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Confirmed Minutes
Burke Shire Council Ordinary General Meeting
Thursday 17th January 2013
9.00am Council Chamber

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01. Opening of Meeting

The Chair declared the Meeting open at 9.03am.

02. Present

Cr Ernie Camp, Mayor - Chair
Cr Paul Poole, Deputy Mayor
Cr Tracy Forshaw
Cr Tonya Murray

Away Cr Zachary Duff

John Page; Chief Executive Officer
Neil Klemola, Works Manager
Jenny Williams, Executive Assistant

03. Prayer

Cr Murray led Council in Prayer.

04. Consideration of applications for leave of absence

That Council accepts Cr Duff leave of absence for the 17th January 2013 Council Meeting.

Moved: Cr Murray
Seconded: Cr Poole

Carried 01.130117 4/0

05. Confirmation of Minutes of Previous Meeting(s)

05.01 General Meeting Thursday 14 December 2012

That the Minutes of the General Meeting of Council held on Thursday 14 December 2012 as presented be confirmed by Council.

Moved: Cr Murray
Seconded: Cr Camp

Carried 02.130117 4/0

FILE: BCS/G/CM/Minutes

06. Condolences

Council expressed their condolences to the Owens and Bismark Families.

Note - Cr Forshaw thanked Council for the flowers sent to her family.

07. Works and Services Reports

07.01.01 Works and Services Monthly Update Report

That council notes the contents of the Works and Services January 2013 Update report.

Moved: Cr Poole
Seconded: Cr Murray

Carried 03.130117 4/0

FILE NO: BCS/G/CM/R/WM

Content – WORKS MANAGER

Firstly I would like to thank a few people for assisting in making my transition into the position of Works Manager a smooth one. Cassy Hinds and JY have been invaluable in their support and knowledge in helping me navigate my way around the existing works programs and computer systems in place. I feel also mention must be made of David Charlton who has provided technical support in the way of discovery and clarification of budget and spreadsheets, as well as the entire workforce who have welcomed me to the position.

Secondly I would also like to mention Mayor Ernie Camp, Councillors Paul Poole and Zack Duff as well as the CEO John Page and his wife Cheryl and my no means least Jenny Williams for their warm welcome to town and mentoring advice.

It is a steep learning curve and all help has been sincerely appreciated.

I feel pleased to be part of the Burke Shire Council's restructuring and progressive move forward and for this opportunity. I thank the Mayor and Councillors for my appointment.

There are a number of issues I would like to red flag as possible problem areas in the near future that may require a one off investment to provide more effective results and legislative compliance in some instances. These are not a major issue at present but will eventually become one.

- SCADA cooling system at Gregory Downs Water Treatment Plant
- Water flow meters at Escott Pump Station (record accurate information)
- Flow metres at the sewerage works
- A total upgrade for the Sewerage Treatment Plant

There are also a number of areas of concern which do not require extra funding, however they will take up a lot of human resources, time and that is identifying and rectifying anomalies in both budget reporting procedures and simplifying the cost coding systems. I feel if we can adopt the KISS principal in these areas we will note significant improvement in cost effectiveness.

To bring you up to date with immediate changes implemented in an endeavour to boost morale and increase productivity we have introduced both a weekly toolbox meeting and supervisors meeting, which endeavours to give both transparency and ownership to all the stakeholders involved. (Because not only are they the work force they are rate payers and voters as well).

This has the flow on effect of increased productivity and a happy and informed workforce results in less down time.

We have also introduced a skills register and 2-week works look ahead, in which work time frame will be adopted. This has the benefit of utilising both workforce and plant in the most effective way. It also highlights areas of concern in the sense of skills that are lacking, where we need to look at people to fill the void.

Escott Road upgrade - Trim and brush over Escott Rd (general maintenance upgrade), with excess spoil carted to Simpson Gully.

Florville Road. (Flood damage)- Work continuing; repairing of shoulders on damaged sections approx 220 metres. Work will be ongoing into next week.

Lawn Hill Road. (TIDS - Repair sections of road where excessive bleeding is occurring approx 1.7kms, at the same time patching of potholes.

Lawn Hill to Doomadgee Road. - Take photos for flood damage claims ongoing.

RMPC.- Inspections and logging are ongoing; there are still some issues with grids on the Lawn Hill road to be resolved.

General overview; did a shire inspection along with RMPC Supervisor so as to acquaint myself with the shire boundaries.

RANGER/WORKPLACE HEALTH AND SAFETY OFFICER

Induction/s - Neil Klemola – 7 Jan – Works Manager

Litter Management No campers along river. Bins not brought in for the wet are emptied as needed.

Pest Control

- Draft Stock Route Management Plan for our Shire edited by working group now with council.
- Weed spraying Rubber vine, Belly ache bush and Calotrope on Council road reserves and land when time permits.
- Weed spraying airport fence lines, main airstrip, airport lights, and gables around windsocks, radio tower and facilities had already been sprayed.
- Weed spraying cemetery graves and fence lines.
- Sprayed weeds house 1 fence lines and around shed.
- Started mosquito fogging due to requests from the public 7th January 2013

General

- Monthly 1080 stock control sheet & Indemnity Forms to DNR Normanton.
- Servicing Skytrans RPT flights and daily airport checks when Bob Marshall on leave.
- Testing and tagging meter returned recalibrated with spare parts and computer program – now waiting for computer to load program onto – being repaired. When everything ready, Gregory caretaker has the qualifications to conduct our testing and tagging in house.
- Work Crews toolbox talk topics when and as required
- Second air testing gas meter has been returned from its annual calibration.

TOWN SUPERVISOR

- Now that all staff are back we are getting back into the works schedule that we are currently using.
- I would like to suggest that Council purchase an established Christmas fir tree holding a ceremony for the planting and a plaque, this to be in a fenced off area which would allow for the Christmas scene to happen. Then come Christmas time the children would feel as if the tree was theirs (ownership) they could help decorate the tree and it would be more of a community effort

WORKSHOP AND FLEET MANAGER

General servicing and a maintenance being the main work carried out.

