



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

Date: Tuesday, 21 June 2016
Time: 9:00am
Location: Lakeland Hall
Lakeland

AGENDA AND BUSINESS PAPERS

Ordinary Council Meeting

21 June 2016

Tim Cronin
Chief Executive Officer

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	Nil	

1 AGENDA CONTENTS

2 ATTENDANCE

3 MEETING OPENED

4 APOLOGIES

5 DECLARATIONS OF INTEREST

6 MAYORAL MINUTE

Nil

7 NOTICE OF BEREAVEMENT

8 CONFIRMATION OF MINUTES

Ordinary Meeting - 17 May 2016

9 BUSINESS ARISING

10 NOTIFIED MOTIONS

Nil

11 COUNCILLORS' REPORTS

11.1 COUNCILLORS MONTHLY REPORT

File Number: D16/7301

Author: Executive Assistant

Authoriser: Tim Cronin, Chief Executive Officer

Attachments:

- 1 Mayor Peter Scott - Monthly Activity Report
- 2 Deputy Mayor Alan Wilson - Monthly Activity Report
- 3 Cr Larissa Hale - Monthly Activity Report
- 4 Cr Robyn Holmes - Monthly Activity Report
- 5 Cr John Dessmann - Monthly Activity Report
- 6 Cr Kaz Price - Monthly Activity Report
- 7 Cr John 'Chook' Giese - Monthly Activity Report

PRECIS

Councillor monthly activity reports.

BACKGROUND/HISTORY

Each month Councillors report on their activities relating to their portfolios. An endorsement of the report is an endorsement of the attended and future activities. Not all activities will be listed in advance due to timing.

LINK TO CORPORATE PLAN

Leadership and Governance

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

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

Active, Creative and Connected

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

- e) Community Engagement across all relevant activities.

Identity and Integrity

4.5.1 Provide:

- a) Support and advocacy for groups and statutory planning endeavours that further the preservation of the Shire's cultural heritage.
- d) Recognition of diversity within the Shire's community whilst valuing and encouraging equity and inclusiveness.

CONSULTATION

Various groups as per individual reports.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

Expense Reimbursement Policy (Councillor)

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Operational Budget

RECOMMENDATION

That the activities contained in the individual Councillor monthly report be endorsed by Council.

**Monthly Activity Report
Councillor Peter Scott
June 2016**

Meetings/Events/Constituent Representations

Date	Venue	Details	Outcome/Action
May 18	Cooktown	PCYC Mgmt Review Community Housing	Revised contract
19	Waterfront	DLGIP Director Gen and Engineer Black & Moore	Safety assessment
23	Cooktown	2020 Public mtg	Focus groups
25	Cooktown	CY Health Board	Hospital additions
27	Laura	AACAP Army project	Sewerage system
June 1	Waterfront	DEHP assessment	Safety assessment
2	Cooktown	Walker Bay Access Commonwealth Games Budget reviews	Restrict access to private land.
6	Cooktown	Budget reviews all departments	
7	Cooktown	Budget review Councillors	
9	Cooktown	Elected members update W. Entsch	Election priorities
10	Cooktown	Elected members update ANMM & 2020 mtg	
11 & 12	Cooktown	Discovery Festival & Reenactment	
14	Teleconference	District Disaster Mgmt Group	
15	Cooktown	Local Disaster Mgmt Group	
17	Teleconference	Aurukun Boundary & Road	

Upcoming Meetings/ Travel

June 15 & 16	Cooktown	DDMG & LDMG
18-22	Darwin	Nthn Australia Development Conference
23	Cooktown	JCU Planning Faculty address
July 13 – 15	Brisbane	Civic Leaders Summit.

Peter H Scott

Mayor

Monthly Activity Report
Councillor Alan Wilson
May/June 2016

Meetings/Events/Constituent Representations

Date	Venue	Details	Outcome/Action
18-5-16	Dixie Cattle Station	Attended Killarney Fire Forum relating to Carbon Credits and program for Stations in that area.	Interesting program good to know but not important to Council
24-5-16	Lakeland Program Association	Attended a Lakeland Community Hall CEO Tim Cronin also attended	Gave update on Solar Farm and discussed future program for Lakeland Sports Reserve.
25-5-16	Townsville Lawmac Meeting	Attended Lawmac Meeting work-shop and general meeting where 44 people attended both days.	Received presentations on Tyre Stewardship and LEGIS Remotely Piloted Aircraft Gateway Service. Took part in a field trip to inspect the coated GCL capping system at the Harvey Range Waste Facility and the interface Liner installation. Conducted a General Meeting where it was agreed to only charge Social Member fee for this Financial Year.
30-5-16	Lakeland Hotel	Cape York NRM Attended meeting addressed by Geoff Garrett QLD Chief Scientist of the Great Barrier Reef Water Science Taskforce.	Questions were asked by concerned farmers from Lakeland who did not receive favourable answers.
31-5-16	Took part in CYSF Teleconference	General meeting relating to groups financial position and other business	Group to continue to operate on limited funds
1-6-16	Shire Work-shop	Update on Councils operation of Work-shop and Sewage Plant	Met Staff and had lunch
7-6-16	Shire Chambers	Council Budget Work-shop	Further work to be done
9-6-16	400 George St, Brisbane	Re Container Deposit Scheme Advisory Group of 25 people	The Group discussed the NSW Model and agreed that QLD would have to follow suite and include a uniform model. Mr Greg

			Hoffman of LGAQ requires more time to conduct further enquiries into the feasibility of a CDS in QLD.
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Upcoming Meetings/ Travel

18-6-16 To Attend Agforce meeting Lakeland

20-6-16 Council Meeting work shop Council Chambers

21-6-16 Attend Council Meeting Lakeland.

Monthly Activity Report
Councillor LARISSA HALE
MAY / JUNE 2016

Meetings/Events/Constituent Representations

Date	Venue	Details	Outcome/Action
16-5-16 to 17-5-16	COUNCIL CHAMBERS	MONTHLY MEETING	
18-05-16	COOKTOWN PCYC	PCYC STEERING GROUP MEETING	<ul style="list-style-type: none"> ○ JOINT DEVELOPMENT AGREEMENT DISCUSSED. ○ GYM HOURS AND PROGRAMS AT PCYC FOR COMMUNITY ○ COMMUNITY CONSULTATION REQUIRED FOR UPDATING PROGRAMS AND TO PROVIDE BETTER FITNESS OPPORTUNITIES
18-05-16	ARCHER POINT	MEETING AG GROUP,	<ul style="list-style-type: none"> ○ BILLY GORDON, ADAM VAI, AG DEVELOPERS TO DISCUSS OPPORTUNITIES IN THE CAPE FOR POSSIBLE HERB FARMS. AFTER LEAVING ARCHER POINT THEY WERE HEADING NORTH TO MEET WITH OLKOLA AND OTHER INTERESTED PARTIES.
19-05-16	COUNCIL CHAMBERS	WATERFRONT SITE VISIT	<ul style="list-style-type: none"> ○ UPDATE ON CURRENT STAGES.
23-05-16	PCYC EVENT CENTRE	COOKTOWN 202 COMMUNITY CONSULTATION	<ul style="list-style-type: none"> ○ DISCUSSED THE OPPORTUNITIES AND POSSIBLE PROGRAM FOR 48 DAY CELEBRATION FOR 2020 ○ ISSUES RAISED WAS INDIGENOUS INVOLVEMENT, ○ MORE COMMUNITY CONSULTATION ○ NEED TO TALK WITH BUSINESSES. ○ OUR TABLE DISCUSSED THE POSSIBILITIES OF RADF GRANTS DRAMA CLUBS OPTIONS
26-5-16	PCYC EVENT CENTRE	NATURAL ASSET MANAGEMENT ADVISORY COMMITTEE (FNQROC)	<ul style="list-style-type: none"> ○ 1 DAY CATCH UP TO DISCUSS THE PROGRAMS WITH DIFFERENT COUNCILS FOR THESE REGIONS. CATHY JOHNSON ATTENDED FOR CSC. ○ TRAMP ANTS, LOOKED AT ISSUES WITH MOVEMENT OF PLANTS AND WASTE MATERIAL BETWEEN SHIRES / COMMUNITIES. ○ TRAMP ANT DOCUMENT TO COME TO COUNCIL FOR SUBMISSION ○ AUGUST 2016 – THERE WILL BE A 2 DAY WORKSHOP TO DISCUSS THE REGIONAL PEST MANAGEMENT STRATEGY

			<p>REVIEW.</p> <ul style="list-style-type: none"> ○ NAMAC TASKFORCE PROPOSALS TO SPLIT COSTS TRC / CSC TO DO RUBBERVINE TREATMENT LAKELAND TO LAURA. ○ NOVEMBER 2016 – PEST ANIMAL SYMPOSIUM ○ CATHY TO GET MINUTES TO PROVIDE TO COUNCIL
30-05-16	LAKELAND HOTEL	MEET WITH NRM, FARMERS, MQLD CHIEF SCIENTIST OF THE GBR WATER SCIENCE TASKFORCE, GEOFF GARRETT	<ul style="list-style-type: none"> ○ DISCUSSED WATER QUALITY PROGRAMS, CATCHMENTS, COASTAL ECOSYSTEMS, STATE GOV \$90M TOWARDS GBR. STEPEHN MILES IS NOW MINISTER FOR GBR. ○ NRM PROVIDED WORKSHOP TO INFORM FARMERS OF ONGOING PROGRAMS AND HOW THEY CAN WORK WITH GOV TO ASSIST WITH PROTECTING THE GBR.
01-06-16	COUNCIL DEPOT	GENERAL COUNCILLOR MEETING	<ul style="list-style-type: none"> ○ KATE DAGGE PRESENTATION. ○ ONGOING RENEWALS OR NEW UPGRADES TO INFRASTRUCTURE ○ DANIEL MCCARTHY (IND FEDERAL CANDIDATE) VISIT. ○ SHIRE AIRSTRIPS DISCUSSED AND WORKS THAT NEED TO BE DONE.
07-06-16	COUNCIL CHAMBERS	BUDGET UPDATE	<ul style="list-style-type: none"> ○ ANOTHER PART OF DISCUSSION WAS CROC SIGNS – YBM HAS SOME, EHP CROC UNIT MANAGES THIS NOT QLD PARKS. ○
09-06-16 TO 10-06-16	COUNCIL CHAMBERS	LGAQ TRAINING / UPDATE	<ul style="list-style-type: none"> ○ INTERESTING AND INFORMATIVE TRAINING TO ASSIST COUNCILLORS TO BETTER UNDERSTAND ROLES, RESPOSIBILITIES AND RIGHTS.
11-06-16 TO 12-06-16	COOKTOWN	DISCOVERY FESTIVAL	<ul style="list-style-type: none"> ○ WAITING ON DEBRIEFING FOR FURTHER FEEDBACK.

Upcoming Meetings/ Travel

13-06-16	COUNCIL CHAMBERS	QLD PARKS MEETING WITH YBM TO'S	<ul style="list-style-type: none"> ○ TRADITIONAL OWNER NEGOTIATING COMMITTEE DISCUSSIONS WITH PARKS STAFF
14-06-16 TO 17-06-16	CAIRNS GBRMPA OFFICE	COMPLIANCE TRAINING AND INFORMATION	<ul style="list-style-type: none"> ○ YBM MANAGER AND COMPLIANCE OFFICER TRAINEES TO ATTEND, PROVIDING BETTER ENFORCEMENT OPPORTUNITIES FOR COASTAL AREAS ALONG THE GBR. ○ ATTENDING WILL BE – YBM, LAMA LAMA, HOPEVALE CONGRESS, JABALIBINA, APUDTHAMA, DJUBUNJI, MANDILGALBAY YADINJI, GIRRINGUN RANGERS.
20-06-16	COOKTOWN AIRPORT	COUNCIL MEETING	<ul style="list-style-type: none"> ○ DISCUSS AIRPORT UPGRADES ETC.
27-06-16 TO 30-16-16	ARCHER POINT, RANGER BASE	YBM TRADITIONAL OWNER WORKSHOPS, WITH SCIENTISTS AND TRADITIONAL CUSTODIANS / ELDERS	<ul style="list-style-type: none"> ○ WEEK OF WORKSHOPS AND SCIENTIFIC WORKSHOPS TO WORK IN LINE WITH FURTHER RESEARCH ON REEF, WATER QUALITY AND UPCOMING ASPIRATIONS.
1-07-16	CAIRNS	LGAQ HOLDING REEF COUNCIL ROUNDTABLE	<p>The Reef – current condition and long term trends</p> <ul style="list-style-type: none"> ○ The Reef Plan – key outcomes and targets ○ State and Australian Governments activities to date and the role they would like to play in partnering with local governments ○ Great Barrier Reef Marine Park Authority, it's role, current activities and possible future of the Reef Guardian Councils program ○ Reef Catchment Partnerships – a local government member's perspective ○ Local government contributions to Reef conservation – presentation by one or two mayors. <p>The morning presentations will be followed in the afternoon with a closed workshop for local governments only. The purpose of the workshop will be:</p> <ul style="list-style-type: none"> ○ Review the core themes in the Plan and identify broad policy positions for each ○ Grouped by Reef catchment, review the 39 actions involving local government and identify key actions by catchment ○ Consider the identified key actions, established partnerships and networks - identify one project that councils may collaborate on to deliver <p>Determine the preferred structure for ongoing input to the LGAQ – e.g. consultative group, informal network or steering committee.</p>

Monthly Activity Report - Councillor Robyn Holmes

May/June

Meetings/Events/Constituent Representations

Date	Venue	Details	Outcome/Action
16 May	Chambers	Waterfront Meeting	Update for Councillors on current situation and future planning/investigations
17 May	Chambers	Council Meeting	
18 May	PCYC	Management Agreement Meeting	Councillors agree that agreement should be renewed not re-tendered/ no EOI
	Council	Turf Club RV Facility meeting	Meeting with Gary & Sally re RV facility at Race Course. MOU to go out to Caravan Parks and Turf Club for agreement.
	Cooktown	Meeting with Cape York Feral Weeds and Feral Animals	Attending with Cr Giese & Cr Dessmann. Ongoing discussion needed.
	Cooktown	Cooktown & District Cricket Assoc Meeting	
19 May	Chambers	Waterfront Meeting – Frankie Carrol attending	
25 May	Cooktown MPHS	CAN Meeting	Mortuary Access noted in 8.7 of minutes. Cover of footpaths for Coen, Wujal Wujal and Hope Vale. To follow up with as this may be mortuary access and not footpath.
26 May	Chambers	Interagency Meeting	No all agencies represented. Housing main item
1 June	Council Depot	Councillor Meeting	Departmental Updates. Limited discussion on Councillor topics
4 June	Bloomfield	Bloomfield Residents & Ratepayers Assoc	Inspected wharf area. Areas of main concern is the condition of wharf and cemetery plans. Association has issues with lengthy or no responses from Council and no community consultation. Funding submission deadline 30 th June.
7 June	Chambers	Budget Meeting	Limited summaries/overview provided. Breakdown necessary.
	Gungarde Hall	Rate Payers & Residents Assoc Meeting	Association becoming incorporated. Lodged a RTI file regarding waterfront. Members extended appreciation to CEO for his attendance.
9 & 10 June	Chambers	LGAQ Workshop	Extremely informative. Provided much needed guidance and information necessary to move forward.
9 June	Chambers	Meet and Greet Warren Entsch MP	Meet, greet and question time for Councillors.
10 June	Sovereign Hotel Resort	Discovery Festival Opening	

Upcoming Meetings/ Travel

15 June LDMG Meeting

18 June Public Meeting Lakeland

20-22 June Council Meeting

21 Lakeland Progress Association Meeting

Monthly Activity Report
Councillor John Dessmann
 May/June

Meetings/Events/Constituent Representations

Date	Venue	Details	Outcome/Action
21 May	Cooktown	Sailing Club	Trying to form a sailing club – ongoing
23	Cooktown PCYC	20/20 Meeting	
24 & 25	Coen Trip	Visited Musgrave Roadhouse, Yarraden Station, Artemos Station, Coen Library, Dump & Airstrip Archer River Quarry and Roadhouse, Cook Shire Water Plant, Laura Air Strip.	Called in to see the people at had happy response from them
27	Cooktown	NPH Advisory Meeting	
30	Hope Vale	Hope Vale Art Society	Meet with Harold Lucwick, Brett Evans Arts Development Officer, Russell Gibson, Alberta/Loretta
1 June	Cooktown	Works Depot	Meet Daniel McCarthy
3	Cooktown Boat House	NPH	Meet with Loretta & Jo Wynter re NPH
4	Bloomfield	Bloomfield Ratepayers & Residents Association meeting with Robyn	Inspection of Wharf and attend meeting. Few issues raised with positive discussions. New Councillors welcomed by committee
7	Cooktown	Chambers	Budget meeting
9 & 10	Cooktown	Chambers LGAQ Workshops	Informative with good outcomes
9	Cooktown	Chambers	Meet & Greet Warren Entsch

Saturday 4th June- Bloomfield Residents Association

Attended with Councillor Robyn Holmes

1. Black Spots – follow-up
2. Wharf – Proposal for Committee 30th June deadline.

Submission re Wharf April – has to be in by end June for funding. URGENT FOLLOW UP.
 Also still waiting for response from Engineer (Rob)

- Rezoning – from Road River Reserve to Wharf Reserve. No response from CSC.

- Temp Repair to Wharf before Xmas – CSC said they would look into it. NIL response.
Looking for Temp Pontoon to be put in place.

3. Repair to Council Boat Ramp – Poles and Pontoon x Pontoon at Ralphs Steps.

Boat Ramp – they said there was 2 pontoon's at Dump in Cooktown and another 6 in Cairns.
Why Council can't let them use these pontoons. Can someone assess them?

Issue in Land Tenure "Private Owner"

Monthly Activity Report
Councillor Kaz Price
May 2016

Meetings/Events/Constituent Representations

Date	Details	Venue	Outcome/Action
4-5/6/16	Attended Domestic Violence Forum	Mackay	
6/6/16	TCHHS – Audit and Risk Committee	Cairns	
6/6/16	TCHHS – Safety and Quality Committee	Cairns	
9/6/16	Ordinary 2020 Meeting	Chambers	Plan for Community Forum
11/6/16	Councillor Address to 60s Morning Tea attendants	CDCC	Request for other Councillors and Mayor to visit as well 😊
12/6/16	Bloomfield Wharf – visit Cr Dessmann, John Corbett – BRDRA	Ayton	Familiarisation and issues discussion
16-17/6/16	General Council Meeting	Chambers	
19/6/16	Council Meeting – DLGID – Frankie Carroll	Chambers	
19/6/16	Maggie Jackson – QH intro Katrina Seng (Community Health)	Community Health	Collaborative projects in region
21/6/16	Discovery Festival Organising Committee	Bowls Club	
23/6/16	Facilitated Community 2020 Meeting	PCYC	Allocation of 2020 working groups
25/6/16	Cooktown Advisory Network Meeting	Community Health	
26/6/16	TCHHS Board Meeting - Cooktown	Community Health	
27/6/16	Constituent Meeting – flood damage following 21/6 floods	Cooktown	
21/6/16	Discovery Festival Organising Committee	Bowls Club	
30/6/16	DV Awareness March and Barbecue	Cooktown	

Upcoming Meetings/ Travel

Dept Communities (Community Services Forum - Cairns)

- South Cape York Catchments – General Meeting (Cooktown)
- Lakeland Strategic Water Meeting
- Laura Interagency
- RADF - Kate Costigan Workshop
- TCHHS Board Meeting – Cairns

Monthly Activity Report
Councillor John (Chook) Giese
May 2016

Meetings/Events/Constituent Representations

Date	Venue	Details	Outcome/Action
16/17-5-16	CSC Chambers	Council meeting	
18-5-16	PCYC meeting room	PCYC advisory meeting	After talks with PCYC, council and councillors it was decided to push forward with a contract renewal with PCYC with a rewrite of terms and conditions and not go to an EOI or tender.
18-5-16	CSC office	Turf club agreements and RV overflow	With information received back from Turf club it was agreed to the writing up of the agreement for the use of the turf club to take the overflow of RV's during the peak times when van parks were full
18-5-16	Private dwelling	Cape York Weeds and Ferals	Obtain information with regards tenders and contracts.
24-5-16 to 26-5-16	Trip to Coen and surrounds	Meet and greet of residents and businesses, Coen community meeting	Cr Dessmann and I travelled up to Coen for Coen Advisory Group meeting which did not get a quorum due to sorry business (funerals) taking place the next day. With council staff in town we gave a general report back meeting and update of where council projects were heading. Cr Dessmann and I travelled up to Archer river for a meet and greet, as well as places on the road on the way home.

1-6-16	Council Works Depot	Meeting of councillors and departments heads for a catch up meeting discussing any issues.	Spraying of non-Council roads. Benefit of contractor support for Council roads and land tenures weed spraying.
7-6-16	CSC Office	Chambers of Commerce meeting	Chamber of Commerce meeting reporting on where and how the committee was going and what other plans and issues that need to be done.
7-6-16	CSC	Budget Meeting	Heads up on the Budget that is about to be done. A work shop on how to go about planning and decision making.
9-6-16	CSC	LGAQ	Workshop
10-6-16	CSC	LGAQ	Workshop

Upcoming Meetings/ Travel

15 June - LDMG

18 June - Lakeland Agforce

12 EXECUTIVE SERVICES - REPORTS**12.1 CHIEF EXECUTIVE OFFICERS ACTIVITY SUMMARY**

File Number: D16/7385
Author: Chief Executive Officer
Authoriser: Tim Cronin, Chief Executive Officer
Attachments: Nil

FIRST HEADING

CEO Update May/June

Date	Activity	Details	Outcome	Status
18 May 2016	PCYC COO			In progress
18 May 2016	Project Management Committee			
19 May 2016	DILGP	Review of Webber Esplanade and Event Centre	Ongoing engineering review of seawall and structures Event Centre remediation to scoped and put to tender	In progress
20 May 2016	Post Council Update	Office		
20 May 2016	CSC Web Site	Update on status of project to update CSC website		
23 May 2016	Executive Services Team Meeting			
23 May 2016	Workforce Vitality	Project Update		
24 May 2016	Seadogs	Discussion of dog management and training opportunities for Cook Shire and Cape	Options for future programs to be explored	
25 May 2016	Roads Committee			
26 May 2016	ELT			
27 May 2016	Laura AACAP	Opening Ceremony	Official start of Laura AACAP	
30 May 2016	CDCC DV March			
30 May 2016	Natures Powerhouse	Status update in preparation for		

	Update	East Coast Exhibitions and Discovery Festival
1 June 2016	ELT	
1 June 2016	Council	Visit to Depot
1 June 2016	Webber Esplanade	EHP Meeting and Site Visit
7 June	Cook Shire Ratepayers and Residents	Meeting

RECOMMENDATION

That the activity summary from the Chief Executive Officer is noted.

12.2 REVIEW OF OPERATIONAL PLAN FOR 2015-2016 FINANCIAL YEAR - JUNE

File Number: D16/7309
Author: Chief Executive Officer
Authoriser: Tim Cronin, Chief Executive Officer
Attachments: 1 Operational Plan 2015-2016 Quarterly Update

PRECIS

Review of progress for the 2015-2016 financial year 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

Leadership and Governance

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

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

CONSULTATION

Executive Leadership Team

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Local Government Regulation 2012

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Operational Plan must be consistent with the Operational Budget

RECOMMENDATION

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



COOK SHIRE COUNCIL

Operation Plan 2015-16 - 3rd Quarter update as at May 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



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		EXECUTIVE MANAGEMENT		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
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	Audit and Risk Committees established Management Committees established
<i>Ensure effective delivery of services to Cook Shire communities</i>				
<i>Work with key groups and all levels of government to improve capability with the region in relation to alternative energy solutions.</i>		Facilitate the development of alternative energy solutions	DEDCS	Lakeland Solar Project funding approval from ARENA. Project anticipated to commence shortly
<i>Identify and build working relationships with key stakeholder groups</i>				
<i>Strengthen positive relationships with local and regional media outlets.</i>		Development of Communications Strategy	DEDCS	Communications Strategy approved at October 2015 Council meeting

ANNUAL BUDGET:EXPENDITURE		EXECUTIVE MANAGEMENT		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
<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
Governance & Risk Management				Previously Corp Services
<i>Provide strategic legal advice to Councillors and organisation.</i>	\$217,000			
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 completed along with introduction of electronic Council Agenda
<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 training
<i>Ensure integrity in all manner of employment practices are maintained.</i>		Review and enhance employment practices	CEO	Code of Conduct training conducted
<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	Safety Committee reviewed. WHS policies and procedures updated. Training provided for Management Representatives

ANNUAL BUDGET:EXPENDITURE		EXECUTIVE MANAGEMENT		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
<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. Training conducted
	\$222,535			
Media, Marketing & Communication				
<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	Project delayed - to be finalised late 2016
<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	Project ongoing. Being implemented in conjunction with DEC.
		Continue distribution of Cook Shire Connect E-newsletter and increase distribution through growth of email database	M&C Officer	Distribution increasing steadily, working in conjunction with Community Engagement Officers
<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	Paid advertising of community event should sit with event organisers/Chamber of Commerce. Council to support via media release: social media and other free channels
		Improve external communications to ensure Council information reaches all stakeholders, especially areas outside Cooktown. Also improving communications to Council from Council staff and residents in outlying areas.		Attending community meetings, investigating installation of noticeboards in each community. Increasing use of e-newsletter. Monthly catch up with town agents.

ANNUAL BUDGET:EXPENDITURE		EXECUTIVE MANAGEMENT		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
<i>Optimise the use of Council's website</i>		Improve internal communications to improve staff morale, decrease incorrect information being disseminated to community and increase effective communications across the board Update Council's website utilising a platform that will enable future planned uses and community interaction	M&C Officer M&C Officer	Attending all ELT and divisional team meetings. Weekly email reminders for media needs. Content being migrated to new platform. Expected completion by the quarter 2016.
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.
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	In progress
<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	In progress
<i>Issue 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	In progress
<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	In progress



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		CORPORATE SERVICES		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
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	Asset Manager and Officer appointed, data being collected, training for staff commenced.
<i>Budgeting</i>				
<i>Budgeting-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>Budgeting-External by QAO</i>	\$115,000			Audit Plan for 2015-16 received, timetable approved.
<i>Business Compliance- FBT, GST</i>				
<i>Revenue Raising-Rates, Fees, etc</i>	\$149,250			
<i>Risk Management</i>				
<i>Procurement and Stores</i>	\$170,600			
<i>Policy compliance and revision.</i>				

ANNUAL BUDGET:EXPENDITURE		CORPORATE SERVICES		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
Asset Management, Building 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. Subsequently, review Organisational structure and resources for building maintenance operations.	DCS	
<i>Compile and review long term asset management data for Council buildings.</i>		Prepare specifications for asset management plans	DCS	Asset Mgt Officer appointed, data being collected, all council buildings inspected 2016-17 maintenance budget.
<i>Establish an Asbestos Management Register</i>		Prepare specifications for asbestos Management Register and plans, for Council Built Assets	DCS	
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
Emergency Services	\$ 19,500			
<i>Support SES services</i>				
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 - delayed till Oct completion
		Upgrade telephone system	DCS	Telstra contracted - delayed till Oct 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	Training has commenced with a good take by staff.
Records, Customer Service				
<i>Records Management</i>	\$ 152,700			Focus on Trim upgrade and training .
<i>Customer Service</i>	\$ 163,900			

ANNUAL BUDGET:EXPENDITURE		CORPORATE SERVICES		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
Community Buildings	\$413,500			
<i>Use of community buildings</i>		Hall hire review including fees and facilities	DCS	Costs of managing council properties currently under review.
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	Meetings held with key stakeholders re contract renewal options.
<i>Support the promotion of the Events Centre as a key destination for Business Events</i>			DEDCS	
Natures Powerhouse	\$250,547			
<i>Support the promotion of the VIC @ Natures Powerhouse as a 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. Café leased short term. VSJ supported in ongoing
<i>Monitor and support the ongoing management of NPH, including 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 the gallery</i>			DEDCS	Ongoing
Aged Care Planning & Property Management	\$43,450			
<i>Ensure all tenancy agreements are followed in accordance with 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>				



COOK SHIRE COUNCIL

Operational Plan for the year ending June 30, 2016

DEVELOPMENT, ENVIRONMENT & COMMUNITY

THEME

Active, Creative and Connected

Sports and play, cultural vitality and our clubs and organisations

Safe, Healthy and Inclusive

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

Identity and Integrity

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

Economic Wellbeing

Activities that bring improvements in financial status across the whole Shire

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

ANNUAL BUDGET:EXPENDITURE		DEVELOPMENT, ENVIRONMENT & COMMUNITY		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
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	<i>Cook Shire Economic Development Plan adopted by Council at Jan 2016 meeting</i>
<i>Work with Advance Cairns to deliver the regional investment strategy.</i>		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 investors
		Prepare a Cook Shire Northern Australia White Paper response and economic development strategy	DEDCS	

ANNUAL BUDGET:EXPENDITURE		DEVELOPMENT, ENVIRONMENT & COMMUNITY		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
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 Q2 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 November 2016. Planning commenced Q2 2016
		Prepare an updated Cooktown Airport Development Plan and secure first tenant	DEDCS/EDO	Airport Development Plan contract awarded. Plan to be finalised June 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 July 2106 in line with previous surveys
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 completed with three successful applicants
		Undertake a series of capacity building workshops for event organisers in conjunction with TTNQ	EDO/TO	Capacity building workshops completed in 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

ANNUAL BUDGET:EXPENDITURE		DEVELOPMENT, ENVIRONMENT & COMMUNITY		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
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 completed April 2016
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 CMAA for operation of RV Park. RV and camping overflow site being provided at
		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	New collateral 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 completed April 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
Cooktown and Cape York Visitor Information Centre	\$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.
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

ANNUAL BUDGET:EXPENDITURE		DEVELOPMENT, ENVIRONMENT & COMMUNITY		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
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 completed 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
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. Second round RADF grants completed
<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. Supported by Grants Officer
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
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

ANNUAL BUDGET:EXPENDITURE		DEVELOPMENT, ENVIRONMENT & COMMUNITY		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
Local Laws	\$86,813			Ongoing
<i>Monitor and investigate complaints regarding potential or actual breaches of Local Laws.</i>				
<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			Ongoing
<i>Monitor the effectiveness of animal enforcement policies and when not effective, present new options to Council for consideration.</i>				
<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
Environmental Management	\$244,955			Ongoing
<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			Ongoing
<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
Cemeteries Administration	\$44,900			Ongoing
<i>Manage Cemeteries within the Shire in accordance with Statutory requirements.</i>		Industry Consultation on Cemeteries administration and operations.	DPE	



COOK SHIRE COUNCIL

Operational Plan for the year ending June 30, 2016

INFRASTRUCTURE SERVICES

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

INFRASTRUCTURE SERVICES

Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
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.	DIS	Works underway, planned for completion end June 2016
<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>				

ANNUAL BUDGET:TOTAL EXPENDITURE		INFRASTRUCTURE SERVICES		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
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			
<i>Enhance playground equipment, ensure sites inspected and equipment maintained. Seek to install or replace shade sails as required.</i>				
<i>Identify reserves and work with relevant agencies to secure for public use.</i>		Work with Lakeland progress association to develop the Lakeland sports reserve situated on 20/BS230	DIS	Planning works to progress Lakeland oval development identified in draft capital works budget for 2016-17
<i>Continue with parks and garden maintenance program, installation of public art projects and utilisation of reusable water where possible.</i>		Incorporate re-use water system for waterfront grassed area	DIS	Cost/Benefit investigation of use of re-use water at Cooktown parks (including waterfront area) to be completed Q4 2015-16
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>				
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>				

ANNUAL BUDGET:TOTAL EXPENDITURE		INFRASTRUCTURE SERVICES		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
Capital Works (Net of Grants)				
<i>Identify and complete capital works inline with Annual Budget.</i>				
Waterfront activity precinct		Review of constructed revetment works of foreshore development	DIS	ongoing
Charlotte Street/Webber Esplanade Upgrade		Webber Esplanade roadworks and drainage re-design required, Cooktown street works re-scheduled to R2R for 2015-16	DIS	Cooktown streets roadworks commenced, due for completion June 2016
AACP-CED		CED Laura infrastructure program	DIS	On-site establishment of army camp at Laura with works commenced
Council Housing Project		Finalise design and budget allocation	DIS	ongoing
Disaster Management				
\$29,950				
Cyclone preparedness		Allocation of funds for community clean-up and cyclone management	DIS	Completed
		Working with State Government to review the status of the Event Centre as a cyclone shelter	DIS	Funding of \$1,634,415 received Feb 2016 for part-upgrade of Event Centre
Fire Management Plan		Associated works in accordance with State Emergency Service and QFRS on fire management within the Shire	DIS	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>				
		Dec 2015 and Mar 2016 monsoonal events activated	DIS	Damage assessment program implemented Q3 2015-16
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>				

ANNUAL BUDGET:TOTAL EXPENDITURE		INFRASTRUCTURE SERVICES		
Programs and Services	Budget	New Initiatives 2015-16	Officer Responsible	Progress at 31/5/16
Biosecurity Services	\$110,750	Private works Revenue \$70,000.	SBO	
<i>Manage weeds and feral animals in accordance with the Land Protection (Pest and Stock Route Management) Act 2002</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, CYPFMAG and relevant programs.</i>		Lobby DAF for funding to implement new Biosecurity Act and improve biosecurity services within Cook Shire, especially in the areas of monitoring and surveillance, targeted strategic control programs (across all tenures), community education and development of industry driven codes of practice and good neighbour policies.	SBO & CEO	Letter to the Minister authorised by Council October 2015 Meetings held with DTMR to advocate for improved management of weed control in PDR construction and maintenance projects. Working with FNQROC on draft framework for FNQ Councils for priority roadside weed management
<i>Continue to implement the Shire pest management program</i>		Develop Biosecurity Plan for Cook Shire Local Government Area	SBO	First round of community consultation completed.
<i>Declared weeds are controlled in a cost effective manner at an appropriate first point location.</i>		Require a new 5 year strategic plan to be developed for biosecurity services.	SBO	Pig traps are being used effectively around Cooktown & Lakeland; working with landholders to determine most effective time for baiting; pest incentive scheme for landholders utilised
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>				

12.3 REVIEW OF COUNCILLORS ACCEPTABLE REQUEST GUIDELINES

File Number: D16/6393

Author: Executive Assistant

Authoriser: Tim Cronin, Chief Executive Officer

Attachments: 1 Councillors Acceptable Requests Guidelines Policy

PRECIS

Review of Councillors Acceptable Request Guidelines

BACKGROUND/HISTORY

The policy was prepared in accordance with the *Local Government Act 2009*. The previous Acceptable Guidelines was developed as a means of assisting Councillors to direct their requests to the most appropriate person.

