

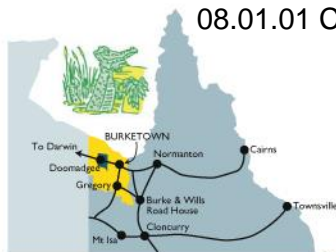


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*Confirmed Minutes
Burke Shire Council Ordinary General Meeting
Friday 23rd May 2014
9.00am Council Chambers*

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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

Philip Keirle; Chief Executive Officer
Frederick Aqvillin; Deputy CEO
Chris Rohan; Works Manager
Brett Harris; Workshop Fleet Manager
Jenny Williams; Executive Officer (as indicated)
Madison Marshall; Executive Assistant Administration (Minutes)

03 Prayer

Cr Forshaw led Council in Prayer.

04 Consideration of applications for leave of absence

No applications for leave of absence were received.

05 Confirmation of minutes of previous meeting(s)

05.01 General Meeting 17 April 2014 and Special Meeting 9 May 2014

That the Minutes of the General Meeting of Council held on Thursday 17 April 2014 and the Minutes of the Special Meeting of Council held on Friday 9 May 2014 as presented be confirmed by Council.

Moved: Cr Forshaw

Seconded: Cr Murray

Carried 01.140523 5/0

FILE NO: BCS/G/CM/Minutes

06 Condolences

Council expressed their condolences to Jaymie Tennant's family and to the Hutley Family formerly of Riversleigh.

Attendance

Madison Marshall left the meeting from 9.39am to 9.41am.

Wiles Road Services entered the meeting from 10.17am to 10.28am.

15 Deputations and presentation scheduled for meeting

15.01 Wiles Road Services

- **Fiona Wiles presented herself and her family to Council**
- **She mentioned that the family had bought Tirranna Roadhouse**
- **The family had lived in a rural setting before and believed in staying engaged with the community; they would certainly engage with the Burke Shire Community when moving to Tirranna**
- **They are about to open Tirranna very soon**
- **Councillor Poole advised them to check rates policy and licensing and leasing requirements carefully and to be wary of high electricity costs**
- **Councillors welcomed the Wiles' to the Burke Shire**

07 Deputy CEO Reports

07.02.02 14-08 Rubbish Truck Tender

DEPARTMENT: Works & Services

RESPONSIBLE OFFICER: Brett Harris; Workshop and Fleet Manager

FILE NO: BCS/FM/Ten/TD/2014 14-08

DATE: 13 May 2014

LINK TO COUNCIL PLAN/S: Asset Management Plan

1. PURPOSE (Executive Summary)

To award the tender 14-08 Job Truck with Hooklift and Rubbish Compactor. There were three suppliers offering six responses with options to this tender which are listed below.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Tender 14-08 is in accordance with Council's plant upgrade/replacement practices.

3. PROPOSAL

That a decision be made to grant purchase of vehicle to either supplier as per attached summary.

4. OFFICER'S RECOMMENDATION

That the NPR400 Isuzu truck with automatic gearbox, TAM hook lift and Russ minipactor with L/H bin lift be purchased from Tony Ireland Isuzu with the optional kerbside bin lift for \$222,908.78.

07.02.02 14-08 Rubbish Truck Tender

That the NPR400 Isuzu truck with automatic gearbox, TAM hook lift and Russ minipactor with L/H bin lift be purchased from Tony Ireland Isuzu with the optional kerbside bin lift for \$222,908.78.

Moved: Cr Murray
Seconded: Cr Forshaw

Carried 02.140523 3/2

FILE NO: BCS/FM/Ten/TD/2014 14-08

07.01.01 Works and Services Monthly Update Report

DEPARTMENT: Works and Services
RESPONSIBLE OFFICER: Works Manager
FILE NO: BCS/G/CM/R/WM
DATE: 13th May 2014
LINK TO COUNCIL PLAN/S: Works Program

1. WORKS MANAGER

General

Works completed or commenced over the last month include (up to 13th May 2014):

- Completion of open grade on the NUGGABURRA RD.
- Commencement of road verge slashing on the DOOMADGEE EAST ROAD. Slashing on 78A has been completed.
- Completed QRA road damage assessment. This has seen the involvement from QRA assessor, engineering consultant (Keith Luckhurst – GBA) and BSC Works Staff. John Tuxworth has visited the Burke Shire to check on the completion status of 2012 flood damage works. Outstanding works include:
 - Re-sheet sections on the NUGGABURRA RD,
 - Re-sheet sections on the MELLISH PK access,
 - Formation grade of shoulders on the FLORAVILLE RD, and
 - Re-sheet sections on the BOWTHORN RD.
 - These works will be split between contractors and day labour to complete works prior to the end of the current financial year.
- Commenced RMPC heavy formation grade and re-sheet on 6801 (CAMOOWEAL RD).
- Works awarded for:
 - Culvert wingwalls (FORSHAW Contracting),
 - Removal of Stumps at GREGORY School (FORSHAW Contracting), and,
 - Pest Weed Spraying (CLC).
- Entry Statement signs for GREGORY were erected.

RMPC

The Roads Maintenance Performance Contract is now into the final quarter for the current financial year. Outstanding works include the commencement and completion of wingwalls on culverts along the WILLS DEVELOPMENTAL ROAD (this work will be completed by FORSHAW CONTRACTING). Open grade, formation grade and re-sheet works are underway on the CAMOOWEAL RD. Verge slashing has been completed on the BURKETOWN to GREGORY RD and commenced on the DOOMADGEE EAST RD.

TIDS – TRANSPORT 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.

