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*Agenda and Business Papers  
Burke Shire Council Ordinary General Meeting  
Thursday 20<sup>th</sup> March 2014  
9.00am Council Chambers*

9.00 am	Opening of meeting
10.30 am to 11.00 am	Morning Tea
12.30 pm to 1.00 pm	Lunch

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## 01 Opening of Meeting

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The Mayor welcomed members and declared the meeting open at 9.00am.

## 02 Record of Attendance

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Members	Cr Ernie Camp, Mayor - Chair Cr Paul Poole, Deputy Mayor Cr Zachary Duff Cr Tonya Murray
Officers	Philip Keirle; Acting Chief Executive Officer Chris Rohan; Works Manager Brett Harris; Workshop Fleet Manager Jenny Williams; Executive Officer (Minutes)
On Leave	Cr Tracy Forshaw Frederick Aquillin; Acting Deputy CEO

## 03 Prayer

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Led by Cr Duff

## 04 Consideration of applications for leave of absence

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Cr Tracy Forshaw has send through a consideration for leave of absence for the March 2014 Council Meeting.

## 05 Confirmation of minutes of previous meeting(s)

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### 05.01 General Meeting 20 February 2014

#### Recommendation

That the Minutes of the General Meeting of Council held on Thursday 20<sup>th</sup> February 2014 as presented be confirmed by Council.



140220 Confirmed  
Minutes.pdf

## 06 Condolences

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None received at close of agenda.

## 07 Deputy CEO Reports

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- 07.01.01 Works and Services Monthly Update Report
- 07.02.01 Workshop and Fleet Report
- 07.03.01 Executive Officer Report
- 07.04.01 Acting Deputy CEO Report

## Works and Services Reports

### 07.01.01 Works and Services Monthly Update Report

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DEPARTMENT: Works and Services

RESPONSIBLE OFFICER: Works Manager

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

DATE: 10<sup>th</sup> March 2014

LINK TO COUNCIL PLAN/S: Works Program

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#### 1. WORKS MANAGER

- Conducted rotary wing Roads Damage Assessment across Shire (Doomagee West Road to NT border, roads to Kingfisher and Bowthorn, Adel's Grove and Lawn Hill).
- Most roads are still under water and should be attributable to EX TC Fletcher.
- Photos have been sent to QRA to commence submission for NDRRA funding.
- Meeting with John Tuxworth from QRA on the 4<sup>th</sup> of Mar to discuss NDRRA funding.
- QRA is willing to assist BSC through assessment of flood damage to aid successful submission and provide further assistance to close out projects.
- Conducted clean-up of street verge's in Burketown and have relocated 8 cars to either the tip or away from council property.
- Depot clean-up is ongoing.
- Preparation for Community Hub is ongoing. Sand and white rock have been stockpiled in preparation of earth works.
- Earth works commenced week 17<sup>th</sup> Mar for community hub.
- Conducted visit to Gregory Downs to prioritise works tasks.
- Completed moves through Carpentaria Shire on the 8<sup>th</sup> and 10<sup>th</sup> to supply pumps for Gregory WTP silt flushing.
- Met with Tom Poland of Realistic Training Solutions to discuss and sign up participants for the Cert III Plant Operations Course.

#### 2. RANGER/ WORKPLACE HEALTH AND SAFETY

##### Induction/s

18<sup>th</sup> Feb – Jaymie Tennant – Customer service officer  
Jeanette de Grussa – Technical officer – depot

24<sup>th</sup> Feb - Shonelle O'Keefe – Gardens & grounds – cleaner  
Matthew Douglas – Gardens & Grounds  
Isaam Milne – Gardens & Grounds

##### Training

Toll Priority – Regulated Air Cargo Agent Awareness Training  
R.Marshall  
R.Cunningham  
D.Marshall  
J.Campbell

##### Incident/s reported for this period – 2 - 5 Years to date

7<sup>th</sup> March - Neil Welsh – Centipede bite on left arm, picking up chipped bitumen pieces whilst patching potholes on the airstrip.

3<sup>rd</sup> March - Dave Marshall - working at Sewerage treatment plant suspected spider bite inside right calf, itching – to clinic for medication.

Hazard Inspection/s - HACCC hall

Hazard Reports – Nil

General

- Traffic counters installed in the following places :-
- Floraville road
- Camooweal road after hay farm
- Before Century mine
- After Century mine – this unit is out for repairs
- When road access allows Information on road usage, units and installations are continually checked for wear and tear and information regularly downloaded for management.
- Council First Aid kits cleaned and replenished – 43 completed.
- Maintaining register of employee licences and tickets, Incident reports etc.
- Photo for Neil Triton's Visitor Identification card for airport entry.
- Obtained information on process for training employees on Electrical testing and tagging of electrical equipment – information supplied to Works manager.

