



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

Date: Wednesday, 20 March 2019
Time: 9.00am
Location: Administration Centre
10 Furneaux Street
Cooktown

AGENDA AND BUSINESS PAPERS

Ordinary Council Meeting

20 March 2019

**Linda Cardew
Chief Executive Officer**

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1 AGENDA CONTENTS

2 ATTENDANCE

3 MEETING OPENED

4 APOLOGIES

5 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges the Traditional Owners of the land on which we meet today and pay respect to Elders past, present and emerging.

6 DECLARATIONS OF INTEREST

7 MAYORAL MINUTE

7.1 MAYORAL MINUTE - ELECTORAL DIVISIONS

File Number: D19/4765
Author: Cr Peter Scott, Mayor
Authoriser: Linda Cardew, Chief Executive Officer
Attachments: Nil

ITEM

Creation of a separate North and West Electoral Division.

PRECIS

Council is investigating the option of reintroducing a second electoral division in the northern/north-western region of Cook Shire. Council conducted a survey, with three options:

- 1 to leave Cook Shire undivided;
- 2 to create a second Northern Division to include communities from Musgrave north, represented by one Councillor; or
- 3 to create a second North-Western Division to include communities to the North and West of the Shire, including Palmer River, Lakeland, Laura and Coen, represented by two Councillors.

COMMUNITY CONSULTATION

Refer attached communication strategy document. To date (March 4 2019) a total of 66 surveys were returned. Option 1 received 8 votes. Option 2 received 15 votes and Option 3 was the overwhelming favourite, with 43 votes.

RECOMMENDATION

That Council resolves to:

1. support Option 3 and create a second North-Western Division to include communities to the North and West of the Shire, including Palmer River, Lakeland, Laura and Coen, represented by two Councillors; and
2. approve an application to the Minister For Local Government and Electoral Commission of Queensland to request same.

8 NOTICE OF BEREAVEMENT

9 CONFIRMATION OF MINUTES

Ordinary Meeting - 20 February 2019








10 BUSINESS ARISING

11 NOTIFIED MOTIONS

Nil

12 COUNCILLORS' REPORTS

12.1 COUNCILLORS' MONTHLY REPORT

File Number:	D19/4115	
Author:	Executive Assistant	
Authoriser:	Linda Cardew, Chief Executive Officer	
Attachments:	1	Cr Scott (Mayor) 
	2	Cr Holmes (Deputy Mayor) 
	3	Cr Dessmann 
	4	Cr Giese 
	5	Cr Hale 
	6	Cr Price 
	7	Cr Wilson 

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

Key Strategy Priority: 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.

Strategy 3: Develop a clear communication plan to inform the workforce, community and elected members in order to achieve greater understanding of council decision making processes, policies, legislation and compliance requirements.

Objective 3c: The community is kept informed and is generally well satisfied with the overall leadership and strategic direction undertaken by Council.

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 Councillors' monthly reports and travel requirements be endorsed by Council.

12.2 CHIEF EXECUTIVE OFFICER'S MONTHLY REPORT

File Number: D19/4116

Author: Chief Executive Officer

Authoriser: Linda Cardew, Chief Executive Officer

Attachments: 1 Chief Executive Officer's Report 

PRECIS

Chief Executive Officer's monthly report.

BACKGROUND/HISTORY

Each month the Chief Executive Officer reports on her activities. 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

Key Strategy Priority: 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.

Strategy 3: Develop a clear communication plan to inform the workforce, community and elected members in order to achieve greater understanding of council decision making processes, policies, legislation and compliance requirements.

Objective 3c: The community is kept informed and is generally well satisfied with the overall leadership and strategic direction undertaken by Council.

CONSULTATION

Various groups and community members as indicated in the attached.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

Expense Reimbursement Policy.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Operational Budget.

RECOMMENDATION

That the activities contained in the Chief Executive Officer's monthly report and travel requirements be endorsed by Council.

13 EXECUTIVE SERVICES - REPORTS

13.1 HISTORIC RAILWAY PROJECT - STATUS REVIEW

File Number: D19/4786
Author: Chief Executive Officer
Authoriser: Linda Cardew, Chief Executive Officer
Attachments: Nil

PRECIS

This report provides comments on a review of the current status of the Cooktown Railway Project sponsored/proposed by Mr Eric George as advised to Council in January 2019. The report recommends that Council write to Mr George to advise Council's position in relation to the issues he has raised.

BACKGROUND/HISTORY

The Railway Project has been formally considered by Council in reports dated 21 February 2017 and 19 June 2018 and these reports contain much of the background to the various components of the project including a railway walkway, Two Mile Creek pedestrian bridge and footpath, and the development of the 'Historic Loco Precinct'.

On 21 February 2017 Council resolved as follows:

- 1. That Council does not develop the Railway Walkway Project due to environmental impact issues.*
- 2. That Council undertakes further investigation and works to develop the Historic Railway Project.*
- 3. Council undertakes further investigation and work to develop the Historic Loco Precinct project.*

In the following 15 month period a volunteer group worked to clear the old Cooktown Railway site and nearby pathways and identified three specific projects that the members wished to progress:

- The Cooktown Historic Railway Park
- The Railway Footpath to the Racecourse
- The Mini-train.

On 19 June 2018 Council resolved:

- 1. That Council support the clearing of the Cooktown Historic Railway site and assign council staff to coordinate with the volunteers to ensure compliance with council and State Government regulations;*
- 2. That Council not proceed with the proposal to fund the feasibility study of constructing a mini railway due to Council's budget constraints, however that Council take a proactive role in advocating for external funding to undertake the feasibility; and*
- 3. That Council take a proactive role in working with the Historical Society to develop appropriate interpretive signage for the former railway precinct.*

A staff member was identified and assigned as contact person for the group, and the group has been in periodic contact with Council's Parks and Gardens staff.

Mr George has advised that during 2018 with considerable input from the Shire, My Pathways and volunteers the group has created a tourist attraction worth visiting and that the members have emptied the turntable pit, cleared the loco shed, back-filled the well and exposed the collapsed water tank. The group has advised that it has raised money locally and erected very effective signage at the individual exhibits.

KEY ISSUES FOR REVIEW

Mr George notes that the railway park is only one of the three suggested railway related projects that have been put to Council and that there is the footpath along the railway track to the racecourse, and a mini train running from the old station site and around the historic park. He has requested Council review the status of the projects under the following headings. Relevant officers' comments are provided under each.

1. Signage for the Historic Railway Park

The group proposes a finger sign at the Junction of Charlotte and Hogg Streets in cast metal for a cost of less than \$1000, together with a second sign 'Cooktown Historic Railway Park' mounted on the boulder at the park entrance.

Officer's comments:

Council provides competitive rounds of funding for community and other projects. It is recommended that the group apply for Council funding through the available fund. The project will be properly considered against all other project applications.

2. Maintenance of the Park

The group has advised that the Park is not being maintained to the same level as nearby parks (eg Keable or Anzac Parks), and asks that proper maintenance be arranged.

Officer's comments:

The park is only partially developed and currently has significant drainage issues that require resolution before maintenance work can be scheduled. Further, the proposed addition of this area of parkland maintenance to Parks and Gardens works schedules has not been formally approved by Council and the work has not been budgeted for. Council could consider adding this park to its maintenance list and providing appropriate funding in the current budget considerations.

