



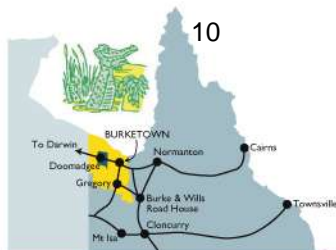
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*Confirmed Minutes  
Burke Shire Council Ordinary General Meeting  
Thursday 21<sup>st</sup> March 2013  
9.00am Council Chamber*

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01. Opening of Meeting

The Chair declared the Meeting open at 9.03 am.

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02. Present

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

John Page; Chief Executive Officer  
Philip Keirle; Deputy CEO  
Frederick Aquillin; Chief Financial Officer  
Neil Klemola; Works Manager  
Brett Harris; Workshop Fleet Manager  
Jenny Williams; A/Executive Officer (Minutes)

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03. Prayer

Cr Camp led Council in Prayer.

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04. Consideration of applications for leave of absence

That Council notes that no consideration of applications for leave of absence were received.

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05. Confirmation of Minutes of Previous Meeting(s)

05.01 General Meeting Thursday 21st February 2013

That the Minutes of the General Meeting of Council held on Thursday 21<sup>st</sup> February 2013 as presented be confirmed by Council.

Moved: Cr Murray  
Seconded: Cr Camp

Carried 01.130321 5/0

FILE NO: BCS/G/CM/Minutes

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06. Condolences

No condolences noted for the meeting.

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07. Deputy CEO Reports

07.02.02 Skid Steer Purchase

That Council accepts the quotation from Hastings Deering in the sum of \$82,500.00 for the purchase of a new skid steer loader.

Moved: Cr Camp  
Seconded: Cr Murray

Carried 02.130321 5/0

FILE NO: BCS/TAQ/2013/13-03

*Content – To purchase a new skid steer loader*

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## Adjournment

That Council resolves to bring forward Late Item 09.03 at 9.27 am.

## 09. Late Item Reports

### 09.03 Quotation 13-04 One New or Near New 50 KVA Genset

That Council accept the quotation of Gunns Electrical in the sum \$37,832.30 for the supply of a 50kva generator for the Burketown Water Treatment Plant.

Moved: Cr Murray  
Seconded: Cr Poole

Carried 03.130321 5/0

FILE NO: BCS/TAQ/2013/13-14

*Content – To move and replace the old and failing backup generator at the Burketown Water Treatment Plant*

## 07. Deputy CEO Reports

### 07.01.01 Works and Services Monthly Update Report

Council notes the contents of the Works Manager March 2013 report.

Moved: Cr Duff  
Seconded: Cr Forshaw

Carried 04.130321 5/0

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

*Content –*

#### **WORKS MANAGER**

Training - Dave Marshall was signed up with Migate (Bonnie McCrae) on the 28th Feb to commence his plumbing apprentice; his indenture period will be directly related to the amount of accreditation he receives for prior learning. Norm Welsh was signed up with MEGT (Rikki Cooper) on the 8th March to commence his Mechanical apprenticeship, as With Dave his indenture period is interlinked with an assessment for skills acquired through prior learning. Gordon Mears was here on the 25th, 26th and 27th for assessment of workforce skills on a variety of plant and the issuing of tickets of competency. 16 people and 25 tickets were issued (feedback from Gordon was our skills base is a credit to the workforce), it was the first time in 7yrs that he has had everyone pass. The in-house training went a long way to achieving this result.

Road Works The road-works crew have gone away again for a 10/4 roster, and are currently working on 6801 doing a heavy formation grade (RMPC contract work). Whilst we are also doing a private works order on the Century/Gregory road in conjunction with MMG. Phil and I will be travelling to Century on the 12th of this month to formalize a maintenance agreement for the Century to Gregory road. We are still in discussions with Roadtek and NPC in regards to "onus of responsibility" for the maintenance of Century to Gregory road as well as 78A Wills Development road due to the amount of haulage. This is in accordance with clause B28 Annexure to Conditions of Contract, "Maintenance of unsealed shire and state controlled roads. Will keep everyone updated as discussions proceed. We are also on track weather permitting to have all TIDS, RMPC and Emergence works to be completed by June 30th. Tenders The airport tender has closed to submissions and is currently under review to select the right quote for the project, and a shortlist will be compiled for discussion. George Bourne and associates have released the tenders for concrete works for (Louie Creek, Punjab Road and Burke Street spoon drains) as well maintenance works required for the East Doomadgee Road. This is to fulfill our flood damage works program. This works will run in conjunction with BSC road-crew working on the West Doomadgee Road up until June.

Private Works We have completed a small trenching job at the Caravan Park, with the prospect of picking up 200 lineal meters of jet patching work on the driveway and access paths. We have secured a works order for 500m2 of jet patching at Doomadgee on the Tuesday 12th of March and we are currently quoting on a number of other private works jobs. We have also begun to take on a number of jobs which have formally been just handed to contractors; this therefore reduces Council's cost outlays as well as utilizing our skills base.