Tender update from budget 2011/12

- 12-01. 2 x Hilux's. Completed

From 2012/13 budget

- Tender 12-18 2 x 2WD utes- Ordered. One has arrived other next week
- Tender 12-19 Elevating work platform- put on hold - can it be reinstated?
- Tender 12-20 Quotes for Vacuum Sewer Sucker- Hard to get and expensive- may pay to buy second hand truck already fitted out.
- Komatsu grader #489 awaiting auction 24-1-13 at Manheim's
- Treatment plant genset- Will need to expedite as old one has bad corrosion and failed to start-have patched for now.
- Skidsteer - Have started sourcing through Local buy

UTILITIES SERVICES MANAGER

Water Reticulation

- 26th December 2012 there was a major leak causing the shutdown of services in east Bowen Street, the cause was an eroded tapping band and crack in the main caused by water pressure from the leak.
- There have been a few minor leaks that have been attended to in a timely manner.

Water Treatment

- Inflow of water from recent flooding of the Nicholson River is a concern due to water quality.
- Control of this situation is being actioned by Alum Dosing during pumping from Nicholson River Pumping Station to prevent Discoloration and Turbidity

- There has been a minor leak of chlorine, spilling from the container pod from which we are dosing. There was a considerable amount of spill on the floor which caused a large amount of gas generated from the spill. Not forgetting the temperature in the building (sauna)
- Once the building was aired / ventilated and spill flushed with water, work commenced on finding the cause. A fitting on the outlet tap was leaking, when repaired everything was back to normal.
- Ground and building maintenance ongoing
- During checks of the system it was discovered that a large amount of acid had leaked out onto the floor. Because the delivery poly lint to the tank is under pressure it sprayed over the floor and equipment causing a very high gas and fume presence
- Aired and ventilated area prior to shutting down the pump
- Flush the area contaminated by the spill by hosing down to rid to rid all fumes and gases
- Repaired leaking pipe tested and commissioned pump again
- Chlorination unit ORP malfunctioning at times which requires a reset other than that operating normally
- Burketown and Gregory water samples are programmed for Tuesday 15th January 2013 to be sent to Laboratory Services Cairns.

Sewer System

- All pumping stations operating had no incidents to date normal routine checks happening.
- Blivet ongoing maintenance
- UV unit is not operational – have to order parts for lamps and seals
- 2 pumps to be installed to action with availability of an electrician
- Lagoons are okay – require ordinary maintenance

Nicholson Pump Station

- Standby Genset checked and operated on a regular basis
- Switchboard all okay
- Pump well / pumps / valves all okay
- Rising main all okay – require a further inspection before the wet
- Shed and ground ongoing maintenance

Airport

- Slashing to Runway 03/21 commenced 8th January 2013
- Lopping of trees in flight path commenced 7th January 2013
- Runway windsock lights all operational
- PAALC System operational
- New Weather Station – Part taken away for repair, Rankin Electrical Queensland Airport Lighting

Building Maintenance Requests

General maintenance is being done on buildings as and when it is required. House 10 Tenant Norm Welsh requires the kitchen to be completed and some tidying up works, this will need to be quoted as soon as a possible, they have been living in an incomplete home for some time. These are not the only problems with this property however the rest are being dealt with as efficiently as possible. (As trade people are available)

There also seems to be an ongoing problem with the toilet in the Administration Office, this has been looked at several times and the issue continues to occur. Not certain of what to do with this situation.

Pensioners Units 1-7 these units have old tap ware in them and this is causing several leakages inside the buildings. They are also difficult for people with arthritis and other complaints to operate. The suggestion would be to replace all tap ware in the units with appropriate tap ware. Some consultation with a physio therapist maybe required to determine the best product.

A request for quotation has been sent to 3 companies (two local) for the servicing of the Burke Shires air conditioners, in all shire properties. The air conditioners seem to be having trouble with the heat, this appears to be an ongoing problem and if they are serviced more regularly this may assist in operating more effectively. Also to check for any faults that there may be.

The Depot office air conditioners have been struggling for some time to cool down the main office a request has been made for a quotation for split systems this may also cut down the running costs as one air conditioner is very old and needs to run 24 / 7 due to the IT components in the office.

Attendance

David Charlton entered the meeting at 9.36am.

Attendance

Cr Murray left the meeting from 9.58am to 10.02am.

John Page left the meeting from 10.11am to 10.15am

08. Corporate and Community Services Reports

08.01.01 Finance Monthly Update Report

That Council notes the contents of the Finance January 2013 Monthly Update Report.

Moved: Cr Forshaw

Seconded: Cr Murray

Carried 04.130117 4/0

FILE NO: BCS/G/CM/R/FM

Content – STATEMENT OF COMPREHENSIVE INCOME REVENUE

Rates, Levies and Charges – Decreased by almost \$19,000 due to the original budget understating the amount of discount allowed.

Fees and Charges – Decreased by \$4,200 due to revenue for waste disposal originally set at \$8,000 with current actual at zero.

Interest Received – Current actual which only includes QTC interest to November is \$280,000. This implies a full year of around \$600,000 giving a budget increase of \$200,000.

Sales Revenue – As flood damage revenue is still under review there has been no charge while other recoverable works has already reached the budget of \$50,000 so a conservative increase of \$30,000 has been incorporated.

Grants, subsidies etc. – Some minor changes to RADF, HACC and Community Events to reflect actual revenues but the principle change of around \$2,000,000 is a result of budgeting for a full year of grants. The Federal Treasurer however, in the interest of obtaining a surplus budget, paid half of the grant last year and as it is probable that there will be a change of government in Canberra in 2013 it is unlikely that he will be making an early payment this year. The result is a drastic drop in funding for Council.

Capital Grants – Increased by \$91,000 to reflect the State Govt contribution to the Community Centre. (This is 10% of the total grant less GST).

Expenses - Wages and Materials – Increase by \$626,760 to reflect actual expenditure to date. It is not possible for the system to separate these two in Financial Reporting. Refer to detail sheets.

Depreciation – There has been a reduction in depreciation expense budget due to the original budget reflecting the prior year figure. In 2010/11 there was a revaluation which inflated the depreciation charge for 2011/12. This was amended during the audit and these new figures reflect a more accurate charge for 12/13.

