

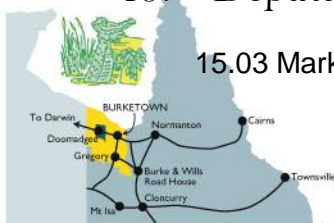


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Confirmed Minutes
Burke Shire Council Ordinary General Meeting
Thursday 16th January 2014
9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the Meeting open at 9.04am.

02. Record of Attendance

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

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

Leave Cr Zachary Duff

03. Prayer

Cr Camp led Council in Prayer.

04. Consideration of applications for leave of absence

That Council notes that Cr Duff be considered for leave of absence..

05. Confirmation of Minutes of Previous Meeting(s)

05.01 General Meeting Thursday 12 December 2013

That the Minutes of the General Meeting of Council held on Thursday 12 December 2013 as presented be confirmed by Council.

Moved: Cr Forshaw
Seconded: Cr Murray

Carried 01.140116 4/0

FILE: BCS/G/CM/Minutes

06. Condolences

No condolences were noted for this meeting.

07. Deputy CEO Reports

07.01.01 Works and Services Monthly Update Report

Refer to DCEO Report.

07.02.01 Workshop and Fleet Report

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

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

DATE: 13th January 2014

LINK TO COUNCIL PLAN/S: Works Program

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

Plant Item	Works Carried Out
⇒ Plant #426 Low loader	⇒ Brakes and wheel bearings
⇒ Plant #469 Multi tyred roller	⇒ Punctures and hub nuts
⇒ Plant #470 Loader	⇒ Bell housing- Europe
⇒ Plant #479 Water truck	⇒ Batteries, fuel fault, replaced injectors
⇒ Plant #488 Job truck	⇒ 80K service and window regulator
⇒ Plant #506 Drum roller	⇒ Start relay
⇒ Plant #510 Landcruiser	⇒ 100K service
⇒ Plant #524 Hilux	⇒ 40K service
⇒ Plant #532 Prado	⇒ Sold
⇒ Plant #534 Landcruiser	⇒ Windscreen repairs
⇒ Plant #535 Landcruiser	⇒ Battery
⇒ Plant #536 Landcruiser	⇒ 55K minor service
⇒ Plant #541 HACC Bus	⇒ 15K minor service
⇒ Plant #544 Job truck	⇒ 30K service
⇒ Plant #545 Job truck	⇒ Sent to Townsville for computer/pressure sensor
⇒ Plant #549 DCEO RAV4	⇒ 25K minor service
⇒ Plant #551 Prime mover	⇒ Limp mode, batteries, air tank mount broken
⇒ Plant #561 Landcruiser	⇒ 40K service, rear brake shoes, tyres, windscreen
⇒ Plant #566 Landcruiser	⇒ Induction etc

Extras by workshop staff

Banners, site shelter, wharf lights, Town entry signs, river cameras, pool shade sails and pool pumps etc

2. TENDER UPDATE

From 2013/14 budget

- Replacement Ranger Landcruiser- Arrived and inducted

Extra to budget

- Hilux dual cab- see extra report

3. OFFICER'S RECOMMENDATION

Council notes the contents of the Work Shop and Fleet Manager's January 2014 report.

07.02.01 Workshop and Fleet Report

Council notes the contents of the Work Shop and Fleet Manager's January 2014 report.

Moved: Cr Camp
Seconded: Cr Poole

Carried 02.140116 4/0

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

07.02.02 13-24 Quotation for Hilux Dual Cab

DEPARTMENT: Workshop and Fleet Services
RESPONSIBLE OFFICER: Brett Harris; Work Fleet Manager
FILE NO: BCS/TAQ/2013/13-24
DATE: 13th January 2014
LINK TO COUNCIL PLAN/S: 2013/2014 Budget

1. PURPOSE (Executive Summary)

To determine the best option to purchase new council vehicle for the WHSO

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

New fleet item, new employment position

3. PROPOSAL

To purchase a dual cab Hilux for the Workplace health and safety officer which can also be used as an extra vehicle if required.

