

AGENDA AND BUSINESS PAPERS
16-17-18 March 2015



NOTICE OF MEETING

AN ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOK will be held at the Administration Centre, 10 Furneaux Street, Cooktown on the 16, 17 & 18 March, 2015

Tuesday, 17 March 2015

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 Joe Meaney, Eddie Ratcliffe, Alby Wright

As a mark of respect one minute silence was observed.

CONFIRMATION OF MINUTES

	CONFIRMATION OF MINUTES OF ORDINARY MEETING
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That the minutes of the Ordinary Meeting of 2014 be confirmed subject to the following amendments

Page/Reso #	Correction

BUSINESS ARISING:

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ENGINEERING SERVICES

W1	WATERFRONT PROJECT	
	<i>Report No.D15/3237 from Director Engineering Services</i>	

Background/History

Council in 2006 undertook construction of a reclamation wall on Webber Esplanade as funding allowed. In 2011 the state government announced that the Endeavour River would be dredged and the works would be undertaken in 2013 once approvals and tender processes were completed. Council expressed its desire to utilise the reclamation area as a cell to accept dredge spoil thus filling the reclamation area with material at no cost or disruption to Council or the community.

To be ready for the acceptance of the dredge spoil Council had to rapidly accelerate the construction of the wall. The wall was completed and lined with Geofabric in 2014 and was filled with dredge sediment.

In April of 2014 Council received grant funding from R4R and Dept of Local Government to the total sum of \$4 million with additional \$750,000 internal co-funding to develop the water front in keeping with the adopted master plan. This budget was determined using high order estimates based on macro level unit rates.

Consultation

Extensive consultation was undertaken by department of community services in the formulation of the master plan. No consultation other than updates have been undertaken during the construction phase.

Increased updating of what is happening on site to a weekly update will bring greater ownership and excitement for the project and possibly counter some negative sentiment in the community. A measure up of component progress can be performed every week and results uploaded to the net and newspaper with an explanatory note on what was achieved and what is proposed for the next week's progress. As milestones are completed possibly a site open day for the public to view progress could be explored.

Legal Implications (Statutory, basis, legal risks)

nil

Policy Implications

Review required how council undertakes major projects with constrained delivery timelines due to funding body restrictions with respect to risk.

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Financial and Resource Implications (Budgetary)/Risk Assessment

In 2014 Council engaged Black and More to co-ordinate and deliver the Engineering design of the 23 separate components that constitute the infrastructure to be built. The normal design and planning function for a complex multi dependant project of this nature is in the order of two years minimum. The project is being designed, costed and delivered concurrently, this is a high risk delivery method with items not fully costed or in fact designed, committed to construction, leaving council exposed to cost overruns.

Engineering has undertaken an exhaustive review of the design and has sort industry and internal pricing to 'prove up' the estimates and have a better understanding of what the actual costs to deliver the projects will be. **It should be noted that not all costing is in and educated estimates of what the 'firmed up' estimate will be have been included in some pricing.**

Cost code	Item	Assumed estimate
2322	Lighting	\$148,791
2323	Mains power	\$100,000
2324	Pool fence (42m by MTC)	\$14,700
2325	Pool fit out (retaining wall) (bond beam)	\$90,000 \$62,500
2329	Cycleway	\$335,365
2228	Water park (splash pad)	\$134,198
	Total	\$885,554

Council will be unable to deliver the desired number of components within the current \$4.75 million budget, as such Engineering proposes to stage the works delivering the critical compulsory structural infrastructure first with embellishments to be constructed under future budgets as funds allow.

This approach will see the entire subsoil conduit for water, sewer, irrigation, power mains and power reticulated laid. Future developments such as BBQ facilities will have access to water and power at time of construction.

It is the intention to construct;

Item	Current Contractor / Council Labour %	proposed Contractor / Council Labour %
• Main amenities block	100/0	100/0
• Ancillary amenities block	100/0	100/0
• Pergola	100/0	100/0
• Water park	60/40	100/0
• Lagoon excluding entrance stairs	0/100	100/0
• 4 metre wide cycleway	0/100	100/0
• Road and ancillary drainage	30/70	30/70
• Shade sails	0/100	0/100
• Lighting and CCTV	0/100	0/100

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• Landscaping	30/70	30/70
• Underground conduit (Water, power, telstra, irrigation)	0/100	0/100
• 3 Fishing platform foundations (1 platform to be installed*)	0/100	90/10
• Sewer mains, Sewerage pump station and ancillary works^	0/100	0/100

* Platform to be ordered at the end of project with 12 week lead time as an insurance against cost over runs.

^ Sewerage construction is expected to be \$100-150K under budget savings will form basis of ongoing contingency.

Items not included in this delivery;

- Stairs to Lagoon
- 2 composite fibre fish platforms
- Stage area
- Marina fitout
- BBQ's and shelters
- Playground
- Internal paths
- Eastern Plaza

Schedule of Project Drawings attached

Current costing attached

Current full set of design plans to all elements attached

The delivery of the project is contingent on extra funding being sort from R2R for the delivery of the 4 metre wide cycleway and new asphalt road. Totalling \$1,250,000. The projects nominated comply with the R2R guidelines and no issue is envisaged with Council nominating these projects for funding.

Funding guidelines for R2R attached

Currently Council can deliver what is proposed within the revised budget of \$6,124,213 in-house based on internal estimates, however significant savings may be available to Council if outside contractors are used, also Councils financial project risk is greatly diminished using external fixed price contractors.

Utilising external contractors in the delivery of this project will make some structures and general labour staff redundant, however with the savings envisaged the 2 composite fibre fish platforms and possibly the BBQ's and shelters could be delivered. The delivery of these extra items would be as a final inclusion as construction across all sub projects were in advanced stages of delivery with final cost to complete known.

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If contractors were utilised for the delivery of the splash pad, 4 metre wide cycleway and fish platforms savings of around \$300,000 would be expected. This would equate to a reduction of at least 4 full time staff.

Council can slow parts of the site works down until better resolution of the expected costs become more apparent giving a more risk averse environment going forward. Items such as the amenities blocks and pergola are low risk for Council to proceed. Underground infrastructure must be undertaken at this time which has low to medium financial risk and also governs the future works.

Delaying the Lagoon fitout, fish platforms and cycleway to latter in the year will enable more time to refine cost estimates and reduce financial risk. If council slowed some high risk elements of the project for an additional 8 weeks this would also have the effect of opening up the site for elements that are still progressing on site and a net effect will be less resource and operational conflicts thereby making further savings.

If this was undertaken Engineering believes financial risk will be reduced with a delivery schedule change of late February for completion. Political risk will not be significant as major publically visible components such as the amenities blocks; pergola and splash pad will be in full construction if not completed and a staged opening of the facility could occur thereby letting the community assess completed sections sooner.

RECOMMENDATION

Council approve the delivery scope changes and authorise the application for two R2R projects consisting of the cycleway and roadworks. Further Council seek external delivery models where significant savings can be demonstrated.

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W2	HYDRO SCHEME – ANNAN RIVER	
	<i>Report No.D15/3235 from Director Engineering Services</i>	

Précis

Costings for Hydro Scheme at the Annan River

Background/History

Attached for Councillors' information is –

- Annan River Fixed Price Option

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EURO conversion USD conversion	1.45 1.29	Included or N/A Required, not priced		confirming price/scope Budgetary price		Fixed price quote Guess or based on other supplier										
		Regulation	kW	Turbine	Gen	Draft Tube	HPU	MV/km/legate	E&C	mech seal	freight	inlet pipe	total	Lead time	Warranty (months)	comments
Conventional Kaplan																
Orengine		single reg.	130	€ 82,000	€ 25,000		€ 9,000	€ 15,000		€ 6,000						
			\$ 118,900	\$ 36,250	\$ 29,000	\$ 13,050	\$ 21,750	\$ 54,000	\$ 8,700	\$ 8,000		\$ 289,650	8m+1.5m+9.5m	24m exw	Flume style. Waterproof housing required	
Hydro Link		double reg.		€ 204,000	€ 34,000					€ 6,000						
			\$ 295,800	\$ 49,300				\$ 70,000	\$ 8,700	\$ 8,000		\$ 431,800	8M+shipping	28m exw	Horizontal tubular. Waterproof housing required	
Submersible Kaplan																
Fiygt (refurb.)		fixed	85	USD 137,000												
			\$ 176,730		\$ 41,000	\$ 5,000	\$ 25,000	\$ 54,000				\$ 301,730	4m+shipping	12m from startup	Suitable for flume, in pipe mounting suggested	
Zeco		single reg.		€ 209,000			€ 15,000									
		110	\$ 303,050			\$ 21,750	\$ 54,000				\$ 378,800	9m CIF Bris.	24m	Flume mounting preferred		
Zeco		double reg.		€ 241,000			€ 15,000									
		110	\$ 349,450			\$ 21,750	\$ 70,000				\$ 441,200	9m CIF Bris.	24m	Flume mounting preferred		
Submersible Kaplan - in pipe option																
Fiygt refurb		fixed	85	USD 137,000												
			\$ 176,730		\$ 41,000	\$ 5,000	\$ 102,000	\$ 54,000			\$ 55,000	\$ 433,730	4m+shipping	12m from startup		
- VAG valve												\$ 55,000	\$ 368,980			
		- Chinese valve						\$ 37,250	\$ 54,000			\$ 55,000				
Zeco		single reg.		€ 209,000												
			110	\$ 303,050			\$ 102,000	\$ 54,000			\$ 55,000	\$ 514,050	9m CIF Bris.	24m		
- VAG valve												\$ 55,000	\$ 449,300			
		- Chinese valve						\$ 37,250	\$ 54,000			\$ 55,000				
Zeco		double reg.		€ 241,000												
			110	\$ 349,450			\$ 102,000	\$ 70,000			\$ 55,000	\$ 576,450	9m CIF Bris.	24m		
- VAG valve												\$ 55,000	\$ 511,700			
		- Chinese valve						\$ 37,250	\$ 70,000			\$ 55,000				
Siphon																
Gugler		fixed	?	€ 300,000												Possibility to raise/lower machine for flood
			\$ 435,000									\$ 435,000				

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Consultation

Nil

Legal Implications (Statutory, basis, legal risks)

Policy Implications

Financial and Resource Implications (Budgetary)/Risk Assessment

See costings for supply. Civil component has not been designed or scoped, a very preliminary estimate for design and construct is of the order of \$400,000. Electrical component is of the order of \$140,000 Total project cost would be of the order \$1,000,000.

This project would have to have the civil component delivered externally under a fixed price contract as the project risk and complexity would be beyond Council.

Currently Councils electricity bill is of the order of \$100,000 per annum which translates to a break even of 10 years based on no electricity price escalation.

RECOMMENDATION

Council proceed with scoping the project and obtain full costings of the civil works component of the project, adopting the Zeco double regulated option.

Or

Council shelve the project until a more economically suitable time to proceed materialises.

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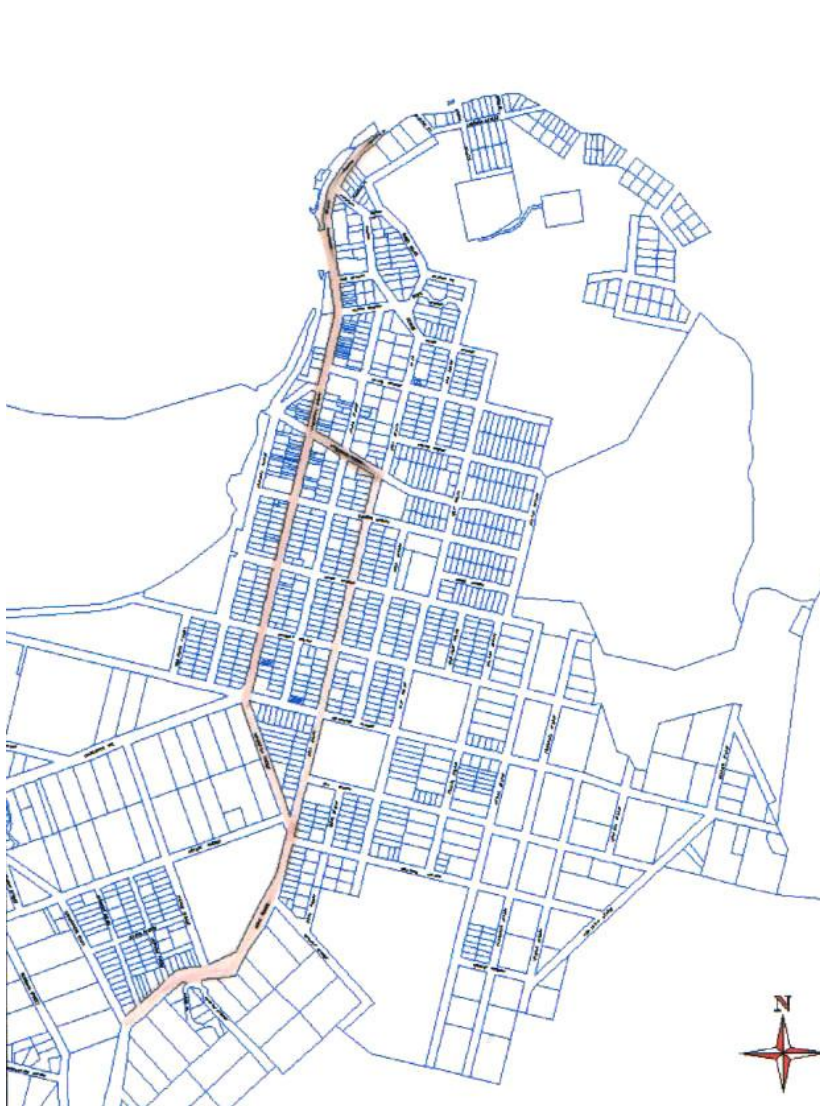
W3	STREETSCAPE STRATEGY PLAN – HOPE ST	
	<i>Report No. D15/3227 from Project Manager</i>	

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 but at a much reduced scale to current configuration.

Background/History

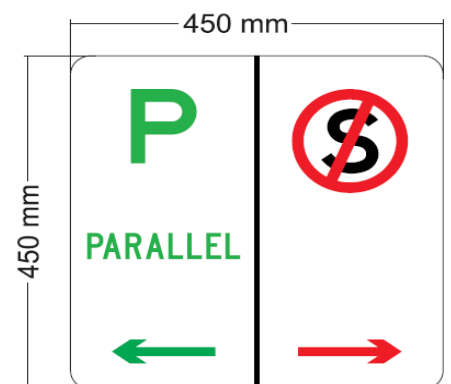
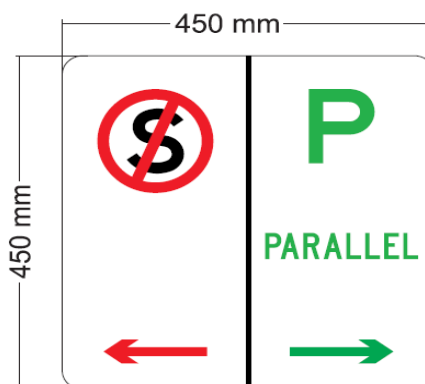
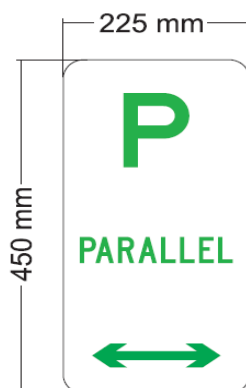
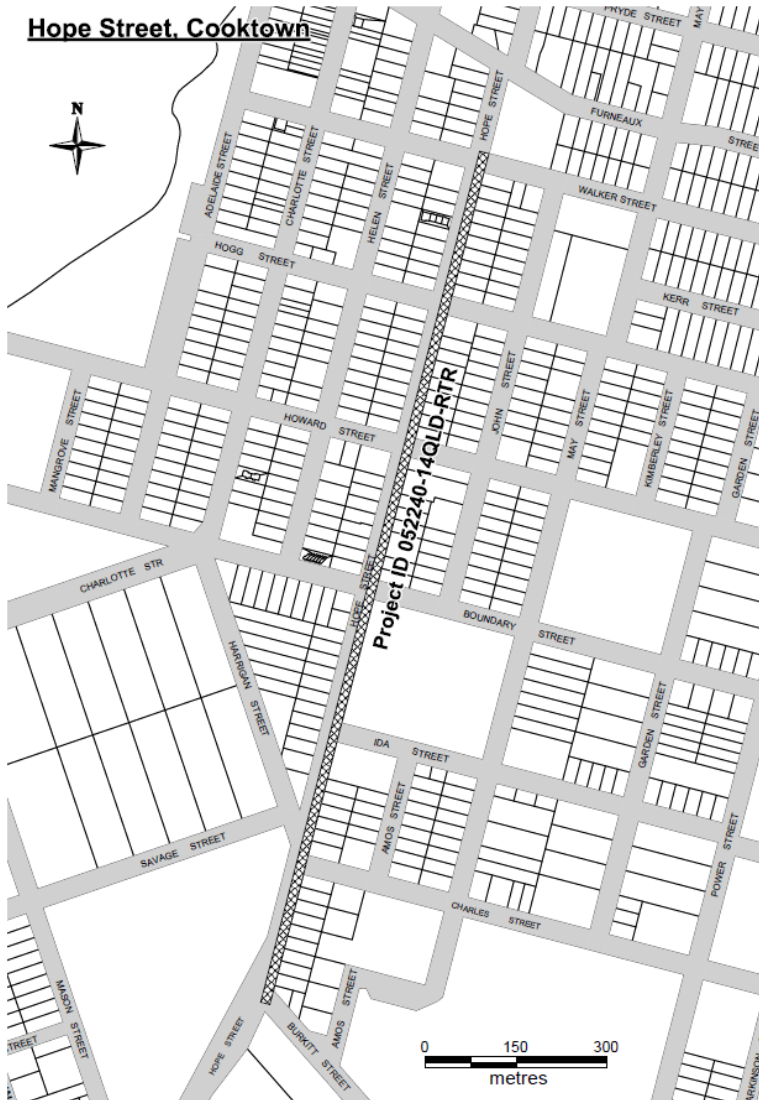
Cooktown Streetscape TOR from the ten year master plan Dated 31st July 2006 identified the primary focus area as below



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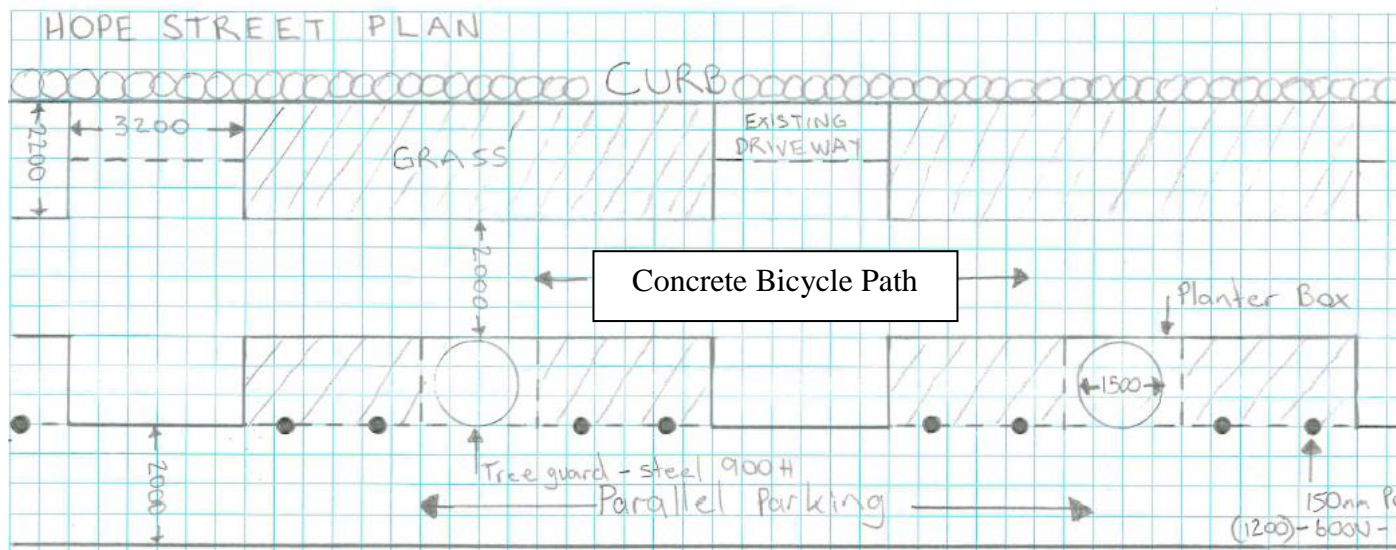
D14/7102 Dated 15th July 2014 informed the general public:

*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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Original Plan Design



Revised Plan Design



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Email Dated 24th 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

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Regards

Michael Czarnecki | Project Manager | Executive Service

Email Dated 3rd March 2015 to Allan Chisholm Co-ordinator Roads to Recovery & subsequent reply from Tui Davidson Roads to Recovery & Black Spot Programme

From: Davidson Tui [mailto:Tui.Davidson@infrastructure.gov.au]
Sent: Tuesday, 3 March 2015 9:02 AM
To: Michael Czarnecki
Subject: Project ID 052240-14QLD-RTR Bike Path Cook Shire Council [SEC=UNCLASSIFIED]

Hi Michael

Allan is away, so I shall answer your query.

The project is eligible with or without bollards. It is a joint project with Council contributing to costs.

We would not wish to both pay for the bollards installation and their removal – if they have been installed and the costs attributed to us, then we would expect Council to pay for their removal if they then make that decision.

Regards

Tui

Tui Davidson

Roads to Recovery & Black Spot Programme
Infrastructure Investment Division
Department of Infrastructure and Regional Development
02 6274 7350 | www.infrastructure.gov.au

Note - I am part time, finishing at 2.30pm Tuesday and Thursday, and not in on Wednesday.

From: Michael Czarnecki [mailto:MCzarnecki@cook.qld.gov.au]
Sent: Tuesday, 3 March 2015 8:28 AM
To: Chisholm Allan
Subject: Project ID 052240-14QLD-RTR Bike Path Cook Shire Council

Hi Allan

I am currently working on project 052240 and would like some clarification/advise. In our past discussion I provided information to gain approval on the project that included a full length bollard configuration, this was to give the path a clear delineation from the road.

Council was presented a report at our February meeting (attached) with a recommendation to keep the bollards even though there had been some negative press about them going in, this recommendation was voted down and Council has asked for a

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report with advice on removing the bollards, can you advise if we are able to do this or is it a condition of the approval that they remain?.

Regards

Michael Czarnecki | Project Manager | Executive Services
Cook Shire Council

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 31st 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.

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Purpose

The bollards will now form part of 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 normally 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 both the general public and the funding bodies one option is presented:

1. Council endorse the plastic bollards to remain in place as per the reduced design shown above. This is to ensure adequate protection is provided to the general public at the road head ways.

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PLANNING AND ENVIRONMENT

PE1	APPLICATION FOR A DEVELOPMENT PERMIT DA/3372 – MATERIAL CHANGE OF USE FOR A DUAL OCCUPANCY ON LOTS 9 AND 10 ON PLAN C17939, LOCATED AT 18 & 24 BURKITT STREET, COOKTOWN	
	<i>Report No.AD15/194 from John Harrison, Town Planning Officer</i>	

Précis

Applicant:	John Ulf, Jennifer Kaye, Jotham Ulfs and James Ulfswell Selke PO Box 238 Kuranda, Qld. 4881.
Owner:	Elsteel Constructions Pty Ltd
Location:	18 & 24 Burkitt Street, Cooktown
RPD:	Lots 9 and 10 on Plan C17939
Area:	Lot 9 – 2.185 Hectares Lot 10 – 2.185 Hectares
Zone:	Low Density Residential
Proposed Use:	Dual Occupancy
Use Classification:	Dual Occupancy
Referral Agencies:	Nil
Submissions:	Nil

Report

Application has been made to Council under the current IPA Planning Scheme for the issue of a Development Permit for Making a Material Change of Use for a Dual Occupancy on Lots 9 and 10 on Plan C17939 located at 18 and 24 Burkitt Street, Cooktown. Council issued an Acknowledgement Notice on the 12th December 2014 and an Information Request on the 19th December 2014. The applicants responded to Council's Information Request on the 12th January 2015.

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Proposal

The applicants propose to convert an existing shed located on Lot 9 into a single story three (3) bedroom house, which will provide for two (2) detached residences on Lot 9. The additional residence will have a gross floor area of approximately one hundred and eighty (180) sq metres. Access to both residences will be from Burkitt Street via an access driveway across Lot 10 which is in the same ownership as Lot 9. Both residences will be connected to the reticulated electricity supply.

Site

The development site is Lots 9 and 10 on Plan C17939 located at 18 and 24 Burkitt Street Cooktown. The development site is not within the Cooktown reticulated water or sewerage area and is zoned low density residential under the Cook Shire Planning Scheme. The site is an elevated area accessed by Burkitt Street and currently has a dwelling and shed located on it. Lots 9 and 10 have a combined area of 4.37 hectares and are located within the Old Dam Site as shown on Map 41 of the Cook Shire Planning Scheme.

Town Planning Considerations

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

“Dual Occupancy – means the use of premises for two self contained dwelling units (whether attached or detached) on a single lot.”

Lots 9 & 10 are zoned Low Density Residential under the Cook Shire Planning Scheme and under that zoning a Material Change of Use for Dual Occupancy is Impact Assessable development and requires Public Notification. Council must consider the provisions of the Planning Scheme as a whole including the strategic elements when assessing the application.

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

- *Residential neighbourhoods are low density in scale and design and provide a pleasant living environment with a high standard of amenity;*
- *Residential neighbourhoods are located close to services and community facilities and provide an appropriate level of infrastructure; and*
- *Non-residential development which supports the immediate community is located and designed to maintain the amenity of adjoining residential development.*

The following Codes are identified under the Cook Shire Planning Scheme as being applicable to a Dual Occupancy in the Low Density Residential Zone:

- Low Density Residential Zone Code

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-
- Dual Occupancy Code
 - Parking and Access Code
 - Works, Services & Infrastructure Code
 - Hillslopes Overlay Code
 - Natural Hazards Code

The proposed development is also located within the old Cooktown Dam site as identified under the Cook Shire Planning Scheme.

The proposed development for a Dual Occupancy complies with the relevant Performance Criteria applicable to this application. (Council notes that the proposed Dual Occupancy is a Class 1 building, the same building classification as a House, which is self assessable, stand alone development in the Low Density Residential Zone, and will be located on a lot with an area of 4.37 hectares when amalgamated).

PC 9 of the Low Density Residential Zone Code states that:

“Clearing of vegetation on any lot forming part of the Old Dam Site in Cooktown is limited to the practical minimum required to construct a single house and ancillary structures and access thereto.”

This application for a Dual Occupancy involves the conversion of an existing shed located on Lot 9 into an additional dwelling house, which will be accessed via the existing access track. There will be minimal additional clearing associated with this development and currently vacant Lot 10 will be amalgamated with Lot 9 which will preserve the existing vegetation on Lot 10. Council therefore deems that the development complies with PC 9.

Desired Environmental Outcomes (DEO's)

The DEO's set the broad strategic direction for land use and development in the Shire and describe the desired outcomes for the land subject to this Planning Scheme. They cover the following topics:

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

Each DEO is sought to be achieved to the extent practicable having regard to each of the other DEO's and the scope of the Planning Scheme. The numbering of the DEO's does not indicate a ranking of importance.

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While each stated DEO is sought to be achieved to the extent practicable for this development application there is strong compliance with DEO 1, DEO 3 and DEO 8 of the Cook Shire Planning Scheme.

