



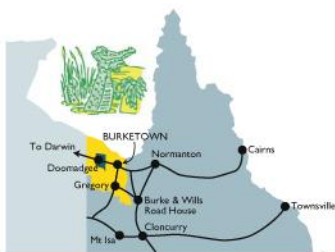
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Confirmed Minutes
Burke Shire Council Ordinary General Meeting
Thursday 20th November 2014
9.00am Council Chamber

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01. Opening of Meeting

The Chair declared the Meeting open at 9.13am

02. Record of Attendance

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

Philip Keirle; Chief Executive Officer
Chris Rohan; Works Manager
Brett Harris; Workshop Fleet Manager
Nils Hay; Projects & HR Manager
Simbarashe Chimpaka; Finance Manager
Jenny Williams; Executive Officer
Madison Marshall; Executive Assistant (Minutes)

Leave Cr Tracy Forshaw

03. Prayer

Cr Poole led Council in Prayer.

04. Consideration of applications for leave of absence

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

05. Confirmation of Minutes of Previous Meeting(s)

05.01 General Meeting 16 October and Special Meeting 6 November 2014

That the Minutes of the General Meeting of Council held on 16 October and Special Meeting held on 6 November 2014 as presented be confirmed by Council.

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

Carried 01.141120 4/0

06. Condolences

Council noted the passing of George Watson and expressed their condolences to the Family.

07. Executive Management Reports

07.02.01 Work Shop 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: 11th November 2014

LINK TO COUNCIL PLAN/S: Works Program

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

Plant Item	Works Carried Out
⇒ Plant #426 Low loader	⇒ Tyres
⇒ Plant #457 10 Tonner	⇒ Front Spring
⇒ Plant #469 Multi tyred roller	⇒ Starter, console hoses and air unions
⇒ Plant #470 Komatsu Loader	⇒ 6,250 hr service, seat and A/C
⇒ Plant #474 Rosa bus	⇒ Window locks
⇒ Plant #479 Water truck	⇒ A/C and tacho
⇒ Plant #480 Prime mover	⇒ Air leaks and tyre
⇒ Plant #485 Backhoe	⇒ 3,250 hr service and haz lamp
⇒ Plant #488 Job truck	⇒ 90K service and PTO
⇒ Plant #522 140M grader	⇒ 3,750 hr service, radiator and tyre
⇒ Plant #522 140M grader	⇒ 2,750 hr service
⇒ Plant #526 Fuel trailer	⇒ Nozzle, hose and leaks
⇒ Plant #529 John Deere mower	⇒ Spindle
⇒ Plant #534 Landcruiser	⇒ 65K minor service
⇒ Plant #535 Landcruiser	⇒ Split rim
⇒ Plant #536 Landcruiser	⇒ 85K minor service and key
⇒ Plant #537 Landcruiser	⇒ 85K minor service and tyre
⇒ Plant #541 HACC bus	⇒ 25K minor service
⇒ Plant #544 Job truck	⇒ Shade fitted
⇒ Plant #545 Job truck	⇒ Hydraulic leak and shade fitted
⇒ Plant #551 Prime mover	⇒ Batteries and air bag
⇒ Plant #560 Water pump trailer	⇒ Hoses, service and fittings
⇒ Plant #561 Landcruiser dual cab	⇒ 80K service and fuel filter
⇒ Plant #566 Landcruiser	⇒ 15K minor service
⇒ Plant #571 Hilux	⇒ 5K service

Extras by workshop staff -

River cameras(one to go at airport- had to lower tower), ice machine, banners, Blivet gearbox and rotor, Digital TV, Wharf railway irons

2. TENDER UPDATE

2014-15 Budget

- New rubbish truck with compactor- ordered- expect delivery late November.
- #535- Holding, until outcome of lease verses purchase
- Pad foot roller- specifications pending

- Loader- specs pending
- RMPC ute- due to go
- Rural foreperson ute- due to go
- Road crew foreman dual cab- due to go
- Waste Transfer Bins- first one completed- order more materials

3. OFFICER'S RECOMMENDATION

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

07.02.01 Workshop and Fleet Report

That Council notes the contents of the Workshop and Fleet November 2014 Report.

Moved: Cr Poole
Seconded: Cr Duff

Carried 02.141120 4/0

Attendance

Brett Harris left the meeting at 9.21am.

07.04.01 Finance Monthly Update Report – for the month of October

DEPARTMENT: Finance Department
 RESPONSIBLE OFFICER: Simba Chimpaka; Finance Manager
 FILE NO: Council Meeting Report -Finance Monthly Update Report
 DATE: 20.11.2014

1. STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Revenue and Expenditure Report

Recurrent Revenue – Net Recurrent Revenue increased by \$1,000,000. This represents an overall 50% increase in recurrent revenues from the last reporting period. Revenue increases pertain to the following receipts:

Flood Damage Revenue - \$1,725,668- 30% advance payment for Flood damage restoration works.
 Sales Revenue -\$316,000 (RMPC Claims for July August and September)
 Rental income - \$10,000
 Investment Interest - \$50,000
 Fees & Charges- \$7,000

Recurrent Expenditure

Year to date recurrent expenditure (Employee Benefits & Materials and services) increased to \$2,530,000

Net Operating Surplus

Year to date net operating surplus for the period was \$2,040,000.

2. STATEMENT OF FINANCIAL POSITION

Supporting documentation: Statement of Financial Position

Current Assets

Asset	Balance 30 Sept	Balance 31 Oct	% Change
Cash & Cash Equivalents	12,878,696	13,511,296	5%
Trade & Other Receivables	2,029,840	2,300,000	13%
Inventories	275,626	279,993	2%
Other Financial Assets	1,745,561	1,619,857	-7%
Total Current Assets	16,929,723	17,711,146	5%

Cash and cash equivalents increased by 5% from the last reporting period. Cash flows are forecast to increase considerably in the following month as rates notices have been sent out to ratepayers. Cash in excess of Council's monthly operational requirements will be reinvested in QTC.

Inventories increased by 2%
 Total Current assets increased by 5%

Capital works in Progress - Work in progress increased by \$632,050. Major expenditure incurred in Nijinda Durlga construction works. Nijinda Durlga construction has been completed. The November report will show total project costs to date.

Ongoing Capital Works

Description	Percentage Completion	Year to Date Costs
Gregory Ablution Facilities	20%	85,000
Sewer Treatment Plant (Blivet)	70%	34,000
Total		119,000

Current Liabilities

Current Liabilities balance as at 31 October reported as \$862,000. This figure is relatively high as Council did not manage to process a creditors payment run on the 28th of October, payment was subsequently processed a few days after the end of the month bringing current liabilities down.

3. STATEMENT OF CASH FLOWS

Net cash flow from operating activities-

Cash inflows increased to \$342,374 from the last reporting period. Increases mainly relate to receipts for RMPC claims for July August and September.

Outflows –Employee Wages and Benefits increased to 2,750,891.

Interest received increased to \$162,176 and rental income increased to \$43,355.

Cash Flows from investing activities

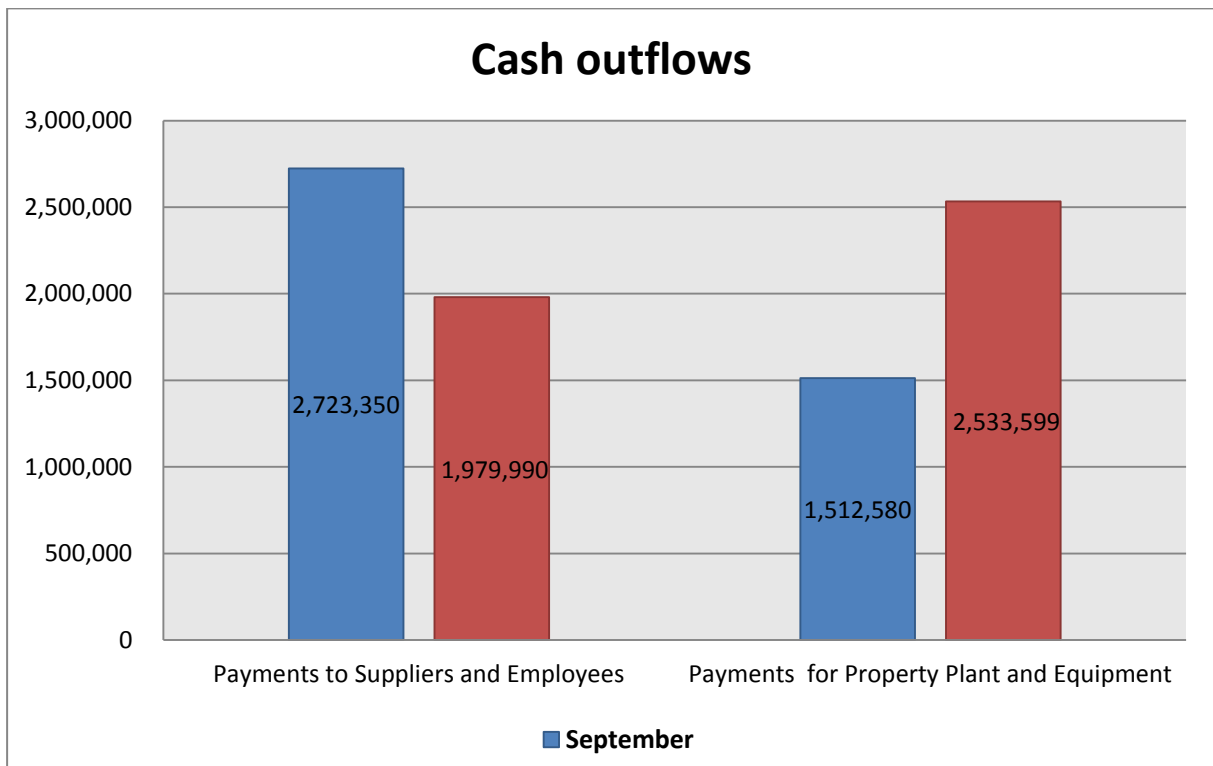
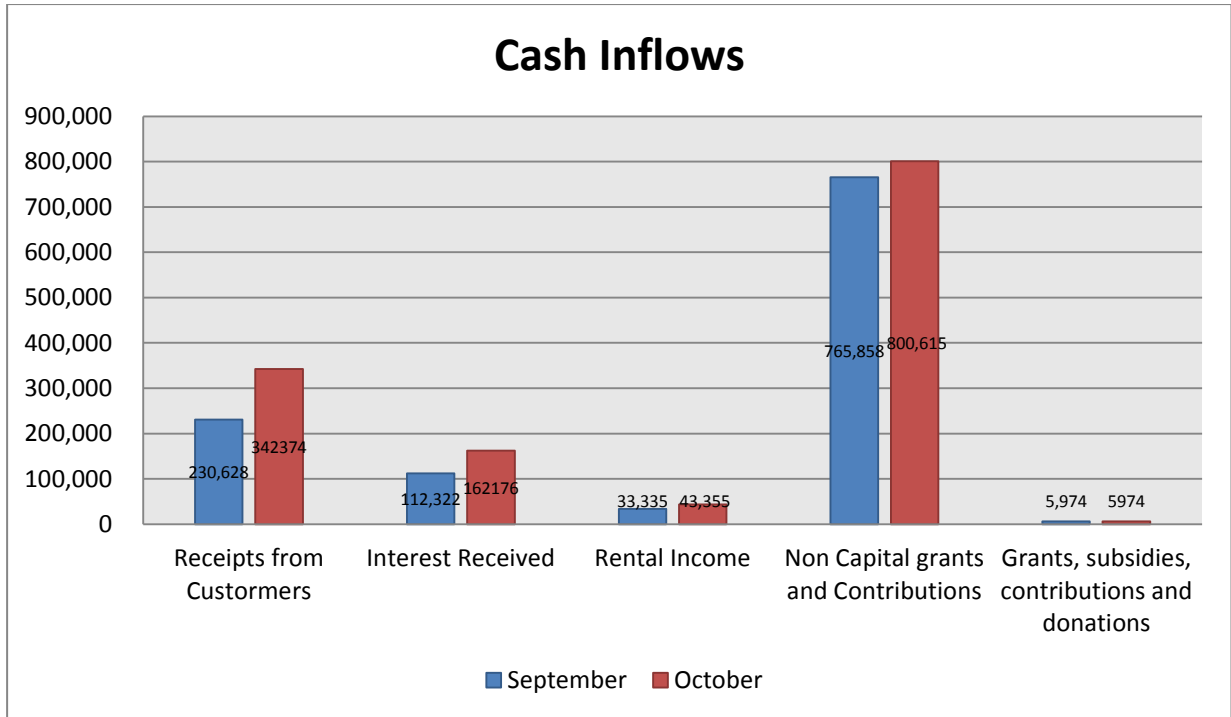
Payments for property plant and equipment increased to \$2,553,599

There were no proceeds from the sale of property plant and equipment.

