



NOTICE OF MEETING

AN ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF COOK will be held at the Administration Centre, 10 Furneaux Street, Cooktown on the, 14, 15, 16 March 2016

Tuesday 15 March, 2016

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

Timothy Cronin
Chief Executive Officer

AGENDA AND BUSINESS PAPERS
14, 15, 16 March 2016

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ATTENDANCE:

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

MEETING OPENED

The Mayor, Cr PH Scott declared the meeting open at

APOLOGIES:

MAYORAL MINUTE

NOTICE OF BEREAVEMENT:

Advice has been received of the passing of James (Jimmy) Gordon Snr

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 16 February 2016 be confirmed subject to the following amendments

Page/Reso #	Correction

BUSINESS ARISING:

AGENDA AND BUSINESS PAPERS
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EXECUTIVE

	REVIEW OF OPERATIONAL PLAN FOR 2015-16 FINANCIAL YEAR – MARCH 2016
	<i>Report No. D16/3458 from Chief Executive Officer</i>

Précis

Acceptance of progress of implementing the 2015-2016 Operational Plan.

Background/History

Section 174 of the *Local Government Regulation 2012* requires that the Chief Executive Officer must present a written assessment of Council's progress towards implementing the annual operational plan at meetings of Council at regular intervals of not more than three months.

Link to Corporate Plan

Legislative requirement

Consultation

Nil – no public consultation required.

Legal Implications (Statutory, basis, legal risks)

Legislative requirement.

Policy Implications

Legislative requirement

Financial and Resource Implications (Budgetary)

Operational Plan must be consistent with the annual budget.

RECOMMENDATION

That the quarterly review of the Operational Plan 2015-2016 be adopted

AGENDA AND BUSINESS PAPERS
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COOK SHIRE COUNCIL

Operation Plan 2015-16 - 2nd Quarter update as at January 31, 2016

The Operational Plan 2015-16 is a summary of the organisations operations for the 12 months ending June 30 2016, as outlined and funded in the Annual Budget.

The Plan links with Council's long term strategic direction as set out in the Corporate Plan and other strategic documents.

In accordance with the Local Government Regulation 2012 the Operational Plan must:

- Be consistent with the Annual Budget
- State how the Local Government will progress the implementation of the 5 year Corporate Plan
- State how it will manage operational risks.

The Operational Plan is not intended to include every activity Council undertakes, but to highlight new initiatives and key projects planned for 2015-16.

Each department summarises it's core activities and details new initiatives for the 2015-16 year that will assist in the delivery of the Corporate Plans objectives.

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OPERATIONAL PLAN FOR THE YEAR ENDING JUNE 2016

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COOK SHIRE COUNCIL

Operational Plan for the year ending June 30, 2016

EXECUTIVE MANAGEMENT

THEMES

Leadership and Governance

Activities that enable Council to progress long term community planning

Identity and Integrity

Recognising that the lifestyle and character of the people is strongly connected to the history and sense of place

Safe, Healthy and Inclusive

Feeling safe at home and during emergencies, health and allied services, and services and facilities affecting equity groups

ANNUAL BUDGET:EXPENDITURE	\$1,436,000	EXECUTIVE MANAGEMENT		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/1/16
Executive Management	\$561,200			
<i>Provide strong organisational leadership and governance while maintaining a high standard of ethical conduct.</i>		Review and enhancement of Cook Shire Council governance	CEO	Governance framework under review
<i>Ensure effective delivery of services to Cook Shire communities</i>				
<i>Lobby key groups and all levels of government to improve liveability with the region in relation to alternative energy solutions.</i>		Facilitate the development of alternative energy solutions	DEDCS	Lakeland Solar Project awaiting funding approval from ARENA.
<i>Identify and build working relationships with key stakeholder groups</i>				
<i>Foster positive relationships with local and regional media outlets.</i>		Development of Communications Strategy	DEDCS	Communications Strategy approved at October 2015 Council meeting

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<i>Implementation and compliance of Council policy.</i>		Establish Audit Committee and Risk Management Committee to strengthen governance	CEO	Audit Committee established and held three meetings in 2015/16. Risk Management Committee established and held two meetings to date.
<i>Oversee the development of all statutory planning</i>		Facilitate finalisation and Adoption of the new Planning Scheme.	DPE	Adopted January 2016
Elected Members	\$468,900			
<i>Attend Council Meetings and participate in strategic planning.</i>		Enhance strategic focus of Council meetings		Review of Council agenda and papers in progress
<i>Promote the Cook Shire through attendance at events, meetings and forums within and outside the region.</i>		Focus on initiatives in relation to the Commonwealth Government's Northern Australia White Paper	CEO	Council is actively engaging with Government and Private sector to maximise outcomes
Human Resources	\$174,200			
<i>Maintain and improve skill level of staff and that all licences and certificates are compliant and up to date.</i>		Enhance performance management systems with a focus on implementation of training.	CEO	Consultant appointed to review and implement performance management system including
<i>Ensure Integrity in all manner of employment practices are maintained.</i>		Review and enhance employment practices	CEO	Code of Conduct training to be held
<i>Ensure compliance with certificates and licences.</i>		Implement systems and processes to review and monitor compliance with certificates and licences	CEO	Systems are under review
WH & S	\$153,700			
<i>Ensure Workplace Health and Safety procedures are complied with.</i>		Implement systems and processes to review and monitor Workplace Health and Safety procedures	CEO	HR Manager reviewing WHS systems
<i>Develop and maintain a Risk Management Plan</i>		Establish Risk Management Committee and Enterprise Wide Risk Management Framework	CEO	Risk Management Committee established and held two meetings to date.
<i>Review and implement programs to ultimately reduce Workers Compensation claims</i>		Revise and enhance operations of the Workplace Health and Safety Committee	CEO	Safety Committee has been reviewed with new representatives.
FNQROC	\$78,000			
<i>Support Far North Queensland Regional Organisation of Councils. (FNQROC). Membership maintained and meetings attended.</i>		Leverage membership of FNQROC for benefit of Cook Shire Council	CEO	Attended FNQROC meetings with Mayor on a regular basis.

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COOK SHIRE COUNCIL

Operational Plan for the year ending June 30, 2016

CORPORATE SERVICES

THEME

Financial Integrity

Providing Council, community and other stakeholders with accurate and timely financial information.

Customer Service

Servicing Cook Shire residents with accurate efficient service, through call centres and service centres.

Corporate Policies

Maintenance and review of Council policies

ANNUAL BUDGET:EXPENDITURE

\$2,906,550


CORPORATE SERVICES

Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/1/16
Finance	\$805,350			
<i>Financial Sustainability & Asset Management</i>		Employ a designated asset management officer to coordinate with the engineering department in collating asset data and formulating long term asset management plans.	DCS	Advertising in November. - Readvertised Jan
<i>Budgeting</i>				
<i>Auditing-Internal Audit Committee</i>	\$20,000	Ensure that the newly formed Internal Audit Committee complies with the LG Act requirements.	DCS	Audit committee has met twice in 2015-16
<i>Auditing-External by QAO</i>	\$115,000			Audit Plan for 2015-16 received, timetable approved.
<i>Tax Compliance- FBT, GST</i>				
<i>Revenue Raising-Rates, Fees, etc</i>	\$149,250			
<i>Cash Management</i>				
<i>Procurement and Stores</i>	\$170,600			
<i>Policy compliance and revision.</i>				

AGENDA AND BUSINESS PAPERS
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Business Services				
				Position now moved to Exec Services
<i>Strategic legal advice to Councillors and organisation.</i>	\$217,000			
<i>Records Management</i>	\$152,700			
<i>Customer Service</i>	\$163,900			
Community Buildings				
	\$413,500			
<i>Lease of community buildings</i>		Hall hire review including fees and facilities	DCS	Costs of managing council properties currently under review.
Aged Care Planning & Property Management				
	\$43,450			
<i>Ensure all tenancy agreements are followed in accordance with the RTA</i>		With the National Registry Housing Program in force as at 1/7/2015 Council will transfer the six social units funded by the Dept of Housing (Howard/May St) to a local housing provider. A decision on the remaining 12 units is to be decided.	DCS	Department has extended the registration timetable, awaiting for Cooktown housing providers to obtain registration.
<i>Undertake to assist both State and Federal Government to provide appropriate aged care accommodation and facilities</i>				
Building Assets Maintenance				
	\$132,300			
<i>Maintain Council buildings and other structures in accordance with annual budget.</i>		Review and determine best Service delivery model by start of Q4 2015.	DCS	
<i>Compile and review long term asset management data for Council buildings.</i>		Prepare specifications for asset management plans	DCS	Asset Manager will supervise and coordinate the maintenance team from March.
<i>Establish an Asbestos Management Register</i>		Prepare specifications for asbestos Management Register and plans, for Council Built Assets	DCS	
Information Technology				
	\$523,500			
<i>Strategic management of Council's IT assets</i>		Set up Video Conferencing Facility	DCS	Postponed in initial upgrade.
		Migrate emails to Cloud	DCS	Telstra contracted - Mar Apr completion
		Upgrade telephone system	DCS	Telstra contracted - Mar Apr completion
		Improve security, initially arrange for an IT security audit.	DCS	Currently collating data
<i>Ensure Software licences are up to date</i>		Set up an internal training program to upskill council staff in MS Office, Authority and Trim.	DCS	Proposed for 2016

AGENDA AND BUSINESS PAPERS
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COOK SHIRE COUNCIL				
ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES				
THEME				
<i>Active, Creative and Connected</i>				
Sports and play, cultural vitality and our clubs and organisations				
<i>Safe, Healthy and Inclusive</i>				
Feeling safe at home and during emergencies, health and allied services, and services and facilities affecting equity groups				
<i>Identity and Integrity</i>				
Recognising that the lifestyle and character of the people is strongly connected to the history and sense of place				
<i>Economic Wellbeing</i>				
Activities that bring improvements in financial status across the whole Shire				
ANNUAL BUDGET:EXPENDITURE	\$2,116,369	ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/1/16
Economic Development - Management	\$265,232			
<i>Delivery of the 2013-2016 Cook Shire Economic Development Strategy and program priorities</i>		Prepare and present to Council new 2015 - 2019 Cook Shire Economic Development Plan	DEDCS	Cook Shire Economic Development Plan adopted by Council at Jan 2016 meeting
		Prepare and implement housing response strategy including housing development to meet needs of major local employers as part of a skills attraction and retention initiative	DEDCS	Initial work has commenced on identifying demand for housing by major employers and potential business
<i>Work with Advance Cairns to deliver the regional investment strategy.</i>		Prepare a Cook Shire Northern Australia White Paper response and economic development strategy	DEDCS	
Media, Marketing & Communication	\$222,535			
<i>Providing a consistent and inspiring promotional strategy to position the region as a commercial and lifestyle destination</i>		Prepare and implement a Cook Shire Communications Strategy for adoption by Council in late 2015	M&C Officer	
<i>Communicate Council activities and other information to the Cook Shire ratepayers</i>		Organise all Council owned images and those with permission to use. Negotiate agreement with Cooktown Chamber of Commerce to make available to members for promotional purposes	M&C Officer	
		Continue distribution of Cook Shire Connect E-newsletter and increase distribution through growth of email database	M&C Officer	
<i>Ensure consistency and authenticity of Council's corporate identity and visual branding for all external Council communications and promotional media</i>		Evaluate effectiveness of alternative media and marketing avenues such as television, radio and other visual and print media and link to significant events throughout the year	M&C Officer	
<i>Maximise the use of Council's website</i>		Update Council's website utilising a platform that will enable future planned uses and community interaction	M&C Officer	

AGENDA AND BUSINESS PAPERS
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Economic Development	\$136,115			
<i>Digital Economy - Facilitating the provision, uptake and application of high-speed broadband alternatives in the Cook Shire</i>		Prepare a Digital Enterprise Strategy to encourage maximum uptake of IT and e-commerce by local business community	EDO	Digital Enterprise Strategy to be prepared in partnership with Chamber of Commerce in Q1 2016
		Provide a single point of contact to NBN Co to ensure a focussed and inclusive provision and take up of high speed broadband	EDO	Single point provided. NBN scheduled to be rolled out Q3 2016 in Cooktown
<i>Investment Attraction - Supporting and attracting investment into the region</i>		Negotiate provision of wi-fi hotspots throughout Cooktown with Telstra	EDO	Initial discussions have taken place regarding free wifi as well as Telstra Air. Expected roll out Q4 2016
		Lead Cape York Regional Training Cluster initiative and prepare a gap analysis for future education and training investment	DEDCS/EDO	To be commenced after 2016 Local Government elections
		Continue to support Lakeland Solar Farm project and prepare a Cooktown Solar City proposal including securing project partners	EDO	Ongoing support provided. List of local trades provided to proponents for construction
<i>Business and Industry Development - Strengthening our local business environment through the dissemination of economic information and local area initiatives</i>		Provide a single point of contact and ongoing support and facilitation for business investment enquiries	EDO	Ongoing
		Prepare and deliver a home-based business support program in partnership with Department of State Development during the first half of 2016	EDO	To be developed in Q2 2016 in conjunction with Cooktown Chamber of Commerce & Tourism
<i>Maximise leverage provided by development of Cooktown Waterfront</i>		Identify investment opportunities resulting from completion of Cooktown waterfront development	EDO	Pending resolution of construction and land tenure issues
<i>Identify opportunities to develop and enhance key infrastructure such as road, sea and air routes</i>		Prepare for the 2016 Cook Shire Business Conference, to be held in August 2016, incorporating government interagency roundtable and indigenous business development	EDO	Business conference rescheduled to October 2016. Planning will commence Q2 2016
		Prepare an updated Cooktown Airport Development Plan and secure first tenant	DEDCS/EDO	Airport Development Plan contract awarded. Plan to be completed Feb 16
<i>The ongoing delivery of the annual Cook Shire Business Survey to directly inform future projects and opportunities for the region</i>		Undertake business support programs resulting from needs identified in survey	EDO	Annual Business survey to be conducted in Q 2 2106 in line with previous surveys

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Tourism	\$124,022			
<i>Supporting the growth of tourism in the Cook Shire region</i>		Undertake a review of the RV Trial in second half of 2015. Identify and implement alternative RV accommodation solutions in partnership with the local tourism industry	DEDCS/TO	Alternative locations identified in partnership with local tourism industry. Proposal received from CMCA for operation of RV Park.
		Identify tourism development opportunities potentially enabled by completion of Cooktown Waterfront	TO	Short break tourism packages being developed to roll out from Sept 2016
<i>Monitor and evaluate the contribution of tourism to the Cook Shire economy</i>			TO	Ongoing
<i>Coordination of all Council-led tourism activities for Cook Shire</i>		Update tourism promotional collateral and displays and identify specific marketing messages and supporting product offerings for selected consumer shows and events.	TO	Consultation with local tourism industry complete. New collateral being developed in conjunction with CCCT
		All tourism consumer shows will require contributions from industry prior to commitments being made to attend	TO	Consumer shows identified and commitments with local industry achieved
<i>The delivery of signage policy to improve and enhance shire wide information and accessibility</i>		Design and erect new town entry signs for selected locations	TO	Signs approved by Main Roads with installation due Q2 2016
<i>Advertising and promotion of the Cook Shire tourism industry</i>		Identify and prepare advertising and promotional program for 2015/16 in conjunction with Tourism Cape York	TO	Advertising and promotional program complete.
<i>Build new partnerships with key tourism organisations such as TTNQ, TTPD and Tourism and Events QLD.</i>		Develop and maintain partnerships with a focus on the upcoming 2020 celebrations	DEDCS/TO	Director appointed to TTNQ Board, close working relationship developed with CCCT
Event Support	\$41,013			
<i>Support Major events through Resource and Performance Agreements including: Cooktown Discovery Festival, Re-enactment of Cook's Landing, Wallaby Creek Festival, Cooktown Annual Race Meeting and Cardiac Challenge (Cairns to Cooktown bike ride)</i>		Review major events funding program and prepare funding criteria and call for next three year funding applications	DEDCS/EDO/TO	Funding program reviewed and applications open Q 1 2016
		Undertake a series of capacity building workshops for event organisers in conjunction with TTNO	EDO/TO	Capacity building workshops scheduled for Q 1 2016
<i>Ongoing support for 2020 celebrations</i>		Support the development of the scope of the 2020 celebrations event and enable upskilling of event management for participating organisations	DEDCS/EDO/TO	Ongoing

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Events Centre	\$467,471			
<i>Support PCYC to deliver sport and recreation activities for the community</i>		Undertake review of current management contract and develop updated scope for negotiation of contract renewal due in Dec 16	DEDCS	
<i>Support the promotion of the Events Centre as a key destination for Business Events</i>			DEDCS	
Cooktown and Cape York Visitor Information Ctr '@ Natures Powerhouse	\$250,547			
<i>Support the promotion of the VIC @ Natures Powerhouse as a key tourist destination, including café and galleries</i>		Support the relocation of the VIC to the James Cook Museum and secure a Memorandum of Understanding regarding deliverables	TO	VIC relocated to James Cook Museum. Cafe leased short term. VSJ supported in ongoing operation.
<i>Monitor and support the ongoing management of NPH, including the delivery of visitor statistics and financial objectives</i>		Prepare a revitalisation strategy for NPH in preparation for 2020 celebrations	DEDCS	NPH Advisory Committee established and revitalisation plan to be completed by June 2016
<i>Support the VSJ Committee by providing ongoing running costs of the gallery</i>			DEDCS	Ongoing
Pool, Sport and Recreation	\$193,495			
<i>Manage the Swimming Pool and associated programs</i>			DEDCS	Ongoing
<i>Develop Royal Life Saving Programs</i>			DEDCS	Undertaken in December 2015
Libraries	\$218,430			
<i>Promote library usage and identify key activities</i>		Install new signage at Cooktown library	DEDCS	Signage installed
<i>Provide adequate training for librarians</i>		Provide training for library staff to support new Cooktown library incubator	DEDCS	Training to be delivered in Q 2 2016
<i>Deliver community activities to support social inclusion and awareness e.g. targeted learning programmes, digital literacy and self publishing of personal stories</i>			DEDCS	Ongoing

AGENDA AND BUSINESS PAPERS
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Arts and Culture	(\$20,134)			
<i>Coordinate and implement the existing strategic initiatives as funded by Council's RADF program and provide support and administration to the RADF Committee</i>			A&C Officer	RADF funding for 2015/16 received. First round of RADF grants received. RADF Committee renewed
<i>Continue to support the operation of community based historical, arts and cultural groups where practicable</i>			A&C Officer	Ongoing
Community Development	\$71,773			
<i>Coordinate with stakeholders to ensure grants to support community functions and activities are accessed and successful outcomes maximised.</i>			DEDCS	Ongoing
Grants & Donations	\$145,870			
<i>Support businesses and organisations with information on funding assistance</i>		Prepare and distribute a monthly grants newsletter highlighting available grants	Admin Officer	Monthly emails sent to community organisations highlighting available grants
<i>Deliver community and economic development grant program to support social and business growth within the Shire</i>		Review economic development and community development grants criteria to support preparations for 2020 celebrations	Admin Officer	Community and economic grants programs combined into one program. First round completed. Second round Q 1 2016
Disaster Management				
<i>Implement the Community Support Sub-Plan, Media and Recovery Plan. Build capacity and awareness for Disaster Management in community and with various stakeholders for recovery, cyclone shelter and evacuation centre roles.</i>			DEDCS	Ongoing

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COOK SHIRE COUNCIL

Operational Plan for the year ending June 30, 2016

PLANNING AND ENVIRONMENT

THEME

Identity and Integrity

Recognising that the lifestyle and character of the people is strongly connected to the history and sense of place

Environmental Wellbeing

Develop and implement natural environment, environmental health services and sustainable development

Economic Wellbeing

Activities that bring improvements in financial status across the whole Shire

Infrastructure, Transport and Services

Hard infrastructure for communications, roads, airports, ports, our transport options and the waste management, water supply, electricity and sewerage services

Leadership and Governance

Activities that enable Council to progress long term community planning

ANNUAL BUDGET: TOTAL EXP (Rev \$)

\$2,940,065

PLANNING AND ENVIRONMENT

Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/1/16
Strategic Land Use Planning	\$324,500			
<i>Identify development opportunities, and prepare strategic plans, to facilitate timely development and the provision of infrastructure, to support community needs.</i>		Facilitate finalisation and Adoption of the new Planning Scheme.	Senior Planning Officers Consultant Planners	New planning scheme adopted and state interest checks being performed
<i>Provide strategic planning advice, to facilitate development projects</i>		Provision of planning advice to facilitate Council's Industrial Land division project at the Cooktown Airport.	Senior Planning Officers	Ongoing

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Land Tenure	\$189,430			
<i>Investigation and ground truthing of Cook Shire interests.</i>		Council Gravel and Water resources negotiation project. Waterfront land tenure project. Sec 16 Investigations in Cooktown and Surrounds - DATSIP	Land Tenure Officer	
<i>Investigate options for and lobby relevant entities to allow for residential land expansion in smaller townships.</i>		Coen townships expansion project Development Proposal facilitation and advice, as they arise.	Land Tenure Officer	
<i>Pursue ILUAs relevant to the facilitation of outcomes supporting community and economic development needs and aspirations of Cook Shire shareholders.</i>		Review ILUA Mapping in the Cook Shire LGA. Starke River Landing Reserve - Facilitate and Assist with negotiations between DNRM, Commercial Fishing operators, Tourist Interests and Traditional Owners	Land Tenure Officer	
<i>Provide expert representation at Tribunal hearings and ILUA negotiations.</i>		Liaise and assist Council's legal representatives in proceedings - Cape York United No 1 Native Title Claim	Land Tenure Officer	
Planning & Development Facilitation	\$471,300			
<i>Assessment of development applications and provision of development advice</i>		Preparation and training for staff and elected members, regarding New State Planning Legislation Act and Regs, Planning & Development Bill, expected to be introduced in September 2015 and Gazetted by Q1 2016.	DPE	To be undertaken in Q 2 2016
<i>Manage all development in the Shire, including Material Changes of Use, Building Work and Reconfiguration of Lands, in accordance with the Sustainable Planning Act 2009, and the Cook Shire Planning Scheme</i>		Review of Delegations Q3 Infrastructure Charges Resolution Applies from 1 July 2015. Local Government Infrastructure Plan is required by 30 June 2016	DPE	Ongoing
Building Surveying	\$313,650			
<i>Manage all building work in the Shire in accordance with the Building Act 1975, National Construction Codes and Australian Standards</i>				Ongoing
<i>Monitor and inspect building sites for compliance and undertake enforcement actions where appropriate in accordance with legislative requirements.</i>				Ongoing

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Biosecurity Services	\$110,750	Private works Revenue \$70,000.		
<i>Manage weeds and feral animals in accordance with the Biosecurity Act 2014</i>				
<i>Lobby and advocate for State and Federal agencies to improve the funding of a Cape based weed and feral animal control operations, including, a Cape York NRM organisation based and managed entirely within the CYP region, CYPPMAG and relevant programs.</i>				Letter to the Minister authorised by Council October 2015 Advocate to DTMR for improved management of weed control in PDR construction and Maintenance projects.
<i>Continue to implement the Shire pest management program</i>				
<i>Declared weeds are controlled in a cost effective manner at an appropriate first point location.</i>				
Landcare (Grant \$150,000)	\$39,050			
<i>Continue to support Shire catchment and landcare groups.</i>		extensive negotiations held with CY NRM Ltd, through to June 2015	DPE	Funding Agreement Terminated by CY NRM Ltd.
<i>Continue participation in Caring for Country.</i>				
Local Laws	\$86,813			
<i>Monitor and investigate complaints regarding potential or actual breaches of Local Laws.</i>				Ongoing
<i>Review of Local Laws to ensure that they remain relevant and effective.</i>				Model Local Laws Adopted by Council subject to Conditions at the October Meeting 2015.
Animal Control	\$86,812			
<i>Monitor the effectiveness of animal enforcement polices and when not effective, present new options to Council for consideration.</i>				Ongoing
<i>Continue promoting responsible animal ownership.</i>				Ongoing
<i>Develop relationships with neighbouring Councils on animal control issues.</i>				Ongoing
<i>Contact appropriate government agencies to discuss animal control measures.</i>				Ongoing

AGENDA AND BUSINESS PAPERS
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Waste Management	\$763,450			
<i>Support existing and investigate new options for the economic collection, disposal, recycling and reuse of waste.</i>				
<i>Continue to implement initiatives that promote - reduce, reuse and recycle.</i>				
<i>Lobby the State and Federal Government for funding to rehabilitate, upgrade and establish facilities in accordance with the Waste Management strategy.</i>				
<i>Assist with new waste transfer station and inert waste landfill</i>				State grants tenure of former quarry site Sept 2015
Environmental Management	\$244,955			
<i>Maintain programs which deliver positive outcomes across the spectrum of environmental health activities.</i>				Ongoing
<i>Intensify public awareness of obligations and responsibility under the Environmental legislation.</i>				Ongoing
<i>Continue involvement with Great Barrier Reef Marine Parks Authority (GBRMPA) and Reef Guardian Community Program.</i>		Reporting of Action Plan to GBRMPA	DPE	Ongoing
Public & Environmental Health	\$244,955			
<i>Mitigate contagious disease hazards to the residents and visitor of the Shire.</i>		Establish Vector disease	DPE	Arbor Virus Monitoring Joint Project with State Dept Health.
<i>Manage Food Safety in accordance with Statutory requirements.</i>				Ongoing
Emergency Services	\$19,500			
<i>Support SES services</i>				
Cemeteries Administration	\$44,900			
<i>Manage Cemeteries within the Shire in accordance with Statutory requirements.</i>		Industry Consultation on Cemeteries administration and operations.	DPE	Ongoing

AGENDA AND BUSINESS PAPERS
14, 15, 16 March 2016



COOK SHIRE COUNCIL

Operational Plan for the year ending June 30, 2016

ENGINEERING OPERATIONS

THEME

Infrastructure - Transport and Services

Hard infrastructure for communications, roads, airports and wharf.