Workers Compensation

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

Litter Management

Most rubbish bins have been returned, washed and stored.

2 bins still out at local accessible fishing locations

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

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

Sites Visited

Truganini Creek/Jetty  
Meat Works  
Brim hole (Nicholson river)

Report

2 Bins in the area – Area popular.  
All bins returned – access too wet  
1 Bin – Bin was returned to area whilst I was away – now  
can't be accessed  
All bins returned access to wet  
Bin removed  
Bin removed

River Road  
Beames Xing  
Gregory Xing

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. 5 dead wallabies removed from town roads during this period

Animal Control

- Disposed of 2 dogs.
- First round of Shires 1080 baiting campaign finalised – to commence Monday 26th May
- Sprayed around depot office – flea infestation

Weed Control

- Chemical shed poisons audit.
- Checking and maintaining vegetation eradication and maintenance of Ergon solar yard at Doomadgee, when access permits.
- Sprayed vegetation around causeways, floodway's and guide posts on all access roads to town and airport.

- Sprayed depot yard fence lines to save on whipper snipping.
- Sprayed overgrown vegetation in yards of three new houses Bowen Street, removed dead wallaby from yard of the western most house.
- Sprayed 22 job causeway – vegetation along sides, on surface and also around tree bases
- Continuing to mist residences who require their yards to be misted for mosquito control
- Weed sprayed rodeo grounds, fence lines, water points around buildings and tree bases to cut back on the amount of time spent whipper snipping.
- Graslán Prickly acacia adjacent to and on road reserve on the Floraville road.
- Sprayed weed “Senna alata” known as candle bush ground around the dump area.
- Roundup fence line at the pool
- Mosquito fogging around Burketown currently 3 days per week whilst mosquitoes are problem.
- Currently working on obtaining Pest Management Technicians qualifications to be legally able to control insect pests – includes fogging and misting for mosquitoes.
- Roundup school fence lines.

Complaints - Nil for this period.

General

- Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Normanton.
- Updating cemetery register and computerising surveyed graves and water reticulation system for the cemetery.

3. PARKS AND GARDEN

- The position of cleaner has been filled by Shonelle O’Keefe.
- With Isaam Milne moving up to the road crew there has been a new addition in Matthew Douglas into parks and gardens.
- Bulbs have arrived and been planted a new order for more has been issued.
- All cement barriers have been painted.
- Golden cane has been moved from the park to the airport and seems to be thriving at this moment.
- Airport has had a major clean-up with painting and planting occurring.
- Over grown grass is starting to dry out allowing for mowing and snipping.
- Re-introduced weekly parks and gardens meeting.
- Continuing with weekly program.

4. BUILDING MAINTENANCE

Maintenance and repairs are being conducted as and when possible.

5. UTILITIES SERVICES MANAGER

Water Treatment Plant

- Daily checks and recording
- Chemical stocks all okay
- Building and ground maintenance ongoing
- Water samples to Cairns Laboratory Service – Burketown samples sent unable to receive Gregory’s due to the road closure
- Water samples are now due later this month, hopefully we can collect Gregory’s to send off with Burketown’s
- New office building, access ramp now completed
- Lagoons 1.2 ongoing revegetation of embankment, considerable amount of pea bush to be removed
- Manual dosing of alum into lagoon, during pumping from Nicholson Pumping Station
- Alum Dosing Unit off line, equipment failure, online for replacement
- All other systems operating satisfactorily, including switchboard



- Power outage to WTP due to bird strike on power line
- Other future works as listed previous report, ongoing

#### Sewer Pump Station

##### Station 1

- System working okay no major problem
- Switchboard minor, replacement of gauges, hour meter and start time
- Routing checks – daily / recording
- Flushing pumpwell – fortnightly

##### Station 2

- Is up for replacement
- Multitrode is up for replacement and tripping out occasionally – on order
- Routine checks – daily / recording
- System working okay
- Flushing pumpwell - fortnightly

##### Station 3

- Routine checks – daily / recording
- System working okay
- Flushing pumpwell – fortnightly

#### Future Works

- Replace guide rails and chains – all pumping station
- Acquire a similar pump for each pumping station as spares – quotes are being sought
- Repair all damaged manholes in the system
- Clean and maintain overflow outlet.
- Quotes for suitable manhole lids concrete covers are being sought as the previous covers are not suitable.

#### Sewer Treatment Plant

- Regular daily maintenance, ongoing
- Blivet scheduled maintenance, every Wednesday as per requirements
- Continual clearing of bump blockage

#### Aquatic Centre

- All working well. Has had very little use lately due to weather. Only issue at the moment is we need timber replaced on all benches in the centre.
- We have had a few issues but and we have managed them quite well over this period . Thanks to the boys for keeping on top of their work.

