



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 31 October 2018

Commencing at

2:00pm

at

Walcha Council Chambers

Members:

Mayor – Councillor Eric Noakes
Deputy Mayor – Councillor Clint Lyon
Councillor Peter Blomfield
Councillor Kevin Ferrier
Councillor William Heazlett
Councillor Jennifer Kealey
Councillor Scott Kermode
Councillor Rachael Wellings

Quorum – 5 Members to be Present

AGENDA

Submitted to Council: 31 October 2018

..... General Manager Mayor



Dear Mayor & Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held at Walcha Council Chambers, 2W Hamilton Street, Walcha on **Wednesday, 31 October 2018 commencing at 2:00pm.**

Yours sincerely

Jack O'Hara
GENERAL MANAGER

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Submitted to Council: 31 October 2018

..... General Manager Mayor



7. Notices of Motion
7.1 Nil

8. Matters of Urgency
(Resolution to admit matters of urgency before being further considered by Council).

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- 10.1 Minutes of the Walcha Council Preschool Advisory Committee Meeting held at the Walcha Preschool on Tuesday, 25 September 2018.
WO/2018/02109
 - 10.2 Minutes of the Walcha Arts Advisory Committee Meeting held at Mayors Office on Thursday, 27 September 2018.
WO/2018/02206
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WO/2018/02319
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WO/2018/02309

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12. Committee of the Whole
12.0 Referral to Committee of the Whole – Drought Communities Programme – Projects for Funding Applications WO/2018/02298

Resolution to adjourn the Ordinary Meeting and to move into Committee of the Whole and to exclude the Press and the Public from the entire proceedings of the Committee Meeting.

Agenda:

12.1 Drought Communities Programme – Projects for Funding Applications WO/2018/02288

Resolution to move into Open Council.

Resolution to adopt Committee of the Whole Report and Recommendations.

Submitted to Council: 31 October 2018

..... General Manager Mayor



Present:

Apologies:

Confirmation of the Extra Ordinary Meeting Minutes held on Wednesday, 26 September 2018:

Confirmation of the Ordinary Meeting Minutes held on Wednesday, 26 September 2018:

Matters arising from the Minutes of the Extra Ordinary Meeting held on Wednesday, 26 September 2018:

Matters arising from the Minutes of the Ordinary Meeting held on Wednesday, 26 September 2018:

Submitted to Council: 31 October 2018

..... General Manager Mayor



EXTRA ORDINARY MEETING OF COUNCIL

held on

Wednesday, 26 September 2018

at

3:27pm

at

Ex-Services Memorial Club Board Room, Walcha

PRESENT: Clr EH Noakes (Chairman) Mayor together with Councillors PR Blomfield, WJ Heazlett, JM Kealey, SJ Kermode, CM Lyon and RL Wellings.

IN ATTENDANCE: Mr JG O'Hara, General Manager, Mr DJM Reeves, Director – Engineering Services, and Mrs LJ Latham, Environmental Services Manager.

1. APOLOGIES:

31 **RESOLVED** on the Motion of Councillors Heazlett and Lyon that the apology received from Clr Ferrier, due to be out of town on Walcha Jockey Club duties, be **ACCEPTED**.

MINUTES



2. SENIOR OFFICERS REPORT

32 **RESOLVED** on the Motion of Councillors Kealey and Lyon that the Senior Officers' Reports be **RECEIVED** for further consideration.

2.1 Election of Mayor & Deputy Mayor **WO/2018/01914**

33 **RESOLVED** on the Motion of Councillors Heazlett and Wellings that in the event that more than one Councillor nominated for each of the positions of Mayor or Deputy Mayor, then the method of election to determine the position(s) be by Ordinary Ballot **FURTHER THAT** the Returning Officer destroy all documentation following such election.

a) Election of Mayor

The Mayor then vacated the Chair and the Returning Officer, General Manager, then called for nominations for the position of Mayor. On receiving only one nomination that of Councillor EH Noakes, the Returning Officer, declared Councillor Noakes elected Mayor for the ensuing period unopposed.

b) Election of Deputy Mayor

The Returning Officer then called for nominations for the position of Deputy Mayor. He received two (2) nominations for the office of Deputy Mayor, being Councillor Lyon and Councillor Kealey. All Councillors accepted nominations, thus requiring a ballot for the position. As a result of the Ballot Councillor Lyon was declared elected as Deputy Mayor for the ensuing term.

DELEGATIONS OF AUTHORITY

Section 377 of the Local Government Act, 1993 provides the authority for Council to delegate its powers. It provides that Council may, by resolution, delegate to the General Manager or any other person or body (excluding another employee of Council) certain of its functions.

Subsequent to those changes, the following authorities are now delegated to the Mayor.

TO THE MAYOR:

To perform on behalf of Council the following powers, authorities, duties and functions within the terms of the Local Government Act and Regulations thereunder:-

1. To appoint any Councillor to represent either the Mayor or the Council at any function or Meeting or other event as the Mayor deems appropriate or necessary.
2. In conjunction with the General Manager to approve the admittance of new Councils in the Mid-North Weight of Loads Group.



3. The authority to adjudicate on or to grant approvals as appropriate under the terms of the adopted Code of Conduct for Local Government provided that in all cases, a right of appeal to the full Council shall exist.
4. The authority to consider and determine Council's response to representations seeking leniency or outlining extenuating circumstances from persons who have been served with a Penalty Notice. This determination shall extend only to those representations referred through the New South Wales Police Service Infringement Processing Bureau.
5. The authority to approve a mode of travel, other than by Council vehicle, for Councillors and Staff travelling on Council business, as circumstances may, from time to time, warrant.
6. The authority to approve CBD Small Grant Programme Applications for Assistance, in accordance with adopted guidelines.
7. In accordance with the provisions of Section 378(2) of the Local Government Act, 1993, authority to approve Council orders for the provision of goods and services up to the amount of two thousand dollars (\$2,000).

In the absence of the Mayor, Councillor Noakes, these powers are delegated to the Deputy Mayor, Councillor Lyon, **EXCEPT** for Clause 7.

TO THE DEPUTY MAYOR:

To perform on behalf of Council the following powers, authorities, duties and functions within the terms of the Local Government Act and Regulations thereunder:-

1. During periods of absence of the Mayor, Councillor Noakes, the Delegations made to Councillor Noakes shall be deemed to be made to the Deputy Mayor, Councillor Lyon, **EXCEPT** for Clause 7.

34 **RESOLVED** on the Motion of Councillors Kermode and Wellings that, in accordance with the provisions of Section 377 of the Local Government Act, 1993, the Delegations of Authority listed above be made to the Mayor, Councillor Noakes and the Deputy Mayor, Councillor Lyon, respectively.

Councillor Noakes, Mayor of Walcha, took the Chair.

2.2 Committees & Delegates Membership **WO/2018/01918**

35 **RESOLVED** on the Motion of Councillors Kermode and Wellings that if more than one person expressed an interest in the Committees then Council would hold a Secret Ballot to elect the Delegate to that Committee.

36 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that the list of Delegates, listed below, be **ADOPTED** for the ensuing two year period, with the exception of the New England Weeds Authority which is for a four year period:

This is page 3 of 14 of Extra Ordinary Council Meeting Minutes held 26 September 2018

.....General ManagerMayor



Walcha Council 355 Committees:



1. Walcha Town and District Beautification and Tidy Towns Committee

Membership:

- Representative – Clr CM Lyon
- Representative – Clr PR Blomfield
- Director – Engineering Services – Dylan Reeves
- Urban Works Supervisor – Steph Sweeney
- Citizen Representatives - Phyllis Hoy
- Citizen Representatives - Robyn Vincent
- Citizen Representatives – Alex Smith – Resigned June 2017
- Citizen Representatives – Jim Hallenan
- Citizen Representatives – Joanne Ireland
- Citizen Representatives – Caroline Street
- Citizen Representatives – Beverley Betts

Purpose:

- o To generally monitor the appearance of the town and district and to advise Council of areas requiring enhancement.
- o To advise Council on its Tree Planting Programme particularly as to suitability of species to be planted.
- o Administer the conduct of the Garden Competition.

Meetings:

The Committee is to meet quarterly, the appointed Councillor to act as Chairperson. The quorum is half the number of the Committee plus 1 = 6.

2. Walcha Council Arts Advisory Committee

Function of the Committee:

To advise Council on future public art projects.

Membership:

- Representative – Clr JM Kealey - Chairperson
- Alternate Representative – Clr WJ Heazlett
- General Manager – Jack O’Hara
- Director – Engineering Services – Dylan Reeves
- Four community representatives – James Rogers, Carley McLaren, Stephen King and John Heffernan.

Meetings – The Committee is to meet six monthly or as required. The appointed Councillor to act as the Chairperson. The quorum is to be four.

3. Walcha Council Community Care Advisory Committee

Function of the Committee:

To advise Council on policy matters and strategic issues regarding the management of Walcha Council Community Care.

Membership:

- Representative – Clr KW Ferrier - Chairperson



Community Services Manager – Karen Kermode
Walcha Council Community Care Coordinator – Cathy Noon
ATSI Walcha Council Community Care Coordinator – Elaine Bartholomew
Meals on Wheels Provider – Riverview Hostel Employee
Independent Community Care Service Provider – Debra Sweeney
Six Citizen Representatives (preferably consisting of a volunteer, a carer and four clients) – Ron Denham, Kate Hoy, Sue Reardon, Syreen Kitchener, Pat Laurie & Davina Young.
All 12 Committee Members to have voting rights.

Election of Members:

Six citizen representatives to be elected for a two year term with half that number changing each year. Citizen membership to be restricted to a maximum of four consecutive terms. Ie: eight years. Casual vacancies can be appointed until the review period.

Meetings:

The Committee is to meet quarterly on third Tuesday. Quorum is 7.

4. Walcha Council Preschool Advisory Committee

Membership:

- Representative – Clr RL Wellings
- Community Services Manager – Karen Kermode
- Nominated Supervisor – Zoe Herbert
- Parent/Citizen Representatives :
 - o Lucie Street – vacated March 2018
 - o Amber Poflowski – vacated March 2018
 - o Kimberley Lisle
 - o Melika McKinnon
 - o Bonnie Brown
 - o Meggie Davey – appointed March 2018

The Early Intervention Officer, Rhonda Barnett, can attend Meetings but does not have voting rights.

Parent/citizen representatives to be elected for a 2 year term with half changing each year. They are also restricted to a maximum of 3 consecutive terms, ie 6 years.

Purpose: To advise Council on policy matters and strategic issues regarding the management of the Walcha Preschool.

Meetings: Meet quarterly (once per term) or as required on the fourth (4th) Tuesday of the term. The appointed Councillor to act as Chairman. The quorum to be 5.

5. Walcha Council Tourism Advisory Committee

Function of the Committee:

To advise Council on high level strategic tourism promotion.

Membership:

- Representative – Clr JM Kealey – Chairperson
- Alternate Representative – Clr WJ Heazlett
- Tourism Manager – Susie Crawford
- Tourist Officer – Lisa Kirton



Seven community representatives on two year term with them being eligible for reappointment on expiration of each term – Vacant, Neil Smith, Vanessa Arundale, Casper Ozinga, Vacant.

Meetings:

The Committee is to meet three times a year or as required. The appointed Councillor to act as the Chairperson. The quorum is to be 5.

6. Walcha Council Audit & Risk Committee

Function of Committee:

To provide independent assurance and assistance to the Walcha Council on risk management, control, governance and external accountability responsibilities. The Committee has no executive powers, except those expressly provided by Council.

Membership:

Voting Members:

Clr CM Lyon

Clr SJ Kermode

Independent Representatives: Michael O'Connor, Sean Johnston and David Locke (one of these are to be elected Chairperson).

Non Voting Members:

General Manager

Chief Financial Officer

Meetings:

Meet four times per year with one of those meetings to include review and endorsement of the annual audited financial reports and external audit opinion. Additional meetings as required.

7. Walcha Council Festival Committee

Function of the Committee:

To organise an annual festival showcasing the local food, art and craft.

Membership:

One Councillor – Clr KW Ferrier – Chairperson

Tourism Manager – Susie Crawford

Tourism Officer – Lisa Kirton

Community representatives on a two year term: Cameron Greig, Ron Denham, Vicki McIvor, Chris Feltham, Leanne Natty, Glenn Dick, Michael Luchich and Ian Mackey.

Meetings:

Meet quarterly or as required. Appointed Councillor to act as a Chairperson. Quorum to be 6.

8. Walcha Council Youth Advisory Committee

Function of the Committee:

To engage with the youth of Walcha and allow for their input into the Youth Programs to be developed in the Walcha area.

Membership:

One Councillor – Clr RL Wellings – Chairperson

Community Services Manager – Karen Kermode

Youth Worker – Madison Garrad



Youth Community Members x 8: Between the ages of 11 and 18 years of age.
Adult Community Representatives x 2

Meetings:

Meet bi-monthly or as required. The appointed Councillor is to act as Chairperson. The quorum to be 7.

9. Walcha Rural Women’s Gathering Committee

Function of the Committee:

The purpose of the Committee is to prepare and submit an Expression of Interest to host the Rural Women’s Gathering. If successful, the Committee will also be required to organise and run the event.

Membership:

2 Councillors – Clr Kealey (Chairperson) & Clr Wellings
8 Community Members: Dale Webber, Anna Barwick, Karen Brown, Cecilia Casey, Chloe Hoy, Jane Morrison, Don Murchie and Aurora Reilly.

Meetings:

The Committee is to meet as required until the EOI is submitted and then if successful, bi-monthly. The appointed Councillor is to act as the Chairperson and the Quorum will be half the number of the members of the Committee plus one.

10. Walcha Council Aboriginal Advisory Committee

Function of the Committee:

To advise Council on aboriginal matters.

Membership:

Mayor – Clr Eric Noakes
Deputy Mayor – Clr Clint Lyon
General Manager – Jack O’Hara
6 Amaroo Members: Mark Davies, Karen Bloomfield, Garry Towney, Raggae Towney, Katrina Bloomfield, Sue Green, Tyler Stackman.

Meetings:

The Committee is to meet six monthly or as required. The Mayor is to act as the Chairperson. The quorum is five (5). All nine Committee members to have voting rights..
Created Council Meeting 31 May 2017 – Minute No.: 186/20162017

2018 – 2020 Delegate Organisations



1. New England Tablelands (Noxious Plants) County Council – trading as New England Weeds Authority (NEWA)

Is a single purpose local government authority, established under the Local Government Act 1993 Section 387 as the control authority for noxious weeds in the Armidale Regional Council, Uralla Shire Council and Walcha Council areas. The New England Weeds Authority has been serving the community since 1947 and their purpose is to administer the Noxious Weeds Act and control declared noxious weeds within the New England Region.

Members: Armidale Regional Council, Uralla Shire Council and Walcha Council.



Purpose: Special Purpose County Council set up to administer the Noxious Weeds Act and control declared noxious weeds within the New England Region. They have meetings quarterly.
Delegate: Councillor SJ Kermode **(4 year term – due September 2020)**

2. Namoi Councils Joint Organisation

Function: To provide strong local government leadership, to work co-operatively for the benefit of the Namoi region and effectively advocate on agreed regional positions and priorities. This Organisation meets monthly.

Members: Gunnedah Shire Council, Gwydir Shire Council, Liverpool Plains Shire Council, Moree Plains Shire Council, Narrabri Shire Council, Tamworth Regional Council, Uralla Shire Council and Walcha Council.

Delegate – Mayor – Clr EH Noakes
Alternate Delegate – Deputy Mayor – Clr CM Lyon
Representative – General Manager – Jack O’Hara

3. Mid North Weight of Loads Group (MNWLG)

Function: The Group was established in 1986 for the purpose of minimising pavement damage caused by overloaded trucks. The main objective is to reduce the cost of maintaining roads by preventing the damage caused by overloaded vehicles. This Group meets six monthly or as required.

Members: Armidale Regional Council, Bellingen Shire Council, Coffs Harbour City Council, Dungog Shire Council, Kempsey Shire Council, Liverpool Plains Shire Council, Mid Coast Council, Nambucca Shire Council, Port Macquarie Hastings Council, Tamworth Regional Council, Upper Hunter Council, Uralla Shire Council and Walcha Council.

Delegate – Clr CM Lyon
Alternate Delegate – Clr Heazlett
Representative – Director Engineering Services – Dylan Reeves

4. NSW Public Libraries Association – North Eastern Zone

Function: NSW Public Libraries Association (NSWPLA) is the peak body for public libraries in NSW and its purpose is to: Advocate effectively, initiate partnerships, champion the public library cause, build trust and support, provide relevant information, foster cooperation and collaboration and strengthen the public library network.

Members: The Group represents libraries from Tweed Heads to Forster across to Gunnedah and up to Tenterfield.
Delegate – Clr WJ Heazlett
Alternate Delegate – Clr RL Wellings

5. Central Northern Regional Libraries Committee

Function: CNRL is a regional library formed under Section 12(1) of the Library Act. Tamworth Regional Council is the Executive Council. Its purpose is to monitor and negotiate the provision of library services through the Central Northern Regional Libraries.



Membership: Tamworth Regional Council, Uralla Shire Council, Walcha Council, Liverpool Plains Shire Council, Narrabri Shire Council and Gwydir Shire Council.

Meetings: The .CNRL Committee consists of Councillor delegate from each of the six member Councils. The Annual General Meeting is held on the first Wednesday in November, a minimum of two meetings are held each year.

Delegate – Clr Heazlett

Alternate Delegate – Clr RL Wellings

6. Local Traffic Committee (LTC) and Council Advisory Committee

Function: This Committee is a technical advisory group which considers proposed traffic measures to ensure that technical criteria and local requirements are being met. Traffic measures include: regulatory road signs and line markings including parking restrictions; median and traffic islands – whether line marked or concrete; pedestrian crossings; traffic calming; temporary controls for some Special Events and construction projects.