Infrastructure- Water and Sewerage

To deliver quality and reliable water and wastewater services that meet the needs of our community.

Disaster Management

Ensure disaster management plans, processes and equipment are up to date and available during "wet season"

Service Delivery

Develop and maintain local parks service levels appropriate for Cook Shire townships.

ANNUAL BUDGET:TOTAL EXPENDITURE		ENGINEERING OPERATIONS		
	\$8,676,200			
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/1/16
Infrastructure	\$6,730,300			
<i>Continue the Shire's 10 year Shire roads, bridges and drainage Capital Works and maintenance programs.</i>				
<i>Apply for all flood damage and Black Spot program opportunities.</i>				
<i>Improved footpaths and bicycle paths and school safe programs.</i>		Stage 2 of Hope street bicycle way, Ida Street to Burkitt Street.	DES	Awaiting Works team to finish NDRRA to complete
<i>Maintain streetscape plans as being demonstrative of shareholder wants and changing township character.</i>				
<i>Undertake annual reviews of bridge infrastructure to ensure that current and future needs of the region are addressed</i>				
<i>Ensure that flood mitigation equipment is maintained and assist with the development of flood mitigation strategies for towns within the region.</i>				

AGENDA AND BUSINESS PAPERS
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Plant Fleet	\$310,300			
<i>Review fleet operations to ensure tendering strategies continue to benefit Council and meet budget forecasts.</i>				
Private Works	\$0			
<i>Private works are undertaken to maximise funding opportunities to Council. Build (No Suggestions) cork</i>				
Parks & Gardens	\$1,481,750			
Enhance playground equipment, ensure sites inspected and equipment maintained. Seek to install or replace shade sails as required.				
Identify reserves and work with relevant agencies to secure for public use.		Work with Lakeland progress association to develop the Lakeland sports reserve situated on 20/BS230	DES	DPE to complete environmental audit before construction can start
Continue with parks and garden maintenance program, installation of public art projects and utilisation of reusable water where possible..		All public art projects will be as per the Arts and Culture Policy	DES	Currently under review by Waterfront advisory committee
Commercial Operations (Maritime/Gravel)	(\$1,473,400)			
<i>Facilitate Ports and Harbour and boating facilities maintenance and development program in accordance with strategic plan.</i>				
<i>Source gravel from pit sites throughout shire</i>				
Aerodromes(Net of Revenue)	\$293,200			
<i>Manage Shire aerodromes in accordance with strategic maintenance and development plan.</i>				

AGENDA AND BUSINESS PAPERS
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Water Supply (Net of Revenue)	\$1,034,850			
<i>Undertake works in accordance with TMPs and strategic water supply.</i>				
Sewerage Operations (Net of Revenue)	\$269,250			
<i>Undertake works in accordance with SAMP and sewerage infrastructure development plans.</i>				
Capital Works (Net of Grants)				
<i>Identify and complete capital works inline with Annual Budget.</i>				
Waterfront activity precinct		Continuation of associated revetment works in accordance with capital allocation budget for foreshore development	DES	ongoing
Charlotte Street/Webber Esplanade Upgrade		To forecast works as per Roads 2 Recovery increased budget allocation	DES	Approval granted October 2015
AACP-CED		CED Laura infrastructure program	DES	Awaiting Operational works applications
Council Housing Project		Finalise design and budget allocation	DES	ongoing
Disaster Management	\$29,950			
<i>Cyclone preparedness</i>		Allocation of funds for community clean-up and cyclone management	DES	Completed
		Working with State Government to review the status of the Event Centre as a cyclone shelter	DES	ongoing
Fire Management Plan		Associated works in accordance with State Emergency Service and QFRS on fire management within the Shire	DES	Completed
Flood Damage - NDRRA Funded	\$0			
<i>Annual inspections of Shire roads following wet season, compile data for submissions to QRA. Program approved flood damage works and appoint contractors through tender process.</i>		TC Nathan 2015 flood damage assessment	DES	Program being implemented

AGENDA AND BUSINESS PAPERS
14, 15, 16 February 2016

	WATERFRONT ADVISORY COMMITTEE MINUTES 15 FEBRUARY 2016
	<i>Report No D16/3166 from Chief Executive Officer</i>

Précis

Presentation of minutes of the Waterfront Advisory Committee

Background/History

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

Previous meetings of the committee were held on 14 December 2015 and the minutes of the meetings are attached.

Link to Corporate Plan

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

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

Consultation

Executive Management Team, Black & Moore, King & Co

Legal Implications (Statutory, basis, legal risks)

Nil

Policy Implications

None identified

Financial and Resource Implications (Budgetary)/Risk Assessment

Operational budget.

RECOMMENDATION

That the minutes and resolutions of the Waterfront Advisory Committee meeting held on 15 February 2016 be received.

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ATTENDEES:

Mayor Peter Scott (Chair), Cr Glen Shephard, Cr Sue Clark, Cr Kaz Price, Cr Russell Bowman, Cr Alan Wilson, CEO Tim Cronin, Michael Czarnecki Acting Director of Infrastructure Services, Gary Kerr Director Development, Economic and Community, John Leggett (Black & More)

Cr Penny Johnson arrived late.

APOLOGIES:

Martin Cookson

The Chair, Cr Peter Scott, opened the meeting at 8:10am on 15 February 2016 in Chambers.

1. John Leggett from Black & More gave an overview of current status for contract T0814 – Construction of Amenities Blocks and Pergola. The contractor phoned into the meeting and works requiring finalisation and timeframes on completion of works was determined and agreed upon.
2. CEO advised that GHD will be on site on the 18 February to continue the investigation into the seawall as per the complaint that was sent to the Deputy Premier for Infrastructure, Local Government and Planning and Minister for Trade and Investment which was forwarded to the Department of Environment and Heritage Protection (EHP). The site visit will include the removal of sample rocks for analysis and appropriate peel backs in four locations. GHD have advised that their review will be completed by 31 March. Until the report is received the Committee has recommended that any further works involving civil construction and works to the seawall are to cease. Works included under contract provision in T0814 are to continue in a timely manner. The balance of the site is to remain closed until the GHD investigations are finalised.

Meeting adjourned 10:00am to facilitate other Council meeting commitments.

Meeting resumed at 2:40 pm

3. Michael Quirk from King & Co (Teleconference) offered further advice to the Committee to cease civil works and close the site until a full report was received by GHD. Mr Quirk

AGENDA AND BUSINESS PAPERS
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further advised Council to continue to work in an open and transparent manner with both GHD and EHP. The current memorandum of works by GHD is just that and is not a report. Council should wait until they have the final report prior to any releases to the public as this would be speculating.

4. The Committee advised the CEO to release media to the public explaining the current situation.

5. Council is still awaiting quotes and recommendations for the stability works to the batter located directly behind the Powder Magazine. These quotes should be with council for recommendations at the next meeting.

Next meeting 8:00am Monday 14 March 2016.

The meeting closed at 3:30pm.

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DEVELOPMENT, ENVIRONMENT AND COMMUNITY

	REQUEST TO EXTEND THE CURRENCY PERIOD OF DEVELOPMENT PERMIT DA/1263 – MAKING A MATERIAL CHANGE OF USE FOR MULTIPLE RURAL OCCUPANCY (33 HOUSE SITES) ON LOT 1 ON PLAN CP907817, FRENCHMAN’S ROAD, SHELBURNE BY A FURTHER TWO (2) YEARS
	<i>Report No.AD2016/0000131 from Senior Town Planning Officer</i>

Applicant:	Scudo Pty Ltd
Owner:	Scudo Pty Ltd (Lease)
Location:	Wattle Hills Station, Frenchman’s Road, Shelburne
RPD:	Lot 1 on Plan CP907817
Area:	36,000 hectares
Zone:	Rural
Proposed Use:	Multiple Rural Occupancy (33 House Sites)
Use Classification:	Multiple Rural Occupancy
Referral Agencies:	Department of Infrastructure, Local Government and Planning
Submissions:	Nil

Report

A request has been made to Council under section 383 (1)(b) of the *Sustainable Planning Act 2009*, for a further two (2) year extension to the currency period for DA/1263, making a Material Change of Use for Multiple Rural Occupancy (33 House Sites) on Lot 1 on Plan CP907817, Frenchman’s Road, Shelburne, until the 24th July 2018.

Council issued an amended Decision Notice for the above development on the 24th July 2008 and granted extensions to the currency period for DA/1263 until the 24TH July 2016 to allow compliance with conditions.

The applicant has advised that they are requesting a further extension to the currency period for DA/1263 as condition 7 of the 2008 Development Permit has not yet been met. Condition 7 states:-

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“All house sites must be totally located within Lot 1. House site structures not located within Lot 1 on Plan CP907817 must be removed as soon as practicable”.

The initial surveying groundwork of the adjoining Bromley Station has recently been done and we have been advised that one site included in our application is outside the boundaries of Wattle Hills Station. Andy Collins the applicant for Site 12 is currently investigating several options to determine the best way forward.

This process will not be finalised prior to the July 24, 2016 deadline so we are requesting a further two year extension.

Condition 3 states:-

“Building approvals must be obtained for all existing applicable residential buildings and structures. Future buildings and structures on Lot 1 will require building approvals prior to construction commencing”.

This condition is gradually being complied with.

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

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

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

This Material Change of Use approval is in accordance with the intent and provisions of the current Cook Shire Planning Scheme and complies with the above assessment requirements. The applicants have made steady progress in complying with their approval including obtaining gazetted road access (Frenchman’s Road), to comply with Condition 11 and progressively obtaining building and plumbing approvals to comply with condition 3. The applicants are now addressing condition 7 which deals with survey and encroachments.

The Department of Infrastructure, Local Government and Planning (SARA) has provided a letter dated 27th January 2016 stating that as a Concurrence Agency, they have no objection to the requested additional two (2) year extension to the currency period for DA/1263.

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The request for a further extension of the currency period for DA/1263, making a Material Change of Use for Multiple Rural Occupancy (33 House Sites) on Lot 1 on Plan CP907817, located at Frenchman's Road, Shelburne, by an additional two (2) years is recommended to Council by Council officers for approval.

RECOMMENDATION

That Council grant a further two (2) year extension to the currency period for Development Permit DA/1263, making a Material Change of Use for Multiple Rural Occupancy (33 House Sites) on Lot 1 on Plan CP907817, Frenchman's Road, Shelburne, until the 24th July 2018 to enable compliance.

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APPLICATION FOR CONVERSION OF TERM LEASE OF PASTORAL HOLDING 14/5063 OVER LOT 1 ON PLAN SP280074 FORMALLY LOT 1 ON PLAN KG3 TO PERPETUAL LEASE - KINGVALE STATION, KIMBA ROAD, LAURA; PARISH OF KOPO; LOCALITY OF LAURA.
<i>Report No.D16/3414 from Land Tenure Officer File No. 2.650.94.</i>

Précis

1. Raise no objection to the conversion of Term Lease to a Perpetual Lease, subject to compliance of all planning matters and realignment of road.

Background/History

2. Council at its December 2015 meeting resolved vide Resolution No. 31135 to advise the Department of Natural Resources and Mines ('DNRM') that it had no objection to the conversion of Pastoral Holding 14/5063 over Lot 1 on Plan SP280074 to Freehold, subject to the owner ensuring all structures and/or buildings obtained compliance with the requirements of the Queensland building legislation, the Building Act 1975 and referenced legislation; any cattle dipping sight be identified, listed on the contaminated register and excised from the freehold, and the existing dedicated road traversing Kingvale Station, Kimba Road, was placed on the existing alignment at no cost to Council.
3. Moreover, Council was unaware of any local non-indigenous cultural heritage values that should be considered when assessing the application.
4. By letter dated 16 December 2015, DNRM advised that an application for conversion of Term Lease Pastoral Holding 14/5063 over Lot 1 on Plan SP280074 to a Perpetual Lease had been received and requested Council's views.
5. The proposed use of the land was for Grazing purposes.
6. Perpetual leases are leases held by the leaseholder in perpetuity (endless or indefinitely long duration; eternity, not for 99 years as commonly believed); a lease renewable forever at the lessee's option, and issued for a specific purpose (e.g. agricultural or commercial).
7. Tenure types issued under the repealed Land Act 1962 that have been continued as perpetual leases under the current legislation are: grazing homestead perpetual lease; and non-competitive perpetual town, suburban or country leases.
8. Both Planning and Environment, and Engineering advise that all previous requirements remain unchanged.
9. The following recommendation is submitted for consideration.

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Link to Corporate Plan

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

Consultation

Internal.

Legal Implications (Statutory, basis, legal risks)

Nil.

Policy Implications

Nil.

Financial and Resource Implications (Budgetary)

Nil.

RECOMMENDATION

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

- i. the owner ensures all structures and/or buildings have obtained compliance with the requirements of the Queensland building legislation, the Building Act 1975 and referenced legislation,
- ii. any cattle dipping sight be identified, listed on the contaminated register.
- iii. the existing dedicated road Kimba Road, traversing Kingvale Station is placed on the existing alignment at no cost to Council.

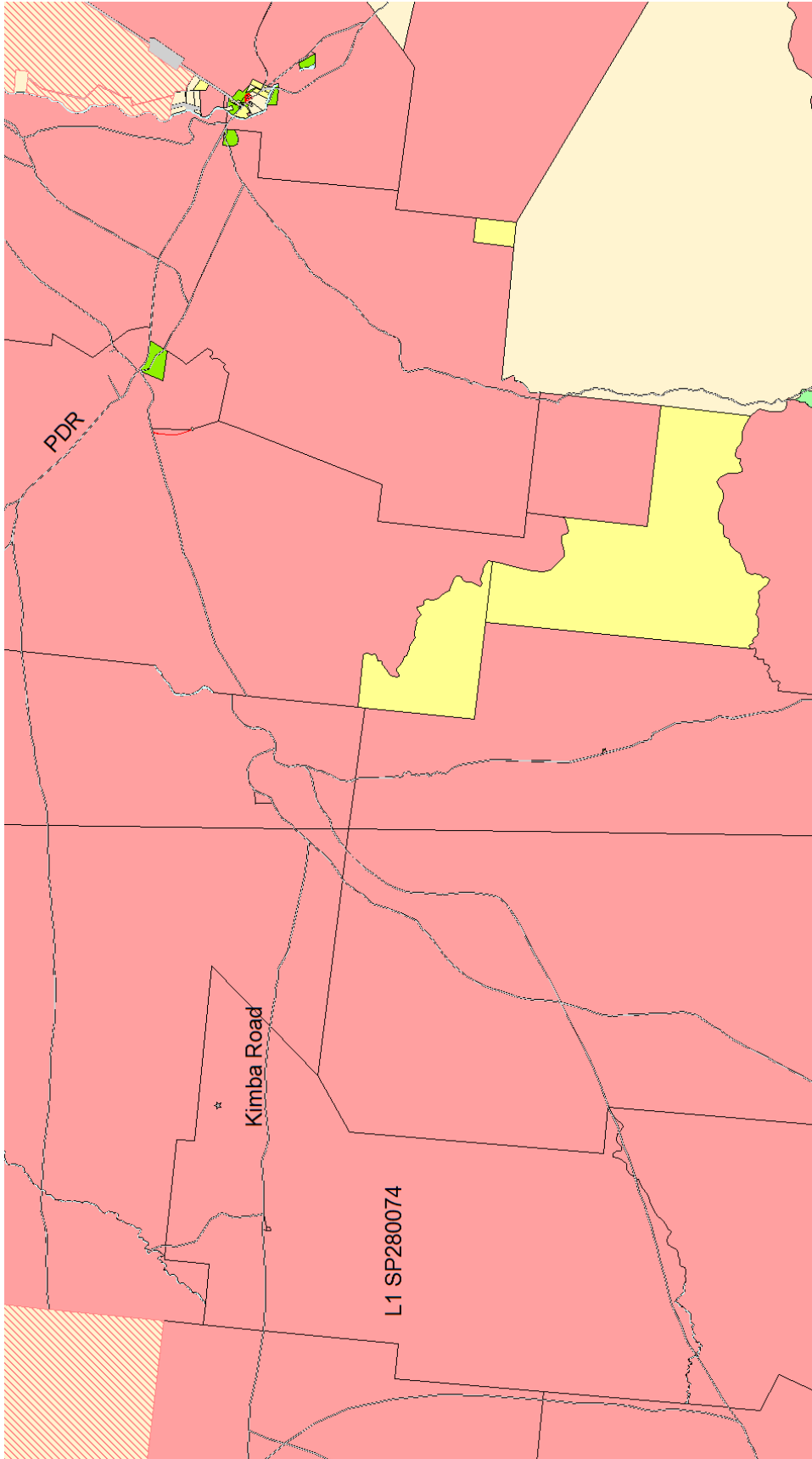
Moreover, Council is unaware of any local non-indigenous cultural heritage values that should be considered when assessing the application.

Att.