This Policy seeks to formalise and record Councillor Requests and provide guidelines for employees.

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

Executive Leadership Team, Councillors

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Local Government Act 2009 Section 170A

POLICY IMPLICATIONS

Acceptable Requests Guidelines

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Nil

RECOMMENDATION

That Council adopt the Councillors Acceptable Request Guidelines Policy



COUNCILLORS ACCEPTABLE REQUEST GUIDELINES POLICY

INTENT:

This policy provides clear guidelines about the way Councillors may ask a Council employee for advice or information to assist the Councillor to carry out their responsibilities under the *Local Government Act 2009* and the reasonable limits on requests that a Councillor may make.

SCOPE:

This policy applies to all Councillors and employees of Cook Shire Council.

PROVISIONS:

LEGISLATION

Section 170A of the *Local Government Act 2009* sets out provisions relating to the requests for assistance or information and applies to all Councillors with the exception of the Mayor or the Chairperson of a committee of the council if the request relates to the role of the Chairperson.

A request of a councillor is of no effect if the request does not comply with the acceptable requests guidelines.

Pursuant to Section 170 of the *Local Government Act 2009* the Mayor may give a direction to the Chief Executive Officer or senior executive employees. However, no Councillor, including the Mayor may give a direction to any other local government employee.

A senior executive employee is an employee who reports directly to the Chief Executive Officer; and whose position ordinarily would be considered to be a senior position in the Council's corporate structure.

POLICY STATEMENT:

The following Acceptable Requests Guidelines have been adopted by resolution.

It is impractical for all Councillor requests for advice to be directed to the Chief Executive Officer. These guidelines enable the efficient delivery of advice to Councillors.

These guidelines should not be used as an alternate procedure for dealing with customer enquiries. Initial customer enquiries must be directed to the Customer

Service personnel. The Executive Assistant should enter Councillor customer service requests into the Customer Requests Management system.

Where a matter occurs after-hours and is of such urgency that to delay contact will bring harm to the Council or damage the reputation of Council, Councillors may contact the Chief Executive Officer or senior executive employees. If the matter is of an operational nature the Councillors are to log a request through the after-hours number on 4069 5533.

1. Requirements:

1.1. General:

1.1.1. Communication between Councillors and employees must;

- a) Be conducted in accordance with Section 170A of the *Local Government Act 2009*;
- b) Comply with the law and Council policies, procedures and guidelines;
- c) Not breach any confidential obligations under legislation and cannot be disclosed to Councillors by specific obligations imposed by that legislation (for example, the *Information Privacy Act 2009*, *Crime and Corruption Act 2001*, *Public Interest Disclosure Act 2010*);
- d) Be conducted in a respectful, reasonable and professional manner;
- e) Place or attempt to place any employee in a position that would create a conflict of interest for that employee, or that would compromise the integrity and honest performance of the employee;
- f) Must not direct or pressure Council employees in relation to their work;
- g) Must not unduly disrupt an employee:
 - Undertaking routine employment obligations,
 - During meal breaks, or
 - In the workplace in lengthy unscheduled or unplanned attendance at employees workstation;

1.1.2. Councillors may request advice or information from a senior executive, however where the nominated employee is not available, another suitably qualified employee may provide the advice or information requested subject to approval from the CEO or senior executive employee.

1.1.3. Councillors must consider any likely cost implications in making requests for advice or information, and will not make requests where the costs cannot justify as being in the public interest. Where the costs of providing the information are likely to be high the Councillor may make the request only to the CEO, who is authorised by the Council to seek to minimise the costs of providing the advice.

1.1.4 If a Councillor decides to rely on verbal advice given by an employee it will be at their discretion. The Councillor should give consideration as to the

level of knowledge and experience of the employee and seek alternative advice from other sources.

1.1.5. The use of any advice or information obtained is specifically constrained by Section 171 and 171A of the *Local Government Act 2009*.

1.1.6. The Mayor is exempt from this policy when seeking advice or information at any time.

1.1.7. A Committee Chairperson is exempt from this policy when seeking advice or information in relation to that Chair's portfolio.

1.2. Employees

1.2.1. All employees are bound by Council's Code of Conduct, the *Local Government Act 2009* and the *Public Sector Ethics Act 1994* principles.

1.2.2. Employees must keep records of advice given to Councillors as they would do when advising a member of the public through Councils Electronic Document and Records Management System (EDRMS -TRIM).

1.2.3. Any formal written advice provided to one Councillor should be provided, where practical and relevant, to all Councillors, the Chief Executive Officer and senior executive employees.

1.2.4. If an employee is uncertain about responding to a Councillor enquiry they must not provide a response, and refer the matter to their Director or to the Chief Executive Officer.

1.2.5. If a Councillor makes a request to a Council employee outside these guidelines, the employee must report this to their Director or to the Chief Executive Officer.

1.2.6. If the Mayor or a Councillor directs or attempts to direct a Council employee about the way in which the employee's duties are to be performed, the employee must report this to their Director or Chief Executive Officer.

1.3. Complaints

1.3.1. If a Councillor is dissatisfied with the response from an employee for a request for advice or information, the Councillor may report their dissatisfaction to the relevant senior executive employee. Councillors may seek a further review with the CEO in writing.

1.4 Breaches to the Policy

1.4.1 An allegation of a breach of this policy by the Mayor or a Councillor will be dealt with in accordance with Sections 176-182 of the *Local Government Act 2009*.

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

Officer responsible for review: Chief Executive Officer
Current adoption:
Version: V1
Date for review: Annually

12.4 REVIEW OF EXPENSES REIMBURSEMENT POLICY (COUNCILLORS)

File Number: D16/6336

Author: Executive Assistant

Authoriser: Tim Cronin, Chief Executive Officer

Attachments: 1 Expenses Reimbursement Policy (Councillors)

PRECIS

Review of Expenses Reimbursement Policy (Councillors)

BACKGROUND/HISTORY

The policy was prepared in accordance with the Local Government (Finance, Plans and Reporting Regulation) 2010. The policy requires alignment with the current legislation *Local Government Regulation 2012* and recently elected Council.

LINK TO CORPORATE PLAN

Leadership and Governance

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

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

CONSULTATION

Executive Leadership Team, Councillors

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Local Government Regulation 2012 Section 250

Requirement to adopt expenses reimbursement policy or amendment

(2) A local government may, by resolution, amend its expenses reimbursement policy at any time.

POLICY IMPLICATIONS

Expenses Reimbursement Policy (Councillors)

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Operational Budget

RECOMMENDATION

That Council adopt the revised Expenses Reimbursement Policy (Councillors).



Expenses Reimbursement Policy (Councillors)

PURPOSE

The purpose of the policy is to ensure that Councillors (including Mayors) can receive reimbursement of reasonable expenses and be provided with necessary facilities in performance of their role.

STATEMENT OF PRINCIPLES

An expenses reimbursement policy, including any amendment of the policy, adopted by a local government must be consistent with—

- (a) the local government principles; and
- (b) the relevant measures of financial sustainability as described in the financial management (sustainability) guideline under *Section 169 Local Government Regulation 2012*

PAYMENT OF EXPENSES

Expenses will be paid to a Councillor through administrative processes approved by Council's Chief Executive Officer subject to:

- the limits outlined in this policy and
- Council endorsement by resolution.

EXPENSE CATEGORIES

Professional development

Council will reimburse expenses incurred for:

- mandatory professional development and
- discretionary professional development deemed essential for the councillor's role.

Council may reimburse expenses to a limit of \$5,000.00 per councillor during a term in office.

Travel as required to represent Council

Council will reimburse local and in some cases interstate and overseas travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of council where:

- a councillor is an official representative of council; and
- the activity/event and travel have been endorsed by the Mayor and CEO or by the council.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport. Council will pay for reasonable expenses incurred for accommodation when a Councillor is required to stay away from home overnight.

NOTE: Any fines incurred while travelling in Council-owned vehicles or privately owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine.

Travel bookings

All Councillor travel approved by Council will be booked and paid for by Council. Economy class is to be used where possible although Council may approve business class in certain circumstances. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business. They cannot be used to offset other unapproved expenses. (E.g. cost of partner or spouse accompanying the Councillor.)

Travel transfer costs

Any travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed. Example: trains, taxis, buses and ferry fares.

Cab charge vouchers may also be used if approved by Council where Councillors are required to undertake duties relating to the business of Council.

Private vehicle usage

Councillor's private vehicle usage may be reimbursed by Council if the:

- travel has been endorsed by the Mayor and CEO or by the council
- claim for mileage is substantiated with log book details and
- total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.

Councillor's domiciled outside of Cooktown and environs will be paid a mileage allowance per kilometre in accordance with the scale of such allowance as prescribed by Directive made pursuant to the provisions of Section 34 of the *Public Service Act 2008*. This will be paid only for Councillors to attend Ordinary, Special, Standing Committee or Advisory Committee meetings of Council and attending meetings of other organisations to which a Councillor has been appointed as representative of Council by resolution of Council.

Laura - 284 kilometres

Accommodation

All Councillor accommodation for Council business will be booked and paid for by Council. Council will pay for the most economical deal available. Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

Meals and Incidentals

Council will reimburse costs of meals and incidentals for a councillor up to the determination of the Australian Taxation Office (ATO):

- on production of a receipt and when;
- the councillor incurs the cost personally and
- the meal was not provided within the registration costs of the approved activity/event
- or during an approved flight.

Hospitality

Council may reimburse each councillor for up to \$500 per annum for hospitality expenses deemed necessary in the conduct of Council business.

ADDITIONAL EXPENSES FOR MAYOR

Hospitality

Council may reimburse the Mayor for up to \$2,000 per annum for hospitality expenses deemed necessary in the conduct of council business.

Fuel Allowance

Council may reimburse the Mayor an amount of \$80.00 per month for fuel for use of the Mayor's private vehicle on Council business.

PROVISION OF FACILITIES

All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor's term expires.

Private use of Council owned facilities

Based on the principle that *no private benefit is to be gained* the facilities provided to Councillors are to be used only for Council business unless prior approval has been granted by the Mayor and CEO or by the Council. This will apply when Councillors have private use of Council owned motor vehicles and /or mobile telecommunication devices.

FACILITIES CATEGORIES

Administrative tools

Administrative tools will be provided to Councillors as required to assist councillors in their role.

Administrative tools include:

- office space and meeting rooms;
- computers;
- stationery;
- access to photocopiers;
- access to printers;
- access to facsimile machines;
- publications, copies of the Act and other legislation, books and journals considered necessary;
- use of council landline telephones and internet access in Council offices.

Secretarial support may also be provided for Mayors and Councillors.

Council will provide a Councillor with home office equipment including computer and internet access if necessary.

Use of Council vehicles on Council business

Councillors may have access to a Council vehicle for official business with the approval of the Mayor and CEO or by the Council.

Private use of vehicles

Private use of Council owned vehicles is permitted if prior approval has been granted by the Mayor and CEO or by the Council. A Councillor must reimburse Council for any private use. The Mayor and CEO or the Council will, set out the terms for the Councillor to reimburse Council for the private use.

Telecommunication needs

Council will provide, for the Mayor -

- computer equipment for Council use;
- a mobile phone for Council use;
- an ADSL telephone line for Council and private use.

Council will provide, for the Deputy Mayor and other Councillors -

- computer equipment for Council use
- an ADSL telephone line for Council and private use.
- a mobile phone for Council use

Where a Mayor or Councillor's phone exceeds their plan as a result of personal calls the Mayor or Councillor will have to reimburse the Council for any excess charges.

If a Councillor chooses to retain their personal mobile number Council will pay call costs up to 50% of total calls made from a Councillor owned landline and mobile phone and 50% of monthly plan fees. However, any international calls made from the mobile or landline telephone will only be reimbursed if a receipt and certification is provided by the Councillor.

Maintenance costs of council owned equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to Councillors for official business use.

This includes the replacement of any facilities which fall under council's asset replacement program.

Name Badge Safety equipment for Councillors

Council may provide Councillors with:

- a name badge;
- the necessary safety equipment for use on official business e.g. safety helmet /boots;
- uniforms in accordance with Council's Uniform Policy.

Insurance cover

Council will indemnify or insure Councillors in the event of injury sustained while discharging their civic duties. Council will pay the excess for injury claims made by a Councillor resulting from conducting official council business.

Fuel costs

Fuel for a Council-owned vehicle used for official Council business, will be provided or paid for by Council.

Car parking amenities

Councils will provide councillors with:

- car parking at Council's office premises and /or
- reimbursement of parking costs paid by councillors while attending to official council business.

Reporting requirements

In accordance with the provisions of Section 186 of the *Local Government Regulation 2012* the expenses incurred by, and the facilities provided to, each councillor during the financial year under the local government's expenses reimbursement policy must be included in Council's Annual Report.

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

Officer responsible for review:	Chief Executive Officer
Current adoption:	June 2012
Version No:	V3
Date for review:	Review Annually

12.5 SURRENDER OF TRUSTEESHIP - LOTS 5,6 AND 8 ON RP 703341**File Number: D16/7008****Author: Preston Law****Authoriser: Tim Cronin, Chief Executive Officer****Attachments: 1 Newspaper Notice - Christian Communities acquisition of State Land - Lots 5, 6 and 8 on RP703341****PRECIS**

Christian Community Ministries acquisition of State Land for the proposed development of a sports oval.

BACKGROUND/HISTORY

1. Council has been negotiating with Christian Community Ministries (CCM) regarding CCM's acquisition of land for Endeavour College, and for the proposed development of a sports oval.
2. At Council's ordinary meeting on 20-22 July 2015, Council passed resolution 31040 to sell CCM the following freehold lots:
 - (a) Lot 27 on C17945;
 - (b) Lots 1-4, 7, 9-12 on RP703341;
 - (c) Lot 34 on C17945("The Freehold Lots").
3. Resolution 31040 annexed a report No. D15/12446 from Council's Business Services Manager, outlining CCM's desire to acquire freehold title in Lots 5, 6, and 8 on RP703341 "the Reserve Lots" which are community purposes reserve lots held by Council as trustee. The report confirmed Council's proposal to support or facilitate negotiations for CCM's acquisition of the Reserve Lots.
4. Council's sale of the Freehold Lots to CCM was settled on 15 December 2015.
5. CCM has been liaising with DNRM directly about how to acquire freehold title in the Reserve Lots.
6. CCM wrote to Council by email on 13 April 2016 confirming its intention to apply to DNRM to purchase the Reserve Lots from the State. That email attached correspondence from DNRM outlining specific information required by Council as part of CCM's application, namely Council was required to confirm in writing that:
 - (a) the Reserve Lots were no longer needed for their gazetted community purpose (park and recreation); and
 - (b) Council is prepared to surrender its trusteeship so that the Reserve Lots may be converted to freehold and sold by the State to CCM or its nominees.
7. Previous correspondence from DRNM also outlined that Council would be required to prove that the Reserve Lots are no longer needed for their gazetted community purpose by advertising in the local newspaper to advise the community of the proposal to transfer the lots to the CCM and seeking feedback.

Native Title Compliance

8. DNRM advised CCM via email on 3 September 2015 that following advice, native title would not be an issue.

Satisfaction of DNRM Requirements

9. Council has sought community consultation and feedback through a variety of avenues, outlined as follows:

Date	Consultation	Outcome
3 May 2016	Newspaper notice published on Council's official Twitter account	No response received
5 May 2016	Newspaper notice published in Cooktown Local News	No response received
16 May 2016	Publication of the newspaper notice on Council's Facebook Page	No response received
25 May 2016	Council Internal consultation with:- <ul style="list-style-type: none"> • Chief Executive Officer; • Martin Cookson (Director – Corporate Services); • Robert Uebergang (Director – Infrastructure Services); • Gary Kerr (Director – Development, Environment and Community). • Jan Vandenberg (Shire Surveyor) 	No objections or issues raised.

A copy of the newspaper notice is attached as Annexure 1.

Public Use Infrastructure

10. The Reserve Lots are vacant and there is no Public Use Infrastructure situated on any of the 3 Reserve Lots.

LINK TO CORPORATE PLAN**4.4****4.4.3 Special Projects?**

- a) Pursue the location of training and educational programs in the Shire through collaborative partnerships with government and private agencies.

CONSULTATION

See above report and attachment.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Nil

RECOMMENDATION

1. That Taking into account all of the circumstances, it is recommended that Council formally provide its written consent to relinquish trusteeship over the Reserve Lots, and record its formal consent to those 3 Reserve Lots being converted to freehold and transferred by the State to Christian Community Ministries Limited, or its related entity.
 - (a) Council consents to relinquish its trusteeship over the 3 community purpose (park and recreation) reserve lots 5, 6 and 8 on RP 703341 comprising title reference 49003696 and record its formal consent for the 3 reserve lots being converted by the State to freehold and transferred as the State sees fit to Christian Community Ministries Limited (or its nominated entity), and that a copy of this motion and the accompanying report be provided to DNRM to satisfy its requirement



Cook Shire COUNCIL

Notice of Proposal to Surrender land trusts

Cook Shire Council is the Trustee of Lots 5 and 8 on RP703341 (Title Reference 1003696) being community purposes reserves for park and recreation purposes comprising an area of 0.292400 hectares.

Council intends to surrender the trusteeship of the Reserve lots for the purposes of facilitating the issue of a deed of grant to Seavoy College (Christian Communities Ltd) and invites comment from the community to this proposal.

Feedback should be provided in writing by the close of business on **May 19, 2016** to:

Moathy Cronin

Cook Shire Council

Box 3, Cooktown, Qld, 4895.

12.6 RENEWAL OF TERM LEASE 0/21472 LOT 3 ON CROWN PLAN CF844106 - TELSTRA CORPORATION

File Number:	D16/6843
Author:	Preston Law
Authoriser:	Tim Cronin, Chief Executive Officer
Attachments:	1 Copy letter, DNRM to Cook Shire Council dated 15 April 2016
	2 Title Search, Lot 3 on Crown Plan CF844106
	3 Copy Survey Plan CF844106
	4 Title Search, Lot 66 on SP245572
	5 Copy Survey Plan SP245572

PRECIS

The State has granted a Lease to Telstra Corporation for communication purposes. The Lease is situated within Lot 66 on SP245572 (Bonny Glen Station).

The Lease expires on 21 May 2018 and the State has requested Council's views in relation to the renewal of the Term Lease.

BACKGROUND/HISTORY

The State has granted a Term Lease to Telstra Corporation Limited in relation to Lot 3 on Crown Plan CF844106 for communication purposes.

The Lease Area comprises .09 hectare and expires on 21 May 2018. The State has received a renewal application from Telstra Corporation and has sought Council's views in relation to the renewal.

The Lease is situated within Lot 66 on SP245572 (Bonny Glen Station) which is a Rolling Term Lease to the Gummi Junga Aboriginal Corporation.

The scope of the request from the Department of Natural Resources and Mines is as follows:-

"Please advise if council had any issues that the Minister should consider in respect of the renewal of this lease, any views or requirements that may affect future use of the land or if a different form of tenure may be considered."

The Lease Area is remotely located with no dedicated road or easement for access. Based on a review of the survey plan for Lot 66, Lot 3 is located approximately 2 kilometres from Whits Creek Road.

The Lease contains the following conditions in relation to access:-

"The provision of access to the leased land will not be the responsibility of Council of the Shire of Cook or the State."

We recommend the State be requested to amend the condition as follows:-

"The provision of access to the leased land (including maintenance) will not be the responsibility of the Cook Shire Council or the State."

The following documentation is **attached** for Council's reference:-

1. Copy letter, DNRM to Cook Shire Council dated 15 April 2016;
2. Title Search, Lot 3 on Crown Plan CF844106;

3. Copy Survey Plan CF844106;
4. Title Search, Lot 66 on SP245572;
5. Copy Survey Plan SP245572.

As Councillors will note, the letter dated 15 April 2016 sought responses from Council by 13 May 2016. This correspondence was forwarded to the Land Tenure Officer on 31 May 2016 and an extension request has been sought from DNRM to allow further time for Council to consider the matter and provide its views.

LINK TO CORPORATE PLAN

N/A

CONSULTATION

Nil

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

The provision of telecommunications infrastructure for residents and ratepayers within the Shires is a reasonable expectation.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Nil

RECOMMENDATION

1. That Council note the correspondence dated 15 April 2016 relating to the renewal of the Telstra Term Lease.
2. Council has no issues with the Minister renewing the Lease to Telstra Corporation Limited subject to requesting minor amendments to the assess condition.



Queensland
Government

Department of
Natural Resources and Mines

Author Maddie Sealy
File / Ref number 2016/002000
Directorate / Unit State Land Asset Management
Phone (07)4447 9164

15 April 2016

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

Dear Sir/Madam

Renewal of TL 0/214972, Lot 3 on Crown Plan CF844106

The department is currently investigating the renewal of the abovementioned lease. The proposed use of the land is for Residential purposes.

Term Lease 214972 expires on 21 May 2018.

The application for renewal of the lease will be assessed in terms of Section 159 of the Land Act 1994, after considering the views of all interested parties and an inspection of the land.

A Smart map showing the subject land and the surrounding locality is attached for your reference.

Please advise if council had any issues that the Minister should consider in respect of the renewal of this lease, any views or requirements that may affect future use of the land or if a different form of tenure may be considered.

Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on 13 May 2016. If you offer an objection to the application, a full explanation stating the reason for the objection should be forwarded to this Office.

If you wish to provide a response but are unable to do so before 13 May 2016, please contact the author before the due date to arrange a more suitable timeframe.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, organization, without express written permission of the department unless required.

Postal :
DNRM Townsville
PO Box 5318
Townsville
4810 QLD

Telephone : (07)44479164
Fax: (07) 44479199

If you wish to discuss this matter please contact Maddie Sealy on (07)4447 9169.

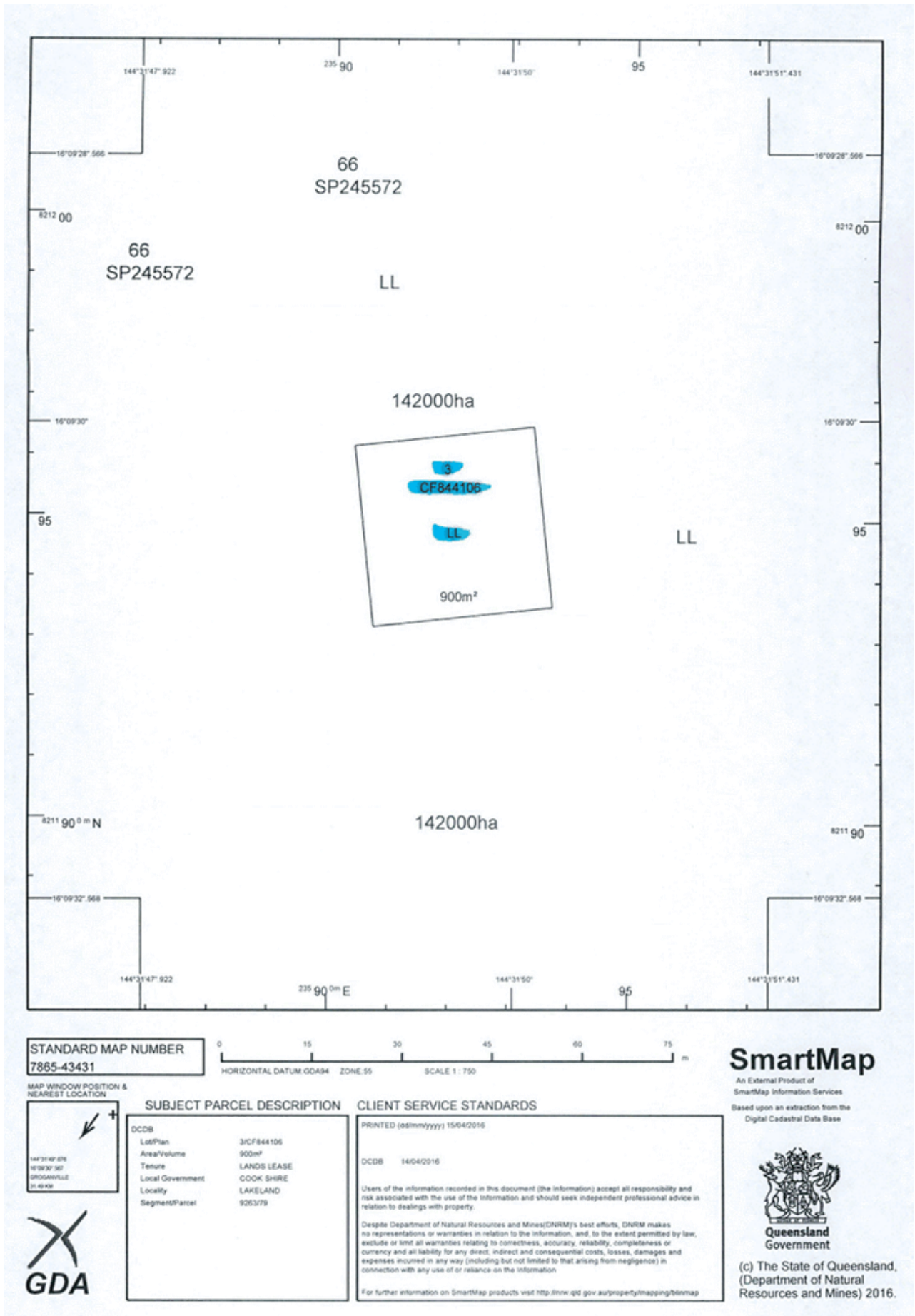
All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to Townsville.SLAM@dnrm.qld.gov.au. Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

Please quote reference number 2016/002000 in any future correspondence.

Yours sincerely

Maddie Sealy
Administration Officer

Attached: Smart map



CURRENT STATE TENURE SEARCH

DEPT OF NATURAL RESOURCES AND MINES, QUEENSLAND

Request No: 23510381

Search Date: 31/05/2016 11:28

Title Reference: 40027132

Date Created: 19/10/2001

DESCRIPTION OF LAND

Tenure Reference: TL 0/214972

Lease Type: TERM

LOT 3 CROWN PLAN CF844106
Local Government: COOK

Area: 0.090000 Ha. (SURVEYED)

No Land Description

No Forestry Entitlement Area

Purpose for which granted:
COMMUNICATION

TERM OF LEASE

Term and day of beginning of lease

Term: 20 years commencing on 22/05/1998

Expiring on 21/05/2018

REGISTERED LESSEE

TELSTRA CORPORATION LIMITED A.C.N. 051 775 556

CONDITIONS

CURRENT STATE TENURE SEARCH

DEPT OF NATURAL RESOURCES AND MINES, QUEENSLAND

Request No: 23510381

Search Date: 31/05/2016 11:28

Title Reference: 40027132

Date Created: 19/10/2001

CONDITIONS

- A61
- (1) The lessee must use the leased land for communication purposes namely radio telephone station.
 - (2) This lease may be forfeited if not used for the purpose stated above.
 - (3) The annual rent must be paid in accordance with the Land Act 1994.
 - (4) The Parties acknowledge that GST may be payable in respect of a supply made under this lease. Where GST becomes payable in respect of a supply made under this lease, the State (lessor) may recover the GST from the lessee by increasing the consideration payable by the lessee to the State by an amount equal to that which the State is obliged to remit to the Commonwealth as GST on the supply and that amount may be recovered from the lessee as part of the money payable to the State under this lease. The State will upon request by the lessee, issue to the lessee a valid GST tax invoice in respect of any taxable supply made under this lease. (NOTE: For the purposes of this condition "GST" means the goods and services tax which results from the enactment of A New Tax System (Goods and Services Tax) Act 1999 and the related Acts which constitute the Commonwealth taxation reform (as amended from time to time)).
 - (5) The lessee must pay the cost of any required survey or re-survey of the leased land.
 - (6) The lessee must control pest plants and animals, on the leased land, in accordance with the Land Protection (Pest and Stock Route Management) Act 2002 and the Local Laws and requirements of the Council of the Shire of Cook.
 - (7) The lessee has the responsibility for a duty of care, to take all reasonable and practicable measures to sustainably manage the leased land by conserving the physical, biological, productive and cultural values, either on the leased land or in areas affected by the management of the leased land.
 - (8) The lessee indemnifies and agrees to keep indemnified the State of Queensland, Crown Instrumentalities, local governments and other statutory bodies (the Indemnified) against all actions, suits, proceedings, claims, demands, costs, losses, damages and expenses (Claim) arising out of or in any way connected to or resulting from the State of Queensland granting this lease to the lessee and which is connected to or resulting from the lessees' use and occupation of the leased land (all referred to as the indemnified acts or omissions) save to the extent that the Claim arises as a result of any negligent act or omission of the State of Queensland. The lessee hereby releases and discharges the Indemnified from any Claim relating to the indemnified acts or omissions which may be made against the Indemnified.
 - (9) The lessee must ensure that the use and development of the leased land conforms to the Planning Scheme, Local Laws and requirements of the Council of the Shire of Cook, binding on the lessee.
 - (10) The lessee must give the Minister administering the Land Act 1994, information about the lease, when requested.

CURRENT STATE TENURE SEARCH

DEPT OF NATURAL RESOURCES AND MINES, QUEENSLAND

Request No: 23510381

Search Date: 31/05/2016 11:28

Title Reference: 40027132

Date Created: 19/10/2001

CONDITIONS

- (11) The lessee must not clear any vegetation on the leased land, unless in accordance with the Integrated Planning Act 1997.
- (12) No compensation for improvements or developmental work is payable by the State at the forfeiture, surrender or expiry of the lease, but the lessee has the right to remove moveable improvements within a period of three (3) months from the forfeiture, surrender or expiry of the lease, provided all money due by the lessee to the State on any account whatsoever has been paid, or be required to remove those improvements as specified in any further condition of lease.
- (13) This lease is subject to the Land Act 1994 and all other relevant State and Commonwealth Acts.
- A68 (1) The lessee must allow any person authorised under the Forestry Act 1959 access to the leased land for the purpose of cutting and removing timber or removing other forest products, or quarry material, or other material from the leased land.
- (2) Except as hereinafter provided 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 leased 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.
- G42 The lease is not eligible for conversion to freehold tenure in terms of Section 166 of the Land Act 1994.
- H111 The lessee shall at all times during the term of the lease, allow any Government Departments or Instrumentalities free and unrestricted access to, from and across the leased land, if and when called upon to do so, for the purpose of constructing and/or maintaining the installations on the land adjoining or adjacent thereto.
- H115 The provision of access to the leased land will not be the responsibility of Council of the Shire of Cook or the State the State.

ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by
Lease No. 40027132

ADMINISTRATIVE ADVICES - NIL
UNREGISTERED DEALINGS - NIL

CURRENT STATE TENURE SEARCH

DEPT OF NATURAL RESOURCES AND MINES, QUEENSLAND

Request No: 23510381

Search Date: 31/05/2016 11:28

Title Reference: 40027132

Date Created: 19/10/2001

** End of Current State Tenure Search **

Information provided under section 34 Land Title Act(1994) or
section 281 Land Act(1994)

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Requested By: External Supervisor

WARNING — PLAN MAY BE ROLLED — A FOLDED OR MUTILATED PLAN WILL NOT BE ACCEPTED

TRAVERSES ETC.

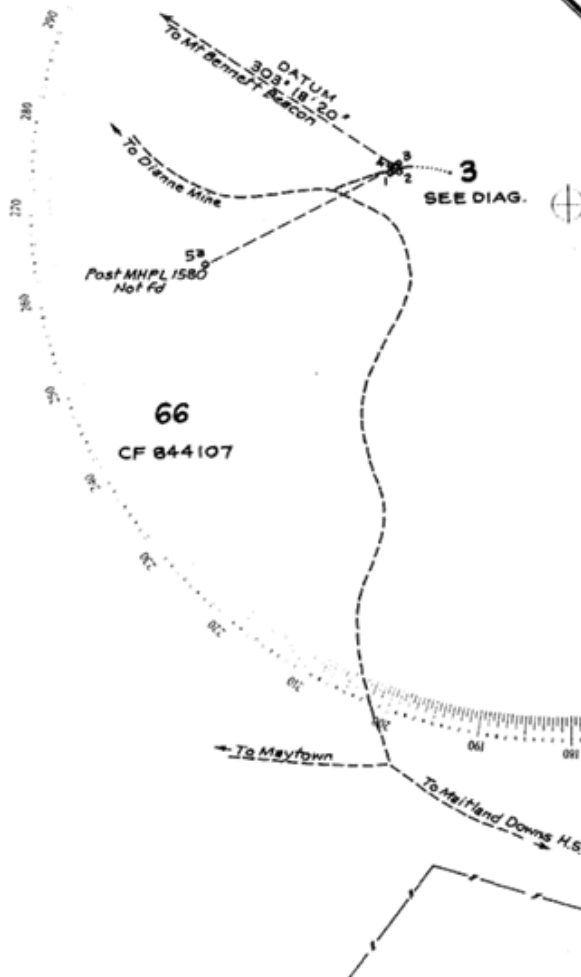
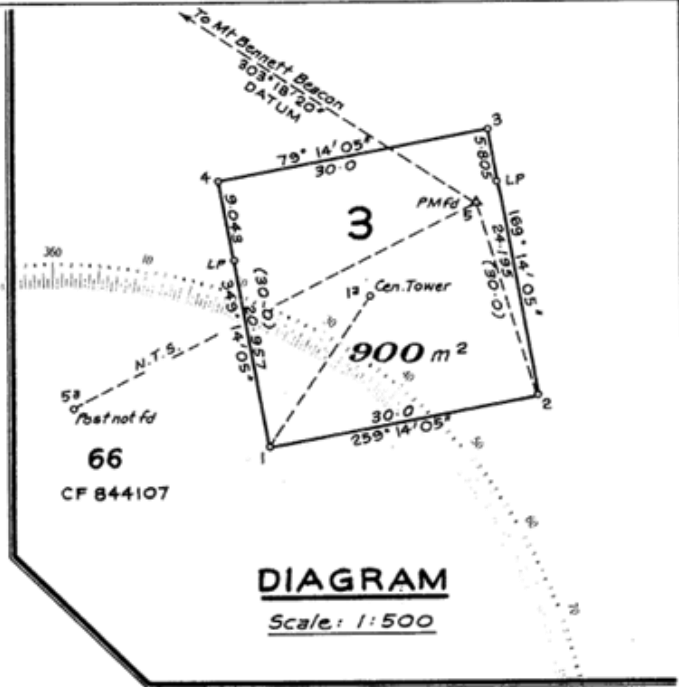
LINE	BEARING	DIST.
1-1*	33° 43' 05"	20.348
2-5	343° 15' 10"	22.348
5-5*	238° 49'	714.084

REFERENCE MARKS

STN	TO	REMARK	BEARING	DIST.
1	Pin		79° 14' 05"	1.294
2	"		259° 14' 05"	1.487

PERMANENT MARKS

PM	BEARING	DIST.	N°
5-PMF	At Station		99424



Peg branded \$ placed at Stations 1-4.