4. OFFICER'S RECOMMENDATION

That Council:-

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with *Local Government Regulation 2012*, Chapter 8 Administration, *Part 2 Local Government meetings and committees, under Sections 275 Closed meetings* and that the document remain confidential unless council decides otherwise by resolution; and
2. Purchase the Dual Cab Ute from Pacific Toyota for \$52,550.60 inclusive of GST;

07.02.02 13-24 Quotation for Hilux Dual Cab

That Council purchase the Dual Cab Ute from Pacific Toyota for \$52,550.60 inclusive of GST.

Moved: Cr Poole
Seconded: Cr Forshaw

Carried 03.140116 4/0

FILE NO: BCS/TAQ/2013/13-24

Attendance

Brett Harris left the meeting at 9.19am.

14. Closed session

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) (g and h)*.

Council moved into closed session at 9.30am.

Moved: Cr Forshaw

Seconded: Cr Murray

Carried 04.140116 4/0

15. Deputations and presentation scheduled for meeting

15.01 Liz Taylor – Town Planner

Discussions held in relation to the updating of Councils Planning Scheme.

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 10.33am.

Moved: Cr Poole

Seconded: Cr Forshaw

Carried 05.140116 4/0

Adjournment

That Council adjourned the meeting at 10.34am for morning tea.

15. Deputations and presentation scheduled for meeting

15.02 Sergeant Oliver Laurence – Burketown Police

Informal discussions held over morning tea in relation to the use of ATV in the Shire.

Resume Proceedings

That Council resumed the meeting at 11.23am.

Attendance

Mark Adams and Barry Riddiford entered the meeting at 11.24am.

15. Deputations and presentation scheduled for meeting

15.03 Mark Adams and Barry Riddiford - MMG

MMG provided Council with an update of current mining activities and processes being put in place for the mine shut-down.

Adjournment

That Council adjourned the meeting from 12.48pm to 2.12pm for lunch. This included visits to the Depot and to look at the new council housing. All were present except Mark Adams and Barry Riddiford.

07. Deputy CEO Reports

07.03.01 Executive Officer Report

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

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

DATE: 8th January 2014

LINK TO COUNCIL PLAN/S: Operational Plan (One year)

1. EVENTS

Native Ryme Tour

Native Ryme Tour completed music workshops and a performance in the Hall on the 21st of December. The workshops and performance were attended by members of the community.

Media and PR

Burke Shire Newsletter was sent out in early December.

Staff Christmas Party

I believe all that attended the Staff Christmas Party enjoyed themselves.

Australia Day

Program attached, flyers were sent in December calling for nominations along with program outline. Station Packs were sent out in later December.

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.

Grants

Morning Glory Festival

Festivals Australia Grant for \$38,000 from Arts Council Australia
Tourism and Events Queensland for \$35,000

2. LIBRARY

The Library has been very quiet, which is usual for this time of the year.
Grants Applied

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

3. 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 all other housing paperwork being looked after at the Office.

Council currently has seven people on their waiting list looking for houses. The Glendale houses are not quite ready for occupants. One house is currently vacant; a small amount of maintenance is required before tenants can move in.

Housing inspections will start in February.

4. RADF

No reports received for this meeting.

5. 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 has been sent out.

6. DEVELOPMENT APPLICATIONS

Full list of Development Applications attached, no new applications received since the December meeting.

7. ENVIRONMENTAL HEALTH SERVICES

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

8. HOME AND COMMUNITY CARE (Pam deJoux)

HACC was closed during December.

9. 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.