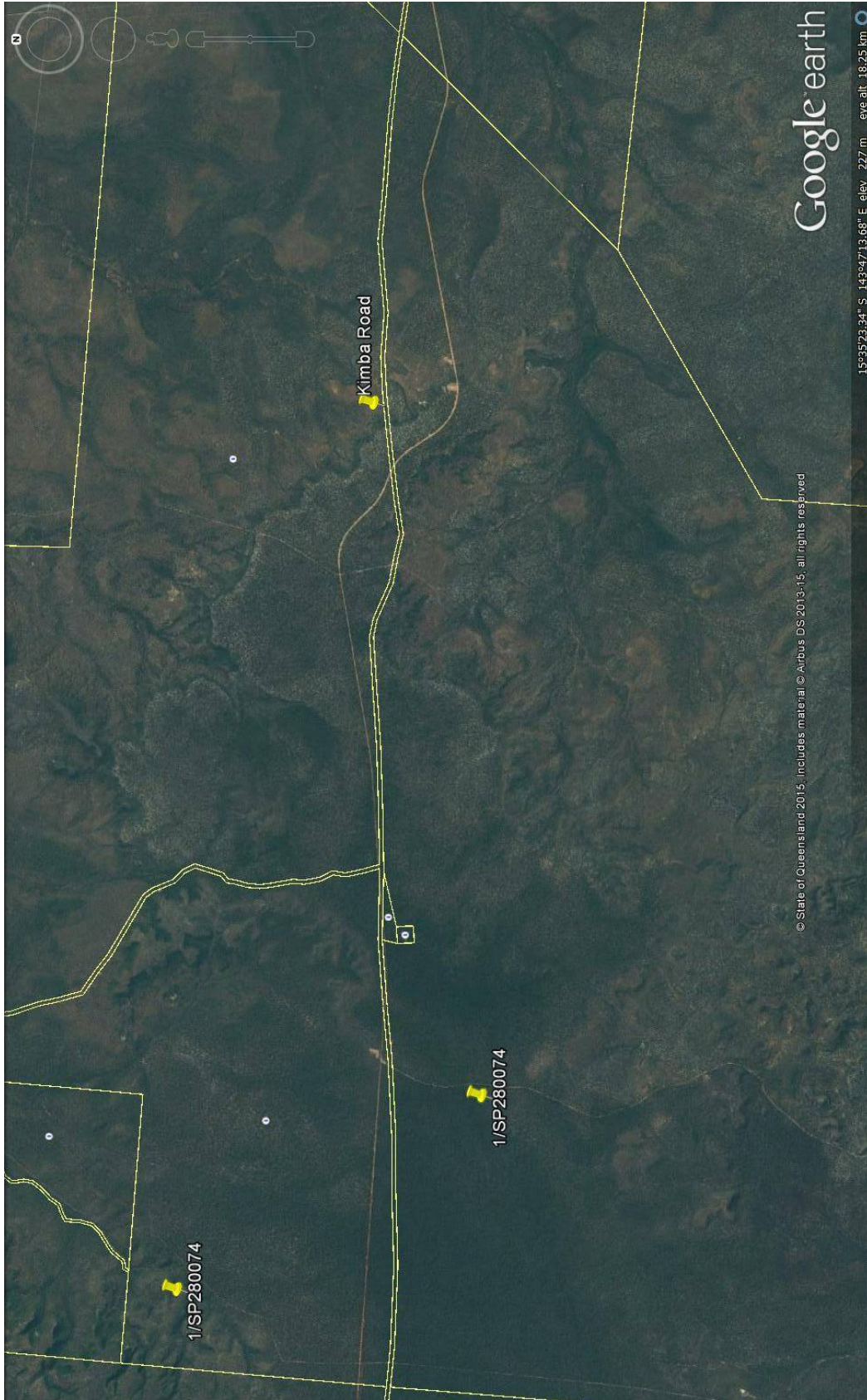
Kingvale Station Property Area Map

Kimba Road off alignment within Lot 1 SP280074 Kingvale Station

AGENDA AND BUSINESS PAPERS
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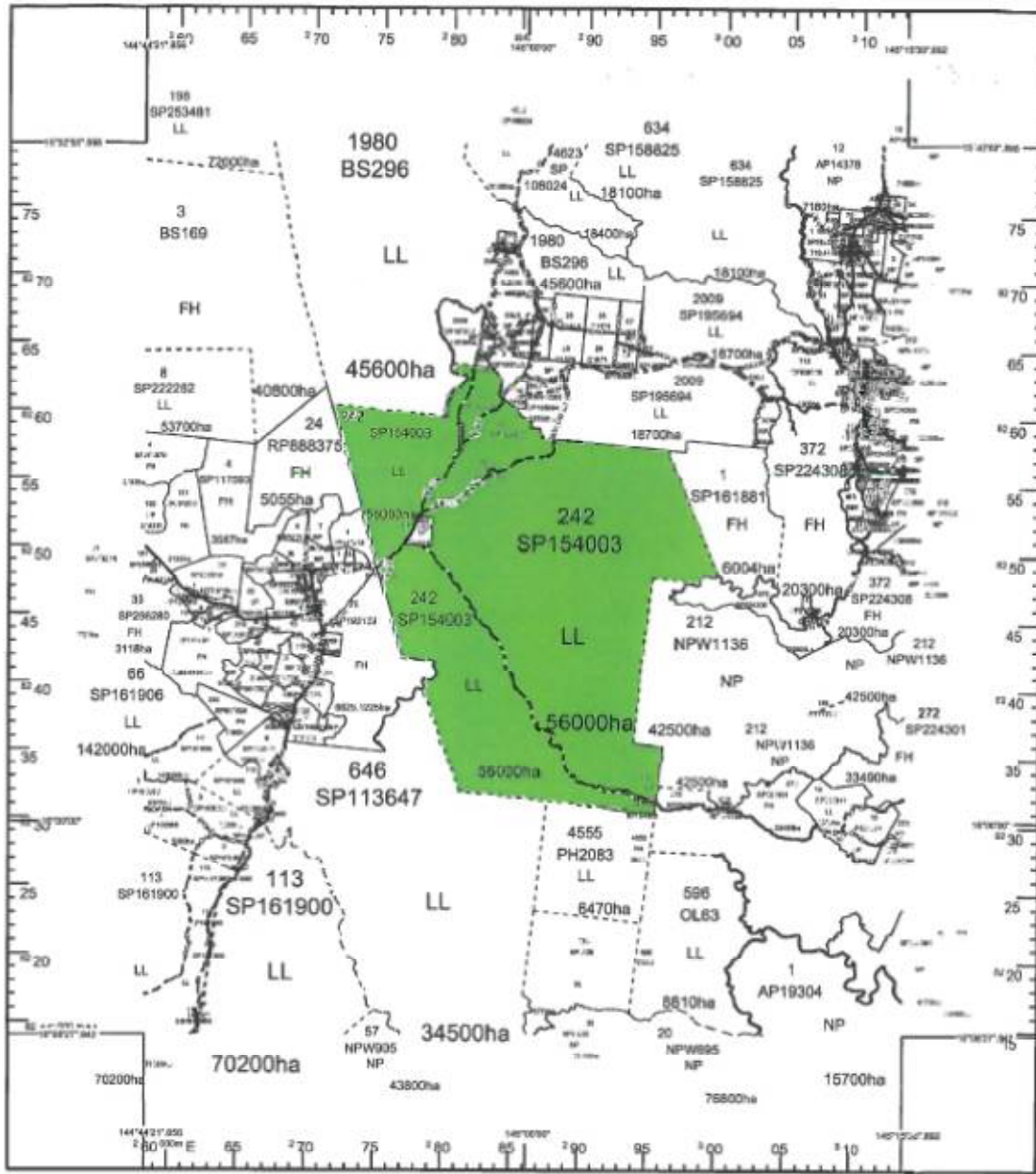


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STANDARD MAP NUMBER
7856-21221



SmartMap

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SUBJECT PARCEL DESCRIPTION

DOC#	30SP154003
Lot/Plan	90000ha
Area/Volume	LANDS LEASE
Tenure	COOK BURE
Local Government	LAKELAND
Locality	INGERSDALE
Pin/In	ISLANDER
County	64021
Registered Parcel	

CLIENT SERVICE STANDARDS

PROVISED (unreviewed) 15/06/2015
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	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.D16/3422 from Land Tenure Officer File No. 2.501.34; 2.502.5; 2.650.34; 2.965.43.</i>

Précis

1. Note the Change Commissions recommendation in favour of implementing the proposal to the Governor-in-Council.

Background/History

2. Council at its March 2015 meeting resolved vide Resolution No. 30955 to advise the Department of Local Government, Community Recovery and Resilience that it supports the correction of the boundary anomaly of Lot 211 SP2411404 and Lot 653 SP178000 as depicted on attached plan SP241404, and a change to the local government boundaries of Aurukun Shire Council and Cook Shire Council.
3. By letter dated 13 January 2016, the Electoral Commission Queensland advised that the Local Government Change Commission had assessed the proposed changes and documentation, and supports the inclusion of area into Aurukun Shire Council and in accordance with Section 20 of the *Local Government Act 2009*; the Governor-in-Council may implement the changes by regulation.
4. Notice of the Change Commission’s determination was published in the *Gazette* on Friday, 15 January 2016, along with an advertisement circulating in local newspapers in the Council’s areas.
5. On 4 May 2015, the Honourable Deputy Premier, Minister for Transport, Minister for Infrastructure, Local Government and Planning and Minister for Trade Jackie Trad MP, advised that the Department of Natural Resources and Mines (‘DNRM’) had referred an anomaly between the Aurukun and Cook Shire Council's common boundary to her office; Minister Trad in turn referred the application to consider the realignment of the common boundary between the Councils.
6. The Change Commission is responsible for assessing whether a proposed local government change is in the public interest. In doing so, the Change Commission must consider –
 - whether the proposed local government change is consistent with the *Local Government Act 2009* (the Act).
 - the views of the Minister about the proposed local government change; and
 - any other matters prescribed under a regulation.
7. In this case the Change Commission comprised of the Electoral Commissioner and a Casual Commissioner in accordance with Section 22 of the Act.

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8. Section 19(3) of the Act provides that the Change Commission may conduct its assessment in any way that it considers appropriate including, for example –
 - ask for submissions from any local government that would be affected by the proposed local government change; and
 - hold a public hearing to ask the public for its views about the proposed local government change.

9. The Minister referred this matter to the Change Commission based on a submission received from DNRM and expressed the view that the proposal was desirable as both Cook Shire Council and Aurukun Shire Council had advised that they support the proposal. It was considered appropriate under section 18 of the *Local Government Act 2009* to refer the proposal for independent assessment and determination by the Local Government Change Commission.

10. As all affected parties had expressed agreement that part of Lot 653 on Survey Plan SP178000 in Cook Shire Council now part of Lot 211 on Survey Plan SP241404 be transferred to Aurukun Shire Council the Change Commission determined that the holding of a public hearing and/or the call for further submissions was unnecessary on this occasion.

The following recommendation is submitted for consideration.

Link to Corporate Plan

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

Consultation

Nil.

Legal Implications (Statutory, basis, legal risks)

Nil.

Policy Implications

Nil.

Financial and Resource Implications (Budgetary)

Nil.

RECOMMENDATION

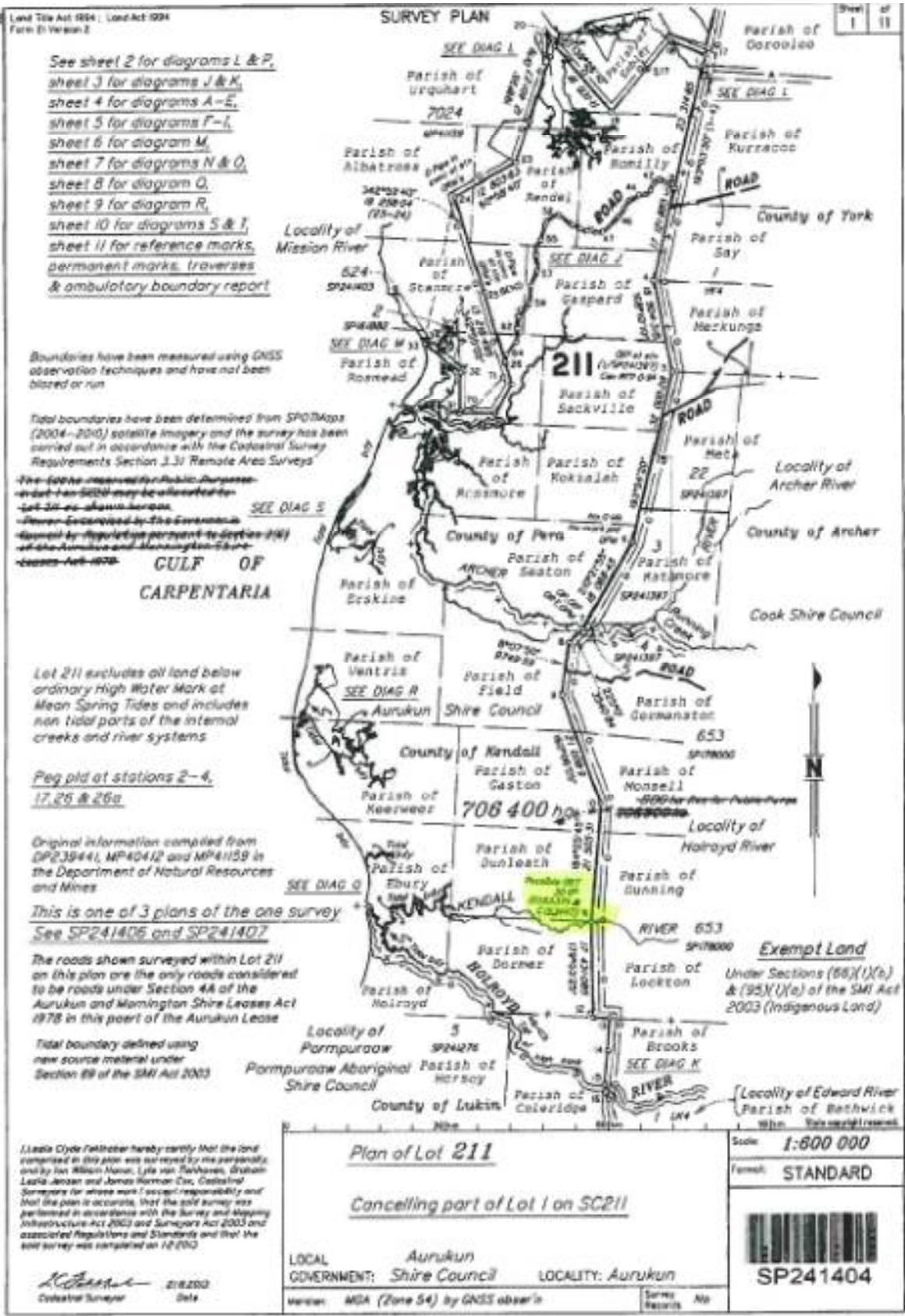
Council accept report for information purposes and notes the Local Government Change Commission's recommendation.

Att.

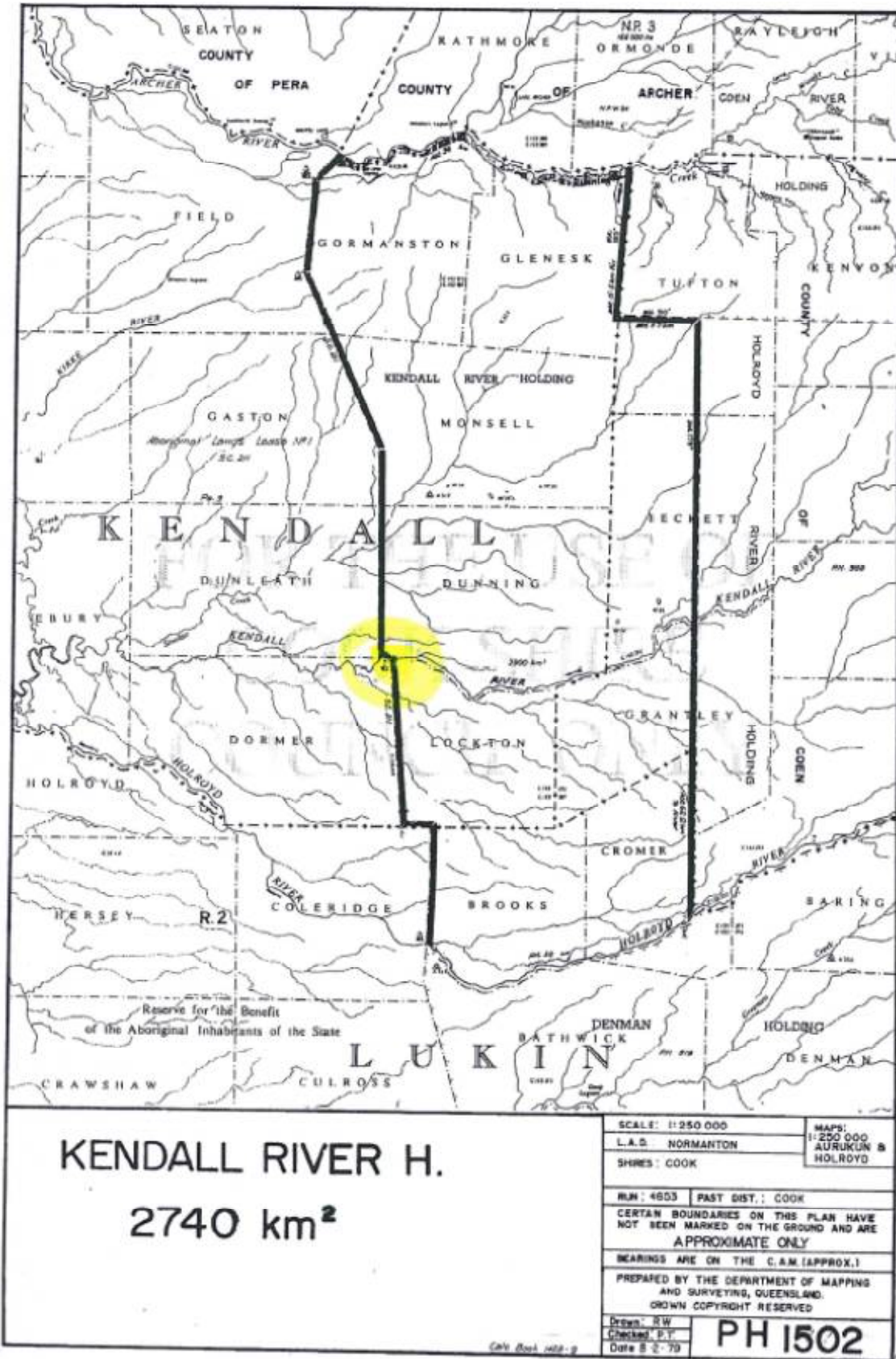
Plan SP241404

Plan PH1502

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AGENDA AND BUSINESS PAPERS
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	APPLICATION TO ADD ADDITIONAL PURPOSE OF LOW KEY TOURISM TO ROLLING TERM LEASE PH 14/242 OVER LOT 242 ON PLAN SP154003 – SPRINGVALE STATION, MULLIGAN HIGHWAY, LAKELAND; PARISH OF KINGSDALE; LOCALITY OF LAKELAND.
	<i>Report No.D16/3424 from Land Tenure Officer File No. 2.650.73.</i>

Précis

1. Note finalisation of action.

Background/History

2. Council at its June 2015 meeting, resolved via Resolution No. 31018 to advise the Department of Natural Resources and Mines that it raises no objection to the additional purpose of Low Key Tourism to Rolling Term Lease PH14/2424, over Lot 242 on Plan SP154003, subject to the lessees ensuring that all structures and/or buildings obtained compliance with the requirements of the Queensland building legislation, the Building Act 1975 and referenced legislation; all necessary approvals for the low key tourism use are obtained from Cook Shire Council prior to the use commencing.
3. Moreover, Council was unaware of any local non-indigenous cultural heritage values within the lease area that should be considered when assessing the application.
4. By letter dated 8 February 2016, the Department of Natural Resources and Mines advised that the above action had been finalised – the purposes of Rolling Term Lease are Pastoral and Low Key Tourism.
5. Conditions of the lease of interest to Council;

STATUTORY CONDITIONS: - General mandatory conditions of a lease and binds the lessee in accordance with Part 2 Division 1 of the Land Act.

1. Permitted Use: The lessee must use the land only for the purpose for which the tenure was issued under the Land Act 1994.
2. Duty of Care: The lessee has the responsibility for a duty of care, for the land under the Land Act 1994.
4. Noxious plants: The lessee must keep noxious plants on the land under control. If the lessee does not comply with this condition, the Minister may bring the noxious plants under control, the cost of which will be recovered from the lessee.

REGULATORY CONDITIONS: A regulatory condition relates to a lease, in accordance with the Land Regulation.

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3. Access: The provision of access, further access or services to the land will not be the responsibility of the State.
4. Survey Costs: If the land needs to be surveyed or re-surveyed the lessee must do this at their own cost under the Survey and Mapping Infrastructure Act 2003. This survey plan must be lodged in the land registry within the specified time.
6. Jurisdiction: The lessee is subject to the Land Act 1994 and all other relevant Queensland and Commonwealth legislation.
7. Compliance with Laws - the lessee must comply with all lawful requirements of the - a. Local Government; and b. any department within the Queensland or Commonwealth governments (including the department administering the Land Act 1994), local authority or statutory instrumentality having jurisdiction over the land, or the development, use and occupation of the land, in regard to its use, occupation and development of the land.

SPECIAL CONDITIONS: These conditions relate to this lease. Improvements or development on or to the land

1. The lessee must during the whole term of the lease, to the satisfaction of the relevant authorities, maintain all improvements and boundary fencing on the land in a good and substantial state of repair.

Quarry Material and Forest Products

1. The lessee must allow any person authorised under the Forestry Act 1959 access to the land for the purpose of cutting and removing timber or removing other forest products, or quarry material, or other material from the land.

The lessee must not interfere with any forest products or remove any quarry material (including any stone, gravel, sand, earth, soil, rock, guano or clay which is not a mineral within the meaning of the Mineral Resources Act 1989) or other material upon the land without the permission of the Minister administering the Land Act 1994 except under the authority of and in compliance in every respect with the requirements or a permit, licence, agreement or contract granted or made under the Forestry Act 1959. Page

The following recommendation is submitted for consideration.

Link to Corporate Plan

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

Consultation

Nil.

AGENDA AND BUSINESS PAPERS
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Legal Implications (Statutory, basis, legal risks)

Nil.

Policy Implications

Nil.

Financial and Resource Implications (Budgetary)

Nil.

RECOMMENDATION

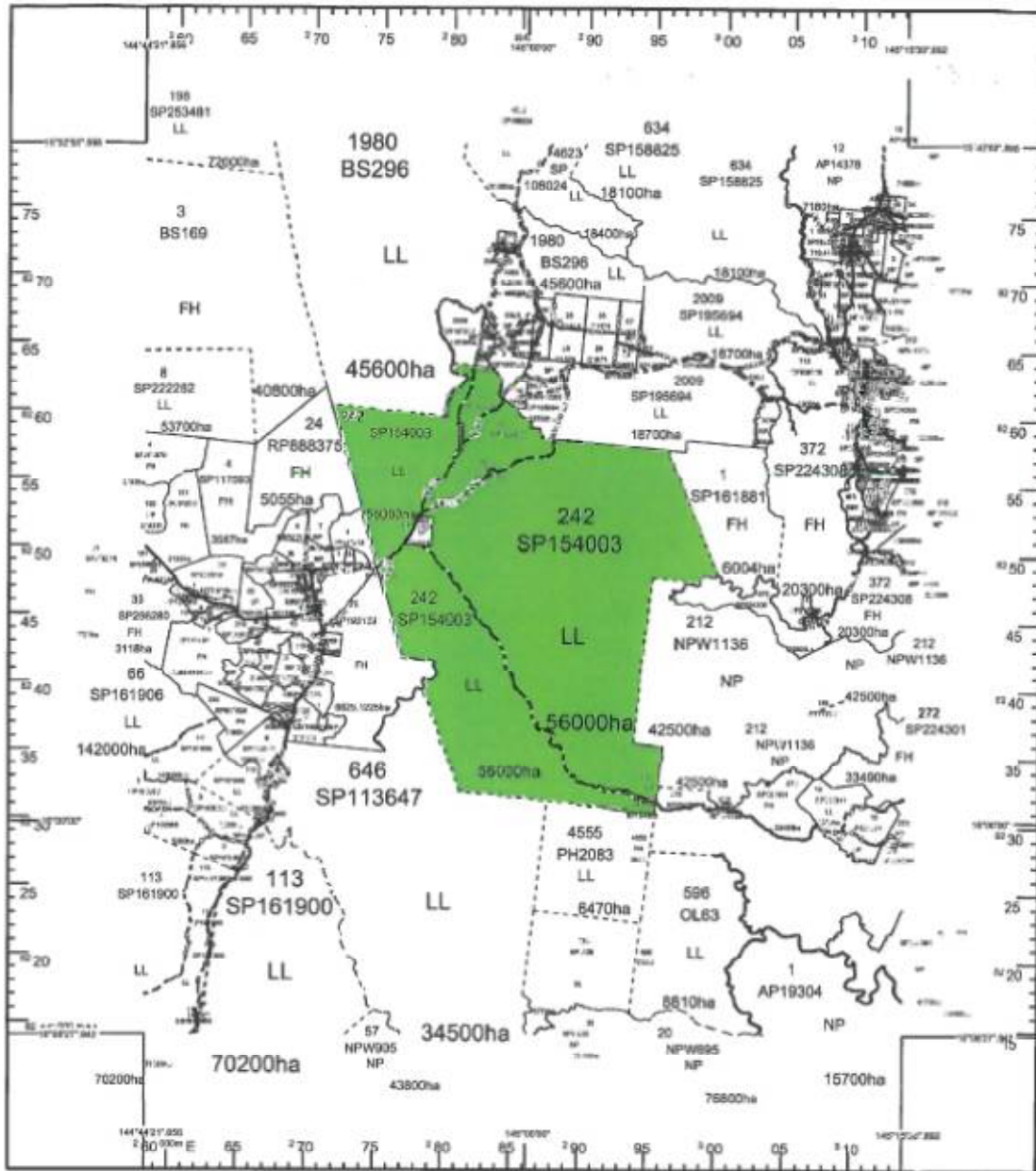
Council accept report for information purposes and notes the finalisation of action to add additional purpose of Low Key Tourism.

