



Phone: 07 4745 5100  
Fax: 07 4745 5181  
office@burke.qld.gov.au

Musgrave Street Burketown  
PO Box 90  
BURKETOWN QLD 4830

*Confirmed Minutes*  
*Burke Shire Council Ordinary General Meeting*  
*Thursday 17<sup>th</sup> October 2013*  
*9.00am Council Chamber*

**INDEX**

|          |   |    |
|----------|---|----|
| 01.      | Opening of Meeting.....   | 3  |
| 02.      | Record of Attendance.....   | 3  |
| 03.      | Prayer.....   | 3  |
| 04.      | Consideration of applications for leave of absence.....           | 3  |
| 05.      | Confirmation of Minutes of Previous Meeting(s).....               | 3  |
| 05.01    | General Meeting Thursday 19 <sup>th</sup> September 2013.....     | 3  |
| 06.      | Condolences .....   | 3  |
| 07.      | Deputy CEO Reports.....   | 4  |
| 07.01.01 | Deputy CEO Update Report.....                                     | 4  |
| 08.      | Chief Executive Officer Reports .....                             | 12 |
| 08.01.01 | Chief Executive Officer Monthly Update Report .....               | 12 |
| 13.      | New business of an urgent nature admitted by Council .....        | 13 |
| 13.01    | Councillor Portfolios.....  | 13 |
| 08.      | Chief Executive Officer Reports .....                             | 13 |
| 08.01.02 | Extension of Gregory Water Treatment Plant .....                  | 13 |
| 08.01.03 | Gregory School House and Infrastructure .....                     | 14 |
| 08.01.04 | Local Government Remuneration and Discipline Tribunal Review..... | 14 |



|     |  |    |
|-----|--|----|
| 14. | Closed session reports .....   | 14 |
|     | 14.01 Council Housing Tenancies – Allocation of Housing .....  | 15 |
|     | 14.02 Project Management Services - Community Hub Project.....   | 15 |
|     | 14.03 Native Title Update.....   | 15 |
|     | 14.04 Request for Trustee Lease Camping and Water Reserve .....  | 16 |
|     | 14.05 Tender 13.08 – Gregory – Lawn Hill Roadwork Rehabilitation (Cement Stabilisation & .. Bitumen Seal)..... | 16 |
| 09. | Late Item Reports .....  | 17 |
|     | 09.01 Development Application - Reconfiguration of Lot – Burke Shire Council.....                              | 17 |
| 10. | Consideration of Notice(s) of Motion and Petitions .....   | 18 |
| 11. | Mayoral Minute and Report.....   | 18 |
| 12. | Councillor Reports.....  | 18 |
| 15. | Deputations and presentation scheduled for meeting.....  | 19 |
| 16. | Closure of Meeting .....   | 19 |

01. Opening of Meeting

The Chair declared the Meeting open at 9.09am.

---

02. Record of Attendance

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

John Page; Chief Executive Officer  
Philip Keirle; Deputy CEO  
Frederick Aqvillin; Chief Financial Officer  
Neil Klemola; Works Manager  
Brett Harris; Workshop Fleet Manager  
Jenny Williams; Executive Officer (Minutes)

---

03. Prayer

Cr Forshaw led Council in Prayer.

---

04. Consideration of applications for leave of absence

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

---

05. Confirmation of Minutes of Previous Meeting(s)

05.01 General Meeting Thursday 19<sup>th</sup> September 2013

That the Minutes of the General Meeting of Council held on Thursday 19<sup>th</sup> September 2013 as presented be confirmed by Council.

Moved: Cr Camp  
Seconded: Cr Duff

Carried 01.131017 3/0

FILE: BCS/G/CM/Minutes

---

06. Condolences

Council noted the passing of Harry Cooling and expressed their condolences to the Family.

---

Adjournment

Cr Camp left the meeting at 9.44am to 9.47am

Council adjourned the meeting from 9.44am to 9.47am due to not having a quorum.

---

## Attendance

Cr Murray entered the meeting at 10.00am.  
John Page left the meeting from 10.03am to 10.11am.

## Adjournment

That Council adjourned the meeting from 10.27am to 11.02am. All were present except Neil Klemola and Brett Harris.

## Attendance

Cr Poole entered the meeting at 11.02am  
Nicole Ogilvie addressed the meeting to provide an update on the Bloc Party from 11.06am to 11.30am.  
Cr Duff left the meeting from 11.07am to 11.08am.  
John Page left the meeting from 11.09am to 11.22am.

---

## 07. Deputy CEO Reports

### 07.01.01 Deputy CEO Update Report

That Council notes the contents of the Deputy CEO report incorporating the Works and Services Report, Chief Financial Officers Report, Workshop and Fleet Report and the Executive Officer Report.

Moved: Cr Duff  
Seconded: Cr Murray

Carried 02.131017 5/0

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

### Content

#### WORKS MANAGER REPORTS

- *Monthly stock-take for September completed on 2nd October, we are endeavoring to track and tighten all stock movements into and out of stores. We have also installed a camera to monitor any entries to stores when it is unattended. E.g. weekends and when Gauny may be in the main office.*
- *A QRA audit was conducted on 1st October and Ian Dodds and Don Cousins seem satisfied with Burke Shire Councils overall progression, we will be on track to have all QRA work closed out by November. The work done by Fred has been exemplary and has contributed to the turnaround in their opinion of our Shire. Ernie and John were present at the meeting and can expand on this point.*
- *There has been a major disruption to production in the latter half of September due to the flu virus striking down many employees, which also coincided with other staffs annual leave. With as many as 9 people away at one time, for consecutive days and 4 of those supervisors.*
- *Work is continuing at the border and we are still on track to finish mid-November weather permitting, and BSC getting Cultural Heritage clearance to extend the Guldara pit.*
- *I am currently quoting for 7klms of work in Boodjamulla National Park with initial discussions with Mark Obrien looking promising; this work would be scheduled for after Xmas and before Easter.*
- *We are also continuing to talk to Doomadgee Shire, and there is a strong focus on joint ventures from their prospective. This includes a number of projects we are currently in discussion with them on, new airport re-seal, more re-seal of city streets and 2 floodways approx. 450 meters (similar to Pear Tree).*
- *Two new houses will arrive on the 11th October, one month earlier than expected.*
- *Hinterland Plumbing was awarded the contract for the septic installation*
- *Antz Landscaping was awarded the fencing contract for the houses and oval/rodeo grounds*

