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

**INDEX**

01.	Opening of Meeting.....	3
02.	Record of Attendance.....	3
03.	Prayer.....	3
04.	Consideration of applications for leave of absence .....	3
05.	Confirmation of Minutes of Previous Meeting(s) .....	3
	05.01 General Meeting 17 October 2013 and Special Meeting 10 November 2013 .....	3
06.	Condolences .....	3
15.	Deputations and presentation scheduled for meeting.....	4
	15.01 Presentation to Madison Marshall.....	4
07.	Deputy CEO Reports.....	4
	07.01.01 Deputy CEO Update Report.....	4
	07.03.02 Committee Approved RADF Activity .....	9
14.	Closed session reports .....	9
	07.05.02 Revision of Council Accommodation Policy.....	10
	07.05.03 Review and Revision of Council's Vehicle Policy .....	10
08.	Chief Executive Officer Reports.....	10
	08.01.01 Chief Executive Officer Monthly Update Report .....	10
	08.01.02 Amendment to Local Law and Subordinate Local Law – Incorporation of Pests .....	11



09.	Late Item Reports.....	11
	09.01 Operational Plan – Quarterly Report – September 2013.....	11
	09.04 Dispensation for boundary clearance for new structure at the Burketown Water Treatment Plant.....	12
	09.02 Outsourcing Records Management .....	12
	09.03 Social Media Policy .....	12
10.	Consideration of Notice(s) of Motion and Petitions .....	12
11.	Mayoral Minute and Report.....	12
12.	Councillor Reports.....	14
13.	New business of an urgent nature admitted by Council .....	15
16.	Closure of Meeting .....	15

01. Opening of Meeting

The Chair declared the Meeting open at 9.11am.

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02. Record of Attendance

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

John Page; Chief Executive Officer  
Philip Keirle; Deputy CEO  
Frederick Aquillin; Chief Financial Officer  
Brett Harris; Workshop Fleet Manager (as indicated)  
Jenny Williams; Executive Officer (Minutes)

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03. Prayer

Cr Duff 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 17 October 2013 and Special Meeting 10 November 2013

That the Minutes of the General Meeting of Council held on 17 October 2013 and the Minutes of the Special Meeting of Council held on 10 November 2013 as presented be confirmed by Council.

Moved: Cr Poole  
Seconded: Cr Camp

Carried 01.131121 4/0

FILE NO: BCS/G/CM/Minutes

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06. Condolences

Council noted the passing of Klaus Riffert and Jimmy Swift and expressed their condolences to their Families.

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Attendance

Brett Harris entered the meeting at 9.16am.  
Cr Murray entered the meeting at 9.25am.  
Brett Harris left the meeting at 9.38am.

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Adjournment

That Council adjourned the meeting at 10.40am.

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## 15. Deputations and presentation scheduled for meeting

### 15.01 Presentation to Madison Marshall

Mayor Ernie Camp presented Madison Marshall with her certificate of Business Administration for the completion of her Traineeship.

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## Resume Proceedings

That Council resumed the meeting at 11.13, all were present except Jenny Williams. Madison Marshall entered the meeting at 11.13am to take the minutes.

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## 07. Deputy CEO Reports

### 07.01.01 Deputy CEO Update Report

That Council notes the contents of the Deputy CEO report incorporating the Works and Services Report, Workshop and Fleet Report, Executive Officer Report and the Chief Financial Officer Report.

Moved: Cr Murray  
Seconded: Cr Forshaw

Carried 02.131121 5/0

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

#### Content:-

*WORKS MANAGER - Please refer to Works Program for update on progress of TIDS and RMPC road works (attached to DCEO report). DCEO to present update on projected RMPC work in relation to TMR directives received week beginning 4 November 2013. CFO to further explain the expenditure requirements under RMPC 2013-2014 contract.*

*GREGORY - Water treatment and supply - Daily monitoring, two to three checks of plant daily; Maintenance carried out as required; All electrical systems are functioning correctly (except raw water pump 1 as the VSD is faulty and waiting for a sparky to remove it to send off to be tested.); All dosing systems are in good order and operating correctly; All chemicals are good, I have got David Marshall to order 6 more drums of chlorine and 2 x 1000 lt pods of Hydrochloric acid; Caustic we have 2000 lt on hand (enough for the next five years.); Hyperfloc coagulant: 3000 lt; Grounds maintenance ongoing. Water reticulation - Mains flushed weekly; Leaks repaired as required. Parks and gardens - Mainly pouring water on lawns to try and fatten the local wallaby population, we had put an idea to Neil about fencing off the back side of the park as to try and get some lawn going. Rubbish collection - Now that the school holidays and the tourist season are over and the weather is warming up, the flow of rubbish has decreased so our bin run is now down to 2 runs a week in which we service 50 bins ranging from the Leichardt River to Barkly Gully and up to the Shire boundary on the Camooweal Rd; In the season 3 runs a week Monday, Wednesday and Friday; Wheelie bins on Friday after lunch. Toilets - Cleaned daily before smoko usually; Some days the artwork in there is a bit feral so they take a bit longer than normal. Depot - All rooms are cleaned and made up and ready for use; Kitchen and lounge are clean and also ready for use; As of the Mon 1st Nov Myuma crew of 4 are in camp for three days. This has the advantage of reducing the cost of the work performed by Myuma so it does not adversely impact on Council's RMPC budget. Other odds and ends - As soon as RoadTek have finished the bitumen on the corner the other street light will go up; Once we get some still days the new sails for the playground will go up; We are waiting to get the old skid steer down here so we can do a number tidy up jobs before the wet.*