Att.

SmartMaps

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STANDARD MAP NUMBER
7856-21221



SUBJECT PARCEL DESCRIPTION

DOC#	30SP154003
Lot/Plan	30/0000
Area/Volume	45600ha
Tenure	LANDS LEASE
Local Government	COOK SHIRE
Locality	LAGS LANE
Pin/In	INGERSIDE
County	ISLANDER
Registered Parcel	64621

CLIENT SERVICE STANDARDS

PROVISED (unreviewed) 15/06/2015
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DOC# 13042015 (Lots with an area less than 3,000ha are not shown)

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SmartMap

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AGENDA AND BUSINESS PAPERS
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FINALISATION OF ROAD OPENING WITHIN KING JUNCTION PASTORAL HOLDING LEASE 34/2367 – LOT 2367 SP284117 (FORMALLY LOT 2367 PH2069); PARISH OF CONFUR; LOCALITY OF PALMER.
<i>Report No.D16/3430 from Land Tenure Officer File No. 2.650.20.</i>

Précis

1. Note opening of road.

Background/History

2. Council at its June 1999 meeting vide Resolution No.19645, resolved inter alia to advise the then Department of Natural Resources that it had no objection to the conversion of Perpetual Lease No. PH34/2367, Lot 1 on Plan PH2069 (King Junction PH) subject to the road shown as E-F on plan CP836147 being dedicated as road at no cost to Council and the road shown as X-Y on plan CP836147 being dedicated as road with a sixty (60) metre wide reserve, at no cost to Council.
3. The conversion to freehold did not eventuate; the property changed hands in 2002.
4. Road openings within Kimba, King Junction and Strathleven pastoral holdings were ongoing with the State; Council's intention was to have the Kimba – Gamboola Road within Cook Shire opened.
5. Council at its May 2010 meeting, vide Resolution No. 29211, resolved to advise the then Department of Environment and Resource Management that it raise no objection to the renewal of the pastoral holding lease or the conversion of the parcel to freehold tenure, subject to the road opening as shown on plan "King Junction prop road 4-10.wor", occurring at a width of 60m – at no cost to Council.
6. By email dated 1 March 2016 Council received a copy of the attached registered survey plan from the Department of Natural Resource and Mines depicting the "New Road" within Lot 2367 SP284117.
7. The following recommendation is submitted for consideration.

Link to Corporate Plan

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

Consultation

Nil.

Legal Implications (Statutory, basis, legal risks)

Nil.

AGENDA AND BUSINESS PAPERS
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Policy Implications

Nil.

Financial and Resource Implications (Budgetary)

Nil.

RECOMMENDATION

Council accept report for information purposes and notes the opening of road within King Junction.

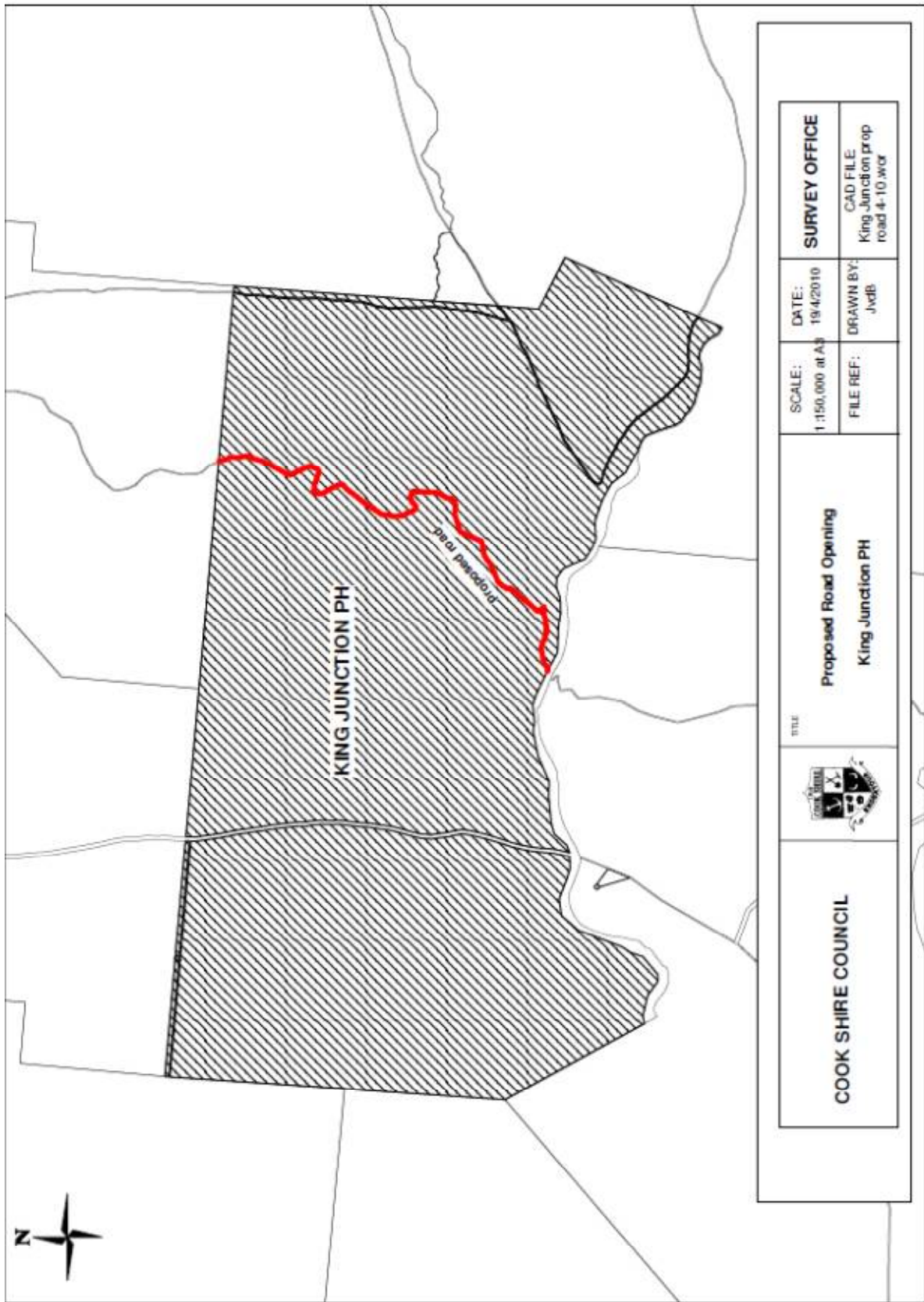
Att.

King Junction prop road 4-10.wor

Survey Plan SP284117

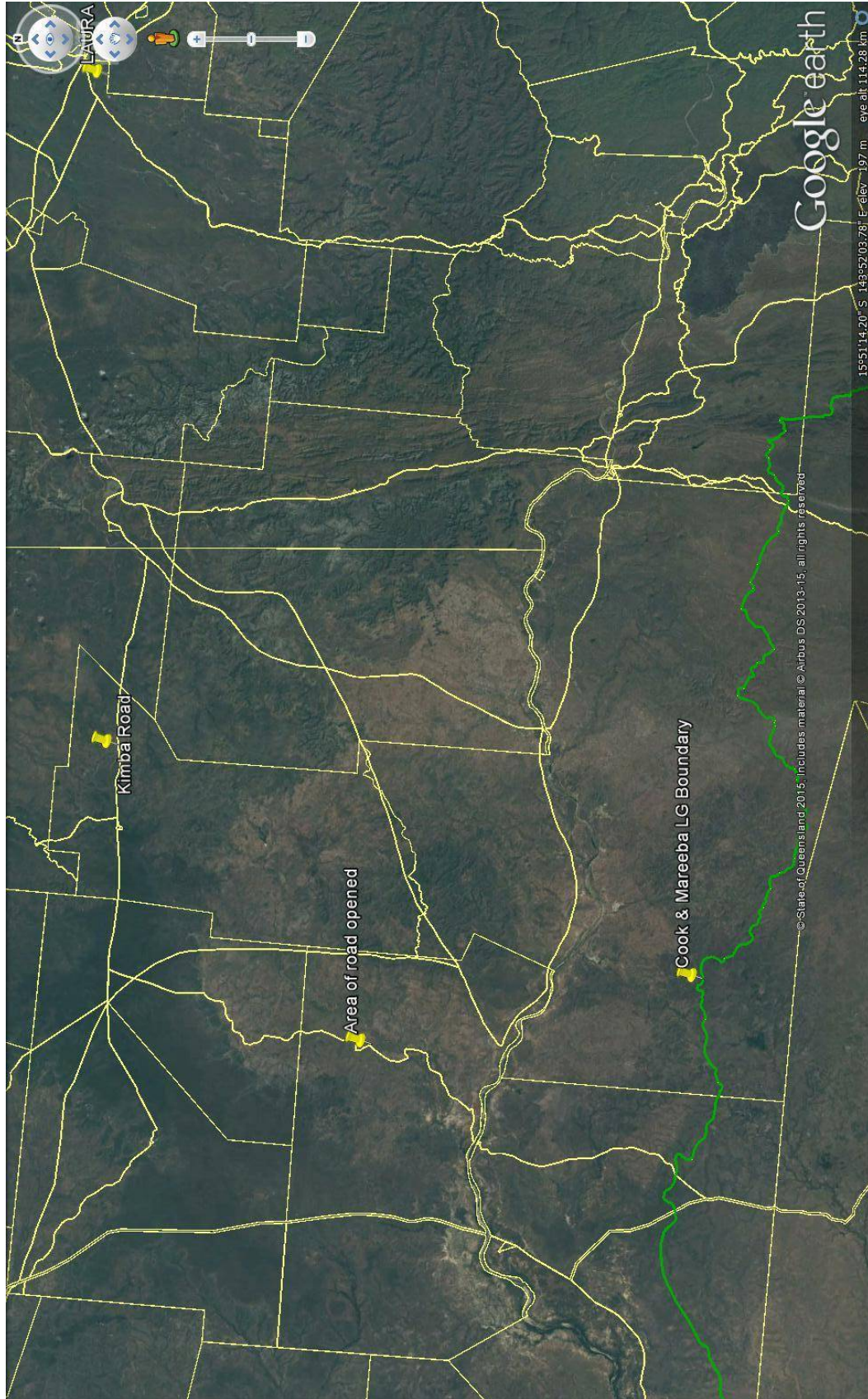
Overview of area of road opened

AGENDA AND BUSINESS PAPERS
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 COOK SHIRE COUNCIL	<small>TITLE</small> Proposed Road Opening King Junction PH	SCALE: 1:150,000 at A1	DATE: 19/4/2010	SURVEY OFFICE
		FILE REF:	DRAWN BY: JvdB	CAD FILE King Junction prop road 4-10.wor

AGENDA AND BUSINESS PAPERS
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ENDEAVOUR VALLEY ROAD (ENDEAVOUR FALLS TO ROSE CREEK) – JOB NO.220/6601/2 – PROPOSED RESUMPTION OF LAND FOR TRANSPORT PURPOSES - PART OF LOT 4 ON PLAN SP146407: COUNTY OF BANKS: PARISH OF HANN.
<i>Report No.D16/3431 from Land Tenure Officer File No.2.408.1; 2.501.17.</i>

Précis

1. Note taking of land for purposes of transport, in particular road purposes.

Background/History

2. Council at its September 2015 meeting, vide Resolution No. 31078, resolved to advise the Department of Transport and Main Roads ('TMR') that it supports the intention to resume in respect of freehold land for the purpose of road purposes as depicted on submitted plan R203-789.
3. By letter dated 18 December 2015, TMR advised the area had been excised and taken for the purpose of transport, in particular road purposes, as of 18 December 2015, and vested in the Chief Executive, TMR as constructing authority for the State of Queensland, for an estate in fee simple as stated in the Taking of Land Notice (No. 2922) 2015, published in the Government Gazette of 18 December 2015.
4. The following recommendation is submitted for consideration.

Link to Corporate Plan

Key issues 4.5 Cultural Heritage, Land Tenure, Native Title and Indigenous Land Use Negotiations; 4.6 Drainage, Stormwater, Road, Footpath and Bridge Network and 4.7 Economic Wellbeing

Consultation

Nil.

Legal Implications (Statutory, basis, legal risks)

Nil.

Policy Implications

Nil.

Financial and Resource Implications (Budgetary)

Nil.

RECOMMENDATION

Council accept report for information purposes and notes taking of land for the purpose of transport, in particular road purposes by the Department of Transport and Main Roads.

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Att:
Endeavour Falls to Rose Creek_Endeavour Valley Rd



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APPLICATION FOR PERMANENT ROAD CLOSURE BEING KOOKABURRA AVENUE, LAKELAND ABUTTING LOT 26 ON RP725840 SHOWN AS LOT A ON DRAWING CNS15/047P.
<i>Report No.D16/3435 from Land Tenure Officer File No.2.258.1.</i>

Précis

1. Council notes the refusal for permanent road closure.

Background/History

2. Council at its September 2015 meeting, vide Resolution No.31077, resolved to advise the Department of Natural Resources and Mines that it does not support the application for the permanent road closure of an area of about 1020m² of Kookaburra Avenue, Lakeland, abutting Lot 26 on RP725840.
3. By letter dated 18 December 2015, the Department of Natural Resources and Mines advised that investigations into the application for permanent road closure have been finalised – based on advice received, it has been determined that the road is still required in terms of section 101 (3) of the *Land Act 1994*, and the closure of the road shown as Lot A on Drawing CNS15/047P cannot be supported at this point in time.
4. Section 101 (3) of the *Land Act 1994* states “ , *the Minister must refuse the road closure application if the Minister is satisfied the road is still needed.*”
5. The following recommendation is submitted for Councils consideration.

Link to Corporate Plan

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

Consultation

Nil.

Legal Implications (Statutory, basis, legal risks)

Nil.

Policy Implications

Nil.

Financial and Resource Implications (Budgetary)

Nil.

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RECOMMENDATION

Council accept report for information purposes and notes the States refusal of application for permanent road closure.


Att.

Drawing CNS15/047P

Google map of drainage area

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0 75m 150m 225m		
Plan of Lot A (Proposed permanent road closure) Covering road abutting Lot 4 on BS151 & Lot 26 on RP725840		SCALE 1:1500
PARISH OF BULLHEAD COUNTY OF BANKS		LOCALITY OF LAKELAND LOCAL AUTH OF COOK SC
Map 7866-24224 Compiled from DCDB & RP725840		 Queensland Government CNS15/047P
Elvas Reference 2015/003420	Prepared by Ken Rogers Date 21-7-2015	
		Notings D/B No. 15N1798

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APPLICATION FOR TERM LEASE AND APPLICATION FOR EASEMENT FOR ACCESS PURPOSES OVER PART OF LOT 66 ON PLAN SP161906 – BONNY GLEN STATION.
<i>Report No.D16/3438 from Land Tenure Officer File No. 2.650.36</i>

Précis

1. Note issue of new term lease to Ergon Energy Corporation Limited.

Background/History

2. Council at its October 2013 meeting resolved via Resolution No. 30630 to advise the Department of Natural Resources and Mines that it raises no objection to the application for a term lease, shown as Lot 67 on Plan DP245572 and application for easement for access purposes, shown as Easements A and B on Plan DP245572.
3. By letter dated 3 December 2016, the Department of Natural Resources and Mines advised that the above action had been finalised and a new 30 year Term Lease (Lot 67 on SP245572) to Ergon Energy Corporation Limited had been issued.
4. The Department further advised that Bonny Glen Holding had been amended to exclude Lot 67 on SP245572 and is now described as Lot 66 on SP245572.
5. Conditions of the lease of interest to Council;

STATUTORY CONDITIONS: - General mandatory conditions of a lease and binds the lessee in accordance with Part 2 Division 1 of the Land Act.

1. Permitted Use: The lessee must use the land only for the purpose for which the tenure was issued under the Land Act 1994.
2. Duty of Care: The lessee has the responsibility for a duty of care, for the land under the Land Act 1994.
4. Noxious plants: The lessee must keep noxious plants on the land under control. If the lessee does not comply with this condition, the Minister may bring the noxious plants under control, the cost of which will be recovered from the lessee.

REGULATORY CONDITIONS: A regulatory condition relates to a lease, in accordance with the Land Regulation.

3. Access: The provision of access, further access or services to the land will not be the responsibility of the State.

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4. Survey Costs: If the land needs to be surveyed or re-surveyed the lessee must do this at their own cost under the Survey and Mapping Infrastructure Act 2003. This survey plan must be lodged in the land registry within the specified time.
5. Jurisdiction: The lessee is subject to the Land Act 1994 and all other relevant Queensland and Commonwealth legislation.
6. Compliance with Laws - the lessee must comply with all lawful requirements of the –
 - a. Local Government; and
 - b. any department within the Queensland or Commonwealth governments (including the department administering the Land Act 1994), local authority or statutory instrumentality having jurisdiction over the land, or the development, use and occupation of the land, in regard to its use, occupation and development of the land.

SPECIAL CONDITIONS: These conditions relate to this lease. Improvements or development on or to the land

1. The lessee must during the whole term of the lease, to the satisfaction of the relevant authorities, maintain all improvements and boundary fencing on the land in a good and substantial state of repair.

Quarry Material and Forest Products

2. The lessee must allow any person authorised under the Forestry Act 1959 access to the land for the purpose of cutting and removing timber or removing other forest products, or quarry material, or other material from the land.

The lessee must not interfere with any forest products or remove any quarry material (including any stone, gravel, sand, earth, soil, rock, guano or clay which is not a mineral within the meaning of the Mineral Resources Act 1989) or other material upon the land without the permission of the Minister administering the Land Act 1994 except under the authority of and in compliance in every respect with the requirements or a permit, licence, agreement or contract granted or made under the Forestry Act 1959.

Link to Corporate Plan

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

Consultation

Nil.

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Legal Implications (Statutory, basis, legal risks)

Nil.

Policy Implications

Nil.

Financial and Resource Implications (Budgetary)/Risk Assessment

Nil.

RECOMMENDATION

Council accepts report for information purposes and notes issue of a new 30 year term lease to Ergon Energy Corporation Limited.

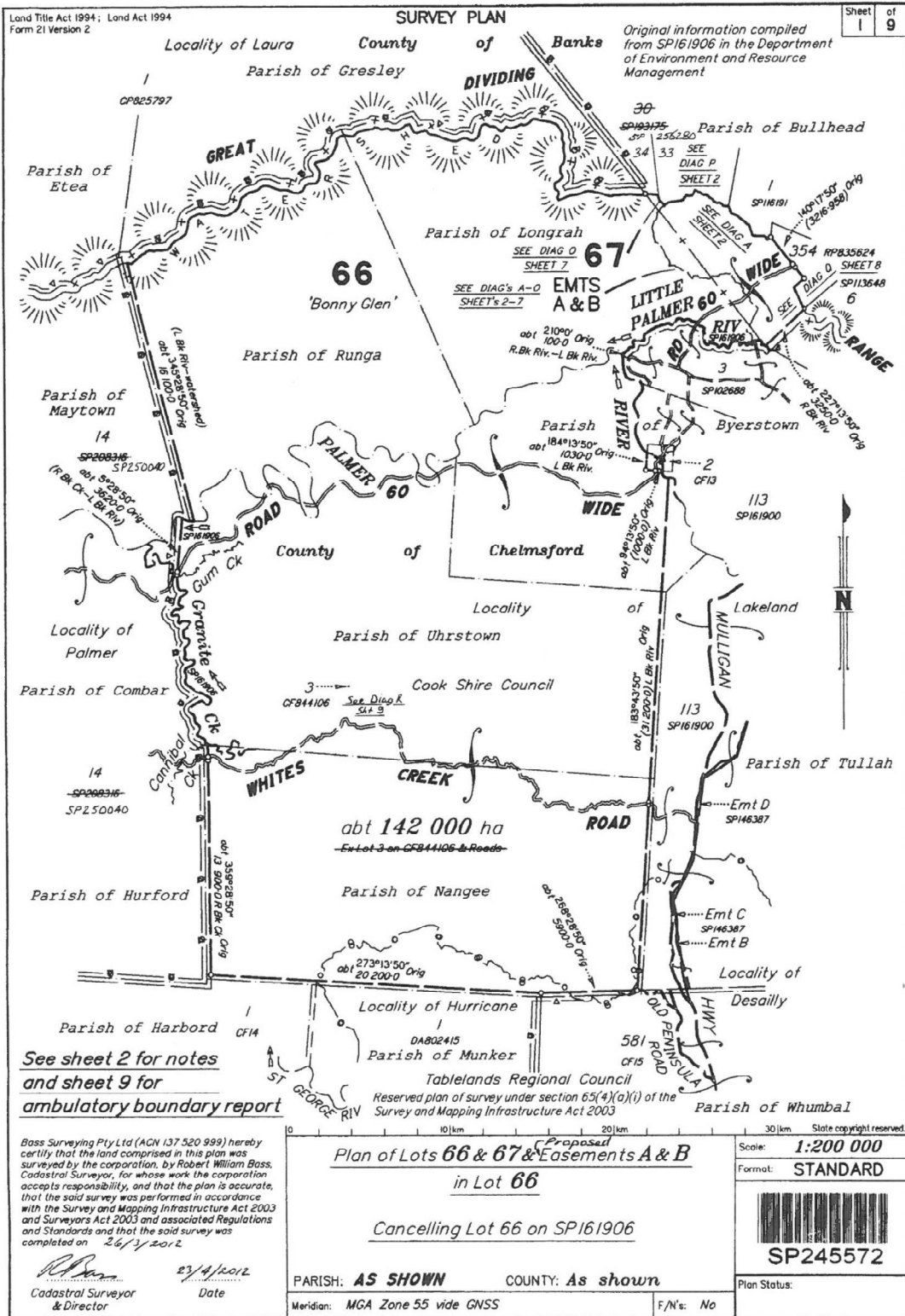
Att.