General Notes Ongoing subjects of discussion include:

- Wayne Dowse 'retirement (special thanks to Fred and Glenda).
- Batching Plant I have some figures compiled in relation to cost effectiveness.
- Quarries, quarry management plans, EPA approval in place only awaiting Cultural signoff.
- WTP and STP upgrades, Cert III assessment identified areas of concern for amount of pool testing and training. In the process of gathering quotes for an internal audit to identify all areas of concern.

- Have begun looking into Renewable energy and if it is viable for Council consideration.

#### RANGER/WORKPLACE HEALTH AND SAFETY OFFICER

##### Induction/s

- 20-Feb-13 – Shaun Portch – Technical Admin Officer

DCEO initiated 3 new induction manuals:-

- Working for Burke Shire Council
- Code of ethics
- Code of conduct

##### Incident/s reported for this period - 1

- 28 Feb 13 – Burketown WTP – Chemical spill- poly fitting failure released chlorine onto floor of shed, 2 persons were training in closed switch room, nil injuries but potential for serious consequences. – Turned on exhaust fan, shut down acid pump and washed down floor. Due to number of failures with chemical lines and fittings will change over to better quality chemical resistant fittings.

##### Hazard Inspection/s - Nil for this period

##### Hazard Reports

- 27 Feb – Hazard of loading/ unloading plant and equipment from council float (426) without a spotter to guide equipment on/ off, in future operator is to have a spotter whenever loading/unloading the float.
- 4 Mar – Lack of storage area/bunding for chlorine storage in the WTP shed
- 4 Mar – Chemical containers (Hydrochloric acid) being stored/ used in direct sunlight - no shelter Available, heat causes fumes from containers, damaging structures and equipment.
- 4 Mar – WTP shed chemical dosing system, number of leaks occurring causing damage to building and recirculating pump, obtaining quotes for better chemical resistant lines and fittings.
- 4 Mar – WTP, electrical switch room is being used as an office, risk of operators working in office and exiting into WTP shed full of potentially dangerous fumes if a chemical leak has started whilst they are in the closed room.

##### Training

First aid 19 Feb - Norm Welsh, Glenda Booth, Jeremy Booth, Cassy Hinds, Earl Marshall, John Yanner, Cameron Ketchup, Shonelle O'Keefe, Nakischa McKean

##### Operating tickets 25 & 26 Feb

- Skid steer - Glenda Booth, Nakischa McKean, Shonelle O'Keefe, Cameron Ketchup, Tony Loechte, Martin Dixon, Robert Ah Wing
- Front end loader - Jeremy Booth, Dylan Clements, Clinton Murray, Bob Sinclair
- Backhoe - Tony Loechte, Martin Dixon, Robert Ah Wing, Earl Marshall, Jarrod Campbell
- Excavator - Earl Marshall, Anthony MacNamara, Clinton Murray
- Grader - Earl Marshall, Anthony MacNamara, Robert Sinclair, Colin Baker

##### General

- Traffic management plan for grid load restriction for traffic on the Gregory/Century road
- First aid kits are gradually being cleaned and refurbished 27 complete, 18 left to do.
- Works safety and traffic management plans for RMPC on 642, Heavy formation and opening grades on the Gregory to Camooweal road, copies to WM, Rural foreman, RMPC and Road/ Construction supervisor.
- Road/Construction supervisor issued with the required forms and checks that need to be completed daily for Main Roads e.g. : Site induction list of attendees, Daily site signage record, Forms for daily tool box talks, Cultural heritage forms – 6801 daily pre-start notice, 13H-CH2 – daily field occurrence / sign off etc.
- Induction for the above work held at the Gregory depot, 15 attendees, BSC personnel, Dept of Main Roads and Monitors, also had Main roads induction and Cultural heritage induction.
- Councils Traffic controllers (16) due for their 3 yearly licence renewal, need refresher training, conducted a training session using traffic controller course booklet and the Training management for construction work code of practice.

##### Workers Compensation -

Nil employees currently on a Workers Compensation claim or under taking

##### Workplace Rehabilitation

##### RANGERS ACTIVITIES – March 2013

##### Litter Management

No Campers along the river but fishermen starting to venture in. Dumping Points x 7 all filled in and areas rehabilitated prior to the wet. Following is a summary of where bins are currently placed and maintained. There are currently 7 bins in action. Around town conduct a daily early morning deadie run on town and entrance roads to remove nightly road kills before residents/ visitors get about also do an early morning check and a general emu parade of town streets. 4 dead wallabies removed from town roads during this period

##### Pest Control

- Weed spraying Rubber vine, Belly ache bush, and Calotrope on Council road reserves and Mesquite and Prickly acacia in Town common when time permits.
- Distributed long term vegetation regrowth preventative pellets around scrub growing on helipad at the Nicholson pump station.
- Graslan for pea bush Sewerage treatment plant pond walls.
- Roundup for airport weather station fixtures.
- Cleared out bull ant nest resident in picnic shelter at jetty.
- No Mosquito fogging undertaken due to absence of wet and hence no or very few mosquitoes.
- February misted all residences at Gregory for mosquitoes, sprayed council depot as well as Planet and Gregory downs.

