



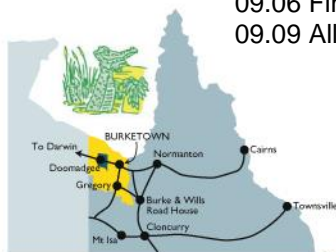
Phone: 07 4745 5100
Fax: 07 4745 5181
office@burke.qld.gov.au

Musgrave Street Burketown
PO Box 90
BURKETOWN QLD 4830

Confirmed Minutes
Burke Shire Council Ordinary General Meeting
Thursday 12th December 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 21 November 2013.....	3
06.	Condolences	3
07.	Deputy CEO Reports.....	4
	07.01.01 Deputy CEO Update Report.....	4
	07.03.02 Proposed Council Meeting date for 2014.....	9
08.	Chief Executive Officer Reports	9
	08.01.01 Chief Executive Officer Monthly Update Report	9
	08.01.02 Amendment to Administration Local Law 1 and Community and Environment Management Subordinate Local Law 3	10
09.	Late Item Reports	10
	09.01 Revision of Councillor Code of Conduct Policy.....	10
	09.02 Material Change of Use – Burke Shire Community Hub	10
	09.03 Half yearly budget update – revenue and expenditure figures only.....	12
	09.04 Council Bank Accounts - Options.....	12
	09.05 Reform of Northern Australia Zone Allowance.....	13
	09.06 Financial Assistance Grant Methodology.....	13
	09.09 Allocation of funding for purchase of vehicle for WHSA	13



14.	Closed session reports	14
	14.01 Provisional Housing Allocations	14
	14.02 Tender 13-21 Sale of Prado	15
09.	Late Item Reports	15
	09.08 Portfolios	15
	09.07 Review of Corporate Plan 2010 to 2015	15
10.	Consideration of Notice(s) of Motion and Petitions	16
	10.01 Notices of Motion	16
	10.02 Petitions.....	16
11.	Mayoral Report.....	16
12.	Councillor Reports.....	17
13.	New business of an urgent nature admitted by Council	17
15.	Deputations and presentation scheduled for meeting.....	17
16.	Closure of Meeting	17

01. Opening of Meeting

The Chair declared the Meeting open at 9.13am.

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
Jenny Williams; Executive Officer (Minutes)

03. Prayer

Cr Forshaw led Council in Prayer.

04. Consideration of applications for leave of absence

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

05. Confirmation of Minutes of Previous Meeting(s)

05.01 General Meeting 21 November 2013

That the Minutes of the General Meeting of Council held on 21 November 2013 as presented be confirmed by Council.

Moved: Cr Forshaw
Seconded: Cr Poole

Carried 01.131212 4/0

FILE: BCS/G/CM/Minutes

06. Condolences

Council notes the passing of Clare Huddy, late wife of Les Huddy past part owner of Armraynald, and expresses their condolences to her family. The Mayor asked all present to join him outside to witness the raising of the national flag along with the Aboriginal and Torres Strait Islander flags and their subsequent lowering to half-mast in recognition of the passing of Nelson Mandela who was a symbol of reconciliation and a role model to his fellow man.

Adjournment

That Council adjourned the meeting from 9.20am to 9.25am.

Adjournment

That Council adjourned the meeting from 10.24am to 10.42am for morning tea, all were present except for Brett Harris.

Attendance

Cr Murray entered the meeting at 10.45pm.

Declaration: Perceived Conflict of Interest

Cr Duff and Cr Camp declared that a perceived conflict of interest in this matter could exist (as per section 173 of the *Local Government Act 2009*), due to submitting development applications with Council as per item 6 in the Executive Officers report, but they had considered their position and was firmly of the opinion they could participate in the discussions.

Adjournment

That Council adjourned the meeting from 12.16pm to 1.32pm to have lunch with the HACCC clients for their Christmas Breakup.

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, the Executive Officer Report and the Chief Financial Officer Report.

Moved: Cr Duff
Seconded: Cr Murray

Carried 02.131212 5/0

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

Content:-

WORKS MANAGER - Roads: TIDS: Doomadgee Road West, Unable to complete signage installation due to weather conditions. Sealers may look to complete work prior to shutdown, weather permitting.

RMPC: DTMR directive to spend half of 2013-2014 RMPC budget by December 15 has encountered weather-related issues, but is still on track. Leichardt Bridge approaches: completed, 78A potholing: completed, Camooweal Road heavy grade: impacted by weather

Staffing arrangements: Council is indebted to a number of casual appointments who were able to fill key positions in the Roads Crew during the concluding stages of Council's Road Works program for the calendar year. An invitation to the BSC Christmas Party has been extended to these appointments.

RRTG: There was no opportunity to attend the most recent RRTG Technical Committee meeting in Julia Creek. Council did, however, fulfil its requirements to provide relevant information to the Technical Committee (although we still have one TIDS report outstanding).

Council has now received copies of the common set of contracts governing small-medium-large sized tenders. While there has not been an opportunity to go through the whole series of these contracts, it is immediately evident that the ancillary documentation (checklists and other guides) that accompany each contract will make them easy to adopt and implement.

In-Kind Work for CLCAC: A block-clearing / septic removal job has been costed by Council. Provided road works go according to schedule, the plan is to commence these works week beginning 16th December.

