contact with Cook Shire Council later in the year to discuss the coverage map and negotiate infrastructure upgrades.

In the meantime, the focus on growing business confidence within Cooktown should be focussed around the NBN rollout and how Cooktown businesses can start getting prepared.

#### **Cape York Regional Training Centre**

The Cape York Regional Training Centre feasibility study closed with only one joint application received from Cummings Economics and the 20/20 Group. The submission was for a total of

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\$25,480.00 and Cook Shire Council have asked other members of the Cooktown Employment and Training Committee (CETC) if there is funding available from within their organisations to put towards this cost.

The CETC will meet again April 8 at the Cooktown P-12 State School.

**2015 Cooktown and Cape York Business Conference**

Several tickets have already been purchased online using [www.eventbrite.com](http://www.eventbrite.com) and the media and marketing has been increased to include a full page article in the Cairns Post mid-February and several local radio spots also.

The Conference programme is being finalised which will see 17 speakers in total present on a range of different topics. Up to 10 additional trade displays are being offered for delegates wishing to promote their services and marketing material. These will cost \$150 inc. GST.

Potential delegates from outside the region are enquiring about the Conference, which could be related to the Cairns Chamber of Commerce e-newsletters which are circulating.

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**Economic Development Grants tracking**

Organisation Name	Project Name	Project start date	Project End Date	Council amount approved	Project acquitted
<b>Portland Roads Property Services</b>	Interpretive signage for Portland Roads	1/12/2014	30/11/2015	\$ 5,000.00	n/a
<b>Cooktown Chamber of Commerce &amp; Tourism</b>	Explore Cooktown Tourist Guide Booklet	30/09/2014	31/01/2015	\$ 5,000.00	Overdue
<b>Lakeland Progress Association Inc</b>	Establishment and Future planning workshop	1/10/2014	30/06/2015	\$ 2,218.00	n/a
<b>Cooktown Re-enactment Assoc</b>	Cooktown Historical Tourism Lecture Tour and Promotion - Melbourne 2015	1/03/2015	30/04/2015	\$ 500.00	n/a
<b>Cooktown Photographic &amp; Framing</b>	10 Must see places to visit in Cooktown Coffee Table Book	1/01/2015	31/05/2015	\$ 2,000.00	n/a

**“Kill-A-Watt” Energy Audits**

Andrew Brassett from GHD will be conducting energy audits on Council owned buildings on behalf of the “Kill-a-Watt” program, commencing February 9 at the History Centre and Boathouse. Only buildings which are managed by community groups are eligible, and others that are partaking in this free audit are:

- Cooktown District Community Centre
- Cooktown Kindergarten
- James Cook University student accommodation
- Shire Hall (Tae-Kwan-Do lease)
- PCYC Events Centre \*Level 2 energy audit (\$990 inc. GST)

Unfortunately the Cooktown P-12 State School did not want the Pool audited, and Nature’s Powerhouse has already had one done.

These audits are being paid for by Council (Each at \$99 inc. GST) and a report will be produced outlining the changes these groups can make to decrease their electricity bills, however these changes are to be made at their own cost.

The final reports will be given to Council’s Building Surveyor for their records for each building.

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**7. TOURISM**

**Tourism Website upgrade**

Quotes are being obtained from website developers for the redesign of the tourism website [www.cooktownandcapeyork.com](http://www.cooktownandcapeyork.com). All 2015 events have now been added to the website and one Rotary group has already contacted us as a result of seeing the events listed on this site.

**Town Map**

An update is currently underway to revamp our A3 tear off town maps. Some significant changes have already been made from feedback provided and errors in the current map. This project will be completed prior to the 2015 tourist season, with all the new maps being distributed to businesses around town.

**Cape York Traffic Counter**

Situated at Moreton Telegraph Station (Batavia Downs) and showing latest annual comparisons.

Month	2015	2014	2013
January	218	217	43
February		No data recorded	76
March		10	52
April		656	597
May		1375	2124
June		3705	5784
July		8119	5500
August		4799	2659
September		4266	3395
October		2760	2660
November		618	
December		1156	332
<b>Total for year</b>		<b>15,856</b>	<b>23,519</b>

Month	2015	2014	2013
January	707	445	897
February		No data given	17
March		391	479
April		764	1,032
May		1,624	1,698
June		3,055	4,033
July		5,375	5,445
August		4,199	4,180
September		2,778	2,840
October		1,881	1,814

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<b>November</b>	<b>710</b>	<b>817</b>
<b>December</b>	<b>701</b>	<b>784</b>
<b>Total</b>	<b>20,512</b>	<b>24,036</b>

