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*Confirmed Minutes  
Burke Shire Council Ordinary General Meeting  
Thursday 17<sup>th</sup> July 2014  
9.00am Council Chambers*

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## 01. Opening of Meeting

The Chair declared the Meeting open at 9.02am.

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## 02. Record of Attendance

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

Philip Keirle; Chief Executive Officer  
Chris Rohan; Works Manager  
Brett Harris; Workshop Fleet Manager  
Nils Hay; Senior Projects Officer  
Jenny Williams; Executive Officer (Minutes)

Away Nil

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## 03. Prayer

**Cr Forshaw led Council in Prayer.**

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## 04. Consideration of applications for leave of absence

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

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

### 05.01 General Meeting 19<sup>th</sup> June 2014

**That the Minutes of the General Meeting of Council held on Thursday 19<sup>th</sup> June 2014 as presented be confirmed by Council.**

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

**Carried 01.140717 4/0**

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## 06. Condolences

**Council noted the passing of William Sewter and expressed their condolences to the Family.**

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## Attendance

Philip Keirle left the meeting from 9.11am to 9.16am.

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## 07. Executive Management Team Reports

### 07.01.01 Works and Services Monthly Update Report

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DEPARTMENT: Works and Services  
RESPONSIBLE OFFICER: Works Manager  
FILE NO: BCS/G/CM/R/WM  
DATE: 17<sup>th</sup> June 2014  
LINK TO COUNCIL PLAN/S: Works Program

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#### 1. WORKS MANAGER

##### General

Works completed or commenced over the last month include (up to 14<sup>th</sup> Jul 2014):

- Assistance to the OOTOB.
- Planning for NDRRA works from TC FLETCHER.
- RMPC works (close out current FY and transition in works for FY14/15).
- Appointment new Road Train Driver.
- Commencement of Works on House Five.
- Commencement of Works at WTP and BOWEN ST residences.

##### Training:

- Second round training for Cert III in Civil Construction.
- EWP Training.
- Fire Extinguisher training.
- First Aid and CPR refresher training

##### Works for upcoming month:

- Commencement of all-weather access track and helicopter pad for ERGON Energy.
- Trenching and installation of Telstra conduit for new council residences.
- Minor Works – Marshall Lane Residence.
- Ongoing RMPC Works.
- Grading on Lawn Hill, Adel's Grove and Doomadgee West.
- WTP and Council Residences concreting.
- Floraville Road widening.

##### Order of the Outback Ball

Assistance to the Order of the Outback Ball was provided for the set up and pack up of the event through the preceding and following week of the 28<sup>th</sup> of June. Information and set up requirements were clearly articulated from the Ball Committee and disseminated through the Executive Officer. This allowed for clear planning and guidance to staff in their assistance with no identified concerns from either party involved.

This level of liaison and planning represents a solid model for future events requiring similar council input.

##### RMPC

Works continue on Road 6801. As of 11 July, 4km of re-sheeting has been completed and a further 12km of heavy formation grading has been commenced in order to connect these works with sealed section of road south of Gregory.

Following recent direction from DTMR, the Shire will be required to expend 60% (\$466K) during the first half of the financial year. The requirement to expend this level of funding is an increase from the last financial year (50%). Historically, the Shire has completed the majority of its RMPC works during the back half of the financial year allowing for works to concentrate after the effects of the wet season. Although the new requirements are achievable, we are constrained by limited funding after annual rain events, when we consider the annual requirements of roadside slashing and routine road patching and maintenance we may be left with as little as \$100k to conduct formation works on roads such as 6801.

This issue was raised during a recent RMPC workshop with the Regional Manager (Kristy Hows), TMR, Cloncurry. I have re-raised this issue with TMR and will discuss further during our quarterly meeting that will occur on the 24<sup>th</sup> of July.

#### Road works

There are two areas of works to be completed over the weeks 14-25 July. This will see another open grade on road to Lawn Hill, Adels Grove and Doomadgee West (Hell's Gate to the NT Border). These works are essential to the safety of road users and will concentrate on areas of road seriously affected by corrugations, bulldust and creek line entry and departure points. Although these works only provide a temporary solution to an ongoing problem they are designed to meet the needs of road users without overcommitting to works that we anticipate being covered under the NDRRA (TC Fletcher). Notification of intended work has been passed on to local stakeholders.

There are two stock grids requiring replacement over the next couple of months (HARRIS CK – Floraville Road and MCADAMS CK Road 78). Quotes have been sort and guidance has been given to potential fabricators (TMR engineering requirements and specifications). I am hopeful of receiving prices this week. MMG Century have offered assistance to modify the grid (once fabricated) and install in line with previous arrangements made for the installation of the stock grid at SANDY CK. Temporary signage (Visual Message Boards) has been placed on either side of the MCADAMS grid and remains at HARRIS CK grid.

#### Workplace Injury

A member of Parks and Gardens has sustained a broken arm whilst working at the tip last week. This is currently being investigated by the WHSA.

A workplace after action review was conducted by Supervisor's last Friday to review processes for personnel working alone or in remote locations. There were no immediate issues presented or identified that requires major modification to improve supervision of workers, though, this incident serves as a timely reminder for all supervisors to know where their staff are throughout the working day.

#### TIDS – TRAFFIC INFRASTRUCTURE DEVELOPMENT SCHEME

Outstanding works for Doomadgee Aboriginal Shire have been completed. This has included second seal to bitumen works on Doomadgee West Road, sealing of town streets in Doomadgee and sealing of the Doomadgee Works Depot.