RANGER/WORKPLACE HEALTH AND SAFETY OFFICER:- Induction/sShaneen Petersen – Cleaner – Parks & Gardens crew

Incident/s reported for this period: see DCEO report, Hazard Inspection/s: Nil for this period, Hazard Reports – Nil for this period

General - Traffic counters installed in the following places :-_Floraville road, Camooweal road after hay farm, Before Century mine, After Century mine, Escott road, difficult installation due to no bitumen, installed on concrete causeway, For Information on road usage, units and installations are continually checked for wear and tear and information regularly downloaded for management, last read 8th November, Traffic counter before Century turnoff had to be repaired when one of the road tubes prematurely failed, Air quality meters used for confined space entry have both been sent for servicing / recalibration and are both now back in service, Works safety plan and Traffic management plan for RMPC Gregory/ Camooweal road, completed an onsite induction prior to commencement of road works. Obtained hi visibility shirts for casual truck driver on RMPC job and got his licences and tickets copied. Ordered supplies to clean and replenish vehicle first aid kits during the wet

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

Litter Management -_No campers now storms have started, rubbish bins have been returned, washed and stored

Dumping Points x 7 arranging to get filled and the areas rehabilitated prior to the wet

Following is a summary of where bins are currently placed and maintained

Sites Visited - Report. Truganini Creek/Jetty, 2 Bins in the area, Area popular, Meat Works, All bins returned access too wet, Brim hole (Nicholson river), 1 Bin – Bin was returned to area whilst I was away – now can't be accessed River Road, All bins returned access to wet, Beamesbrooke Xing, 1 Bin at the crossing- still being utilised, up out of stream flow if river rises. Gregory Xing, 2 Bins in the area, still being utilised, up out of stream flow if river rises

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. Seven dead wallabies removed from town roads during this period

Animal Control - One Cat trap still at Mudgee's. No cats have been reported, Have disposed of 13 dogs so far this year and impounded 4.

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, Chemicals required for vegetation eradication and maintenance of Ergon solar yard at Doomadgee arrived and were distributed throughout yard with good results, Notices out for residences who require their yards to be misted for mosquito control

Complaints - Investigated phone call that dogs were harassing 2 horses inside the sewerage treatment effluent area.

General - Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave, Monthly 1080 stock control sheet & Indemnity Forms to DNR Normanton, Obtained 4 tubs of "piggout" 1080 baits for Southern Gulf Catchments, they have conducted feral pig baiting trials with participating landholders within our shire – Yeldham station, Completed second 1080 baiting (see below)

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, 9 Nov – Yeldham, Factory baits 320 pig baits (using feed hoppers), 13 Nov - Wernadinga, 1500 kg, 3000 Pig baits, 400 dog baits distributed, 6320 pig baits distributed

TOWN SUPERVISOR - Two staff members are assisting with town and local road signage, Wooden table and signs in the Morning Glory park are being given a facelift as time allows, New staff member has joined the team, with a predominant focus on cleaning activities, Meeting in regards to skeleton crew and work list was held, Weather restricting work, Christmas party preparations, Wind from the cyclone has caused the rodeo ground toilet block to blow over. Until it is drier we cannot fully ascertain the damage that has been caused.

BUILDING MAINTENANCE - Maintenance and repairs are being conducted as and when possible.

UTILITIES SERVICES MANAGER - Water Treatment. All systems operating satisfactorily, Lagoons 1 and 2 normal ongoing maintenance, Daily routine checks carried out, WT office furniture has arrived and in the process of assembling and setting up, Acid stock has arrived in the process of ordering further supply for the wet, Hypo 10 stock has arrived in the process of ordering further supply for the wet, Alum stock – 2 pallets on hand in the process of ordering further supply for the wet, Water samples will be sent prior to the Christmas shutdown, There was a power outage on the Escott feeder line on Wednesday 20th November 2013, It was discovered a clamp on the wire had collapsed which resulted in a phase failure to the WTP, STP and Council House 10 also further along the line. Ergon linesmen rectified this fault on Thursday 21st November. This was apparently the result of a lightning strike.

Nicholson Pumping Station - All systems operating satisfactorily, Pumping happens twice a week, depending on the demand, Genset is operated on a fortnightly basis, Pumpwell and intake is okay, Causeway water level has dropped in the last month, with the recent rain it has risen and should be running over the causeway, Weir all okay

Sewer Pumping Station - Daily routine checks carried out, All stations operating satisfactorily, Normal maintenance – ongoing, Manholes and rising mains all okay, Future works, Order stainless steel guide rails for pumps, at each station, Check and review status of spar replacement pumps, Follow up ordering of multitrode, Replacing damaged manhole covers

Sewer Treatment - Daily routine check carried out, Weekly maintenance schedule report blivet, every Wednesday UV unit is not operational – waiting for electrical wiring, All pumps are operational, Smaller pump is being used at present, Lagoons both okay, Fence compound and barbed wire okay, STP Blivet unit power failure on the 26th November, Acubed Electrical rectified the fault on the 27th November, now operational

Water Reticulation - Water services to new council houses are connected including water meters, Waiting on a gate valve to complete the project in Bowen Street, Ordinary maintenance to valves and Hydrants ongoing, Flushing of water mains as required, Tidying up of water connections