**James Cook Museum Statistics**

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<b>Month</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
<b>January</b>	<b>85</b>	<b>549</b>	<b>715</b>
<b>February</b>		<b>118</b>	<b>433</b>
<b>March</b>		<b>174</b>	<b>405</b>
<b>April</b>		<b>203</b>	<b>664</b>
<b>May</b>		<b>826</b>	<b>1,659</b>
<b>June</b>		<b>1,509</b>	<b>3,515</b>
<b>July</b>		<b>3,534</b>	<b>4,258</b>
<b>August</b>		<b>2,750</b>	<b>2,422</b>
<b>September</b>		<b>1,570</b>	<b>824</b>
<b>October</b>		<b>1,071</b>	<b>498</b>
<b>November</b>		<b>436</b>	<b>358</b>
<b>December</b>		<b>220</b>	<b>281</b>
<b>Total</b>		<b>12,304</b>	<b>16,032</b>

**Nature's Powerhouse / Visitor Information Centre**

A brand new air conditioning system has been installed at Nature's PowerHouse. Visitors to the Centre have remarked on the positive change for the building. Management and staff are also very thankful towards VSJ Association, Peter Scott, and particularly Council who have all put great efforts into making it happen.

Due to the power having to be cut off at times during the setting up of the air conditioning system, the Café has had to be closed on a number of days. Business has been very much reduced in January, partly for this reason, but management is confident, that with some more advertising it will attract a larger flow of visitors and customers in the future.

**Galleries**

**Vera Scarth-Johnson Gallery & Charles Tanner Wildlife Exhibition**

The number of visitors to the Galleries in January 2015 was 59.

**8. LIBRARY UPDATE**

***Cooktown***

- Council has been successful in obtaining a SLQ Incubator grant to establish a business hub in the Cooktown library. Negotiations are currently underway to get this established.
- The Wheelers platform ebook lending facility available via RLQ, is currently promoting a *win a tablet each month* competition. This promotion has attracted a new breed of borrower to the library.
- Borrowing has improved slightly in the last month with a total of 480 DVD's issued in January.



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***Bloomfield***

- No report received to date from Bloomfield. Current statistics were downloaded from the Aurora management report.

***Coen***

- No report received to date from Bloomfield. Current statistics were downloaded from the Aurora management report.

**Library Statistics – December 2014**

<b>Library</b>	<b>Membership Adults, Junior Instt /Temp</b>	<b>Loans</b>	<b>Internet Usage</b>	<b>January Reservations</b>
<b>Cooktown</b>	<b>A 826, J 94 Inst. 3, T3</b>	<b>2183</b>	<b>821 vouchers issued</b>	<b>246</b>
<b>Bloomfield</b>	<b>A86, J8 , Inst. 1</b>	<b>198</b>	<b>?</b>	<b>31</b>
<b>Coen</b>	<b>A 19, J 5</b>	<b>64</b>	<b>20hr</b>	<b>0</b>

**9. COOKTOWN SWIMMING POOL**

**Attendance**

- Record number of people this month
- Record number of general entry passes with 40 adults and 46 children
- Lap swimming is becoming so popular that some swimmers have had to wait up to 15 minutes to get a lane
- January 12 - Baby Water Awareness class – no one came so January 24 class cancelled
- Swim club started
- Saturday Swim Lessons started

**Strategic Planning**

- Unofficial approval has been gained for the pool boundary fence to be moved and gardens to be upgraded.
- Ideas for the upgrade are coming fast but are on hold until swim sessions are organised.

**Maintenance**

- Council to clean out the grid in bottom of the pool (had to order new tools).
- Qbuild have been to measure up the roof to re-hang the shade cloth.

<b>2014/15</b>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	Total
General Entry	463	461	701	1532	1281	1291	1741						<b>7470</b>
Swim 4 Your Life	21	42	28	77	67	37	53						<b>325</b>
Aqua Aerobics	16	5	15	59	58	22	53						<b>228</b>

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Private Lessons	0	0	0	0	14	0	9						<b>23</b>
School Lessons	0	0	0	0	0	0	0						<b>0</b>
Swim Club	0	0	0	0	0	0	0						<b>0</b>
Underwater Hockey	43	47	24	40	49	35	46						<b>284</b>
CDCC	0	0	0	0	0	0	43						<b>43</b>
Alternate Care	0	0	20	65	59	52	18						<b>214</b>
Gungarde	0	0	0	0	0	0	121						<b>121</b>
<b>Total</b>	<b>543</b>	<b>555</b>	<b>788</b>	<b>1773</b>	<b>1528</b>	<b>1437</b>	<b>2084</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8708</b>

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<b>2013/14</b>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	Total
General Entry	277	252	936	1664	1281	1324	1118	1099	1043	572	710	312	<b>10588</b>
Swim 4 Your Life	24	66	53	85	109	56	55	106	73	51	85	40	<b>803</b>
Aqua Aerobics	0	0	0	23	43	14	38	43	22	20	52	15	<b>270</b>
Private Lessons	0	0	0	8	16	0	0	12	2	3	0	0	<b>41</b>
School Lessons	0	0	0	0	0	0	0	246	0	3	0	0	<b>249</b>
Swim Club	0	0	0	0	0	0	0	0	0	48	0	0	<b>48</b>
Alternate Care	9	47	30	23	37	32	49	43	26	22	17	0	<b>335</b>
<b>Total</b>	<b>310</b>	<b>365</b>	<b>1019</b>	<b>1803</b>	<b>1486</b>	<b>1426</b>	<b>1260</b>	<b>1549</b>	<b>1166</b>	<b>719</b>	<b>864</b>	<b>367</b>	<b>12334</b>

**10. SENIOR UNITS**

Tenants signed ‘*Agreement for improvement to Council owned property*’ air-conditioner clause, this ensures tenants are liable for all repairs, maintenance and costs associated with installing air-conditioners. Removal will be at the tenant’s expense and property restored to the same condition as the Entry Condition Report.