Members:

NSW Police – Sergeant Anthony Smith

Roads & Maritime Services – Grafton Region

Nominee for the State Member of Parliament for Walcha – Nominated by the MP – Clr KW Ferrier

Walcha Council’s Director – Engineering Services – Dylan Reeves

Meetings: The Walcha Local Traffic Committee meets once every three months. Quorum is 3.

7. Local Emergency Management Committee (LEMC)

Function: This Committee covers the local government areas of Walcha, Armidale Regional and Uralla.

Members: Police, State Emergency Service, Rural Fire Service, Ambulance, NSW Fire & Rescue and Hunter New England Area Health Service, local Councils.

Meetings:

Meet quarterly or as required.

New England Local Emergency Management Committee

Delegate – Clr Blomfield

Local Emergency Management Officer – Director – Engineering Services – Dylan Reeves.

8. New England Bush Fire Management Committee

Function: Each Bush Fire Management Committee must, in accordance with the State Legislation, prepare and submit to the State Bush Fire Co-ordinating Committee a draft of each of the following kinds of bush fire management plans for the rural fire district or other part of the State for which it is constituted:

- (a) A Plan of Operations; and
- (b) Bush Fire Risk Management Plan.



Members:

Unless the Bush Fire Co-ordinating Committee determines otherwise, the following persons are to be invited to become members of a Bush Fire Management Committee:

- (a) A person nominated by each local authority whose area comprises land in the Bush Fire Management Committee’s area, being (in the case of a local authority that is a council) the Mayor or a councillor of the Council;
- (b) A person nominated by each of the following organisations as being in charge of its affairs in the Bush Fire Management Committee’s area:
 - (1) The Roads & Maritime Services;
 - ii) The Land & Property Management Authority;
 - iii) The NSW Fire Brigades;
 - iv) The NSW Police;
 - v) Each distribution network service provider listed in Schedule 3 to the *Electricity Supply Act 1995* having a distribution district comprising land in the Bush Fire Management Committee’s area;
 - vi) Each Livestock Health & Pest Authority established for any rural lands protection district comprising land in the Bush Fire Management Committee’s area;
 - vii) Rail Corporation NSW
 - viii) Rail Infrastructure Corporation.
- (c) A person or persons nominated by the Director-General of the Department of Environment & Climate Change and Water NSW as being in charge of the affairs of the Department in the Bush Fire Management Committee’s area;
- (d) A person or persons nominated by the Deputy-General, Primary Industries of the Industry & Investment NSW as being in charge of the affairs of the Department in the Bush Fire Management Committee’s area;
- (e) A person nominated by each local authority for the Bush Fire Management Committee’s area as having responsibilities for the performance of the local authority’s functions respecting the environment;
- (f) A person nominated by the Nature Conservation Council of NSW;
- (g) Not more than 2 persons chosen by rural fire brigades operating in the area;
- (h) A rural land holder nominated by the NSW Farmers Association or, if the Association does not nominate a rural land holder within a reasonable time (as determined by the Bush Fire Co-ordinating Committee), by the local authority for the area;
- (i) A person nominated by each Local Aboriginal Land Council for any Local Aboriginal Land Council area comprising land located in the Bush Fire Management Committee’s area;
- (j) And other person or persons approved by the Bush Fire Co-ordinating Committee.

Meetings: This Committee meets quarterly.

Delegate – Clr PR Blomfield

Alternate Delegate – Clr SJ Kermode

9. Arts North West

Function: Arts North West was established in 1996 as a Regional Arts Development Program and established as an independent Regional Arts Board in 1997. The program receives financial support from Arts NSW and twelve local governments in the New England North West



region. Its main purpose is to build community capacity in the Arts North West region through supporting creative activity.

Meetings: Annual General Meeting is in March and Board meets quarterly.

Representative – Clr JM Kealey

Alternate – Clr WJ Heazlett

10. Northern Inland Regional Waste Group (NIRW)

Function: NIRW is a voluntary Local Government networking group to specifically address waste management issues on a regional level.

Members: Armidale Regional Council, Glen Innes Severn Council, Gunnedah Shire Council, Gwydir Shire Council, Inverell Shire Council, Liverpool Plains Shire Council, Moree Plains Shire Council, Narrabri Shire Council, Tamworth Regional Council, Tenterfield Shire Council, Uralla Shire Council and Walcha Council.

Representative – Senior Manager – Waste, Sewer & Water – Tess Dawson

11. Walcha Australia Day Committee

The Service Clubs currently fill this role.

Representative – General Manager – Jack O’Hara

12. Management Committee Pioneer Cottage

Representative – Clr WJ Heazlett

Alternate Representative – Not allocated.

13. Walcha Local (Liquor) Consultative Committee

Members: Representatives of all Licensed Premises’, Police and Council.

Delegate – Clr KW Ferrier

Alternate Delegate – Clr CM Lyon

14. Walcha Community Centre Management Committee - (Multi – Purpose Centre)

Delegate – Clr JM Kealey

Alternate Delegate – Clr RL Wellings

15. Walcha Community Consultative Committee

Function: To discuss community wide social issues.

Members: All community organisations are invited to attend and include the Police, Service groups, Schools, Amaroo and Council.

Meetings: Quarterly

Delegate – Clr SJ Kermode

Alternate Delegate – Clr WJ Heazlett

16. Walcha Local Health Committee (LHC)



Function: The purpose or key role of a Local Health Committee is to provide leadership in the local community to ensure health services meet local community needs and ensure the promotion and enhancement of the health of the community.

Members: Members of the LHC will be appointed by the Cluster General Manager on advice of the Chair and the Local Health Service Manager. Committees should seek an active membership of between 6 and 10. Appointment of members will be for a three year period and members may seek re-appointment after their term expires.

Meetings: Meetings are bi-monthly. The Chair is elected annually by vote of the Committee.

Delegate – Mayor – Clr EH Noakes

17. Country Mayors Association of NSW (CMA)

Function: The CMA was established to further the interests of regional and country areas in NSW by being an effective voice and forum for country NSW Mayors.

Members: Those eligible for membership are the Mayors and General Managers of regional and country councils in NSW.

Meetings: Held quarterly in Sydney

Delegates: Mayor – Clr EH Noakes and General Manager – Jack O’Hara

2018 – 2020 Internal Committees



1. Plant Committee

Membership:

- Representative – Clr EH Noakes
- Representative – Clr CM Lyon
- Representative – Clr SJ Kermod
- General Manager – Jack O’Hara
- Director – Engineering Services – Dylan Reeves
- Plant Foreman – Stephen Bath

Purpose: to assess recommendations on replacing and reviewing plant assets of Council.

2. Staff Committee

Membership:

- Representative – Mayor – Clr Noakes
- Representative – Deputy Mayor – Clr CM Lyon
- Representative – Clr WJ Heazlett
- Representative – Clr JM Kealey
- General Manager – Jack O’Hara
- Other Senior Staff as appropriate

Function:

- ✚ To assess applications, carry out interviews and report to Council on appointments to the General Manager position.



- To carry out the General Manager’s performance appraisal and negotiate performance agreement.

3. Staff Consultative Committee

Membership:

2 Management Representatives:

- Mayor – Clr EH Noakes
- Deputy Mayor – Clr CM Lyon

1 Local Government Manager: General Manager Jack O’Hara

1 Environmental Health Professional: Environmental Services Manager – Lacey Latham

2 USU Members:

- One Outside Member – Kevin Creighton
- One Inside Member – Liz Hobbs

1 Local Organiser of the USU: Bernard Lynch

Secretary – non voting member: HR Manager – Amelia Kompler

Purpose:

The Consultative Committee shall:

- Provide a forum for consultation between the employer and its employees that encourages a free and open exchange of views;
- Positively co-operate in workplace reform to enhance the efficiency and productivity of the employer and to provide employees with access to career opportunities and more fulfilling, varied and better paid work.

Function:

- The main functions of the consultative committee include:
 - Award implementation
 - Training
 - Consultation with regard to organisation restructure
 - Job redesign
 - Salary systems
 - Communication and education mechanisms
 - Performance management systems
 - Changes to variable working hours arrangements for new or vacant positions.
 - Local Government reform
 - Proposed variations to leaseback vehicle arrangements.
- The consultative committee shall not consider matters which are being or should be processed in accordance with Award Clause 35, Grievance and Dispute Procedures.
- The consultative committee will make recommendations based upon consensus. Where being no consensus on a particular item, the recommendations to the employer should note the dissenting views.
- The consultative committee shall meet as required.

4. Work Health & Safety Committee

Membership:

No Elected members



Purpose:

- ✚ To provide a forum that will allow consultation and discussion between management and employees at the Council to aid in achieving a safe workplace.
- ✚ To advise the Council on effective ways to ensure the health and safety of staff, visitors and contractors.
- ✚ To encourage all staff and contractors to work together to establish a safe and health working environment, and
- ✚ To enable all persons employed by the Council and persons covered by the legislation to be able to refer matters to the Committee for advice and assistance.

Meetings:

At least three meetings per year or as required.

5. Roads Management Committee

Membership:

All Councillors

Director – Engineering Services: Dylan Reeves

Function: oversee the development of the Roads Management Plan for Walcha Council area.

6. Waste Management Committee

Membership:

All Councillors

General Manager: Jack O’Hara

Director – Engineering Services: Dylan Reeves

Senior Manager Waste, Sewer & Water: Tess Dawson

Function: to discuss current and future issues relating to the Waste Transfer Station and other waste issues and to provide recommendations to Council

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 3:45PM.



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 26 September 2018

at

3:46pm

at

Ex-Services Memorial Club Board Room, Walcha

PRESENT: Clr EH Noakes (Chairman) Mayor together with Councillors PR Blomfield, WJ Heazlett, JM Kealey, SJ Kermode, CM Lyon and RL Wellings.

IN ATTENDANCE: Mr JG O'Hara, General Manager, Mr DJM Reeves, Director – Engineering Services, and Mrs LJ Latham, Environmental Services Manager.

1. APOLOGIES:

37 **RESOLVED** on the Motion of Councillors Kealey and Lyon that the apology received from Clr Ferrier, due to be out of town on Walcha Jockey Club duties, be **ACCEPTED**.

MINUTES



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 29 AUGUST 2018:

38 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that the Minutes of the Ordinary Meeting held on Wednesday, 29 August 2018, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record with the following amendments:

Item 6.3 Request for Sponsorship by Walcha Central School for Wellbeing Week on Friday, 16 November 2018.

It was noted that originally it was dated as Friday, 16 September 2018. The resolution has been amended to:

Amendment:

An **Amendment** was **MOVED** Clr Lyon **Seconded** Clr Wellings that Council provide \$3,500 for Wellbeing Week in November 2018 to Walcha Central School.

On being put to the **VOTE** the Amendment was **CARRIED**.

17 It then became the **Substantive Motion** and was put to the **VOTE AGAIN** and **CARRIED**.

Item: 12.3: Variation to Contract Price for the Construction of New Preschool.

Originally the resolution had it was Moved on the motion of Councillors Kealey and Wellings. The resolution has been amended to:

30 **RESOLVED** on the Motion of Councillors Lyon and Wellings that Council **ADOPT** the Committee’s **RECOMMENDATIONS** that Council **APPROVE** the contract variation as submitted by Boulus Constructions Pty Ltd **FURTHER THAT** authorise the General Manager to sign the necessary documentation.

3. BUSINESS ARISING

Matters of Urgency – Application under Regional Cultural Fund for the Multi Purpose Centre Kitchen.

Councillor Lyon asked whether the other two parties to the MPC upgrade grant still committed to the funding. The General Manager advised that they were and the Grant application was submitted on Thursday, 20 September 2018.

4. DECLARATIONS OF INTEREST

Nil.

5. MAYORAL MINUTE

Nil.

ORDER OF BUSINESS CHANGE

39 **RESOLVED** on the Motion of Councillors Lyon and Blomfield that Council change the order of business to bring the Committee of the Whole Referral forward.



6. SENIOR OFFICERS REPORT

40 **RESOLVED** on the Motion of Councillors Lyon and Kealey that the Senior Officers' Reports be **RECEIVED** for further consideration.

12.0 Committee of the Whole Referral – Walcha Oval Lighting Upgrade AND Staff Committee Minutes – Verbal WO/2018/01987

41 **RESOLVED** on the Motion of Councillors Kealey and Wellings that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Walcha Oval Lighting Upgrade Update be referred to be discussed in Committee of the Whole for the reason that it would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business AND the matter of Staff Committee Minutes be referred to be discussed in Committee of the Whole for the reason that it relates to personnel matters concerning particular individuals (other than Councillors).

12. COMMITTEE OF THE WHOLE

42 **RESOLVED** on the Motion of Councillors Lyon and Wellings that Council resolve into Committee of the Whole and that the press and public be excluded from the entire proceedings of the Meeting of the Committee of the Whole for the reason that it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business AND it also relates to personnel matters concerning particular individuals (other than Councillors).

43 The Meeting resumed in **OPEN** Council on the Motion of Councillors Lyon and Kealey.

The Mayor reported whilst in Committee of the Whole the following matters were discussed.

The Chairman publicly declared the recommendations passed by the Committee whilst in Committee of the Whole.

ADOPTION OF COMMITTEE OF THE WHOLE

12.1 Walcha Oval Lighting Upgrade Update WINT/2018/03681

44 **RESOLVED** on the Motion of Councillors Kermodé and Kealey that Council engage the Musco Lighting engineers to determine an alternate foundation design to enable the use of the donated poles can be achieved, which may include a variety of methods to accommodate the poor soil qualities found.

A Division was requested by Clr Lyon Seconded Clr Heazlett and the result is:

For: Kermodé, Wellings, Kealey and Noakes.



Against: Blomfield, Heazlett and Lyon.

12.2 Walcha Council Staff Committee Meeting Minutes – verbal report

The General Manager left the Meeting as he is the subject of the report. The Staff Committee conveyed that they are happy with the General Manager’s performance and that 2018 – 2019 Performance Agreement objectives will be determined at October’s Councillor Briefing Session.

The General Manager returned to the Meeting.

Returned to Original Order of Business:

6.1 Interim Audit Management Letter Year Ending June 2018

WO/2018/01616

45 **RESOLVED** on the Motion of Councillors Kermode and Wellings that the report be **NOTED** by Council.

6.2 Namoi Unlimited – Member Councils Value Proposition

WO/2018/01923

The Report was **NOTED** by Council.

6.3 Request for Financial Assistance for Legal Costs for City of Sydney, North Sydney and Bayside City Councils

WO/2018/01989

46 **RESOLVED** on the Motion of Councillors Heazlett and Blomfield that Council agree to contribute \$1,488.79 as requested, to Local Government NSW for legal costs incurred in the matter of Karimbla Properties v Council of the City of Sydney; Bayside City Council and North Sydney (2017) NSWLEC75 which considered the construction of Section 516(1)(a) of the Local Government Act 1003 as requested by Local Government NSW.

LATE REPORTS:

1. Introduction of Level 4 Water Restrictions **WO/2018/02043**

47 **RESOLVED** on the Motion of Councillors Lyon and Wellings that Council install Water Restriction Informational Signs to be displayed only when Level 4 and 5 Water Restrictions are in place.

2. Annual Meeting with Residents – Proposed Schedule for 2018
WO/2018/02050

48 **RESOLVED** on the Motion of Councillors Lyon and Kealey that the proposed Schedule, below, be **ADOPTED**.

Monday, 5 November 2018:

11:30am Moona/Winterbourne – Europambela Shearers’ Quarters
2:30pm Ingleba Hall



6:00pm Walcha Council Chambers
Wednesday, 7 November 2018:
9:00am Yarrowitch Hall
11:30am Brackendale – Brockley Park Shed
2:30pm Nowendoc Hall
6:00pm Woolbrook School Library

7. NOTICE OF MOTION

7.1 Notice of Motion 7: Council investigate possibility of supplying Potable Water to Walcha Road and Woolbrook WO/2018/01980

Motion:

It was **MOVED** Clr Blomfield **Seconded** Clr Kealey that Council investigate the possibility of supplying potable water to:

- ✚ Walcha Road – 20km from Walcha – supplying the railway station, Walcha Road Hotel, the Walcha Road Fire Shed and seven homes within the Walcha Road village.
- ✚ Woolbrook – 27km from Walcha – supplying the Woolbrook Memorial Hall, Woolbrook Public School, Woolbrook Sport and Recreation Ground, 25 homes north of Macdonald River and 25 homes south of Macdonald River.

Amendment:

It was **MOVED** Clr Kealey **Seconded** Clr Lyon that Council delay the investigation of the possibility of supplying potable water to:

- ✚ Walcha Road – 20km from Walcha – supplying the railway station, Walcha Road Hotel, the Walcha Road Fire Shed and seven homes within the Walcha Road village.
- ✚ Woolbrook – 27km from Walcha – supplying the Woolbrook Memorial Hall, Woolbrook Public School, Woolbrook Sport and Recreation Ground, 25 homes north of Macdonald River and 25 homes south of Macdonald River.

UNTIL the outcome of the Boundary Adjustment is known.

A **FORESHADOWED Motion Moved** by Clr Lyon that Council **INCLUDE** the consideration of investigating the possibility of supplying potable water to:

- ✚ Walcha Road – 20km from Walcha – supplying the railway station, Walcha Road Hotel, the Walcha Road Fire Shed and seven homes within the Walcha Road village.
- ✚ Woolbrook – 27km from Walcha – supplying the Woolbrook Memorial Hall, Woolbrook Public School, Woolbrook Sport and Recreation Ground, 25 homes north of Macdonald River and 25 homes south of Macdonald River.