10. OFFICER'S RECOMMENDATION

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

07.03.01 Executive Officer Report

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

Moved: Cr Poole
Seconded: Cr Camp

Carried 06.140116 4/0

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

07.03.02 Mobile Phone Policy

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: BCS/P&P/P

DATE: 8th January 2014

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

The intent of this policy is to provide understanding and guidance for the appropriate use of mobile phones by council staff, councillors and contractors for the purpose of conducting Council business.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council currently does not have a policy in place for mobile phone use.

The aim of this policy is to provide employees with guidelines regarding the appropriate use of their company supplied mobile phone. Reference is also made to the use of private mobile phones on company business.

3. PROPOSAL

That Council adopts the Mobile Phone Policy as attached.

4.. OFFICER'S RECOMMENDATION

That council adopts the Mobile Phone Policy version 0 as presented.

07.03.02 Mobile Phone Policy

That council adopts the Mobile Phone Policy version 0 as presented subject to changes as discussed.

Moved: Cr Forshaw

Seconded: Cr Poole

Carried 07.140116 4/0

FILE NO: BCS/P&P/P

07.04.01 Finance Monthly Update Report

DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Frederick Aquilin – Chief Financial Officer

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

DATE: 14th of January 2014

1. STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Revenue and Expenditure Report

Summary – The operating position as the end of December was a surplus of \$558,450 as supposed to a surplus of \$577,804 for the month of November (a decrease of \$19,354). Expenditure is levelling out post the flood damage and RMPC expenditure carried out in previous months. It's worth noting that this surplus would have been higher had we not paid for salaries and invoices in advance ahead of the Christmas shut-down.

Revenue – The bulk of new revenue throughout the month stemmed from the receipt of interest from QTC (\$257,000) and RMPC invoices (\$497,000). We also received \$97,000 in additional grants, mainly Financial Assistance Grants.

Expenses – 'Materials and services' increased by \$391,100 as supposed to \$224,600 during last month; the additional expenditure related mainly to RMPC road maintenance work. 'Employee benefits' increased by \$366,800 which is according to trend; given that we paid for one fortnight in advance this expenditure is according to trend.

2. STATEMENT OF FINANCIAL POSITION

Summary – Overall, the BSC asset base sat at \$108,963,866 as supposed to 108,984,424 last month; so not much movement in December (a decrease of \$20,558).

Current Assets – 'Cash' decreased by \$957,100 for the month mainly due to the payments of road building related contractors (please note that invoices and salaries were paid in advance ahead of the Christmas shut-down), while 'trade and other receivables' increased by \$590,600 as we issued invoices to RMPC and Armour Energy. 'Inventories' increased by \$41,200 (standard items).

Non-Current Assets – 'Capital works in progress' increased by \$410,600 during the month mainly relating to the near completion of the four houses in Burketown and the roads. All other non-current assets were according to trend.

Current Liabilities – Current provisions, mainly HACC related, decreased by \$35,500 during the month as a refund from last financial year was paid.

Non-Current Liabilities – Remained largely unchanged from the end of last month.

3. STATEMENT OF CASH FLOWS

*Supporting document: Budget Balance Sheet Report*Net cash flow from operating activities –

'Payment to suppliers and employees' increased by \$773,400 during the month, mainly road building related and due to the advance payment of salaries. 'Receipts from customers' increased by \$110,700 during the month, mainly payments stemming from Armour Energy related invoices.

Summary – In total the BSC net cash at hand sat at \$16,083,185 at the end of the period, as supposed to \$17,040,224 at the end of last month (a decrease of \$957,000).

4. NOTE TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT

Financial Statement Audit: Not much has transpired on this front since the December meeting. I received a request for several remittance advices from relating to QRA and further reconciliation of our superannuation payments, which has been provided to the QAO.

“Money in the bank”: I received a question regarding how much “money Council has in the bank that can be accessed instantly” at the moment. As at the end of December, we had \$15,702,677.50 available in facilities that can be drawn upon instantly.