DEO 1: A Strong Economy

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

DEO 3: Efficient Settlement

“Human settlement is consolidated in the existing towns and townships where it can be most cost effectively serviced. Cooktown functions as the largest administrative and commercial centre of the Shire, with Coen playing a significant role in the northern Cape York area. The smaller townships of Marton, Lakeland, Laura, Portland Roads, Ayton, and Rossville serve their respective localities. Land and infrastructure is provided at an appropriate scale within each of these settlements, to allow adequate housing, community services, recreational space and opportunities for business and industrial activities.”

DEO 8: A Safe Environment

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

Referral Agencies

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

Public Notification

The applicant fulfilled the requirements under the *Sustainable Planning Act 2009* for completing public notification. As described in the Notice of Compliance dated 20th February 2015, the proposal was advertised in a paper circulated in the area (The Cairns Post 29th January 2015), letters were sent to each adjoining land owner (29th January 2015) and signs were placed and maintained on the relevant road frontages (Burkitt Street) (27th January 2015). No submissions were received during the Public Notification Period.

Discussion

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The proposed development is for an additional dwelling on Lot 9 on Plan C17939 with access via Lot 10 on Plan C17939 which will require Lots 9 and 10 to be amalgamated as a condition of approval. This Dual Occupancy development will provide a much needed additional residence for Cooktown given the current housing shortage. The development complies with the relevant Performance Criteria and Desired Environmental Outcomes of the Cook Shire Planning Scheme, and is recommended to Council by Council Officers for approval with conditions.

Recommendation

That the application under the IPA Planning Scheme by John Ulf, Jennifer Kaye, Jotham Ulfs and James Ulfswell Selke for a Development Permit for making a Material Change of Use for a Dual Occupancy on Lots 9 and 10 on Plan C17939 located at 24 and 18 Burkitt Street Cooktown, be approved subject to the following conditions:

A. Assessment Manager (Council) Conditions

Approved Plan

1. The development must be carried out generally in accordance with the following plans (see Appendix “B”) submitted with the application and in response to Councils Information Request, except for variations required to comply with the conditions of this approval:

- Site Plan – Marshall Design – Sheet No. MCU-1/1 dated Nov. 2014
- Proposed Floor Plan – Marshall Design – Sheet No. MCU-1/2 dated Nov. 2014
- Elevations – Marshall Design – Sheet No. MCU- 1/3 dated Nov. 2014.

Water Supply

2. The new dwelling unit must be provided with a potable domestic water supply at the time of construction of the additional dwelling unit. This would be satisfied by the provision of rainwater tanks with a minimum capacity of 50,000 litres for the new dwelling unit. 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.

Effluent Disposal

3. 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.

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Access

4. Access to the proposed development must be from Burkitt Street via the existing access. Access from the existing Burkitt Street road pavement to the property boundary must be upgraded to the requirements of the FNQROC Manual. Plans to be provided for approval by Council's Director Engineering Services prior to works commencing.

Internal Driveway

5. The internal access driveway must be gravel sealed and maintained in a safe, dust suppressed state at all times.

Car Parking

6. The additional dwelling unit must be provided with one covered, concrete sealed car parking space, located as shown on approved Site Plan.

Electricity

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

Stormwater Drainage

8. Stormwater drainage must be to a legal point of discharge. Drainage plans must be submitted to Council for approval as part of an application for carrying out building work.

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.

Infrastructure Charges

10. Infrastructure Charges for public open space must be paid to Council at the time of application to carry out building work, as indicated on the attached Adopted Infrastructure Charges Notice at the rate applicable at the time of payment (see Appendix "A").

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 the conditions of this approval.

Vegetation Clearing

12. Vegetation clearing associated with this development must be kept to a minimum and is restricted to that required to comply with the conditions of this approval.

Earth Works

13. Cut and fill works associated with this development must not be carried out unless the appropriate operational works or building approvals are in place. The developer must ensure that no sand, soil or silt runoff occurs from the site during construction.

Amalgamation

14. Lots 9 and 10 on Plan C17939 must be amalgamated prior to the issue of a building approval for the additional dwelling unit.

Landscaping

15. The developer must ensure that existing vegetation and topography is preserved to provide a privacy screen for the new dwelling unit.

Fire Management

16. The development must be provided with a separate water storage tank with a minimum capacity of 5,000 litres and fitted with fire brigade tank fittings, for fire fighting purposes prior to the use commencing.

17. The development site must be maintained in a state so as not to create a fire hazard.

Compliance

18. All Conditions of the Development Permit must be complied with prior to the use commencing.

Currency Period

19. The currency period for this Development Approval is four (4) years. Should the Dual Occupancy (additional dwelling unit) not be established within this time, the approval shall lapse.

B. Advice (Council)

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A development permit is required for carrying out Building Work and a Plumbing and Drainage approval / compliance permit is required for Plumbing and Drainage works prior to construction of the Dual Occupancy (additional dwelling unit) commencing.

Appendix “A”

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Our ref: JH: LM:DA/3372
Your ref:

17 March 2015

John, Jennifer, Jotham & James Selke
PO Box 238
KURANDA QLD 4881

Dear Messrs Selke and Ms Selke

ADOPTED INFRASTRUCTURE CHARGES NOTICE
DEVELOPMENT APPLICATION DA/3372
18 – 24 BURKITT STREET, COOKTOWN

Proposal: Dual Occupancy

Applicant: John Ulf, Jennifer Kaye, Jotham Ulfs &
James Ulfswell Selke
PO Box 238
KURANDA QLD 4881

Location of Site: 18 – 24 Burkitt Street, COOKTOWN

Real Property Description: Lots 9 & 10 on Plan C17939

Type of Development: Material Change of Use

Infrastructure Charges Calculation:

Development Class	Charge	Unit of Measure	No of Units	Amount of Charge
Material Change of Use	\$900.00 (Public Open Space)	Equivalent number of Residential Units	2	\$1,800.00
Total Charges				\$1,800.00

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Credit Calculation:

Development Class	Charge	Unit of Measure	No of Units	Amount of Credit
Material Change of Use	\$900.00 (Public Open Space)	Equivalent number of Residential Units	1	\$900.00
Total Credit				\$900.00

Net Adopted Infrastructure Charges Summary:

Total Adopted Charge	Total Credit	Total Infrastructure Charge
\$1,800.00	\$900.00	\$900.00

(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 **Building Application**.

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 to access the *Sustainable Planning Act 2009*. Please refer to sections 478, 535, 675 and 680 which detail your appeal rights regarding this notice.

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

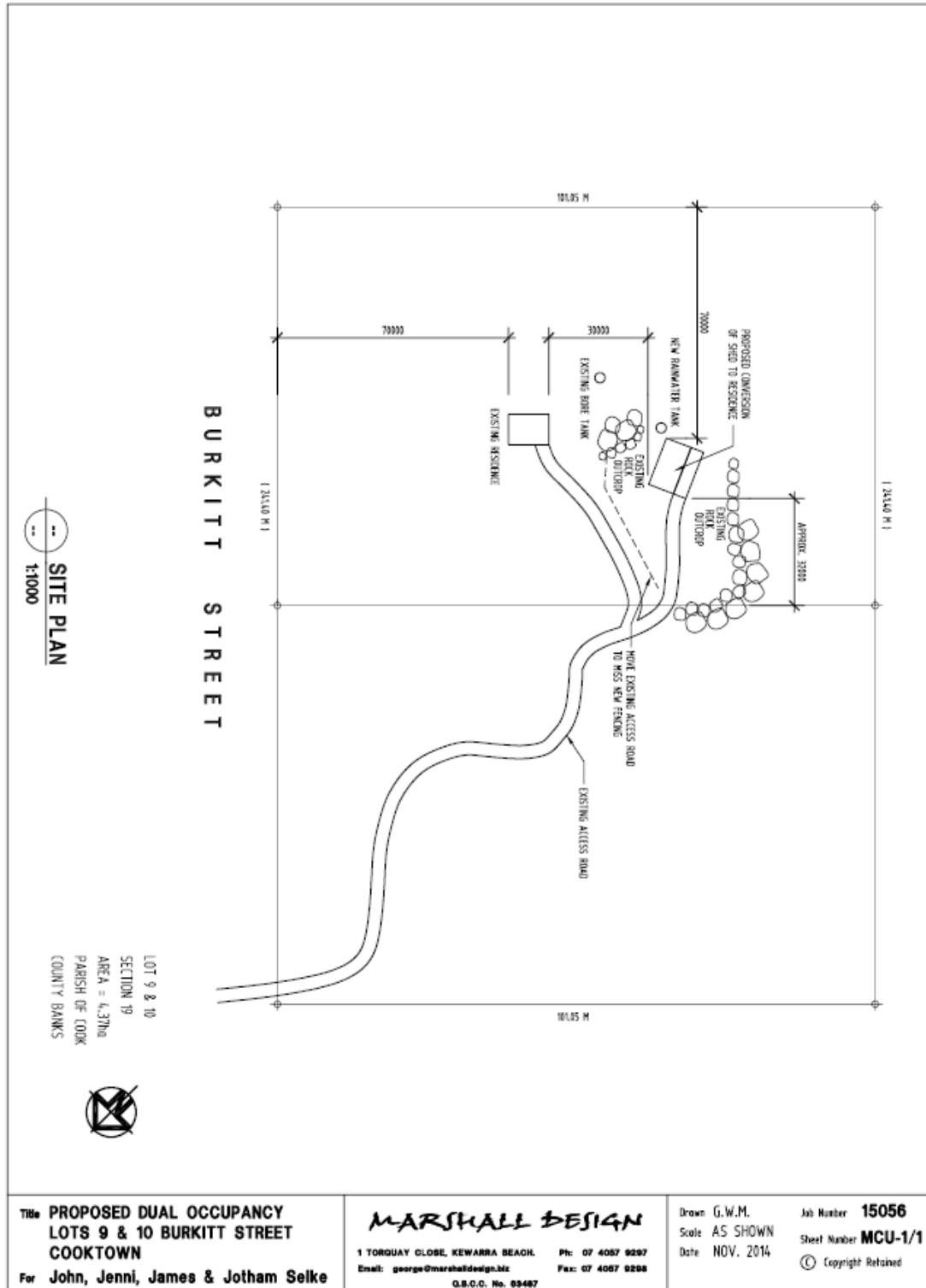
Yours faithfully

Mark Marziale
Director Planning & Environment Services

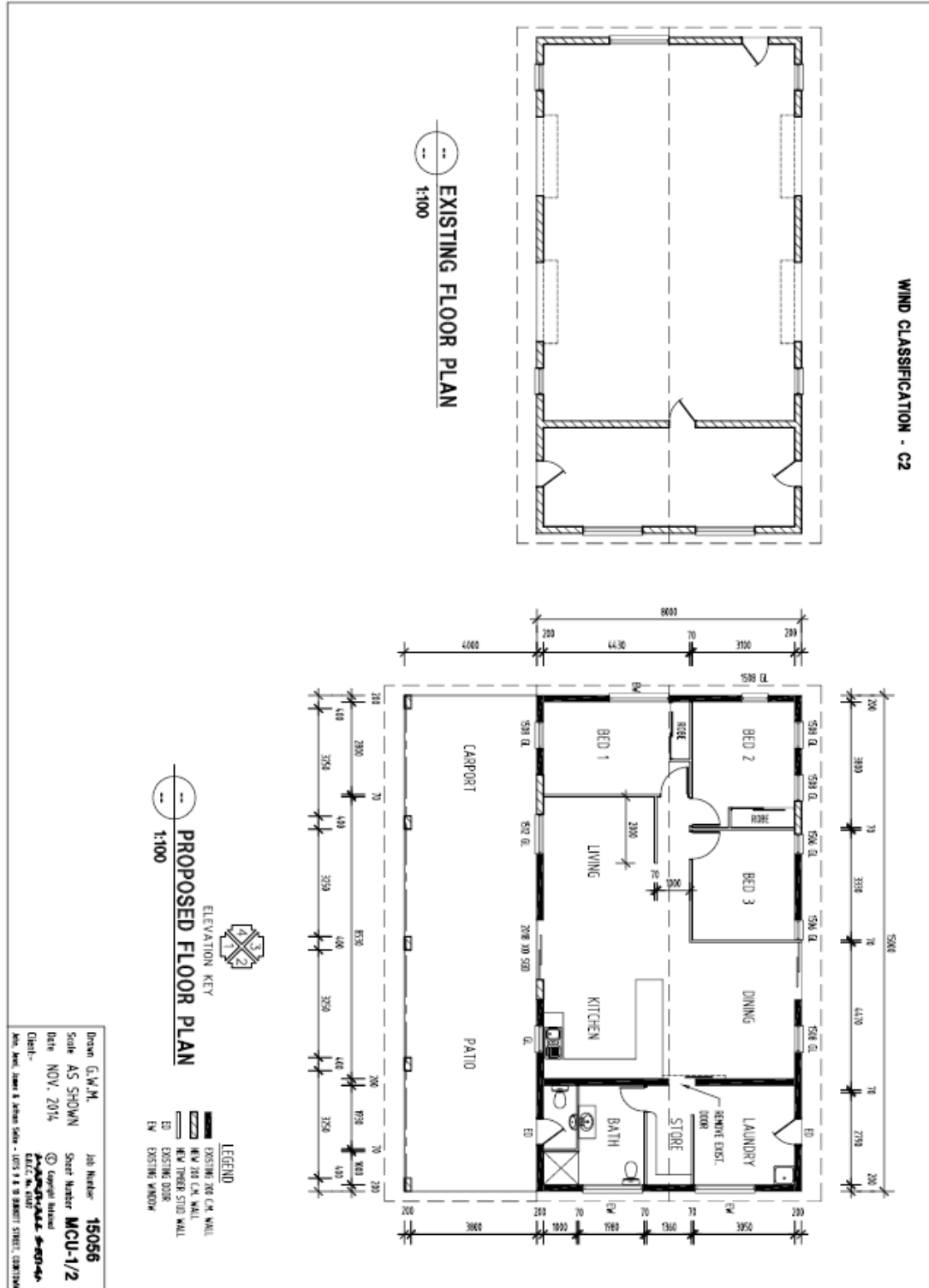
AGENDA AND BUSINESS PAPERS
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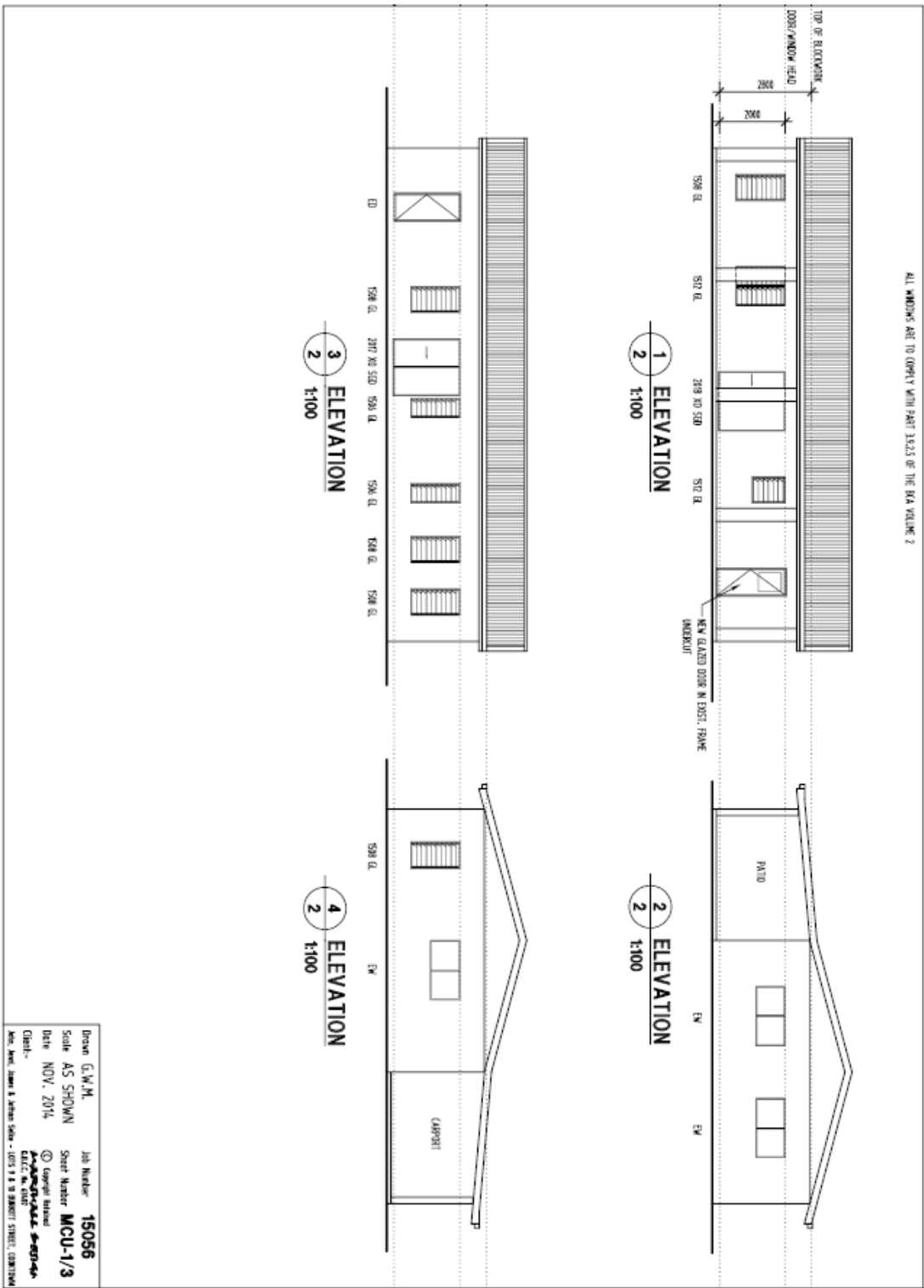
Appendix “B”

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PE2	CONTRACTURAL MATTER – CONTRACT FNQ004 COLLECTION & REMOVAL OF FERROUS METAL & USED LEAD ACID BATTERIES	
	<i>Report No.D15/3310 from Waste Management Co-ordinator</i>	

Précis

The Far North Queensland Regional Organisation of Councils (FNQROC) invited suitably qualified suppliers to tender for the collection and removal of ferrous scrap metal and/or used lead acid batteries across the FNQROC region. The tender was divided into two separable portions, enabling individual Councils and suppliers to participate in either one or both separable portions of the contract.

Separable Portion 1 – Ferrous Scrap Metal
Separable Portion 2 – Used Lead Acid Batteries

Suppliers were also requested to supply information to be used for a Register of Pre-Qualified Suppliers (ROPS) for waste collection and removal services.

The following Councils are involved in Separable Portion 1 – Ferrous Scrap Metal.

- Cairns Regional Council (CRC)
- Cassowary Coast Regional Council (CCRC)
- Cook Shire Council (CSC)
- Croydon Shire Council (Croydon SC)
- Douglas Shire Council (DSC)
- Mareeba Shire Council
- Tablelands Regional Council (TRC)
- Wujal Wujal Aboriginal Shire Council (WWASC)
- Yarrabah Aboriginal Shire Council (YASC)

The following councils are involved in Separable Portion 2 – Used Lead Acid Batteries.

- Cairns Regional Council (CRC)
- Cook Shire Council (CSC)
- Douglas Shire Council (DSC)
- Mareeba Shire Council (MSC)

The intent of the contract is that ferrous metal and ULAB stockpiles are managed at acceptable levels and for Councils to achieve a fair and certain return for the value of the materials collected.

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The invitation received four conforming tenders for both separable portions of the contract which were evaluated by the Tender Evaluation Committee.

Sims Metal Management are recommended for both separable portions as they provided the most competitive offering both in terms of value for money and the provision of collection schedules that were considered suitable by all member Councils.

The tendered rates provide cost benefit for participating Councils, with significant improvement in the price per tonne for both ferrous metal and used lead acid batteries together with improved service to the region enabled by the provision of pre-agreed service schedules.

Whilst there are a number of Councils involved in the collective offer to the market, each Council will have an individual contract with the selected supplier as FNQROC does not have formal delegated authority to contract on behalf of Councils.

Background/History

In July 2013 the Regional Waste Management Group identified scrap metal as an improvement opportunity, specifically the management of stockpiles and return on investment. There was dissatisfaction at the levels of service provided by current suppliers and also concern over the risks posed by the metal stockpiles accumulating across the region, particularly during cyclone season.

Council officers were experiencing difficulty in getting suppliers to address issues regularly raised regarding the collection and removal of scrap metal and in securing the necessary improvements to their service.

FNQROC Procurement were asked to undertake market research in order to better understand the market and data was gathered following discussions with Council officers, other local government agencies and suppliers in order to identify potential opportunities for improving the current individual arrangements in place.

The research identified there were limited suppliers in the region and individual Councils were market-takers, competing with one another for scrap metal collection. As a result, Councils experienced a poor level of service from suppliers and a lack of certainty over revenue. In addition, research revealed the situation was impacted by vast fluctuations in the mixed ferrous metal market price, a situation further compounded by the US to AUD exchange rate. The geography of the region, distances between sites, cost and availability of transportation were also cited by suppliers as being problem factors.

Suppliers were enthusiastic about the possibility of a regional arrangement, suggesting that a supplier-led collection schedule would enable them to realise a number of efficiency gains and economies of scale. It was also suggested that metal prices be linked to an appropriate rise and fall formula, minimising risk to the supplier and in turn providing some transparency in the return to Councils.

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A Project Steering Committee (PSC) was set up and the following scope and objectives for the project were agreed:

Scope:

- Effective collection & removal of ferrous metals and used lead acid batteries.

Objectives:

- Stockpiles at each transfer station to be maintained to acceptable levels
- Certainty in relation to the frequency and volume of metal to be removed and revenue received.

It was agreed that the project scope would initially exclude non-ferrous metals with the potential for this be revisited again at a later date.

FNQROC conducted extensive external research to identify the various strategic options available, speaking to other waste groups and local councils. Each had experienced similar problems to those being experienced by our region and each had employed various strategies with varying success

Following feedback the PSC agreed on the implementation of a regional collective arrangement based on a supplier-led collection schedule and pricing linked to metal market prices.

Key Project Phases

Project Phase	Project Step	Start Date	Completed
Planning & Analysis	1.1 Market Analysis	Oct-13	Feb-13
	1.2 Form Project Steering Committee	Mar-14	Apr-14
	1.3 Cost Analysis	Apr-14	
HOLD POINT			
Develop Strategy	2.1 Agree Scope & Objectives	May-14	May-14
	2.2 Strategic Options	May-14	May-14
HOLD POINT			
Invitation to Market	3.1 Contractual documentation	June-14	Aug-14
	3.2 Issue invitation or EOI	Oct-14	Nov-14
	3.3 Receive responses	Nov-14	Nov-14
Evaluate Responses	4.1 Tender evaluation	Dec-14	Jan-15
	4.2 Post tender negotiation	Jan-15	Jan-15
	4.3 PSC recommendation	Feb-15	Mar-15
HOLD POINT			
Council's Ratification of Recommendations			
Commence & Manage Supplier	5.1 Contract Administration	May-15	

The tender was separated into two separable portions, enabling councils and suppliers to participate in either one or both separable portions of the contract as follows:

Collection & Removal of:

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Separable Portion 1 – Ferrous Scrap Metal
Separable Portion 2 – Used Lead Acid Batteries

Tenders were invited for this arrangement with an advertisement in the Cairns Post on Saturday 18 October 2014 and on Council's and FNQROC website.

A tender briefing was held on 21 October 2014 to provide information to interested respondents about FNQROC, the background to the tender, the tender itself and the process. The tender closed on 18 November 2014.

Submissions were received from the following:

1. One Steel Recycling Pty Ltd
2. Sims Metal Management Ltd
3. Subloos Pty Ltd
4. Bowes Investments Pty Ltd T/As Zebra Metals & Environmental Services

All respondents provided submissions for both separable portions of the tender together with the ROPS component. All submissions were deemed to be conforming.

Link to Corporate Plan

NIL

Consultation

FNQROC

FNQROC Board members
Member council Waste Managers
Member council Waste Coordinators/Technical Officers

Scrap Metal supplier meetings:

Newport Recycling – 6 February 2014
Sims Metal Management – 11 February 2014
One Steel – 13 February 2014

Rail Freight Operator

Aurizon

Government Agency

Environment & Heritage Protection

Local Council

Townsville City Council

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Regional Waste Groups

Grampians Regional Waste Management Group, Vic
Netwaste, NSW
Midwaste, NSW

Legal Implications (Statutory, basis, legal risks)

The tender documentation and evaluation conducted in accordance with:

- *Local Government Act 2009*
- *Local Government Regulation 2012*

The following legislation was also considered covering the principles of resource recovery and the general environmental duty:

- *Waste Reduction & Recycling Act 2014*
- *Environmental Protection Act 1994*

Policy Implications

NIL

Financial and Resource Implications (Budgetary)/Risk Assessment

Risk Management:

There have been issues experienced in the past by some member Councils in relation to the service provided by Sims Metal Management. These issues mainly related to attendance on site, delays in the removal of material and fluctuating pricing, all of which were compounded by the lack of formal contractual arrangements. The following are factors in the decision to recommend Sims Metal Management for this arrangement:

- Collection schedule

The Request for Tender required suppliers to provide a proposed annual collection schedule. Included in the tender documentation was a list of sites, estimated annual volumes of material and collection frequency provided by all member Councils.

Sims Metal Management have provided indicative collection schedules based on current requirements and have advised that the provision of this information at the start of the arrangement will enable them to plan their resources more effectively and efficiently.

Ferrous metal at Cairns sites will be regularly collected by truck and transported back to Sims yard in Cairns without the need for compacting. This will significantly free up the baling equipment for use elsewhere in the region.

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It is a condition of the contract that baled material is removed within 7 days of Sims Metal Management attending the site.

- Price

The metal market is notoriously volatile. During market research all suppliers advised that in order to achieve the best possible market price, the arrangement should incorporate a formula which would allow for monthly Rise & Fall. Prices were therefore requested, inclusive of all expenses, as follows:

Ferrous Metal

As a fixed monthly percentage of the specific section of The Tex Report monthly rate for Ferrous Scrap export which is an industry standard document referred to for the price of Steel.

Used Lead Acid Batteries

As a fixed monthly percentage of the London Metal Exchange monthly rate for Lead.

Whilst the actual price per tonne received will vary on a month to month basis, the fixed percentage will remain for the contract term and provide certainty and transparency to all concerned.

ROPS Risk Management

Council is under no obligation to rank the submissions as the financial risk is minimal.

Separable Portion 1 – Ferrous Scrap Metal

Council	Price per tonne		%Increase
	\$ Current Price	\$Sims Offered Price	
Cook Shire Council	\$20.00*	\$102.53	412.65

*\$20.00 was paid in late 2014 for loose scrap metal. Council was also paid \$55.00/t for previously baled scrap metal. Baling cost in 2013 was \$52.80/t.

Sims offer price is based on the Tex Report and exchange rate as at October 2014.

The tender submissions were evaluated against the following criteria by the evaluation panel.

- Relevant experience & details of personnel to be involved
- Proposed collection schedule
- Work procedures & methodology
- Local business
- Value for money

Recommended Respondent Separable Portion 1 – Ferrous Scrap Metal

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Sims Metal Management Ltd

This recommendation is made based on the proposed collection schedule provided, collection methodology and overall capability. The submission from Sims Metal Management provided the best value for money.

Separable Portion 2 – Used Lead Acid Batteries

Council	Price per tonne		%Increase
	\$ Current Price	\$Sims Offered Price	
Cook Shire Council	\$180.00*	\$327.12	81.73%

*The actual price received is \$280.00/t but the approximate cost of transport of \$100.00/t has been deducted. The offer will also free Council staff the time.

Sims offer price is based on the London Metal Exchange and exchange rate as at October 2014.

The tender responses were evaluated against the following criteria by the evaluation panel.