IN future Strategic Plans.

The **Amendment** was then **WITHDRAWN**.



The **FORESHADOWED Motion** was Seconded Clr Wellings and was put to the **VOTE** and **CARRIED**.

49 It then became the Substantive Motion and was put to the **VOTE** and **CARRIED**.

8. MATTERS OF URGENCY

Nil.

9. MANAGEMENT REVIEW REPORTS

WO/2018/01980

50 **RESOLVED** on the Motion of Councillors Lyon and Kermode that items included in the Management Review Report, numbered 9.1 to 9.16, inclusive be **NOTED** by Council.

10. COMMITTEE REPORTS

10.1 Minutes of the Walcha Preschool Committee Meeting held at the Walcha Preschool on Tuesday, 10 April 2018.

WO/2018/00613

51 **RESOLVED** on the Motion of Councillors Kermode and Wellings that Council **ADOPT** the Environmental Awareness, Equipment, Outdoor Safety, Behaviour Guidance, Inclusion, Orientation for Children, and Supervision of Children Policies as presented.

11. DELEGATE REPORTS

11.1 Minutes of the New England Bush Fire Management Committee Meeting held at New England Fire Control Centre on Tuesday, 21 August 2018.

WI/2018/10094

11.2 Draft Minutes of Namoi Unlimited Board Meeting held on Tuesday, 4 September 2018 at Walcha Council Chambers, Hamilton Street, Walcha.

WI/2018/11430

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 5:28PM.



Item 6:
Senior Officers'
Reports

Submitted to Council: 31 October 2018

..... General Manager Mayor



Item: 6.1 **Ref:** WO/2018/02305
Title: Quarterly Review of Operational Plan & Budget as at September 2018
Author: General Manager
Previous Items: Not Applicable
Attachment: Quarterly Budget Review Statements – under separate cover

CSP Ref: 8.2.1 – Maintain a stable and secure financial structure for Council.

September Quarter Budget Review

The September Quarter Budget Review is attached for adoption by Council.

General Fund

The original 2018 – 2019 budget predicted a break even result. After current quarter budget adjustments this is now predicted to be a decline in the working funds of \$4,203.

There is a significant amount of carry overs from 2017-18. These are mainly funded from External Restrictions or carry over funding. The remainder is funded from Council’s working funds at June 2018.

Amendments to the budget include an increase to FAGs funding of \$129,428. The additional FAGs will be used to fund additional sick leave provisions, \$29,428 and Culvert Renewals on Scrubby Gully Road, \$100,000.

Fully funded budget amendments include additional (Federal) Black Spot Funding of \$192,567 and NSW Saving Lives on Country Roads of \$131,691. Both of which will fund works on Thunderbolts Way. Council has also received \$100,000 for Strategic Heritage Plan and increase to Block Grant \$43,780.

Roads to Recovery (R2R) funding has decreased due to an incorrect calculation of the funding allocation; the capital works program shows a corresponding decrease.

Other budget amendments include reductions to funding for SCCG Preschool, \$217,800 and \$45,000 NSW Liquor & Gaming. These funds were received in 2017-18 and are held in External Restrictions so there is no impact on cash movement.

General Fund Major Budget Variation Items - Quarter Ending September 2018

| Income Item | Amount | Favourable/ Unfavourable | Reason |
|-------------------|---------|-----------------------------|--|
| Heritage Near Me | 100,000 | Favourable | New Funding - Walcha Strategic Heritage Plan |
| Roads & Maritime | 43,780 | Favourable | Adjustment to Block Grant for 2018/19 |
| Roads to Recovery | 473,640 | Unfavourable | Adjustment to R2R funding |

Submitted to Council: 31 October 2018

..... General Manager Mayor



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|------------------------------------|-------------------|--------------|--|
| Walcha Community Care – NDIS | 20,000 | Unfavourable | Discontinue NDIS services |
| RMS – Safer Systems, FAS | 15,171 | Favourable | Facilities around schools funding |
| FAG – General FAG – Roads | 111,532 17,896 | Favourable | Adjustment to funding |
| WLRM – Woolbrook Tip | 9,100 | Favourable | Carry Over - Milestone payment on completion |
| SCCF – Upgrade Sporting Facilities | 72,879 | Favourable | Carry Over - Milestone 2 + payment on completion |
| SCCF – Preschool Building | 217,800 | Unfavourable | Funding received 2018, external restrictions |
| NSW Liquor & Gaming – Cenotaph | 45,00 | Unfavourable | Funding received 2018, external restrictions |
| Repair Grant | 49,869 | Favourable | Carry Over – Capital Funding for Regional Roads |
| Black Spot Funding | 192,567 | Favourable | New funding for Thunderbolts Way – Baringa Road |
| NSW Saving Lives on Country Roads | 131,691 | Favourable | New funding for Thunderbolts Way – Nowendoc |
| NSW Fixing Country Truck Washes | 566,080 | Favourable | Carry over - Truck Wash Bay upgrade |

| Expenditure Item | Amount | Favourable/ Unfavourable | Reason |
|---|---------------|-------------------------------------|---|
| Integrated planning & reporting | 25,000 | Unfavourable | Carry over |
| Internal auditor | 75,000 | Unfavourable | Carry over |
| LGS Financial Control Centre | 16,750 | Unfavourable | Carry over |
| Community Services – NDIS | 20,000 | Unfavourable | Discontinue services |
| Preschool playground improvements | 15,000 | Unfavourable | Funding received 2018 – external restrictions |
| Arts Symposium – dinner & costs | 10,000 | Unfavourable | Carry over - \$3000 external restrictions |
| Arts Symposium Sculptures | 20,000 | Unfavourable | Carry over capital project - \$20,000 external restrictions |
| Regional Roads maintenance | 73,758 | Unfavourable | Carry over unspent funds + additional funds |
| SES Building training room | 8,200 | Unfavourable | Carry over – SES funding received, external reserves |
| WLRM – Woolbrook WTS Conversion | 50,560 | Unfavourable | Carry over capital project, WLRM \$9100 on completion, \$13,000 internal reserves |
| Streetscape – Derby Street West | 45,000 | Unfavourable | Carry over capital project |
| John Oxley Oval Toilets – replace ceiling | 3,000 | Unfavourable | Carry over capital project |

Submitted to Council: 31 October 2018

..... General Manager Mayor



| | | | |
|--|---------|--------------|--|
| Captain Cook Park Toilets – replace ceiling | 3,000 | Unfavourable | Carry over capital project |
| Nivison Fountain upgrade | 2,000 | Unfavourable | Carry over capital project |
| Public Art | 13,620 | Unfavourable | Carry over unspent funds |
| Sporting Oval lighting installation | 73,068 | Unfavourable | Carry over capital project |
| Swimming Pool upgrade works | 20,000 | Unfavourable | Carry over capital project |
| Public Library – repoint brickwork | 5,000 | Unfavourable | Carry over capital project |
| Captain Cook Oval – upgrade kiosk | 15,000 | Unfavourable | Carry over capital project |
| John Oxley Oval – upgrade kiosk | 15,000 | Unfavourable | Carry over capital project |
| Plant & Equipment purchases | 491,449 | Unfavourable | Carry over capital project |
| Urban Roads gravel resheeting | 5,000 | Unfavourable | Carry over capital project |
| Urban Roads – Safer Systems | 19,374 | Unfavourable | RMS Funding 50% |
| Urban Roads kerb & gutter extensions | 60,000 | Unfavourable | Carry over capital project |
| Thunderbolts Way – Black Spot, Project #2 | 11,053 | Unfavourable | Carry over capital project – external reserves |
| Thunderbolts Way – Black Spot, Glen Morrison | 3,300 | Unfavourable | Carry over capital project – external reserves |
| Thunderbolts Way – Black Spot, Baringa Road | 192,567 | Unfavourable | Fully funded project |
| Thunderbolts Way – Three Mile Creek | 230,858 | Unfavourable | Carry over capital project – external reserves + repair grant carry over |
| Thunderbolts Way – Topdale Rd to Quarry Rd, Nowendoc | 131,691 | Unfavourable | Fully funded project |
| Culvert Renewals – Moona Plains | 25,000 | Unfavourable | Carry over capital project |
| Sealed Roads reseals | 66,417 | Favourable | R2R project |
| Sealed Roads heavy patching | 60,750 | Favourable | R2R project |
| Sealed Roads rehab – Brackendale Road | 125,000 | Favourable | R2R project |
| Sealed Roads rehab – Aberaldie Road | 121,473 | Favourable | R2R project |
| Unsealed Rural Roads – dust suppression | 25,000 | Unfavourable | Carry over capital project |
| Culvert Renewals – Brackendale Road | 25,000 | Unfavourable | Carry over capital project |
| Depot Improvements | 61,765 | Unfavourable | Carry over capital project |
| Truck Wash Bay Upgrade | 607,909 | Unfavourable | Carry over \$566,080 funding, \$41,829 Council |

Submitted to Council: 31 October 2018

..... General Manager Mayor



Internal Restricted Assets

Below is a summary of Council’s internally restricted assets at 30 September 2018.

| | Balance 30/09/18 |
|----------------------------|---------------------|
| Plant Replacement | 206,577 |
| Infrastructure Replacement | 997,386 |
| Employee Leave Entitlement | 607,000 |
| Preschool | 30,354 |
| Tip Site Remediation | 102,906 |
| Quarries Remediation | 260,746 |
| Housing Investment | 250,675 |
| Total | 2,455,644 |

Water Fund

The original 2018-19 budget predicted a surplus of \$70,100. There are no carry over works and no budget changes to the Water Fund

Sewer Fund

The original 2018-19 budget predicted a break even result. At the September review this is unchanged. The Sewer Treatment Plant upgrade is carried forward from last year along with carry over funding.

| Income Item | Amount | Favourable/ Unfavourable | Reason |
|---|---------|-----------------------------|--------------------|
| NSW Regional Water & Wastewater Backlog Program | 398,493 | Favourable | Carry over funding |

| Expenditure Item | Amount | Favourable/ Unfavourable | Reason |
|-------------------------------|---------|-----------------------------|--------------------------|
| Sewer Treatment Plant upgrade | 810,614 | Unfavourable | Carry over capital works |

RECOMMENDATION: **That Council adopt the September 2018 Quarterly Budget Review Statements and FURTHER THAT Council approve the variations in Income and Expenditure votes as detailed.**

Submitted to Council: 31 October 2018

..... General Manager Mayor



Item: 6.2 **Ref:** WO/2018/02290
Title: Request for Minor Boundary Adjustment – Yattonvale
Author: General Manager
Previous Items: Not Applicable
Attachment: No

CSP Ref: 8.3.1 – Modify the boundaries of the Walcha Local Government Area to reflect existing and developing communities of interest.

Introduction

This report is submitted to enable Council to finalise arrangements for a minor boundary alteration on Mr Anthony Asmus property “Yattonvale” which falls partly in Uralla Shire Council and partly in Walcha Council.

Report

In April 2014 Walcha Council approved a request from Mr Asmus seeking approval to alter the Uralla Shire Council / Walcha Council boundary so his whole property is situated in one Local Government area. This request was then approved by Uralla Shire Council and the Office of Local Government resulting in the requested boundary alteration.

Since this time, an administrative delay by the NSW Land and Property in finalising a closed road application for Mr Asmus has resulted in 4715 square metres of Part Lot 1 DP 1215714 being retained by Uralla Shire Council.

Council has applied for written approval from Uralla Shire Council and now to facilitate this alteration Council must approve by resolution the boundary adjustment.

RECOMMENDATION:

That Council approve the minor boundary alteration to transfer 4715 square metres forming Part Lot 1 DP 1215714 from Uralla Shire Council to Walcha Council therefore making the property “Yattonvale” wholly within Walcha Council area FURTHER THAT the costs of survey and other outgoings to facilitate the transfer are borne by the property owner.

Submitted to Council: 31 October 2018

..... General Manager Mayor



Item: 6.3 **Ref:** WO/2018/02256
Title: Request for Funding Support for Walcha to be on Soundtrails App
Author: General Manager
Previous Items: Not Applicable
Website: www.soundtrails.com.au

CSP Ref: 2.1.3 – Develop activities that encourage increased visitation frequency and stay length.

Introduction:

Council have been approached by Quota International of Walcha Inc to support the Soundtrails Project in Walcha by way of funding. They have voted to contribute \$6,000 towards the project.

Report:

Quota International of Walcha Inc have voted to support a Soundtrails Project in Walcha but require assistance with funding to complete the project.

‘Soundtrails are immersive audio experiences of places and communities.’ – www.soundtrails.com.au/sample-page/

Soundtrails is an app that people have on their phone or ipad. Once downloaded you see yourself on a GPS map and walk freely in and out of sound fields; a rich weave of memories, voices, myths and archival footage. With original compositions, local voices and world class production, Soundtrails truly brings a place alive!

So if you visit Walcha you can walk in and out of stories as you follow the map on-screen. GPS will track your location so you trigger stories at specific places. If you are off-site you can listen to the stories by touching pin icons on the map.

History:

Soundtrails came out of a project between Uralla Arts and The Story Project ‘that recorded audio conversations based on people’s connections to each other and their community, in Uralla. Taking this further and highlighting the amazing stories from small regional towns the Soundtrails project was created and is an initiative of The Story Project Ltd.’

There is no limit to the number of trails that can fit on the app. Tenterfield, Uralla, Nimbin, Bingara and Warialda all have Soundtrails. Here is a link to three in the Gwydir Region:

<http://soundtrails.com.au/web-app/new-england-and-north-west-nsw-region/gwydir/>

Financial Implications:

As every project is different the pricing is a guide only.

✚ Starter – about 8 stories from \$12,000.

Submitted to Council: 31 October 2018

..... General Manager Mayor



- ✚ Wanderer – about 12 stores from \$17,000.
- ✚ Explorer – about 16 stores from \$22,000.

Excluded from these prices are:

- ✚ travel expense for their audio producers. The prices are based on projects within a 120km radius of Nambour Qld.
- ✚ yearly hosting fee – typically \$385 per year.
- ✚ extras like multi-photo option and written text for hearing impaired.

Prices are subject to change.

Development of the Soundtrail:

There are certain things that need to be determined before actually proceeding and these include:

- ✚ The purpose of the soundtrail
- ✚ The area where you wish the soundtrail to go
- ✚ Is there a theme to the soundtrail? What types of stories?
- ✚ How big will the soundtrail be? 8, 12, 16, 20 stories?

RECOMMENDATION: That Council:

- ✚ **agree in principle to support the request for Walcha to be on the Soundtrails app;**
- ✚ **match Quota International of Walcha Inc’s funding of \$6,000 to be provided in 2019 – 2020 Council Budget; and**
- ✚ **seek grant funding.**

Submitted to Council: 31 October 2018

..... General Manager Mayor



Walcha Council
Ordinary Council Meeting
31 October 2018

Item: 6.4 **Ref:** WO/2018/02312
Title: Request for exemption – Public Gates (Ramps) Policy.
Author: Director – Engineering Services
Previous Items: Nil
Attachment: Yes – A Copy of the Letter will be provided.

CSP Ref: 1.1 – Walcha will be serviced by an integrated and efficient transport network.

Introduction:

Council has been approached in relation to a ramp that is located on a Council road accessed by the Oxley Highway. The ramp is the first ramp from the highway, and is located approximately 50m from the Highway. Council has issued a ramp removal letter to the assumed owner, as fencing is already installed along the roadside.

Report:

In accordance with Clause 3 of Councils Ramp Policy, ramps that have fencing installed on either side of the ramp are considered to be non-essential and therefore should be removed. The reason that this approach was taken relates to the intended function of the ramp being a stock barrier in lieu of fencing off the road reserve. The assumed owner of the ramp has written to Council requesting an exemption to this clause, stating that the ramp will service a function by providing a stock barrier in the event a fence along the Council road becomes compromised and stock are able to escape. As the ramp is quite close to the Oxley Highway, there are concerns around stock escaping and potentially causing an accident.

There are concerns around the ownership of the ramp; however these concerns can be addressed by the engineering department if Council determines to approve an exemption in this instance.

RECOMMENDATION:

For Councils Consideration

Submitted to Council: 31 October 2018

..... General Manager Mayor



Item: 6.5 **Ref:** WO/2018/02255
Title: Arrangements for Staff over Christmas 2018
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Introduction:

This report advises of the proposed arrangements for closure over Christmas and New Year and seeks Council approval for a donation towards both Christmas parties.

Report:

The proposed arrangements for Christmas 2018 are:

Outdoor Staff:

- ❖ Staff will cease work at 12 noon on Thursday, 20 December 2018.
- ❖ All staff, except for an emergency crew, will be on leave from Friday, 21 December 2018 until Monday, 8 January 2019.
- ❖ Staff not taking any additional leave will return to work on Monday, 8 January 2019.

Indoor Staff:

- ❖ Staff will cease work on Monday, 24 December 2018 at 5:00pm.
- ❖ All Staff will be on leave from Thursday, 27 December 2018 until Wednesday, 2 January 2019.
- ❖ Staff not taking any additional leave will return to work on Wednesday, 2 January 2019.

Christmas Party:

Outdoor Staff:

The Outdoor Staff have written to Council asking permission to hold their Christmas Party during work hours on the afternoon of 20 December 2018 and for a donation towards the cost. A donation of \$1,000 was made last year.

Indoor Staff:

Over the last couple of years the Indoor Staff have held a Christmas get together, inviting all indoor members of Council, which includes Community Care, Tourism, Preschool, Library and Council. This function is normally held after hours at a licenced venue. The Indoor Staff are also requesting a donation from Council towards this function. Last year a donation of \$700 was made.

