



**MINUTES OF YARRABAH ABORIGINAL SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE YARRABAH ABORIGINAL SHIRE COUNCIL CHAMBERS  
ON WEDNESDAY, 21 APRIL 2021 AT 09:00AM**

**PRESENT:** Cr Ross Andrews (Mayor), Cr David Baird, Cr Brian Underwood, Cr Lucrecia Willett, Cr Kenneth Jackson

**IN ATTENDANCE:** Leon Yeatman (CEO), Mike Mair (Finance Manager), Richard Wright (Director Human Resources, Risk and Regulations), Shanara Andrews (CEO PA).

**1 MEETING OPEN**

Mayor Andrews declared the meeting open at 9:47 am.

The councillors and staff members present were welcomed to the meeting.

One minute silence was observed by the Councillors and staff as a mark of respect to those families affected by grief and loss.

**2 WELCOME TO COUNTRY**

Mayor acknowledged the elders past present and emerging from both Gunggandji and Mandingalbay Yidinji nations, for the country on which the meeting was held today. Acknowledgment also offered for elders past present and emerging of Historical nations who also call Yarrabah.

Councillor David Baird invited to say a prayer for today's meeting.

**3 APOLOGIES**

Nil.

**4 CONFIRMATION OF PREVIOUS MINUTES**

**RESOLUTION 01:21/04/2021**

That the minutes of the Ordinary Council Meeting held on 17 March 2021 and the Special Council Meeting held on 29 March 2021 be adopted.

Moved: Cr Brian Underwood

Seconded: Cr Lucrecia Willett

**CARRIED**

## 5 BUSINESS ARISING FROM PREVIOUS MINUTES

Mayor queried the ICCIP correspondence at the last meeting and status following on from Katter Community Meeting. CEO advised the council of intent of previous correspondence, which was to secure funding to clean up the dump before site could be prepared to become a transfer station. CEO noted the dump is still active and concerted effort was required to manage the waste collection process. Risks of fires, toxic fumes and exploding gas cylinders is a safety issue and required urgent planning and management consideration. Pyromaniacs presently have free reign at the site and currently go unpunished. This will need to change as a going concern with the site made secure or off limits to general public and offenders made accountable.

Cr Willett acknowledged the level of work happening at Jilara. She is aware of sentiments being conveyed in community about perceived focus on one and views only one family was benefitting. CEO noted the works scheduled for Jilara Oval is long standing and in alignment with community planning. Coincidentally, work activities identified by management for project sites have been boosted by both COVID-19 incentives and new works. The perception is out of line and associated works have links back to prior community consultation – in addition focus on disability access to the venue is finally being delivered. Works performed at Jilara is benefitting all families in community and this is reflected in the workers working at the oval, the stakeholders who are being engaged and users who are accessing the field / facilities.

W4Q Cattle Grid (Jilara Oval) -Mayor noted the proposed actions for grid installation is possibly not the right action. He has requested an amendment to the project plan and focus put into the Museum boardwalk project. He noted the remaining animal grid needs to be assess for risk. If it is to remain, it is suggested that the grids rails be painted as an experiment to deter horses. An additional suggestion was to remove the grid.

Cr Baird raised the question about drug use by youth in community. He was alarmed by the age statistics for young people and the damage this was having to the brains of users under 26 – long term impacts of psychosis on developing brains. Suggested agencies make a concerted effort to target the issue and initiate actions to reduce potential long term risks for Yarrabah.

Malcolm Park building demolition status. CEO advised that this matter was being organised and they could expect the former 'Women's Resource Centre' building to be demolished and rubble removed. Items that could be salvaged to be organised if possible.

## 6 DISCLOSURE OF INTEREST – COUNCIL / REGISTER UPDATES

The Mayor reminded the councillors of the need to declare their conflicts of interest as required for items in the meeting. Cr Baird change of employment status was considered as a point for him to address as an update of his register.

## 7 MATTERS FOR DISCUSSION

### 7.1 CEO MONTHLY OPERATIONAL REPORT.

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Purpose of the report is to provide councillors with an operational report and provide recommendations for endorsement consideration.

Cr Jackson commented about the tidiness of the town and suggested to council that recognition should be given to the Parks and Gardens Gang and their work around the Community. It is very noticeable when they have cleaned sites in community – makes us proud.

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Mayor – recent efforts to secure a suitable representative from the Traditional Owners to perform welcome to country requires attention. CEO advised that there is a business opportunity for the PBC's to be engaged to welcome visitors and or dignitaries to community. Currently there is no clear process for securing an appropriate delegate to perform this important task. Mayor suggested YASC do up a guide on "Welcome to Country" to ensure we have a framework to manage this process more effectively. Note that efforts to engage appropriate representative can be improved and whilst it may appear to be a last minute consideration, the truth is staff have difficulty securing commitment. Efforts will continue and framework will consider input from PBC's.