3. Stabilisation of the Loco Shed

The concrete floor of the loco shed is in poor condition, needing existing tree roots poisoned and a plan made for its stabilisation, with the input of heritage experts. The group asks that Council make contact with heritage experts and request help, so that volunteers may undertake the stabilisation.

Officer's comments:

It would appear that some preservation work is required to the locomotive shed floor. It is considered prudent to obtain heritage advice prior to undertaking further work on the remnants of the floor. The cost of a heritage survey/heritage advice could be funded in the 2019/20 budget as a specific project or this work could be funded from the community grants fund.

4. Covered Exhibition Area

The group proposes an open shed to cover the relics of the old loco shed, to protect the site and provide covered space to exhibit the items now on display plus any other items that may be donated. The group states that the structure can only be developed by the Shire and asks that a start be made on planning so a proposal can be put to Council.

Officer's comments:

Funding for capital projects is allocated on a competitive basis, and for most projects nominated a comparable assessment against a range of criteria during the annual budget preparations. The proposal for the shed can be included on the list for consideration in the 2019-2020 financial year. However it should be noted that Cook Shire Council has little discretionary funding and has a compliance obligation to consider firstly the renewal and upgrade of its existing assets, rather than building new infrastructure. It is suggested that the group prepare a proposal, including specifications and cost estimates for a suitable shed and then apply for appropriate funding from one of the many community, heritage or philanthropic funds available.

5. Footpath to the racecourse

The footpath was proposed two years ago and Council presented the issues, planning and environmental constraints arising. The group has offered the services of local experts to provide, free of charge, an environmental report addressing the constraints, however this report has not yet been received by Council. The project comprises a 110m boardwalk with costs for materials at approximately \$45,000 and Council is advised that Gungarde/MyPathway is interested in undertaking the construction. The group has asked Council to start the planning process and agree with local experts as to what is needed.

Officer's comments:

The development of the pathway is supported providing the State environmental controls can be addressed. Again however, Council's allocation of its limited discretionary project funding is on a competitive process, with all project proposals assessed as part of the annual budget process. The group is encouraged to submit its environmental report, addressing all issues previously raised by Council to the Council Chief Executive Officer via mail@cook.qld.gov.au. Annual projects must be approved by Council in its annual Operational Plan, with an appropriate budget allocation. The footpath can be considered together with all other projects when the environmental report is received.

6. Mini train proposal

Two proposals have been forwarded by Council by the manufacturer of mini trains:

- a) A proposal to undertake a feasibility study of the project – cost \$10,000.
- b) A proposal to map the route of the track and do an engineering study of the track and rolling stock – cost \$15,000.

A further estimate of costs for the construction of the railway was proposed at between \$250,000 to \$300,000 for two trains, one kilometre of track, basic infrastructure and initial operator training.

Officer's comments:

As above in this report on 19 June 2018 Council formally resolved:

"... That Council not proceed with the proposal to fund the feasibility study of constructing a mini railway due to Council's budget constraints, however that Council take a proactive role in advocating for external funding to undertake the feasibility ..."

On a number of occasions Council staff have encouraged the group, through Mr George, to incorporate as a not for profit association, to enable the group to apply for funding for the various aspects of the Railway project. As explained above, Council has limited discretionary funding and an extremely low rate base and as a consequence virtually all Council projects, including much of its operational and compliance obligations, are funded by external grants secured annually or bi-

annually. As previously considered in formal Council reports and in informal meetings with the proponents, funding for substantial grounds maintenance and capital projects within the precinct cannot be readily achieved or are not viable due to ongoing maintenance and depreciation costs, and insufficient project revenue.

LINK TO CORPORATE PLAN

*Key Strategic Priority: **Community*** - A sense of common purpose, whilst retaining local diversity, with goals and aspirations of individual communities reflected in local strategy and planning.

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

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

*Key Strategic Priority: **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.

Strategy 1: Develop an achievable long term financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin council's long-term strategy to achieve financial sustainability.

Objective 1a: Council's Long-Term Financial plan is compiled and linked to Council's Corporate and Operational Plans.

CONSULTATION

Councillors, Executive Leadership and Senior Council Staff.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Nil from this report.

POLICY IMPLICATIONS

Nil from this report.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

The various elements of the project proposed will require allocation of resources and funding. This is done on an annual basis during the development of the Operational and Capital works programs.


At present no funding has been allocated to the development of the Railway project.

RECOMMENDATION

That Council resolves to:

1. note and support the officer's comments under each of the review topics numbered 1-6; and
2. request Council's Chief Executive Officer to write to Mr George in accordance with the adopted comments and to encourage Mr George to take all steps to seek external funding as an incorporated not for profit association.

13.2 EASEMENT - COEN RANGER BASE SEWERAGE SYSTEM

File Number: D19/1624
Author: Acting Governance and Risk Manager
Authoriser: Eric Brown, Director Organisational Business Services
Attachments: 1 Survey plan Lot 18 Coen 

PRECIS

Council received correspondence on 15 October 2018 from the Queensland Parks and Wildlife Service (QPWS) requesting that Council consent to the registering of an easement on Lot 18 SP 142881 Coen (please see attached survey plan). Council is the registered owner of Lot 18.

The correspondence requested that as the registered owner Council complete the necessary documentation to be lodged with the Department of Natural Resources, Mines and Energy (DNRME) consenting to the registering of the easement. QPWS has agreed to cover all costs associated with the lodgement.

The easement has been requested due to QPWS constructing a sewer line across Lot 18 and connecting it to Council mains. QPWS had requested permission to connect to the sewer line in May 2017. They were granted permission to do so in June 2017.

This report has been prepared for Council due to the subject matter being a matter dealing with an interest in land. This report recommends Council consent to the creation of the easement by completing and returning the required documentation.

BACKGROUND/HISTORY

In May 2017 QPWS sent correspondence to Council's former Manager of Water and Wastewater requesting permission to connect to Council's sewerage system in Coen. They forwarded a feasibility report outlining a series of options regarding the connection. In June 2017 the current Manager of Water and Wastewater responded giving permission to proceed in accordance with Option 3 of that report.

The project has now been completed. QPWS forwarded correspondence to Council on 15 October 2018 requesting that an easement be created for the connection in order that they were able to access the infrastructure for maintenance requirements. They included the required documentation (Form 9) to progress the registering of the easement on Lot 18 SP 142881. QPWS have agreed to meet all the costs associated with the lodgement of the easement request.

Given that the easement will allow access to significant infrastructure in order that it can be maintained, this report recommends Council agree to the creation of a registered easement on the Lot 18 Coen title.

LINK TO CORPORATE PLAN

Key Strategy Priority: **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.

Strategy 3: Develop a clear communication plan to inform the workforce, community and elected members in order to achieve greater understanding of council decision making processes, policies, legislation and compliance requirements.

Objective 3c: The community is kept informed and is generally well satisfied with the overall leadership and strategic direction undertaken by Council.

CONSULTATION

Manager Water and Wastewater

Director Organisational Business Services

Executive Management Team

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

There are no significant operational or legal reasons why Council should not approve the proposed easement.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

There are no financial implications. QPWS will cover all costs associated with the registering of the easement.