RECOMMENDATION: That Council allow the Outdoor Staff Christmas Party to be held during working hours on Thursday, 20 December 2018 at 12:30pm FURTHER THAT a donation of \$1,000 be made towards the cost of the function STILL FURTHER THAT a donation of \$800 be made towards the Indoor Staff Christmas Function.

Submitted to Council: 31 October 2018

..... General Manager Mayor



Item: 6.6 **Ref:** WO/2018/02306
Title: On-site Sewage Management Strategy Implementation
Author: Environmental Services Manager
Previous Items: MAR15 WO/2015/00548 and APR15 WO/2015/00757
Attachment: WO/2015/00758 On-site Sewage Management Strategy – under separate cover

CSP Ref: 3.2.4 – Ensure that the disposal of liquid waste in rural areas is carried out in a healthy manner without negative environmental impact.

Introduction:

The Local Government Act 1993 and the Local Government (General) Regulation 2005 prescribe the installation and operation of a system of sewage management as an activity requiring Council approval under section 68 of the Local Government Act 1993. The issuing of approvals to operate allows Councils to carry out ongoing monitoring of existing systems and to charge fees for the regulatory services provided.

Accompanying this regulation is The Environmental and Health Protection Guidelines “On-site Sewage Management for Single Households” and Australian/New Zealand Standard 1547:2000. These guidelines and standard have been issued to assist councils to regulate the installation and use of on-site sewage management systems. They also outline a prescribed set of performance standards that must be considered when approving the installation of new systems and when approving the operation and maintenance of existing systems.

Report:

Within the Walcha LGA there are approximately 930 on-site sewage management systems. These systems range from conventional septic systems to secondary treatment systems such as aerated wastewater treatment systems. The number is increasing as more development occurs in the rural and semi-rural areas. Along with our legislative responsibilities, with the local environment stressed and sensitive to further pollution, careful control and improved regulation of such systems is essential.

Council responsibilities include:

- ◆ Ensuring approval is sought for the installation and operation of on-site sewage management systems within Walcha LGA
- ◆ Assessing approvals and proposed systems
- ◆ Identifying all on-site sewage management systems within the LGA
- ◆ Supervising and monitoring the operating performance of each individual system by on-site inspections
- ◆ Development and maintenance of a register of on-site sewage management systems within the LGA
- ◆ Identifying the potential risk posed by systems and classifying systems, as well as identifying sensitive areas
- ◆ Enforcing compliance with operational standards, to protect the health of the public, the environment, and community amenity, including issuing orders and penalties for non-compliance



- ◆ Determining renewal of approvals to operate an on-site sewage management system
- ◆ Responding to complaints and pollution incidents
- ◆ Considering long term goals and solutions for enhanced protection of public health, the environment, and community amenity
- ◆ Monitoring and reporting on the overall impact of on-site sewage management systems within the LGA through State of the Environment Reporting
- ◆ Guiding system operators toward obtaining further information and assistance
- ◆ Striving for ESD through appropriate strategies

To uphold the responsibilities of Council, the Strategy has again been reviewed for implementation and it is recommended that Council support the Walcha LGA wide implementation of the Strategy with an introduction to the Strategy to be given to local residents at this years Regional Meetings to be held in early November.

RECOMMENDATION:

For Council's information



Item: 6.7 **Ref:** WO/2018/02277
Title: Annual Review of Publication Guide
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes – WO/2018/01206

CSP Ref: 8.1 – Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active participation at all levels..

Introduction:

Under the *Government Information (Public Access) Act 2009 Division 2 Section 21*, Council is to produce and then adopt the Agency Information Guide annually.

Report:

In compliance to these annual requirements of the *Government Information (Public Access) Act 2009* it is recommended that the Draft Agency Information Guide 2018/2019 be adopted. Please note there are no major changes to the guide from last year’s edition.

A copy of the guide is attached for your information.

RECOMMENDATION:

That Council review and ADOPT the Draft 2018 – 2019 Agency Information Guide under the *Government Information (Public Access) Act 2009 Division 2 Section 21.*

Submitted to Council: 31 October 2018

..... General Manager Mayor



Walcha Council

"Strainer Post" Stephen King, Walcha 1999

Agency Information Guide 2018 - 2019



Prepared in accordance with the requirements of the Government Information (Public Access) Act 2009

Adopted by Walcha Council

Submitted to Council: 31 October 2018

..... General Manager Mayor



Council’s Corporate Goal

To provide effective, efficient and responsive government for the residents of the area.

Introduction

The Walcha Shire is located in the beautiful and very productive New England Tablelands region of New South Wales. The Shire is some 640,858 ha in area and has a total population of 3,021 people. (ABS 2011 Census). Within the Shire boundary lie the villages of Yarrowitch, Nowendoc, Walcha Road and Woolbrook. Walcha also services the village of Niangala.

The township of Walcha offers the residents the opportunity to enjoy a friendly country lifestyle, whilst still having access to a range of services including medical, education and shopping. Other services are available in the closest regional towns of Armidale (62km) and Tamworth (92km).

Walcha enjoys four definite seasons throughout the year with mild summers, colourful autumns, brisk winters and vibrant springs. The town of Walcha (pronounced wolka) is 1,067 metres above sea level, and can be reached by road, rail and air.

With some 146,000 ha of national park and wilderness in the Shire, including parts of the world heritage listed central eastern rainforest reserves, a network of excellent trout waters; Walcha provides some of the most magnificent eco-experiences in Australia.

Apart from these wonderful eco-tourism destinations, the Shire has a lot to offer. It is one of the most productive agricultural areas in Australia. It is also a major hardwood timber supplier and is a significant supplier of softwood.

Walcha is home to a unique open air gallery. There are currently 36 pieces of art plus 43 verandah posts. The artwork is situated mainly around the central business area with pieces also along the levee banks of the Apsley River. The verandah posts were created by various artists and installed by Council in front of various shops in the central business area.

The completion of the major regional road link between Walcha and Gloucester known as Thunderbolt’s Way has added enormously to the economic opportunities available to the Shire.

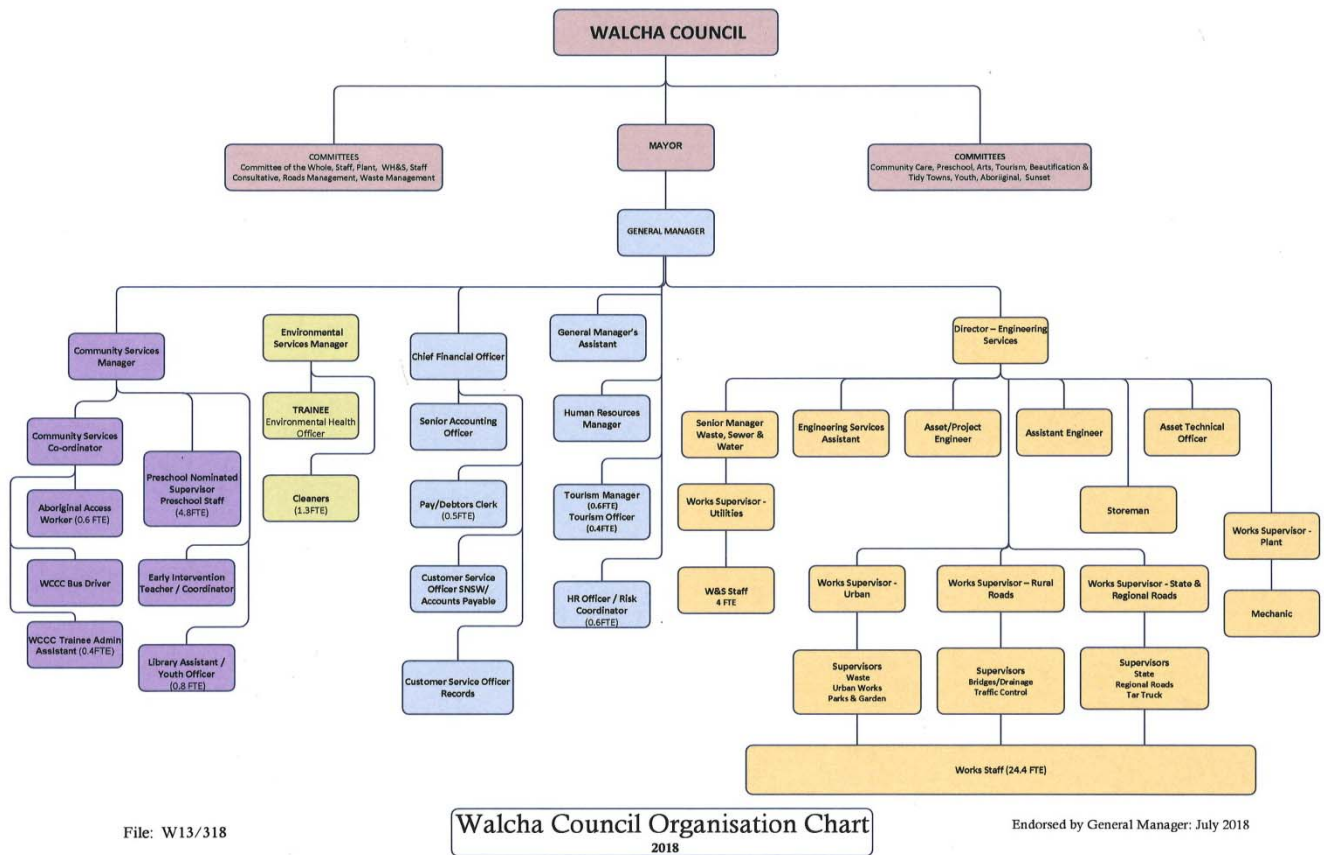
Visit the Walcha tourism website on www.walchansw.com.au or the Walcha Council website on www.walcha.nsw.gov.au



Structure and functions of Council

The Walcha Council is a Local Government Authority constituted under the Local Government Act, 1993. Council's Offices are located at 2W Hamilton Street, Walcha.

Our corporate goal focuses on effectiveness, efficiency and responsiveness. The very harmonious and cohesive relationship that exists between Councillors and staff at all levels, particularly executive staff, provides a good basis for sound decision making and the achievement of our goal.



Submitted to Council:

31 October 2018

..... General Manager Mayor



Functions of Council

Council performs the functions conferred on it by the Local Government Act, 1993 and these are:

Service Functions

For example:

- Providing community health, community transport, recreation, education and information services
- Environmental protection
- Waste removal & disposal
- Land & Property, industry & tourism development & assistance
- Preschool and Early Intervention Services
- Community Care and NDIS services

Regulatory Functions

For example:

- Development and Building Approvals
- Orders
- Building certificates

Ancillary Functions

For example:

- Resumption of land

- Powers of entry and inspection

Administrative Functions

For example:

- Employment of staff
- Management Plans
- Financial Reporting
- Annual Reports

Revenue Functions

For example:

- Rates
- Charges
- Fees
- Borrowings
- Investments

Enforcement Functions

For example:

- Proceedings for breaches of the Act
- Prosecution of offences
- Recovery of rates and charges

The Council also has functions conferred or imposed upon it by the following Acts:

| | |
|-------------------------------------|--|
| Rural Fires Act 1997 | To form Rural Fire Brigades and provide facilities for the suppression of Bush Fires in the Local Area |
| Biosecurity Act 2015 | Restrict the establishment and/or spread of, and manage significant weeds. |
| Community Land Development Act 1989 | Planning functions as consent authority |
| Conveyancing Act 1919 | Placing covenants on Council land |
| Companion Animals Act 1998 | Dog registration and control |

Submitted to Council: 31 October 2018

..... General Manager Mayor



| | |
|---|--|
| Environmental Planning & Assessment Act 1979 | Planning legislation |
| Fire Brigades Act 1989 | Payment of contributions to fire brigade costs and furnishing of returns |
| Fluoridation of Public Water Supplies Act 1957 | Fluoridation of water supply by Council |
| Food Act 2003 | Inspection of food and food premises |
| Government Information (Public Access) Act 2009 | Public access to information held by Council |
| Impounding Act 1993 | Impounding of animals and articles |
| Library Act 1939 | Library services |
| Public Health Act 2010 | Inspection of systems for purposes of microbial control |
| Protection of the Environment Operations Act 1997 | Protection of the Environment |
| Recreation Vehicles Act 1983 | Restricting use of recreation vehicles |
| Roads Act 1993 | Roads |
| State Emergency Service Act 1989 | Recommending appointment of local controller |
| Strata Schemes Development Act 2015 | Approval of strata plans |
| Swimming Pools Act 1992 | Ensuring restriction of access to swimming pools |

The exercise by a Council of its functions under the Local Government Act, 1993 may also be modified by the provisions of another Act. Some of those Acts and some of the modifications they affect include:

| | |
|--|---|
| Coastal Management Act 2016 | Limitation on coastal development by Councils |
| Heritage Act 1977 | Rating based on heritage valuation |
| State Emergency and Rescue Management Act 1989 | Council required to prepare for emergencies |
| Unclaimed Money Act 1995 | Unclaimed money to be paid to the Treasury |

Other legislation that affects the way Council carries out its functions can be found at www.legislation.nsw.gov.au and www.comlaw.gov.au .

The Council comprises eight elected representatives inclusive of the Mayor. The Councillors are elected from four wards, two per ward. The Council exercises policy, management and review functions and is assisted in this role by a series of advisory Committees.

Submitted to Council: 31 October 2018

..... General Manager Mayor



The Mayor is elected by the Council bi-annually. The Mayor has the following functions:

- To exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council
- To exercise such other functions of the Council as the Council determines
- To preside at meetings of the Council
- To carry out the civic and ceremonial functions of the mayoral office

The General Manager is the chief employee of the Council and has the following functions:

- To ensure Council's policies and decisions are carried into effect
- To control the day to day operations of the Council
- To control and direct all staff

Council has three departments namely:

- Corporate Services
- Engineering Services
- Environmental Services

Corporate Services

The Corporate Services Department has a staff of twelve (full time, part time and casual) and is responsible for the following functions:

- | | |
|------------------------|--------------------------|
| • Rates & Valuation | • Council Records |
| • Administration | • Revenue Collection |
| • Staff Records | • Freedom of Information |
| • Insurances | • Reporting |
| • Investments | • Secretarial |
| • Finance | • EEO/WH&S |
| • Data Processing | • Tourism |
| • RMS Agency | • Human Resources |
| • Economic Development | |

Engineering Services

The Engineering Services Department has a staff of over fifty (full time, part time and casual) and is responsible for the following:

- | | |
|----------------------|----------------------|
| • Roads & Bridges | • Parks & Gardens |
| • Recreation Areas | • Plant Fleet |
| • Water & Sewerage | • Traffic Facilities |
| • Ready Mix Concrete | • Survey/Drafting |
| • Stores & Materials | • Aerodrome |
| • Garbage/Recycling | • Private works * |
| • Cemeteries | |

Submitted to Council: 31 October 2018

..... General Manager Mayor



* These works include works performed outside the Council boundaries.

Environmental Services

The Environmental Services Department has a staff of five (full time, part time and casual) and is responsible for the following functions:

- Health Services
- Town Planning
- Dog Control
- Environmental Protection
- Building Services
- Straying Stock
- Subdivisions

Community Services

The Community Services Department has a staff of fifteen (full time, part time and casual) and is responsible for the following functions:

- Preschool
- Early Intervention Services
- Social Welfare
- Library
- Home & Community Services

Community Strategic Plan – Walcha 2027

Walcha 2027 is the blueprint for the future of Walcha Local Government Area. It represents the vision, aspirations, goals, priorities and challenges for our community. The purpose of Walcha 2027 is to:

- Describe the vision and goals the community has for this local government area.
- Outline the strategies to achieve the vision and goals.
- Provide a long term focus for decision making and resource allocation.
- Provide a basis for measuring our progress.
- Provide an opportunity for community participation in decision making.
- Address social, economic, environmental and civic leadership issues.

Walcha 2027 has been developed by the community and will be maintained and implemented by Walcha Council on behalf of the community. It is a plan for the future of the Local Government Area and will be a guide for other levels of government, private businesses and non-government agencies.

The Plan signifies a change in the way planning by Council and the community is developed and implemented. Developing Walcha 2027 has created an opportunity to work together to deliver outcomes that benefit everyone.

Submitted to Council: 31 October 2018

..... General Manager Mayor



The goals and strategies identified fall into the following broad categories:

- Transport
- Business and Jobs
- Health
- Education and Training
- Stronger Community
- Local Environment & Liveable Communities
- Keeping People Safe
- Better Government

Further information can be obtained by reading the full version of the Community Strategic Plan - Walcha 2027 which is on Council’s website.

A full review of the Strategic Plan was undertaken in 2017. Council consulted with the community to ensure that the strategic plan still aligns with the values and needs of the Walcha community.

Effect of Council's Functions on Members of the Public

The Council has a direct effect on the general public in carrying out its functions. In exercising its revenue function Council's decisions directly impact on public expenditure patterns.

It’s regulatory and service functions also impact on the public by imposing controls on activities and by providing services and facilities. Controls are generally dictated by legislation or Council policy.

Services and facilities are provided generally in priority order determined by Council in response to public demand or by necessity.

Arrangements for Public Participation in Policy Formulation

The Council is an elected body constituted under the provisions of the Local Government Act, 1993 which provides that certain classes of people may stand for office. These qualified people then have the opportunity to win election to Council and to determine policy. Conversely disaffected voters have the opportunity to remove a Council from Office.

The Local Government Act, 1993 also provides for the public to have input into policy formulation in the following ways:

- Polls
- Referenda

Submitted to Council: 31 October 2018

..... General Manager Mayor



- Public Meetings
- Public exhibition/notification of proposed policies and decisions
- Rights of Appeal

During the course of its ordinary meetings Walcha Council may permit any person to address it personally on any relevant issue. Council is required to hold at least ten meetings each year. Currently Council meetings are held on the last Wednesday of each month, except January. Special meetings of Council are occasionally held.