- DNR&M requested tentative 1080 baiting dates for 2013
- First round 15 April & second round 23 Sep

#### General

- Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave.
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Normanton.

#### TOWN SUPERVISOR

- Training and tickets have been completed
- Parks and gardens went to the JCC meeting
- Wayne Dowse retiring and with Robbie Ah Wing on the road crew a new staff member is required, preferably a cleaner.
- Old health centre has had a tidy up and will be done weekly along with the old teacher's house until told otherwise

#### UTILITIES SERVICES MANAGER

##### Airport

- Slashing to Runway 03/21 – 95/Slashed
- Poisoning around gables and other areas – 20% completed
- Proposed new perimeter fence extension – northern side partly marked with pegs and light clearing, continued work weather allowing
- Terminal toilet lights now operating
- Terminal floodlight not functioning, waiting for electrician and parts
- Apron floodlight western end not functioning, waiting parts and electrician
- Routine airport inspections, carried out prior to RPT's
- Skytrans flights operating with steady flow of outbound and inbound PAX
- Perimeter fence all okay, no sighting of wallabies for nearly 3 months, this is strange.
- Erosion, scours on embankment is a major concern is a major flood occurs
- PAALC Unit operating satisfactorily
- Weather station, installed Black Box, working

##### Sewer Treatment

- Blivet unit working okay and daily maintenance continuing
- UV Unit annual service organised, replacement parts quotes received, requisition and order in progress
- Ongoing checks and maintenance daily

##### Sewer Pump Station

- All pumping station operating – no outage to date
- Pump Wells ongoing maintenance schedule
- Manholes, several require replacement of concrete surround and lid cover
- Rising main and overflow outlet, okay

##### Water Reticulation

- There are regular leaks in the water service due to the failure of the tapping bands and poly pipes
- Rodeo grounds 2" water service, pipeline installed and connected, still need to tidy up site and backfill and level areas.

##### Water Treatment Plant

- Daily checks and routine checks as necessary when required
- Treatment plant functioning along with monitoring of chemical dosing and checks

##### Nicholson Pumping Station

- Standby Genset operating checked and tested weekly.
- Shed PumpWell and all other installation okay.

#### WATER SEWERAGE OFFICER

##### Water

With lack of wet season and February normally being one of our wettest months.

Total Water Usage: 18,959kl

Daily Average: 677.12 kl During February we have made changes to our treatment system to rectify problems we had in January. We have now installed the new system, but are experiencing web access problems. This hopefully will be rectified within the next 2 weeks. Water testing around town has improved with new system installed. Testing being done 3 times per week with tests average being 0.53 ppm at last sample points and 1.2ppm at WTP. Training in Water and Sewerage Management cert3 has finally been completed. Simmons & Bristow trainer has identified issues with both WTP and STP. He recommended an audit of both WTP and STP be done. Currently chasing quotes for audit to be done from Collins Water Solutions and Wide Bay Water. Simmons & Bristow has already quoted on this and it is considerably high.

Sewer - Certificate III Training completed. Sewerage Treatment Plant operating ok at the moment with works/maintenance ongoing. At the moment we are awaiting on audit report before major works are under taken. Sewer Man Hole lids have finally arrived 7/3/13. Planning to do when weather permits.

Aquatic Centre - Pool E currently out of order due to water leak. All other pools are good. Repairs to pool E will be under taken as soon when staff are available. Simmons & Bristow has identified an issue with Pool operators. 1. Qualification needed 2 .Ecoli testing be done and 3. Testing 3 times per day. We are currently looking in a 3 day training course with Simmons & Bristow which will give operators accreditation in pool operation. Rodeo grounds water line has been installed. Extra taps and tiding up will be done when weather permits. Lost time when Plant operator training was done, due to plant being tied up for training and other unforeseen works.

Building Maintenance Request - Requests for works are progressing when and as they can.

#### 07.02.01 Work Shop and Fleet Report

Council notes the contents of the Work Shop and Fleet Manager's March 2013 report.