#### Nicholson Pumping Station

- Routine checks on system, start and shutdown pump
- Access to pumping station has been limited, due to flooding on access road
- All systems are operating satisfactorily

#### Water Reticulation

- Flushing of water mains as required.
- Routine checks of chlorine readings at various sites
- No major leaks, only minor leaks being attended as they occur
- Other future works listed in previous report.

#### Burketown Aerodrome

- Airport lighting, all systems operating
- Automatic weather station, all systems operating
- Bitumen runway 03/21, running surface okay
- Patching of potholes side of strip, ongoing when weather and traffic permit
- Slashing and mowing, ongoing when weather and traffic permit
- Poisoning around lights completed
- Further poisoning around gables, signal area and weather station required when weather permits
- Perimeter fence okay
- Blackening of Signal Area at a later date, weather permitting
- Minor influx of birds occasionally
- Skytrans operations as scheduled
- Toll dangerous goods awareness exam paper near completion
- ASIC cards, paper work still being sorted out
- Skytrans audit, Paul Cleary to conduct, will arrive on the 17th March and depart 18th March 2014

#### Cemetery

- Slashing, mowing, and whipper snippering ongoing
- Site visit by Council Staff and Work Manager to discuss future works as required. This visit was on Monday 3rd March 2014

#### Future works

- Update burial register.
- Plaques for graves.
- Grave numbers.
- Update notice board – A4 laminated burial information at the Gazebo.
- Upgrade water service and drip line service.
- Identify unmarked graves
- Trees and shrubs planting, suitable type

#### 6. OFFICER'S RECOMMENDATION

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

#### ATTACHMENTS

NIL

## Workshop and Fleet Reports

## 07.02.01 Workshop and Fleet Report

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DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

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

DATE: 11<sup>th</sup> March 2014

LINK TO COUNCIL PLAN/S: Works Program

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1. GENERAL SERVICING AND WET SEASON MAINTANENCE BEING THE MAIN WORK CARRIED OUT.

Plant Item	Works Carried Out
⇒ Plant #22 Multi pak roller	⇒ Fuel solenoid and A/C
⇒ Plant #426 Low loader	⇒ Axle, brakes and bearings, king pin
⇒ Plant #456 Sweeper	⇒ Broom and wear plates
⇒ Plant #469 Multi tyred roller	⇒ Cab interior, injector pump and service
⇒ Plant #479 Water truck	⇒ Evaporator and receiver drier
⇒ Plant #480 Prime mover	⇒ 288K service
⇒ Plant #485 Backhoe	⇒ Replaced worn rear tyres
⇒ Plant #488 Job truck	⇒ PTO
⇒ Plant #529 Ride on	⇒ Window glass, A/C, tyre and spindles
⇒ Plant #533 Zero turn mower	⇒ Elec faults and bearings
⇒ Plant #535 Landcruiser	⇒ 75K service
⇒ Plant #536 Landcruiser	⇒ 60K service and tyres
⇒ Plant #545 Job truck	⇒ 50K service
⇒ Plant #546 Tractor	⇒ 300 hr service and steering fault
⇒ Plant #551 Prime mover	⇒ Battery faults
⇒ Plant #565 Prado	⇒ Accessories fault

Extras by workshop staff

Banner poles, site shelter, river cameras,  
WTP steps, oil separator

2. TENDER UPDATE

Extra to budget

- Hilux dual cab- arrives 13-3-14 pending roads
- New Rav 4/Honda- Tender closes 17-3-14

3. OFFICER'S RECOMMENDATION

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

ATTACHMENTS - NIL

## Executive Officer Reports

### 07.03.01 Executive Officer Report

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	BCS/G/CM/R/EO
DATE:	10 <sup>th</sup> March 2014
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

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#### 1. EVENTS

##### 2014 Anzac Day

Anzac Day preparations are near completion. Station packs will be sent out by the end of March. No confirmation has been received from the Army if they are going to be able to attend.

##### 2014 Order of the Outback Ball

First meeting was held on the 4<sup>th</sup> March 2014, from this meeting an advisory committee has been appointed to help with organizing this event. Please see separate report in relation to locking in dates and event outline.

Funding received from the Federal Government is going to be used to hold the Ball in Gregory this year.

##### Julia Creek - The Dirt N Dust Festival

Burke Shire Council sent through a proposal to support the Dirt n Dust Festival held at Julia Creek from the 11<sup>th</sup> – 13<sup>th</sup> April 2014.

Council's proposal is to supply the event with a 21 seat bus to transport triathletes to the starting point on the Sat morning.