*RANGER/WORKPLACE HEALTH AND SAFETY OFFICER - RWHSO on leave 07.10.13 – 06.11.13 - Since returning, RWHSO has collated Traffic Counter Data and submitted final report on September/October 1080 Baiting. 1080 Baiting: Results second round 1080 baiting – September – 2013; 24 Sept – Nardoo 100 kg = 200 pig baits; 25 Sept – Westmoreland Factory baits = 200 dog baits; 26 Sept – Gregory Downs Factory baits = 200 dog baits; 26 Sept – Almora 150 kg = 300 pig baits; 27 Sept – Escott/Punjab 1250 kg = 2500 pig baits; 400 dog baits distributed; 3000 pig baits distributed*

*TOWN SUPERVISOR - Work roster works are continuing while being short staffed; Dog faeces in the park is still a major issue, a solution has been discussed. Costings will follow in December's report; Laurie is currently assisting Damian on the Jetpatcher; Cameron is assisting Jeremy with town and local road signage; Wooden table and signs in the Morning Glory park are being given a facelift as time allows Glenda and Kristy are cleaning, however with the appointment of new staff members things will return to normal.*

*BUILDING MAINTENANCE - Plumbing issues are being looked into at the present*

UTILITIES SERVICES MANAGER - Water Supply - Water Treatment; Lagoon devigitation – ongoing; Lagoon scour erosion control – ongoing; Pumpwell maintained as required; Pump x 3 all operational. Storage Tank - All systems operational; Sand filters; Circulating pumps; Alum dosing unit; Chlorine dosing unit; UV unit; Pressure pumps x 3; Switchboards; Daily checks of all systems; Water quality monitoring, testing and recording; Water samples sent out to Laboratory Services monthly; All chemical stock, usage and restocking managed; Ground maintenance as required; Building maintenance as required; New office building on site, power connected, water connected, just waiting on furniture. Nicholson River Pump Station - Routine checks includes pumping; Standby Genset – tested weekly; Pumpwell installation – operational; Compound and fencing is secure; Ground and building maintenance as required. Water Supply Rising Main - Access road previously graded; Air valves and service valves operational cleaning surround and marking location of valves ongoing. Water Reticulation - Ongoing leaking water service as they occur; Water quality –chlorine level checks occurring regularly; Flushing of water main – as required; Valve and hydrant maintenance is ongoing; Water meter, maintenance – ongoing; Water meter reading 3 months; New service connections as required. Burketown Aerodrome - Runway, apron and terminal – operational; PAALC system – operational; AWIB and AWIS weather station – operational. Sewer Treatment - Blivet unit is operational; UV unit – non-operational – awaiting parts; Blivet unit – Desludge as required; Pumps – operational; Switchboards – okay; Lagoons okay – ongoing devigitation occurring; Perimeter fence – okay; Barbed wire fence – okay; Building – okay; Ongoing daily checks and maintenance; Sewer Rising Main; No action since last report. Sewer Manholes - No action since last report. Sewer Pumping Station - Routine checks / recording of each site. Sewer Mains - Occasional blockage at some allotment. Minor – as they occur. Due to clogging of pipes from paper and grass from broken inspection cover. Cemetery - Cemetery ground maintenance as per Parks and Gardens schedule; Tree and shrub planting in progress; Future works - Plaques – list, quote, order; Grave numbering – list, quote, order; Burial register display – A4 laminated for rotunda area; Update office burial register

#### GENERAL SERVICING AND MINOR BREAKDOWNS BEING THE MAIN WORK CARRIED OUT.

Plant Item	Works Carried Out
Plant #428 Side tipper	⇒ Ram end
Plant #457 10 tonner	⇒ Gear shift and A/C condenser
Plant #469 Multi tyred roller	⇒ Hub nuts, A/C and unions
Plant #470 Loader	⇒ 5,750 service and fuel leak
Plant #480 Prime mover	⇒ Air leaks, batteries, hub seals etc
Plant #481 Water tanker	⇒ Actuators
Plant #485 Backhoe	⇒ Seat, leg ram etc
Plant #506 Drum roller	⇒ Electrical faults and A/C
Plant #510 Landcruiser	⇒ 95K minor service and tyre carrier
Plant #519 Jetpatcher	⇒ Emulsion filter and conveyor belt
Plant #523 Cat Grader	⇒ Drive tyres
Plant #524 Hilux	⇒ 35K minor service
Plant #529 John Deere ride on	⇒ 800 hr service and spindle
Plant #530 Hilux	⇒ 35K minor service
Plant #534 Landcruiser	⇒ 35K minor service
Plant #535 Landcruiser	⇒ 65K minor service
Plant #536 Landcruiser	⇒ 50K service
Plant #538 Workshop truck	⇒ 20K service
Plant #545 Job truck	⇒ 40K service
Plant #549 RAV4	⇒ 20K service and tyres
Plant #548 Cat excavator	⇒ Bucket and ripper teeth
Plant #553 Town Hilux	⇒ 10K service
Plant #560 Pump stand	⇒ Services, pumps and hoses
Plant #561 Dual cab L/cruiser	⇒ Windscreen