Information held by Council

Council holds a large number of documents that may be categorised as follows:

Corporate Services

- Miscellaneous files - which contain information relating to Council's day to day activities including personnel files
- Policy documents, codes and plans which form the guidelines within which decisions are made
- Minutes which are a record of Council decisions
- Financial records both hard copy and computerised which provide a record of Council's financial dealings
- Valuation, rating and land transfer records
- Legal documents which, of their nature should be retained
- Records of disclosure which details disclosures made by Councillors and designated staff in accordance with legislative requirements

Engineering Services

Council maintains an extensive range of maps, plans and diagrams. Most of these are prepared for internal use however some may be of assistance to Council's customers.

Environmental Services

Documents under this category are principally applications seeking building or planning consent. These documents may include those where Council is not the consent authority such as Development Applicants where the State Government appointed Joint Regional Planning Panels are the consent authority.

Generally copies of most of Council's documents are available to the public free of charge however reasonable photocopying charges may apply and processing fees

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..... General Manager Mayor



may be imposed for access applications. A fee is imposed for the provision of maps, plans, diagrams and plans, rates and building certificates.

Community Services

Documents under this category mostly are files containing information on clients and the services they receive. These documents are not accessible by members of the public as they contain the personal and private information of individuals.

Information that is publically available

The Government Information (Public Access) Act 2009 states *“there is a presumption in favour of the disclosure of government information unless there is an overriding public interest against disclosure.”*

The following list of information is taken from Government Information (Public Access) Regulation 2009.

Information about Walcha Council

1. Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:
 - a. the model code prescribed under section 440 (1) of the LGA and the code of conduct adopted under section 440 (3) of the LGA
 - b. code of meeting practice
 - c. annual report
 - d. annual financial reports
 - e. auditor’s report
 - f. Delivery Program 2017-2021
 - g. Operational Plan 2018-2019
 - h. EEO management plan
 - i. Council’s Resolutions Register
 - j. policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors and staff,
 - k. annual reports of bodies exercising functions delegated by the local authority,
 - l. any codes referred to in the LGA.

2. Information contained in the following records (whenever created) is prescribed as open access information:
 - a. returns of the interests of councillors, designated persons and delegates
 - b. agendas and business papers for any meeting of the local authority or any committee of the local authority (but not including business papers for matters considered when part of a meeting is closed to the public)

Submitted to Council: 31 October 2018

..... General Manager Mayor



- c. minutes of any meeting of the local authority or any committee of the local authority, but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting
 - d. Departmental representative reports presented at a meeting of the local authority in accordance with section 433 of the LGA
3. Information contained in the current version of the following records is prescribed as open access information:
- a. land register
 - b. register of investments
 - c. register of delegations
 - d. register of graffiti removal work kept in accordance with section 13 of the [Graffiti Control Act 2008](#)
 - e. register of current declarations of disclosures of political donations kept in accordance with section 328A of the LGA
 - f. the register of voting on planning matters kept in accordance with section 375A of the LGA

Plans and policies

Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:

- a. local policies adopted by the local authority concerning approvals and orders
- b. plans of management for community land
- c. environmental planning instruments, development control plans and contributions plans made under the [Environmental Planning and Assessment Act 1979](#) applying to land within the local authority's area

Information about development applications

1. Information contained in the following records (whenever created) is prescribed as open access information:
- a. development applications (within the meaning of the [Environmental Planning and Assessment Act 1979](#)) and any associated documents received in relation to a proposed development including the following:
 - i. home warranty insurance documents
 - ii. construction certificates
 - iii. occupation certificates
 - iv. structural certification documents
 - v. town planner reports
 - vi. submissions received on development applications
 - vii. heritage consultant reports

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..... General Manager Mayor



- viii. tree inspection consultant reports
 - ix. acoustics consultant reports
 - x. and contamination consultant reports
 - b. records of decisions on development applications (including decisions made on appeal)
 - c. a record that describes the general nature of the documents that the local authority decides are excluded from the operation of this clause by subclause (2)
- 2. This clause does not apply to so much of the information referred to in subclause (1) (a) as consists of:
 - a. the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
 - b. commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret
- 3. A local authority must keep the record referred to in subclause 1. c.

Approvals, orders and other documents

Information contained in the following records (whenever created) is prescribed as open access information:

- a. applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application
- b. applications for approvals under any other Act and any associated documents received in relation to such an application
- c. records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- d. orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- e. orders given under the authority of any other Act
- f. records of building certificates under the [Environmental Planning and Assessment Act 1979](#)
- g. plans of land proposed to be compulsorily acquired by the local authority
- h. compulsory acquisition notices
- i. leases and licences for use of public land classified as community land

Submitted to Council: 31 October 2018

..... General Manager Mayor



How will information be made available to the public

Open Access Information

There is a range of information available on Councils website under the section titled *Open Access Information*.

Arrangements for inspection of council information

If you would like to view information that is not held in digital format on Council's website, you may make arrangements to view this information during the normal opening hours of 8:30am to 5:00pm. If you would like to receive a hard copy of information photocopying charges may apply, dependant on the circumstances.

Informal Access Application

An informal application to access information that is not held on the register of open access information may be made by phoning the Right to Information Officer during business hours. The officer will determine if your request can be granted. The officer may require you to lodge a formal access application.

Formal Access Application

One reason you may not be able to receive information under an informal application, is if the information contains information about a third party. When this is the case, the third party will need to be consulted before we release it to you.

If you decide to proceed, you will need to complete a formal access application form. You will need to provide a description of the information that you require on the application form and pay the application fee of \$30.00. Deposits on processing must be paid upfront, as per section 68 of the GIPA Act *"an agency may require the applicant to make an advance payment of a processing charge."*

Applicable Fees

| | |
|---------------------------------|------------------------------------|
| Open Access Information | \$ 0.00 |
| Informal Access Application | \$ 0.00 |
| Formal Access Application | \$30.00 |
| Hourly processing charge | \$30.00 |
| Applicants Personal Information | \$30.00 + 20 hours free processing |
| Photocopying per page | \$ 0.60 |

Submitted to Council: 31 October 2018

..... General Manager Mayor



Contact details

Walcha Council

Right to Information Officer
Walcha Council
2W Hamilton Street
PO Box 2
Walcha NSW 2354
council@walcha.nsw.gov.au
phone 02 6774 2500
fax 02 6777 1181

Information and Privacy Commission

If you require further advice or assistance with your request for information, you may contact the Information and Privacy Commission on 1800 472 679. Alternatively you may contact them via email ipcinfo@ipc.nsw.gov.au or visit their website at www.ipc.nsw.gov.au

Information and Privacy Commission
GPO Box 7011
Sydney NSW 2001

Submitted to Council: 31 October 2018

..... General Manager Mayor



Item: 6.8 **Ref:** WO/2018/02100
Title: Affix Common Seal to Agree to finalisation of the Eastern Hills Quarry
Author: Director – Engineering Services
Previous Items: Not Applicable
Attachment:

CSP Ref: 6.1.4 – Protect and enhance biodiversity, native vegetation, river and soil health.

Report:

Council approval is sought to affix Council’s Common Seal to the deed of indemnity relating to the closure of the Eastern Hills Quarry owned by Richard James & Belinda Jane Lyon.

RECOMMENDATION:

That Council approve the affixing of the Common Seal to the deed of indemnity for the closure of the Eastern Hills Quarry FURTHER THAT the affixing of the Common Seal be attested to by the Mayor and the General Manager.

Submitted to Council: 31 October 2018

..... General Manager Mayor



Ref: WO/2018/02275

Title: Management Review Report
Author: General Manager
Previous Items: Not Applicable
Attachment: No

CSP Ref: 8.1 – Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active participation at all levels.

Item 9:

Management Review Reports

Submitted to Council: 31 October 2018

..... General Manager Mayor



FINANCE AND ADMINISTRATION

9.1 Listing of Bank Balances for the Month of September 2018

The Cash Book for each Fund has been reconciled with the appropriate Bank Pass sheets for the month of September 2018, and the Reconciliations have been entered in the Cash Book.

| | <u>2018</u> | <u>2017</u> |
|---------|-----------------|-----------------|
| General | \$ 1,648,102.85 | \$ 1,924,604.30 |

The current Interest Rate on the General Fund held with the National Australia Bank is 1.25%.

| | <u>2018</u> | <u>2017</u> |
|-----------------------|-------------|-------------|
| Interest Earned (YTD) | \$ 5,170.89 | \$ 3,014.42 |

9.2 Investments Local Government (Financial Management) Regulation 1993, Clause 19 (3) (A) for September 2018

Please see the following Report for the investments placed in September 2018.

Overdraft Limit

An Overdraft Limit of \$200,000 has been arranged with the National Australia Bank. When utilised an Overdraft Interest Rate of 8.77% applies.

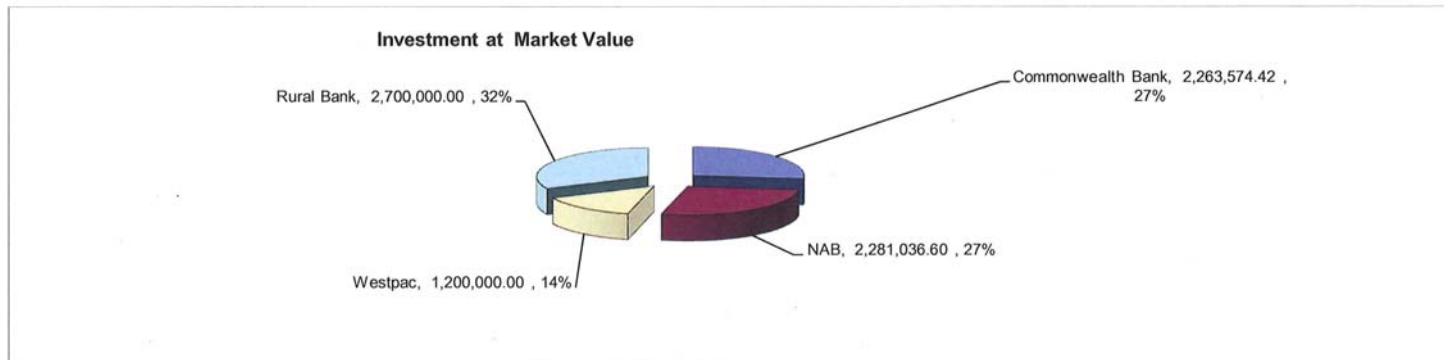
Jack O'Hara
GENERAL MANAGER



REGISTER OF INVESTMENTS TO 30/09/2018

| Institution | Type | Placement Date | Term (Days) | Maturity Date | Rate | Est. Interest | YTD Interest | Amount Invested | YTD Redemption | Est. Market Value At 30/09/18 | MV % of Portfolio | |
|-------------------------|--------------|----------------|-------------|---------------|-------|---------------|-------------------|------------------|---------------------|-------------------------------|---------------------|----------------|
| National Australia Bank | Term Deposit | 19/07/2018 | 181 | 19-Jan-19 | 2.60% | 8484.44 | 8058.22 | 658,058.22 | - | 658,058.22 | 7.79% | |
| National Australia Bank | Term Deposit | 12/09/2018 | 138 | 28-Jan-19 | 2.57% | 5830.03 | 0.00 | 600,000.00 | - | 600,000.00 | 7.11% | |
| Commonwealth Bank | Term Deposit | 17/08/2018 | 180 | 12-Feb-19 | 2.60% | 4556.24 | 7947.38 | 355,347.65 | - | 355,347.65 | 4.21% | |
| National Australia Bank | Term Deposit | 15/05/2018 | 276 | 15-Feb-19 | 2.65% | 10019.18 | 0.00 | 500,000.00 | - | 500,000.00 | 5.92% | |
| Commonwealth Bank | Term Deposit | 10/09/2018 | 181 | 11-Mar-19 | 2.64% | 6545.75 | 0.00 | 500,000.00 | - | 500,000.00 | 5.92% | |
| Elders Rural Bank | Term Deposit | 28/09/2018 | 180 | 28-Mar-19 | 2.65% | 12415.07 | 11972.60 | 950,000.00 | - | 950,000.00 | 11.25% | |
| Westpac Bank | Term Deposit | 18/04/2018 | 365 | 18-Apr-19 | 2.76% | 16560.00 | 4128.66 | 600,000.00 | - | 600,000.00 | 7.11% | |
| Westpac Bank | Term Deposit | 17/05/2018 | 365 | 16-May-19 | 2.72% | 16320.00 | 4113.53 | 600,000.00 | - | 600,000.00 | 7.11% | |
| Commonwealth Bank | Term Deposit | 24/05/2018 | 365 | 24-May-19 | 2.71% | 14262.33 | 0.00 | 526,285.22 | - | 526,285.22 | 6.23% | |
| Commonwealth Bank | Term Deposit | 26/10/2017 | 365 | 22-Oct-18 | 2.55% | 22489.51 | 0.00 | 881,941.55 | - | 881,941.55 | 10.44% | |
| Elders Rural Bank | Term Deposit | 4/04/2018 | 210 | 31-Oct-18 | 2.55% | 8802.74 | 0.00 | 600,000.00 | - | 600,000.00 | 7.11% | |
| Elders Rural Bank | Term Deposit | 15/02/2018 | 270 | 15-Nov-18 | 2.48% | 11007.12 | 0.00 | 600,000.00 | - | 600,000.00 | 7.11% | |
| National Australia Bank | Term Deposit | 28/04/2018 | 180 | 28-Nov-18 | 2.65% | 6834.54 | 0.00 | 522,978.38 | - | 522,978.38 | 6.19% | |
| Elders Rural Bank | Term Deposit | 17/06/2018 | 180 | 17-Dec-18 | 2.65% | 7187.67 | 0.00 | 550,000.00 | - | 550,000.00 | 6.51% | |
| | | | | | | | 151,314.62 | 36,220.39 | 8,444,611.02 | - | 8,444,611.02 | 100.00% |

| | |
|------------------------------------|---------------------|
| Capital Value of Portfolio | 8,444,611.02 |
| Redeemed Value of Portfolio | - |
| Market Value of Portfolio 30/09/18 | <u>8,444,611.02</u> |
| Estimated Profit/(Loss) 30/09/18 | <u>8,444,611.02</u> |



Responsible accounting Officers Certification Local Government (General) Regulation 2005- Paragraph 212
 The investments have been made in accordance with the Act, Regulations and Walcha Council's Investment Policy.

Signed Rosemary Strobel (Responsible Accounting Officer)

Submitted to Council: 31 October 2018

..... General Manager Mayor



9.3 Tourism Report

September 2018

Number of visitors to VIC

| SEPTEMBER | 2018 | 2017 | 2016 | 2015 |
|-----------------|------|---------|---------|---------|
| Walk in's | 484 | 488 | 565 | 384 |
| Phone enquiries | 67 | 22 | 36 | 31 |
| Email enquiries | 7 | 0 | 5 | 1 |
| WEBSITE | July | June | May | April |
| Unique Visits | | 2,606 | 2,814 | 2,503 |
| Visits | | 3,645 | 3,665 | 3,359 |
| No of Hits | | 183,513 | 175,718 | 168,474 |

Comments from the Visitors Book – SEPTEMBER

Love visiting Walcha / Impressed with welcome, toilet stop – hot water & flowers, Thank you / Beautiful parks gardens & bathrooms / cool info / good signs / great place / great / Excellent place to live / good info / excellent / GREAT! / Good info / clean neat town / great place to enjoy / another lovely country town / fantastic thank you / very good / magic shop / lovely little town, thanks / nice town / Thanks – open Saturday.

Walcha Mountain Festival

Suffering from event fatigue a few balls were dropped with the finer details but we got there!! The festival proved to be a great weekend again. The road ride had 51 participants, 12 short course and 39 long course. The Road Ride is a good event and enjoyed by the entrants with many repeat riders. The Billy Cart Derby only started out with five registrations however children who were there sniffed it out and there ended up being around 10-12 riders. The Farmers Market reportedly had a successful market. Sunday had been threatened by rain all week so we felt this may have deterred some patrons with intentions to come however the carpark was fuller this year than in previous years, most stall holders were happy with their day and the quilt exhibition had a busy Saturday as well as Sunday. Free Entry was appreciated – we had feedback from several sources that it was nice to not be putting your hand in your pocket the whole time, Westpac Rescue Helicopter Support Group reported their donations to be up this year from previous years – free entry may have played a hand in that.

It was lovely to see a few council staff, councillors out at Langford on Sunday. Special thanks to Dylan Reeves & Anna Lane for their continued support and cooperation. Special thanks to Council staff for their work on the weekend, erecting signage, putting up and dismantling the marquee, transporting tables, chairs, bins and witches hats out to Langford for us. Also to the staff who escorted the Road Ride and worked on Saturday. A great effort all round. Special thanks to our 355 committee, Cameron Greig organised the Road Ride, Ron Denham manned the BBQ for both days, Leanne Natty and Vicky McIvor for organising the quilt exhibition.

The weather gods were on our side, with the festival running from 9am – 3pm and a storm bursting upon us at 3.30pm. It was lovely to see a few more Walcha locals in attendance at this years festival.

