



CARPENTARIA SHIRE

Outback by the Sea

ORDINARY MEETING

MINUTES

17 MAY, 2017

CONFIRMED MINUTES

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CONFIRMED MINUTES

1 OPENING OF MEETING

The Mayor welcomed members and declared the meeting open at 9.00am.

2 RECORD OF ATTENDANCE

Councillors

Cr LV Bawden	Mayor
Cr JC Young	Deputy Mayor
Cr AT Gallagher	
Cr BJ Hawkins	
Cr AM Murphy	
Cr PF Wells	

Staff

Mr Michael Hayward	Chief Executive Officer
Ms Angeline Pascoe.	Executive Assistant
Mr Oliver Pring	Director Corporate Services
Mr John Teague	Director of Engineering

The following officers attended the meeting as indicated in the minutes

Mrs Lisa Ruyg	Manager Human Resources
Mr Phil Turner	Manager Governance & Executive Services
Mrs Cherie Schafer	Manager Economic and Community Development
Mr Nathan Mercer	Manger Fleet & Workshop

APOLOGY

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Hawkins

That Council accept the apology from Cr Beard and leave of absence from the meeting be granted.

CARRIED 6/0

Resolution No. 0517/001

3 CONDOLENCES

A minute's silence was held for the passing of the following community members:

Mr Tyson Owens
Mr Charles Toby

CONFIRMED MINUTES

4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

Confirmation of Minutes from the Ordinary Council Meeting held 19 April 2017, as previously circulated to councillors.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Gallagher

That the Minutes of the Ordinary Council Meeting held 19 April 2017 be confirmed.

CARRIED 6/0

Resolution No. 0517/002

5 BUSINESS ARISING FROM PREVIOUS MEETINGS

Proposed Normanton Street Names

Cr Gallagher recommended that Council give consideration to holding a formal opening of the newly named streets along the Old Croydon Road.

A0517-01: Hold a morning tea with family representatives of persons recognised in street naming.

Richmond Shire Council Chambers

The Chief Executive Officer informed Council that the official opening of the new Richmond Shire Council Office had been postponed and will now be held Thursday 25 May 2017.

Salto Locking System

Cr Wells queried if the inspection on all Council facilities was done identifying where Salto locks need to be installed.

The Chief Executive Officer advised that the program was ongoing and it is anticipated that a report would be available for Council's consideration at the June 2017 Ordinary meeting.

A0517-02: The Chief Executive Officer to prepare a report for the June 2017 Ordinary meeting.

CONFIRMED MINUTES

Refuse Collection Services

Cr Gallagher advised that the recent operational changes to the refuse collection service is still causing some issues for local businesses due to the later collection time.

A0517-03: The Director of Engineering to recommence original collection hours.

Contract Variation - Les Wilson Barramundi Discovery Centre

The Chief Executive Officer advised Council that at a recent meeting of the LWBDC Project Management Group a decision was made to call expressions of interest for the running of the facilities kitchen/restaurant.

The Mayor enquired as to the feasibility of establishing a coffee shop in the Burns Philp Building.

A0517-04: The Chief Executive Officer to call Expressions of Interest for a coffee shop at the Burns Philp Building.

Developing Northern Australia Conference 2017

The Chief Executive Officer advised that only the Mayor and Deputy Mayor had registered to attend the Developing Northern Australia Conference.

Cr Hawkins advised that he would be available to attend.

A0517-05: The Executive Assistant to arrange registration, travel and accommodation for the Mayor, Deputy Mayor and Cr Hawkins.

6 DEPUTATIONS

There were no presentations or deputations at the meeting.

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CONFIRMED MINUTES

7 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

7.1 WORKS REPORT - MAY 2017

A summary of the works undertaken in the Works Section during the previous month, along with works in progress.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Young

1. *That Council accept the Works Report as presented; and*
2. *That those matters not covered by resolution be noted.*

CARRIED 6/0

Resolution No. 0517/003

7.2 NDRRA REPORT - MAY 2017

A status report on QRA submissions and NDRRA related activities carried out during April 2017.

COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Murphy

1. *That Council accepts the report as presented; and*
2. *That those matters not covered by resolution be noted.*

CARRIED 6/0

Resolution No. 0517/004

RECESS:

10.08am – 10.34am The Mayor called a recess for morning tea.

CONFIRMED MINUTES

7.3 DTMR WORKS - MAY 2017

Department of Transport and Main Roads (DTMR) contract works update for May 2017.