Moved: Cr Poole  
Seconded: Cr Forshaw

Carried 05.130321 5/0

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

##### Content – TENDER UPDATE

- From 2012/13 budget
- Tender 12-18 2 x 2WD utes- Completed
- Tender 12-19 Elevating work platform- Ordered
- Tender 12-20 Quotes for Vacuum Sewer Sucker- Hard to get and expensive- may pay to buy second hand truck already fitted out.
- Treatment plant genset- See Council Resolution
- Skid steer- See Council Resolution
- New Landcruiser dual cab- Ordered, delivery 3 weeks

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#### Attendance

Neil Klemola and Brett Harris left the meeting at 9.47 am.

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#### 07.03.02 Arts and Craft Show 2013 – Change of Date

That the Burke Shire Council Arts and Craft Show for 2013 changed to Saturday 17<sup>th</sup> August 2013.

Moved: Cr Forshaw  
Seconded: Cr Camp

Carried 06.130321 5/0

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

Content – The Burke Shire Arts and Craft show was decided by Council on the 17<sup>th</sup> January 2013 to be held on the 24<sup>th</sup> August 2013. It is proposed to now change the date to Saturday 17<sup>th</sup> August 2013.

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#### 07.03.01 Executive Officer Monthly Council Report

That Council notes the contents of the Executive Officer March 2013 Monthly Report.

Moved: Cr Murray  
Seconded: Cr Forshaw

Carried 07.130321 5/0

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

##### Content – EVENTS

###### Anzac Day

Kahleela Marshall has started organising Anzac Day, contact has been made with Army in Mount Isa – waiting on confirmation of how many Army staff will be available to come to Burketown. Station Packs have been mailed out. The schedule for this event is being worked on; updates will continue to be emailed out. Flyers have gone out to the Community. Follow-up flyers will be sent closer to Anzac Day.

Artour - Flyers for this event will go out soon.

**Artour - Little Birung by Dr Tulp Performance** Will be visiting Burketown on Wednesday 17 April at 6.00pm  
About the Performance In Little Birung Megan Sarmardin sings the stories of six generations of women of her family, stories shared by her great grandmother, 97 year-old Flora Hoolihan, including recollections of Flora's North Queensland Ngadjon-Jii mother and grandmother. Megan reflects on how she came to understand Flora and to understand the gift of freedom and its cost.

In this 85-minute theatrical song cycle, written and composed by John Rodgers, Megan's exceptionally beautiful singing is complimented by the guitar master Jamie Clark and ranges superbly across styles and genres. The storytelling is assisted by the audio-visual presence of Flora, the one who has witnessed all six generations. Their stories unfold through time as this family has lived up to the challenges thrown down by history inspired by truly rare examples of courage and honour.

*Art and Craft Show* - First meeting has been held, so far only two people have attended and joined the Advisory Group. Next meeting for the Arts and Craft Show will be held on the 22<sup>nd</sup> March.

The date for the Arts and Craft show may need to be revised. Seems that it now clashes with the HACCC trip to Camooweal, refer to separate report.

**HOUSING UPDATE** - Housing maintenance forms and process is currently working well. Maintenance component has now been handed over to the Depot to look after. Housing applications and tenancy paperwork will stay with the administration office for now.

Council currently has four people on their waiting list, with one unit and one house available for tenancy. RADF-RADF committee and Council currently working on updating the Arts and Cultural Policy. Flyers will go out soon with upcoming workshops. RADF Bids are due 31<sup>st</sup> March 2013.

**WEBSITE** - The website is being kept up to date; more information will be required to be added over time.

**OTHER** - Information Centre has not yet opened for 2013, discussion are currently being made as to how Council is going to proceed with the running of this centre.

Council Newsletter – waiting on confirmation from Skytrans as to whether they will be continuing to support the printing of the newsletter.

#### 07.04.01 Finance Monthly Update Report – for the month of February

That Council notes the content of the Finance March Monthly Update Report.

Moved: Cr Duff  
Seconded: Cr Forshaw

Carried 08.130321 4/0

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

**Content – STATEMENT OF COMPREHENSIVE INCOME** - Supporting documentation: Budget Balance Sheet Report - Summary – The current year-to-date operating surplus was reduced by \$409,500 when comparing to last month. This is roughly in line with last months' reduction. If current trends continue, the budgeted operating surplus of \$2,547,910 will be increased by \$323,400 for a total operating surplus of \$2,871,299 for the 2012-13 financial year. Income – Annual income to-date increased by \$36,300 in relation to last month. This increase mainly related to Dept. of Local Government subsidies (\$16,100), rental income (\$9,200), fees and charges (\$5,200) and interest received (\$5,000). This is a much smaller increase than last month, which is mainly because there wasn't any sale of assets during the month, and the interest received from QTC were less (periodical). Expenses – Annual expenses to-date increased by \$445,800 in relation to last month. This increase was roughly in line with last month. The increase was mainly due to employee benefits (-\$228,400) and materials and services (-\$217,100).

#### **STATEMENT OF FINANCIAL POSITION**

Summary – Overall the BSC asset base fell by \$409,500 or 0.4%, as opposed to the 0.3% fall recorded during last month. The CFO considers this to be a part of normal fluctuations.