Extras by workshop staff

Banners, fencing, site shelter, new houses and wharf lights etc

TENDER UPDATE - From 2013/14 budget; Replacement Ranger Landcruiser- Due mid-December; Replacement CEO Prado- Received and in action

EVENTS - Christmas in the Park Nicole Ogilvie; Event Manager - 29<sup>th</sup> NOV 6pm Morning Glory Park Flights and accommodation for the Lantern Making facilitators have been booked; Volunteer has been found to be Santa; Koodie and Madison have purchased the gifts for the Shire kids; Lantern Parade workshops start on the 23<sup>rd</sup> of NOV until the 29<sup>th</sup> of NOV – see attached; Xmas meeting advisory group meeting to consider prizes. Sponsorship:-The Lantern Parade and workshop – RADF; Local groups TBC.



Young Ambassador Program Wednesday 4<sup>th</sup> December – Burketown School - Four children will be graduating from Burketown State School for 2013. Young Ambassadors request for donations will be sent out to the community and goodies are coming in to add to the packs.

Staff Christmas Party - 13th DEC 12:30pm – 3:00pm – invitations have been sent out to the staff and councillors

Australia Day Nicole Ogilvie; Event Manager - Currently working on the program for this event, meeting will be called soon. Australia Day Ambassador confirmed:- Dr Barbara Piscitelli AM Barbara Piscitelli is a champion for children. In 1986, Barbara established an archive of children's art. Children from Queensland and the Asia Pacific region feature in her collection. Barbara curated a dozen exhibitions of children's art which have shown in Australia, the United States, Canada, Vietnam and China. In 2004, the collection became part of Queensland's heritage in the John Oxley Library at the State Library of Queensland. Barbara served as Chair of the Queensland Ministerial Cultural Policy Advisory Committee (2004-2005), an advisory body for the Minister for the Arts. She is currently a member of the Board of Directors of the Queensland Museum and a Member of the Council of the National Museum of Australia. She was awarded a Member (General Division) of the Order of Australia on Australia Day 2006. Barbara is a "new Australian"; she was born in the United States, migrated to Australia in 1980, and became a citizen in 1991. She retired in 2004 and has been busy ever since with projects in Australia, Hong Kong, Singapore and the United States. Her most recent exhibition, Children's Voices, features children's views of their human rights through art.

Leichardt Celebration - Proposing a Tree planting day in recognition of Leichardt, to coincide with another event – possibly the Community Hub.

Bloc Party Report - Nicole Ogilvie; Event Manager - The Burketown Bloc Party was a resounding success with the local community enjoying the day, exceeding visitor's expectations. The kids Hip Hop workshops were a major accomplishment with the song making it onto ABC Radio and the event generating a lot of publicity for the Shire. The Burketown Rap song facilitated by Nick Grace – was recorded at the School over 3 days. The older kids were able to write a rap song and then record it with Nick Grace. This showed them the principles of Rhymes, Rap and Rhythm. They were then coached to do a live performance which was a hit at the Bloc Party that was integral for the community engagement and audience participation of the event. Due to the extremely high winds – we were not able to create the story walls on the street – and instead took these into the pub. The photo walls were placed on the exterior of the pub. This was not as engaging as I had hoped for and we did not get any stories from this. However I did see many people looking at the photos and reading the stories that were generated. There were challenges with staff i.e. not having enough support at the event and in the lead up with dedicated event staff – but these challenges will hopefully be overcome with event staffing solutions. Gregory should be pleased with the event that occurred there in the morning and it was great that Bob Katter was able to meet up with them there – taking the trip from Gregory to Burketown for the Will Developmental Road upgrade celebration. Stakeholders were very pleased with the outcomes and I have not heard any negative feedback. There was plenty of publicity for the event including – But not limited to: PRE EVENT - 2 x articles in the North West Star – The Guide – What's on in the North West - promoting the event – "Country Band set to rewind" and "Burketown kids primed with their party piece" PRE EVENT - ¼ page editorial – North Queensland Register – "community gearing up for Burketown Bloc Party – Sept 26 PRE EVENT - ABC North West radio interview; PRE EVENT - ABC Western Queensland Radio Interview. POST EVENT - ABC North West – 'Say Burketown' Rap song and interview; POST EVENT - Double page article in the North West Country Page 6 & 7 November; POST EVENT – Full Page colour article – the North West Star - "Burketown unites to party" – Friday 25<sup>th</sup> OCT. All in all the event was an exceptional success for the Burke Shire Council and I want to thank all the paid staff and volunteers that did help out on the day.

Grants (N Ogilvie) - The grant from Tourism and Events Queensland for \$35,000 has been approved. This is to go towards marketing and promoting the Morning Glory Festival 2014. Still waiting on confirmation from the Gulf Savannah regional grant and the Festivals Australia Grant.

**LIBRARY** - New exchange has arrived. Trista Armstrong will be attending training in December with the State Library, this will keep her up to date on new processes/reporting required.

