



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 17th April 2014
9.00am Council Chambers*

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01 Opening of Meeting

The Chair declared the meeting open at 9.03am.

02 Record of Attendance

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

Frederick Aquillin; Acting CEO
Chris Rohan; Works Manager
Brett Harris; Workshop Fleet Manager
Jenny Williams; Executive Officer (Minutes)

On Leave

Philip Keirle; Chief Executive Officer

03 Prayer

Cr Duff led Council in prayer.

04 Consideration of applications for leave of absence

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

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting 20 March 2014

That the Minutes of the General Meeting of Council held on Thursday 20th March 2014 as presented be confirmed by Council.

Moved: Cr Poole
Seconded: Cr Murray

Carried 01.140417 5/0

FILE: BCS/G/CM/Minutes

06 Condolences

Council noted the passing of Ralph Essex and expressed their condolences to Jill Essex and the Brady Family.

07 Deputy CEO Reports

07.01.01 Works and Services Monthly Update Report

DEPARTMENT: Works and Services

RESPONSIBLE OFFICER: Works Manager; Chris Rohan

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

DATE: 12th April 2014

LINK TO COUNCIL PLAN/S: Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 12th April 2014):

- Completion of open grade from the CENTURY mine turn off to LAWN HILL Station, ADELS GROVE and LAWN HILL National Park access and the RIVERSLEIGH road to the Shire boundary.
- Commencement of open grade to ESCOTT crossing (expect to complete 14th April 2014).
- Commencement of open grade on the DOOMADGEE WEST road (expect to complete 17th April 2014).
- Completion of Community Hub elevated pad and associated plumbing works.
- Commencement of road verge slashing on the WILLS DEVELOPMENTAL ROAD from vicinity of NARDOO Station. The slashing is progressing well and to date sees the road slashed to GREGORY Township.
- Commenced QRA road damage assessment. This has seen the involvement from QRA assessor, engineering consultant (Keith Luckhurst – GBA) and BSC Works Staff. The process has taken more time than anticipated due the data capture requirement from QRA and will continue this week with assistance from Keith Luckhurst.
- Completion of draft works program through until end of financial year 13/14 (pending guidance from CEO).
- RFQ's released for RMPC – Culvert wingwalls, WTP and Council property concreting and Pest Weed Spraying.
- Entry Statement signs for BURKETOWN have been erected; the signs for Gregory have been completed and will be erected prior to the GREGORY race day.
- Awaiting reconnection of power to old Gregory School – Ruswin Locksmiths are yet to replace existing barrels for house. This is urgently required for the availability of the house for volunteer weeds spray program to commence in Gregory later this month.
- Seeking Quotes to remove stumps from Gregory School.

RMPC

The Roads Maintenance Performance Contract is now into the final quarter for the current financial year, outstanding works include the completion of wingwalls on culverts along the WILLS DEVELOPMENTAL ROAD, grade and resheet on the CAMOOWEAL ROAD and road verge slashing along the WILLS DEVELOPMENTAL ROAD.

Works on the CAMOOWEAL ROAD were planned to commence on the 7th of April. Our planned program saw the completion of an open grade to the shire boundary and preparation of NOBBY'S borrow pit for re-sheeting works to commence on April 28th.

Works have been delayed due to cultural heritage requirements stipulated by DTMR. DTMR have firmly stated that all matters concerning environmental and cultural clearance are to be processed and paid by DTMR. Previously, the BSC has engaged cultural heritage monitors at a local level, ensuring swift payment to cultural monitors and maintenance of positive relations. There are two facts relating to this:

- Payment to monitors by the BSC draws available RMPC funds away from programmed works, although has worked well to ensure an ongoing rapport, and,
- Payment by DTMR to monitors does not come from the BSC RMPC budget but has been typically slow to process payments to monitors potentially affecting relationships at the local level.

The CEO and DCEO have drafted an email to DTMR outline the BSC concerns and await a response.

ROAD MAINTANENCE

Bitumen road ways have generally been open since the 21st of March (BEAMSBROOK XING open 21st March with a short term closure on the FLORAVILLE ROAD on the 24th, 25th and 26th of March due to localised flooding at CROOKY and MILLARS CREEKS and GREGORY XING on the 31st of March).

Contact was made with affected stations to determine fuel requirements and transport of stock and determine a priority of effort for road works. An inspection on the following roads was conducted on the 27th Mar 2014:

- CAMOOWEAL,
- RIVERSLEIGH, and,
- ADELS GROVE and LAWN HILL NATIONAL PARK.

An open grade has been completed on the above roads (7th – 11th April). These roads are now open and passable to heavy vehicles.

A roads damage assessment was commenced on the 7th of April. This inspection was partnered by QRA to aid BSC submission for NDRRA funding. The assessment was anticipated to be completed by the 11th of April but was not achieved – the assessment team travelled over 1500kms achieving coverage of the FLORAVILLE, ESCOTT and DOOMADGEE WEST ROADS. The QRA data capture method is slow and prescriptive but provides the BSC best opportunities for submission claims – having Keith Luckhurst assist from GBA provides further support to our claims and provides subject matter expertise.

Keith will arrive on the 14th of April to assist with the completion of the remaining roads. The challenging aspect of this task has been trying to balance the needs of the community to commence open grade works (ensuring safety and functionality) whilst trying to complete assessments and capture damage attributable to EX TC FLETCHER. Although photos were taken of damage during the 27th Mar inspection, they may fall short of the QRA required standard. Damage on the DOOMADGEE WEST ROAD is substantial – I will speak to Keith Luckhurst about an estimate for QRA's information requirements. Simply put, completing any sort of reparations on roads prior to assessment limits the BSC opportunity to provide supporting evidence to NDRRA claims.

This week's assessment will focus on the BOWTHORN and KINGFISHER access roads; this will allow the conduct of an open grade concurrent to ongoing assessment. As of 11th April, an open grade has been completed from WALFORD CREEK to HELL'S GATE. The remaining section to the border will depend on local conditions – this road is still boggy in sections and may only allow for a single cut. I anticipate that the road will be opened to light vehicles (from the NT border to HELL'S GATE) and all traffic from HELL'S GATE to DOOMADGEE.