RECOMMENDATION

That Council resolve to:

1. Advise the Department of Natural Resources, Mines and Energy via the returning of the required documentation that Council does not object to the easement on Lot 18 SP 142881 Coen being registered; and
2. Delegate authority to the Chief Executive Officer pursuant to s 257 of the Local Government Act to progress the proceedings in Council's interests by returning the required documentation.

14 ORGANISATIONAL BUSINESS SERVICES - REPORTS








14.1 FINANCIAL STATEMENTS - FEBRUARY 2019

File Number: D19/3982

Author: Director Organisational Business Services

Authoriser: Eric Brown, Director Organisational Business Services

Attachments:

- 1 **Statement of Comprehensive Income - February 19** 
- 2 **Statement of Financial Position - February 19** 
- 3 **Statement of Changes in Equity - February 19** 
- 4 **Statement of Cash Flows - February 19** 
- 5 **Revenue and Expenditure - February 19** 
- 6 **Operational Plan Initiatives - February 19** 
- 7 **Capital Works Program - February 19** 

Precis

Presentation of the financial statements, revenue and expenditure, operational plan initiatives and capital works program for February 2019 as required under section 204 of the *Local Government Regulation 2012* (QLD). The report is presented for noting and indicates that Council is progressing satisfactorily against its current budget.

BACKGROUND/HISTORY

Each month, Council staff present a report on the overall position of Council through the financial statements, revenue and expenditure report, operational plan initiatives report and capital works program for the preceding month. The reports provide a summary of progress against the budget (or Operational Plan) for the financial year.

Statement of Comprehensive Income

The statement of comprehensive income identified that Council has received \$13.4M in recurrent revenue, out of a total recurrent revenue budget of \$21.7M. This is tracking behind expectations, due to the fact that a portion (\$5M) of the total financial assistance grant was received as an early payment and recognised as income in the 2017/2018 financial year. The 2018/2019 Budget assumes Council will again receive an early payment of the 2019/2020 grant in June 2019, but unfortunately this is something that is beyond Council's control. If this amount is not prepaid, this will result in a significant shortfall in grant revenue, which would be purely a timing issue.

The second rate levy has been raised and shows on the gross rates and charges line. The discount will appear to be behind expectations as it will not be realised until the discount period has expired and most ratepayers pay on or before the due date for payment of rates on Thursday 28th March 2019.

In respect of the recurrent expenses, Council has incurred \$19.8M out of the budget of \$32.8M; this is on track with expectations.

The sales revenue is mostly related to contract works performed on the Aurukun Road. Council holds a balance of \$1.2M for the Aurukun road works currently recognised as other liabilities which

will move to sales revenue on completion of the works. This, combined with a further \$2.3million expected shortly, will bring sales revenue closer to the projected budget of \$4million.

Council's net operating result currently shows an operating deficit of \$6.3M.

The overall net result, which includes both capital revenue and expenses, shows a deficit of \$8.9M. This is attributed to:

- The Natural Disaster Relief and Recovery Arrangements (NDRRA) works commenced as represented in the capital expenses line, incurring \$24.1M in capital expenditure, which is offset by \$21.6M in capital revenue. The difference between these amounts relates to a \$6.3M prepayment of NDRRA in the 2017/2018 financial year. The timing of this prepayment and other prepayments for subsequent events will continue to affect the net result during the year.
- The capital revenue amended budget of \$35M anticipates a further prepayment for the recently declared flood event.

Overall, due to the two prepayments in revenue listed above (the NDRRA and FAGS prepayments) Council is approximately \$11M worse off compared with the original budget for 2018-19. However, as indicated, this is not of concern and is expected to be rectified by the expected prepayment of the FAG towards the end of this financial year, as well as an expected prepayment in flood damage for the declared events earlier this year.

Statement of Financial Position

The trade and other receivables of \$5.8M is mostly due to the recent rate levy that has been raised, but not paid. When the levy has been paid there will be an increase in the cash. The decrease in inventories (to \$50k) represents an accounting transaction not yet finalised. The inventory balance is expected to be at \$510k, inclusive of \$460k of gravel.

Statement of Cash Flows

Council's cash position is showing at \$9.2M, which is a significant, but expected, reduction compared with the opening balance of \$22.1M.

Council has a working capital facility of up to \$10M with Queensland Treasury to assist with cash flow demands of NDRRA works.

Revenue and expenditure

Overall Council's revenue and expenditure is tracking well against budget. There are some line items that require review and any concerns will be reported back to Council on an ongoing basis.

Operational plan Initiatives

Operational Plan initiatives may be grant funded or projects in addition to ordinary operational expenditure. They are included in the revenue and expenditure budget, but have been highlighted in a separate report so they can be more easily identified.

Capital Works Program

Council has an amended capital budget of \$19.4M, with \$12.4M expected to be grant funded; 47% of the capital budget was spent by the end of February. This expenditure includes outstanding commitments.

The amended budget, adopted at the February 2019 meeting, incorporates these changes to date and the new budget figure appears in the amended budget column.

In the amended budget there were 4 grants recognised for

- | | |
|---|---------|
| 1. Boathouse – upgrades to infrastructure | \$1.15M |
| 2. Reconciliation Rocks | \$1.2M |
| 3. Botanic Gardens | \$1.98M |
| 4. Dreaming Track | \$1.7M |

Grant funding has not yet been received for these four projects, although it is likely some of the funding may be received in 2018/2019, the projects will not be completed in the current year. Work shall not commence on these projects, other than minor preliminary costs, until the funding has been committed to Council.

The Capital Works Program will be continually assessed to ensure the expenditure is able to be offset against other works.

For example the Asset Data Collection of Bridges, Major Culverts, Causeways will now be completed in-house with existing resources, therefore the \$100,000 set aside for this project will be able to be reallocated to unplanned works.

LINK TO CORPORATE PLAN

Key Strategy Priority: 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.

Strategy 1: Develop an achievable long term financial, resource and infrastructure plan to ensure ongoing capacity to fund operations and capital works programs that underpin council's long-term strategy to achieve financial sustainability.

Objective 1a: Council's long-term financial plan is compiled and linked to Council's Corporate and Operational Plans.

CONSULTATION

Executive Leadership Team, Managers, Relevant Operational Staff.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Local Government Regulation 2012 (QLD) in particular section 204, which states:

- (1) The local government must prepare a financial report.
- (2) The chief executive officer must present the financial report—
 - (a) if the local government meets less frequently than monthly—at each meeting of the local government; or
 - (b) otherwise — at a meeting of the local government once a month.
- (3) The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

Local Government Act 2009

POLICY IMPLICATIONS

There are no current policy implications that need to be considered within this report, the report is for noting. However, the following Council policies are relevant:

Investment Policy
Debt Policy
Revenue Policy

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)


The report above identifies how Council is tracking against the adopted operational and capital budgets for the 2018-19 financial year. The report identifies that Council is tracking satisfactorily against the adopted budget at present; however, some budget items do require a review. The main concern highlighted in the report relates to the current cash position, due to the timing of funding receipts and expenditure related to the NDRRA works. However, it is noted that this concern is manageable, given the availability of a working capital facility through the Queensland Treasury Corporation.

RECOMMENDATION

That Council resolves to:

1. Note the financial report as required under section 204 of the *Local Government Regulation 2012* (QLD) for February 2019.
2. Note the revenue and expenditure statement for February 2019.
3. Note the operational plan initiatives report for February 2019.
4. Note the capital works program for February 2019.