#### RANGER/WORKPLACE HEALTH AND SAFETY OFFICER

*Induction/s - Nil for this period*

*Incident/s reported for this period – Nil – 15 Year to date*

*Hazard Inspection/s - Nil for this period*

*Hazard Reports – Nil for this period*

#### General

- *Councils Traffic controllers (16) due for their 3 yearly licence renewal, 13 attended refresher training. Statements of attainments and Traffic controller accreditation applications have been returned for processing with the Department of Transport, passport photographs taken of those employees who don't possess smart licences.*
- *Traffic counters installed in the following places:-*
  - *Floraville road*
  - *Camooweal road after hay farm*

- Before Century mine
- After Century mine
- Escott road, difficult installation due to no bitumen, installed on concrete causeway.
- For Information on road usage, units and installations are continually checked for wear and tear and information regularly downloaded for management, last read 3rd October.
- Air quality meters used for confined space entry due for recalibration obtained quotes, sent first away for servicing / recalibration.
- 5 Attended First Aid training
- Traffic plan for proposed street party
- Traffic plan for proposed causeway repairs / replacement Gregory crossing
- 1080/ Strychnine retraining and assessment for requalification for the next 2 Years
- Passport photographs for Burketown airport VIC cards
- Information on Jodie Baileys incident at Gregory to John Page
- Information on incident with Frank Thomas's dog at information centre to John Page

*Workers Compensation*

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

*Litter Management*

Numbers of campers starting to ease off now hot weather is here, but still a few die hards strung out along the rivers.

Dumping Points x 7 all excavated, some are heavily used, all being maintained, will be filled in and areas rehabilitated next month – before the storms.

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

| <u>Sites Visited</u>        | <u>Report</u>   |
|-----------------------------|---|
| Truganini Creek/Jetty       | 2 Bins in the area – Area popular.  |
| Meat Works                  | 4 Bins at camp sites along the river  |
| Brim hole (Nicholson river) | 1 Bin – Area popular  |
| River Road                  | 2 Bins along this section of the river (at bottle dump & old crossing)  |
| Beamesbrook Xing            | 1 Bin at the crossing.  |
| Gregory Xing                | 2 Bins in the area – Finally got rid of the pigs that were knocking bins over and causing a hell of a mess, bins heavily utilized by tourist traffic, Doomadgee traffic decant alcohol from purchased containers and drinking sessions away from the community, have to conduct an emu parade of area each visit. |

Around town Conduct a daily early morning deadie run on town and entrance roads to remove nightly road kills before residents/ visitors get about also do an early morning check and a general emu parade of town streets. 8 dead wallabies removed from town roads during this period

*Animal Control*

- During this period Cat traps were at Clinton Murray's, Robert Sinclairs', Meat works and Butcher shop, 13 cats caught and destroyed around town since last report, CLC have trapped 7 from outlying areas
- Ordered more cat traps
- Have disposed of 13 dogs so far this year and impounded 4

*Pest Control*

- Weed spraying Rubber vine, Belly ache bush, and Calotrope on Council road reserves and Mesquite and Prickly acacia in Town common when time permits.
- Chemicals required for vegetation eradication and maintenance of Ergon solar yard at Doomadgee – ordered chemicals.
- Sprayed council unit 1 for fleas & ticks
- Sprayed council house 3 for fleas & ticks

*Complaints*

- Complaints received again from several parties re dog in Gregory Street barking all night, trapped and disposed of 1 town dog annoying dog at this residence, kept residents dog in the pound over the weekend to alleviate complaints.

*General*

- Servicing Skytrans RPT flights and daily airport checks whilst Bob Marshall on leave
- Monthly 1080 stock control sheet & Indemnity Forms to DNR Normanton.
- Obtained 4 tubs of "pig-out" 1080 baits for Southern Gulf Catchments, they will be conducting feral pig baiting trials with participating landholders within our shire – still nothing happening on this front.

- Conducted 1080 baiting at Nardoo, Gregory downs, Almora, Westmoreland & Escott stations, injected 1500kg of meat for pig baits and 2 tubs of DeK9 manufactured baits.
- Showed relatives how to get to Duncan Campbell's grave at old Iluka homestead

#### TOWN SUPERVISOR

- Work roster works are continuing while being short staffed
- Dog faeces in the park is still a major issue, and some sort of solution needs to be sourced.
- Toilets at the rodeo grounds have been cleaned and painted, however it was discovered during this that there is major works that are required to maintain the building and guarantee public safety.
- L Portch is covering for R Cunningham while Russell is on leave
- Roadside litter from the Escott boundary grid to town is a big issue Parks and Gardens do this area on a regular basis.
- Staffing issues with illness and leave have caused Parks and Gardens to fall slightly behind in special projects, for example the Christmas tree area has not been started yet.

#### BUILDING MAINTENANCE

Pest Control is completed and we should lock in next years while we are on a roll.