- Bond payments lodged with the Residential Tenancy Authority (RTA) \$3,557.48
- Bond is held as security in case tenant defaults on rent, cleaning or damage
- CSC can now claim from the Bond
- Four tenant’s are paying \$20.00 instalments per fortnight
- Cooktown RSL Sub Branch paid bonds for five veterans
- Maintenance issues are being dealt with in a timely manner
- Rent increase effective January 30, 2015
- Tenants provided with cyclone emergency kit; evacuation kit & tracking map paperwork

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**CORPORATE SERVICES**

**FINANCE**

<b>FINANCE STATUS JANUARY 2015</b>
<i>Report No.D15/1654 from Senior Finance Officer</i>

**Accounts Payable – January 2015**

Cheques issued	22	Value	\$ 118,374.98
EFTs paid	261	Value	\$ 2,569,981.00
Cancelled EFT	1	Value	\$ (50.00)
Cancelled Cheques	0	Value	\$ 0.00
Total Expenditure			<u>\$ 2,688,305.98</u>

**Accounts Receivable – January 2015**

Invoices Issued	150	Value	\$ 4,017,897.55
Credits Notes	6	Value	\$ (265,679.85)
Aged Balances	Current		\$ 61,901.87
	30 Days		\$ 22,820.96
	60 Days		\$ 10,822.16
	90 Days		\$ 20,287.51
	90+ Days		<u>\$ 256,319.71</u>
Total Outstanding			\$ 372,152.21
Letters of Demand	8		

**Wharfage Report January 2015**

Vessel	Days at Wharf
Polar Bear	1
Holothurian	3
Arafura Queen	3
Coral Princess	3
Stella Rain	1
Irene	1

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<b>Unloads</b>		
<b>Vessel</b>	<b>Unload to</b>	<b>Unloaded</b>
Polar Bear	Seafresh	Live Trout - Pontoon
Irene	Seafresh	Live Trout
Arafura Queen	<i>Aqua Cairns</i>	Live Trout – Pontoon
Stella Rain	<i>Seafresh</i>	Live Trout

**Rates Report –**  
**January 2015**

<b><u>R1 - Property Transfers</u></b> When properties are sold change of ownership details are recorded by Council	Month	Number of Transfers	Comments: 3 Vacant, 7 Dwelling, 4 Commercial /Farming in Cooktown 8 Vacant, 2 Commercial/Farming outside Cooktown
	Dec	4	
	Jan	24	

<b><u>R2 - Change of Addresses</u></b> When ratepayers change their address details are recorded by Council	Month	Number of COAs
	Dec	3
	Jan	3

<b><u>R3 - Returned Mail</u></b> Mailed returned as addressee no longer living at the postal address. Alternative addresses researched and mail re-sent	Month	Number of returned letters
	Dec	3
	Jan	0

<b><u>R4 - Rate and Ownership Searches</u></b> Property searches are compiled on application, providing rating, property and financial information on a property	Month	Rates Searches	Ownership Searches
	Dec	7	
	Jan	7	2

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<b><u>R5 - Valuation Changes</u></b>	Month	Number of Valuation Changes
	Dec	22
	Jan	10

<b><u>R6 - Letters Sent</u></b>	Month	Number of General Enquiry Letters
	Dec	
	Jan	

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**Debt**  
**Recovery**  
**Report**  
**No.**

	Details	Statistics							
<b><u>D1 - Rates</u></b> <b><u>Debt</u></b> <b><u>Outstanding</u></b> **Run the crystal trial balance report and go to the second last page for figures**	Month	Balance BF	Levied	Less Payments (includes prepayments)	Less Rebates	Interest	Discount Taken	Adjustment	Total Outstanding
	December	713,241.02	3,548,708.98	-3,467,021.67	-42,859.25	46,267.55	-143,468.47	-7,788.03	647,080.13
	January	713,241.02	3,556,358.88	-3,538,573.36	-42,874.03	52,899.50	-143,464.27	-7,802.92	589,784.82

<b>Number of Assessments by Category</b>	Residential	Commercial	Rural	Extractive	Other
December	86	14	21	39	49
January	80	15	20	24	51

<b>Number of Assessments by Years</b>	Current	1 Year	2 Years	3 Years	Greater than 3 years
December	125	49	21	5	9
January	114	45	18	5	8