Cash flows from financing activities

Council does not have any borrowings so there is no movement here.

- Overall Cash at the end of the reporting period sat at \$13,500,000.
- Net cash decreased by \$3.9 million from the beginning of the period.
- Cash inflows should increase considerably as rates revenues are collected over the next few months.



4. FINANCIAL RATIOS

Liquidity Ratio

This ratio indicates the ability of Council to meet its short-term obligations.
This ratio should exceed 1:1

A ratio of 1:1 indicates the ability to pay all current liabilities, if necessary, from their cash and liquid financial assets.

Councils Liquidity ratio as at 31 October is 19:1 therefore council has substantial ability to meet its current liabilities

Working Capital

This ratio indicates the amount by which short term assets exceed short term obligations.
This ratio measures a firm's ability to pay off its current liabilities with current assets.
Ideally working Capital ratio should be close to or above 2:1.

Councils working capital ratio as at 31 October is 6:1 therefore Council can meet all of its current liabilities and still have positive working capital.

5. FINANCE MONTHLY UPDATE

Rates: Rates levies for the period 1 July -31 December have been issued. Revenues are as follows:

General Rates	\$	1,622,661.80
Water	\$	10,965.00
Sewer	\$	58,695.00
Garbage	\$	35,583.00

Water Consumption – Water Meter readings are captured on a monthly basis. Council will issue bills for water consumption in the second half of the financial year. Excess water consumption will incur charges as specified in the schedule of fees and charges.

BPAY: Rates Assessment notices now include BPAY as a payment option. To date there the majority of rate payments have been processed via the BPAY option. BPAY provides a reliable mechanism to identify rate and debtor payments.

Rates receipts - The 15% discount on payment of full year's rates appears to be the preferred option by the majority of rate payers. Cash flows should increase considerably between November and the December discount date.

Flood Damage

BrkSC.10.12: Acquittal at 70% complete:

BrkSC.11.12: Acquittal at 70% complete:

BrkSC.13.13: Acquittal at 70% complete:

BrkSC.15.13: Acquittal at 91% complete.

BrkSC.16.14 (REPA): REPA Approved Value \$8,247,734.00 – Council has received a 30% advance payment for restoration works. Deductions for prior year overpayments have been offset against this payment.

Debtors

Finance has instituted an ongoing monthly debtor's process. Part of this process involves assessing collectability of outstanding amounts on a monthly basis, debtor statements are sent out monthly with follow up calls and emails sent out to debtors. There have been positive outcomes as a result of this exercise with debts stretching as far back as 2012 being paid into council's coffers. Debtor's credit history will be assessed in determining whether to extend further credit to customers.

Audit Preparation: External auditors are scheduled for a visit from the 9th to the 12th of December. Audit preparations are well underway. A Forensic Audit was performed in October. Our external auditor commended the efforts made in developing a robust and sound control environment. Several recommendations were made by the external auditor. The Finance department has taken these recommendations seriously and has implemented and will continue to implement changes an effective control environment.

6. OFFICER'S RECOMMENDATION

That Council notes the contents of the Finance Manager November 2014 Monthly Report.

07.04.01 Finance Report

That Council notes the contents of the Finance Report.

Moved: Cr Camp
Seconded: Cr Murray

Carried 03.141120 4/0

09. Late Item Reports

09.03 Former Deputy CEO Credit Card Expenditure

DEPARTMENT: Finance
RESPONSIBLE OFFICER: Simba Chimpaka, Finance Manager
FILE REF: Business Paper – Council Meeting
DATE: 18 November 2014
LINK TO COUNCIL PLAN/S: Nil

1. PURPOSE (Executive Summary)

To approve the write off of former Deputy CEO credit card expenditure.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Former Deputy CEO Fred Aqvilin incurred several credit card expenses prior to his departure to the amount of \$5,475.71

Council made several attempts to obtain the receipts from the Former Deputy CEO to no avail. To date Council has not received the requested receipts from the Former Deputy CEO. Council managed to recover three receipts; however there are several outstanding receipts.

Finance does not reasonably foresee the possibility of receiving receipts from the Former Deputy CEO at this stage.

Lack of supporting documentation may lead to a qualified Audit opinion. In the absence of receipts it is difficult to determine if this expenditure was compliant with Council's policies or Aqvilin's contractual entitlements (i.e. that the expenditure was incurred validly on behalf of council).

3. OFFICER'S RECOMMENDATION

That Council writes off the expenditure to sundry/general expenses.

09.03 Former Deputy CEO Credit Card Expenditure

That Council writes off expenditure to the value of \$5,475.71 to sundry/general expenses.

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

Carried 04.141120 4/0

09.04 Rates Interest Write Off

DEPARTMENT: Finance
 RESPONSIBLE OFFICER: Simba Chimpaka, Finance Manager
 FILE REF: Rates Interest Write Off
 DATE: 18th November 2014
 LINK TO COUNCIL PLAN/S: Nil

1. PURPOSE (Executive Summary)

- (a) To approve the write off of interest charges on rates processed on 11/07/14; and
- (b) To approve the reversal of interest on rate payers who paid full year rates last year.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

- (1) Council raised its rates levy on 11/07/14. Inconsistencies were identified before the assessment notices were sent out to ratepayers.

Council's financial management system calculates interest on rates once the discount period expires. As a result of the identified anomalies, the assessment notices were not sent out to rate payers, consequently the discount period expired and the interest on rates kicked in. Council has reversed the incorrect rates levy raised on 11/07/14 and raised another levy on 31/10/14. In order to complete this process in a compliant fashion, it is necessary that interest that had been incorrectly raised on the incorrect levy is written off.

- (2) Last Year several rate payers paid full year rates entitling them to a 15% discount on their rates. Council offers two discounts – (5% discount on payment of 6 months rates and 15% on payment of 12 months rates). Council's financial system (PCS) cannot handle two different discount rates so the 15% discount has to be manually applied. This was not done: some ratepayers who were entitled to the 15% discount only got a 5% discount, consequently the system calculated interest on the balance outstanding. This interest needs to be reversed as ratepayers had paid their rates in full.

3. OFFICER'S RECOMMENDATION

That Council

- a) approves the write off Interest raised on an inconsistent rate levy; and
- b) approves the write off of interest on last years rates where rate payers have paid full year rates within the discount period.

09.04 Rates Interest Write Off

That Council

- a) approves the write off Interest raised on an inconsistent rate levy; and**
- b) approves the write off of interest on last years rates where rate payers have paid full year rates within the discount period.**

Moved: Cr Murray
Seconded: Cr Camp

Carried 05.141120 4/0

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) (c, e, f, and h)*.

(c) the local government's budget; or

(e) contracts proposed to be made by it; or

(f) starting or defending legal proceedings involving the local government; or

(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Council moved into closed session at 9.55am

Moved: Cr Camp

Seconded: Cr Poole

Carried 06.141120 4/0

Move into Open Session

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

Council resumed open session at 11.37am

Moved: Cr Camp

Seconded: Cr Murray

Carried 07.141120 4/0

All were present except Simbarashe Chimpaka who left closed session at 10.31am.

14.07 RFQ 14-14 Renovations to Council House Six

DEPARTMENT: Works & Services
RESPONSIBLE OFFICER: Works Manager
FILE REF: RFQ 14-14
DATE: 17th November 2014
LINK TO COUNCIL PLAN/S: Works Program

1. PURPOSE (Executive Summary)

To determine level of funding to commit to the renovations of Council House Six.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

A Request for Quotation was sought for works on Council House Six on the basis of perceived need. The house is assessed to be in poor condition and will, as a minimum, require works to replace the roof and windows. All other items may be negotiated with the supplier pending determination of funding.

3. OFFICER'S RECOMMENDATION

That Council:

- (a) Approves a re-allocation of funding from the Capital Expenditure Budget (renovation of Admin building) and the Housing Maintenance budget to fund major renovations to House Six to the value of \$96,000 (GST excl.);
- OR
- (b) Approves a re-allocation of funding from the Capital Expenditure Budget (renovation of Admin building) and the Housing Maintenance budget to fund major renovations to House Six to the value of \$75,000 (GST excl.);
- OR
- (c) Approves a re-allocation of funding from the Capital Expenditure Budget (renovation of Admin building) to fund major renovations to House Six to the value of \$56,000 (GST excl.);
- OR
- (d) Determines that funding for the renovations to House Six be allocated for the 2015-2016 financial year.

14.07 RFQ 14-14 Renovations to Council House Six

That Council:

Approves a re-allocation of funding from the Capital Expenditure Budget (renovation of Admin building) and the Housing Maintenance budget to fund major renovations to House Six to the value of \$75,000 (GST excl.);

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

Carried 08.141120 3/1

14.09 Proposal for the provision of Rates Revenue Administration

DEPARTMENT: Finance
 RESPONSIBLE OFFICER: Simba Chimpaka, Finance Manager
 FILE REF: Outsourcing of Rates
 DATE: 18th November 2014
 LINK TO COUNCIL PLAN/S: Budget

1. PURPOSE (Executive Summary)

That Council considers the out-sourcing of core elements of the Rates function to an external provider, including a full audit of Council's rate function for 2012-2013, 2013-2014 and 2014-2015.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has experienced difficulties in administering and managing rates to a service level that the organisation and rate payers are entitled to expect. Rates administration and management is a complex task requiring time, diligence, skill and expertise.. Inconsistencies in rating over the past few years have potentially led to Council missing out on revenue. It has certainly diminished Council's own confidence in one of its core functions. An intensive rates audit would restore organizational confidence in this core function, ensuring that each and every property, lot and parcel is levied appropriately and concisely. Expert rate modelling is required to ensure council collects adequate revenues to meet its budgetary and financial obligations and complies with statutory regulations.

3. OFFICER'S RECOMMENDATION

1. That Council
 - a) notes the contents of this report;
 - b) approves the out-sourcing of the administration of Council's rates function; and
 - c) approves the expenditure of \$45,000 (GST excl.) to proceed with the engagement of an external provider to deliver this service for 2014-2015, noting that this figure will include an historical audit of Council's rates data and the rectification of issues found.

14.09 Proposal for the provision of Rates Revenue Administration

That Council

- a) **notes the contents of this report;**
- b) **approves the out-sourcing of the administration of Council's rates function; and**
- c) **approves the expenditure of \$45,000 (GST excl.) to proceed with the engagement of an external provider to deliver this service for 2014-2015, noting that this figure will include historical audit of Council's rates data and the rectification of issues found.**

Moved: Cr Murray
Seconded: Cr Camp

Carried 09.141120 4/0

14.08 Burketown ILUA

DEPARTMENT: Office of the CEO
 RESPONSIBLE OFFICER: Report written by Andrew Kerr of Preston’s Law
 FILE REF:
 DATE: 17th November 2014
 LINK TO COUNCIL PLAN/S: Town Planning Scheme; Community Plan, Corporate Plan; Operational Plan, Budget

1. PURPOSE (Executive Summary)

Due to the nature of this report, all commentary in relation to background information, financial and resource implications, policy and legal implications, critical dates and implementation, consultation and so forth are included within the report prepared by Preston Law for the Burke Shire Council. Preston’s proposed recommendations for resolution are detailed at the end of the report (42.1 and 42.4).

2. RECOMMENDATION

That Council

- a) recommend that the ILUA be amended as detailed in the comments in the body of this report.
- b) Are happy to have further discussions with Council officers in relation to the nature and extent of amendments which may be required.¹
- c) As indicated in the report, it is essential that Council undertake a comprehensive review of the Schedules to the agreement to ascertain whether or not all land tenure dealings and other arrangements which have been the subject of negotiations are included in the Schedules, and where included are accurate.²
- d) To facilitate the conclusion of the negotiations and execution of the agreement, we recommend that Council delegate authority to the Mayor or other elected representative and the Chief Executive Officer to finalise any further amendments to the ILUA and that subject to finalisation of any further amendments, that the Mayor and Chief Executive Officer be authorised to enter into the ILUA on behalf of Council.

14.08 Burketown ILUA

That Council

- a) recommend that the ILUA be amended as detailed in the comments in the body of this report.**
- b) To facilitate the conclusion of the negotiations and execution of the agreement, we recommend that Council delegate authority to the Mayor or other elected representative and the Chief Executive Officer to finalise any further amendments to the ILUA and that subject to finalisation of any further amendments, that the Mayor and Chief Executive Officer be authorised to enter into the ILUA on behalf of Council.**

Moved: Cr Camp
Seconded: Cr Poole

Carried 10.141120 4/0

¹ CEO, by email, has provided further instructions to Preston Law in relation to a number of the items mentioned in this report, including: recitals, Council land, joint trusteeship documentation, clause 13.1(1) of the Implementation Clause, compensation, indemnity and costs.
² These schedules were reviewed prior to the second community consultation and have been completely reviewed on 18-19 November 2014.

