



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

**Date:** Tuesday, 19 September 2017  
**Time:** 9:00am  
**Location:** Administration Centre  
10 Furneaux Street  
Cooktown

## **AGENDA AND BUSINESS PAPERS**

### **Ordinary Council Meeting**

**19 September 2017**

**Tim Cronin**  
**Chief Executive Officer**



**Order Of Business**

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**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 - 22 August 2017

**9 BUSINESS ARISING**

**10 NOTIFIED MOTIONS**

Nil

## **11 COUNCILLORS' REPORTS**

### **11.1 MASTERPLAN FOR LAURA TOWNSHIP**

**File Number:** D17/12524  
**Author:** Councillor Alan Wilson  
**Authoriser:** Tim Cronin, Chief Executive Officer  
**Attachments:** Nil

#### **REQUEST FOR MASTERPLAN FOR**

The future development of Laura as a town is very important to the growth of several industries including tourism and agriculture. The township of Laura currently boasts a sealed road, State School, Medical Clinic and Police Station along with a general store, roadhouse, Motel, Hotel, undercover multi-purpose sport court, football field and cricket pitch. With the older population moving on, we need to encourage young, community minded families to buy property and build homes to sustain the growth and future prosperity of the town and prevent it becoming a liability to Council.

Due to the lack of freehold blocks to purchase Laura has a shortage of qualified employees available within the township. Both Olivevale Station and Koolburra Station are interested in obtaining land and building accommodation for their employees in Laura so their children can attend the local school.

With an all-weather road to Lakeland there is also the opportunity of employment in this area as the nearest farm is only 45km away.

There are five state owned blocks behind the General Store that were surveyed in the 1990's. Council own freehold land adjacent to the water treatment plan that may be possible to subdivide into house blocks.

#### **RECOMMENDATION**

That Council investigate funding to prepare a masterplan for Laura.

**11.2 COUNCILLORS MONTHLY REPORT**

**File Number:** D17/13491

**Author:** Executive Assistant

**Authoriser:** Tim Cronin, Chief Executive Officer

**Attachments:**

- 1 Monthly Activity Report - Cr P Scott
- 2 Monthly Activity Report - Cr R Holmes
- 3 Monthly Activity Report - Cr L Hale
- 4 Monthly Activity Report - Cr A Wilson
- 5 Monthly Activity Report - Cr J Dessman
- 6 Monthly Activity Report - Cr J Giese

**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**

*Governance*

Gov 4

*Gov 4f. Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.*

**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.

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

**File Number:** D17/13506  
**Author:** Chief Executive Officer  
**Authoriser:** Tim Cronin, Chief Executive Officer  
**Attachments:** Nil

**CEO UPDATE****August/September 2017**

Date	Matter	Stakeholders	Outcome	Location
15/8/2017	Child Care Update	Kevin Malone	Review of trading results to 30 June 2017 and discussion of options going forward	Cooktown
15/8/2017	Old Cooktown Dam	RSL	Request for CSC to review the development of old dam site	Cooktown
16/8/2017	Native Title	Cape York Land Council	Negotiations in respect of native title in Cook Shire	Cairns
17/8/2017	ELT			Cooktown
17/8/2017	Safety Committee			Cooktown
18/8/2017	Lama Lama	Lama Lama	Discussions in respect of planning and operational matters	Cooktown
21-22/8/2017	Council Meeting			Cooktown
23/8/2017	Staff Meetings	Pool and Library		Cooktown
23/8/2017	Safety Steering Committee			Cooktown
24/8/2017	Post Council Updates			Cooktown
24/8/2017	CEO's Monthly Meeting	CEO's of Wujal Wujal and Hopevale		Cooktown
25/8/2017	Council Housing Project			Cooktown
25/8/2017	Aurukun Road	ASC/DSD	Actions agreed to develop a proposal for the sealing of Aurukun Road on completion of Rio Tinto Amrun	Cooktown



Date	Matter	Stakeholders	Outcome	Location
29/8/2017	EBA	CSC/Greg Newman	development Review of current EBAs and development of process to negotiate new EBAs	Cooktown
29/8/2017	Lakeland Irrigation Area Feasibility Study Community Forum	Lakeland community	Presentation of current status of feasibility studies by SMEC and NRM	Lakeland
30/8/2017	ELT			Cooktown
1/9/2017	Council Alternate Meeting			Cooktown
4/9/2017	2020 Committee			Cooktown
5/9/2017	Simon Young	Hamilton New Zealand Water and Waste Manager on exchange with Wujal Wujal	Tour of Cook Shire operations with a focus on Water and Waste Water	Cooktown
6/9/2017	ELT			Cooktown
6/9/2017	CEO Meeting	CEO's of Wujal Wujal and Hopevale with Simon Young		Hopevale
11/9/2017	Regional Interagency Meeting	Cooktown, Wujal Wujal and Hopevale Regional Interagency Meeting		Cooktown
12/9/2017	Cairns DDMG	Disaster Management		Cooktown – Phone Conference
12/9/2017	PCYC Steering Committee			Cooktown
13-14/9/2017	LGMA			Gold Coast
15/9/2017	Safety Steering Committee			Cooktown