APPROX. AMG CO-ORDINATES AGD 84

STN	EAST	NORTH	ZONE
5	235 815.5	8 211 779.5	55
2	235 820.3	8 211 757.7	

Doppler Obs by Telecom

Area to be Excised from Lot 4566 on plan PH 2201

(1-2-3-4) 900 m²

MERIDIAN

LINE	PLAN BEARING	AMG BEARING
5-2	163° 15' 10"	167° 29' 49"
Add 4° 15' for AMG-Zone 55		
5-2	163° 15' 10"	163° 15' 10"
CAM BEARING		
CAM		
Sun Obs at Stn 5		

I, **Bruce HALLETT** hereby certify that I/We/Company have surveyed the land comprised in this plan (either personally or by personally) ~~or through some other person or company except responsibility~~, that the plan is accurate, that the said survey was performed in accordance with the Surveyors Act and the Surveyors Regulations and that the said survey was completed on **4.12.91**

B Hallett
Licensed Surveyor/
Director
Date 3-2-92

PLAN OF Lot 3
Cancelling part of Lot 4566 on plan PH 2201

PARISH **UHRSTOWN**
COUNTY **Chelmsford**
LOCALITY **BONNY GLEN**
LOCAL AUTHORITY **Cook S.C.**
LAND AGENTS **MINING DISTRICT**
MINING FIELD **Palmer**

ORIGINAL RUN 4566 (PH)	NO SURVEY RECORDS DEPOSITED	FILE REF Bonny Glen PHM/4566	ENDORSED 18	REGISTERING DIST D.I.	CF PLAN 844106
MERIDIAN SEE FACE	MAP REF SE 55-1	SCALE 1:15000			

844106 PLAN MUST BE DRAWN WITHIN BLACK LINES 844106

CURRENT STATE TENURE SEARCH

DEPT OF NATURAL RESOURCES AND MINES, QUEENSLAND

Request No: 23510432

Search Date: 31/05/2016 11:30

Title Reference: 17666134

Date Created: 21/10/1995

DESCRIPTION OF LAND

Tenure Reference: PH 14/4566

Lease Type: ROLLING TERM LEASE

LOT 66 SURVEY PLAN 245572
Local Government: MAREEBA

Area: 142000.000000 Ha. (ABOUT)

No Land Description

No Forestry Entitlement Area

Purpose for which granted:
NO PURPOSE DEFINED

TERM OF LEASE

Term and day of beginning of lease

Term: 30 years commencing on 01/10/1958

Expiring on 30/09/1988

Extended to 26/09/2047

REGISTERED LESSEE

Dealing No: 706628753 22/05/2003

GUMMI JUNGA ABORIGINAL CORPORATION

CONDITIONS

CURRENT STATE TENURE SEARCH

DEPT OF NATURAL RESOURCES AND MINES, QUEENSLAND

Request No: 23510432
Search Date: 31/05/2016 11:30Title Reference: 17666134
Date Created: 21/10/1995**CONDITIONS**A126 SPECIFIED CONDITIONS FOR: Term Lease
PURPOSE: Rolling term lease - Pastoral-Low Key Tourism-----
STATUTORY CONDITIONS:

Statutory conditions are the 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.
3. Rent/Instalment: The lessee must pay the annual rent/instalment in accordance with the Land Act 1994 and the Land Regulation 2009.
For further information on how annual rent is determined, refer to the department's website at www.dnrm.qld.gov.au.
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.
5. Information to Minister: The lessee must give the Minister administering the Land Act 1994, information the Minister asks for about the tenure.
6. Monies for Improvements: No money for improvements is payable by the State on the forfeiture, surrender or expiry of this lease but money may be payable if the State receives payment from an incoming lessee or buyer for the improvements on the land. However, the previous lessee may apply to the Minister to remove the improvements that belong to the lessee, within a period of 3 months from the date of the forfeiture, surrender, or expiry of this lease. The lessee may only undertake the removal of the improvements in the presence of an authorised representative of the department, if required by the Minister. The lessee may only remove those improvements if all monies due from the lessee to the department under this lease have been paid.

REGULATORY-CONDITIONS:-----

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

1. Indemnity: The lessee indemnifies and agrees to keep indemnified the Minister, and the State of Queensland and its Representatives, (the "Indemnified parties") against all liability, costs, loss and expenses including claims in negligence (including any claims, proceedings or demands bought by any third party, and any legal fees, costs and disbursements on a solicitor and client basis) ("Claim") arising from or incurred in connection with:
 - a. the granting of this lease to the lessee;
 - b. the lessee's use and occupation of the land; or
 - c. personal injury (including sickness and death) or property damage or loss in connection with the performance (or attempted purported performance or non-performance) of the

CURRENT STATE TENURE SEARCH

DEPT OF NATURAL RESOURCES AND MINES, QUEENSLAND

Request No: 23510432

Search Date: 31/05/2016 11:30

Title Reference: 17666134

Date Created: 21/10/1995

CONDITIONS

lease or a breach of the lease by the lessee .
 The lessee hereby releases and discharges to the full extent permitted by law, the Indemnified parties from all actions, claims, proceedings or demands and in respect of any loss, death, injury, illness or damage (whether personal or property and whether special, direct, indirect or consequential financial loss) arising out of the use and occupation of the lease. To the full extent permitted by law, the Minister, the State of Queensland and their Representatives will not be liable to the lessee for any special, indirect or consequential damages, including consequential financial loss arising out of the use and occupation of the lease.

2. Public Liability: The lessee must effect a public liability insurance policy with an insurer authorised under the Insurance Act 1973 (Commonwealth) or, if not so authorised then only with the Minister's approval, which can be given or withheld in the Minister's sole discretion, naming the lessee as the insured covering legal liability for any loss of, or damage to any property and for the injury (including death) to any person arising out of anything done or omitted on or about the land or any improvements thereon and against all claims, demands, proceedings, costs, charges, and expenses whatsoever (including claims in negligence) Such policy must:
 - a. be for an amount of not less than \$20 million and have no per event sublimit or such higher amounts as the Minister may reasonably require.
 - b. be effected on a "claims occurring" basis; and
 - c. be maintained at all times during the currency of the lease, and upon receipt of any notice of cancellation, the lessee must immediately effect another public insurance policy in accordance with the terms of the lease .

The lessee must, as soon as practicable, inform the Minister, in writing, of the occurrence of any event that the lessee considers is likely to give rise to a claim under the policy of insurance effected and must ensure that the Minister is kept fully informed of subsequent actions and developments concerning the claim.

The lessee must renew such policy, at the lessee's expense, each year during the currency of this lease.

The condition will be satisfied if the lessee is the State of Queensland or a statutory authority eligible for cover under the Queensland Government Insurance Fund and is insured and continues to be insured by the Queensland Government Insurance Fund.

This condition will be satisfied if the lessee is the Commonwealth of Australia or a statutory authority eligible for cover under the Comcover Insurance Fund and is insured and continues to be insured by Comcover.

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.
5. Extension: The lease is subject to the extensions of rolling term

CURRENT STATE TENURE SEARCH

DEPT OF NATURAL RESOURCES AND MINES, QUEENSLAND

Request No: 23510432

Search Date: 31/05/2016 11:30

Title Reference: 17666134

Date Created: 21/10/1995

CONDITIONS

leases provision of the Land Act 1994 and the Minister must grant an extension of the term of a rolling term lease if the lessee makes an application in the approved form. The extension will be for the original term of the lease and may be given subject to condition changes.

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 and, to the satisfaction of the relevant authorities, maintain the existing improvements 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.

ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by Lease No. 17666134
2. AMENDMENT OF LEASE CONDITIONS No 716091805 23/10/2014 at 05:00
THE CONDITIONS OF THE WITHIN TENURE ARE HEREBY AMENDED.
3. EASEMENT No 716929607 03/12/2015 at 09:25
burdening the land to
LOT 67 ON SP245572 OVER EASEMENTS A AND B ON SP245572

CURRENT STATE TENURE SEARCH

DEPT OF NATURAL RESOURCES AND MINES, QUEENSLAND

Request No: 23510432

Search Date: 31/05/2016 11:30

Title Reference: 17666134

Date Created: 21/10/1995

ADMINISTRATIVE ADVICES

Dealing	Type	Lodgement Date	Status
714263983	VEG NOTICE	16/01/2012 14:01	CURRENT
VEGETATION MANAGEMENT ACT 1999			
UNREGISTERED DEALINGS - NIL			

Corrections have occurred - Refer to Historical Search

Caution - Charges do not necessarily appear in order of priority

**** End of Current State Tenure Search ****Information provided under section 34 Land Title Act(1994) or
section 281 Land Act(1994)COPYRIGHT THE STATE OF QUEENSLAND (DEPT OF NATURAL RESOURCES AND MINES) [2016]
Requested By: External Supervisor

716637161

CS 495

NO FEE
20/07/2015 13:29

WARNING : FORGED OR MUTATED PLANS WILL NOT BE ACCEPTED.
Plans may be rolled.
Information may not be placed in the outer margins.

Registered

s. Lodged by
Shorelle Jones, DNRM CS2340
PO Box 5318, Townsville Qld 4810
Shorelle.jones@dnrm.qld.gov.au
Ph. 4095 7025
Ref: 2013/002974
(Include address, phone number, reference, and Lodger Code)

1. Certificate of Registered Owners or Lessees.

1/We Gummi Junga Aboriginal Corporation

(Names in full)

* as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown hereon in accordance with Section 50 of the Land Title Act 1994.

* as Lessees of this land agree to this plan.

[Signature]
Signature of *Registered Owners



* Rule out whichever is inapplicable

2. Local Government Approval.

hereby approves this plan in accordance with the:
%

Dated this day of

* Insert the name of the Local Government.
Insert designation of signatory or delegation

% Insert Integrated Planning Act 1997 or Sustainable Planning Act 2009

3. Plans with Community Management Statement :

CMS Number :
Name :

4. References :

Dept File : 2013/002973
Local Govt : 2013/002974
Surveyor :

6. Existing

Title Reference	Lot	Plan
17666134	66	SP161906

Created

Lots	Emts	Road
66 & 67	A & B	-

ADMINISTRATIVE ADVICE ALLOCATION

ADMINISTRATIVE ADVICE	LOTS TO BE ENCUMBERED
714263983	66, 67

LEASE ALLOCATION

LEASE	LOTS TO BE ENCUMBERED
Sublease 710851623	66, 67

Amendments by Bass Surveying Pty Ltd (ACN 137 520 999)
Director R.Dunn 13/5/2015
Amendments by Bass Surveying Pty Ltd (ACN 137 520 999)
Director R.Dunn 23/4/2015

Lease 17666134	66 & 67
Orig	Lots

7. Portion Allocation :

8. Map Reference :
7865-44213

9. Locality :
Lakeland, Hurricane, Desailly

10. Local Government :
Cook Shire Council & Tablelands Regional Council

11. Passed & Endorsed : *[Signature]*
Bass Surveying Pty Ltd
(ACN 137 520 999)

By: *[Signature]*
Date: *[Signature]*
Signed: *[Signature]*
Designation: Cadastral Surveyor and Director

12. Building Format Plans only.

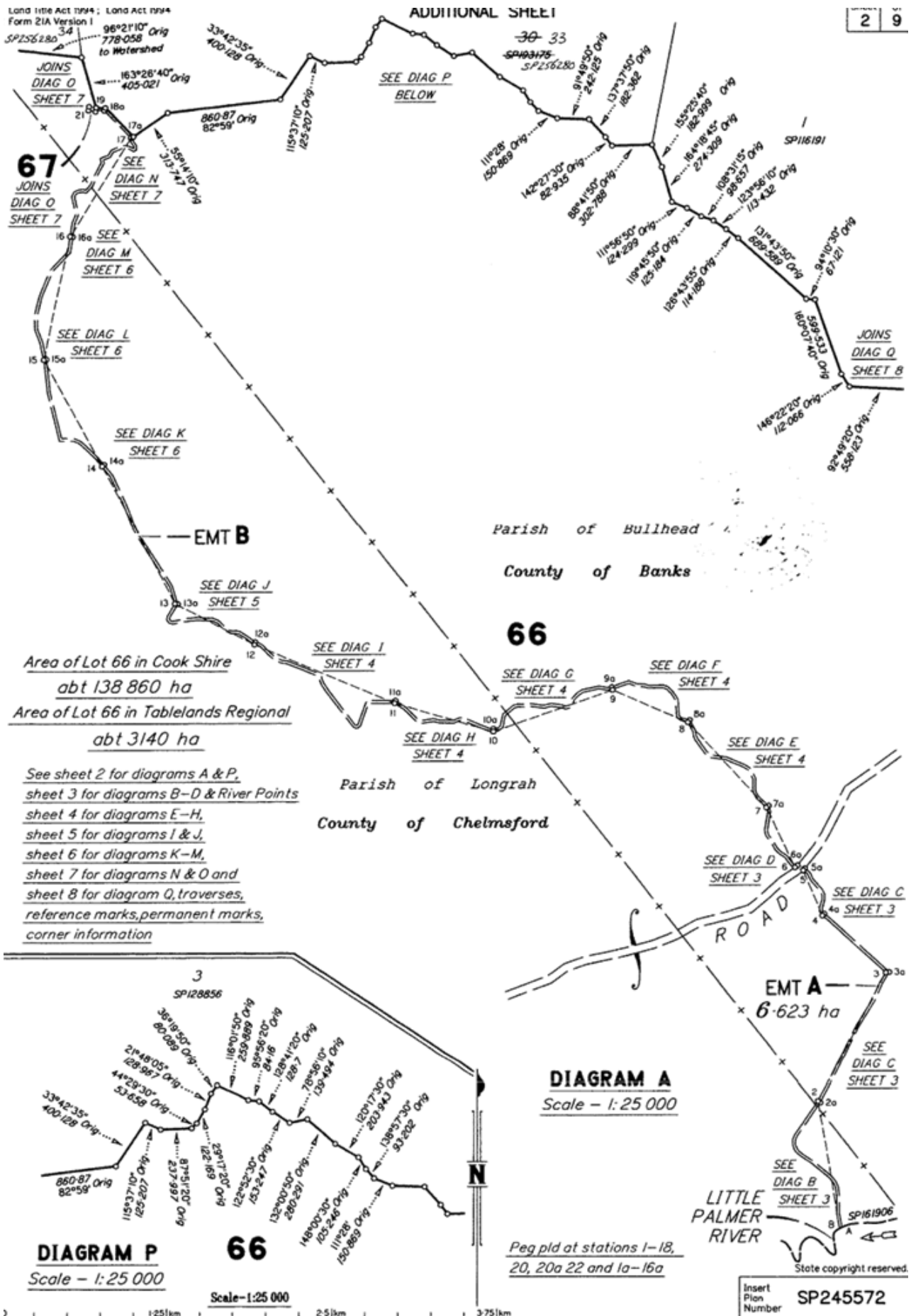
I certify that :
* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or roads.
* Part of the building shown on this plan encroaches onto adjoining * lots and road

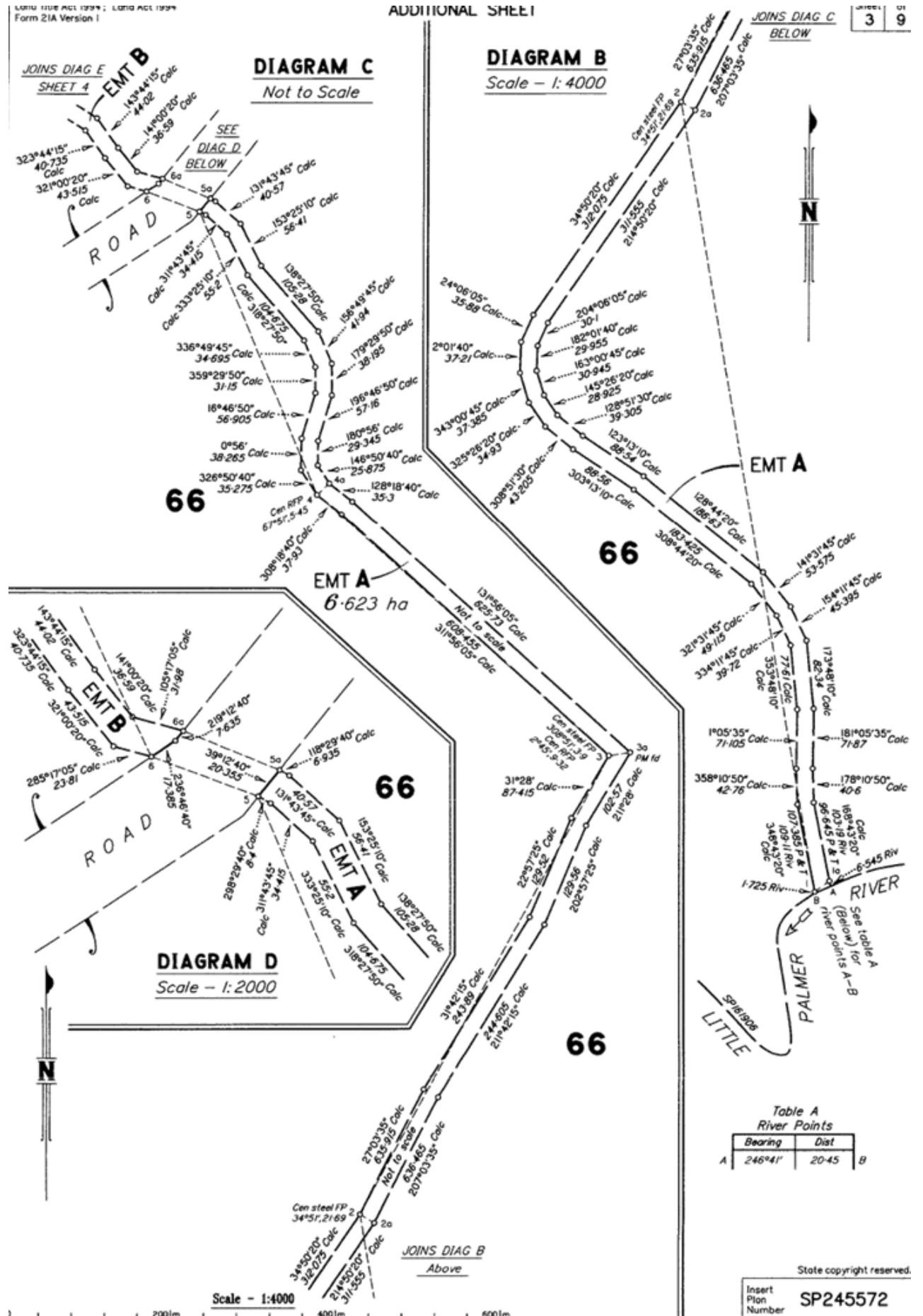
Cadastral Surveyor/Director * Date
* Delete words not required

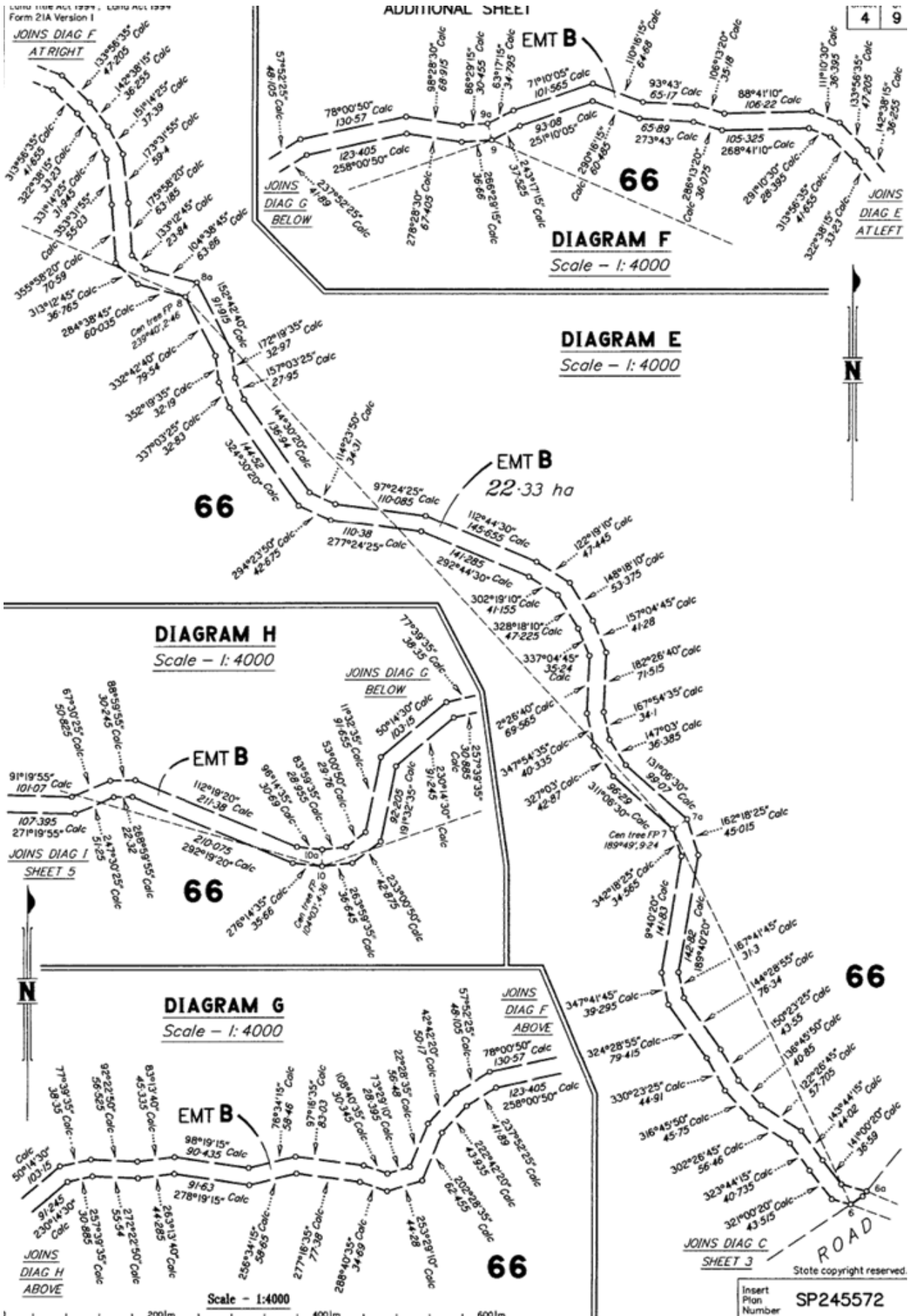
13. Lodgement Fees : # 2195344

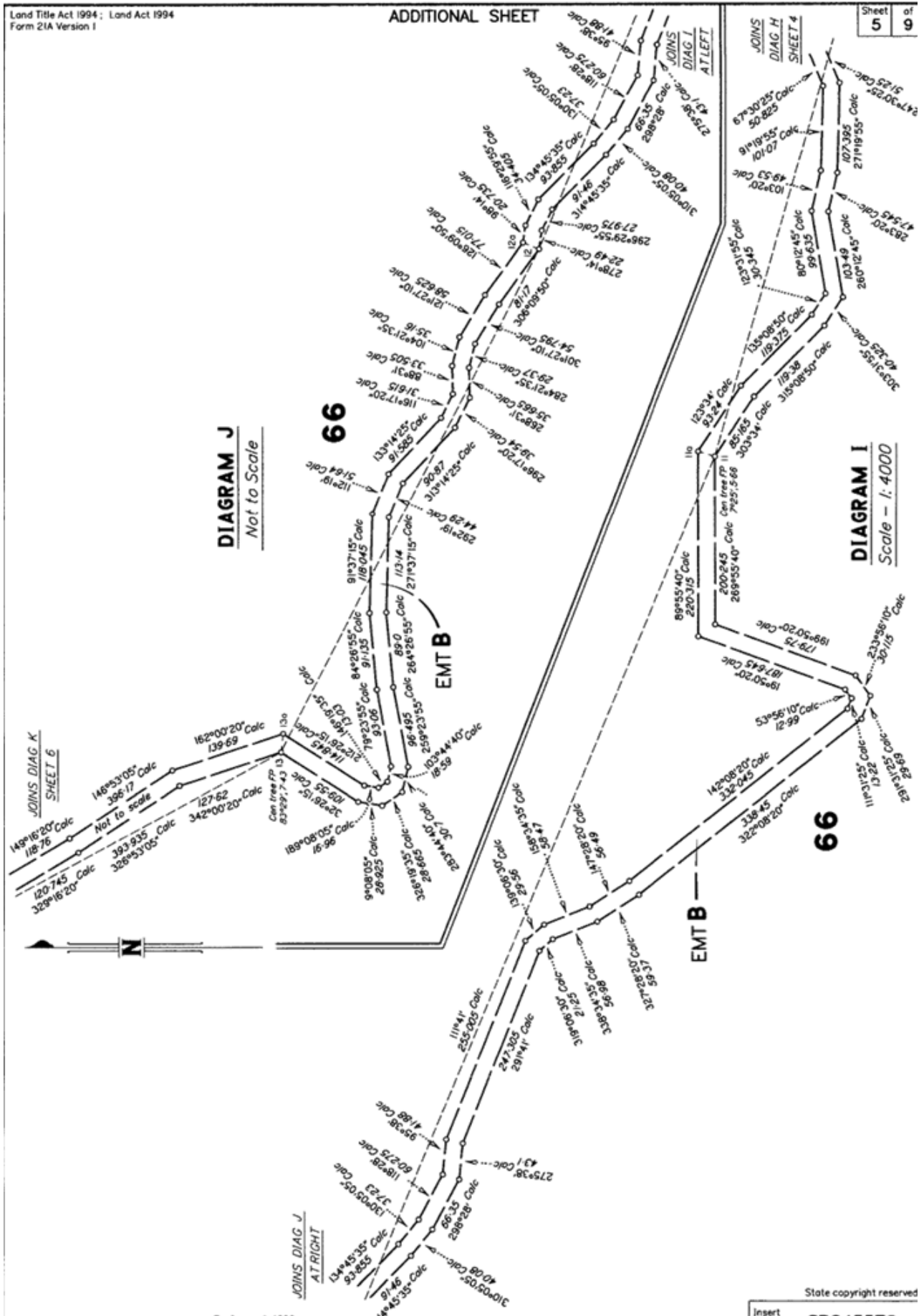
Survey Deposit	\$
Lodgement	\$ 367.60
New Titles	\$
Photocopy	\$
Postage	\$
TOTAL	\$ 367.60

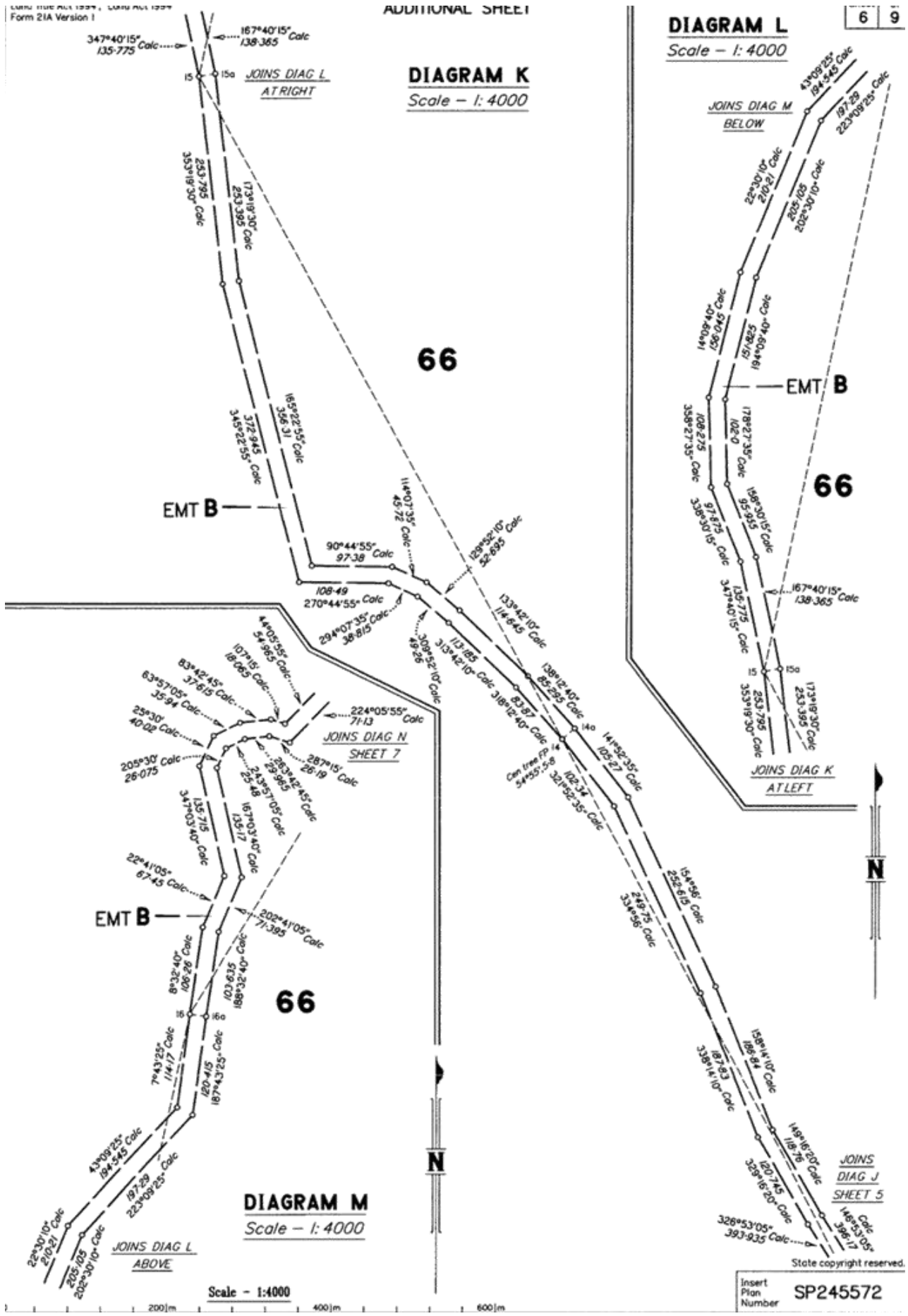
14. Insert Plan Number
SP245572











LAND TITLE PLAN 1227, LAND PLAN 1227
Form Z1A Version 1

ADDITIONAL SHEET

DIAGRAM O

Not to Scale

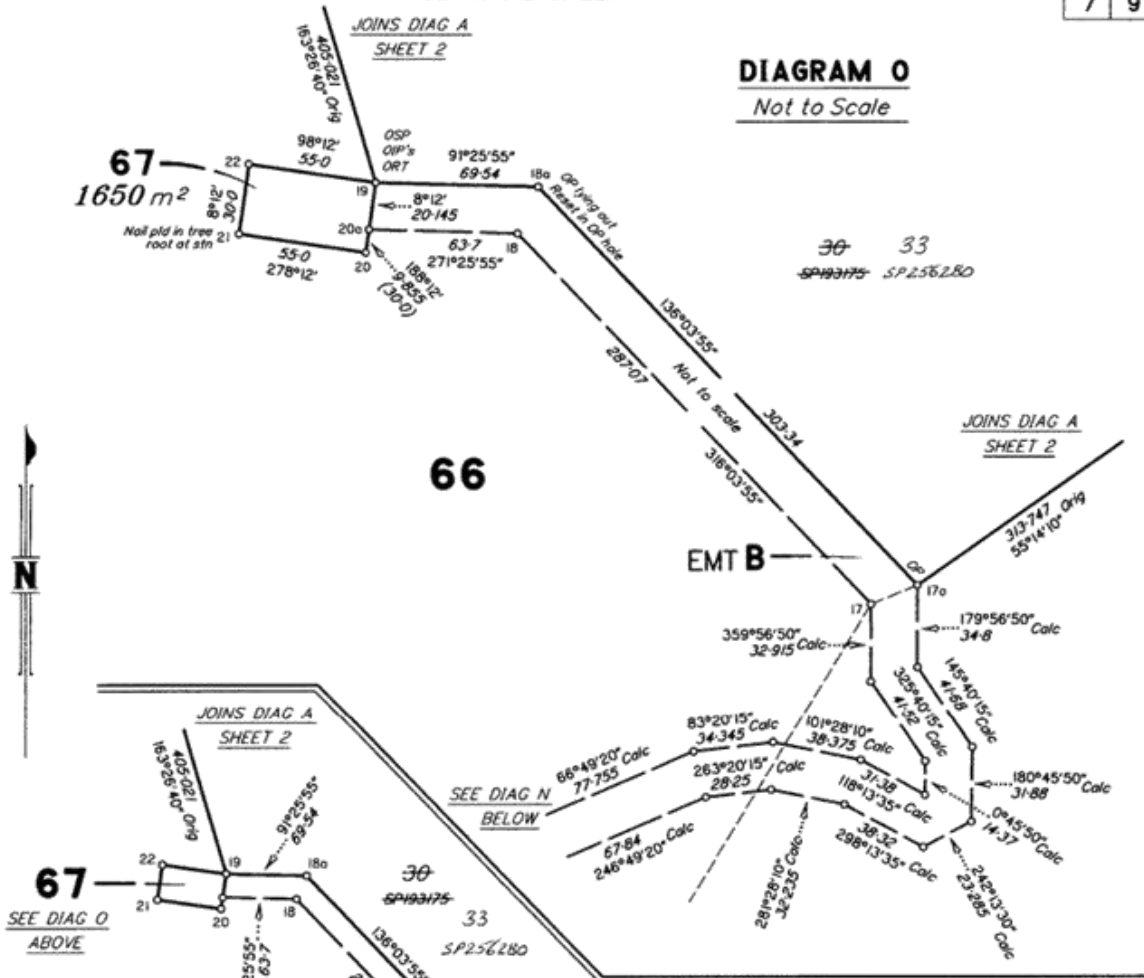


DIAGRAM N

Scale - 1:4000



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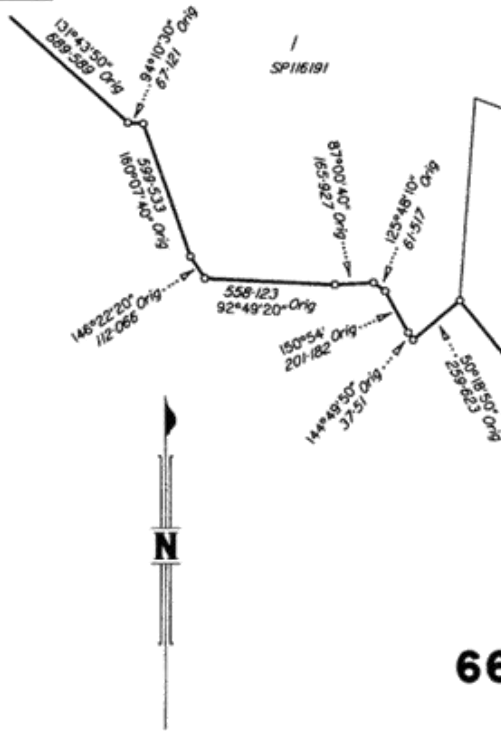
Insert Plan Number SP245572