14.04 Tender 2014-17 - Renovation of Burke Shire Council Admin Building

DEPARTMENT: Office of the CEO
RESPONSIBLE OFFICER: Philip Keirle, CEO
FILE REF: Tender 2014-17
DATE: 17 November 2014
LINK TO COUNCIL PLAN/S: Budget (Cap Ex)

1. PURPOSE (Executive Summary)

To approve a tender for the renovation of the Burke Shire Administration Building.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council identified the renovation of the Burke Shire Council Administration building as a priority project for the 2014-2015 financial year.

3. OFFICER'S RECOMMENDATION

That Council awards tender 2014-17 to Richardson's Building Service for the sum of \$182,000 (ex GST).

14.04 Tender 2014-17 - Renovation of Burke Shire Council Admin Building

That Council awards tender 2014-17 to Richardson's Building Service for the sum of \$182,000 (ex GST).

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

Carried 11.141120 4/0

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) (c, e, g and h)*.

(c) the local government's budget; or

(e) contracts proposed to be made by it; or

(g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or

(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Council moved into closed session at 11.41am

Moved: Cr Murray

Seconded: Cr Poole

Carried 12.141120 4/0

Move into Open Session

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

Council resumed open session at 1.30pm

Moved: Cr Poole

Seconded: Cr Murray

Carried 13.141120 4/0

14.02 REX contract - Turnaround Service Charge / Handling Services Contract

DEPARTMENT: Office of the CEO
RESPONSIBLE OFFICER: Philip Keirle; CEO
FILE REF: Business Paper – Council Meeting
DATE: 11 November 2014
LINK TO COUNCIL PLAN/S: Budget

1. PURPOSE (Executive Summary)

To determine the Turnaround Service Charge for the REX Handling Services & Charges contract

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The following definition and description of service is taken from the REX Handling Services & Charges contract.

The Turnaround Service: includes receipt and dispatch of the aircraft including all the associate Ramp /Baggage handling and Customer Service function performed within a 45 minute period, irrespective of flight number or change of aircraft.

Service provided by Handling Company: the Handling Company agrees that Customer Service staff will be at the airport 60 minutes prior to the scheduled departure with check-in open at 45 minutes prior to departure and remain at the airport for a further 15 minutes following the departure or until the aircraft has reported contact with Air Traffic Services (as directed by the Carrier), which ever is the longer time.

3. OFFICER'S RECOMMENDATION

That Council supports the inclusion of a 'break even' figure for the provision of Handling Services under the REX contract.

14.02 REX contract - Turnaround Service Charge / Handling Services Contract

That Council supports the inclusion of a 'break even' figure for the provision of Handling Services under the REX contract.

Moved: Cr Camp
Seconded: Cr Duff

Carried 14.141120 4/0

14.03 Lease for Multi-Purpose Courts on Lot 2 on SP194674

DEPARTMENT: Office of the CEO
RESPONSIBLE OFFICER: Philip Keirle; CEO
FILE REF: Business Paper - 20 November 2014
DATE: 14 November 2014
LINK TO COUNCIL PLAN/S: Burketown ILUA, Town Planning Scheme

1. PURPOSE (Executive Summary)

To confirm Council's support for the installation of a multi-purpose court (recreational) facility on Lot 2 on SP 194674 (the oval adjacent to the Burketown State School).

On the basis that Council supports the installation and siting of the courts:

- That Council further considers the proposed terms of the trustee lease for the siting of the multi-purpose court facility on part of Lot 2 on SP 194674, particularly as this relates to the annual rent on the proposed trustee lease (\$ p.a).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Education Queensland approached Council in late 2013 with a proposal to install a multi-purpose court on Lot 2 on SP 194674 (adjacent to the Burketown State School). Joseph Campbell was Acting Principal of the Burketown State School at this time.

The Department of Education, Training and Employment have ~\$400,000 to spend on this project.

A draft lease was sent to Council in early September 2014. At this time, there were uncertainties in relation to Native Title over Lot 2 on SP 194674. These uncertainties have since been resolved. On that basis, the draft lease was sent to Preston Law for review, prior to submitting to Council.

3. OFFICER'S RECOMMENDATION

In the absence of a set policy on lease/rental arrangements for community purpose infrastructure that is built or funded by other entities on land of which Council is the trustee:

That Council

- a) confirms a trustee lease arrangement over Lot 2 on SP 194674 with the Department of Education, Training and Employment;
- b) confirms the annual rent for this trustee lease at the nominal rate of \$1.00 per annum provided that clause 11.1(b) is amended to remove the words "excluding repairs due to fair wear and tear and structural repairs";
- c) determines to adopt a rate p/m² approach to charging rent for the lease of Lot 2 on SP 194674.

14.03 Lease for Multi-Purpose Courts on Lot 2 on SP194674

In the absence of a set policy on lease/rental arrangements for community purpose infrastructure that is built or funded by other entities on land of which Council is the trustee:

That Council

- a) confirms a trustee lease arrangement over Lot 2 on SP 194674 with the Department of Education, Training and Employment;
- b) confirms the annual rent for this trustee lease at the nominal rate of \$1.00 per annum provided that clause 11.1(b) is amended to remove the words “excluding repairs due to fair wear and tear and structural repairs”;

Moved: Cr Duff
Seconded: Cr Murray

Carried 15.141120 4/0

14.05 Sale of Council Lots – by auction or tender

DEPARTMENT: Office of the CEO
RESPONSIBLE OFFICER: Philip Keirle; CEO
FILE NO: Sale of Land
DATE: 15.11.2014
LINK TO COUNCIL PLAN/S: Community; Corporate; Operational Plans, Town Planning Scheme

1. PURPOSE (Executive Summary)

To confirm Council's position on the following items:

- (a) Intention to sell Lot 314 (street facing lot) on Plan B1361 or Lots 313-314 on Plan B1361;
- (b) If Council intends to sell Lot 314 on Plan B1361 or Lots 313-314 on Plan B1361, to decide whether to sell this lot/these lots by auction or by tender.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Mayor, Councillors and CEO have received queries in September and October in relation to the availability of commercial land for purchase in Burketown.

An expression of interest for the purchase and development of Lots 313-314 on Plan B1361 was discussed at the Ordinary Council meeting in October.

Mayor, Deputy Mayor and CEO discussed the relative merits of sale of land by auction or tender with representatives from Preston Law in Mackay on 28 October 2014.

3. OFFICER'S RECOMMENDATION

That Council

- (a) Resolves to sell lots 313-314 on Plan B1361;
- (b) Determines to proceed with the sale of lots 313-314 on Plan B1361 by tender;
- (c) Authorises the CEO to engage suitably qualified persons to produce the required documentation for the sale of lots by tender;
- (d) Requires 'sale of land by tender' documentation to be presented to Council for authorization prior to release.

14.05 Sale of Council Lots – by auction or tender

That Council

- (a) Resolves to sell lots 313-314 on Plan B1361;**
- (b) Determines to proceed with the sale of lots 313-314 on Plan B1361 by tender;**
- (c) Authorises the CEO to engage suitably qualified persons to produce the required documentation for the sale of lots by tender;**
- (d) Requires 'sale of land by tender' documentation to be presented to Council for authorisation prior to release.**

Moved: Cr Poole
Seconded: Cr Duff

Carried 16.141120 4/0

14.06 MCU 2014-09 Extraction of Borrow Pits

DEPARTMENT: Office of the CEO
 RESPONSIBLE OFFICER: Philip Keirle; CEO
 FILE REF: MCU 2014-09
 DATE: 15.11.2014
 LINK TO COUNCIL PLAN/S: Town Planning Scheme

1. PURPOSE (Executive Summary)

To consider an application by MMG Century Ltd for a Development Permit for Material Change of Use (MCU) – Code Assessable – Extraction (2 Borrow Areas, to remove less than 5000 tonnes) at the following locations:

ADDRESS: Part of Lot 5 on SP11112, Term Lease – Lawn Hill and Riversleigh Pastoral Holding Company and more particularly:

Borrow Area 1 (Clay): Latitude: 18.689423°
 Longitude: 138.512487°

Borrow Area 2 (Rock): Latitude: 18.662626°
 Longitude: 138.5439572°

ZONE: Rural Zone

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

This Application is made by MMG Century Ltd. The site is described as part of Lot 5 on SP111112, Term Lease – Lawn Hill and Riversleigh Pastoral Holding Company.

The Application seeks a Development Permit for:

- MCU – Extraction – (2 Borrow Areas, to remove less than 5000 tonnes).

The site is located within the Rural Zone under the Burke Shire Planning Scheme 2003, and requires Code Assessment.

An Environmental/Town Planning Assessment, prepared by Ashgrove Environmental, accompanies the Application and addresses the relevant town planning issues and environmental issues relating to the proposed development.

SITE AND BACKGROUND

Widdallion Weir, located on Widdallion Creek and constructed in 1984, provides a water supply to the Lawn Hill Station homestead and to Adels Grove Camping Park. The Weir has suffered damage over the years and now requires urgent repair, as it is likely it will not survive the next wet season.

Repairs to the Weir require approximately 500m³ of rock and approximately 1300m³ of clay. These volumes do not trigger an Environmentally Relevant Activity (ERA) as the thresholds are too low.

Suitable deposits of rock and clay have been identified in fairly close proximity to the Weir site on Lot 5.

This Application seeks land use approval to extract the rock and clay in order to undertake repairs to the Weir.

PROPOSED DEVELOPMENT

The proposed Development Application comprises an MCU Application for Extraction- (2 Borrow Areas to remove less than 5000 tonnes); and attached at Appendix 1 is a copy of a Site Locality Plan, lodged with the Application, identifying the location of the Weir and the 2 Borrow Areas.

The Borrow Area: Clay, is located approximately 14km north east of the Lawn Hill Station homestead and approximately 1.6km east of Adels Grove Camping Park. An area of approximately 2 hectares will be required to be cleared to extract the clay to a depth of 1 to 2 metres. This will require vegetation and topsoil clearing and subsequent rehabilitation of the land will be required.

The Borrow Area: Rock, is located approximately 10km north-east of the Lawn Hill Station homestead and approximately 3km south of Adels Grove Camping Park. No extraction of rock is required as the rock lies on the surface of the land and so no subsequent significant rehabilitation of the land will be required.

Trucks will access both Borrow Areas and transport the rock and clay to the Widdallion Weir site. No permanent structures are proposed and only temporary toilets and shade structures will be provided during the extraction of the material for use by staff/workers. It is anticipated that the work will be undertaken within one (1) month and the land subsequently rehabilitated. Any approval will be conditioned accordingly.

3. OFFICER’S RECOMMENDATION

That Council resolves:

In accordance with the Sustainable Planning Act 2009 as amended, the applicant be notified that the Application for a Development Permit for a Material Change of Use for Extraction (2 Borrow Areas to remove less than 5000 tonnes) located on land described as part of Lot 5 SP111112 - Term Lease – Lawn Hill and Riversleigh Pastoral Holding Company and more particularly:

Borrow Area: Clay: Latitude: 18.689423°
Longitude: 138.512487°

Borrow Area: Rock- Latitude: 18.662626°
Longitude: 138.5439572°

is approved subject to the conditions detailed below.

ASSESSMENT MANAGER CONDITIONS (COUNCIL)

1. The Borrow Areas approved under this approval are only to be used for the purpose of extracting clay and rock to repair the Widdallion Weir, to the satisfaction of the Chief Executive Officer or delegate.
2. The applicant must ensure the two (2) Borrow Areas are maintained in a clean and tidy condition at all times during the extraction process, to the satisfaction of the Chief Executive Officer or delegate.
3. No fuel or dangerous goods are to be stored at either Borrow Area, to the satisfaction of the Chief Executive Officer or delegate.
4. No permanent buildings or structures are to be erected at the Borrow Areas. Site facilities are required to be provided for staff working at or visiting each site and are limited to:
 - o one (1) portable toilet at each site, for use by staff/workers; and
 - o one (1) shade structure at each site for use by staff/workers,
 to the satisfaction of the Chief Executive Officer or delegate.

5. Qualified Environmental Officer/s must be on-site at each Borrow Area to undertake inspections of flora and fauna, prior to extraction commencing. The Officer/s must provide advice to the on-site Project Manager with regard to the removal, maintenance and protection of vegetation, top soil and seed plants at Borrow Area: Clay, for future reinstatement. The Officer must also undertake a thorough audit of each Borrow Area, prior to extraction commencing, to identify and remove any vulnerable fauna, including reptiles, found at each Borrow Area, to the satisfaction of the Chief Executive Officer or delegate.

In particular, the clearing of acacia species with mistletoe present, is to be avoided wherever possible at each Borrow Area, to minimise the loss of food resources for the painted honeyeater, to the satisfaction of the Chief Executive Officer or delegate.