Upcoming TIDS work will see the sealing of approximately 5km west of Hell's Gate – further detail is yet to be confirmed due to the crossover of works and funding available from the NDRRA.

#### NDRRA flood damage works

Funding for NDRRA is still to be confirmed.

## 2. RANGER/ WORKPLACE HEALTH AND SAFETY

#### Induction/s –

24<sup>th</sup> June - Kylie Brand – Contract admin officer

**Incident/s reported for this period – 1 - 12 Year to date**

20<sup>nd</sup> June - Col Baker – RMPC Road crew – Road train operator had loaded roller onto float and was egressing from roller and has struck his head on top of the door opening causing a small contusion approx. 1 cm in length – minor contusion to top of head.

#### General

- Traffic counters installed in the following places:
- Floraville road.
- Camooweal road after hay farm.
- Before Century mine.
- After Century mine.
- Units maintained and downloaded 2nd July and results passed on.
- Maintaining register of employee licences and tickets, Incident reports etc.
- Draft Traffic management plan for Ablution block replacement at Gregory.
- Works safety plan, Traffic management plans done up for latest work on Gregory/ Camooweal road work and conducted induction on site for BSC staff and contractors.
- Collected all redundant road signs from along Wills development road – 2 loads.

#### Workers Compensation

- Nil employees currently on a Workers Compensation claim or under taking Workplace Rehabilitation, although we are awaiting a determination on the broken arm injury sustained at the tip.

#### Litter Management

Dumping Points x 7 had been excavated and are being fully utilised as the Caravan park is now frequently full and campers are being directed by them to the river camping areas.

One night last week 31 vans were parked between the two main camping areas, jetty and the bridge.

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

#### Sites Visited

#### Report

|                              |  |
|------------------------------|--|
| Truganini Creek/Jetty        | 3 Bins in the area – Area popular easy access for caravans.  |
| Meat Works                   | 5 Bins in the area – dumping point at access to the area.  |
| Bream hole (Nicholson river) | 1 Bin – Area now being utilised, even caravans venturing down there – dumping point at access to the salt flats. |
| 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 bob of town streets. Nine dead wallabies removed from town roads during this period.

#### Animal Control

- Cat trap was at pensioners units – no luck.
- Dog trap at pensioners units.
- 1080 baited Wernadinga station – injected 1015kg of meat with 36mg 1080.
- Ordered more stocks of DeK9 manufactured baits.
- Impounded 1 dog, which was annoying a dog on heat in an adjoining street.

### Weed Control

- Chemical shed poisons audit.
- Checking and maintaining vegetation eradication and maintenance of Ergon solar yard at Doomadgee.
- Obtained chemicals required for the proposed weed spraying contract.
- 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.
- Sprayed weed "Senna alata" known as candle bush ground around the dump area also treated large infestation beside Laurie Portch's place – still monitoring.
- Currently working on obtaining Pest Management Technicians qualifications to be legally able to control insect pests – includes fogging and misting for mosquitoes.

### Complaints

- No complaints received for this period.

### General

- Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave.
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Normanton.
- Updating cemetery register and computerising surveyed graves and water reticulation. system for the cemetery – still waiting for USM to check unknown / unmarked graves.
- Cleaning up campers rubbish at Escott causeway.
- Two occasions chased tourists who were washing down vehicles on grass in front of rodeo grounds toilet block.
- Chasing tourists from camping at the Albert river bridge park, area signed.

## 3. PARKS AND GARDEN

- Regular works program progressing as normal.
- Staffing has become an issue as Trevor Marshall has had an accident.
- New rose garden placed at administration office, as soon as materials and man power are available a second garden will be added.

## 4. BUILDING MAINTENANCE

Works have commenced on House Five and will be completed in the week concluding 25<sup>th</sup> July. Splash pads and concrete plinths have been formed, placed and poured, concrete works have been delayed owing to variations in concrete supplied for works and will now be completed on this week.

## 5. UTILITIES SERVICES MANAGER

### Water Treatment Plant

#### Burketown

- Daily checks and maintenance – ongoing
- Ground and fence maintenance – as required
- Lagoons Pumpwell maintenance – as required
- Trainee is receiving onsite training
- Systems are being tested and results are recorded
- Chemical storage and stock – monitored
- Daily chlorine reading – occurring
- Flushing of water mains – when required
- Water samples sent for testing of water quality monthly
- Water meter reading occurring monthly are requested
- All safety aspects adhered to as per guidelines

Gregory

- Water leaks at BIDDUNGU have now been rectified with Foote's plumbing completing works this week.

#### Sewer / Sewer Treatment Plant

- Ongoing checks and recording of data daily.
- Scheduled Blivet maintenance every Wednesday.
- Ordinary maintenance as required.
- Lagoons okay, de-vegetation occurring weekly.
- Ground and fence maintenance occurring weekly.
- Shed – clean and kept in a tidy state.
- Pumps and electrical all okay.
- UV unit operational and maintained weekly.
- All safety aspects adhered to as per guidelines.
- Town sewer mains monitored for damaged inspection caps.

#### Sewer Pumping Station

- All pumping stations – operating.
- Pumpwells are being cleaned out monthly.

#### Sewer Rising Main

- Check leaks and scours all okay.