#### UTILITIES SERVICES MANAGER

##### Water Supply - Water Treatment

- Lagoon devigitation – ongoing
- Lagoon scour erosion control – ongoing
- Pumpwell maintained as required
- Pump x 3 all operational

##### Storage Tank

- All systems operational
- Sand filters
- Circulating pumps
- Alum dosing unit
- Chlorine dosing unit
- UV unit
- Pressure pumps x 3
- Switchboards
- Daily checks of all systems
- Water quality monitoring, testing and recording
- Water samples sent out to Laboratory Services monthly
- All chemical stock, usage and restocking managed
- Ground maintenance as required
- Building maintenance as required
- New office building on site, power connected, water connected, just waiting on furniture

##### Nicholson River Pump Station

- Routine checks includes pumping
- Standby Genset – tested weekly
- Pumpwell installation – operational
- Compound and fencing is secure
- Ground and building maintenance as requires

##### Water Supply Rising Main

- Access road previously graded
- Air valves and service valves operational
- Cleaning surround and marking location of valves ongoing

##### Water Reticulation

- Ongoing leaking water service as they occur
- Water quality –chlorine level checks occurring regularly
- Flushing of water main – as required
- Valve and hydrant maintenance is ongoing
- Water meter, maintenance – ongoing
- Water meter reading 3 months
- New service connections as required

##### Burketown Aerodrome

- Runway, apron and terminal – operational
- PAALC system – operational
- AWIB and AWIS weather station – operational

##### Sewer Treatment

- *Blivet unit is operational*
- *UV unit – non-operational – awaiting parts*
- *Blivet unit – Desludge as required*
- *Pumps – operational*
- *Switchboards – okay*
- *Lagoons okay – ongoing devigitation occurring*
- *Perimeter fence – okay*
- *Barbed wire fence – okay*
- *Building – okay*
- *Ongoing daily checks and maintenance*

*Sewer Rising Main*

- *No action since last report*

*Sewer Manholes*

- *No action since last report*

*Sewer Pumping Station*

- *Routine checks / recording of each site*
- *Replaced pump number 2 at station number 2 – some issues with the Multitrode level sensor this will require replacement.*

*Sewer Mains*

- *Occasional blockage at some allotment. Minor – as they occur. Due to clogging of pipes from paper and grass from broken inspection cover.*

*Cemetery*

- *Cemetery ground maintenance as per Parks and Gardens schedule*
- *Tree and shrub planting in progress*
- *Future works*
  - *Plaques – list, quote, order*
  - *Grave numbering – list, quote, order*
  - *Burial register display – A4 laminated for rotunda area*
  - *Update office burial register*

**WORKSHOP AND FLEET REPORTS**

*General servicing and MiNOR BREAKDOWNS being the main work carried out.*

| <i>Plant Item</i>                    | <i>Works Carried Out</i>             |
|--------------------------------------|--------------------------------------|
| <i>Plant #20 Padfoot roller</i>      | <i>⇒ Ignition switch</i>             |
| <i>Plant #457 10 tonner</i>          | <i>⇒ Tyres and battery holder</i>    |
| <i>Plant #469 Multi tyred roller</i> | <i>⇒ Hub nuts and unions</i>         |
| <i>Plant #470 Loader</i>             | <i>⇒ Multiple hyd hoses</i>          |
| <i>Plant #480 Prime mover</i>        | <i>⇒ Compressor and alternator</i>   |
| <i>Plant #481 Water tanker</i>       | <i>⇒ Actuators</i>                   |
| <i>Plant #488 Job truck</i>          | <i>⇒ Hook lift faults</i>            |
| <i>Plant #506 Drum roller</i>        | <i>⇒ Electrical faults</i>           |
| <i>Plant #522 Cat Grader</i>         | <i>⇒ 2,750 hr Service</i>            |
| <i>Plant #526 Fuel trailer</i>       | <i>⇒ Brakes, bearings and guards</i> |
| <i>Plant #534 Landcruiser</i>        | <i>⇒ Rear tyres</i>                  |
| <i>Plant #535 Landcruiser</i>        | <i>⇒ 60K service</i>                 |
| <i>Plant #536 Landcruiser</i>        | <i>⇒ 45K minor service</i>           |
| <i>Plant #537 Landcruiser</i>        | <i>⇒ 50K service</i>                 |
| <i>Plant #538 Workshop truck</i>     | <i>⇒ 15K minor service</i>           |
| <i>Plant #544 Job truck</i>          | <i>⇒ 25K minor service</i>           |
| <i>Plant #545 Job Truck</i>          | <i>⇒ Fridge, aerial etc</i>          |
| <i>Plant #548 Cat excavator</i>      | <i>⇒ 500hr service</i>               |
| <i>Plant #553 Town Hilux</i>         | <i>⇒ 5K minor service</i>            |
| <i>Plant #560 Pump stand</i>         | <i>⇒ Services and hoses</i>          |
| <i>Plant #561 Dual cab L/cruiser</i> | <i>⇒ 30K service</i>                 |

*Extras by workshop staff*

*House pads, SES doors, Tennis lights, Banners, Airport gates and toilet lights etc*

*Tender Update*

*From 2013/14 budget*

- *Replacement Ranger Landcruiser- Tenders close through Local Buy 20-9-13*
- *Replacement CEO Prado- Tenders close through Local Buy 27-9-13*

**EXECUTIVE OFFICER REPORTS**

**EVENTS**

*Tidy Yard Competition (N Ogilvie)*

*Winners for 2013*

|                        |                  |                                |
|------------------------|------------------|--------------------------------|
| <i>Rural Yard</i>      | <i>Winner</i>    | <i>Gregory Downs Station</i>   |
|                        | <i>Runner up</i> | <i>Escott Station</i>          |
| <i>Urban Yard</i>      | <i>Winner</i>    | <i>Brett and Debbie Harris</i> |
|                        | <i>Runner up</i> | <i>Brian Gaunt</i>             |
| <i>Patio/Veranda</i>   | <i>Winner</i>    | <i>Leonie Florence</i>         |
|                        | <i>Runner up</i> | <i>Pamela deJoux</i>           |
| <i>Non Residential</i> | <i>Winner</i>    | <i>HACC</i>                    |
|                        | <i>Runner up</i> | <i>Burketown Nursery</i>       |