6. The extractive operation is limited to daylight hours only, with no truck movements to or from the sites permitted at any other time, refer to condition 7 below. The speed of all trucks along access tracks to the Borrow Areas is restricted to 20km per hour and all truck drivers accessing the sites are to be advised, accordingly by the on-site Project Manager and to the satisfaction of the Chief Executive Officer or delegate.
7. Any haulage on the local public road network, to or from the sites, is limited to 6am to 6pm, Monday to Sunday.
8. Loads on vehicles removing material from the extraction areas, shall be kept covered during transit, in accordance with the directions of the Council, so as to prevent the escape or spillage of material. The operator must ensure that the trucks are only loaded to capacity, in accordance with the registration of each vehicle, to the satisfaction of the Chief Executive Officer or delegate.
9. At no time is any part of the extraction areas to be left in a condition that allows the ponding of storm water, or the scouring of the land in such a way that material is washed into natural watercourses or beyond the boundaries of the extraction area. Any discharge of sediment to natural watercourse, due to unexpected heavy rain, is to be remediated immediately by the operator and Council is to be advised of the measures taken and the expected time frames to remediate the discharge, to the satisfaction of the Chief Executive Officer or delegate.
10. At completion of the extraction operation required to repair Widdallion Weir, the operator must undertake rehabilitation works to each Borrow Area, under the supervision of a Qualified Environmental Officer, as follows:

Borrow Area – Clay:

- Re-profile the entire extraction area to provide for uniform contours and slopes that do not exceed pre-existing slopes and contours and ensure that no ponding or scouring will occur over the area in the future; and
- Reinstatement over the entire extraction area, removed vegetation, top soil and seed plants, stored on site for re-use at the completion of the extraction. Should the removed vegetation not be suitable to replant and thrive, the operator will plant an equivalent number of native trees and seed plants to compensate for the lost vegetation; and
- The area must be rehabilitated so that it continues to be suitable and safe for cattle grazing; and
- To ensure vegetation/plant survival, the entire area is required to be watered by water tank for a period of time, specified by a Qualified Environmental Officer, to ensure long term plant and habitat survival.

Borrow Area – Rock:

- The extraction area must be left in a natural state that reflects the surrounding rocky area, with no deep holes or dangerous areas that might have resulted from the removal of large rocks over the extraction area and to ensure that no ponding will occur over the area in the future;
- A Qualified Environmental Officer must supervise the rehabilitation of this area, back to its natural state so that it continues to be suitable and safe for cattle grazing.

Rehabilitation of each Borrow Area is to be undertaken in accordance with this Condition and upon completion, be to the satisfaction of the Chief Executive Officer or delegate.

In accordance with section 346(1)(a) of the Sustainable Planning Act 2009, the use approved under this Development Permit must cease within 12 months of the date of the Decision Notice and all Conditions of approval are required to be satisfied within that period, in particular, Condition 10, above.

14.06 MCU 2014-09 Extraction of Borrow Pits

That Council resolves:

In accordance with the Sustainable Planning Act 2009 as amended, the applicant be notified that the Application for a Development Permit for a Material Change of Use for Extraction (2 Borrow Areas to remove less than 5000 tonnes) located on land described as part of Lot 5 SP111112 - Term Lease – Lawn Hill and Riversleigh Pastoral Holding Company and more particularly:

Borrow Area: Clay: Latitude: 18.689423°
Longitude: 138.512487°

Borrow Area: Rock- Latitude: 18.662626°
Longitude: 138.5439572°

is approved subject to the conditions detailed below.

ASSESSMENT MANAGER CONDITIONS (COUNCIL)

1. The Borrow Areas approved under this approval are only to be used for the purpose of extracting clay and rock to repair the Widdallion Weir, to the satisfaction of the Chief Executive Officer or delegate.
2. The applicant must ensure the two (2) Borrow Areas are maintained in a clean and tidy condition at all times during the extraction process, to the satisfaction of the Chief Executive Officer or delegate.
3. No fuel or dangerous goods are to be stored at either Borrow Area, to the satisfaction of the Chief Executive Officer or delegate.
4. No permanent buildings or structures are to be erected at the Borrow Areas. Site facilities are required to be provided for staff working at or visiting each site and are limited to:
 - o one (1) portable toilet at each site, for use by staff/workers; and
 - o one (1) shade structure at each site for use by staff/workers, to the satisfaction of the Chief Executive Officer or delegate.
5. Qualified Environmental Officer/s must be on-site at each Borrow Area to undertake inspections of flora and fauna, prior to extraction commencing. The Officer/s must provide advice to the on-site Project Manager with regard to the removal, maintenance and protection of vegetation, top soil and seed plants at Borrow Area: Clay, for future reinstatement. The Officer must also undertake a thorough audit of each Borrow Area, prior to extraction commencing, to identify and remove any vulnerable fauna, including reptiles, found at each Borrow Area, to the satisfaction of the Chief Executive Officer or delegate.

In particular, the clearing of acacia species with mistletoe present, is to be avoided wherever possible at each Borrow Area, to minimise the loss of food resources for the painted honeyeater, to the satisfaction of the Chief Executive Officer or delegate.

6. The extractive operation is limited to daylight hours only, with no truck movements to or from the sites permitted at any other time, refer to condition 7 below. The speed of all trucks along access tracks to the Borrow Areas is restricted to 20km

per hour and all truck drivers accessing the sites are to be advised, accordingly by the on-site Project Manager and to the satisfaction of the Chief Executive Officer or delegate.

7. Any haulage on the local public road network, to or from the sites, is limited to 6am to 6pm, Monday to Sunday.
8. Loads on vehicles removing material from the extraction areas, shall be kept covered during transit, in accordance with the directions of the Council, so as to prevent the escape or spillage of material. The operator must ensure that the trucks are only loaded to capacity, in accordance with the registration of each vehicle, to the satisfaction of the Chief Executive Officer or delegate.
9. At no time is any part of the extraction areas to be left in a condition that allows the ponding of storm water, or the scouring of the land in such a way that material is washed into natural watercourses or beyond the boundaries of the extraction area. Any discharge of sediment to natural watercourse, due to unexpected heavy rain, is to be remediated immediately by the operator and Council is to be advised of the measures taken and the expected time frames to remediate the discharge, to the satisfaction of the Chief Executive Officer or delegate.
10. At completion of the extraction operation required to repair Widdallion Weir, the operator must undertake rehabilitation works to each Borrow Area, under the supervision of a Qualified Environmental Officer, as follows:

Borrow Area – Clay:

- Re-profile the entire extraction area to provide for uniform contours and slopes that do not exceed pre-existing slopes and contours and ensure that no ponding or scouring will occur over the area in the future; and
- Reinstatement over the entire extraction area, removed vegetation, top soil and seed plants, stored on site for re-use at the completion of the extraction. Should the removed vegetation not be suitable to replant and thrive, the operator will plant an equivalent number of native trees and seed plants to compensate for the lost vegetation; and
- The area must be rehabilitated so that it continues to be suitable and safe for cattle grazing; and
- To ensure vegetation/plant survival, the entire area is required to be watered by water tank for a period of time, specified by a Qualified Environmental Officer, to ensure long term plant and habitat survival.

Borrow Area – Rock:

- The extraction area must be left in a natural state that reflects the surrounding rocky area, with no deep holes or dangerous areas that might have resulted from the removal of large rocks over the extraction area and to ensure that no ponding will occur over the area in the future;
- A Qualified Environmental Officer must supervise the rehabilitation of this area, back to its natural state so that it continues to be suitable and safe for cattle grazing.

Rehabilitation of each Borrow Area is to be undertaken in accordance with this Condition and upon completion, be to the satisfaction of the Chief Executive Officer or delegate.

In accordance with section 346(1)(a) of the Sustainable Planning Act 2009, the use approved under this Development Permit must cease within 12 months of the date of the Decision Notice and all Conditions of approval are required to be satisfied within that period, in particular, Condition 10, above.

Moved: Cr Camp
Seconded: Cr Murray

Carried 17.141120 4/0

14.10 Boundary Dispensation for DA.2007-13

DEPARTMENT: Office of the CEO
RESPONSIBLE OFFICER: Liz Taylor; Consultant Town Planner
FILE REF: DA.2007-13
DATE: 11 November 2014
LINK TO COUNCIL PLAN/S: Town Planning Scheme

1. PURPOSE (Executive Summary)

To determine whether to support an application for boundary dispensation under the Planning Scheme for a side boundary setback.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has not previously considered this matter. The application for dispensation comes after the completion of the installation of a covered patio with a 1.25m setback from the western side boundary of Lot 155 Musgrave Street.

3. OFFICER'S RECOMMENDATION

That Council grant a siting dispensation for an existing patio located at 154 Musgrave Street, Burketown to intrude into the specified boundary clearance of 1.5 metres, outlined in Schedule 3 of the Planning Scheme.

14.10 Boundary Dispensation for DA.2007-13

That Council grant a siting dispensation for an existing patio located at 154 Musgrave Street, Burketown to intrude into the specified boundary clearance of 1.5 metres, outlined in Schedule 3 of the Planning Scheme.

Moved: Cr Poole
Seconded: Cr Camp

Carried 18.141120 4/0

14.01 Morning Glory Festival

DEPARTMENT: Corporate and Community Services
RESPONSIBLE OFFICER: Megan McGill; Events Coordinator
FILE REF: Morning Glory Festival 2014
DATE: 5 November 2014
LINK TO COUNCIL PLAN/S: Community Plan (ten year)

1. PURPOSE (Executive Summary)

To seek Council approval for key elements of the Morning Glory Festival, including:

- a. Proposed Event Dates
- b. Proposed Event Budget

Council approval in these areas, even where conditional, will enable the Event Coordinator to proceed with Grant Applications to support the event and provide the Event Coordinator with certainty in the arrangement for the provision of various contracts for good and services.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The inaugural Morning Glory Festival was held from the 25 – 28 September 2014.

Two grants were awarded to Burke Shire Council to assist in the development, marketing and delivery of the Event.

- a. \$38,500 from Tourism & Events Queensland for the marketing and promotions of the event.
- b. \$35,640 from the Arts Council of Australia for the Music Mentoring workshops with members of Dubmarine Band resulting in a recorded song and a performance at the Morning Glory Festival.

Commercial Cash & in-kind support was received from external parties to support the delivery of the inaugural Morning Glory Festival to the amount of \$47,200.00

Burke Shire Council Meeting Resolution was endorsed at the Burke Shire Council Ordinary meeting on Thursday 20 February 2014 to support the Morning Glory Festival to the value of \$60,000 cash and \$45,000 in-kind.

The Carpentaria Land Council Aboriginal Corporation partnered with Burke Shire Council to host their 30 Year anniversary celebrations on Sunday 28 September 2014.

The Burketown Rodeo & Sporting Association hosted the Camp Draft, Rodeo & Sprint Races in partnership with Burke Shire Council from Thursday 25 – Saturday 27 September 2014.

All three organisations partnered together to bring Burketown four days which made up the Morning Glory Festival 2014.

3. OFFICER'S RECOMMENDATION

That Council

- a) Holds the Morning Glory Festival every two years, with the next festival to be held in September 2016;
- b) Endorses the Morning Glory Festival as a stand alone event allowing Council to maintain the brand and association of the event.
- c) Endorses the MGF 2016 Event Budget

14.01 Morning Glory Festival

That Council

- a) Holds the Morning Glory Festival every two years, with the next festival to be held in September 2015;
- b) Endorses the Morning Glory Festival as a stand alone event allowing Council to maintain the brand and association of the event.
- c) Endorses the MGF 2015 Event Budget of \$20,000 cash and \$10,000 in kind

Moved: Cr Duff
Seconded: Cr Poole

Carried 19.141120 4/0

Adjournment

That Council adjourned the meeting from 1.57pm to 2.11pm.

07. Executive Management Reports

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: 20th November 2014

LINK TO COUNCIL PLAN/S: Works Program

1. WORKS MANAGER

General

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

- Completed TIDS work (seal on Doomadgee West Road).
- Commenced installation of new ablutions facility at Gregory.
- Award of the Scrap Metal Tender.
- NDRRA funding expected to be approved this month.

Training:

- Cert III, Civil Construction (Plant) (Pipe laying).
- LGAQ Leadership training for Supervisors

Works for upcoming month:

- RMPC works on Camooweal Road (6801), Re-sheet – various chainages.
- Completion of new ablutions facility at Gregory.
- Patch and seal repair on Wills Developmental Road (78A)
- Maintenance Grade Riversleigh Road

RMPC

DTMR Cultural Heritage Officer's visited the Works Manager to discuss upcoming works and related cultural heritage issues. DTMR has advised BSC that no works are to be conducted in any areas designated as either yellow or red zones until further meetings have taken place with traditional owners from Waanyi and DTMR have given approval, however, all planned works in green zones are permitted to continue. Given the potential sensitivity of planned works on road 78A (around Sandy Creek and the Four Mile Culvert), these works have been put on hold and will be most likely completed in the next financial year.