- Relevant experience & details of personnel to be involved
- Proposed collection schedule
- Work procedures & methodology
- Local business
- Value for money

Recommended Respondent - Separable Portion 2 – Used Lead Acid Batteries

Sims Metal Management Ltd

This recommendation is made based on the proposed collection schedule provided, collection methodology and overall capability. The submission from Sims Metal Management provided the best value for money.

Whilst Zebra Metals were the original recommended respondent, they advised post-tender that they would not be interested in pursuing Separable Portion 2 only. Changes were also made to the specification post-tender and initial tender evaluation following the withdrawal of two member councils from this separable portion of the contract and respondents were invited to provide revised pricing resulting in the recommendation above.

OPTIONS:

1. Council resolves to award Contract FNQ004, separable portion 1, Collection & Removal of Ferrous Scrap Metal to Sims Metal Management Ltd for a 12 month period commencing 1 May 2015 with the option for a further 12 month extension.

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2. Council resolves to award Contract FNQ004, separable portion 2, Collection & Removal of Used Lead Acid Batteries to Sims Metal Management Ltd for a 12 month period commencing 1 May 2015 with the option for a further 12 month extension.
3. Council authorises and adopts the recommended Register of Pre-Qualified Suppliers listing for 24 months from 1 May 2015 to 30 April 2017, with the option or a further 12 month extension.
4. Council resolves not to award Contract FNQ004, separable portion 1, Collection & Removal of Ferrous Scrap Metal or separable portion 2, Collection & Removal of Used Lead Acid Batteries and continue with current arrangement.
5. Council resolves not to award Contract FNQ004, separable portion 1, Collection & Removal of Ferrous Scrap Metal or separable portion 2, Collection & Removal of Used Lead Acid Batteries but resolves to explore alternative options.

RECOMMENDATION

That Council

1. Awards Contract FNQ004, separable portion 1, Collection & Removal of Ferrous Scrap Metal to Sims Metal Management Ltd based on the schedule of rates provided for 12 months from 1 May 2015 to 30 April 2016 with the option for a further 12 month extension.
2. Awards Contract FNQ004, separable portion 2, Collection & Removal of Used Lead Acid Batteries (ULABs) to Sims Metal Management Ltd based on the schedule of rates provided for 12 months from 1 May 2015 to 30 April 2016 with the option for a further 12 month extension.
3. Adopts the Register of Pre-Qualified Suppliers in accordance with the attached supplier listing for 24 months from 1 May 2015 to 30 April 2017, with the option for a further 12 month extension.
4. Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with these arrangements.

ATTACHMENTS:

Overall Tender Evaluation Scores – Ferrous Metal & ULAB
CSC Tender Evaluation Scores – Ferrous Metal & ULAB
Register of Pre-Qualified Suppliers for Waste Collection & Removal Services

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Overall Scores - Metal									
		One Steel		Sims Metal Management		Subloos		Zebra Metals	
		%	Rank	%	Rank	%	Rank	%	Rank
Weighting	Criteria								
20%	Capability Relevant experience and details of personnel to be involved in the project.	12.92%	3	14.42%	1	9.08%	4	13.50%	2
30%	Collection Schedule Proposed Collection schedule confirming proposed collection periods for each Principal, the duration of the collection service at each site and volume to be collected. Principal will consider the schedule which best suits and addressed the Principal's requirements.	11.50%	4	17.13%	2	14.25%	3	20.75%	1
20%	Work Procedures & Methodology Details of work methods to demonstrate understanding of works and environmental procedures proposed	12.44%	3	14.56%	1	8.33%	4	14.11%	2
5%	Local Business Presence in the Far North Queensland Regional Area. For the purpose of assessment, 'LOCAL' means a resident or rate-payer of the Principals region.	1.00%	4	4.00%	2	5.00%	1	2.00%	3
25%	Value for Money Price for collection of Ferrous Metal & provision of skip bins	7.91%	3	24.00%	1	1.26%	4	9.31%	2
100%	Total Score	45.77%	3	74.10%	1	37.93%	4	59.67%	2
				Recommended					

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Individual Evaluation Summary										
		One Steel		Sims Metal Management		Subloos		Zebra Metals		
Weighting	Criteria	%	Rank	%	Rank	%	Rank	%	Rank	
20%	Capability Relevant experience and details of personnel to be involved in the project.	13.00%	3	17.00%	1	6.00%	4	15.00%	2	
30%	Collection Schedule Proposed Collection schedule confirming proposed collection periods for each Principal, the duration of the collection service at each site and volume to be collected. Principal will consider the schedule which best suits and addressed the Principal's requirements.	7.50%	3	10.50%	2	4.50%	4	22.50%	1	
20%	Work Procedures & Methodology Details of work methods to demonstrate understanding of works and environmental procedures proposed	13.33%	2	17.33%	1	4.00%	4	13.33%	2	
5%	Local Business Presence in the Far North Queensland Regional Area. For the purpose of assessment, 'LOCAL' means a resident or rate-payer of the Principals region.	1.00%	4	4.00%	2	5.00%	1	2.00%	3	
25%	Value for Money Price for collection of Ferrous Metal & provision of skip bins	1.00%	24	24.00%	1	0.00%	3	0.00%	3	
100%	Overall Score	35.83%	3	72.83%	1	19.50%	4	52.83%	2	

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FNQ004 Register of Pre Qualified Suppliers for Waste Collection & Removal Services						
Company		One Steel	Sims Metal Management	Subloos	Zebra Metals	
Contact Details	Main Contact	Glenn Scoble	David Browning	Patrick Dunne	Ron Bowes	
	Street Address	61 Anton Road, Hemmant, QLD 4174	26 Comport Street, Cairns, QLD	Lot 5 Dickson Road, Innisfail, QLD 4860	227 Somerset Road, Gracemere, QLD 4702	
	Post Address	PO Box 778, Wynnum, QLD, 4178	PO Box 815, Bungalow, QLD 4870	PO Box 633, Innisfail, QLD 4860	PO Box 70, Gracemere, QLD 4702	
	Telephone	0427 184378 / 07 3131 2300	0449 139744/ 07 4031 1100	07 4061 7450/07 4063 4500	0429 332 444/07 4933 3333	
	Email	glenn.scoble@onesteel.com	david.browning@sims.com	admin@subloos.com	info@zebrametals.com.au	
Services Listed		Scrap metal baling & collection	Scrap metal collection & recycling	Managing waste transfer stations	Sorting & processing of waste materials into in-size pieces and stockpiles	
		ULAB transportation		Landfills and waste collection & cartage	Processing, compacting and bailing of metals (ferrous and non-ferrous) and other materials	
				Disaster management including recycling of metals, greenwaste & concrete	Clean up of transfer stations, agricultural land and other areas	
				Large fleet of equipment including excavators, loaders, bobcats, landfill compactors, waste collection vehicles, (side arm and front lift), semi tippers, body trucks, water trucks & dumpys	Purchase and recycling of recyclable materials. Logistics and transportation of reclaimed ferrous metal, ULAB nad other environmental waste (non-ferrous and other materials included). Use of heavy plant and equipment for differing size tasks as above. Weighbridge facilities available at receiving yards. Use of various grab, shear and magnet attachments for final cleanup of sites.	
Insurance	Workers Compensation	Policy Number	SEI00000241	WAA850693339	WPA940798039	WGA050922786
		Expiry	30.04.2015 (self-insured)	30.06.2015	30.06.2015	30.06.2015
	Public & Product Liability	Insurer	Vero/Lloyds of London	HDI Gerling Industrial Insurance Company	Epsilon UW Agencies	JUA UW Agency
		Policy Number	LSB016745696/DR560512	1810661-14009	STA0138CGL.QRB0183XL	100356629
	Other	Expiry	31.10.2015	31.10.2015	22.11.2015	16.03.2015
		Policy Type	Motor Vehicle	Industrial Special Risks	Motor Fleet	Motor Vehicle
		Insurer	CGU	CGU, HDI Gerling, Allianz	GT&AIS	QBE Australia
		Policy Number	24F 2045354	01R2855708	CPG20000993	AQA529265MVA
		Expiry	31.10.2015	31.10.2015	31.03.2015	19.07.2015
		Policy Type		Heavy Motor Vehicle		
		Insurer		Zurich Australia		
		Policy Number		72 VG02258 GFT		
Expiry			31.10.2015			
Quality Systems		Type		ISO 9001:2008		
	Certificate No	None	QEC6459	Own Quality Manual	Own Quality Management system	
	Expiiry		08.10.2016			

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PE3	LOCAL LAWS REVIEW 2014 – PUBLIC CONSULTATION PROCESS & ADDRESS ON SUBMISSIONS	
	<i>Report No. D15/3290 from Director of Planning & Environment March 2015 File No.</i>	

Précis

1. Council consider for a decision, its position with regards to the written submission made in response to the release of the Draft Local Laws 2014 for public consultation.

Background/History

2. The *Local Government Act 2009 – chapter 3, part 1*, make clear that it is the responsibility of each local government to make their local laws and to decide what process it will use to make them, so long as the process and the laws are consistent with the provisions of the Local Government Act 2009.
3. At its Meeting held 18-20 August 2014, Council resolved to release the Draft Local Laws 2014 for public consultation.
4. The proposed Draft Local Laws 2014 were advertised/ notified for public consultation for the month of November 2014, and interested persons were permitted and encouraged to make written submissions.
5. The following submissions were received, during the public consultation period, as set out in the below table:

Submission	Type
Numerous noted by staff	Verbal during public presentations
Elisabeth Peck [Orchid Caravan Park Cooktown]	Written Objection to the proposed RV Rest Area, Adelaide Street, Cooktown

6. A copy of written submissions is attached to this Report.

7. The Proposed Local Laws (Model) – Table 1

Local Law No. 1 (Administration) 2014
Local Law No. 2 (Animal Management) 2014
Local Law No. 3 (Community and Environmental Management) 2014
Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2014
Local Law No. 5 (Parking) 2014

8. Existing Local Laws Proposed to be Retained – Table 1A

Previous	Proposed Number - Retained Local Law
----------	--------------------------------------

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Number	
00	Local Law No. 6 (Aerodromes) 2014
07	Local Law No. 7 (Foreshores) 2014
10	Local Law No. 8 (Jetties, Barge Loading Ramps and Boat Ramps) 2014
18	Local Law No. 9 (Gates and Grids) 2014

All current Local Laws and Subordinate Local Laws, except those reviewed and included in the above Table 1A, are proposed to be repealed.

9. The Proposed Subordinate Local Laws - Table 2

Subordinate Local Laws
Subordinate Local Law No. 1 (Administration) 2014
Subordinate Local Law No. 2 (Animal Management) 2014
Subordinate Local Law No. 3 (Community and Environmental Management) 2014
Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2014
Subordinate Local Law No. 5 (Parking) 2014

10. A written response to those who made written submission is required, and should address the details of the comments made. Council's soliscitors require council's position with regard to public comments made in writing, in order to prepare the response.

Link to Corporate Plan

11. Strategic Direction:

NATURAL ENVIRONMENT, ENVIRONMENTAL HEALTH SERVICES AND SUSTAINABLE DEVELOPMENT

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

- b) Effective and appropriate local laws and their enforcement.
- c) Animal control in all townships and localities.
- d) Environmental health initiatives and services.

Consultation

12. Notice be given for 28 days public consultation period, to enable proper consideration and inclusion of improvements and adjustments.

Legal Implications (Statutory, basis, legal risks)

13. Council, as a local government authority is responsible for the review and adoption of a current and legally viable set of Local Laws, and this is a requirement of the *Local Government Act 2009 – chapter 3, part 1*.

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Policy Implications

14. As detailed in the Proposed Local Laws.

Financial and Resource Implications (Budgetary)

15. Funds to cover the drafting, public notice advertising, legal assessment, and reporting are allocated in the Council Budget 2015 Financial year.

RECOMMENDATION

That Council hereby states the terms of its position with respect to the written submission of Elisabeth Peck, Owner of the Orchid Caravan Park, Cooktown, regarding its Draft Local Laws 2014, including Draft Subordinate Local Laws.

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-----Original Message-----

From: Elizabeth Peck [<mailto:elizabethjpeck@gmail.com>]

Sent: Monday, 22 December 2014 4:28 PM

To: Mark Marziale

Subject: RV rest area in Adelaide Street

Dear Mark

Thank you for taking the time to explain the new local laws which will affect the operation of the council's RV rest area.

As the owner of the Cooktown Orchid Travellers Park, the caravan park immediately adjacent to the area currently used, I am totally against providing a council run RV rest area right in the middle of town. Firstly, it is in direct competition with my caravan park and it is also in competition with the other caravan parks in town. This does not seem to comply with the anti competitive provisions which Councils are supposed to take into account. Secondly, it detracts from the look of the town and it interferes with the use of the open area along Adelaide Street by anyone except the campers.

Council admitted that they had never done a feasibility study. An RV rest area only needs to be within 5 kms of the post office and Council has never been able to demonstrate, when asked, why this site was selected and which, if any, other sites were considered.

When Council first decided to open this area, park owners were told that it was to be for a trial period of 1 year and there would be a review of the operations after this. I was surprised to see from the minutes of the council meeting of December 2013 that there really seemed to be no discussion about whether to extend the "trial" period for another 2 years. With the insignificant amount of around \$3315 from issuing permits and no mention of the cost of providing the facility there seemed to be very few grounds for considering this to be so successful that a further 2 years were warranted and there was no indication as to how the decision was made. There is a reference to the results of a survey but these results include spending by people who should not have even been in that area anyway. 35% of the vehicles who responded to the survey were caravans and campervans and other vehicles recorded were 4WDs and slide on campers none of which would have been self contained. Not only does this mean that the results of the survey included vehicles which shouldn't have been in the rest area anyway but it also demonstrates how poorly the area was supervised if these vehicles were allowed in (and then included in a survey).

The site has never been properly supervised. It has constantly been used by caravans, combi vans, tents, swags, 4WDs and ordinary cars, none of which have been self contained. We know and they know that there will be no one supervising the area and no one will move them on or fine them. This has led to a complete free for all and has undoubtedly led to the area being polluted and made that area of town look very unsightly. On the very rare occasion when vehicles have been moved on they have come into our park and complained bitterly when they see that similar vehicles going down to the RV area maybe 10 mins later, after the council officer has gone, have stayed and got a free nights accommodation there.

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If you have businesses in town that think they have had a lot of extra business from the RVs then maybe you should introduce a levy, perhaps 20% of their takings from people staying in the rest area, to pay for all the facilities that these RVs demand. I certainly haven't gained anything. My park can be 1/2 full and I can see at least 20 vehicles of all sorts (certainly not self contained) in the RV rest area so I have certainly lost revenue. It would also be interesting from the point of view that this RV rest area is not an overflow so unless it has brought a lot of new people into town then the town has only the same number of tourists but instead of them staying in a park and paying they are staying in the Council area and paying nothing.

I am not sure why the Council put the dump point on the corner of Adelaide Street about 2 metres from the sites at the back of my park. I would have thought there would be some sort of minimum distance from where people were living/camping. We have had numerous complaints about the smell in our campsite when people are emptying into the dump point.

Tourists who choose to stay in my park frequently comment that they consider that the rest area looks unsightly and they cannot understand why Council would put an RV rest area immediately adjacent to a caravan park. They also can't understand why they would allow anyone and everyone to use it, whether they are self contained RVs or not.

No mention has ever been made of the cost to the ratepayers of setting up and maintaining this facility. The tourists use water and sewerage facilities, they have their rubbish collected, the grounds cleared and mowed, and they use the toilet facilities in Anzac Park. All of these are provided and paid for by the ratepayers of which I am one. I pay for all these services in my park that you are giving away for nothing or a minimal cost just the other side of my fence plus I pay general rates as well. I spend money in the town, I try to buy locally and support local tradesmen and donate to local events but that seems to be ignored or taken for granted and all we hear about is attracting tourists to Cooktown to spend money as if what the locals spend is less important.

When we first heard that the RV area was to be introduced I and other park operators tried to address Council with our concerns but were told that we were not allowed to and that it had all been decided and that basically it was going ahead whatever anyone said. I and other park operators wrote extensively to Council asking about feasibility studies, costings, proposals for supervising the site, compliance with laws and regulations and research into similar schemes in other towns. We never received satisfactory replies to any of our enquiries and I am very pleased to have this opportunity to put my views in circumstances where I feel that they will actually be taken into consideration.

Regards

Elizabeth Peck

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LAND TENURE

LT1	BOUNDARY ANOMALY BETWEEN AURUKUN SHIRE COUNCIL AND COOK SHIRE COUNCIL – LOT 211 ON SP241404 AND LOT 653 ON SP178000; PARISHES OF DUNLEATH AND DUNNING.	
	<i>Report No.D15/3240 from Land Tenure Officer File No. 2.501.34; 2.502.5; 2.650.34; 2.965.43.</i>	

Précis

1. Agree to minor boundary alteration between Aurukun Shire Council and Cook Shire Council.

Background/History

2. By letter dated 6 February 2015, the Department of Local Government, Community Recovery and Resilience advised of a boundary anomaly between Cook Shire Council (“CSC”) and Aurukun Shire Council (“ASC”).
3. The Department is seeking Council’s views to assist it when advising the Minister on a possible referral to the Local Government Change Commission for determination.
4. Following on a ground survey conducted by the Department of Natural Resources and Mines of Lot 211 SP241404 within ASC for native determination purposes, the anomaly was identified; a survey reference tree marked C153375 on the eastern corner of the Parish of Dunleath was identified but no survey mark for the western corner for the Parish of Dunning was identified.
5. Accordingly, the new survey plan has removed the reference to the western corner and maintained the reference of the tree, L RES (C153375), for the joint boundary of both parishes. See attached Plan SP241404.
6. Attached plan C153375_cropped/edited, from the late 1880’s, depicts the boundary without an offset, unfortunately in 1979 Plan PH1502 prepared by the then Department of Mapping and Surveying as a compiled plan included the offset. As the property is not fully surveyed each consecutive plan included this offset.
7. The result of the new survey is that approx 15km² of Lot 653 SP178000 in CSC will be transferred to Lot 211 SP241404 in ASC. A change to the local government boundaries for both ASC and CSC is therefore desirable.
8. Lot 653 SP178000 is Kendall River Station, State lease land; no buildings or structures would be affected by this anomaly. Council has no infrastructure within the affected area.

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9. With the foregoing, the following recommendation is submitted.

Link to Corporate Plan

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

Consultation

11. Internal and Departmental.

Legal Implications (Statutory, basis, legal risks)

12. Nil.

Policy Implications

13. Nil.

Financial and Resource Implications (Budgetary)

14. Nil.

RECOMMENDATION

That the Department of Local Government, Community Recovery and Resilience be advised that Council supports the correction of the boundary anomaly of Lot 211 SP2411404 and Lot 653 SP178000 as depicted on submitted plan SP241404, and a change to the local government boundaries of Aurukun Shire Council and Cook Shire Council.

Att.

Plan SP241404

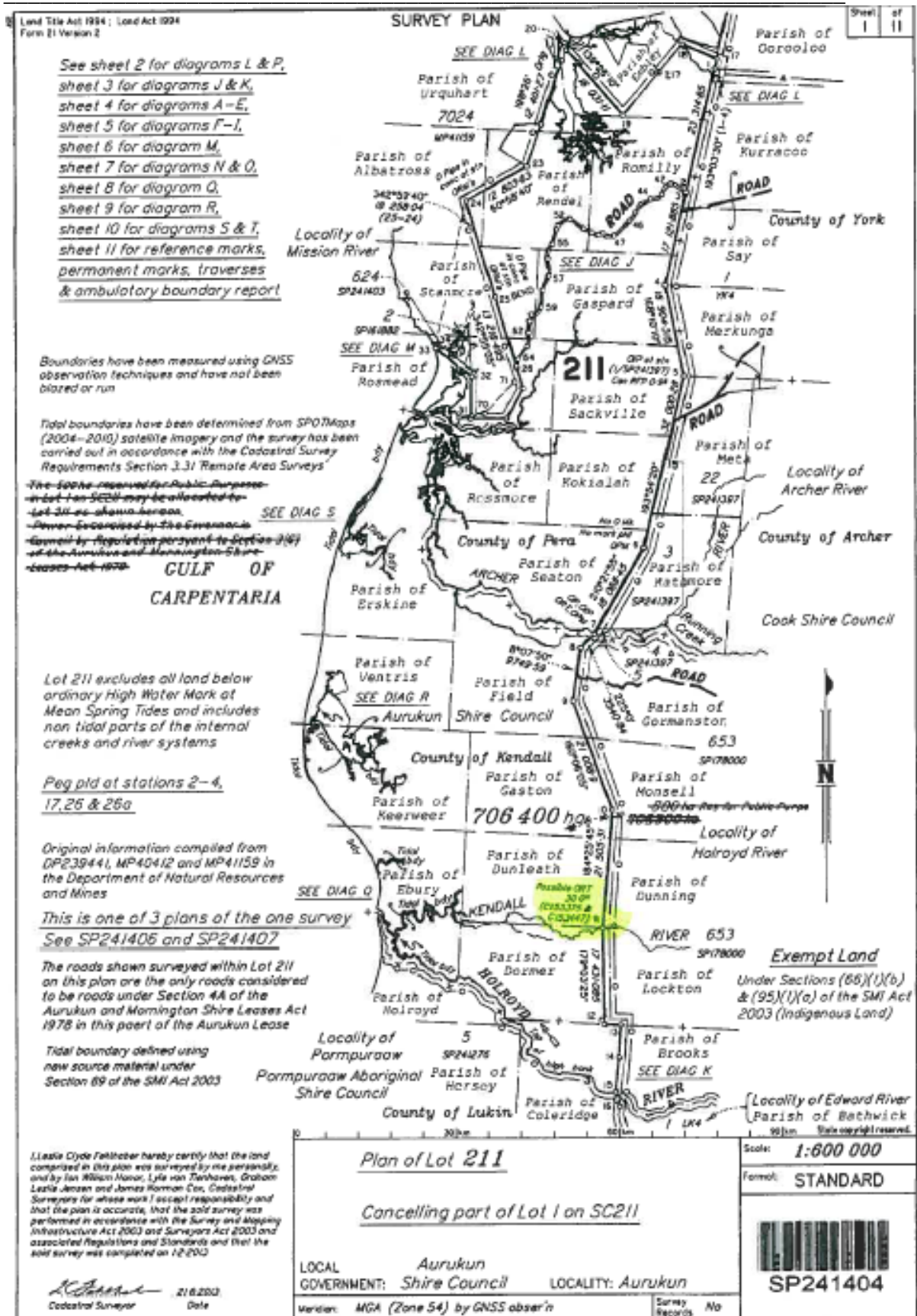
Plan C153375_cropped

Plan C153375_edited

Plan PH1502

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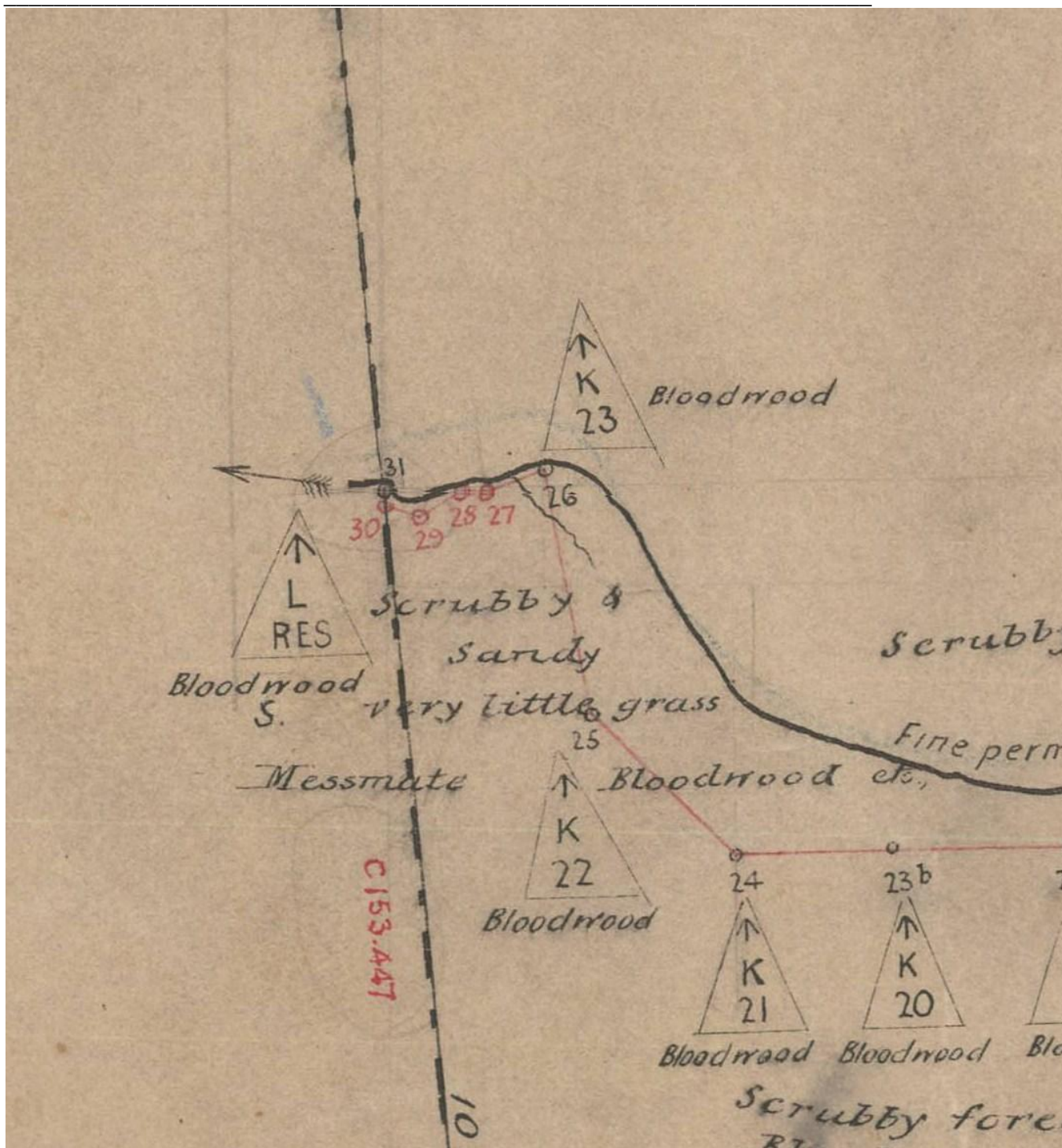
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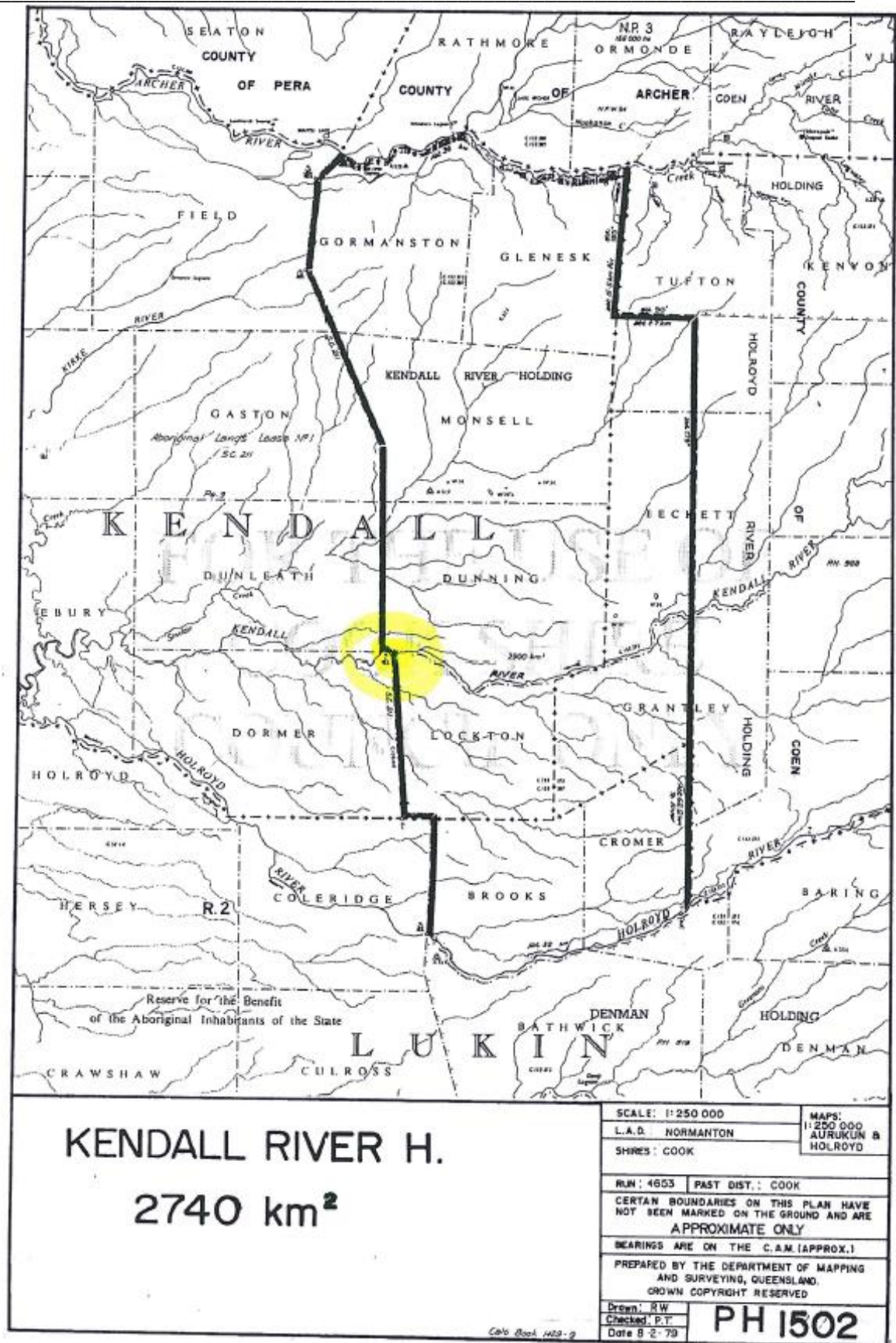
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ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES

CS1	REVIEW OF GRANTS POLICY	
	<i>Report No.D15/3179 from Grants Officer</i>	

Précis

Review of Grants Policy in line with review schedule.