*It was a very tough competition to judge as all of the gardens were unique and showed amazing effort. Every garden reflected the owner's dedication, despite the arid conditions and challenges of living in a remote area.*

*Thanks to all the people who entered into the competition – The judges thoroughly enjoyed visiting your yards, patios and stations and thought that they all had a unique and welcoming quality that was to be commended.*

*Keep working on your gardens and we look forward to receiving your entrants again next year.*

*Council would like to thank all the entrants as their nominations accurately reflect the quality of the gardens in the Shire and a big thank you to the judges.*

*Arts and Craft Show (Madison Marshall)*

*The meeting held on the 16th September was to a follow up from the Arts and Crafts Show for everyone to say what they thought went well and to make suggestions for the next Show.*

- *Everyone thought the show went really well*
- *Liked the set up and decorations*
- *Ordering the cheese platters through Savannah Lodge seemed to have worked better this show as it saved the Advisory Group time*
- *Zach Duff done a really good job as the auctioneer*
- *BYO system worked well*
- *Sponsors logos on the projector screen worked well*

*Suggestions:*

- *Organise with RADF to hold workshops in the lead up to the show*
- *Shorten the hours of the show – day too long and all that time not necessary*
- *Sausage Sizzle towards the evening as people were hungry come time for the Auction*
- *Sponsors logos to be included on all posters*
- *Plan more advertising for the next show*
- *Organise a photographer for the event*
- *Live Music, Bar and Sausage Sizzle*
- *Maybe next year include boutique beers in the wine and cheese tasting*
- *Changes to the programme to include the Kindy*
- *Raffles at the next show – everyone kept asking if there were any raffles*
- *Stewards focus on the setup of their own area*
- *Entry Forms to be filled out correctly or they will not be accepted – this is a big problem if the ages aren't filled out correctly for the kids*
- *Pens tied to the tables for filling out the People's Choice Awards*

*Christmas in the Park(N Ogilvie)*

*The liaison group will meet again soon to finalise a date for this event, trying to incorporate the end of year for Burketown students, SOTA students and CLCAC being away.*

*The Lantern Parade and workshop - RADF, sponsorship from local groups TBC, Xmas meeting advisory group meeting to consider prizes.*

*Bloc Party (N Ogilvie)*

1. Press releases have gone out
2. Advertising in the North QLD Register and NW Star has gone out
3. Waiting for Main Roads to confirm the official date
4. Sponsorship
5. Invite List sent emails to waiting for printed invite to send to 40 VIPS and guest
6. Bob Katter confirmed
7. Work Party to be confirmed
8. The Get Ready Grant is going to be utilised at the Bloc Party – this will be spent on emergency kits for volunteers and 100 smaller day emergency kits for the community.
9. Burke Shire Council has been registered as a destination with Screening Queensland.

Young Ambassador Program (N Ogilvie)

Contact has been made with the schools; three children will be graduating from Burketown State School for 2013. Young Ambassadors request for donations will be sent out to the community.

Australia Day (N Ogilvie)

Currently working on the program for this event.

Leichardt Celebration (N Ogilvie)

Proposing an activity for the kids at the school – then maybe an open day at Floraville Station (Leichardt River).

LIBRARY

Burketown Library received 65 books from the Indigenous Literacy Foundation to add to our collection. Trista Armstrong will be attending training in December with the State Library, this will keep her up to date on new processes/reporting required.

Grants Applied

- wireless internet option for members
- purchasing of books and items for the Library
- Broadband for seniors – subsidy internet, new computers (touch screen)

HOUSING

Housing maintenance forms and process is currently working well. The maintenance component is being looked after by the Depot with the tenancy paperwork being looked after at the Office. Council currently has eight people on their waiting list looking for houses and two people looking for a unit. We currently have one unit vacant but not ready for occupancy. The Glendale houses have started to arrive in town.

RADF

RADF Annual Report – completed

RADF round 2 funding - Application for the Lantern Parade to be submitted

RADF Funding for a Glass Slumping Workshop in Normanton – to be submitted

RADF committee is currently working on updating their Arts and Cultural Policy.

Flyers will go out soon with upcoming workshops information.

PROMOTION

Website - The website is being kept up to date; more information will be required to be added over time. Training is required, working on appropriate dates for this.

Banners – Options for other Council banners and guidelines for community banners will be implemented soon.

Visitor Information Centre – There is a decrease in the number of visitors to the Shire. The Information Centre is now closed.

Council Newsletter – Edition 39 newsletter articles will be collated in late October. This will be the December edition.

DEVELOPMENT APPLICATIONS

Burketown Hotel – Development Application – completed

MCU Tourist Facility – completed

Floraville Station – Lot 1904 PH 1606 - Development Application – received notice of engagement by private certifier, application received

Hammond & Alloway - Lot 80 B13610 – Development Application – Building Application documents received.

ENVIRONMENTAL HEALTH SERVICES

All food businesses in the Shire are currently licensed, no complaints have been received.

HOME AND COMMUNITY CARE (Pam deJoux)

HACC currently has six Centre Base Day Care Clients and four Social Support Clients. Gregory HACC has been cancelled until the Gregory HACC clients return (some have been ill).

There are a few HACC clients away at the moment, the trip to Karumba will still be going ahead.

The clients have been busy playing Cards/Puzzles along with their popular indoor darts game played with Velcro balls – clients seem to have taken to this especially the men, fishing down the river and morning tea day.