The required 60% expenditure will now be achieved through the conduct of formation works on 6801 (Camooweal Road). BSC have worked closely with DTMR over the past few weeks to determine a suitable course of action to expend required funds whilst DTMR engage Waanyi with respect to separate cultural heritage issues.

Schedule 1	\$432,700.00	\$2,220.00	\$5,781.00	\$14,877.00	\$6,997.50	\$7,000.00	\$395,824.50
Schedule 2	\$258,300.00	\$5,108.96	\$155,340.00	\$0.00	\$6,426.24	\$7,000.00	\$84,424.80
Schedule 3	\$60,000.00	\$59,999.98	\$0.00	\$0.00	\$0.00		\$0.02
Schedule 4	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,000.00
Schedule 5	\$25,000.00	\$0.00	\$0.00	\$0.00	\$7,250.00	\$15,000.00	\$2,750.00
Total	\$777,000.00	\$67,328.94	\$161,121.00	\$14,877.00	\$20,673.74	\$29,000.00	\$483,999.31

Works Depot Re-structure

The Works Depot will undergo some minor positional changes over the next two months. With the retirement of the RMPC Supervisor, the Engineering Executive Officer will transition to the new role of Roads Contract Officer and take over the development of RMPC routine maintenance planning and claims. She will become the supervisor of the RMPC patch and repair crew and will generate the forward list of works program for approval by DTMR. DTMR have assisted in the development of this position and assisted greatly with ongoing training. The title position of the Technical Administration Officer has changed and the position will now be known as the Works Administration Officer. The Works Manager and the Projects and Human Resources Manager are continuing to work to shape changes necessary within the position description.

HR - New appointments and departures

Interviews for the position of the Works Administration Officer were conducted on the 11th of November with the successful applicant being offered the position to commence on the 27th November. This will allow three days of handover with Jeanette De Grussa prior to her departure on the 2nd of December. The Works Depot would like to acknowledge Jeanette's work over the year and sincerely thank her for her efforts.

Col Baker retires from Council as of the 19th December, likewise, we thank him for his efforts over the past eight years. He has offered his services casually in 2015 to fill the vacancy of the Road Train Driver position on an as needs basis. As previously detailed, the RMPC Supervisor position will not be filled.

Road works

The road crew is currently in camp at the Gregory Depot. The crew will undertake RMPC formation works on 6801, maintenance grade on the Riversleigh Road.

MMG are repairing/replacing three grids on the Wills Road (78).

TIDS – TRAFFIC INFRASTRUCTURE DEVELOPMENT SCHEME

TIDS work commenced on the 15th of September and will be complete on the 19th of November. Photos of the completed works will be available on completion. I would like to invite interested councillors to inspect works with myself during the next week.

NDRRA Flood Damage Works

Confirmation of funding for NDRRA is still unknown. Working in consultation with GBA, it is planned that the works will go out to tender within the next month (or as soon as practicable on confirmation of funding). All works are expected to commence at the conclusion of the wet in 2015 and complete prior to November next year.

Gregory Ablution Block

Kassulke Construction (Landmark Pro installers) commenced installation of the toilet block in Gregory. They will complete the work over a period of three weeks which also allows for plumbing works next week.

Workplace Injury

One Council employee remains away from work on workers compensation. As at this time, he may be able to return to work on light duties earlier than anticipated pending a workplace assessment to be conducted on Monday the 17th November.

Scrap Metal Offer

A joint offer for services for the removal of scrap metal (Burke Shire Council and the Doomadgee Aboriginal Shire Council) closed on the 11th November. Both Councils received two offers from merchants located in Mt Isa and Rockhampton.

LGAQ Supervisor Leadership Training

LGAQ will facilitate a three-day leadership workshop aimed at improving basic leadership and management skills across all work areas in council. The training will focus on communication, small team management, conflict resolution, managing workplace behaviour and team building.

2. RANGER/ WORKPLACE HEALTH AND SAFETY

Litter Management

Dumping Points x 7 have being fully utilised during the year as the Caravan park was frequently full and campers were being directed by them to the river camping areas. Dumping point at the bridge had to be excavated as the first one was filled. Dumping point at Floraville is close to full but will see the season out. Dump points will be back filled over the next month.

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

<u>Sites Visited</u>	<u>Report</u>
Truganini Creek/Jetty	3 Bins in the area – significant decrease in tourists camping in area – dumping point at access to area.
Meat Works	5 Bins in the area – dumping point at access to the area.
Brim hole (Nicholson River)	1 Bin brought in before storms cut off access.
River Road	1 Bin at the bottle heap – dumping point for rubbish at the access to the area, dumping point re-dug as the first one filled.
Beamesbrook Xing turnoff.	1 Bin being utilised – dumping point at Doomadgee
Gregory Xing	2 Bins being utilised – dumping point on ridge.

Around town - Conduct 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. 11 dead wallabies removed from town roads during this period

Animal Control

- Dog trap remains outside the Police residence.
- Second round 1080 baiting to commenced 13th October
- Misted airport toilet block for mosquitoes.
- Misted a council residence for ticks and fleas.
- Dachshund dog found on road between Hells gate and Doomadgee, not micro chipped and unable to locate owner, being looked after by Sue Clarke at Almora until owner comes forward.

Weed Control

- Checking and maintaining vegetation eradication and maintenance of Ergon solar yard at Doomadgee.
- 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.
- Sprayed Rubbervine, Prickly acacia, and Calotrope on road reserves.

- Trial release of moth (UU and UU2) by CSIRO to control Parkinsonia scheduled for tomorrow – PR information forwarded to CEO and Works Manager, property owner that the trial is being started on has been informed.

Complaints

- No complaints received during this period. Still plenty of unattended dogs at large

General

- Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave x 2
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Cloncurry.
- Updating cemetery register and computerising surveyed graves and water reticulation system for the cemetery – still waiting for Bob to check unknown / unmarked graves, met with Town & Rural services supervisor to formulate a plan to mark unmarked graves.
- Cleaning up campers rubbish at Escott causeway.
- Traffic counters installed in the following places :-
 - Floraville road
 - Camooweal road after hay farm (battery changed)
 - Before Century mine
 - After Century mine (cattle had destroyed tubes to counter unit)
- Units maintained and to be downloaded again 10th October and results to be collated.
- Maintaining register of employee licences and tickets etc.
- Traffic management plan and signage requirements for signage on faulty grids Wills development road (x 2).
- Traffic management plan for signage requirements for signage on bulldust hole just inside our boundary 6801 Gregory / Camooweal road.
- RMPC works on 6801 Gregory / Camooweal road, Works safety plan, Traffic management plan and signage requirements for upcoming work, also conducted prestart induction.

The following properties participated in our November (Second round) coordinated 1080 baiting program.

All properties baited for Pigs using 2 ml of 36mg/l of 1080 per bait, one property purchased Dek9 manufactured baits

15-Oct	Cliffdale	1 Tub Dek9	= 200 baits
15-Oct	Almora/ Pandanus	300 kg	= 600 baits
15-Oct	Westmoreland	300 kg	= 600 baits
16-Oct	Yeldham	200 Kg	= 400 baits
16-Oct	Gregory downs	985 Kg	= 1970 baits
17-Oct	Riversleigh	1000 Kg	= 2000 baits
22-Oct	Lawn Hill	1750 Kg	= 3500 baits
31-Oct	Escott/ Punjuab	750 Kg	= 1500 baits
6-Nov	Wernadinga	1000 Kg	= 2000 baits

Total

6125 kg of meat was injected = 12570kg of bait being distributed & 200 factory dog baits

Overall a good response, although not quite broke our record for the amount of meat injected.

No baits were injected or distributed within 10 km of Burketown or Gregory

3. PARKS AND GARDEN

- Program proceeding
- Garden at the entry sign is growing well and is looking fantastic.
- Public toilet gardens and the information centre gardens are also looking good.
- Repaired broken fences at the cemetery.
- Painted the public toilet floors.
- Airport toilets will get a face lift in the near future and the undercover area will be painted with the non slip paint.
- Plans are advancing for the landscaping of the new Community Centre.

4. BUILDING MAINTENANCE

All maintenance is being conducted when skills are available. There was an EOI put out for the repairs to House 6 with several others to follow as budget and time allows.

5. UTILITIES SERVICES MANAGER

Airport

- Minor Electrical work – to be followed up with Clemments Electrical
 - Windsock
 - Floodlight
 - Apron light
- Bitumen Runway
 - Side of bitumen and around lights requires resealing
 - Pothole repairs required and edging
- Runway Lights – replaced several lamps recently
- Future works
 - Complete emulsion spraying of signal area
 - Lower mast by 1.5 meters – flood marker camera “Albert River back of airstrip”
 - Reinstate flood marker gauge
 - Stocktake airport storage shed
 - As necessary order stock for Burketown and Gregory
- Skytrans Operations
 - All systems operating satisfactorily
 - All ground handlers paperwork up to date
- Annual Inspection
 - The Annual Inspection has been completed, the report is yet to be issued.
 - Airport manual requires updating
 - Physical inspection was held on the 9/10th November 2014

Sewer Treatment

- Daily checks ongoing with results being recorded.
- Blivet Unit is up and running again.
 - The fault was in the gearbox.
- Ponds a distribution pipe has been installed between pond 1 and pond 2.
- Fence enclosures are okay.
- Weekly maintenance schedule is ongoing.

Nicholson Pump Station

- Ongoing maintenance
 - Check building.
 - Switchboard - check - test - run – recording.

- Genset - check - test - run – recording.
- Fence building enclosure okay.
- Fence pumpwell enclosure okay.
- Check pumpwell, valves, power points, pipework including inlet for debris build up.

Water Supply Rising Main

- Nicholson River to Burketown
 - Easement – revegetation no regrowth since last clearing.
 - Pipeline valves all okay.
 - Water meters – some work required to see if unit is still functional.
 - Occasional leak at air valve.
- Weir and Causeway
 - Checks for debris build up and dead animals.

Water Treatment Plant

- New salt chlorination generator unit has ongoing faults occurring.
- Daily checks of all installation.
- Daily reports and recording includes chemical testing.
- Backwashing as required.
- Building and ground maintenance ongoing.
- Lagoons and pumpwell maintenance ongoing.
- Chemical stock monitored as per usage.
- All switchboard operating satisfactorily.
- Water samples sent out to Cairns Regional Council Lab services monthly.

Water Reticulation

- Flushing of water mains as required.
- Monitoring of any leaking water services.
- Reading of water meters occurring monthly.
- Valves and hydrant maintenance ongoing.
- Future works
 - Numbering of each allotment and water meter.
 - Painting of locations of valves and hydrants.

Sewer Pumping Stations

- Stations 1, 2 and 3
 - Daily checks, reading and recording.
 - Cleaning flushing pumpwells monthly.
 - Emergency electrical repairs as required.
- Future Works
 - Replacement o pump guide rails and chains.
 - Compile a list of electrical spares to keep in stock.
 - Paint numbers of each pumping station.
- Sewer manholes
 - Replace damaged concrete lids.
- Sewer outflows outlet
 - Clean silt away from outlet.
 - Check free and grease flapper valve.
- Sewer rising main
 - All mains okay.
 - Check for damaged inspection caps at each house allotment.

6. WATER SEWERAGE OFFICER

Burketown Water

Due to the hot weather this month, we have increased the amount of water used.
Potable water used: 24,313 kl at an average of 784.29 kl per day.
Water Treatment plant running satisfactorily. We do have an issue with the Chlorine Situ system and we are hoping to have a 6 monthly service done to rectify these issues.
Water testing around town has been good with the high town consumption.
We have had one major break in the water mains which occurred a couple of weeks ago. I spoke to the operator and worker on the job site and told them to either dial before you dig or contact myself as I know most service location around town.
Water Samples for Burketown have passed.

Sewerage

We have had a minor issue with sewer station two (electrical). The problem was an earth issue which controls the Multi-Trode level and did not allow the auto change over switch.
All other sewer station pumps operating well. We have an issue with corrosion in sewer station 3 well with the platform deteriorating considerably. We may have an electrolysis issue and will have an electrician check.

Sewer Treatment Plant

We had a breakdown within a couple of weeks after the major works was completed on the Blivet. We could not do a sewerage sample this month due to the breakdown.

The WFM and myself removed the gear box to investigate the cause of the oil leak. We found that a bearing had collapsed he replaced bearing and refitted the gearbox, adjusted/offset the rotors and we tested. The gear box is now running much better than it was before. Testing of the sewerage will be conducted this week.

Aquatic Centre

We have had an increase in people using the pools over the month. All pools are working well. We replaced 2 x pumps due to normal wear and tear.

Thanks to everyone who have helped out over the past month from my staff to the workshop.

