



RECORD OF MATTERS

DATE >> 12 October 2021
TIME >> 8:46am
VENUE >> Innisfail Shire Hall, Level 2 Boardroom
PRESENT>> **Councillors:**
Mayor, Cr Mark Nolan; Cr Teresa Millwood; Cr Trudy Tschui; Cr Nicholas Pervan; Cr Jeff Baines; Cr Renee McLeod.

Executive Management Team:
CEO – Andrew Graffen; CFO – Gurbindar Singh; Director Delivery Services – Adam Sadler; Governance Lead – Kelly Slattery.

Matters Recorder
Executive Assistant – Diane Vitali

GUESTS >> Manager Finance – Leah Bradley; Management Accountant - Jason Smith; Manager Regulatory Services – Gavin Hammond; Senior Contracts Administrator – Phil Cassell; Contract Supervisor – Les Lewis; Engineer Water – Manu Gravatt; Coordinator Rates – Kelly Vick; Manager Planning Services – Dan Horton.

APOLOGIES >> Deputy Mayor, Cr Barry Barnes; Director Infrastructure Services – David Goodman; Chief People & Culture Officer – Peter Crosby.

BUSINESS ITEMS

Item 1 – Declaration of Prescribed Conflicts of Interest or Declarable Conflicts of Interest

Cr Pervan advised that he had a Declarable Conflict of Interest with regard to Item 4 '*Mission Beach Transfer Station Tender Assessment*' advising that his partner works for one of the businesses that has submitted a tender, adding that he would leave the room during the discussion of the Item.

Topics Discussed:

Item 2 – Governance Refresher

Item 3 – Budget Review

11:19am Cr Pervan left the room for the discussion of Item 4

Item 4 – Mission Beach Transfer Station Tender Assessment

Item 5 – Cleanaway Contract

11:59am Cr Pervan re-entered the CIS

Resource Recovery Centre Tender Review

Cassowary Coast Regional Council

Councillor Information Session – Record of Matters

Item 6 – CCW000155 Tully STP Switchboard Supply - Tender Evaluation

Item 7 – Discuss ‘gifting’ land to Council

CEO’s Summary

Mr Graffen summarised the CIS to ensure clarity regarding the items discussed.

COUNCILLOR INFORMATION SESSION CLOSED 1:08pm