TIDS – TRAFFIC INFRASTRUCTURE DEVELOPMENT SCHEME

There is approximately 75-80k of outstanding seal works owing to DOOMADGEE ABORIGINAL SHIRE COUNCIL for the current financial year. Commencement date for these works (pending completion of CAMOOWEAL re-sheet) is the 10th of June. I have conducted a site visit (3rd April) for the works and expect to complete on 13th of June.

2. RANGER/ WORKPLACE HEALTH AND SAFETY

Inductions

19th Mar – William Grigor – Safety advisor,
 28th March - David Booth – Road crew, and,
 4th April - Peter Hackshaw – Contract advisor main office.

Incidents reported for this period – 1 - 6 Year to date

21-03-2014 – Dave Marshall – Tightening bolts on Blivet rotor bearing and drive chain cover, slipped on uneven surface and hurt back, did not hurt until after work and body cooled down.

General

- Traffic counters installed in the following places :-
 - Floraville road,
 - Camooweal road after hay farm,
 - Before Century mine,
 - After Century mine, and
 - Units were downloaded and batteries replaced 19 March and some tubes were repositioned.
- Maintaining register of employee licences and tickets, Incident reports etc.
- Obtained information on process for training employees on Electrical testing and tagging of electrical equipment – information supplied to Works manager.
- Letter to Aviation ID confirming Jarrod Campbell is a council employee – required for ASIC card application.
- Attended JCC meeting.
- Replaced missing first aid kit at Main Office.

Workers Compensation

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

Litter Management

- Most rubbish bins returned, washed and stored for the wet.
- 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

Report

Truganini Creek/Jetty	2 Bins in the area – Area popular.
Meat Works	Access still too wet
Bream 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 too wet
Beamesbrook Xing	Bin replaced and being utilised
Gregory Xing	Bin replaced and being utilised

Around town - early morning run around town and entrance roads to remove nightly road kills, 7 dead wallabies removed from town roads during this period.

Animal Control

- Disposed of 1 dog and 2 cats.
- First round of Shires 1080 baiting campaign finalised – to commence Monday 26th May
- Mosquito mister sent to Gregory for Gregory caretakers to mist Gregory and surrounding properties.

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.
- Sprayed storage area outside WTP, Army Yard and STP fenceline.
- Weed sprayed rodeo grounds, fence lines, water points around buildings and tree bases to cut back on the amount of time spent whipper snipping.
- Graslan 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 also treated large infestation beside Laurie Portch's place.
- 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.
- Airport runway edges, lights, gables, windsocks and weather station area sprayed – rain gauge was completed obscured by grass which would be giving dubious readings.

Complaints

- Complaint from Caravan park – dogs entering park and knocking over bins overnight. Installed a dog trap late each evening and collect first up in the morning – only been there one night, and nothing so far.

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 – getting Bob to check unknown / unmarked graves.
- Cleaned up campers rubbish at Escott causeway.

3. PARKS AND GARDEN

- All plant boxes in MGP have now been planted with bulbs and all growing well.
- Toilets and bins at bridge and wharf have been moved back into place before tourists start arriving.
- We have at this stage received 2 new mowers and whipper snippers, awaiting one more of each to be released from workshop.
- Each mower is fitted with a mulcher to reduce time wasted dumping green waste at tip.
- Isaam Milne has started slashing when he can and where it is not so wet.
- Parks and Gardens meetings are still occurring weekly.
- Started weekly to fortnightly mowing of school grounds.

4. BUILDING MAINTENANCE

Inspection has been sought from local builders to assess and compile scope of works for Council House Five.

5. UTILITIES SERVICES MANAGER

Water Treatment Plant

Burketown

- Daily checks and recording.
- Chemical stocks all okay.
- Building and ground maintenance ongoing.

- Water samples to Cairns Laboratory Service - nothing to report.
- Total water used : 8820 kl.
- Daily Average: 284.5 kl.
- Water plant running good at the present time. We have been waiting on parts to arrive so that we can complete the installations we need before works are carried on Chlorinesitu system installation. Parts arrived 7th April 2014. This is programmed to be installed prior to Easter.

Gregory

Water Treatment Plant

- Water treatment plant is running satisfactorily.

Gregory Water Supply:

- BIDDUNGU - There are currently 7 identified leaks on the BIDDUNGU reserve. Water flow to Biddungu remains high. The flow readings are as follows, 1ltr per 15sec and 5 ltrs per 1 minute and 04 sec. The flow was checked by opening the gate valve fully and then restricting by closing and reopening to 2 and a half turns. Due to the restriction of the pipe we had a look at the pressure at the last house - there were no problems with pressure. The problem is even though we have good pressure we do not have the volume. There are 2 noticeable leaks at Biddungu Reserve with water running down road at a good stream. The water main starts at 4"blue brute is restricted to 3" at the meter an runs down to Biddungu and re-joins into a 4" main, it is assessed that this is the cause in reduction of volume.
- We will test the pressure with a pressure guage and also test the fire hydrants . We need to maintain the water to Biddungu without restricting the flow and volume for fire hydrants. Any installation of a pressure reducing valve will affect pressure at the fire hydrants.
- The other leak was at Forshaws Depot water meter. Upon inspection it appears to have been run over and damaged by a slasher. This could be only the Ferrule Cock that is leaking and needs replacing. This will be repaired of Tuesday 15th.

Sewer Pump Stations

All sewer stations are working satisfactorily. We are waiting on Clemments Electrical to install a new mutitrode level sensor at station two and check pump two auto control.

There have been numerous sewer blockages this month. Upon investigation we have found that all blockages have been caused by roots growing in pipes. This is generally caused by trees growing above or very close to sewer pipes. These blockages have been on the residential side of the system before it enters our sewer main. I have spoken to the residents about the blockages and what can be done to repair them.

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 (first quote came in at 10k – ex freight).

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.

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

- Slashing of main strip – ongoing.
- Slashing of signal area – ongoing.
- Require another 6 days of continuous slashing.
- 2 days of whipper snipping.
- Grading of fire breaks 2 days – Grader.
- Bitumen pothole patching 1 day.
- Side strip maintenance 2 days. Potholes repair and levelling.
- Most areas have been poison sprayed.
- Replace damaged graves. Also re-align and secure.
- Blacken all signal area with emulsion.
- Routine checks of perimeter fence – weekly.
- Skytrans – minor problems with paperwork arriving late – usually at other ports or Cairns agent – sometimes the plane arrives before the paperwork if they are a bit early.
- ASIC and VIC cards are used by personnel when meeting flights.
- All airport lighting operating. No faults.
- Automatic weather stations are operational.
- Signal areas are operational – had to replace windsock on far western end.