An EOI for the re-seal of roads in DOOMADGEE has been released with an expected completion date in mid-June.

2. RANGER/ WORKPLACE HEALTH AND SAFETY

Inductions

16th April – Melissa Laurence – Admin – Main office.

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

- 10.04.2014 David Marshall – Community Hub Works – Whilst tipping dirt with skid steer into truck tray, the skid steer loader has become unstable and tilted forward onto bucket, no injuries, the operator has lowered bucket till machine has righted itself exited machine and checked for damage. Found no damage to machine and has continued to work.
- 30.04.2014 Damian Cooling – Boundary Pit 6801 Gregory/Camooweal Road – Unloading excavator at worksite, excavator bucked was coming near the unloading ramp, dismounted excavator to check that hydraulic hose would not be damaged by the bucket against the ramp, operator stepped into gap where ramp had been widened to accommodate the width of the excavator tracks.

General

- Traffic counters installed in the following places :-
 - Floraville road,
 - Camooweal road after hay farm,
 - Before Century mine,
 - After Century mine, and
 - Units haven't been unloaded this period.
- Maintaining register of employee licences and tickets, Incident reports etc.
- Email from Aviation ID confirming Jarrod Campbell has been successful in his application for an ASIC card.

Workers Compensation

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

Litter Management

- 2 bins still out at local accessible fishing locations
- Dumping Points x 7 had been excavated in time for Easter weekend, locations GPS'd
- 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

5 Bins in the area

Bream hole (Nicholson river)

1 Bin – Bin was returned to area whilst I was away – now can't be accessed

River Road

1 Bin at the bottle heap – dumping point for rubbish at the access to the area

Beamesbrook Xing

1 Bin being utilised

Gregory Xing

2 Bins being utilised

Around town Conduct a daily early morning 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. 7 dead wallabies removed from town roads during this period.

Animal Control

- Disposed of 1 dog.
- First round of Shires 1080 baiting campaign finalised – to commence Monday 26th May, no meat injection will occur in town due to previous incidents of dogs getting baits in town.
- Mosquito fogging continued up till Easter weekend, mosquito numbers have since dropped off.

Weed Control

- Chemical shed poisons audit.
- Checking and maintaining vegetation eradication and maintenance of Ergon solar yard at Doomadgee.
- Sprayed vegetation around causeways, floodway's and guide posts on all access roads to town and airport.
- Quotation received for bulk chemical in case council goes ahead with using contractors to spray selected areas for weeds.
- Sprayed depot yard fence lines to save on whipper snipping.
- 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 near west end of Sloman Street.
- Airport runway edges, lights, gables, windsocks and weather station area sprayed – rain gauge was completely 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 – continued for 1.5 weeks – no dogs caught, and no reports of dogs in the park during this period by Jake.

General

- Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave
- Friday 11th April Skytrans RPT broke down, had to fly a replacement aircraft in PM that night, faulty aircraft was finally repaired and departed Sunday 13th April.
- 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

- Would like to thank Kristy for stepping up to Acting Supervisor and doing a great job while I was on leave.
- Slowly returning to the works program now that the wet season has gone.
- Parks and Gardens spent a lot of time and effort with the ANZAC day preparations and did a fantastic job.
- Paddles and Saddles in Gregory saw Parks and Gardens staff assisting Gregory Staff over the weekend. Reports on the performance of P&G staff have been very positive.

4. BUILDING MAINTENANCE

Inspection has been sought from local builders to assess and compile scope of works for Council House Five. These requests are being compiled as part of a larger scope of works to address the outstanding backlog of maintenance requests across council properties.

5. UTILITIES SERVICES MANAGER

Water Treatment Plant

Burketown

- Due to the rain period over the month of APRIL 2014 we have used less water:
- WTP TOTAL: 11,898 KL at an average of 396.6 kl per day. Full information on the APRIL 2014 meter readings.

- Compared to the last 2 years the water usage has dropped by approximately 7,000 kl which has been influenced by rain and the introduction of water rate charges. April 2013: 19, 523 kl used April 2011: 19,266 kl used.
- We have had no major issues as of yet with breakdowns with in the Water Reticulation System. We managed to fix all the small leaks around town which has increased the pressure in the water mains, thus requiring us to decrease the mains pressure from 60 psi at the WTP to 50 psi. This reduction was due to the pressure rise in the mains by having all the repairs made.
- UPGRADES to the WTP will be taking place from the 13th –23rd of May with the first week being the Meter Calibrations and then the installation of the New Chlorine System.
- We have been busy preparing the site for the new system by removing the Alum Batching System and pumps for easier access to where we will be installing the new system. Clemments Electrical has to disconnect and move a few power points so that we can still use the current dosing system till work is completed on new system.
- The only problem we have had along the way is the rain which has stopped us using plant to access the items and removal of items to and from the covered area and WTP shed. Hope fully we can repair this area before next rain season.

Gregory

- Water leaks at BIDDUNGU have seen excessive water use within the reserve. The CEO has addressed these issues with Edwin Jacobs and a plumber has been engaged to assist. Water restrictions have been put in place to help alleviate water supply issues until the plumbing issues at BIDDUNGU have been resolved.

Sewer / Sewer Treatment Plant

- We have issued an order for purchase of the new rotor B and the service and installation of rotor B to WRG. This should be completed over the next few months.
- We will be doing our second testing of the sewerage this month. Although April samples have passed we have had a spike in faecal coliforms that will be retested on the 13th of May.

Wash Down Bay

- Over the past couple of weeks I had been asked about the wash down bay and how we can solve this issue. I have given my report to the Works Manager /Exeng. The Works Manager and Exeng have been chasing up different types and styles of wash down system and prices.