LAND USE ACT 1994; LAND ACT 1994
Form Z1A Version 1

ADDITIONAL SHEET

8 9

JOINS DIAG A
SHEET 2



Permanent Marks

PM	Origin	Bearing	Dist	No	Type
3a-PM		3°35'15"	120-105	178670	Mini
3a-PM Id		86°40'15"	948-13	99417	Standard

Traverses etc

Line	Bearing	Dist
1-1a	54°17'20"	21-965
1-2	350°11'25"	965-64
2-2a	120°56'55"	20-05
2-3	27°57'35"	1095-48
3-3a	61°42'05"	26-02
3-4	311°43'20"	646-315
4-4a	47°34'40"	20-265
4-5	337°08'15"	368-93
5-6	290°22'	68-94
6-7	334°20'40"	500-75
6a-5a	112°09'	62-76
7-7a	56°42'30"	20-765
7-8	317°17'	870-855
8-8a	38°40'40"	21-9
8-9	293°11'	622-34
9-9a	344°53'15"	20-42
9-10	251°01'30"	953-665
10-10a	0°07'05"	20-115
10-11	286°01'	773-87
11-11a	16°44'50"	20-895
11-12	292°40'05"	1150-365
12-12a	22°11'55"	20-61
12-13	297°17'15"	672-76
13-13a	97°13'15"	22-11
13-14	331°49'45"	1175-545
14-14a	50°02'40"	20-01
14-15	331°06'	916-715
15-15a	80°29'50"	20-025
15-16	12°03'45"	953-555
16-16a	98°08'	20-0
16-17	31°28'50"	873-6
17-17a	68°00'25"	21-56

Reference Marks

Stn	To	Origin	Bearing	Dist
1	Pin		303°59'	4-65
1a	Pin		294°18'	1-74
2	Pin		39°05'10"	21-91
2a	Pin		33°27'	22-41
3	Pin		7°20'	8-81
3a	Pin		342°27'	11-175
4	Pin		60°48'	6-827
4a	Pin		64°36'	3-49
5	Pin		194°38'	2-485
5a	Pin		276°27'	1-135
6	Pin		79°24'	2-305
6a	Pin		2°07'20"	6-6
7	Pin		167°45'50"	8-26
7a	Pin		172°57'30"	7-52
8	Pin		125°35'40"	9-41
8	Pin		156°26'40"	46-64
9	Pin		248°15'	14-745
9a	Pin		272°10'	11-75
10	Pin		71°10'	6-16
10a	Pin		55°43'	10-765
11	Pin		237°42'	5-14
11a	Pin		287°32'30"	12-78
12	Pin		142°48'	19-39
12a	Pin		332°33'	3-495
13	Pin		302°49'	4-765
13a	Pin		341°14'	9-295
14	Pin		226°35'	5-125
14a	Pin		357°19'30"	5-665
15	Pin		197°26'	10-86
15a	Pin		44°25'	4-815
16	Pin		219°28'	4-75
16a	Pin		9°38'	4-915
17	Pin		44°01'	1-885
17a	Pin		310°29'	2-68
18	Pin		293°20'	1-845
19	OIP	36/BS207	91°25'55"	1-375
19	OIP	36/BS207	314°43'25"	1-395
19	OIT	36/BS207	180°57'50"	20-24
20	Pin		200°23'	1-135
20a	Aerial pole		290°34'	9-39
21	Pin		159°06'	3-435
22	Pin		84°11'	3-435
22	NW Cor Hut		125°16'	29-35

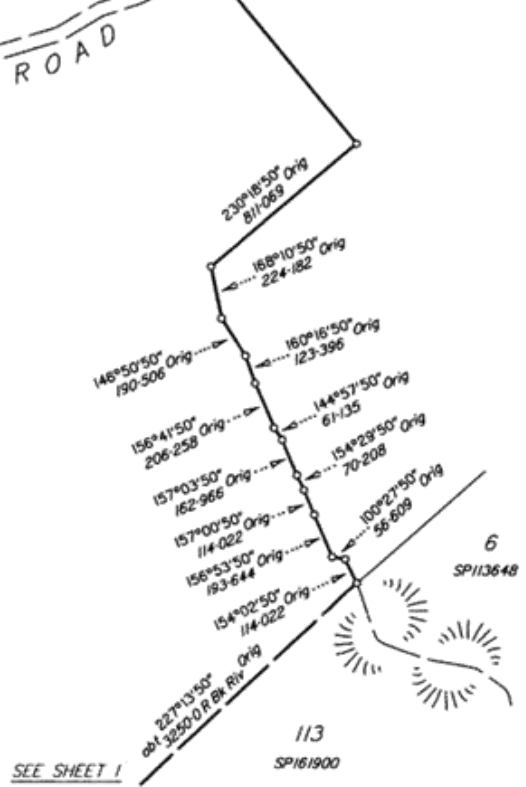


DIAGRAM Q
Scale - 1:20 000

Scale-1:20 000

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Insert Plan Number
SP245572

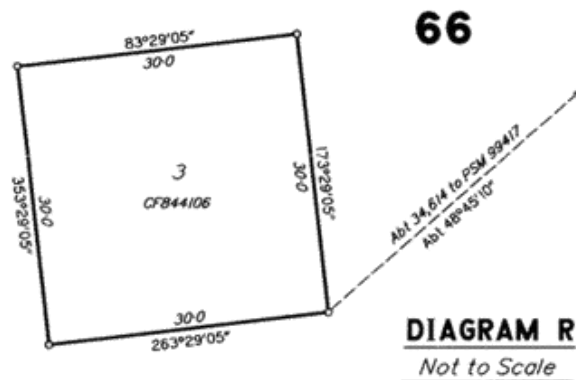
SURVEY REPORT

The purpose of this survey was to facilitate a Remote Area Excision Lot and Access Easement for on Ergon Energy hilltop communications site. The survey has been conducted under application of Section 3.31 Remote Area surveys, of the Cadastral Survey Requirements. In particular, the subject land is considered remote and of low value where the application of normal survey standards would be uneconomical or unnecessary. The easement follows an unsealed bush track that generally follows internal paddock fencing. The subject land is mostly unsurveyed but where Easement B and Lot 67 connect there are previously surveyed boundaries (Stns 36-38 on BS207). These boundaries were reinstated. Meridian was via GNSS observation when the survey was connected to the survey control mark PSM99417. This connection was cross checked using conventional methods. An RTK GPS traverse was conducted along the centreline of the access track (centre line of proposed Easement) and reference marks placed at approximately one kilometre intervals. A 20 metre wide easement corridor was then calculated. Secant corners were then pegged using conventional means from the various reference marks placed. These secant pegs were then checked using RTK GPS from independent base stations thus providing a cross check on the reference marks as well. Lot 67 and the reinstatement were surveyed using conventional methods.

AMBULATORY REPORT

The ambulatory boundaries of Lot 66, being the Palmer River, Granite Creek and the Little Palmer River have been compiled from SP161906

The current location of the natural feature described on this plan as River points A-B on the Little Palmer River has been determined by field survey. Earthworks have been carried out in the vicinity of River point B but River point A is on the top of the lower bank in an undisturbed location. River point B is on the top of the man made lower bank and is consistent with the line of the lower bank down stream where it is undisturbed. The non-tidal boundary feature adopted as the southern end of Easement A accords with the boundary location criteria of section 100 as follows:
Criteria 1: Part of this section is naturally occurring but has been distured on the western side, it is within the channel but not within the bed of the watercourse and is in a reasonably stable location.
Criteria 2: It is not the line of a particular level of water flow and it is not transient in nature.
Criteria 3: It is the top of a bank



13 INFRASTRUCTURE SERVICES - REPORTS

13.1 CONTRACTUAL MATTER – 2016/2017 REGIONAL BITUMEN RESEAL AND REGISTER OF PRE-QUALIFIED SUPPLIERS

File Number: D16/7029
Author: Project Engineer
Authoriser: Robert Uebergang, Director Infrastructure Services
Attachments: 1 FNQROC 16 18 ROPS for bitumen and Asphalt Services
2 Works Schedule: Bitumen Reseals and Seals

PRECIS

2016-2017 Regional Bitumen reseal tender and register of pre-qualified suppliers.

BACKGROUND/HISTORY

Council undertakes an annual bitumen reseal program in order to maintain its road network to a suitable standard. The recommended tender is a result of a collective procurement arrangement with neighbouring Councils in the region through the Far North Queensland Regional Organisation of Councils (FNQROC) who invited tenders for the 2016/2017 Regional Bitumen Reseal Program.

Eight submissions were received and these were evaluated in accordance with the evaluation criteria by the Project Steering Committee which included Council Officers from FNQROC and each of the participating Councils,

Fulton Hogan Industries Pty Ltd is recommended as they provided the most competitive submission.

The tendered rates represent good value for the 2016-17 tender, noting however that the rates are subject to rise and fall in the price of bitumen.

The tender also included an invitation to provide information to be used in the establishment of a Register of Prequalified Suppliers (ROPS) for the provision of other bitumen and asphalt services. Eight submissions were received, all of which were deemed conforming.

Whilst there are a number of Councils involved in the collective procurement arrangement, each will form an individual Contract with the supplier as FNQROC does not have formal delegated authority to contract on behalf of Councils.

FNQROC was tasked with inviting tenders for the 2016/2017 regional bitumen reseal program on behalf of the following member Councils:

Cairns Regional Council	Mareeba Shire Council
Cassowary Coast Regional Council	Tablelands Regional Council
Cook Shire Council	Yarrabah Aboriginal Shire Council
Douglas Shire Council	

A public Request for Tender was advertised in the Cairns Post and on individual Council websites from 2 April 2016 and a tender briefing was held on 11 April 2016 which was attended by all potential suppliers. The tender closed on 28 April 2016.

Submissions were received from the following:

- ASPIC Infrastructure Pty Ltd
- Boral Resources (Qld) Pty Ltd
- FGF Bitumen Pty Ltd
- Fulton Hogan Industries Pty Ltd
- Koppen Developments Pty Ltd
- Pioneer North Queensland Pty Ltd
- Stabilised Pavements of Australia Pty Ltd
- Sunstate Road Services Pty Ltd

The submissions were evaluated against the following criteria by the evaluation panel:

- Relevant experience and personnel involved
- Proposed works program
- Work procedures and methodology
- Local business
- Value for money

Recommended Respondent: Fulton Hogan Industries Pty Ltd

Fulton Hogan provided the most competitive submission with their pricing being significantly lower than the other submissions. It is noted that the proposed productivity rates are considerably higher than those achieved previously. However, Fulton Hogan have advised that they are confident the productivity is achievable. Fulton Hogan has significant resources available in the wider region to assist with delivery of the program if necessary.

Whilst Council has no previous direct experience of Fulton Hogan, they are well regarded in the industry and are experienced at delivering road maintenance services to both State and Local Government.

Register of Prequalified Suppliers (RoPS)

The Register of Prequalified Suppliers is attached and lists the services offered. The register increases Council efficiency when engaging suppliers for the provision of bitumen and asphalt services, through the use of pre-qualified resources. With the establishment of the RoPS, Council is under no obligation to rank the submission and should Council elect to utilise a supplier listed on the RoPS, the best supplier most advantageous to Council will secure the work.

CONSIDERATIONS:

Risk Management (including financials):

Contractor Stability

Fulton Hogan Industries Pty Ltd is an established company with sound capability and a proven work history. Audited financial statements provided indicate that they are financially stable and able to meet their debts. Fulton Hogan Industries Pty Ltd are therefore considered a low risk in this area.

Rise & Fall

A financial risk exists in that the schedule of rates contract is subject to rise and fall adjustments in the price of bitumen. This risk has been assessed and deemed acceptable given the tendered rates are less than those under Council's existing arrangements and the price of bitumen has been trending down in recent years. The risk is further mitigated as the impact from any significant price fluctuation is to be shared on a pro rata basis amongst all participating Councils.

RoPS

The procurement process followed ensures that all legislative requirements are fulfilled and that best practice procurement activities are implemented to mitigate risk to Council and to ensure best possible procurement outcomes to the organisation.

Quality & Progress

The productivity rates provided by Fulton Hogan are considered high. The contract mitigates this risk with the inclusion of strict retention and performance bond clauses. Risks are further mitigated by FNQROC's appointment of a qualified and experienced engineer to oversee and administer the contract in the role of Program Coordinator.

Potential Variations

If Fulton Hogan falls behind the program and incurs additional costs as a result there is a risk that they will seek variations for minor changes to the works schedule. The contract mitigates this risk with the inclusion of a schedule of rates and the listed work schedule being noted as indicative only. The involvement of the Program Coordinator further mitigates this risk by providing impartial oversight into any required negotiations.

LINK TO CORPORATE PLAN

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

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

CONSULTATION

The establishment of the Regional Bitumen Reseal Program involved considerable consultation which included the Far North Queensland Regional Road Group board, management and operations personnel of the participating Councils, and potential suppliers that submitted expressions of interest.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Local Government Act 2009 and Local Government Regulation 2012.

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

The bitumen reseal and seal works scoped within this contract are included within the Draft Capital Works budget for 2016-17 and funded largely by Transport Infrastructure Development Scheme (TIDS), Roads to Recovery (R2R) and Aboriginal & Torres Strait Islander - Transport Infrastructure Development Scheme (ATSI-TIDS) grant funding.

The scheduled rates are fixed for the duration of the work, with the exception of the supply of bitumen which is subject to rise and fall as noted above.

The estimated contract value is \$692,936.85 excluding GST.

RECOMMENDATION

That **Council:**

- 1) **Awards the Regional Bitumen Reseal Program to Fulton Hogan Industries Pty Ltd for a period of 12 months. Based on the indicative works program and pricing the contract value is estimated at \$692,936.85.**
 - 2) **Adopts the Register of Prequalified Suppliers in accordance with the attached supplier listing for 24 months with the option of a further 12 month extension at Council's discretion.**
 - 3) **Delegates authority to the Chief Executive Officer in accordance with *Government Act 2009* to negotiate, finalise and execute any and all matters in relation to these arrangements.**
-

FNQROC 2016-2018 Register of Pre Qualified Suppliers for Bitumen & Asphalt Resurfacing Works						
Organisation	Contact Name	Street Address	Postal Address	Telephone	Email	Services Listed
ASPIC Infrastructure	Dave Symington	181 Enterprise Street, Bohle, Townsville, QLD 4818	PO Box 530, Deeragun, QLD 4818	4774 4400/ 0409 799412	dave@aspic.com.au	Spray sealing Asphalt Profiling Line Marking Insitu Stabilisation Jet Patcher
Boral	Rolan Marsch	21 Aumuler Street, Cairns, QLD 4870	PO Box 214, Cairns, QLD 4870	4035 1933/ 0409 173572	roland.marsch@boral.com.au	Full service spray seal & asphalt crews Ex bin supply of asphalt Supply of bulk and drummed emulsion Supply of bulk and drummed patching material both coldmix asphalt and PPR Spray seal design
FGF	Sonny Samuel	Dept 9-11 Marsh Street, Woree, QLD 4870	PO Box 6665, Cairns, QLD 4870	4041 4350/ 0433 039320	sonny.samuel@fgf.com.au	Spray seal Asphalt Profiling
Fulton Hogan	Trevor Horsnell	46-60 Curley Circuit, Roseneath, Townsville, Qld 4811	PO Box 2485, Idalia, QLD 4811	4421 3200/ 0428 723396	trevor.horsnell@fultonhogan.com.au	Supply & lay of asphalt Spray sealing Manufacture of bituminous emulsions & PMB
Koppen Bitumen	Callum Koppen	Suite 4/10 Grafton Street, Cairns, QLD 4870	Suite 4, 10 Grafton Street, Cairns, QLD 4870	4052 2600	tenders@koppens.com.au	Civil Construction frontline management Bituminous Surfacing Supervising Civil Constructions Traffic Management
PNQ	Sunny NG	Lot 3, Hussey Road, Edmonton. WLD 4869	PO Box 12, Bungalow, QLD 4870	4047 8300/ 0437 540511	sunny.ng@pnq.com.au	Full service spray seal Seal design Sprayer, tipper & roller hire Full service asphalt laying & supply Transport - truck hire body, truck & dog Raw material supply, sand & gravel Road profiling Road sweeping
Stablised Pavements of Australia	Matthew Devine	17 Titanium Place, Bohle, Townsville, QLD 4818	PO Box 7890, Garbutt, QLD 4814	4412 0100/ 0407 755 933	m.devine@stabilis.com.au	Profiling Full service stabilisation - all plant & equipment for full rehab, including earthworks & drainage & Part service stabilisation - mix only with stabiliser and operator, stabiliser & spreader combination & foreman to assist Bitumen spray seal
Sunstate Road Services	Brett Gartner	12 Makeking Street, Stuart, Townsville, QLD 4811	PO Box 1481, Hervey Bay, QLD 4655	4191 2971	bgartner@sunstateroads.com.au	Supply & spraying of Bitumen Supply & spreading of pre-coated aggregates Line Marking Traffic Management

Far North Queensland Regional Organisation of Councils
2016/17 Bitumen Seal and Reseals

COOK SHIRE COUNCIL

WORKS SCHEDULE

Bitumen Seal and Reseal Program

Locality	Program	Funding	Area (m ²)
RESEAL			
Cooktown	TOWN STREETS RESEAL	CSC	19,289
Laura	LAURA STREETS RESEAL	CSC	5,190
TOTAL RESEAL AREA			24,479
NEW SEALING			
Cooktown	TOWN STREET SEALING	CSC	2,551
Cooktown	RAILWAY AVENUE	TIDS & R2R	9,310
Central	LAKEFIELD ROAD	TIDS & R2R	18,620
Central	MUSGRAVE STRATHGORDON ROAD	ATSI-TIDS	49,000
TOTAL SEALING AREA			79,481

Sub-Total (10mm)

TOTALS **103,960**

	TOTAL AREA OF SEAL	103,960	m2
	TOTAL CONTRACT AMOUNT	\$ 692,937.00	(excluding GST)
	UNIT RATE PER M2	\$ 6.67	(excluding GST)

14 CORPORATE SERVICES - REPORTS**14.1 REVENUE AND EXPENDITURE - MAY 2016**

File Number: D16/7198
Author: Director Corporate Services
Authoriser: Martin Cookson , Director Corporate Services
Attachments: 1 Revenue and Expenditure - May 2016

PRECIS

Revenue and expenditure for month ending May 2016

BACKGROUND/HISTORY

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

LINK TO CORPORATE PLAN

- 4.1.1 Provide, to a standard that ensures (at a minimum) legislative compliance:
- a) Sustainable financial and administrative management of the Shire's municipal and community resources.
 - b) A sound annual budget which ensures adequate funding and reserves to provide for Council's future obligations.

CONSULTATION

Executive Leadership Team

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Local Government Regulation 2012
Local Government Act 2009

POLICY IMPLICATIONS

Investment Policy
Debt Policy
Revenue Policy

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Operational budget.

RECOMMENDATION

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

Cook Shire Council Income Statement				
Budget 2016-17				
	Actual to 31/05/2016	%	Amended Bgt 2015-16	Original Bgt 2015-16
% of Year Completed 91.7%				
Income				
Recurrent Revenue				
Rates, Levies & Charges	6,560,642	100%	6,529,850	6,529,850
Sales of Goods & Major Services	5,116,411	106%	4,812,000	2,712,375
Fees & Charges	627,579	68%	924,260	924,260
Rental Income	288,942	103%	281,400	281,400
Interest Received	235,488	121%	194,400	194,400
Private Works	226,128	162%	140,000	85,000
FAG's Grant	8,835,215	100%	8,824,000	8,824,000
Other Operating Grants & Subs	244,377	89%	276,100	276,100
Other Income	65,116	91%	71,850	71,850
	22,199,897	101%	22,053,860	19,899,235
Capital Revenue				
Grants & Subsidies	6,177,797	88%	7,004,500	7,004,500
NDRRA Grants	30,598,050	102%	30,000,000	22,400,000
Profit on Asset Sales	479,524		0	0
	37,255,371	101%	37,004,500	29,404,500
Total Income	59,455,267	101%	59,058,360	49,303,735
Expenses				
Recurrent Expenses				
Employee Costs (Net of Flood)	8,121,499	93%	8,746,062	9,196,062
Materials & Services	6,817,056	76%	9,022,955	8,182,280
Finance Costs	245,147	79%	312,200	312,200
Depreciation	8,162,053	93%	8,800,000	8,599,050
	23,345,755	87%	26,881,217	26,289,592
Capital Expenses				
NDRRA Expenditure	30,791,519	103%	30,000,000	22,400,000
Loss on Asset Sales	1,013		0	0
Total Expenses	54,138,286	95%	56,881,217	48,689,592
Net Result Surplus/(Deficit)	5,316,981	244%	2,177,143	614,143
Add Back Capital Transaction	(6,462,839)		(7,004,500)	(7,004,500)
Operating Result (Deficit)	(1,145,858)		(4,827,357)	(6,390,357)

Cook Shire Council - Revenue & Expenditure Financial Year 2015-16										
% of year completed 91.7%	Revenue			Expenditure			Surplus/(Deficit)			Comment
	Actual to 31/5/16	Amended Budget	% of Budget	Actual to 31/5/16	Amended Budget	% of Budget	Actual to 31/5/16	Amended Budget	% of Budget	
Executive Management										
CEO's Office	0	0		601,759	711,200	84.6%	(601,759)	(711,200)	84.6%	FNQ 65, LGAQ 49, Redund 37
Elected Members	0	0		506,408	578,900	87.5%	(506,408)	(578,900)	87.5%	
Media & Marketing	0	0		92,650	188,606	49.1%	(92,650)	(188,606)	49.1%	
HR & WH&S	69,764	27,500	253.7%	343,092	327,900	104.6%	(273,328)	(300,400)	91.0%	Trainee subsidy, HR Consultant
Land Tenure	1,781	45,000	4.0%	133,726	234,430	57.0%	(131,945)	(189,430)	69.7%	Nat Title Grant
Executive Mgt Total	71,545	72,500		1,677,635	2,041,036	82.2%	(1,606,090)	(1,968,536)	81.6%	
Corporate Services										
Corporate Services Mgt	1,855	0		475,313	447,707	106.2%	(473,458)	(447,707)	105.8%	Building Maint 73k - Air Cons, Resheet
Asset Management		0		41,681	77,643	53.7%	(41,681)	(77,643)	0.0%	
Building Maintenance				59,244	136,300	43.5%	(59,244)	(136,300)		
Rates Operations	3,342,411	3,314,900	100.8%	130,934	149,250	87.7%	3,211,477	3,165,650	101.4%	Temp costs
Financial Services										
- Grants: FAGs/Operating	7,209,295	7,206,000	100.0%			0	7,209,295	7,206,000	100.0%	FAG's General Portion
- Grants: Capital	6,177,797	7,004,500	88.2%			0	6,177,797	7,004,500	88.2%	Waterfront, - R4R & State, TIDs, R2R
- Interest Income	235,488	146,000	161.3%			0	235,488	146,000	161.3%	Unused Loans/Offset by Work Cap
- Profit & Loss-Asset Sales	479,524	0	0.0%	1,013		0	478,511	0		Land and Plant Sales
- Other Income	65,116	40,000	162.8%			0	65,116	40,000	162.8%	Insurance/Workcover claims
- Insurances		0		241,458	267,000	90.4%	(241,458)	(267,000)	90.4%	Pub Liab \$105 k, M/V \$94 k, ISR \$289 k
- Interest on Loans		0		220,609	285,000	77.4%	(220,609)	(285,000)	77.4%	Quarterly payment
- Other Expenses		0		24,984	27,200	91.9%	(24,984)	(27,200)	91.9%	Bank Charges
On cost Recovery	2,322,823	3,420,000	67.9%	2,591,406	3,315,000	78.2%	(268,583)	105,000	-255.8%	W/Comp \$256 k
IT Services		0	0.0%	491,352	523,500	93.9%	(491,352)	(523,500)	93.9%	Includes Software annual cost
Business Services	10,551	10,000	105.5%	390,944	543,600	71.9%	(380,393)	(533,600)	71.3%	Tenders, Service Fees
Community Buildings	112,236	153,200	73.3%	574,605	566,700	101.4%	(462,369)	(413,500)	111.8%	Lease Rev down, Ins \$45k
Events Centre	3,524	10,000	35.2%	524,306	506,100	103.6%	(520,782)	(496,100)	105.0%	Backpay of Mgt Fee
Natures Powerhouse	274	0	0.0%	126,325	207,000	61.0%	(126,051)	(207,000)	60.9%	
Endeavour Lodge	119,577	122,400	97.7%	182,869	165,850	110.3%	(63,292)	(43,450)	145.7%	Contract staff, Bld R & M \$58k
Admin & Financial Services	78,045	60,600	128.8%	366,793	440,600	83.2%	(288,748)	(380,000)	76.0%	Back charges and Catholic School rates
Stores Operations	26,999	35,000	77.1%	121,581	205,600	59.1%	(94,582)	(170,600)	55.4%	One staff member replaced with casual
Admin Overheads Recovery	1,068,500	1,398,820	76.4%	0	0	0.0%	1,068,500	1,398,820	76.4%	
Corporate Services Total	21,254,015	22,921,420	92.7%	6,565,417	7,864,050	83.8%	14,688,598	15,057,370	97.6%	
Engineering										
Mgr Engineering Services	12,647	12,000	105.4%	1,130,259	1,775,200	63.7%	(1,117,612)	(1,763,200)	63.4%	
Parks & Gardens	626	0	0.0%	1,201,069	1,501,750	80.0%	(1,200,443)	(1,501,750)	79.9%	
Road Infrastructure	1,625,920	1,618,000	100.5%	6,000,639	6,422,700	93.4%	(4,374,719)	(4,804,700)	91.1%	FAGs **TIDs in Finance, Deptn \$5.5m
Water Infrastructure	1,836,979	1,815,300	101.2%	2,586,770	2,850,150	90.8%	(749,791)	(1,034,850)	72.5%	Consumption charged Jan & June
Sewerage Infrastructure	1,230,899	1,185,700	103.8%	1,332,303	1,454,950	91.6%	(101,404)	(269,250)	37.7%	
Waste Mgt	571,663	781,900	73.1%	1,393,677	1,545,350	90.2%	(822,014)	(763,450)	107.7%	Reduction in skip Bin Revenue
Environmental Levy	211,321	206,000	102.6%	0	0	0.0%	211,321	206,000	102.6%	
Airport Operations	659,145	801,000	82.3%	943,000	1,094,200	86.2%	(283,855)	(293,200)	96.8%	
Commercial Operations	4,533,547	4,130,000	109.8%	1,063,962	996,600	106.8%	3,469,585	3,133,400	110.7%	Gravel Extract'n \$712, Roy \$132, Wharf
Works Depot	0	0	0.0%	174,003	149,050	116.7%	(174,003)	(149,050)	116.7%	Grnd Maint \$38k
Plant	2,143,251	1,986,000	107.9%	2,052,153	2,147,250	95.6%	91,098	(161,250)	-56.5%	
Private Works	191,862	100,000	0.0%	42,688	80,000	0.0%	149,174	20,000	0.0%	Woolbadda Final claim
Flood Damage	30,598,050	30,000,000	102.0%	30,791,519	30,000,000	102.6%	(193,469)	0	0.0%	
Services Functions	0	0		82,365	172,350	0.0%	(82,365)	(172,350)	47.8%	Pre cyclone Clean-up
Biosecurity	309,950	380,000	1.2%	581,923	490,750	49.0%	(271,973)	(110,750)	213.0%	
Landcare Facilitator	0	0	0.0%	9,868	9,550	103.3%	(9,868)	(9,550)	0.0%	Grant funding terminated
Engineering Total	43,925,860	43,015,900	102.1%	49,386,198	50,689,850	97.4%	(5,460,338)	(7,673,950)	71.2%	

Cook Shire Council - Revenue & Expenditure Financial Year 2015-16										
% of year completed 91.7%	Revenue			Expenditure			Surplus/(Deficit)			Comment
	Actual to 31/5/16	Amended Budget	% of Budget	Actual to 31/5/16	Amended Budget	% of Budget	Actual to 31/5/16	Amended Budget	% of Budget	
Economic Dev & Comm Serv										
Comm Serv Mtg		0		248,563	316,174	78.6%	(248,563)	(316,174)	78.6%	
Community Events	4,689	0	0.0%	43,119	66,000	65.3%	(38,430)	(66,000)	58.2%	
Community Development		0		63,438	81,500	77.8%	(63,438)	(81,500)	0.0%	Reallocation of salaries
Grants	56,407	0		88,592	96,000	92.3%	(32,185)	(96,000)	0.0%	
Economic Dev/Grants	2,800	19,000	14.7%	149,452	156,001	95.8%	(146,652)	(137,001)	107.0%	
Arts & Culture	68,597	80,000	85.7%	87,287	92,695	94.2%	(18,690)	(12,695)	0.0%	Grant unspent c/fwd
Libraries	13,621	8,600	158.4%	202,476	270,846	74.8%	(188,855)	(262,246)	72.0%	
Sports & Recreation	51,235	43,850	116.8%	258,384	301,439	85.7%	(207,149)	(257,589)	80.4%	Pool donation \$17, Fence \$9
Tourism & Events	1,512	11,000	13.7%	136,403	163,151	83.6%	(134,891)	(152,151)	88.7%	
Cemeteries	5,885	6,850	85.9%	39,356	51,750	76.1%	(33,471)	(44,900)	74.5%	
Manager Planning & Environ.	235	0		98,110	324,500	30.2%	(97,875)	(324,500)	30.2%	
Planning & Land Tenure	72,112	86,500	83.4%	334,516	557,800	60.0%	(262,404)	(471,300)	55.7%	
Building	71,321	111,500	64.0%	314,387	421,150	74.6%	(243,066)	(309,650)	78.5%	
Local Laws & Animal	21,798	31,625	68.9%	379,368	228,250	166.2%	(357,570)	(196,625)	181.9%	O'time, Wharf, Legal \$54k
Health & Environment	26,779	34,560	77.5%	227,470	524,470	43.4%	(290,691)	(489,910)	41.0%	Annual Fees
SES	21,734	22,000	98.8%	52,993	41,500	127.7%	(31,259)	(19,500)	160.3%	Rates \$17k
Community Services Total	418,725	455,485	91.9%	2,723,914	3,693,226	73.8%	(2,305,189)	(3,237,741)	71.2%	
Total Revenue & Exp	65,670,145	66,465,305	98.8%	60,353,164	64,288,162	93.9%	5,316,981	2,177,143	244.2%	
Add Back Capital Trans	(37,255,372)	(7,004,500)	531.9%	(30,792,533)	0		(6,462,839)	(7,004,500)		
Operating Rev & Exp	28,414,773	59,460,805	47.8%	29,560,631	64,288,162	46.0%	(1,145,858)	(4,827,357)		