Grants Applied - wireless internet option for members; purchasing of books and items for the Library; Broadband for seniors – subsidy internet, new computers (touch screen)

**HOUSING** - Housing maintenance forms and processes have been updated through our easy forms module in InfoXpert. This will allow reports to be produced on outstanding maintenance items and break these down between types of Maintenance required (Electrical/Plumbing/Other). The maintenance component is being looked after by the Depot with the tenancy paperwork being looked after at the Office. Council currently has five people on their waiting list looking for houses. We currently have one unit vacant but not ready for occupancy. The Glendale houses are not quite ready for occupants yet; all proposed tenants have been advised of Council decision from the October meeting.

**RADF** - round 2 funding - Application for the Lantern Parade to be submitted to Committee (see separate report for Council to approve); RADF committee is currently working on updating their Arts and Cultural Policy; Flyers will go out soon with upcoming workshops information.

**PROMOTION** - Website - The website is being kept up to date; more information will be required to be added over time. Training is booked for February 2014; Banners – Options for other Council banners and guidelines for community banners will be implemented soon; Visitor Information Centre – There is a decrease in the number of visitors to the Shire. The Information Centre is now closed; Council Newsletter – Edition 39 newsletter articles are being collated. This will be the December edition.

DEVELOPMENT APPLICATIONS - Floraville Station – Lot 1904 PH 1606 - Development Application – received notice of engagement by private certifier, application received; Hammond & Alloway - Lot 80 B13610 – Development Application – Building Application documents received; Zach Duff and Kerry Dollard – Lot 46 Musgrave Street – Development Application – Building application documents received; Geoff and Rosita Wade – Lot 87 Beames Street – Development Application – Building application documents received; Burke Shire Council – Lot 408 Bowen Street – Development Application – Building application documents received; Burke Shire Council – Lot 82 Marshall Lane – Development Application – Building application documents received; Burke Shire Council – Lot 406 Bowen Street – Development Application – Building application documents received; Burke Shire Council – Lot 407 Bowen Street – Development Application – Building application documents received.

ENVIRONMENTAL HEALTH SERVICES - All food businesses in the Shire are currently licensed, no complaints have been received.

HOME AND COMMUNITY CARE (Pam deJoux) - HACC currently has six Centre Base Day Care Clients and four Social Support Clients. Gregory. Elva is going away for the Christmas break, George Watson celebrated his 90<sup>th</sup> birthday, and Ethylene from Mellish Park turned 92. The clients have been busy playing Cards/Puzzles along with soft clay being used to stimulate and help with movement in hands and wrists, various Christmas decorations are being made by the clients. A wonderful time was had by the clients at the Melbourne Cup Luncheon at Gregory with the proceeds going to the Cystic Fibrosis Foundation in memory of Shelly. Everyone had a win of some proportion and had a relaxing day amongst friends. I attended two National Discussions / Forums in Brisbane from 30<sup>th</sup> October - 4<sup>th</sup> November. Discussions were on Community Transport Services under the HACC Program, which was done through Verco Consulting. There were a lot of differences within the States on the delivery of the service, the main focus being on how people access it, the effectiveness and availability and the cost to clients. This is something that they will be bringing into all HACC funded units. Due to our area being remote quite a lot of the responses in the discussion were more for the urban areas being long distance travel to medical and doctor's appointments. It covered use of volunteers and indirect transport, trip purpose, innovation & local approach, costs for transport and how to record on ONI. One point everyone agreed on was that transport would need to continue to be able to support CBDC and Social Support. I did however have a meeting after the Forum with Douglas Faircloth from Verco and Louis de Beer the CEO of Transit Care who was very interested in our area and how we were managing. The remote areas are a priority for Mr Louis de Beer who is planning trips to all remote areas and will be in touch with Council. The outcome of these discussions will be analysed over the next few weeks with the final plans and outcome available end of November early December 2013. The Commonwealth Home Maintenance / Modification Discussion & Forum covered all relevant things within this service. Although we aren't funded for this particular service it is one that we needed to look at. KPMG conducted the discussions which varied greatly within the regions. Things discussed were retaining block funding, assessments, home maintenance system, RN assessments, home environment. The main issues/ points were more communication needed between department and the service providers as not enough information getting through. The findings on this Report on National Discussion will be out in December 2013 with the final report for the Department in 2014. Cota Queensland has also come on board with Home Maintenance. One interesting thing that came to light was that some units have been funded till June 2015 to make it level with other services. HACC will be having their Christmas Luncheon & Breakup on Thursday, 12<sup>th</sup> December. This as an invitation to all Councillors, office staff and who have helped us over the past year to join us for a Christmas Lunch. RSVP by Wednesday 27<sup>th</sup> November.

INFORMATION TECHNOLOGY - InfoXpert - The new EasyForm module has been working well with capturing requests for service/complaints coming into Council with timeframes allocated to staff for completion. Civica – Migration to Managed Services has started, it is proposed that Council will go live by the end of November. Recordkeeping – Consultants have started assessing the Councils current structure of our filing system to bring it into line with recordkeeping standards. This will include full policies and procedures for Council to follow to keep compliant. Separate report in regards to CorpMem proposal.