Survey Plan SP245572

AGENDA AND BUSINESS PAPERS

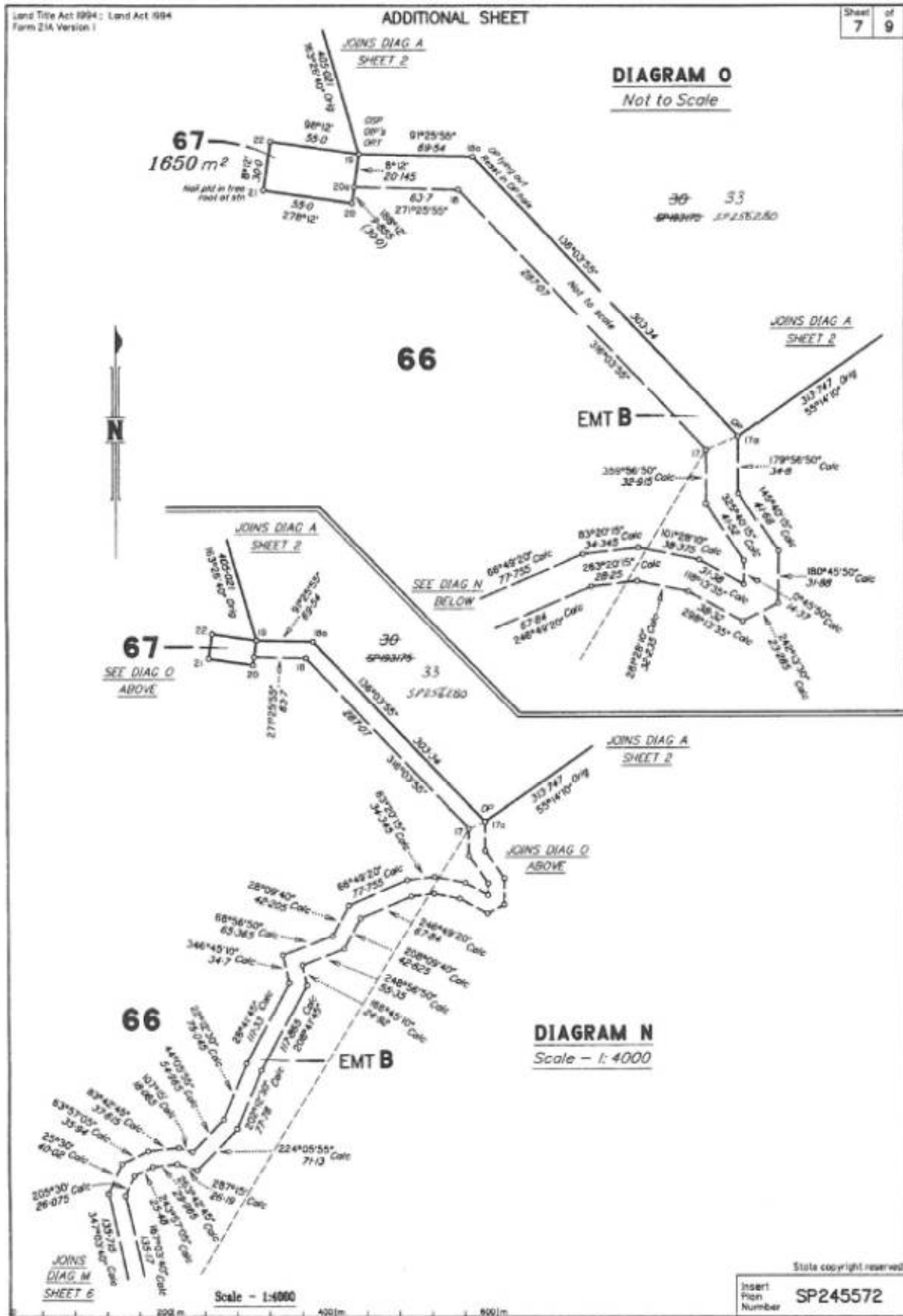
14, 15, 16 March 2016

SP245572 V1 REGISTERED Recorded Date 20/07/2015 13:29 Page 1 of 10 Not To Scale



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14, 15, 16 March 2016

	COOKTOWN 2020 ADVISORY COMMITTEE - MINUTES
	<i>Report No.D16/3328 from Director Development, Environment and Community</i>

Précis

Minutes of the Cooktown 2020 Advisory Committee held on 8 February 2016.

Background/History

Council has established a Cooktown 2020 Advisory Committee and the minutes of the meeting held in February are attached for the information of Councillors and for any action on recommendations.

Link to Corporate Plan

Active, Creative, Connected

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

- d) Support and advocacy for events and festivals and arts and cultural endeavours
- e) Community engagement across all relevant activities

4.3.3 Special Projects

- c) Actively encourage and promote community engagement in all relevant Council activities

Consultation

Nil

Legal Implications (Statutory, basis, legal risks)

Nil

Financial and Resource Implications (Budgetary)

Operational budget

Recommendations

That the minutes and resolutions of the Cooktown 2020 Advisory Committee meeting held on 8 February 2016 be received.

Attachments

Minutes of the Cooktown 2020 Advisory Committee meeting

AGENDA AND BUSINESS PAPERS
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COOKTOWN 2020 ADVISORY COMMITTEE MEETING
Minutes February 2016

Acting Chair:	Kaz Price		
Meeting Date:	Monday 8 February 2016	Meeting Start Time:	1.35pm
Minutes Taken By:	Jenni James	Meeting End Time:	3.30pm
Venue:	Cook Shire Council admin building – Council Chambers		

Meeting Purpose:

To discuss ideas, concepts and planning for the Cooktown 2020 event.

Attendees: Councillor - Kaz Price, James Cook Museum – Jacqui Hermann – Collins, Cooktown Re-enactment Association–Loretta Sullivan, Cooktown Historical Society– Marge Scully proxy for Bev Shay, Cooktown Chamber of Commerce–John Tritton, Director of Development, Environment and Community – Gary Kerr, Arts and Cultural Officer – Kate Eastick, Tourism and Events Officer – Sally Eales, DATSIP – Jude proxy for Fran Madden, Guest - Jonathan Fisher, National Trust of Australia (Queensland).

Apologies: Mayor–Peter Scott, Local Indigenous Representative – Willie Gordon

Acting chair, Kaz Price welcomed new committee members Willie Gordon and Fran Maddern

Resignation of Chair and Election of New Chair

Kaz Price has been elected by Penny Johnson to chair this meeting. Letter of resignation tabled. Kaz Price to remain interim chair until further notice.

Acceptance of previous meetings minutes

- Acceptance of minutes of meeting from 7 December 2015.
- Loretta Sullivan moved minutes. Seconded by John Tritton.
- Motion carried.

Matters Arising

Updated Terms of Reference tabled.
Kaz suggested a quorum of four rather than five.
Amendment moved by Jacqui.
Seconded by Bronwyn.

Loretta has been engaging with Traditional Owners including Willy Gordon who is looking into funding for Little Old Man Statue.

National Trust has DGR status and can set up an appeal for Cooktown 2020.

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Communications and Engagement Strategy

Action: Sally to update both with new Terms of Reference and Council to distribute.

Business Plan

Terms of Reference were adopted by Council at January meeting. Business Plan can now be completed.

Workshop needed to re-establish what is wanted for the event to help write the Business Plan.

Recommendations for next meeting:

Letters to be sent to ambassadors such as David Attenborough, Government and Royal family asking for their involvement. National Trust will continue to make contact with prominent contacts seeking support.

Funding needs to be sought to employ a Project Manager to get movement happening.

National Trust trying to get together every interested party at the National Trust conference in September.

Attached Mission and Vision statements to all correspondence.

Committees and individuals established to start work on components of Cooktown2020 to prepare Investment Prospectus.

- Kate, Loretta, Alberta and Willy to discuss Reconciliation Rocks Precinct.
- Jacqui and Judy to mention Reconciliation Rocks at P&C meeting.
- Bronwyn to work on a calendar of events.
- Kate to complete Statement of Significance by next meeting.

General Business

Correspondence from Loretta:

- Captain Cook Society
- Friends of the Botanic Gardens
- Murray Trembath

Meeting closed at 3.30pm.

Next meeting Monday 7 March 2016, 1.00pm, Council Chambers.

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CORPORATE SERVICES

	REVENUE AND EXPENDITURE – FEBRUARY 2016
	<i>Report No. D16/3448 from Director Corporate Services</i>

Précis

Revenue and expenditure for month ending February 2016.

Background/History

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

Link to Corporate Plan

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

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

Consultation

Executive Management Team

Legal Implications (Statutory, basis, legal risks)

Local Government Regulation 2012

Local Government Act 2009

Policy Implications

Investment Policy

Debt Policy

Revenue Policy

Financial and Resource Implications (Budgetary)/Risk Assessment

Operational budget.

RECOMMENDATION

That the Revenue and Expenditure Statements for February 2016 be adopted

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Cook Shire Council Income Statement				
For Period Ended 29th February 2016				
	Actual to		Amended Bgt	Original Budget
% of Year Completed 66.7%	29/02/2016	%	2015-16	2015-16
Income				
Recurrent Revenue				
Rates, Levies & Charges	6,606,946	101%	6,529,850	6,529,850
Sales of Goods & Major Services	4,965,593	103%	4,812,000	2,712,375
Fees & Charges	467,949	51%	924,260	924,260
Rental Income	215,609	77%	281,400	281,400
Interest Received	168,577	87%	194,400	194,400
Private Works	267,540	191%	140,000	85,000
FAGs Grant	7,686,848	87%	8,824,000	8,824,000
Other Operating Grants & Subsidies	359,713	130%	276,100	276,100
Other Income	51,808	72%	71,850	71,850
	20,790,583	94%	22,053,860	19,899,235
Capital Revenue				
Grants & Subsidies	6,005,047	86%	7,004,500	7,004,500
NDRRA Grants	30,528,605	102%	30,000,000	22,400,000
Profit on Asset Sales	0		0	0
	36,533,652	99%	37,004,500	29,404,500
Total Income	57,324,235	97%	59,058,360	49,303,735
Expenses				
Recurrent Expenses				
Employee Costs (Net of Flood)	5,161,122	59%	8,746,062	9,196,062
Materials & Services	6,134,580	68%	9,022,955	8,182,280
Finance Costs	165,621	53%	312,200	312,200
Depreciation	5,957,790	68%	8,800,000	8,599,050
	17,419,113	65%	26,881,217	26,289,592
Capital Expenses				
NDRRA Expenditure	30,420,412	101%	30,000,000	22,400,000
Loss on Asset Sales	0		0	0
Total Expenses	47,839,525	84%	56,881,217	48,689,592
Net Result Surplus/(Deficit)	9,484,710	436%	2,177,143	614,143
Add Back Capital Transaction	(6,113,240)		(7,004,500)	(7,004,500)
Operating Result (Deficit)	3,371,470		(4,827,357)	(6,390,357)

AGENDA AND BUSINESS PAPERS
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Cook Shire Council - Revenue & Expenditure Financial Year 2015-16										
	Revenue			Expenditure			Surplus/(Deficit)			
% of year completed 66.7%	Actual to 29/2/16	Amended Budget	% of Budget	Actual to 29/2/16	Amended Budget	% of Budget	Actual to 29/2/16	Amended Budget	% of Budget	Comment
Executive Management										
CEO's Office	642	0		470,436	711,200	66.1%	(469,794)	(711,200)	66.1%	FNQ 65, LGAQ 49, Redund 37
Elected Members	0	0		381,481	578,900	65.9%	(381,481)	(578,900)	65.9%	
HR & WH&S	67,500	27,500	245.5%	228,970	327,900	69.8%	(161,470)	(300,400)	53.8%	Trainee subsidy
Executive Mgt Total	68,142	27,500		1,080,887	1,618,000	66.8%	(1,012,745)	(1,590,500)	63.7%	
Corporate Services										
Corporate Services Mgt		0		354,700	525,350	67.5%	(354,700)	(525,350)	67.5%	
Rates Operations	3,467,241	3,314,900	104.6%	94,441	149,250	63.3%	3,372,800	3,165,650	106.5%	Temp costs
Financial Services										
- Grants : FAGs/Operating	6,280,785	7,206,000	87.2%		0		6,280,785	7,206,000	87.2%	FAGs General Portion
- Grants : Capital	6,005,047	7,004,500	0.0%		0		6,005,047	7,004,500	85.7%	Waterfront, - R4R & State/R2R
- Interest Income	167,577	146,000	114.8%		0		167,577	146,000	114.8%	
- Profit & Loss-Asset Sales		0	0.0%		0		0	0		
- Other Income	28,636	40,000	71.6%		0		28,636	40,000	71.6%	Insurance/Workcover claims
- Insurances		0		240,949	267,000	90.2%	(240,949)	(267,000)	90.2%	Pub Liab \$105 k, M/V \$94 k, ISR \$289 k
- Interest on Loans		0		150,373	285,000	52.8%	(150,373)	(285,000)	52.8%	Quarterly payment
- Other Expenses		0		15,792	27,200	58.1%	(15,792)	(27,200)	58.1%	Bank Charges
On cost Recovery	1,791,033	3,420,000	52.4%	1,839,308	3,315,000	55.5%	(48,275)	105,000	-46.0%	W/Comp \$256 k
IT Services		0	0.0%	360,055	523,500	68.8%	(360,055)	(523,500)	68.8%	Includes Software annual cost
Business Services	10,551	10,000	105.5%	288,413	543,600	53.1%	(277,862)	(533,600)	52.1%	Tenders, Service Fees
Community Buildings	91,430	153,200	59.7%	401,276	566,700	70.8%	(309,846)	(413,500)	74.9%	Ins \$45k
Endeavour Lodge	87,332	122,400	71.3%	120,320	165,850	72.5%	(32,988)	(43,450)	75.9%	Contract staff
Admin & Financial Services	58,797	60,600	97.0%	282,344	440,600	64.1%	(223,547)	(380,000)	58.8%	Back charges and Catholic School rates
Stores Operations	22,320	35,000	63.8%	87,006	205,600	42.3%	(64,686)	(170,600)	37.9%	
Admin Overheads Recovery	747,950	1,398,820	53.5%	0	0	0.0%	747,950	1,398,820	53.5%	
Corporate Services Total	18,758,699	22,911,420	81.9%	4,234,977	7,014,650	60.4%	14,523,722	15,896,770	91.4%	
Engineering										
Mgr Engineering Services	10,402	12,000	86.7%	799,275	1,775,200	45.0%	(788,873)	(1,763,200)	44.7%	
Parks & Gardens	626	0	0.0%	851,829	1,501,750	56.7%	(851,203)	(1,501,750)	56.7%	
Road Infrastructure	1,982,088	1,618,000	122.5%	5,005,291	6,422,700	77.9%	(3,023,203)	(4,804,700)	62.9%	FAGs **TIDs in Finance, Depn \$5.5m
Water Infrastructure	1,451,972	1,815,300	80.0%	1,903,848	2,850,150	66.8%	(451,876)	(1,034,850)	43.7%	Consumption charged Jan & June
Sewerage Infrastructure	1,211,201	1,185,700	102.2%	1,003,597	1,454,950	69.0%	207,604	(269,250)	-77.1%	
Airport Operations	482,482	801,000	60.2%	695,029	1,094,200	63.5%	(212,547)	(293,200)	72.5%	
Commercial Operations	4,541,924	4,130,000	110.0%	1,028,206	996,600	103.2%	3,513,718	3,133,400	112.1%	Gravel Extract'n \$712, Roy \$132, Wharf
Works Depot	0	0	0.0%	106,250	149,050	71.3%	(106,250)	(149,050)	71.3%	
Plant	1,689,693	1,986,000	85.1%	1,522,165	2,147,250	70.9%	167,528	(161,250)	-103.9%	
Private Works	263,273	100,000	0.0%	34,335	80,000	0.0%	228,938	20,000	0.0%	Woobadda Final claim
Flood Damage	30,528,605	30,000,000	101.8%	30,420,412	30,000,000	101.4%	108,193	0	0.0%	
Services Functions	0	0		59,269	172,350	0.0%	(59,269)	(172,350)	34.4%	Pre cyclone Clean-up
Engineering Total	42,162,266	41,648,000	101.2%	43,429,506	48,644,200	89.3%	(1,267,240)	(6,996,200)	18.1%	

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Cook Shire Council - Revenue & Expenditure Financial Year 2015-16									
Economic Dev & Comm Serv									
Comm Serv Mgt		0		177,052	316,174	56.0%	(177,052)	(316,174)	56.0%
Community Events	4,689	0	0.0%	35,393	66,000	53.6%	(30,704)	(66,000)	46.5%
Community Development		0		46,594	81,500	57.2%	(46,594)	(81,500)	0.0%
Grants	20,907	0		58,889	96,000	61.3%	(37,982)	(96,000)	0.0%
Economic Dev/Grants	2,800	19,000		101,068	156,001	64.8%	(98,268)	(137,001)	71.7%
Media & Marketing		0		71,152	188,606	37.7%	(71,152)	(188,606)	37.7%
Arts & Culture	68,597	80,000	85.7%	52,406	92,695	56.5%	16,191	(12,695)	0.0%
Libraries	12,364	8,600	143.8%	147,196	270,846	54.3%	(134,832)	(262,246)	51.4%
Sports & Recreation	35,002	43,850	79.8%	195,662	301,439	64.9%	(160,660)	(257,589)	62.4%
Events Centre	3,524	10,000	35.2%	375,212	506,100	74.1%	(371,688)	(496,100)	74.9%
Tourism & Events	1,494	11,000	13.6%	88,937	163,151	54.5%	(87,443)	(152,151)	57.5%
Natures Powerhouse	274	0	0.0%	87,445	207,000	42.2%	(87,171)	(207,000)	42.1%
Community Services Total	149,651	172,450	86.8%	1,437,006	2,445,512	58.8%	(1,287,355)	(2,273,062)	56.6%
Planning & Environment									
Manager Planning & Environ.	235	0		77,261	324,500	23.8%	(77,026)	(324,500)	23.7%
Planning & Land Tenure	55,419	86,500	64.1%	240,997	557,800	43.2%	(185,578)	(471,300)	39.4%
Building	53,015	111,500	47.5%	275,136	557,450	49.4%	(222,121)	(445,950)	49.8%
Pest Mgt & Local Laws	9,772	31,625	30.9%	242,074	228,250	106.1%	(232,302)	(196,625)	118.1%
Health & Environment	19,592	34,560	56.7%	181,408	524,470	34.6%	(161,816)	(489,910)	33.0%
Waste Management	530,804	781,900	67.9%	992,068	1,545,350	64.2%	(461,264)	(763,450)	60.4%
Environmental Levy	211,321	206,000	102.6%	0	0	0.0%	211,321	206,000	102.6%
Cemeteries	4,440	6,850	64.8%	26,038	51,750	50.3%	(21,598)	(44,900)	48.1%
SES	21,734	22,000	98.8%	40,100	41,500	96.6%	(18,366)	(19,500)	94.2%
Land Tenure	738	45,000	1.6%	91,370	234,430	39.0%	(90,632)	(189,430)	47.8%
Landcare Facilitator		0	0.0%	7,958	9,550	83.3%	(7,958)	(9,550)	0.0%
Biosecurity	4,266	380,000	1.1%	208,598	490,750	42.5%	(204,332)	(110,750)	184.5%
Planning & Environ Total	911,336	1,705,935	53.4%	2,383,008	4,565,800	52.2%	(1,471,672)	(2,859,865)	51.5%
Total Revenue & Exp	62,050,094	66,465,305	93.4%	52,565,384	64,288,162	81.8%	9,484,710	2,177,143	435.6%
Add Back Capital Trans	(36,533,652)	(7,004,500)	521.6%	(30,420,413)	0		(6,113,239)	(7,004,500)	
Operating Rev & Exp	25,516,442	59,460,805	42.9%	22,144,971	64,288,162	34.4%	3,371,471	(4,827,357)	