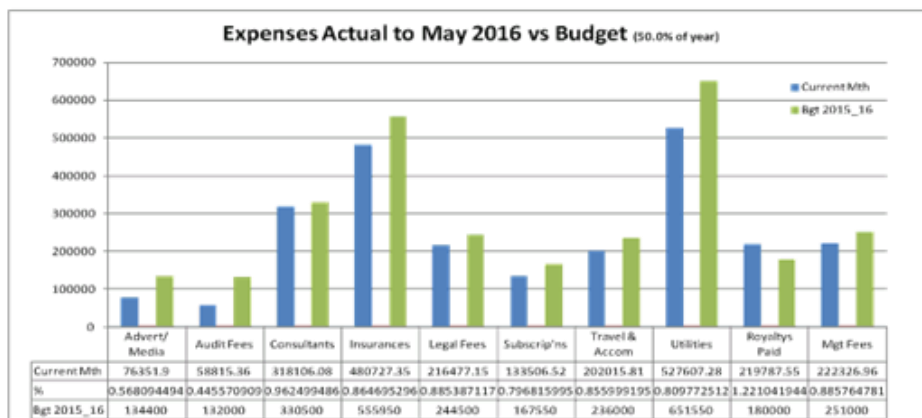
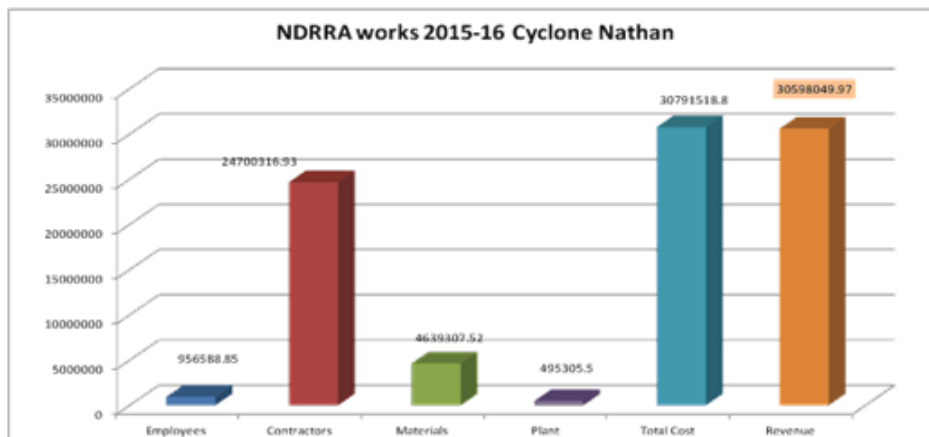
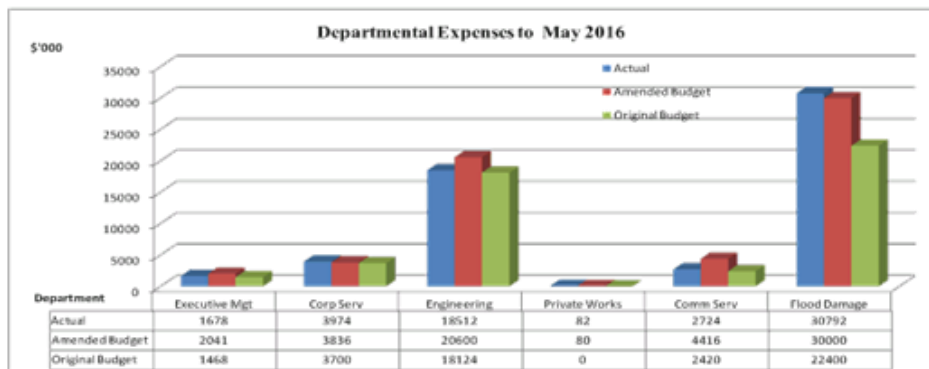
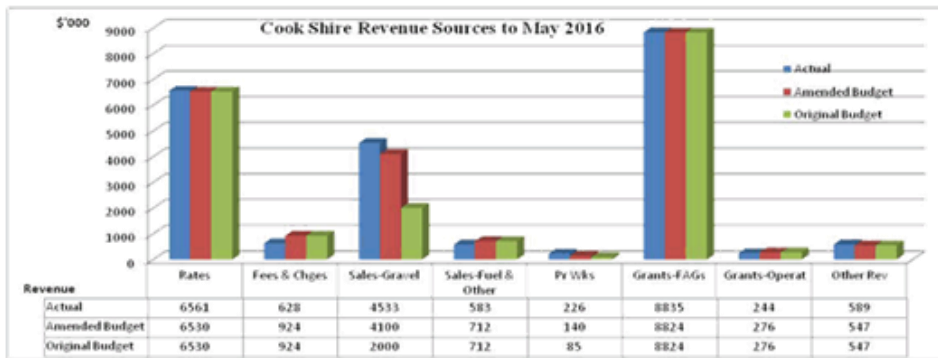
Cook Shire Council Balance Sheet				
For Financial Year 2015-16				
	Actual to 31/05/2016	% Diff	Amended Budget	Budget 2015-16
Current Assets				
Cash & Cash Equivalents	281,903	-6%	301,150	301,150
Investments	9,338,086	6%	8,800,000	7,800,000
Rate Debtors (Net of Advances)	834,178	40%	595,000	595,000
Trade Debtors	696,746	55%	450,000	450,000
Other Receivables	0	0%	0	0
Inventories	532,927	-5%	560,000	560,000
Total Current Assets	11,683,841	9%	10,706,150	9,706,150
Non-Current Assets				
Property, Plant & Equipment	275,402,099	10%	249,495,948	249,495,948
Capital Works in Progress	14,657,171	117%	6,750,000	6,750,000
Total Non-Current Assets	290,059,270	13%	256,245,948	256,245,948
Total Assets	301,743,111	13%	266,952,098	265,952,098
Current Liabilities				
Trade Creditors	505,774	-37%	800,000	800,000
Employee Entitlements	911,466	-2%	930,000	930,000
Other Payables (Incl GST Bal)	0	0%	0	0
NDRRA Rec'd in Advance	0		0	0
Borrowings	90,766	-68%	285,000	285,000
Working Capital Facility (\$10mil)	0		0	0
Provision for LSL	805,373	44%	560,000	560,000
Total Current Liabilities	2,313,379	90%	2,575,000	2,575,000
Non-Current Liabilities				
Trade Creditors	0		0	0
Employee entitlements	0	0%	0	0
Other Payables	152,778	0%	150,000	150,000
Borrowings	5,144,964	2%	5,050,000	5,050,000
Provision for LSL	185,056	-54%	400,000	400,000
Provision for Gravel Pits	1,547,794	7%	1,440,000	1,440,000
Total Non-Current Liabilities	7,030,592	0%	7,040,000	7,040,000
Total Liabilities	9,343,971	-3%	9,615,000	9,615,000
Net Community Assets	292,399,140	14%	257,337,098	256,337,098
Community Equity				
Retained Surplus	65,481,048	-3%	67,748,203	66,748,203
Asset Revaluation Surplus	225,409,684	20%	187,890,000	187,890,000
Other Reserves	1,508,408	-11%	1,698,895	1,698,895
Total Community Equity	292,399,140	14%	257,337,098	256,337,098

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

Location	WO	Waterfront Project	Budgeted Cost 2015-16	Trade-in Revenue	Funded by approved grants	Funding Body	Funded by Council	Costs Current Month	Cost to Date	Balance to Date	Comments
oktown	2233	Waterfront-Sewerage	55,000				72,316	1,567	127,316	-72,316	
	2234	Waterfront-Roadworks/Stormwater/Earthworks	1,011,418		1,066,418	R2R		2,896	284,200	727,218	
	2238	Waterfront-Irrigation (To Landscaping)	0				0	0	0	0	
	2316	Waterfront-Gazebo, Shade Sails	40,000				28,940	0	68,940	-28,940	
	2317	Waterfront-BBQ' s/Shelters					153,146	16,617	153,146	0	
	2318/19	Waterfront-Amenities/Pergola/ Eastern Toilet : MTC	1,239,159		1,239,159	R4R, DLGP		52,484	1,130,619	108,540	Includes Ancillary
	2319	Waterfront-Amenities Block : Ancillary (To WO 2318)					0	0	0	0	
	2320	Waterfront-Powder Magazine Retro-fit					0	0	0	0	
	2321	Waterfront-Landscaping(Pool,Hydromulch,Trees, Soil, Bins)	808,962		848,962	R4R/R2R		0	71,623	737,339	
	2322	Waterfront-Lighting	180,921		180,921	R4R	19,886	21	200,807	-19,886	
	2323	Waterfront-Mains Power	128,250		128,250	R4R		0	74,868	53,382	
	2324	Waterfront-Pool Fence	31,000		31,000			0	0	31,000	
	2325	Waterfront-Bond Beams & Saltwater Pool Fitout	35,517		35,517		54,384	22,031	89,901	-54,384	
	2327	Waterfront-Fishing Platforms	422,058		422,058	R4R	37,489	0	459,547	-37,489	
	2328	Waterfront-Stage Area (TO Landscaping)					0	0	0	0	
	2329	Waterfront-Concrete Works: Paths/Slabs					140,040	0	140,040	0	
	2330	Waterfront-Water Park (Grant 40%)	343,508		343,508	DLGP		4,376	319,082	24,426	
	2331	Waterfront-Gravel Footpaths (To Concrete Works)					0	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			10,974	202,500	69,230	
	2453	Waterfront-Water Mains	135,263		135,263			0	0	135,263	
	2462	Waterfront-CCTV Grafitti Stop	22,214		22,214	DLGP		0	5,700	16,514	
	2485	Waterfront-General Excavation	0				72,218	0	72,218	0	
	2809	Waterfront-Investigation of Rockwall (GHD)					94,860	43,880	94,860	0	
	2811	Waterfront-Retaining Wall					142,600	139,640	142,600	0	
	2812	Waterfront-Legal costs					26,754	3,808	26,754	0	Rockwall investigation
	2819	Waterfront-Signage & Security fence					8,772	440	8,772	0	
		Plaza Concreting					0	0	0	0	
		Total Waterfront Expenditure for 2015-16	\$ 4,750,000	\$ -	\$ 4,750,000		\$ 851,405	\$ 298,734	\$ 3,673,493	\$ 1,714,897	
					\$ 4,750,000						
		Plant & Infrastructure									
oktown		Various Plant items - to be finalised	620,000	270,000	0	-	350,000	0	148,194	471,806	Plant items to be confirmed
	2769	Landfill - Leachate Management	0	0	0		350,000	0	32,231	317,769	Environmental Levy
	2789	Belt filter Waste Water Plant (35,000)	0	0	0		3,941	1,113	3,941	0	
	2576	Settling Tank-Sewerage TP	0	0	0		10,946	664	10,946	0	
	2690	Coen Airport-24,000 Fuel Tank	0	0	0	-	72,045	0	72,045	0	
	2770	Coen Airport-Bulk Diesel Tank & Bund	0				23,621	0	23,621	0	
	2821	Coen 3 x 8 M3 Hooklift Bin (Bio Solids)					43,890	43,890	43,890		
	2810	Standby Genset-Coen STP					14,172	0	14,172	0	
		Photocopier-Admin Office	10,000		0	-	0	0	0	10,000	Current copier failing too often
	2421	Standby Genset-Annan WTP					42,360	0	42,360	0	
	2426	Dual Disinfection Pumps					16,400	16,400	16,400		
	2427	Dual Disinfection Pumps					8,200	8,200	8,200		
							0	0	0		
		Water & Sewerage infrastructure	250,000	\$0.00	0	-	250,000	0	0	250,000	Water & Waste Infrastructure under review
		Total Plant & Infrastructure Expenditure for 2015-16	880,000	270,000	0	-	1,185,575	70,267	416,000	1,049,575	

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

Location	Other Capital Project requiring Funding	Budgeted Cost 2015-16	Trade-in Revenue	Funded by approved grants	Funding Body	Funded by Council	Costs Current Month	Cost to Date	Balance to Date	Comments
Roadworks										
ook Shire	2669 Sailors Hill-Bamaga Road	1,750,000		1,750,000	ATSI TIDs	-324,162	0	1,425,838	324,162	
	2670 Lukin Overflow-Strathgordon Road	250,000		250,000	ATSI TIDs	63,025	0	313,025	-63,025	
	2772 Morehead Crossing-Causeway (\$225,000)	225,000		225,000	TIDs	112,500	0	204,169	20,831	
	2771 Endeavour B' camp 21.9 km to 23.7 km (\$530,000)	530,000		530,000	TIDs	265,000	0	431,531	98,469	Betterment program
	2775 Moreton Bramwell-Seal (\$270,000)	270,000		270,000	ATSI TIDs	51,823	0	321,823	-51,823	
ooktown	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	25,758	44,940	115,758	-25,758	R2R grant received 2014-15
	2873 Hope St - Levelling Shoulder works						40,695	41,543		Road Maint Budget
	2875 Parkinson St sealing						27,312	27,411		Road Maint Budget
	2876 Ida St P' ment reform, Drainage & Sealing						28,907	28,907		
	Racecourse walkway						0			Dependent upon Grant Funding
	2874 Staff Car Park						21,955	28,700		Road Maint Budget
	2890 Charles St - New Drainage						16,142	16,142		
celand	Seal Town Streets						0			Dependent upon Grant Funding
ura	2815 Sewer Scheme (Army project)						1,345	4,666		Army to construct - Land costs
ssville	2891 Shade Structure (\$47,790)						24,268	24,268		
ton	Broadway St Boardwalk						0			Dependent upon Grant Funding
Sub-total Roadworks 2015-16		\$3,115,000	\$0	\$3,025,000		\$193,944	\$205,564	\$2,983,781	\$302,856	
Other Structures										
ook Shire	Starke River facilities for waste						0			Dependent upon Grant Funding
	Energy efficiency program council buildings						0			Dependent upon Grant Funding
ooktown	Landfill rehabilitation						0			Environmental Levy Reserve available
	305 Airport Subdivision	500,000		500,000		0	6,874	50,279	449,721	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	Utilising Depot Loan
en	2691 Coen Airport-Taxiway Reseal (\$100,000)	0		0		100,000	0	56,415	43,585	
	2466 Coen Toilet Block	40,000	0	0	-	40,000	4,246	7,568	32,432	Purchased requires fitout and connections
celand	2767 Sports Ground-Soil Test					30,000	0	30,290	-290	Dependent upon Grant Funding
	2782 Sports Ground Fence			30,000		0	0	11,552	-11,552	Dependent upon Grant Funding
	Town boundary fence						0			Dependent upon Grant Funding
ura	Town boundary fence						0			Dependent upon Grant Funding
	Playground						0			Dependent upon Grant Funding
rtland Roads	Water supply						0			Dependent upon Grant Funding
Total Other Structures 2015-16		\$ 540,000	\$ -	\$ 530,000		\$ 320,000	\$ 11,120	\$ 161,729	\$ 658,271	
Total Capex Budget 2014-15		\$ 9,285,000	\$ 270,000	\$ 8,305,000		\$ 2,550,924	\$ 585,685	\$ 7,235,003	\$ 3,725,599	



14.2 RELATED PARTY DISCLOSURE REPORT

File Number: D16/5826
Author: Director Corporate Services
Authoriser: Martin Cookson , Director Corporate Services
Attachments: Nil

PRECIS

Council is required and obligated to adhere to the new standard (AASB124) and put in place a system to capture the relevant data to enable compliance with the reporting requirements in the financial statements.

Non compliance will result in a “Qualified Audit Opinion”.

To provide the Audit Committee with a draft Related Party Disclosure Policy, which if adopted, details the requirements to satisfy the Standard.

BACKGROUND/HISTORY

From 1st July 2016 Local Governments (Council) must disclose “Related Party” relationships, transactions and outstanding balances including commitments in the annual financial statements.

Related Parties include Councillors & Key Management Personnel, their close family members and any entities that they control or jointly control. Any transactions with these parties whether monetary or not will need to be identified and may need to be disclosed. Disclosure will only be made if a transaction occurs.

In order to meet this requirement Council has “Drafted” a Policy titled – Cook Shire Council Related Parties Disclosure Policy that requires all Key Management Personnel (KMP) to provide an annual declaration identifying:

- (i) Their close family members;
- (ii) Entities that they control or associated with;
- (iii) Entities that their close family members control or jointly control.

This information will be subject to audit as part of the annual external audit by Queensland Audit Office.

Who are Key Management Personnel (KMP)?

KMP are persons having authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

Who are close family members of KMP?

Family members who may be expected to influence, or be influenced by, that person in their dealings with council and include:

- a) That person’s children and spouse or domestic partner;

- b) Children of that person's spouse or domestic partner; and
- c) Dependents of that person or that person's spouse or domestic partner

Close family members that may be expected to influence, or be influenced by, that person in their dealings with council and include:

- a) That person's brothers and sisters;
- b) Parents, grandparents, nieces and nephews;
- e) Aunts, uncles and cousin's;

Entities include companies, trusts, incorporated & unincorporated associations such as clubs and charities, joint ventures and partnerships.

You control an entity if you have:-

- a) Power over the entity;
- b) Exposure, or rights to variable returns from involvement with the entity; and
- c) The ability to use your power over the entity to affect the amount of your returns

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

The purpose of this Policy is to provide guidance to Cook Shire Councillors and Key Management Personnel (**KMP**) to ensure Council's compliance with AASB 124 'Related Party Disclosures'. This Policy will provide a systematic approach to discern related parties, for approved related party transactions and for proper identification, recording and reporting of such transactions.

This Policy will be applied in:

- Identifying KMP;
- Identifying related party relationships and transactions;
- Identifying outstanding balances, including commitments, between Council and its related parties;
- Identifying the circumstances in which disclosure is required; and
- Determining the specific disclosures to be made.

LINK TO CORPORATE PLAN

Leadership and governance

CONSULTATION

Audit committee to approve, Legislative requirement, advice from the Queensland Audit Office

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Failure to comply with s 177 of the *Local Government Regulation 2012* and the Australian Accounting Standards may result in a qualified audit.

POLICY IMPLICATIONS

Related Party Disclosure Policy to be adopted once Audit Committee has reviewed it.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Nil

RECOMMENDATION

That Council adopt the
Cook Shire Council Related Party Disclosure Policy as presented.

14.3 ASSET DISPOSAL COEN

File Number: D16/6892
Author: Assets Manager
Authoriser: Martin Cookson , Director Corporate Services
Attachments: 1 Building Pictures (under separate cover)

PRECIS

Resolution is sought to formally offer the JS Love demountable in Coen Township to the Coen Women's Group for the purpose of establishing Women's crises accommodation.

BACKGROUND/HISTORY

In September 2006 Council tendered for a dwelling to be added to the JS Love site known as Lot 1 on MPH22171, this site is 1.252ha in area and makes up part of Council's Freehold land titles. The purpose of the dwelling was for temporary accommodation for Women and Children escaping domestic and family violence. Re comments that the community may not access the facility due to potential presence of spirits, original community consultation involving CRAC, Indigenous Volunteers and Department of Communities identified that the building would require smoking. We believe some community members were not in favour of this based on cultural advice.

Council has seen very little utilisation of this facility since its installation on 15 January 2007, Council has now been approached by the Coen Women's Group asking if we would consider gifting them the facility to be relocated to a more suitable location so it can be re-established for its intended use.

"Coen Women's Group is a small group made up by local Indigenous Coen women. It is a non-incorporated group which receives the full endorsement and support of the Coen Regional Aboriginal Corporation. Members of the Women's Group have witnessed the constant lack of crisis accommodation in Coen and the ongoing issues impacting on the community, families and children; and dysfunction created by domestic and family violence.

The Coen Women's Group also currently has strong support from all of the local service providers within the community and work effectively with the Coen Police Service, Coen Justice Group, CAFS workers, Coen Wellbeing Centre, Apunipima Health Services and Cape York Partnerships/ Cape York Employment." – Extract from Timothy Jaffer CEO CRAC letter 18 April 2016.

The Project has the full support of the Government Champion for Coen and relocation would take place in the next financial year (pending passing of resolution by Council)

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.

4.1.2 Where resources and capacity allow:

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.

CONSULTATION

Community consultation has been extensive with links to CRAC, Coen Justice Group, CAFS workers, Coen Wellbeing Centre, Apunipima Health Services, Coen Police, Coen Advisory Committee, Department of Aboriginal and Torres Strait Islander Partnerships and Government Champion Coen.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**Local Government ACT 2009 s104****Financial management systems**

(1) To ensure it is financially sustainable, a local government must establish a system of financial management that—

(a) ensures regard is had to the sound contracting principles when entering into a contract for—

(ii) the disposal of assets; and

POLICY IMPLICATIONS**DISPOSAL OF ASSETS POLICY****2.1 Disposal Methodology****2.1.1 VALUABLE NON-CURRENT ASSETS*, LAND AND “AN INTEREST IN LAND”**

Items deemed **valuable non-current assets, land** and **“an interest in land”** * (those leases that are lodged with the Titles Office) will be disposed in accordance with the *Local Government Regulation 2012*:

Exceptions to the requirement to dispose of by Auction or Tender will only be undertaken when in accordance with the *Local Government Regulation 2012*.

Notwithstanding

Local Government Regulation 2012 s236**Exceptions for valuable non-current asset contracts**

(1) Subject to subsections (2) and (3), a local government may dispose of a valuable non-current asset other than by tender or auction if—

(b) the valuable non-current asset is disposed of to—

(i) a government agency; or

(ii) a community organisation; or

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

The disposal of asset (Women’s Shelter – JS Love) CVR 4575 will require a write down of \$67,802.62 from Councils non-current assets register.

RECOMMENDATION

That Council resolve to gift for the sum of \$0.00 the asset known as (Women's Shelter – JS Love) CVR 4575 to Department of Housing and public Works for the relocation and commencement of a domestic violence crisis accommodation facility for the Coen Women's Group.

This facility is to be situated within the Coen Police compound lands and Council is to bare no cost for relocation and any current or future maintenance requirements.

14.4 STOCK WRITE OFF

File Number: D16/7089
Author: Director Corporate Services
Authoriser: Martin Cookson , Director Corporate Services
Attachments: 1 Stock write off

PRECIS

A number of stock items in the water department have been identified as unserviceable and require a reduction in the value of council's inventory.

BACKGROUND/HISTORY

Prior to the end of financial year stock take a review is regularly undertaken of council's inventory to identify any items that are unusable and therefore of no value to council. The items in question are rusted and staff have advised that they are unserviceable.

LINK TO CORPORATE PLAN

4.1.1 Sustainable financial and administrative management of council's resources.

CONSULTATION

Interdepartmental investigation

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

Complies with Accounting Standards and Council's Asset Disposal Policy (which includes materials)

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Write off of \$6,049.63 – non budget expense.

RECOMMENDATION

That Council approve the write off of obsolete stock as per attached list.

WATER STOCK WRITE OFF

Stock No.	Stock Item	WRITE OFF PRICE	Quantity	On Hand	DIFF	Value	REMARKS
165	150 ELONGATED GIBBULT	5	76.00			380.00	RUSTED, UNSERVICEABLE
242	150 x 100 FL TAPER	1	134.32			134.32	"
255	80mm MFJ	5	109.58			547.90	"
257	150mm MFJ	6	100.00			600.00	"
326	TEE 150 FL	2	211.86			423.72	"
329	TEE 100 SP - SP	2	123.00			246.00	"
340	BEND 250 x 45 D SP - SP	1	320.00			320.00	"
341	BEND 250 x 22.5 D SP - SP	1	320.00			320.00	"
342	BEND 250 x 11.25 D SP - SP	1	320.00			320.00	"
345	BEND 150 x 22.5 D FL - FL	3	116.00			348.00	"
357	150 x 11.25 D GRIPTITE BEND	3	120.00			360.00	"
362	150 x 90 D SPIGOT BEND	1	155.00			155.00	"
363	150 x 45 D SPIGOT BEND	3	120.00			360.00	"
364	100 x 45 D SPIGOT BEND	4	72.00			288.00	"
365	100 x 22.5 D SPIGOT BEND	1	72.00			72.00	"
368	100 x 90 D SPIGOT BEND	1	86.00			86.00	"
376	225 x 80 HYD RISER	7	55.67			389.69	"
404	150 x 80 SP TAPER	3	137.00			411.00	"
405	BEND 150 x 90 D FL x SP	2	144.00			288.00	"
						6049.63	"

15 DEVELOPMENT, ENVIRONMENT AND COMMUNITY - REPORTS**15.1 APPLICATION FOR A DEVELOPMENT PERMIT - DA/3576 - FOR MAKING A MATERIAL CHANGE OF USE FOR ADDITIONS TO EXISTING TOURIST ACCOMMODATION AND RESTAURANT ON LOT 369 AND LOT 1 ON PLAN SP136191, BRAMWELL AND TELEGRAPH ROADS**

File Number: D16/6682

Author: Senior Town Planner

Authoriser: Gary Kerr, Director Development, Environment & Community

Attachments:

- 1 Attachment to DA3576 - Attachment A Part 1
- 2 Attachment to Report Attachment A Part 2
- 3 Attachment to Report Attachment A Part 3

PRECIS**Applicant**

Wendy Kozicka and Vincent Bowyer

Owner

Wendy Kozicka

Location

Bramwell and Telegraph Roads, Shelburne

Real Property Description

Lot 369 and Lot 1 on Plan SP136191

Area

Lot 369 – 39,600 hectares and Lot 1 – 6,100 sq metres

Zone

Rural

Proposed Use

Additions to existing Tourist Accommodation and ancillary Restaurant

Current Use

Tourist Accommodation and ancillary Restaurant

REPORT

Application has been made to Council under the current IPA Planning Scheme for the issue of a Development Permit for Making a Material Change of Use for additions and changes to the existing Tourist Accommodation and Ancillary Restaurant located on Lot 1 on Plan SP136191, as approved by Council under the Development Permit for DA/3237 issued on the 7 May 2014.

Tourist Accommodation is Impact Assessable development within the Rural Zone under the Cook Shire Planning Scheme.

PROPOSAL

Council on the 7 May 2014 issued a Decision Notice for DA/3237 – Making a Material Change of Use for extensions to existing Tourist Accommodation and Ancillary Restaurant (45 persons to 54 persons) on Lot 1 on Plan SP136191. The applicant has now lodged application to replace the ancillary restaurant with a new restaurant to be located on Lot 369 on Plan 136191 and add a new two (2) person disabled person unit (also on Lot 369) to the Tourist Accommodation while turning one of the existing units into a store room. The capacity of the Tourist Accommodation will remain at fifty four (54) persons. The old restaurant is proposed to be converted into a museum, detailing the history of the property.

SITE

The development site is located on Lots 1 and 369 on Plan SP136191 (Bramwell Station) approximately ninety (90) kilometres north - west of Weipa. Lot 369 is a Term Lease issued for Pastoral and Low Key Tourism purposes, while Lot 1 is a Term Lease issued for Tourism Purposes only. The State has provided its consent dated 16 February 2016 for this application to be made. Lot 1 has an area of 6,100 sq metres while Lot 369 has an area of 39,600 hectares approximately. The total site area is currently used for Pastoral and Tourism Purposes.

TOWN PLANNING CONSIDERATIONS

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

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

The site is zoned Rural under the Cook Shire Planning Scheme, and the proposed use of Tourist Accommodation is Impact Assessable development, that requires Public Notification.

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

- *The Rural Zone incorporates a range of agricultural, animal husbandry, forestry, aquaculture and supporting uses which strengthen the rural economy and service the rural community while preserving the amenity and character of rural land;*
- *Good Quality Agricultural Land is protected and is not alienated or fragmented;*
- *Rural Zoned land identified as Future Urban Land provides for the long-term expansion of the township and is protected from inappropriate subdivision or changes of use, which could jeopardise its functionality as Future Urban Land for urban purposes only occurs where there is a demonstrated community need;*
- *The rural economy and community is serviced by adequate infrastructure (particularly roads)*
- *Intensive rural activities are located away from sensitive land uses and do not have a detrimental impact on the amenity of adjoining land;*
- *Scenic landscape values and the rural character of the land is preserved for enjoyment of residents, visitors and tourists;*

- *New extractive industry operations utilise significant local resources and are appropriately located and designed to mitigate any significant environmental impacts; and*
- *Existing extractive industry operations and known resource bodies are protected from the encroachment of incompatible land uses.*

The following Codes are identified under the Cook Shire Planning Scheme as being applicable to Tourist Accommodation in the Rural Zone:

- Rural Zone Code
- Higher Density Accommodation Code
- Parking and Access Code
- Works, Services & Infrastructure Code
- Natural Hazards Code

REFERRAL AGENCIES

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

PUBLIC NOTIFICATION

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

DISCUSSION

Council on 7 May 2014 issued a Development Permit with Conditions for DA/3237 – Making a Material Change of Use for the purpose of Tourist Accommodation (additions to existing Accommodation and Ancillary Restaurant area) on Lot 1 on Plan SP136191, Bramwell Station.

The approval was for an increase in the capacity of the Tourist Accommodation from forty two (42) persons to fifty four (54) persons, and extensions to the existing ancillary restaurant. The development was to be totally located within Lot 1 on Plan SP136191 (Tourism Lease).

Subsequent to this approval the applicant now proposes to build a new ancillary restaurant on Lot 369 on Plan SP136191 (a separate lot to the original approval), convert the existing restaurant into a museum detailing the history of the property and provide a two (2) person, disabled person unit on Lot 369. There will be no increase in the capacity of the Tourist Accommodation as one of the existing units is to be converted into a store-room.

While technically the proposed changes do not increase the capacity of the original approval, the location of the new ancillary restaurant and the disabled persons unit on Lot 369, a separate lot to the original Lot 1, triggers the requirement for the Impact Assessable Material Change of Use application.

Council notes that the Department of Natural Resources and Mines have amended the Term Lease for Lot 369 to include Pastoral and Low Key Tourism purposes and have provided their owner's consent for the application to be made.

Following due consideration of the above, the proposed development, the subject of this application is recommended to Council by Council Officers for approval with conditions.

RECOMMENDATION

That the application under the current IPA Planning Scheme by Wendy Kozicka and Vincent Bowyer for a Development Permit for making a Material Change of Use for additions and changes to the existing Tourist Accommodation and Ancillary Restaurant on Lots 1 and 369 on Plan SP136191, located at Bramwell and Telegraph Roads, Shelburne, be approved subject to the following Conditions:

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

1. The development must be carried out generally in accordance with the following plans (Appendix 'A') submitted in response to Council's Information Request, except for any variations required to comply with the Conditions of this approval:
 - Site Plan – Bar/Restaurant – Project No 16-09B – Sheet 1B of 4
 - Floor Plan – Bar/Restaurant – Project No 16-09 – Sheet 2 of 4
 - Elevations – Bar/Restaurant – Project No 16-09 – Sheet 3 of 4
 - Elevations – Bar/Restaurant – Project No 16-09 – Sheet 4 of 4
 - Site Plan – Special Tourist Lease – Project No 16-06 – Sheet 1 of 1
 - Floor Plan – Accommodation Unit Disability Facilities – Project No 15-24 Sheet 2
 - Elevations – Accommodation Unit Disability Facilities – Project No 15-24 Sheet 3
 - Floor Plan/Elevations – Amenities Block – Project No 15-27 Sheet 2

Water

2. A potable water supply must be provided for the development. Details of such water supply together with the results of a NATA accredited water quality test showing the water is potable must be provided to Council prior to the use commencing.

Effluent Disposal

3. Any application for waste water treatment and disposal must include details of the proposed wastewater treatment disposal systems and calculations demonstrating compliance with the Queensland Plumbing and Wastewater Code and AS/NZS 1547:2000 – "On-Site domestic wastewater management".
4. The applicant must provide evidence at the time of Plumbing Application that the total capacity of wastewater treatment systems on Lot 369 on Plan SP136191 is below twenty one (21) EP (equivalent persons). Should the total capacity of the wastewater treatment systems on Lot 369 on Plan SP136191 be twenty one (21) equivalent persons or above, an approval will be required under the *Environmental Protection Act 1994* for an ERA 63 – Sewerage Treatment.

Access

5. Access to the development must be via the existing access.

Kitchen

6. The kitchen must comply with the *Food Act 2006*.
7. A detailed design plan of the kitchen, showing location and types of fittings must be submitted to Council for approval by Council's Environmental Health Officer prior to construction commencing.

Food Preparation

8. Any part of the premises to be used in the preparation, storage or handling of food is to comply with the requirements of the Food Act 2006, and is to be licensed and registered by Council.

Electricity

9. The development must be connected to a reliable electricity supply.

Fire Prevention

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

Screenings

11. Constructed privacy screening must be provided for the new disabled person accommodation unit. Details to be provided at the time of building application.

Internal Pathways

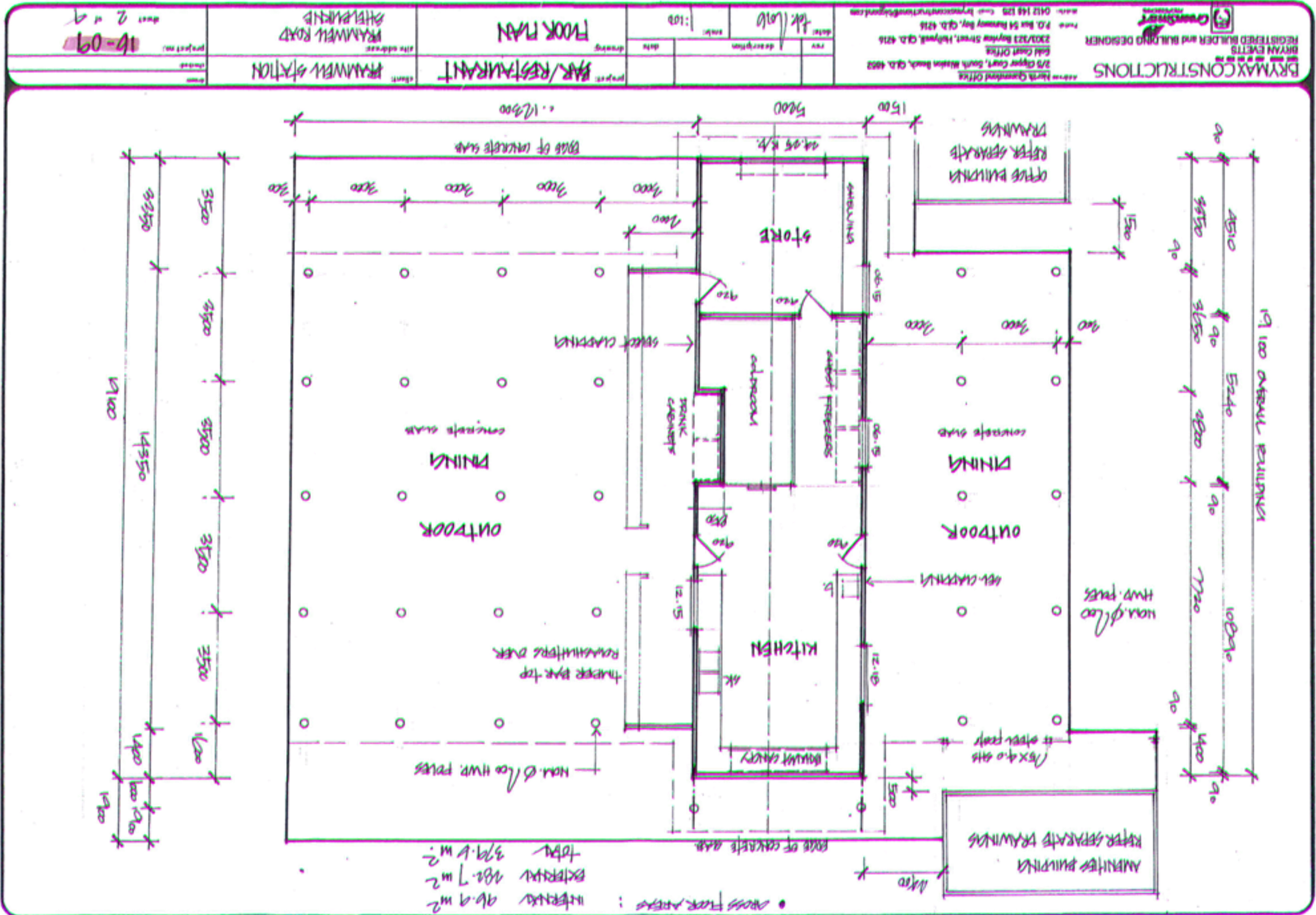
12. The new accommodation building must be connected to the laundry and restaurant by minimum 1.6 metre wide concrete pathway. Details to be provided at the time of building application.