Cr Willet – noted the happenings in state and federal parliament regarding sexual harassment and Flood sensor at Oombunghi requires inspection – not producing response on Disaster Dashboard.

Councillors have called for more notice regarding community meetings, council visitors, workshops and conferences. The time requested is two weeks minimum to ensure work planning can be facilitated. CEO advised that most of our commitments are posted with sufficient time to allow planning and calendar organisation. He noted the impact council meetings are having on personal employment commitments. In May, the council meeting will be held after normal work hours as a trial and confirmed as a feature going forward.

Inappropriate conduct. Suggestion given to CEO to address the topic of 'inappropriate talk – use of inappropriate connotations and derogative slang' within the Council's Work force. The positive impact changes to the work culture is having within council is noted and commended. However, team talk should ensure we do not lose sight of issues that pose a risk to our unity in the organisation. CEO advised this topic will be added to future team talks and current policies reviewed to ensure appropriate references are clear and present.

CEO advised the council about negative social media posts being circulated by a non-resident animal advocate. The person in question has been visiting community for some years, engagement which is then communicated negatively over social media. Whilst the animal management issue is challenging enough, the hate mail generated is an unnecessary distraction. The person in question is not a vet, nor aligned to any legitimate animal rescue agency. Matter to be referred to the relevant authorities for their action.

Councillors thanks the CEO for his report and commitments offered to address strategic issues for council.

**RESOLUTION 02:21/04/2021**

That Council resolve to accept CEO's Report for March 2021.

CEO actions from his report:

- Recognition for the Parks and Gardens Gang and their work around the Community
- Formulation of a guide – welcome to country
- Language and communication protocol – managing inappropriate communication issues (refer issues happening in state and federal parliament).

Moved: Cr Lucrecia Willett

Seconded: Cr Kenneth Jackson

**CARRIED**

Meeting Adjourned: 11.20am

Meeting Reconvened: 11.35am

## 7.2 YASC MONTHLY FINANCIAL REPORT

Finance Manager Mr Mike Mair invited to the meeting to present the financial report to council. he acknowledged the absence of Corporate Service Director Mrs Jemma Lichtenfeld due to the weather.

The Finance Manager read the report. Councillors asked the following questions:

- Block holder fees at 90days - \$250000 was a significant and land owner require notification become doubtful. Administrative action required to reduce risk of non-payment and to ensure fees are paid / debts rectified. If necessary the current processes and policies need to be reviewed to mitigate financial risks.
- Trustee leases – clarification required (councillors not sure what leases this entails – not commercial).
- Projects listed need an additional identifier – special purpose / general purpose. Councillors are keen to know what projects are rigid or flexible to:
  - Support variation requests
  - Secure financial investment in community
- Process to confirm preapproved project needs to be clarified and list of preapproved projects circulated for reference.
- Staff need to ensure they acknowledge councillors when councillors are in vicinity. Teamwork values need to be reflected in service delivery – team Yarrabah. employees who are not mindful are encouraged to communicate with Management.

### RESOLUTION 03:21/04/2021

That Council resolve to accept Finance Reports for March 2021.

Moved: Cr David Baird

Seconded: Cr Brian Underwood

**CARRIED**

Adjourned for lunch at 12.23pm

Reconvened at 12.53

Director for Human Resources, Risk & Regulations Mr Richard Wright entered the room at 12:53 PM. CEO declared his interest in the matter being put before council due to considerations involving his wife and Director for Governance and Policy Mrs Avril Yeatman and left the room at 12:54 PM. Cr Underwood also declared his interest as a relation of Director of Governance and Policy and also left the room at 12:57PM.

## 7.3 ORGANISATION CHART – RESTRUCTURE SENIOR MANAGEMENT.

Director of Human Resources, Risk & Regulations Mr Richard Wright presented the brief he formulated for the CEO regarding the proposed restructure of the Executive Level Managers and subsequent resignation (date requested 4<sup>th</sup> May) approved by the CEO.

The CEO has considered an opportunity to save council money and review the Executive Management Level positions. The status of the Director Community Services position provided

council with an opportunity to reassign responsibilities and roles to other Directors.

The opportunity also exists to save council up to \$150,000 in wages and incentives. This saving will come as a boost at this time.

Change accommodated include the following Reception staff returned to Corporate Services.

- Establishment of a work unit titled “Office of the CEO” under the Director – Human Resources, Risk & Regulations. The CEO will have operational management of this unit, with the Director providing administrative management. The positions of PA to the CEO and Grants move to this Office. The HR Director will take management responsibilities of Policy and Governance functions.
- Leasing and Communications / Media moves to Community Services.
- Swimming Pool will moved to Works & Infrastructure in line with water management roles and responsibilities.

The aim will be to transition roles and responsibilities in a timely and efficient manner. A hand over of projects and key management tasks is requested. Council commented about load sharing and confidence in capacity to assume responsibilities for additional roles etc. Director for HR advised the council that this has been discussed at Executive Management level and team members are confident with the proposed changes – any issues encountered in the interim will be considered as part of budget and operational planning for 2021-22 financial year. Executive team are confident the pathways for personal and professional development of staff will continue to be supported by the changes entailed. Staff change and wage considerations will also be factored into the budget.