Summary – While revenue budget has declined overall by 1.7 million dollars and depreciation expense has increased by 700,000 this is largely offset by reduction in depreciating of 1.9 million for a total reduction in the net operating surplus of a little over 370 thousand dollars.

STATEMENT OF FINANCIAL POSITION

Current Assets – Council's budgeted cash position has decline by 2.5 million dollars due principally to the reduction in the FAGS grant. While depreciation expense has also reduced by 2 million, it is not a cash expense so there is no improvement in the cash position.

Non Current Assets – There is a change in the value of NCA due to a reduction in accumulated depreciation directly reflecting the reduction in depreciation expense. The WIP budget is reduced by over 5 million but this simply anticipates the completion of various projects which are transferred to PPE accounts. There is no change to the Capital Expenditure budget.

Summary – The overall net worth of Council will decline in line with the reduction in net operating surplus from the Income Statement.

STATEMENT OF CASH FLOWS

This statement summarises the changes in Cash and shows the position going from a positive \$900,000 to a negative \$1.6 million. Refer to Current Asset commentary in the SFP section.

Revenue and Expenditure Budget

This report is provided for the benefit of Councillors as the Statement of Comprehensive Income is unable to show the budget figures where an account is split between Wages and Materials. The split does work for actual figures but not budget.

Budget Balance Sheet

There has been no change to the Capital Expenditure budget but this report shows changes to the set up of the budget such that the budgeted expenditure now appears in the PPE accounts rather than the WIP accounts. Additionally there have been some small changes to employee benefit accounts and the refuse restoration provision.

Attendance

Dave Charlton left the meeting at 10.27am.

Attendance

John Page and Cr Forshaw left the meeting from 10.27am to 10.28am
Ken Hunt entered at 10.28am.

16. Deputations and presentation scheduled for meeting

16.01 Ken Hunt - Update on EBA and HR Procedures

Gave an update on the EBA and associated processes with level and skills audit and development of position descriptions for each employee.

Adjournment

That Council adjourned the meeting for Morning Tea from 10.31am to 10.45am.

15. Closed session reports

That Council move into closed session to discuss confidential items as stated in the *Local Government (Operations) Regulation 2010* in Chapter 5 Administration, Part 2 Local government meetings and committees, under *Sections 72 (1) (b and h)*.

Council moved into closed session at 10.45pm.

Moved: Cr Murray
Seconded: Cr Camp

Carried 05.130117 4/0

Real Conflict of interest

Cr Murray declared a real conflict of interest (as per section 173 of the *Local Government Act 2009*) on this matter due to discussions about staffing and organisational structure and left the meeting room at 10.48am, taking no part in the debate or decision of the meeting.

Attendance

Neil Klemola left the meeting at 11.39am.
Cr Murray entered at 11.39am.
Ken Hunt left the meeting at 12.05pm.
Neil Klemola entered at 12.42pm to 12.50pm.

Move into Open Session

That the meeting resume in open session to consider recommendations arising out of the closed session.

Council resumed open session at 12.51pm.

Moved: Cr Camp
Seconded: Cr Forshaw

Carried 06.130117 4/0

15.02 Organisational Structure

That council accepts the organisational structure as presented.

Moved: Cr Poole
Seconded: Cr Forshaw

Carried 07.130117 4/0

FILE NO: BCS/G/OS

Adjournment

That Council adjourned the meeting for Lunch from 12.55pm to 2.13pm.

09. Chief Executive Officer Reports

09.01.01 Chief Executive Officer Monthly Update Report

That council

Notes the contents of the Chief Executive Officer January 2013 Monthly Update Report; and

Require the owners of the Burketown Hotel to provide an indemnity and notation on their insurance policy covering Council for the 600mm overhang on the hotel.

Moved: Cr Poole
Seconded: Cr Camp

Carried 08.130117 4/0

FILE NO: BCS/G/CM/R/CEO

Content – DEVELOPMENT MATTERS

MCU Extraction and Associated Environmentally Relevant Activities – ERA 16(2) (c) Lawn Hill – Century Mine – Mining Lease Area ML90045:-

Burketown Hotel – Development Application – received notice of engagement by private certifier, boundaries alignment been rectified, waiting on lodgement of revised plans, have received draft plans and forwarded to Councillors for comment.

FOOD LICENSING LICENSES

Application sent to the Burketown Pub in December to complete their Food Business License.

OTHER RELEVANT INFORMATION

Australia Day Celebrations

A fun day of activities including cricket match, car rally, cook-off (scones), school activities, games. Australia Day/competition awards and BBQ lunch running from 8am to 3pm.

Council House – Anthony Street – Glendale Homes

Water and sewerage connected, rain water tank installed. Driveway being concreted by Council staff. Awaiting Ergon to connect power.

Position of Deputy CEO, Works Manager and Chief Financial Officer

Mr Neil Klemola commenced duties on Monday 7th January, 2013

Mr Frederick Aqvilin will commence as Chief Financial Officer on 21st January, 2013

Mr Philip Keirle will commence as Deputy Chief Executive Officer on 11th February, 2013

Community Centre

Mr Greg Adsett, Architect will attend Council's January, 2013 Meeting.

Airport Fencing Burketown

Mr Neil Klemola will project manage this project.

Airport Terminal and Evacuation Centre Concept Plan

Similar to the Community Centre will be discussed with Mr Greg Adsett.

QRA Finalisation 2010 Event

The required Form 9 was submitted by 20 December 2012 as promised to Council at the last meeting.

Enterprise Bargaining Agreement.

The EBA was voted on 13th December and 34 yes 1 no. The Affidavit etc has been forwarded to LGAQ for completion with Unions and Certification through the QIRC.