5. OFFICER’S RECOMMENDATION

That Council notes the content of the Finance Monthly Update Report

07.04.01 Finance Monthly Update Report

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

Moved: Cr Camp
Seconded: Cr Murray

Carried 08.140116 4/0

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

07.05.01 Deputy CEO Report

DEPARTMENT: DCEO

RESPONSIBLE OFFICER: Philip Keirle

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

DATE: 02/12/2013

LINK TO COUNCIL PLAN/S: Operational Plan (One year)

1. MAJOR PROJECTS

Community Hub:

- The Tender for the Design and Construction of the Burke Shire Community Hub closed on December 18, 2013.
- iGPM have submitted their initial feedback on the tenders submitted and are in further discussions with tenderers.
- Development Application for Material Change of Use completed and approved. Survey of new lots will be required prior to submission of lot boundary changes to the State.

The final report is due on 20th January 2014.

The contract documentation should be prepared by 6 February 2014.

This timing may require Council to hold a Special Meeting in early February for the purpose of awarding the tender in order to keep to the project timeline.

See Attachment A

Glendale Housing:

- Allocations complete
- All houses completed with provisional sign off. Final certification process to be completed once all services are installed.
- Electrical to be completed week beginning 13th January 2014.
- Septic / sewer hook-ups complete
- Awaiting Telstra and electrical connections
 - o Telstra conduit was originally due on 18 November 2013 but has been postponed until February 2014.

Pontoon:

- Preliminary discussions with Cairns Regional Council and Main Roads

Rubbish Tip Rehabilitation (Tyres):

- Have held preliminary discussions with a potential service provider of rubber shredding
- Have held discussions with MMG's Environment Manager in relation to shredding of tyres
- Have sought quotes in relation to purchase/hire of various equipment required for rehab.

2. TRAINING

Training needs analysis currently being conducted with Managers and Supervisors.

- Some Councillors have expressed some interest in attending:
 - o Planning/Team Building Courses
 - o LGAQ Refresher Course in Mt Isa on 6th February
- There is interest in WHS Incident Investigation courses as well as computing and records keeping.
- On-the-job training has been taking place in the Roads Crew with some staff showing much promise on various machines.

3. HUMAN RESOURCES MANAGEMENT

JCC Meeting X

Review of the first year of the Joint Consultative Committee

SBU presentation of 3rd Staff Survey Report

Next meeting: 10th March 2014 at 1.30 pm

New positions

Works Manager: offer made, position accepted.

Finance (grad): offer made, position accepted.

WHSA: provisional acceptance.

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.

4. WORKPLACE HEALTH & SAFETY

Incident/Accident/Near Miss Reports:

There were 18 Incidents/Accidents in 2013 (up to and including 31 December) as compared with 9 Incidents/Accidents during the same period in 2012 and 25 during the same period in 2011. There were 4 incidents reported in November/December 2013 (22% of the total for the year).

There was 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.

There have been no incidents/accidents so far in 2014.

See Attachment B

5. 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 completed haulage for 2013 on 13th December and resumed haulage in January 2014.
- BSC received compensation payment for 2013 haulage.
- Same Road Use Agreement governing 2013 haulage governs 2014 haulage.
- MMG will look to complete a further 5,000t of haulage in 2014.

6. NATIVE TITLE AND CULTURAL HERITAGE

Land Valuations

BSC is still awaiting official confirmation of land valuations from DNRM.

Cultural Heritage

Council has submitted initial requests for Cultural Heritage clearance of extensions to quarry pits.

7. COMPLIANCE

Traffic Management Registration Scheme:

Full accreditation received November 2013. Re-registration in 2016.

8. STAKEHOLDER MANAGEMENT

MMG:

- Contact with key stakeholders at MMG has become increasingly difficult over the last couple of months.

- Discussions with Julie Hilder in relation to Royalties for Regions project funding.
- DCEO and Councillor Poole will meet John Milsom (Environment Manager) at Century Mine on Tuesday 11th February to discuss waste management solutions.