7. OFFICER'S RECOMMENDATION

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

07.01.01 Works and Services Monthly Update Report

That Council notes the contents of the Works Manager November 2014 report.

**Moved: Cr Camp
Seconded: Cr Murray**

Carried 20.141120 4/0

07.03.01 Executive Officer Monthly Report

DEPARTMENT: Corporate and Community Services
RESPONSIBLE OFFICER: Jenny Williams; Executive Officer
FILE NO: Business Paper
DATE: 10th November 2014
LINK TO COUNCIL PLAN/S: Operational Plan (One year)

1. EVENTS CO-ORDINATOR

Past Events

BURKE SHIRE TIDY YARD COMPETITION

Burke Shire Councils annual 'Tidy Yard' competition for 2014 has been held. The Tidy yard competition aimed to encourage households & businesses to take pride in their surroundings and promote Burke Shire as a great place to live.

Announcements & Prizes:

1st Place winners of each category receive \$300.00
2nd Place winners of each category receive \$150.00

Certificates are framed and the winners will be announced on Thursday 20th November at the get Ready Burketown event in the Nijinda Durlga.

Promotion:

We used Burke Shire Council's contacts and social media to promote the Burke Shire Tidy Yards Competition. Flyers were also distributed around town, through the mail and to all stations within the shire.

A media release and images will be made available following the announcements of the winners.

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MORNING GLORY FESTIVAL

The first inaugural Morning Glory Festival was held from the 25 – 28 September 2014 and was a joint partnership between Burke Shire Council, Burketown Rodeo & Sporting Association and the Carpentaria Land Council Aboriginal Corporation.

A full Morning Glory Festival update is available separately.

Upcoming Events

REMEMBRANCE DAY

Burke Shire Council will host a Remembrance Day Celebration on Tuesday 11th November at the park of the Visitor Information Centre.

Program:

A full program and brief is attached.

Community Involvement:

The Burketown State School will be delivering poems at the Remembrance Day ceremony. School of the Air has also been approached about being involved.

Promotion:

Flyers have been distributed around the Burke Shire
Banners have been placed on the flag poles in Burketown
Social Media announcements have been made and further scheduled
A media release with photos will be distributed following the ceremony

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GET READY QUEENSLAND

Burke Shire Council has received a small grant from “Get Ready Queensland” for the amount of \$2,400.00.

The “Get Ready Queensland” campaign focuses on the extreme weather events that occur in Queensland; it’s not so much a matter of ‘if’ but ‘when’. The more prepared we all are, the faster we’ll bounce back afterwards.

Burke Shire Council has been approved to use this funding towards the soft opening of the ‘Nijinda Durlga’ community centre.

Council will also announce the winners of the Burke Shire Tidy Yards Competition at the function.

Promotion:

Flyers were distributed around the Burke Shire, sent in the mail and to stations. Flyer was also distributed to our contacts and advertised on our social media pages.

A media release was also sent prior the function and another sent following.

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YOUNG AMBASSADOR PROGRAM

Burke Shire Council collates community donations to give out to the students graduating to high school and attending boarding school for the New Year.

These donations will be distributed at the graduating nights for both the Burketown State School and also the School of the Air.

Dates:

Burketown State School – December 3, 2014
School of the Air Mount Isa – December 2, 2014

Activities to be undertaken:

- EOI to be distributed to Burke Shire Council contacts
- Collation of items donated
- Organisation of attendance from relevant Burke Shire Council staff

Promotion:

A media release will be distributed following the events thanking supporters for their donations. A key photo will be the children receiving gifts and the mayor of Burke Shire Council.

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DUX – BURKETOWN STATE SCHOOL

A trust was created from a \$2,000.00 bequeath from the will of John Francis McCalman (a distant relative of Robert O’Hara Burke). Burke Shire Council has continues to top up the trust account so that the John Francis McCalman Trust Award can continue to be awarded each year to a student in the Shire who is awarded DUX of the Burketown State School.

The award amount is \$200 per year.

This year with two grades graduating the 2014 award will be awarded to two students at \$100.00 each.

The event will take place on graduation night – December 3 2014.

Promotion:

A media release will be issued following the evening with a photo of the mayor and the students receiving the awards.

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COMMUNITY CHRISTMAS TREE

This yearly event brings together the Burke Shire Community to celebrate Christmas. Traditionally held in the Morning Glory Park, the 2014 Community Christmas party will be held in the new Nijinda Durlga Community Centre.

Timing:

The Community Christmas Party will be held on Saturday 6th December at the Nijinda Durlga.

Community Engagement:

An EOI has been distributed to call for committee members. No formal responses were received so it was indicated to a few people that help may be required which was received well.

Council have engaged with the Burketown State School P&C who have agreed to take charge of purchasing the gifts for the children to ensure they are wrapped and ready for the event.

Promotion:

- Flyer to be distributed to the Burke Shire Council contacts
- Flyer to be mailed to all stations and through the Burketown Post Office mail System
- Social Media updates about the function
- Media Release to be distributed after the function

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BURKE SHIRE COUNCIL STAFF CHRISTMAS PARTY

The Burke Shire Council Staff Christmas Party is a way to thank all staff for the work throughout the year and to celebrate Christmas and the holiday period.

Timings:

The Christmas party will be held on Friday 12th September 2014 at the Nijinda Durlga.

Christmas Gift:

All staff has been issued with a Christmas Gift form for completion. They have three choices for a gift being a Ham, Fruit Box or Hamper.

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CHRISTMAS LIGHTS COMPETITION

A Christmas lights competition will be held in the Burke Shire. A flyer will be distributed announcing that a selected group of Children will be the judges.

This is currently still being explored.

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TACKLING TOUGH TIMES

Burke Shire Council has been successful in receiving a grant for \$6,000.00. The purpose of this project is to bring together people from within the shire to learn how to work together and support each other during tough times such as droughts, the wet and any other emergencies.

This event will not be held until July 2015 – so it falls within the 2015 – 2016 financial year.

OTHER ACTIVITIES PLANNED

- Explore ideas for Australia Day 2014
- Creation of international Women’s Day activities (through HACC)
- Anzac Day celebrations explored
- Easter celebrations explored

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ArTour:

arTour is Queensland's centre of contemporary touring knowledge. arTour supports Queensland based performing artists and producers to tour work through regional Queensland and nationally. arTour also assists Queensland presenters to program performance work for their local audiences.

Burke Shire Council will engage one artist to perform during the year. We are currently exploring artists and time frames for the next performance. More information will be made available in the next Council report.

RADF

The 2013 – 2014 Annual Report for RADF has been completed and sign off by the Chief Executive Officer

The 2014 – 2015 program is currently being explored with a committee meeting scheduled for Monday November 3 at 10.00am. This is to discuss any upcoming applications for approval.

2. LIBRARY

Digitisation of heritage image content:

All government agencies in Queensland, including Public Libraries, can now apply through State Library of Queensland for the digitisation of original heritage materials in image format. A single provider has been chosen that meets the library’s requirements and is now on a three-year Standing Offer Arrangement. Image content includes negatives, slides, transparencies, photographs, microfiche and microfilm. Work is underway for development of a second offer arrangement to cover the digitisation of written and printed items along with large format collections such as maps. Details of the first offer arrangement and contacts are available via the [Queensland Contract Directory](#).

3. ACCOMMODATION

Council currently has eleven people on the waiting list looking for accommodation, four of these are Council staff (three of which are in Council units) and seven are members of the public. Council Unit 2/172 Musgrave Street is now empty and ready for allocation.

Council Staff Applications

House Applications	3
Unit Applications	1

General Public

House Applications	5
Unit Applications	5

4. PROMOTION

Social Media

Burke Shire Council Facebook page currently has 213likes and is being well used throughout the community. Gulf Savannah Development have been sharing out job advertisements on their Facebook job page.

Newsletter

Articles are being accepted for the next edition of the newsletter, reminders have gone out and articles are due on the 21st November.

5. DEVELOPMENT APPLICATIONS

Full list of Development Applications attached. GMA Certification will be visiting soon to complete inspections and help finalise the older applications.

New Applications 2014

- 14-01 Lot 203 & 204 Bowen Street – New Construction of Accommodation Cabins
- 14-02 Lot 116 Truganini Road - Demolition of Burketown Health Clinic - COMPLETED
- 14-03 Lot 567 Gregory Street - New Dwelling
- 14-04 Lot 64 Musgrave Street – Generator Shed
- 14-05 RP855145 Wills Developmental Road- Accommodation Building, Function Hall and new deck and amenities block
- 14-05 Lot6 CP907593 – Storage and Disposal of Waste
- 14-06 Wills Developmental Road – New Public Toilets
- 14-07 Lot 87 Beames Street – Shed Roof
- 14-08 Extraction of Material from Page Creek
- 14-09 Extraction of Borrow Pits

6. ENVIRONMENTAL HEALTH SERVICES

All food businesses in the Shire are currently licensed.

7. HOME AND COMMUNITY CARE (Pam deJoux)

HACC have been closed for the last month with Pam taking some well deserved leave. The program started up again on the 11th November.

8. INFORMATION TECHNOLOGY

Managed Services Upgrade - It seems the changeover to the Citrix environment has come along well, the next step is to tidy up and incorporate some programs that are currently not in the environment and to bring the Councillors on board so that they have access to InfoXpert and Councils corporate files.

Recordkeeping - New processes are working well. See attached September report from CorpMem showing file capture and the health of our recordkeeping system.

9. CONFERENCES/TRAINING

October 2014 - Nil

10. OFFICER'S RECOMMENDATION

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

07.03.01 Executive Officer Report

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

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

Carried 21.141120 4/0

07.03.02 Proposed Council Meeting date for 2015

DEPARTMENT: Corporate and Community Services

RESPONSIBLE OFFICER: Jenny Williams; Executive Officer

FILE NO: Council Meeting Notices

DATE: 11th November 2014

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

1. PURPOSE (Executive Summary)

Presenting a listing of proposed dates to hold Council meetings in 2015.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has previously held their Council Meetings on the third Thursday of each Month.

3. OFFICER'S RECOMMENDATION

That Council adopts the dates below to confirm their ordinary council meetings for 2015:-

January	Thursday 22	February	Thursday 19
March	Thursday 19	April	Thursday 16
May	Thursday 21	June	Thursday 18
July	Thursday 16	August	Thursday 20
September	Thursday 17	October	Thursday 15
November	Thursday 19	December	Thursday 10

07.03.02 Proposed Council Meeting date for 2015

That Council adopts the dates below to confirm their ordinary council meetings for 2015:-

January	Thursday 22
February	Thursday 19
March	Thursday 19
April	Thursday 16
May	Thursday 21
June	Thursday 18
July	Thursday 16
August	Thursday 20
September	Thursday 17
October	Thursday 15
November	Thursday 19
December	Thursday 10

Moved: Cr Duff
Seconded: Cr Camp

Carried 22.141120 4/0

07.05.01 Human Resources Report

DEPARTMENT: Human Resources
RESPONSIBLE OFFICER: Nils Hay – Projects & Human Resources Manager
FILE REF: Council Meeting November 2014 – PHRM Report
DATE: 11th November 2014
LINK TO COUNCIL PLAN/S: Nil

1. HUMAN RESOURCES UPDATE

Staff Changes:

Administration/Records Officer: New Administration Officer, Brian Whitchurch has commenced.

Heavy Vehicle Mechanic Apprentice:

Three internal candidates applied. Matthew Douglas was awarded the position and will commence on Monday 24 November.

Open Positions:

Works & Services Administration Officer: Three local candidates are due to be interviewed for this position on 11/11/2014.

Staff Classification Under New Modern Award:

LGQA HR consultant Greg Newman spent two days in Burketown, assisting with examination of costs and practical process for transferring existing staff to new classifications under Modern Award.

Next Certified Agreement:

During his visit, Greg Newman also met with Councillors and Management to discuss approaches to formulation of BSC's next Certified Agreement.

2. CONCLUSION

Policies and Processes are being updated, and by December 2014, all should have been reviewed.

Modern Award Classification process will be a significant task, but we are equipped with the tools and support to make this transition in a logical and informed manner. Significant time will be devoted in coming months to preparations for Certified Agreement negotiations.

3. OFFICER'S RECOMMENDATION

That Council notes the contents of this Human Resources Update November 2014.

07.05.01 Projects and Human Resources Manager Report

That Council notes the contents of this Human Resources Update November 2014.

Moved: Cr Murray
Seconded: Cr Duff

Carried 23.141120 4/0

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)*.

(b) industrial matters affecting employees.