09.01.02 Adoption of Councillor Remuneration Schedule

That Council adopt the Councillor Remuneration Schedule as determined by the Local Government Remuneration and Discipline Tribunal for the 2013 calendar year:-

<u>Category One</u>	%	\$pa
Mayor	52.5	\$73,803
Deputy Mayor	22.5	\$31,630
Councillor	16	\$22,492

Moved: Cr Forshaw

Seconded: Cr Murray

Carried 09.130117 4/0

FILE NO: BCS/G/C/CA

Content – To present to Council for consideration and adoption the Councillor Remuneration Schedule as determined by the Tribunal Council under Section 42 (5) of the 2010 Local Government (Operations) Regulation is required to adopt the Schedule within 90 days of the schedule being gazetted. The Schedule was gazetted on 14th December, 2013. The remuneration is for the calendar year.

09.01.03 Proposal to Rename Gregory Downs Township Gregory

That Council notes the information regarding the application for the name change from Gregory Downs to Gregory.

Moved: Cr Camp

Seconded: Cr Forshaw

Carried 10.130117 4/0

FILE NO: BCS/LUAP/P/GNC

Content – To present to Council for consideration the proposal to change the name of Gregory Downs township to Gregory and seek Council's comments.

09.02.01 Arts and Craft Show 2013

That the Burke Shire Council Arts and Craft Show for 2013 be held on the 24th August 2013.

Moved: Cr Murray
 Seconded: Cr Forshaw

Carried 11.130117 4/0

FILE NO: BCS/CR/E/ACS/2013

Content – The Burke Shire Arts and Craft show is due to be held in 2013. Require Council to decide on a date for this event. Every other year, Council provides the funding for an Arts and Craft Show which is held in Burketown. An advisory group is formulated comprising of community members and a Council staff member as the liaison officer.

In 2011 the Arts and Craft Show was held on Saturday 2nd July 2011. Due to this date being earlier than previous years, not any many entries were received especially in the Horticulture section. Previous Years Show Dates:- 2nd July 2011, 29th August 2009, 30th August 2008, 18th August 2007, 12th August 2006. The committee at the time noted in their post show meeting that Council should consider changing the date of the show to late August or early September 2013.

09.02.02 Home and Community Care Monthly Update Report

That Council notes the contents of the Home and Community Care Team Leader Officers January 2013 Monthly Update Report.

Moved: Cr Poole
 Seconded: Cr Forshaw

Carried 12.130117 4/0

FILE NO: BCS/CommS/HACC/CR

*Content – ATTENDANCE / UPCOMING CONFERENCES / TRAINING AND EXCURSIONS:
 CBDC Clients:--- 3, Social Support Clients:----2 We only have a handful of clients starting off the year with most staying away until after the wet season.*

ACTIVITIES AND VISITORS:

- *Gardening – Lenny has been keeping our garden watered over the Christmas break with some concern that 3 little pigs (from the corner) have been wreaking havoc-digging up the roses and making a mess.*
- *This year I have planned several outings with the bus that include shopping trips, overnight stays and day trips. Light woodworking projects for the men with the ladies wanting to try their hand at bread making, floral art and rug hooking will add to the other crafts and activities.*

HACC officially resumes on Tuesday in Burketown on Tuesday 15th January while Gregory will start up again on Thursday 21st March. In the meantime I have been making Social calls to clients in town with a Social trip out to Gregory planned for Friday.

Ongoing visits from Health: Medicare Local ----- 8th February, Local Clinic each Tuesday – medications

OTHER UPDATE

The HACC National Service Standards (due every 3yrs) will be assessed again in June but from my understanding this year mine is a self assessment.

I have updated and renewed my HACC Policies to fit the criteria as required for the Standards and they are ready for endorsement.

There may be one or two “new” policies that I have to add but I am waiting for confirmation.

- *These HACC changes are planned in the next three years:-*

Access Points:: The Commonwealth HACC Program is expected to introduce an intake and assessment service before 2015. New Intake and Assessment tools will be introduced with those Access Points.

Fees: The Commonwealth HACC Program is expected to introduce standardized fees prior to 2015.

Aged Care Reforms: It is expected that the Commonwealth HACC Program will transition to the Home Support Program by 2015.

10. Late Item Reports

10.01 RADF Committee Recommendations

That Council:-

1. Complete the review of the Arts and Cultural Policy and present back for adoption before 30 June 2013.
2. Writes to Arts Qld requesting that RADF Regional Training Workshops for NW Qld be held after Easter.
3. Approves to host a Regional Training Workshop in the Shire.

Moved: Cr Forshaw
Seconded: Cr Poole

Carried 13.130117 4/0

FILE NO: BCS/CS/A/RADF

Content - The RADF Program, established in 1991, is a highly successful State and Local Government partnership that supports professional artists and arts practitioners living in regional Queensland. The Program focuses on the development of quality art and arts practice for, and with, regional communities.

The RADF Program's key stakeholders are the Queensland Government Department of Education, Training and the Arts, through Arts Queensland and the local councils that participate in the program. These stakeholders support arts and cultural development, RADF committees, regional and remote communities and their arts and cultural workers.

The partnership between Arts Queensland and local government is important to ensure RADF grants are used in the best possible way to support professional arts outcomes and development in regional Queensland, by following six overarching RADF Principles.

11. Consideration of Notice(s) of Motion and Petitions

None Received

12. Mayoral Minute and Report

That the verbal report provided by Councillor Camp be noted by Council.

Moved: Cr Murray
Seconded: Cr Poole

Carried 14.130117 4/0

Content –

- Christmas In The Park – It was fantastic to see so many families come and enjoy the evening. All in attendance had a great time – the kids loved the balloons that glowed in the dark, the helicopter lolly drop, chasing the Lollyman and of course – Santa. The cent sale was popular too. It was great to see all the different community groups coming together with council to create a fun evening for all. Thanks to all those who worked hard to make this event the success it was. A special thanks to Santa Claus. I feel that this event was more community driven than council driven and it was fantastic to see community wanting to take ownership of the event.
- Attended BSC Christmas Breakup
- Letter written to Minister for Education – clarifying situation with Gregory Educational Facility and associated infrastructure

- Attended the office on Friday before Christmas Closure
- Attended office – reopening after Xmas closure
- Spoken to media regarding potential mining expansion
- EBA/PR – with Ken Hunt and Staff
- Phone Interview for Chief Financial Officer
- Coordinated the delivery of 3 trailers of hay to the fire ravaged Etheridge and Croydon Shires. Thanks to Lorraine Station for donation of two trailers of hay, Hawkins Transport for delivery at cost – which Burke Shire is funding as its contribution and Carpentaria Shire for covering the cost of the third trailer of hay. It is much needed and appreciated by residents in those Shires.
- Tasmanian Bushfire Fundraiser – attended this and while a small crowd it was enthusiastic and over \$650 was raised to support a state school in a Tasmanian community devastated by fire. Thanks to the organisers of this event for responding so quickly to support our fellow Australians who are suffering at this time.
- GSD – discussions regarding Regional Mayoral meeting with MMG, press release re Small Business Support funding, upcoming meeting in Karumba in March

Even though we are only 17 days into the New Year I have spent 9 of those in the office working with Staff, progressing matters mainly relating to staffing, HR, position descriptions and looking at possible restructures where needed. I would like to thank all staff for actively engaging in the process with myself and Ken Hunt, BSC's HR consultant.