14.2 ADOPTION OF THE AUDIT AND RISK COMMITTEE CHARTER

File Number: D19/4347
Author: Acting Governance and Risk Manager
Authoriser: Eric Brown, Director Organisational Business Services
Attachments: 1 Audit and Risk Committee Charter 

PRECIS

At its Meeting on 11 December 2018, Council resolved to dissolve the Risk Management Committee and Audit Committee and to establish one committee being the Audit and Risk Committee. Council also adopted the draft Audit and Risk Committee Charter and appointed Councillors as Committee Chair and voting members.

The Audit and Risk Committee convened its first meeting on 4 March 2019 and endorsed the Audit and Risk Committee Charter with some amendments. These amendments are now being presented to Council for consideration and resolution.

BACKGROUND/HISTORY

The recently established Audit and Risk Committee convened its first meeting on Monday 4 March 2019 and considered a range of matters including the Audit and Risk Committee Charter. The charter in the main was endorsed by the Committee however members have recommended Council re-adopt the charter with some amendments.

These amendments refer to the membership of the Committee and an extract of the Committee's Meeting Minutes detailing this resolution appears below:

8.2 AUDIT AND RISK COMMITTEE CHARTER**COMMITTEE RESOLUTION 2019/1**

Moved: Member Kaz Price (Councillor)

Seconded: Cr Alan Wilson (Chair)

That the Committee resolves to note the tabled Audit and Risk Management Charter and if required recommend any changes to the document to Council to reflect the functions of the Committee.

Independent Member Carolyn Eagle moved an amendment to the original recommendation as follows:

That the following amendments be made to Section 2 of the Audit and Risk Committee Charter:

- 1) allow for the provision of two (2) proxy members by Council;
- 2) membership of the Committee will consist of two (2) Councillors, not three;
- 3) wording of Section 2.1 to be amended to reflect Council's use of proxies.

The amendment was put and declared by Cr Alan Wilson .

CARRIED

COMMENTARY:

As advised at Council's Meeting on 11 December 2019, Cook Shire Council being a category 1 council is not statutorily required to have an Audit Committee. Accordingly, it was recommended to Council

to have three (3) Councillors as voting members and an independent member so as to mitigate the risk of not achieving a quorum for meetings.

The Audit and Risk Committee acknowledged the intentions in formulating membership as proposed in draft charter. However, the Committee formed an opinion that although Council was not statutorily required to have an Audit Committee, the fact that it was forming this Committee then the membership should comply with relevant legislation. Section 210 of the Local Government Regulation 2012, states that an Audit Committee can only have a maximum of two (2) councillors as voting members.

To minimise the risk of not achieving a quorum, the Committee further recommended that Council appoint two (2) Councillors as proxy members to attend meetings when the appointed member Councillors are unable to attend. Whilst the appointment of two (2) Councillors as proxy members is a Council decision, it is staff recommendation that as Cr John Giese was previously appointed as a voting member that Cr Giese could be appointed as one of the proxy members.

The changes proposed by the Audit and Risk Committee have been effected by adding to the charter, Clause 2.5 – Appointment of Councillors as alternate members. Discussions have been held with the independent Committee Member and the use of the word alternate instead of proxy is consistent with other audit committees and retains the intent of the Committee's recommendation.

There is one other change to the charter that was previously presented to Council. This change appears in clauses 2.2 and 2.4 where the wording "Expression of Interest" has been replaced with "request for quotation". This is basically an administrative change as section 228 of the *Local Government Regulation 2012* is descriptive on this process and is generally a process undertaken for major projects. Due to the value of a contract for independent committee member, a request for quotation process will comply with Council's procurement policy and relevant legislation.

LINK TO CORPORATE PLAN

Key Strategy Priority: 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.

Strategy 3: Develop a clear communication plan to inform the workforce, community and elected members in order to achieve greater understanding of council decision making processes, policies, legislation and compliance requirements.

Objective 3c: The community is kept informed and is generally well satisfied with the overall leadership and strategic direction undertaken by Council.

CONSULTATION

The recently established Audit and Risk Committee has considered the charter at its first meeting on 4 March 2019 and has recommended to Council some amendments to clause 2 of the charter which relates to membership.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

The changes proposed by the Audit and Risk Committee do not impose any legal risks to Council operations.

POLICY IMPLICATIONS

Changes recommended by the Audit and Risk Committee have been made to the revised charter being presented to Council.


FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

There are no financial or resource implications with incorporating Audit and Risk Committee's recommendations into the charter.

RECOMMENDATION

That Council resolves to adopt the revised Audit and Risk Committee Charter incorporating the changes recommended by the Audit and Risk Committee on 4 March 2019.

14.3 ADOPTION OF THE ENTERPRISE RISK MANAGEMENT POLICY AND FRAMEWORK

File Number: D19/4348
Author: Acting Governance and Risk Manager
Authoriser: Eric Brown, Director Organisational Business Services
Attachments: 1 Risk Management Policy 
2 Risk Management Framework 

PRECIS

Council's Enterprise Risk Management Policy and Framework are the overarching corporate documents to enhance the organisation's risk management culture.

Risk management forms the crux of good management practice and effective corporate governance and is essential to ensure decisions are made with sufficient information about risks and opportunities.

Through the identification of risks, the organisation is pinpointing any threats or opportunities that impinge on its strategic goals and objectives. This in turn leads to informed decision making in the best interest of the community.

BACKGROUND/HISTORY

Although Council's current Risk Management Policy was developed in 2018, Senior Management, in understanding the importance to re-invigorate the organisation's risk management culture, deemed that a further review was warranted. In addition, the Queensland Audit Office, in its recent Management Letter, identified an internal control deficiency that Council's Risk Register had not been reviewed annually.

Following the completion of a comprehensive review of Council's Enterprise Risk Management Policy and Framework, the Audit and Risk Committee Meeting on 4 March 2019 were presented these documents and the Committee endorsed these documents to Council for adoption.

Following the adoption of the Enterprise Risk Management Policy and Framework, there will be a series of workshops scheduled to review/develop the risk register with the organisation's current strategic and operational risks. These workshops will be completed by late May 2019 to enable presentation of the risk register to the Audit and Risk Committee's Meeting on 3 June 2019. This will lead to the finalisation of the risk register by 30 June 2019.

LINK TO CORPORATE PLAN

Key Strategy Priority: 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.

Strategy 4: Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

Objective 4b: The workforce is provided with the required support, training and development necessary to achieve job satisfaction and to update its skill and knowledge base to meet changing organisational needs.

Objective 4d: The provision of core Council services are underpinned by appropriate and accessible information, communication and technology systems.

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

CONSULTATION

Senior management have reviewed and updated Council's Enterprise Risk Management Policy and Framework before providing to the Audit and Risk Committee for their review and endorsement.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

The Queensland Audit Office identified Council's risk register as an internal control deficiency in its Management Letter recently issued. Reviewing and updating the Council's Enterprise Risk Management Policy and Framework is one of the many stages implemented by staff to address this matter.

POLICY IMPLICATIONS

All necessary changes and updates to the Enterprise Risk Management Policy and Framework have been completed prior to presentation to Council.


FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

Review and update of Enterprise Risk Management Policy and Framework has not incurred any additional financial and/or resource implications. Upon the establishment of strategic and operational risk registers there may be financial implications to assist with mitigation measures for risks identified, however these will be catered for in future budgets accordingly.