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Gallagher

- 1. That Council accept the report as presented; and**
- 2. That those matters not covered by resolution be noted.**

CARRIED 6/0

Resolution No. 0517/005

7.4 TENDER 17/0465 SALE AND SUPPLY OF PLANT AND EQUIPMENT - TRUCKS

Carpentaria Shire Council sought tenders for the Sale & Supply of Plant & Equipment – Trucks with the Tender #17/0465 being advertised in the appropriate media on Friday 31 March 2017 and the closing date being Friday 21 April 2017.

COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Young

- 1. That Council accept the tender from FR Irelands Isuzu Cairns for the supply and delivery of an Isuzu NPR 75/190 Crew Cab Truck for the amount of \$82,687.45 excluding GST; and**
- 2. That Council accept the tender from Pickles Auction Townsville in the amount of \$16,363.37 excluding GST for the purchase of CSC Unit #2036 (Fuso Canter Single Cab Tipper Truck).**

CARRIED 6/0

Resolution No. 0517/006

CONFIRMED MINUTES

7.5 BUILDING AND PLANNING REPORT - MAY 2017

Capital Works

A further inspection of Unit 1, 4 Anderson Street Karumba was completed with the builder and Council's Building Consultant and inspected the roof to find that a number of the fasteners were not secured and incorrect. However, the roof itself was deemed to be generally in sound condition and did not require replacement. The builder has been instructed to replace the fasteners. The cost of these works remains as per the original quote provided by the builder. When the builder is able to he will remove the tarp covering the adjacent unit at 2/4 with the current tenants agreement, then the Building Consultant will undertake the joint inspection on the roof to determine the issue. The Building Consultant has advised that at this stage it is anticipated that it will be a similar issue with the fasteners, and if so the repairs including the internal works will be of a minor cost while the builder is onsite.

A0517-06: The Director of Engineering to engage Bill Knight to re-screw the roof and Peter Watton to prepare specifications and call quotes for internal repairs to both unit.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Hawkins

1. *That Council note and accept the content of the report as presented; and*
2. *That those matters not covered by resolution be noted.*

CARRIED 6/0

Resolution No. 0517/007

7.6 WATER AND WASTEWATER REPORT - MAY 2017

Glenore Weir

MOTION

Moved Cr Bawden

Seconded Cr Murphy

1. *That the Director of Engineering investigate the costs to engage an independent engineer to carry out an assessment of the design and construction of the Glenore Weir; and*
2. *That a report be prepared for consideration by Council at the June 2017 Ordinary meeting of Council.*

CARRIED 6/0

Resolution No. 0517/008

CONFIRMED MINUTES

DECLARATION OF INTEREST:

Cr Murphy declared a material personal interest in the discussions regarding the relining work at the Karumba treated water storage tank overflow pipe and left the meeting room at 11:20am. Cr Murphy has been requested to provide an estimate of works at the Karumba storage tank for budget purposes.

Karumba Water Treatment Storage Tanks

Discussion was held regarding appropriateness of engaging local contractors to supply scope of works and budget estimates.

A0517-07: The Director of Engineering have Council plumbers provide a scope of works and budget estimates to reline the overflow pipe at the Karumba Water Treatment Storage Tanks.

ATTENDANCE

Councillor Murphy returned to the meeting room at 11:27am.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Murphy

1. ***That Council accepts and notes the Water and Wastewater Status Report as presented for the period ending 30 April 2017; and***
2. ***That those matters not covered by resolution be noted.***

CARRIED 6/0

Resolution No. 0517/009

GENERAL BUSINESS – DIRECTOR OF ENGINEERING

Water Restrictions

The Chief Executive Officer advised that Council had recently reviewed several enquiries regarding water restrictions.

A0517-08: That Council reaffirm that Level 1 water restrictions are still in place until further notice and the public notified of the continuation of water restrictions.

Karumba Swimming Pool Shade Structure

Cr Young queried the progress on the design for the shade structure for the Karumba Swimming Pool.

CONFIRMED MINUTES

The Director of Engineering provided an update.

Pool Heating

Cr Gallagher enquired if the pool heater is operating efficiently.

A0517-09: The cooling cycle of the pool heating be switched off.

MOTION

COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Young

That the Normanton Hospital be granted permission to vary watering hours to allow for watering of hospital grounds to be carried out during normal working hours provided that the duration of current watering hours and days is not exceeded.

CARRIED 6/0

Resolution No. 0517/010

Parking - Yappar Street, Karumba

Cr Young advised that people are parking their vehicles and boat trailers in Yappar Street for extended periods of time restricting parking to local shops.

A0517-10: The Director of Engineering to investigate installation of a limited parking zone between Massey Drive and Gilbert Street.

