

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE DOUGLAS SHIRE COUNCIL  
HELD AT THE DOUGLAS SHIRE COUNCIL CHAMBERS, 64-66 FRONT STREET, MOSSMAN  
ON TUESDAY 14 JANUARY 2014, COMMENCING AT 10.00AM**

---

**PRESENT**

Cr Julia Leu (Mayor), Cr David Carey, Cr Bruce Clarke, Cr Terry Melchert, Cr Abigail Noli, Jeff Tate (A/Chief Executive Officer), Darryl Crees (General Manager Corporate Services), Paul Hoye (General Manager Operations), John Rehn (Manager Governance), Kerrie Hawkes (Executive Office/Strategy & Policy Coordinator) and Nicole Barton (Minutes Officer)

**ACKNOWLEDGEMENT OF COUNTRY**

Cr Leu acknowledged the Kuku Yalanji people who are the Traditional Custodians of the Land and paid respect to their Elders both past and present and extended that respect to other Indigenous Australians present.

**APOLOGIES**

There were no apologies for the meeting.

**CONFLICT OF INTEREST/MATERIAL PERSONAL INTEREST**

Mr Jeff Tate, the A/Chief Executive Officer declared a material personal interest in Clause 2 of the Closed Session "*Staff Matter – Exchange of letters between Council and Acting Chief Executive Officer*" due to being the subject of the report and advised that he would be excluding himself from the meeting when the matter is being discussed and decided.

**MAYORAL MINUTE**

There was no Mayoral Minute for the meeting.

**CONFIRMATION OF MINUTES OF ORDINARY COUNCIL MEETING 3/1/2014**

**Moved** Cr Carey

**Seconded** Cr Clarke

*"That the Minutes of the Ordinary Council Meeting held on Tuesday 3rd January 2014 be confirmed."*

**Carried** unanimously.

**1. APPROVAL OF INTERIM ORGANISATION STRUCTURE**

Jeff Tate – A/Chief Executive Officer

**Moved** Cr Melchert

**Seconded** Cr Clarke

*"That the interim organisation structure included as Attachment 1, and included with the minutes, be adopted as the Council's interim organisation structure and that Council review and adopt the final structure in consultation with the new Chief Executive Officer."*

**For:** Crs Melchert and Clarke.

**Against:** Crs Leu, Carey and Noli.

**Lost**

MINUTES OF THE ORDINARY COUNCIL MEETING OF THE DOUGLAS SHIRE COUNCIL  
HELD AT THE DOUGLAS SHIRE COUNCIL CHAMBERS, 64-66 FRONT STREET, MOSSMAN  
ON TUESDAY 14 JANUARY 2014, COMMENCING AT 10.00AM

---

**Moved** Cr Carey

**Seconded** Cr Noli

*"That the interim organisation structure included as Attachment 1, and included with the minutes, be adopted as the Council's organisation structure noting that it may be altered at any time by resolution."*

**For:** Crs Leu, Carey and Noli.

**Against:** Crs Melchert and Clarke.

**Carried**

**2. SUPERANNUATION GUARANTEE CONTRIBUTION FOR COUNCILLORS**

Darryl Crees – General Manager Corporate Services

**Moved** Cr Carey

**Seconded** Cr Melchert

*"That Council provide up to 12% superannuation contribution for Councillors to a superannuation scheme that complies with Commonwealth Legislation."*

**Carried** unanimously.

**3. RECRUITMENT OF CHIEF EXECUTIVE OFFICER**

Jeff Tate – A/Chief Executive Officer

**Moved** Cr Noli

**Seconded** Cr Carey

*"That Council:*

- 1. approve the steps and timeline set out in Attachment 1 to the Report, and included with the minutes, for the appointment of a Chief Executive Officer;*
- 2. delegate to the Mayor and Acting Chief Executive Officer authority to make minor amendments to the timeline should the need arise."*

**Carried** unanimously.

**4. CONFERENCE REPORT**

John Rehn – Manager Governance

Darryl Crees – General Manager Corporate Services

**Moved** Cr Carey

**Seconded** Cr Noli

*"That Council endorses the attendance of Mayor Leu at the Cooktown and Cape York Business Conference to be held on 20 February 2014."*

**Amended motion put to the vote:-**

*"That Council endorses the attendance of Mayor Leu at the Cooktown and Cape York Business Conference to be held on 20 February 2014 and that all Councillors be permitted to attend the Conference at their own cost."*

**Carried** unanimously.

MINUTES OF THE ORDINARY COUNCIL MEETING OF THE DOUGLAS SHIRE COUNCIL  
HELD AT THE DOUGLAS SHIRE COUNCIL CHAMBERS, 64-66 FRONT STREET, MOSSMAN  
ON TUESDAY 14 JANUARY 2014, COMMENCING AT 10.00AM

---

**5. SPECIAL PURPOSE SEPARATE FINANCIAL STATEMENTS AS AT  
30 JUNE 2013**

Geoff Haberfeld – Financial Due Diligence Consultant  
Darryl Crees – General Manager Corporate Services

Moved Cr Carey

Seconded Cr Melchert

*"That Council note the completion of the special purpose separate financial statements for the period ended 30 June 2013."*

Carried unanimously.