Current Assets – Current assets held decreased by \$777,700 during the month. This was mainly due to a decrease in cash (-\$417,500) which decreased because of payments of salaries and payments for materials and services (see notes for 'statement of comprehensive income' above). Current assets also decreased due to a reduction in trade and other receivables (outstanding debtor invoices – reduction in what's owed to the BSC) (-\$429,500). This reduction in outstanding debtor invoices is periodical and is mainly flood damage claim related. Inventories at hand increased (\$36,100) and so did other financial assets – term deposits (\$33,200). Non-Current Assets – Non-current assets increased by \$137,700 due to an increase in works-in-progress (WIP) stock held.

Current Liabilities – Current liabilities decreased (-\$234,400) mainly due to the fact that the BSC paid most of its outstanding invoices to creditors. Non-Current Liabilities – Remained largely unchanged.

#### **STATEMENT OF CASH FLOWS**

Supporting document: Budget Balance Sheet Report Net cash flow from operating activities – Payments to suppliers and employees resulted in a cash outflow of \$678,400 during the month. Receipts from customers, interest received, and rental income resulted in a cash inflow of \$380,400. Hence, the net cash outflow from operating activities was \$281,900 for the month. Net cash flow from investing activities – Cash outflow relating to payments for property, plant and equipment – mainly relating to work-in-progress – lead to a cash outflow of \$135,700 during the month. Summary – In total the BSC net cash at hand decreased by \$417,600 during the month (or 2.2%).

#### **CHANGE IN PAYROLL COSTS STEMMING FROM THE EBA**

The EBA negotiations and the work completed by Kenneth Hunt resulted in the change/ update of staff pay grades. Council should be aware of the following:

- The average fortnightly payroll cost before the pay grade update was \$87,331
- The first fortnightly payroll cost after the pay grade update was \$91,295
- The additional payroll cost for the remainder of the 2013-14 financial year (another 8 pay periods) is estimated to be \$31,700
- An additional \$67,400 was spent on the back pay (to adjust pays from July 2012 to February 2013).
- The final additional payroll cost may vary slightly depending any changes in allowance payments

Estimated 2012-13 financial year payroll costs:

- Payroll cost estimate – before pay grade upgrades: \$2,270,600
- Payroll cost estimate – after pay grade upgrades: \$2,373,700
- Total: a \$103,100 increase in payroll costs stemming from the EBA

**NOTE TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT**

Finance positions: As part of the organisational restructure completed in conjunction with the EBA late last year/ earlier this year, the two finance positions were reorganised as LGA 4.1 positions and then re-advertised. Permanent appointments have now been made to these two existing positions. The two successful applicants were Hayley Booth and Ann-Maree Rickerby. A division of existing financial processing work will be made in consultation with the two staff members concerned over the coming months. Back pay: The back pay – as agreed to during the EBA negotiations – has now been paid to employees in full. \$67,400 was used to complete these payments. Debtor invoices: The Finance Department have now issued most of the debtor invoices (for funds owed to the BSC) that had yet to be issued earlier on in the financial year, and hence payments from these invoices should start coming in during the coming month. Rates notices (2<sup>nd</sup> half)/ rates training: Training relating the issuance of rates notices were held from the 12<sup>th</sup> to the 15<sup>th</sup> of March. All 2<sup>nd</sup> half rates notices (for those rate payers that chose not to make annual payments) will be issued during the month of March.

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**Perceived Conflict of Interest**

Cr Camp declared that a perceived conflict of interest in report 07.04.02 could exist (as per section 173 of the Local Government Act 2009), due to his wife being the president of the Burketown Kindergarten, 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.

John Page noted his partner is the Secretary of the Burketown Kindergarten.

Frederick Aquilin noted he has taken on the position of Treasurer with the Burketown Kindergarten.

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**07.04.02 Supplementary Finance Report – March**

That Council provide \$6,000 to the Burketown Kindergarten and investigate if further funding is to be provided during the 2013-14 financial year.

Moved: Cr Forshaw  
Seconded: Cr Duff

Carried 09.130321 4/0

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

**Content – FINANCIAL BACKGROUND – BURKETOWN KINDERGARTEN**

The Burketown Kindergarten receives funding through the Crèche and Kindergarten Association of Queensland (C&K). The funding amounts to 80% of the salary related costs. The remaining costs – 20% of salary costs, plus any locality related costs (rates, water and electricity), and education materials etc. – should normally be raised through fees. The fees charged does not cover the additional costs – \$3200 per annum (charged) – calculated: \$10 per child and week x 8 children x 40 teaching weeks. As the bulk of the \$3200 has never traditionally been paid by parents, the amounts received have been substantially less (\$906 in 2010, \$808 in 2011, and \$0 in 2012). The Burketown Kindergarten have been running structural deficits for the last three years (structural deficit: ongoing revenue vs. ongoing expenditure). The deficits had to be bridged by temporary fund raising measures. A back pay lump sum of approximately \$45,000 was also received in 2011 from C&K, which reflected funds owed from previous years. This lump sum covered previously unpaid taxation bills and bridged the structural deficit. None of these funds remain. The kindergarten staff expressed that that they've approached all funding sources they could think of and that they will still face an estimated \$6000 funding shortage (salary related) for the period up to June 2013. Specifically: the Burketown Kindergarten will run out of money within 2 months (6 weeks from the council meeting) should an additional \$6000 not be received.