Gregory Airstrip

- Airstrip solar lighting batteries are ordered and will be replaced on arrival.

Burketown Cemetery

- Mowing. Slashing, Whipper Snipping – ongoing weekly.
- Watering as required.
- Trees and shrubs planting in program.
- Graves identification and numbering – ongoing*
- Plaques identification “how many required” – ongoing*
 - * Identification is time consuming, but it is best if everything is thoroughly checked and not rushed.
- Removal of some dead trees – possibly six.
- At the moment there isn't any A4. Burial Register on the Notice Board at the gazebo. Will use the previous information until an update of sites location is listed. A temporary list will go up prior to Easter weekend.

Gregory Cemetery

- Concrete rubble placed to stop erosion on cemetery entry.

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 April 2014 report.

07.01.01 Works and Services Monthly Update Report

Council notes the contents of the Works Manager April 2014 report.

Moved: Cr Murray

Seconded: Cr Camp

Carried 02.140417 5/0

FILE: BCS/G/CM/Minutes

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: 8th April 2014

LINK TO COUNCIL PLAN/S: Works Program

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

Plant Item	Works Carried Out
⇒ Plant #22 Multi pak roller	⇒ A/C and check over
⇒ Plant #422 Tractor	⇒ Battery
⇒ Plant #457 10 Tonner	⇒ 125K service and windscreen
⇒ Plant #469 Multi tyred roller	⇒ Cab interior and radio
⇒ Plant #474 Rosa bus	⇒ 55K service
⇒ Plant #479 Water truck	⇒ Electrical fault
⇒ Plant #485 Backhoe	⇒ Staked tyre
⇒ Plant #494 Fork lift	⇒ Hyd hose
⇒ Plant #514 SES hilux	⇒ 40K service and windscreen
⇒ Plant #517 50 KVA genset	⇒ Water pump
⇒ Plant #519 Jetpatcher	⇒ Seat fault
⇒ Plant #523 140M Grader	⇒ 2250 hr service
⇒ Plant #526 Fuel trailer	⇒ Suspension upgrade
⇒ Plant #529 Ride on mower	⇒ Tyre, spindles, idler wheels, belt
⇒ Plant #533 Ride on mower	⇒ Tyre, spindles, idler wheels, belt and blades
⇒ Plant #540 Hilux Dual Cab	⇒ 15K service
⇒ Plant #544 Job truck	⇒ Tyres
⇒ Plant #545 Job truck	⇒ Tyres and rear brakes
⇒ Plant #547 Kubota tractor	⇒ 300 hr service
⇒ Plant #549 RAV4	⇒ Danced with wallaby
⇒ Plant #567 Hilux Dual Cab	⇒ Induction

Extras by workshop staff:

Banner poles, Blivet rotor, Wharf lights, Town signs, Tide gauge

2. TENDER UPDATE

Budgeted

- New mowers and whippers- Inducted, good report for mulching
- New rubbish truck with compactor- tender pending

Extra to budget

- Hilux dual cab- Inducted OK
- New Rav 4/Honda- Cancelled

3. OFFICER'S RECOMMENDATION

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

07.02.01 Workshop and Fleet Report

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

Moved Cr Duff
Seconded Cr Forshaw

Carried 03.140417 5/0

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

Adjournment

That Council adjourned the meeting from 9.28am to 9.48am for Morning Tea.

Attendance

Brett Harris and Chris Rohan left the meeting at 9.28am.

Executive Officer Reports

07.03.01 Executive Officer Monthly Report

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

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

DATE: 9th April 2014

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

1. EVENTS

2014 Anzac Day

Anzac Day preparations are near completion. Station packs have been sent out. Two Army representatives will be attending.

2014 Order of the Outback Ball

The Advisory Group has made some firm decisions, updates will be sent out fortnightly to the Councillors and Management Group.

Julia Creek - The Dirt N Dust Festival

Burke Shire Council sent the bus to the DirtNDust Festival in Julia Creek (11th to 13th April 2014) as a donation to the Festival. Dan Counihan will be driving the bus.

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.

New books have arrived. Community members are starting to use the new online system for ordering books into the Library.

Go'55 grant has provided Council with a touch screen computer for the Community; this will be set up in the Library soon.

3. ACCOMMODATION

Council currently has ten people on their waiting list looking for accommodation, six of these are Council staff and four are members of the public. Council currently has two houses vacant (House 5, near the pub and House 12, near the pool). House five has not yet been release for tenancy. There is one Council unit coming up, the current tenants are moving to a Council house, inspections will be required before this unit can be released for occupancy.

Council Staff Applications

House Applications	3
Unit Applications	3

General Public

House Applications	2
Unit Applications	3

4. RADF

The RADF committee meet recently to discuss the updating of the Arts and Cultural Policy, this will be presented to Council soon.

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. This month we are focusing on the promotions and events section of the [website](#) along with adding in extra information onto our [Facebook page](#)
Council Newsletter – [Edition 39 newsletter](#) has been mailed/emailed and added to the website and Facebook page.

6. DEVELOPMENT APPLICATIONS

Full list of Development Applications attached, no new applications received over the last month.

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: 7
Social Support Clients: 2

Centre Base Day Care has commenced at Gregory, fortnightly visits will coincide with Gregory Clinic Days. The CBDC clients attended a Easter luncheon at the Gregory Pub along with Cr Forshaw.

International Women's Day was a great success with \$289.15 being sent to the Drought Relief through our local CWA. Pam would like to thank everyone who stepped in and helped out on the day.

The HACC cruise went well; all the clients had a really good time. More information will be provided in the next Council newsletter.

9. INFORMATION TECHNOLOGY

Civica – Updated timeframe will be presented to Council. Data is still being copied ready for the testing phase.

Recordkeeping – New processes are working well, catchup has been broken up into stages to spread the load out over the next few months. CorpMem will be visiting in June to start the disposal processes for the archive room.

10. OFFICER'S RECOMMENDATION

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

07.03.01 Executive Officer Monthly Report

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

Moved **Cr Forshaw**
Seconded **Cr Murray**

Carried 04.140417 5/0

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

Declaration: Perceived Conflict of Interest

Cr Forshaw declared that a perceived conflict of interest in this matter could exist (as per section 173 of the Local Government Act 2009), due to being the vice president of the QCWQ Gregory branch, but that she had considered her position and was firmly of the opinion she could participate in debate and vote on this matter in the public interest.