STATEMENT OF COMPREHENSIVE INCOME -Supporting documentation: Revenue and Expenditure Report Summary – The operating position as the end of September was a surplus of \$210,421 as supposed to a deficit of \$3,160,150. The “return to surplus” very much stems from the receipt of flood damage related reimbursements. We still have significant grants to receive. Expect an increase in the surplus in coming months. Revenue – As stated above the bulk of new revenue throughout the month stemmed from the receipt of flood damage reimbursements (\$3,341,500). We also received \$237,200 in additional rates and fee revenue, \$57,100 in sales revenue (mainly private works performed on behalf of private town businesses and regional mining companies, and we also receive \$8,300 from interest on our investments. Expenses – Materials and services increased by \$443,100 during the month and related mainly to flood damage/ TIDS related purchases. All other expenses are according to trend.

STATEMENT OF FINANCIAL POSITION - Summary – Overall the BSC asset base sits at \$108,618,148 as supposed to \$105,370,235 last month. The increase relates mainly to the increase in flood damage related claims ‘trade and other receivables’. Current Assets – ‘Cash’ decreased by \$699,000 for the month as payments to suppliers and for materials were still quite high. The ‘trade and other receivables’ post has increased to \$3,836,700 as the flood damage claims now have been established. Non-Current Assets – ‘Capital works in progress’ increased by \$100,700 during the month mainly relating to the new housing stock and various Burketown fencing projects. All other non-current assets went according to trend (depreciation). Current Liabilities

– The credit in GST clearing decreased by \$52,100 during the month. Non-Current Liabilities – Remained largely unchanged from the end of last month.

STATEMENT OF CASH FLOWS - Supporting document: Budget Balance Sheet Report  
Net cash flow from operating activities – ‘Payment to suppliers’ increased by \$780,900 during the month.  
Summary – In total the BSC net cash at hand sat at \$16,788,300 at the end of the period, as supposed to \$17,487,349 at the end of last month (a decrease of \$699,000).

NOTE TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT - Internal auditors: Crowe Horwath (form. WHK) is completing the QAO requested reconciliations for BSC. As discussed, additional information was requested by QAO at the end of October. These additional requests are 75% completed as at the date of this report. External Auditors: QAO has clarified their position in relation to various requests for information made to the BSC which has assisted us significantly. Rolling stock takes: rolling store stock takes has continued throughout the month, relating to brass goods and garden supplies. QRA claims: 2010: completed; 2011: claim; 11.3 completed. QRA assurance dept. requested additional documentation for 11.1 which has been supplied; 2012: Payments has started to flow from our 1<sup>st</sup> Qtr claim; 2013: We have approval for an \$182,145.80 spend. A claim was made in the beginning of October which has yet to be paid. Roads to recovery: An agreement has been reached with the Department of Infrastructure regarding R2R. As a joint effort we have worked out new reference amounts (which determine if we are over or under) for the years 2009-10, 2010-11, 2011-12, and 2012-13. The new reports – together with a joint spreadsheet establishing the BSC ‘own sourced expenditure’ – have now been sent to our QAO auditor. ATO audit: The ATO audit regarding our fuel tax credit claims from Jul – Dec 2012 has been completed. It resulted in the BSC having to return \$23,400, and receiving a fine of \$1,200, a very good result when comparing to alternative outcomes. No further action will be taken by the ATO. Review of fuel expenditure: a review of fuel expenditure has taken place during October, initiated after the CFO becoming aware of the ATO audit. The review found that – adjusted for the increase in flood damage related expenditure – the liters used has remained constant. Debtor statements: Debtor statements will be sent out during November for any overdue accounts owed to Council. Materials expenditure: Due to expenditure relating to flood damage, TIDS, and the Doomadgee Town Streets Project – and due to this expenditure happening early on in the financial year – expenditure on materials have already reached 80% of last years’ expenditure. This expenditure is expected to moderate significantly post the completion of the current works. By mid-December, the flood damage, TIDS, and RMPC works are expected to be complete (or 55% complete in the instance of RMPC).

MAJOR PROJECTS - Community Hub: Elevation Architects have produced the latest plans for the Burke Shire Community Hub facility; DCEO in discussions with MMG to arrange transport of potential builders to Burketown to assess the proposed site - While this looked like a strong possibility during initial discussions, MMG will not be able to provide this service. Glendale Housing: Allocations complete; All houses nearing completion; Septic installation complete on Bowen Street Housing; Awaiting Telstra and electrical connection; Concreting to resume week beginning 11 November. Gregory Crossing: Work completed; GBA to assess; Lightweight Concrete Construction charged a penalty for non-compliance with Cultural Heritage Agreement.

TRAINING - Admin Trainee completes Cert IV in Business Administration and secures position as Executive Assistant, Administration. Congratulations to MM and to all who assisted; 2 staff nearing completion of Mechanic Apprenticeships; WSO is making progress through Plumbing Apprenticeship. MMG will assist in this process; See also Training / Qualification Schedule (Attachment A)

HUMAN RESOURCES MANAGEMENT - JCC Meeting IX - EBA Compliance continued: Focus on “Leave” and “Camp Allowance”; Training Needs Analysis to be conducted again shortly; SBU to circulate Staff Feedback Survey III with the aim of presenting results at the next JCC. New positions - Works Manager: interviews held Friday 8<sup>th</sup> November; Finance (grad): interviews held on Friday 15<sup>th</sup> November; WHSA: advertisement to go out shortly; Parks & Gardens: interviews for Cleaning and Grounds Maintenance (Floater) positions held on Tuesday 12<sup>th</sup> November and will conclude on Friday 15<sup>th</sup> November.