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**Adjournment**

That Council adjourned for Morning Tea from 10.32am to 10.58 am, all were present except Frederick Aquilin.

## 07.05.01 Deputy CEO Monthly Update Report

That council notes the contents of the Deputy CEO March 2013 Monthly Update Report.

Moved: Cr Duff  
Seconded: Cr Murray

Carried 10.130321 4/0

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

*Content – HUMAN RESOURCES UPDATE Organisational (Re-)Structure The following contracts have been signed/agreed to: Workshop & Fleet Manager: Brett Harris (signed) Executive Officer: Jenny Williams (signed) Assistant Workshop & Fleet Manager: Clinton Murray (signed) Finance Officer: Ann-Maree Rickerby (agreed) Finance Officer: Hayley Booth (agreed) This almost completes the recruitment and appointment process for the organisational restructure. We are currently looking into sharing a Work Health & Safety Officer with another Council. Entering into such arrangement, providing it works, would complete this restructure. Parental Leave A number of requests for information on parental leave entitlements were currently made. Staff making enquiries were told that the Certified Agreement, relevant awards and National Standards govern these arrangements. Staff were notified of their entitlements under these awards and standards. Planning to fill pending vacancie There is a need to plan for pending vacancies and understaffed departments. Training - Many staff have recently been through training courses and accreditation processes: 23 new accreditations for use of plant equipment were awarded to 16 staff. First Aid training was completed with positive feedback. A more thorough and user-friendly process of recording training and accreditation data has been developed. David Marshall has signed up with MIGATE and will commence his plumbing apprenticeship imminently. Norm Welsh commence his Automotive Mechanic apprenticeship in late March. JOINT CONSULTATIVE COMMITTEE The second JCC was held on March 4, 2013. Updates on the items to be actioned from the previous meeting were discussed, as were methods of improving productivity and efficiency (P&E). Previous meeting: commitments made on various aspects of Workplace Health & Safety. There has been quite a bit of movement in this area, with a number of quantifiable results not far away. These include: Arrangements in place for 5 staff to participate in a Work Health & Safety Representatives course. These participants will form our Safety Committee and improve our organisational capability to comply with OH&S requirements. Toolbox "Take 5s" to be re-introduced from 19 March, 2013. Process for documenting, generating and analysing OH&S data developed. This data will provide the informational backbone of monthly OH&S reports. Current Meeting: focused on P&E. Parks and Gardens plus SBU representatives attended. The main points arising out of the meeting included: Training is promoting a multi-skilled workforce. This will lead to increased P&E. There is a need to constantly question whether we are using appropriate equipment and processes in our work. Conviction that OH&S can drive P&E. The session with Parks and Gardens will act as a template for subsequent discussions with other Department Managers/Supervisors. The next JCC will focus on the Performance Review Cycle. ROAD MAINTENANCE AGREEMENT WITH MMG Meeting held at Century on 12 March 2013. Working toward formalisation of agreement by 9 April 2013.*

## Attendance

Cr Duff left the meeting from 11.29 am to 11.30 am.

## 07.05.02 Purchase, transport and installation of office, ablution, crib and testing facility at the Burketown Water Treatment Plant

That Council

1. Note the contents of this submission;
2. That Council delegate authority to the Mayor, Deputy Mayor and CEO to expend up to \$80000.00 for the purchase, transportation and installation of an office at the Water Treatment Plant and that all Councillors be contacted in regards to the finalisation of this project; and
3. That Council transfers an amount up to \$80000.00 from the water reserve for the acquisition and installation of this building.

Moved: Cr Forshaw  
Seconded: Cr Murray

Carried 11.130321 5/0

FILE NO: BCS/SP/SB/BWTP/Refurb

*Noted – Expressions of Interested to be called*

*Content – To seek approval for funding the purchase, transportation and installation of a combined office/ablution/crib/testing building at the Burketown Water Treatment Plant.*

## 08. Chief Executive Officer Reports

### 08.01.01 Chief Executive Officer Monthly Update Report

That council notes the contents of the Chief Executive Officer March 2013 Monthly Update Report.