The gardens looking spectacular with everything in bloom, Lenny has found his niche and has claimed rights to overseeing the watering of the gardens. Ladies are happy to prune, weed and transplant when needed.

HACC clients were thrilled that they won the Residential Yard Category in the Tidy Yards Competition. George and Elva will and have celebrated important birthdays. HACC is always being visited by representatives from other health agencies.

#### INFORMATION TECHNOLOGY

##### InfoXpert

The new Easyform module has been working well with capturing requests for service/complaints coming into Council with timeframes allocated to staff for completion.

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

Recordkeeping – Consultants have started assessing the Councils current structure of our filing system to bring it into line with recordkeeping standards. This will include full policies and procedures for Council to follow to keep compliant.

#### CHIEF FINANCIAL OFFICER REPORTS

##### STATEMENT OF COMPREHENSIVE INCOME

Supporting documentation: Revenue and Expenditure Report

Summary – The operating position as the end of September was a deficit of \$3,160,150. As stated in last month's report the reason for the deficit this month relates to the timing of payments made to suppliers in relation to flood damage, vs. receiving reimbursements back from the QRA. When QRA forwards the reimbursements it is expected that the BSC will return to its' normal operating surplus of \$2.3m. This should happen by the December meeting (November figures) as our flood damage work will be completed at this stage.

Revenue – As the rate levies have been issued for the 1<sup>st</sup> half of the financial year, these are included in the revenue and represent the bulk of the revenue received (\$1.991m). Other revenue relates to Financial Assistance Grant instalments (\$382,800), and interest received on our investments (\$64,000).

Expenses – The rather large spend for 'materials and services' (\$4,593,584) relates to purchases for the Doomadgee Town Streets Project and QRA project for Doomadgee West and Doomadgee East Roads. All other expenses are according to trend.

##### STATEMENT OF FINANCIAL POSITION

Summary – Overall the BSC asset base sits at 105,370,235.

Current Assets – While there has been a lot of 'cash' receipts stemming from rates, the flood damage expenditure has led to a \$374,300 decrease (hence a \$1.990m worth of rates has been offset in a \$2.364m payments towards flood damage works. The 'trade and other receivables' post has decreased from \$2.8m as outstanding rates and invoices have been paid (and hence converted into cash).

Non-Current Assets – Only small movements in 'accumulated depreciation' for the month.

Current Liabilities – The \$100,000 decrease in current liabilities reflect a decrease in GST related current amounts outstanding.

Non-Current Liabilities – Remained largely unchanged from the end of 2012-13.

##### STATEMENT OF CASH FLOWS

Supporting document: Budget Balance Sheet Report

Net cash flow from operating activities –

- 'Receipts from suppliers' increased by 1,220,700 during the month.
- 'Payment to suppliers' mainly reflects payments relating to QRA flood damage works (Doomadgee West Rd) and Doomadgee Town Streets Project invoices and increased by \$2,482,800.

Summary – In total the BSC net cash at hand sat at \$17,487,349 at the end of the period.

##### NOTE TO COUNCIL – EVENTS WITHIN THE FINANCE DEPARTMENT

Internal auditors: Crowe Horwath (form. WHK) is completing the QAO requested reconciliations for BSC. These will be finished within a week.

External Auditors: QAO has clarified their position in relation to various requests for information made to the BSC which has assisted us significantly.

Rolling stock takes: rolling store stock takes has continued throughout the month. It would appear that recent training is having its' desired effect on results, in that variances are decreasing.

QRA claims:

- 2010: completed
- 2011: assurance documentation supplied. Closed out momentarily.
- 2012: 1<sup>st</sup> Qtr Report supplied, together with soft copy general ledger information (as agreed)
- 2013: We have preliminary approval for a \$182,145.80 spend. Approval should come through momentarily.

Rates: The rate notices for the 1<sup>st</sup> half of the financial year went out in early September. "Errors" reported mainly refer to amounts paid via cheque where it arrived after the cut off of the discount period.

Only \$117,053.62 remained unpaid at the time of discount period expiry (8.4%)

Roads to recovery: progression has been made in negotiations with the Department of Infrastructure. Reports have been provided to the Department as requested, which are being reviewed by them. The Department will advise if BSC is indeed in breach for 2011-12 or not. After the receipt of the Departments advice we will be able to progress towards having the R2R annual financial reports audited.

#### DEPUTY CEO REPORTS

##### MAJOR PROJECTS

###### Community Hub:

- PM Consultants appointed for the project in accordance with Sub-Agreement requirement that PMs be approved by the DLGCR. This approval was received via Council's appointment of PM Consultants through Local Buy/Vendor Panel RFQ.
- PM consultants seeking a variation of contract to account for expanded scope of management services required.

###### Glendale Tender Number 1:

- Both houses arrived
- Furniture ordered
- Septic, water, gas hookups awarded through RFQ process.

###### Glendale Tender Number 2:

- Block preparations complete for Marshall Lane and Bowen Street.
- Marshall Lane property requires a Reconfiguration of Lot application to be submitted. The requirements for this submission have been met.

###### Gregory Crossing:

- Awarded to Lightweight Concrete Contracting.
- Attaining Cultural Heritage Approval for this work has been a difficult process.

###### Gin Arm Weir:

- Awarded to Lightweight Concrete Contracting.
- Work Completed

#### TRAINING

Year to date: Provided

#### HUMAN RESOURCES MANAGEMENT

##### JCC Meeting VII

- Performance Review feedback
- EBA Compliance
- Work conditions: Hell's Gate
- Training

##### JCC Meeting VIII

- EBA Compliance continued
- Housing
- Supervision

#### WORKPLACE HEALTH & SAFETY

##### Incident/Accident/Near Miss Reports:

There have been 14 Incidents/Accidents so far in 2013 (up to and including 10 October) as compared with 8 Incidents/Accidents during the same period in 2012 and 19 during the same period in 2011. There were no incidents or accidents reported in August or September 2013.