Background/History

Cook Shire Council has implemented new grant programs that have not been recognised in the Community Grants Policy. The Policy has been revised to include all Council Grant programs and will supersede the Community Grants Policy.

Link to Corporate Plan

4.1 Leadership and Governance

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

4.3 Active Creative Connected

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

Consultation

Nil.

Legal Implications (Statutory, basis, legal risks)

Nil.

Policy Implications

Change as per resolution

Financial and Resource Implications (Budgetary)

Nil.

RECOMMENDATION

Council adopt the revised Grants Policy

Grants Policy

Intent

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

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

Scope

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

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

This policy covers all grants inclusive of Community Development, Economic Development, Major Event Funding, Donations or Financial in Kind Support.

Eligibility

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

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- Organisation, group or individual has no outstanding debts to Council for rents, rates, fees, etc;
- Applicants must have nil outstanding acquittals for previous funding;
- Funding requests must be prior to the event; no funding is available retrospectively unless the event takes place after the deadline for applications and prior to assessment at the next ordinary Council meeting.

Selection criteria

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

Application and approval process

- Applications must be submitted to Council on the appropriate form with all sections completed in line with the relevant guidelines by the closing date;
- Applicants will be notified within five working days of incomplete applications and given one opportunity to amend. Amendments must be received within five working days;
- Applications will be assessed against how well the project meets the criteria for each grant category;
- The level of community support and community benefit;

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- The level of assistance available is limited by Council's budget decision and its priorities listed in its Corporate and Operational Plans;
- No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested;
- All applications will be assessed by a minimum of two Council Officers against criteria for eligibility;
- Council Officers will prepare a report with funding recommendations to be presented at the next ordinary Council meeting;
- All applicants will be informed of the outcome of their application within five working days of a decision;
- Arrangements for successful applicants will be made within thirty days of approval.

Timeframes

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

Community Development Grants

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

Economic Development Grants

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

Major Events Grant Funding

Major events act as flagships for Cook Shire and are well-known events recognised by the Council for their distinctive identity and contribution to the social and economic benefit of the community. Funding for these events is by invitation.

In-Kind Support

- Community organisations are eligible to apply for in-kind support for community events and initiatives only;
- Support is available throughout the year however applicants must apply a minimum of eight weeks prior to the event or activity;
- Approvals are subject to Council resources and individual department budgets.

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Annual School Awards Ceremonies

Support for student awards ceremonies at the end of each school year is subject to a letter of request for donation. Donations will be capped at \$100.00 School.

- Opening 1 October and closing 1 December.

Discretionary funds

Available all year subject to budget allocations.

- Requests for assistance that are \$100 or less and that meet the criteria listed in this policy can be authorised by the CEO;
- Requests that exceed \$100 and that meet the criteria listed in this policy will be tabled at monthly Council meetings for consideration and are therefore subject to Council Agenda deadlines.

Acquittal

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

Implementation

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

Controls

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

Effective from

This policy is effective from [insert adoption date].

Further information

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

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

Officer responsible for review:	Economic Development & Community Services
Director	
Current adoption:	
Version No:	V4
Date for review:	As Required

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CS2	REVIEW OF ARTS & CULTURE POLICY	
	<i>Report No.D15/3221 from Arts and Cultural Officer</i>	

Précis

Review of Arts & Culture Policy in line with review schedule.

Background/History

Cook Shire Council's Arts & Cultural Policy was adopted in May 2006. Council's Cultural Policy 2010-2013 was adopted in February 2010 with a revision date of February 2013. This revised Arts and Culture Policy will supersede both of these policies.

Link to Corporate Plan

4.1 Leadership and Governance

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

4.3 Active, Creative and Connected

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

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

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

4.3.2 c) Demonstrate environmental awareness and sustainable practice in resource usage.

4.5 Identity and Integrity

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

4.5.1 (b) Effective management of land tenure and the Shire's interest with reference to native title and indigenous land use negotiations.

4.5.1 (c) Streetscapes and open spaces that reflect the lifestyle and character of the Shire's constituency.

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

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

4.7 Economic Wellbeing

4.7.1 (a) Advocate and support economic development.

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- 4.7.1 (b) Advocate and support development of the Shire's key industries.
4.7.3 (g) Support development through the provision of advocacy, support and partnership arrangements.

Consultation

Nil.

Legal Implications (Statutory, basis, legal risks)

Nil.

Policy Implications

Change as per resolution

Financial and Resource Implications (Budgetary)

Subject to external funding programs.

RECOMMENDATION

Council adopt the revised Arts and Culture Policy



Arts and Culture Policy

INTENT:

The purpose of this Policy is to provide an essential framework for Council to develop and support arts, culture and heritage in all forms as part of Council's municipal obligation to engage with and enrich the lives of its constituents and visitors, whilst creating a community focus on arts and heritage.

Council acknowledges that arts and culture form one of the major pillars of any sustainable economy and will work with the community to pursue economic advantage for the region, whilst preserving those unique features of its heritage, culture and artistic endeavours that reflect the Shire's community, its personality and its strengths.

SCOPE:

This policy will provide a framework in which the results of regular community consultation can be applied to identify and refine arts and cultural strategic initiatives. These initiatives will result in an annual Arts and Culture Strategy Document which accurately reflects the arts and cultural priorities of the community and serve as a foundation for Council's arts funding initiatives

This policy is designed to assist Cook Shire Council in making decisions and determining how resources will be invested to support the specific needs of local people and their communities.

This policy applies to all Councillors and employees of Cook Shire Council, inclusive of contractors, agents and volunteers.

The policy will provide guidance for the assessment of applications to Cook Shire Council funding programs.

This policy reflects the strategic direction as established in:

- Cook Shire Community Plan 2011 - 2021
- Cook Shire Council Corporate Plan 2012-2017
- Cook Shire Council Annual Operational Plans

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This policy has the potential to be supplemented by additional policies as appropriate.

DEFINITIONS:

Throughout this document the terms **arts**, **culture** and **heritage** are used in a broad sense to include all traditional, new and emerging forms of artistic expression, cultural and heritage activities.

The word **culture** is most commonly used as it applies to all humanity as follows:

‘**Culture** should be regarded as the set of distinctive spiritual, material, intellectual and emotional features of society or a social group, and it encompasses, in addition to art(s) and literature, lifestyles, ways of living together, value systems, traditions and beliefs’.

UNESCO, 2002

PROVISIONS:

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

Council will encourage, facilitate and support:

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

Links to Cook Shire Community Plan 2011 - 2021

Active, Creative and Connected

- Cultural heritage is celebrated.
- We have a range of community groups supported through a culture of volunteering.
- Our communities are enlivened through a vibrant arts culture sector.
- Our communities are open, inclusive and connected, and value diversity.

Safe, Healthy and Inclusive

- We value the participation of our community members and treat everyone with respect.

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Identity and Integrity

- The range of opportunities for different lifestyles provided by our unique and diverse communities are protected and promoted.

Links to Cook Shire Corporate Plan 2012 - 2017

Active, Creative and Connected (4.3)

- 4.3.1 c) Support and advocacy for community groups, clubs, societies and organisations.
- 4.3.1 d) Support and advocacy for events and festivals and arts and cultural endeavours.

Identity and Integrity (4.5)

- 4.5.1 c) Streetscapes and open spaces that reflect the lifestyle and character of the Shire's constituency.
- 4.3.1 d) Recognition of diversity within the shire's community whilst valuing and encouraging equity and inclusiveness.

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

Council will encourage, facilitate and support:

- 2.1. cultural and heritage tourism;
- 2.2. improved standards and best practice in art form skills, organisational governance and enterprise readiness;
- 2.3. collaboration and the development of partnerships within the arts and cultural sector
- 2.4. sustainability of arts, cultural and heritage enterprises.

Links to Cook Shire Community Plan 2011 - 2021

Active, Creative and Connected

- Cultural heritage is celebrated.
- Our communities are enlivened through a vibrant arts culture sector.

Identity and Integrity

- The range of opportunities for different lifestyles provided by our unique and diverse communities are protected and promoted.
- The pre and post contact history is recorded and sites protected and promoted as appropriate.

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Economic Wellbeing

- Our economy is increasingly sustainable.

Links to Cook Shire Corporate Plan 2012 - 2017

Active, Creative and Connected (4.3)

- 4.3.1 d) Support and advocacy for events and festivals and arts and cultural endeavours.
- 4.3.2 a) Incorporate best practice management as a benchmark in all activities.
- 4.3.2 c) Demonstrate environmental awareness and sustainable practice in resource usage.

Identity and Integrity (4.5)

- 4.5.1 a) Support and advocacy for groups and statutory planning endeavours that further the preservation of the Shire's cultural heritage.
- 4.5.3 a) Support community management with reference to cultural heritage endeavours.

Economic Wellbeing (4.7)

- 4.7.1 a) Advocate and support economic development.
- 4.7.1 b) Advocate and support development of the Shire's key industries.
- 4.7.3 g) Support development through the provision of advocacy, support and partnership arrangements.

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

- 3.1. *Council will facilitate and maintain partnerships with relevant arts and tourism bodies.*
- 3.2. *Council will encourage, facilitate and support community groups assisting with the preservation of the Shire's cultural heritage.*
- 3.3. Council will ensure it meets relevant state and national legislative requirements including:
 - i. *Aboriginal Cultural Heritage Act 2003;*
 - ii. *Aboriginal and Torres Strait Islander Heritage Protection Act 1984;*
 - iii. *Environment Protection and Biodiversity Conservation Act 1999;*
 - iv. *Historic Shipwrecks Act 1976;*
 - v. *Queensland Native Title Act 1993;*

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- vi. *Protection of Movable Cultural Heritage Act 1986;*
- vii. *Queensland Heritage Act 1992;*
- viii. *Torres Strait Islander Cultural Heritage Act 2003.*

Links to Cook Shire Community Plan 2011 - 2021

Environmental Wellbeing

- Economic, residential, recreational and cultural activities work alongside environmental legislation.

Active, Creative and Connected

- Cultural heritage is celebrated.
- Our communities are enlivened through a vibrant arts culture sector.

Identity and Integrity

- The range of opportunities for different lifestyles provided by our unique and diverse communities are protected and promoted.
- The pre and post contact history is recorded and sites protected and promoted as appropriate.

Links to Cook Shire Corporate Plan 2012 - 2017

Leadership and Governance (4.1)

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

Active, Creative and Connected (4.3)

4.3.2 c) Demonstrate environmental awareness and sustainable practice in resource usage.

Identity and Integrity (4.5)

- 4.5.1 a) Support and advocacy for groups and statutory planning endeavours that further the preservation of the Shire's cultural heritage.
- 4.5.1 b) Effective management of land tenure and the Shire's interest with reference to native title and indigenous land use negotiations.

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

AGENDA AND BUSINESS PAPERS
16-17-18 March 2015

Officer responsible for review: Director Economic Development and
Community Services

Current adoption:

Version No: V3

Date for review: As required

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16-17-18 March 2015

CS3	COMMUNITY DEVELOPMENT GRANT PROGRAM 2014/2015 – ROUND 2	
	<i>Report No.D15/3230 from Director Economic Development & Community Services</i>	

Précis

Community Development Grant Program 2014/2015 – Round 2

Background/History

Cook Shire Council has implemented a Community Development Grant Program subject to the allocation of funding in the annual budget. The aim of the program is to provide assistance to organisations, groups or individuals who make a positive contribution to the quality of life of the community or offer benefit to the Shire as a whole.

Two rounds are on offer for 2014/2015.

Fifteen (15) applications for Round 2 of the Community Development Grants Program 2014/2015 have been received and assessed – see table below.

Assessment Process

All applications are assessed against the following criteria:

Eligible applicants:

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

The criteria for assessment are:

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

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

Background/History

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Nil

Link to Corporate Plan

STRATEGIC DIRECTION

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

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ASSESSMENT OUTCOMES

Applicant organisation	Funding request	Eligibility	Funding recommendation	Project summary and comments
Cooktown Horse Sports Association	<i>\$1,100.00 in-kind support</i>	Properly constituted organisation	Nil	<p>Build a horse/bull arena on the land gifted by the Cooktown Amateur Turf Club. Request for donation of sand and cartage to the value of \$1,100.00.</p> <p><i>Approved for \$900.00 in Round 1 for gazebos.</i></p> <p><i>As this project will be of benefit to a number of community groups and clubs it is suggested they collaborate their efforts to achieve their desired outcomes. This will encourage connection of our clubs and organisations linking to CSC Corporate Plan.</i></p>
Cooktown District Community Centre Incorporated	<i>\$ 2,000.00</i>	Properly constituted organisation	Nil	<p>Purchase of games and equipment to support activities for the Outside School Hours Care service for the over 8's.</p> <p><i>This activity is paid for by the parents of the children attending afterschool care and some equipment is already available to this group through their other programs. The equipment requested is not essential to the setting up or running of this activity.</i></p> <p><i>Suggested to ask community for donations of games and equipment to improve the range of activities available during after school care.</i></p>

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Cooktown School of Arts Society Inc	\$800.00	Properly constituted organisation	Nil	<p>Purchase two gazebos to support outdoor workshops, catering and entertainment on exhibition nights and undercover area for tourists and locals to observe artists at work.</p> <p><i>Gazebos have been borrowed for these events in the past and as this is not an essential requirement for this group to hold their activities and funding is limited by the high number of applicants it was decided not to fund the purchase of gazebos this round.</i></p>
Cooktown Kindergym Inc T/A Cooktown Gymnastics Club	\$970.00 (\$869.10)	Properly constituted organisation	\$485.00 less \$100.90 left over from round 1 Total \$384.10	<p>The club has one qualified coach and has high demand for gymnastics classes resulting in a wait list. Four volunteers will complete an on-line training in conjunction with face-to-face training in Mareeba.</p> <p><i>Approved for \$1,130.60 in Round 1 for the Kindergym for the purchase of gazebos, banner, folding table and t-shirts for promotional activities. The acquittal had unspent funds of \$100.90. Requested funds are rolled over for use with this grant.</i></p> <p><i>Approved for two coaches to be trained at this time giving the club a total of three coaches. This will alleviate their current issues for qualified coaches. The training of two new coaches is considered sufficient for the club at this time in its early stages of growth.</i></p>

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Cooktown Re-enactment Association auspice for Cooktown Multicultural Festival	\$2,000.00	Properly constituted organisation	Withdrawn	Assistance with delivery costs for the Multicultural Festival. <i>Withdrawn – auspice organisation is overcommitted through the Council’s various grants program. Cooktown Multicultural Festival is seeking own incorporation status and will consider re-applying in future funding rounds.</i>
Endeavour Lions Club	\$2,000.00	Properly constituted organisation	Nil	Request for in-kind support for Council staff (2) with plant (2 utes), and road closure gates and signage assistance on race day. Council bales of hay for use only at the event. <i>This event is designed to engage youth over a six month period designing and making their carts. Previous funding was not taken up due to a lack of community support for the event. Council unable to commit staff to the event.</i>
Yuku Baja Muliku Landowner & Reserves Ltd T/A Ku Ku Bulkaway Art Gallery	\$2,000.00	Australian Public Company registered with Australian Charities and Not-for Profits	Nil	Engagement of a local artist to paint the shop front of Ku Ku Bulkaway Art Gallery. <i>This project falls under the RADF guidelines and it will be suggested that this project should be applied for through the upcoming RADF round.</i>
Rossville & District Citizens Assoc Inc	\$1,079.23	Properly constituted organisation	\$1080.00	Replacement of hall equipment. Fridge, trestle tables, and a gas bottle to ensure status of “Public place of refuge” for the Rossville area.

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				<i>It is important to maintain a place of refuge in the Rossville area for public safety during emergencies in linking with CSC Corporate Plan. The hall is also used for other community activities and provides training areas for first aid and volunteer fire brigade courses amongst other community activities.</i>
Cooktown Baptist Church	\$2,000.00	Registered Charitable organisation	\$1020.00	<p>Purchase sporting goods to support a two night youth camp. Ages 10-14. The equipment will be utilised on an ongoing basis at their weekly youth group.</p> <p><i>Funding for camp costs will provide attendees with leadership and team skills as well as access to positive role models over two nights. Sporting equipment for the camp can be borrowed from the Cooktown PCYC sports equipment library to encourage collaboration within community groups around the shire.</i></p>
Kalan Enterprises Aboriginal Corporation	\$2,000.00	Properly constituted organisation	\$2000.00	<p>Transportation costs for 30 dancers and support persons to attend the Laura Dance Festival.</p> <p><i>The group members are unable to provide enough transport for the entire group to attend the festival. This is a very important festival for the Laura and Cook Shire communities and provides cultural vitality for the shire in linking with CSC Corporate Plan.</i></p>

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Scripture Union Australia	\$2,000.00	Australian Public Company registered with Australian Charities and Not-for Profits	\$1310.00	Purchase camping equipment for use with the Leadership Development Program for males 15-16. <i>Funding for camp costs will provide attendees with essential leadership skills which in turn will benefit the community as this is an at risk group of young individuals. Sporting equipment for the camp can be borrowed from the Cooktown PCYC sports equipment.</i>
Our C.D.F.Inc	\$145.00	Australian Public Company registered with Australian Charities and Not-for Profits	Nil	In-Kind support for annual fee for market stalls for fundraising activities for the Cooktown Discovery Festival. <i>Does not meet the eligibility requirements</i>
Cooktown Tennis Club	\$1,809.84	Properly constituted organisation	\$1000.00	Engagement of a tennis coach for coaching clinics for children and adults. <i>This activity will encourage residents to try tennis but will not be beneficial to the larger community as a whole so funding has been reduced. Suggested that some costs can be covered by charging a small fee for adult clinics. Times need to be amended to suit more community members.</i>
Burrgirrku Land Trust	\$2,000.00	Properly constituted organisation	Nil	Purchase a vehicle that can assist with project work including the BLT Beautification through My Pathways, future works subject to funding with South Cape York Catchments. <i>Does not meet the eligibility requirements.</i>

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Rossville Rural Fire Brigade	\$1607.54	Properly constituted organisation	Nil	<p>This project will enhance brigade schedules to ensure the safe and effective deployment of equipment and vehicles during emergencies. <i>Approved for \$1300 in Exceptional Round 2013/14 for equipment purchase. Acquittal received 18/12/2014.</i></p> <p><i>Maintenance is a recurring cost associated with the day-to-day operations of the group and makes it an ineligible cost for funding.</i></p>
Total requested	\$23,511.71		\$ 6,794.10	

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Consultation

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

Legal Implications (Statutory, basis, legal risks)

Nil

Policy Implications

Nil

Financial and Resource Implications (Budgetary)

Total budget for donations 2014-2015	\$ 20,000.00
Round one recommendations	\$ 4,480.60
Round two recommendations	\$ 6,794.10
Balance remaining	- \$ 8,725.30

Recommendation

That Council approve the following applications to Round 2 of the Community Development Grants Program, 2014/2015:

- Cooktown Kindergym Inc - \$485.00 \$100.90 left over from round 1.
- Rossville and District Citizens Association Inc - \$1080.00
- Cooktown Baptist Church - \$1,020.00
- Kalan Enterprises Aboriginal Group - \$2,000.00
- Scripture Union Australia - \$1,310.00
- Cooktown Tennis Club - \$1,000.00

Council approved the following applications to Round 1 of the Community Development Grants Program, 2014/2015:

- Cooktown Horse Sports - \$900.00
- Sporting Shooters Association of Australia, Cooktown Branch Inc. - \$450.00 in-kind
- Cooktown Kindergym Inc. - \$1,130.60
- Full Boar Thai Boxing Club Inc. - \$2,000.00

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CORPORATE SERVICES

FINANCE

F1	REVENUE AND EXPENDITURE – FEBRUARY 2014	
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That the Revenue and Expenditure Statements for February 2014 be adopted

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F2	ANNUAL BUDGET 2014-15 : AMENDED	
	<i>Report No. D15/3319 from Manager Corporate Services</i>	

Précis

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

Background/History

The amendments to the Annual Budget 2014-15 have been prepared on an accrual basis and include the required statements for budget year 2014-15 and the next two years.

Note: Only those documents that have changed are included in the budget papers.

The Budget papers include the following documents:

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

- Support Papers –Revenue & Expenditure summary.

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

- Corporate Plan – No change
- Operational Plan – Updated January 2015
- Community Plan – No change

RECOMMENDATION

That Council resolve to adopt the Amended Annual Budget 2014-15 and supporting documents as presented.

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ADMINISTRATION

A1	CEO RECRUITMENT	
	<i>Report No.D15/3178 from Human Resources Officer</i>	

Précis

Recruitment process for the Chief Executive Officer (CEO).

Background/History

The former CEO, Stephen Wilton resigned on 19th January 2015.

Through the assistance of LGAQ, Council sourced and engaged an interim CEO to fulfil the head role until a new CEO is appointed. The interim CEO, Bruce Davidson, started with Council on 2nd February 2015.

On 6th February 2015, Council formally engaged the services of LGAQ to undertake the recruitment activities for this role. Peter Tragardh, LGAQ's Senior Associate, is the key person leading and managing the recruitment project with support and assistance from Council's HR Officer.

Outlined below, is the scope of services provided to Council by LGAQ for the CEO recruitment, as set out in their proposal dated 27th January 2015.

Briefing

Phone clarification of brief, salary range, strategic issues, team management responsibilities, question over relocation expenses, timing, interviewing schedule, etc.

Project Set Up

Includes drafting and placing all advertisements for digital and press advertising, approvals for advertising, setting up pro forma correspondence, reporting templates.

Recruitment Phase

Screening, short-listing, interviewing and reference checking.

Job Offer/Negotiation

Final stage of co-ordinating interviews, negotiation, job offer.

Settling in Stage

Follow up on candidates and consultancy review.

On 16th February 2015, Peter Tragardh facilitated a workshop discussion with the whole of Council and the Executive Management Team separately to understand the full context of the role, its challenges and Council's expectations. Peter submitted a written brief of the criteria captured from these discussions.

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The next step was the establishment and compilation of an agreed suite of critical information, namely, job advertisement, position description, candidate information package and the remuneration level.

The closing date for the role is COB on Wednesday 25th March 2015.

In regards to the remuneration package, Council received survey data from LGAG detailing Category 3 Councils with a sliding scale of \$170K to \$225K and a total package from \$205K to \$305K.

Category 3 covers a fair range of Councils from Cook, Goodiwindi, Hinchinbrook (150 – 180 FTE) to Charters Towers and Banana (around 250 FTE) and Maranoa (up to 400 FTE).

A suitable remuneration package was structured based on LGAQ's data, the previous CEO's package, Council's current economic status as well as the ability to attract high quality applicants.

The remuneration amount advertised in the candidate information package is between \$200K and \$220K. By having a broad banded range it provides the opportunity for Council and the successful applicant to negotiate.

Here is the general breakdown of a remuneration package:-

- Base salary including locality allowance
- 12% superannuation
- Full private use of a vehicle (non cash component)
- Professional development
- 17.5% leave loading

In addition, Council is offering financial assistance for removal and relocation costs up to a maximum of \$10,000.00 with limitations to household goods, furniture and personal effects.

Having all the key documentation in place, a national advertising campaign was launched, giving Council a three (3) week advertising window to market the role in the following publications:-

Print advertising:-

- Cooktown Local News (5th March 2015)
- The Cairns Post (7 March 2015)
- The Local Government Job Directory (full page over 2 editions – 9th & 16th March)

On line advertising:-

- LGJD.com.au
- LG jobs.com.au
- Seek.com.au
- Cook Shire Council website, Twitter, Facebook, etc.
- LGAQ website, Twitter, Facebook, LinkedIn, etc.

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In addition to the job advertisement in the Cooktown Local News, Council will be issuing a media release with an update on the recruitment process.

With regards to the projected recruitment timeframes, see table below:

<i>Process</i>	<i>Timeframes</i>
Applications close	25 March 2015
Short- listing	Week ending 3 April 2015
Interviews – Round 1 via Phone/Skype	Week commencing 6 th April 2015
Interviews – On site with preferred candidates 1 – 2	Week commencing 13 th April 2015
Appointment decision	Week ending 17 April 2015

Link to Corporate Plan

4.1.1 (c) Appropriate Corporate Governance

Consultation

Mayor, Councillors and the Executive Management Team.

Legal Implications (Statutory, basis, legal risks)

Part 5, Division 1, Section 194 of the Queensland Local Government Act 2009

Policy Implications

Nil

Financial and Resource Implications (Budgetary)/Risk Assessment

LGAQ Recruitment Costs

Advertising Costs

Relocation Costs

Remuneration will be budgeted for the remainder of the 2014/15 financial year and subsequent years.

RECOMMENDATION

That Council endorse a two (2) stage approach to the interview phase:-

1. That a panel of four members, namely _____, plus the Consultant, Peter Tragardh, be appointed for the purpose of conducting the first round of interviews via Phone/Skype with the short-listed candidates.
2. That the whole of Council, including Peter Tragardh, conduct the second round of interviews in person with the preferred candidates.
3. That, if required, a special meeting of Council be held in the week commencing the 13th April, 2015 at the Administration Building to carry out the final interviews and make an appointment.

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COMMITTEE OF THE WHOLE

INFORMATION

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ENGINEERING SERVICES

	ENGINEERING SERVICES REPORT – MARCH 2015	
	<i>Report D15/3228 from Engineering Services</i>	

General

Webber Esplanade Reclamation

The dredge contractors have given commitment to sink the dredge line between the 6th and the 12th of March to their off shore dumping point, this will allow them to complete their works by 27th of March.