Moved: Cr Camp  
Seconded: Cr Poole

Carried 12.130321 5/0

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

*Content* – COUNCILLOR ATTENDANCE CONFERENCES & TRAINING - Mayor - Minister Simon Crean - NWQRRG and NWQROC CURRENT TENDERS - 13-05 Requests for Quotation - Highbred Office Vehicle DEVELOPMENT MATTERS - MCU Extraction and Associated Environmentally Relevant Activities – ERA 16(2) (c) Lawn Hill – Century Mine – Mining Lease Area ML90045:-In response to your letter dated 7 February 2013 requesting an extension to the information request response period, under Section 279(b) of the Sustainable Planning Act 2009, I confirm that the Council is prepared to grant an extension for three (3) months up to an including 4 June 2013.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. *See attachment for more information.* FOOD LICENSING LICENSES - Application sent to the Burketown Pub in December to complete their Food Business License. OTHER RELEVANT INFORMATION Community Centre The plan as well as photos of the present building has been forwarded to Carmichael Builders for an audit to be conducted. QRA Finalisation 2010 Event The required Form 9 was submitted by 20 December 2012 as promised to Council at the last meeting. QRA have now advised that the removal of the rubble at Floraville Road Crossings are to be included under the 2010 event so this will further stall the close off. Work has commenced on this item and will be transported to the Burketown Rubbish Tip. Once completed and ledger updated we will be in a position to finally close off on this project. QRA have requested additional information in regards to copies of actual orders and invoices to substantiate these costings. This work will be completed prior to Council's Meeting. The construction of the Pear Tree Creek Causeway is to be included in 2012 event. Enterprise Bargaining Agreement. The affidavit has been forwarded to LGAQ for completion with Unions and Certification through the QIRC. At present still awaiting the QSU to sign off. All other Unions have signed the document. Town Entrances Signage The plan of the signs have been forwarded to MMG as discussed at the last Meeting. I have contacted Mr Rod Lucas to keep him informed of progress. Constitutional Recognition of Local Government The Committee examining this has agreed to approach the Federal Government for a referendum to be held in conjunction with the Federal Election on 14<sup>th</sup> September, 2013. Retransmission of Digital Television Apparatus Licences 1958273 to 1958277 have been issued for Burketown and installation will commence within the next 6 to 8 weeks. In relation to Gregory Quotations have been requested. At the time of writing this report, 1 quotation has been received. A direction is needed in relation to the quantum of rebate that Council decides for those residents who are outside the transmission footprint.

### 08.01.02 Street Numbering Burketown

That Council adopts the street numbering system for Burketown as amended with the inclusion of numbers for all blocks of land.

Moved: Cr Duff  
Seconded: Cr Murray

Carried 13.130321

FILE NO: BCS/Road/BS/SN

*Content* – To present to Council for consideration suggested street numbering for properties within Burketown.

## 09. Late Item Reports

### 09.01 North West Queensland Regional Organisation of Councils (NWQROC)

That Council:-

- (a) Become a member of the North West Queensland Regional Organisation of Councils (NWQROC);
- (b) Authorise the payment of membership fee of \$2000.00; and
- (c) Appoint the Mayor Cr Camp as its representative.

Moved: Cr Forshaw  
Seconded: Cr Duff

Carried 14.130321 5/0

FILE NO: BCS/Roads/RRG/NWQROC

Content – To present to Council a report on the North West Queensland Regional Organisation of Councils (NWQROC) and seek Council views on the invitation to become a member of NWQROC, and appoint the Mayor as Council's representative on the NWQROC.

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### 09.02 Application for Renewal of Pastoral Holding No 8/3505 Lot 3505 on PH1038

That Council authorise the Chief Executive Officer to advise Department of Natural resources and Mines that Council offers no objection to the application for renewal of Pastoral Holding No 8/3505 Lot 3505 on PH1038.

Moved: Cr Duff  
Seconded: Cr Camp

Carried 15.130321 5/0

FILE NO: PF/00407-10000-000

Content – To seek Council's views on the application for renewal of Pastoral Holding No 8/3505 (Lot 3505 on PH 1038) Brookdale Station

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## 10. Consideration of Notice(s) of Motion and Petitions

### 10.01 Notice of Repeal Amendment – Standing Delegation

Notice of Repeal Amendment  
Local Government Regulation (Operations)  
S59

I, Councillor Ernie Camp hereby give Notice that at the Ordinary General Meeting of Council to be held on Thursday, 21<sup>st</sup> March, 2013 I intend to move the following motion in accordance with s59 Local Government Regulations (Operations:

That the Standing Delegation "DEL-BSC-003", which delegates to the CEO the power:

"To appoint the Finance Manager or the Director of Engineering Services to the position of Acting Chief Executive Officer while the appointed CEO is absent from the office for periods of longer than two (2) days (section 195 of the Local Government Act 2009)." Be repealed.