I'd like to welcome Neil Klemola to staff.

13. Councillor Reports

That the verbal reports provided by Councillors Forshaw, Murray and Poole be noted by Council.

Moved: Cr Camp
Seconded: Cr Poole

Carried 03.110720 4/0

Content:-

Cr Forshaw – attended the Gregory Race Meeting, Event along with Canoe Race is still being held on May Day Weekend.

Note Paul Rossi enquired with the filling of the council blocks in Bowen Street in respect to additional flooding of his block opposite. Council is going to check with the DNR in regards to the level of fill.

FILE NO: PF/00010-60000-000

Adjournment

That Council adjourned the meeting for Afternoon Tea from 3.16pm to 4.10pm.

17. Closure of Meeting

The Chair declared the Meeting closed at 4.10pm.

Attachment One

*Unconfirmed Minutes
Burke Shire Council Ordinary General Meeting
Thursday 14th December 2012
9.00am Council Chamber*

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01. Opening of Meeting

The Chair declared the Meeting open at 9.00am.

02. Present

Cr Ernie Camp, Mayor - Chair
Cr Paul Poole, Deputy Mayor
Cr Zachary Duff
Cr Tonya Murray

John Page; Chief Executive Officer
Jenny Williams; Executive Assistant
Madison Marshall; Trainee (Minutes)

03. Prayer

Cr Duff led Council in Prayer.

04. Consideration of applications for leave of absence

That Council accepts Cr Forshaw's leave of absence for the 14th December 2012 Council Meeting.

Moved: Cr Duff
Seconded: Cr Murray

Carried 01.121214 4/0

05. Confirmation of Minutes of Previous Meeting(s)

05.01 General Meeting 22 November 2012

That the Minutes of the General Meeting of Council held on 22 November 2012 as presented be confirmed by Council.

Moved: Cr Camp
Seconded: Cr Poole

Carried 02.121214 4/0

FILE NO: BCS/G/CM/Minutes

06. Condolences

Council noted the passing of Cr Forshaw Grandma and expressed their condolences to the Family.

07. Works and Services Reports

07.01.01 Works and Services Monthly Update Report

Council notes the contents of the Acting Works Manager December 2012 report.

Moved: Cr Murray
Seconded: Cr Duff

Carried 03.121214 4/0

FILE NO: BCS/G/CM/R/WM

Content – Gregory – Lawn Hill Road bleeding issue is being monitored and corrective works will occur when needed, this is ongoing work.

RMPC- Heavy formation grade on Camooweal road started this work done as far as funding would allow. Inspections and logging are ongoing, there are some issues regarding grids that we are waiting feedback from TMR. Claim forms were lodged on time as per our contract.

Grids -Truganini Road Grid has been removed and will be sealed by jet patcher on Tuesday. Airport Grid has been removed and will be sealed by jet patcher on Tuesday. Water Treatment Plant Grid at Gregory will be installed when the other grids are repaired.

Pipeline to Cemetery - 70% complete

Gregory Depot is in the process of a cleanup.

Guard rails and covered tables were removed in anticipation of the wet season, will be reinstalled after wet season as per usual. Albert River Bridge (Old) flood damage seal completed.

RANGER / WORKPLACE HEALTH AND SAFETY OFFICER

Induction/s

Nakischa McKean – 19 Nov – Town Crew

Kahleela Marshall – 28 Nov – Office worker

Workers Compensation

- *Nil employees currently on a Workers Compensation claim or under taking Workplace Rehabilitation*

Incident/s reported

Nil reported for this period.

Litter Management

Dumping Points x 7 all filled in and areas rehabilitated prior to the wet.

Animal Control

- *Second round of 1080 baiting commenced Monday 15th October. A total of 13 properties participated with a record total of 6650kg of meat injected with pig strength 1080 equated to 13300 baits distributed.*
- *Had 2 Cat traps at residences, total 4 cats destroyed.*
- *Cat trap sent to Gregory caretaker.*
- *Residents dog causing problems at the Police station & residence*

Pest Control

- *Weed spraying Rubber vine, Belly ache bush and Calotrope on Council road reserves and land when time permits.*
- *Received requests for mosquito misting and have sprayed 24 town residences, only two requests received from Gregory so far for misting (none from properties), will arrange a trip to Gregory when more interest is shown.*

General

- *Works Safety, Traffic Management and Environmental plans developed for RMPC works on the Gregory/ Camooweal road, induction (WHS Management plan, Traffic Management plan, and Environmental and Cultural heritage inductions) of crew, contractors and monitors to works held on the 7th November at the Gregory depot.*
- *Audited by Main Roads on our RMPC activities and our compliance thereto :-*
- *WHS Management Plan*
- *RMPC Quality audit*
- *Traffic Management plan and Traffic control plan*
- *Environmental Management plan*
- *Cultural Heritage audit*
- *Auditing our records of Inductions content and attendances, Daily tool box training sessions topics and daily attendance records, Daily sight signage records, Records of daily site hazard inspections, Daily site cultural heritage prestart notice and daily field occurrence/sign off, sight copies of permits for water and gravel, records of environmental inspections..*
- *Monthly 1080 stock control sheet & Indemnity Forms to DNR Normanton.*
- *Attended Southern Gulf Catchments Pest task force meeting in Croydon, was very well attended by Land protection officers topics discussed were :-*
- *Dept NR&M Stock Route Management*
- *Dept T&MR Regional Projects update*
- *Northern Australian Quarantine Strategy – Project updates*
- *Biological controls & new research (Grader grass & Parkinsonia)*
- *Weeds of National significance - Gamba grass threat to North West Qld*
- *Weeds of National Significance – Bellyache Bush Strategic plan and implications for Gulf Catchments.*
- *Southern Gulf Catchments – Project & Funding updates*
- *Biosecurity Queensland – State Developments*