#### Upcoming Travel

Date	Activity	Details	Location
20-21/9/2017	Conference	Telstra Vantage	Melbourne

#### Annual Leave

6 November 2017 – 10 November 2017

**RECOMMENDATION**

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

**13 CORPORATE AND COMMUNITY SERVICES - REPORTS****13.1 DEBTORS WRITE OFF**

**File Number:** D17/13220

**Author:** Senior Finance Officer

**Authoriser:** Martin Cookson , Director Corporate Services

**Attachments:** Nil

**PRECIS**

Request to write off outstanding wharfage invoices.

**BACKGROUND/HISTORY**

Wharfage fee invoice 8225 for the amount of \$200.00 remains unpaid. Statements have been sent and all mail has been returned to sender as undeliverable. Further investigations have led to not being able to contact the owner of the boat that had been moored at the public wharf for four days in July 2016.

Wharfage fee invoice 7566 for the amount of \$50.00 remains unpaid. Statements and a letter of demand have been sent with no response. The vessel was moored at the public wharf for one day in June 2016 and the owner of the vessel has not moored at the wharf since.

A previous Local Laws Officer believes the monies to be irrecoverable.

**LINK TO CORPORATE PLAN**

*Governance*

*Accountable, responsible and appropriate governance and management, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.*

**CONSULTATION**

*Senior Finance Officer*

**LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

*Local Government Regulation 2012- Schedule 5, Section 9 - Liability*

**POLICY IMPLICATIONS**

*Debt Recovery Policy*

**FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

*Loss of Revenue*

**RECOMMENDATION**

Council agree to write off invoices totalling \$250.00

**13.2 REVENUE AND EXPENDITURE - AUGUST 2017**

**File Number:** D17/13488  
**Author:** Director Corporate Services  
**Authoriser:** Martin Cookson , Director Corporate Services  
**Attachments:** 1 Revenue and Expenditure - August 2017

**PRECIS**

Revenue and expenditure for month ending August 2017.

**BACKGROUND/HISTORY**

*Local Government Regulation 2012* Chapter 5 S204 – The local government must prepare a financial report stating the progress it has made against the adopted budget during the financial year.

**LINK TO CORPORATE PLAN**

## 4.1 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 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 August 2017 be adopted.

**13.3 REQUEST TO NAME THE NEW ROAD CREATED AS PART OF DA/3572 - RECONFIGURATION OF LOT 1 ON PLAN SP 251574, LOCATED AT 396 BLOODWOOD ROAD AND LOT 2 ON PLAN RP 746471 INTO SIX (6) LOTS - CHRISTOPHER ANDERSON****File Number:** D17/13273**Author:** Special Projects Officer (Planning)**Authoriser:** Lisa Miller, Development Coordinator**Attachments:** 1 Appendix A Naming a new road reserve**PRECIS**

Council is in receipt of an e-mail request (dated 9 August 2017) from Michael Tessaro (VERIS) on behalf of Christopher Anderson the owner of Lot 1 on Plan SP251574 (and applicant for DA/3572), seeking to name the new section of road created as part of the above Reconfiguration approved by Council 12 April 2016, Hislop Creek Close.

**BACKGROUND/HISTORY**

Council on the 12 April 2016 approved the Reconfiguration of Lot 1 on Plan SP251574 located at 396 Bloodwood Road and Lot 2 on Plan RP746471 into six (6) lots subject to conditions. Subsequently Council on the 22 November 2016 issued an Operational Works Approval. The operational works are nearing completion. Upon completion of the operational works the Plan of Survey will be submitted to Council for endorsement. The endorsed Plan of Survey will be next forwarded to the Department of Natural Resources and Mines for registration. Once registered the six new lots will be created and the area of new road will become road reserve. Mr Anderson is seeking to name this new section of road Hislop Creek Close and offers the following supporting information:

- Each of the five (5) newly surveyed blocks has Hislop Creek running through it;
- The name will indicate the geographical location of the blocks;
- The name has historical significance, as George Hislop was one of the first pastoralists in the Bloomfield area along with Frank Bauer (Bauer Inlet).

The following extract is taken from an article about German Missionaries in Australia by Griffith University:

*"In June of 1872, the first selectors of Portions 191 to 195 Weary Bay were George Hislop and the Bauer family, with Frederick, his son Louis and Annie Bauer each selecting a portion on the northern side of the Bloomfield River. Frederick Bauer established the Bloomfield River Sugar Company. At nearby Ayton a small settlement emerged around the plantation and sugar mill with a police station, store and pub."*

**LINK TO CORPORATE PLAN**

Corporate Planning, Governance and Reporting Framework:

- Infrastructure, Transport and Services.