Ergon: discussions with Ergon Senior Asset Engineer in relation to:

- 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: EHP representatives will arrive in Burketown on Monday 20th January to provide a presentation on the role EHP plays in setting and monitoring the conditions attached to gas exploration permits.

DNRM: discussions with Gary Jensen in relation to Water Permits.

Southern Gulf Catchments: discussions with Southern Gulf in relation to Nicholson River.

CLCAC: discussions in relation to possible Joint Ventures.

NPC: discussions to take place next week in relation to future NPC operations out of Century and in relation to Dugald River-Century haulage.

9. OFFICER'S RECOMMENDATION

That Council notes the contents of this report and the attachments.

07.05.01 Deputy CEO Report

That Council notes the contents of this report and the attachments.

Moved: Cr Poole
Seconded: Cr Murray

Carried 09.140116 4/0

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

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Update Report

Verbal report submitted to Council

08.01.02 Councillor Remuneration

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: John Page, Chief Executive Officer

FILE NO: BCS/G/Councillors/CA

DATE: 8th January, 2014

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To present to Council the decision of the Local Government Remuneration & Disciplinary Tribunal for the 2014/2015 year and seek Council's decision in relation to the remuneration.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Local Government Remuneration & Disciplinary Tribunal is charged with the responsibility of setting the level of remuneration for Mayor, Deputy Mayor and Councillors for the year. In the past Council was presented with a range of remuneration, however as was the case in 2013/2014 the Tribunal set the actual figure.

3. PROPOSAL

The Tribunal has set the following maximum remuneration rates:

Mayor	\$95,488.00
Deputy Mayor	\$55,089.00
Councillors	\$47,744.00

In relation to Councillors the Tribunal has set a base rate of \$23872.00 and an Ordinary Meeting attendance fee of \$1989.00/month.

Section 247(2) of the Regulation allows Council to set a lesser remuneration rate however the period of time allowed for this is 90 days from Gazettal (13 December, 2013).

4. OFFICER'S RECOMMENDATION

That Council accept the remuneration level as set by the Local Government Remuneration & Disciplinary Tribunal effective from 1 July 2014.

08.01.02 Councillor Remuneration

That Council accept the remuneration level as set by the Local Government Remuneration & Disciplinary Tribunal effective from 1 July 2014.

Moved: Cr Poole
Seconded: Cr Forshaw

Carried 10.140116 4/0

FILE NO: BCS/G/Councillors/CA

Attendance

Philip Keirle left the meeting from 3.25pm to 3.26pm.

09. Late Item Reports

09.01 Corporate Plan

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: John Page, Chief Executive Officer

FILE NO: BCS/CM/Plan/CorpP

DATE: 13th January, 2014

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To allow Council is to determine a suitable date for a workshop for the development of Council's Corporate Plan.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council in 2010 developed a Corporate Plan 2010 – 2015 at that point of time the Corporate Plan had to be consistent with the Community Plan. However Council's Community Plan was not developed till 2011. There is now no provision for the development of a Community Plan however Council can determine to develop the Corporate Plan consistent with the Community Plan. Council is required to develop and adopt a 5 year Corporate Plan in sufficient time to allow a budget and annual Operation Plan (consistent with the 5 year Corporate Plan). The Corporate Plan can be amended by resolution at any time and Council must discharge its responsibilities in a way that is consistent with the Corporate Plan. The Corporate Plan must outline the strategic direction of Council and state performance indicators for measuring Council's progress in achieving its VISION for the future of the local government area.

3. PROPOSAL

The proposal is for Council to consider the development of a Mission Statement as well as its Vision and determine a convenient day that work shopping could be held to develop the Corporate Plan.

4. OFFICER'S RECOMMENDATION

That Council determines a date for the development of the 5 year Corporate Plan.

09.01 Corporate Plan

That Council conducts a workshop for the development of the 5 year Corporate Plan on Wednesday 19th February 2014.