Aquatic Centre

- New furniture is being investigated for the aquatic centre.
- Shade sails have arrived and are waiting to be installed.
- Pool A has a broken part that has now been ordered and should be this week. We have been looking at way to improve the seating at the pools. The options are recycled plastic, concrete and aluminium benches. The metal supports for existing benches currently rusting due to saltwater so we are looking at different products which will work in this environment.

Nicholson Pumping Station

- ABB technicians will calibrate all measuring devices week beginning 12th May
- Routine checks on a weekly basis.
- Standby GenSet checked and run during visit.
- Switchboard – okay.
- Pumpwell and enclosure – okay.
- Shed and compound – okay.
- Submersible pumps – operational.
- Old Jetty needs to be cordoned off from public access.

Water Reticulation

- Valve and hydrant maintenance ongoing.
- Water meter replacement – town area completed.
- Water supply rising main – water meter has to be replaced and installation of new connection.
- Water meter readings now being conducted monthly.
- Flushing of water mains – carried out regularly or as needed / requested.
- Water samples – sent out to the laboratory service in Cairns for testing and reports on a monthly basis.
- All leaking services are being attended to in an urgent manner.
- Monitoring of all services are done on a daily basis.
- The pipe line to the community hub has been installed.

Water Supply Rising Main

- Grading access road at this point in time may be still wet in places.
- Check water meters along the pipeline.
- Devegetate easement along the pipeline.

Burketown Aerodrome

- Routine checks prior to RPT's Skytrans.
- Weekly checks – perimeter fence.
- Aerodrome log reporting on days of RPT's flight as per log book.
- Mowing around lights and gables – ongoing.
- Slashing of strip continuation – area now drying out. Will program for the following week
- Building all okay – cleaning and mowing ongoing.
- A NOTAM is current for the airstrip pending the repair of the PAL system.
- Work still required on side of strip – pothole patching.
- Both windsocks have been replaced

Gregory Airstrip

- Airstrip solar lighting batteries are ordered and will be replaced this week.

Burketown Cemetery

- Mowing and slashing of the area is continuing on a weekly basis.
- Some shrubs and trees have been planted; still require more to complete the task.
- A4 burial register has been attached to the notice board at the gazebo.
- Grave markers and plaques still in the program.
- Fencing – okay.
- Work is required on the drip line watering system.

Gregory Cemetery

- Nothing to report.

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 May 2014 report.

07.01.01 Works and Services Monthly Update Report

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

Moved: Cr Duff
Seconded: Cr Poole

Carried 03.140523 5/0

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

07.02.01 Workshop and Fleet Report

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

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

DATE: 13th May 2014

LINK TO COUNCIL PLAN/S: Works Program

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

| <i>Plant Item</i> | <i>Works Carried Out</i> |
|------------------------------------|--|
| ⇒ Plant #22 Multi pak roller | ⇒ A/C and check over |
| ⇒ Plant #407 Sweeper | ⇒ Replace broom |
| ⇒ Plant #426 Low loader | ⇒ Tyres |
| ⇒ Plant #427 Side tipper | ⇒ Bearings, brakes, lights and check over |
| ⇒ Plant #428 Side tipper | ⇒ Bearings, brakes, lights and check over |
| ⇒ Plant #429 Dolly | ⇒ Bearings, brakes, lights and check over |
| ⇒ Plant #441 Water tank | ⇒ Patch rust holes |
| ⇒ Plant #470 Loader | ⇒ Batteries |
| ⇒ Plant #486 Side tipper | ⇒ Bearings, brakes, lights and check over |
| ⇒ Plant #487 Dolly | ⇒ Bearings, brakes, lights and check over |
| ⇒ Plant #488 Job truck | ⇒ PTO again |
| ⇒ Plant #522 140M Grader | ⇒ 3250 hr service |
| ⇒ Plant #524 Hilux | ⇒ 45K service |
| ⇒ Plant #529 Ride on mower | ⇒ 1,000 hr service and seat belt |
| ⇒ Plant #533 Ride on mower | ⇒ Brake switch, spindles, idler wheel bearings, belt |
| ⇒ Plant #534 Landcruiser (Gregory) | ⇒ 50K service |
| ⇒ Plant #536 Landcruiser | ⇒ 65 K service |
| ⇒ Plant #538 Job truck | ⇒ 30K service |
| ⇒ Plant #541 HACC Bus | ⇒ 20K service |
| ⇒ Plant #549 RAV4 | ⇒ Gone on truck |
| ⇒ Plant #561 Landcruiser dual cab | ⇒ 50K service |

Extras by workshop staff:- Banner poles, Wharf lights, Town signs, Data signs, JJJ, Grid repairs

Vehicles due for replacement:- #535 Landcruiser (works Manager) 80,990 kms. Chris has indicated he would like a Hilux.

2. TENDER UPDATE

Budgeted - new rubbish truck with compactor- tender report in.

3. OFFICER'S RECOMMENDATION

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

07.02.01 Workshop and Fleet Report

That Council notes the contents of the Work Shop and Fleet Manager's May 2014 report; and

That Council approves the investigation of replacement of plant 535, 536 and 537

Moved: Cr Camp
Seconded: Cr Murray

Carried 04.140523 5/0

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

Adjournment

That Council adjourned the meeting from 10.49am to 11.10am for morning tea, all were present except Chris Rohan and Brett Harris.