<b>Number of Assessments per outstanding balance</b>	Less than \$500.00	\$500.00 - \$1000.00	\$1000.00 - \$5000.00	\$5000.00 - \$10,000.00	\$10,000.00- \$20,000.00	Greater than \$20,000.00
December	77	32	69	18	6	7
January	76	26	58	17	6	7



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<b><u>D2 - Letters Sent</u></b>	Month	Rates Reminders	Final Demands	Legal Letters
	December			
	January			

<b><u>D3 - Payment Arrangements</u></b>	Month	Arrange-ments	Debt Collectors	Sale of Arrears
	December	28	108	9
	January	24	75	8

<b>Grants update - January 2015</b>		
<b>FUNDING BODY</b>		
		<b>Amount</b>
<b>Grant Monies Received January 2015</b>	<b>REASON</b>	<b>Received</b>
Dept Premier and Cabinet	Anzac Centenary	\$6,444.90
Queensland Reconstruction Authority	Cyclone Ita 2014	\$3,780,737.98
Dept Transport & Main Roads	Hope Street Bikeway	\$146,153.70
Dept Transport & Main Roads	ATSI TIDS - Bloomfield Rd	\$1,179,251.70
	<b>Total Received</b>	<b>\$5,112,588.28</b>
<b>Grant Monies Outstanding as at 31 January 2015</b>		
Dept Local Government, Community Recovery & Resilience	Get Ready Queensland	\$533.00
Dept Premier and Cabinet	Anzac Centenary	\$2,148.30
Dept Local Government, Community Recovery & Resilience	Waterfront Amenities/Water Play	\$350,000.00
Dept State Development, Infrastructure and Planning	Waterfront construction	\$2,500,000.00
	<b>Total outstanding</b>	<b>\$2,852,681.30</b>

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<b>Note: ANNUAL SUBSIDY/GRANTS</b> Dept Community Safety - Emergency Management Queensland	<i>Annual Local Government Subsidy (Yearly Payment)</i>	+/- \$22,000.00
Dept of Local Government Community Recovery & Resilience  <i>FAG - Roads FAG - General</i>	<i>(2014/2015 paid by quarterly instalments) Identified Road Grant - \$1,501,328 General Purpose Grant - \$7,033,425</i>	\$8,534,753.00
State Library of Queensland	<i>Library Resources (Yearly Payment)</i>	\$1,986.00
Dept Local Government & Planning	<i>Show Societies Grant (Yearly Payment)</i>	\$5,500.00
Department of Infrastructure & Transport <i>Roads to Recovery over 4 year period ATSI TIDS - dependant on Projects acceptance</i>	<i>2014-2015 (per year for the next 4 years) 2014-2015 - Streetscape</i>	\$995,000.00 \$650,000.00

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**ADMINISTRATION**

	<b>BUSINESS SERVICES REPORT – FEBRUARY 2015 – FOR INFORMATION</b>	
	<i>Report No. D15/1969 from Records Management Officer</i>	

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

**OPERATIONAL**

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

**BUSINESS STATISTICS**

*Customer Service December*

Phones Calls inward	<b>1193</b>
Counter Enquiries	<b>357</b>
RV Permits	<b>0</b>
Front Counter Receipts	<b>165</b>

Cash	\$16,657.50
Cheques	\$47,373.78
Credit Cards	\$16,061.67
EFT	\$6,736.82
<b>TOTAL</b>	<b>\$86,829.77</b>

*Stores*  
 Issues:                      341

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Items Issues: 126515.69  
 Value of Issues: \$211,202.70

***IT***

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

9	Tickets resolved
28	Tickets created
44	Tickets updated
286	Current Open Tickets

Both IT Officers have started the long process of moving and settling into their new office in the old Coen Room, with the final works on data cabling and projectors to be finalised this January.

The setting up of the new WSUS server and the Upgrade of a VMware server along with troubleshooting and improving the Water Treatment Plants communication system have been a major component of IT's recent works. As has conducting tablet trials with the Gangers, Workshop and Water & Sewerage staff, providing data required by the CCC for their investigation and fixing a major hard drive failure on Survey's desktop and recovering all data.

New staff accounts have been created, old accounts deleted, and the deployment of new hardware (mainly desktops) to end users have been a feature of the last few months.

IT have had ongoing issues with the Kyocera Main Printer and the usual day-to-day troubleshooting and helping with users requests has consumed a steadily increasing number of HR hours.