Burketown Aerodrome - Airport shed tidying up including stocktake of equipment, Service battery and kero flares, Perimeter and terminal fence maintenance ongoing, Runway inspection prior to RPT's flights, Runway ordinary maintenance ongoing, Runway lights, apron and terminal lights all operational

Skytrans Operations - Inward and outward correspondence to agency support Cairns, Routine checking in of passengers mail and freight, Routine checks of inbound passengers mail and freight, CASA and Skytrans Audit currently occurring, Revisions Notice and Dangerous Goods Awareness paperwork

Cemetery - Mowing watering occurring, Planting of trees and shrubs, Fence maintenance ongoing, Future works , Burial register updates, Plaques for graves, Grave markers number

GREGORY
Water treatment and supply - Daily monitoring: 3-5 checks daily due to the elevated level of the river and the heavy tannin colour of the water, Maintenance as required, All of our electrical systems are now functioning correctly, including the two raw water pumps. Problems related to phase rotation for these pumps were addressed by Tim Gunn (electrician), All dosing systems are running well and are ready for the event of a dirty river, Chemical quantities are under control: Chlorite usage is slightly elevated due to the heavy colour and bacteria levels in the water, The sludge dump valve on the clarifier has been ordered and should arrive shortly.

This valve drains the settled dirt out of the clarifier which happens every 90 mins depending on turbidity so it is quite important to reinstall this as soon as possible (especially at this time of year).

Water reticulation - Mains flushed weekly, Leaks: ongoing but repaired as required.

Parks and gardens - The need to water to keep the greenery going has been reduced with 10 mm of rainfall last Sunday and 28 mm on Monday night, Cassy has been given the dimensions of the fence along the back of the park of 152m we have made the 2 gates for the truck turnaround.

Rubbish collection - We are in the process of getting all the bins up the river to higher ground so that we don't lose them in the event of more rain / flooding, Wheelie bins collected Friday after lunch, The amount of rubbish runs per week is now down to one .

Toilets - Done once a day in the morning and just a quick check in the arvo.

Depot - Wiles crew is now gone and we are in the process of washing all the linen and making up the rooms. Kitchen and lounge are clean and ready for use. The Myuma road works crew did not show up.

Other odds and ends - The other street light isn't up yet but the post-hole digger will arrive shortly. This job is on the ASAP list, The skid steer is now here full time and we have the hydraulic broom so we can tidy up the parking areas and street corners, The sails in the play ground will go up as soon as the ground dries up a bit, BANNERS will be up hopefully by this afternoon.

Workshop Fleet Report - General servicing and MiNOR BREAKDOWNS being the main work carried out. Tender Update - From 2013/14 budget, Replacement Ranger Landcruiser- Due mid-December

Executive Officer Report – events - Native Ryme Tour Nicole Ogilvie; Event Manager, School Holiday activities, Native Ryme have been booked to do some music workshops and a performance in the Hall on the 21st of DEC, Promotional material is on its way for this to circulate within the community. I secured dates in Croydon and Normanton which brought the costs down to \$1000, DETAILS OF NATIVE RYME TOUR, Brisbane based Indigenous rap group and National Music Award winners NATIVE RYME are currently touring nationally, Further information on the tour can be found at: <http://officialnativeryme.com/the1111tour>, Media and PR, Christmas in the Park – North West Star - Tuesday 3rd Dec, Proposed story with Mayor Ernie Camp in 'My Life in the Outback' in the North West Star, ABC Radio Interview – Thursday 28th NOV, Marketing and Tourism, Advertisement is going into the Cook Tours – Amazing North Publication that is distributed to Visitor Info centres and tourism businesses. 70,000 of these books are distributed from Cairns to WA. Burketown is featured in this publication along with various other businesses that decide to advertise (Burketown Caravan Park, Savannah Lodge etc.). Young Ambassador Program, Wednesday 4th December – Burketown School - Cr Duff will be presenting the packs, Four children will be graduating from Burketown State School for 2013, with one child graduating from Gregory, McCalman Trust Award, Will be presented to Yellagunjimurra Yanner from the Burketown School at the School Presentation night on Wednesday 4th December, As background information, the Trust was created from a \$2000 bequeath from the will of John Francis McCalman (a distant relative of Robert O'Hara Burke). The Will prescribes that the sum is provided to the Burke Shire Council for its use and benefit absolutely and the wish that the said sum be invested and the annual income thereof be awarded as an annual bursary to the Dux of the Burke State School, Burke Shire Council will continue to top up the trust account so that the John Francis McCalman Trust Award can continue to be awarded each year to a student in the Shire, 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, flyers will all be sent out by the 20th December calling for nominations along with program outline, Australia Day Ambassador confirmed:- Grants Nicole Ogilvie; Events Manager, Morning Glory Festival, The Festivals Australia Grant for \$38,000 from Arts Council Australia has been approved. This is specifically for the 'Savannah Song' Project to bring band 'Blue King Brown' to Burketown to hold a series of music theory workshops in the lead up to a community performance at the Morning Glory Festival on Sat the 27th of September. They will then be the headline act for the Saturday night performance, The Morning Glory Festival proposal will be presented at the Council meeting in January, 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, In total over \$73,000 has been raised from 2 x Grants for the Morning Glory Festival 2013, Christmas in the Park Nicole Ogilvie; Event Manager, The Lantern Parades was a resounding success with a diverse cross section of the community coming into the hall to make lanterns in the week leading up to the event. Over 60 lanterns were made and the age group was from 3 years to 90 years!, Everyone got to keep their lanterns after the lantern Parade. Two larger sculptural pieces were made: one Santa sleigh and a large kangaroo, which can be used for various other events, The Christmas in the Park event was a success. Thanks to the TRSS and Council staff who came in and helped with the set up, Thanks to the Community Liaison Group who helped with getting the presents in the lead up to the event, Santa did a great job, but he kept talking about building approvals, he made a few kids cry but overall he delighted the children who all received their presents with glee!, The lantern parade was a great addition to the proceedings and could potentially continue as a feature of this annual event, I would suggest calling the event "Christmas in Burketown" or "Christmas lights in Burketown" and in future holding the event