Council has commenced the process to remove the volume of mud trapped within the wall and it is expected over 1000m3 will 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 councils structures crew for costing. These prices will be delivered in the overall waterfront budget report

Storm water and sewerage pipes are now progressing and have reached manhole 4.

Photos attached.

Woobadda Creek Bridge

Aecom (superintendent) conducted a meeting onsite on the 18th of February for a final inspection with Douglas Shire Council, CSC was not invited to attend. The superintendent provided CSC with a defects list that CSC intend to have completed by Friday 13th March.

Photos attached.

Cooktown Aerodrome Subdivision

All future communication on this project will be handled by the DED & DPE

Cooktown Public Wharf Replacement

The project is progressing well, a decision was made that the project needed to come in on budget rather than on time. As such work on RDO and weekends has ceased. The project is currently tracking to be complete \$40,000 under budget including all lighting and electrical that was not in the original budget.

Photos attached.

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Webber Esplanade Reclamation



Water divert from Mud hole



Mud hole

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Retaining wall start position



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Excavation hole at end of sheet pile



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Running of sewer

Cooktown Wharf Replacement



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2. Water Supply

2.1 Water Report

2.1.1 Annan Treatment Plant

- Plant ran for 28 days with no major faults
- 354mm of rain was recorded for the month causing the weir height to increase, water quality to change and the Treatment Plant chemical dosing adjusted to suit the increased turbidity and colour
- Routine maintenance has taken place around the Treatment Plant including mowing, yard maintenance and wiper sniper
- A new Turbidity Meter has been installed at the Plant which has been operating well
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

2.1.2 Cooktown Water Report

- 6 service repairs for this month
- 12 meters have been changed this month
- A new service was connected in Charlotte Street
- ORG and manholes have been checked this month for infiltration on the sewerage network
- Routine maintenance and weed spraying took place around the water buildings
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

2.1.3 Laura Water Report

- There was 1 service repair for this month and a leak to a fire hydrant was repaired
- A CIP and routine maintenance were performed weekly
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

2.1.4 Lakeland Water Report

- There were no service or mains repairs this month
- No operational problems this month
- Routine maintenance has taken place around the compound yard including mowing
- 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

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- There were no service or mains repairs for this month
- A CIP was performed this month
- Belts were adjusted on the compressor this month
- Maintenance took place on the FH and SV's and routine maintenance has taken place around the Treatment Plant including mowing and wipper sniper
- Water sampling as per the sampling matrix were collected and analysed, with all samples complying. Additional sampling has been collected each month to check the treatment of the dam through the DAF and the roughing filters

2.2 Sewerage Report

2.2.1 Cooktown Sewerage

- The belt filter press has been greased
- AAT and IAT air times have been adjusted
- Pump PU 803 and PU804 had to be pulled due to blockages
- Rails and chains were replaced on the septage receival well
- The circuit breakers were reset to pump station 4 after a power outage
- No 1 pump has been removed from boundary street pump station due to holes in the housing
- Number 2 pump at Pump Station 5 was pulled and blockages removed
- No 3 pump at pump station 4 and No 1 pump at Pump station 5 was pulled and blockages removed
- WP115 electric motor has been replaced
- The septic receival unit has been reassembled
- The balance tank has been cleaned out a number of times due to inflow causing sludge to carry over into the balance tank and blocking filters
- 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
- Sixty kilos of lime was added to the process to maintain pH balance during the month
- Routine maintenance was performed at the Sewerage Treatment Plant and the Regent Street Pump Station, fence lines around the irrigation paddock were poisoned
- All sludge and sand was removed from both drying beds then hosed out, cleaned and new sand replaced
- Effluent has been pumped to the irrigation area this Month
- Samples were collected and all complied with the licence requirements

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Aerodrome Operations

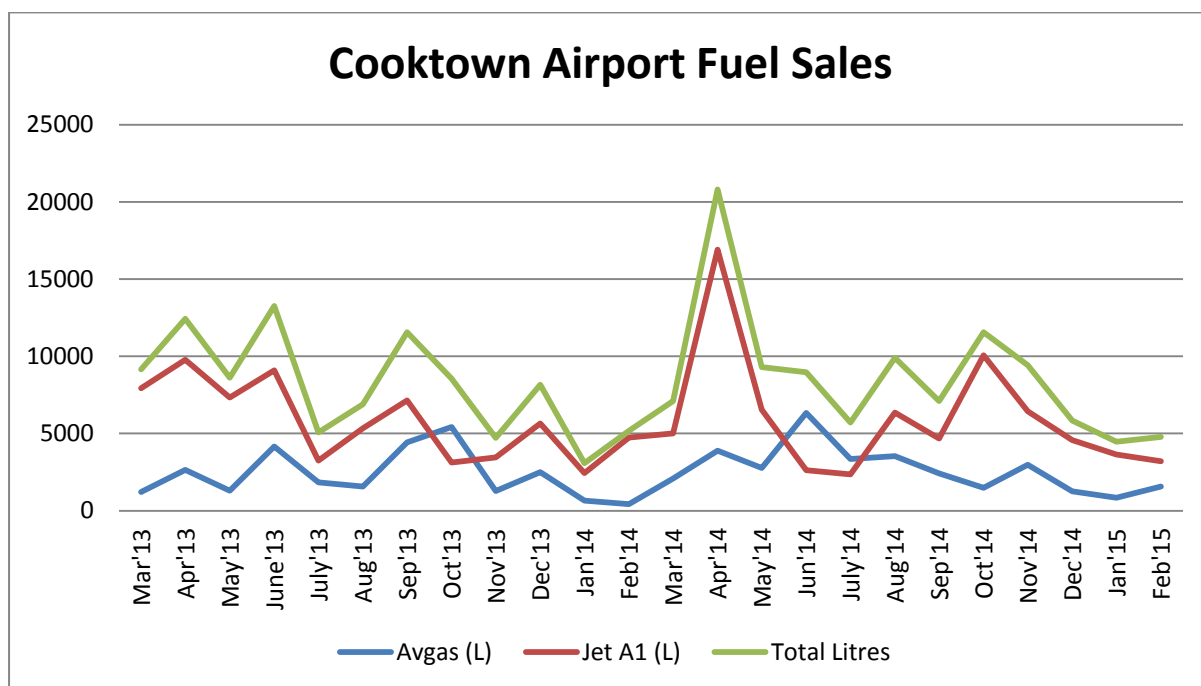
Cooktown Airport

Total fuel sales for February 2015 were 4791.31 litres (1576.34 Avgas and 3214.97 Jet A1).

February was primarily consumed with slashing, mowing and regrowth control. A number of runway lights were repaired and a windsock sleeve was replaced.

A review of the Council's Aerodrome, Drug and Alcohol Management plan was completed and implemented at both the Coen and Cooktown aerodromes.

A debrief of the October 2014 Coen emergency exercise was held at the Coen Health clinic on the 12th of February. A number of changes to the emergency plan were recommended including changing the emergency communications channel from 40 to 5 UHF. Also a handheld UHF was purchased for the ARO to allow him to communicate with and coordinate emergency response while away from his vehicle.



Coen Airport

Core business activity

Total landings for the month:	88	
Fuel Sales	Avgas	JetA1
Litres	6357	8332
\$ Value	16210.35	14997.60

Plant and Equipment

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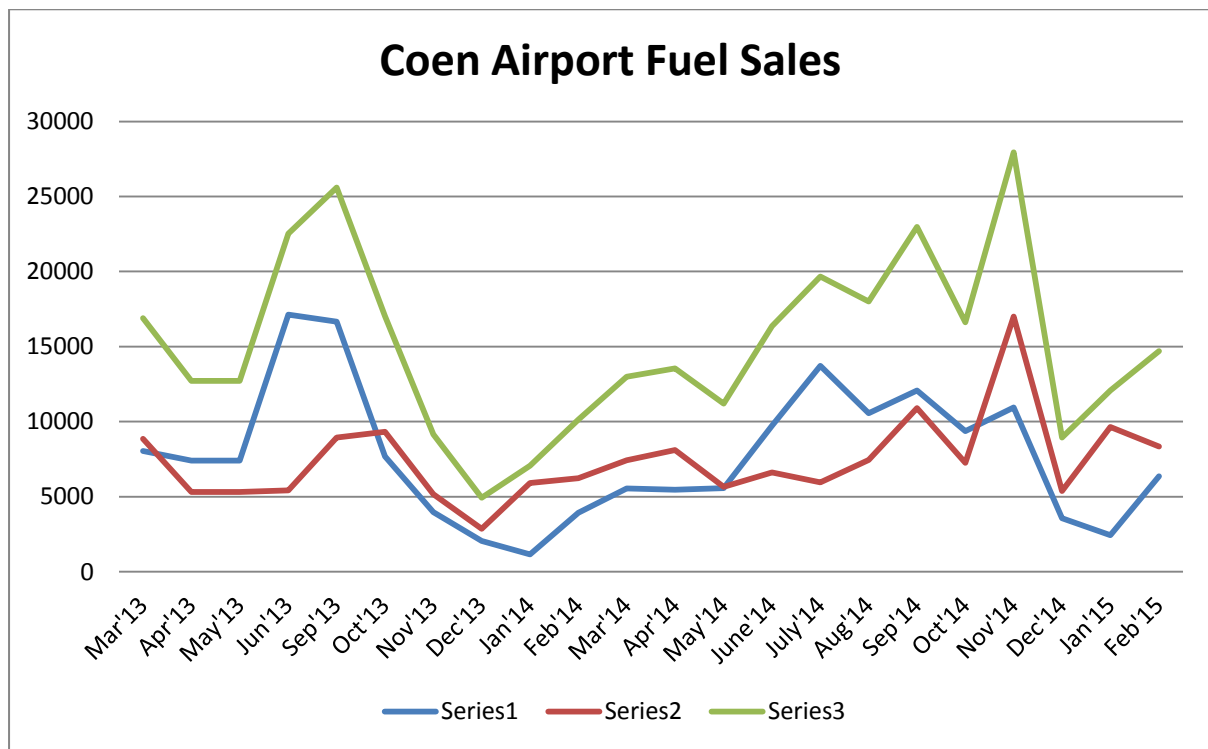
- Oil leaks in tractor transmission have been repaired
- Spray unit has been replaced with a newer unit
- Land cruiser has been replaced with a newer vehicle

Aerodrome Maintenance

- Several louver windows were broken in the waiting room and the glass spread around the waiting area. The Area was searched thoroughly and any glass found was removed. It will be necessary to replace these louvers
- The catch behind the front door of the waiting room was also torn off the wall and will be replaced.
- With the tractor repaired and the lower than usual rainfall slashing should be able to be carried out on the runway strips in the next week.

Other Issues

- Jet A1 sales have increased with Westwing flying into Coen on a regular basis.
- Drums used for additional storage of avgas for the wet season are no longer fit for use and a alternative will need to be found for the next wet. Two drums failed causing the loss of in excess of 200l of avgas through leakage and contamination.



Parks and Gardens

4.1 General

During the recent period, Parks and Gardens staff have focused on routine maintenance operations. With the growing season under way, a key part of this is mowing and whipper-

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snipping, including within parks and reserves, the Cooktown cemetery, council blocks and facilities, and road reserves including Helen, Harrigan and Charlotte Streets.

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. The large Bat's wing coral tree at Bicentennial Park died and was removed, including stump grinding. A fallen tree on the roadside in Rossville was also removed. Other trees at Lions Park, John St Oval, Hope St and Walker St attended to
- 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, Lions Park
- Watering street pots and trees, recent plantings
- Irrigation maintenance at Queens Park Oval, Events Center
- Cleaning tables and BBQ
- Playground inspections and maintenance, including shade sail maintenance at Lions Park
- Cemetery – state of gravesites of growing concern, with many broken gravestones evident
- Eight staff underwent Agricultural chemical user training

4.2 Botanic Gardens

- Chemical Shed cleaned out and Register of Chemicals created.
- Ventilation installed in Chemical Shed, and shower water connected.
- Heritage flower sunken garden beds rebuilt – plants to be ordered in.
- Herbaceous Banks & Solander plants sourced and propagated/planted.
- Tropical Fruit Tree collection – planted: Abiu, Marang and Custard Apple.
- Timber Trees – planted: Queensland Maple
- Mangrove seeds sourced for propagation.
- Bamboo bed cleaned up.
- Treatment of Palm Leaf Beetle on fan palms and beetles on Ipomoea vine in sand garden.
- Mulching and feeding garden beds.
- Rock borders, replacing rotten log 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.

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4.3 Up coming

- 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.

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Cook Shire Monthly Water Stats

Date Range 1/02/2015 to 28/02/2015

	Cooktown	Lakeland	Laura	Coen
<i>Total Monthly Consumption (K/Litres)</i>	37,052	1,567	3,005	3,666
<i>Max Daily Consumption (K/Litres)</i>	1,693	69	271	161
<i>Min Daily Consumption (K/Litres)</i>	973	47	68	103
<i>Avg Daily Consumption (K/Litres)</i>	1,323	56	107	131
<i>Total Monthly Rainfall (ml's)</i>	434			391.5
<i>No of days Rain Recorded</i>	16			21
<i>No of Mains Repairs</i>	0	0	0	0
<i>No of Service Repairs</i>	6	0	1	0
<i>No of Service Connections</i>	935	44	49	116
<i>No of New Connections this month</i>	1	0	0	0
<i>No of Electrical Faults</i>	0	0	0	0
<i>No of Mechanical Faults</i>	0	0	2	0
<i>No of Meters Replaced</i>	12	2	2	0
<i>No of Service Complaints</i>	0	0	0	0
<i>No of Water Quality Complaints</i>	0	0	0	0
<i>No of Callouts</i>	0	0	0	0
<i>No of E.coli samples collected</i>	12	4	4	12
<i>No of E.coli samples compliant</i>	12	4	4	12
<i>Total Monthly Consumption / Connection (K/L)</i>	39.6	35.6	61.3	31.6
<i>Total K/w used for Production</i>	25245			25926

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<i>Total K/w / ML of Production, Distribution and Chlorination</i>	681.3			7072.0
<i>Avg. Fluoride (mg/L) at Treatment Plant - NATA Analysed</i>	0.61			
<i>Avg. Fluoride (mg/L) in Reticulation - NATA Analysed</i>	0.66			

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Cook Shire Monthly Sewerage Stats

Date
 Range 1/02/2015 to 28/02/2015

	Cooktown	Coen
<i>Total Monthly Sewerage Inflow (K/Litres)</i>	15,381.0	3,093.0
<i>Total Monthly Sewerage Outflow (K/Litres)</i>	15,795.0	3,042.0
<i>Max Daily Effluent Outflow (K/Litres)</i>	1,167.0	225.0
<i>Min Daily Effluent Outflow (K/Litres)</i>	293.0	71.0
<i>Avg Daily Effluent Outflow (K/Litres)</i>	564.1	108.6
<i>Total Monthly Rainfall at Sewerage Plant(ml's)</i>	308.0	206.5
<i>No of days Rain Recorded</i>	10	13
<i>No of STP Electrical Faults</i>	0	0
<i>No of STP Mechanical Faults</i>	0	0
<i>No of Pump Stns Electrical Faults</i>	2	0
<i>No of Pump Stns Mechanical Faults</i>	2	0
<i>No of Sewer Mains Repairs</i>	0	0
<i>No of Sewer Service Repairs</i>	0	0
<i>No of Sewer Chokes</i>	0	0
<i>No of New Sewer Connections this month</i>	0	0
<i>Total No of Sewer Connections</i>	627	92
<i>No of Pump Blockages</i>	3	0
<i>No of Callouts</i>	4	0
<i>No of samples collected for Analysis</i>	20	12
<i>No of Samples meeting Licence Requirements</i>	20	12

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**TRAFFIC COUNTER
FIGURES**

	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCTOBER	NOV	DEC	JAN	FEB
	2014	2014	2014	2014	2014	2014	2014	2014	2014	2014	2015	2015
<u>M.R.D. GAZETTALS</u>												
PENINSULAR DEVELOPMENTAL ROAD												
Little Laura River	32	88	477	429	518	430	433	344	272	222	67	46
Musgrave	10	57	133	251	359	321	236	236	153	121	25	13
Coen Aerodrome D.P.I.	2	26	117	208	282	227	203	143	N/A	N/A	N/A	N/A
MULLIGAN HIGHWAY												
Town Grid	1224	1358	1624	2088	2263	2055	1876	1876	1620	1151	1555	1024
Little Annan Bitumen	400	373	598	597	748	723	***	***	557	679	465	373
ENDEAVOUR VALLEY ROAD												
Endeavour Falls	331	435	378	402	499	475	484	484	388	286	302	353
<u>COOK SHIRE COUNCIL ROADS</u>												
Moreton	1	22	44	143	226	155	142	89	21	36	7	5
Portland Roads Road	19	22	43	69	110	80	Counter Burnt	N/A	N/A	49	*	*
Battlecamp Road [Old Laura Stn]	N/A	N/A	***	N/A	90	57	43	23	18	8	-	-
Lakefield Rd (Olivevale)	6	12	56	142	201	139	133	115	65	49	***	9
Lakefield Road [New Laura Stn]	4	4	30	**	152	116	117	163	28	20	5	4
Marina Plains Road	3	21	22	32	***	***	33	33	54	75	2	0**
Rossville-Bloomfield Road [Blackpinch]	Roadwo rks	Counter Reinstat ed	***	***	***	365	***	***	308	338	86**	94**
Rossville-Bloomfield Road [Willie	191	208	231	305	408	327	296	296	***	376	311	247

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Creek]												
Rossville-Bloomfield Road [Granite Creek]	121	***	188	352	456	397	333	333	392	366	311	***
Honey Dam Rd								N/A	112	89	61	*
Whites Creek Rd						27	21	18	20	26	8	6
Poison Ck Rd [Minke Rd Intersection]	***	334	240	283	202	***	*	*	283	222	172	217
Charlotte Street (Seaview Motel)	2507	2671	2688	2695	2888	2508	2435	2435	2175	2091	2084	1175
	<p>These figures are Average Daily Traffic counts.</p> <p>Unable to reach Battlecamp Road (Old Laura Station) due to river being over bridge (Jan & Feb 2015)</p> <p>Portland Roads Road counter returned to Council for repair 26/2/15</p> <p>No contact from Moreton Telegraph Station - phones possibly down as at 10/3/15</p>											
**** Hose moved from road by mtnce gang.												
*** Hose Damaged												
** Reading Suspect												
* Counter Defective												

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PLANNING AND ENVIRONMENT

	DIRECTOR OF PLANNING & ENVIRONMENT REPORT	
	<i>Report No D2015 / 03320 from Director Planning & Environment March 2015</i>	

Précis

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

1. Building Maintenance- Events Centre

The Department of Housing and Public Works (DHPW) has confirmed their timely support of Cook Shire in its review of the Events Centre building, arranging for Dr Peter Mullins to attend to the assessment. DPE staff have been working to provide the consultant engineer with preliminary documentation for his perusal, prior to his arrival next Monday.

DPE staff will be working with the consultant structural engineer to assess the extent to which the Cook Shire Community Events Centre, Amos Street Cooktown, meets the design requirements of a cyclone shelter in accordance with the *Design Guidelines for Queensland Public Cyclone Shelters, September 2006* (Qld Government, Dept of Public Works). The review will address of apparent anomalies between the Council's design brief, the Architects & Structural Engineers design certification, and the Development Approval DA/2658, and dated 3 March 2010.

2. Draft Local Laws 2014 - Address of Public Submissions

Following the completion of the Public Consultation period, the draft Local Laws are with Council's solicitors for legal review. In discussions with Council's solicitors, it has been indicated, after preliminary assessment, that the Local Laws will likely be available for adoption by Council, and Gazetted, in July 2015.

3. DPE to assist Weipa Town Authority

Weipa Town Authority [Rio Tinto Alcan] have approached DPE regarding the availability of Council's Local Laws Staff to assist the WTA with their animal control procedures in late March 2015. Cook Shire's DPE, has confirmed assistance will be available, and we look forward to working with WTA to share skills and experience.

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4. Regional Land Care Facilitator – Expected reduction in Federal Government Funding

In a meeting with Bob Frazer CEO of Cape York Natural Resource Management (CY NRM Ltd) held 3 March 2015, expected changes to Federal Government funding to the Regional Landcare Facilitator position were discussed.

CY NRM Ltd received their contract late last week and are waiting for final execution from Australian Government and a public announcement by the Minister.

There are no expected changes to what we had previously been advised by CY NRM at the March Meeting, and there is still a contractual arrangement to host the RLF position within funding reduction parameters.

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

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	BIOSECURITY MONTHLY REPORT – MARCH 2015	
	<i>Report No. D15/3314 from Senior Biosecurity Officer</i>	

Précis

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

Link to Corporate Plan

Theme 4.2 Environmental Wellbeing:

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

f) Pest and weed management services.

4.2.2 Where resources and capacity allow:

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

Legal Implications (Statutory, basis, legal risks)

None to report.

Biosecurity Risks/Threats

An Alert was received from Biosecurity Queensland last Wednesday 4 March advising that they were quarantining a banana plantation near Tully while it investigates a suspected case of Panama Disease Tropical Race 4 (Panama Disease TR4). Chief Biosecurity Officer, Dr Jim Thompson said this followed an initial positive test result overnight.

“We have advised the property owner and we are moving quickly to isolate and contain this suspect case,” Dr Thompson said.

“Tropical Race 4 poses a serious threat to the banana industry as it attacks all types of banana plants including the Cavendish variety.

“It attacks the plants only by affecting the vascular tissue and is not transferred to banana fruit which remain safe to eat. There is no human health risk from the disease” he said.

Biosecurity Services took immediate action and had the Alert posted on the Cook Shire Web site. A poster was prepared and placed on the front counter and on noticeboards around Cooktown. Banana growers and Council CEO, the Mayor and Councillor Wilson have been kept informed with the issue.

Biosecurity Queensland expects that laboratory tests will confirm the disease by Friday 13 March.

STOP PRESS: On 11 March it was reported that the lab tests were positive. The heavy rain expected from Cyclone Nathan is expected to exacerbate the issue.

Survey and Control Work

A contract has been let to CYWafa Inc. for the control of declared weeds on Cook Shire roadsides. This will include control of priority weeds for Dept of Main Roads and Cook Shire

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Council, as well as control of Gamba Grass along the road network within the Shire under the FNQROC Gamba Grass BioFund project. Control work is to commence on 23 March and will run until mid June (weather permitting).

Incentive Scheme

To date there have been 8 submissions for the Pest Management Incentive Scheme, however many of the properties have had to develop Property Pest Management Plans in order to participate. Feedback regarding the program has been invariably positive.

Responses to Customer Requests

All requests related to the Incentives Scheme have been responded to (see above).

A request to purchase surplus spraying equipment from CYWAFa Inc. was received via the Mayor. At this point in time there is no surplus equipment available and any future equipment to be disposed of will be dealt with in the usual manner of public tender. CYWAFa Inc. has been advised via Cr Penny Johnson.

Report of sicklepod growing on a property in Kimberly St in Cooktown was investigated and found out to be a false identification.

Sicklepod was also reported on the road reserve in Helen Street, Cooktown. This will be referred to Council Parks and Gardens if confirmed.

A banana grower in Lakeland rang to express concern regarding the possible Panama Disease outbreak in Tully and asked if disinfectant could be added to the Lakeland Washdown Facility.

See report on the washdown bay below for response.

A pig trap was requested by a landholder on Endeavour Valley Rd. This has been actioned.

A resident complained about the lack of action regarding a new weed she reported a couple of years ago which occurs on the Mt Carbine stretch of the Mulligan Highway. Although this is out of our jurisdiction we are investigating this as it has the potential to spread to Cook Shire.

Project/Contract funding

Council has accepted the offer of a contract from the Department of Transport and Main Roads to control high priority weeds on State Controlled Roads in the Cook Shire local government area. This contract is valued at \$50,000.

Training/Workshops/Meetings/Conferences

First Aid updates were completed in February by the Senior Biosecurity Officer and Biosecurity Officer.

Cathy Waldron (Senior Biosecurity Officer) and Darryn Higgins (Biosecurity Officer) have both been selected in the Biosecurity Queensland-led Conservation and Land Management Recognition of Prior Learning process to be undertaken by Rural Training Queensland (RTQ). If successful this will result in Cathy being awarded an Advanced Diploma and Darryn a Diploma in Conservation and Land Management.

Darryn and Cathy attended the inaugural meeting of the Daintree coast pest management advisory group organised by FNQROC. Attendees included pest managers from Wugal Wugal, Douglas and Cook Shire Councils and Biosecurity Queensland. The group will focus on joint issues faced by all three Councils in managing the Daintree wet tropics area.

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Darryn attended the FNQROC Natural Asset Management Advisory Committee meeting in Port Douglas. Issues discussed at the meeting directly related to Council included the possibility of Council's Biosecurity Services Team providing Conservation and Land Management training in future under a proposed state sponsored program and the impact of the recent state election outcome on proposed changes to 1080 access.

Biosecurity Services have continued participation in the development of the Cape York Traveller Awareness Campaign, attending a second meeting of the Working Group on 10 March 2015. The campaign has been named "Thoughtful Travelling – Cape York". Issues discussed were a possible visitor information display at Lakeland, a submission for funding to the State Government for a Litter and Illegal Dumping project under the CY Culture and Arts Program; coordinated displays among stakeholders for displays at public events; and sharing of resources and information on waste and weed issues.

Current/completed works

Darryn participated in a Yellow Crazy Ant survey in Cairns as part of regional response that drew personnel from several local and state government agencies. The spatial survey was undertaken so as to adequately target the pest species with aerial baiting in coming weeks to prevent further spread through the Wet Tropics World Heritage Area. This provided Biosecurity with an insight into the devastation these ants can have on the environment and the survey treatment methods available (and the challenges of surveying in a tropical environment in the wet season) should Yellow Crazy Ants be suspected/reported within Cook Shire. Crazy Ants are a Declared Class 1 Pest.

Planned works

Contractors will commence control of Sicklepod, Gamba Grass, Lantans and Rubbervine on roadsides within the Shire on 23 March 2015. Biosecurity Services will be managing the contract and monitoring the progress and effectiveness of the work.

Lakeland Washdown Bay

Investigations into the operation and function of the Lakeland Washdown Bay are continuing. Information gathered from the supplier and installer has enabled its intended use to be clarified. It is a wheel wash facility designed to be used by any registrable road vehicle and was specifically installed to target Parthenium weed seed. Parthenium is an annual herb which can cause health problems to people and is reported to be toxic to stock. Although there have been cases of Parthenium on CYP, all infestations reported to date have been eradicated. The facility is not designed to be a high pressure wash for removal of all dirt and mud from the underside and sides of trucks and farm machinery, which seems to be its primary use at the moment.

Banana growers enquired as to the option of adding disinfectant to the washdown to act as a barrier to Panama Disease TR4 being spread to Lakeland. Concern was raised about the effectiveness of this approach and the potential conflict with the flocculant that is added to assist settlement of the sediment. Advice was sought from Biosecurity Queensland, who agreed there was grounds for concern and it was determined that this could become a legal risk for Council.

The issues are:

the system recycles water (wash down procedures for Panama Disease stipulate clean water);

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it would be difficult to ensure that a disinfectant would effectively kill fungal spores so the washdown could actually spread the disease to other vehicles if it was transmitted into the washdown settlement tanks from an infected vehicle/machine;

It is designed as a wheel wash to remove weed seed from road vehicles; not to decontaminate trucks and machinery from plant diseases; and

Council does not have a quarantine system in place for managing the potentially contaminated sediment that is removed from the washdown bay.

In light of the above the washdown bay was closed on 10 March 2015. Signage has been placed at the facility to advise of the reason for the closure and banana growers, the mayor and Councillor Wilson were advised via email. We see this as a positive step in assisting the local producers to protect their farms and livelihood.

