



**MINUTES OF YARRABAH ABORIGINAL SHIRE COUNCIL
SPECIAL COUNCIL MEETING
HELD AT THE YARRABAH ABORIGINAL SHIRE COUNCIL CHAMBERS
ON MONDAY, 23 DECEMBER 2019 AT 9:00AM**

PRESENT: Cr Ross Andrews (Mayor), Cr Michael Sands (Deputy Mayor), Cr Nadine Cannon, Cr Colin Cedric, Cr Ian Patterson

IN ATTENDANCE: Leon Yeatman (CEO), Avril Yeatman (Director Policies and Governance).

1 WELCOME

Mayor Andrews declared the meeting open at 9: 30am.

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

As a mark of respect, one minute silence was observed to acknowledge those community members who had recently passed away.

2 APOLOGIES

Nil

3 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.

4 MATTERS FOR DISCUSSION**4.1 TENDER AWARD - JILARA LIGHTING UPGRADE**

This matter related to the tender associated with the Jilara oval lighting upgrade project. The tender was reviewed by the selection panel comprising Corporate Services Director Mrs Jemma Lichtenfeld, Consulting Engineer Michael Geoghegan and Acting Works Director Mr Preston Andrews and Building Manager Mr Henry Miller. Selection panel recommended to Council their preferred supplier for the project to upgrade of Jilara lighting.

Council commented on the identified issue for replacement of distribution board, existing metre box and poles. The assessment contains reference of details to tenders regarding the item. Comments registered confirm the matter and council instructed the CEO to ensure the item doesn't exceed exemption / variation (measures required to mitigate potential blow out the cost).

Council queried the time frame proposed for the project. This was omitted from the report. Matter will be resolved and information about proposed start and end dates will be revisited and circulated via CEO. CEO instructed to review the reporting process and communicate the need for project reports have a standard header which included project description, location, accountable officer, cost, commencement and end dates. Council would like to see the risk assessment and reference to factors that may affect the time, the value, etc. Reports template to be reviewed and elements listed above to be contained and information included into the reports as a standard.

RESOLUTION 01: 23/12/2019

That Council resolve to award the tender for the Jilara Oval Lighting Upgrade to Precision Lighting and Electrical Service Pty Ltd to the value of \$213,500.00 + GST. The CEO is delegated authority to approve any potential variations under his financial delegation for this contract.

Moved: Cr Ian Patterson

Seconded: Cr Colin Cedric

CARRIED

4.2 PROCUREMENT POLICY - AMENDMENT.

Council discussed the Procurement policy based on the information supplied about amendments.

Councillors advised the details about the values were not included in the previous presentation – the values referred were outdated and did not reflect business standard. Councillors queried the value amounts proposed, given this would be a significant increase on previous values. CEO advised the current policy is now outdated and is not in reflect business efficiency. Dollar values were small considering the Management responsibilities of Executive Level and Management roles contained in the organisation structure. Review of the policy, in light of policies from other councils denote a significant gap in the values – the amendment will be commensurate with the level of responsibilities assigned to roles. Financial delegation defined for identified management and program coordination roles. Scope of change seeks to address efficiencies for Director roles, including increase of financial delegations up to \$20,000. CEO financial delegation increased to a value up to \$200,000. Mayor removed from the financial delegation and reference inserted to require a Council resolution for values exceeding \$200,000. Credit Card provisions not addressed in this instance, however further consideration required to addressing this issue for council – due consideration for extending this scope to all directors was withheld (deferred for future consideration).

RESOLUTION 02: 23/12/2019

That Council resolve to support the amended procurement policy as presented by the Corporate Services Manager. The amendments approved by council includes the following schedule.

Officer	Financial Delegation (GST Exclusive – of amounts up to)
Workshop Manager/Supervisor	\$1,000
Day Care Manager	\$1,000
Art Centre Manager	\$1,000
Building Coordinators	\$2,000
Building Manager	\$5,000
Operations Manager	\$5,000
Finance Manager	\$10,000
Director Community Services	\$20,000
Director Corporate Services	\$50,000
Director Infrastructure & Works	\$20,000
Director Governance	\$20,000
Director Human Resources	\$20,000
Chief Executive Officer	\$200,000
Council Resolution	\$200,001 +

Moved: Cr Nadine Cannon

Seconded: Cr Michael Sands

CARRIED

4.3 AMENDMENT TO RESOLUTION - OUTSTANDING RENTAL ARREARS - WRITE OFF.

Director Corporate Services identified issue with item presented at the council ordinary meeting held in November. Unintentional error detected relating to the write off for tenants who are incarcerated and or admitted to age care facilities.

Councillors acknowledged the advice given and supported the recommendation provided in the report. Additional comment recorded as follows: identified issues with the dates referenced for deceased persons. Acknowledgement given to the anomalies referenced and understanding that the persons identified are correct.

Council acknowledge the repeal process as contained in the following LGR 2012 Section 262.

Council direct the CEO to communicate to Management team about reports to council. All reports supplied to the meetings must contain correct references. It is appropriate for council to make informed decisions and future reports that are incomplete will not be addressed in future council meetings.

RESOLUTION 03:23/12/2019

That Council resolve to:

Repeal resolution 06:20/11/2019

2. Write off debts totalling \$24,191.36 for deceased rent arrears only.

- Ivy Dawn Jackson – 13/06/2019
- Priscilla Bulmer – 05/04/2018
- Grace Ludwick – 01/09/2019

Moved: Cr Michael Sands

Seconded: Cr Ian Patterson

CARRIED

5 CORRESPONDENCE

5.1 CONFIRMATION OF ABORIGINALITY/COMMUNITY AFFILIATION FORM - [REDACTED]

Council received request for confirmation of Aboriginality from Ms [REDACTED] Council supported the application and conformation provided that Ms Lottie Schrieber is a community person with historical and cultural connection to Yarrabah.

RESOLUTION 04:23/12/2019

That Council resolve to accept and confirm [REDACTED] as a member of the Yarrabah Aboriginal Shire – as a person of aboriginal and cultural connections in Yarrabah.

Moved: Cr Colin Cedric

Seconded: Cr Nadine Cannon

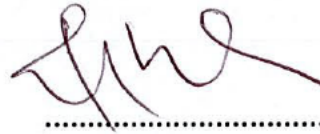
CARRIED

6 CLOSE OF MEETING

Date for the next Council Ordinary Meeting is Wednesday 22 January 2020.

The Mayor thanked the councillors and staff for their participation and attendance at the meeting.

Meeting closed at 10:33am.



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Mayor