in the hall for the following reasons; It is too much effort to move all of the stage, tables, chairs, BBQ's etc to the park for an event that goes for 3 hours. The event can be contained to the hall and easily packed down and cleaned up, A more 'Christmassy' atmosphere can be created, The Lantern Parade can proceed from the School to the Park for Christmas carols in the park. Lantern making workshops Nicole Ogilvie; Event Manager, Over 60 people participated in the Lantern Making workshops. It was great to see such a diverse cross section of the community engaged in the workshops, The Lantern Parade and workshops were a great success – building skills and social inclusion within the community, SOTA Lantern making workshops can be facilitated in the future with adequate materials etc. The Larger kangaroo lantern can be used for other events within the community and the Sleigh can be stored somewhere for use in next year's lantern parade, **LIBRARY**, Trista Armstrong is currently attending training in with the State Library in Brisbane (2nd to the 6th December 2013), 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 seven 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. Housing inspections will start in the New Year. **RADF** - See attached RADF Outcome Report, **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 – completed, 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, Burke Shire Council – Burketown WTP Shade Structure – Development Application – Building application documents received, Burke Shire Council – Community Hub – MCU – Acknowledgment Notice 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 two Social Support Clients. Gregory. A workshop for the Christmas Lantern Parade was enjoyed by the few **HACC** clients present. They organized the colours that they wanted on their lantern and they all enjoyed putting the designs on. On the 28th November Ethleen turned 92 years of age so all of the clients travelled by bus out to Mellish Park to celebrate with her. As well as a birthday cake we had a wonderful cattle station birthday lunch followed by homemade goat's milk ice-cream. Everyone enjoyed there day out. They got to see the latest addition to the station which is two new foals. We finished off our visit with several games of "bingo" where they all won small prizes. Clients are finishing off their Christmas crafts in readiness for the Christmas luncheon on the 12th December. Table decorations will be the work of the clients as will other decorations on our Christmas tree. Also on display will be some of their handiwork that they have done over the year. Fun photos of the **HACC** clients past & present will also be on display on the board. I have put together photo albums of "HACC Memories for all our clients for Christmas. We hope to do a run to Doomadgee next week for last minute shopping to stock up before Christmas and/or wet season. Gardens are flourishing since the rain started so we have plenty of time outdoors weeding. We hope to get the outdoor seats lacquered before the wet really sets in. Medicare Local will join us for our Christmas Luncheon, this is the last visit for the year from this team - Dietician and the Podiatrist. **HACC** will resume again in the New Year on Tuesday 28th January 2014. **INFORMATION TECHNOLOGY** - Civica – Migration to Managed Services has started, it is proposed that Council will go live in February. Recordkeeping – Consultants have started working on Councils Recordkeeping structure and a plan on how to proceed with the outsourcing of the recordkeeping.

Chief Financial Officer - **STATEMENT OF COMPREHENSIVE INCOME** - Supporting documentation: Revenue and Expenditure Report, Summary – The operating position as the end of November was a surplus of \$577,804 as supposed to a surplus of \$210,421 for the month of October. Significant flood damage revenue is yet to be paid (\$2.35m), Revenue – The bulk of new revenue throughout the

month stemmed from the receipt of a GST credit (\$425,000) due to the amount of flood damage expenditure we've had from July to September, and from the payments of debtor invoices (\$251,900). We also received \$292,600 in additional grants, mainly Financial Assistance Grants. Expenses – Materials and services increased by \$224,600 as supposed to \$443,100 during last month, as the flood damage related expenditure reduced as forecasted. 'Employee benefits' increased by \$161,000 which is according to trend. STATEMENT OF FINANCIAL POSITION, Summary – Overall, the BSC asset base sat at \$108,984,424 as supposed to 108,618,148 last month. The largest increase producing this result related to an increase in cash held. Current Assets – 'Cash' increased by \$251,900 for the month as receipts stemming from the send out of debtor statements, came through. Non-Current Assets – 'Capital works in progress' increased by \$138,700 during the month mainly relating to the near completion of the four houses in Burketown. All other non-current assets was according to trend. Current Liabilities – Current provisions, mainly relating to Skytrans, increased by \$12,000 during the month (sale of tickets ahead of Christmas). 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 \$362,700 during the month, mainly road building related. Receipts from customers increased by \$460,900 during the month, mainly payments stemming from 'flood damage' claims. Summary – In total the BSC net cash at hand sat at \$17,040,224 at the end of the period, as supposed to \$16,788,300 at the end of last month (an increase of \$251,900). NOTE TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT - Financial Statement Audit: QAO is currently reviewing the work completed by myself and Crowe Horwath. Hugh Wilson – the external auditor – has given an indication that his manager Brendan McRae wants this completed before the end of December. Rolling stock takes: The rolling store stock takes has continued throughout the month, and related to PVC products. Debtor statements: Debtor statements have been sent out with the result of increased payments to Council (\$251,900). Materials expenditure: You would have noticed that expenditure relating to 'materials' have decreased significantly during the month (\$224,600 as supposed to \$443,100 in the previous month). As the flood damage work has been completed the materials expenditure will come down to normal levels.