07.03.01 Executive Officer Monthly Report

DEPARTMENT: Corporate and Community Services
 RESPONSIBLE OFFICER: Frederick Aquilin, Deputy CEO
 FILE NO: BCS/G/CM/R/EO
 DATE: Wednesday 14th May 2014
 LINK TO COUNCIL PLAN/S: Operational Plan (One year)

1. EVENTS

2014 Anzac Day - Anzac Day was completed successfully. Great attendance at both services.

2014 Order of the Outback Ball - Ball meeting was held on Sunday 11th May 2014. The Advisory Group has made some firm decisions, updates will be sent out shortly to the Councillors and Management Group.

Newsletter - Deadline for newsletter submissions is COB Friday 16th May 2014 to Madison Marshall. The newsletter will be released at the end of May.

MMG Briefing - MMG will arrive on Monday 19th May 2014 for a community briefing between 6pm and 7.30pm. Venue to be listed on the impending notice.

2. LIBRARY

This month the team has focused on the library exchange (book exchange between BSC and the State Library) which has now been completed.

3. ACCOMMODATION

Housing allocations will be dealt with in a closed session report submitted by the CEO.

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, on Musgrave Street and House 12, on Anthony Street). House five has not yet been release for tenancy. There are three Council units vacant (Unit 1 – 171 Musgrave, Unit 6 – 172 Musgrave and Unit 7 – 172 Musgrave).

Council Staff Applications

| | |
|--------------------|---|
| House Applications | 3 |
| Unit Applications | 3 |

General Public

| | |
|--------------------|---|
| House Applications | 3 |
| Unit Applications | 3 |

4. RADF

The RADF Funding application for 2014-15 has been submitted.

5. PROMOTION

Website – Social Media Training will be held in Gregory on Wednesday 21st May 2014. Council has been increasing Facebook posts throughout the month.

6. DEVELOPMENT APPLICATIONS

The Old Burketown Hospital has been demolished.

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

7. ENVIRONMENTAL HEALTH SERVICES

Environmental Health Officer, Noel Milner will be in Burketown from 10th June 2014 – 14th June 2014 to complete inspections of Food Businesses.

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

- HACC is still travelling to Gregory every second Thursday where the clients are enjoying their meetings and activities.
- A few HACC visitor's travelling through from interstate have visited HACC and it was interesting to hear what they are doing in their respective units.
- The clients have been into new crafts with mosaic tiled blackboards being their latest venture. Over two sessions they produced some wonderful work.
- The clients are all excited at the prospect of doing some woodwork, especially the men. Their workbench was assembled with much enthusiasm and seeing them hanging all the tools in their respective places was fun to watch. The ladies are keen to try their hand as well so it looks promising for all.
- The HACC gardens outside the Hall have been replenished and now have a few vegetables and herbs growing amongst the flowers.
- The HACC officer will be taking the HACC bus down to Gregory for the May Day Races on Saturday, May 3rd. The clients are looking forward to a day out so that they can dress up and meet with the Gregory clients for a fun day.
- Although none of the clients attended the Anzac Day Service, a wreath was laid on behalf of the HACC clients.
- On Sunday 11th May HACC went to Adel's Grove on a fishing trip and staying overnight - returning on Monday
- On Wednesday, 21st of May HACC will visit Kindy join them in activities and morning tea to celebrate "Under 8s Week".

Ongoing visits from Health Agencies:

- Disability /Advocacy: Tuesday, 29th April
- Medicare Local: Friday, 9th May
Tuesday, 20th May

In compliance with the changes made recently to the Australian Privacy Principles (APP):- our Policies in force comply and cover all the requirements in regard to aspects of assessment and the privacy of personal information of our clients.

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; and

That Council requires a comprehensive report on the Civica project (the cloud). Council wish to clarify the storage of back up tapes.

Moved: Cr Forshaw
Seconded: Cr Duff

Carried 05.140523 5/0

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

07.04.01 Finance Monthly Update Report – for the month of April

DEPARTMENT: Finance Department

RESPONSIBLE OFFICER: Frederick Aquilin – Deputy Chief Executive Officer

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

DATE: 14th of May, 2014

1. STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Revenue and Expenditure Report

Summary – The operating position as at the end of April was a surplus of \$2,386,250 (the budgeted surplus for the year being \$2,339,570). For the month of March a surplus of \$3,341,901 was achieved.

Revenue – Small, standard increases in revenue occurred throughout the month in the areas of 'rental income' (\$9,520), 'interest received' (\$8,156), and 'grants' (\$7,340). Significant revenue from 2013 flood damage is expected during late May/ early June (program close off payment), and an R2R payment of \$323,000 is also expected. The final 2013-14 Financial Assistance Grant worth

\$282,456.20 will be received and also an estimated \$1.6m in 2014-15 “early pay” grants from the same source.

Expenses – ‘Employee benefits’ expenses paid during the month was \$260,750, (\$400,560 during March), the increase reflecting standard payroll payments (the out-of-town road crew rosters had not fully started during the month). ‘Materials and services’ increased by a mere \$162,476 during the month as road building activity had not started due to the slightly late/ prolonged wet season.

2. STATEMENT OF FINANCIAL POSITION

Summary – Overall, the BSC asset base was \$110,631,756 as at the end of April, which reflects a decrease of \$1,060,841 from the March figures, which reflect a reduction in cash due to normal payments and the reduction in Property Plant & Equipment (PPE) due to the update of the asset register ahead of the EOFY. In March the asset base came in at \$111,692,597.

Current Assets – ‘Cash’ decreased by \$501,773 for the month due to normal payments of salaries and materials. ‘Inventories’ decreased by \$81,686 as very little was purchased during the month. ‘Trade and other receivables’ decreased by \$47,880 during the months as more debtors’ invoices – owing to the BSC – were paid than were issued.