#### Manholes

- A few manhole lids damaged, suitable type have been ordered.
- Future works – check all manhole for damage build-up of sludge / tree roots invasion

#### Aquatic Centre

- Daily checks and recording – except for weekends
- Ongoing maintenance as required
- Ongoing training for trainee Jayden Douglas
- All pools are available
- Building lighting and power all okay
- Fencing and gates all okay

#### Nicholson Pumping Station

- Enclosure – ground maintenance is conducted weekly
- Shed is kept clean and in a tidy state
- Standby GenSet – checked and operated weekly
- Switchboards and electrical all okay
- Pumpwell and pumps – all okay, including the intake
- All systems operating satisfactorily
- Weir and causeway – water flowing through and over

#### Water Reticulation

- Minor leaks and repairs are attended to as they occur
- Cleaning and tidying up of fire hydrants, including locating and marking
- A few areas need locating and clearing off to enable access to valves and hydrants in a case of emergency

#### 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

- Slashing is caught up and now programmed weekly.
- Grading of firebreaks has been completed.
- Levelling of side strip maintenance including potholes pending availability of resources.
- Replacement of gables – when stock available.
- All buildings okay.
- Maintenance to windsock when required.
- BOM weather station requires maintenance to communications cable and being looked at today (14<sup>th</sup> Jul 2014).
- PAALL system is now operational and will be installed pending electrician's availability.
- Skytrans flights operations, running smoothly.

#### Gregory Airstrip

- No concerns at Gregory Airstrip.

#### Burketown Cemetery

- Slashing / mowing – ongoing weekly
- Watering – daily
- Poisoning of grass – as required last done end of June.
- Plaque and grave markers – ongoing
- Removal of dead trees will be conducted on the 19<sup>th</sup> of July.

#### Gregory Cemetery

- Nothing to report.

#### Utilities Report

##### Burketown Water:

Monthly usage: 16,6431kl with a daily average of: 555kl. This is an increase of around 3000kl from the last reporting period.

##### Water Treatment plant:

The new system has been operating well with a few faults. These faults are minor in nature and generally self-correct when the system refreshes. Monthly water samples are good, with testing around town producing good results. Continual maintenance of system is ongoing.

##### Sewerage:

The sewer pump stations and sewer treatment plant are all operating well; however, there has been a fault at sewer station two.

Clemment's Electrical have a look at sewer station two to replace the Multi trode level and check the fault on pump two. They found that vermin had chewed through the power supply for both the multi trode level and pump no. two. Due to staff shortages we will not be able to raise pump two until we have them back on deck.

Sewerage treatment plant is operating well. We are still waiting on WRG to let us know when they will be here to replace rotor B. It is anticipated that sewer samples will continue to fail until the replacement rotor has been manufactured and installed.

##### Aquatic centre:

All running well, the pools have been fairly clean with very little use due to weather being cold.

Our trainee has been cleaning the pools with the Water Sewer Officer, adding any chemicals if needed until he is more familiar with this operation.

I had been away to TAFE in Townsville during the month and all went well. I have completed another 8 training blocks in that time and now need a qualified person to sign off.

I will be going away again on the 27<sup>th</sup> July for 2 weeks to do a couple of more blocks and to have some of the training signed off on by the TAFE teachers.

Overall it has been a busy month for us and we have been working to the best of our abilities to complete work required of us.

6. OFFICER'S RECOMMENDATION

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

**07.01.01 Works and Services Monthly Update Report**

**Council notes the contents of the Works Manager July 2014 report.**

**Moved: Forshaw**  
**Seconded: Duff**

**Carried 02.140717 4/0**

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## 07.02.01 Work Shop and Fleet Report

DEPARTMENT: Work Shop and Fleet

RESPONSIBLE OFFICER: Brett Harris Work Shop and Fleet Manager

FILE NO: Workshop and Fleet Manager Report

DATE: 14<sup>th</sup> July 2014

LINK TO COUNCIL PLAN/S: Works Program

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

| Plant Item                        | Works Carried Out                                |
|-----------------------------------|--|
| ⇒ Plant #20 Ingersoll-Rand roller | ⇒ Park brake wiring                              |
| ⇒ Plant #22 Multipak drum roller  | ⇒ Stop cable, charging, A/C                      |
| ⇒ Plant #426 Low loader           | ⇒ Tyres  |
| ⇒ Plant #469 Multi tyred roller   | ⇒ Park brake, hoses                              |
| ⇒ Plant #470 Loader               | ⇒ Coolant leak, fuel filter                      |
| ⇒ Plant #479 Water truck          | ⇒ Exhaust brake, drop bars                       |
| ⇒ Plant #480 Prime mover          | ⇒ Cab air bag, grease nipple                     |
| ⇒ Plant #485 Back hoe             | ⇒ Grease, check over                             |
| ⇒ Plant #488 Job truck            | ⇒ 85K Minor service, PTO                         |
| ⇒ Plant #494 Forklift             | ⇒ Hazard lamp                                    |
| ⇒ Plant #505 Ride on mower        | ⇒ Deck spindles, tensioner                       |
| ⇒ Plant #506 Ammann drum roller   | ⇒ A/C, fuel filters                              |
| ⇒ Plant #522 140M Grader          | ⇒ Steering hose, side shift, tyre                |
| ⇒ Plant #523 140M Grader          | ⇒ 2,500 hr service, connector burn out, inverter |
| ⇒ Plant #530 Hilux                | ⇒ 45K minor service                              |
| ⇒ Plant #533 Zero turn mower      | ⇒ 750 hr service, tensioner                      |
| ⇒ Plant #534 Landcruiser          | ⇒ 55K service                                    |
| ⇒ Plant #535 Landcruiser          | ⇒ 85K service                                    |
| ⇒ Plant #536 Landcruiser          | ⇒ 70K service                                    |
| ⇒ Plant #545 Job truck            | ⇒ 60K service, radiator                          |
| ⇒ Plant #551 Prime mover          | ⇒ Derated- Dead end plugs                        |
| ⇒ Plant #554 Road train           | ⇒ Brake booster, punctures                       |
| ⇒ Plant #561 Landcruiser dual cab | ⇒ 60K service                                    |
| ⇒ Plant #562 Skid steer           | ⇒ 250 hr service                                 |
| ⇒ Plant #567 Hilux                | ⇒ 5K service                                     |