***Records and Correspondence***

	DOCUMENTS	SCANNED DOCUMENTS	TOTALS
Records Officer	744	183	<b>927</b>
Correspondence Officer	268	62	<b>330</b>
<b>RECORDS TOTALS</b>	<b>1012</b>	<b>245</b>	<b>429</b>
<b>WHOLE OF COUNCIL</b>	<b>2068</b>	<b>591</b>	<b>2659</b>

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

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**PROJECTS**

<b>TASK</b>	<b>TO BE DONE.</b>	<b>LAST ACTION</b>	<b>PRIORITISED</b>
<b>Procurement &amp; Asset Disposal - Contracting</b>			
<i><b>Tender Concrete Products</b></i>	Re-run Tender for New Panel - Revised Pricing Etc.	Determined panel due to expire	Commence March
<i><b>Tender for Road Transport</b></i>	Re-run Tender for New Panel - Revised Pricing Etc.	Determined panel due to expire	Commence March
<i><b>Tender for Asphalt and Bitumen</b></i>	Re-run Tender for New Panel - Revised Pricing Etc.	Determined panel due to expire	Commence March
<i><b>Stores and Workshop Building Tender</b></i>	On hold pending budget.	Advice from DCS no budget.	No Action Planned.
<i><b>FNQROC Homework for Procurement Meeting Feb 27.</b></i>	Pending return. Due 27th Feb.	Discussion with FNQROC about information needed.	Do 25th / 26th Feb
<i><b>Radio Review</b></i>	Formal Decision re. Classic FM to be relayed from EMT or Council.	Decision made by EMT to Release Rebel (Council not responsible for commercial enterprise).	Pending information from Rebel re. Handover and EMT re. Classic
<i><b>Council Housing Tender</b></i>	On hold pending budget.	Advice from DCS no budget.	No Action Planned.
<i><b>Contract for Transport &amp; Disposal of Waste</b></i>	Bulk Haulage Tender Expires Early 2015. Combine with Disposal.	Determined no contract in place for disposal. Scheduled for 2015.	Commence March
<i><b>T0115 - Panel of Preferred Suppliers</b></i>	Run, Close and Evaluate Tender	Opened Tender.	Current Project.
<i><b>Harrigan Street Lot - Sale</b></i>	Counter-sign and Lodge Sale Documents.	Pending receipt of posted Signed documents from Cairns Hardware.	Finalise end Jan.
<i><b>Telehandler -</b></i>	Offerings received in	Notice from	As per advise from

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<b>TASK</b>	<b>TO BE DONE.</b>	<b>LAST ACTION</b>	<b>PRIORITISED</b>
<i>Tender for Purchase and Trade.</i>	previous Tender unsuitable. Re-run Tender.	workshop Tender to be re-run in New Year.	Workshop
<i>Shire Hall Tender - Management Agreement to be Put in Place.</i>	Finalise Management Agreement Terms	Chasing insurance company for ITA related claim. Last week in January. Claim has been escalated by Insurance Broker	Will complete management agreement end of Feb. Client is aware of timeframes and dependency on insurance company.
<i>Request for Quote for Spraying Contract. Drafting and Evaluation.</i>	Feedback from BioSecurity required.	Request for Quote Drafted.	Early Feb for release.
<b>Legal</b>			
<i>Debt Collection 1 - Documentation Required for Claim</i>	Information to be sent to debt collectors.	Requested assistance from Finance and Records.	Handed over as time constraints prevented provision of information as needed.
<i>CYWAFAP Handover to NatureCall.</i>	Finalise MOU.	Terms of MOU sent to NatureCall	End of Feb for execution.
<i>Photocopier Contract - Ownership versus leasing.</i>	Establish what our contractual terms are and present to IT.	Receipt of task from IT.	Not Scheduled.
<i>Strathmay Fence - Damage Caused by Flood Damage Works. Claim for Compensation.</i>	Establish liability.	Requested information from Engineering (week ended January 30, 2015).	Follow up Early March.
<i>Debt Collection 2</i>	Information to be sent to debt collectors.	Requested assistance from Finance and Records.	Handed over as time constraints prevented provision of information as needed.

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<b>TASK</b>	<b>TO BE DONE.</b>	<b>LAST ACTION</b>	<b>PRIORITISED</b>
<b>Internal Controls and Corporate Governance</b>			
<i>Register of Interests Incorporated into Authority Registers</i>	Create Register in Authority. Transfer from Hard Copy held by CEO.	Receipt of Task.	Scheduled by End of Financial Year.
<i>Report on Complaints for All Complaints 2011/2014.</i>	Compile report on all complaints since 2011. Findings and recommendations, versus current corporate governance and practice.	Receipt of Task.	Not Scheduled.
<i>Customer Service Charter</i>	Finalise Draft. Interdepartmental consultation and presentation to EMT and Council.	Drafted charter.	Further work scheduled April. To be Completed by End of Financial Year.
<i>Risk Register</i>	Create Register in Authority. Transfer from Hard Copy held by Executive Services	Receipt of Task.	Scheduled by End of Financial Year.
<i>Change in purchasing policy to reflect local government act. Review of 10% Locality Allowance.</i>	Draft changes and present to EMT and Council.	Reviewed other policies and intent of legislation with reference to locality allowance.	Ongoing project.
<i>Conflict of Interest Register.</i>	Create Register in Authority. Transfer from Hard Copy held by Executive Services	Receipt of Task.	Scheduled by End of Financial Year.
<i>Benefits &amp; Gifts Register</i>	Create Register in Authority. Transfer from Hard Copy held by Executive Services	Receipt of Task.	Scheduled by End of Financial Year.
<i>RTI on Website</i>	Log recent RTI outcomes on publication schedule.	Receipt of Task.	Not Scheduled.
<i>Lease Register -</i>	Create Register in	Reviewing Authority	Scheduled by End of