Non-Current Assets – ‘Capital works in progress’ increased by \$669,167 during the month, mainly stemming from the payment of invoices relating to the community hub and the new water treatment plant system. Works was performed to update the asset register and to balance this to the general ledger causing ‘Property, plant and equipment’ to decrease by \$314,664.

Current Liabilities – Progressing close to trend.

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 –

‘Payments to suppliers and employees’ of \$535,415 were made during the month which mainly reflected standard payments of invoices and salaries. ‘Receipts from customers’ increased by \$73,968 during the month mainly due to debtor invoices stemming from private works. As expressed above, standard increases in ‘interest received’, ‘rental income’ and ‘grants’ also contributed to this result.

Summary – In total the BSC net cash at hand was \$18,510,300 as at the end of the period (\$19,012,073 during March) representing a decrease of \$501,773 since last month).

4. NOTES TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT

QRA – ¾ of a billion project: All available information has been supplied for this audit. The Deputy CEO has heard nothing back either from the QRA or from the QAO (who took over the audit once the data was collected by QRA). It was previously stated that the QRA or the QAO would get back to Council if more information was needed.

The 2012-13 Financial Statement Audit: As briefly stated last month, the outstanding matter for this audit now relates to asset valuations (and hence also depreciation levels as these are determined during the asset revaluation process). As asset condition assessment reports were not available for BSC assets in June-July-August of 2013 and a formal revaluation was not conducted during 2012-13, the QAO has requested details from our current 2013-14 asset revaluation to substantiate the 2012-13 figures by inference. This information has been provided to the QAO. The Deputy CEO is waiting to hear back from the QAO regarding their determination of the applicability of the current data to the 2012-13 financial year.

Background: the BSC conducted a full scale asset revaluation in 2009-10, which should have taken us through to the end of 2014-15 (as Council valuations are valid for 5 years). For the 2012-13 financial

audit the auditors – while not formally requesting a revaluation – requested various information that when taken together, would only become available when conducting a formal revaluation.

Public liability insurance: Public liability insurance policies are set to increase substantially next financial year. To avoid large increases the BSC agreed to participate in a 'public liability insurance audit'. Within this audit various requirements are itemized which will lower our premiums, such as having:

- A Complaint Handling System
- A Service Request Procedure
- A Checklist for staff receiving a complaint
- A registry listing all our foot paths
- A "Formal written intervention protocol" – a document detailing when roads/ footpaths should be replaced.
- Details of foot path inspections (inspection reports)

The DCEO is currently in discussions with Jardine Lloyd Thompson (LGM Queensland Public Liability Insurance provider) to ascertain records keeping requirements. The DCEO is of the opinion that we meet all the requirements of the audit, but that we may need to formalise our record keeping and/or policies in some instances to avoid insurance increases.

Roads to recovery – good short term progress and more medium term administrative work:

The R2R Annual Reports submitted to the QAO has been finalised and submitted to the Department of Infrastructure, and so have any outstanding quarterly reports, general ledger details and spreadsheets. The Department of Infrastructure has approved our current claim of \$323,000 dating back to 2011-12 which will be paid within a week, and currently the BSC is NOT in breach.

For the 2013-14 R2R Annual Report (must be submitted before 31 October 2014) significant more work will have to be done to:

- Rework the Council reference amount (what Council needs to spend on roads annually in order to qualify for R2R funding) back to 2004-05 and up to 2012-13 based on information supplied by the Department of Infrastructure.
- As an example, Croydon's reference amount is close to \$147,000, Diamantina's is \$365,000 and BSC's is \$1.5m (hence, given that our populations, road length, and budgets are similar the reference amount for the BSC seems too high). If our reference amount is lowered the BSC will qualify for R2R funding more easily.

Further work will occur as part of the EOFY process, and Council will be kept informed.

5. OFFICER'S RECOMMENDATION

That Council notes the content of the Finance Monthly Update Report

07.04.01 Finance Monthly Update Report – for the month of April

That Council notes the content of the Finance Monthly Update Report

Moved: Cr Duff
Seconded: Cr Camp

Carried 06.140523 5/0

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

09 Late Item Reports

09.04 Confirmation of name for the Burke Shire Community Hub

DEPARTMENT: Office of the Chief Executive Officer

RESPONSIBLE OFFICER: Philip Keirle

FILE NO: BCS/LU&P/Plan/DCP/BCH

DATE: 23.05.2014

LINK TO COUNCIL PLAN/S: Budget

1. PURPOSE (Executive Summary)

To seek Council's confirmation of the official name to be used for the Burke Shire Community Hub.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Throughout the planning, development and early construction stage of this project, the building has been referred to as the Burke Shire Community Hub.

Recently, there has been a suggestion that a more appropriate title for the installation might be found, one that incorporates a Gangalidda word into the title.

3. PROPOSAL

The Council discusses a) the title of the building; and b) the possibility of providing different names to different parts of the building, before providing direction on how this building and its respective parts will be named.

4. OFFICER'S RECOMMENDATION

- 1) That Council confirms the official title for the Burke Shire Community Hub; and
- 2) That Council confirms whether different parts of the building will have different names; and
- 3) If Council does resolve to name different parts of the building, that Council:
 - a. Determines which parts of the building will be named; and
 - b. Directs the CEO to develop a naming strategy for different parts/areas of the building

09.04 Confirmation of name for the Burke Shire Community Hub

That Council confirms the official title for the Burke Shire Community facility as the Burke Shire Durlga subject to confirmation of spelling

Moved: Cr Duff
Seconded: Cr Forshaw

Carried 07.140523 5/0

FILE NO: BCS/LU&P/Plan/DCP/BCH

Attendance

Cr Duff left the meeting at 12.28pm.