## 2. TENDER UPDATE

## Budgeted

- New rubbish truck with compactor- ordered.
- WM's replacement Hilux- See separate report

## 3. OFFICER'S RECOMMENDATION

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

## 07.02.01 Work Shop and Fleet Report

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

Moved: Cr Camp  
Seconded: Cr Forshaw

Carried 03.140717 4/0

07.02.02 14-11 Dual cab Hilux for the Works Manager

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DEPARTMENT: Works & Services  
RESPONSIBLE OFFICER: Brett Harris; Workshop and Fleet Manager  
FILE NO: Tender 14-11  
DATE: 14<sup>th</sup> July 2014  
LINK TO COUNCIL PLAN/S: Asset Management Plan

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1. PURPOSE (Executive Summary)

To award the tender 14-11 Dual cab Hilux, changing from a Landcruiser at the request of the Works Manager.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The tender 14-11 is due to council's plant upgrade and best used by dates.

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 Toyota Hilux Dual Cab TD Man SR5 be purchased from Pacific Toyota for \$57,865.96.

**07.02.02 14-11 Dual cab Hilux for the Works Manager**

**That the Toyota Hilux Dual Cab TD Man SR5 be purchased from Pacific Toyota for \$57,865.96.**

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

**Carried 04.140717 4/0**

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*Attendance*

Brett Harris left the meeting at 9.33am.

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## 07.03.01 Executive Officer Monthly Report

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DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: Business Paper – 17 July 2014

DATE: 14 July 2014

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

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### 1. EVENTS

#### 2014 Order of the Outback Ball

Date Saturday 28<sup>th</sup> June 2014

The Ball went off really well with around 230 people attending. A full report will be presented at the next council meeting.

#### Photo Competition 2014

Date Monday 4<sup>th</sup> August to Friday 5<sup>th</sup> September

Theme Wildlife

See attached report for more information.

#### Seniors Week Celebrations

Date Saturday 23<sup>rd</sup> August 2014

*Theme A life well lived and much more to come...timeless* (provided by COTA)

The aim is to bring together different generations to develop socially inclusive communities in which older people are able to continue to make valuable contribution in their families, neighbourhoods and communities.

### 2. LIBRARY

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 eight people on their waiting list looking for accommodation, three of these are Council staff (2 of which are already in Council units) and five are members of the public. Council accommodation are all currently rented out except House five, which should be ready in July for allocated tenants to move in.

#### Council Staff Applications

House Applications 2

Unit Applications 1

#### General Public

House Applications 3

Unit Applications 3

### 4. RADF

Training will be provided in Normanton during August for RADF committee and liaison officer.

5. PROMOTION

Social Media – The Burke Shire Council Facebook page has received great reviews and is being used well by the community. Website updates are being completed as time permits.

Council Newsletter – Edition 40 is about to be printed and sent out to the community.

6. DEVELOPMENT APPLICATIONS

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

New Application – Lot 567 Gregory Street.

7. ENVIRONMENTAL HEALTH SERVICES

All food businesses in the Shire are currently licensed.

8. HOME AND COMMUNITY CARE (Pam deJoux)

CBDC Clients: 6

Social Support Clients: 2

Clients are taking a break while Pam is away. Home and Community Care will recommence on the 29<sup>th</sup> July 2014.

9. INFORMATION TECHNOLOGY

Managed Services Upgrade – The environment is built and Civica have also installed and configured Office & PCS. Currently in the process of testing. InfoXpert is installed and configured on the Civica datacentre server.

Recordkeeping – New processes are working well. Finance will start electronically capturing their records into InfoXpert. This will commence from the 1<sup>st</sup> July.

10. OFFICER'S RECOMMENDATION

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

**07.03.01 Executive Officer Monthly Report**

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

**Moved: Cr Duff**

**Seconded: Cr Poole**

**Carried 05.140717 4/0**

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Attendance

Chris Rohan left the meeting from 10.18am to 10.19am.