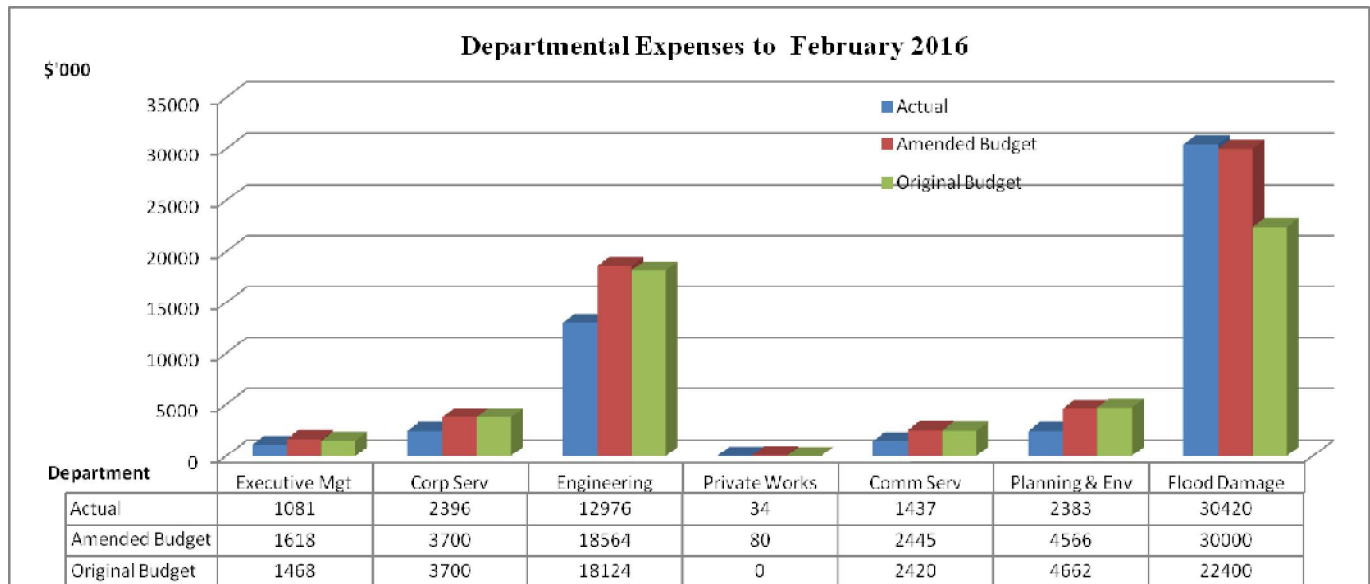
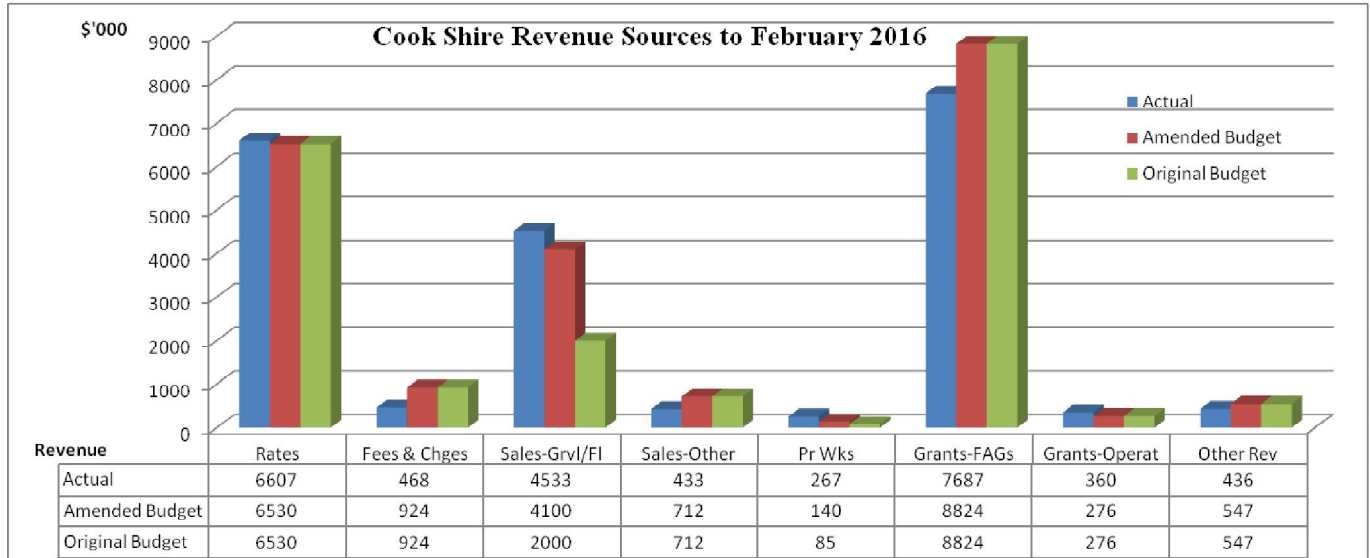
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Cook Shire Capital Budget 2015-16 : Expenditure to February 2016											
Location	WO	Waterfront Project	Budgeted Cost 2015-16	Trade-in Revenue	Funded by approved grants	Funding Body	Funded by Council	Costs Current Month	Cost to Date	Balance to Date	Comments
Cooktown	2233	Waterfront-Sewerage	55,000				0	27,810	112,736	-57,736	
	2234	Waterfront-Roadworks/Stormwater/Earthworks	1,011,418		1,066,418	R2R	0	10,540	279,396	732,022	
	2238	Waterfront-Irrigation (To Landscaping)	0				0	0		0	
	2316	Waterfront-Gazebo, Shade Sails	40,000				0	0	53,860	-13,860	
	2317	Waterfront-BBQ's/Shelters					107,872	26,170	134,042	-26,170	
	2318	Waterfront-Amenities/Pergola/Eastern Toilet : MTC	1,239,159		1,239,159	R4R, DLGP	0	0	1,031,112	208,047	Includes Ancillary
	2319	Waterfront-Amenities Block : Ancillary (To WO 2318)					0	0		0	
	2320	Waterfront-Powder Magazine Retro-fit					0	0		0	
	2321	Waterfront-Landscaping(Pool,Hydromukh,Trees, Soil, Bins	808,962		848,962	R4R/R2R	0	0	71,623	737,339	
	2322	Waterfront-Lighting	180,921		180,921	R4R	0	0	174,579	6,342	
	2323	Waterfront-Mains Power	128,250		128,250	R4R	0	11,556	18,831	109,419	
	2324	Waterfront-Pool Fence	31,000		31,000		0	0	0	31,000	
	2325	Waterfront-Bond Beams & Saltwater Pool Fitout	35,517		35,517		0	0	37,385	-1,868	
	2327	Waterfront-Fishing Platforms	422,058		422,058	R4R	0	28	459,547	-37,489	
	2328	Waterfront-Stage Area (TO Landscaping)					0	0		0	
	2329	Waterfront-Concrete Works: Paths/Slabs					135,741	4,299	140,040	-4,299	
	2330	Waterfront-Water Park (Grant 40%)	343,508		343,508	DLGP	0	4,830	261,628	81,880	
	2331	Waterfront-Gravel Footpaths (To Concrete Works)					0	0		0	
	2332	Waterfront-Marina Fitout , Fencing	25,000		25,000		0	0		25,000	
	2342	Waterfront-Consultancy (Prost, B & M, TPG & Michael)	271,730		271,730		0	13,054	170,634	101,096	
	2453	Waterfront-Water Mains	135,263		135,263		0	0		135,263	
	2462	Waterfront-CCTV Graffiti Stop	22,214		22,214	DLGP	0	0	5,700	16,514	
	2485	Waterfront-General Excavation	0				72,218	0	72,218	0	
	2809	Waterfront-Investigation of Rockwall (GHD)					0	9,431	9,431	0	
	2811	Waterfront-Retaining Wall					0	2,460	2,460	0	
		Plaza Concreting					0	0		0	
		Total Waterfront Expenditure for 2015-16	\$ 4,750,000	\$ -	\$ 4,750,000		\$ 315,831	\$ 110,178	\$ 3,035,222	\$ 2,042,500	
					\$ 4,750,000						
		Plant & Infrastructure									
		Various Plant items - to be finalised	620,000	270,000	0	-	350,000	0	84,482	535,518	Plant items to be confirmed
Cooktown	2769	Landfill - Leachate Management	0	0	0		350,000	16,240	20,486	329,514	Environmental Levy
	2789	Belt filter Waste Water Plant (35,000)	0	0	0		35,000	1,185	2,828	32,172	
	2576	Settling Tank-Sewerage TP	0	0	0		30,000	163	9,005	20,995	
Coen	2466	Coen Toilet Block	40,000	0	0	-	40,000	82	1,545	38,455	Purchased requires fitout and connections
	2690	Coen Airport-24,000 Fuel Tank	0	0	0	-	75,000	0	72,045	2,955	
	2770	Coen Airport-Bulk Diesel Tank & Bund	0	0	0		25,000	0	23,621	1,379	
		Photocopier-Admin Office	10,000		0	-	10,000	0		10,000	Current copier failing too often
	2421	Standby Genset-Annan WTP					45,000	125	42,360	2,640	
		Water & Sewerage infrastructure	250,000	\$0.00	0	-	250,000	0		250,000	Water & Waste Infrastructure under review
		Total Plant & Infrastructure Expenditure for 2015-16	920,000	270,000	0	-	1,210,000	17,795	256,372	1,223,628	

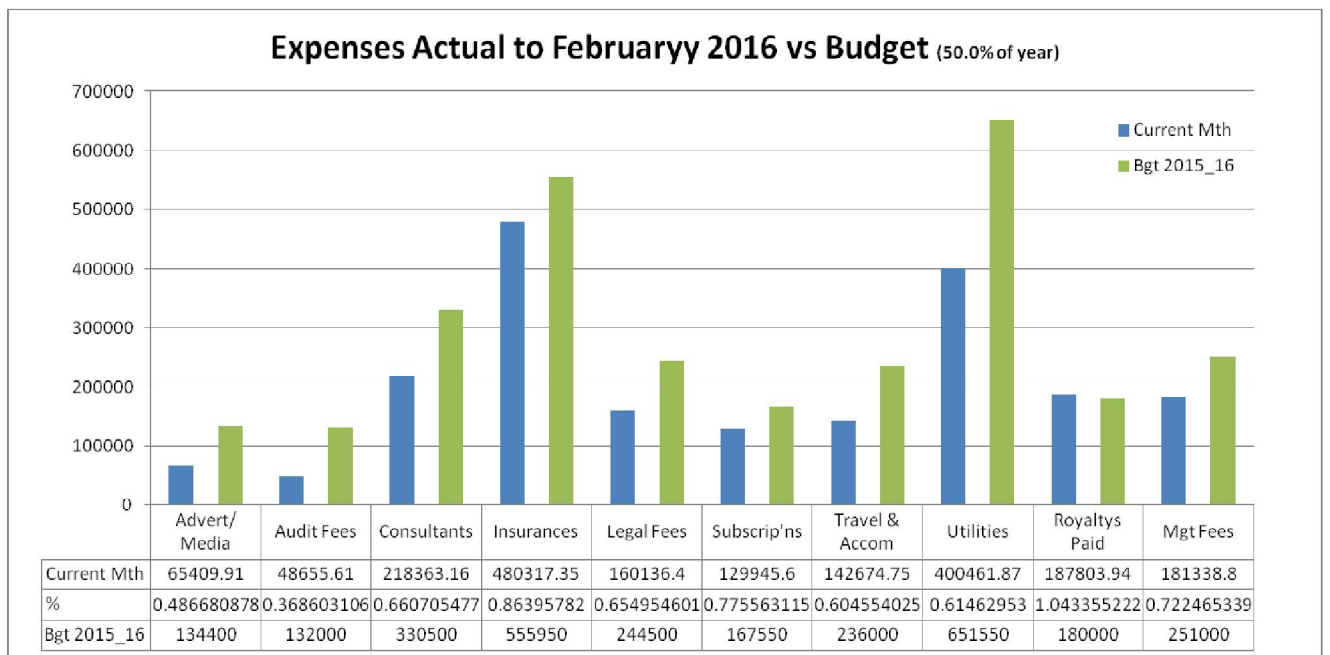
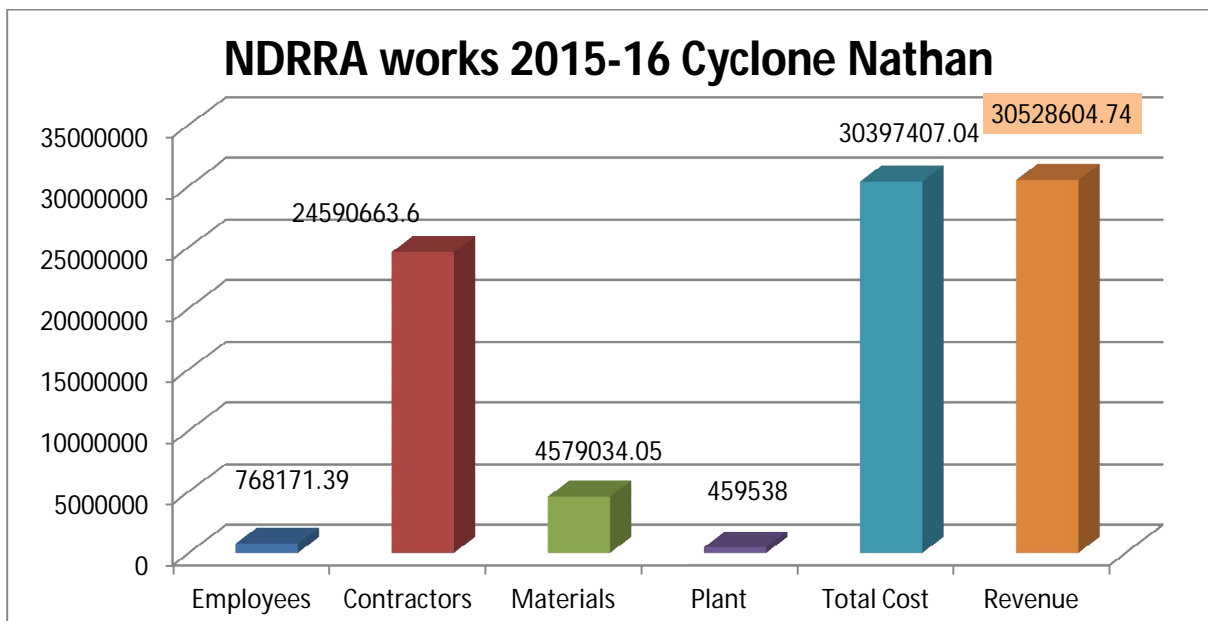
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Cook Shire Capital Budget 2015-16 : Expenditure to February 2016											
Location		Other Capital Project requiring Funding	Budgeted Cost 2015-16	Trade-in Revenue	Funded by approved grants	Funding Body	Funded by Council	Costs Current Month	Cost to Date	Balance to Date	Comments
		Roadworks									
Cook Shire	2669	Sailors Hill-Bamaga Road	1,750,000		1,750,000	ATSI TIDs	0	0	1,425,838	324,162	
	2670	Lukin Overflow-Strathgordon Road	250,000		250,000	ATSI TIDs	0	0	313,025	-63,025	
	2772	Morehead Crossing-Causeway (\$225,000)	225,000		225,000	TIDs	0	3,998	204,169	20,831	
	2771	Endeavour B'camp 21.9 km to 23.7 km (\$530,000)	530,000		530,000	TIDs	0	0	431,531	98,469	Betterment program
	2775	Moreton Bramwell-Seal (\$270,000)	270,000		270,000	ATSI TIDs	0	0	321,823	-51,823	
								0			
Cooktown		May Street Seal						0			Dependent upon Grant Funding
		Cycle Path - 4 Mile						0			Dependent upon Grant Funding
		Sherrin Esplanade - Widen and seal for parking						0			Dependent upon Grant Funding
	2339	Hope Street- completion	90,000			R2R	0	0	68,856	21,144	R2R grant received 2014-15
		Hope St - Levelling						0			Dependent upon Grant Funding
		Racecourse walkway						0			Dependent upon Grant Funding
								0			
Lakeland		Seal Town Streets						0			Dependent upon Grant Funding
								0			
Ayton		Broadway St Boardwalk						0			Dependent upon Grant Funding
								0			
		Other Structures									
Cook Shire		Starke River facilities for waste						0			Dependent upon Grant Funding
		Energy efficiency program council buildings						0			Dependent upon Grant Funding
								0			
Cooktown		Landfill rehabilitation						0			Environmental Levy Reserve available
	305	Airport Subdivision	500,000		500,000		0	1,420	26,090	473,910	Grant approved \$500,000
		Clubhouse John St oval						0			Dependent upon Grant Funding
	2779	Washdown Bay-Depot (part of stores upgrade)					150,000	0	5,625	144,375	Utising Depot Loan
								0			
Coen	2691	Coen Airport-Taxiway Reseal (\$100,000)	0		0		100,000	0	56,415	43,585	
								0			
Lakeland	2767	Sports Ground-Soil Test					20,000	0	16,398	3,602	Dependent upon Grant Funding
	2782	Sports Ground Fence					30,000	4,487	10,855	19,145	Dependent upon Grant Funding
		Town boundary fence						0			Dependent upon Grant Funding
								0			
Laura		Town boundary fence						0			Dependent upon Grant Funding
		Playground						0			Dependent upon Grant Funding
								0			
Portland Roads		Water supply						0			Dependent upon Grant Funding
								0			
		Total Other Capital	\$ 3,615,000	\$ -	\$ 3,525,000		\$ 300,000	\$ 9,905	\$ 2,880,625	\$ 1,034,375	
		Total Capex Budget 2014-15	\$ 9,285,000	\$ 270,000	\$ 8,275,000		\$ 1,825,831	\$ 137,878	\$ 6,172,219	\$ 4,300,503	

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Cook Shire Council Balance Sheet				
For Financial Year 2015-16				
	Actual to	%	Amended	Budget
	29/02/2016	Diff	Budget	2015-16
Current Assets				
Cash & Cash Equivalents	218,721	-27%	301,150	301,150
Investments	9,398,086	7%	8,800,000	7,800,000
Rate Debtors (Net of Advances)	4,312,074	625%	595,000	595,000
Trade Debtors	942,647	109%	450,000	450,000
Other Receivables	0	0%	0	0
Inventories	535,024	-4%	560,000	560,000
Total Current Assets	15,406,552	44%	10,706,150	9,706,150
Non-Current Assets				
Property, Plant & Equipment	278,014,897	11%	249,495,948	249,495,948
Capital Works in Progress	13,653,838	102%	6,750,000	6,750,000
Total Non-Current Assets	291,668,734	14%	256,245,948	256,245,948
Total Assets	307,075,287	15%	266,952,098	265,952,098
Current Liabilities				
Trade Creditors	769,423	-4%	800,000	800,000
Employee Entitlements	911,466	-2%	930,000	930,000
Other Payables (Incl GST Bal)	0	0%	0	0
NDRRA Rec'd in Advance	0		0	0
Borrowings	177,706	-38%	285,000	285,000
Working Capital Facility (\$10mil)	150,000		0	0
Provision for LSL	805,373	44%	560,000	560,000
Total Current Liabilities	2,813,968	109%	2,575,000	2,575,000
Non-Current Liabilities				
Trade Creditors	0		0	0
Employee entitlements	0	0%	0	0
Other Payables	102,084	0%	150,000	150,000
Borrowings	5,144,964	2%	5,050,000	5,050,000
Provision for LSL	185,056	-54%	400,000	400,000
Provision for Gravel Pits	1,547,794	7%	1,440,000	1,440,000
Total Non-Current Liabilities	6,979,898	-1%	7,040,000	7,040,000
Total Liabilities	9,793,866	2%	9,615,000	9,615,000
Net Community Assets	297,281,421	16%	257,337,098	256,337,098
Community Equity				
Retained Surplus	70,363,328	4%	67,748,203	66,748,203
Asset Revaluation Surplus	225,409,684	20%	187,890,000	187,890,000
Other Reserves	1,508,408	-11%	1,698,895	1,698,895
Total Community Equity	297,281,421	16%	257,337,098	256,337,098

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INFORMATION

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INFRASTRUCTURE SERVICES

	INFRASTRUCTURE SERVICES REPORT – FEBRUARY 2016
	<i>Report No. D16/3450 from Engineering Services</i>

General

Webber Esplanade Reclamation

Please see Waterfront Advisory Committee minutes.

Progress photos refer Cook Shire web site:

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

2. Water Supply

2.1 Water Report

2.1.1 Annan Treatment Plant

- Plant ran for 29 days with no major faults
- 167.5mm 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
- The internet reception is still very poor and often not working at all at the Plant. The IT Officer has been working to rectify the problem, so far with limited success
- The landline phone was damaged during a storm, A new one has been ordered and will be installed on arrival
- One of the raw water pumps is running considerably slower, up to 6 litre per second, after being rebuilt, this results in much longer than necessary run times, we hope to resolve this problem once the electrician become available and a few other tests are conducted
- Routine maintenance has taken place around the Treatment Plant including mowing, yard maintenance and wipper sniper
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

2.1.2 Cooktown Water Report

- 8 service repairs and 1 mains repair for this month
- Mains flushing took place between the cemetery and the Mobil Service Station, and on the Esplanade to the Powder Magazine
- A meter was changed at 4 Endeavour Valley Road this month
- Hypo dosing maintenance was performed at both the F/Stn Reservoir as well as at the New Pump Station, new Hypo pump and tank was installed on the Hypo vehicle
- A faulty UPS was replaced at the Fire Station Reservoir, this was found to be the cause of frequent loss of communications to the Annan plant

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

2.1.3 Laura Water Report

- A CIP and routine maintenance were performed weekly
- One of the 3 air supply filters failed this month, an inspection of remaining 2 found them also on the point of failure due to corrosion, all 3 have been replaced
- A air release valve also failed resulting in both plants shutting down on “Low Air Pressure”
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

2.1.4 Lakeland Water Report

- There were 1 service repair and no mains repairs this month
- No operational problems this month
- Water sampling as per the Sampling matrix were collected and analysed, with all samples complying

2.1.5 Coen Water Report

- The water supply came from the Coen Dam this month
- There were 3 service repairs for this month
- The electrician replaced a transformer which was burnt out due to an electrical storm and a surge diverter has now been replaced on the main power board to the plant
- The tree hanging over the power line to the DAF Plant has now been cut back
- Maintenance took place on the FH and SV's and routine maintenance has taken place around the Treatment Plant including mowing and wiper snipper
- 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 Waste Water Report

2.2.1 Cooktown Waste Water

- A spare pump was installed to IAT WAS and a replacement pump has been ordered
- CV 281 had faulted causing blower 276 not to run, a new valve has been ordered
- The belt filter press has been greased and the tracking arm have been lubricated and adjusted
- The telemetry battery has been replaced at the effluent pump station
- New fans have been ordered for the blowers
- New belts have been fitted to BL 276
- No 2 pump from Boundary Street has been reconditioned and had plug fitted and rotation checked ready to be installed
- An Alum leak has been fixed in the chemical shed

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- 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 Waste Water

- The Treatment Plant has been operating well this Month with no operational problems, operations have been routine, with minor adjustments to chlorine dosing and aeration times
- One Hundred kilos of lime was added to the process to maintain pH balance during the month
- Routine maintenance was performed in the irrigation paddock. Mowing was completed around the Wastewater treatment Plant Compound and Regent Street Pump Station
- 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

Aerodrome Operations

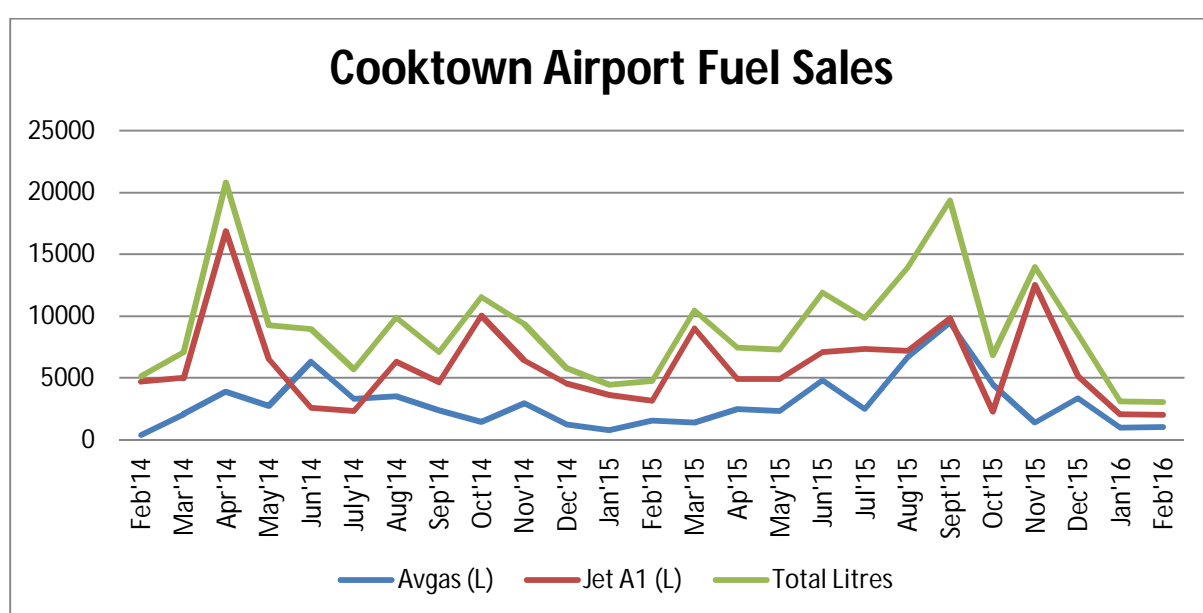
Cooktown Airport

Fuel sales have been quiet over the last month (Avgas, 1051.22 lts, Jet A1, 2033.96 lts Total 3085.18 lts).