Moved: Cr Forshaw  
Seconded: Cr Poole

Carried 16.130321 5/0

FILE NO: BCS/CM/Autho/DR

## 10.02 Petitions

That Council notes that no Petitions were received.

## 11. Mayoral Minute and Report

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

Moved: Cr Duff  
Seconded: Cr Murray

Carried 17.130321 5/0

### Attended:

- CLCAC Indigenous Business Forum in Burketown as speaker. Interesting discussions/presentations. Fire Management booklet launched at function Wednesday night.
- NWQRRG Meeting in Cloncurry with CEO. Ongoing discussions re fatigue management – RRG taking stance that remote LG's should be exempt.
- NWQROC Inaugural Meeting Cloncurry with CEO. Chair – Fred Pascoe, Secretariat – Carpentaria Shire Council, VP – John Wharton. All councils to receive an invitation to join group. Fees - \$2000/council.
- Simon Crean and MACRA (Ministerial Advisory committee for Regional Australia). Invited as GSD chair. All NQ RDA Chairs/CEOs, Regional Development bodies Chairs/CEO invited. Key message pushed by all participants was need for infrastructure, infrastructure, infrastructure – development and upgrade. To increase investment need to decrease risk – risk increases with lack of appropriate infrastructure. So investment is taken elsewhere including offshore. Raised Port of Karumba and Minister expressed interest. Somebody pointed out that if we were looking to develop infrastructure for 20 yrs into the future what we have today probably would not be suitable eg high tension long distance powerlines – costly to maintain – what would be better would be small to medium stand alone power generation systems – gas/renewablepowered.
- Hamish McIntosh DGLP Townsville with GSD CEO. Discussed Regional Plans. This region not a priority at the moment as State is busy working on others. GSD looking at having our planning moved up the list.
- Skytrans/TMR meeting Normanton with CEO. Discussed upcoming contract renewal, needs of community, local fares, lack of other public transport, cost of flights. TMR did take interest in local fares and requested inclusion in submission – it could become part of new contract if enough interest is shown.

### Media:

- Spoke with ABC regarding phone outages in Shire

### Correspondence:

- Letter from John Paul Langbroek – re Gregory School.

### GSD:

- Meeting next week in Karumba/Normanton incorporating meeting with MMG and Infrastructure Australia. North West Hospital and Health Services Board will be making a presentation re community engagement. Press releases – Telstra Services and Tourism Survey.

## 12. Councillor Reports

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

Moved: Cr Camp  
Seconded: Cr Poole

Carried 18.130321 5/0

Cr Poole Attended meetings and functions along with the Mayor  
Cr Forshaw Phone conversation with Rob Katter re Super Contractors threat to Councils and local contractors  
8/3/13 – Breakfast at Parliament House, Brisbane. I was nominated as Mount Isa Electorate representative for the Qld The Speakers Award. I have enclosed a list of nominees.  
Inspirational women abound in our communities. Some are well-known, others do their work quietly without fanfare. To coincide with International Women's Day, you are invited to the Speaker's Inaugural Queensland Inspiring Women breakfast. This breakfast is an opportunity to publicly recognise and honour inspirational woman from throughout Queensland and will include an awards presentation. The theme of this year's event is Pioneering Women.

Cr Murray Attended:-  
Economic Forum - Burketown  
Kindy AGM  
Fishing comp

## Adjournment

That Council adjourned for Lunch from 12.53 pm to 1.23 pm, all were present except Philip Keirle.

## 13. New business of an urgent nature admitted by Council

No new business of an urgent nature was submitted.

## 14. 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) (e and h)*.

Council moved into closed session at 1.24pm.

Moved: Cr Camp  
Seconded: Cr Poole

Carried 19.130321 5/0

*Noted - Cr Forshaw left the room from 1.28 pm to 1.41 pm; Cr Murray left the room from 2.10 pm to 2.15 pm.*

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 2.21 pm.

Moved: Cr Murray  
Seconded: Cr Forshaw

Carried 20.130321 5/0

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14.01 Tender 13-01 Burketown Airport Fencing

That Council

1. Not accept any tender for the Vermin Proof Fencing of the Burketown Airport;
2. Authorise the CEO to prepare an amended brief and call tenders; and
3. Draft tender documents to be submitted to Councillors for perusal

Moved: Cr Murray  
Seconded: Cr Camp

Carried 21.130321 5/0

FILE NO: BCS/TAQ/2013-13-01

Cr Forshaw was not in the room during discussions

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15. Deputations and presentation scheduled for meeting

None presented to this meeting

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16. Closure of Meeting

The Chair declared the Meeting closed at 2.23 pm.

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I hereby certify that these pages numbered 1 to 15– constitute the  
Confirmed Meeting minutes of the Council Meeting of Burke Shire  
Council held on Thursday 21<sup>st</sup> March 2013.

Mayor Cr Ernie Camp .....