TOWN SUPERVISOR

- Parks and Gardens staff are continuing with the works program
- Cleaning tick and flick sheets created and are being utilised these are the units and two offices
- Christmas Trees and banners have been installed
- \$2500 for plants has been approved; some plants will go around the depot rest in the green house.
- Green house is going to be utilised to try to establish our own plants to minimise the cost of plants.

WORKSHOP AND FLEET MANAGER

30-11-12 General servicing and maintenance being the main work carried out.

Plant Item	Works Carried Out
Plant #426 Low loader	⇒ Tyres
Plant #427 Side tipper	⇒ Tyres
Plant #472 Quad Bike	⇒ Poison pump
Plant #480 Prime mover	⇒ Air bag, power steering, cab mounts
Plant #481 Tanker	⇒ Rocker box and torque rod bushes
Plant #485 Backhoe	⇒ Black smoke
Plant #489 Komatsu Grader	⇒ Prepare for auction
Plant #501 Job Truck	⇒ Sold to K&G Booth
Plant #522 Cat Grader	⇒ 2,000 hr service
Plant #529 1565 Mower	⇒ Spindles
Plant #534 Landcruiser	⇒ 10,000 km service
Plant #538 Workshop Truck	⇒ Fit new tool box
Plant #551 Prime mover	⇒ First Service
Gregory Intake Pumps	⇒ Fitted new pumps, desilted well, pump one wiring failed

Tender update from budget 2011/12

- 12-01. 2 x Hilux's. Ordered 24-4-12 Have arrived in Cairns awaiting fit out
- From 2012/13 budget
- Tender 12-18 2 x 2WD utes- Ordered
- Tender 12-19 Elevating work platform- put on hold
- Tender 12-20 Quotes for Vacuum Sewer Sucker- Hard to get and expensive- may pay to buy second hand truck already fitted out.
- Sale of Jetpatcher- Sale has been put on hold
- Treatment plant genset- Will need to expedite as old one has bad corrosion and failed to start.
- Skidsteer- Have started sourcing through Local buy

UTILITIES SERVICES MANAGER

All operations are running accordingly with some maintenance and repair works required.

Airport

- John Hunter QAC and Jeff Rankin QAL visited on Wednesday 7th November 2012 for inspection of runway in particular Airport Lighting, report to be issued.

Water Supply

- Certificate III in water completed and sent 15th November 2012.
- Water Lagoon 2 desilt completed, other works is the tidy up of the embankment.
- New 50mm poly ling upgrade commenced on the 19th November 2012
- Connection of water service to the new teachers accommodation completed 19th November 2012.

WATER SEWERAGE OFFICER

Burketown Water

- WTP generator is now running.
- The total water usage of 25205kl being used for the month. The daily average is 840.16kl per day.
- New cemetery and rodeo ground pipe line. Cemetery line has been installed from the water main to the cemetery meter, this is 70% complete.
- New Rodeo ground pipe line to commence 4th December 2012.
- Number one pump to the filters is going out on an earth fault first occurrence 29th November 2012; still have pump two and three operational.
- Number one VSD drive pump to town has a seal gone which will require replacement, this needs to be investigated.

Sewerage

- Sewer operating as per normal. Pumps to be connected in the near future.
- Sewer Station Number 2 Pump Number 2 will require replacement before the wet season.

Aquatic Centre

- There has been attempts of unlawful entry into the pool complex, these are repaired as they found however this is becoming more frequent.
- Pool D has been out of commission for approx two weeks as parts are required to fix it. Hopefully these parts will arrive shortly, as at the 30th November 2012 these parts had not yet arrived.

08. Corporate and Community Services Reports

Refer to Chief Executive Officer Reports

Attendance

David Charlton entered the meeting from 9.45am to 10.12am.

Jenny Williams left the meeting from 9.49am to 9.53am.

Jenny Williams left the meeting at 10.13am.

09. Chief Executive Officer Reports

09.01.01 Chief Executive Officer Monthly Update Report

That council notes the contents of the Chief Executive Officer December 2012 Monthly Update Report.

Moved: Cr Murray

Seconded: Cr Poole

Carried 04.121214 4/0

FILE NO: BCS/G/CM/R/CEO

Content – DEVELOPMENT MATTERS

MCU Extraction and Associated Environmentally Relevant Activities – ERA 16(2) (c) Lawn Hill – Century Mine – Mining Lease Area ML90045:- Council has issued an Information Request regarding road impacts- no response has been received to date; DEHP has granted themselves an Extension of Time until 3 October 2012 to provide a response to the application; and DTMR issued an Information Request for more traffic impact information on 14 September 2012. On that basis there is no action required from the Council – it is now up to the applicant to respond to the Information Requests.

Burketown Hotel – Development Application – received notice of engagement by private certifier, boundaries alignment been rectified, waiting on lodgement of revised plans, including changes to the veranda area.

Gregory – Two new applications received for dwellings in Gregory. Both have commenced and will be completed shortly.

OTHER RELEVANT INFORMATION

Christmas in the Park – Ann-Maree Rickerby - All is in ready for Christmas in the Park this afternoon

Council House – Anthony Street – Glendale Homes- Water and sewerage connected. Awaiting rain water tank (ordered). Driveway being concreted by Council staff.

Position of Deputy CEO and Works Manager - Mr Neil Klemola appointed as Works Manager to commence on 2nd January, 2013 Interviews being conducted for DCEO position.

Decisions Made under Delegated Authority - Application for funding made under the Regional Development Australia Fund Rounds Three and Four.