Biosecurity Services will monitor the situation with Panama Disease and will reopen the washdown bay once the risk to Cook Shire Council has abated.

RECOMMENDATION

Report submitted for information.

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	BUILDING APPROVALS – FEBRUARY 2015	
	<i>Report No.D15/3155 from Town Planning Officer</i>	

App No:	Landowner	Builder	Value	Building	Street Address	Certifier
DA/3384	Russell Wells	Mad Keen Constructions Pty Ltd	\$33,400	Shed	153 Endeavour Valley Road, Cooktown	Cook Shire Council
DA/3386	Cook Shire Council	Cook Shire Council (Michael Mason)	\$800,000	Wharf refurbishment	Webber Esplanade, Cooktown	Cook Shire Council
DA/3388	Steve & Julie Ryle	Mad Keen Constructions Pty Ltd	\$387,000	House	123 Railway Avenue, Cooktown	Cook Shire Council
DA/3389	Sea Island Holdings Pty Ltd	Ri-Con Contractors Pty Ltd	\$2,000,000	Demolition & Repair to existing Resort Buildings & Staff Accommodation	Lizard Island Resort, Coral Sea	Incert Innovative Certifiers

Total value of approvals this period: **\$ 3, 220, 400.00**

Total value of approvals same period last year: \$ 419, 739.00

Total value of approvals to date

(Financial year 2014/2015): **\$ 19, 580, 905.98**

Total value of approvals to date same period last year: \$ 17, 235, 693.80

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	CURRENT RECONFIGURATION AND MCU DEVELOPMENT APPLICATIONS AS AT 28TH FEBRUARY 2015	
	<i>Report No.D15/3186 from Town Planning Officer</i>	

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D	DAMIEN CURR & BRIDGET ADAMS	DAMIEN CURR & BRIDGET ADAMS	<p>Open 16-17-18 March 2015</p> <p>Construction of a Dam</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Dept Transport & Main Roads (DTMR) within 25m of a Main Road</p> <p>Dept Natural Resources & Mines (DNRM) clearing vegetation</p> <p>Dept Agriculture, Fisheries & Forestry (DAFF) constructing or raising waterway barrier works</p> <p>through State Assessment & Referral Agency (SARA)</p>	<p>201542 on Plan SP154003</p> <p>P/H14/242 – 6460-6586 Mulligan Highway, Lakeland</p> <p>Zone - Rural</p>	<ul style="list-style-type: none"> • Application received as valid 6 February 2014 • Acknowledgement Notice issued 17 February 14 • No further information required by Council 17 Feb 14 • SARA extend referral Info Request period to 27 March 2014 • SARA issue applicant with an Info Request 20 March 2014 • SARA extend applicant's response period to SARA information request to 20 Dec 14 – received 12 Sept 2014 • 9 Dec 2014 SARA extend applicant's response period to SARA information request for a further period to 20 June 2015 •
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D	COOK SHIRE COUNCIL	COOK SHIRE COUNCIL	<p>Material Change of Use for the purpose of - Public Utility (Office, Storage & Ancillary Facilities)</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Lot 5 on Plan SP245598 – Council Depot – 33 Charlotte Street, Cooktown</p> <p>Zone – Community Use</p>	<ul style="list-style-type: none"> • Application received 14 February 2014 • Information Request issued 28 Feb 14 • Applicant request extension of time to respond to Information Request for a further 6 months – 18 July 2014 • Council grant extension to 14 Feb 2015 • Application has now lapsed.
D	FARLAW NO. 10 PTY LTD C/- PLANZ TOWN PLANNING	FARLAW NO. 10 PTY LTD	<p>Material Change of Use for the purpose of - Caravan Park (RV Park)</p> <p>Impact Assessable</p> <p>Referral Agencies</p> <p>Dept Transport & Main Roads (DTMR) through State Assessment & Referral Agency (SARA) – within 25m of a Main Road</p>	<p>Lot 133 on Plan BS135 – 1133 Endeavour Valley Road, Cooktown</p> <p>Zone - Rural</p>	<ul style="list-style-type: none"> • Application received 7 May 2014 • Acknowledgement Notice issued 19 May 2014 • Council issue Information Request 28 May 2014 • Applicant refer application to DTMR (SARA) 20 May 2014 • Applicants response to Council Info Request received 29 May 2014 • Notice of commencement of Public Notification received 5 June 2014 • DTMR (SARA) Referral response received 12 June 2014 • Notice of compliance with Public Notification received 2 July 2014 • No submissions were received, report to July Council Meeting • Approved with Conditions 22 July 2014 • Decision Notice issued 25 July 2014. • Applicant request to suspend appeal period to Negotiate Decision 13 August 2014 • Council Officers have met with the applicant to discuss condition , applicant proposes to withdraw request for negotiation - 17 September 2014

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D	AUSTRALIAN VOLUNTEER COASTGUARD ASSOC	AUSTRALIAN VOLUNTEER COASTGUARD ASSOC. COOKTOWN FLOTILLA	<p>Operational Works – Tidal Works for a Pontoon</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Referral Agencies</p> <p>through State Assessment & Referral Agency (SARA)</p> <p>Dept Transport & Main Roads (DTMR) Maritime Safety – Op Works in Tidal Waters</p> <p>Dept Environment & Heritage Protection – Tidal works, Coastal Management District</p>	<p>Lot 4 CP889653 – SL 205871 – 31 Sherrin Esplanade, Cooktown</p> <p>Zone – Community Use</p>	<ul style="list-style-type: none"> • Application not yet valid – waiting on Owners Consent • Owner’s Consent received 12 Jan 2015 • Acknowledgement Notice issued 22 Jan 2015 • Applicant notify Council the application has been referred to SARA 10 Feb 2015 • SARA as Referral Coordinator issue applicant with an Information Request 18 Feb 2015 •

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D	BANA YARRALJI BUBU INCORPORATED C/- AURECON AUSTRALASIA PTY LTD	JABALBINA YALANJU LAND TRUST TTE	<p>Material Change of Use – House and an Undefined Use (Cultural Healing Place with Commercial Aspects) and</p> <p>Reconfiguration of a Lot (for the purpose of a Lease) into 3 Lease are lots</p> <p>Impact Assessable</p> <p>Referral Agencies</p> <p>Dept Natural Resources & Mines (DNRM) clearing vegetation</p> <p>through State Assessment & Referral Agency (SARA)</p>	<p>Lot 7 on Plan SP189923 – Shiptons Flat Road, Rossville</p> <p>Zone - Conservation</p>	<ul style="list-style-type: none"> • Application received as valid 7 July 2014 • Acknowledgement Notice issued 21 July 14 • Council issue Information Request 4 August 2014 • Applicant request Amended Acknowledgement Notice 26 August 2014 • Applicant lodge IDAS Form 11 for Vegetation 9 September 2014 • Amended Acknowledgement Notice issued 9 September 2014 • Council Info Request re-issued 9 September 2014 • Applicant request an extension to the Referral Period in order to meet with Dept State Infrastructure & Planning (DSDIP) and the SARA section to negotiate referral triggers 17 Sept 2014 • Council extend Referral period to 14 Dec 2014, so applicant can negotiate 2 Oct 2014 • Applicant notify Council of Referral trigger removed by DSDIP & SARA agency 6 Nov 2014 • Applicant request further Amended Acknowledgement Notice with the Referral Agency removed from Notice 6 Nov 2014 • Council issue 2nd Amended Acknowledgment Notice 11 Nov 2014 •
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D	P & F INDERBITZIN AND SHARPROCK PTY LTD	P & F INDERBITZIN AND SHARPROCK PTY LTD TTE	<p>Operational Works – Construction of a Dam</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Dept Transport & Main Roads (DTMR) within 25m of a Main Road</p> <p>Dept Natural Resources & Mines (DNRM) clearing vegetation</p> <p>Dept Agriculture, Fisheries & Forestry (DAFF) constructing or raising waterway barrier works</p> <p>through State Assessment & Referral Agency (SARA)</p>	<p>Lot 1 SP147286 – Mulligan Highway, Lakeland</p> <p>Zone - Rural</p>	<ul style="list-style-type: none"> • Application received 28 July 2014 • Acknowledgement Notice issued 28 July 2014 • Information Request issued 28 July 2014 • Notice of Referral by Applicant received 28 July 2014 • Referral Agency (SARA) issue Information Request to applicant 27 August 2014 • Applicant request further time to respond to Council's Information Request 26 Jan 2015 • Council grant 3 month extension (to 28 April 15) for the Applicant to respond to Council's Information Request 27 Jan 15 •
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D	CHARLES FARRUGIA C/- PLANZ TOWN PLANNING	CHARLES FARRUGIA	Material Change of Use- Caravan Park Impact Assessable Referral Agencies Dept Transport & Main Roads (DTMR) through State Assessment & Referral Agency (SARA) – within 25m of a Main Road	Lot 38 on Plan SP172667 – 412 Shiptons Flat Road, Rossville Zone - Rural	<ul style="list-style-type: none"> • Application received 31 July 2014 • Acknowledgement Notice issued 31 July 2014 • Council extend Information Request period 14 August 2014 • SARA referral response and Conditions received 26 August 2014 • Council issue Applicant Information Request 8 September 2014 • Applicant's response to Council Info Request received 13 Feb 2015 • Public Notification may commence •
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D	COOK SHIRE COUNCIL C/- REEL PLANNING PTY LTD	QLD GOVT DEPARTMENT OF NATURAL RESOURCES & MINES	<p>Material Change of Use – Extractive Industry (sand extraction)</p> <p>Impact Assessable</p> <p>Referral Agencies</p> <p>Dept Transport & Main Roads (DTMR) - within 25m of a Main Road</p> <p>Dept Environment & Heritage Protection – Development on a Qld Heritage Place</p> <p>Dept Natural Resources & Mines – removal of Quarry material from a watercourse</p> <p>through State Assessment & Referral Agency (SARA)</p>	Laura, Normanby, Palmer, Wenlock, Jardine, Coen, Hann Pascoe, Kennedy, Coleman & Edward Rivers	<ul style="list-style-type: none"> • Application received 31 July 2014 • Acknowledgement Notice issued 31 July 2014 • Notice of Referral by Applicant received 1 Aug 2014 • Applicant request extension of time for Public Notification to start 1 Oct 14 • Council grant extension of time to 13 Jan 2015 for Public Notification to commence • SARA referral response received 9 Oct 2014 • Applicant request a further extension of time of 12 months to commence public notification 2 Dec 2014 • Council grant extension (until Jan 2016) of time for commencement 2 Dec 2014 •
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D	T & P INDERBITZIN & LEVIN ENTERPRISES	T & P INDERBITZIN & LEVIN ENTERPRISES	<p>Operational Works – Construction of a Dam</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Dept Transport & Main Roads (DTMR) within 25m of a Main Road</p> <p>Dept Natural Resources & Mines (DNRM) clearing vegetation</p> <p>Dept Agriculture, Fisheries & Forestry (DAFF) constructing or raising waterway barrier works</p> <p>through State Assessment & Referral Agency (SARA)</p>	<p>Lot 219 on Plan SP218120 – Peninsula Developmental Road, Lakeland</p> <p>Zone - Rural</p>	<ul style="list-style-type: none"> • Application received 13 August 2014 • Acknowledgement Notice issued 27 August 2014 • Council issue Information Request 9 September 2014 • Applicant request extension of time to refer the application to SARA in order to have a pre-lodgment meeting with SARA regarding referral fees – 24 Sept 2014 • Council grant extension period for the applicant to refer the application to 28 November 2014 on 25 Sept 2014 • Applicant request further extension of time to refer the application to SARA 28 Nov 2014 • Council grant extension for the applicant to refer the application to 31 March 2015 – 28 Nov 2014 •
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D	BENJAMIN CROPP	BENJAMIN CROPP AND PRANEE JONES	<p>Operational Works – Prescribed Tidal Works (construction of a pontoon)</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Referral Agencies</p> <p>through State Assessment & Referral Agency (SARA)</p> <p>Dept Transport & Main Roads (DTMR)</p> <p>Maritime Safety – Op Works in Tidal Waters</p> <p>Dept Environment & Heritage Protection – Tidal works, Coastal Management District</p>	<p>Lot 26 on Plan SP241624 – 38 Slaughter Yard Road, Marton</p> <p>Zone – Rural Residential</p>	<ul style="list-style-type: none"> • Application received 26 August 2014 • Application not valid – requires Owners Consent •
D	THOMASON CONSTRUCTION S PTY LTD	COOKTOWN BOWLS CLUB	<p>Code Assessable</p> <p>Building Work assessable against a planning scheme (within the Townscape Character Overlay, Cook Shire Planning Scheme) – Shade Structure Cover over Bowling Green</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Lot 1 on Plan C179109 – 129 Charlotte Street, Cooktown</p> <p>Zone – Open Space</p>	<ul style="list-style-type: none"> • Application received as valid – 25 September 2014 • Council issue Information request 16 Oct 2014 • Partial response to Information Request received 27 Nov 2014 • Further partial response to Information Request received 4 Dec 2014 • Further partial response to Council Info Request received 15 and 29 Jan 2015 • Preliminary approval issued – Council waiting on further building information to be supplied in order to complete assessment 28 Feb 2015 •

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D	FARLAW NO.10 PTY LTD – C/- PLANZ TOWN PLANNING PTY LTD	FARLAW NO.10 PTY LTD	<p>Reconfiguration of a Lot - into three (3) lots</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Dept Transport & Main Roads (DTMR) within 25m of a Main Road</p> <p>Dept Natural Resources & Mines (DNRM) clearing vegetation</p> <p>through State Assessment & Referral Agency (SARA)</p>	<p>Lot 133 on Plan BS135 – 133 Endeavour Valley Road, Cooktown</p> <p>Zone - Rural</p>	<ul style="list-style-type: none"> • Application received 15 Oct 2014 • Acknowledgement Notice issued 23 Oct 2014 • Council issue Information Request 6 Nov 2014 • Applicant respond to Council Info Request 3 Dec 2014 • Report to Feb Council Meeting • Council extend Decision Period to all report to be presented to Feb Council Meeting • Approved with Conditions 17 Feb 2015 • Decision Notice issued 19 Feb 2015.
D	BENCHMARK SURVEY & DESIGN	L & MICHELLE VOHLAND	<p>Reconfiguration of a Lot into two (2) lots –</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Dept Transport & Main Roads (DTMR) within 25m of a Main Road</p> <p>through State Assessment & Referral Agency (SARA)</p>	<p>Lot 217 on Plan RP881059 – Peninsula Developmental Road, Lakeland</p> <p>Zone – Village</p>	<ul style="list-style-type: none"> • Application received 13 November 2014 • Acknowledgement Notice issued 25 Nov 2014 • Council issue an Information Request 2 Dec 2014 • DTMR referral response received 19 Dec 2014 • Applicants response to Council Info Request received 21 Jan 15 • Report to February Council Meeting • Approved with Conditions 17 Feb 2015 • Decision Notice issued 17 Feb 2015.

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D	U&I TOWN PLAN	TOSHGA PTY LTD	<p>Material Change of Use – Office</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Dept Transport & Main Roads (DTMR) within 100m of a Main Road</p> <p>through State Assessment & Referral Agency (SARA)</p>	<p>Lot 11 on Plan SP248517 & common Property SP218131 / CTS39660</p> <p>Zone - Industry</p>	<ul style="list-style-type: none"> • Lodged 18 Nov 2014 - Not a valid application • Application valid 8 December 2014 • Council issue Acknowledgement Notice & Information Request 12 Dec 2014 • Applicant response to Council Info Request received 16 Dec 2014 • Applicant notify Referral of application 18 Dec 2014 • SARA Referral Response from DTMR received 24 Dec 2014 • Council Decision Making Period commences 24 Dec 2014 • Council extend (to 27 Feb 15) Decision period 29 Jan 2015 • Approved with Conditions 26 Feb 2015 • Decision Notice issued 27 Feb 2015.
D	JOHN, JENNIFER, JOTHAM & JAMES SELKE	ELSTEEL CONSTRUCTIONS PTY LTD	<p>Material Change of Use – Dual Occupancy</p> <p>Impact Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Lots 9 and 10 on Plan C17949 – 18 and 24 Burkitt Street, Cooktown</p> <p>Zone – Low Density Residential</p>	<ul style="list-style-type: none"> • Application received 8 December 2014 • Council issue applicant Acknowledgement Notice 12 Dec 2014 • Council issue applicant Information Request 19 Dec 2014 • Applicants response to Info Request received 12 Jan 2015 • Public Notification can commence • Notice of Commencement received 28 Jan 2015 • Notice of Compliance with Public Notification received 23 Feb 2015 • Report to March Council Meeting •
D	CHRISTIAN COMMUNITY MINISTRIES	COOK SHIRE COUNCIL (LEASE TO CHRISTIAN COMMUNITY MINISTRIES)	<p>Material Change of Use – Educational Establishment (Stage 3)</p> <p>Impact Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Lot 27 on Plan C17945 – 12 Charles Street, Cooktown</p> <p>Zone – Low Density Residential</p>	<ul style="list-style-type: none"> • Application received 19 January 2015 • Acknowledgement Notice issued 30 Jan 2015 • Council issue applicant with an Information Request 10 Feb 2015 • Applicant submit partial response 18 Feb 2015 •

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D	MARILYN CLARK C/- PROJEX PARTNERS PTY LTD	BARRY, MARILYN, ERIC & SUE CLARK	Reconfiguration of a Lot into two (2) lots Code Assessable Referral Agencies Nil	Lot 1 on Plan RP902192 – 41 Mt Amos Road, Cooktown Zone - Rural	<ul style="list-style-type: none"> • Application received 19 January 2015 • No Referrals • Council extend (to 3 March 15) Information Request period 2 Feb 2015 • Council issue applicant an Information Request 16 Feb 2015 •
D	MALCOLM MCCUDDEN C/- BRAZIER MOTTI PTY LTD	MCCUDDEN HOLDINGS PTY LTD	Material Change of Use – Caravan Park (Expansion of existing) Impact Assessable Referral Agencies Nil	Lot 26 on Plan RP725840 – 1 Sesame Street, Lakeland Zone – Village	<ul style="list-style-type: none"> • Application received 20 January 2015 • Acknowledgement Notice issued 30 Jan 2015 • Council issue applicant an Information Request 10 Feb 2015 •
D	D BUHMANN & M PALMER (SALE TO J MIDDLETON)	JOHN MIDDLETON	Reconfiguration of a Lot into two (2) lots Code Assessable Referral Agencies Nil	Lot 7 on Plan RP744503 – 52 Hope Street, Cooktown Zone – Medium Density Residential	<ul style="list-style-type: none"> • Application received 25 February 2015 •

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D	RESTORATION ISLAND PTY LTD	COLIN LINDSAY C/- PLANZ TOWN PLANNING	Material Change of Use – Caretakers Residence Code Assessable Referral Agencies Nil	Lot 4 on Plan WMT63 – Restoration Island, Lockhart Zone – Rural	<ul style="list-style-type: none"> • Application received 25 February 2015 •
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LAND TENURE

	NATIVE TITLE DETERMINATION APPLICATION (QUD673/2014; QC2014/008) CAPE YORK UNITED NO. 1 – REGISTRATION OF CLAIM BY REGISTRAR OF NATIVE TITLE CLAIMS: VARIOUS PARISHES.	
	<i>Report No.D15/3187 from Land Tenure Officer File No.2.660.171</i>	

Précis

1. Note the registration of Cape York United No. 1 by the Registrar of Native Title Claims on 6 February 2015 and public notification on 11 March 2015

Background/History

2. By letter dated 24 February 2015, Preston Law advised that the above native title application had been registered by the Registrar of Native Title Claims 6 February 2015, with public notification 11 March 2015.
3. The application seeks recognition of non-exclusive native title rights and interests, these rights are;
 1. have access to, remain on and use the land and waters;
 2. access and take resources of the land and waters; and
 3. protect places, areas and things of traditional significance of the land and waters.
4. A claim for recognition of exclusive native title has been made; it is unclear as to the extent to which this will apply.
5. Where native title has not been extinguished, or where prior extinguishment can be disregarded, exclusive native title rights are claimed – generally exclusive native title rights will only be recognised over Unallocated State Land, Aboriginal freehold or Aboriginal Reserve Land; exclusive native title rights claimed are “*right to possession, occupation, use and enjoyment of the land and waters against all others*”.
6. The claim stretches generally from the tip of Cape York to the Daintree River mouth on the east coast of Cape York and to Pormparaaw on the westerly side, covering an area of approx 79,703.0112 square kilometres of which 70,542 square kilometres is within Council’s local government area and includes the township of Cooktown.
7. At this stage it is not possible to identify each specific lot over which the application has been made as the application is made on an external boundary basis, excluding the following categories of land:

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1. land and waters subject to previous exclusive possession as defined by section 23B of the *Native Title Act 1993*;
 2. scheduled interests as defined by section 249C of the *Native Title Act 1993*.
8. The application will not include freehold land within this area, or the following native title determinations and native title determination applications:
- (a) QUD6158/1998 Ankamuthi People (QC1999/026) as included or amended on the Register on 21 September 1999;
 - (b) QUD6022/2002 Wuthathi People #2 (QC2002/025) as included or amended on the Register on 20 December 2013;
 - (c) (QUD6023/2002 Wuthathi, Kuuku Y'au & Northern Kaanju People (QC2002/026) as included or amended on the Register on 26 May 2003;
 - (d) QUD269/2008 Gudang Yadhaykenu People (QC2008/008) as included or amended on the Register on 3 March 2009;
 - (e) QUD157/2011 Northern Cape York Group #1 (QC2011/002) as included or amended on the Register on 14 August 2014; and
 - (f) QUD6119/1998 Kowanyama People (QC2014/001) as included or amended on the Register on 8 April 2014.
 - (g) The area that is subject to QUD392/2014 Ankamuthi People #2 (QC2014/003) as made in the Federal Court of Australia on 29 July 2014.
 - (h) QUD174/1997 Hopevale QCD1997/001 - 8 December 1997;
 - (i) QUD6001/1998 Wik and Wik-Way Peoples QCD2000/006 - 3 October 2000;
 - (j) QUD6001/1998 Wik and Wik Way Native Title Determination No.2 QCD2004/002 – 13 October 2004;
 - (k) QUD6001/1998 Wik and Wik Way Native Title Determination No.3 QCD2004/003 – 13 October 2004;
 - (l) QUD6089/1998 Western Yalanji People QCD2006/001 - 17 February 2006;
 - (m) QUD6005/2003 Strathgordon Mob QCD2007/001 - 26 July 2007;
 - (n) QUD6008/1998 Eastern Kuku Yalanji People QCD2007/002 - 9 December 2007;

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- (o) QUD6016/1998 Kuuku Ya'u (QCD2009/001) - 25 June 2009;
- (p) QUD6029/2001 Wik and Wik Way People (QCD2009/002) - 29 July 2009;
- (q) QUD6119/1998 Kowanyama People QCD2009/003 - 22 October 2009;
- (r) QUD6001/1998 Wik and Wik Way Native Title Determination No. 4 QCD2012/010 - 11 October 2012;
- (s) QUD6119/1998 Kowanyama People Part B QCD2012/016 - 5 December 2012;
- (t) QUD6119/1998 Kowanyama People Part C QCD2012/017 - 5 December 2012;
- (u) QUD6008/1999 Western Yalanji People #4 QCD2013/002 - 24 September 2013;
- (v) QUD6003/2001 Western Yalanji Combined #5 and #7 QCD2013/003 - 24 September 2013; and
- (w) QUD156/2011 Northern Cape York Group #2 (QC2011/003) - 20 June 2014.

- 9. The application will include Council infrastructure and land tenure interests.
- 10. Preston Law has obtained Attorney General Funding for Council and will make further funding application as required.
- 11. As previously instructed, Preston Law will join Council as a party to the Application once notification commences.

Link to Corporate Plan

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

Consultation

- 13. Nil.

Legal Implications (Statutory, basis, legal risks)

- 14. Nil identified.

Policy Implications

- 15. Nil.

Financial and Resource Implications (Budgetary)/Risk Assessment

- 16. Provision is made in the budget to meet Council's legal costs.

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RECOMMENDATION

Report be accepted for information purposes.

Att.

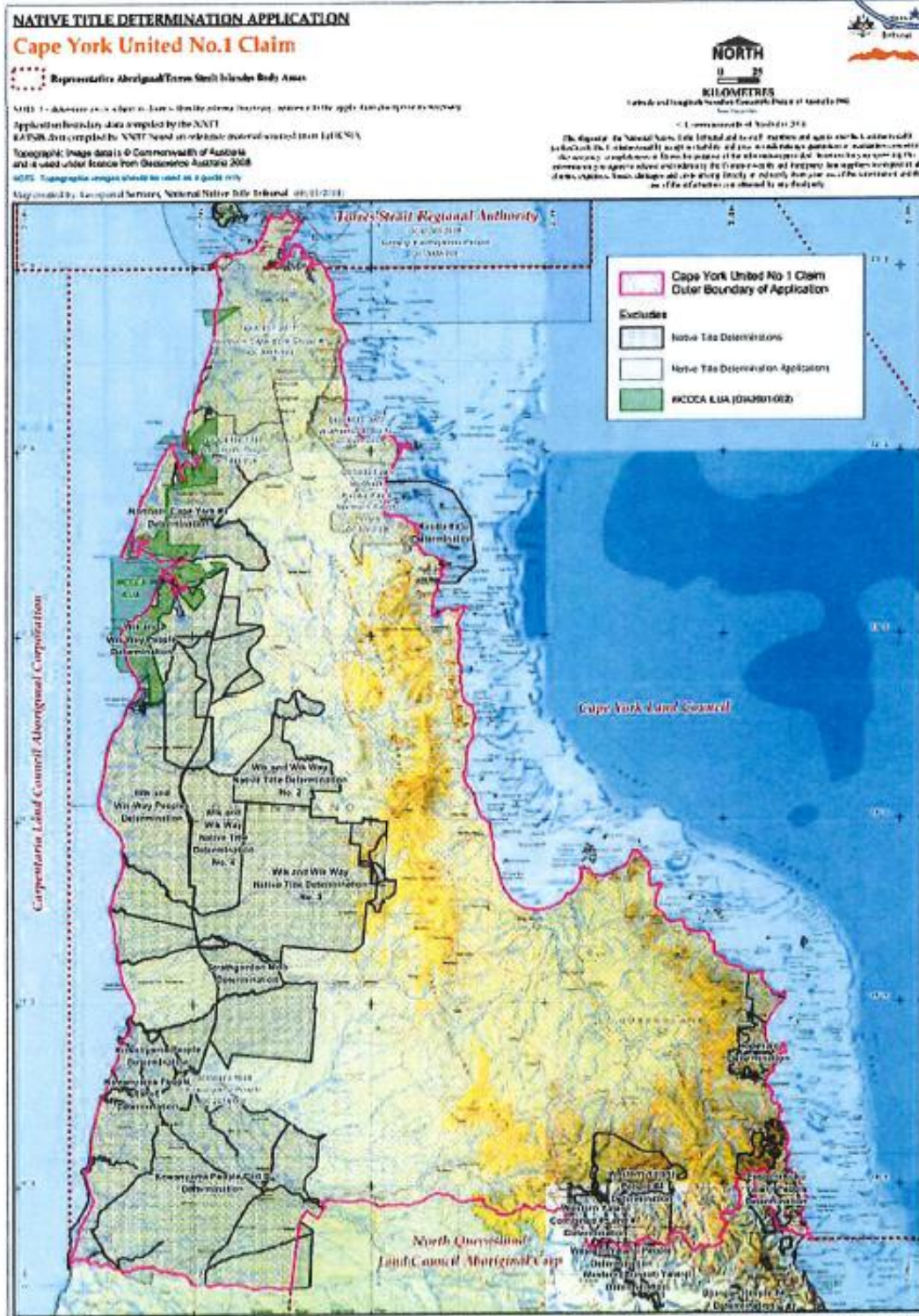
NTDA (QUD673/2014) Cape York United No. 1 Claim Area

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Schedule extract attachment:
 QUD673/2014 (QC2014/008).
 Claim Group Description, Attachment A of the Application,
 Page 1 of 1, 12/12/2014

ATTACHMENT "C" MAP OF CLAIM AREA



Maplet 2014/01/01 (NTS) Product: QUD/NTS/Topo Cape York United No.1 Maplet 2014/01/01 (NTS) Product: QUD/NTS/Topo Cape York United No.1 Maplet 2014/01/01 (NTS) Product: QUD/NTS/Topo Cape York United No.1

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ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES

	ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES DIVISIONAL REPORT – February 2015	
	<i>Report No.D15/3229 from Economic Development and Community Services Director.</i>	

1. GRANTS

Applications Submitted

- Department of Veterans' Affairs – Saluting Their Service Commemorations Grants – Coen Flagpole.
- Department of Veterans' Affairs – Saluting Their Service Commemorations Grants – Coen Memorial.
- Department of Transport and Main Roads – Community Road Safety Grant – Safety Audit Portland Roads Road.