Moved: Cr Camp
Seconded: Cr Murray

Carried 11.140116 4/0

FILE NO: BCS/CM/Plan/CorpP

09.02 Withholding Tax for Councillors Remuneration

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: John Page, Chief Executive Officer

FILE NO: BCS/G/Councillors/CA

DATE: 13th January, 2014

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To present to Council for consideration the question of withholding tax for Councillors Remuneration.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As stated in my email on 9th January, 2012 I have investigated the possibility of Council being able to withhold tax of Councillors Remuneration and provide the following for your information.

Under the Taxation Administration Act Council can resolve to be an “Eligible Local Governing Body” and have tax withheld. However the decision has to be unanimous and cannot be changed in the future.

The implications to this is that Councillors are thereby regarded as employees in so far as the Tax Act is concerned and restrictions in regards to Personal Superannuation contributions (limit \$25,000 per year). A further implication is FBT liability eg Council lunches during meetings would be subject to FBT as well as other benefits.

3. PROPOSAL

The proposal is for Council to consider whether to resolve to be an “Eligible Local Governing Body” under the Taxation Administration Act for the purposes of having withholding tax deducted from Remuneration payments.

4. OFFICER'S RECOMMENDATION

That the Report on Taxation of Councillors Remuneration be received and noted.

09.02 Withholding Tax for Councillors Remuneration

Resolve that the Report on Taxation of Councillors Remuneration be received and noted.

09.03 Burke Shire Council Work Health and Safety Policy

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Philip Keirle, Deputy CEO

FILE NO: BCS/P&P/Policy

DATE: 14th January 2014

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To introduce an updated Work Health & Safety Policy.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Work Health & Safety is a permanent agenda item in Council meetings.

3. PROPOSAL

That Council review and adopt the attached WHS Policy.

4. OFFICER'S RECOMMENDATION

That Council resolves to adopt the WHS policy as proposed.

09.03 Burke Shire Council Work Health and Safety Policy

That Council resolves to adopt the WHS policy Version 0 as presented.

Moved: Cr Forshaw

Seconded: Cr Murray

Carried 12.140116 4/0

FILE NO: BCS/P&P/Policy

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.

14. Closed session

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 4.14pm.

Moved: Cr Poole
Seconded: Cr Forshaw

Carried 13.140116 4/0

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 5.06pm.

Moved: Cr Murray
Seconded: Cr Poole

Carried 14.140116 4/0

14.02 Confidential ILUA Task List – Prepared by DNRM

Update provided in committee in relation to a ILUA task list – prepared by DNRM.

14.02 Confidential ILUA Task List – Prepared by DNRM

That Council note the report presented.

Moved: Cr Camp
Seconded: Cr Murray

Carried 15.140116 4/0

FILE NO: BCS/NT/QUD66-05

14.03 Process for Developing, Introducing and Implementing a Revised Water Rating System into the Burke Shire

DEPARTMENT: Corporate and Community Services
RESPONSIBLE OFFICER: Deputy CEO, Philip Keirle
FILE NO: BCS/WaterM/P
DATE: 15th January 2013
LINK TO COUNCIL PLAN/S: Budget

1. PURPOSE (Executive Summary)

To propose, further develop and implement a draft strategy to introduce a new water rating system into the Burke Shire.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council considered the issue of water rates on numerous occasions last year, initially introducing a new rating system for commencement in July 2013, before reverting to the old/current system of water charges.