RECOMMENDATION

That Council adopts the Enterprise Risk Management Policy and Framework.

14.4 AUDIT AND RISK COMMITTEE MEETING MINUTES - 4 MARCH 2019

File Number: D19/4082
Author: Acting Governance and Risk Manager
Authoriser: Eric Brown, Director Organisational Business Services
Attachments: 1 Audit and Risk Committee Minutes - 4 March 2019 

PRECIS

The role and function of the Audit and Risk Committee is to provide independent, objective assurance and advice designed to add value and improve Council's operations. It helps the organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, audit control and governance processes.

The purpose of this report is to table the Minutes and associated recommendations from the meeting held on Monday 4th March 2019.

BACKGROUND/HISTORY

The *Local Government Act 2009* does not require Cook Shire Council to establish an audit committee, however best practice Council operations require an effective and efficient internal audit function process.

At its Ordinary Meeting on 11 December 2018 Council resolved to (Resolution 2018/245):

- 1) Dissolve the Risk Management Committee;
- 2) Dissolve the Audit Committee;
- 3) Convene the Audit and Risk Committee and appoint a Chairperson for the Committee;
- 4) Appoint voting members to the Committee; and
- 5) Adopt the draft Audit and Risk Committee Charter as the Charter for the newly convened Audit and Risk Committee.

The Committee's four person membership consists of three Councillors appointed by Council resolution and one Independent Member. The Mayor, Chief Executive Officer and Director Operational Business Services are invited to attend all meetings as permanent attendees, however they have no voting rights.

The first meeting of the Audit and Risk Committee was held at 9.30am on Monday 4th March 2019.

Items covered at the meeting included:

- The engagement of an Independent Member with particular skills and experience in the areas of finance and business – Carolyn Eagle of Pacifica Chartered Accountants;
- Audit and Risk Committee Charter;
- Proposed Enterprise Risk Management Framework;
- Internal Audit Strategic Plan and Proposed Audits for 2018/19;
- Internal Audit Program 2017/18 – Completed Audit Reports;
- External Audit Plan – 2018/19 Financial Year;
- Audit and Risk Committee Work Plan 2019;

- 2017/18 Audit Final Management Letter;
- Proposed Budget Preparation Timeline 2019/20;
- Audit and Risk Committee Meeting Dates 2019; and
- Controlled Document (Policy) Register Update.

Included in the resolutions of the Audit and Risk Committee Meeting are certain recommendations to Council and these matters are the subject of separate reports being tabled at Council's meeting today.

LINK TO CORPORATE PLAN

Key Strategy Priority: 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.

Strategy 3: Develop a clear communication plan to inform the workforce, community and elected members in order to achieve greater understanding of council decision making processes, policies, legislation and compliance requirements.

Objective 3c: The community is kept informed and is generally well satisfied with the overall leadership and strategic direction undertaken by Council.

CONSULTATION

Nil

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

There will be the requirement to update existing policies and procedures.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

There are costs associated with the recruitment of the Independent Member, with the requirement to pay an hourly fee, accommodation and travel.

RECOMMENDATION

That Council notes the Minutes of the Audit and Risk Committee Meeting held on 4 March 2019.

14.5 COOKTOWN 2020 ADVISORY COMMITTEE MINUTES MARCH 2019**File Number:** D19/4371**Author:** Events and Cultural Officer**Authoriser:** Sally Eales, Manager Tourism**Attachments:** 1 Cooktown 2020 Advisory Committee Meeting Minutes - March 2019 **PRECIS**

The Cooktown 2020 Advisory Committee is an advisory board, providing input to the development and creation of the proposed Cooktown 2020 Festival. The purpose of this report is to table the minutes and associated recommendations from the meeting held on the 4th of March 2019.

BACKGROUND/HISTORY

The Cooktown 2020 Advisory Committee was established in 2014 to develop and coordinate the Cooktown 2020 celebrations and program of events. The committee is made up of a number of community key stakeholders, Traditional Owners and Cook Shire Council staff. The Advisory Committee is governed by the "Terms of Reference: *Cooktown 2020 Advisory Committee*, version 11." adopted by Cook Shire Council in November 2018.

Items covered at the meeting included:

- Peter Rout (Assistant Director, Operations) Australian National Maritime Museum has expressed that the Endeavour will not be here for the opening weekend of the festival as initially indicated
 - Committee deems this to be unsatisfactory as the current proposed Endeavour route does not align with historical dates and commemorative events not only in Cooktown but along the East Coast of Australia.

- Merryn Hughes (2020, Festival Director) presented the concept that Cooktown 2020 is more of an Expo than a Festival, stating that the role of an expo is to inspire and challenge; organised and facilitated by governments to educate the public, share innovation, promote progress and foster cooperation. Addressing big themes and challenges.
 - A motioned was moved: That Council adopts the name and philosophy of Cooktown Expo 2020, as opposed to "Festival" to better reflect its ambitions while providing the prospect of an ongoing event; allowing for broader philanthropic opportunities to be explored.

LINK TO CORPORATE PLAN

*Key Strategic Priority: **Community*** - A sense of common purpose, whilst retaining local diversity, with goals and aspirations of individual communities reflected in local strategy and planning.

Strategy 2: Develop and build on community engagement measures to encourage inclusiveness and partnerships within communities

Objective 2a: Community engagement measures are developed and implemented

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

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

*Key Strategic Priority: **Economy*** – Locality specific economic growth, appropriate to each community and the Shire as a whole.

Strategy 2: In partnership with local business, industry groups, economic and regional development organisations and neighbouring local governments continue to develop strategies to assist, strengthen, develop and promote existing and new businesses and industries.

Objective 2c: Tourist and visitor number increase.

CONSULTATION

There has been consultation with the Cooktown 2020 Advisory Committee at its meeting on 4th of March 2019.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

An allocation for festival related expenses was approved by Council in its 2018/19 budget.

RECOMMENDATION

1. That Council adopts the name and philosophy of Cooktown Expo 2020, as opposed to "Festival" to better reflect its ambitions while providing the prospect of an ongoing event; allowing for broader philanthropic opportunities to be explored.
2. That the minutes from the March meeting be noted.

14.6 ARTS AND CULTURE POLICY AND PUBLIC ART POLICY REVIEW**File Number:** D19/1592**Author:** Administration Events Officer**Authoriser:** Sally Eales, Manager Tourism**Attachments:** 1 Arts and Culture Policy Dated 20 March 2019 2 Public Art Policy Dated 20 March 2019 **PRECIS**

A review of Council's Arts and Culture Policy and Public Art Policy has been undertaken. Redrafted Policies are submitted for consideration and approval by Council.