Deputy CEO - 1. MAJOR PROJECTS - Community Hub: The Tender for the Design and Construction of the Burke Shire Community Hub was released in November, with a closing date of December 18, 2013. Council hosted Project Managers and prospective builders for a site visit on Wednesday 27th November. Common themes discussed during these meetings included: Accommodation for builders during installation/construction phase, Location of site office / lay-down area, Iconic nature of the build, High-spec finish, Commercial quality facilities, Ability for D&C tenderers to alter design concept if a better result could be reached, Development Application for Material Change of Use and amalgamation of Lots in progress. See Attachment A for projected Project Milestones, Glendale Housing: Allocations complete, All houses completed with provisional sign off. Final certification process to be completed once all services are installed, Septic / sewer hook-ups complete, Awaiting Telstra and electrical connections, Telstra conduit was originally due on 18 November but has been postponed until early-January, Awaiting final responses to RFQ for electrical services, Concreting to resume week beginning 11 November. TRAINING - Training needs analysis currently being conducted with Managers and Supervisors. There is interest in WHS Incident Investigation courses as well as computing and records keeping. Library training, Currently being conducted in Brisbane, On-the-job training has been taking place in the Roads Crew with some staff showing much promise on various machines. 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. JCC Meeting X - Scheduled for Tuesday 10th December, Updates to be provided in Council meeting New positions:- Works Manager: offer made, position accepted. Finance (grad): interviews held on Friday 15th November. WHSA: advertisement to go out shortly. Parks & Gardens: cleaning position appointed. Replacement positions: a number of positions will need to be replaced early next year. Council will hold off on advertising these positions until late Jan/early Feb 2014. Casual appointments for Nov/Dec 2013: will continue until projects concluded / Christmas shutdown, whichever comes first. WORKPLACE HEALTH & SAFETY - Incident/Accident/Near Miss Reports: There have been 18 Incidents/Accidents so far in 2013 (up to an including 3 December) as compared with 9 Incidents/Accidents during the same period in 2012 and 25 during the same period in 2011. There have been 4 incidents reported in November/December 2013 (22% of the total for the year). There has been 1.0 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 attached, WHS Report for additional information. ROADS - Royalties for Regions, Lack of formal funding commitment from MMG impacted on the quality of the submission. Council was encouraged to resubmit the application for the next funding round, MMG Karumba Lead Haulages, MMG expect to have completed 20,000t of haulage on

12.02.2013 and will aim for 25,000t by December 23rd (beginning of the shut-down period at Century). If weather permits, MMG will look to complete a further 5,000t of haulage in the new year.

NATIVE TITLE AND CULTURAL HERITAGE - Land Valuations, BSC is still awaiting official confirmation of land valuations from DNRM. **COMPLIANCE** - Traffic Management Registration Scheme: Full accreditation received November 2013. Re-registration in 2016. **CASA Surveillance Visit** Scheduled for 13-14 January 2014. **STAKEHOLDER MANAGEMENT** - MMG: conversations with Mark Adams and Ross Byers in relation to MMG haulage projects completed / nearing completion this year. Ergon: discussions with Ergon Senior Asset Engineer in relation: Acquisition of Ergon's DCDB mapping, Leasing arrangements for new infrastructure (relocating/upgrading diesel plant + installation of solar farm), - Solutions to problems with the Escott line, DLGCRR: feedback to Peter Whiting on progress of spending against funding allocations, EHP & Armour Energy: Rob Lawrence (Director) is unable to send a representative from EHP to Burketown until January 2014. This timeframe also fits in more effectively with Armour Energy, DNRM: discussions with Gary Jensen in relation to Water Permits, Southern Gulf Catchments: discussions with Southern Gulf in relation to Nicholson River, GSD: letter sent via GSD to Jeff Seeney on Burke Shire Council's future land requirements, CLCAC: discussions in relation to possible Joint Ventures. DTMR: discussion in relation to future NPC operations out of Century and in relation to Dugald River-Century haulage.

07.03.02 Proposed Council Meeting date for 2014

That the dates for the Council meetings for 2014 be adopted as follows:

January	Thursday 16
February	Thursday 20
March	Thursday 20
April	Thursday 17
May	Thursday 15
June	Thursday 19
July	Thursday 17
August	Thursday 21
September	Thursday 18
October	Thursday 16
November	Thursday 20
December	Thursday 11

Moved: Cr Poole
Seconded: Cr Murray

Carried 03.131212 5/0

FILE NO: BCS/G/CM/N

Content – Presenting a listing of proposed dates to hold Council meetings in 2014. Council has previously held their Council Meetings on the third Thursday of each Month.