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 his wife being a member of the QCWA Gregory Branch, but that he had considered his position and was firmly of the opinion he could participate in debate and vote on this matter in the public interest.

Executive Officer Reports

07.03.02 Donation Request – Q.C.W.A Gregory Branch

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: Donation Requests 2014

DATE: 12th April 2014

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Q.C.W.A Gregory Branch.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Q.C.W.A Gregory Branch received a \$600 donation from Council in 2011/12 financial year.

3. PROPOSAL

The Q.C.W.A Gregory Branch are requesting for support in a cash donation of \$1000 from Council to assist with Gregory Horse Sports and Family Fun Day and in-kind support in rubbish collection, printing of programs and banners/flags advertising the CWA and the horse sports.

Project Summary

The Q.C.W.A Gregory Branch has been established for 52 years and currently has 17 members.

The Gregory Horse Sports and Family Fun Day will be held on Sunday 21st September (date could change) at the Gregory Sports Reserve. The project will benefit the Burke Shire Community by continuing the tradition of bush sports and conducting a family friendly event. This event is open to anyone to attend and is targeted towards families who live in the Shire and anyone else who would like to attend.

Councils support will be recognised and acknowledged on signage at the event, mentioned during presentations and a letter of thanks with results will be forwarded.

Total project cost

	\$\$
Own cash contribution	4 620
Own in-kind contribution	1 680

Other funding sources	3 500
Council Donation Request	1 000
Total project cost	10 800

4. OFFICER'S RECOMMENDATION

That Council approves the following donations for the Q.C.W.A Gregory Branch:-

1. A cash donation of \$1000; and
2. In-kind support for:-
 - a. Rubbish Collection
 - b. Printing of Program
 - c. Banners/Flags advertising the Q.C.W.A and Horse Sports.

07.03.02 Donation Request – Q.C.W.A Gregory Branch

That Council approves the following donations for the Q.C.W.A Gregory Branch:-

1. A cash donation of \$1000; and
2. In-kind support for:-
 - a. Rubbish Collection
 - b. Printing of Program
 - c. Banners/Flags advertising the Q.C.W.A and Horse Sports.

Moved Cr Duff
 Seconded Cr Murray

Carried 05.140417 5/0

FILE NO: Donation Requests 2014

Declaration: Perceived Conflict of Interest

Cr Forshaw declared that a perceived conflict of interest in this matter could exist (as per section 173 of the Local Government Act 2009), due to being a member of the Gregory Downs Jockey Club Inc, but that she had considered her position and was firmly of the opinion she could participate in debate and vote on this matter in the public interest.

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 being a member of the Gregory Downs Jockey Club Inc, but that he had considered his position and was firmly of the opinion he could participate in debate and vote on this matter in the public interest.

Executive Officer Reports

07.03.03 Donation Request – Gregory Downs Jockey Club Incorporated

DEPARTMENT: Corporate and Community Services
RESPONSIBLE OFFICER: Jenny Williams; Executive Officer
FILE NO: Donation Requests 2014
DATE: 12th April 2014
LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Gregory Downs Jockey Club Incorporated.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Gregory Downs Jockey Club Incorporated received \$7000 donation from Council in 2012/13 financial year.

3. PROPOSAL

The Gregory Downs Jockey Club Incorporated are requesting for support in a cash donation of \$5000 from Council to assist with running the Gregory Races – Saddles and Paddles Race Meeting and in-kind support in printing of race books, program, slashing the grounds and printing of banners/flags.

Project Summary

The Gregory Downs Jockey Club Incorporated has been established over 100 years and currently has 15 members.

The Gregory Races will be held on Saturday 3rd May at the Gregory Race Track. The project will benefit the Burke Shire Community by bringing revenue into the Shire (due to an increase in visitors), will continue the tradition of bush racing in the Shire and raise money which is returned to the community. This event is open to anyone to attend and is targeted towards residents of the Burke Shire and visitors.

Councils support will be recognized and acknowledged in program/flyers and race-books, signage at the event, announcements during the event and possibility of naming rights to a race.

Funding will also be sourced from Queensland Racing, Bar and catering proceeds.

Total project cost

	\$\$
Own cash contribution	30 000
Own in-kind contribution	20 000
Other funding sources	33 000
Council Donation Request	5 000
Total project cost	88 000

4. OFFICER'S RECOMMENDATION

That Council approves the following donations for the Gregory Downs Jockey Club Incorporated:-

1. A cash donation of \$5000; and
2. In-kind support for:-
 - a. Rubbish Collection
 - b. Printing of Race Books
 - c. Printing of Program
 - d. Slashing of Grounds
 - e. Banners/Flags advertising the race day.

07.03.03 Donation Request – Gregory Downs Jockey Club Incorporated

That Council approves the following donations for the Gregory Downs Jockey Club Incorporated:-

- 1. A cash donation of \$5000; and**
- 2. In-kind support for:-**
 - a. Rubbish Collection**
 - b. Printing of Race Books**
 - c. Printing of Program**
 - d. Slashing of Grounds**
 - e. Banners/Flags advertising the race day.**

Moved **Cr Duff**
Seconded **Cr Murray**

Carried 06.140417 5/0

FILE NO: Donation Requests 2014

Executive Officer Reports

07.03.04 Donation Request – Burketown Blue Light Association

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: Donation Requests 2014

DATE: 12th April 2014

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Burketown Blue Light Association.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council requested further information from the report submitted for this donation request at their February 2014 meeting. See below report.

3. PROPOSAL

The Burketown Blue Light Association are requesting for support from Council to aid in assisting their branch in purchasing equipment and goods to run activities for the youth of Burketown.

A cash donation of \$7000 is being requested to help purchase items for the Blue Light Trailer for the storage of fully equipped electrical sound equipment to aid in the running of such events as Pool Parties, Blue Light Discos, camping activities, bumper balls, movie nights and many recreational sporting events (including Gold Coast Titans footy camps) for the children of Burketown and outlying properties.

Project Summary

The Blue Light Association has been established for 28 years and the Burketown branch currently has 5 members.