BACKGROUND/HISTORY

In 2015 Cook Shire Council (Council) adopted an *Arts and Culture Policy V3*. This Policy outlined how Council would work to develop and support arts and culture within the Shire and was scheduled for review in 2018. As required, the Policy has been reviewed and updated to contemporise the Policy and its approach to the development of a thriving arts community in the region. Notable changes include:

- Clearer definitions of *arts, culture and heritage*
- The addition of Guiding Principles that underpin Council's commitment and support to the arts:
 - *The cultural vitality of Cook Shire is expressed in the arts, cultural and heritage pursuits of its people and is the key to a proud sense of identity, resilience, harmony and economic diversity;*
 - *Building the capacity of local artists and art organisations to strengthen the community; and*
 - *Respecting cultural diversity to make the arts more relevant, dynamic, innovative, and inclusive - encouraging mutual respect and social harmony.*
- The addition of Measurements of Success to measure the efficacy of the Policy during subsequent reviews:
 - *Increased access to and satisfaction with a number of quality arts and cultural experiences delivered in Cook Shire;*
 - *Increased number of arts development opportunities available to the local residents and arts and cultural sector;*
 - *Strong community of arts with quality partnerships between the arts and culture sector, communities, businesses and non-arts sector; and*
 - *Increased level of active participation by Cook Shire residents in local arts and cultural activities.*

In reviewing the *Arts and Culture Policy*, the *Public Art Policy* was also reviewed and updated so the two policies are now in alignment. Noteworthy changes include:

- The addition of Guiding Principles that underpin Council's commitment to the provision of a vibrant, diverse and well planned public art collection –
 - *Create distinctive places through arts and cultural activities that will generate a sense of identity, belonging, shared ownership and engagement;*
 - *Prioritise local artists, providing employment opportunities and building the capacity of the region's local artists and art organisations, which will increase the resilience and skills of the local region's creative industries;*
 - *Install quality and vibrant public art that will enrich the community and build a sense of shared history, connectedness and ownership and will act as tourism attractions, drawing visitors to the region and contributing to the local economy; and*
 - *Maintain and Manage Council's collection of public artworks across the Shire.*
- Added policy guidelines on the acquisition of public art through *artist call out, expressions of interest or direct procurement*
- Added policy guidelines on the *lending of collections* owned by Cook Shire Council
- The addition of Measurements of Success to measure the success of the policy for later review –
 - *Community acceptance and appreciation of the completed public art piece, post installation;*
 - *The number of public art installations in public spaces within the Shire that are economically and environmentally sustainable and well-maintained;*
 - *The level of engagement from local residents in public art processes;*
 - *Recognition of Cook Shire public art pieces from outside the Shire by tourists, media or in public forums; and*
 - *Increased capacity and employment of local artists and art organisations in the public art process.*

LINK TO CORPORATE PLAN

*Key Strategic Priority: **Community*** - A sense of common purpose, whilst retaining local diversity, with goals and aspirations of individual communities reflected in local strategy and planning.

Strategy 1: Strategies that reflect the goals and aspirations of individual communities are developed

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

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

*Key Strategic Priority: **Economy*** – Locality specific economic growth, appropriate to each community and the Shire as a whole.

Strategy 3: Undertake the management of council's assets in accordance with sound practice to ensure infrastructure networks are maintained, renewed and upgrades to maximise long term benefit to all.

Objective 3a: Asset management policy and strategies are adopted and implemented by Council.

CONSULTATION

Both the *Arts and Culture Policy* and the *Public Art Policy* were developed in consultation with appropriate staff and the Council Executive Leadership team.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Both the *Arts and Culture Policy* and the *Public Art Policy* aim to provide appropriate Council Officers and Councillors a framework to ensure they conduct their role legally, particularly in relation to the acquisition and procurement of arts, cultural and heritage works and or items.

POLICY IMPLICATIONS

Update to the *Arts and Culture Policy*. Update to the *Public Art Policy*.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

The Public Art Policy outlines that Council is committed to the development of public art across the Shire and will investigate opportunities to devote a percentage of overall project costs to public art. As such, all projects in public spaces will need to consider the prospect of including public art in their project if appropriate.

RECOMMENDATION

That Council accept and adopt the reviewed:

1. Arts and Culture Policy dated 20 March 2019, and
2. Public Art Policy dated 20 March 2019.

14.7 COOKTOWN DISCOVERY FESTIVAL 2019 - MARKET STALL APPLICATIONS - EARLY BIRD DISCOUNT

File Number: D19/4018
Author: Manager Tourism
Authoriser: Lawrence Booth, Director Community, Economy and Innovation
Attachments: Nil

PRECIS

The Cooktown Discovery Festival will be held from 14 - 16 June 2019. In order to help to create a livelier atmosphere in the market place at Lions and Endeavour Parks, it is proposed to offer an Early Bird Discount rate to encourage market stall permit holders to become part of the Festival.

BACKGROUND/HISTORY

Feedback from the 2018 Cooktown Discovery Festival indicated that existing Cook Shire market stall permit holders should receive a discount to encourage them to operate a market stall during the 2019 Discovery Festival. In 2018, Council issued 22 permits to operate a market stall, although some permit holders did not participate in the Festival. In 2019, we have the capacity to accommodate up to 37 sites, including six food vans on the road side.

The proposed Early Bird Discount rates are detailed below and, because they are not itemised in the current Fees and Charges Schedule, Council approval of these changes is required.

To receive the Early Bird Discount rate, market stall applications for the 2019 Cooktown Discovery Festival will need to be made by 13 May 2019.

Fees (first 3 days)	Current (already in 2018/19 fees and charges schedule)	Early Bird	Early Bird for existing permit holders	Extra discount for no single use plastic products or packaging (already in 2018/19 fees and charges schedule)
Application fee for Licencable Food stalls and vehicles with power	\$140.00	\$120.00	\$105.00	Less \$40.00
Application fee for Licencable Food stalls and vehicles without power	\$90.00	\$70.00	\$55.00	Less \$40.00
Application fee for other stalls with power	\$70.00	\$50.00	\$35.00	Less \$15.00
Application fee for other stalls without power	\$50.00	\$30.00	\$15.00	Less \$15.00

LINK TO CORPORATE PLAN

*Key Strategic Priority: **Community*** - A sense of common purpose, whilst retaining local diversity, with goals and aspirations of individual communities reflected in local strategy and planning.

Strategy 2: Develop and build on community engagement measures to encourage inclusiveness and partnerships within communities

Objective 2a: Community engagement measures are developed and implemented

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

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

*Key Strategic Priority: **Economy*** – Locality specific economic growth, appropriate to each community and the Shire as a whole.

Strategy 2: In partnership with local business, industry groups, economic and regional development organisations and neighbouring local governments continue to develop strategies to assist, strengthen, develop and promote existing and new businesses and industries.

Objective 2c: Tourist and visitor number

CONSULTATION

There has been consultation with the 2018 Discovery Festival market stall holders, current Cook Shire market stall holders, and relevant Council teams including Customer Service, Environmental Health, Finance, Planning and Environment and Tourism and Events.

POLICY IMPLICATIONS

The Early Bird Discount is not currently listed in the Schedule of Fees and Charges 2018/19.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

An Early Bird Discount of \$20 per stall or \$35 per stall (for existing Cook Shire market stall permit holders).

RECOMMENDATION

THAT:

1. Council approves the Early Bird Discount for the 2019 Cooktown Discovery Festival market stall permit applications; and
2. Under Section 257 of the Local Government Act 2009, Delegation of Local Government Powers, Council delegates authority to the Chief Executive Officer to amend the Schedule of Fees and Charges as required for operational purposes relating to the Discovery Festival.