Compliance

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

Currency Period

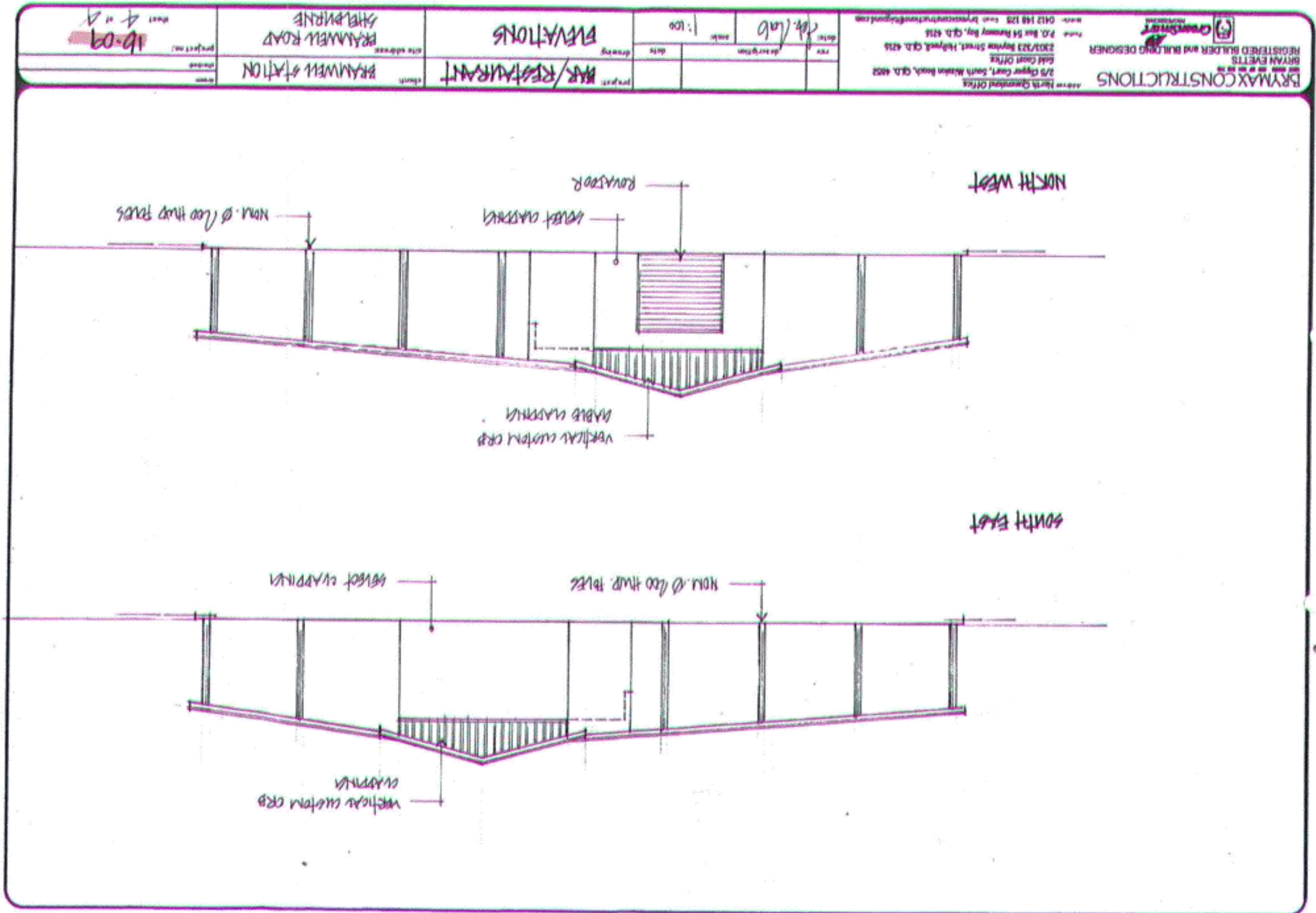
14. The currency period for this development approval is four (4) years. Should the extensions to the Tourist Accommodation and Ancillary Restaurant not be established within this time, the approval will lapse.

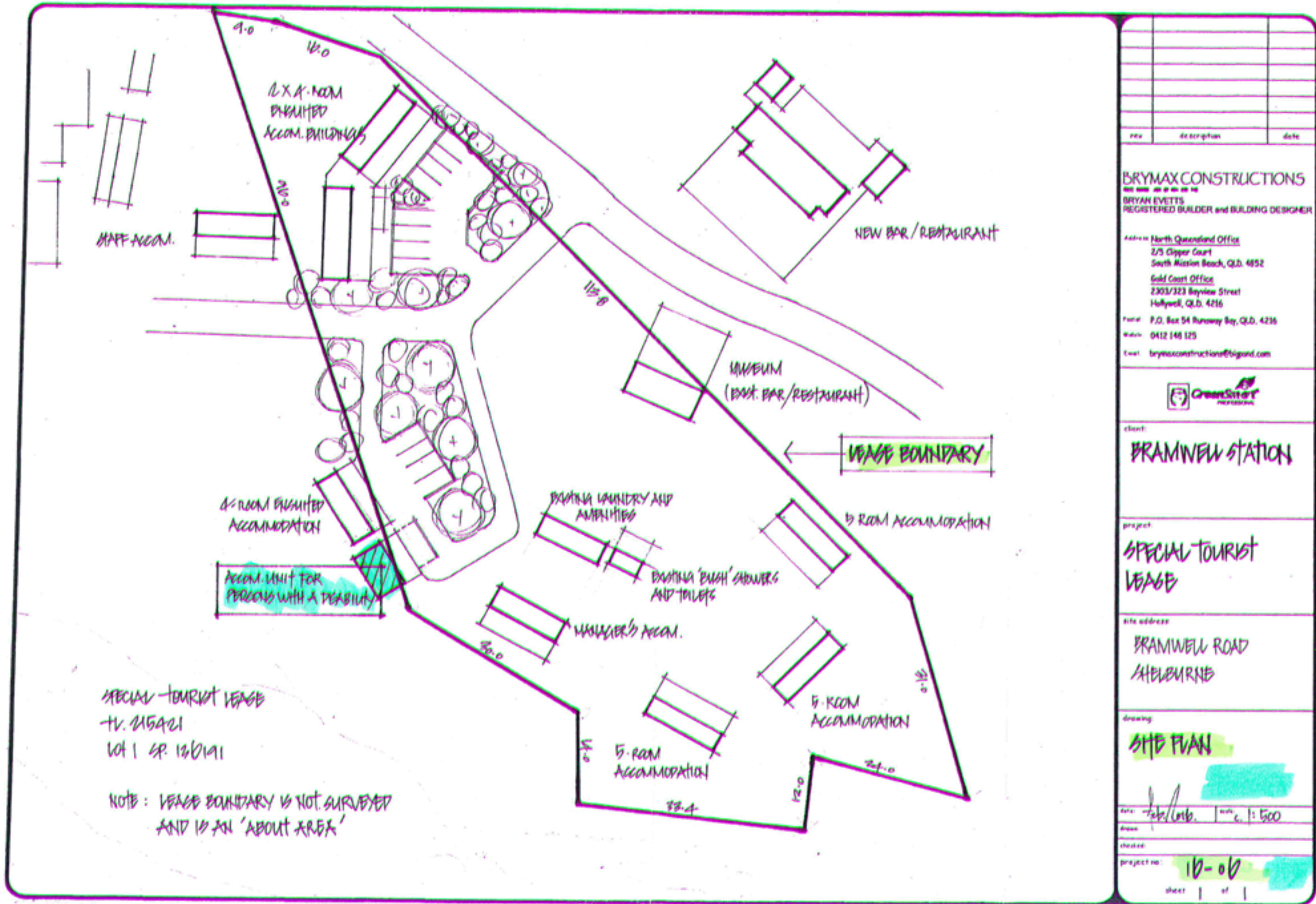


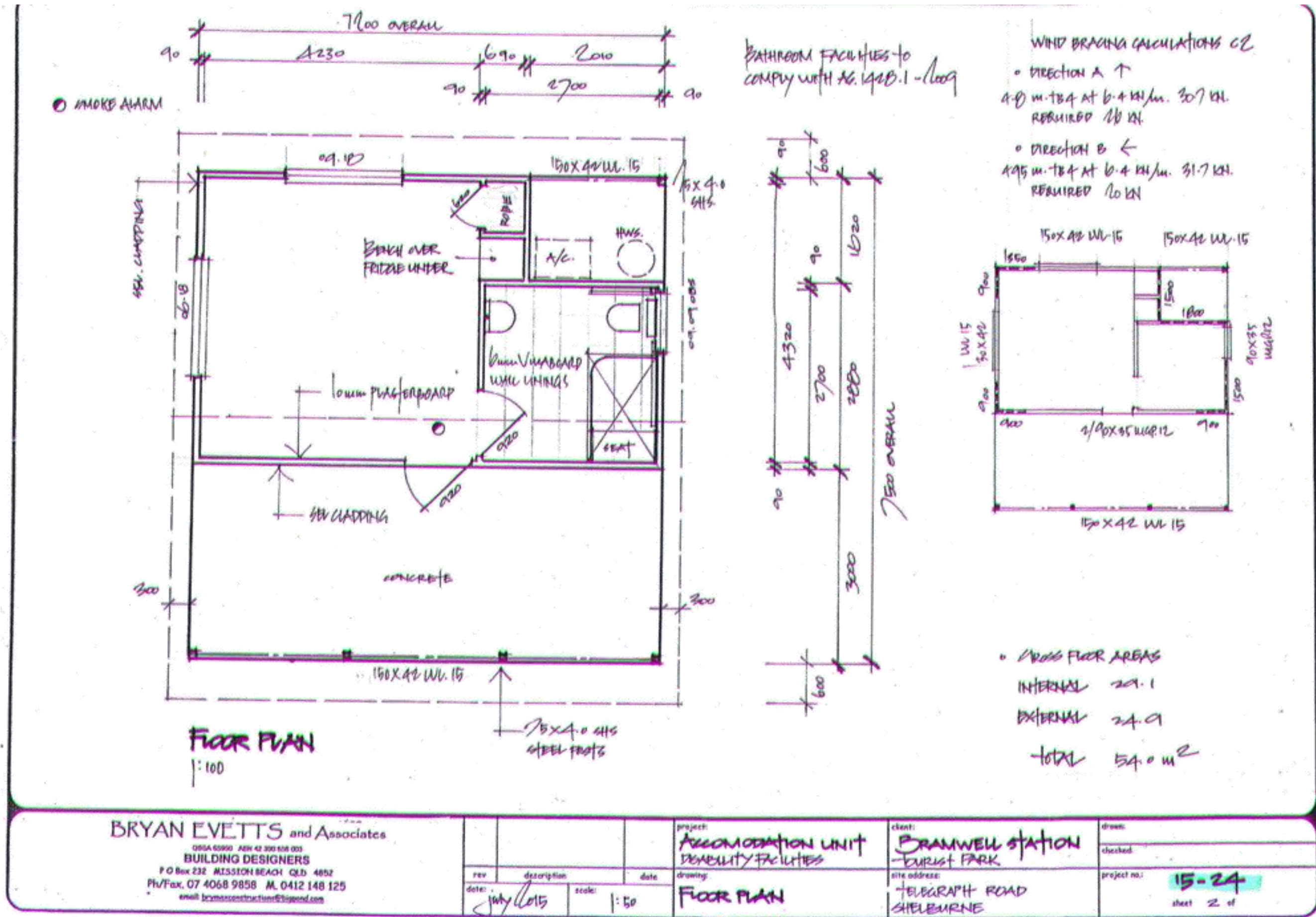
sheet 3 of 4 16-09	project no: 16-09	site address: STRAMWELL ROAD SHEPPARTON	drawing: ELEVATIONS	sheet: 1 of 100	date: 16/06/16	title: BAR/RESTAURANT	client: STRAMWELL STATION
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SOUTH WEST

NORTH EAST







TIMBER SCHEDULE

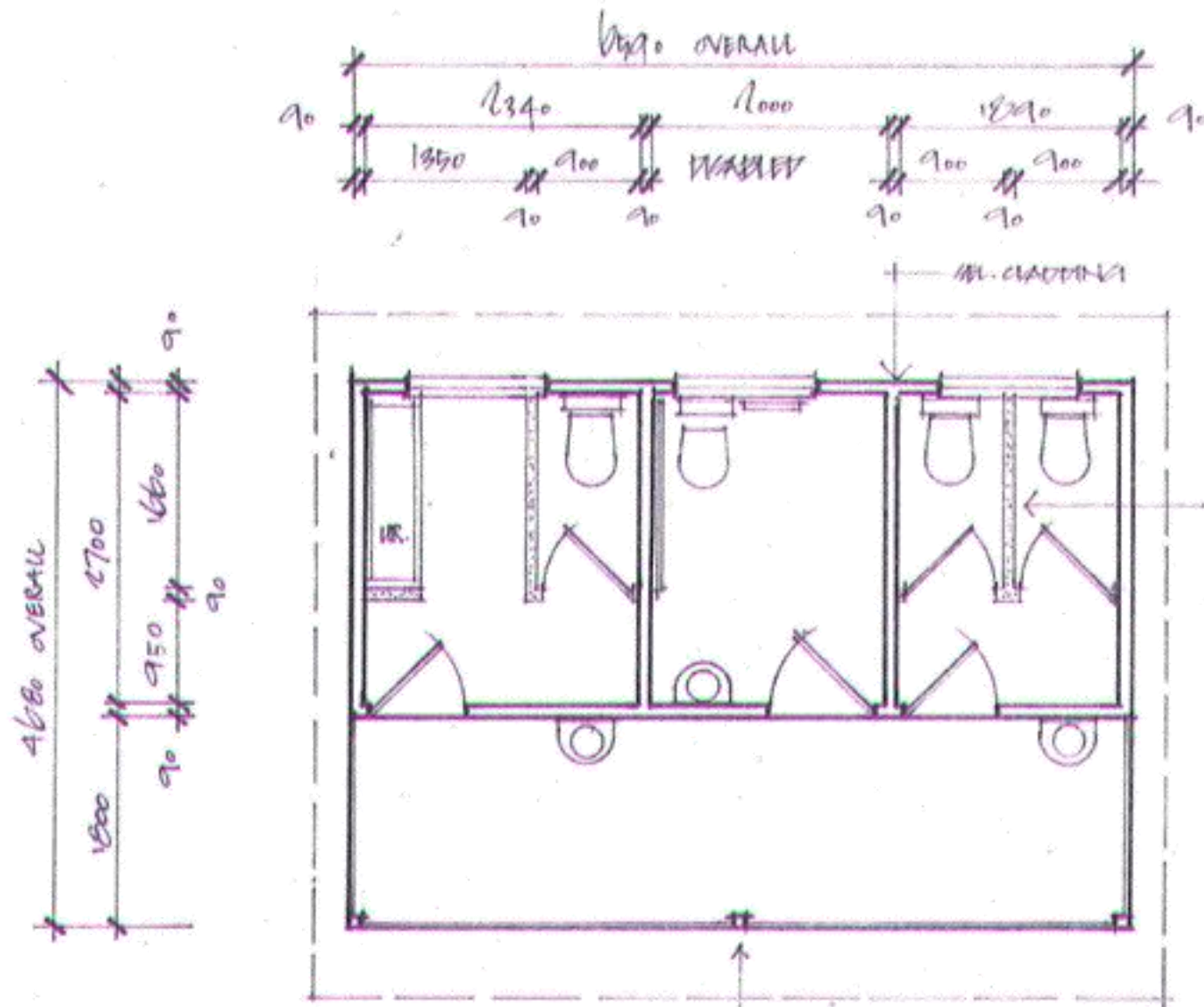
WALL FRAMING
 STUDS 90 X 35 MGP.12 AT 450 CTS
 BOTTOM PLATE 35 X 90 MGP.12
 TOP PLATE 2/35 X 90 MGP.12
 NORAINGAS 35 X 90 MGP.12 (1 ROW)
 JAMB STUDS 2/90 X 35 MGP.12
 LINTELL REFER PLAN

ROOF FRAMING
 PREFABRICATED ROOF TRUSSES AT 900 CTS
 35 X 70 MGP.12 BATTENS AT 600/900 CTS.
 ROOF BEAM : 150 X 42 LVL.15

SECTION
1:50

ELEVATIONS
1:100

BRYAN EVETTS and Associates <small>ORSA 60950 ABN 42 393 658 003</small> BUILDING DESIGNERS P O Box 232 MISSION BEACH QLD 4852 Ph/Fax. 07 4068 9858 M. 0412 148 125 <small>email bryans@evetts.com.au bryans@bigpond.com</small>				project: ACCOMMODATION UNIT DISABILITY FACILITIES	client: BRAMWELL STATION TOURIST PARK	drawn: checked:
		rev: description: date:	drawing: ELEVATIONS / SECTION	site address: TELEGRAPH ROAD SHELBURNE	project no.: 15-24 sheet 3 of	
		date: July/2015	scale: as shown			



DISMANTLED FACILITIES TO COMPLY WITH AS 1428.1 - 2009

FLOOR PLAN
1:50

REAR

SIDE

FRONT ELEVATIONS
1:100

BRYAN EVETTS and Associates
 QBISA 00990 ABN 42 390 858 003
BUILDING DESIGNERS
 P O Box 232 MISSION BEACH QLD 4852
 Ph/Fax: 07 4068 9858 M. 0412 148 125
 email: bryann@constructionstaged.com

rev	description	date
1	July/05	as shown

project: AMENITIES BLOCK
 drawing: FLOOR PLAN ELEVATIONS

client: BRAMWELL STATION
 site address: BRAMWELL ROAD SHELBURNE

drawn:
 checked:
 project no.: 15-27
 sheet 2 of

15.2 APPLICATION FOR A DEVELOPMENT PERMIT - DA/3574 - FOR MAKING A MATERIAL CHANGE OF USE FOR CARAVAN PARK (CAMPING GROUND) ON LOT 369 ON PLAN SP136191, TELEGRAPH ROAD, SHELBURNE.

File Number: D16/6867
Author: Senior Town Planner
Authoriser: Gary Kerr, Director Development, Environment & Community
Attachments: 1 Attachment 'A' - Approved Plans

PRECIS**Applicant**

Wendy Kozicka and Vincent Bowyer

Owner

Wendy E Kozicka

Location

Telegraph Road, SHELBURNE

Real Property Description

Lot 369 on Plan SP136191

Area

39,600 Hectares

Zone

Rural

Proposed Use

Caravan Park (Camp Ground)

Current Use

Pastoral/Tourism/Remote Workers' Accommodation

Submissions

Nil

REPORT

Application has been made to Council under its current IPA Planning Scheme, for the issue of a Development Permit for making a Material Change of Use of Premises for a Caravan Park (Camping Ground) on Lot 369 on Plan SP136191 (Bramwell Station), Telegraph Road, Shelburne. The development will be in three (3) stages. Caravan Park is Impact Assessable development within the Rural Zone under the Cook Shire Planning Scheme.

Council issued an Acknowledgement Notice on the 26 February 2016, and an Information Request on 10 March 2016. The applicant responded to the Information Request on the 11 April 2016.

PROPOSAL

The proposal is for the staged development of a sixty one (61) site caravan park (camping ground) catering for a maximum of one hundred and nine (109) persons at any one time. The park will generally operate from April to November and will be closed during the wet season. The development will be staged as follows:

- Stage 1 (existing)
Caravan and camper-trailer sites – 8 – 16 persons
Campervan sites – 3 – 6 persons
Tent sites – 6 – 9 persons Total – 17 sites – 31 persons

- Stage 2 (existing)
Caravan and camper-trailer sites – 3 – 6 persons
Campervan sites – 3 – 6 persons
Tent sites – 18 – 27 persons Total – 24 sites – 39 persons

- Stage 3 (proposed)
Caravan and camper-trailer sites – 12 – 24 persons
Campervan sites – 10 – 15 persons
Tent sites – 0 – 0 persons Total – 22 sites – 39 persons

The development site will have an area of 5.2 hectares and will include shower/toilet/laundry and playground facilities. The site plan also shows a catchment area for carnival weekend. This is a once a year carnival and doesn't require a planning approval.

SITE

The development site is located on Lot 369 on Plan SP136191 (Bramwell Station) approximately ninety (90) kilometres north east of Weipa. Lot 369 is a Term Lease issued for Pastoral and Low Key Tourism purposes and has an area of thirty nine thousand six hundred (39,600) hectares. The site is currently being used for Tourism/Contracting and Pastoral Purposes. Council on the 13 May 2016 issued a Development Permit for a twenty five (25) person Remote Workers' Accommodation facility on Lot 369.

TOWN PLANNING CONSIDERATIONS

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

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

The site is zoned Rural under the Cook Shire Planning Scheme, and the proposed use of Caravan Park is Impact Assessable development and required public notification.

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

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

The following Codes are identified under the Cook Shire Planning Scheme as being applicable to Caravan Park in the Rural Zone:

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

DESIRED ENVIRONMENTAL OUTCOMES (DEO's)

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

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

- Safety

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

3.1.1 DEO: A Strong Economy

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

Response

The development will provide formal approval for an existing use located in the isolated far north of the Shire which provides a much needed facility for the caravan, camper-trailer and camping side of the tourist industry. This development will also increase the size of the existing campground and will provide upgraded amenities for travellers

3.1.4 DEO: Good Transport and Communications

The Shire's transport and communication network, especially its roads and telecommunications, is continuously improved to help overcome the tyranny of distance. This provides the foundation for a strong economy, with better access by remote residents to urban services and facilities and improved educational outcomes.

Response

As the Shire roads have improved the number of drive/camp tourists accessing the north of the Shire has rapidly increased. This development while adding to the economy of Cook Shire also provides a formal location for tourists to camp with all facilities, which adds to the comfort of the traveller while lessening impacts on the environment.

3.1.6 DEO: Rural Prosperity

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

Response

The proposed caravan park (camp ground) adds further diversity to the pastoral, contracting and tourism facilities currently existing on Bramwell Station. This development adds to the economy of Cook Shire by providing a destination for drive/camp tourist and protects the environment by providing formal toilet and rubbish collection facilities. The development is in accordance with the Term Lease for Lot 369.

REFERRAL AGENCIES

There were no Referral Agencies for the purpose of this application

PUBLIC NOTIFICATION

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

DISCUSSION

The proposed staged development will formalise an existing use currently being conducted on Lot 369, while at the same time expanding the use by an additional twenty two (22) sites (see stage 3).

The development compliments the current Tourist Accommodation and ancillary restaurant currently located on Bramwell Station as it provides an alternative stay option for the driving tourist.

The camp ground with its toilet/shower/laundry facilities will provide a degree of comfort for the drive/camp tourist, while at the same time reducing the impact of unsupervised camping tourism on the environment by providing toilet and rubbish collection facilities on site.

Council notes that the Department of Natural Resources and Mines have amended the Term Lease for Lot 369 to include Pastoral and Low Key Tourism purposes, and have provided their owner's consent for the application to be made.

Following due consideration of the above, the proposed staged development of a caravan park (camp ground), the subject of this application is recommended to Council by Council Officers for approval with conditions

RECOMMENDATION

That the application under the current IPA Planning Scheme by Wendy Kozicka and Vincent Bowyer for a Development Permit for Making a Material Change of Use for a Caravan Park (Camp Ground) (Staged) on Lot 369 on Plan SP136191, located at Telegraph Road, Shelburne be approved subject to the following Conditions:

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

1. The development must be carried out generally in accordance with the following plans (Attachment 'A') submitted in response to Council's Information Request, except for any variations required to comply with the Conditions of this approval:
 - Existing Facilities Stage 1 – Facilities – Project No 16-19 – Sheet 3;
 - Atco Structures – Floor Plan – Drawing No WALH-212 – A3;
 - Site Layout – Proposed Camp-ground – Project No 16-19 – Sheet 2;
 - Site Plan – Camp-ground – Project No 16-19 – Sheet 1.

Staging of Development

2. Staging must be in accordance with approved Site Layout Plan (Site Layout – Proposed Camp-ground – Project No 16-19 – Sheet 2):
 - **Stage one (1)(existing)**
 - Caravan and camper-trailer sites – 8 – 16 persons
 - Campervan sites – 3 – 6 persons
 - Tent sites – 6 – 9 persons
 - Total – 17 sites – 31 persons
 - **Stage two (2) (existing)**
 - Caravan and camper-trailer sites – 3 – 6 persons
 - Campervan Sites – 3 – 6 persons
 - Tent Sites – 18 – 27 persons
 - Total – 24 sites – 39 persons
 - **Stage three (3) (Proposes)**
 - Caravan and camper-trailer sites – 12 – 24 persons
 - Campervan Sites – 10 – 15 persons
 - Total – 22 sites – 39 persons

Water

3. A potable water supply must be provided for the development. Details of such water supply together with the results of a NATA accredited water quality test showing the water is potable must be provided to Council prior to the use commencing.

Effluent Disposal

4. Any application for waste water treatment and disposal must include details of the proposed wastewater treatment disposal systems and calculations demonstrating compliance with the Queensland Plumbing and Wastewater Code and AS/NZS 1547:2000 – “On-Site domestic wastewater management”
5. The applicant must provide evidence at the time of Plumbing Application that the total capacity of wastewater treatment systems on Lot 369 on Plan SP136191 is below twenty one (21) EP (equivalent persons). Should the total capacity of the wastewater treatment systems on Lot 369 on Plan SP136191 be twenty one (21) equivalent persons or above, an approval will be required under the *Environmental Protection Act 1994* for an ERA 63 – Sewerage Treatment.

Ablution Facilities

6. Each stage of the development must be provided with ancillary toilet/shower and laundry facilities as required under the *Building Code of Australia* and *Council's Local Laws*, including facilities for disabled persons, prior to the use of each stage commencing.

Access

7. Access to the development must be via the existing access.

Internal Driveways

8. The internal driveways must be located as shown on the approved Site Layout Plan and be gravel sealed and maintained in a dust suppressed state at all times.

Camp Sites

9. Individual camp sites must be delineated and sign posted prior to their use commencing.

Car Parking

10. Car parking spaces as shown on the approved Site Layout Plan must be gravel sealed, delineated and maintained in a dust suppressed state at all times.

Building Works

11. All new structures must obtain the necessary development permits for Building Works and Plumbing and Drainage approvals prior to any construction commencing.
12. All existing structures associated with this Caravan Park must obtain the necessary development permits for Building Works and Plumbing and Drainage approvals prior to the 31 October 2016.

Electricity

13. The development must be connected to a reliable electricity supply. Details to be provided at the time of Building application.

Fire Prevention

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

Refuse

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

Environmental

16. No State Declared or environmental pest plants or pest animals are to be introduced onto the property.

Pathways

17. The camp sites must be connected to the shower/toilet and laundry facilities by means of pathways. The location of these pathways must be provided at the time of Building application.

Compliance

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

Outstanding Charges

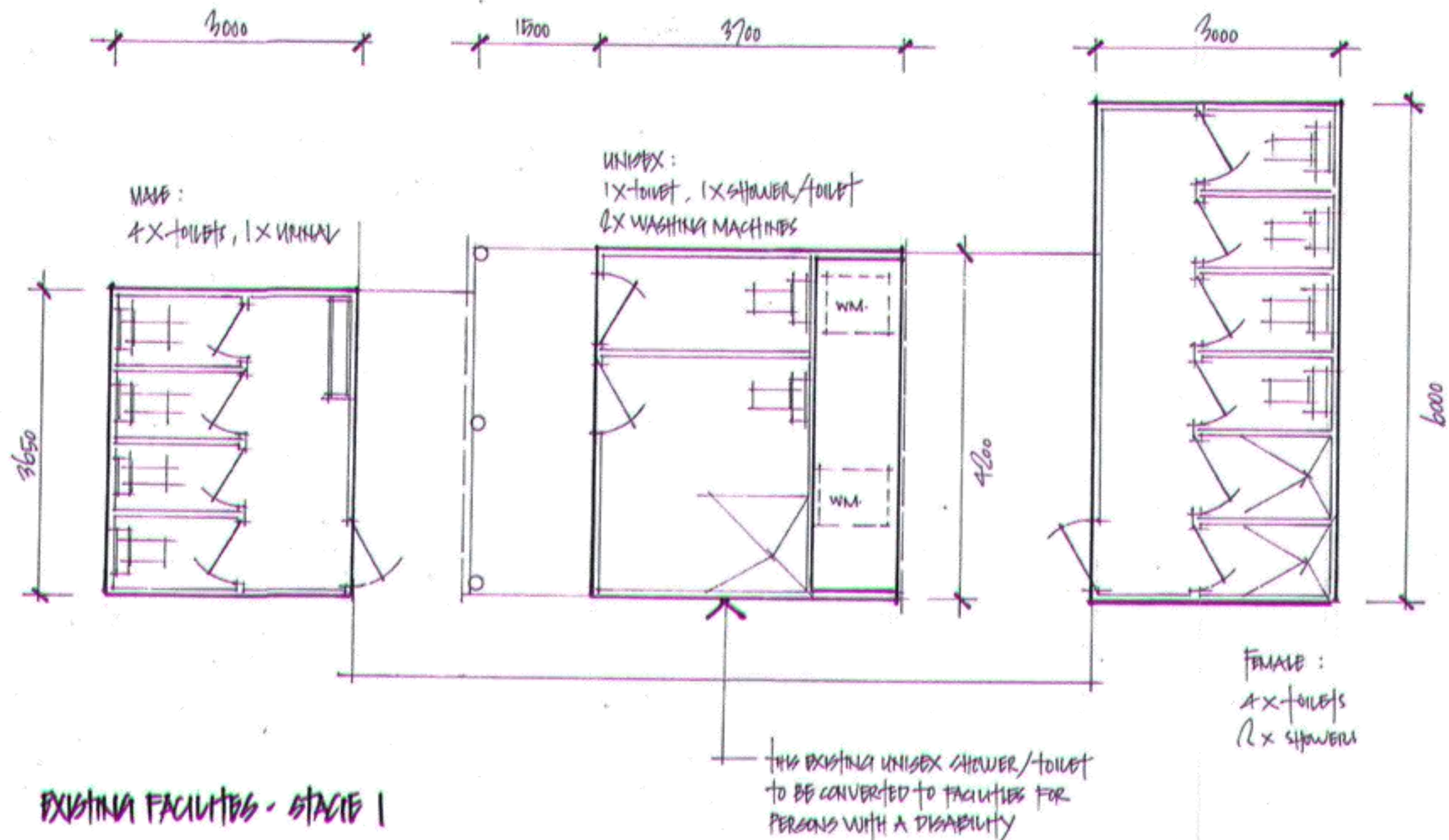
19. All rates, service charges, interest and other charges levied on the land are to be paid prior to the use commencing.

Currency Period

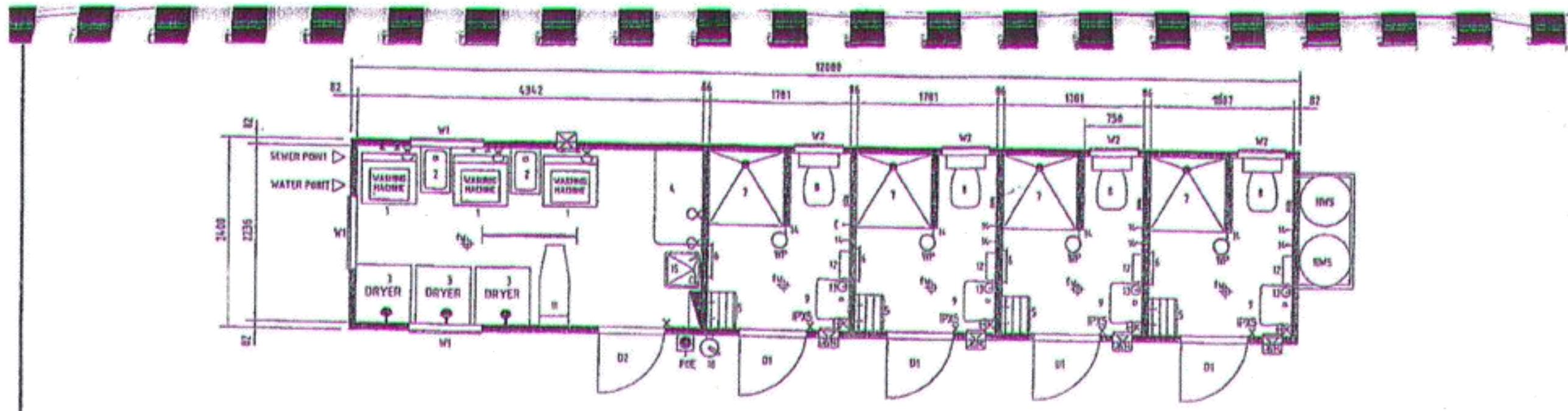
20. The currency period for this application is four years (4) years. Should the approved Caravan Park (Camp Ground) not be established within this time, the approval shall lapse.