Through this supportive, community based environment we encourage youths to develop leadership, self-esteem, mutual respect, shared responsibility and a positive Police/Youth relationship. This will all be achieved through discos, activities with the township and development programs. This project will benefit the community by reducing incidents of property damage thefts all minor in nature but commenced through burden of youth in the area. Participants in the project will include – Queensland Police Service, Burketown State School, Queensland Ambulance Service and Local Community Members. The target audience if children under the age of 18.

Council will be recognised through National Blue Light Magazine highlighting the importance of local support through the development of youth. Advertising will also be placed on the trailer which is being applied for through the National funding from Qld Lotteries/Gaming, the trailer will cost \$35,000.00.

Total project cost

	\$\$
Own cash contribution	500
Own in-kind contribution	2 000
Other funding sources	35 000
Council Donation Request	7 000
Total project cost	44 500

4. OFFICER'S RECOMMENDATION

That Council approves a cash donation of \$7000 to the Burketown Blue Light Association for purchasing equipment for the Blue Light Trailer.

07.03.04 Donation Request – Burketown Blue Light Association

That Council approves a cash donation of \$1000 to the Burketown Blue Light Association for purchasing equipment for the Blue Light Trailer, in-kind support in relation to maintenance on Blue Light Trailer and use of Council movie screen and sports equipment.

Council encourages an application be submitted to the Gulf Area Community Trust Fund.

Moved Cr Camp
Seconded Cr Murray

Carried 07.140417 5/0

FILE NO: Donation Requests 2014

Declaration: Perceived Conflict of Interest

Cr Murray declared that a perceived conflict of interest in this matter could exist (as per section 173 of the Local Government Act 2009), due to being the Treasurer of the Burketown Barramundi Fishing Organisation Inc, but that she had considered her position and was firmly of the opinion she could participate in debate and vote on this matter in the public interest.

09 Late Item Reports

09.03 Donation Request – Burketown Barramundi Fishing Organisation Inc

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: Donation Requests 2014

DATE: 15th April 2014

LINK TO COUNCIL PLAN/S: Operational Plan

1. PURPOSE (Executive Summary)

To provide information to Council regarding a donation request received from the Burketown Barramundi Fishing Organisation Inc.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Burketown Barramundi Fishing Organisation Inc. received a \$5000 donation from Council in 2011/12 financial year and \$349.88 in the current financial year (Barramundi Fishing Competition held in February)

3. PROPOSAL

The Burketown Barramundi Fishing Organisation Inc. are requesting for support in a cash donation of \$5000 from Council to assist with the Annual World Barramundi Fishing Championships in Burketown. *This organisation is no profit and proceeds from the annual competition are used to assist local community organisation. Sponsorship and volunteer help are imperative to the success of this event.*

Project Summary

The Burketown Barramundi Fishing Organisation Inc. has been established for 38 years and currently has 15 to 20 members.

The Annual World Barramundi Fishing Championships will be held from Friday 18th to Sunday 20th April (Easter Weekend) in Burketown. The project will benefit the Burke Shire Community as the Burketown fishing competition is one of the few major events held within the Burke Shire each year. The event receives significant public exposure throughout the NW region and draws upward of 300 competitors to the Shire. As such it is an important social and economic event for the community. The event will encourage participation from families, individuals and teams both from the local communities and visitors to the Shire.

Councils support will be recognised throughout the event advertising. Major sponsors (>\$2000) are given the opportunity to have a logo on the competition t-shirts. Major sponsors are also allocated one of the top prize categories and a representative for the sponsor is invited to present the prize at the presentation night ceremony.

Total project cost

	\$\$
Own cash contribution	15 000
Own in-kind contribution	20 000
Other funding sources	15 000
Council Donation Request	5 000
Total project cost	55 000

4. OFFICER'S RECOMMENDATION

That Council approves the following donations for the Burketown Barramundi Fishing Organisation Inc:-

1. A cash donation of \$5000; and
2. In-kind support for:-
 - a. Rubbish Collection

09.03 Donation Request – Burketown Barramundi Fishing Organisation Inc

That Council approves the following donations for the Burketown Barramundi Fishing Organisation Inc:-

1. A cash donation of \$5000; and
2. In-kind support for:-
 - a. Rubbish Collection

Moved **Cr Forshaw**
Seconded **Cr Poole**

Carried 08.140417 5/0

FILE NO: Donation Requests 2014

07 Deputy CEO Reports

Chief Financial Officer Reports

07.04.01 Finance Monthly Update Report – for the month of March

DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Frederick Aquilin – Acting Chief Executive Officer

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

DATE: 12 April 2014

1. STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Revenue and Expenditure Report

Summary – The operating position as at the end of March was a surplus of \$3,341,901 (the budgeted surplus for the year being \$2,339,570). For the month of February a surplus of \$1,155,013 was achieved (March represented an increased surplus of \$2,186,888). March was a strong month in relation to the payment of QRA claims and the receipt of rates.

Revenue – The largest single revenue item for the month was the payment of \$668,711 in additional flood damage reimbursements stemming from the 2011 flood events (you may recall that \$1,364,455 was originally disallowed for this event due to Council records not being available from this period. After creating reconciliations based on annual aggregates the QRA allowed this payment, and they are still working on other information supplied to them by BSC). We earned \$125,606 in additional interest, and \$13,250 in additional rental income.

Expenses – ‘Employee benefits’ expenses paid during the month was \$400,560, as supposed to \$226,701 during February, the increase reflecting additional payments relating to terminations and back-pay to various individuals.

2. STATEMENT OF FINANCIAL POSITION

Summary – Overall, the BSC asset base sat at \$111,692,597 at the end of March, which reflects an increase of \$2,135,015 from the February figures. In February the asset base came in at \$109,557,582.

Current Assets – ‘Cash’ increased by \$3,050,260 for the month mainly due to the receipts of cash from rates and QRA.

Non-Current Assets – ‘Capital works in progress’ increased by \$3,065,497 during the month, stemming from the recognition of prior road works that had been expensed instead of capitalised (if road works is in relation to maintenance it should be expensed, but if it reflects an improvement to the road, the amount should be capitalised). All other non-current assets were according to trend.

Current Liabilities – Current provisions, mainly relating to leave liability, decreased by \$13,823 during the month as more leave was taken than was accrued.