There have been 0 days of Lost Time Injuries in 2013 as compared with 4.5 days during the same period in 2012 and 6.5 days during the same period in 2011.

#### ROADS

##### Royalties for Regions

Awaiting response on whether funding application will proceed to the Business Case stage. The lack of response to date does not augur well for this application.

##### MMG Dugald River Haulage

Haulage from Dugald River to the Century Mine is projected to conclude in the last week of September. Anticipated 2014 haulage looks to have increased significantly, from 150,000t to 400,000t. If this is to take place, the current Road Use Agreement will need to be revised. Discussions around the required changes have commenced.

##### MMG Karumba Lead Haulage

A Road Use Agreement is in place with MMG in relation to 15,000-23,000t of Lead Concentrate haulage from the Century Mine to Karumba. Carpentaria Shire Council have entered into a similar agreement for local roads forming part of the haulage route in their Shire.

Escott Road & Armour Energy

A Road Use Agreement is in place with Armour Energy to help mitigate Armour's impact on the Escott Road.

This Agreement will be revised and expanded to take account of the projected increase in Armour's activities on the Escott Road next year and beyond.

**NATIVE TITLE AND CULTURAL HERITAGE**

Land Valuations

DNRM's State Land Valuer was in Burketown on Monday 16<sup>th</sup> September to assess land in the Native Title Claim Area.

- The Land Valuer has requested additional information relating to the cost of establishing the Bowen Street houses to assist in the valuation process.

Cultural Heritage Monitoring

Council has approached CLCAC with requests for cultural monitoring for work on the Gregory Crossing and for trenching work related to the installation of houses in Bowen Street.

- Approval for the Bowen Street work has been received. There are no monitoring requirements for this work.
- As indicated above (section 1 – Major Works), there have been difficulties in securing clearance and monitors for this work. The process and protocols for receiving clearances in the future will be discussed with CLCAC reps and lawyer week commencing 14 October 2013. The aim will be to streamline this process considerably.

ILUA Update: will be provided in closed session

**COMPLIANCE**

DEWS

A revised DWQMP was submitted to DEHS on 27 September 2013.

CASA Surveillance Visit

Scheduled for 13-14 January 2014.

DTMR – Traffic Management Registration Scheme

The Traffic Management registration for Burke Shire Council expires on the 1 December 2013. Council will complete the renewal application prior to this.

**STAKEHOLDER MANAGEMENT**

iGPM: directions in relation to project management

DLGCRR: continued discussions with Margaret Lessells over Community Hub funding.

Armour Energy: Road Maintenance Contributions finalized and paid.

Carpentaria Lands Council: plans to streamline Cultural Heritage Clearance requirements to be discussed week commencing 18 October 2013.

EHP: Rob Lawrence (Director) is organizing a range of experts to visit Burketown in late October to discuss Land Fill, Sewerage Treatment and Coastal Management.

---

## Adjournment

That Council adjourned the meeting from 12.30pm to 1.20pm. All were present except Cr Poole.

---

## 08. Chief Executive Officer Reports

### 08.01.01 Chief Executive Officer Monthly Update Report

That council Notes the contents of the Chief Executive Officer October 2013 Monthly Update Report.

Moved: Cr Duff  
Seconded: Cr Murray

Carried 03.131017 4/0

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

*Content*

**CHIEF EXECUTIVE OFFICER REPORT**

**COUNCILLOR ATTENDANCE CONFERENCES & TRAINING**

Gulf Savannah Development Inc AGM and Board Meeting 24 September Cr Camp and CEO

LGAQ Conference 22 October to 24<sup>th</sup> October Cr E Camp, Cr P Poole and CEO

OTHER RELEVANT INFORMATION

Town Entrances Signage

Mr Rod Lucas will have two signs painted for Burketown by the end of October and the three Gregory Signs by Christmas.

Road Opening MR78A to Gregory River – Wills Road Continuation to Wills Development Road

Application lodged and being processed by Department of Natural Resources and Mines for the road opening over part of Camping and Water Reserve Lot 5 on BK28. An application was lodged some years ago but not progressed.

Portfolios for Councillors

This matter has been discussed quite a few times by Councillors and thought it may be appropriate to raise for discussion at this meeting. The Mayor would be ex officio of all portfolios. Portfolios could be allocated on a project or functional area for example Development, Infrastructure, Finance, Environment and Community.

Gulf Savannah Development Inc

The AGM and Board Meeting were held on 24<sup>th</sup> September in Cairns – Minutes are attached. Cr Camp will give a verbal report at the meeting.

---

13. New business of an urgent nature admitted by Council

13.01 Councillor Portfolios

That Council create two portfolios being Finance and Community Hub and appoint Crs Forshaw and Duff to Finance and Cr Poole to the Community Hub and a report be brought back to each Council Meeting.

Moved: Cr Camp  
Seconded: Cr Forshaw

Carried 04.131017 4/0

FILE NO: BCS/Councillors/CA

*Content – Discussions out of the Chief Executive Officer Report*

---

08. Chief Executive Officer Reports

08.01.02 Extension of Gregory Water Treatment Plant

That Council notes the contents of the report.

Moved: Cr Duff  
Seconded: Cr Murray

Carried 05.131017 4/0

FILE NO: BCS/CP/Lea/CLL/LEA03 &  
BCS/WaterM/GW/WTP

*Content – To advise Council of the progress of the application to lease Unallocated State Land described as Lot 11 Crown Plan AP13658 and incorporate this lot into an extension of Term Lease Lot 1 SP154667 (expiry date 2033) for the Gregory Water Treatment Plant.*

---

08.01.03 Gregory School House and Infrastructure

That Council notes the contents of the report.