Susie Crawford, Tourism Manager

Submitted to Council: 31 October 2018

..... General Manager Mayor



9.4 Grant Information

Grants Currently Applied for:

| Name of Grant: | Purpose of Grant: | Amount Requested : | Council Contribution: | Date Outcome Announced: | Outcome |
|--|--|-----------------------|---|-------------------------|---------|
| SCCF Round 2 | Walcha Community Gym | | \$0 | August | |
| SCCF Round 2 | Walcha Pool Refurbishment | | \$0 | August | |
| SCCF Round 2 | Walcha Community Service Clubs Storage Facility | | \$0 | August | |
| SCCF Round 2 | Upgrade Kiosk / Toilets / Change Rooms at Walcha Oval / Captain Cook Park | | \$0 | August | |
| SCCF Round 2 | Walcha Sporting Fields Lighting Upgrade Stage 2 | | \$0 | August | |
| 2018-21 Council Regional Capacity Building Program | Through Namoi Unlimited employ a Regional Contaminated Lands Project Officer | \$420,000 | \$4,200 per Council over 3 years | December | |
| Regional Cultural Fund | Expansion of Walcha's Open Air Gallery | \$235,000 | \$10,000 | Late December | |
| Regional Cultural Fund | Upgrade of MPC | \$87,744 | \$8,000 | Late December | |

Submitted to Council: 31 October 2018

..... General Manager Mayor



Grants Currently Being Investigated:

| Name of Grant: | Purpose of Grant: | Closing Date: |
|--|-------------------|---------------|
| Arts Projects – Organisations Community Building Partnership Youth Opportunities Funding Regional Arts NSW website: | | Various times |

Website Links:

- <https://www.liquorandgaming.justice.nsw.gov.au/Pages/about-us/our-initiatives/infrastructure-grants/arts-and-cultural-funding-round.aspx>
- <http://www.lgnsw.org.au/files/imce-uploads/127/cremf-introduction-1.pdf>
- <http://www.communitybuildingpartnership.nsw.gov.au/>
- <http://investment.infrastructure.gov.au/funding/blackspots/>
- <https://www.transport.nsw.gov.au/projects/programs/fixing-country-roads>
- https://infrastructure.gov.au/infrastructure/pab/active_transport/
- <https://www.industry.nsw.gov.au/invest-in-nsw/regional-opportunities/stronger-country-communities-fund>
- <https://www.create.nsw.gov.au/funding-and-support/types-of-funding/project-funding-arts-and-cultural-projects/>
- <http://regionalartsnsw.com.au/grants/raf/>
- <http://regionalartsnsw.com.au/grants/casp/>
- <http://www.australiacouncil.gov.au/funding/>
- <https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/grants-and-funded-programs/quality-learning-environments>
- http://investment.infrastructure.gov.au/infrastructure_investment/heavy_vehicle_safety_and_productivity.aspx
- <http://www.environment.nsw.gov.au/coasts/floodplain-management-grants-2017-18.htm>
- <http://youth.nsw.gov.au/youth-opportunities/>
- <https://www.create.nsw.gov.au/funding-and-support/regional-cultural-fund/regional-cultural-fund-2/>

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ENGINEERING SERVICES

9.5 Wages & Overtime Summary

| Pay Period | Week Ending | Overtime Hours | Amount (\$) |
|--------------|-------------|----------------|--------------------|
| 13 | 23/09/2018 | 57.00 | 3,064.49 |
| 14 | 30/09/2018 | 61.00 | 3,090.86 |
| 15 | 07/10/2018 | 55.50 | 2,663.88 |
| 16 | 14/10/2018 | 69.75 | 3,506.88 |
| *17 | 21/10/2018 | 113.00 | 6,922.35 |
| TOTAL | | 356.25 | \$19,248.46 |

*Pay Period 17 – includes Mountain Festival overtime.

9.6 Shire Roads Maintenance

Local Roads Maintenance:

St Leonards Creek Road Culvert Replacements:

Ongoing culvert inspections completed by Council Asset Management Staff identified a number of unsuitable culverts on St Leonards Creek Road. In total, 3 culverts have now been replaced on St Leonards Creek Road including a 1200mm culvert. This has improved safety on the route, particularly for heavy vehicles.



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State and Regional Roads Maintenance:
Oxley Highway Reseal Program:



Aggregate carting has commenced for the Oxley Highway, Thunderbolts Way and Local Roads sealing program. The program is aimed at commencing in Late October / Early November and will be completed prior to the Christmas break.

Urban Works:

Commencement of Streetscape:

Streetscape works have recently commenced on the Southern side of the post office. Works will continue north towards the post office and will cease when the corner section is complete. Streetscape will continue to the South of where the crews currently are this financial year, however the program has been split to allow the program to be completed in two separate establishments.



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Urban Heavy Patching Work Completed:

Heavy Patching in the town streets have commenced, aimed at rectifying defects prior to the reseal season approaching in summer. Councils Skid-Steer and Profiler attachments were used as designed to remove material to a depth of 80-100mm to allow BTB-20 (an asphalt like product) to be placed to ensure pavement longevity and improved ride quality. Works were completed on Hill Street, Thee Street and Meridian St / Commercial Lane.



Completed Maintenance Snapshot:

| Local Roads | |
|----------------------|---------------------|
| Maintenance Grading: | Roads: |
| | Glen Morrison |
| | Millbank |
| | Lakes |
| | Brackendale |
| | Niangala Stockroute |
| | Flags Niangala |
| Gravel Resheeting | Roads: |
| | Niangala Stockroute |
| | Flags Niangala |
| Replace Culverts | Road: |
| | St Leonards Creek |



| State & Regional Roads | |
|-----------------------------------|-------------------------------|
| Oxley Highway Maintenance: | Tasks: |
| | Sign Maintenance & Repair |
| | Drainage Works |
| | Servicing Rest Areas |
| | “Ezy Street” Pothole Patching |
| | Reseal preparation |
| Regional Roads: | Tasks: |
| | “Ezy Street” Pothole Patching |
| | Service Rest Areas |
| | Guidepost Maintenance |
| | Reseal Preparation |
| Urban Roads | |
| Urban Maintenance: | Tasks: |
| | Sporting Ground Maintenance |
| | Footpath Maintenance |
| | Town Street Cleaning |
| | Street Tree Maintenance |
| | Parks and Garden Maintenance |

Proposed Works for the Coming Period:

Shire Roads:

- ◆ Grading to occur on Brackendale, Ohio North, Aerodrome, Scrubby Gully, Ruby Hills, Tellara, St Leonards Creek and Wauchs Roads.
- ◆ Culvert Replacements on St Leonards Creek Road.

◆ State & Regional Roads:

◆ Maintenance:

- Pothole Patching.
- Vegetation Maintenance.
- Sealing preparation
- Drainage Works
- Guard Rail Replacement / lifting Segment 2040.

Works In Town:

- ◆ Streetscape Maintenance.
- ◆ Sporting grounds maintenance.
- ◆ Town Mowing - parks, gardens and cemeteries.
- ◆ Town Garden Maintenance.
- ◆ Footpath Works on Fitzroy Street.

Dylan Reeves
 Director – Engineering Services

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9.7. Water

Current Water Restrictions were introduced 23 February 2018, *Level 3 High*: target usage 190-230 Litres/Person/Day.

Water usage for the month of September 2018 was as follows:

- ◆ Average usage per person per day – September’s usage was similar at 265 litres to August’s usage of 269 litres per person per day.
- ◆ After a very warm dry spell during September the Macdonald River water supply was very close to stopping earlier this month and the introduction Level 4 Water Restrictions being considered. Fortunately a number of rain events lifted the River water level and the River continues to be able to supply the town water.
- ◆ Council continues to work at achieving the Level 3 targets with the community.



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9.8 Sewer

Sewer Treatment Plant (STP) Upgrade

Stage 1 of the upgrade project is now complete. Council is now seeking a variation approval from Infrastructure NSW to spend the remaining funds (approximately \$500k) on upgrade works to the treatment plant infrastructure.

9.9 Waste

Landfill Master Plan

During the draft Master Plan review concerns regarding encroachment onto adjacent land at the Walcha Waste Depot were raised by the consultant. Any land acquisition considerations would impact the future costs, thus Council has engaged a cadastral surveyor to peg the facility boundaries to ascertain the extent of encroachment, if any.

GHD and the Engineering project team gave further consideration to surface water controls, leachate extraction, interim capping, final capping and sourcing of future in-situ construction materials as part of the draft review process. A site visit for 1st November has been organised to observe current filling operations and for a final filling plan review.

Tess Dawson
Senior Manager - Water, Sewer & Waste

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ENVIRONMENTAL SERVICES

The purpose of this report is to provide statistical information in relation to activities of the Environmental Services Department. This Department is responsible for the following key functions:

- ◆ Development
- ◆ Town Planning & Strategic Planning
- ◆ Construction compliance
- ◆ Environmental management
- ◆ Regulatory services
- ◆ Animal control
- ◆ Building and amenity maintenance

The statistical information contained within this report demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outlined in Council’s Community Strategic Plan 2027, Delivery Program 2017-2021 and Operational Plan 2018-2019.

A report will be presented to Council each month for comparison purposes, showing the previous year’s totals, and the year to date figures for the current year.

9.10 Development & Construction

| Development Data 2018/2019 YTD | DAs | CDCs |
|--|--------------|-------------|
| Total Number Determined | 14 | 1 |
| Number Outstanding | 2 | 0 |
| Average Determination Time (days) | 24.9 | 0 |
| Value | \$638,100.00 | \$18,000.00 |
| Number of Single New Dwellings | 1 | 0 |
| Residential | - | - |
| Village / Large Lot Residential | - | - |
| Rural | 1 | - |
| Number of Multi Unit Dwellings | 0 | 0 |
| Number of Commercial Developments | 0 | 0 |
| Number of Industrial Developments | 0 | 0 |
| Withdrawn / Cancelled | 0 | 0 |
| Refused | 0 | 0 |

DA and CDC Determinations Issued

Section 4.59 of the *Environmental Planning and Assessment Act 1979* (the Act), as amended, precludes a challenge to the validity of consent more than three (3) months after the date of public notification of the consent. Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Hamilton Street office. In accordance with Section 4.59 of the Act and Clause 124 of the *Environmental Planning and Assessment Regulation 2000*, the following determinations are publicly notified:

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| September 2018 | | |
|----------------|---|--------------------------|
| DA Number | Description | Address |
| 10.2018.12 | Landscape structure | 163W Croudace St, Walcha |
| 10.2018.21 | Boundary adjustment of residential land | 215N Uralla Rd, Walcha |
| 10.2018.22 | Subdivision of large lot residential land | 16097 Oxley Hwy, Walcha |
| 10.2018.25 | Demolish existing dwelling | 157W Evans St, Walcha |
| 10.2018.26 | Temporary buildings and shipping containers | 215N Uralla Rd, Walcha |
| CDC Number | Description | Address |
| Nil | | |

Register of disclosure statements of reportable political donations and gifts in relation to planning applications or submissions

Under section 10.4 of the *Environmental Planning and Assessment Act 1979* a person who makes a planning application to council is required to disclose the following reportable political donations and gifts (if any) made by any person with a financial interest in the application within the period commencing 2 years before the application is made and ending when the application is determined:

- a) all reportable political donations made to any local councillor of that council
- b) all gifts made to any local councillor or employee of that council.

The legislation also imposes similar disclosure obligations on persons who make written submissions objecting to or supporting a relevant planning applications.

Disclosures of reportable political donations and gifts are to be made available to the public on, or in accordance with arrangements notified on a website maintained by Council. The disclosures are to be made available within 14 days after the disclosures are made.

| Nature of Interest | Number Received 2017/2018 | Number Received 2018/2019 YTD | Number Received this period |
|---|---------------------------|-------------------------------|-----------------------------|
| Political Gifts and Donations | 0 | 0 | 0 |
| Applicant or owner is an employee of Walcha Council or a Councillor | 0 | 0 | 0 |
| Applicant with any relationship to staff or Councillor | 0 | 0 | 0 |

Construction Certificates

Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not carry out building work without a certificate. Section 6.7 of the *Environmental Planning and Assessment Act 1979* states that a construction certificate is required for the erection of a building in accordance with a development consent. The construction certificate is a certificate to the effect that building work completed in accordance with

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specified plans and specifications or standards will comply with the requirements of the regulations.

| Construction Certificates | 2017/2018 | 2018/2019 YTD | This Period |
|-----------------------------------|-----------|---------------|-------------|
| Number Issued Council | 5 | 4 | 0 |
| Number Issued (Private Certifier) | 11 | 1 | 1 |

Occupation Certificates

Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not commence the occupation or use of a building (including a change of use) without a certificate. Section 6.9 of the *Environmental Planning and Assessment Act 1979* states that an occupation certificate is required for the commencement of the occupation or use of the whole or any part of a new building, or the commencement of a change of building use for the whole or any part of an existing building. The occupation certificate is a certificate that authorises the occupation and use of a new building in accordance with a development consent, or a change of building use for an existing building in accordance with a development consent.

| Occupation Certificates | 2017/2018 | 2018/2019 YTD | This Period |
|-----------------------------------|-----------|---------------|-------------|
| Number Issued (Council) | 3 | 0 | 0 |
| Number Issued (Private Certifier) | 9 | 1 | 1 |

Subdivision Certificates

Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not carry out the subdivision of land without a certificate. The subdivision certificate authorises the registration of a plan of subdivision under Part 23 of the *Conveyancing Act 1919*.

| Subdivision Certificates | 2017/2018 | 2018/2019 YTD | This Period |
|--------------------------|-----------|---------------|-------------|
| Number Issued | 3 | 3 | 0 |

Planning Certificates

Section 10.7 Certificates are issued under the provisions of the *Environmental Planning and Assessment Act 1979*, it provides information on the relevant planning regulations which apply to any particular piece of land. It is compulsory for every property sold to be accompanied by a s10.7 Planning Certificate.

| Planning Certificates | 2018/2019 YTD | This Period |
|-----------------------|---------------|-------------|
| Number Issued | 23 | 7 |

Building Information Certificates

Sections 6.24 – 6.26 Building Information Certificates are issued under the provisions of the *Environmental Planning and Assessment Act 1979*, it is a certificate that states that the Council will not make an order or take proceedings referred to below:

- 1) A building information certificate operates to prevent the council:

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- a) from making an order (or taking proceedings for the making of an order or injunction) under this Act or the *Local Government Act 1993* requiring the building to be repaired, demolished, altered, added to or rebuilt, and
 - b) from taking civil proceedings in relation to any encroachment by the building onto land vested in or under the control of the council,
- in relation to matters existing or occurring before the date of issue of the certificate.
- 2) A building information certificate operates to prevent the council, for a period of 7 years from the date of issue of the certificate:
- a) from making an order (or taking proceedings for the making of an order or injunction) under this Act or the *Local Government Act 1993* requiring the building to be repaired, demolished, altered, added to or rebuilt, and
 - b) from taking civil proceedings in relation to any encroachment by the building onto land vested in or under the control of the council,
- in relation to matters arising only from the deterioration of the building as a result solely of fair wear and tear.

| Building Information Certificates | 2017/2018 | 2018/2019 YTD | This Period |
|-----------------------------------|-----------|---------------|-------------|
| Number Issued | 0 | 0 | 0 |

Outstanding Notices and Orders Certificates

Certificates as to whether there are any outstanding notices issued by the Council under the *Local Government Act 1993*, or any outstanding notices or orders in force under Schedule 5 of the *Environmental Planning and Assessment Act 1979*.

| Outstanding Notices & Orders Certificates | 2017/2018 | 2018/2019 YTD | This Period |
|---|-----------|---------------|-------------|
| Number Issued | 12 | 2 | 1 |

Critical Stage Inspections for DAs, CCs and CDCs

Section 6.5 of the *Environmental Planning and Assessment Act 1979* requires the carrying out of inspections of building work for certifiers appointed as the principal certifying authority. Cl.143B and Cl.162A of the *Environmental Planning and Assessment Regulation 2000* denotes the critical stage inspections (the occasions on which building work must be inspected), specified below:

| Compliance Inspections | 2018/2019 YTD | This Period |
|-----------------------------|---------------|-------------|
| Site inspections | 19 | 5 |
| Footings & slab inspections | 2 | 1 |
| Framework inspections | 1 | 0 |
| Waterproofing inspections | 0 | 0 |
| Stormwater inspections | 0 | 0 |
| Final inspections | 3 | 1 |

Annual Fire Safety Statements

Clause 177 of the *Environmental Planning and Assessment Regulation 2000* requires the owner of a building to which an essential (statutory) fire safety measure is applicable to provide

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Council with an annual fire safety statement for the building within 12 months after the date on which an annual fire safety statement was previously given. As described in clause 175 of the *Environmental Planning and Assessment Regulation 2000*, an annual fire safety statement is a statement to the effect that:

- 1) each essential fire safety measure specified in the statement has been assessed by a competent fire safety practitioner and was found, when it was assessed, to be capable of performing:
 - a) in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
 - b) in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- 2) the building has been inspected by a competent fire safety practitioner and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7.

| Annual Fire Safety Statements | 2017/2018 | 2018/2019 YTD | This Period |
|-------------------------------|--|---------------|-------------|
| Number received | 15 | 1 | 0 |
| Number of relevant premises | Data not available at the time of the report | | |

Bushfire Attack Level Certificates

Clause 130A of the *Environmental Planning and Assessment Regulation 2000* requires a bushfire attack level assessment and determination to be issued for complying development on bushfire prone land.

| BAL Certificates | 2017/2018 | 2018/2019 YTD | This Period |
|------------------|-----------|---------------|-------------|
| Number Issued | 1 | 0 | 0 |

Dwelling Entitlement Information Advice

Information to applicants under clause 4.2A of the *Walcha Local Environmental Plan 2012* as to whether a dwelling may be permitted to be erected with development consent on subject land.

| Dwelling Entitlement Advice | 2017/2018 | 2018/2019 YTD | This Period |
|-----------------------------|-----------|---------------|-------------|
| Number Issued | 8 | 2 | 0 |

9.11 Environment & Regulatory

Section 68 Activities

Section 68 of the Local Government Act requires the approval from Council for undertaking certain activities.

| Section 68 Activity Data | | |
|---------------------------------|-----------|---------------|
| | 2017/2018 | 2018/2019 YTD |
| Total Number of S68s Determined | 6 | 2 |
| Number of S68s Outstanding | 0 | 1 |

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| Section 68 Approvals September 2018 | | |
|-------------------------------------|-------------|---------|
| S68 Number | Description | Address |
| Nil | | |

| S68 Compliance Inspections | 2018/2019 YTD | This Period |
|-------------------------------|---------------|-------------|
| Site inspections | 3 | 0 |
| Internal drainage inspections | 0 | 0 |
| External drainage inspections | 3 | 1 |
| Water supply work inspections | 0 | 0 |
| Final inspections | 0 | 0 |

Food Premises Surveillance

Under the Food Regulation Partnership Council is appointed as an enforcement agency under the *Food Act 2003*. As an enforcement agency Council is responsible for food surveillance within the Walcha LGA and Council is required to report our food surveillance activity to the NSW Food Authority annually.

| Food Premises Surveillance 2018/2019 | | | | | | |
|--------------------------------------|-----------------|-------------------|----------------|--------|-----------|-----------|
| | High Risk Fixed | Medium Risk Fixed | Low Risk Fixed | Mobile | Temporary | TOTAL |
| Total No. | 22 | 5 | 5 | 2 | 5 | 39 |
| No. Primary Inspections | 0 | 0 | - | 0 | 0 | 0 |
| No. Re-inspections | 0 | 0 | - | 0 | 0 | 0 |
| No. additional Re-inspections | 0 | 0 | - | 0 | 0 | 0 |
| No. FSS Required | 20 | | | | | 20 |
| No. FSS Current | 20 | | | | | 20 |

Footpath Usage Applications

Section 125 and 126 of the *Roads Act 1993*, and section 46 of the *Local Government Act 1993* requires approval from Council for carrying out an activity or placing an item within the road reserve.

| Footpath Usage Approvals | 2017/2018 | 2018/2019 YTD | This Period |
|--------------------------|-----------|---------------|-------------|
| Number Issued | 2 | 1 | 0 |

Swimming Pool Inspection and Compliance

Section 22 of the *Swimming Pools Act 1992* requires Council to develop and adopt a mandatory pool inspection program, Council must then inspect the swimming pools in accordance with the program and check the pool barriers comply with the requirements of the *Swimming Pools Act 1992*.