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 –

Due to the reclassification of road works expenditure (was previously expensed) as capital, the 'payments to supplier and employees' decreased by \$3,878,490 during the month. 'Receipts from customers' increased by \$3,312,078 during the month due to further rates receipts and QRA reimbursements coming through.

Summary – In total the BSC net cash at hand came in at \$19,012,073 at the end of the period (\$15,961,813 during February) representing an increase of \$3,102,134 since last month).

4. NOTES TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT

QRA – ¾ of a billion project: The QRA auditors were in Burketown for a full week – making sure the finance dept. barely had the chance to talk to other areas of Council for that week due to the time the audit took. The honest truth is that the documentation from the 2008-09, 2009-10, and 2010-11 financial years was not great, nor was it readily available. The finance dept. had to phone suppliers and ask them to resend invoices from three years back (does not make Council look professional). Close out photographs of flood road works performed was generally not available, and the asset revaluation report from 2010 had gone missing/ never been filed into the system (this report wrote down the fair value of one asset class – roads – by \$22m, so an extremely vital document reflecting the largest financial change to Council books in the last 5 years not being filed!). In the end we managed to pull through and provide the bare minimum of information to the auditors. We did develop a great working relationship with the auditors in the end and, so much so that they were assisting us in locating documents and providing detailed advice on what reconciliations we could perform in the absence of firm documentation being available to prove our expenditure.

2nd Half Rates Notices: The bulk of the rates have now been paid. Only \$45,327.01 of debts from prior to the 2nd Half Levy remains unpaid (or 1.3%); this includes interest. For the 2nd Half Rate Levies, the rate clerk is still working through the annual discount (that is to say: removing all debit balances and interest for all annual payers, as the Practical System will not allow for a 15% discount on annual payments). I will update you next month on the progress of this, and on any additional outstanding amounts from the 2nd Half Rates Levy (will not a large percentage).

Financial Statement Audit: During a two day conference in Townsville the QAO auditors and the DCEO finally agreed on the financial statement content. The QAO has completed the financial statement audit of the BSC 2012-13 accounts and are now in the process of compiling notes for management/ Council to review (so QAO will approve the 2012-13 financial statements as they stand and provide us with an affirmative audit opinion for that financial year, but will then release a whole heap – expect pages – of audit notes of where they expect to see improvements from Council before the next audit. The improvements sought will relate to grants – including QRA – documentation kept by BSC and to all documentation relating to assets, such as condition assessment reports, depreciation evaluations, various asset register improvements etc.)

EFON and Tropical Financial Statement Conferences (Townsville): The DCEO attended the Executive Finance Officers Network and the Tropical Financial Statement Conferences in Townsville during the month. The following was the main points discussed:

- Detailed instructions on what documentation was expected from any asset revaluations (BSC is currently in the middle of one with XY Mapping. Further details provided in the Acting CEO report).
- A letter to go to the Minister of Local Government and to the Minister for Transport will be prepared regarding the difficulty of submitting RMPC claims vs. TIDS claims.
- Benchmarking of data (both financial and non-financial). The Road Alliance benchmarks were also discussed and highly recommended for use by the QAO director present (hint, hint).
- The 2014-15 budget = an election budget (if Council wishes to have completed items to show the community before the next election, the upcoming budget will be where projects will need to be included)
- Changes to long term financial forecast models – a new model to be released by the Queensland Treasury Corporation. DCEO has been promised a free trial for one year.
- Simple savings: review double up in insurance costs (the DCEO has scheduled a review with AON – insurance company – as a result of these discussions).
- A new 'National Competition Policy' is about to be released/ come into effect which will impact on the documentation Council will need to keep in regards to its' business activities. We will need to prove that we do not distort the private market by our activities. As BSC operates in a "small pond" where any business dealings will form a greater share of the market, this will especially apply to us.

5. OFFICER'S RECOMMENDATION

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

07.04.01 Finance Monthly Update Report – for the month of March

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

Moved Cr Duff
Seconded Cr Murray

Carried 09.140417 5/0

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

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) (b and h)*.

Council moved into closed session at 11.03am.

Moved: Cr Camp

Seconded: Cr Duff

Carried 10.140417 5/0

Attendance

Jenny Williams left the meeting at 11.07am.

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 12.48pm.

Moved: Cr Murray

Seconded: Cr Forshaw

Carried 11.140417 5/0

Adjournment

That Council adjourned the meeting from 12.48pm to 1.43pm for Lunch.

14.01 Closed Session Report – HR policies and procedures

DEPARTMENT: Office of the CEO
RESPONSIBLE OFFICER: Frederick Aquilin, Acting CEO
FILE NO: Human Resources
DATE: Wednesday 16th of April
LINK TO COUNCIL PLAN/S: Policies and Procedures

1. PURPOSE (Executive Summary)

To update Council on queries that was brought to the attention of Councillors and to update certain current HR related procedures.

2. OFFICER'S RECOMMENDATION

That Council agrees with the proposed outline of new policy and procedures development.

14.01 Closed Session Report – HR policies and procedures

That Council agrees with the proposed outline of new policy and procedures development.

Moved: Cr Duff
Seconded: Cr Murray

Carried 12.140417 5/0

FILE NO: HR Policy and Procedures

07 Acting CEO Reports

07.05.01 Acting CEO Update Report

DEPARTMENT: Office of the CEO

RESPONSIBLE OFFICER: Frederick Aquilin – Acting Chief Executive Officer

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

DATE: 12 April 2014

From Saturday the 5th of April until the Council Meeting day of Thursday the 17th of April the Deputy CEO has been the Acting CEO. During this time he has worked to further the existing projects established by the CEO and Council and have watched over the day-to-day Council activities.

1. MAIN COUNCIL ACTIVITIES AND ACTIONS TAKEN BY THE ACTING CEO

QRA

Council has 3 QRA related items that is being worked on at the moment:

- QRA audit of old 2008-09, 2009-10 and 2010-11 claims: the QRA auditors were in Burketown last week and they were very pleased with our assistance (that included Chris, JY, and Col, as well as Simba, Hayley, Karen, and Madison). These auditors will now hand over their work to the Queensland Audit Office (together with what they've found at 14 other Councils that received flood damage over a certain amount). A lot of documentation needed was missing and needed to be recreated for the relevant information to be made available to QRA.
- QRA close out of the 2012 and 2013 events: we have now reached the trigger point to close out these events. Preferably we would like to close these out before work on the new 2014 event starts to avoid future confusion (this is not a QRA requirement but a DCEO preference). In practical terms we will need to complete forms relating to our expenditure, generate transaction listings for the expenditure on each road, generate close out photographs and sign management certificates. We should have this work completed within the week.
- QRA 2014 flood damage assessment – ongoing: Our engineer Keith Luckhurst and Peter Koch from QRA was traveling around the Shire with Chis to document the flood damage from the 2014 event (cyclone Gillian). This work will resume next week when Keith is back in Burketown (QRA will not make it next week due to the expected work stemming from Cyclone Ita).
- Extensive damage has been detected on the Doomadgee East Road up to the NT border and the initial \$10m damage estimate appears to be conservative. It may very well be higher.