WORKPLACE HEALTH & SAFETY - Incident/Accident/Near Miss Reports: There have been 15 incidents/Accidents so far in 2013 (up to and including 14 November) as compared with 9 Incidents/Accidents during the same period in 2012 and 23 during the same period in 2011. There were no incidents or accidents reported in August or September 2013; There has been 0.5 days of Lost Time Injuries in 2013 as compared with 4.5 days during the same period in 2012 and 7.0 days during the same period in 2011; See Attachment B: WHS Report for additional information.

ROADS - Royalties for Regions: Feedback session to be held on 14 November 2013. Further updates to be provided during Council meeting. MMG Karumba Lead Haulages: 1 incident recorded so far (see Attachment C); Most recent progress report (see Attachment C); See also Attachment D: Works Program

NATIVE TITLE AND CULTURAL HERITAGE - Land Valuations - BSC is still awaiting official confirmation of land valuations from DNRM.

COMPLIANCE - EHP Visit to Burketown, Gregory, Armraynald, Beames Brooke: Sewerage Treatment Plant: improved monitoring require; Pontoon: some regulatory hoops to go through; Rubbish Tip: rehabilitation strategies discussed. CASA Surveillance Visit - Scheduled for 13-14 January 2014. DTMR – Traffic Management Registration Scheme - The Traffic Management registration for Burke Shire Council expires on the 1 December



2013. Council will complete the renewal application prior to this. It is likely that we will receive conditional approval.

STAKEHOLDER MANAGEMENT - DLGCRR: continued discussions with Margaret Lessells over Community Hub funding. Armour Energy: Road Maintenance Contributions finalized and paid. EHP: Rob Lawrence (Director) has offered to send an expert on Shale Gas exploration to Burketown for a community meeting.

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#### 07.03.02 Committee Approved RADF Activity

That Council approves the RADF application for \$2000 to hold a Lantern Workshop from the 23<sup>rd</sup> to the 29<sup>th</sup> November 2013 in Burketown for the Burke Shire Community.

Moved: Cr Poole  
Seconded: Cr Murray

Carried 03.131121 5/0

FILE NO: BCS/CommS/A/RADF

*Content – The Regional Arts Development Fund (RADF) is a highly successful state and local government partnership that supports professional and emerging professional artists and arts practitioners living in regional Queensland. The RADF program focuses on the development of quality art and arts practice for, and with, regional communities. RADF is a partnership between the Queensland Government through Arts Queensland and Councils to support local arts and culture.*

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#### Attendance

Madison Marshall left the meeting at 12.05pm.

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#### Adjournment

That Council adjourned the meeting from 12.56pm to 1.34pm for lunch.

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#### 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) (h)*.

Council moved into closed session at 1.34pm.

Moved: Cr Duff  
Seconded: Cr Forshaw

Carried 04.131121 5/0

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#### 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 1.50pm.

Moved: Cr Forshaw  
Seconded: Cr Murray

Carried 05.131121 5/0

## 07.05.02 Revision of Council Accommodation Policy

That Council adopts the Burke Shire Council Accommodation Policy Version 0.

Moved: Cr Poole  
Seconded: Cr Forshaw

Carried 06.131121 5/0

FILE NO: BCS/PAP/Policy and  
BCS/CP/SP/SH/RPP

*Content – To review and make suggested revisions to Council's Housing Policy.*

## 07.05.03 Review and Revision of Council's Vehicle Policy

That Council adopts the Council's Vehicle Policy version 1.

Moved: Cr Poole  
Seconded: Cr Duff

Carried 07.131121 5/0

FILE NO: BCS/PAP/Policy and  
BCS/PES/Policy

*Content – To consider the relative merits and need for implementing changes to the Council Vehicle Policy.*

## Attendance

Phil Keirle left the meeting from 2.56pm to 3.01pm.

John Page left the meeting from 3.01pm to 3.06pm.

## 08. Chief Executive Officer Reports

### 08.01.01 Chief Executive Officer Monthly Update Report

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

Moved: Cr Duff  
Seconded: Cr Camp

Carried 08.131121 5/0

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

*Content – COUNCILLOR ATTENDANCE CONFERENCES & TRAINING - LGAQ Conference 22 October to 24<sup>th</sup> October Cr E Camp, Cr P Poole, CEO and DCEO – reports previously forwarded to Councillors and Senior Management.*