14.8 COOKTOWN 2020 ADVISORY COMMITTEE MEETING MINUTES FEBRUARY 2019**File Number:** D19/3820**Author:** Events and Cultural Officer**Authoriser:** Sally Eales, Manager Tourism**Attachments:** 1 Cooktown 2020 Advisory Committee Meeting - Feb 2019 Minutes **PRECIS**

The Cooktown 2020 Advisory Committee is an advisory board, providing input to the development and creation of the proposed Cooktown 2020 Festival. The purpose of this report is to table the Minutes and associated recommendations from the meeting held on the 4th of February 2019.

BACKGROUND/HISTORY

The Cooktown 2020 Advisory Committee was established in 2014 to develop and coordinate the Cooktown 2020 celebrations and program of events. The committee is made up of a number of community key stakeholders, Traditional Owners and Cook Shire Council staff. The Advisory Committee is governed by the “Terms of Reference: *Cooktown 2020 Advisory Committee*, version 11.” adopted by Cook Shire Council in November 2018.

Items covered at the meeting included:

- An update following a meeting between Cook Shire Council and The National Trust of Australia (Qld) which was held on the 12th of December 2018 to discuss “Managing Heritage Listing for Reconciliation Rocks, Cooktown”. The listing would be values based and, as such, any listing would be on the significance of the area and would not impede on its development. Once listed, an application for National Heritage Preservation funding can be made to contribute to the cost of developing the Reconciliation Rocks Precinct. Jane Alexander (Heritage Advocacy – National Trust) has been invited to sit on the Project Development Group for Reconciliation Rocks.
- On 22 January 2019, the Prime Minister Hon Scott Morrison visited Cooktown and announced funding for a number of 2020 Legacy Projects.
- A suggestion was put forward that as part of the signage update around Cooktown in the lead up to 2020 and in the spirit of reconciliation, all interpretive signage also be in the Guugu Yimithirr language.

LINK TO CORPORATE PLAN

*Key Strategic Priority: **Community*** - A sense of common purpose, whilst retaining local diversity, with goals and aspirations of individual communities reflected in local strategy and planning.

Strategy 2: Develop and build on community engagement measures to encourage inclusiveness and partnerships within communities

Objective 2a: Community engagement measures are developed and implemented

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

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

*Key Strategic Priority: **Economy*** – Locality specific economic growth, appropriate to each community and the Shire as a whole.

Strategy 2: In partnership with local business, industry groups, economic and regional development organisations and neighbouring local governments continue to develop strategies to assist, strengthen, develop and promote existing and new businesses and industries.

Objective 2c: Tourist and visitor number

CONSULTATION

There has been consultation with the Cooktown 2020 Advisory Committee at its meeting on 4th of February 2019.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

An allocation for festival related expenses was approved by Council in its 2018/19 budget.

RECOMMENDATION

That the Minutes and Recommendations from the Cooktown 2020 Advisory Committee at its meeting on 4th February 2019 be noted.

14.9 COOKTOWN GARDEN PARTY - 1 JUNE 2019

File Number: D19/4033
Author: Manager Tourism
Authoriser: Lawrence Booth, Director Community, Economy and Innovation
Attachments: Nil

PRECIS

To present to Council the preliminary results of Garden Party planning and the potential re-allocation of the budget based on the outcome of this process.

BACKGROUND/HISTORY

At the August 2018 Council meeting, a resolution (2018/163) was passed to:

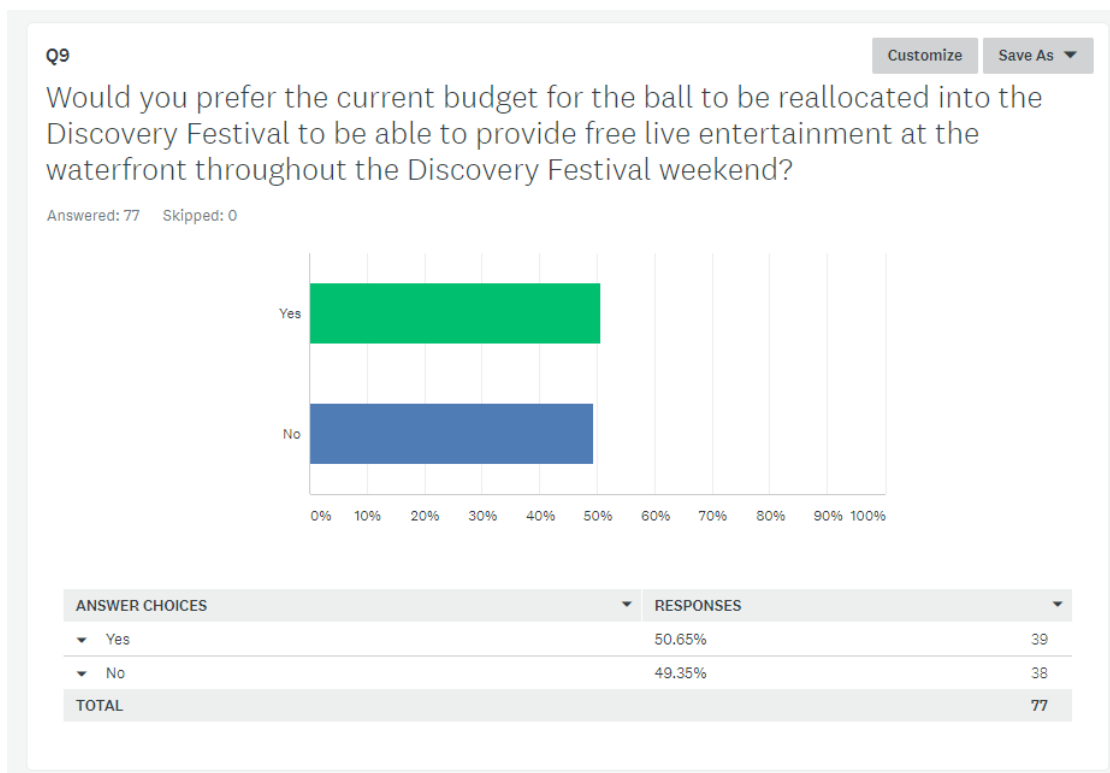
- change the date of the Mayoral Ball to another time of the year, so that it was decoupled from the Discovery Festival weekend and to consider a change in the format of the event; and
- that a further report to be brought back to Council detailing options and indicative budgets for a range of possible events.

A report on the options and draft budgets was presented to the Councillor's Workshop Briefing in October 2018, at which it was agreed to hold the event on 1 June 2019 and to gather community feedback on what type of event they would like to attend.

The results of a community survey were presented to the Cooktown Discovery Festival Committee meeting in November and to the Councillor Workshop Briefing in December 2018.

A summary of the survey results is presented below:

- 77 respondents completed the survey;
- Results were split between a formal ball and a bush dance;
- The preferred venue was the Cooktown PCYC Events Centre, with the Botanic Gardens a close second;
- Preferred style of meal was a buffet;
- All children should be allowed to attend, but people were not willing to pay the same price for a child as an adult;
- 52% of respondents would like the debutantes to be part of the event;
- People were willing to pay between \$50- \$70 for a ticket;
- 60% of people would prefer a community dinner/bush dance rather than a formal ball;
- Around 50% of respondents voted for reallocating the funds towards live entertainment at the Discovery Festival, in lieu of a Mayoral Ball.



- 43 were comments received.

Based on the results of the Survey, Councillors opted to organise a Garden Party Cocktail/Semi-Formal event in the Botanic Gardens on 1 June 2019, open to all ages, with a buffet style meal and live entertainment.