Request for assistance with poor roads from Council residents

Mick Curtis – manager of Bowthorn Station – phoned the Acting CEO to advise that:

- Fuel was running out at Bowthorn Station and the Kingfisher back-station within 3 weeks. As the trucks could not get through a grading of Bowthorn and Kingfisher Rd's was needed urgently.
- Kingfisher had tourists booked in for Easter, and as it took 2 ½ hours for the station manager to cover 46 km's on these roads, tourists could not be expected to travel well on the same roads.
- The station manager mentioned that apart from the above mentioned roads, the Nudgaburra Rd was in a terrible state and a grade would most likely not resolve this.

I communicated this to Chis Rohan who made a detour on his QRA travels to confirm the above (confirmed). The grade on Bowthorn and Kingfisher Roads Started this week and is expecting to have been completed within 2 and 3 days respectively on Bowthorn and Kingfisher Rd's. The station manager expressed being pleased with the quick response – he went to great length to explain the previous timeframes for responses to be made or lack thereof – and we agreed to look into Nudgaburra Rd as a more long term project post the completion of the QRA assessment works.

Community Hub

- The Council Works Department's involvement in the construction of the Community Hub is all but complete:
 - The pads are all but complete – additional gravel was needed at one stage but this has since been resolved
 - Water connection prep. work has commenced.

- A request came in for the builders to be allowed to work 7 days a week on the project, for it to be completed according to the deadline. This was approved and a notice has gone out to the community.
- The project manager has asked that requests not be made directly to the builders but to him, as some confusion has arisen by comments made to the builders by people connected with Council. The Acting CEO and CEO has access to the contact details of the Project Manager.

Doomadgee West Rd road works

- This roadwork was completed very late in the last dry season and due to large losses on the stock pile pad stemming from the wet season, some additional work is now deemed to be needed.
- Stabilised Pavements Australia (SPA) reported that an additional \$58,000 was needed. This has been confirmed by our engineer Keith Luckhurst and he has also confirmed that these losses did not occur as a result of SPA but due to the wet season.
- Keith will issue a certificate for this work to be completed, prior to the second seal being commenced (prime seal has already been completed).
- This damage could potentially be covered by QRA – investigations continue.

Other road works – in brief

- Riversleigh – Lawn Hill / Adels Grove: an open grade has been completed.
- Camooweal Rd: The cultural heritage application is being progressed with DTMR. Work will commence after clearance has been given.
- Doomadgee West Rd: Open grade commenced on Thursday the 10/04
- The road below the works depot, Burketown (belonging to Joy Arnold): Chris is working on a solution to water coming down on a part of this road which has disturbed the residents of this parcel of land and caused trucks not being able to travel on the road.

RMPC – discussions regarding claims/ process

- David Lucas of DTMR was in Burketown during the week to work on the RMPC program with Collin Baker.
- As reported previously DTMR stated that BSC had to finish at least 50% of the 2013-14 works before Christmas (this was not in the RMPC contract and was not promised through Council work flows) which caused Council so hurry the delivery of the work and hurry putting in a claim. As a result the RMPC claim 1 for 2013-14 was disallowed pending further clarifications. Cassy has been working with Ernesto Cabanban of DTMR to finalise the claim. Some clarification has been achieved to date.
- David requested that we finalise the claim ASAP. The threat of lost funding stemming from not having finalised 50% of the claim by Christmas seems to have gone by the wayside.
- In the past BSC organised and paid for cultural heritage monitors ourselves, and then claimed this amount back from DTMR. The area manager Kristy Howles has disallowed this practice and BSC now has to notify DTMR 15 days prior to needing cultural heritage monitors for DTMR to organise this for us. This is disruptive to BSC. The DTMR also take a long time to pay claims and especially one group of local TO's expect payment within 24 hours; this also has the potential to cause conflict. A letter has gone out the Kristy Howles explaining this and asking for a reversal of the new policy. Council will be kept informed. Should this policy not be reversed by DTMR it would be prudent to write a letter to the various official TO bodies to explain the situation.
- As a preliminary figure we will receive \$777,000 as an RMPC contract next financial year (as supposed to \$751,000 this financial year). Chris is working on our unit rates.

Orders – a shake-up

- Before a purchase of a good or service is made by Council:
 - A certain number of quotes has to be sourced (depending on the amount).
 - A requisition has to be made and provided to a management group member for sign off
 - A purchase order then can be issued and signed off on by the manager and then sent to the supplier.
 - The above documentation is then attached to the invoice upon arrival and is then paid (after the receipt of the good/ service has been confirmed in writing)
- The above process – which is detailed in our procurement policy – has not always been followed by Council staff/ managers.
- Karen McGrath has been tasked with monitoring this process carefully and reports any anomalies to the DCEO/ACEO.
- Council will be kept informed.

Peter Hackshaw – consultant

- Peter has been working on the corporate plan; the completed plan will be based on the work already completed and Phil's comments with Peter's additions for a final review by Phil to make it "his own".
- In anticipation of the soon to be released financial statements, Peter has worked on the annual report. The "frame" of the report had already been established by the previous CEO but extensive additional work has also been carried out in an effort to make the report fully compliant with current legislation and regulation.
- Peter has also worked on the Gregory Camping reserve. He discovered that certain local laws will need to be updated/ altered for this project to proceed further. He aims to speak to Phil/ Tracy/ other Councillors to work out exactly what is being envisaged, to enable all changes to the local laws to be adopted at once. Previous changes to local laws passed early in this financial year omitted important facets that will need to be included in future versions of the same.
- He has worked on the future industrial and residential development of Burketown and is working through number of questions in relation to this. A report will be made available to Council regarding this.