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<b>TASK</b>	<b>TO BE DONE.</b>	<b>LAST ACTION</b>	<b>PRIORITISED</b>
<i>Include in Authority Registers</i>	Authority. Transfer from Soft Copy in Excel.	register for changes.	Financial Year.
<i>Privacy Impact Statement.</i>	Create Privacy Impact Statement in accordance with Legislation.	Receipt of Task.	Scheduled by End of Financial Year.
<i>CCC Policy</i>	Create CCC Policy in accordance with changes in legislation and templates as released by CCC.	Receipt of Task.	Scheduled by End of Financial Year.
<i>Resolution vs Action Tracking</i>	Adopt and implement policy for tracking Council resolutions.	Procedures, templates and policy presented to EMT.	Depending on approval from EMT.
<i>Corporate Portfolio of Forms and Templates - Process and Action 2014</i>	Ongoing project whereby forms and corporate documents are updated and rebrand as necessary.	Ongoing	Ongoing project.
<i>Delegation Register</i>	Delegations Register now operational in Authority.	Handover Complete.	Complete.
<b>Records Management</b>			
<i>Retrieve corporate records from Historical Society</i>	Approach and retrieve corporate records from Historical Society.	Delegated to records. Initial approaches made.	Ongoing time dependant.
<i>Vera Scarth Johnson Documents</i>	Establish exact nature of tenure over NPH by Vera Scarth Johnson Foundation.	Internal Search for Records. Pending information from Foundation.	To be scheduled once feedback received from Foundation.
<i>Records - Email Dumps, Central Processing, Councillors, Applying Retention to DW Docs</i>	Ongoing project to capture all corporate records. Particularly those of Councillors.	Delegated to records. Central processing separated as own task. Possibilities for councillors discussed.	Ongoing time dependant.
<i>Review of</i>	Establish workload versus	Information	Scheduled for



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<b>TASK</b>	<b>TO BE DONE.</b>	<b>LAST ACTION</b>	<b>PRIORITISED</b>
<i>Records Management - Possibility of Central Management.</i>	Whole of Council training versus Failure in Organisation to Register Corporate Records.	Gathering Stage. Email traffic and Records Capacity.	Costing by End of April.
<i>Workers Compensation and Work Cover</i>	Capture all workers compensation and work cover records in Records Management System.	Delegated to records. Scheduled and approval granted for project.	Ongoing time dependant.
<b>Complaints and Information Management</b>			
<i>CCC Document Supply - Investigation</i>	Liaise with CCC. Supply information and access to personnel as necessary.	Ongoing	Ongoing Project.
<i>Complaint 1.</i>	Finalise investigation. Compile Report. Make recommendations. Give findings to Client.	Investigation ongoing.	Ongoing project due for completion March.
<i>Right to Information - 1</i>	RTI Application. Sort and itemise documents and release if appropriate.	Correspondence with Solicitor re. Timelines.	Scheduled for completion March.
<i>Right to Information - 2</i>	RTI Application. Sort and itemise documents and release if appropriate.	Pending response to preliminary assessment notice.	On Hold.
<i>Complaint 2 - Follow Up to Decision.</i>	Finalise complaint and claim.	Sent findings to complainant.	Pending response.
<b>Risk Management and Insurance</b>			
<i>Incorrect Grade of Gravel - With Insurance Company</i>	Finalise claim. All information provided.	Escalated claim through Broker.	Anticipated claim to be finalised early Feb.
<i>Hall managers requirement for Public Liability</i>	Ensure all hall managers have appropriate insurance.	Notice sent to relevant hall managers and agents.	Ongoing project.

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<b>TASK</b>	<b>TO BE DONE.</b>	<b>LAST ACTION</b>	<b>PRIORITISED</b>
<b>Staffing &amp; Training</b>			
<i>Performance Appraisals.</i>	Performance appraisals for Business Services Employees.	Records, Administration, Customer Service, Business Services Manager.	Due Feb/March. Time dependant.
<i>IP, RTI, TRIM, Purchasing and Authority Training - Whole of Organisation</i>	Ongoing Project	Ongoing Project	Ongoing Project.
<i>Procurement Training</i>	By Request	By Request	Ongoing Project.
<b>Land Tenure/Property Management - Contractual Arrangements</b>			
<i>Licence to traverse - Mt Tully</i>	Implement Licence to Traverse Agreement with State.	Agreement sent for review.	Follow up due Feb.
<i>State Lease. Coen</i>	Transfer Lease to new Tenants.	Leasing Documents Sent. Correspondence Mid January.	Pending information and action from State.
<i>Additional Land Christian School</i>	Facilitate Additional Land for Christian School Oval.	Resolution by Council. Initial Terms Sent.	Expect response Feb 27.
<i>Battlecamp and McIvor Gravel Leases - DATSIMA</i>	Facilitate Gravel Leases for Engineering with DATSIMA	Information provided. Site visit arranged. Spoke week starting 23 January.	No further action until information received from DATSIMA.
<i>Reenactment Society - Renew Lease</i>	Renew Lease	Receipt of Overdue Notice.	Time dependant. Lease is periodic until renewed.
<i>Historical Society - Renew Lease</i>	Renew Lease	Receipt of Overdue Notice.	Time dependant. Lease is periodic until renewed.
<i>CDCC - Renew</i>	Renew Lease	New lease sent for	Intention to