**OTHER RELEVANT INFORMATION - Town Entrances Signage:** Mr Rod Lucas will have two signs painted for Burketown by the end of November and the three Gregory Signs by Christmas. **Road Opening MR78A to Gregory River – Wills Road Continuation to Wills Development Road:** Application lodged and being processed by Department of Natural Resources and Mines for the road opening over part of Camping and Water Reserve Lot 5 on BK28. An application was lodged some years ago but not progressed. **Additional Land Gregory Water Treatment Plant:** Application to lease Lot 11 AP13658 and add to existing Water Treatment Plant at Gregory proceeding with assessment by DNR&M. **Insurance Claim:** There are presently two 2 insurance claims been submitted to Council's Insurer for a car accident in November 2011 and a dog attack at the Information Centre. **District Disaster Management Group:** A meeting was held on Wednesday, 13<sup>th</sup> November and I will provide an update prior to the meeting. **Local Disaster Management Group:** A meeting was held on Wednesday, 20<sup>th</sup> November 2013 and I will provide a report to this meeting. **Works Managers Position:** Telephone interviews were conducted with 4 of the 5 shortlisted candidates on Friday, 8<sup>th</sup> November, 2013 and further shortlisted to two for a formal interview in Burketown. One applicant has since withdrawn. We are attempting to have the remaining candidate in Burketown for interview week commencing 18<sup>th</sup> November. **Easements – Burketown Water Supply:** Following queries from DNR&M in regards to a renewal of a lease over Portion 109 Pc37 it was found that there had never been easements for the water main obtained from the pump station on the Nicholson River to the Water Treatment Plant. Surveyors AusNorth will be in Burketown over the coming weeks in regards to boundary realignments and will carry out the survey so that applications can be made

for easements over Unallocated State Land and Town Common. There will need to be negotiations with two landholders in regards to easements where the pipeline passes through their property.

## 08.01.02 Amendment to Local Law and Subordinate Local Law – Incorporation of Pests

That Council:

1. Authorise the Chief Executive Officer to submit the amendment Subordinate Local Law No 3 incorporating the following local pests to the December, 2013 Meeting;

### NON-DECLARED PRIORITY WEEDS (ENVIRONMENTAL PESTS)

Common name	Scientific name	Declaration	Priority
Calotrope	<i>Calotropis procera</i>	Not declared	Medium
Noogoora Burr	<i>Xanthium pungens</i>	Not declared	Low
Grader Grass	<i>Themeda quadrialvis</i>	Not declared	Low

2. Authorise the Chief Executive Officer to place a Notice on the Public Notices advising the public of the amendments;
3. Authorise the Chief Executive Officer to submit the amendment to Local Law 1 to repeal the Gates and Grid Local law;
4. Authorise the Chief Executive Officer to submit the consolidated versions of the Local law and Subordinate Local Law to the December Meeting of Council to be held on Thursday, 12<sup>th</sup> December, 2013.

Moved: Cr Murray  
Seconded: Cr Camp

Carried 09.131121 5/0

FILE NO: BCS/LAE/LL/A

*Content – To present to Council proposed local pests (not already covered by State Legislation) to be included into Council's Subordinate Local law No 3 and to seek advice from Council to ascertain if there are any other pests that Council would like to add. To advise Council of a proposal to amend Local Law No 1 to enable the repeal of the gates and grid local law that remains on Council's database.*

## Adjournment

That Council adjourned the meeting from 3.21pm to 3.36pm for an afternoon break.

## 09. Late Item Reports

### 09.01 Operational Plan – Quarterly Report – September 2013

That Council notes the contents of the Operational Plan Quarterly Report for the September quarter.

Moved: Cr Murray  
Seconded: Cr Camp

Carried 10.131121 5/0

FILE NO: BCS/CM/Planning/OP

*Content – To provide a quarterly update on Council's Operational Plan 2013-2014.*

#### 09.04 Dispensation for boundary clearance for new structure at the Burketown Water Treatment Plant

That Council resolves to provide dispensation to install the dome-shaped shelter at a minimum distance of 4m from the WTP boundary.

Moved: Cr Forshaw  
Seconded: Cr Duff

Carried 11.131121 5/0

FILE NO: DA/2013/DA.2013-12

*Content – To seek Council support-by-resolution to locate a proposed structure at the Burketown Water Treatment Plant within the minimum “boundary-to-structure” distance outlined in the Burke Shire Planning Scheme (Division 8, Part 6c).*

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#### Attendance

John Page left the meeting from 4.19pm to 4.22pm.

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#### 09.02 Outsourcing Records Management

That Council approves the outsourcing of records management to CorpMem Business Solutions.

Moved: Cr Duff  
Seconded: Cr Forshaw

Carried 12.131121 5/0

FILE NO: BSC/IM/RM/RR

*Content – To present the relative merits of outsourcing records management processes with the aim of securing on-going funding to support the outsourcing of records management to CorpMem Business Solutions.*

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#### 09.03 Social Media Policy

That council adopts the Social Media Policy version 0 as presented.

Moved: Cr Murray  
Seconded: Cr Forshaw

Carried 13.131121 5/0

FILE NO: BCS/P&P/P

*Content – The intent of this policy is to provide understanding and guidance for the appropriate use of social media platforms and tools by council staff, councillors and contractors for the purpose of conducting Council business.*

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

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

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#### 11. Mayoral Minute and Report

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

Moved: Cr Duff  
Seconded: Cr Forshaw

Carried 14.131121 5/0



Cr Ernie Camp:

Attended the following:

- Phone interviews for WM position
- Special meeting teleconference
- LGAQ State Conference in Cairns with Cr Poole. CEO John Page, DCEO Philip Keirle –Some interesting speakers.
  - Very good presentation from Cr Sir Merrick Cockell from UK – chair UK LG Association. His LG ward is only 6 or 8 square km in size (this generated much laughter) but the value generated from his area is equal to GDP of Scotland and Wales combined (this comment generated total silence!).
- Good presentation by Cr Tom Tate – Mayor Gold Coast CC, Cr Jenny Whitney – Mayor Whitsunday RC, Cr Dierdre Comerford Mayor Mackay RC, Cr Wayne Butcher Mayor Lockhart River AC. All spoke on providing value for money Qld style.
- Main message is to cut as much as possible and not be afraid to make hard decisions.
- Gold Coast CC and Lockhart River AC Mayors were excellent speakers. I couldn't give justice to content of their presentation. Both men full of energy and determination to make hard decisions for betterment of their Shire
- Presentation well worth attending.