Moved: Cr Camp  
Seconded: Cr Forshaw

Carried 06.131017 4/0

FILE NO: BCS/CS/CO/GEF

*Content – To seek Council's direction on the outcome of the School House and associated infrastructure when Council assume responsibility.*

---

08.01.04 Local Government Remuneration and Discipline Tribunal Review

That Council notes the contents of the report.

Moved: Cr Murray  
Seconded: Cr Duff

Carried 07.131017 4/0

FILE NO: BCS/G/C/CA

*Content – To ascertain whether Council wishes to make a submission to the Tribunal raising matters with the Tribunal that Council would like taken into special consideration when the Tribunal is making its annual determination.*

---

14. Closed session reports

That Council move into closed session to discuss confidential items as stated in the *Local Government (Operations) Regulation 2010* in Chapter 5 Administration, Part 2 Local government meetings and committees, under *Sections 72 (1) (e and h)*.

Council moved into closed session at 2.00pm.

Moved: Cr Camp  
Seconded: Cr Forshaw

Carried 08.131017 4/0

---

Attendance

Jenny Williams and Fred Aquilin left the meeting from 2.00pm to 2.30pm, during discussions in relation to Report 14.01.

Cr Forshaw left the meeting from 2.57pm 3.02pm, during discussions in relation to report 14.05.

---

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 3.02pm.

Moved: Cr Duff  
Seconded: Cr Murray

Carried 09.131017 4/0

---

#### 14.01 Council Housing Tenancies – Allocation of Housing

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

| <i>Address</i>           | <i>Tenant</i>                               |
|--------------------------|---|
| 29 Bowen Street House 13 | Ms Kahleela Marshall and Mr Cameron Ketchup |
| 31 Bowen Street House 14 | Ms Jenny Williams                           |
| 33 Bowen Street House 15 | Mr Fred Aquilin                             |
| 17 Burke Street Unit 1   | Ms Trista Armstrong                         |
| 17 Burke Street Unit 3   | Mr Robbie AhWing                            |
| 4 Marshall Lane House 16 | Ms Karen McGrath                            |

Moved: Cr Duff  
 Seconded: Cr Forshaw

Carried 10.131017 4/0

FILE NO: BCS/CP/SP/SH/TI

*Content – To present to Council a report on Council housing and seek Council's direction on the allocation of vacant housing.*

#### 14.02 Project Management Services - Community Hub Project

That Council resolves to expand the scope of PM consultancy services and allocate additional funding for these services from the budget allocated to the Community Hub Project.

Moved: Cr Camp  
 Seconded: Cr Murray

Carried 11.131017 4/0

FILE NO: BCS/CP/SP/SB/BCH

*Content – A project management (PM) firm was recently appointed to provide PM consultancy services to assist Council in completing the Burke Shire Community Hub Project. This PM firm now seeks approval from Council to expand their scope of services, and therefore the cost of the PM services provided to Council. The PM firm proposes that an expanded scope of services is required to account for Council's "actual" as opposed to "perceived" position in bringing the project to completion. This report aims to provide Councillors with information sufficient to justify any expansion in the scope of services/budget for PM services related to the completion of the Community Hub Project.*

#### 14.03 Native Title Update

That Council:

- 1) Continues to act according to the ILUA task list
- 2) Provides information to Jeff Seeney and Gary Cotter in relation to Land Valuation

Moved: Cr Forshaw  
 Seconded: Cr Duff

Carried 12.131017 4/0

FILE NO: BCS/NT/QUD84

*Content – To provide an update on recent Native Title developments for the following claim: NTDA QUD 84/04 and QUD 66/04 Gangalidda & Garawa People and Gangalidda & Garawa People #2*

14.04 Request for Trustee Lease Camping and Water Reserve

That Council defer consideration of the application by JG and J Nelson and additional information be requested relating to Lot 6 PC22 Camping and Water Reserve.

Moved: Cr Forshaw  
 Seconded: Cr Camp

Carried 13.131017 4/0

FILE NO: PF/00259-00000-000

*Content – To seek Council's direction on the application of John Geoffrey Nelson and Janice Nelson to lease Camping and Water Reserve Lot 6 PC22 (area 259ha) for travelling stock. The reserve is situated in the middle of Nierrina Lot 3298 PH375.*

Declaration: Material Personal Interest

Cr Forshaw declared a material personal interest (as per section 172 of the *Local Government Act 2009*) in report 14.05 and left the meeting at 3.07pm.

14.05 Tender 13.08 – Gregory – Lawn Hill Roadwork Rehabilitation (Cement Stabilisation & Bitumen Seal)

That Council accept the Tender of Wiles Road Services in the sum of \$250,028.60 excl gst for the Gregory – Lawn Hill Roadwork Rehabilitation (Cement Stabilisation and Bitumen Seal based on the following reasons:

- Lowest tender submitted and highest ranked in the tender evaluation process;
- Is within the allocated budget; and
- The Contractor has performed well on the same type of work on Doomadgee East and Doomadgee West Roads.