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<b>TASK</b>	<b>TO BE DONE.</b>	<b>LAST ACTION</b>	<b>PRIORITISED</b>
<i>Lease</i>		review. Pending feedback.	implement March.
<i>Form 14. Lodge.</i>	Lodge with DNRM. Assumption of valueless land.	With OSR for stamping. Duty Paid.	Pending return of Form 14 from OSR.
<i>Olkola Lease</i>	Require lodgement and counter-signed copy. Terms distributed through Engineering.	Gravel Lease Executed by Council.	Inclusion in T0115 re. Cultural Heritage.
<i>Lease E and State Lands Lease over Water.</i>	Required decision by Council/EMT	Requested assistance from Land Tenure.	Not Scheduled.
<b>Administration</b>			
<i>Authority Dashboard and Review of Customer Service Procedures.</i>	Make use of Internal Financial System for procedure dissemination.	Receipt of Task.	Time dependant.
<i>Cultural Heritage Procedure</i>	To be finalised with Engineering	Receipt of Task and Draft Procedure.	Prior to work season commencing.
<i>Halls and Attributes - Customer Service</i>	Detail all hall attributes for common reference.	Delegated task to customer service.	Ongoing.
<i>Procedures and Policy for the Pool - possibly TRIM and Authority integration.</i>	Establish common procedures and policies with Pool	Receipt of Task Mid January.	Scheduled End February / March
<i>Phone and Cable Comparison Local Buy</i>	Evaluate new LGAQ Contract.	Teleconference Jan 30, 2015. Some small gains. Contract scheduled for signing.	Scheduled Feb 2, 2015.
<i>Change in mail procedure to deal with change in</i>	Handover of new mailing address for library books.	Bag sourced. Forward in process.	Handover early Feb 2015.

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<b>TASK</b>	<b>TO BE DONE.</b>	<b>LAST ACTION</b>	<b>PRIORITISED</b>
<i>library operational practices.</i>			
<b>Projects On Hold</b>			
<i>Lease Solar - Lyon</i>	Lease drafted.	On hold.	On hold.