Since January 2019, the Council Tourism and Events team has been gathering quotes for the Garden Party. The nature of the venue at the Botanic Gardens, means that for a one-off event such as this, all infrastructure needs to be hired in, including three phase power generators. All equipment including marquees, tables, chairs, staging, lighting and sound equipment would need to be hired from Cairns. Other costs include security, alcohol, generators, staff wages, catering, decorations, photographer, entertainment, prizes, courtesy bus, advertising, booking fees, signage, travel and accommodation.

Only one quote has been received for catering, at \$61 per head for cold meats and salads, which is higher than what the community indicated it is willing to pay for a ticket and is not the type of buffet meal expected. All quotes are based on 200 people purchasing a ticket.

On review, it is timely to re-consider whether the Garden Party should proceed, or if the budget should be re-allocated to the 2019 Cooktown Discovery Festival. Senior Queensland State Government representatives are likely to be in attendance at the 2019 Discovery Festival, which the State Government has sponsored.

If the budget was to be re-allocated to the Cooktown Discovery Festival, it could be used towards the following:

- Indigenous Showcase Warrma performances;
- Live entertainment at the official opening on Friday evening;
- Fireworks;
- Large LED screens for the Gold Delivery and the Re-enactment and Warrma;

- Overnight on site security at the market place;
- Funfair rides and sideshow alley;
- Videographer; and
- Additional marketing.

LINK TO CORPORATE PLAN

*Key Strategic Priority: **Community*** - A sense of common purpose, whilst retaining local diversity, with goals and aspirations of individual communities reflected in local strategy and planning.

Strategy 2: Develop and build on community engagement measures to encourage inclusiveness and partnerships within communities

Objective 2a: Community engagement measures are developed and implemented

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

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

*Key Strategic Priority: **Economy*** – Locality specific economic growth, appropriate to each community and the Shire as a whole.

Strategy 2: In partnership with local business, industry groups, economic and regional development organisations and neighbouring local governments continue to develop strategies to assist, strengthen, develop and promote existing and new businesses and industries.

Objective 2c: Tourist and visitor number

CONSULTATION

Council meeting in August 2018, Council Workshop Briefing in October and December 2018, Community Survey in November 2018 and the Discovery Festival Committee meeting November 2018, together with a review by senior Council staff.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

The 2018/19 budget has an allocation of \$70,000 for a community ball/garden party.

RECOMMENDATION

THAT:

1. Council does not proceed with the Garden Party on 1 June 2019; and
2. Council approves the reallocation of the \$70,000 budget from the Garden Party to operational expenses associated with the 2019 Cooktown Discovery Festival.

15 INFRASTRUCTURE - REPORTS

15.1 ASSET MANAGEMENT POLICY

File Number: D19/1913

Author: Manager Strategic Asset Planning

Authoriser: David Klye, Director Infrastructure

Attachments: 1 Draft Asset Management Policy 

PRECIS

A draft Asset Management Policy has been formulated as the first significant step in implementing a systematic approach to asset management for the Cook Shire. This draft Asset Management Policy is presented for Council consideration.

BACKGROUND/HISTORY

The industry best practice guide for public infrastructure asset management is the International Infrastructure Management Manual (IIMM). The international Edition 2015 outlines the key concepts of asset management as follows (p. 4):

Two important concepts explain the purpose and the scope of AM:

- 1. The objective of asset management is to meet the required level of service, in the most cost effective manner, through the management of assets for present and future customers. As highlighted by ISO 55000, good AM is about achieving best value through the right balance between cost, risk, and performance.*
- 2. Lifecycle asset management encompasses all practices associated with considering management strategies as part of the asset lifecycle. The objective is to look at lowest long-term cost (rather than short-term savings) when making decisions.*

Cook Shire Council does not currently have an asset management strategy or asset management plan to guide its long term financial planning. The adoption of an asset management policy is a statutory obligation of Council and an essential step in formalising Council's commitment to asset management and provision of appropriate resourcing for formulation of asset management strategy, plans and processes. These documents are necessary overarching documents to guide and embed good asset management practice within the organisation over time.

The Queensland public sector auditor, the Queensland Audit Office (QAO) *Forecasting Long Term Sustainability of Local Government Report 2: 2016-17* included an audit of 5 Queensland Councils including Cook Shire Council. The recommendation from the report was (p. 6):

We recommend Councils improve the quality of their long-term forecasts and financial planning by:

- 1. maintaining complete and accurate asset condition data and asset management plans (Chapters 2, 3, and 4)*
- 2. implementing a scalable project decision making framework for all infrastructure asset investments (Chapter 2).*
- 3. engaging directly with their communities on future service levels (Chapters 2 and 4)*
- 4. developing financial plans to explain their financial forecasts and how they intend to financially manage the Council and its long-life assets (Chapter 2).*

It is planned that following adoption of the Asset Management Policy, an Asset Management Strategy and Asset Management Plan be formulated and provided to Council for adoption in the 2018-19 financial year. This will begin to address the number one recommendation from the QAO report to improve Councils long-term forecasts and financial planning.

The Asset Management Plan and the Long Term Financial Forecast need to be developed in unison as there are close synergies and linkages between the two plans. It is expected that the Asset Management Plan and the Long Term Financial Forecast will be developed to maturity over a period of three to five years. Adoption of an Asset Management Policy is the first necessary step in this process.

The proposed Asset Management Policy has been based on the Nams.Plus Asset Management Policy template formulated by the Institute of Public Works Engineering Australasia (IPWEA) and NAMS Canada. The Policy has in turn been guided by the International Infrastructure Management Manual (IIMM) 2015 Edition with its strong links to the ISO 55000 Asset Management Standards.

LINK TO CORPORATE PLAN

Key Strategy Priority: 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.

Strategy 2: Prepare management strategies to underpin asset sustainability.

Objective 2b: Council's asset management plan is completed and informs Council's long term financial strategy.

CONSULTATION

There has been nil public consultation in this matter, with the policy proposed based on best practice principles.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Local Government Regulation 2012 - Reg 168 outlines:

A local government's long-term asset management plan (contents) must—

a. provide for strategies to ensure the sustainable management of the assets mentioned in the local government's asset register and the infrastructure of the local government; and

b. state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan; and

c. be part of, and consistent with, the long-term financial forecast.

POLICY IMPLICATIONS

The proposed policy formalises a Council commitment to embed asset management practice within Cook Shire Council and provide appropriate resourcing for formulation of asset management strategy, plans and processes.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

There are no immediate budget implications in adopting the Asset Management Policy, with budgeted staff time to be utilised for the next steps of formulating asset management strategy and

plans. However, it needs to be recognised that implementing good asset management practice within Council will require on-going and considerable effort with appropriate staff resourcing required moving forward.

RECOMMENDATION

That Council adopts the draft Cook Shire Council Asset Management Policy attached.

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 Regulation 2012:

16.1 RETURN ACTIVATED SLUDGE AND MIXER REALIGNMENT AND REPLACEMENT - COOKTOWN SEWAGE TREATMENT PLANT

This matter is considered to be confidential under Section 275(e) of the Local Government Regulation 2012, 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.

16.2 Write-Off Outstanding Debts

This matter is considered to be confidential under Section 275(h) of the Local Government Regulation 2012, 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.