Mayor and Councillors thanked the outgoing Manager for her commitment to community. The wished her all the very best with her future endeavours.

#### **RESOLUTION 04:21/04/2021**

Council resolve to accept the recommendation provided by the Director Human Resource, Risk and Regulations and proposed changes identified for the Corporate Structure as endorsed by the CEO.

Council resolve to remove the title Director of Policy and Governance from the organisation structure.

Council resolve to support the recommendation to reassign Community Services Director roles and responsibility to Mrs Avril Yeatman who has been fulfilling Director duties for Policy and Governance.

The following organisational roles and responsibilities previously assigned to the Director or Policy and Governance to be reassigned accordingly:

- Reception staff returned to Director Corporate Services.
- Establishment of a work unit titled “Office of the CEO” under the Director – Human Resources, Risk & Regulations. The CEO will have operational management of this unit, with the Director providing administrative management (timesheets, etc.). The positions of PA to the CEO and Grants assigned to this Office.
- The Director HR,R&R will assume management responsibilities and functions formerly assigned to Director Policy and Governance.
- Leasing and Communications / Media reassigned to Community Services.

- Swimming Pool reassigned to Director Works & Infrastructure in line with water management roles and responsibilities.
- Transition of responsibilities within 1 month.

Due to the resignation received from departing Director for Community Services effective 4<sup>th</sup> May, the actions associated with this resolution is effective immediately. Actions associated with resignation of employment will be managed by the Director of Human Resources, Risk & Regulations in consultation with CEO and YASC executive leadership team members.

Moved: Cr David Baird

Seconded: Cr Kenneth Jackson

**CARRIED**

Director of Human Resources, Risk & Regulations Mr Richard Wright left the meeting at 1:27 PM

CEO entered the room at 1.27 PM

CR Underwood entered the room at 1.32PM

Mayor Andrews acknowledged the next two items includes family members. He declared his interest and left the room at 1:35PM

#### **7.4 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION FORM. APPLICANT: CAITLAN JIRIN ANDREWS-NEAL**

CEO advised the council that the confirmation requests relate to scholarship applications from local parents for children to attend boarding school.

The information and process is compliant and he commended the application for council endorsement consideration.

Council has the responsibility to provide confirmation of local residents as per our service charter to community and as Trustee of the DOGIT. There are no issues with the information presented to council.

#### **RESOLUTION 05:21/04/2021**

Council resolve to accept the application for confirmation of aboriginality / community affiliation as submitted by the following person:

- Caitlan Jirrin Andrews-Neal.

Council recognises this person and confirms their identity as an Aboriginal Person with connections (via council records and family history) to Yarrabah.

Moved: Cr Brian Underwood

Seconded: Cr David Baird

**CARRIED**

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**7.5 CONFIRMATION OF ABORIGINALITY / COMMUNITY AFFILIATION FORM. APPLICANT: CHARLES JAMES ANDREWS**

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CEO advised the council that the confirmation requests relate to scholarship applications from local parents for children to attend boarding school.

The information and process is compliant and he commended the application for council endorsement consideration.

Council has the responsibility to provide confirmation of local residents as per our service charter to community and as Trustee of the DOGIT. There are no issues with the information presented to council.

**RESOLUTION 06:21/04/2021**

Council resolve to accept the application for confirmation of aboriginality / community affiliation as submitted by the following person.

- Charles James Andrews.

Council recognises this person and confirms their identity as an Aboriginal Person with connections (via council records and family history) to Yarrabah.

Moved: Cr Brian Underwood

Seconded: Cr David Baird

**CARRIED**

Mayor Andrews returned to the meeting at 1:39PM

**8 CORRESPONDENCE**

Nil.

**9 STRATEGIC PORTFOLIO UPDATE**

Councillors to provide updates on Meetings and Trips and other information for the meeting.

COVID-19 management plan for facility usage. Funerals wakes are being held in private residence, with issues for property and property owners. Suggestion put to CEO to address any hire concerns through the funeral service provider – e.g. suggest the wake facility hire fee be incorporated as part of the fee for funeral, rather than an additional expense at the funeral. CEO confirmed the use of the hall has user charges allocated. He also acknowledged the concerns raised, and endeavoured to review existing service arrangements address risks associated with hire of this venue. Proposal to charge a fee upfront will ensure service charges are recognised upfront and recovered. This strategy will support the longer term ambition to identify economic opportunities via the venue hire process and increase the level of use by community.

**10 CONFIDENTIAL MATTERS**

Nil.

**11 CLOSE OF MEETING**

Date for the next Council Ordinary Meeting is Wednesday 19 May 2021.

The Mayor thanked the councillors and staff for their participation and attendance at the meeting.  
Meeting closed at 1.45 pm.



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**MAYOR**