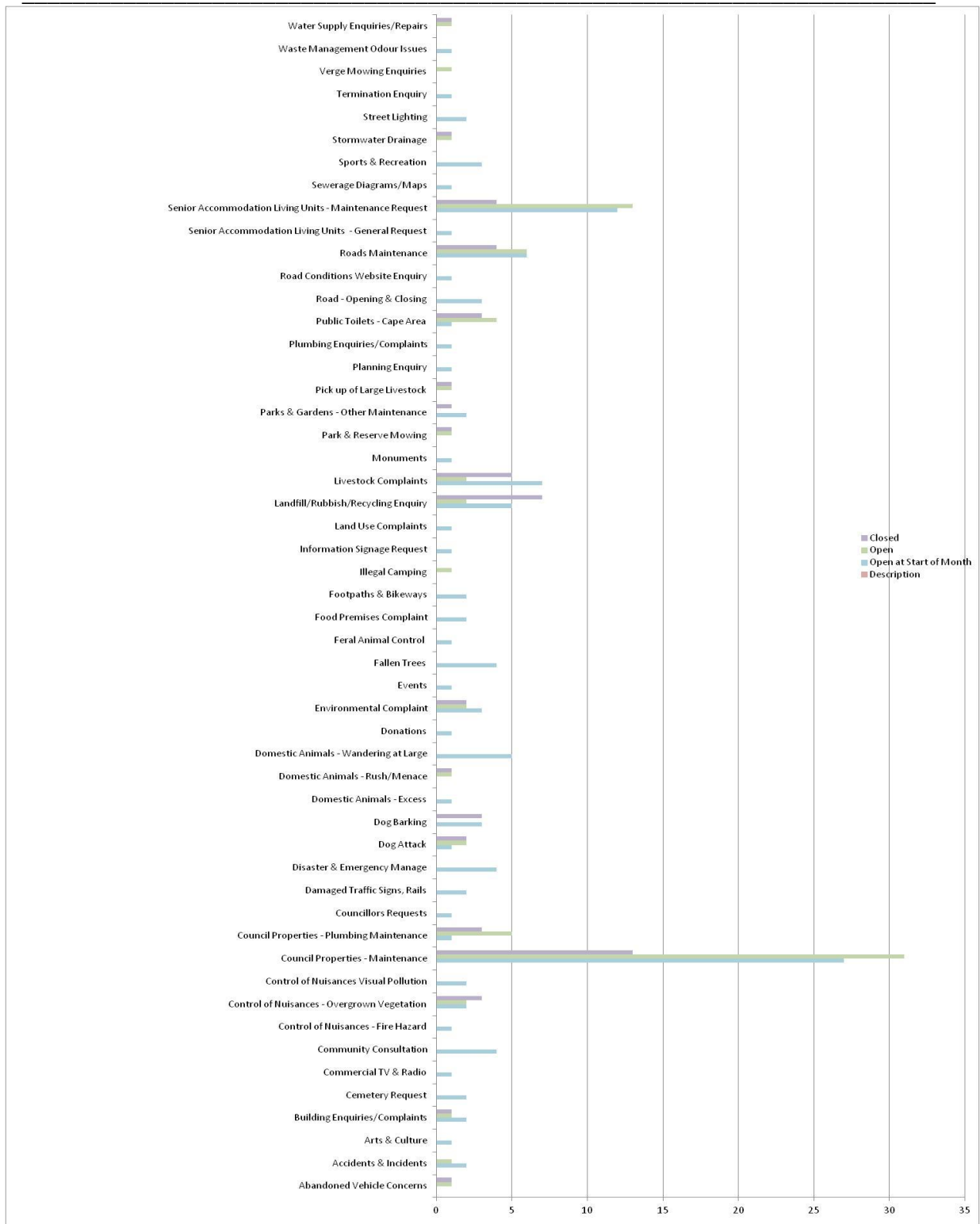
**CUSTOMER REQUESTS FOR THE MONTH OF DECEMBER 2014 (GRAPH AND TABLE)**

<b>Description</b>	<b>January</b>		
	<b>Open at Start of Month</b>	<b>Open</b>	<b>Closed</b>
<i>Abandoned Vehicle Concerns</i>	0	1	1
<i>Accidents &amp; Incidents</i>	2	1	
<i>Arts &amp; Culture</i>	1		
<i>Building Enquiries/Complaints</i>	2	1	1
<i>Cemetery Request</i>	2		
<i>Commercial TV &amp; Radio</i>	1		
<i>Community Consultation</i>	4		
<i>Control of Nuisances - Fire Hazard</i>	1		
<i>Control of Nuisances - Overgrown Vegetation</i>	2	2	3
<i>Control of Nuisances Visual Pollution</i>	2		
<i>Council Properties - Maintenance</i>	27	31	13
<i>Council Properties - Plumbing Maintenance</i>	1	5	3
<i>Councillors Requests</i>	1		
<i>Damaged Traffic Signs, Rails</i>	2		
<i>Disaster &amp; Emergency Manage</i>	4		
<i>Dog Attack</i>	1	2	2
<i>Dog Barking</i>	3		3
<i>Domestic Animals - Excess</i>	1		
<i>Domestic Animals - Rush/Menace</i>	0	1	1
<i>Domestic Animals - Wandering at Large</i>	5		
<i>Donations</i>	1		
<i>Environmental Complaint</i>	3	2	2
<i>Events</i>	1		
<i>Fallen Trees</i>	4		
<i>Feral Animal Control</i>	1		
<i>Food Premises Complaint</i>	2		
<i>Footpaths &amp; Bikeways</i>	2		
<i>Illegal Camping</i>	0	1	
<i>Information Signage Request</i>	1		
<i>Land Use Complaints</i>	1		

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<i>Landfill/Rubbish/Recycling Enquiry</i>	5	2	7
<i>Livestock Complaints</i>	7	2	5
<i>Monuments</i>	1		
<i>Park &amp; Reserve Mowing</i>	0	1	1
<i>Parks &amp; Gardens - Other Maintenance</i>	2		1
<i>Pick up of Large Livestock</i>	0	1	1
<i>Planning Enquiry</i>	1		
<i>Plumbing Enquiries/Complaints</i>	1		
<i>Public Toilets - Cape Area</i>	1	4	3
<i>Road - Opening &amp; Closing</i>	3		
<i>Road Conditions Website Enquiry</i>	1		
<i>Roads Maintenance</i>	6	6	4
<i>Senior Accommodation Living Units - General Request</i>	1		
<i>Senior Accommodation Living Units - Maintenance Request</i>	12	13	4
<i>Sewerage Diagrams/Maps</i>	1		
<i>Sports &amp; Recreation</i>	3		
<i>Stormwater Drainage</i>	0	1	1
<i>Street Lighting</i>	2		
<i>Termination Enquiry</i>	1		
<i>Verge Mowing Enquiries</i>	0	1	
<i>Waste Management Odour Issues</i>	1		
<i>Water Supply Enquiries/Repairs</i>	0	1	1
<b>Totals</b>	<b>127</b>	<b>79</b>	<b>57</b>

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### 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.