Adjournment

That Council adjourned the meeting for lunch from 12.32pm to 1.20pm, all were present.

09.03 Sale of land in Gregory

| | |
|-------------------------|--|
| DEPARTMENT: | Office of the Chief Executive Officer |
| RESPONSIBLE OFFICER: | Philip Keirle; Chief Executive Officer |
| FILE NO: | BCS/CP/A(L)/VLS |
| DATE: | 23.05.2014 |
| LINK TO COUNCIL PLAN/S: | Budget |

1. PURPOSE (Executive Summary)

To confirm Council's support for the sale of land in Gregory, including:

Lot 36 on RP743008
Lot 37 on RP743008
Lot 40 on RP743008
Lot 41 on RP743008
Lot 42 on RP743008
Lot 43 on RP743008
Lot 44 on RP743008

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The most recent discussions in relation to the sale of land in Gregory occurred on 6th May during long-term planning discussions for the township of Gregory. A number of blocks were identified for potential sale during these discussions.

3. PROPOSAL

The Council provides authority for the Chief Executive Officer to initiate proceedings with a view to selling the lots defined in Section 1.

4. OFFICER'S RECOMMENDATION

That Council authorizes the CEO to make the required arrangements to proceed with the sale of Lots 36-37 on RP743008 and Lots 40-44 on RP743008.

09.03 Sale of land in Gregory

That Council authorizes the CEO to make the required arrangements to proceed with the sale of Lots 36-37 on RP743008 and Lots 40-44 on RP743008 by public auction.

Moved: Cr Duff
Seconded: Cr Murray

Carried 08.140523 5/0

FILE NO: BCS/CP/A(L)/VLS

08 Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Update Report

| | |
|-------------------------|-----------------------------|
| 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) |

1. MAJOR PROJECTS

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

Pontoon: Discussions with Carpentaria Shire Council, environmental consultants and potential suppliers of pontoon structures continue.

Rubbish Tip Rehabilitation: Meetings with JJ Richards to develop a waste management strategy for Burketown, Gregory and potentially Doomadgee.

Gregory Works: DTMR have agreed to contribute \$100,000 toward the installation of a new ablution facility in Gregory.

Morning Glory Festival: Council has appointed Krista Hauritz, a very experienced Project/Events Manager to deliver the Morning Glory Festival in association with members/personnel/staff from Council, Carpentaria Land Council Aboriginal Corporation and the Burketown Rodeo and Sports Association.

2. PLANNING

Corporate Plan (2014-2019): Council has conducted three Corporate Planning sessions in preparation for the updating of Council's key, 5-year strategic document. Much of this planning process has been shaped by the extensive community consultation conducted in 2011 as part of the development of the Shire's Community Plan (2011-2021). Council will solicit further community feedback on the Corporate Plan in the coming weeks.

Operational Plan (2014-2015): Operational plan reporting will be updated and improved from 1st July 2014. Council's Operational Plan will be confirmed following the passage of its 'parent' planning document: the Corporate Plan.

Shire Planning Scheme: given changes to Planning Scheme requirements, Council will introduce a new Planning Scheme later in the year. The requirement to introduce a new Planning Scheme aligns well with a variety of land tenure/future development discussions Council is currently conducting for Gregory and Burketown. Public consultation on the Planning Scheme will take place in accordance with state planning requirements.

3. TRAINING

Townsville City Council: CEO participated in two weeks of mentoring with Townsville City Council, which involved workshops in Asset Management, Project Management, Financial Modelling, development of Rating classifications and charges, Knowledge Management, Fleet Management, Sustainability initiatives, HR, WHS and Procurement. This was a fantastic experience and Burke Shire Council would like to extend their appreciation to all those involved, particularly Kim Corrie

(Director of Corporate Services - TCC), Ray Gordon (CEO - TCC), Jo Stephenson (DLGCRR), Selina Hale (DLGCRR) and Peter Whiting (DLGCRR).

Certificate Level training is to commence shortly for the majority of outdoor staff.

RMPC training session in Cloncurry to be held on 21-22 May 2014.

4. HR

Joint Consultative Committee meetings in 2014:

JCC meetings will be held quarterly in 2014. The first meeting was held on 25 March 2014 and focused on the objectives of the Certified Agreement. Following this, discussions centred on the role of the Single Bargaining Unit and the annual Classification Review.

5. WORKPLACE HEALTH & SAFETY

See Attachments A-B

6. ROADS

Royalties for Regions: DSDIP have indicated that Council will receive feedback on the EOI stage of the application process in mid-May.

MMG Karumba Lead Haulages: Meeting to be organized to discuss 2014 haulage arrangements.

7. STAKEHOLDER ENGAGEMENT

Bidungu: Discussions in relation to plumbing solutions for the Bidungu Aboriginal Reserve

Waanyi Aboriginal Corporation, Northern Project Contracting, SPS Solar, GHD, JJ Richards: Discussions focused on long-term planning for the township of Gregory, including discussions about waste management, reticulation of power, renewable energy and land use. These discussions will lead to the development of a 'master plan' for the Gregory.

Townsville City Council: Completion of mentoring program

Department of Energy and Water Supply: consultation in relation to new Water & Sewer Scheme KPIs to be introduced on 1 July 2014.

District Disaster Management Group: submission of Member Status Update Report and participation in DDMG meeting 6 May 2014.

DTMR: Finalising arrangements for supply and installation of new ablutions facility in Gregory

Ergon: Discussions Ergon in relation to installation of 3 phase power west of Burketown.

