



**MINUTES OF YARRABAH ABORIGINAL SHIRE COUNCIL
SPECIAL COUNCIL MEETING
HELD AT THE DOUBLE TREE, 121-123 THE ESPLANADE, CAIRNS
ON THURSDAY, 30 JANUARY 2020 AT 2:00PM**

PRESENT: Cr Ross Andrews (Mayor), Cr Nadine Cannon, Cr Ian Patterson

IN ATTENDANCE: Leon Yeatman (CEO), Richard Wright (Director Human Resources, Risk and Avril Yeatman (Director Policy and Governance), Preston Andrews (Acting Director Works and Infrastructure)

1 WELCOME

Mayor Andrews declared the meeting open at 2:30 pm.

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

One minutes silence was observed to respect those who have passed away.

2 APOLOGIES

Cr. Michael Sands

Cr. Colin Cedric

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 YARRABAH ABORIGINAL SHIRE COUNCIL - DAY CENTRE POLICIES.**

Draft Policies from Director Community services tabled for Council's consideration. Process used to review each policy focused on the Rationale and Strategies and Practices.

Each policy was reviewed in line with the quality assurance framework for Early Childhood Education and Care National Law: Section 168.

Councillors agreed to approve each policy based on its service needs, compliance and the new format.

RESOLUTION 01. 30/01/2020

That Council resolve to adopt the following Day Care Policies and associated amendments:

1. Quality Assurance 1

- Child Assessment Policy
- Child Development Policy
- Inclusion & Anti-Bias Policy
- Learning & Development Policy
- Programming, Planning, Implementing & Evaluation Policy
- Transition Policy

2. Quality Assurance 2

- Administration of Medication Policy
- Allergy Policy
- Anaphylaxis and Asthma Management Policy
- Bathing Policy
- Child Safety Policy
- Children's Health & Safety Policy
- Choking Policy
- Community Visitors Policy
- Dental Health Policy
- Dummy and Bottle Preparation Policy
- Emergency Evacuation & Lockdown Policy
- Exclusion Policy
- First Aid Policy
- Food Handling & Safety Policy (Parent Provided Food)
- Food Handling & Safety Policy (Service Provided Food)
- Hand Hygiene Policy
- Head Lice Management Policy
- Illness Management Policy
- Child Safety (Immunisation) Policy
- Incident, Injury, Trauma & Illness Policy
- Infection Control Policy
- Infectious Diseases and Immunisation Policy

- Interactions with Children - Risk Management Policy
- Meal Time Policy
- Medical Conditions Policy
- Minimising the Use of Toxic Products Policy
- Nappy Changing & Toileting Policy
- Nutrition and Dietary Requirements Policy
- Child Safety (Ratios) Policy
- Rest and Sleep Policy
- Road Safety Policy
- Serious Accident, Hospitalisation or Death Policy
- Sharps Handling & Disposal Policy
- SIDS (Sudden Infant Death Syndrome) Policy
- Storage & Use of Dangerous Substances & Equipment Policy
- Tagging and Testing of Electrical Equipment Policy
- Transportation of Children Policy
- Water Safety Policy
- Workplace Health and Safety Policy

3. Quality Assurance 3

- Caring for the Environment Policy
- Child Safe Environment Policy
- Cleaning Policy
- Emergency Evacuation and Lockdown Policy
- Hazard Identification Policy
- Hazardous Plant Policy
- Natural Elements Policy
- Risk Assessment Policy
- Severe Weather Policy

4. Quality Assurance 4

- CMV Risk Management Policy
- Code of Conduct Policy
- Day to Day In Charge of Service Policy
- Grouping of Children Policy
- Students, Volunteers and Visitors Policy
- Leadership, Mentoring and Professional Development Policy
- Lifting and Handling Policy
- Monitoring Team Members Enrolled in a Course of Study Policy
- Team Member Communication Policy
- Team Member Conflict Resolution Policy
- Team Member Dress Code Policy
- Team Member Handbook Policy
- Team Member Leave Policy
- Team Member Recruitment Policy

- Team Member Meeting Procedure Policy
- Team Member Supervision Policy
- Workplace Anti-Bullying and Harassment Policy