Ken Hunt

When he was in Burketown, Ken Hunt stopped by for a discussion where we discussed:

- Value For Money and systems for productivity and efficiency improvements.
- The fact that corporations operate under federal awards (and not state) in case BSC plan to start any joint ventures/ corporations, which may result considerable reductions; it may also require additional reporting by Council to the Australian Securities and Investment Commission and to the Department of Local Government.
- Systems for productivity and efficiency improvements and how to install them

I will work on a summary of what the BSC might need in this area and Ken Hunt will then set out a statement for how he could possibly be of assistance. This will then be taken to the CEO for further review. As a preliminary timeline he could be available to BSC in mid to late August and onwards.

Asset valuations

- Great progress has been made in the preparation of the asset re-valuation for BSC ahead of the end of the financial year (June).
- XY Mapping in conjunction with Garry Jeffries has worked on this project for BSC for some time and it is now at a point where enough information is available to actually start the re-valuation.
- The re-valuation will be made available to the BSC in the format prescribed to us by QAO (and hence the report will be fit for an audit) and will enable us to update the asset values and depreciation rates in our financial system.
- Scott Kay is coming back to Council early next week with a timeframe for the completion of the work.
- The work will include processes that Council can adopt and follow without the need for further professional input, saving Council money in the long run.

Staff members – movements

- Melissa Laurence will become a casual employee of Council for two days a week (to commence the week starting 14/04). This arrangement will assist Madison Marshall to manage the Office Administration Team when Executive Officer is away. The employment is casual ongoing at this stage and will be reviewed in detail upon the return of the Executive Officer from leave. This is a placement within an existing but vacant position.
- David Booth (Jnr) has been appointed as a casual Grader Operator due to an urgent need. David started on the 31st of March and the employment is expected to last for a number of weeks.
- The recruitment of a Senior Project Officer is underway and it is envisaged that Council will hold phone interviews with three candidates. This will take place via telephone conference on Wednesday the 16th of April. At this stage the Mayor, Deputy Mayor, CEO and Acting CEO are invited. Other Councillors please indicate your interest. After the completion of this it will be decided whether a personal meeting is required before an appointment can be made, or not.

Toilet Facilities in Gregory

- The DTMR has asked BSC for a quote for \$80,000 to go towards new Toilet Facilities in Gregory.
- Council has various quotes from contractors at it's disposal – for facilities put on a concrete slab or on stumps – which are currently under review. A quote has been submitted to DTMR.
- BSC will have to meet any additional costs associated with planning and approval, and also in relation to installation and maintenance.
- It is a condition of the funding that the facilities be available before 30 June 2014.
- Council will be continuously briefed on any relevant developments.

Armour Energy – courtesy meeting with GM of Operations

- Roger Cressey, the GM of Operations of Armour Energy was invited to attend a meeting in town and made a courtesy call to the Burke Shire Council.
- The Deputy Mayor and the Acting CEO attended on behalf of Council.
- The GM stated that it would be at least a further 2 years of testing required before the company would be ready to commence commercial drilling.
- Before this testing can occur, the company is seeking another company to partner with. The GM expects this could happen within a few months, and will keep Council informed.
- He provided various interesting information regarding expected future activity within the Shire, including the status of another mining lease the company is in the pursuit of.
- The above information is already in the public domain.

Weed Spraying – RFQ has been released

- A RFQ relating to weed spraying has been released.
- Council requested this to be completed in the February Council meeting
- The RFQ closes on the 16th of April at noon.
- If possible, a proposal will be made to Council regarding the outcome.

Storm tide gauge – installed

- The Department of Science came to the Council office to advise Council that the Storm Tide Gauge has been installed by the wharf.
- It was requested that Council supply a suitably qualified, designated Council contact for the Department to deal with. They specifically requested Robert Sinclair – who had previously stated he did not object to this. This was approved.

2. OFFICER'S RECOMMENDATION

That Council notes the content of the Acting CEO Update Report for April

07.05.01 Acting CEO Update Report

That Council notes the content of the Acting CEO Update Report for April

Moved Cr Duff
Seconded Cr Camp

Carried 13.140417 5/0

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

08 Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Update Report

Chief Executive Officer currently on leave. Updates have been included in the Acting CEO report.

10 Consideration of Notice(s) of Motion and Petitions

10.01 Notices of Motion

10.02 Petitions

11 Mayoral Report

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

Moved: Cr Duff

Seconded: Cr Murray

Carried 14.140417 5/0

Attended the following:

- RADF Meeting – Burketown
- JCC Meeting
- NWQld Strategic Development Workshop (NWQSDS) – narrowing down focus for targeted priorities
- John Martin – with CEO, DM – consultant on pontoon proposal in neighbouring shire
- Public Meetings – Gregory and Burketown – re proposed new water rating system
- Peter Hackshaw – with CEO – senior consultant hired by council to focus on completion of key projects
- Meeting to discuss land tenure matters - with CEO and other stakeholders
- Telephone conferences – re pontoon, community hub
- Was to have attended Federal Government Senate Inquiry into North Australia White Paper – Normanton – with ACEO- postponed due to Cyclone Ita
- Burketown SS P&C Meeting – seeking to develop a relationship between BSC and Student Council
- Interviews for SPO

Invited to Resources Q community consultation Meeting in Mt Isa – determining resources plan for next 30 years

Contacted Sen Ian Macdonald regarding Mobile Blackspot Programme, various sources regarding potential Anzac Day funding application,

Completed surveys – LGAQ, Dept Local Government, priorities for RCSAC,

GSD –

- New CEO has settled in well and transition to Normanton is progressing. Some issues with suitable internet availability. Work is soon to begin on dwelling/office in Normanton.
- Facilitating day with MMG to bring LG stakeholders up to date with transitioning to closure plans
- Have had interest expressed from other parties regarding membership. Skytrans intends to renew corporate membership

12 Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Poole

Carried 15.140417 5/0

13 New business of an urgent nature admitted by Council

None presented to the meeting

15 Deputations and presentation scheduled for meeting

None presented to the meeting

16 Closure of meeting

The Chair declared the Meeting closed at 3.03pm.

I hereby certify that these pages numbered 1 to 33 - constitute the
Confirmed Ordinary Meeting minutes of the Council Meeting of Burke Shire Council
held on Thursday 17th April 2014.

Mayor Cr Ernie Camp