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 the Environment – Green Army Projects
- NRMA Insurance – Community Grants Program
- Department of Veterans' Affairs – Saluting Their Service Commemorations Grants
- Department of Infrastructure and Transport - Black Spot Funding

Future Funding Available

- Australian Government, Department of Infrastructure and Regional Development – Bridges Renewal
- Australian Government, Department of Infrastructure and Regional Development – Heavy Vehicle Safety and Productivity Programme

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- Australian Government, Department of Infrastructure and Regional Development – National Highway Upgrade Programme

Correspondence

- Executed Grant Agreement - State Libraries of Queensland – Incubators of ideas, learning and innovation – Business Hub
- Variation Request - Department of State Development, Infrastructure and Planning – Royalties for the Regions –
- Variation Request – Department of Local Government Community Recovery and Resilience – Infrastructure (Waterfront Amenities, Water Park).

Community Development Grants Program

Fifteen applications were received for round two of the Community Development Grants Program. These applications have been assessed for eligibility and how well the proposed projects align with the intent of the program.

Applications have been submitted in a separate report for resolution at the March monthly Council meeting.

2. ARTS AND CULTURE

Round 2 of the Regional Arts Development Fund (RADF) closed on February 2, 2015. The committee met on February 6 to assess the applications and recommendations were tabled at the February Council meeting. All four applicants were successful and have now been notified.

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.

Two staff members attended a RADF teleconference hosted by Arts Queensland regarding the soon-to-be-released guidelines for Council's to apply for the 2015/2016 annual funding allocation. Council's are now able to create their own RADF guidelines, based on the principles of the Arts Queensland Arts Strategy for all Queenslanders. Timelines will be tight to create the new guidelines, determine what arts projects Council will implement in the next year, set budgets and decide on the total funding allocation required and ensure all is approved by Council and in-line with budget requirements and goals into the 2015/2016 financial year.

3. COMMUNITY DEVELOPMENT

Coen Interagency Group

Attended via teleconference to give an update on the Coen Advisory Committee discussions.

National Tidy Towns awards

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Cooktown achieved a 4-star rating and was named state winner at last year's Keep Australia Beautiful Tidy Towns awards, and a Cooktown delegation represented Queensland at the national awards in Tasmania on February 27. Councillor Kaz Price, media officer Sarah Martin, economic development officer Sarah Greaves, Cook Shire Recycling competition winner Josie Dagge and her mother Kate made up the smallest delegation at the awards, but made up for size with presence, collecting sustainability information from 2014 National Tidy Town winner Sheffield and the other state finalists present. The trip was a great chance to interact with other councils and community members in the sustainability and environmental field, creating important contacts and publicising Cooktown and Cook Shire.

Council made a presentation and held an information stall at the awards ceremony, which was attended by all delegates, Sheffield council representatives and town mayor, local media and State and Federal politicians. Council's live Facebook and Twitter posts from the awards ceremony attracted hundreds of views on social media, and lots of positive feedback. Council won the national Young Legends award and was highly commended in the Energy Innovation category, while Western Australia's Toodyay won the overall national Tidy Town award. Council made a presentation to the Cooktown state primary school on March 6 to educate the students on the Tidy Towns process and the environmental, social and economic benefits of being involved in the competition.

4. MEDIA, MARKETING and COMMUNICATIONS

Cook Shire Website

The new website will be launched at the Cooktown and Cape York Business Conference on March 27. IT and ED and CS are working closely to solve issues with the CMS software, in preparedness for the site to go live as soon as possible.

Social Media

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

- Total 'likes' – 1,442 (up 33 since last month).
- The most popular post by Council was "Weather Warning: The Bureau of Meteorology is predicting heavy rainfall...", posted on February 11. It reached more than 5700 people, garnered 145 likes, 54 comments and 61 shares.
- Statistically, an image was the most popular post this month (as opposed to last month when a status was the most popular), reaching an average of 703 people, followed by 686 people reached by a status and 446 reached with a link.

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

- Council's page has a steadily growing group of followers – now at 176, an increase of 31 from last month.

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- New followers include Cape York ecologists Wildtracking, Queensland Tourism Industry Council CEO Daniel Gschwind, the National Indigenous Radio Service and Laura Dance Festival.
 - 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.

Tourism Marketing

Three new skins have been designed for Council's billboards, situated in Cairns, Townsville and Tully, featuring clear call-to-actions (Book your holidays now! Discover the historic beauty of Cooktown; and Cooktown, where all the great explorers go!), iconic landmarks and favourite tourist activities (history, culture, fishing).

A half page advert is running in the Autumn 2015 edition of Spirit magazine, Qantas' regional in-flight publication and a double page spread, with advertising costs shared with Adventure North.

Two adverts, to appear in the May and December issues of The Wanderer (the Campervan and Motorhome Club of Australia's magazine) will promote visitation of the RV Rest Area in Cooktown and other Cook Shire tourist attractions.

5. EVENTS and FESTIVALS

Remembrance Walk

Preparations are continuing 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. Encourage your family, friends, and community groups to get involved. We have received one team nomination to date.

Upcoming Events and Date Claimers

- 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

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- Cooktown Employment and Training Sub-Committee
- Economic Development Projects meeting
- Kill-A-Watt Energy Audits
- Chubb Security
- Cooktown Chamber of Commerce and Tourism
- TheSpace
- Ergon Energy
- Keep Australia Beautiful National Awards, Sheffield TAS

Investment Incentives

An Investment Incentives document is being drafted and will compliment the 'Live in Cook Shire' document. This document, amongst others, will be promoted at regional trade shows and copies will be available for real estate agents and other businesses supportive of this initiative. The Investment Incentives document will outline

- An overview of residential and rural land available, business and lifestyle opportunities
- Median rent in Cooktown versus Cairns
- Land availability
- Energy, Water and the NBN rollout
- Quickstats

Economic Development Document Updates

Several Economic Development focused documents are being reviewed for updates and include:

- Major Projects; and
- Economic Development Profile

This is being undertaken in-house as staff time and resources allow. In the coming months, copies of these documents will be made available to businesses wishing to display them in a three tiered plastic display stand on their front reception for customers or visiting company representatives to view.

Economic Indicators

The table below shows the latest available data sourced from Council's Economy ID profiles – www.economy.id.com.au/cook.

<i>Data current as at December 2014</i>		
Unemployment	13.19%	<i>September 30, 2014</i>
Est. Residential Population	4,393	<i>June 30, 2013</i>
Population Growth	+ 1.85%	<i>June 30, 2013</i>
Labour Force	1,582	<i>June 30, 2011</i>

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Cook Shire Solar Project

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. A meeting with Ergon Energy in Cairns has indicated that there have been an elevated number of brown and black outs over the past 4 months. Ergon Energy are currently sourcing data to highlight the un-interrupted supply in the region since November.

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 interested investors. In the meantime, an independent Engineer and Surveyor will review the site for a different subdivision plan.

Signage Project

Discussions with the Department of Transport and Main Roads (DTMR) have 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 presented a range of different signage templates and ideas to the Councillors for their consultation with various community groups. This feedback will shape the next stage of the project as a decision for which signs to order for each township, slogans and photos needs to be determined.

National Broadband Network Co.

Two representatives from NBN Co. visited Cooktown and met with various Councillors and Council Officers to explain the next stages of development, map of coverage areas and upcoming community consultation.

Once the initial Fibre to the Node (fttn) infrastructure has been installed, the next phase will see outlying townships and residential areas connected wirelessly to a 40m Monopole.

Since the public meeting in January, NBN Co. have investigated five sites for installing a Monopole and it is expected that it will reach 180 dwellings in line of site, however community

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consultation surrounding the exact location of each is yet to be determined. If an agreed site is unsuccessful, Cook Shire residents' only option will be to connect via satellite. The next stage of community consultation will be for local builders as this infrastructure is an essential step in the initial development stage. This will impact on any future commercial developments. To ensure this infrastructure is supported in Cooktown, planning early will support ease of access to the fibre.

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 \$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 on April 8 at the Cooktown P-12 State School and will confirm whether or not to proceed with the study.

2015 Cooktown and Cape York Business Conference

Early bird tickets closed on Friday February 27 and so far 87 tickets have already been purchased online using www.eventbrite.com.

Formal letters of invitation have been sent to the following:

- Billy Gordon – Member for Cook
- Warren Entsch – Federal Member for Leichardt
- Bill Byrne – Minister for Agriculture and Fisheries and Minister for Sport and Racing
- Kate Jones – Minister for Education and Minister for Tourism, Major Events, Small Business and the Commonwealth Games
- Jackie Trad – Deputy Premier, Minister for Transport, Minister for Infrastructure, Local Government and Planning and Minister for Trade
- Curtis Pitt – Treasurer, Minister for Employment and Industrial Relations and Minister for Aboriginal and Torres Strait Islander Partnerships
- Mark Bailey – Minister for Main Roads, Road Safety and Ports and Minister for Energy and Water Supply
- Leeanne Enoch – Minister for Housing and Public Works and Minister for Science and Innovation
- Shannon Fentiman – Minister for Communities, Women and Youth, Minister for Child Safety and Minister for Multicultural Affairs
- Yvette D'Ath – Attorney-General and Minister for Justice and Minister for Training and Skills

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The Conference programme is now 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 \$120 inc. GST.

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.

Bendigo Bank

This community-driven initiative has formed a steering committee in which each representative will be required to seek pledges from within the community to support the establishment of Bendigo Bank. This regional initiative is still under investigation.

Chubb Security

Chubb Security requested a meeting with Cook Shire Council Economic Development after discussions with the Cairns Chamber of Commerce. A meeting took place in which two representatives were shown around Cooktown and most of Cook Shire's buildings. Chubb Security will be in contact with the Department of Environment and Planning to discuss a variety of different security measures and models which Cook Shire Council could utilise. Chubb Security were also interested in speaking to the Hospital, licensed hotels, accommodation properties and the three schools.

Keep Australia Beautiful Tidy Towns awards presentation evening

Cooktown was the Queensland state finalist at the national Keep Australia Beautiful awards night held February 27 in Sheffield, Tasmania. Two council officers and Cr Price were accompanied by Kate and Josie Dage as representatives from Cooktown at the awards.

Cooktown won the Young Legends category and were highly commended in the Energy Innovations category.

Several interesting ideas that were noticed include; Eco-Schools Australia accreditation (international accreditation), regional collaboration with surrounding Councils to reduce waste, handling costs and share resources and new developments that integrates the newly established regional hospital, road safety course (educational bike path), parkland together with the edible community gardens.

One clearly noticeable point was that the other state finalists were all community driven submissions, not council, and that each of these towns also had a Keep Australia Beautiful steering committee.

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Incubation Hub at Cooktown Library

A successful grant has secured funding to renovate the library and create a working space with eight computer tables with privacy screens. The room will cater for workshops and Skype video facilities also.

Work to reconfigure the back room at the Cooktown Library is scheduled to commence early April. Workshops from both TheSpace and Inspire Business Consulting could commence as early as June.

Solar Panels on Council administration building

Enquiries about how to commence with this project have been lodged with both FNQROC and RDA for further assistance. Many councils' are looking into innovative ways to reduce rising electricity costs so there are already a number of companies and consultants who Cook Shire Council can engage with. Below is an approximate series of events, not including any preliminary investigations by the previous building inspector:

- Naked Energy performed a Level 1 Energy Audit and provided a report with ROI and costs.
- Kyocera Solar contacted Cook Shire Council to ascertain half hour interval data and the administration building plans to review for a report.
- Power National Pty Ltd are also compiling a report with the same data given to Kyocera Solar.
- GHD are conducting Level 1 and Level 2 "Kill-A-Watt" energy audits throughout Cooktown businesses and buildings owned by Council (which are managed by community groups).
- GHD will submit a proposal soon to provide an unbiased report into the feasibility of installing solar panels on the administration building. They do not recommend products and/or companies to install.
- The Missing Link have submitted a letter of understanding prior to commencing work on a comprehensive Energy and Waste Strategy for Cook Shire.

This project is still being investigated as there are many different companies in the market, however, The Missing Link could provide solutions to future-proof Cook Shire's waste transfer station and turn it into a profit-generating venture as well as looking into renewable energy technology for some of the high energy consuming buildings and street lights.

"Kill-A-Watt" Energy Audits

Andrew Brassett from GHD is still conducting energy audits on Council owned buildings on behalf of the "Kill-a-Watt" program.

Only buildings which are managed by community groups are eligible, and others that are partaking in this free audit are:

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-
- 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)

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 are yet to be presented, upon which, will be given to Council's Building Surveyor for their records of each building.

Economic Development Grants tracking

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

7. TOURISM

Tourism Website upgrade

Still awaiting quotes from two website developers to redesign the tourism website. The new design will be aligned with the new Explore Cooktown brochure theme and design.

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Town Map

The final review of the A3 town map is nearing completion with some excellent feedback from the businesses in town. The regional map for the back page will commence redesign in the coming weeks.

Tourism and Events Industry Conference – Townsville

On February 19 the Tourism and Events Officer attended a tourism and events industry conference in Townsville organised by Townsville Enterprise. Topics that were discussed included a new trending tourism sector – edutourism (education tourism), sustainability, business plans, cruise ship shore excursions, networking, social media and customer service.

Growing the North's Family Farming Economy Luncheon – Cairns

On February 25 the Tourism and Events Officer attended the Growing the North's Family Farming Economy luncheon with special guest speaker, Joel Salatin from America. There were people from all across north and west Queensland with some excellent discussions regarding how to attract more young people to the farming and agriculture industries, how to embrace innovation, how to access markets, consumer education about local products and supporting local food systems.

Tourism Tropical North Queensland

On February 25 two staff attended a networking function in Cairns, where they met staff from TTNQ and other TTNQ members. This was a good opportunity to represent Cooktown and make some new contacts in the tourism industry in far north Queensland.

Explore Cooktown brochure

The Cooktown Chamber of Commerce has launched their new Explore Cooktown brochure. Brochures have been delivered to tourism businesses and Visitor Information Centres in Port Douglas, Cairns and Mareeba. The brochure has been well received throughout the region and accompanies the new Tourism Cape York brochure nicely.

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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	218	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
Total for year		15,856	23,519

James Cook Museum Statistics

Month	2015	2014	2013
January	707	445	897
February	175	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
November		710	817
December		701	784
Total		20,512	24,036

Nature's Powerhouse / Visitor Information Centre

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- During this month 14 visitors to the VIC were from interstate
- During this month 48 visitors to the VIC were from intrastate
- During this month 50 visitors to the VIC were from overseas

Café

Unfortunately, due to power surges, a few electrical appliances (including the coffee machine) have been damaged. Cold drinks are still available. The Café should be operating again in the very near future and bookings are being taken for functions and tours.

Galleries

Vera Scarth-Johnson Gallery & Charles Tanner Wildlife Exhibition

The number of visitors to the Galleries in February 2015 was 88.

Month	2015	2014	2013
January	85	549	715
February	112	118	433
March		174	405
April		203	664
May		826	1,659
June		1,509	3,515
July		3,534	4,258
August		2,750	2,422
September		1,570	824
October		1,071	498
November		436	358
December		220	281
Total		12,304	16,032

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8. LIBRARY UPDATE

Cooktown

Karien Francois will be attending a Professional Development training course in Brisbane in the near future. She was successful in obtaining a travel bursary of \$500 to offset costs of airfares and/or accommodation. The program includes an exploration of *Best Start* – a universal family literacy program. Decisions are currently being made in the Cooktown library for the delivery of this initiative. Handouts and other resources will be given to course participants for the launch. It is likely at this stage that the Cooktown library will collaborate with the CDCC and other agencies to enable best delivery of *Best Start*.

IT usage continues to grow and as a result, an increase in data allowance is being considered by Cook Shire IT staff.

Bloomfield

No report received from Bloomfield. Statistics were downloaded from the Aurora management report.

Coen

Coen Playgroup is currently borrowing books from the library which accounts for the increase in both membership and issues.

A sewing group now meets each Tuesday in the library. Pattern resources will be purchased for this group in the near future

Library Statistics – February 2014

Library	Membership Adults, Junior Instit /Temp	Loans	Internet Usage	February Reservations
Cooktown	A 852, J 89 Inst. 3, T 2	1960	821 vouchers issued	250
Bloomfield	A 86, J 8 , Inst. 1	263	?	73
Coen	A 42, J 34	79	28hr	0

9. COOKTOWN SWIMMING POOL

Maintenance

- Shade cloth has broken again so has been taken down
- Dolphin cleaner not working, possibly from faulty power point

2014/15	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
General Entry	463	461	701	1532	1281	1291	1741	1109					7470
Swim 4 Your Life	21	42	28	77	67	37	53	75					325
Aqua Aerobics	16	5	15	59	58	22	53	74					228
Private Lessons	0	0	0	0	14	0	9	4					23

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School Lessons	0	0	0	0	0	0	0	0					0
Swim Club	0	0	0	0	0	0	0	0					0
Underwater Hockey	43	47	24	40	49	35	46	49					284
CDCC	0	0	0	0	0	0	43	21					43
Alternate Care	0	0	20	65	59	52	18	2					214
Gungarde	0	0	0	0	0	0	121	0					121
2013/14	543	555	788	1773	1528	1437	2084	0	0	0	0	0	8708
	<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>	<i>Total</i>
General Entry	277	252	936	1664	1281	1324	1118	1099	1043	572	710	312	10588
Swim 4 Your Life	24	66	53	85	109	56	55	106	73	51	85	40	803
Aqua Aerobics	0	0	0	23	43	14	38	43	22	20	52	15	270
Private Lessons	0	0	0	8	16	0	0	12	2	3	0	0	41
School Lessons	0	0	0	0	0	0	0	246	0	3	0	0	249
Swim Club	0	0	0	0	0	0	0	0	0	48	0	0	48
Alternate Care	9	47	30	23	37	32	49	43	26	22	17	0	335
Total	310	365	1019	1803	1486	1426	1260	1549	1166	719	864	367	12334

10. SENIOR UNITS

- Seniors provided with severe weather warning & cyclone tracking map on February 13.
- Bond payments lodged with the Residential Tenancy Authority - all except four tenants who have increased their fortnight payments to pay bond.
- Routine Inspections will be conducted on March 17 with Director of Planning and Environment and Building Surveyor in attendance. Entry Notice requires seven days – tenants given fourteen days notice of entry.
- May Street Units - Smoke alarm compliance report will be undertaken by CSC Workplace Health and Safety Officer on March 6.
- New tenant took possession of Coral Sea, unit 6 on February 9.

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CORPORATE SERVICES

FINANCE

	SALE OF PROPERTIES – NON-PAYMENT OF RATES & CHARGES	
	<i>Report No.D15/3175 from Rates Officer</i>	

Précis

Report to Councillors on the results of efforts to collect rates and charges that have been outstanding for more than three years.

Background/History

At its August 2014 meeting, Council decided, under the provisions of section 140 of the *Local Government Regulation 2012*, to sell the land described in the below schedule for overdue rates and charges.

Assessment	Address	Lot on Plan
10003945	11 Flinders Street, Cooktown	Lot 10 on RP 851380
10004927	43 Helen Street, Cooktown	Lot 421 C 1791
10010601	12 Savage Street, Cooktown	Lot 16 on C 17971
10011435	1, 13 – 17 Savage Street, Cooktown	Lot 8 – 9 on C 179110, Lot 7 on C 17919, Lot 10 – 11 on RP713552
10013027	11 Sesame Street, Lakeland	Lot 24 on RP 725840
10019792	96 Hutchinson Street, Cooktown	Lot 2 on RP 867052
10022663	Oaky Creek Road, Cooktown	Lot 1 on RP 729990
10023919	Alcestis Holding PH14/3385 Peninsula Developmental Road YARRADEN QLD 4	Lot 3384 on SP 182311, Lot 3385 on CP 890152
10029262	35 Slaughter Yard Road, Marton	Lot 23 on SP 241626

Council staff have followed the procedures as set out in the Regulation and as at the set time for the sale of properties, that is, 10.00 am on Friday, 6 March, 2015, all outstanding rates and charges were paid on all the properties except for Assessment No. 10022663.

This property was offered for sale, by auction, and the reserve price was not realised. Council's Chief Executive Officer had been delegated the power to negotiate with the highest bidder as allowed for by the Regulation and the property was sold thus recovering all outstanding rates and charges. After Council has deducted the outstanding rates and charges and costs of recovery, the balance will be paid to the then registered owner.

Link to Corporate Plan

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Sustainable financial and administrative management of the Shire's municipal and community resources.

Consultation

None required.

Legal Implications (Statutory, basis, legal risks)

Local Government Act 2009 and Local Government Regulation 2012

Policy Implications

None identified.

Financial and Resource Implications (Budgetary)/Risk Assessment

Recovery of rates and charges amounting to \$209,989.87 of which \$203,417.51 was arrears and represents 34.01% of the total arrears (\$598,001.42) as at the 4 August 2014 when the process was started.

The balance of arrears as at 10 March 2015 is \$538,130.52. The reason that the arrears balance does not reflect the \$203,417.51 paid is because the August 2014 levy outstanding totalling \$174,233.17 has been rolled over to arrears and any additional payments received towards arrears not relating to the Sale of Arrears process. This \$175,233.17 reflects approximately 175 outstanding accounts. Please refer to the finance report for a breakdown of arrears by years outstanding and balances outstanding.

RECOMMENDATION

For Council's information.

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	FINANCE STATUS FEBRUARY 2015	
	<i>Report No.D15/3243 from Senior Finance Officer</i>	

Accounts Payable – February 2015

Cheques issued	32	Value	\$ 192,083.78
EFTs paid	266	Value	\$ 1,596,984.97
Cancelled EFT	0	Value	\$ 0.00
Cancelled Cheques	0	Value	\$ 0.00
Total Expenditure			<u>\$ 1,789,068.75</u>

Accounts Receivable – February 2015

Invoices Issued	131	Value	\$ 379,080.99
Credits Notes	16	Value	\$ (26,906.01)
Aged Balances	Current		\$ 200,090.73
	30 Days		\$ 34,376.32
	60 Days		\$ 13,979.50
	90 Days		\$ 7,331.66
	90+ Days		<u>\$ 250,066.29</u>
Total Outstanding			\$ 505,844.50
Letters of Demand	1		

Wharfage Report February 2015

Vessel	Days at Wharf	
Miss Doreen	1	
Iona	1	
Arafura Queen	1	
Stella Rain	2	
Unloads		
Vessel	Unload to	Unloaded
Miss Doreen	Aqua Cairns	Live Trout
Iona	Aqua Cairns	Live Trout

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Arafura Queen	<i>Aqua Cairns</i>	Live Trout
Stella Rain	<i>Seafresh</i>	Live Trout

Rates Report –
February 2015

<u>R1 - Property Transfers</u> When properties are sold change of ownership details are recorded by Council	Month	Number of Transfers	Comments: 3 Vacant, 1 Dwelling, 1 Commercial/Farming outside Cooktown
	Dec	4	
	Feb	13	

<u>R2 - Change of Addresses</u> When ratepayers change their address details are recorded by Council	Month	Number of COAs
	Jan	3
	Feb	6

<u>R3 - Returned Mail</u> Mailed returned as addressee no longer living at the postal address. Alternative addresses researched and mail re-sent	Month	Number of returned letters
	Jan	0
	Feb	19

<u>R4 - Rate and Ownership Searches</u> Property searches are compiled on application, providing rating, property and financial information on a property	Month	Rates Searches	Ownership Searches
	Jan	7	2
	Feb	6	1

<u>R5 - Valuation Changes</u>	Month	Number of Valuation Changes
	Jan	10
	Feb	0

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

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Debt
Recovery
Report
No.

<u>D1 - Rates</u> <u>Debt</u> <u>Outstanding</u> **Run the crystal trial balance report and go to the second last page for figures**	Details	Statistics							
	Month	Balance BF	Levied	Less Payments (includes prepayments)	Less Rebates	Interest	Discount Taken	Adjustment	Total Outstand
	January	713,241.02	3,556,358.88	-3,538,573.36	-42,874.03	52,899.50	-143,464.27	-7,802.92	589,7
	February	570,598.08	376,4321.33	-1,377,068.55	-43,401.79	839.95	-47,283.31	3210.55	2,871,2

Number of Assessments by Category	Residential	Commercial	Rural	Extractive	Other
January	80	15	20	24	51
February	73	13	18	24	48

Number of Assessments by Years	Current	1 Year	2 Years	3 Years	Greater than 3 years
January	114	45	18	5	8
February	113	39	15	3	7

Number of Assessments per outstanding balance	Less than \$500.00	\$500.00 - \$1000.00	\$1000.00 - \$5000.00	\$5000.00 - \$10,000.00	\$10,000.00- \$20,000.00	Greater than \$20,000.00
January	76	26	58	17	6	7

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February	15	28	97	24	8	5
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<u>D2 - Letters Sent</u>	Month	Rates Reminders	Final Demands	Legal Letters
	January			
	February			

<u>D3 - Payment Arrangements</u>	Month	Arrangements	Debt Collectors	Sale of Arrears
	January	24	75	8
	February	19	70	7

- To date we have 100 rate accounts registered for electronic notices out of 2416 notices. That is 4.14%
- A lot more change of addresses were sent in but have not yet been registered in Trim and will reflect in the March report
- Rates Levied

Grants update - February 2015		
FUNDING BODY		
Grant Monies Received February 2015	REASON	Amount Received
Dept Local Government, Community Recovery & Resilience	FAG - General	\$1,758,356.25
Dept Local Government, Community Recovery & Resilience	FAG - Roads	\$375,332.00
Queensland Reconstruction Authority	Cyclone Ita 2014	\$140,833.39
	Total Received	\$2,274,521.64
Grant Monies Outstanding as at 28 February 2015		
Dept Transport & Main Roads	ATSI TIDS - Lockhart River Access Rd Enrichment	\$65,082.57
State Library of Queensland	Business Innovation Hub	\$31,000.00
Dept Local Government, Community Recovery & Resilience	Get Ready Queensland	\$533.00

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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

	Total outstanding	\$2,883,681.30
Note: ANNUAL SUBSIDY/GRANTS 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</i> <i>FAG - General</i>	<i>(2014/2015 paid by quarterly instalments)</i> <i>Identified Road Grant - \$1,501,328</i> <i>General Purpose Grant - \$7,033,425</i>	\$8,534,753.00
Department of Infrastructure & Transport <i>Roads to Recovery over 4 year period</i> <i>ATSI TIDS - dependant on Projects acceptance</i>	<i>2014-2015 (per year for the next 4 years)</i> <i>2014-2015 - Streetscape</i>	\$995,000.00 \$650,000.00

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ADMINISTRATION

	BUSINESS SERVICES REPORT – MARCH 2015 – FOR INFORMATION	
	<i>Report No. D15/3280 from Business Service Manager</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 February

Phones Calls inward	1494
Counter Enquiries	394
RV Permits	0
Front Counter Receipts	356

Cash	\$32,170.30
Cheques/MO	\$118,448.95
Credit Cards	\$70,699.20
EFT	\$17,928.52
Other	\$1,746.81
TOTAL	\$240,993.78

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Stores

Issues: 357
Items Issues: 48,563.20
Value of Issues: \$200,202.70

IT

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

11	Tickets resolved
12	Tickets created
24	Tickets updated
348	Current Open Tickets

IT have completed the move into new office and have finalised the set up for IT works and disaster management. The following itemises works undertaken during the period 1 Feb to 28 Feb 2015.