Round Three – Digital Television Retransmission for Gregory Downs

Round Four – Solar Power Station – Gregory Downs

Community Centre - Council's application for funding was successful and a grant of \$1,000,000 been given. The funding documents have been signed and forwarded back to the Department. Mr Greg Adsett, Architect to attend Council's January, 2013 Meeting

Airport Terminal and Evacuation Centre Concept Plan - Draft concept plan received and has been forwarded to Councillors and needs to be discussed at this meeting.

Operational Plan - A review of the Operational Plan as required on a quarterly basis has been undertaken and will be reported to this meeting in a separate report.

QRA Finalisation 2010 Event - A verbal report will be given on the outcome of the finalisation visit by QRA for 2010 event.

Flexible Funding DLG \$45000 - Council originally decided to prepare emergency packs to utilise these funds. However Council has since expressed concern at these packs. A Direction is required on how Council would like to see these funds expended as Department of Local Government has requested that these funds be utilised expeditiously. The funds cannot be spent on capital and the original purpose was a community awareness program.

Festive Season - On behalf of the staff I extend thanks for the support and assistance during the year and extend best wishes to you and your families for a happy and safe festive season.

Enterprise Bargaining Agreement - The EBA has been circulated to all staff and a vote held Thursday, 13th December, 2012. I will advise the outcome as soon as it is known.

Finance Report - The statements for consideration by Council and will be expanded on verbally at the meeting.

Attendance

David Charlton entered the meeting from 10.15am to 10.17am.

Jenny Williams entered the meeting at 10.17am.

Adjournment

That Council suspended the standing orders at 10.17am.

Resume Proceedings

That Council resume proceedings of standing orders at 10.27am.

09.01.02 Council Houses Burketown

That Council authorise the Chief Executive Officer to call tenders for the acquisition of two three bedroom houses to be located on Council land in Bowen Street, Burketown.

Moved: Cr Murray

Seconded: Cr Duff

Carried 05.121214 4/0

FILE NO: BCS/CP/SH/NH

Content – Council decided that additional houses should be built on Council land in Bowen Street Burketown and requested that floor plans be submitted for approval so that when tenders are called there is a standard floor plan instead of the tenderer putting forward a floor plan.

Declaration: Conflict of Interest

Cr Duff declared that a perceived conflict of interest in this matter could exist (as per section 173 of the *Local Government Act 2009*), due to an employee of Paraway Pastoral Company, but that he had considered his position and was firmly of the opinion he could participate in debate and vote on this matter in the public interest.

09.01.03 Application for Renewal of Pastoral Holding No 8/4277 Lot 1 GY14

That Council authorise the Chief Executive Officer to advise the Department of Natural Resources and Mines that it offers no objection to the application for renewal of Pastoral Holding No 8/4277 Lot 1 GY14.

Moved: Cr Poole

Seconded: Cr Murray

Carried 06.121214 4/0

Cr Duff voted for.

FILE NO: PF/00403-00000-000

Content – Council has been notified by DNR&M that an application for renewal of the above Pastoral Holding has been made by Paraway Pastoral Company and Council's views are sought. The block of land is located on the south west boundary of the Shire and part of this lot is located in Mount Isa City area.

15. Closed session reports

That Council move into closed session to discuss confidential items as stated in the *Local Government (Operations) Regulation 2010* in Chapter 5 Administration, Part 2 Local government meetings and committees, under *Sections 72 (1) (a and h)*.

Council moved into closed session at 10.50am.

Moved: Cr Murray
Seconded: Cr Camp

Carried 07.121214 4/0

Attendance

Jenny Williams left the meeting at 10.50am.

Madison Marshall left the meeting at 10.50am.

Move into Open Session

That the meeting resume in open session to consider recommendations arising out of the closed session.

Council resumed open session at 11.15am.

Moved: Cr Camp
Seconded: Cr Murray

Carried 08.121214 4/0

15.01 Land Gregory Street Burketown

That Council advise Mr Greg Portch and Ms Jenny Williams that Council does not wish to sell Lot 145 B1364, Gregory Street Burketown at this stage.

Moved: Cr Poole
Seconded: Cr Duff

Carried 09.121214 4/0

FILE NO: PF/00099-00000-000

Adjournment

That Council suspended the standing orders at 11.15am.

Resume Proceedings

That Council resumed standing orders at 11.40am.

Attendance

Jenny Williams entered the meeting at 11.40am.

Madison Marshall entered the meeting at 11.40am.

12. Mayoral Minute and Report

That the verbal report provided by Councillor Camp be noted by Council.

Moved: Cr Murray

Seconded: Cr Poole

Carried 10.121214 4/0

Cr Ernie Camp:

I have attended the following:

- Interviews – WM
- Interviews – DCEO in Mt Isa. Attended others in Cairns. All quality applicants with different strengths potentially to bring to Council.
- SES BBQ Gregory – Congratulations to the Gregory/Lawn Hill SES Group for winning the Director General's Cup in 2012. Well deserved recognition.
- Dept TMR – Wills Alliance meeting - progress and plans for 2013
- LDMG – training in preparation for upcoming Wet season
- Flood Planning Workshop – to be incorporated in BSC planning. Still a work in progress
- EBA meetings – progressing documents and discussion in preparation for voting this week
- GSD – meeting in Georgetown – met with mining companies, Qld Gov group regarding uranium mining, water releases, regional plans
- MMG – teleconference – road maintenance, other issues
- Ian Mackie/Tim Moes MISOTA – regarding Gregory School Closure
- LGAQ – executive team – what assistance is available to council,
- QRA – re roads and funding and closeout of current works/issues
- I handed out the Young Ambassador Packs to BSC children enrolled in MISOTA. Two children were not in attendance so will arrange their delivery. Received positive reception. Handed YAP to Maali Yanner in Cairns, along with BSS Graduation and McCalman Bursary.

13. Councillor Reports

That the verbal reports provided by Councillors Duff, Forshaw, Murray and Poole be noted by Council.