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Update Report

That Council notes the contents of the CEO report.

Moved: Cr Duff
Seconded: Cr Poole

Carried 04.131212 5/0

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

08.01.02 Amendment to Administration Local Law 1 and Community and Environment Management Subordinate Local Law 3

That Council:

1. adopt the Administration (Amendment) Local Law No. 1) 2013;
2. adopt the Community and Environment Management (Amendment) Subordinate (No. 1) 2013;
3. adopt the Local Law No.1 Administration 2013;
4. adopt the Subordinate Local Law No.3 (Community and Environment Management) 2013;
5. Note that the changes to the Local Law No.1 (Administration) 2013 and Subordinate Local Law No.3 (Community and Environment Management) 2013 were reviewed for anti-competitive provisions and no anti-competitive provisions were identified in the changes.

Moved: Cr Camp

Seconded: Cr Duff

Carried 05.131212 5/0

FILE NO: BCS/LAE/LL/Adopted

Content – To present to Council for consideration and adoption amendments to Local Law 1 and Subordinate Local Law 3 to incorporate the weed pests as determined at the meeting on Thursday, 21st November, 2013.

09. Late Item Reports

09.01 Revision of Councillor Code of Conduct Policy

DCEO recommends that Councillors consider the following changes and vote to incorporate changes that ensure compliance with the Local Government Act 2009.

Moved: Cr Poole

Seconded: Cr Duff

Carried 06.131212 5/0

FILE NO: BCS/P&P/Policies

Content – To review and make suggested revisions to the Councillor Code of Conduct Policy.

09.02 Material Change of Use – Burke Shire Community Hub

That the Council;

1. In accordance with the Sustainable Planning Act 2009, as amended, the applicant be notified that the application for a Development Permit for Material Change of Use for Community or Recreation (Community Centre), located at Sloman Street Burketown, being Lots 72, 73 and 74 on B 1364, is approved subject to the conditions detailed below.

A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

General

1. The development shall be undertaken substantially in accordance with the submitted Site Plans, detailed below, except as modified by this approval.

External Works Plan	Elevation Architecture Studio Pty Ltd	Project No: 8001 WD-02.02
Building Elevations	Elevation Architecture Studio Pty Ltd	Project No: 8001 WD-09.01
Internal Floor Plan	Elevation Architecture Studio Pty Ltd	Project No: 8001 WD-04.01

2. Any future building work on the site shall be carried out generally in accordance with any relevant Council's requirements and to the satisfaction of the Chief Executive Officer.
3. This development approval lapses four (4) years after the day that the development approval takes effect, unless extended under the Sustainable Planning Act 2009.

Site Amalgamation

4. The site is required to be amalgamated prior commencement of the use. Proof of registration of the new Plan of Survey with the State Government is to be submitted to the Council.

Urban Services

5. Any re-profiling of the site to accommodate new buildings shall ensure stormwater and runoff from the site is drained to a lawful point of discharge. Site drainage must not concentrate flow/s on any abutting properties or the roadway, nor create ground erosion problems on abutting properties or the roadway, to the satisfaction of the Chief Executive Officer.
6. The development is to be connected to the reticulated sewerage system and water service infrastructure and/or meet the cost of any alterations to public utility mains, existing mains, services or installations and external road works required in connection with the approved development, to the satisfaction of the Chief Executive Officer.
8. Should any of Council's assets be damaged during the construction of any new buildings or infrastructure, or associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent and to the satisfaction of the Chief Executive Officer.

Maintenance of the Site

9. The applicant shall ensure the site is maintained in a clean and tidy condition at all times, to the satisfaction of the Chief Executive Officer.

Access and Car Parking

10. As no on-site car parking is to be provided in association with the development on-street car parking is to be provided, as follows:

As a minimum, 90 degree car parking spaces, designed in accordance with the relevant Australian Standard, are required to be line marked along the length of the site frontage to Sloman Street, prior to the commencement of the use and to the satisfaction of the Chief Executive Officer.

On- Street Works

11. Any road shoulder sealing required to facilitate the line-marking of the on-street car parking in Sloman Street is required to be provided in association with the on-street car parking, prior to commencement of the use and to the satisfactions of the Chief Executive Officer.

On Site Activities

15. The main kitchen facility within the Community Centre is required to be of commercial quality and registered by Council's Environmental Health Unit prior to lawful commencement of its use.

16. Any requirement for the bar within the Community Centre to be licenced through Liquor Licencing is to occur prior to commencement of the use or prior to a licenced function being held, whichever is required.

Signage

17. The primary signage, shown on the approved Plan is approved.
18. Any additional signage associated with the development is required to comply with the Advertising Devices Code in the Planning Scheme. However, no permanent product advertising will be permitted. Any short term advertising for community events, that do not require a Building Permit for a structure, such as banner advertising, will be permitted at the discretion of the Chief Executive Officer.

Landscaping

19. The four designated landscaped areas located adjacent to the building front and rear entrances are required to be planted with species tolerant to local conditions, prior to commencement of the use and are to be maintained at all times to the satisfaction of the Chief Executive Officer.