Properties to be sold with a pool must have:

- a) A certificate of compliance, or

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- b) A relevant occupation certificate and a certificate of registration, or
- c) A certificate of non-compliance

Properties to be leased with a pool must have:

- a) A certificate of compliance, or
- b) A relevant occupation certificate and a certificate of registration

| Swimming Pool Compliance | 2017/2018 | 2018/2019 YTD | This Period |
|--|-----------|---------------|-------------|
| Certificates of Compliance Issued | 0 | 0 | 0 |
| Certificates of Non-Compliance Issues | 0 | 0 | 0 |
| Inspections Conducted | 0 | 0 | 0 |

Regulatory Control

Council performs a number of regulatory functions to control and manage matters of public health and environmental concern to the community, some of these include:

- *Local Government Act 1993* e.g. overgrown land and accumulation of waste
- *Protection of the Environment Operations Act 1997* e.g. environmental pollution and noise abatement
- *NSW Road Rules 2014* e.g. vehicles and traffic on nature strip
- *Road Transport (Vehicle and Driver Management) Act 2005* e.g. abandoned vehicles
- *Impounding Act 1993* e.g. abandoned vehicles and roaming stock

| Regulatory Service | Action | 2018/2019 YTD | This Period |
|---|----------------|---------------|-------------|
| Overgrown allotment | Warning | 0 | 0 |
| | Intention | 0 | 0 |
| | Order | 0 | 0 |
| | Penalty Notice | 0 | 0 |
| Accumulation of waste | Warning | 0 | 0 |
| | Intention | 0 | 0 |
| | Order | 0 | 0 |
| | Penalty Notice | 0 | 0 |
| Keeping of animals | Warning | 4 | 2 |
| | Intention | 1 | 1 |
| | Order | 0 | 0 |
| | Penalty Notice | 0 | 0 |
| Vehicles and traffic on nature strip | Warning | 0 | 0 |
| | Intention | 0 | 0 |
| | Order | 0 | 0 |
| | Penalty Notice | 0 | 0 |
| Abandoned vehicle | Warning | 0 | 0 |
| | Intention | 0 | 0 |
| | Order | 0 | 0 |
| | Penalty Notice | 0 | 0 |

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| | | | |
|--------------------------------|----------------|---|---|
| Noise abatement | Warning | 0 | 0 |
| | Intention | 0 | 0 |
| | Order | 0 | 0 |
| | Penalty Notice | 0 | 0 |
| Environmental pollution | Warning | 0 | 0 |
| | Intention | 0 | 0 |
| | Order | 0 | 0 |
| | Penalty Notice | 0 | 0 |

Tree Management Applications (TMAs)

A Tree Preservation Order exists over the town of Walcha to promote the retention of trees and tree cover and to conserve as far as is practical the existing pattern of vegetation.

| TMAs 2018/2019 | Lodged | Approved | Refused |
|-----------------------|---------------|-----------------|----------------|
| July | 3 | 2 | 0 |
| August | 0 | 1 | 0 |
| September | 1 | 0 | 0 |

9.12 Animal Control

Council encourages responsible pet ownership in the community, as well as at home. Pet owners should make sure their animals don't disturb their neighbourhood and threaten or harm any other person, pets or wildlife.

Council is required to enforce the registration laws, and the other areas of pet ownership covered by the *Companion Animals Act 1998*.

| Companion Animal Registrations 2018/2019 | | | | | | | |
|---|----------------|--------------------|----------------------------|---------------------------------|---------------------------|----------------|-----------------|
| | Desexed | Non desexed | Pensioner (desexed) | Pound Purchase (desexed) | Recognised breeder | Working | Value \$ |
| Jul | 2 | 0 | 1 | 0 | 0 | 0 | \$138.00 |
| Aug | 2 | 0 | 0 | 0 | 3 | 1 | \$285.00 |
| Sep | 1 | 0 | 0 | 0 | 0 | 0 | \$57.00 |

| Companion Animal Seizures 2018/2019 | | | | | | |
|--|---------------|--------------------|-----------------|----------------|-------------------|-----------------------|
| | Seized | Surrendered | Released | Rehomed | Euthanased | Stolen/Escaped |
| Jul | 2 | 1 | 1 | 0 | 1 | 0 |
| Aug | 7 | 3 | 3 | 1 | 3 | 0 |
| Sep | 4 | 2 | 1 | 0 | 3 | 0 |

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| Companion Animal Ranger Services 2018/2019 | | | | |
|---|---------------------------------|---------------------|---------------------|---------------------|
| | Dog attack investigation | Roaming dogs | Roaming cats | Barking dogs |
| Jul | 0 | 2 | 0 | 0 |
| Aug | 2 | 3 | 1 | 0 |
| Sep | 0 | 0 | 0 | 1 |

| | Caution | Dangerous Dog | | Nuisance Dog | | Menacing Dog | | Penalty Notice |
|------------|----------------|----------------------|--------------|---------------------|--------------|---------------------|--------------|-----------------------|
| | | Notice | Order | Notice | Order | Notice | Order | |
| Jul | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aug | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Sep | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

9.13 Building and Amenity Maintenance

| Project work at Council facilities September 2018 | |
|--|----------------------|
| Project | Total to Date |
| WO 4605 Council Chambers Internal Refurbishment | \$1010.68 |

| Routine cleaning hours at Council facilities | |
|---|------------------------------|
| Building / Amenity | Hours (per fortnight) |
| Council Chambers | 20 |
| Library | 5 |
| Visitor Information Centre | 5 |
| Amenities | 21 |
| Streets | 12 |
| Depot | 10 |
| Preschool (incl. Early Intervention) | 20 |
| Landfill | 3 |
| Water Treatment Plant | 2 |
| Sewerage Treatment Plant | 1.25 |
| Aerodrome (incl. Lions Park) | 2 |
| John Oxley Sportsground | 1.75 |
| Walcha Oval | 2 |
| Squash Courts | 2.5 |
| Van | 0.5 |
| Swimming Pool (during season) | 7 |

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| Routine cleaning hours at Council facilities | |
|---|------------------------------|
| Building / Amenity | Hours (per fortnight) |
| Council Chambers | 20 |
| Library | 5 |
| Visitor Information Centre | 5 |
| Amenities | 21 |
| Streets | 12 |
| Depot | 10 |
| Preschool (incl. Early Intervention) | 20 |
| Landfill | 3 |
| Water Treatment Plant | 2 |
| Sewerage Treatment Plant | 1.25 |
| Aerodrome (incl. Lions Park) | 2 |
| John Oxley Sportsground | 1.75 |
| Walcha Oval | 2 |
| Squash Courts | 2.5 |
| Van | 0.5 |
| Swimming Pool (during season) | 7 |

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COMMUNITY SERVICES

9.14 Walcha Council Community Care

Groups

September 2018

Women’s Group and Wanderer’s Group

5 September 2018 – 22 clients from the Women’s Group and the Wanderer’s Group attended morning tea at the Community Day Centre Rooms. The guest speaker for the morning was Jacquie Nash, Presbyterian Aged Care Willow Wing Package Advisor. Jaquie spoke to the group about the importance of contacting My Aged Care and having a registratio with My Aged Care if you are needing extra services or a package.

19 September 2018 - 23 ladies attended the Women’s and Wanderer’s Group theme day “Spring Time” held in the Community Day Centre Rooms. The morning began with a very scrumptious high tea for morning tea and fun activities keeping with the spring idea. Lunch was also provided with the ladies having a very enjoyable day.

Wanderer’s Group

12 September 2018 – The group enjoyed the trip to Armidale to visit the Aboriginal Keeping Place and NERAM. Local artist, Tyler Stackman’s exhibition was on display at The Keeping Place and it was good to see the success of a Walcha artist. Lunch was held at the Armidale Bowling Club.

26 September 2018 – The Wanderer’s Group spent the morning doing craft activities and chatting over morning tea in the community Day Centre Rooms. The group are creating some lovely Christmas cards and decorated items to sell within the groups. The cards are very individual and make lovely gifts for people.

Men’s Group

11 September 2018 – 8 gentlemen attended morning tea held in the Community Day Centre Rooms.

25 September 2018 – 16 gentlemen attended the trip to Burgh and Sue Blomfield’s property “Cheyenne”. The light rain through the day provided perfect weather for the camp oven cook up for lunch. Husband, Mick was kept busy throughout the morning stoking the fire to have the coals ready for cooking the braised steak, veges and damper and did a fantastic job with everyone really enjoying the meal. Burgh was in his element showing the group his wonderful collection of working antique machinery, his museum of collected artifacts and memorabilia and of course the fabulous view from his back door over the gorge country when the cloud cleared enough.



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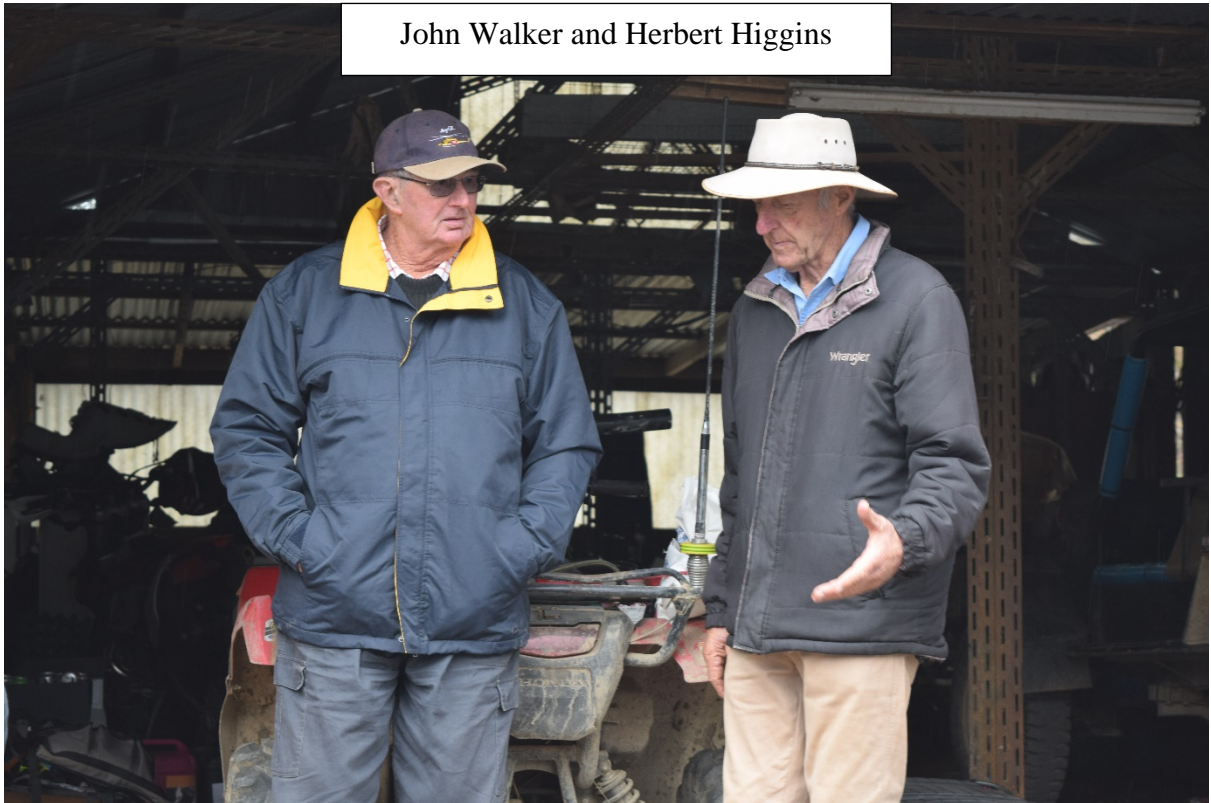
Vidis Kulinskis in Burgh's
Museum



Burgh Blomfield and
Graeme Fairweather



John Walker and Herbert Higgins



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Dick Bowden, Rob Steel
and Peter Sendell in
Burgh's Museum

Max Harris and
Peter Sendell



Herbert Higgins and
Vidis Kulinskis

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Mick Noon showing Herb Higgins how to cook and Burgh shoveling coals.

Eric O'Keefe & George Lawrence



Peter Sendall, Mick Noon, Dick Bowden and Max Harris.

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Left – John Walker

Right – Herbert Higgins

Below – Margie Carter and Sue Blomfield



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Transport – July

Medical drives – 10 clients utilized the service with 21 trips this month.

Access bus – 5 clients used the service making 34 trips this month.

Bus to Tamworth – 6 clients used the service on 28 September 2018

Bus to Armidale numbers were as follows:

- ◆ 4 September 2018 – 6 clients
- ◆ 11 September 2018 – 7 clients
- ◆ 18 September 2018 – 6 clients
- ◆ 25 September 2018 – 4 clients

Taxi Vouchers – 18 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport with a total of 69 Taxi Vouchers returned.

Transport was provided for a group of 9 ladies on Monday 17 September to have a social day in Armidale to see the movie “The Book Club”, do some shopping and have a lovely lunch together at the Armidale Bowling Club after the movie. The ladies were once again thrilled with the day and can’t wait to go again.

Meals on Wheels

This month 14 clients received hot main meals with 4 of those clients also receiving frozen meals for the weekend. There were 4 clients who received frozen meals. The total number of meals for the month of September was:

- ◆ 338 Hot meals,
- ◆ 147 frozen meals and
- ◆ 155 desserts.

Rural and Remote Exercise Groups

Nil to report this month.

Feedback, Suggestions and Complaints

Nil to report this month.

Meetings and Training

13 September 2018 – Dementia Support Group meeting held at the Community Day Centre Rooms.

7, 14, and 28 – “Cuppa on Council” afternoon tea held in the Community Day Centre Rooms. People have attended the Friday afternoon get togethers with the aim of supporting others emotional and socially that are effected by the ongoing drought. Debby Maddocks from the Rural Assistance Authority in Armidale has been very well utilised during the weeks she has been able to attend the meetings.

Cathy Noon
Community Care Coordinator

Submitted to Council: 31 October 2018

..... General Manager Mayor



9.15 Library

September 2018

Stats for September:

- ◆ Loans: 543
- ◆ Returns: 592
- ◆ Reservations placed: 35
- ◆ New members: 2
- ◆ Door count: 1022
- ◆ Wi-fi use: 24
- ◆ Computer use: 68

Throughout the month of September Walcha Library has been promoting the book 'Scrublands' by Chris Hammer as part of the One Book One Region event. This event is held every year and the aim is to distribute the book to various locations in the community so people can pick up, read and pass the book along. Walcha Library received around 6 non-barcoded copies of the book. These were given out to borrowers who were then asked to hand the book on to someone else or leave it somewhere in the community. The aim is to create discussion about the book. We still have some copies in the library if anyone is interested in joining the discussion.

In conjunction with the Walcha John Oxley Bicentenary events, Walcha Library held a display in the library. Artworks from students in the Walcha area were displayed all over the library, along with many books on John Oxley. The library opened for a couple of hours on 8 September so people could enjoy the display along with the rest of the weekend's events.

This month the focus has been on promoting e-content. E-content continues to be one of our most popular services, in particular BorrowBox and RB Digital. However, there are still many people who aren't aware we offer these services. In the coming months we will also continue to promote these services to the community. Another focus has been trying to encourage people to bring their library cards when they borrow books. This allows them to use the self-checker which is extremely helpful if library staff are busy with another customer.