B. Assessment Manager (COUNCIL) Advice

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



BRYMAX CONSTRUCTIONS <small>INCORPORATING THE</small> BRYAN EVETTS REGISTERED BUILDER and BUILDING DESIGNER 	<small>North Queensland Office</small> 2/5 Clipper Court, South Mission Beach, QLD. 4852 <small>Gold Coast Office</small> 2301/323 Brywick Street, Holywell, QLD. 4216 <small>F.O. Box 54 Romney Bay, QLD. 4216</small> <small>Mobile: 0412 148 125 Email: brymaxconstructions@bigpond.com</small>	project: CAMPGROUND client: BRAMWELL STATION site address: BRAMWELL ROAD SHELBURNE	drawing: FACILITIES EXISTING - STAGE 1 scale: 1:50 date: April 19/16 project no.: 16-19 sheet 3 of						
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rev	description	date							



NOTES :

- SUPERDECK Z/A ROOFING WITH
- POLYPLY INTERNAL BRIMS
- 1.5mm THICK POLYFLOR XL VINYL FLOOR COVERING
- COVERED VINYL 100mm HIGH TO WALL
- DESIGNED TO C2 WIND LOADING
- FLOOR JOISTS @ 400KRS
- DOUBLE SKID & IMPRESSED

LEGEND :

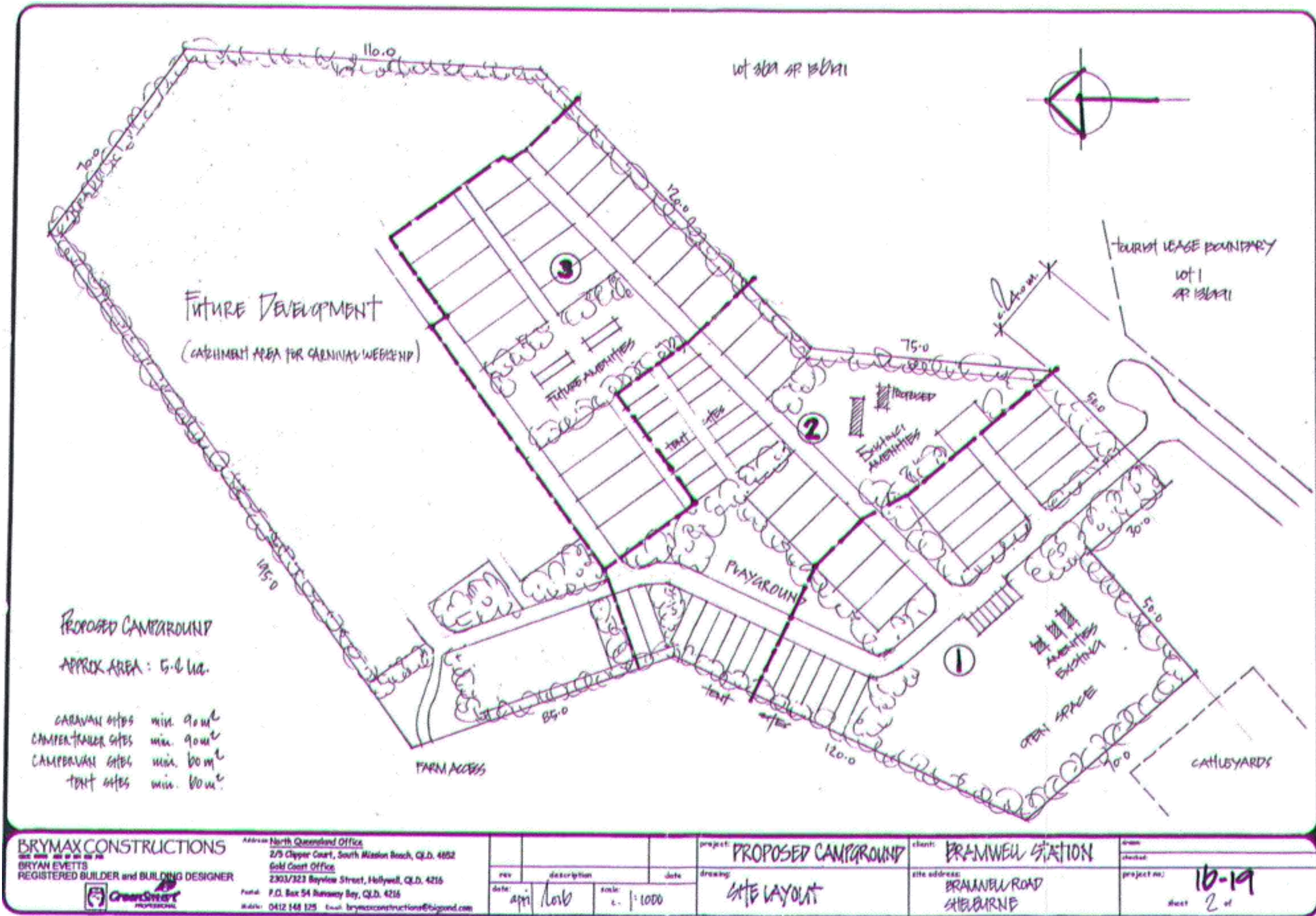
- D1. 2040 x 820 METAL CLAD EXTERNAL DOOR
- W1. 900 x 900 SLIDING GLASS WINDOW
- W2. 600 x 600 PVD SLIDING GLASS WINDOW
- HWS. 3150r HOT WATER SYSTEM TRIPLE ELEMENT, EXTERNALLY MOUNTED
- 1. SEMI COMMERCIAL WASHING MACHINE
- 2. 300r SKINNY LINE LINEN STEEL SINGLE LAUNDRY TUB
- 3. SEMI COMMERCIAL CLOTHES DRYER
- 4. 1200 x 600 BENCH
- 5. 400 x 350 AERATION BENCH SEAT c/w COAT HOOKS OVER
- 6. TOWEL RAIL
- 7. 900 x 900 FIBREGLASS SHOWER c/w CURTAIN
- 8. WC SILET c/w TOILET ROLL HOLDER
- 9. 5/5 HYPERASH c/w LINEN OVER
- 10. 9.0kg ABE FIRE EXTINGUISHER & STORAGE
- 11. ROBIN HOOD IRONING CENTRE & HARDWARED STEAM IRON
- 12. SHAVING SHELF
- 13. LIQUID SOAP DISPENSER
- 14. COAT HOOK
- 15. COILED DRINKING FOUNTAIN

ELECTRICAL LEGEND :

- SWITCHBOARD
- ★ LIGHT SWITCH
- ⚡ TWO-WAY LIGHT SWITCH
- [EXIT] ILLUMINATED EXIT LIGHT
- BATTERY HOLDER
- ⊙ EXTERNAL LIGHT
- 10W. SINGLE VENTILATOR
- 30W. SINGLE FLUORESCENT LIGHT
- 30W. DOUBLE FLUORESCENT LIGHT
- 30W. SINGLE IPX5 RATED FLUORESCENT LIGHT
- R 10 AMP SINGLE G.P.O
- R2 10 AMP DOUBLE G.P.O
- R 15 AMP SINGLE G.P.O
- R 10 AMP SINGLE G.P.O - IPX5 RATED
- ⊞ EXHAUST FAN
- ⊞ CEILING MOUNTED EXHAUST FAN
- ▽ DRAW WIRE CABLE FOR PHONE OUTLET
- △ DRAW WIRE CABLE FOR DATA DULET

INFORMATION ONLY

REV	DATE	DESCRIPTION	BY	THE DRAWING REMAINS THE PROPERTY OF ATCO STRUCTURES PTY LTD. IT MAY NOT BE REPRODUCED OR COPIED WITHOUT WRITTEN AUTHORITY.	QUALITY CERTIFIED TO AS/NZS ISO 9001:2015 BY ISO-9001 REGISTERED BETA No. 531	PROJECT No.:	DATE	SCALE	DRAWN	CHECKED	DATE	TITLE	DRAWING No.:	REVISION	
						12.0 x 2.4m ABLUTORY LAUNDRY ATCO STANDARDS WORKFORCE HOUSING	19.07.2005	1/10				FLOOR PLAN	WALH-212	A3	-
							ATCO structures								
							ATCO STRUCTURES PTY LTD 288 ST. HELENS ST. 100-01 HADFIELD RD, CHESTER, QLD 4102 PH: 904 2194, CHESTER, QLD 4102 E-MAIL: info@atco-structures.com.au			PHONE: (01) 288 6245 FAX: (01) 288 3441					



PROPOSED CAMPGROUND
 APPROX AREA: 5.6 ha.

- CARAVAN SITES min. 90m²
- CAMPERTRAILER SITES min. 90m²
- CAMPBAY SITES min. 60m²
- TENT SITES min. 60m²

BRYMAX CONSTRUCTIONS
 BRYAN EVETTS
 REGISTERED BUILDER and BUILDING DESIGNER

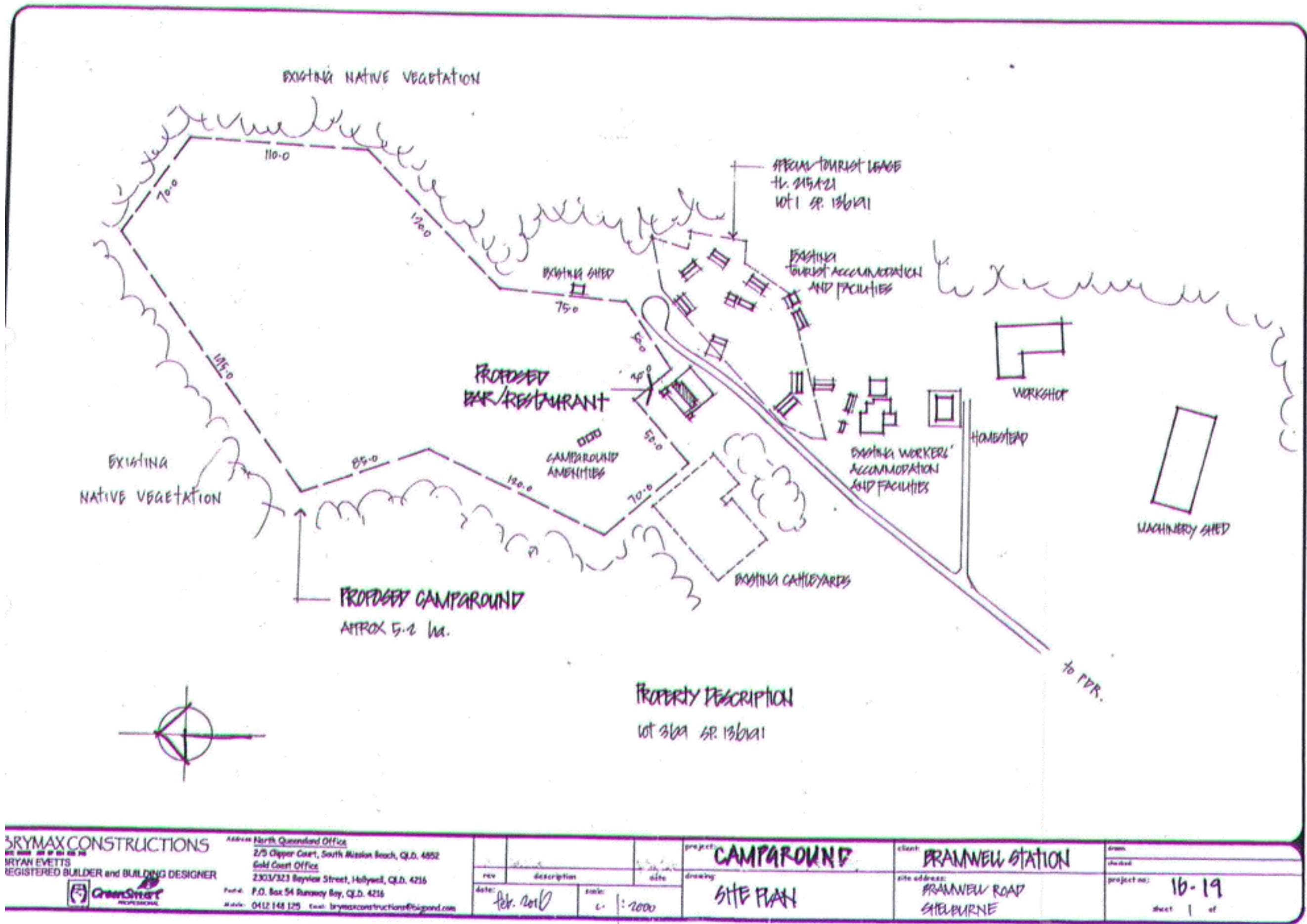
Address: North Queensland Office
 2/3 Clipper Court, South Mission Beach, QLD. 4852
 Gold Coast Office
 2303/323 Bayview Street, Hollywell, QLD. 4216
 Phone: P.O. Box 54 Rosslyn Bay, QLD. 4216
 Mobile: 0412 148 125 Email: brymaxconstructions@bigpond.com

rev	description	date
1	LOB	april

project: PROPOSED CAMPGROUND
 drawing: SITE LAYOUT
 scale: 1:1000

client: BRAMWELL STATION
 site address: BRAMWELL ROAD
 SHELBURNE

project no: 16-19
 sheet 2 of 2



PROPERTY DESCRIPTION
lot 319 SR 136191

SRIMAX CONSTRUCTIONS
RYAN EVETTS
REGISTERED BUILDER and BUILDING DESIGNER

Address North Queensland Office
2/5 Clipper Court, South Mission Beach, QLD. 4852
Gold Coast Office
2303/323 Bayview Street, Hollywood, QLD. 4216
Post: P.O. Box 54 Runaway Bay, QLD. 4216
Mobile: 0412 148 125 Email: srimaxconstructions@bigpond.com

rev	description	date	scale
		Feb. 2016	1:2000

project: **CAMPGROUND**
drawing: **SITE PLAN**

client: **BRANWELL STATION**
site address: **BRANWELL ROAD
SHELBURNE**

project no: **16-19**
sheet 1 of

15.3 APPLICATION FOR A DEVELOPMENT PERMIT - DA3380 - FOR A MATERIAL CHANGE OF USE FOR A CARAVAN PARK ON LOT 26 ON RP725840 - 1 SESAME STREET, LAKELAND

File Number: D16/7110
Author: Reel Planning Pty Ltd
Authoriser: Gary Kerr, Director Development, Environment & Community
Attachments: Nil

PRECIS

Permissible change to Development Approval – DA3380 – For a Material Change of Use for a Caravan Park at 1 Sesame Street, Lakeland – Lot 26 on RP725840 (DA/3380).

Applicant

Mr Malcolm McCudden
c/- Brazier Motti Pty Ltd
PO Box 1185
CAIRNS QLD 4870

Owner

McCudden Holdings Pty Ltd

Location

1 Sesame Street, Lakeland Qld 4871

Real Property Description

Lot 26 on RP725840

Area

9,978sqm

Zone

Village

Proposed Use

Caravan Park

Current Use

Caravan Park

REPORT

The original application was made to Council on 20 January 2015 for the issue of a development permit for a Caravan Park at 1 Sesame Street, Lakeland. An acknowledgement notice was issued on 4 February 2015 and an information request on 10 February 2015 requesting further information on a number of matters. The applicant provided a full response to the information

request via a letter dated 30 April 2015 but received by Council on 4 May 2015. Public notification was undertaken between 15 May and 9 June 2015 during which one submission was received.

The application was approved by Council subject to conditions in July 2015. On 9 May 2016 Council received a request for a Permissible Change to the aforementioned approval.

PROPOSAL

The changes broadly relate to the approved layout and access to the caravan park. The approved layout includes an entry to the park via Sesame Street and an exit via Slim Close. Conditions of approval required the internal road to be constructed prior to the commencement of the first stage (because the driveway width did not permit two-way vehicle movement). The conditions also required the upgrading of Slim Close to a 4 metre wide bitumen seal prior to the commencement of the first stage (because the existing standard was considered inadequate to cater for the traffic generated by the proposal).

The applicant has indicated (in recent discussions with Council officers) that the cost of upgrading Slim Close is prohibitive. The applicant has therefore proposed an alternative layout which incorporates a loop road for vehicles to both enter and leave via Sesame Street. By avoiding access to Slim Close, there would not be any further need to upgrade the existing road pavement. Figures 1 and 2 below show the approved and proposed layout in the southern half of the site.

Figure 1: Approved Layout Extract



Figure 2: Proposed Layout Extract



The change to the internal road layout has primarily resulted in rearrangement of proposed caravan sites in the southern part of the site (identified as Stage 4 on the site plan), with no change to the number of cabin overall. The amended site plan shows 6 fewer visitor car parks than the approved site plan and one fewer disabled unit.

SITE

The subject land is located at 1 Sesame Street, Lakeland (better described as Lot 26 on RP725840) and has a 130m frontage to Sesame Street which is sealed, a 70m frontage to Slim Close which is unsealed and a 100m frontage to Kookaburra Avenue which is unformed. It is rectangular in shape, 9,978sqm in size and currently used as a caravan park. The existing use has expanded informally over time, however correspondence from Council in 2002 states that a 20 site caravan park had been operating from the land since before Council's first Planning Scheme in 1982. At present there is nevertheless a mixture of pre-fabricated cabins, caravans and occasional tent camping, supported by a reception building, ablution facilities and a kitchen.

The site is within the town of Lakeland, opposite a petrol station and general store along Sesame Street, industrial uses along Slim Close and residential uses elsewhere. Access is available via Sesame Street and Slim Close.

Figure 3: Subject Site



TOWN PLANNING CONSIDERATIONS

Section 367 of the *Sustainable Planning Act 2009* (SPA) sets the criteria for changes to development approvals (referred to as “Permissible Changes”). Under this section, a change must not:

- Result in substantially different development;
- Require referral to additional referral agencies (if the application were re-made);
- Require impact assessment where it previously did not (if the application were re-made);
- In the assessment manager’s opinion, cause somebody to object to the changes if the circumstances allowed; or
- Include any prohibited development.

In this case the changes are considered to comply with the criteria of a Permissible Change under SPA section 367 for the following reasons:

- The type and intensity of land use that was applied for in the original application has not changed, only the proposed access arrangements;
- The change to access arrangements does not trigger referral to any additional referral agencies;
- The original application required impact assessment and the proposed changes would not vary that requirement;
- The submission received during the public notification period related to:

- The possible use by seasonal workers;
 - The removal of caravan sites; and
 - Whether the site would be adequately serviced by ancillary facilities.
- It did not relate to the proposed access location or traffic generation more generally so it is considered unlikely that submissions would be received due to the proposed change in access.
 - The proposed changes will not result in any prohibited development.

In a general sense, the proposed changes have little overall effect on the town planning matters considered in the original approval. The changes do not warrant additional assessment under the planning scheme nor do they alter the level of assessment. The type of land use (being a caravan park) and the intensity of the land use (being a total of 39 cabins to be constructed over 4 stages) have not changed.

The conditions of approval will continue to require construction of the internal access road prior to commencement of the first sale. In relation to car parking, while the approved site plan showed an additional 6 car parks compared to the proposed plan, the conditions required that 1 parking space be provided per cabin. The applicant has not sought to amend this condition so the overall provision of parking will remain the same.

The amended layout does result in sites fronting the western boundary, whereas the approved plan did not. This is considered acceptable on the basis that slightly fewer cabins adjoin the eastern and southern boundary and because the eastern boundary adjoins an unformed road reserve thereby ensuring separation to any existing or future residents.

REFERRAL AGENCIES

The application did not trigger any referral agencies and the Permissible Change trigger any new referrals.

DISCUSSION

The proposed development for a Caravan Park in the Village Zone, with 39 cabins over 4 stages was considered to comply with the relevant sections of the Planning Scheme and approved subject to conditions. The proposed change to the internal layout road removes an access to Slim Close in order to avoid the cost of the road upgrading. The change has resulted in minor changes to the layout of the proposed cabin sites, however none that are likely to cause an adverse amenity impact on surrounding land. Fewer car parks have been indicated on the proposed plan, however the condition of the approval requiring at least one car parking space per cabin site is recommended to be retained.

RECOMMENDATION

That Council approve the application submitted by Mr Malcolm McCudden for a Permissible Change to an approval for a Caravan Park over Lot 26 on RP725840 with amendments to conditions 1, 2, 7 and 17 highlighted in red below.

CONDITIONS

Approved Plan

1. The development must be carried out generally in accordance with the following proposal plans except for any modifications required to comply with the conditions of this approval:
 - 33162/001G – Proposed Master Plan, prepared by Brazier Motti, dated 03/05/16, Revision G;
 - 33162/004A – Sketch Plan – Proposed New Amenities Building, prepared by Brazier Motti, dated 29/04/15;
 - Cabin Internal Layout Plan – prepared by Auswide Steel Buildings & Shed Alliance Gold Coast, undated – received by Council on 04/05/15; and
 - Cabin Elevations – prepared by Auswide Steel Buildings & Shed Alliance Gold Coast, dated 15/04/15.

Upgrading Access

2. The entrance from Sesame Street, between the road pavement and the site boundary shall be bitumen sealed and constructed to the requirements of the FNQROC Manual prior to the commencement of the first stage.

Internal Driveway and Car Parking

3. The internal driveway and car parking is to be sited generally in accordance with the approved plan;
4. The internal driveway and the temporary parking bay adjacent to the existing reception building must be bitumen or concrete sealed and constructed prior to the commencement of the first stage.
5. In addition to the temporary parking bay, 1 car parking space must be provided for each cabin/site, either adjacent to the cabin/site for adjacent to the internal access road. Car parking is to be bitumen or concrete sealed and line marked.
6. Construction of internal driveways and car parking must be to the requirements of the FNQROC Manual. Engineering drawings must be submitted for approval by Council's Director Infrastructure Services prior to works commencing.

External Roads

7. Deleted

Construction and Staging

8. The new amenities building shall be constructed prior to commencement of the first stage where cabins are constructed without ensuite.
9. Staging can occur in any order, Stage 1 through to Stage 4.

Existing Uses

10. In recognition of the existing use rights, the applicant is able to retain some 'existing sites' while redeveloping the remainder of the site in accordance with this approval. The number of existing sites able to be maintained shall be calculated by subtracting the number of new cabins from the 20 lawful sites. Existing lawful sites may continue to be used for caravans, RVs, tent camping or cabins but should not interfere with the requirements of this approval.

Progress Plans

11. The developer is to submit a progress plan to the satisfaction of the Director Development, Environment and Community prior to the commencement of each stage indicating:
 - a. How existing sites will be accommodated within the site;
 - b. Details of additional recreation and dining facilities such as outdoor bbqs;
 - c. Typical materials and colours for new buildings; and
 - d. Areas designated for waste water irrigation.

Infrastructure Charges

12. Infrastructure charges for water must be paid to Council when the number of sites exceeds 20. An adopted Infrastructure Charges Notice shall be issued upon receipt of the progress plan mentioned in condition 10. Charges are to be paid prior to the commencement of the stage, at the rate applicable at the time of payment.

Site Population

13. Each cabin is not to accommodate more than 2 persons, with a maximum site population of 78 persons when the site is fully developed.

Building Works

14. The existing cabin which is constructed over the property boundary fronting Slim Close is to be removed prior to the commencement of the first stage.
15. The developer is to obtain building approval for all existing structures prior to commencement of the first stage.
16. All new structure must obtain the necessary development permits for building works and plumbing and drainage approvals prior to any construction commencing on the site.

Operational Works

17. Prior to any construction commencing on the site, Council will require approval of an Operational Works application for the following:
 - Upgrading of the access to Sesame Street between the existing road pavement and the property boundary to bitumen sealed standard.
 - Submission of erosion and sediment control plans as part of this access upgrading.

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

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

Landscaping

18. Prior to the issue of a Development Permit for building Works, the applicant is to prepare and submit to the Council a Landscape Plan for approval by the Council's Director Development Environment and Community. The plan should include a 2m landscaped buffer along the boundary of the site with details about how the use will be screened from the adjoining land and present attractively to the road frontage. The plan should also show how existing mature vegetation is to be retained. The Applicant is to undertake the landscaping in accordance with the approved plan prior to the commencement of the first stage.

Acoustic Fence

19. A 2m high acoustic fence is to be provided along the northern boundary of the site and is to be:

- Constructed of a material with a minimum surface area density of 12.5kg/m²
- Constructed of an aesthetically pleasing weather-resistant material such as fibre cement, painted or treated timber, brick, concrete or a combination thereof
- Continuous and gap free.

On completion, submit to Director Infrastructure Services, certification from an appropriately qualified consultant that the constructed acoustic barrier complies with the above requirements.

Storm Water

20. Storm water must be directed to a legal point of discharge to the satisfaction of Council's Manager Engineering Services.

Services

21. The proposal is to be connected to the reticulated water system, electricity supply and telecommunication services at the time of construction. Internal electricity reticulation must be via underground connection.

Effluent Disposal

22. Wastewater treatment and disposal applications must include details of proposed wastewater disposal systems and calculations demonstrating compliance with the Queensland Plumbing and Wastewater Code and AS/NZS, 1547:2000 – On-site Domestic Wastewater Management. Details to be provided at the time of lodgement of a Plumbing or Building application and prior to the issue of a Development Permit for Stage 1 building Works. The works are to be completed to the satisfaction of Council's Director of Engineering Services, prior to the commencement of the use in Stage 1.

23. If the on-site sewage system exceeds 21EP the applicant is required to obtain the necessary ERA permit. The applicant is reminded that an ERA relates to the capacity of the site as a whole, not the capacity of each system.

24. The existing irrigation area is to be replaced in accordance with the report prepared by Auswide Environmental dated 14 March 2015.

Refuse

25. Refuse storage areas are to be screened from view from the road. Collection is to be via kerbside collection to the satisfaction of the Director Planning & Environment Services.

Certificate and Maintenance

26. Upon completion of the works subject to the requirement for an Operational Works application in Condition 16 of this approval, a certificate from a qualified engineer is to be submitted to Council stating that the works have been carried out properly and in accordance with the plans and specifications approved by Council.

The certificate shall set out the full engineering details of the works as completed.

Public Utilities

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

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

Environmental

28. The applicant must ensure that no sand, soil or silt runoff occurs from the site during the construction and operation phase of the development.

Compliance

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

Outstanding Charges

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

Currency Period

31. The currency period (i.e. the completion of all 4 stages) for this application is four (4) years. Should the approved Caravan Park not be established within this time, the approval shall lapse.

B. ASSESSMENT MANAGER (COUNCIL) ADVICE

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

'Appendix A'



SKETCH PLAN - PROPOSED NEW AMENITIES BUILDING

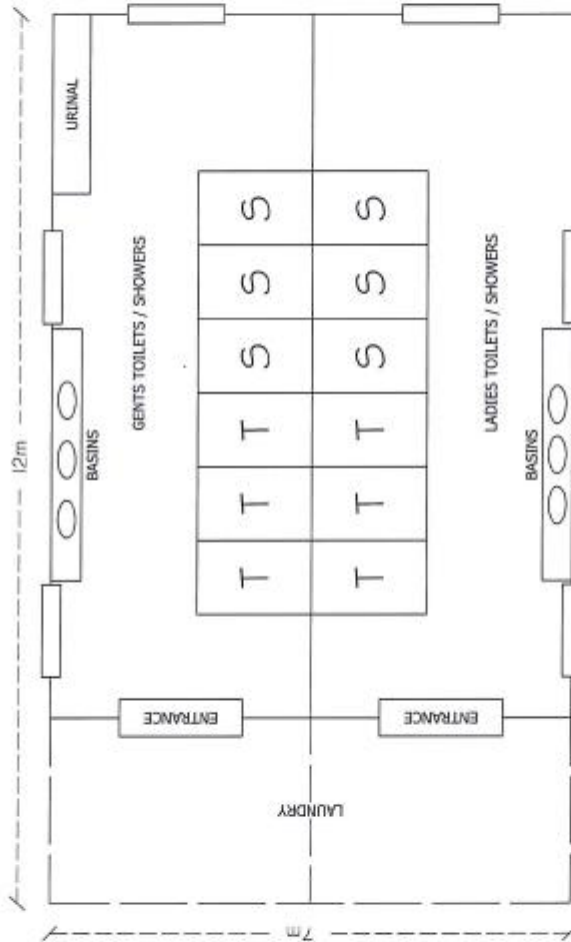
in Lot 26 on RP725840

Sesame Street, Lakeland

Parish of Bullhead

County of Banks

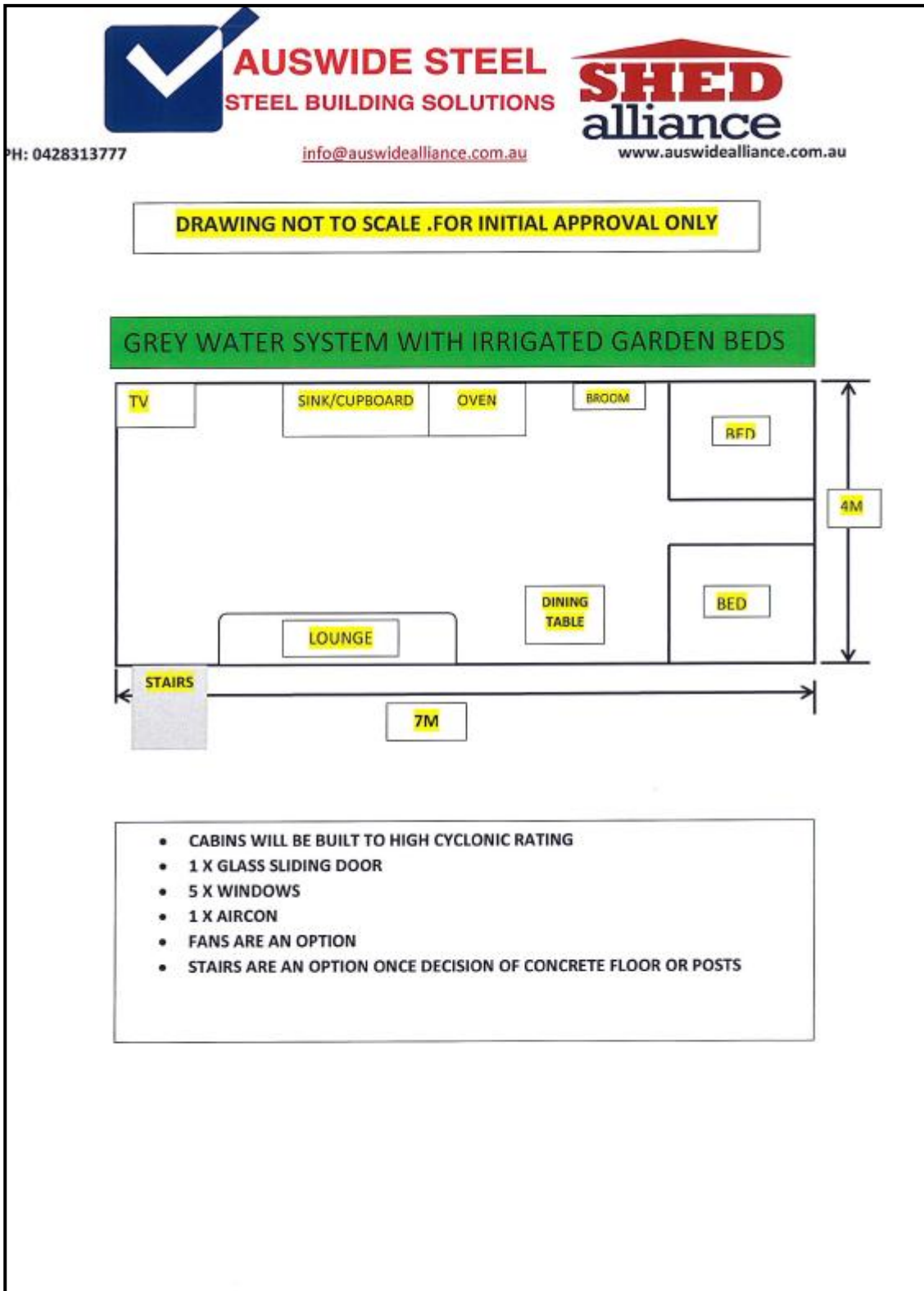
Local Authority of Cook Shire Council




 Date: 29th April 2016
 Scale: 1 : 75 @ A4
 Drawn: MIC
 Job No: 331621-3
 Plan No: 33162_004A
 www.brazermom.com.au

This plan is conceptual and for discussion purposes only. All areas, dimensions and layout are preliminary, subject to investigation, survey, engineering, and Local Authority and Agency approvals.