Moved: Cr Camp

Seconded: Cr Duff

Carried 11. 121214 4/0

Cr Tracy Forshaw:

23/11/12

- Teleconference with Councillors to discuss school and other items

26/11/12

- Meetings in Burketown with Cr Ernie Camp, Cr Paul Poole & CEO John Page
- Local Disaster Management Group – to discuss preparedness for the upcoming wet season
- Transport & Main Roads Cloncurry – Wills Alliance Meeting – update on the Gregory-Burketown Road
- LGAQ – update on what the association is doing and what help is available for Council and Councillors

30/11/12

- Gregory School Break-up & Awards

3/12/12

- Teleconference with Cr Camp, CEO, John Yanner interviewing candidate for the Works Manager position

4/12/12

- RDA Teleconference – re RDFA Funding
- Burketown School Graduation and Awards Night with Cr Tonya Murray. Presented Burke Shire Council Young Ambassador Packs to graduating grade 7 Students

5/12/12

- Teleconference with Cr Camp, Cr Poole & CEO interviewing Deputy CEO candidate

6/12/12

- Teleconference with Cr Camp, Cr Poole & CEO interviewing Deputy CEO candidate

Cr Tonya Murray:

- Attended the Southern Gulf Catchments AGM
- Attended the Burketown Kindy breakup
- Attended the Burketown State School Graduation

Cr Zach Duff:

- Interviews – DCEO
- Attended Council staff breakup
- Attend meeting in Cairns

Cr Paul Poole:

- Attended the following:
- Interviews – DCEO
- LDMG meeting
- EBA meetings
- GSD – meeting in Georgetown
- QRA meeting

10. Late Item Reports

That Council notes that no late item reports were received.

11. Consideration of Notice(s) of Motion and Petitions

11.01 Notices of Motion

11.02 Petitions

That Council notes that no Notices(s) of Motion and Petitions were received.

14. New business of an urgent nature admitted by Council

That Council notes that no new business of an urgent nature was received.

16. Deputations and presentation scheduled for meeting

That Council notes that no deputations and presentation scheduled for meeting were received.

17. Closure of Meeting

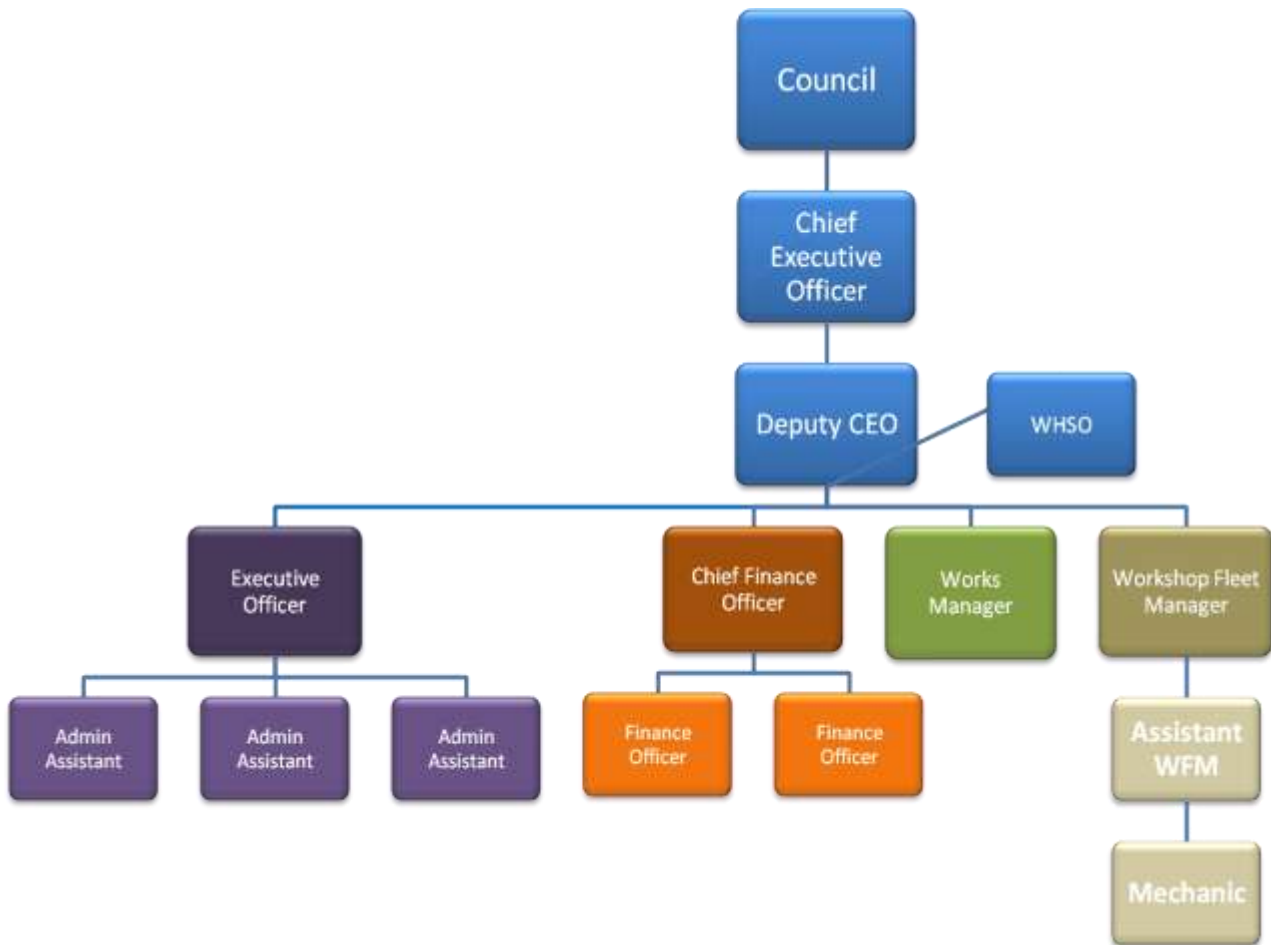
The Chair declared the Meeting closed at 12.11pm.

I hereby certify that these pages numbered 1 to 24 – constitute the
Confirmed Meeting minutes of the Council Meeting of Burke Shire
Council held on Thursday 17th January 2013.

Mayor Cr Ernie Camp

Attachment Two

Organisational Structure



Works and Services