Council moved into closed session at 2.42pm

Moved: Cr Murray

Seconded: Cr Camp

Carried 24.141120 4/0

Move into Open Session

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

Council resumed open session at 2.48pm

Moved: Cr Poole

Seconded: Cr Camp

Carried 25.141120 4/0

07. Executive Management Reports

07.05.02 HR Policy Review

DEPARTMENT: Human Resources
RESPONSIBLE OFFICER: Nils Hay, Projects and Human Resources Manager
FILE REF: Policies – Council Meeting November 2014
DATE: 10th October 2014
LINK TO COUNCIL PLAN/S: Nil

1. PURPOSE (Executive Summary)

To present the following reviewed policies to Council for approval:

- HRM-POL-007 – Absence & Absenteeism Policy
- HRM-POL-008 – Leave Without Pay Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

HRM-POL-007: This policy has simply been reviewed and updated in line with changes to the LGAQ-supplied template.

HRM-POL-008: This policy has simply been reviewed and updated in line with changes to the LGAQ-supplied template.

3. OFFICER'S RECOMMENDATION

That Council adopts the following update policies:

1. HRM-POL-007 – Absence & Absenteeism Policy – Version 1
2. HRM-POL-008 – Leave Without Pay Policy – Version 2

07.05.02 HR Policy Review

That Council adopts the following update policies:

- 1. HRM-POL-007 – Absence & Absenteeism Policy – Version 1**
- 2. HRM-POL-008 – Leave Without Pay Policy – Version 2**

Moved: Cr Poole
Seconded: Cr Murray

Carried 26.141120 4/0

07.05.03 New HR Policy – Fit for Work

DEPARTMENT: Human Resources
RESPONSIBLE OFFICER: Nils Hay, Projects and Human Resources Manager
FILE REF: Policy – Fit for Work
DATE: 17th November 2014
LINK TO COUNCIL PLAN/S: Nil

1. PURPOSE (Executive Summary)

To introduce a new Human Resources Policy:
HRM-POL-009: Fit for Work Policy

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has an existing Drug and Alcohol policy, this policy seeks to extend that policy to include other fit for work matters including fatigue, heat and mental illness.

This policy, and the associate procedure make provision for a range of important health and safety initiatives, including Council's Employee Assistance Program, fatigue management and drug and alcohol testing.

3. OFFICER'S RECOMMENDATION

That Council adopts the following policy:

HRM-POL-009 – Fit for Work Policy Version 0

07.05.03 New HR Policy – Fit for Work

That Council adopts the following policy:

1. HRM-POL-009 – Fit for Work Policy Version 0

Moved: Cr Duff
Seconded: Cr Poole

Carried 27.141120 4/0

09. Late Item Reports

09.01 Updated Fees and Charges 2014-15

DEPARTMENT:	Corporate and Community Services
RESPONSIBLE OFFICER:	Jenny Williams; Executive Officer
FILE NO:	Fees and Charges 2014-15
DATE:	17 th November 2014
LINK TO COUNCIL PLAN/S:	Operational Plan, Budget

1. PURPOSE (Executive Summary)

Under the Local Government Act 2009, Part 2 s 97, Councils are required to set and maintain a register of regulatory fees and charges for the financial year. Council is required to change these fees to include the Nijinda Durlga.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

As part of the Local Government Act 2009, Councils are required to maintain a register of regulatory fees.

Cost-recovery fees need not be fixed at the budget meeting and, may be altered at any time during a financial year. A regulatory fee (cost-recovery) must not be more than the cost to the local government of taking the action for which the fee is charged.

3. OFFICER'S RECOMMENDATION

Council adopts the changes to the fees and charges for 2014-15 financial years to include fees for hiring the Nijinda Durlga.

09.01 Updated Fees and Charges 2014-15

Council adopts the changes to the fees and charges for 2014-15 financial years to include fees for hiring the Nijinda Durlga.

Meeting Room - Not for Profit	100	per day
Meeting Room	150	per day
Visitors Office - Not for Profit	50	per day
Visitors Office	80	per day
Kitchen/Bar Only - Unlicensed - Not for Profit	100	per day
Kitchen/Bar Only - Unlicensed	150	per day
Kitchen/Bar Only - Licensed - Not for Profit	150	per day
Kitchen/Bar Only - Licensed	200	per day
Outside Deck Area - Not for Profit (free in conjunction with other venue hire)	50	per day
Outside Deck Area - (free in conjunction with other venue hire)	70	per day
Parents Room - free in conjunction with other venue hire	0	per day

Boardroom - Not for Profit	150	per day
Boardroom	200	per day
Co-ordination Room - Not for Profit	70	per day
Co-ordination Room	90	per day
Shire Hall	500	per day
Shire Hall	100	per hour
Tea/Coffee Station	50	Cost per item
Urn Hire	10	Cost per item
Chair Hire	2.5	Cost per item
Table Hire	5	Cost per item
High Bar Table Hire	5	Cost per item
Bar Chair Hire	2.5	Cost per item
Deck Table Hire	5	Cost per item
Deck Chair Hire	2.5	Cost per item
Sound Equipment	25	per day
Technical Support	15	per 15 minutes
Bond	1000	
Bond - Key	25	
Bond - Sound Equipment	200	

Moved: Cr Murray
 Seconded: Cr Poole

Carried 28.141120 4/0

09.02 Corporate Risk Register

DEPARTMENT: Office of the CEO
 RESPONSIBLE OFFICER: Philip Keirle; CEO
 FILE REF: Corporate Risk Register
 DATE: 15.11.2014
 LINK TO COUNCIL PLAN/S: Operational Plan 2014-2015
 - 1.1.3 Ensure development and maintenance of appropriate systems, procedures and performance standards to manage risk.

1. PURPOSE (Executive Summary)

To consider and adopt the Business Continuity Plan (2014-2015) and Corporate Risk Register (2014-2016).

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The emphasis placed on the implementation of risk management policies, processes and documentation has grown in recent years. Legislative and regulatory requirements in the LGA and LGR attest to this, as does the interest of organisations like the Queensland Audit Office in risk management frameworks and associated policies/procedures and guidelines.

In the 2011-2012 and 2012-2013 Management Response letters from QAO, the absence of risk management documentation (policies, procedures) was noted.

The Corporate Risk Register has been developed to increase organizational risk awareness. The next step will be to ensure that risk management processes are embedded into Council's organizational culture and operations.

The Corporate Risk Register plans will require continual review and updating to ensure that it remains relevant to Council and so that Council's commitment to risk management deepens over time..

3. OFFICER'S RECOMMENDATION

That Council adopts the Corporate Risk Register 2014-2016 as submitted.

09.02 Corporate Risk Register

That Council adopts the Corporate Risk Register 2014-2016 as submitted.

Moved: Cr Camp

Seconded: Cr Poole

Carried 29.141120 4/0

09.05 Business Continuity Plan

DEPARTMENT: Office of the CEO
RESPONSIBLE OFFICER: Philip Keirle; CEO
FILE REF: Business Continuity Plan
DATE: 15.11.2014
LINK TO COUNCIL PLAN/S: Operational Plan 2014-2015
- 1.1.3 Ensure development and maintenance of appropriate systems, procedures and performance standards to manage risk.

1. PURPOSE (Executive Summary)

To consider and adopt the Business Continuity Plan (2014-2015)

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The emphasis placed on the implementation of risk management policies, processes and documentation has grown in recent years. The LGA and LGR require that Council's attend to risk management processes. So too Workplace Health & Safety Legislation, the Disaster Management Act, the Queensland Audit Office and our insurance provider.

In the 2011-2012 and 2012-2013 Management Response letters from QAO, the absence of risk management documentation (policies, procedures) was noted and Council indicated that this lack of documentation would be remedied. The drafting of the Burke Shire Council Business Continuity Plan (2014-2015) is one part of a broader suite of documents that now address the issue of risk.

This plan will require continual review and updating to ensure that it remains relevant to Council and continues to deepen Council's commitment to risk management.

3. OFFICER'S RECOMMENDATION

That Council adopts the 2014-2015 Business Continuity Plan.

09.05 Business Continuity Plan

That Council adopts the 2014-2015 Business Continuity Plan.

Moved: Cr Poole
Seconded: Cr Camp

Carried 30.141120 4/0

08. Chief Executive Officer Reports

08.01.01 Chief Executive Officer Monthly Report

DEPARTMENT: Office of the CEO
 RESPONSIBLE OFFICER: Philip Keirle; CEO
 FILE NO: Business Paper – November 2014
 DATE: 08.10.2014
 LINK TO COUNCIL PLAN/S: Corporate Plan, Operational Plan, Budget

1. COUNCIL’S KEY PLANNING DOCUMENTATION

The table below provides an update on the status and progress of key Council planning documentation. The majority of these documents are subject to monthly, quarterly and annual review.

Planning Docs	Comments	Status
ILUA	<p>Second community consultation held on 31 October 2014. Once again, the Community consultation was very well attended, with many questions asked and answered on the night. Key discussion points related to purchase price of land, dedication of roads, location of the new landfill, access to pastoral leases and the permitting system for accessing Aboriginal Land Act freehold.</p> <p>Council will be presented with a resolution to adopt the Burketown ILUA at the November Council meeting.</p>	On track
Drinking Water Quality Management Plan	<p>Council has a number of reporting requirements in relation to Drinking Water Quality. The most significant of these in recent times was the development of the Drinking Water Quality Management Plan in 2013. The DWQMP comes under review from the Department of Energy and Water Supply in a number of formats:</p> <ul style="list-style-type: none"> - Periodic Review of Plan submitted 30.09.2014 - Progress report on Risk Management Implementation Program (RMIP) submitted 30.10.2014 - Statewide Water Information Management (SWIM) data to be submitted on 10.10.2014. This data also includes information on the Burketown Sewerage Treatment Scheme. 	Completed
Operational Plan 2014-15	<p>Adopted at Ordinary Council Meeting: July 2014.</p> <p>The first quarterly report on the 14-15 Operational Plan was submitted at the October Council meeting. This report can be accessed on Council’s website.</p> <p>Minor revisions to the Operational Plan 14-15 were also adopted at the October Council meeting. These revisions were designed to unpack a range of KPIs and milestones, breaking various organizational and project goals into smaller (and easier to measure) components. A number of new items were also added to the</p>	Completed

	Operational Plan 14-15 in order to ensure the Plan accurately reflected some of the key initiatives and compliance requirements that Council is undertaking.	
Town Planning Scheme	Council will develop the new Planning Scheme as part of a pilot project with the Department of State Development, Infrastructure and Planning.	On track
Pest Management Plan	CLCAC representative Kevin Andersen has revised the existing Pest Management Plan. The Carpentaria Land Council Land & Sea Rangers have also recently put together a Weed Management Plan for Woods Lake.	No update
Transitional Environmental Program: Burketown STP	Council have submitted a draft TEP to the Department of Environment and Heritage Protection. This voluntary process will ensure improved compliance with Council's permitting conditions. To this end, Council has procured the services of an environmental consultancy to complete a biennial irrigation monitoring program and ordered improved signage for the treated effluent storage area.	On track
Transitional Environmental Program: Burketown Landfill	Council will enter a voluntary TEP with the Department of Environment and Heritage Protection in relation to the Burketown Landfill. This will involve full enclosure of the tip; restricted access hours; procurement of surveillance technology to reduce illegal tyre dumping; installation of additional infrastructure; employment of a landfill attendant to monitor material moving in/out of the tip.	On track
Business Continuity Plan	The Executive Management Team completed a Business Continuity Planning day on 10 November 2014. The completion of the BCP increases Council's preparedness to respond to events capable of causing a major disruption to Council services: flood, loss of key personnel, loss of assets (roads, buildings), loss of IT capability (and ability to pay employees and creditors) etc.	Completed
Risk Register	The EMT recently completed a review of the Burke Shire Council Corporate Risk Register. This document was developed in conjunction with Council's Corporate Plan (2014-2019) and the Operational Plan for 2014-2015.	Completed
Asset Management Plan	Council are in the process of revising the Asset and Services Management Plan to ensure all recently capitalized Work-in-Progress are updated and to ensure compliance with a range of new Department of Energy and Water Supply KPIs. Discussions held with other regional CEOs in relation to adopting similar asset management systems in the future. Council has also been in discussions with LGAQ in relation to the completion of Asset Management training by Management Level staff. Council anticipates that this training will be completed in Burketown.	Monitor
Budget	Adopted at Ordinary Council Meeting: June 2014. Initial budget review completed in November 2014.	Monitor

Local Disaster Management Plan	Annual review of plan completed and submitted. Annual report also submitted.	Completed
Corporate Plan	Adopted at Ordinary Council Meeting: June 2014.	Completed

2. COUNCIL PROJECTS

The table below provides an update on the status and progress of key Council projects. Completed projects will be removed from the list following final project reports and appropriate funding acquittals.