Moved: Cr Poole
Seconded: Cr Forshaw

Carried 07.131212 5/0

FILE NO: DA/2013-13

Content – In order to proceed with the purchase and installation of the Burke Shire Community Hub, it is necessary for Council to satisfy all requirements under Council's Planning Scheme and the Sustainable Planning Act.

09.03 Half yearly budget update – revenue and expenditure figures only

That Council notes the content of this report.

Moved: Cr Duff
Seconded: Cr Poole

Carried 08.131212 5/0

FILE NO: BCS/FM/2013-14/Budget

Content – The purpose of this report is to provide Council with further details regarding the performance of the current 2013-14 budget (update on the current revenue and expenditure).

09.04 Council Bank Accounts - Options

That Council investigates banking options and submits a further report to the next meeting of Council.

Moved: Cr Duff
Seconded: Cr Murray

Carried 09.131212 5/0

FILE NO: BCS/FM/Accounting

Content – To provide Council with options in relation to the day-to-day bank accounts

09.05 Reform of Northern Australia Zone Allowance

That Council give “In Principle” support for the petition presented by Mayor of Mount Isa City Council Tony McGrady in relation to an increase in the Zone Tax Rebate Offset and allow the petition to be made available for interested residents to sign.

Moved: Cr Duff
Seconded: Cr Murray

Carried 10.131212 5/0

FILE NO: BCS/FM/T/RP

Content – To present to Council a letter received from Cr Tony McGrady, Mayor, Mount Isa City Council asking Council to consider his request for support in petitioning the Federal Government to implement an equitable Zone Allowance. Letter attached.

09.06 Financial Assistance Grant Methodology

That Council support NWQROC and Flinders Shire Council resolution and write to the Queensland Premier and Minister for Local Government, Community Recovery and Resilience as well as the Commonwealth Treasurer strongly supporting the total abolition of the “minimum grant principle” under the National Principles for the allocation of grants under the Local government (Financial Assistance) Act 1995 and setting out the reasons.

Moved: Cr Poole
Seconded: Cr Duff

Carried 11.131212 5/0

FILE NO: BCS/GAS/FAGS

Content – To present to Council a paper submitted for consideration at the NWQROC Meeting held in Julia Creek on Wednesday, 4th December, 2013.

09.09 Allocation of funding for purchase of vehicle for WHSA

1. That Council agrees to allocate funding from the under-spent CapEx budget for the purchase of a work vehicle for the Work Health Safety Advisor position.
2. If Council agrees to allocate funding for the purchase of a work vehicle for the WHSA, that Council determines the type of vehicle appropriate to this position being a 4wd Hilux dual cab \$40,300
3. That Council designates the WHSA position as one entitled to commuter use of the vehicle on the basis that the WHSA will be expected to mobilize immediately in the event of an incident or accident involving plant/personnel.

Moved: Cr Duff
Seconded: Cr Murray

Carried 12.131212 5/0

FILE NO: BCS/PES/Aq/T

Content – To provide relevant information to Councillors in relation to a potential purchasing decision of a vehicle for the WHSA position.

To secure a Council resolution for the funding of a work vehicle for the WHSA position.

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 2.40pm.

Moved: Cr Murray
Seconded: Cr Camp

Carried 13.131212 5/0

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 2.50pm.

Moved: Cr Duff
Seconded: Cr Murray

Carried 14.131212 5/0

14.01 Provisional Housing Allocations

That Council allocates accommodation in the following way, on the basis of organisational need:

Position/Employee	Accommodation
Graduate Accountant	Lot ?? Marshall Lane, Burketown
Work Health & Safety Advisor	Lot 168 Sloman Street, Burketown
Kristy and Neil Tritton	Lot 84 Musgrave Street, Burketown
Madison Marshall	Unit 1, Lots 172-173 Musgrave Street, Burketown

Moved: Cr Camp
Seconded: Cr Murray

Carried 15.131212 5/0

FILE NO: BCS/SP/SH/TI

Content - To ensure accommodation is organized and allocated prior to the arrival of new starters in the following positions: Graduate Accountant and Work Health & Safety Officer

14.02 Tender 13-21 Sale of Prado

That Council accepts the quotation of Neil and Kristy Tritton in the sum of \$36,000.00 gst incl for the purchase of Council Toyota Prado Plant number 532.

Moved: Cr Murray
Seconded: Cr Forshaw

Carried 16.131212 5/0

FILE NO: BCS/TAQ/2013-21

Content - To award the tender 13-21 - Sale of Council Prado. There were only two responses to this tender which are listed below.

09. Late Item Reports

09.08 Portfolios

That Council;

1. Create the Portfolio of Development of Infrastructure to support Housing and Industrial expansion in Burketown and appoint Cr Poole and Cr Murray to be the Portfolio reps and to liaise with DCEO Philip Keirle and relevant staff as required;
2. Create the Portfolio of Plant Replacement and appoint Cr Duff to be portfolio rep and liaise with WFM Brett Harris and relevant staff as required;
3. Require that the Mayor and CEO be advised in advance of all meeting dates and times and agenda items; and
4. Require all meetings to be reported back to the next Ordinary Meeting of Council

Moved: Cr Camp
Seconded: Cr Forshaw

Carried 17.131212 5/0

FILE NO: BCS/G/Councillors/C&P

Content – To put before Council the Mayor's request for the creation of two new Portfolios and appoint Councillors to those Portfolios.