LUNCHEON:

The Mayor adjourned the meeting for lunch at **12.27pm – 1.23pm**

Upon resumption all members were present.

ATTENDANCE:

The Workshop and Fleet Manager, Mr Nathan Mercer was in attendance at the recommencement of the meeting.

Low Loader

The Director of Engineering advised that tenders had been called for the replacement of the Council's Low Loader.

Discussion was held regarding the need to replace the current unit and feasibility of

CONFIRMED MINUTES

refurbishing the low loader.

MOTION

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Murphy

That Council not proceed with the tender to purchase a new Low Loader and that provisions be made in the 2017/2018 budget to refurbish the existing low loader.

CARRIED 6/0

Resolution No. 0517/011

Replacement RMPC Truck

The Workshop and Fleet Manager advised Council that provision had been made in the 2016/2017 budget to replace the RMPC Maintenance Truck. Due to requirements identified by the Workplace Health & Safety Officer, various modifications need to be made to the tray to improve OHS and work efficiencies. As a result of the modifications to the tray, the estimate to replace the RMPC Maintenance Truck will exceed the amount allowed for in the budget.

MOTION

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Wells

- 1. That the Mayor, Cr Hawkins and Cr Murphy be authorised to review the replacement options for the RMPC truck and to accept the most advantageous quotation; and***
- 2. That a full report be provided to the June 2017 Ordinary meeting for endorsement by Council.***

CARRIED 6/0

Resolution No. 0517/012

ATTENDANCE:

The Director of Engineering and Workshop and Fleet Manager left the meeting room at 1.52pm

CONFIRMED MINUTES

8 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

8.1 CEO REPORT

Local Goods and Services

Executive staff are currently assessing an electronic tender system (Vendor Panel) which will allow local businesses to electronically respond to Council tenders and quotations. The system, if implemented will ensure that all local business have access to Council tenders/quotations and provides a secure and transparent platform that is easily auditable to ensure compliance with Council's procurement policies.

A0517-11: Proceed with implementation of Vendor Panel.

Funeral Services

Mr Calvin Gallagher has advised that he will ceasing providing undertaking services to Carpentaria Shire Council as of the 30 June 2017. Calvin has advised that he intends to document standard operating procedures (SOP's) for the various undertaking duties performed to assist with the transition to the new undertaker.

Calvin has further advised that he is happy to provide training or assistance to the new undertaker and would be available for one off duties or emergencies if needed.

Council has provision within its existing Enterprise Agreement to accommodate an undertaker's position and subsequently the position will be advertised internally in the first instance and if no employees are interested then expressions of interest will be called from the public.

A0517-12: Advertise the position internally.

Standing Orders Policy

Council has a Standing Orders Policy (POL_I_CSA_017) adopted on 15 April 2015 which sets out how Council conducts its meetings.

The policy includes the Order of Business for ordinary meetings.

It is Council's current practice to leave Confidential Matters until the last item on the agenda. This often necessitates officers having to stay after normal finishing time or to remain close to the office in order to be able to attend the meeting (if required) when Confidential Matters are considered.

CONFIRMED MINUTES

Following discussions with the Mayor it is proposed that Council give consideration to conducting a review of the Standing Orders Policy with the view to including Confidential Matters as a standing item in the order of business and that Confidential Matters be considered at the start of the ordinary meeting instead of at the end of the meeting.

A0517-13: The Chief Executive Officer to review the Standing Orders Policy and provide for Confidential Items to be included in the Order of Business for consideration early in proceedings. A copy of the draft policy to be presented to June 2017 Ordinary meeting.

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Murphy

- 1. That Council receive the Chief Executive Officers Report; and**
- 2. That those matters not covered by resolution be noted.**

CARRIED 6/0

Resolution No. 0517/013

8.2 CHANGE OF MEETING DATE (JUNE 2017 ORDINARY MEETING)

The Mayor and Deputy Mayor will be attending the Developing Northern Queensland Conference being held at the Pullman Cairns International from 19-20 June 2017. The June 2017 ordinary meeting of Council is scheduled to be held on Wednesday 21 June 2017.

Due to travel arrangements to and from Cairns the Mayor and Deputy Mayor will be unable to attend the scheduled June 2017 meeting and it is recommended that Council give consideration to rescheduling the meeting to a later date.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Gallagher

- 1. That the date of the June 2017 ordinary meeting of Council be changed to Thursday 21 June 2017; and**
- 2. That notice of the change of meeting date be published in accordance with the requirements of section 277 of the Local Government Regulation 2012.**

CARRIED 6/0

Resolution No. 0517/014

CONFIRMED MINUTES

8.3 EXCESS WATER USAGE - 57 DEVELOPMENT ROAD, KARUMBA

Correspondence has been received from Ms Helen Webber querying excess water charges levied in respect of property located at 57 Development Road, Karumba.

COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Hawkins

That the matter lay on the table for further consideration at the June 2017 Ordinary meeting of Council.

CARRIED 6/0

Resolution No. 0517/015

ATTENDANCE:

The Manager Human Resources, Mrs Lisa Ruyg entered the meeting room at **3.00pm**.
The Manager Governance and Executive Services, Mr Phil Turner entered the meeting room at **3.06pm**.

8.4 HUMAN RESOURCES REPORT

This report provides information on activities occurring within the Human Resources Section of Council.

COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Young

- 1. That Council accepts the Human Resources Report; and***
- 2. That those matters not covered by resolution be noted.***

CARRIED 6/0

Resolution No. 0517/016

ATTENDANCE:

The Manager Human Resources left the meeting room at **3.11pm**.

CONFIRMED MINUTES

8.5 GOVERNANCE REPORT

The report provides information to Council on activities and programs within the Governance and Executive Services portfolio.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Hawkins

1. ***That Council accepts the report as presented; and***
2. ***That those matters not covered by resolution be noted.***

CARRIED 6/0

Resolution No. 0517/017

ATTENDANCE:

The Manager Economic and Community Development, Mrs Cherie Schafer entered the meeting room at **3.30pm**.

8.6 APPLICATION FOR LIQUOR LICENCE

Council has received correspondence from the Office of Liquor and Gaming Regulation (Department of Justice and Attorney-General) regarding an application for a liquor licence for S & J Wright Investments Pty Ltd. The application is for a "Commercial Other – Subsidiary on Premises Licence (Commercial Carrying of Passengers)". The premises is the vessel "Sweet Lips".

COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Murphy

That Council advise the office of liquor and gaming that it does not have any objections to the granting of the licence.

CARRIED 6/0

Resolution No. 0517/018

ATTENDANCE:

The Manager Governance and Executive Services, Mr Phil Turner left the meeting room at **3.49pm**.

CONFIRMED MINUTES

9 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

9.1 MONTHLY FINANCIAL REPORT - APRIL 2017

The Monthly Financial Report has been prepared for the period ending 30 April 2017.

COUNCIL RESOLUTION

Moved Cr Murphy

Seconded Cr Gallagher

1. *That Council accepts the Monthly Financial Reports as presented; and*
2. *That those matters not covered by resolution be noted.*

CARRIED 6/0

Resolution No. 0517/019

9.2 COMMUNITY DEVELOPMENT

Pensioner Housing Policy

The Manager Economic and Community Development informed Council that there is currently vacant pensioner units and that Council has received various applications to rent the properties.

A0517-14: A copy of the Pensioner Housing Policy be forwarded to all Councillors for review and that a workshop be held following the review by Council.

Drought Funding

Council discussed the best method of distributing drought hardship funds.

A0517-15: Investigate utilising a voucher system.

ANZAC Honour Scroll

The Manager Economic and Community Development provided a list of servicemen who were either born or enlisted in Normanton to serve in active duties during World War 1.

A0517-16: Council to approve the list to be used for the Roll of Honour Scroll and include a cross to indicate that those service personnel who were killed in action.

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PCYC

Council discussed the operation of PCYC and considered the current arrangement of having PCYC staff operate the Normanton Swimming Pool.

A0517-17: The Manager Economic and Community Development prepare a report for the June 2017 Ordinary meeting of Council providing options for pool operations including reduced hours, manned/unmanned supervision and seasonal closure.

COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Hawkins

- 1. That Council receives the Community Development Report; and**
- 2. That those matters not covered by resolution be noted.**

CARRIED 6/0

Resolution No. 0517/020

9.3 DRAFT CARPENTARIA SHIRE BUSINESS CONTINUITY PLAN

Council is required to have in place a plan to ensure that Council is able to continue to deliver its critical business activities following a significant business interruption event. The plan aims to safeguard personnel, minimise damage to buildings and assets, and to restore services as quickly as possible.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Murphy

That Council adopts the Carpentaria Shire Council Business Continuity Plan as presented.