In return BSC have asked to receive the following:

- Display a Branded Marquee displayed along the spectator's line for shade during the Triathlon.
- Set up of an area to promote the Morning Glory Festival and the Order of the Outback Ball.
- 6 x tickets to the Race Meeting
- Free Camping space

#### 2. LIBRARY

Community Artwork from the Australia Day exhibition is going to be displayed in the Library for a period of time to showcase the talent in our shire.

Council staff has been receiving updates from the Public Library Service and further training in the Aurora program. Now that the Library system is web based, this has helped with training up of new staff without having to travel away.

#### 3. HOUSING

Unit 3 – Renovations to the unit should be finished by the end of the Month. Road closures have held up some material arriving.

Glendale Houses – All of the houses are now connected to power and been signed off by Ergon and Clemments Electrical.

Certifier will return once outstanding items have been completed.

Council currently has nine people on their waiting list looking for accommodation.

4. RADF (Kylie Camp – Chair)

The RADF committee hopes to have a meeting soon. On the agenda will be the acquittal for funds given for projects last year. The Lantern Making workshop was well supported by the community and the sight of the lantern parade travelling down the street was a beautiful one.

An EOI was sent out late last year calling for new members but no EOIs were received so the Committee will consider calling another EOI in the coming months. It also wants to look at the current Arts and Culture Policy and make comment on its content to assist Council in its plans to update this policy. Money has been set aside in the RADF budget to assist in this policy development. We also intend calling for submissions for funding for projects to be completed in this financial year so this will be another item to be discussed at our upcoming meeting.

5. PROMOTION

Website - Areas of responsibility will be created for council staff; these will fall in line with Government Guidelines and Council's Social Media Policy.

Banners – Options for other Council banners and information being sent out to Community Groups as requested.

Council Newsletter – Edition 40 newsletter is due in March.

6. DEVELOPMENT APPLICATIONS

Full list of Development Applications attached, one new application has been received:-

Savannah Lodge – New Cabins (notice of engagement received)

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)

CBDC Clients:--- 6

Social Support Clients:----2

➤ We have not been able to resume HACC at Gregory as planned due to the amount of rain preventing us to travel out there. I have been keeping in contact with the ladies on Mellish Park and John Smith at Brookdale Station.

➤ All the clients have been busy with painting and putting together wooden mobiles with the men showing their building skills with small timber off cuts and wood glue. Ladies are back into crochet and making toys on the sewing machines The gardens are seeing new growth (as well as weeds) but clients are tending to them and planting more lilies etc.to fill in spaces.

Their exercise regime consists of soft clay to manipulate and keep their hands working as well as the light leg and arm exercises. These exercises are undertaken at the start of each day and it is surprising that they are continuing on with them at home.

Covered coat hangers using an unusual technique of tying have taken off at CBDC with ladies producing some beautiful work, finishing off with embroidered rose buds. Elva has been crocheting around some of the finished doilies.

Cards are still a weekly event with Snakes & Ladders and Scrabble thrown in on the odd occasion.

- We have postponed our HACC Trash & Treasure from March until a later date hoping for finer weather. This will most likely be our last Trash & Treasure as it is becoming too much to organise and clients ages now play a big part in helping and taking part.

What clothing is left at the end will be cut up and bagged as rags and sold - we have two outlets we supply with rags at present.

- An International Women's Day Lunch has been planned for the 7<sup>th</sup> March with some 30 invites being sent out. I have been able to get in touch with some of my contacts in Mt Isa and Legal Aid have come to my aid and put together for me, "goodie bags" for all the ladies attending with donations from various organizations. Due to the impassable roads the "goodies" will come out on Sky Trans in time for the day.
- Everything is now completed for the HACC Aged Care Four Day Cruise to the Whitsundays on board the P&O "Dawn Princess". The clients are pretty excited and trying to keep extra fit with exercises. The cruise coincides with "Arthritis Awareness Week" and "Harmony Day" which we normally celebrate in some way so it has worked in well with the cruise. We leave on the 27<sup>th</sup> March for Cloncurry and fly out the next day on Virgin Australia to Brisbane. Our cruise leaves on Saturday, 29<sup>th</sup> March for a four day cruise returning on the 2<sup>nd</sup> April. Hopefully the weather will be kind to us and that all the clients will enjoy this wonderful experience.
- HACC will be having their usual lunch with an Easter Theme and Bonnet Parade at the Gregory Pub on Thursday, 17<sup>th</sup> April. There will be a prize for the "Most Original Easter Bonnet" that the clients will each make at CBDC.

## 9. INFORMATION TECHNOLOGY

Civica – Migration to Managed Services has started; it is proposed that Council will go live by the end of the month.