Attendance

Cr Murray left the meeting at 3.28pm.

09.07 Review of Corporate Plan 2010 to 2015

That Council conducts a review of the Corporate Plan on the Wednesday 19th February 2014.

Moved: Cr Duff
Seconded: Cr Forshaw

Carried 18.131212 4/0

FILE NO: BCS/CM/Planning/CP

Content – To seek Council's views on the conduct of a review of Councils Corporate Plan 2010 to 2015.

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

10.01 Notices of Motion

10.02 Petitions

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

11. Mayoral Report

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

Moved: Cr Duff
Seconded: Cr Forshaw

Carried 19.131212 4/0

Content

I attended the following:

- GSD meeting Mornington Island – with Deputy Mayor. Main items discussed – moving of office to the region, launch of the updated Investment Portfolio in Cairns. Brook Bridge has been identified as a priority for GSD to assist BSC in lobbying for raising of bridge.
- Interview for WM – with BSC executive, Cr Duff.
- Meeting with Community Hub Project Managers & 3 Potential Tenderers
- T/C Meeting with Ergon, CEO – re street lighting. After repetitive requests for lighting audit for Burketown and repeated insistence that it had been done it has come to light, no pun intended, following the teleconference that a state wide audit was completed but it didn't involve a number of rural/remote locations including Burketown. They are looking at a computer programme to identify the location of lighting of which we now have a template. As the programme is developed some type of audit may be then possible. Disappointing that rural/remote again miss out and we are provided with a second class alternative. We really do need an on ground audit however and it would appear that Council will have to instigate, and possibly pay, for it to occur.
- NW Strategic Development Plan – attended a teleconference, also attended Stakeholder Consultation in Normanton with CEO. Seems to be progressing well.
- RRG/NWROC – Julia Creek – with CEO. Identified 3 road connections, not previously identified as significant, of importance to region for lobbying for inclusion In North Australia White Paper - Savannah Way, Hann Highway and I other cannot recall.
- Burke Shire Christmas in the Hall – great evening. It was great to see the wide participation in the event. Jylly and Brett did a great job tutoring and making the boomer and sleigh. Santa did a terrific job as usual and all the children were delighted to be visited by the man in red and with the gifts he brought. Thanks to all staff and volunteers for their efforts in making the hall look special and the evening run smoothly.
- Burketown State School Graduation – It was fantastic to see the happiness and enjoyment the children had performing their items and their support as their fellow classmates came forward to accept their awards. I presented Yellagunjimurra Yanner, Pemulwuy Yanner, Mayarr Yanner and Binji Salaam-Yanner with their Ambassador Packs. Thanks to the individuals and businesses who again this year donated items for the backpacks. All the children were much appreciative of the items. I also presented the McCalman Trust Bursary to Yellagunjimurra Yanner – 2013 Dux of Burketown School. Thanks to the teachers and support staff at the school for the fantastic job you do nurturing our future Shire leaders. Best wishes to Danielle Hartmann and Joey Campbell as they leave the school on new journeys next year.

I have written letters to:

- Premier Campbell Newman, Hon David Crisafulli – re tourism
- Senator Ian McDonald – requesting visit by Parliamentary Secretary assisting Minister for Communications to discuss mobile phone deficits in our Shire and how they will be overcome

Upcoming Meetings:

- Armour Energy/Lagoon Creek Resources in Brisbane on 17/18 December – to discuss 2014 projected works and general updates.
- One of the outcomes following the failure and subsequent spill from the MMG pipeline was the

planned installation of stopples/isolation valves as a preventative measure to minimise area impacted and amount of spillage should another failure occur. They were due to be installed during the major upgrade to the pipeline last year but difficulties were encountered with the supplier and so they were not installed. They were supposed to be installed during the dry period this year however I have been informed that their installation has not commenced as they are awaiting test results. It is disappointing, and I remain concerned, that we appear to be going into another Wet season when access to pipeline infrastructure is severely curtailed, without this added safety measure.

- On a lighter note I attended the annual Gregory Christmas Party on Saturday night and noted with concern that a gingerbread house had been built for the occasion but that I, nor Council officers, had seen a building application. However the building was soon demolished so this is no longer an outstanding issue.

In closing I would like to thank my fellow Councillors, the Executive Management Team and all Burke Shire staff both indoor and outdoor for their support and efforts in the past year and wish you and your families all the best for the festive season and the coming year.

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 20.131212 4/0

Cr Forshaw

Emerald Mayor – met with
MMG – women in resources forum
Finance Meeting
WM Interview

Cr Murray

Gulf Trust Fund – recipients must have deductible gift status to be eligible to receive funding.

Cr Duff

Finance Meeting
WM interview

13. New business of an urgent nature admitted by Council

No new business was admitted.

15. Deputations and presentation scheduled for meeting

No deputations or presentations were made to this meeting.

16. Closure of Meeting

The Chair declared the Meeting closed at 4.00pm.

I hereby certify that these pages numbered 1 to 17 - constitute the
Confirmed Ordinary Meeting minutes of the Council Meeting of Burke Shire
Council held on Thursday 12th December 2013.

Mayor Cr Ernie Camp