The Hot mostly dry weather during February has produced perfect grass growing conditions. As a result most of the works focus for the month has been based around vegetation control and landscape maintenance.

Other maintenance performed during the month included replacing the fuel nozzle on the Avgas bowser, servicing and testing the standby generator and maintenance on the mower and tractor.

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Coen Airport

Core business activity

Total landings for the month: 84

Fuel Sales	Avgas	JetA1
Litres	5608	12847
\$ Value	13683.52	19912.85

Plant and Equipment

- The A.F.R.U. has been flight tested and is now activated.
- Office air conditioner is rattling on start up and is not cooling to full efficiency.
- No other issues to report with plant and equipment.

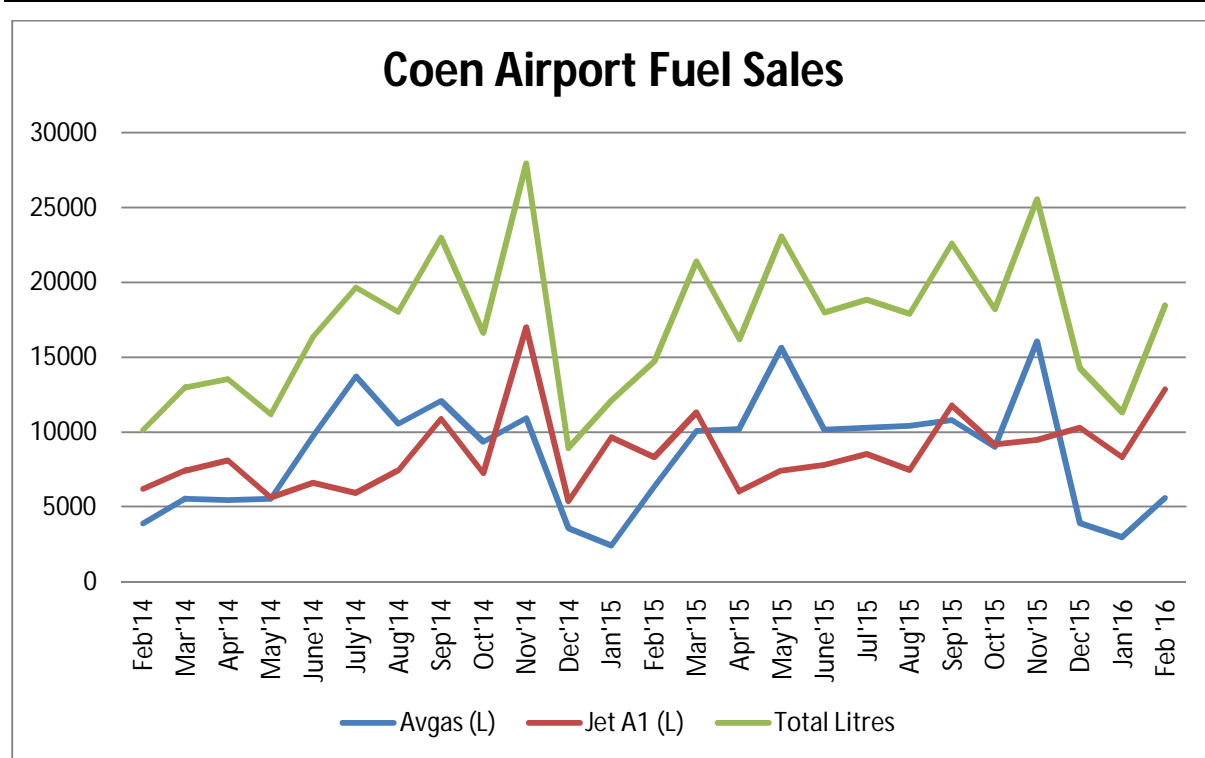
Aerodrome Maintenance

- Maintenance is carried out as required with the main requirement at present being ongoing mowing and slashing.

Other Issues

- Decking on the front veranda of the residence is becoming weak and poses a risk of breaking and possible resulting injury.
- There are no stairs at the front entry of the old residence following the replacement of concrete paths – at present the doors are kept closed.

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Parks and Gardens

4.1 General

- Tree maintenance – removal of dangerous or damaged limbs, obstructive vegetation, fallen palm fronds etc; clearing of roadside vegetation to improve visibility, including at Harrigan/Savage Streets intersection. Several trees trimmed and one removed at works depot to facilitate Wi-Fi line of site operation between buildings; other trees removed found compromising boundary fence; dead Poinciana removed from Walker St nature strip
- Mowing and whipper-snipping, including within parks and reserves, the Cooktown cemetery, council blocks and facilities, and road reserves including Helen, Harrigan and Charlotte Streets. Similar maintenance undertaken in towns including Rossville, Ayton, Lakeland, Laura, Coen and Portland Roads. Also responses to CRM’s regarding overgrown verges and associated safety concerns, which are increasing.
- Loose litter collection within parks and reserves and roadsides, road kill removal and outlying windyloo servicing
- Weed control within parks and streets through herbicide spraying including gutters, channels, footpaths and around posts etc
- Debris removal from roadside gutters and crossovers
- Botanic Gardens and general garden maintenance
- Cleaning tables and BBQ
- Irrigation systems now reduced to wet season mode
- Playground inspections undertaken
- Lions Park Playground – awaiting corrosion treatment by Boilermakers; minor playground repairs undertaken

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- Traffic triangle (intersection Harrigan and Hope Streets) – smaller garden installed, grass seed sown
- Gurneying of Coen town footpaths undertaken

Traffic Counts Data

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

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

It will be updated regularly as data comes in.

~

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Appendix A

Cyclone Nathan 2015											
Brief Description of Roads in the area of the Submissions	Various Cook Shire Roads	Bamaga Moreton/Bramwell	Various Local Roads	Dixie / Kimba	Strathgordon / Aurukun	Palmerville / Maytown	Lillyvale / Marina Plains	Lakefield / Mt Webb Wakooka	Various Cook Shire Roads	Various Cook Shire Roads	Total
Reference Number	Emergent Works	CoSC.48.15	CoSC.49.15	CoSC.51.15	CoSC.52.15	CoSC.53.15	CoSC.54.15	CoSC.55.15	CoSC.56.15	CoSC.57.15	Total
Pre - Contingency Total		\$7,077,692.51	\$2,349,373.14	\$5,580,060.34	\$5,534,191.98	\$4,764,301.70	\$2,553,895.71	\$4,039,713.80	\$383,042.03	\$214,833.14	\$32,497,104.35
Contingency 20%		\$1,415,538.65	\$469,874.02	\$1,116,011.81	\$1,106,838.41	\$952,860.32	\$533,016.94	\$807,942.76	\$76,608.41	\$42,585.53	\$6,521,276.85
Escalation 5%		\$353,884.66	\$117,468.50	\$279,002.95	\$276,709.60	\$238,215.08	\$133,254.24	\$201,985.69	\$19,152.10	\$10,714.63	\$1,630,387.45
Project Management 10%		\$707,769.33	\$234,937.01	\$558,005.90	\$553,419.21	\$476,430.16	\$266,508.47	\$403,971.38	\$38,304.20	\$21,429.26	\$3,260,774.92
Pre Approved amount		\$9,563,865.12	\$3,204,549.65	\$7,554,177.87	\$6,081,873.44	\$6,438,426.49	\$3,597,864.35	\$5,534,099.39	\$841,911.73	\$316,789.79	\$43,133,557.83
Total Sub amount		\$9,554,885.15	\$3,171,652.67	\$7,533,081.00	\$7,471,159.20	\$6,431,807.26	\$3,486,675.36	\$5,453,613.63	\$517,106.74	\$289,562.56	\$43,909,543.57
Project Management Expenditure		\$72,616.40	\$24,104.30	\$57,250.83	\$56,780.24	\$48,881.24	\$27,343.49	\$41,447.05	\$3,929.97	\$2,198.62	\$334,552.15
Expenditure to Date (Includes Committed)	\$1,671,810.44	\$7,524,728.90	\$1,645,767.77	\$5,438,944.68	\$4,777,338.12	\$4,147,085.78	\$2,367,780.24	\$3,388,792.95	\$28,875.51	\$108,633.71	\$29,427,947.67
Actual Expenditure to Date		\$7,514,848.40	\$1,645,467.77	\$5,438,944.68	\$4,777,338.12	\$4,147,085.78	\$2,364,580.24	\$3,364,361.67	\$28,875.51	\$108,633.71	\$29,390,135.89
Received to Date	\$1,661,730.71	\$6,375,572.06	\$1,267,685.25	\$4,857,040.37	\$4,293,867.06	\$3,418,322.04	\$2,178,684.49	\$2,652,969.74	\$155,132.02	\$86,788.53	\$26,947,792.26
Balance	\$10,079.73	-\$1,139,276.34	-\$377,782.52	-\$581,904.31	-\$483,471.06	-\$728,763.75	-\$185,895.76	-\$711,391.93	\$126,256.51	-\$21,845.18	-\$4,093,994.61
Percentage Complete (10% is held till submissions are Acquitted)	100%	106%	70%	97%	86%	87%	93%	83%	8%	51%	90%
Approved											
Payments are suspended at 90% of the approved value until the submissions are acquitted											

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	BIOSECURITY MONTHLY REPORT – MARCH 2016
	<i>Report No. D16/3497 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)

Nil.

Surveillance and Control Work

Weeds:

- The roadside weed control work commenced on 1st February. To date treatment has been carried out along the Mulligan Highway from the southern shire boundary to Cooktown, Shipton's Flat Road and Mt Amos Road targeting sicklepod, rubber vine and gamba grass; Starke area for sicklepod; Lakeland area and PDR from Coen to Weipa targeting gamba grass; sicklepod control on Battlecamp Rd at the Normanby Crossing (access limited by flood water). The work is being undertaken by Darryn Higgins and Laurence Shipton. Several samples have been collected during the accompanying surveillance of the shire road reserves, which will be sent to the Qld Herbarium for identification.
- DTMR officers reported a potential for spreading sicklepod after driving through an infestation while installing flood monitoring gauges at the Archer River crossing. They cleaned the vehicle down at Council's Cooktown depot and provided locations of where they had been so that the areas could be monitored for future outbreaks.

Pest Animals:

- Pig trapping: (Council's loan traps): Three pigs were euthanased in the Cooktown area in February.

Cook Shire Biosecurity Plan

Work on the plan has been limited as other priorities (such as the roadside weed control) taking precedence over the map work for the plan. Unlike most other years there has not been much down time from field activities due to rainy weather which would enable the maps to be progressed.

Joint initiatives/collaborations

The sicklepod control at the Normanby crossing is being coordinated with QPWS to reduce the risk of sicklepod entering Lakefield National Park.

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Funding applications

No new funding applications submitted.

Customer Requests

1. 1 request for an application for the Pest Management Incentive Scheme (PMIS); outcome – property did not fit the criteria (too small and not primary producer) so person informed not eligible. Offered to loan spray unit when available.
2. 1 request for a weed ID; outcome – specimen sent to the Qld Herbarium.
3. 1 letter received from an animal control company offering services; responded with letter that current no contract work available but will keep details on record for future reference.

Training/Workshops/Meetings/Conference

- Cathy delivered weed ID training session in Cooktown to a group of indigenous rangers undertaking training through Balkanu.
- Cathy met with Biosecurity Queensland Cathy and Darryn attended the FNQR NAMAC Meeting in Port Douglas on 26/2/16 – see notes attached for details of items discussed.
- Cathy met with Douglas Shire Council's Project Engineer for a run down on his Project Management and Asset Management System.
- Cathy met with DTMR project delivery team re weed management controls for the 2016 CYRP PDR Extended Seal program of works; meetings were also held with the Principle Engineer of Program Delivery & Operations regarding the contract to control weeds on state controlled roads within the shire; and RoadTec maintenance group re vegetation management on roadsides (spraying vs slashing).

Panama Disease Update

Surveillance of banana farms at Lakeland was conducted in early February. No positive samples were reported.

The Community Engagement group from DAF were in Cooktown in February providing education material at the IGA and talking to small producers at the markets.

Lakeland Washdown Bay

DTMR has issued a permit for new signage and this will be installed as soon as it is available.

Biosecurity Act

Darryn will be attending Authorised Officers training in march and Cathy in April. Training will be introduced for Councillors and senior Council employees later in the year, following the Local Government elections.

Glyphosate

The safety of using of glyphosate (Round-up) has been raised in local social media following an assessment released by IARC last year which found that it was probably carcinogenic to humans. The issue has been investigated by Biosecurity Services and the decision has been made to continue using glyphosate in our weed control programs until the APMVA advise that the status of it has been changed for use in Australia. See attached information.

RECOMMENDATION

Report submitted for information.

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**Attachment 1. FNQROC Natural Resource Management Advisory Committee (NAMAC)
Meeting 26 Feb 2016 – Note taken by Cathy Johnson**

Business arising from previous meeting:

QPWS - agreed that best way to communicate and collaborate is at the local level

BQ Act training

Workshops have started, about 90 people being trained in northern Queensland area; funded from precept money. About 300 being trained across Qld.

BQ asked everyone to complete the training modules before they attend the 2 day workshops. Allow about 1/2 a day for modules 1 & 2 and 1 -2 days for others.

Policy & Management training will be done via Webinars.

Post elections; new Councillors to be briefed by internal Council staff on new Act.

Travis wants to develop a project plan for NAMAC to provide focus and direction for him and council reps.

Yellow Crazy Ants Taskforce

On next week: bit down on numbers from last taskforce; approx 30 people each day expected. WTMA funding ends this year; trying for additional funding to continue the treatment. Travis is trying to get support via ROC.

Travis will send out a brief he has prepared from the ROC.

Michael Graham - National Electric Ant Eradication Program funding ceased in June 2016: thinking going OK as but found largest infestation yet in last 2 weeks: not to extent of YCA : more like 3 - 4 hectares. Still have money for treatments but running out of time to deliver: so have approached Cairns Regional Council to provide assistance. Well organised program now with good protocols in place to treat.

Suggestions: prior to end of June do big sweep in Cairns region to survey for ants as a Taskforce. Suggested involve Landcare and other groups to provide extra people.

Wet Tropics Healthy Waterways Partnership

DEHP project to collect data from all stakeholders and will produce a report for each region from Cedar Bay to Crystal Creek. \$ committed for 4 years from Feds and State funding.

Setting up Ops group to manage - technical and Comms. Councils have been approached re asking if support and want to contribute - Enviro Health sections being involved in most Councils. Need to make sure Nat Assets teams are involved as well. Cairns has committed \$20k

start up money. Will also have an advisory group.

Travis wants to see invasive species included.

Regional Pest Management Strategy Review

The 4 key goals are still current and relevant.

Assessment of delivery on goals - workshop in 2014 outcomes and recommendations; some have been implemented and some still need to be developed further.

Travis will send out his notes and ideas for comment and feedback prior to a face to face workshop to review the strategy.

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Questions to consider:

What are we trying to achieve, should it be a Natural Asset Management Plan? Many Councils include pest management in sustainability or restoration work areas,

What is the strategy for? Now more of a framework document.

Suggested to make a broader framework for asset management where existing plans and strategies in other areas can be slotted into, e.g water quality.

Need to consider how bio security plans link into other individual council docs/sections and use that as a basis for the regional plan.

Plan needs to be higher level and be usable so doesn't just sit on the shelf. Just needs to highlight priorities and ID a few projects/actions for NAMAC.

Aim to have review completed by end of November 2016.

Workshop in August - 2 days;

Round the Table Updates

Written reports to be submitted to Travis prior to meeting and he will circulate prior to meeting.

TRC - putting info on fire weed on side of garbage truck - cost \$1000 per side.

CRC - Matt Birch has resigned. Peter Becks is acting in Matt's position while they recruit

Glysophate -

Douglas trialing steam control in kids playgrounds; but don't see it replacing the Quikspray units and herbicide. Technology needs a lot of refinement before it could be used in commercial application on farms. Peter will report back after trial.

Proposal to move NAMAC meetings to Thursday to allow for travel for members who have to drive a long distance to attend meetings.

DAF update:

Proposed AVPMA 1080 changes aerial baiting for pigs is out and must now be pre-fed with grain before baiting with meat. It doesn't look like they will budge on this.

ACTION; need to right letter to AVPMA re difficulty to pre-feed

Landholders will now require training in chemical handling to be able to distribute 1080 on their property.

Corey will organise training to landholders via Agforce.

Next meeting is in May in Cook Shire.

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Attachment 2.

Info on the safety of Glyphosate (provided to Tim Cronin on 29-02-16 & 3-03-16)

Background

The International Agency for Research on Cancer (IARC) issued a paper in July last year which concluded that “there is sufficient evidence in experimental animals for the carcinogenicity of glyphosate” and that glyphosate is “probably carcinogenic to humans” (IARC Monographs – 112). These findings have been challenged by several scientific sources claiming the experimental design was flawed and that the rates used to test animals were very excessive and not related to actual dosage usage. However this report has been picked up by the World Health Organisation which ruled that it probably causes cancer and this has led to banning of glyphosate in several countries. Due to the issues already raised on social media in relation to glyphosate, Round-up and fluoride it is prudent that Council has a position statement ready to issue if required. This should be made available to the Major and current Councillors in light of the questions that may be posed at the meet and greet sessions to be held in the next two weeks.

Current situation

- Biosecurity Queensland has been contacted regarding their stand on the glyphosate issue. They deferred to the Australian Pesticides and Veterinary Medicines Authority (APVMA), which approves herbicides for use in Australia. APVMA has a paper available on-line which states that the European Food Safety Authority (EFSA) has completed a reassessment of glyphosate and determined that glyphosate does not cause cancer in humans. This assessment considered an extensive body of scientific evidence, some of which was not assessed by the IARC. The APVMA considers that based on current risk assessment the instructions on glyphosate labels contains adequate protection for users, when followed.
- A taskforce of scientists, national governments and universities has reviewed the information considered by IARC and recommended that in light of new studies that have become available that the Joint FAO/WHO Meeting on Pesticide Residues undertake a full re-evaluation of diazinon, glyphosate and malathion, to consider all adverse human health effects. This will be completed by May 2016.
- LGAQ is seeking a legal advice on the safe use of glyphosate following the upgraded warnings by the WHO. Recent correspondence from LGAQ is that they are taking the same stand as Biosecurity Queensland and defaulting to the APVMA statement, and recommend that Council’s continue to use glyphosate products following the MSD sheet and safety instructions on the label.
- Both Biosecurity and Parks and Gardens rely on using glyphosate as a cost effective method for controlling weeds in the Shire, and without it there would be both safety and environmental consequences due to lack of adequate control alternatives.

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	FINANCE STATUS FEBRUARY 2016
	<i>Report No.D16/3472 from Senior Finance Officer</i>

Precis

Finance Reports from Accounts Payable, Accounts Receivable & Rates

Background/History

Monthly Report

Link to Corporate Plan

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

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

Consultation

None

Legal Implications (Statutory, basis, legal risks)

None

Policy Implications

None

Financial and Resource Implications (Budgetary)

None

Recommendation

Report be received for information

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Accounts Payable – February 2016

Cheques issued	16	Value	\$ 128,373.51
EFTs paid	283	Value	\$ 1,165,489.75
Cancelled EFT	3	Value	\$ (12,104.00)
Cancelled Cheques	1	Value	\$ (1,990.00)
Total Expenditure			\$ 1,279,769.26

Accounts Receivable – February 2016

Invoices Issued	105	Value	\$ 2,932,273.70
Credits Notes	7	Value	\$ (409,440.26)
Aged Balances		Current	\$ 748,647.83
		30 Days	\$ 188,200.67
		60 Days	\$ 4846.89
		90 Days	\$ 20,497.84
		90+ Days	\$ 31,873.32
Total Outstanding			\$ 994,066.55
Letters of Demand	1		

Wharfage Report February 2016

Vessel	Days at Wharf	
Asmara Quest	N/C	
Coral Expeditions II	3	
Southern Venture	3	
Iona	2	
Coimbra	1	
Stella Raine	3	
Unloads		
Vessel	Unload to	Unloaded
Coimbra	Aqua Fresh	Live Trout
Iona	Aqua Fresh	Live Trout
Stella Raine	Seafresh	Live Trout

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Rates Report – February 2015

R1 - Property Transfers When properties are sold change of ownership details are recorded by Council	Month	Number of Transfers	
	Jan	8	
	Feb	8	

R2 - Change of Addresses When ratepayers change their address details are recorded by Council	Month	Number of COAs
	Jan	5
	Feb	6

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

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

R5 - Valuation Changes	Month	Number of Valuation Changes
	Jan	9
	Feb	0

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Debt Recovery Report

<u>D1 - Rates Debt Outstanding</u>	No.	Details	Statistics							
		Month	Balance BF	Levied	Less Payments (includes prepayments)	Less Rebates	Interest	Discount Taken	Adjustment	Total Outstanding
		January	654,747.83	3,639,019.95	-3,494,532.54	-45,648.70	44,579.74	-147,108.19	-378.31	658,507.51
		February	654,747.83	3,639,019.95	-3,511,196.67	-45,648.70	44,583.76	-147,108.19	-378.31	634,019.67

Number of Assessments by Category	Residential	Commercial	Rural	Extractive	Other
January	77	13	12	30	46
February	72	13	11	28	44

Number of Assessments by Years	Current	1 Year	2 Years	3 Years	Greater than 3 years
January	84	70	14	5	5
February	13	115	25	8	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	38	33	76	16	11	4
February	4	18	104	20	16	6

<u>D2 - Letters Sent</u>	Month	Rates Reminders	Final Demands	Legal Letters
	Jan	n/a	n/a	n/a
	Feb	n/a	n/a	n/a

<u>D3 - Payment Arrangements</u>	Month	Arrangements	Debt Collectors	Sale of Arrears
	Jan	36	103	1
	Feb	37	65	0