Attached is the current Project Plan. The main point now is that the communications is in the InfoXpert data. I have been given an ETA of this week for the file and print server, which will be built and shipped next week.

Recordkeeping – CorpMem have commenced filing Councils records. New processes in time will give Council staff a streamlined way of filing to ensure all documents are captured and filed under the correct path; this will ensure that Council stays compliant with Retention and Disposal of records.

The archive room reorganisation process is currently in place, a visit from CorpMem soon to start working on the disposal of old records and ensuring what records are left in the archive room have been captured correctly in records.

## 10. OFFICER'S RECOMMENDATION

That Council notes the contents of the Executive Officer March 2014 Monthly Report.

## ATTACHMENTS



140303 OOTOB  
Advisory Committee

1. Order of the Outback Ball

2. Development Applications Status



Development  
Applications Register.

3. Events Manager Update



Event Managers  
Update.pdf

4. Managed Services Update



MSP - Burke  
Datacentre Migration

## Acting Deputy CEO Reports

### 07.04.01 Acting Deputy CEO

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DEPARTMENT:	Finance Department
RESPONSIBLE OFFICER:	Frederick Aquilin – Acting Deputy Chief Executive Officer
FILE NO:	BCS/G/CM/R/FM
DATE:	10 March 2014

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#### 1. STATEMENT OF COMPREHENSIVE INCOME

*Supporting documentation: Revenue and Expenditure Report*

Summary – The operating position as at the end of February was a surplus of \$1,155,013. For the month of January a surplus of \$1,178,497 was achieved (February represented a decreased surplus of \$23,484). February was a strong month in relation to the payment of outstanding State Govt. debtor invoices.

Revenue – The bulk of new revenue throughout the month stemmed from the receipt of two Financial Assistance Grants (\$282,456). We earned \$3,965 in additional interest, and \$4,730 in additional rental income.

Expenses – ‘Materials and services’ expenses paid during the month was \$164,210. ‘Employee benefits’ expenses paid during the month was \$137,938, as supposed to \$226,701 during January, reflecting the absence of road building activity.

#### 2. STATEMENT OF FINANCIAL POSITION

Summary – Overall, the BSC asset base sat at \$109,557,582 at the end of February, which reflects a decrease of a mere \$39,062 from the January figures. In January the asset base came in at \$109,596,644.

Current Assets – ‘Cash’ increased by \$629,245 for the month mainly due to the receipts of cash from Financial Assistance Grants and RMPC funding.

Non-Current Assets – ‘Capital works in progress’ increased by \$163,729 during the month, stemming from improvement work to housing (unit 3), and from the payment for Doomadgee West Rd work (before the wet season) for ‘cover aggregate’ and ‘road rehabilitation’. All other non-current assets were according to trend.

Current Liabilities – Current provisions, mainly relating to Skytrans, increased by \$19,102 during the month as payments collected on behalf of Skytrans.

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 –

\$433,703 worth of ‘Payment to suppliers and employees’ was made during the month (\$975,918 during January); these payments being roughly 50% salaries and 50% standard invoice payments. The wet season meant fewer payments to contractors and staff. ‘Receipts from customers’ was \$934,296 during the month (\$1,265,323 during January), where a big portion came from the settlement of QRA claims. Please note that the majority of rate payments will appear during next month (March).



Summary – In total the BSC net cash at hand came in at \$15,961,813 at the end of the period (\$15,332,568 during January) representing an increase of \$629,295 since last month).

#### 4. NOTES TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT

GST Saving: due to the arrival of the Financial Accountant Graduate the CFO/ ADCEO has had additional time to perform reviews. A discovery has been made that Council is entitled to claim additional GST stemming from Skytrans invoices. It is estimated that Council will receive approx. an **additional \$82,000 to \$89,000 annually** of additional GST refunds. An enquiry has been made to the ATO to see if claims can be made for the preceding 3 financial years (if Council records for this exists to support this). If so, Council could receive **up to an additional \$356,000** worth of GST returns this financial year.

QRA – ¾ of a billion project: the Queensland State Govt. is trying to claim an additional \$750 million from the Federal Govt. to recoup costs relating to disaster recovery. As part of this process they are requesting a lot of information from Councils. Council funding is not at risk and is not an issue in this process. At this stage we are requested to assist by sending relevant information, however, if we do not assist we might be mandated to supply information in the future. I've kept a good report with QRA and have offered to assist. Simba will be working with collating the data they require (this project might take as long as two weeks or more).

2<sup>nd</sup> Half Rates Notices: The queries submitted to Council so far related to the State Emergency Levy (4) and to the annual discount (16). An employee of a tourist operator has also indicated that they are not happy about the amount of rates they pay.