Also attended presentation

Slash or Die: The Necessity for Fiscal Responsibility in Aust LG's presented by Dr Neil Norton-Knowles

- Fantastic and engaging presentation. This is a man with multiple qualifications but backed up by the fact that he has walked the walk not just talked the talk!
- Well meaning do gooders with reckless financial records do irreparable harm to the poor, the homeless, the disabled, the sick, the students and the under privileged.
- Fiscal responsibility is humane- and necessary
- The rates/tax hike alternative is just not on: disincentive effects, tax evasion and loss of power.
- Bottom line messages:
  - Benchmark all main LGA expenses
  - Seek any credible explanations for high expense ratios compared with other LGA's not just Qld
  - Seek outsourcing or just slash: you've now got the evidence and the justification
  - Guard against: dodgy data, self-serving justifications, short term ONLY savings and watch out for hoaxes!
- Met with Premier with Cr Poole whilst at conference.
  - Given 15 minutes but were able to take 20 as we arrived early.
  - Greeted warmly by the Premier.
  - Presented Premier with dot point paper of where BSC is in regards to land negotiations.
  - Reiterated availability of this land would enhance BSC's future sustainability and growth and would help alleviate housing shortage issues – indigenous, community and low socio economic cohorts and allow business to develop to support previous mentioned cohorts.
- Mentioned that BSC is striving to develop partnerships with neighbouring Shires- working with Doomadgee on their roadworks and investigating potential with Mornington
  - Premier received this favourably.
  - Also mentioned NW Qld Infrastructure Investment Strategy and my hopes that a line on a map was not going to determine nor constrain area included in Strategy as we have a number of major projects that straddle Qld/NT border.
  - Premier felt we should be considering cross border dialogue.
- Meeting in Cairns with GSD subcommittee to discuss office location
- Meeting with Cr Ray Brown and John Cotter (Gasfields Commission) whilst at LGAQ conference re gas resource issues.
- Went for a drive with CEO John Page and Rural Foreman JY to inspect roadworks towards NT border. Discussed progress of planned seal 10km from NT border towards Hell's Gate with the exception of Branch Creek which possibly needs realignment (to be investigated). Was pleased with the performance and progress of Roadworks Crew. The Doomadgee West Road was in reasonable condition considering time of year. Also good to see progress of sealing undertaken in Doomadgee Shire. The sandpit is now a little shorter! It is also great to see work that Carpentaria Shire Council is undertaking on the Savannah Way (the Top Road). It is the best that road has been in years and in combination the work of the three Shires acknowledges the importance the Savannah Way is to the region.
- Burketown Bloc Party/Road Opening. Great event, thanks to all volunteers and staff for their efforts, thanks to all who attended and supported the event.
- GSD Small Business Seminar – spoke at commencement of seminar.
- Madison Marshall's Photo Exhibition – following seminar.

Wrote:

- Burke Shire Introduction for updated GSD investment portfolio. It is scheduled for an official launch by Warren Entsch on 17 Dec in Cairns.
- Letters to Bob Katter thanking him for attending Bloc Party as well as following up on matters discussed with him whilst he was in Burketown
- Letter of thanks to the community re Bloc Party
- Reply email to Westmoreland – re road concerns

GSD:

- Meeting prior to LGAQ conference to discuss potential office relocation
- Launch of updated Investment Portfolio by Warren Entsch MP in Cairns on Dec 17. Cr Atwood (Deputy Chair) will be in attendance
- Upcoming meeting on 26 Nov on Mornington Island

In closing, I would like to acknowledge and congratulate the following

- Madison Marshall on completing her traineeship
- Gangalidda and Garawa Wild River Rangers (along with their Normanton counterparts) – finalist in Environment and Landcare section in the 2013 Qld Regional Achievement and Community Awards.

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## 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 15.131121 5/0

### Cr Poole

- Phone interviews for WM position
- Special meeting teleconference
- LGAQ State Conference in Cairns with Cr Poole. CEO John Page, DCEO Philip Keirle –Some interesting speakers.
- GSD - Meeting prior to LGAQ conference to discuss potential office relocation

### Cr Forshaw

- Bloc Party – cutting the ribbon
- Melbourne Cup Gregory
- Speaking - Resource Forum at Century – 10th and 11th December
- LDMG Meeting

### Cr Murray

- Bloc Party
- Melbourne Cup Burketown
- RJCP Participants – started in Burketown and Gregory
- Century Community Tour – when is it happening?
- Speed Signage coming into town – revisit
- LDMG Meeting

### Cr Duff

- Bloc Party
- Melbourne Cup Gregory
- LDMG Meeting
- Attended a Management Meeting

13. New business of an urgent nature admitted by Council

No new business was moved at this meeting.

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16. Closure of Meeting

The Chair declared the Meeting closed at 5.04pm.

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

Mayor Cr Ernie Camp .....