- 1046 Configure all linux servers and clients on the network to use sandy (172.16.80.193) as their apt-repository
- 1525 add a layers to the network map for the different water vpns
- 1619 Set up offense gw with zones (subnets) for staff computer and scada computer at the annan treatment plant
- 1757 Update the Authority test instance with live
- 1802 Tracking Kyocera TASKalfa 552ci problems and maintenance (Main printer)
- 1966 Upgrade the depot to mainoffice wireless link with the new airfiber units to enable better performance for server hosting in the depot office
- 2320 Provide stats of average emails received per day
- 2359 Robert would like to replace the Scada computer (HP Touchscreen) at the Annan water treatment plant and other plants with a server able to run vmware and a single winxp vm
- 2385 Convert CooktownSTP (Cooktown sewerage scada pc) to a Vmware virtual machine and retire the old HP pc
- 2399 Set up a database maintenance (backup) plan for the Mandalay databases
- 2413 Set up a laptop for water to remote access the Annan scada computer from his satellite connection
- 2443 Move Land Tenure's computer and data from Depot to Main Office
- 2469 Set up Backups for Exchange 2010 (gillian)
- 2516 Shared folders/mailboxes and Global addressbook not updating in Outlook (when or not in cached mode)
- 2523 Evaluate Unitrends and Veeam as replacement for GhettoVCB backups

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-
- 2527 Set up new backuppc server (depnas1) for the main office to perform backups of depot servers and pc's
 - 2551 Eftpos integration with Authority for Customer Service
 - 2558 Order smartphone for Arnaud
 - 2580 New CSC Website Build
 - 2581 Changes to cooktownandcapeyork.com website
 - 2653 Reboot of Amos request [Mandalay Technologies] Re: Dates in reports raw data
 - 2654 Investigate current permissions that allow users to modify email groups members
 - 2659 Order Android Tablets for Water board staff
 - 2671 Install vmware vsphere server 5.5 and connect to 3 ESXi hosts
 - 2673 Archive email request since 2009 – Engineering
 - 2703 Virtual Machines Lakeland and Laura
 - 2711 Purchase smart phone new Animal Control Officer, new CEO and Building - Return project managers faulty Sony Xperia
 - 2716 Faulty computer: Bus Services - DLOP902008
 - 2725 Create account for Interim Chief Executive Officer
 - 2726 Vouchers needed For Library
 - 2728 Bio profile failed to load on new pc due to possible file corruption in a number of items in the Download folder
 - 2729 Reimage all library computers so that they are running windows 7
 - 2730 Request to quintagroup for how to display themed page content with print friendly style
 - 2731 Move approx service to depot4 and change ubuntu servers to use this in their sources.list
 - 2732 Order 5 Windows 7 Pro licences to cover the 5 Windows 7 VM's used in this project
 - 2733 Move pcimages share of isabella to depnas1 to free up space on Isabella
 - 2734 Issues with Mandalay Server unhandled exception due to metadatabase connection error
 - 2735 Quote - Renewal of Symantec Anti Virus Licenses due by 19-03-2015
 - 2736 Symantec Endpoint Protection Manager Webserver (on Lily) using a lot of bandwidth
 - 2737 Survey cannot log in on his WinXP virtual machine
 - 2738 FW: New Employee Set up Details for Customer Service Officer
 - 2739 Faulty computer: Depot Admin - DLOP901012

Records and Correspondence

	DOCUMENTS	SCANNED DOCUMENTS	TOTALS
Records Officer	97	365	462
Correspondence Officer	45	55	100
RECORDS TOTALS	142	420	562
WHOLE OF COUNCIL	1505	497	2002

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** 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

TASK	TO BE DONE.	LAST ACTION	PRIORITISED
Procurement & Asset Disposal - Contracting			
<i>Tender Concrete Products</i>	Re-run Tender for New Panel - Revised Pricing Etc. Possibility of using FNQROC.	Determined panel due to expire	Commence March
<i>Tender for Road Transport</i>	Re-run Tender for New Panel - Revised Pricing Etc.	Determined panel due to expire	Commence March
<i>Sole Supplier Register</i>	Annual report to go before Council.	Organisation-wide itemisation of sole suppliers.	Report April.
<i>Tender for Asphalt and Bitumen</i>	Match against FNQROC Panel and determine viability.	Determined panel due to expire	Commence March
<i>Investigate Partially Centralised Purchasing.</i>	Investigate and implement internal control whereby upon input of purchase order data entry personal confirm purchasing policy has been followed	FNQROC Discussion.	Pending Project.
<i>Stores and Workshop Building Tender</i>	On hold pending budget.	Advice from DCS no budget.	No Action Planned.
<i>FNQROC Templates, Panels and Contracts Portal</i>	Working to identify common contracts, templates and future panels.	FNQROC Meeting. Templates forwarded.	Ongoing
<i>Rebel, Breeze & Classic FM</i>	Formal Decision re. Classic FM to be relayed from EMT or Council.	Information forwarded to ED&CS and EMT	Pending information from Rebel re. Handover and EMT re. Classic
<i>Council Housing Tender</i>	On hold pending budget.	Advice from DCS no budget.	No Action Planned.
<i>Contract for Transport & Disposal of Waste</i>	Bulk Haulage Tender Expires Early 2015. Combine with Disposal. Part of FNQROC initiative.	Determined no contract in place for disposal. Scheduled for 2015. Meeting with FNQROC	Pending FNQROC & Feedback from Waste
<i>T0115 - Panel of Preferred Suppliers</i>	Close and Evaluate Tender	Tender Open. Addenda Released.	Current Project.
<i>Harrigan Street Lot - Sale</i>	Amendment to Contract - Change in Name to Trust	Finalised documentation and Sale	NA
<i>Telehandler - Tender for Purchase and Trade.</i>	Offerings received in previous Tender unsuitable. Re-run Tender.	Notice from workshop Tender to be re-run in New Year.	As per advise from Workshop

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TASK	TO BE DONE.	LAST ACTION	PRIORITISED
<i>Shire Hall Tender - Management Agreement to be Put in Place.</i>	Finalise Management Agreement Terms	Receipt of Cyclone damage report.	Final draft to be negotiated.
<i>Request for Quote for Spraying Contract. Drafting and Evaluation.</i>	Job awarded. Contract in place.	Contract drafted and executed.	NA
Legal			
<i>Oz Turners - Documentation Required for Claim</i>	ARL to action.	Documents sent to ARL.	Externally determined.
<i>CYWAFAP Handover to NatureCall.</i>	Finalise MOU.	Terms of MOU sent to NatureCall	Pending response from Naturecall.
<i>Mining Compensation Agreement</i>	New compensation agreement to review and cost.	Receipt of agreement.	High.
<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. Gate Damage included. Claim for Compensation.</i>	Establish liability. Further information to be provided by Olkola	Information received from Engineering. Additional claim made by Olkola.	Pending information from Olkola.
<i>Debt Recovery Project</i>	Strategy for pursuing claims to be established i.e. organisational responsibilities.	Interdepartmental meeting required.	Not scheduled.
Internal Controls and Corporate Governance			
<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>OIC Privacy Camera Survey</i>	Fill out and submit audit.	Delegated.	As per requirement.
<i>Customer Service Charter</i>	Finalise Draft. Interdepartmental consultation and presentation to EMT and Council.	Put on hold until June.	June.

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TASK	TO BE DONE.	LAST ACTION	PRIORITISED
<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>	Changes implemented in T0115. Still to be implemented in Policy.	Reviewed other policies and intent of legislation with reference to locality allowance. Implemented in current Tender.	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 & 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 - Include in Authority Registers</i>	Transfer from Soft Copy in Excel to Authority	Reviewing Authority register for changes.	Scheduled by End of 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>	Forms and corporate documents are updated and rebrand as necessary.	Ongoing	Ongoing project.
Records Management			
<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	Internal Search for Records. Pending information from Foundation.	To be scheduled once feedback received from

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TASK	TO BE DONE.	LAST ACTION	PRIORITISED
	Foundation.		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 Records Management - Possibility of Central Management.</i>	Establish workload versus Whole of Council training versus Failure in Organisation to Register Corporate Records.	Information Gathering Stage. Email traffic and Records Capacity.	Scheduled for Costing by End of April.
<i>Workers Compensation and Work Cover</i>	Capture all workers compensation and workcover records in Records Management System.	Delegated to records. Scheduled and approval granted for project.	Ongoing time dependant.
Complaints and Information Management			
<i>CCC Document Supply - Investigation</i>	Liaise with CCC. Supply information and access to personnel as necessary.	Ongoing	Ongoing Project.
<i>Complaint 2.</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.	Finalised application. Invoiced for Processing Period.	NA
<i>Right to Information - 2</i>	RTI Application. Sort and itemise documents and release if appropriate.	Finalised application. Invoiced for Processing Period.	NA
<i>Complaint 1.</i>	Finalise complaint and claim.	Sent findings to complainant.	Pending response.
<i>Delegation Updates Required</i>	RTI & IP delegations require updating.	Delegation request sent to Executive Services.	Timely action required.
Risk Management and Insurance			
<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>Shire Hall Insurance</i>	Transfer to maintenance. Claim denied.	Receipt of claim by Council.	Urgent.
<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.
<i>Public Liability Audit</i>	Receipt of annual public liability audit.	Complete and return audit.	As per requirement.

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TASK	TO BE DONE.	LAST ACTION	PRIORITISED
Staffing & Training			
<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 Ash</i>	By Request	By Request	Ongoing Project.
Land Tenure/Property Management - Contractual Arrangements			
<i>Licence to traverse - Mt Tully</i>	Implement Licence to Traverse Agreement with State.	Agreement sent for review.	Follow up due Feb.
<i>JS Love Building Repairs</i>	Determine liability. Have repairs undertaken.	Receipt of damage listing.	As possible.
<i>Job-Find</i>	Transfer Lease to new Tenants.	Completed.	NA
<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>Re-enactment 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.
<i>CDCC - Renew Lease</i>	Renew Lease	New lease sent for review. Pending feedback.	Intention to 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>	Lease Executed. Communication Protocols and Role in Hire of Plant Contract to be Negotiated.	Meeting with Olkola	Inclusion in T0115
<i>Batavia</i>	Working relationship. Communications Protocols. Economic Development Opportunities.	Meeting with Batavia	Ongoing.

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TASK	TO BE DONE.	LAST ACTION	PRIORITISED
<i>Lease E and State Lands Lease over Water.</i>	Required decision by Council/EMT	Information provided to CEO.	Pending Council Decision.
Administration			
<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	Datsima input received.	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. Work with Kathy and Narelle.</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.	Completed. Signed onto new contract. Costs beneficial to Council	NA
<i>Change in mail procedure to deal with change in library operational practices.</i>	Handover of new mailing address for library books.	Completed.	NA
Projects On Hold			
<i>Lease Solar - Lyon</i>	Lease drafted.	On hold.	On hold.

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CUSTOMER REQUESTS FOR THE MONTH OF February 2015 (GRAPH AND TABLE)

	February		
CRM Description and Department	Open at Start of Month	Open	Closed
EXECUTIVE SERVICES			
Chief Executive Officer			
<i>WHS Officer</i>			
Accidents & Incidents	3		
<i>Executive Assistant</i>			
Councillors Requests	1		1
<i>Human Resources Officer</i>			
Employment Conditions Enquiry	0		
Recruitment	0		
Training Requests	0		
<i>Land Tenure Officer</i>			
Land History/Native Title Enq	0		
Land Use Complaints	1		1
TOTAL	5	0	2
CORPORATE SERVICES			
Director Corporate Services			
Disaster & Emergency Management	4		1
SES Request	0		
<i>Business Services Manager</i>			
Complaints Sent to Other Govt	0		
Property Management	0		
RTI & IP	0		
Tendering Complaint	0		
Tendering Enquiry	0		
<i>Senior Administration Officer</i>			
Compliments	0		
Public Toilets - Cooktown Area	0	2	2
<i>Records Officer</i>			
IT User Support - TRIM	0		
Records Request	0		
<i>Payroll Officer</i>			
Payroll Enquiry	0		
Termination Enquiry	1		1
<i>Rates Officer</i>			
Rating Enquiry	0		
Wheelie Bin Exchange	0	1	
TOTAL	1	3	3

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	February		
CRM Description and Department	Open at Start of Month	Open	Closed
ECONOMIC DEVELOPMENT & COMMUNITY SERVICES			
Director Economic Development & Community Services			
<i>Arts & Culture Officer</i>			
Arts & Culture	1		1
<i>Manager of Marketing & Communications</i>			
Community Consultation	4		4
Community Planning Enquiry	0		
Library Enquiry	0		
Senior Accommodation Living Units - General Request	1		1
Senior Accommodation Living Units - Personal Request	0		
Sports & Recreation	3		3
Swimming Pool	0		
<i>Grants Officer</i>			
Donations	1		1
<i>Economic Development Officer</i>			
Economic Development Inquiries	0		
<i>Tourism & Events Officer</i>			
Events	1		1
Tourism Enquires	0		
TOTAL	11	0	11
PLANNING & ENVIRONMENT			
Director Planning & Environment			
CYWAFAP - Declared Pests	0		
<i>Local Laws Officer</i>			
Abandoned Vehicle Concerns	0	13	1
Animal Permit Required	0		
Control of Nuisances - Air-Borne Hazard			
Control of Nuisances - Fire Hazard	2		1
Control of Nuisances - Fire in the Open	0	1	1
Control of Nuisances - Noise Pollution	1		1
Control of Nuisances - Overgrown Vegetation	0		
Control of Nuisances - Visual Pollution	0	1	
Dog Attack	1		1
Dog Barking	0		
Domestic Animals - Excess	1		1
Domestic Animals - Payment	0		
Domestic Animals - Rush/Menace	0		
Domestic Animals - Wandering at Large	5	1	5
Domestic Animals - Welfare	0		
Illegal Camping	1		
Livestock Complaints	4		4

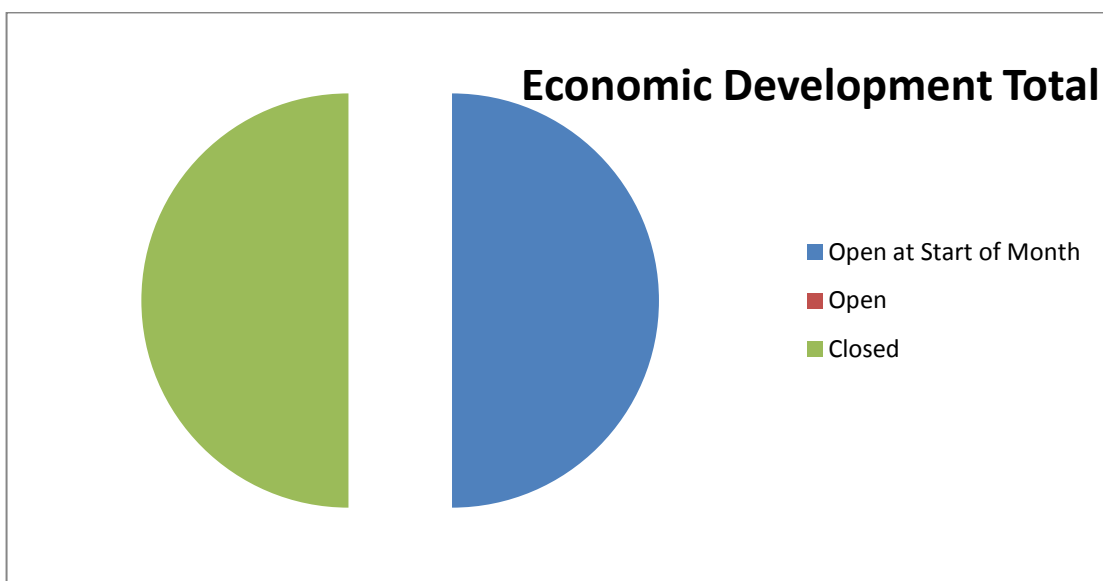
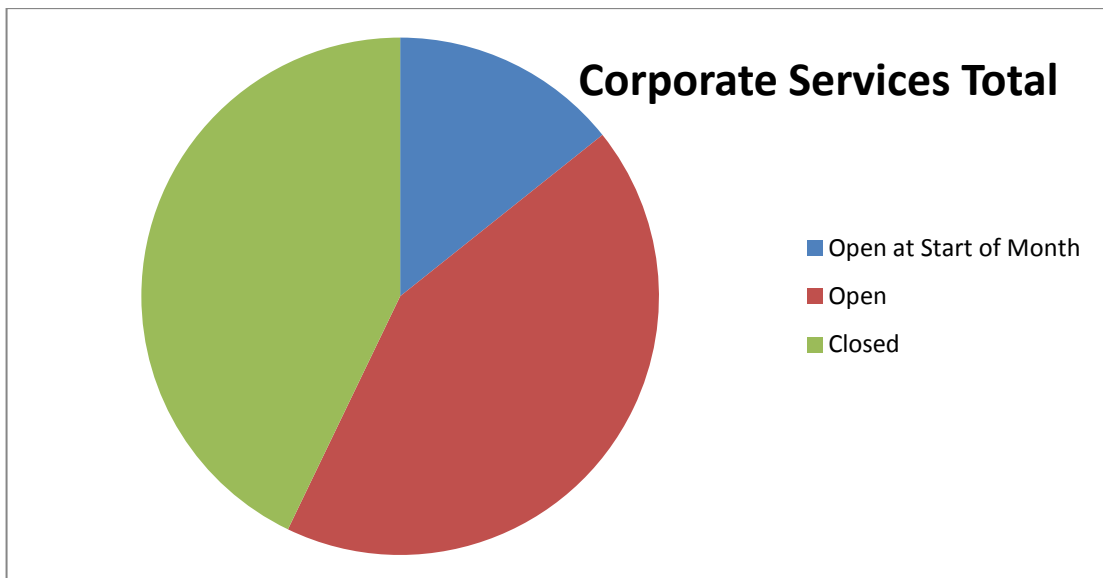
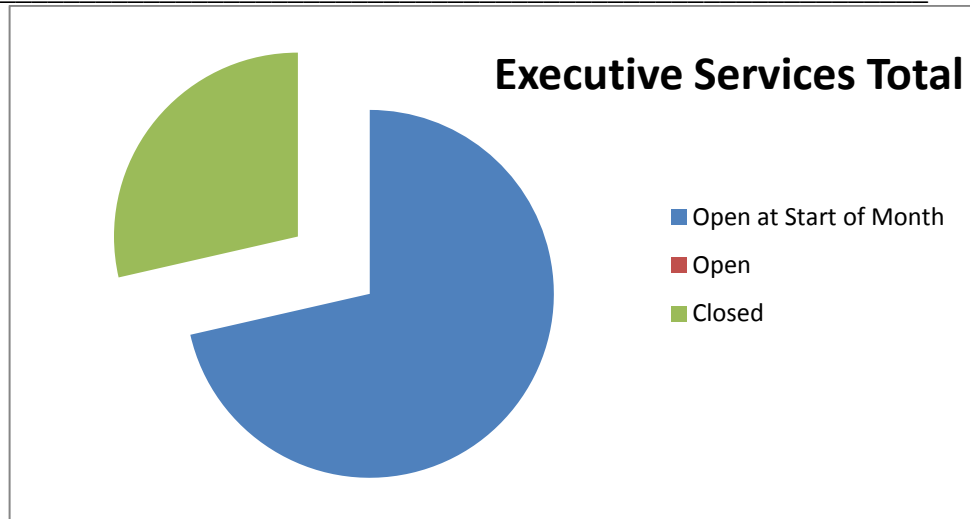
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	February		
CRM Description and Department	Open at Start of Month	Open	Closed
Pick up of Large Livestock	0		
RV - Rest Area Inspections	0		
Senior Accommodation Units - Maintenance Request	21	8	27
<i>Building Surveyor</i>	1	4	2
Building Enquiries/Complaints	2		2
Council Properties - Maintenance	45	17	50
Private Swimming Pools	0		
<i>Plumber</i>			
Council Properties - Plumbing Maintenance	3	3	4
<i>Environmental Health Officer</i>			
Environmental Complaint	3	3	3
Food Premises Complaint	2		2
Food Premises Enquiry	0		
Public Toilets - Cape Area	2	1	3
Trade Waste Matters	0		
<i>Landcare Officer</i>			
Land Care Enquiry	0		
<i>Waste Management Co-ordinator</i>			
Landfill/Rubbish/Recycling Enquiry	0	2	2
Missed Waste Service Pickup	0		
Mulch Delivery	0		
Waste Management Odour Issues	1	1	2
<i>Plumbing Inspector</i>			
On-site Sewage Management Syst	0		
Plumbing Enquiries/Complaints	1		1
<i>Assistant Bio-Security Officer</i>			
Bio-Security - Feral Pig Control	1		1
Bio-Security - Incentive Scheme Applications			
Bio-Security - Wild Pig Control			
<i>Assistant Environmental Health Officer</i>			
Cemetery Request	2		2
Other Premises Enquiry	0		
Local Law Complaints	0		0
<i>Town Planning Officer</i>			
Land Use & Planning Enquiries	0		
Planning Application Enquiry	1		1
TOTAL	100	55	117
ENGINEERING SERVICES			
Director Engineering Services			
Operational Works Enquiries	0		
Road - Opening & Closing	3		
<i>Construction & Maintenance Shire Overseer</i>			
Bridge Damage	0		
Damaged Traffic Signs, Rails	2	2	2

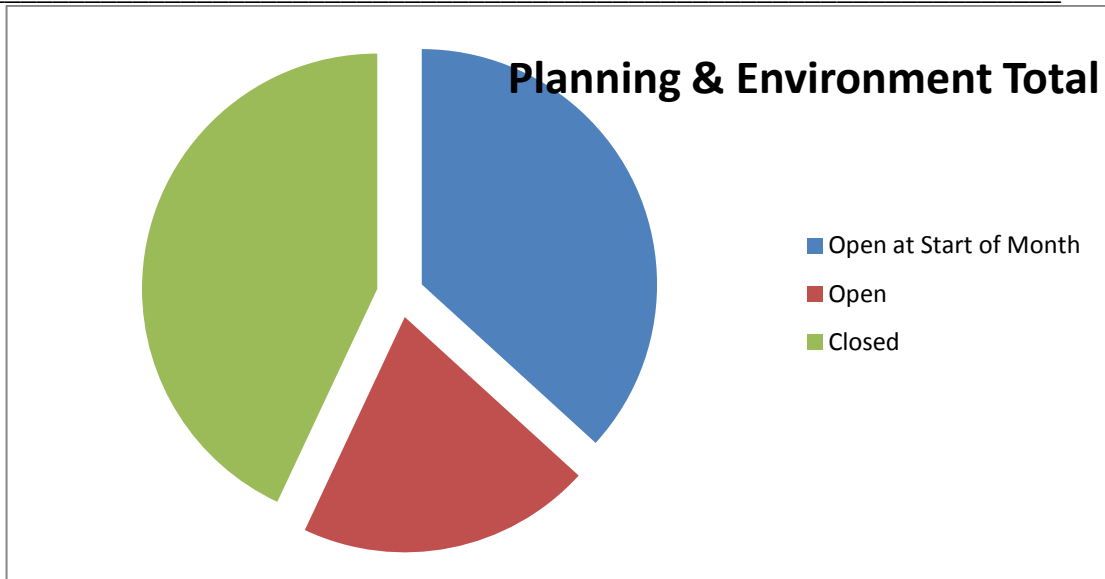
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	February		
CRM Description and Department	Open at Start of Month	Open	Closed
Fallen Trees	4		1
Footpaths & Bikeways	2	2	4
Roads Maintenance	8	9	14
Wharves, Boat Ramps & Fishing Pontoons Damage	0	1	1
Stormwater Drainage	0	3	2
<i>Project/Administration Officer</i>			
Commercial TV & Radio	1		1
Information Signage Request	1		1
Road Conditions Website Enquiry	1		1
Street Lighting	2		2
Verge Mowing Enquiries	1	1	2
<i>Parks & Gardens Manager</i>			
Cemetery - Tidy up Funerals	0		
Monuments	1		1
Parks & Reserve Mowing	0		
Park Furniture	0	1	
Parks & Gardens - Other Maintenance	1	3	1
Pick up of Dead Animals Small	0		
<i>Curator of Gardens</i>			
Identification - Plant ID	0		
Request - Guided Walking Trail	0		
<i>Shire Surveyor</i>			
Drainage Diagrams/Maps	0		
GIS/LIS Map Request	0		
Sewerage Diagrams/Maps	1		1
<i>Water & Sewerage Manager</i>			
Sewerage	0		
<i>Water Administration Officer</i>			
Sewerage Services Enq/Com	0		
Water Quality Request/Complain	0		
Water Supply Enquiries/Repairs	0	4	4
TOTAL	28	26	38
OVERALL TOTALS	145	84	171

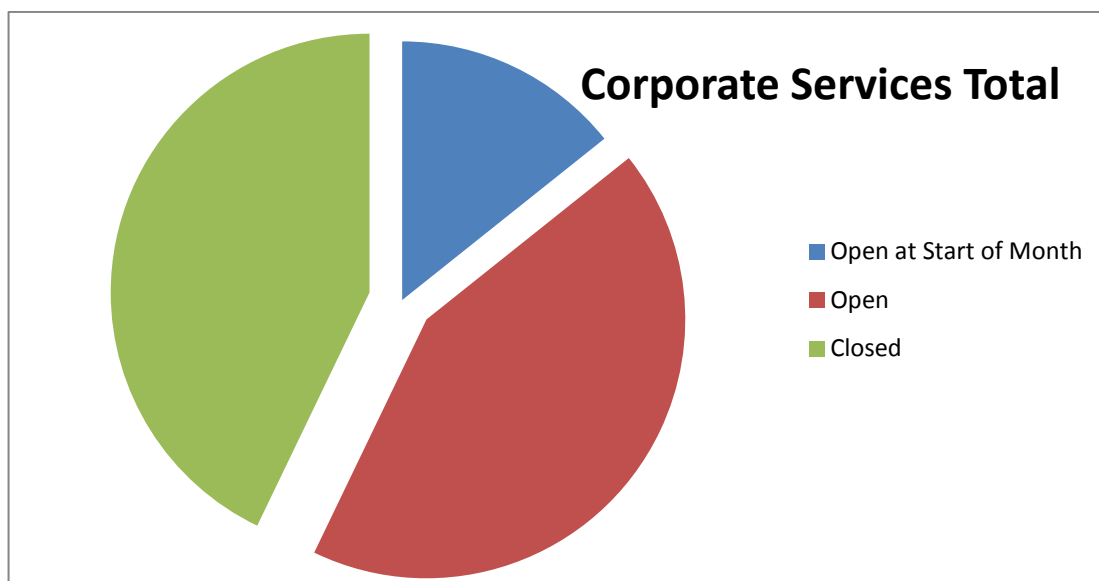
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[Link to Corporate Plan](#)

Leadership and Governance

- 4.1.1 Provide, to a standard that ensures (at a minimum) legislative compliance:
- c) Appropriate corporate governance.

[Consultation](#)

Nil.

[Legal Implications \(Statutory, basis, legal risks\)](#)

Nil.

[Policy Implications](#)

Nil.

Financial and Resource Implications (Budgetary)/Risk Assessment

Nil.

RECOMMENDATION

Council adopt the report for information.