**6. APPOINTMENT OF ALTERNATE ACTING CHIEF EXECUTIVE OFFICER**

Jeff Tate – A/Chief Executive Officer

Moved Cr Carey

Seconded Cr Noli

*"That Council resolve to:*

- 1. delegate authority to the Acting Chief Executive Officer under Section 257 of the Local Government Act 2009 to appoint an (alternate) Acting Chief Executive officer under the provisions of Section 195 of the Local Government Act 2009.*
- 2. delegate authority to the Mayor under Section 257 of the Local Government Act 2009 to appoint an (alternate) Acting Chief Executive Officer under the provisions of Section 195 of the Local Government Act 2009, in the absence of the Acting Chief Executive Officer.*

For: Crs Leu, Carey, Noli and Clarke .

Against: Cr Melchert.

Carried.

**GENERAL BUSINESS**

No general business items.

**CLOSED SESSION**

Moved Cr Clarke

Seconded Cr Melchert

*"That Council resolve into Closed Session to discuss the following matters as listed in the Agenda:*

**1. PREJUDICIAL MATTER – AUSTRALIA DAY AWARDS 2014**

Kerrie Hawkes – Executive Office/Strategy & Policy Coordinator  
Jeff Tate – A/Chief Executive Officer

MINUTES OF THE ORDINARY COUNCIL MEETING OF THE DOUGLAS SHIRE COUNCIL  
HELD AT THE DOUGLAS SHIRE COUNCIL CHAMBERS, 64-66 FRONT STREET, MOSSMAN  
ON TUESDAY 14 JANUARY 2014, COMMENCING AT 10.00AM

---

**2. STAFF MATTER – EXCHANGE OF LETTERS BETWEEN COUNCIL AND  
ACTING CHIEF EXECUTIVE OFFICER**

Darryl Crees – General Manager Corporate Services”

Carried unanimously.

**WITHDRAWAL COUNCIL OFFICERS**

The General Manager Operations and the Manager Governance withdrew from the meeting at 10.52am.

The Minutes Officer withdrew from the meeting at 11.30am.

**DECLARATION OF MATERIAL PERSONAL INTEREST**

Mr Jeff Tate, the A/Chief Executive Officer declared a material personal interest in Clause 2 of the Closed Session “Staff Matter – Exchange of letters between Council and Acting Chief Executive Officer” due to being the subject of the report and withdrew from the meeting at 11.30am

**OUT OF CLOSED SESSION**

Moved Cr Carey

Seconded Cr Melchert

*“That Council resolve to move out of Closed Session.”*

Carried unanimously.

**RE-ATTENDANCE MINUTES OFFICER**

The Minutes Officer re-attended the meeting at 11.38am.

**RESOLUTIONS ARISING FROM MATTER DISCUSSED IN CLOSED SESSION**

**1. PREJUDICIAL MATTER – AUSTRALIA DAY AWARDS 2014**

    Kerrie Hawkes – Executive Office/Strategy & Policy Coordinator  
    Jeff Tate – A/Chief Executive Officer

Moved Cr Clarke

Seconded Cr Melchert

*“That Council approve the following nominees as recipients of an Australia Day Award for 2014:-*

- V2 as the Douglas Shire Council Volunteer of the Year 2014
- C3 as the Douglas Shire Council Citizen of the Year 2014

MINUTES OF THE ORDINARY COUNCIL MEETING OF THE DOUGLAS SHIRE COUNCIL  
HELD AT THE DOUGLAS SHIRE COUNCIL CHAMBERS, 64-66 FRONT STREET, MOSSMAN  
ON TUESDAY 14 JANUARY 2014, COMMENCING AT 10.00AM

---

- C2 as the Douglas Shire Council Special Recognition Award 2014

Carried unanimously.

**2. STAFF MATTER – EXCHANGE OF LETTERS BETWEEN COUNCIL AND  
ACTING CHIEF EXECUTIVE OFFICER**

Darryl Cress – General Manager Corporate Services

Moved Cr Carey

Seconded Noli

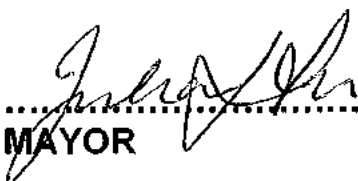
*“That Council delegate authority to the Mayor under Section 257 of the Local Government Act 2009 to formalise the terms and conditions as detailed in the report and attachments, of the Acting Chief Executive Officer who has been appointed under Section 18 of the Local Government (De-amalgamation Implementation) Regulation 2013.”*

Carried unanimously.

CLOSURE OF MEETING

The meeting closed at 11.42am.

CONFIRMED THIS 28 DAY OF January 2014

  
.....  
MAYOR

  
.....  
A/CHIEF EXECUTIVE OFFICER

MINUTES OF THE ORDINARY COUNCIL MEETING  
HELD ON TUESDAY 14 JANUARY 2014, COMMENCING AT 10.00AM

ATTACHMENT 1 – INTERIM ORGANISATION STRUCTURE

# Interim Organisational Structure