5. Quality Assurance 5

- Child Protection Policy
- Children's Orientation Policy
- Guiding Children's Behaviour Policy
- Integration of Children with Additional Needs Policy
- Interactions Policy
- Settling Children In Policy

6. Quality Assurance 6

- Arrivals and Departures Policy
- Child Collection Policy
- Complaints Policy
- Confidentiality Policy and Privacy Statement
- Enrolment Procedures Policy
- Family Law Policy
- Family Participation Policy
- Open Doors Policy
- Termination of Care Policy

7. Quality Assurance 7

- Allegation Handling Policy
- Facilities Management Policy
- Fee Payment Policy
- Governance Policy
- Information to be Displayed Policy
- Policy Compliance and Review Policy
- Priority of Access Policy
- Serious Injury and Reporting of Harm Policy
- Acceptance and Refusal of Authorisations Policy

Moved: Cr Nadine Cannon

Seconded: Cr Ian Patterson

CARRIED

4.2 STATUTORY POLICIES.

Draft Policies from Director Policies & Governance tabled for Council's consideration. Process used to review each policy, focusing on the Intent and Application.

Each policy was reviewed in line with the LGA09 and LGR12.

Director Policies and Governance advised that the Investment Policy is to be revisited. It was noted that there may be element missing from the current policy.

Action Item: Director Policies and Governance to review Investment Policy guided by Director of Corporate Services and prepare for next Ordinary Council meeting.

Councillors agreed to approve each policy based on compliance and the new format.

RESOLUTION 02. 30/01/2020

That Council resolve to adopt the following Statutory Policies and associated amendments:

1. Guidelines for Councillors asking for employee advice (Acceptable Request Guidelines) – LGA09, S170A
2. Debt Policy – LGR12, S192
3. Revenue Policy – LGR12, S193
4. Community Grants Policy – LGR12, S196
5. Advertising Policy – LGR12, S197
6. Procurement Policy – LGR12, S198
7. Expenses Reimbursement Policy – LGR12, S250
8. Meeting Procedures Policy – LGA09, S150G
9. Investigation Policy – LGA09, S150AE

Moved: Cr Nadine Cannon

Seconded: Cr Ross Andrews

CARRIED

4.3 YARRABAH ABORIGINAL SHIRE COUNCIL - HUMAN RESOURCES, RISK AND REGULATIONS POLICIES.

Draft Policies from Director Human Resources, Risk and Regulations tabled for Council's consideration. Process used to review each policy, focusing on the Purpose and Application.

Each policy was reviewed in line with the LGA09 and LGR12.

Councillors agreed to approve each policy based on its service needs, compliance and the new format.

RESOLUTION 03. 30/01/2020

That Council resolve to adopt the following policies relating to Human Resources, Risk and Regulations and associated amendments:

- Code of Conduct
- Attendance & Absenteeism Policy
- Dress Policy
- Non- Smoking Policy
- Performance and Misconduct Policy and Disciplinary Procedures

- Private Use of Vehicle Policy
- Personal Grievance Policy
- Anti-Discrimination Policy
- Leave Policy
- Leave Without Pay Policy
- Parental Leave Policy
- Health Information Policy
- Induction Policy
- Probationary Employment Policy
- Recruitment Policy
- Disclosure of Personal Information Policy

- Redundancy Policy
- Internet, Email, Social Media and Computer Use Policy

- Media Policy
- Drug and Alcohol Policy
- Conflict of Interest Policy
- Vehicle & Plant Policy
- Personal Phone Calls at Work Policy
- Mobile Phone Policy
- Volunteers Policy
- Employee Review Policy
- Workplace Health & Safety Policy

Moved: Cr Ian Patterson

Seconded: Cr Nadine Cannon

CARRIED

5 STRATEGIC PORTFOLIO UPDATE

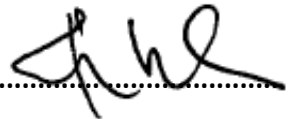
Not Applicable.

6 CLOSE OF MEETING

Date for the next Council Ordinary Meeting is Wednesday 19 February 2020.

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

Meeting closed at 2:45 pm.

.....

MAYOR