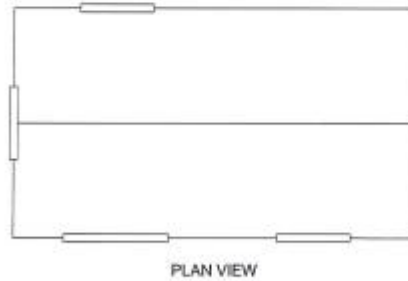
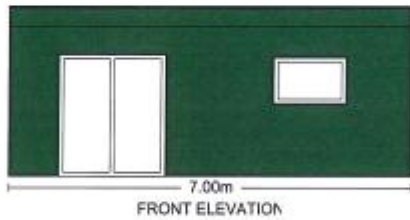
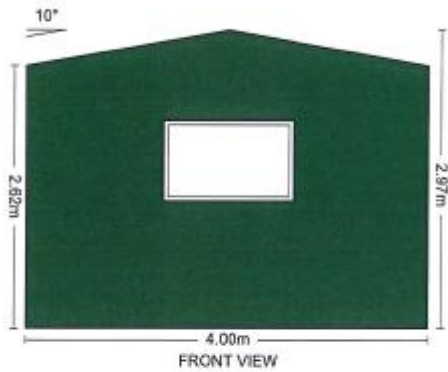
Cabin Internal Layout Plan



Cabin Elevations



Auswide Steel Buildings & Shed Alliance Gold Coast		Quotation
ABN: 64 074 438 437	Phone: 0428 313 777	No: 84202
Address: 12 Hasemann Cres Upper Coomera QLD 4209	Fax: 07 3276 1545	Date: 15/04/2015
Email: sales@auswidealliance.com.au		Valid: 14 Days
Web: www.auswidealliance.com.au		



Produced by ShedTech

Page 2 of 5

15.4 REPORT ON ADDITIONAL SUBMISSIONS RECEIVED - DRAFT COOK SHIRE COUNCIL PLANNING SCHEME

File Number: D16/7343
Author: Reel Planning Pty Ltd
Authoriser: Gary Kerr, Director Development, Environment & Community
Attachments: 1 Appendix 1 - Additional Submissions Not Forwarded to Planning
2 Response Letter - John Corbett
3 Response Letter - Angela Dick
4 Response Letter - P & E Law

PRECIS

Report on Additional Submissions received during Public Notification of the Draft Cook Shire Council Planning Scheme.

REPORT**1. Purpose**

The purpose of this report is to provide a summary of three additional submissions received by Council during the public notification of the draft Cook Shire Council Planning Scheme which concluded on 4th December 2015. These submissions all arrived on the final day of public notification (4th December 2015), and due to administrative oversight within Council were reviewed outside the main submission review and response process, so are presented to Council for response now. Copies of these three submissions are attached in Appendix 1.

2. Matters raised in submissions

The submissions included the following matters in the Draft Planning Scheme:

- Inclusion of certain land in Ayton within the Future Urban Expansion Overlay;
- The management and regulation of advertising devices; and
- A request to change the zoning of two lots at the Ayton wharf from Industry Zone to Recreation and Open Space Zone for environmental reasons.

All three issues had been adequately addressed in response to other submissions or in the development of the Draft Planning Scheme. In particular:

- Areas within the Future Urban Expansion Overlay had been reviewed and expanded to include one of the two lots queried; the second lot would not form logical and sequential expansion of Ayton and should not be included; no further amendment is recommended (see **Figure 1**);
- Response to other submissions has resulted amendment to the draft scheme to regulate third party advertising devices, satisfying the submission; no further amendment is necessary; and
- One of the two lots identified in the submission had been identified in the Environmental Management and Conservation Zone, satisfying the intent of the submission; the other lot is recommended to be retained in the Industry Zone to maintain existing lawful use rights; no further amendment is recommended (see **Figure 2**).

Figure 1. Extract of Future Urban Expansion Overlay

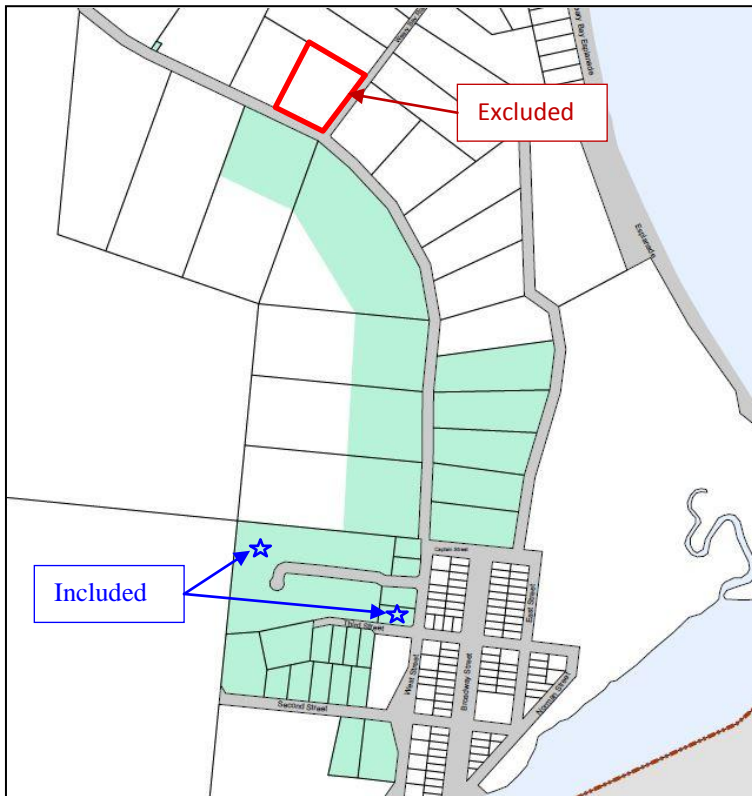
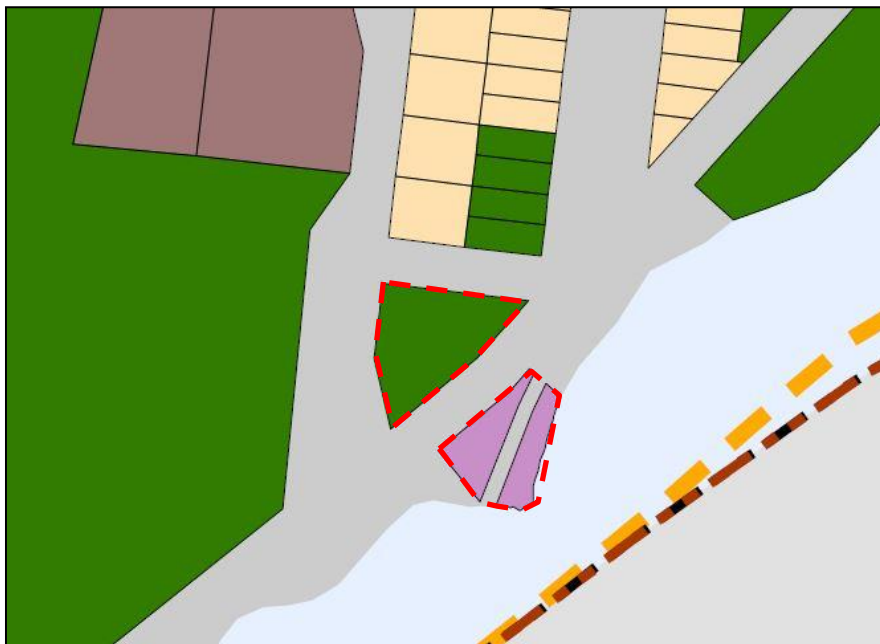


Figure 2. Extract of Zone Map for Ayton



In summary, no further amendments to the Draft Planning Scheme are recommended. Draft responses to these submissions are attached at Appendix 2. To facilitate previous resolutions to proceed with the Draft Cook Shire Council Planning Scheme, it is recommended that Council respond to the submitters as per Appendix 2.

RECOMMENDATION

1. That Council resolve to respond to these submissions and confirm that changes have already been made to (in part) in response to other submissions received during public notification of the draft planning scheme and further to explain the reasons why other changes will not be made.

Ms Angela Dick
M/S 15
COOKTOWN Qld 4895

Dear Ms Dick

DRAFT COOK SHIRE COUNCIL PLANNING SCHEME

Thank you for making a submission in relation to the Draft Cook Shire Planning Scheme.

Your submission was carefully considered and the feedback received informed the development of the Draft Planning Scheme. Please find below a summary of the issues outlined in your submission and Council's response.

The key issue outlined in your submission was the removal of land from the Industry Zone at and adjacent to the Ayton Wharf and inclusion in the Open Space and Recreation Zone. There are two allotments that Council has identified that you must be concerned about:

- Lot 1 on A3024
- Lot 26 on SR750 (in two parts)

Lot 1 on A3024, which is the triangular shaped allotment adjacent to First Street, is designated in the Conservation Zone under the current Planning Scheme. Council intends for this to be carried forward into the Environmental Management and Conservation Zone if the draft Planning Scheme.

Lot 26 on SR750 which makes up the area of the Ayton Wharf is designated in the Industry Zone in the current Planning Scheme and this designation is carried forward in the draft Planning Scheme. Maintaining the Industry Zone will continue the existing use rights for this land to continue and provide a valuable economic resource for Ayton and the Bloomfield district. This position also supports comments made by Ayton residents in separate submissions to the point that existing and future business opportunities, including industry-based businesses, be maintained for the benefits that can flow to the town. Council also advises that this allotment is currently in private ownership and it is inappropriate for Council to consider an open space or recreation zone over private land. It would also expose Council to a claim for compensation if the land was back-zoned in such a way.

In reviewing your submission as it relates to these allotments, Council will not make any amendment to the draft Planning Scheme as it considers the proposed zones appropriate in the circumstances.

Thank you for your interest in the development of the Draft Planning Scheme. Under the requirements of the *Sustainable Planning Act 2009*, the Draft Planning Scheme has now been sent to the State Government seeking formal approval for adoption. Should you have any questions in relation to the matters outlined in this letter, please contact Council's Development and Community Services on 4069 5444 or email mail@cook.qld.gov.au.

Yours faithfully

Tim Cronin
Chief Executive Officer
COOK SHIRE COUNCIL

Mr John Corbett
9 Weary Bay Road
AYTON Qld 4895

Dear Mr Corbett

DRAFT COOK SHIRE COUNCIL PLANNING SCHEME

Thank you for making a submission in relation to the Draft Cook Shire Planning Scheme.

Your submission was carefully considered and the feedback received informed the development of the Draft Planning Scheme. Please find below a summary of the issues outlined in your submission and Council's response.

The key issues outlined in your submission include:

- Why some properties have been included in the Future Urban Expansion Overlay Map;
- Exclusion of Lot 34 on RP734468 from the Future Urban Expansion Overlay Map;
- Exclusion of Lot 1 on SP171567 from the Future Urban Expansion Overlay Map;
- Exclusion of Lot 12 on SP171567 from the Future Urban Expansion Overlay Map;

Council has reviewed the Future Urban Expansion Overlay Map and identified that the extent of the mapped area was based on the mapping in the current Planning Scheme which has been carried forward. Council has decided not to review allotments currently designated in the Urban Expansion Area as the existing designations have established a clear expectation of future development potential for those property owners. Council has reviewed what additional allotments should be included and can advise you that Lots 1 and 12 on SP171567, along with the balance of the Harlow's subdivision area, have been included in the Urban Expansion Area. Council has elected not to include Lot 34 on RP 734468 in the Urban Expansion Area as it could not be a sequential expansion of the urban area of Ayton as there are existing rural lots between it and the town that do not have any expectation of becoming urban during the life of the draft Planning Scheme. This will not affect the existing rural residential approval over the site which remains in effect for the period identified in the approval.

Please note that future development of all lots in the Urban Expansion Area for urban purposes must still meet the requirements of the underlying Zone and may also require approval from the State Government for clearing of regulated vegetation (as mapped by the State Government) as well as measures to mitigate the mapped bushfire hazard.

Thank you for your interest in the development of the Draft Planning Scheme. Under the requirements of the *Sustainable Planning Act 2009*, the Draft Planning Scheme has now been sent to the State Government seeking formal approval for adoption. Should you have any questions in relation to the matters outlined in this letter, please contact Council's Development and Community Services on 4069 5444 or email mail@cook.qld.gov.au.

Yours faithfully

Tim Cronin
Chief Executive Officer
COOK SHIRE COUNCIL

Ms Angela Dick
M/S 15
COOKTOWN Qld 4895

Dear Ms Dick

DRAFT COOK SHIRE COUNCIL PLANNING SCHEME

Thank you for making a submission in relation to the Draft Cook Shire Planning Scheme.

Your submission was carefully considered and the feedback received informed the development of the Draft Planning Scheme. Please find below a summary of the issues outlined in your submission and Council's response.

The key issue outlined in your submission was the removal of land from the Industry Zone at and adjacent to the Ayton Wharf and inclusion in the Open Space and Recreation Zone. There are two allotments that Council has identified that you must be concerned about:

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Lot 26 on SR750 which makes up the area of the Ayton Wharf is designated in the Industry Zone in the current Planning Scheme and this designation is carried forward in the draft Planning Scheme. Maintaining the Industry Zone will continue the existing use rights for this land to continue and provide a valuable economic resource for Ayton and the Bloomfield district. This position also supports comments made by Ayton residents in separate submissions to the point that existing and future business opportunities, including industry-based businesses, be maintained for the benefits that can flow to the town. Council also advises that this allotment is currently in private ownership and it is inappropriate for Council to consider an open space or recreation zone over private land. It would also expose Council to a claim for compensation if the land was back-zoned in such a way.

In reviewing your submission as it relates to these allotments, Council will not make any amendment to the draft Planning Scheme as it considers the proposed zones appropriate in the circumstances.

Thank you for your interest in the development of the Draft Planning Scheme. Under the requirements of the *Sustainable Planning Act 2009*, the Draft Planning Scheme has now been sent to the State Government seeking formal approval for adoption. Should you have any questions in relation to the matters outlined in this letter, please contact Council's Development and Community Services on 4069 5444 or email mail@cook.qld.gov.au.

Yours faithfully

Tim Cronin
Chief Executive Officer
COOK SHIRE COUNCIL

P & E Law
PO Box 2337
CAIRNS Qld 4870

Attn: Emma McGrath

Dear Ms McGrath

DRAFT COOK SHIRE COUNCIL PLANNING SCHEME

Thank you for making a submission in relation to the Draft Cook Shire Planning Scheme on behalf of the Gungarde Aboriginal Corporation.

Your submission was carefully considered and the feedback received informed the development of the Draft Planning Scheme. Please find below a summary of the issues outlined in your submission and Council's response.

The key issue outlined in your submission is the management of advertising devices under the Draft Planning Scheme.

In response to other submissions received during the public notification of the Draft Planning Scheme, Council has made amendments to effectively manage advertising devices in Cook Shire. The amendments include:

- The inclusion of an administrative definition of a 'third party sign';
- An additional entry in the Level of Assessment Table for Operational Work for third party signs that applies across all Zones;
- An additional development code for third party signs;

The effect of the amendments to the Draft Planning Scheme is to require a Code Assessable Operational Works application for third party signs only. All other advertising devices will remain exempt development under the Planning Scheme. A third party sign is defined as '*an advertising device that promotes a product, service, event or activity that is not supplied, available or occurring on the site on which the device is placed*' and the Draft Planning Scheme further restricts the definition to particular types of advertising devices (a list and description of the types of devices to be regulated is included as part of Schedule 1 of the Draft Planning Scheme).

Thank you for your interest in the development of the Draft Planning Scheme. Under the requirements of the *Sustainable Planning Act 2009*, the Draft Planning Scheme has now been sent to the State Government seeking formal approval for adoption. Should you have any questions in relation to the matters outlined in this letter, please contact Council's Development and Community Services on 4069 5444 or email mail@cook.qld.gov.au.

Yours faithfully

Tim Cronin
Chief Executive Officer
COOK SHIRE COUNCIL

15.5 REVIEW OF COMMUNITY ENGAGEMENT POLICY

File Number: D16/6464
Author: Director Development, Environment & Community
Authoriser: Tim Cronin, Chief Executive Officer
Attachments: 1 Community Engagement Policy

PRECIS

Review of Community Engagement Policy

BACKGROUND/HISTORY

The policy was adopted in January 2014 and requires updating to align with the Community Engagement Strategy.

LINK TO CORPORATE PLAN

Active, Creative, Connected

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

- e) Community Engagement across all relevant activities.

CONSULTATION

Executive Leadership Team

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Local Government Act 2009

POLICY IMPLICATIONS

Community Engagement Policy

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Operational Budget

RECOMMENDATION

That Council adopt the revised Community Engagement Policy.



COMMUNITY ENGAGEMENT POLICY

INTENT:

Provide direction for Council's community engagement activities and establish a consistent, coordinated approach to community participation in Council's decision making process.

SCOPE:

This policy applies to all Councillors and staff of Cook Shire Council across all areas of Council's operations.

The Community Engagement Policy defines the mechanisms which council uses to engage the community.

It provides Councillors and staff with processes to identify engagement opportunities and to maximize the benefits of community engagement, as outlined in the *International Association of Public Participation – IAP2 Spectrum*.

DEFINITIONS:

Council defines successful **community engagement** as:

An effective two-way relationship between Cook Shire Council and the Cook Shire community, in which both sides are well informed and collaborate to improve Council services and ensure responsible decision making in the Shire.

The core structure of community engagement is based on the following International Association of Public Participation – IAP² Spectrum:

- Informing:** providing the public with balanced and objective information to assist them in understanding problems/opportunities, solutions/alternatives and decisions.
- Consulting:** asking communities for ideas, testing support for a proposal or obtaining feedback on preferences when there are options available
- Involving:** working directly with the public to ensure that public concerns and needs are consistently understood and considered.
- Collaborating:** partnering with the public in every aspect of the decision, including the development of alternative solutions and the identification of the preferred solution.
- Empowering:** placing final decision making in the hands of the public.

PROVISIONS:

1. LEGISLATION

This Policy has been prepared after consideration of the following (as amended) pieces of legislation:

Cook Shire Community Plan 2011-2021

The communities' needs and expectations are identified in the Cook Shire Community Plan 2011-2021. Cook Shire's Community Plan was developed after extensive consultation with the Cook Shire community and other key stakeholders. The information contained in the Plan outlines community goals, strategy and priorities upon which the Corporate Plan has been developed

Cook Shire Council Corporate plan 2012-2017

The Corporate Plan is the link between our community's needs and expectations and the operational activities undertaken by Council. It identifies 'Cooperation' as one of the Council's core values, defined as the principles of 'social inclusion and meaningful community engagement'.

This is further specified under heading 4.3.1 'Active, Creative and Connected' to 'provide to a standard that ensures (at a minimum) legislative compliance and equitable access: e) Community Engagement across all relevant activities'.

Local Government Act 2009

4 (2) (c) democratic representation, social inclusion and meaningful community engagement

2. RESPONSIBILITIES

All Councillors and operational staff will play key roles in engaging with the community. Councillors have responsibility for engaging with their local and regional communities; and operational staff have responsibility for engaging the community in their day to day business activities and on agreed projects.

3. POLICY STATEMENT

Cook Shire Council offers various ways for community members to participate in the decision making process and strives to increase the representation of views and opinions of our diverse community. Council believes that it can make better decisions by actively seeking input early in the decision making and policy development process. Council will use appropriate IAP² community engagement strategies and techniques depending upon the issue or project, its particular circumstances and the target audience.

Each principle seeks to clarify the purpose of why Council engages with the community and guide how that engagement occurs.

The Community Engagement Strategy 2015 will enable the implementation and ongoing use of community engagement activities throughout a range of Cook Shire Council activities.

This policy is to remain in force until otherwise determined by Council.

Originally adopted: Adopted by Council January 2014
Current version: V4
Current version adopted: Adopted by Council XXXXXXXX
Date for review: April 2018
Responsible Officer: Director Development, Environment and Community

15.6 2020 ADVISORY COMMITTEE

File Number: D16/7036
Author: Director Development, Environment & Community
Authoriser: Gary Kerr, Director Development, Environment & Community
Attachments: 1 2020 Minutes 6 June 16

PRECIS

The 2020 Advisory Committee meeting on the 6th June has made a recommendation to Council to add a Botanic Gardens representative onto the Advisory Committee.

BACKGROUND/HISTORY

The Advisory Committee recognised that the Cooktown Botanic Gardens will have an important role to play in the Cooktown 2020 Celebrations and that it is appropriate to have a member of the Advisory Committee that has responsibility for the Botanic Gardens and can provide guidance and input on Botanic Gardens issues and opportunities.

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

Identity and Integrity

4.5.3 Special Projects

b) Support community management with reference to cultural heritage endeavours

CONSULTATION

Cooktown 2020 Advisory Committee

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Local Government Regulation 2012

264 Appointment of committees

(1) A local government may—

(b) appoint advisory committees.

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Nil

RECOMMENDATION

That the Cooktown 2020 Advisory Committee Terms of Reference be updated to include a Committee member representing the Cooktown Botanic Gardens.



COOKTOWN 2020 ADVISORY COMMITTEE MINUTES

Acting Chair:	Peter Scott		
Meeting Date:	Monday 6 June 2016	Meeting Start Time:	1:11pm
Minutes Taken By:	Cassandra Ong	Meeting End Time:	2:45pm
Venue:	Council Chambers, Cook Shire Council Administration Building		

Attendees:

Mayor – Peter Scott

Director of Development, Environment and Community – Gary Kerr

James Cook Museum – Jacqui Hermann-Collins

Cooktown Re-enactment Association – Loretta Sullivan

Team Leader Tourism and Community Services – Sally Eales

Historical Society – Bev Shay

Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP) – Judy Scorinis

Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP) – Frances Maddern

Apologies:

Arts and Cultural Officer – Kate Eastick

1. Commencement of meeting and apologies

The meeting commenced at 1:11pm.

Apologies received from Arts and Cultural Officer, Kate Eastick.

2. Acceptance of previous meetings minutes

Moved: Loretta Sullivan

That the minutes of the meeting held on Monday 9 May are accepted.

Seconded: Judy Scorinis

3. Matters arising from the minutes of the previous meeting

There were no matters arising from the minutes of the previous meeting.

4. Feedback from public meeting

National Trust – positive feedback

Gary proposed that a high quality video and proposal documents be created for an emotive pitch / prospectus to put forward to key stakeholders / sponsors.

Gary advised that the focus for each working group needs to be outlined

Gary proposed that the first point on the agenda for each working group is: indigenous presence, youth involvement and to identify the key selling point to showcase in the pitch

Proposed conveners for working groups:

Endeavour / Cook / First Contact – Loretta Sullivan

Flora / Fauna – Jim Doidge / Sandra Lloyd

Arts – Kaz Price

Funding, communications, infrastructure, partnerships – Gary and Fran

5. Communications and Engagement Strategy – Approval by committee – Sally Eales

Moved: Loretta Sullivan

That the advisory committee approves of the Communications and Engagement Strategy.

Seconded by Frances Maddern

The motion put forward and carried unanimously by all members present.

6. Inclusion of a Botanic Gardens representative on the Cooktown 2020 Advisory Committee – Gary Kerr

Gary - recommendation for Jim Doidge to be officially involved on the Cooktown 2020 Advisory Committee.

Action: Gary to submit a report to the June Council meeting for the Cooktown 2020 Terms of Reference to be updated to include 1 new committee member representing the Botanic Gardens.

7. Sub Committee Report

Loretta advised that the little old man statue project and consultation with community is finalised and prepared for Sunday 12 June and will begin at 11am after the Re-enactment.

Action: Loretta to advise Aden to talk about 2020 and CDF on radio interview

8. General Business

Special Cooktown 2020 meeting with Australian National Maritime Museum (ANMM) and East Coast Encounter representatives will be held on Friday 10 June at 10am.

9. Closure of meeting

Peter declared the meeting closed at 2:45pm

Next meeting to be held Monday 4 July 2016, 1.00pm, Council Chambers.

15.7 NATURE'S POWERHOUSE ADVISORY COMMITTEE

File Number: D16/7005
Author: Director Development, Environment & Community
Authoriser: Gary Kerr, Director Development, Environment & Community
Attachments: 1 NPH Advisory Committee Minutes 27 May

PRECIS

Minutes of the Nature's Powerhouse Advisory Committee Meeting held on the 27th May 2016 that provided an update on the Cultural Audit, Committee change of name and additional membership and revitalisation strategy

BACKGROUND/HISTORY

To better represent the goals and objectives of the committee it was agreed at the Committee meeting that the name be changed to reflect the scope of the committee, that being the revitalisation of the Gallop Botanic Reserve that includes Nature's Powerhouse. The expansion of the Committee membership was also recommended to reflect the scope of the Committee. A copy of the Minutes of the Nature's Powerhouse Advisory Committee is attached.

LINK TO CORPORATE PLAN

Active Creative Connected

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

- e) Community engagement across all relevant activities

Identity and Integrity

4.5.1 Provide:

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

4.5.3. Special Projects

- b) Support community management with reference to cultural heritage endeavours.

CONSULTATION

Members of the Nature's Powerhouse Advisory Committee

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Nil

RECOMMENDATION

That Council ratifies the following recommendations contained in the Nature's Powerhouse Advisory Committee 27 May 2016 minutes:

1. That the Nature's Powerhouse Revitalisation Advisory Committee be changed to ***Waymbuurr Botanic Gardens Precinct Advisory Committee***
2. That the following positions be added to the appointed advisory committee:
 - Guugu Yimithirr Nation representative
 - Ranger representative
 - Cook Shire Council's Manager Parks and Gardens (ex-officio)

NATURE'S POWERHOUSE ADVISORY COMMITTEE MEETING

Minutes May 2016

Chair:	John Dessman		
Meeting Date:	Friday 27 May 2016	Meeting Start Time:	1.10pm
Minutes Taken By:	Gary Kerr	Meeting End Time:	3.05pm
Venue:	Nature's Powerhouse		

Committee Purpose:

To oversee, guide and advise Council on the revitalisation of Nature's Powerhouse facility and the Botanic Gardens precinct in preparation of the 2020 celebrations.

Attendees: Councillor – John Dessman, Community member –Loretta Sullivan, Vera Scarth Johnson Association – Jean Stefan , Local Indigenous Representative – Alberta Hornsby, Community member – Jo Wynter, Mayor – Peter Scott, Councillor – Kaz Price, Director of Development, Environment and Community – Gary Kerr, James Cook Museum - Jacqui Herman-Collins, CSC Admin Trainee – Jess Jarmey

Observers: Ellen White, Cynthia, Harold (Hope Vale Rangers), Richard Lee

Apologies: Cooktown Chamber of Commerce–Mick Davies, Former curator of the Botanic Gardens – Sandy Lloyd, Team Leader Tourism and Community Services – Sally Eales

Minutes of the previous meeting held on 22 April were presented.

Moved by J Stefan. Seconded by Loretta Sullivan *Carried*

Cultural Audit

- Ellen White provided an update on the progress of the Cultural Audit – attached. Ellen also tabled an invoice for \$2,755.69 for first progress payment for car rental and flights. Total budget for audit approved by Council is \$10,000 plus GST

Committee Name

Recommendation:

That the Nature's Powerhouse Revitalisation Advisory Committee be changed to **Waymbuurr Botanic Gardens Precinct Advisory Committee**

Moved L Sullivan, seconded A Hornsby *Carried*

Committee Membership

Recommendation:

That the following positions be added to the appointed advisory committee

Guugu Yimithirr Nation representative
Ranger representative
Cook Shire Council's Manager Parks and Gardens (ex-officio)
Moved L Sullivan, seconded J Stefan Carried

Revitalisation Strategy

Gary Kerr provided the following proposed scope for the revitalisation strategy:

- analysis of landscape character areas, providing definition to places that can be embraced, utilised and celebrated by residents and visitors;
- defining areas of improvement to the quality of open space and NPH building to benefit residents and visitors; providing greater variety, activating sometimes under-utilised spaces, broaden hours of public visitation and use in parts; all increasing the sense of place/destination, and surveillance and security;
- identifying funding mechanisms for undertaking the works required to implement these concepts to be adopted by the project sponsors;
- providing a strategic level plan, integrating the whole of the Gallop Botanic Reserve;
- avoiding ad hoc decision making for individual areas and projects;
- allowing a degree of certainty for investment in the precinct and its use and management;
- considering existing and proposed land uses and facilities;
- addressing issues raised by the project sponsors and by stakeholders during community engagement; and
- identifying new issues and address outstanding issues through planning and design.

Committee members were requested to review the scope and provide feedback to Gary by Friday 3rd June.

Cafe Management

Kaz Price provided an overview of the proposed cafe operations and the willingness to work with the Vera Scarth-Johnson Association

MOU between Council and VSJ Committee

A draft copy of a Trustee Permit was provided to the VSJ representatives for their review and comments.

Meeting closed at 3.05pm

Next meeting Friday 24 June 2016, 1.00pm, Nature's Powerhouse

REPORT: Friday 27th May 2016

**PROJECT: Cultural audit of the area known as Gallop Botanic Reserve.
Clan Land: Waymbuurr – Guugu Yimithirr Tribal Nation.**

Project Outline: This audit will involve developing information on the following topics:

- Relationship of the Gallop Botanic Reserve to the Waymbuurr Clan Estate
- Thabul and Thaman areas
- Environmental and economic stability
- Bama uses of the area
- Habitats within Gallop Reserve and the wider Waymbuurr area
- Resource Use - Flora & Fauna
- Bama place names
- Other issues

Process:

- Under the direction of Traditional Owners, genealogies will be developed and all will be invited to participate.
- Initial informants and participants have been identified to form a working group and a preliminary timetable made for interviews. The working group includes Traditional Owners, My Pathways participants, Hopevale Congress Rangers, and local people from the Hopevale area as well as Cooktown. The above topics will be discussed for the Reserve and for the wider Waymbuurr area.

Outcomes initially identified:

- An awareness of who are the Traditional Owners of Waymbuurr
- A map placing the Gallop Reserve in the wider Waymbuurr Estate and adjacent area
- Indigenous Trail within Botanical Gardens identified by numbered Aboriginal Flags which connect to a booklet which can be prepared by My Pathways participants covering known and likely uses of identified plants and the habitats in which they would be found and identifying those collected by Banks.
- Booklet on animals including those collected by Banks.
- Marked species and appropriate signage along the Cherry Tree Bay ~~and~~ Finch Bay walking tracks
- Newsletters and booklet layouts will be developed by My Pathways participants
- It is expected that activities for children can be developed

Attached:

Plants in Cooktown Botanic Gardens with known Guugu Yimithirr names (from Index Plantarum 2011)

16 CONFIDENTIAL REPORTS

RECOMMENDATION

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

16.1 Minutes of the Waterfront Advisory Committee - 16 May 2016

This matter is considered to be confidential under Section 275(f) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with starting or defending legal proceedings involving Cook Shire Council.

16.2 REQUEST TO WRITE OFF EXCESS WATER CHARGES

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

16.3 REQUEST TO WRITE OFF EXCESS WATER CHARGES

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

16.4 REQUEST TO WRITE OFF EXCESS WATER CHARGES

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

16.5 Claim for Compensation

This matter is considered to be confidential under Section 275(f) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with starting or defending legal proceedings involving Cook Shire Council.

16.6 Trustee Permit Lease for Nature's Powerhouse Cafe

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

16.7 Outcome of Investigation into T0116 Hire of Plant Complaint

This matter is considered to be confidential under Section 275(h) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

16.8 Land Tenure - Term Lease Conversion to Freehold

This matter is considered to be confidential under Section 275(h) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to

gain a financial advantage.

17 INFRASTRUCTURE SERVICES - INFORMATION**18.1 INFORMATION REPORT FOR NDRRA**

File Number: D16/6904
Author: Project Administration Officer
Authoriser: Robert Uebergang, Director Infrastructure Services
Attachments: 1 NDRRA Report June 2016

PRECIS

Report to provide status of NDRRA works.

BACKGROUND/HISTORY

Monthly report prepared for Council to outline the status of NDRRA works to reconstruct road infrastructure pursuant to weather events in December 2015, March 2016, and May 2016.

LINK TO CORPORATE PLAN

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

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

CONSULTATION

Roads Committee, Infrastructure Services.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Refer Capital Works budget.

RECOMMENDATION

That the information be noted.

National Disaster Recovery and Relief Authority (NDRRA) Works 2015-16: Report - June 2016

Events and Queensland Reconstruction Authority (QRA) Submission Value:

- Recent heavy rainfall during 21-24 May 2016 has caused flash flooding on some Shire roads including Lakefield, Mt Webb, Wakooka, and Isabella McIvor Roads. Council staff are currently working to determine the scope of additional damage from this event.
- The Queensland Government have activated two events for Cook Shire from the last wet season:
 1. Gulf of Carpentaria Monsoon Trough (GCMT), 20 Dec 2015 to 3 Jan 2016
 2. Far North and North West Queensland Tropical Low (FNNWQTL), 14 to 18 March 2016

Status of QRA submissions under GCMT:

Submission Reference	Status	Value (\$)
Northern Roads Sub. 1	Submitted to QRA	\$ 1,299,855
Northern Roads Sub. 2	In Preparation	\$ t.b.a.
Northern Roads Sub. 3	Submitted to QRA	\$ 2,984,990
Southern Road Sub. 1	Submitted to QRA	\$ 3,438,777
Southern Road Sub. 1	Submitted to QRA	\$938,395
Southern Road Sub. 1	Submitted to QRA	\$ 2,610,671

Status of QRA submissions under FNNWQTL:

Submission Reference	Status	Value (\$)
Northern Roads Sub. 1	Submitted to QRA	\$3,143,315
Northern Roads Sub. 2	Submitted to QRA	\$1,501,342
Local Roads	In Preparation	\$ t.b.a.
Southern Road Sub. 1	Submitted to QRA	\$2,325,543
Southern Road Sub. 2	Submitted to QRA	\$1,596,750
Additional Submission	In Preparation	\$ t.b.a.

Value of QRA submissions to date:	\$19,839,638
Estimated Value of Remaining QRA submissions:	\$8,000,000
Total Estimated QRA Submission Value	\$27,839,638

Works Program:

A tentative work plan for the NDRRA works over the next two months is as follows:

Month	Roads Under Reconstruction
June	Mein-Batavia Rd (Moreton South); Strathgordon Rd; Marina Plains; Old Coen Rd; Sudley Batavia Rd; Rokeby Rd; Portland Roads Rd; Fairview-Palmerville; Mt Webb (Starke Section); Battlecamp Rd; Kimba-Gamboola Rd; Mt Webb (Kalpowar Section); Dixie Rd; Kimba Rd; Bonney Glen & Byerstown Rds.
Month	Roads Under Reconstruction

July	Mein-Batavia Rd (Moreton South); Strathgordon Rd; Marina Plains; Old Coen Rd; Sudley Batavia Rd; Rokeby Rd; Portland Roads Rd; Fairview-Palmerville; Mt Webb (Starke Section); Battlecamp Rd; Lakefield; Kimba-Gamboola Rd; Mt Webb (Kalpowar Section); Dixie Rd; Kimba Rd; Byerstown Rds & Shiptons Flat Road.
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NDRRA works contractors commenced road reconstruction works from 24 May 2016.