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## 08. Chief Executive Officer Reports

## 08.01.01 Chief Executive Officer Monthly Update Report

DEPARTMENT: CEO

RESPONSIBLE OFFICER: Philip Keirle

FILE NO: CEO Council Meeting Report

DATE: 16/07/2014

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

## 1. KEY PLANNING DOCUMENTS

| Planning Docs        | Comments  | Status    |
|----------------------|---|-----------|
| Corporate Plan       | Adopted on Wednesday 18th June  | Completed |
| Operational Plan     | Operational Plan to be submitted at Ordinary Council meeting in July.   | On track  |
| Budget               | Passed at Ordinary Council Meeting in June. Interest in OT, Plant Replacement and outsourcing.                  | Monitor   |
| Town Planning Scheme | Initiated weekly meetings with DSDIP to progress adoption of new Town Planning Scheme.                          | Monitor   |
| Pest Management Plan | Kevin Anderson has revised the existing Pest Management Plan. Will delay further action until late July/August. | On track  |

## 2. CURRENT PROJECTS

| Current Projects                | Comments   | Status    |
|---------------------------------|--|-----------|
| Pontoon                         | Grant application submitted to DLGCRR. No response as yet.<br>Project Management awarded to Erscon.<br>Surveys: environmental and marine have been conducted | On track  |
| ANZAC centenary: Burketown      | Positive responses. To action shortly.   | Monitor   |
| ANZAC centenary: Gregory        | Positive responses. To action shortly.   | Monitor   |
| Gregory Ablutions               | Funding received from DTMR: \$100,000.00<br>Development Application to proceed shortly.  | Monitor   |
| Water Rates                     | New water rating system adopted.   | On track  |
| Media Monitoring                | Up and running.<br>Arrange record keeping procedure for media material featuring the Shire.  | Completed |
| Water Treatment System          | Installed and commissioned. System operating well.   | Completed |
| Ngijinda Durlga (Community Hub) | Finalise drainage planning for building; finalise security/surveillance system.<br>Reconfiguration of Lot survey to proceed.                                 | Monitor   |

|  |   |                     |
|--|---|---------------------|
| Morning Glory Festival                                     | Band contracts secured. Flight bookings arranged.   | Monitor             |
| Sale of land: Gregory                                      | Contacted potential auctioneer. Will action on 21.06.2014   | Delayed             |
| Weed spraying: Gregory                                     | Update required.  | Completed           |
| Weed spraying: BKT   | Update required.  | Close to completion |
| Records Keeping  | Awaiting official report from CorpMem. Verbal report following CorpMem's recent visit to Burketown suggests a considerable improvement in Council's records keeping compliance.                                 | On track            |
| Managed Services   | Update detailed in Executive Officer's Report. Numerous delays to Council's transition to Managed IT Services have taken place due to the changing scope of the Services required: CorpMem, InfoXpert, GIS etc. | Monitor             |
| House Inspections  | RFQ to be released week beginning 21.07.2014  | Delayed             |
| WTP/STP: introduction of new Performance Measures for DEWS | CEO and WSO familiar with KPIs. Queries have been submitted to DEWS and responses received. Will incorporate reporting into Operational Plan.<br><br>KPIs / Data Capture commences 01.07.2014                   | On track            |
| Review of Delegations Register                             | Delegations Register under review   | On track            |

### 3. PROJECTS TO PLAN AND COST

| Projects to plan and cost               | Comments  | Status   |
|---|---|----------|
| Sewerage Treatment Re-design            | Preliminary costings received on re-design received. Quotes for the purchase of an additional blivet to double treatment capacity in Burketown also sourced.                          | On track |
| Installation of raw water wash-down bay | Some initial quotes and product types have been gathered. Need to consider a few issues related to drainage and other Development Application requirements                            | On hold  |
| Solar energy for WTP in Gregory         | Costings received from on 13.06.2014. Further investigation into suitable land for installation required.   | On track |
| Potential acquisition of land: Gregory  | Preliminary investigations only at this stage.  | Monitor  |
| Gregory Depot                           | Council to source a range of design plans before costing and feasibility analysis.  | Monitor  |
| STP Telemetry                           | Costed. Uncertain of value for money at this stage. Very desirable, but not urgent  | On track |
| BKT North Development                   | Delegation to Deputy Premier to discuss the development of Burketown North. Council may look to submit a Royalties for the Region application for the development of Burketown North. | Monitor  |
| Waste Management Strategy               | Awaiting feedback from JJ Richards.<br>Teleconference on 16.07.2014 with EHP to discuss improvements to waste management in Burke Shire.  | Monitor  |
| Visitor Information Centre              | Seek project costing for renovation of Heritage Listed building   | On track |



## 4. TELECOMS

While Council exerts little direct influence over telecommunications in the Shire, the below information is incorporated to provide an insight into the progress (if any) of projects or upgrades to telecommunications services in the Shire.

| Telecoms                  | Comments   | Updated    |
|---------------------------|--|------------|
| BKT – Optic               | Doomadgee - Normanton fibrelink. Telstra have committed to this project and the Burke Shire Council has provided a letter of commitment to support this project incorporating optic fibre to Burketown.  | 16.07.2014 |
| BKT - ADSL2               | No available ports. This is a back haul issue.   | 16.07.2014 |
| BKT - 4g upgrade          | No schedule upgrade for BKT. To follow up.   | 14.06.2014 |
| Gregory - mobile services | Council has provided the Department of Communications with a letter of commitment to co-fund the installation of a mobile phone base station in Gregory.<br><br>Deputy Mayor attended a conference in Cairns to discuss the Mobile Coverage and Mobile Black Spots programmes in July. | 16.07.2014 |

## 5. POLICY REVIEWS

|             |   |           |
|-------------|---|-----------|
| June 2014   | Investment Policy; Debt Policy; Revenue Policy; Procurement Policy; Community Grants Policy.    | Completed |
| August 2014 | Expense Reimbursement Policy; Advertising Spending Policy; Entertainment and Hospitality Policy | On track  |

## 6. REPORTS

| Report                            | Description  | Status   |
|-----------------------------------|--|----------|
| Operational Plan Quarterly Report | Scheduled for Thursday 16 <sup>th</sup> July 2014  | On track |
| Annual Report 2012-2013           | Financial Statements to be received shortly from QAO. Mayor and CEO to sign Management Certificate | Monitor  |

## 7. TRAINING

Refer to Works and Services Report and Executive Officer's Report

## 8. HR

Joint Consultative Committee meetings in 2014:

JCC meetings will be held quarterly in 2014. The most recent meeting was held on 15th July 2014 and focused on the objectives of the Certified Agreement. There was a particular focus on issues of equity related to pay and housing. Following this, discussions centred on the role of the Single Bargaining Unit. The next meeting is scheduled for 8 October 2014.