**CONSULTATION**

Nil

**LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

Nil Identified.

**POLICY IMPLICATIONS**

Nil Identified

**FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

Nil Identified

**RECOMMENDATION**

That Council approves the naming of the new section of road reserve created as part of the reconfiguration of Lot 1 on Plan SP251574 and Lot 2 on Plan RP746471 into six (6) lots (DA/3572) as Hislop Creek Close (see Appendix "A").

**14 INFRASTRUCTURE SERVICES - REPORTS**

Nil

**15 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:

**15.1 REQUEST FOR CONCESSION ON WATER CONSUMPTION**

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.

**15.2 REQUEST FOR CONCESSION ON WATER CONSUMPTION**

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.

**15.3 REQUEST TO WAIVER RATE 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.

**15.4 REQUEST TO WAIVER RATE 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.

**15.5 REQUEST FOR CONCESSION ON WATER CONSUMPTION 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.

**15.6 Adoption of Organisational Structure**

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.

**15.7 Tender T0617, Coen Landfill Site Leachate Management Infrastructure Works - Contract Award and Environmental Levy Funding**

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 EXECUTIVE SERVICES - INFORMATION**

Nil

**17 INFRASTRUCTURE SERVICES - INFORMATION****17.1 COOKTOWN 2020 ADVISORY COMMITTEE TERMS OF REFERENCE UPDATE**

**File Number:** D17/13577

**Author:** Administration Events Officer

**Authoriser:** Sally Eales, Manager Tourism

**Attachments:** 1 Terms and Reference & Guidelines - Cooktown2020 Advisory Committee - V9

**PRECIS**

Cooktown 2020 Advisory Committee Meeting Minutes 4 September 2017 for information, along with recommendations

**BACKGROUND/HISTORY**

The Cooktown 2020 Advisory Committee was established in 2014 to develop and coordinate the Cooktown 2020 celebrations and program of events.

**LINK TO CORPORATE PLAN**

Com 2. Develop and build on community engagement measures to encourage inclusiveness and partnerships within communities

2a) Community engagement measures are developed and implemented

2c) Develop 2020 Event as a platform to increase tourist and visitor numbers to the shire.

Com 4. Encourage vibrant and active community participation in arts, culture and natural heritage activities to enrich lifestyle and encourage tourism

4a) Visitors and locals are attracted to arts, cultural and heritage destinations within the Shire

**CONSULTATION**

Cooktown 2020 Advisory Committee

**LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)**

Nil

**RECOMMENDATION****RECOMMENDATIONS**

That the minutes of the Cooktown 2020 Advisory Committee meeting held on 4 September 2017 be noted and the following recommendations be considered:

1. A new dot point (number 14) be added to the Terms of Reference in regards to reimbursement of travel expenses for Advisory Committee members as per below and in the attached:

*“If a member of the Advisory Committee or invited community member, who is not a Council employee, is required to travel outside of Cooktown to attend official 2020 meetings, Council will book and pay for travel and accommodation and will pay an allowance of \$100 per day per committee member travelling. This allowance will be paid prior to the travel dates upon submission of a valid tax invoice with an A.B.N. All travel must be pre authorised in writing by the Committee. “*

**18 CORPORATE AND COMMUNITY SERVICES - INFORMATION****18.1 TOURISM AND EVENTS MONTHLY REPORT - AUGUST 2017**

**File Number:** D17/13563  
**Author:** Administration Events Officer  
**Authoriser:** Sally Eales, Manager Tourism  
**Attachments:** Nil

**PRECIS**

Report for information

**TOURISM AND EVENTS TEAM UPDATE**

- Cardiac Challenge arrives in Cooktown 18 September 12.30pm
- Mungumby Mountain Bike Muster 22-24 September
- Cooktown Hog Hunt 22-24 September
- Wallaby Creek Festival 29 Sep – 2 October
- Cooktown Jackpot Barrels and Bullride 29 -30 September
- Conquer the Corrugations – Coen to Archer River Roadhouse 30 Sep – 2 Oct
- Sovereign Barra Comp 20-22 October
- Lizard Island Black Marlin Fishing Classic 21-28 October
- Legal Assault X 28 October
- Cooktown Races 11 November
- Cruise Ship in Cooktown 29 November 1.30pm – 8.00pm (approx. 400 people)
- Australia Day Awards - nominations close 30 November
- Breakfast with Santa 3 December. Tickets will be available from 16 October
- Housing Forum Report has been released, following on from the forum in May

**RECOMMENDATION**

That the information be noted.