Community Hub: Discussions with builder and project managers in relation to project variations.

Regional Road and Transport Group (RRTG): Council will send its normal delegation to the Technical Committee meeting in Karumba on 16th May 2014 and Mayor/Deputy Mayor and CEO will attend the Elected Members RRTG in Richmond on 4th June 2014.

DSDIP: Discussions with Greg Palm in relation to R4R funding applications; Zyra Knight in relation to the development of a new Shire Planning Scheme; Rod Wilkinson in relation to both Royalties for the Regions and Planning Scheme.

GSD: Discussions with GSD Board and new CEO in relation to Strategic Planning Day and Northern Australia workshops scheduled for late June in Townsville.

CLCAC: Confirmation of Council's acceptance of CLCAC's response to weed spraying RFQ.

Alan Morton: Discussions in relation to water rates

8. OFFICER'S RECOMMENDATION

That Council notes the contents of the Chief Executive Officer's report and its attachments.

08.01.01 Chief Executive Officer Monthly Update Report

That Council notes the contents of the Chief Executive Officer's report and its attachments.

Moved: Cr Duff
Seconded: Cr Camp

Carried 09.140523 5/0

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

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) (c and h)*.

Council moved into closed session at 2.17pm.

Moved: Cr Forshaw
Seconded: Cr Murray

Carried 10.140523 5/0

Attendance

Jenny Williams entered the meeting at 2.28pm.

Move into Open Session

That the meeting resume in open session to consider recommendations arising out of the closed session.

Council resumed open session at 2.39pm.

Moved: Cr Duff
Seconded: Cr Camp

Carried 11.140523 5/0

Declaration: Conflict of Interest

Cr Murray declared a real conflict of interest (as per section 173 of the *Local Government Act 2009*) on this matter due to being a family member and co-habitant of two effected parties and left the meeting room at 2.39pm, taking no part in the debate or decision of the meeting.

14.01 Confidential – Council Housing Tenancies – Allocation of Housing

That Council receives the report and allocates the following Council accommodation as per the following Schedule with terms and conditions as per Council's Accommodation Policy and Residential Tenancies Act:

| <i>Address</i> | <i>Council ID</i> | <i>Suggested Tenant</i> | <i>Type of tenancy</i> |
|---------------------------------|-------------------|-------------------------------|--------------------------|
| Unit 6, Lot 172 Musgrave Street | UNIT 6 | Events Coordinator | Self-contained |
| Unit 7, Lot 172 Musgrave Street | UNIT 7 | Jaymie Tennant | Fully furnished |
| Unit 1, Lot 171 Musgrave Street | U1, 171 | Hayley Booth | Fully/Unfurnished |
| Lot 84 Musgrave Street | House 5 | Shonelle O'Keefe & Davo Booth | Fully/Unfurnished |
| Lot 96 Anthony Street | House 12 | Nils Hay | Self-contained |
| Moved: Cr Forshaw | | | |
| Seconded: Cr Duff | | | |
| Carried 12.140523 | 4/0 | | FILE NO: BCS/CP/SP/SH/TI |

Attendance

Cr Murray entered the meeting at 2.41pm.

14.02 Closed Session Report - 2013-14 May Budget Update

- a. That Council notes the attached budget performance ahead of the 2013-14 budget deliberations in June;
- b. The DCEO will send out a draft budget – and working papers - by 3 June 2014 and attach a form for Councillors to add “wish list” budget items for consideration/ inclusion in different budget options;
- c. That Council approves a Council Finance Committee meeting/ phone hook-up (suggested date: 10 June 2014) were the DCEO's first draft budget is discussed;
- d. That Council approves a budget deliberation date on the 18th of June (a day before the Council meeting) where the full Council agrees on budget, ahead of the Council meeting on the 19th of June.

Moved: Cr Forshaw
Seconded: Cr Duff

Carried 13.140523 5/0

FILE NO: BCS/FM/Budget/B

09 Late Item Reports

09.01 Water Policy

DEPARTMENT: Corporate and Community Services
RESPONSIBLE OFFICER: Philip Keirle; CEO
FILE NO: BCS/Water
DATE: 14.05.2014
LINK TO COUNCIL PLAN/S: Budget

1. PURPOSE (Executive Summary)

The purpose of this report is to present a draft Water Policy for Council's consideration and discussions. Following input from Councillors, this policy will be amended and presented for resolution at the Ordinary Council meeting on 19 June 2014.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council will adopt new water rating categories for 2014-2015. These mandated changes require Council to replace a 'fixed charge' rating structure with one that incorporates charging according to usage.

Given this emphasis on accountability, it is important for Council to determine how it will address water consumption charges impacted by leaks and faulty meters.

3. PROPOSAL

That Council reviews and provides feedback on the attached policy.

4. OFFICER'S RECOMMENDATION

That Council receives and reviews this draft policy.

09.01 Water Policy

That Council receives and reviews this draft policy.

Moved: Cr Duff
Seconded: Cr Camp

Carried 14.140523 5/0

FILE NO: BCS/Water

09.02 Corporate Plan 2014-2019

| | |
|-------------------------|---|
| DEPARTMENT: | Office of the Chief Executive Officer |
| RESPONSIBLE OFFICER: | Philip Keirle; CEO |
| FILE NO: | BCS/CM/Planning/CP |
| DATE: | 20.05.2014 |
| LINK TO COUNCIL PLAN/S: | Asset Management Plan, Long Term Financial Plan, Operational Plan, Budget |

1. PURPOSE (Executive Summary)

To present the Corporate Plan (2014-2019) to Council for consideration and adoption by formal resolution.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Councillors have conducted three Corporate Planning sessions between March-May 2014..