## 9. ROADS

MMG Karumba Lead Haulages

- Meeting held to discuss 2014 haulage arrangements. 2013-2014 Agreement concluded. Preliminary terms for a 2014 agreement discussed.

For further information on Road Works and the BSC Works Program, refer to Works and Services Report.

10. NATIVE TITLE AND CULTURAL HERITAGE

Cultural Heritage

Cultural Heritage Surveys for the extension of gravel pits on Doomadgee West Road and at Armraynald commenced week beginning 15<sup>th</sup> July.

ILUA negotiations

Community consultation took place in Burketown on Wednesday 18<sup>th</sup> June 2014. Public submissions closed on 11<sup>th</sup> July 2014. These will be collated and addressed before being sent to DNRM for consideration.

11. STAKEHOLDER ENGAGEMENT

Delegations to Deputy Premier

- Burke Shire Council visited the Deputy Premier in Townsville to discuss Royalties for the Regions (with MMG) and Economic Development in Burketown (with Carpentaria Land Council).

Bidungu

- Externally sourced plumbing works commenced at the Bidungu Aboriginal Reserve on 10 June 2014. These works were completed on 11<sup>th</sup> July 2014.

DTMR

- Finalising arrangements for supply and installation of new ablutions facility in Gregory.

Ergon:

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

Community Hub:

- Discussions with builder and project managers in relation to site drainage and security/surveillance system.

DSDIP:

- Discussions with Deputy Premier in relation to Wild Rivers and also in relation to current and future arrangements under the Royalties for the Regions funding program.

GSD

- Meeting held in Townsville from 25-28<sup>th</sup> June. Also include Burke Shire Council attendance at the Northern Australia workshops scheduled for late June in Townsville.

12. OFFICER'S RECOMMENDATION

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

**08.01.01 Chief Executive Officer Monthly Update Report**

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

**Moved: Cr Camp**

**Seconded: Cr Poole**

**Carried 06.140717 4/0**

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Adjournment

That Council adjourned the meeting from 10.26am to 10.39am.

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## 09. Late Item Reports

### 09.01.02 Consideration to expand water allocation to residents/ratepayers watering nature strips

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DEPARTMENT: Office of the CEO  
RESPONSIBLE OFFICER: Philip Keirle; CEO  
FILE NO: Water Allocation  
DATE: 16<sup>th</sup> July 2014  
LINK TO COUNCIL PLAN/S: Budget – rates and charges

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#### 1. PURPOSE (Executive Summary)

That Council considers whether an additional water allocation be extended to residents/ratepayers who water nature strips adjacent to their properties

This consideration is based on the following observations:

- Failure to grant additional water allocation may compromise Council's stated intent to ensure the townships of the Burke Shire remain 'green,' as there may be a financial impost on the resident/ratepayer for maintaining Council nature strips.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council, in implementing the new water rating system (passed at the Ordinary Council meeting in June 2014) sought to achieve two aims:

- a. Reduce excessive water consumption in order to move toward cost-recovery in the provision of treated water; and
- b. To ensure that the implementation of the water rating system did not lead to the 'browning' of the town, by pricing water consumption in such a way that residents and ratepayers were reluctant to keep the two townships looking green and healthy.

#### 3. PROPOSAL

That Council considers the following options and identifies a course of action most suitable to balancing the 'green town concept' with the elimination of 'excessive water usage.'

- 1) Rejects any additional allocation for any/all of the following reasons:
  - a. Waiver of consumption charges for July 2014 will ameliorate any need for action on this item in the 2014-2015 financial year.
  - b. Water allocations already take into account existing usage, which incorporates water being used on nature strips;
  - c. To do so would not achieve the aims of the water rating system
    - i. Increasing the allocation would have no impact on the 'green town concept'
- 2) Supports an increased allocation of between 50-100kL per year for all lots adjacent to nature strips.
- 3) Supports an increased allocation of between 50-100kL per year for lots adjacent to nature strips that currently maintain these nature strips.
- 4) Supports an increased allocation of between 50-100kL per year for lots adjacent to nature strips on Musgrave and Beames Streets.

#### 4. OFFICER'S RECOMMENDATION

That Council considers proposal 1(a) as the short term solution to this issue.

**09.01.02 Consideration to Expand Water Allocation to Residents/Ratepayers Watering Nature Strips**

**That Council rejects any additional allocation for any/all of the following reasons:**

- a. Waiver of consumption charges for July 2014 will ameliorate any need for action on this item in the 2014-2015 financial year.**

**Moved: Cr Duff**

**Seconded: Cr Poole**

**Carried 07.140717 4/0**

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**Attendance**

Cr Zach Duff left the meeting from 10.56am to 10.58am.

Cr Tony Murray entered the meeting at 11.03am.