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Rate Year	Levied Amount	Balance at EOY without overpayments		Balance at EOY with overpayments	
2012	\$ 6,222,646.99	\$706,804.40	11.36%	\$ 628,684.22	10.10%
2013	\$ 6,794,799.78	\$813,773.24	11.98%	\$ 735,827.08	10.83%
2014	\$ 6,980,438.50	\$821,701.36	11.77%	\$ 713,241.02	10.22%
2015	\$ 7,332,106.27	\$775,828.84	10.58%	\$ 654,747.83	8.93%
2016	\$ 7,278,039.90	\$4,446,763.74	61.10%	\$4,417,933.87	60.70%
2017	\$ -	\$ -		\$ -	
Balance					
Aboriginal Freehold	\$286,177.24	4%	Levied		
		27%	Arrears		
Rates	\$3,788,505.01	85%			
Water	\$658,258.73	15%			
	\$4,446,763.74	100%			
Arrears	\$624,865.76	14%			
Overdues	\$	0%			
Legals	\$10,835.97	1%			
Interest	\$150,278.68	17%			
Current	\$3,660,783.33	30%			
	\$4,446,763.74	100%			

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Grants update - February 2016		
FUNDING BODY		
		Amount
Grant Monies Received February 2016	REASON	Received
Dept Local Government, Community Recovery & Resilience	Foreshore & Webber Espl Playground Milestone 3	\$154,160.87
Queensland Reconstruction Authority	Cyclone Fletcher 2014 - CoSC.40.14 Final Payment	\$901,895.37
Dept Infrastructure & Transport	R2R Quarterly Payment	\$702,568.00
	Total Received	\$1,758,624.24
Grant Monies Outstanding as at 31 February 2016		
Dept Infrastructure, Local Government & Planning	Get Ready Queensland	\$1,075.10
Dept Local Government, Community Recovery & Resilience	GraffitiSTOP Clean Up Program	\$3,921.60
Dept Premier and Cabinet	Centenary of Gallipoli Landing	\$1,190.96
Dept Local Government, Community Recovery & Resilience	Waterfront Amenities/Water Play	\$50,000.00
Dept State Development, Infrastructure and Planning	Waterfront construction	\$1,500,000.00
Queensland Reconstruction Authority	Cyclone Ita Progress Pment CoSC.46.14	\$2,027,488.02
Dept Infrastructure & Transport	RAAP-Rua - Coen Airport Taxiway	\$10,000.00
Dept Transport & Main Roads	TIDS - Battlecamp Rd - 220-000012-002	\$166,531.00
	Total outstanding	\$3,760,206.68
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>(2015/2016 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 1 year period up to</i> <i>ATSI TIDS - Bamaga Road _ Sailors Hill Seal (6km)</i> <i>ATSI TIDS - Pormpuraaw Rd Culvert (Lukin Overflow)</i>	<i>2015-2016 (for the next 1 year)</i> <i>2015-2016</i> <i>2015-2016</i>	2,661,290.00 1,850,000.00 150,000.00
Cape York Natural Resource Management Ltd 1 Mar 2015 1-Sep-15 15-Sep-15	Acceptance of interim progress report Acceptance of yearly progress report Acceptance of Financial Report	64,000.00 32,000.00 64,000.00
State Library of Queensland	Best Start Family Literacy Initiative (Annual Amt for 4yrs from 2014)	7,059.00

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DEVELOPMENT, ENVIRONMENT AND COMMUNITY

	DEVELOPMENT, ENVIRONMENT AND COMMUNITY DIVISIONAL REPORT – FEBRUARY 2016
	<i>Report No.D16/3488 from Director Development, Environment and Community.</i>

1. GRANTS

Applications Submitted

- Warren Entsch – Stronger Communities Program – Expression of Interest, Video conferencing facilities at Council Chambers
- Great Inland Way – Rest Area Upgrade Program – Expression of Interest, Little Annan River Rest Area Upgrades
- Attorney General’s Department – Safe Streets Program – Smart Lighting and CCTV installation, Charlotte Street

Applications Successful

- Department of Infrastructure, Local Government and Planning - Community Resilience Fund – Cooktown Community Events Centre Cyclone Shelter Upgrades - \$1,634,415
- Reef Guardian Council – Expression of interest for Marine Debris Public Art Reef Guardian Council Great Barrier Reef Marine Park Authority

Communications

- Gambling Community Benefit Fund – Lakeland Fence. Extended to June 30 due to land contamination issues.

Council Grants Closed

- Community and Economic Development Grants – Round 2
- Event Development Program – 3 year funding
- RADF – Round 2

2. ECONOMIC DEVELOPMENT

Meetings and workshops

Lakeland Progress Association
Cooktown Chamber of Commerce and Tourism
Skilling Queenslanders for Work
Lakeland Irrigation Scheme steering committee meeting
2016 Census

Cook Shire solar project

Cook Shire Council will be submitting an application into the National Stronger Regions Fund under the Cook Shire Communities Renewables Ltd (CSCR) this time with funding being allocated on a 3:1 ratio. The CSCR will be looking at replacing diesel generated power stations in the remote

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communities of Cook Shire as part of the project, to reduce the dependency on Ergon's remote grid transmission and save money on fuel. Not to mention the positive impact this will have on the environment and the community. This application is due 15 March.

Incubation Hub at Cooktown Library

Two financial management workshops have already been held, with the last one taking place on Saturday 5 March. This is the last workshop as part of the QLD State Libraries Vision 2017: Incubators of Ideas, Learning and Innovation.



Welcome To Signs

The "Welcome To" signage project has been ongoing since before January 2015. Recently a budget was set to see the finalisation of this project, in which the Road Corridor Permit application was sent to the Queensland Department Transport and Main Roads for approval.

New signs have been ordered for the replacement of old, faded signs situated at; Laura, Lakeland, Coen, Marton, Ayton, Rossville and the local government boundary between Cook Shire and Mareeba Shire. Keeping in mind that Ayton and Rossville signs are not on State controlled roads.

Digital Strategy

As part of the development of the Digital Strategy, Telstra and NBN have been engaged to deliver several presentations in the lead up to the delivery of high speed broadband.

The presentations were aimed at different sectors of the community: business, health and education as well as a presentation to Cook Shire Council staff. The presentations took place over the 1st and 2nd March.

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Council's Digital Strategy has been finalised in which it outlines the service delivery of the NBN, and how businesses could start thinking about taking advantage of the high speed broadband once it is available.

Cooktown Chamber of Commerce and Tourism

The Cooktown Chamber of Commerce and Tourism (CCCT) presented their strategic direction plan at the information session held at the PCYC Events Centre, and discussed a number of key initiatives and events that are planned for the coming year.

The next function to take place will be on March 9 at the Hillcrest Lodge in which the Mayoral candidates have been invited to present to the business community on a number of issues they will look at addressing to assist the range of industries in our Shire.

3. EVENTS and FESTIVALS

Upcoming Events and Date Claimers

- 7 April Women's Day
- 3 May Oceania Cruise Ship arrival

Cooktown Multicultural Festival

Council was a sponsor of the Cooktown Multicultural Festival held on 27 February at PCYC. All reports are that the event was a great success with good participation by the local community.

TOURISM

Meetings and Training

- Cooktown Chamber of Commerce and Tourism
- Council Grants information session
- Women's Day planning session
- Nature's Powerhouse Advisory Committee
- Anti Discrimination Training
- Cooktown 2020 Advisory Committee
- Sport and Recreation Queensland re Sports Summit

RV Camping Area

One expression of interest was received from the Caravan and Motorhome Club of Australia in regards to leasing the blocks of land on Charlotte Street for the purpose of operating an RV Camping Area. A full report and recommendations for leasing of land and associated works will be provided to the April 2016 Council meeting.

Cruise Ships

The Azamara Quest arrived on 20 February with 700 passengers and crew disembarking to explore Cooktown. Volunteers from the Visitor Information Centre and the Cooktown Chamber of Commerce assisted to man the information tent at the wharf with positive feedback received from all passengers that they felt very welcomed to our town.

FEBRUARY2016 Building Approvals

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Application No:	Estimated Cost	Building Type	Town	Certifier
DA/3559	\$15,620.00	Shed	Marton	Cook Shire Council

Total value of approvals this period: \$ **15,620.00**
Total value of approvals same period last year: \$ 3,220,400.00

Total value of approvals to date (Financial year 2015/2016): \$ **11,540,180.70**
Total value of approvals to date same period last year: \$ 19,580,905.98

Planning Development Applications lodged in February 2016

DA/3566	<p>Material Change of Use – Relatives Accommodation & Caretakers’ Residence</p> <p>Code Assessable</p> <p>Referral Agencies Concurrence</p> <p>Dept Transport & Main Roads (DTMR) within 25m of a Main Road through State Assessment & Referral Agency (SARA)</p>	<p>Lot 212 on SP172665 – Mulligan Highway, Lakeland</p> <p>Zone – Rural</p>
DA/3568	<p>Reconfiguration of a Lot – one (1) into two (2) lots</p> <p>Code Assessable Referral Agencies Nil</p>	<p>Lot 16 on RP739949 23 Clay Close Cooktown</p> <p>Zone – Rural Residential</p>
DA/3570	<p>Material Change of Use – Intensive Animal Keeping, Remote Worker’s Accommodation and Caravan Park</p>	<p>Lot 5 on SP188123 – 4684 Mulligan Highway, Lakeland</p> <p>Zone – Rural</p>

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	<p>Impact Assessable</p> <p>Referral Agencies</p> <p>Concurrence</p> <p>Referral Agencies</p> <p>Dept Natural Resources & Mines (DNRM) clearing vegetation</p> <p>through State Assessment & Referral Agency (SARA)</p>	
DA/3571	<p>Material Change of Use – Tourist Accommodation</p> <p>Impact Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Lot 11 on CP907238 – 39 Regent Street, Coen</p> <p>Zone – Village</p>
DA/3572	<p>Reconfiguration of a Lot – two (2) into six (6) lots</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Lot 2 RP746471 and Lot 1 SP251574 – Rossville Bloomfield Road & 396 Bloodwood Road, Bloomfield</p> <p>Zone – Rural</p>
DA/3573	<p>Material Change of Use – Veterinary Facility</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Lot 504 on C17912 – 72 Charlotte Street, Cooktown</p> <p>Zone – Mixed Use</p>
DA/3574	<p>Material Change of Use – Caravan Park (Campground)</p>	<p>Lot 369 on SP136191 – Telegraph Road Shelburne</p>

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	<p>Impact Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Zone – Rural</p>
DA/3575	<p>Material Change of Use – Remote Workers’ Accommodation</p> <p>Code Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Lot 369 on SP136191 – Telegraph Road Shelburne</p> <p>Zone – Rural</p>
DA/3576	<p>Material Change of Use – Restaurant and Tourist Accommodation</p> <p>Impact Assessable</p> <p>Referral Agencies</p> <p>Nil</p>	<p>Lot 369 and Lot 1 on SP136191 – Telegraph Road and Bramwell Road Shelburne</p> <p>Zone – Rural</p>

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CORPORATE SERVICES

	BUSINESS SERVICES (RECORDS, ADMINISTRATION & IT) REPORT – FEBRUARY 2016 – FOR INFORMATION
	<i>Report No. D16/3436 from Business Services Team</i>

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

OPERATIONAL

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

BUSINESS STATISTICS

Customer Service

Phone Calls:	917
Enquiries	245

Receipting

Total No	117
Total Value	\$66,525.67

Break Down

Cash	\$9,328.30
Chqs & M/O	\$11,943.05
Credit Cards	\$41,641.90
EFT	\$3,612.42

Stores

Total No	339
Quantity	26283.2
Value	\$48,790.70

INFORMATION TECHNOLOGY

February Created Tickets: 21

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February Resolved Tickets : 11

February Updated Tickets by Status : 40

Current Open Tickets : 389.


RECORDS & CORRESPONDENCE

	DOCUMENTS	SCANNED DOCUMENTS	TOTALS
Records Officer	76	0	76
Correspondence Officer/s	749	466	1215
Senior Admin Officer	40	46	86
RECORDS TOTALS	2069	512	1377
WHOLE OF COUNCIL	1116	607	1723

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

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SENIOR ADMINISTRATION OFFICER

 Task	To be done.
Procurement & Asset Disposal (Contracting)	
<i>Sole Supplier Register</i>	Ongoing. Report to EMT Updated the Register sent out information to employees
Panel of Preferred Suppliers	Ongoing – Updated Panel from February Council Meeting – advised employees
Tenders	Proposed tenders – Fire, Security, Surplus items postponed (looking into selling the big items on line) Cleaning contract (July)
<i>Specification writing Training</i>	Informative 14 employees attended training
<i>FNQROC Procurement Sessions</i>	Ongoing 3 monthly meetings to help Council to meet all legislative requirements for Tendering, Specification writing and procurement.
Human Resources / Workplace Health & Safety	
<i>Accident / Incident Report Register</i>	Ongoing – updated spreadsheet for monthly Safety Meeting
<i>Skill Register (within Authority)</i>	Ongoing - Updating employees new skills
<i>Staff Turnover Spreadsheet</i>	Ongoing - Update monthly figures
<i>Training Register (within Authority)</i>	Waiting on HR for approval
<i>HR Registration</i>	Registering Human Resources and payroll correspondence
<i>Work Compensation/Rehabilitation</i>	Ongoing - Registered documents on behalf of WHSO
Administration	
<i>Cleaning</i>	Ongoing - Communicated with cleaner – audits within each building Audit – March
<i>Delegation Register (within Authority)</i>	Ongoing – updating and maintain Register. Looking into updated reporting options within Authority
<i>Conflict of Interest Register (within Authority)</i>	Ongoing – updating and maintain Register
<i>Benefits & Gifts Register (within Authority)</i>	Ongoing – updating and maintain Register
<i>Forms</i>	Update and Register Council forms – Creating Quality control form for all forms
<i>Organisation Chart</i>	Update chart and creating brief chart for website
<i>Phones</i>	Ongoing - Update phone listing and Reception phones Organising Phones for change of office
<i>Policies</i>	Created Quality control plan Update website and TRIM Send listing out to the relevant officers to update policies
<i>Keys</i>	Ongoing – re ordered Parks & Gardens (Cemetery keys) Managing Register of all Council keys for buildings
Customer Request Management (CRM)	
<i>New Reporting & structure</i>	Working with Ingle to change the structure of CRM from employee names to roles. This will improve the reporting and the response time for CRM

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<i>Training</i>	Refresher Training for staff - Ongoing
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CORRESPONDENCE OFFICER

<i>Task</i>	
Registration of Physical and Electronic records	
<i>Compactus (Administration Building)</i>	Sorting out records and move to the Archive shed
<i>Procedure for the registration of EMT and Councillor emails</i>	Creation of procedure for the registration of EMT & Councillor emails. Procedure with EMT. New Software to be implemented.
<i>Registration of electronic and physical records</i>	Ongoing task
<i>CRM Management</i>	Creation of CRM's, registration in TRIM & send out acknowledgement letter. Ongoing
<i>Provision of TRIM Training for new employees</i>	Ongoing - As required when new staff start
<i>Internal Requests</i>	Internal requests for new containers in TRIM
Training and Study	
<i>Certificate IV in Records Management</i>	75% Complete.
<i>Accounts Payable Training</i>	Learning various processes within Accounts Payable

February 2016 – Customer Request Management Figures

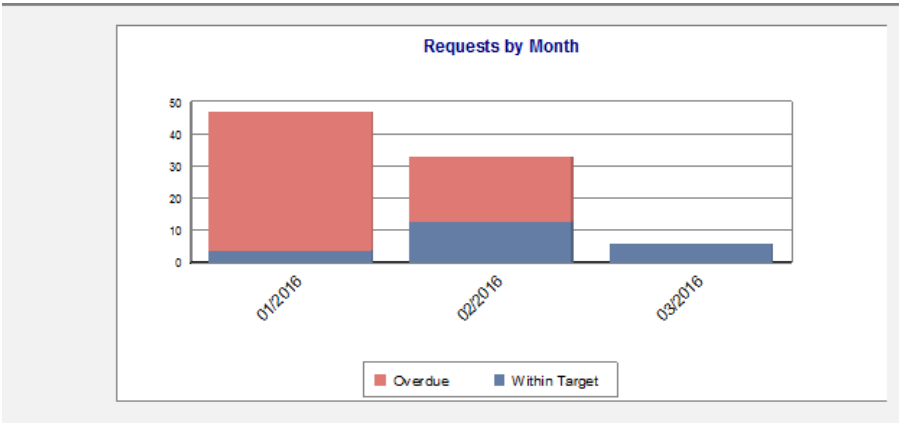
Workflow Type	Description	Jan-16		Feb-16	
		Open	Closed	Open	Closed
ABVC	Abandoned Vehicle Concerns	2	0	3	0
BPE	Building Application Enquiries/Com	2	0	0	0
CNAB	Air-Borne Hazard	1	0	1	0
CNNP	Noise Pollution	0	0	1	0
CNOV	Overgrown Vegetation	0	0	3	1
CPEM	Council Properties - Ele Main	2	0	3	0
CPMR	Council Properties - Bldg Main	10	1	0	0
DARM	Domestic Animals - Rush/Menace	3	0	2	0
DPR	Request for Weed Identification	1	0	0	0
ENVC	Environmental Enq/Comp	1	0	1	1
EVTR	Events	0	1	0	0
FAC	Feral Pig Control	1	0	0	0
FPBR	Footpaths & Bikeways	0	0	1	0
ISA	Incentive Scheme Applications	1	0	0	0
LLD	Littering/Illegal Dumping	1	1	0	1
LSC	Livestock Complaints	0	0	1	0
MWSP	Missed Waste Service Pickup	0	0	1	1
RDMR	Roads Maintenance	0	0	4	0
SILG	SALU - General Request	1	2	0	0
SILM	SALU - Maintenance Request	13	0	0	6
SPR	Swimming Pool	0	0	1	0
TWMR	Trade Waste Matters	0	0	2	0
WPAI	Accidents & Incidents	2	0	0	0
WRM	Water Reticulation Maintenance	6	0	8	0

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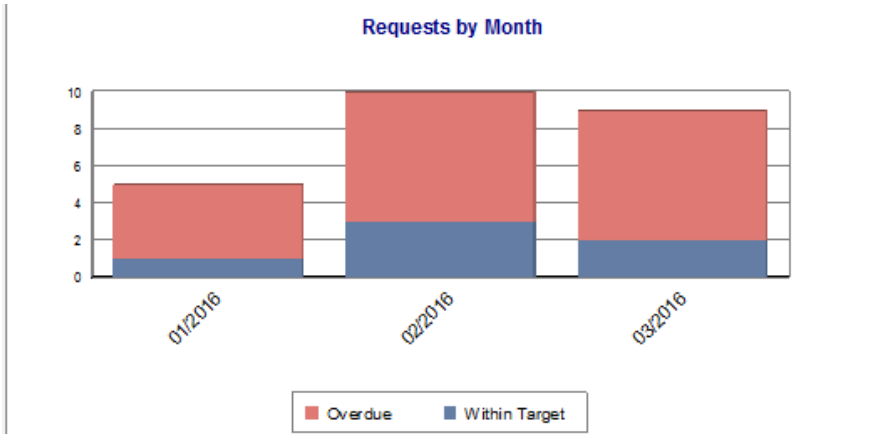
WSE	Water Services Enquiries/Com	0	0	1	0
	Totals	47	5	33	10
	Total Opened	80			
	Total Closed	15			

Audit will be conducted this month to reduce the open CRM.

Received for the Month



Closed for the Month



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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.

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SENIOR UNITS MONTHLY REPORT – MARCH 4, 2016
<i>Report No. D16/3473 from Contract Housing Officer/Property Manager</i>

Précis

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

Link to Corporate Plan

Theme 4.4 Aged Care Planning & Property Management:

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

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

4.4.2 Where resources and capacity allow:

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

Legal Implications (Statutory, basis, legal risks)

- Residential Tenancy Rooming & Accommodation Act 2008
- Department of Human Services (Centrelink)
- Department of Housing & Public Works (DHPW)
- Residential Tenancy Authority – Queensland (RTA)
- Bond Authority – Queensland
- QCAT – Queensland Civil Administration Tribunal
- Building Act 1975.
- DHPW – Community Housing & Crisis Accommodation Report submitted quarterly
- Provider Planned Maintenance Report - monthly
- Long Term Community Housing – Data Collection (LTCH) submitted quarterly
- Community Housing Annual Financial Return (CHAFR) annually

Senior Units tenant(s)

Tenant(s):

- Rent Increase effective from March 7, 2016 based on 25% basic pension and Clean Energy Supplement (assessable income)
 - Two (2) months written notice given
- Part-payment Bonds – Bond adjusted annually with rent review, the bond is intended to be available to financially protect the lessor if the tenant breaches this agreement.

Policy Compliance and Implementation

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- Water consumption
- General Tenancy Agreement Form 18A including 'Special Terms' which has been adopted and approved by The Real Estate Institute of Queensland Ltd.
- Department of Human Services – Centrepay Deductions implemented
- Residential Tenancy Bond Authority (RTA) Form 2 part-payment Bonds
- Smoke Alarms – Health & Safety - required
- Fumigation to eradicate pest – Cooktown Pest Control

Financial and Resource Implications (Budgetary)

- Unit 3A Endeavour lodge – 109 days x \$22.98 per day = -\$2504.82
- Unit 1B Endeavour Lodge – 84 days x \$23.45per day = -\$1969.80
- Total amount rent revenue loss = -\$4474.62

Cook Shire Senior Units workshops/Meetings/Conferences

Nil workshops/meetings/conference.

Tenant Requests:

- a) Please note requirement that all modifications and changes to existing premises and boundaries internally or externally must be written, describe the nature of the fixture and include any terms of the agreement.
- b) The Lessor and tenant must agree in writing and if applicable work to be undertaken by qualified professional.

Unit 2B Endeavour Lodge –

Tenants request to allow storage and parking of caravan

- Tenant approached residents at 26 Howard Street
 - a) Letter 'without prejudice' feedback from residents to allow caravan (ref: SD16/985)
- Cooktown Local Police
- Cook Shire Senior Local Laws Officer
- Cook Shire Property Manager
- CSC - letter sent February 26, 2016 unable to support request (ref: D16/2977)
- CSC –declaration letter wanted by tenant to send Centrelink for rent assistance back payment.
- Tenants' responsibility to notify Centrelink within 21 days of moving into new premises to be able to get rent assistance from day one.

Unit 3 Coral Sea –

Tenant request the following modifications at his own expense:-

- Small picket fence at front porch
- Tenant together with DVA request modifications to bathroom
- DVA exhaust fan to be installed
- DVA supply and install Bidet

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- CSC awaiting writing report with proposed modifications from DVA

Unit 4 Coral Sea –

- Excessive accumulation of personal items obstructing rear door and carport
- Health and Safety issue
- Obstructed access to Council maintenance crews

RECOMMENDATION

Report submitted for your information.

Report prepared by Desiree Smith, Housing Officer/Property Manager, Corporate Services March 4, 2016