Current Projects	Comments	Status
Pontoon	<p>Design documentation received from consultant. Council has provided feedback on these designs.</p> <p>Council has issued pre-work notifications to relevant reference agencies: EHP, DAFF, Regional Harbour Master.</p> <p>PHASE 1: The Jetty Specialist was awarded the contract for the installation of the pontoon piles and concrete abutment.</p> <p>This phase of the project will conclude in mid-December 2014.</p> <p>The Volunteer Marine Rescue have committed to a co-funding arrangement for Phase 1 of the project.</p> <p>PHASE 2: the tender documentation for PHASE 2 of the pontoon installation will be developed during December 2014. A funding application for this phase of the project will be submitted to the National Stronger Regions Fund.</p> <p>This phase of the project will conclude in early April 2015.</p>	On track
Scrap Metal Removal	Council will award the tender to remove scrap metal from Burketown, Burketown landfill and Gregory on Monday 17 November 2014. This tender, while separate, was released with an identical tender from Doomadgee Shire Council. Both Councils are looking toward adopting a similar procurement strategy in the future.	Monitor
Renovation of Council Administration Building	The tender for the completion of renovation work to the Burke Shire Council Administration Office closes on 14 November 2014. The tender will be awarded at the November Council meeting.	On track
Gregory Ablutions	The installation of the Gregory Ablution facility is underway with installation scheduled for completion by the end of November 2014.	Overdue
Gravel Pits	Council in discussions with DAFF in relation to providing a comprehensive update on existing gravel pit locations and sizes. Anticipated completion date: late October.	Completed

<p>NDRRA acquittals 2012-2013</p>	<p>The status of Council acquittals for NDRRA projects from 2012-2013 are detailed below:</p> <p>BrkSC.10.12:</p> <ul style="list-style-type: none"> - Acquittal at 70% complete: VfM assessment WIP by Hugh Amos. VfM queries pending <p>BrkSC.11.12:</p> <ul style="list-style-type: none"> - Acquittal at 70% complete: VfM assessment WIP by Matthew Chilton. VfM queries pending <p>BrkSC.13.13:</p> <ul style="list-style-type: none"> - Acquittal at 70% complete: VfM assessment WIP by Matthew Bourke. VfM queries pending <p>BrkSC.15.13:</p> <ul style="list-style-type: none"> - Acquittal at 91% complete. Briefing Note being prepared. David Cheung please provide SIR for briefing note 	<p>On track</p>
<p>NDRRA 2014 (TC Fletcher)</p>	<p>The status of Council's 2014 NDRRA program is detailed below:</p> <p>BrkSC.16.14 (REPA):</p> <ul style="list-style-type: none"> - REPA Approved Value \$8,247,734.00 (incl trigger) - Council to provide program and delivery details as soon as practical <p>BrkSC.17.14 (Emergent):</p> <ul style="list-style-type: none"> - Compliance and VfM assessments complete. Moving towards Briefing Note 	<p>On track</p>
<p>Roads Programs – 5 year infrastructure plan</p>	<p>GBA engaged to assist Council to develop a 5 year road infrastructure plan in line with TIDS, QRA, R2R funding.</p> <p>This project will be completed following the completion of the asset revaluation and rationalization of Council's asset register. This project will run in concert with a full revision of</p>	<p>Monitor</p>
<p>Procurement Project</p>	<p>Council has engaged Macdonell's Law to complete required documentation (contracts, guides, letters etc.) to progress, manage and maintain (a) approved contractor lists and (b) pre-qualified supplier lists.</p> <p>This will improve compliance in the procurement space and improve efficiencies in relation to procurement.</p>	<p>Monitor</p>
<p>HR/EBA review</p>	<p>The Projects and Human Resources Manager, in conjunction with the Finance Manager, have conducted a full review of all entitlements under relevant Awards and Council's EBA.</p> <p>Results were presented to Council during a closed-session report at the August 2014 Council meeting. These findings informed the October JCC meeting.</p> <p>A survey was put to all Council staff and Councillors to resolve the issues identified in the HR review. This vote has been completed.</p>	<p>On track</p>

Water Rates	Rating structure adopted in June 2014. Series of education sessions and website updates have been completed. Council to provide a reminder of responsibilities under new Water Rating scheme with release of Rate Notices in October.	Completed
Media Monitoring	Up and running. A great deal of activity registered recently, in relation to the Burketown ILUA, the former DCEO Fred Aquilin and the Morning Glory Festival.	On track
Nijinda Durlga	Practical Completion on 28 October 2014. Community Opening scheduled for 20 November 2014.	Monitor
Morning Glory Festival	Festival de-brief to be organized. Council to be presented with full report on the MGF by Events Coordinator at the November Council meeting.	Completed
Sale of land: Gregory	Sale of land to be delayed until 2015.	On track
Weed spraying: Gregory	Completed in July 2014. Council has committed funding, subject to receipt of CLCAC's audited financial statements, to fund additional weed spraying in the Gregory catchment over the next two years.	Completed
Records Keeping	Record destruction processes implemented. 150 boxes of records have been processed for destruction in accordance with legislated practices.	On track
Managed Services	Council transitioned to Managed Services on 7 October 2014	Completed
House Inspections	The first round of Housing Inspections were completed on 13-14 October 2014.	On track
ANZAC centenary: BKT	Resolution to confirm Council's commitment to contributing to school Anzac trip in 2015.	Monitor
ANZAC centenary: GRG		Monitor

3. PROJECTS TO PLAN AND COST

The following table provides a status update on projects that Council is pursuing over the next 1-2 years. Once these projects are costed, they will be submitted to Council for further assessment and possible inclusion in the Capital Expenditure or Operational Expenditure budgets.

Projects to plan and cost	Comments	Status
Renovation of the Burketown Visitor Information Centre	Council has engaged a Heritage Architect to develop an appropriate scope of works for this project. This is a complicated task, as different levels of renovation 'intervention' trigger different approval thresholds. Council has submitted a letter of support to CLCAC's application for funding under the Indigenous Advancement Strategy. Part of this funding, if successful, would be	On track

	dedicated to renovating the Visitor Information Centre.	
Sewerage Treatment Re-design	Preliminary costings received on re-design (\$500,000) and for the purchase of an additional blivet to double capacity. Further data is required to determine the most suitable option. The re-design of the Burketown Sewerage Treatment Plant will be submitted for the next round of the LGGSP Infrastructure Scheme.	On track
Solar energy for WTP in Gregory	GHD engaged to Project Manage this project. Site evaluations have been partially completed.	On track
Gregory Works Depot	Project planning has not commenced for this project.	Monitor
Airport terminal in BKT	Project planning has not commenced for this project	Monitor
Airstrip realignment in BKT	Project planning has not commenced for this project	Monitor
STP/WTP Telemetry	Council are investigating the installation of improved telemetry systems for the Burketown Water and Sewerage Treatment Plants. The final set-up will be influenced by the STP re-design project (above)	On hold
BKT North	GBA have been engaged to provide costing for initial infrastructure for BKT North development. Andrew Sly from Economic Development Queensland conducted initial site inspection of Burketown on 19.09.2014 Follow-up visit scheduled for 13 October 2014.	Monitor
Waste Management Strategy	Council to invite a tender (in conjunction with Doomadgee Aboriginal Shire Council) for the removal of scrap metal from the Burketown, Gregory and Doomadgee landfill sites. Tyre management discussed at RRTG and ROC, as well as in discussions with Doomadgee and Mornington Shires.	Monitor
Gregory Landfill	Development Application required to ensure this tip is appropriately regulated. Council will look to enter an ILUA in relation to this land as well as other reserve/state/lease land in Gregory.	In progress

4. TELECOMMUNICATIONS

The table below provides updates in relation to Council's key telecommunications concerns. Many of these items are outside of Council's direct sphere of influence and require large capital expenditures to proceed through to completion.

Telecoms	Comments	Last Updated
BKT – Optic BKT - Upgrade	Doomadgee - Normanton fibrelink. This project has been discontinued for the 2-14-2015 financial year. Option to fund a feasibility study into an alternative network upgrade. The cost of the feasibility study will be absorbed in the	11.11.2014

	final cost of the capacity upgrade.	
BKT - ADSL2	No available ports. This is a back haul issue. See above.	08.10.2014
Gregory - mobile services	Awaiting updates from Department of Communications. Mixed messages received in relation to how this funding will be allocated. Discussions with Law and Procter of Telstra also focused on what options are available in Gregory.	11.11.2014

5. POWER

CEO met with representatives from Ergon Energy on 5 November 2014 to discuss renewable energy in Burketown. Discussion points included the location of a solar array in Burketown, possibilities for Council and other parties to purchase part of the array, post-upgrade energy capacity in Burketown and future capacity requirements for Burketown.

6. MEETINGS/CONFERENCES/DELEGATIONS

What	Where	When	Attendees
Economic Development Roundtable	Doomadgee	28 th August 2014	Cr Camp, Cr Poole, Cr Murray
Queensland Western Roads Action Plan	Mt Isa	28 th August 2014	Cr Forshaw
NWQ RRTG Technical Committee Meeting	Karumba	22 nd August 2014	Works Manager
NWQ RRTG and ROC meeting	Karumba	5 th September 2014	Mayor, CEO
Burketown ILUA negotiator meeting	Brisbane	12 th September 2014	Cr Poole, CEO
CEO Roundtable	Brisbane (LGAQ funded)	3 October 2014	CEO
SEGRA (Sustainable Economic Growth for Regional Australia)	Alice Springs	8-10 th October	Cr Poole, Cr Duff, PHRM
LGAQ Annual Conference	Mackay	27-29 th October	Mayor + CEO + Councillor(s)
Economic Roundtable	Mornington Island	TBC	Mayor, Deputy Mayor, CEO possibly
LGAQ Innovation Forum	Burketown	24 th November 2014	All are welcome

NWQ Regional Roads & Transport Group	Burketown	24 th November 2014	Mayors, CEOs, DTMR, LGAQ
NWQ Regional Organisation of Councils	Burketown	25 th November 2014	Mayors, CEOs, DTMR, Dept. Local Government, LGAQ
GSD Meeting	Burketown	25 th November 2014	GSD members

7. WORK HEALTH AND SAFETY
See Attachment 1: BSC OHS Monthly Report; and Attachment 2: BSC OHS statistics

8. OFFICER'S RECOMMENDATION

That Council notes the content of the CEO's Council Report

08.01.01 Chief Executive Officer Monthly Update Report

That Council notes the content of the CEO's November 2014 Council Report.

Moved: Cr Murray
Seconded: Cr Camp

Carried 31.141120 4/0

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.

11. Mayoral Report

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

Moved: Cr Murray

Seconded: Cr Poole

Carried 32.141120 4/0

Attended the following:

22/10 – meeting with Chinese investor group – with DM and Cr Duff – discussing potential of region

23/10 – meeting with Rex representatives – discussing Rex’s successful tender for Gulf RPT routes and relationship with BSC – with CEO

26/-30/10 - LGAQ Conference with CEO, DM

30/10 – meeting with NWHHB rep and DON Burketown Health Centre – to discuss matters following on from previous meetings

06/11 – Special Council Meeting/ Meeting with LGAQ Reps – all Councillors and Executive as required

11/11 – meeting with Kristian Stapley (Telstra) and CEO – to discuss telecommunications needs for Shire

Interviews

ABC – to propose consideration of the Gulf for filming of Pirates of the Caribbean movie

ABC – Nijinda Durlga opening

ABC – GSD opening

GSD:

4/11 – official opening of GSD offices in Normanton by Min Barnaby Joyce, Sen’s Matthew Canavan and James McGrath

5/11 – meet with Sen Canavan and Noeline Ikin – discuss issues of regional significance

17/10 – first meeting of Pastoral Sub Committee NWQSDS – members – Cr Ernie Camp (chair), Kim Gaynor (Croydon), Lloyd Hick (Camooweal), Alister McClymont (Richmond), Susan McDonald (Cloncurry and CEO Superbutcher SE) – determined need for key infrastructure investment as a precursor to successful expansion and sustainability of future pastoral industry

Several Meetings with GSD Council Members, CEO and Barton Deakin to formulate proposal for National Stronger Regions Funding Application

12. Councillor Reports

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

Moved: Cr Camp

Seconded: Cr Murray

Carried 33.141120 4/0

Cr Poole –

Attended:

LGAQ Conference in Mackay
GSD Opening

Spoke with:

QAO
ABC

Cr Murray –

- Was unable to attend the Women in Local Government QLD Leadership Summit in Brisbane
- Gulf Trust Funding Round has now closed
- Gulf Trust Funding Meeting will be held on the 16th December, so will attend that
- Suggested that Councillor Portfolios be added to the Website

Cr Duff –

Attended:

Special Meeting
ILUA

13. New business of an urgent nature admitted by Council

There was no new business of an urgent nature admitted by Council at this meeting.

15. Deputations and presentation scheduled for meeting

There were no deputation or presentation held at this meeting.

16. Closure of Meeting

The Chair declared the Meeting closed at 3.42pm.

I hereby certify that these pages numbered 1 to 61 - constitute the
Confirmed Ordinary Meeting minutes of the Council Meeting of Burke Shire
Council held on Thursday 20 November 2014.

Mayor Cr Ernie Camp