#### 5. OFFICER'S RECOMMENDATION

That Council notes the content of the Finance Monthly Update Report

#### ATTACHMENTS

1. Statement of Comprehensive Income



2. Revenue and Expenditure Budget (supporting the above)



3. Statement of Financial Position



4. Budget Balance Sheet (supporting the above)



5. Statement of Cash Flows



## 08 Chief Executive Officer Reports

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### 08. Chief Executive Officer Reports

#### 08.01.01 Acting Chief Executive Officer Monthly Update Report

## Chief Executive Officer Reports

### 08.01.01 Acting Chief Executive Officer Monthly Update Report

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DEPARTMENT:	CEO
RESPONSIBLE OFFICER:	Philip Keirle
FILE NO:	BCS/G/CM/R/CEO
DATE:	12/03/2014
LINK TO COUNCIL PLAN/S:	Operational Plan (One year)

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#### 1. MAJOR PROJECTS

##### Community Hub:

- Builders expected to arrive in Burketown in early April pending weather.
- RFIs for the project are being addressed.

Project milestones are currently being completed on time. Project completion date has been extended to account for Richardson's method of construction.

##### Glendale Housing:

- Final certification process completed by Glenn Chambers from GMA on Friday 14 February 2014. There were a number of outstanding issues with the buildings, which will be rectified by Glendale in mid- to late- March, depending on weather.

##### Pontoon:

- Discussions with Cairns Regional Council and Main Roads continue.

##### Rubbish Tip Rehabilitation:

- Quotations sourced for rubber shredder and chipper.

##### Gregory Solutions:

- Scope of required works and infrastructure completed
- Further planning day scheduled for 14.03.2014

#### 2. TRAINING

Realistic Training Solutions have visited Burketown on a number of occasions during February and March. Discussions nearly finalized with respect to sign-up of staff for Plant Operator training as well as Certificate 3 in Civil Construction; Certificate 3 in Civil Plan Operations; and Certificate 4 in Civil Supervision. All training is subsidized by the State.

LGAQ Refresher Course conducted in Normanton on 12.03.2014.

Office Admin staff completed website-related training in mid-February.

RMPC training session in Cloncurry cancelled due to weather conditions.

3. HR

Joint Consultative Committee meetings in 2014:

JCC meetings will be held quarterly in 2014. The first meeting is scheduled for 25 March 2014 and will refocus attention on the objectives of the Certified Agreement.

New positions

- WHSA: William Grigor, a highly experience WHSA has been appointed and will arrive in Burketown, weather pending, on 13<sup>th</sup> March 2014.

4. WORKPLACE HEALTH & SAFETY

See Attachment A

5. ROADS

Royalties for Regions

DSDIP have indicated that Council will receive feedback on the EOI stage of the application process in late March / early April.

MMG Karumba Lead Haulages

- Meeting to be organized to discuss 2014 haulage arrangements.

6. NATIVE TITLE AND CULTURAL HERITAGE

Land Valuations

Confirmed by DNRM in Brisbane on 27.02.2014

ILUA negotiations

Discussions with DNRM and CLCAC in Brisbane 27-28.02.2014

7. STAKEHOLDER ENGAGEMENT

DLGCRR & Townsville City Council

- Discussions in relation to mentoring program, planning schemes and Councillor training

DAFF

- Contact with Ron Mitchell in relation to reconciling all gravel pit information and data Council has in its possession.

DTMR

- Discussions with Peter Waskiw (DTMR) over Beams Brook

Ergon:

- Discussions with Ergon over Community Hub.

Community Hub:

- Discussions with builder and project managers over remaining RFIs for Community Hub

DSDIP:

- Discussions with Greg Palm in relation to R4R funding applications

GSD

- Discussions with Stephen Agius in relation to Treasure role within GSD

CLCAC & Biosecurity Queensland

- Discussions with Peter Barker (CLCAC) and Scott Middleton (Biosecurity) in relation to pest management

Alan Morton, ratings specialist

- Discussions in relation to mining and energy, water, and other areas of Council interest

8. OFFICER'S RECOMMENDATION

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

9. ATTACHMENTS



Copy of Work Health  
and Safety - Incident

1. Work Health and Safety – Incidents and Injuries – Reports and Data

## 09 Late Item Reports

### 09.01 2014 Order of the Outback Ball

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DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	BCS/CR/CCAF/CENH/OOTOB2014
DATE:	17 <sup>th</sup> March 2014
LINK TO COUNCIL PLAN/S:	Corporate and Community Plan

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#### 1. PURPOSE (Executive Summary)

For council to take into consideration and approve the date/venue and concept for the 2014 Order of the Outback Ball (OOTOB) as proposed by the 2014 Advisory Committee.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

2014 OOTOB Advisory Committee is:-

Holly Hammond  
Cr Tracy Forshaw (Community Member and Council Rep)  
Angie Clarke  
Cr Ernie Camp  
Larissa Lauder  
Jasmine Rohan  
Jenny Williams (Council Liaison)  
Nicole Ogilvie (Council Liaison)

The first meeting of the Advisory Committee was held on Tuesday 4<sup>th</sup> March 2014 by teleconference. Refer to attached minutes.