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## 09.01.03 Request for Additional Water Allocation

DEPARTMENT: Office of the CEO

RESPONSIBLE OFFICER: Philip Keirle; CEO

FILE NO: Water Allocation – vacant blocks Burketown

DATE: 16<sup>th</sup> July 2014

LINK TO COUNCIL PLAN/S: Budget – rates and charges

### 1. PURPOSE (Executive Summary)

That Council considers a request for an additional water allocation. The request is based on the following observations:

- Ratepayer waters multiple blocks, including 2 x BSC owned blocks, 2 x USL blocks as well as their own block;
- Failure to grant additional water allocation would compromise Council's stated intent to ensure the townships of the Burke Shire remain 'green,' as it would be financially impossible for the ratepayer to continue watering these blocks with a single residence allocation.

### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council, in implementing the new water rating system (passed at the Ordinary Council meeting in June 2014) sought to achieve two aims:

- c. Reduce excessive water consumption in order to move toward cost-recovery in the provision of treated water; and
- d. To ensure that the implementation of the water rating system did not lead to the 'browning' of the town, by pricing water consumption in such a way that residents and ratepayers were reluctant to keep the two townships looking green and healthy.

In implementing this system, Council identified a number of users in the Shire as using an 'excessive amount' of water, where 'excessive' was determined with reference to the town average.

Even if all 5 blocks were taken into account, the ratepayer would still be considered to use an amount that is above the town average for each block (residential).

### 3. PROPOSAL

That Council considers the following options and identifies a course of action most suitable to balancing the 'green town concept' with the elimination of 'excessive water usage.'

- 1) Rejects the application for any/all of the following reasons:
  - a. To do so would not achieve the aims of the water rating system
    - i. Residence is on the outskirts of town and not considered part of the 'green town concept.'
    - ii. The blocks watered are not intended to benefit residents/visitors to Burketown (blocks not intended to be accessed by others) and thus should not be considered part of the 'green town concept.'
    - iii. Water use is excessive to an extent that cannot be reconciled with the 'green town concept.'
- 2) Will reconsider the application subject to the ratepayer verifying that there are no concealed leaks at the property.
- 3) Will reconsider the application subject to an assessment by a certified plumber as to the efficiency of watering devices/reticulation devices used on the properties.
- 4) Granting the ratepayer the water allocation for each block, where ratepayer pays for 1 allocation fee only.
  - a. Each additional kL used over and above the total allocation to be charged at a rate of between \$0.71 and \$1.00 p/kL, or some other amount.

- 5) Granting the ratepayer the water allocation for selected blocks, where ratepayer pays for between 1-5 allocations.
  - a. Each additional kL used over and above allocation, to be charged at a rate of between \$0.71 and \$1.00 p/kL, or some other amount.
- 6) Granting the ratepayer an allocation for each block, where ratepayer pays for all 5 allocations.
  - a. Each additional kL used over and above allocation, to be charged at a rate of between \$0.71 and \$1.00 p/Kl, or some other amount.

4. OFFICER'S RECOMMENDATION

That Council considers a combination of proposals 2 and 5.

**09.01.03 Request for Additional Water Allocation**

**That Council writes to the relevant rate payer and advises that they will consider the application once the rate payer has provided evidence that there are no excessive water use practices and/or concealed leaks on the relevant land.**

**Moved: Cr Forshaw**  
**Seconded: Cr Camp**

**Carried 08.140717 5/0**

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Attendance

Cr Zach Duff left the meeting from 11.17am to 11.18am.

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#### 09.01.04 Donation Request – School Camp

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DEPARTMENT: Office of the CEO  
RESPONSIBLE OFFICER: Philip Keirle; CEO  
FILE NO: Donation Request 2014  
DATE: 17<sup>th</sup> July 2014  
LINK TO COUNCIL PLAN/S: Budget – Donations  
Corporate Plan – Assistance to community groups

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1. PURPOSE (Executive Summary)

That Council considers a donation request from the Burketown State School for the purposes of funding a school camp.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

No previous consideration by Council.

3. PROPOSAL

That Council determines whether or not to donate an amount of money to the Burketown State School in order to assist with funding a school camp.

4. OFFICER'S RECOMMENDATION

That Council considers donating an amount to the Burketown State School for the purpose of funding the school camp.

#### 09.01.04 Donation Request – School Camp

**That Council donates an amount of \$2600 to the Burketown State School for the purpose of funding the 2014 school camp .**

**Moved: Cr Murray**

**Seconded: Cr Duff**

**Carried 09.140717 5/0**

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09.01.01 Operational Plan – Quarterly Update – June 2014

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DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Philip Keirle; Deputy CEO

FILE NO: InfoXpert File Number

DATE: 17<sup>th</sup> July 2014

LINK TO COUNCIL PLAN/S: Corporate Plan  
Operational Plan  
Budget

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1. PURPOSE (Executive Summary)

This quarterly report provides a written assessment of Council's progress toward implementing the annual operational plan is presented pursuant to Division 4, s174(3) of the Local Government Regulation 2012.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council receives quarterly updates on the Operational Plan.

3. PROPOSAL

That Council makes use of these reports to:

- a) Continue identifying areas of particular strategic/operational interest and concern; and
- b) Use these reports as a means of mapping progress toward implementing the annual operational plan and broader Corporate Plan.

4. CONCLUSION

Council is tracked well against the majority of items contained in the Operational Plan. Areas of interest and areas of concern are identified in Attachment 1.

5. OFFICER'S RECOMMENDATION

That Council note the contents of this Report and the contents and commentary contained in Attachment 1.