Moved: Cr Murray  
 Seconded: Cr Duff

Carried 14.131017 3/0

FILE NO: BCS/T&Q/2013/13-08

*Content – Tender Evaluation with weightings according to tender*

**Burke Shire Council**

**Gregory – Lawn Hill Roadwork Rehabilitation (Cement Stabilisation and Bitumen Seal)**

**Tender Evaluation with Weightings according to the tender**

| Contractor                   | Price <sup>†</sup> | Experience    |         | Reputation | Score | Rank |
|------------------------------|--------------------|---------------|---------|------------|-------|------|
|                              |                    | Stabilisation | Bitumen |            |       |      |
| ASPIC Infrastructure Pty Ltd | 57.1               | 10            | 10      | 20         | 97.1  | 2    |
| RHA Australia Pty Ltd        | 36.5               | 10            | 10      | 20         | 76.5  | 3    |
| Wiles Road Services          | 60.0               | 10            | 10      | 20         | 100.0 | 1    |
|                              | 60%                | 10%           | 10%     | 20%        |       |      |
| <i>Weighting</i>             |                    |               |         |            |       |      |

<sup>†</sup> Calculated by prorata of lowest tender x 60

Attendance

Cr Forshaw entered the meeting at 3.08pm.

09. Late Item Reports

09.01 Development Application - Reconfiguration of Lot – Burke Shire Council

In accordance with the Sustainable Planning Act 2009 as amended, the applicant be notified that the application for a Development Permit for Reconfiguration of a Lot (Boundary Realignment) on land described as Lot 81 B13610 and Lot 82 B13610, located at 2 and 4 Marshall Lane, Burketown, and as shown on the Proposal Plans of Reconfiguration prepared by NQ Building Solutions and dated 10/10/13, is approved, subject to the following conditions:

A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

General

1. The development shall be undertaken substantially in accordance with the submitted Plans, except as modified by this approval.
2. Any future building work on the site shall be carried out generally in accordance with any relevant Council's requirements and to the satisfaction of the Chief Executive Officer.
3. This development approval lapses two (2) years after the day that the development approval takes effect, unless extended under the Sustainable Planning Act 2009.

Site Specific

4. Each Lot is provided with separate water, sewer, electricity and telephone connections, to the satisfaction of Council and prior to endorsement of the final Plan of Survey.
5. Each Lot is provided with constructed vehicle access and on site car parking for one vehicle, to the satisfaction of Council and prior to endorsement of the final Plan of Survey.
6. Each Lot is required to drain to a lawful point of discharge, to the satisfaction of Council and prior to the endorsement of the final Plan of Survey.
7. Council endorsement of the final Plan of Survey, to facilitate lodgement for registration with the State Government, is dependent upon compliance with Conditions 1, 2 and 3 above, to the satisfaction of the Chief Executive Officer.

B. APPLICABLE CODES FOR SELF ASSESSABLE DEVELOPMENT

1. Shire of Burke Planning Scheme
2. Standard Building Regulation 1993
3. Building Act 1975
4. Building Code of Australia
5. Water and Sewerage Act 1949

C. RIGHT OF APPEAL

Appeal Rights are outlined in the Sustainable Planning Act 2009.

REFERRAL AGENCY CONDITIONS: Nil

PROPERLY MADE SUBMISSIONS: Nil

NAMES AND ADDRESSES OF SUBMITTERS: N/A

Moved: Cr Camp  
Seconded: Cr Forshaw

Carried 15.131017 4/0

FILE NO: DA/2013/DA.2013-05

*Content – The proposal is to undertake a Boundary Realignment between Lot 81 and Lot 82 to realign the common side boundary clear of an encroaching garage structure located on Lot 81. Each Lot has an area of 1012m<sup>2</sup> and a frontage of 20 metres to Marshall Lane in Burketown. Both Lots are rectangular in shape and generally level. Improvements include a House and carport on Lot 81, Lot 82 is vacant. Lot 81 is located on the corner of Marshall Lane and Beames Street and Lot 82 adjoins Lot 81 to the west.*

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

There were no considerations of notices of motion and petitions received.

---

## 11. Mayoral Minute and Report

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

Moved: Cr Murray  
Seconded: Cr Duff

Carried 16.131017 4/0

Attended the following:

- Bloc Party Meeting
- Community Hub Planning Meeting with Councillors and Project Management Team
- Teleconference with Councillors and Executive Team- various matters
- Spent a day in town attending to General Matters
- QRA Meeting – with Don Cousins and Ian Dodds
- Gangalidda and Garawa Authorisation Meeting

GSD:

- AGM and General Meeting in Cairns – executive team remains the same – Cr Ernie Camp (Chair), Cr Will Attwood (Etheridge – Deputy Chair), CEO John Page (Treasurer), Rob Macalister (CEO AND Secretary).
  - NW Investment Development Study – Inception Meeting – give direction to Project Management
- 

## 12. Councillor Reports

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

Moved: Cr Forshaw  
Seconded: Cr Camp

Carried 17.131017 4/0

Cr Forshaw

- 17/8/13 Arts & Craft in Burketown – a very good community event.
- 19/8/2013 Telephone Link up with Councillors and Armour Energy – update on the gas drilling
- 6/9/13 Teleconference, Crs Camp & Murray with DCEO, Phil, and staff re Bloc Party and Road Opening
- 10/9/13 Teleconference with Councillors and senior staff re general discussion
- 4/10/13 Burketown Campdraft – the kids and adults had a great time.
- 8/10/13 Teleconference with DCEO and staff re Joint Consultative Committee - EBA and how it is working.
- 8/10/13 Teleconference with CEO & Crs update
- 16/10/13 Councillors workshop in Burketown
- 17/10/13 Council meeting

Cr Murray

- Burketown Campdraft
- Bloc Party meeting
- Gangalidda/Garawa Meetings

Cr Duff

- Council Meetings/teleconference
  - Burketown Campdraft
-

15. Deputations and presentation scheduled for meeting

There were no deputations or presentations held for this meeting.

---

16. Closure of Meeting

The Chair declared the Meeting closed at 3.31pm.

---

I hereby certify that these pages numbered 1 to 19 - constitute the Confirmed Ordinary Meeting minutes of the Council Meeting of Burke Shire Council held on Thursday 17<sup>th</sup> October 2013.

Mayor Cr Ernie Camp .....