The Advisory Committee would like to propose to hold the OOTOB on Saturday 28<sup>th</sup> June within the Gregory Racetrack and Sports facility. The proposed date is earlier than previous years. This is due to the scheduling of the Morning Glory Festival in September as well as not to conflict with other community programs being held between July and September. For these reasons, June 28 2014 seemed the best option.

The Advisory Committee would like to use the Ball as an opportunity to showcase the past and recent history of the Shire. They envisage setting up a display in the Town Hall, separate from the main event, where ball-goers can take some time to explore. The Committee would also like to encourage stations to "Brand the Bar", bringing their branding irons along to adorn the bar.

The committee would like to encourage Residents, Pastoralists, the Lands Council and the Shire Council to think about developing displays of photos/artefacts/stories for the occasion and will be happy to liaise with all to assist in presenting the many different histories of the Burke Shire at the OOTOB.

Subsequent meetings will need to ensure that the Event meets the eligibility requirements for receiving Federal funding for "drought relief" events (see s4: Financial and Resource Implications).

#### 3. PROPOSAL

It is proposed that the 2014 Order of the Outback Ball:-

- Will be a free event for locals of the Burke Shire, a number of paid seats will be available for non-residents who would like to attend.

- To showcase the past and recent history of the Shire.
- Bar contract will first be offered to Community Groups as a fundraising opportunity, and then offered to any other organisations. Security for this event will be provided by whomever is awarded the bar contract.
- Will source quotes from one catering company that can provide:-
  - Marquee to seat 300 people (location to be decided)
  - Table and Chairs – tablecloths
  - Cutlery and crockery
  - Meals for 300 people
- Provide free entertainment
- Council to purchase a portable dance floor

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Federal Government - \$30,000 for drought relief to hold a community event.  
Sponsors will also be approached to help accommodate for other event expenses.  
Burke Shire Council will be able to supply further budgeted funding if required.

#### 5. POLICY & LEGAL IMPLICATIONS

FIN01	Purchasing Policy
ADMIN12	Entertainment Hospitality Expenditure Policy
ADMIN17	Social Media Policy
FIN02	Credit Card Usage Policy

#### 6. CRITICAL DATES & IMPLEMENTATION

28/03/14	Send out - Nominations Flyer/Form for the OOTOB Awards
28/03/14	Sent out - Flyer – Bar EOI
11/04/14	Proposed Advisory Committee Meeting
	To Discuss:-
	○ Chair for meetings
	○ Nominations Received
	○ Quotes received for MC/Catering/Marquee/Glass Tumbler printing
	○ Discussions in relation to printing of flyers and tickets/date for banners
	○ Dates for Advisory Committee Meeting

#### 7. CONSULTATION

Consultation has taken place between the Advisory Committee and Council Liaison Officers. Consultation has also taken place with former committee members from previous years and attendees of previous balls.

#### 8. CONCLUSION

That Council agrees to the outline of the 2014 OOTOB and provides support to the Advisory Committee to move forward and plan the event with help from Council Liaison Officers.

Updates will be provided to Council after each meeting held by the Advisory Committee.

9. OFFICER'S RECOMMENDATION

That Council agrees to:-

1. Holding the 2014 Order of the Outback Ball on Saturday 28<sup>th</sup> June in Gregory.
2. Allowing the Advisory Committee to continue to organise the Ball within the presented outline and budget supplied. Ensuring Council policies are following with support from Council Liaison Officers.

ATTACHMENTS

1. OOTOB Meeting Minutes – 4<sup>th</sup> March 2014



140303 OOTOB  
Advisory Committee M



## 09 Late Item Reports

### 09.02 Donation Request - Gregory Downs Landcare Group

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DEPARTMENT: Corporate and Community Services  
 RESPONSIBLE OFFICER: Jenny Williams; Executive Officer  
 FILE NO: BCS/FM/Spon/20132014  
 DATE: 19<sup>th</sup> March 2014  
 LINK TO COUNCIL PLAN/S: Operational Plan

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#### 1. PURPOSE (Executive Summary)

Donation request received from the Gregory River Landcare Group Inc.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

*Gregory River Town Common and Camping Reserve Annual Weeds Project.- The Gregory River Landcare Group will be undertaking it's annual on ground weed eradication project utilising private contractors to continue with works undertaken in 2011-2013 to control Rubber Vine, Belly Ache Bush, Mesquite and Parkinsonia. Our group has been successful in acquiring funding for the year of 2014 to undertake weed control in the town common and camping reserve of Gregory Downs and in order to undertake follow up works on the 2013 project. We wish to request support from the Burke Shire Council to support this vital project so that a continued effort to reduce weeds in the region will be able to continue.*

Council contributed \$10,000 from the weeds budget to the Gregory Landcare Group in August 2013.