**09.01.01 Operational Plan – Quarterly Update – June 2014**

**That Council note the contents of this Report and the contents and commentary contained in Attachment 1.**

**Moved: Cr Forshaw**  
**Seconded: Cr Duff**

**Carried 10.140717 5/0**

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Adjournment

That Council adjourned the meeting from 12.01pm to 12.22pm.

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## 08. Chief Executive Officer Reports

### 08.02.01 Operational Plan – 2014/15

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DEPARTMENT: Office of the CEO  
RESPONSIBLE OFFICER: Philip Keirle; CEO  
FILE NO: InfoXpert File Number  
DATE: 19<sup>th</sup> June 2014  
LINK TO COUNCIL PLAN/S: Corporate Plan 2014/19, Budget 2014/15

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1. PURPOSE (Executive Summary)

To present Council with the Operational Plan for 2014-2015 with a view to adopting the Plan at the Ordinary Council meeting in July 2014

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council received the Draft Operational Plan at the Ordinary Council Meeting in June 2014.

3. PROPOSAL

That Council adopts the Operational Plan 2014-15 as submitted.

4. OFFICER'S RECOMMENDATION

That Council adopts the Operational Plan as submitted.

### 08.02.01 Operational Plan – 2014/15

**That Council adopts the 2014/15 Operational Plan as submitted.**

**Moved: Cr Forshaw**

**Seconded: Cr Murray**

**Carried 11.140717 5/0**

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## Adjournment

That Council adjourned the meeting at 12.37pm.

## Resume Proceedings

That Council resumed the meeting at 1.26pm, all were present except Cr Murray.

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#### 14. Closed session reports

**That Council move into closed session to discuss confidential items as stated in the *Local Government Regulation 2012* in Chapter 8 Administration, Part 2 Local government meetings and committees, under *Sections 275 (1) (b) industrial matters affecting employees*.**

**Council moved into closed session at 1.27pm.**

**Moved: Cr Poole  
Seconded: Cr Duff**

**Carried 12.140717 4/0**

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#### Attendance

Cr Murray and Simba Chimpaka entered the meeting at 1.29pm.  
Cr Murray left the meeting at 1.50pm.

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#### 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 2.05pm.**

**Moved: Cr Poole  
Seconded: Cr Camp**

**Carried 12.140717 4/0**

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#### Adjournment

That Council adjourned the meeting from 2.05pm to 2.27pm.

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#### 14.01 Pay Equity

**Council notes the report presented.**

**Moved: Cr Camp  
Seconded: Cr Poole**

**Carried 13.140717 5/0**

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

10.01 Notices of Motion  
10.02 Petitions

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

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#### 11. Mayoral Report

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

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

**Carried 14.140717 5/0**

Attended the following:

- MMG Planning Meeting/GSD Meeting & Planning Day/North Australia Development Conference – Townsville – with DM, CEO
- Order of the Outback Ball – great night out and Brian and Nerida Egan – Aussie Helpers – were well deserving winners. Thanks to all who helped out to make the night a great one and all comments have been positive particularly about the atmosphere created at the Gregory Sports Grounds.
- North Australia White Paper hearing – Normanton with CEO
- Minister Seeney – Townsville – to discuss Royalty to Regions in conjunction with MMG reps, to discuss ILUA matters in conjunction with CLCAC reps- with DM
- Peter Whiting – Phone Conference re potential regional roundup with neighbouring Shires

Media:

- Re MMG Century closure and potential impacts to Shire and region
- Re Budget

GSD:

- Meeting/planning day 26 June – CEO, DM
- GSD CEO attended meeting with Hon Paul Fletcher on behalf of BSC – re mobile phone blackspots
- Office is now located in Normanton
- Office manager – Liza Taylor – attended OOTOB
- CEO is in Brisbane attending meetings/delegations

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## 12. Councillor Reports

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

**Moved: Cr Camp**  
**Seconded: Cr Duff**

**Carried 15.140717 5/0**

Cr Poole

Attended:-

ILUA Meeting

Royalty to Regions meeting in Townsville (Minister Seeney)

Disaster Planning Meeting

GSD Meeting

Economic Development discussions

Order of the Outback Ball – great night

JCC Meeting

Cr Forshaw

Attended

LDMG meeting

Order of the Outback Ball – thanked staff for helping organising/setup a great night

RFDS 50<sup>th</sup> Celebrations

Water meeting in Gregory

Cr Murray

Attended

ILUA Meeting

JCC Meeting

Gulf Trust Fund applications open now, closing 30 September

Cr Duff

Attended

ILUA Meeting

Order of the Outback Ball

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## Attendance

Simba Chimpaka and Regardt Du Preez entered the meeting from 2.54pm to 3.08pm.

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15. Deputations and presentation scheduled for meeting

Internal Auditor Report – Regardt Du Preez (Crowe Horwath)  
Presented a verbal report to council on how the internal audit was going.

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13. New business of an urgent nature admitted by Council

**13.01 'Recognise This'**

**That Council supports the journey of recognition by holding a BBQ in the park in September.**

**Moved: Cr Camp**

**Seconded: Cr Duff**

**Carried 16.140717 5/0**

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16 . Closure of meeting

**The Chair declared the Meeting closed at 3.43pm.**

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I hereby certify that these pages numbered 1 to 28 - constitute the  
Confirmed Ordinary Meeting minutes of the Council Meeting of Burke Shire Council  
held on Thursday 17<sup>th</sup> July 2014.

Mayor Cr Ernie Camp .....