3. PROPOSAL

That the following be considered in greater detail and implemented as appropriate:

- 1) Create Portfolio for Water Rates
- 2) Public Meeting # 1: suggest some time in February
 - a. To introduce the reasons why a new ratings structure must be introduced
 - i. Accountability
 - ii. Compliance
 - iii. Access to government funding
 - iv. Environmental
 - v. Flexibility
 - b. To discuss and educate on the concepts of “waste” and “wastage”
 - i. Contextualise how much water we use/need
 - c. To distribute very brief information sheet on efficient water usage
 - d. To solicit information from the community on particular difficulties
- 3) Meet with Rating Specialist (RS) to discuss water ratings
 - a. Provide RS with relevant information prior to meeting:
 - b. Meet over 1-2 days to discuss water ratings (as well as ratings structures for resources → gas and mineral)
- 4) Develop comparative bills
 - a. Direct comparison
 - b. Reduced consumption / Increased consumption
- 5) Public Meeting # 2

4. OFFICER'S RECOMMENDATION

1. That the report/attachment be deemed a confidential document and be treated as such in accordance with Local Government Regulation 2012 in Chapter 8 Administration, Part 2 Local government meetings and committees, under Sections 275 (1) and that the document remain confidential unless council decides otherwise by resolution; and
2. That Council considers the above proposal and completes the following:

- Short planning exercise to challenge/amend/confirm the approach described in Section 3
- Confirm approach to introduction of new ratings structure

14.03 Process for Developing, Introducing and Implementing a Revised Water Rating System into the Burke Shire

That Council confirm the approach to the introduction of new ratings structure

Moved: Cr Forshaw
Seconded: Cr Poole

Carried 16.140116 5/0

FILE NO: BCS/WaterM/P

13. New business of an urgent nature admitted by Council

13.01 Elected Member Update Training

The LGAQ will soon be contacting all elected members regarding the Association's Elected Member Update (EMU) program for 2014. This unique state-wide program is tailored directly to local government decision makers, including mayors, councillors and senior officers. EMU not only provides professional development opportunities for attendees but also a valuable update of current and emerging issues to be faced by local government in the year ahead.

The EMU session suggested as most appropriate for your council to attend is

- Mt Isa, Wednesday, 5 February 2014 - Mt Isa Civic Centre, 23 West Street, Mount Isa
- Normanton, Thursday, 6 February 2014 - Normanton Shire Hall, Landsborough St, Normanton

13.01 Elected Member Update Training

That Council authorise the attendance of all Councillors to attend the Elected Member training in Normanton on the 6th February 2014.

Moved: Cr Forshaw

Seconded: Cr Murray

Carried 17.140116 4/0

FILE NO: BCS/G/Councillors/PD

11. Mayoral Report

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

Moved: Cr Murray
Seconded: Cr Forshaw

Carried 18.140116 4/0

Attended the following:

- BSC Staff Breakup – thanks to the organisers of the function. It was a great afternoon and I am grateful for the tie to add to my wardrobe.
- Executive Trip to Gregory – to identify projects etc for the coming year. Liaise with staff
- Meetings in Brisbane on 17/18 December with Armour Energy and Lagoon Creek Resources re projected plans for 2014.
- Went to town during first week back after Festive Shutdown(Wed and Friday 8/10 Jan). Attended Management Group Meeting on Friday.

GSD:

- Went to the office in Cairns Monday 16 Dec with Paul Poole re transition process.
- Several teleconferences over the past month to deal with transition process and staffing matters – with the GSD Management Committee
- Next meeting has been brought forward to 25 Feb to bring Board up to speed with emerging changes/opportunities

12. Councillor Reports

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

Moved: Cr Camp
Seconded: Cr Murray

Carried 19.140116 4/0

Cr Poole

Christmas Lunch with Staff
GSD Meetings
Gregory visit
Town Planning
Management Meetings

Cr Forshaw

Christmas Lunch with staff
Gregory Meeting

Cr Murray

Christmas Lunch with Staff

16. Closure of Meeting

The Chair declared the Meeting closed at 5.27pm.

I hereby certify that these pages numbered 1 to 26 - constitute the
Confirmed Ordinary Meeting minutes of the Council Meeting of Burke Shire Council
held on Thursday 16th January 2014.

Mayor Cr Ernie Camp