#### Resolution from Council:-

##### 08.01.05 Contribution Partnership Gregory Downs Landcare Group

That Council forms a partnership with the Gregory Landcare Group and allocates an amount of \$10,000.00 to be paid to the Gregory Landcare Group to assist in the control of weeds of National Significance within the Gregory Downs Town Common.

Moved: Cr Camp  
 Seconded: Cr Murray

Carried 09.130815 3/0

FILE NO: BCS/ED/A/GRLG

*Content – To present to Council for endorsement the action taken in agreeing to form a partnership with Gregory Landcare Group. Cr Forshaw is currently a member of the Gregory Downs Landcare Group.*

#### 3. PROPOSAL

The Gregory Downs Landcare Group are requesting for support in their 2014 project in the form of:-

1. Accommodation/Kitchen/Shower for 10 labourers – 28<sup>th</sup> April to 26<sup>th</sup> May 2014. (5 days work for the Gregory Downs Landcare Group and the rest of the time to complete works for Southern Gulf Catchments).  
*The Gregory River project being undertaken by Southern Gulf Catchments at the same time as our own small project continues the vital work of controlling Belly Ache Bush on the town common and other areas along the river. The same contract team will be undertaking this crucial work commencing immediately after the 5 days we have them booked in for. The team will consist of 10 labourers who will require access to toilet and shower facilities and*

*kitchen facilities. Some of these labourers provide their own camping equipment however; full use of the facilities in the Gregory Burke Shire depot is being requested for approximate dates from 28<sup>th</sup> of April for up to 28 days and nights after this date. These dates may alter by a day or two however, only if weather is inadequate for productive weed eradication activities.*

2. Provide herbicide to assist with our 2014 projects.

*The herbicide will be used by the Landcare Group to go towards this particular project and any other volunteer based projects we do later in the year. Below is a breakdown of the request for herbicide for your information.*

*Access – 20L @ Value of \$1427.40 (Inc. GST)  
Apparent Metsulfuron 16 \* 500g @ \$480.00 (Inc. GST)  
Wetter 1000 13 x 5L @ \$520.00*

*Total Approximate Cost of Herbicide Donation Request: \$2427.40*

#### 4. FINANCIAL & RESOURCE IMPLICATIONS

Council allows in the budget for donation allocations each year.

#### 5. POLICY & LEGAL IMPLICATIONS

ADMIN1 Grants to Community Organisations Policy

#### 6. CRITICAL DATES & IMPLEMENTATION

Accommodation – from 28<sup>th</sup> April for approximately 28 days.

#### 7. CONSULTATION

Finance, CEO and previous council meeting reports. This project will proceed alongside projects being undertaken by Gregory Downs Station, Southern Gulf Catchments and Riversleigh Pastoral Holding Company.

#### 8. CONCLUSION

That Council provides the Gregory Depot area and accommodation for the contractors to use for 28 days. At the end of this time all rooms and surrounding areas to be left in a clean and tidy state. Council to clean and provide old shower and toilet block for use, and supply cleaning products to keep this area clean and tidy.

#### 9. OFFICER'S RECOMMENDATION

That Council approves:-

1. In-kind support – 28 days use of the Gregory Depot Facility including rooms/kitchen and laundry. That these areas are left in the same state as they are handed over.
2. \$2500 to purchase Herbicide as indicated.

#### ATTACHMENTS



Donations Request  
Form 2014.docx



Scanned signed form  
EOI Donation request

1. Donation Request- Gregory Landcare Group

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

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10.01 Notices of Motion - None received at time of agenda preparation

10.02 Petitions - None received at time of agenda preparation

## 11 Mayoral Report

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Report to be provided to meeting.

## 12 Councillor Reports

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Councillors will provide reports to the meeting.

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

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Recommendation (if required)

That Council consider the following matters as they are considered to be of an urgent nature requiring immediate consideration by Council:-

## 14 Closed session reports

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14.01 Discussion of executive appointments

## 15 Deputations and presentation scheduled for meeting

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None received at time of agenda preparation.

## 16 Closure of meeting

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The next Ordinary Meeting of Burke Shire Council is scheduled for Thursday 17<sup>th</sup> April 2014.