CARRIED 6/0

Resolution No. 0517/021

CONFIRMED MINUTES

9.4 MATILDA WAY - MEMORANDUM OF UNDERSTANDING

Carpentaria Shire Council is a member of the Matilda Way Committee. The committee has recently developed a Memorandum of Understanding with all member Councils to undertake marketing and product development activities for the Matilda Way. The MOU makes provision for the Matilda Way Committee to determine on an annual basis, an appropriate financial contribution. Monies raised will be used to lever funding opportunities to enable better value for money from combined financial contributions.

COUNCIL RESOLUTION

Moved Cr Hawkins

Seconded Cr Young

That Council:

- (a) *Endorse the Memorandum of Understanding with the Matilda Way Committee;*
- (b) *Authorise the payment of \$1,000 to the committee in accordance with the provisions of the Memorandum of Understanding; and*
- (c) *Appoint Ms Leeanne Crossland as Carpentaria Shire Council's representative to the Matilda Way Committee.*

CARRIED 6/0

Resolution No. 0517/022

GENERAL BUSINESS – MANAGER ECONOMIC AND COMMUNITY DEVELOPMENT

Book Signing

The Manager Economic and Community Development advised that a request had been received from Ms Sylvia Hammann to utilise the Karumba Visitor Information Centre for a book launch and signing.

A0517-18: Approve use of the Karumba Visitor Information Centre by Sylvia Hammann for book launch and signing.

ATTENDANCE:

The Manager Economic and Community Development left the meeting room at **5.00pm**.

CONFIRMED MINUTES

10 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

In accordance with the *Local Government Act 2009*, and the *Local Government Regulation 2012*, in the opinion of the General manager, the following business is of a kind as referred to in clause 275(1) of the Regulation, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

COUNCIL RESOLUTION

Moved Cr Young

Seconded Cr Murphy

That Council adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with clause 275(1) of the Local Government Regulation 2012 as the items listed come within the following provisions

10.1 Chief Executive Officer - Confirmation of Appointment

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(a) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the appointment, dismissal or discipline of employees.

10.2 Outstanding Private Works Account

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(f) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to starting or defending legal proceedings involving it.

10.3 Confidential Staffing Matter

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(b) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to industrial matters affecting employees.

CARRIED 6/0

Resolution No. 0517/023

CLOSURE OF MEETING:

The meeting was closed to the public at **5:04pm**.

The Executive Assistant, Ms Angeline Pascoe left the meeting room at 5.35pm.

ATTENDANCE:

The Manager Human Resources, Mrs Lisa Ruyg entered the meeting room at **5.35pm**.

CONFIRMED MINUTES

The Manager Human Resources left the meeting room at 5.45pm.

COUNCIL RESOLUTION

Moved Cr Bawden

Seconded Cr Young

That Council open the meeting to the public.

CARRIED 6/0

Resolution No. 0517/024

REOPENING OF MEETING:

The meeting was reopened to the public at 5.50pm.

10.1 CHIEF EXECUTIVE OFFICER - CONFIRMATION OF APPOINTMENT

The Chief Executive Officers contract of employment provides for a probationary period of 3 months from date of commencement. The officer commenced duties on 8th February and has completed the probationary period and subsequently a decision is now required regarding confirmation of employment.

COUNCIL RESOLUTION

Moved Cr Wells

Seconded Cr Gallagher

That Council confirm the Chief Executive Officer's appointment.

CARRIED 6/0

Resolution No. 0517/025

10.2 OUTSTANDING PRIVATE WORKS ACCOUNT

In May 2015, Carpentaria Shire Council was engaged by Mr Ron Kenyon (Point Fuels – Karumba) to bitumen seal the access into Point Fuels. The works were undertaken on a fixed price basis and an invoice in the amount of \$17,402.00 (incl GST) was forward to Mr Kenyon in June 2015.

Mr Kenyon has disputed various aspects of the works performed by Council and has refused to pay for the works until such time as the various issues are rectified.

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COUNCIL RESOLUTION

Moved Cr Gallagher

Seconded Cr Murphy

That Council:-

1. **Agrees to write off the amount payable by Point Fuels, Karumba under Invoice No.16119, being the sum of seventeen thousand, four hundred and two dollars (\$17,402.00) in full and final Settlement of the Disputed Works; subject to**
2. **Point Fuels agreeing to release and indemnify Council from all claims arising from the Works.**

CARRIED 6/0

Resolution No. 0517/026

11 GENERAL BUSINESS

There were no general business.

12 CLOSURE OF MEETING

The Chair of the meeting, Cr Lyall Bawden, Mayor, declared the meeting closed at 5.52pm.

MINUTES CERTIFICATE

These Minutes are Confirmed



Councillor LV Bawden
Mayor

17.05.2017

Date