3. PROPOSAL

The Council adopts the Corporate Plan 2014-2019 as submitted, or subject to any amendment required.

4. OFFICER'S RECOMMENDATION

That Council adopts the Corporate Plan 2014-2019 as submitted.

09.02 Corporate Plan 2014-2019

That Council defers resolution of the Corporate Plan 2014-2019 until Thursday 12th June 2014.

Moved: Cr Camp

Seconded: Cr Murray

Carried 15.140523 5/0

FILE NO: BCS/CM/Planning/CP

10 Consideration of Notice(s) of Motion and Petitions

10.01 Notices of Motion

10.02 Petitions

No Notices(s) of Motion and Petitions were received.

Attendance

Jenny Williams left the meeting from 2.52pm to 2.58pm.

Cr Duff left the meeting at 2.53pm.

13 New business of an urgent nature admitted by Council

13.01 Burke Shire Delegation to ALGWA Conference in July

That Cr Forshaw and a nominated delegate attend the ALGWA conference in July on behalf of Burke Shire Council.

Moved: Cr Murray

Seconded: Cr Camp

Carried 16.140523 4/0

FILE NO: BCS/GR/LGA/ALGWA

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 17.140523 4/0

Cr Zach Duff-

- Attended the Corporate Plan Workshop Day
- Inspection of the Community Hub
- Teleconference with XY Mapping

Cr Tonya Murray-

- Attended MMG meeting
- Gulf Trust Funding Round coming up soon
- Attended Special Meeting

Cr Tracy Forshaw –

- Teleconference re XY Mapping for revaluations of Assets with Crs Camp & Duff
- ANZAC Dawn Service at Gregory Station, and then Morning Service in Burketown – both services well attended.
- Teleconference with Dept of Communities re Ball – Council has received funding of \$30,000 for Community Drought Assistance from the State Government Department of Communities, Child Safety and Disability Services to hold an event. The project (The Ball) has to increase ability for individuals and community groups to participate positively in their community; & improve access to individual services. – The Ball will meet both of these requirements
- Fire Meeting at Gregory – Qld Fire Service, Pastoralist, Southern Gulf Catchments, National Parks, CLC (Fire/Weeds) and Gregory Land Care – very productive and informative. I believe there will be a joint fire and weed programmes in the future.
- Gregory Land Care AGM and General Meeting – well attended (minutes circulated to Crs). More weed spraying around the Gregory Township. Working in conjunction with Southern Gulf on more projects. Appreciative of support from Burke Shire Council. Funding available for an information sign re weeds – will approach Council about permission to put in near the new toilets.
- Gregory Races – Horse & Canoe – well attended – very enjoyable weekend.
- Meeting at Gregory with Crs Camp & Poole with NPC, JJ Richards and GHD – re the development of Gregory land, power, and telephone services – projection that there will be 140 people in Gregory in the next 10 years.
- Council Special Meeting – change of date for the Ordinary Meeting and Delegation of Ball Award Recipient
- GSD Media Workshop at Gregory – 11 participants – very informative. GSD Business help/funding was also offered to different businesses.

- Corporate Plan Workshop in Burketown- a revamp of the Councils Corporate Plan.
- Ball – Teleconference & numerous emails with Ball Committee and Council Staff.
 - Free to Local Burke Shire Residents
 - Non-locals \$50 adult, \$10 children 6-16yo & Aged Pensioners, Under 6 Free
 - Time 6pm to Midnight
 - Gregory Downs Jockey Club providing bar services and a recovery breakfast the next morning
 - Live Music and Bush Poet
 - Free Jumping Castle and DVD for kids only
 - Free camping at the Race Track
 - Bus to run from Burketown to Gregory – inc pickup from Stations – first in best dressed. Maybe need to look at 2nd bus.

Cr Paul Poole-

Attended:

- MMG Meeting
- Corporate Plan Workshop
- Meeting in Gregory
- Special Meeting – CEO, Cr Forshaw, Poole and Murray – re change of meeting date, Ball

11 Mayoral Report

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

Moved: Cr Forshaw

Seconded: Cr Murray

Carried 18.140523 4/0

Cr Ernie Camp –

Attended the following:

1. Anzac Day – great crowd. Thanks to the volunteers who helped with the cooking of breakfast, set up and clean up on the day. Great to have the army in attendance and thanks to the community groups and school children who participated in the march.
2. Meeting with NPC, JJ Richards – attended with CEO, WM, Cr Forshaw, Poole – discussed various matters pertaining to future development at Gregory
3. Teleconference with Scott Kaye XY Mapping – with DCEO, Cr Forshaw and Duff – re mapping
4. Meeting with CLCAC – attended with CEO, Cr Poole – re land tenure matters
5. Special Meeting – CEO, Cr Forshaw, Poole and Murray – re change of meeting date, Ball
6. MMG reps incl Mark Adams, Barry Riddiford, - discuss update relating to strategic planning associated with MMG transition – also attended community meeting

GSD:

- Management Committee TC – discuss meeting change, Northern Development conference, MMG planning Day
- Social Media Workshop – Gregory
- CEO – visiting region – Burketown next Tuesday.
- Transition to Normanton going well. Still on track for July.

16 Closure of meeting

The Chair declared the Meeting closed at 3.17pm.

I hereby certify that these pages numbered 1 to 25 - constitute the
Confirmed Ordinary Meeting minutes of the Council Meeting of Burke Shire Council
held on Friday 23rd May 2014.

Mayor Cr Ernie Camp