Quota Club are continuing to work with us to deliver to housebound members, as well as residents of Riverview and the Walcha Hospital.

Madison Garrad
Library Coordinator/Youth Worker

Submitted to Council: 31 October 2018

..... General Manager Mayor



9.16 Preschool

September 2018

John Oxley preparations took a few weeks to complete our role in the production is to present the current day so the *Open Air Gallery* was the focus. Hugh Wauch came in and helped the children to build two sculptures from the town the big orange chair, of course, and the true born native man. The children also had the job of creating a rainbow serpent to open the production along with the acknowledgement to country.



The performance went really well the children worked hard on the props and got a great reception from the crowd. Lots of families were involved just by bringing along their children on the day. Rachael Wellings did the presentation talk and Hugh Cook played guitar as the children recreated the sculptures.



Science on the Move

Each year Science on the Move comes to Walcha Preschool this is where the children are able to be hands on as they learn about a variety of science concepts this year they learn about surface tension, gears, magnets, motion and air.

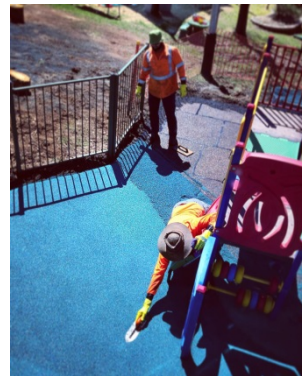
Submitted to Council: 31 October 2018

..... General Manager Mayor



Soft Fall Repairs

Using the \$15,000 from the Quality Learning Environments grant the soft fall in the Early Intervention playground was replaced at the end of last term, with the loss of half of the playground and the fencing removed from the Early Intervention playground this provides an additional climbing frame for the children when the building begins. The children loved watching the backhoe dig up the tree roots and the soft fall being laid.



Assessment and Rating

Preschool has been notified for assessment and rating, the Quality Improvement Plan was submitted on 17 October for review and preschool will be given 5 days notice of the Assessment and Rating visit. To achieve an exceeding rating again at least 2 of the four core areas must be rated as exceeding plus 2 other areas. This will gain an overall rating of exceeding for the service.

I have included a Fact Sheet on the Assessment and Rating and Process for your information.

Submitted to Council: 31 October 2018

..... General Manager Mayor



National Quality Standard

The National Quality Standard (NQS) sets a benchmark for the quality of all education and care services across Australia.

The NQS is made up of seven quality areas.

Services are assessed and rated by their regulatory authority to determine the level of quality.

seven quality areas

- 1 Educational program and practice
- 2 Children's health and safety
- 3 Physical environment
- 4 Staffing arrangements
- 5 Relationships with children
- 6 Collaborative partnerships with families and communities
- 7 Governance and leadership

quality ratings

Service promotes **exceptional** education and care, demonstrates sector leadership, and is committed to continually improving.



Service **goes beyond** the requirements of the National Quality Standard in at least four of the seven quality areas.



Service **meets** the National Quality Standard. Service provides quality education and care in all seven quality areas.



Service provides a **safe** education and care program, but there are one or more areas identified for improvement.



There is an identified significant risk to the safety, health and wellbeing of children. Immediate action will be taken to address issues.





Temporary Buildings

The temporary buildings were put into place during the holidays these include a toilet block, and office building and the play room which the Penguins will be using and 2 shipping containers for storage. Before these can be used the department must come and provide approval to operate from these buildings. They are aware that our assessment and rating is underway and they have kindly asked where the preschool would prefer to have the assessment and rating process happen, the current building is preferred as the educators and children have routines and practices established.



Zoe Herbert
Preschool Nominated Supervisor

RECOMMENDATION: That items included in the Management Review Report, numbered 9.1 to 9.16 inclusive, be NOTED by Council.

Submitted to Council: 31 October 2018

..... General Manager Mayor



Item 10:

Committee
Reports

Submitted to Council: 31 October 2018

..... General Manager Mayor

Walcha Preschool Advisory Committee Meeting

held on

Tuesday, 25 September 2018

at

5:06 pm

at

Walcha Preschool

PRESENT:

Councillor Rachael Wellings (Chairperson) Karen Kermode (Community Services Manager) Zoe Herbert (Nominated Supervisor), Bonnie Brown, Kimberley Lisle and Melika McKinnon.

1. APOLOGIES:

Meggie Davey

2. CONFIRMATION OF MEETING MINUTES HELD ON MONDAY 10 APRIL 2018:

Moved Kimberley Lisle, Seconded Melika McKinnon

3. Business Arising

Nil.

4. Nominated Supervisor's Report – Term 3 2018

A written report was provided by the Nominated Supervisor to the Committee. It highlighted the following:

- Bus numbers are good with between 5 and 10 children using the service each day it is offered.
- Extended hours numbers are quiet. Most days the children are gone by 4.30.

Term 3 has been busy with events:

- NAIDOC week excursion to the Mill Hole with Sue Green (local Aboriginal Elder) retelling the story of the rainbow serpent. Mark Davies (Amaroo Land Council) visited the preschool to do some traditional cooking. Cassie McKenna came and taught the children a traditional Torres Strait Island song and words, and did some craft making a traditional headdress.
- Book Week was successful with many families visiting the preschool. \$300 worth of books are able to be purchased due to the support of the families.

- The preschool children participated in the John Oxley Bicentenary community event on 9th September. The children assisted Hugh Wauch in recreating some of the local sculptures. Rachael Wellings assisted by reading the information about the sculptures, and Hugh Cook played the guitar as the children made sculptures on the stage.

The trainee administration assistant has changed office days and is now working Thursdays.

5. General Business

5.1 Policies were reviewed by the Committee and small changes were recommended. Updated policies are attached:

- Access and Equity
- Back Care and Manual Handling
- Environmental Awareness
- Food and Nutrition
- Hazardous Plants
- HIV and AIDS Virus
- Hygiene
- Indoor Safety
- Physical Activity and Small Screen Time
- Sun Protection
- Water Safety
- Child Protection
- Protective Behaviours
- Emergency and Evacuation

5.2 The parent members of the committee suggested providing the children with a preschool shirt. It was agreed that the preschool could issue one free shirt per child and have additional shirts available for purchase at cost. The Community Services Manager will contact a local supplier to gather shirt options and prices and embroidery costs.

6. Community Services Manager Report

6.1 Update on preschool buildings and playground upgrade

The builder has been selected and we are in negotiations with them about the start date. The early intervention softfall is booked to be replaced on Monday 25 September. This is using the Quality Learning Environments grant funding we received.

6.2 *Fees in 2019*

Three year olds will be funded again commencing 2019, however not at the same rate as four year olds. We have also been notified that we will be receiving some Drought Relief Funding. The amount and guidelines are not known as yet.

Fees for 2019 will need to be reset due to these funding increases and the draft fees will be available at the next Advisory Committee meeting.

6.3 *Changes in traffic conditions due to preschool project*

The flow of traffic will need to change once the preschool project commences. Part of the car park will be closed to allow the building team to have their own dedicated storage area and driveway. This will greatly reduce the risk to families and children. The big chair entry will be used as a 2-way street until the end of the project. A traffic control plan has been completed. Families will be advised of the changes conditions closer to the commencement date.

6.4 *Purchase of additional land*

Council has approved the purchase of land adjoining the preschool, and this is where we will place the temporary buildings during the construction project. Once the purchase is finalised the land will be fenced and it will become a permanent part of our playground.

RECOMMENDED: That Council ADOPT the Access and Equity, Back Care and Manual Handling, Environmental Awareness, Food and Nutrition, Hazardous Plants, HIV and AIDS Virus, Hygiene, Indoor Safety, Physical Activity and Small Screen Time, Sun Protection, Water Safety, Child Protection, Protective Behaviours and Emergency and Evacuation policies as presented.

There being no further business the Chair declared the meeting closed at 6.12pm.

CONFIRMED _____ (Signed)

Date: ___ / ___ / ___ **Chairperson**

Attachment 5.1

Access and Equity – NOA1 & NOA 2

Walcha Preschool promotes access of disadvantaged groups and individuals to the Preschool.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Freedom from discrimination

No person will be harassed or discriminated against on the basis of gender, marital status, pregnancy, age, Aboriginality, ethnicity, nationality, physical, intellectual or sensory disability, sexual orientation, economic status, or religious or political conviction.

Cultural diversity

Walcha Preschool supports the right of all people to have equal opportunity to access society's resources, and to have recognition and understanding of their diverse languages, cultures, religious practices and values.

Walcha Preschool will actively encourage Aboriginal and Torres Strait Islander families to use the Preschool and have input about how it can best meet their needs in a culturally appropriate way. Links will be maintained with services such as Amaroo Local Aboriginal Lands Council and the Community Hub to encourage "word of mouth". Liaison will also be maintained with the Aboriginal Education Officer at local schools.

Children from a culturally and linguistically diverse (CALD) background are defined as those children who were born overseas in a country where English is not the dominant language or culture, or have one or both parents born in such a country. Families who are from a CALD background will be assisted in accessing any additional services needed for them to fully utilise Walcha Preschool, eg translation and interpreting services. The implications of the family's cultural and linguistic background are discussed with them during enrolment.

Walcha Preschool will fully respect any cultural or religious practices that the family wishes to have observed in their child's care and education.

Disadvantaged families

Children from disadvantaged and vulnerable families and communities are defined as those children who:

- Come from a family situation where they are at risk of abuse or neglect and may enter institutional care as a result
- Come from a family situation whose income level is below that set for the receipt of assistance under the NSW Children's Services Program Affordability Policy
- Come from a socially or geographically isolated area or community.

A socially or geographically isolated area or community is defined as:

Where there is a distance from, and/or there is no regular contact with, and/or there is a lack of reasonable and reliable access to other families, children, services and resources.

Other children requiring additional assistance/support are defined as those children who:

- Are assessed as being exceptionally gifted or talented
- Display challenging behaviour.

Walcha Preschool is committed to access and equity for disadvantaged families. These families will receive priority access to the Preschool should a waiting list be established. The Nominated Supervisor will maintain liaison with these families to ensure that the Preschool is appropriately meeting their special needs.

Family structures and beliefs

Whatever the personal beliefs, ideals, or customs of staff, they will respect and abide by those of the parents. Where a family's values differ significantly from those of the Preschool, for example in behaviour management practices, the Nominated Supervisor will discuss the matter with the parents.

The Preschool recognises and accepts non-traditional family structures, such as defacto relationships, single parents, blended families, and gay and lesbian parents. No child or family will be disadvantaged because of having different beliefs or a different family structure.

Staff should be particularly aware of these issues when programming for days such as Mother's Day, Father's Day, Easter, Christmas, etc.

Children with additional needs

Walcha Preschool uses the definitions of special needs that have been developed by the World Health Organisation. These definitions are:

| | |
|----------------------|---|
| Impairment: | An anatomical or functional abnormality which may or may not result in disability |
| Disability: | A loss or reduction of functional ability which results from an impairment. |
| Handicap: | A disability or impairment which significantly interferes with the individual's ability to lead a normal life |
| Learning difficulty: | A pupil with a learning difficulty is one whose delay in learning is not the direct result of disability in one or a combination of sensory, physical, psychological or intellectual areas. |

Every effort will be made to provide an appropriate service for children with special needs. In particular, the Nominated Supervisor will liaise with families when a child with additional need is enrolled. This child is to have access to all areas and facilities of the preschool, support services and any specialised equipment or resources necessary. If the preschool is unable to provide care due to the extent of the child's support needs and the availability of staff, the Nominated Supervisor will liaise with the family to assist them to find care that meets their family's needs.

Rights of families

Families have the right to:

- Know about the Preschool, its scope and limitations;
- Receive fair, equitable and reasonable treatment;
- Be aware of their responsibilities to the Preschool;
- Be informed of decisions made by the Preschool and the reasons for making them;
- Involve an advocate of their choice at any time;
- Change their nominated advocate at any time;
- Be aware of the complaints procedure and their rights to use it;
- Be confident of privacy and confidentiality.

Responsibilities of families

Families who use the Preschool are responsible for:

- Respecting the rights of staff and other families;

- The decisions they make;
- Having their say and speaking up;
- Informing the Preschool of any medical needs their child has;
- Paying fees promptly;
- Keeping Walcha Preschool informed about their changing needs;
- Making Walcha Preschool aware of any problems they are having in regard to the Preschool.

Relevant Legislation and Key Resources

Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
 Work, Health and Safety Act 2011 and Regulations 2017 (NSW)
 Australian Standards for toys, equipment and glass in buildings
 National Quality Framework and National Quality Standards
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
 Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | |
|--------------------------------------|--|
| Date Adopted | 31/7/2013 Minute No. 19/2013-14 27/05/2015 Minute No. 200/2014-15 01/06/2016 Minutes No. 183/2015-16 |
| Staff Review | 13/09/2018 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Back Care and Manual Handling Policy (Preschool) – NOA2 & NOA7

Remember:

- Manual handling means any activity requiring the use of force exerted by the person to lift, lower, push, pull, carry or otherwise move or hold any person or object.
- Manual handling injuries may be caused by the above activities listed above. Injuries can include back strains, similar strains and sprains in parts of the body such as the neck, arm, shoulder and knee.
- Manual handling injuries also encompass overuse injuries or, as a result of falling during manual handling, bruising or laceration.

Practices

The employer, in consultation with staff/educators will:

- Provide you regularly with training in Manual Handling and Back Care.
- Display in appropriate areas written information regarding manual handling and any updates as required.
- Make sure that equipment and containers are designed and maintained to be, as far as workable, safe and without risk to health and safety when manually handled.
- Make sure that the work practices involving manual handling and the work environment are designed to be, as far as workable, consistent with safe manual handling activities.
- Identify, assess and control all risks associated with manual handling in each workplace.
- Clearly mark any equipment which requires more than one person to lift or move it.

Principles of Preventing Manual Handling Injuries:

- Eliminate or reduce the amount of manual handling.
- Reduce the amount of bending, forward reaching, and twisting, in all tasks.
- Reduce worker fatigue.
- Keep all equipment in good working order.
- Keep the workplace environment safe.

To help prevent manual handling injuries:

- Kneel down rather than bend down.
- Sit down rather than bend.
- Sit in an appropriate sized chair or on the floor.
- Carry children only when necessary. Adults should try to avoid carrying a child as this can strain the back.
- When lifting awkward loads, be careful to lift with a balanced and comfortable posture.
- Minimise the need to reach above shoulder level. If necessary use a step ladder.
- Avoid extended reaching forward,
- Share the load if the equipment is heavy, long or awkward.
- When sliding, pulling or pushing equipment that is not easy to move ask for help and organise a team lift.
- Where possible, rearrange surroundings to meet the needs of both children and adults.
- Larger children can use the adjustable height change table

Remember these needs when buying furniture and equipment or upgrading facilities. Try to purchase equipment and furniture that can be moved around as safely and easily as possible.

To complete lengthy writing tasks, e.g. program planning, sit at an appropriate adult sized chair at an adult sized table.

Avoid Twisting when Lifting. Many injuries result from twisting while lifting. To avoid this:

- Move equipment when children are not around.
- Rearrange storage so that it is easier and safer to replace and remove items.
- Lift only within the limits of your strength.
- Use beds and equipment that are easy to move.
- Make sure you can see where you are going when carrying equipment or children.
- Be especially careful when lifting a child with special needs.

Avoid Accidents with Careful Housekeeping. Good housekeeping means fewer accidents. Check that:

- The floors and other walking surfaces are uncluttered, even and non-slippery.
- The workplace is tidy.
- There is adequate space to perform each task.
- Equipment is maintained regularly.
- Lighting is adequate.

How to Lift Safely

- Place your feet in a stride position.
- Keep your breastbone as elevated as possible.
- Bend your knees.
- Engage your core (stomach muscles).
- Hold the object close to your centre of gravity, i.e. around your navel.
- Move your feet not your spine.
- Prepare to move in a forward-facing direction
- Ask for help when it is not possible to lift on your own.

How to Organise a Team Lift

- Ask a colleague who is willing and able to help.
- Ideally the colleague should be fairly well matched with you in size and strength.
- Clear a path to avoid trip hazards.
- Agree on a plan of action.
- A coordinated movement during a lift is important.
- Timing is important for co-ordination.
- One person should act as a team leader and ‘call’ the lift.

How to Assess the Correct Storage and Shelving Height

Correct storage and shelving height is important to prevent slips, falls and strains:

- To check the height at which it is safest for each individual to work, stand with feet together and hands by sides:
- The best height range for handling loads is around waist level.
- The acceptable height for lifting is any point between the individual’s knuckle and shoulder.
- Seldom-used objects can be stored at the shoulder-to-raised arm height (use ladders to avoid stretching).
- Avoid storing objects at a level between an individual’s knuckles and the floor.
- Mechanical aids such as ladders and trolleys should be used where possible to avoid lifting.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- Work, Health and Safety Act 2011 and Regulations 2017 (NSW)
- Australian Standards for toys, equipment and glass in buildings
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- WHS Act 2011 and Regulations 2017 www.workcover.nsw.gov.au

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | |
|--------------------------------------|---|
| Date Adopted | 31/7/2013 Minute No. 19/2013-14 30/09/2015 Minute No. 50/2015-16 |
| Staff review | 13/9/2018 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Environmental Awareness Policy

Aim

Walcha Preschool promotes environmental awareness and sound practices.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Reduce

Walcha Preschool will minimise its impact on the environment and conserve scarce resources wherever possible. In particular:

- Staff will supervise hand washing and encourage children to reduce water wastage.
- All appliances will be turned off when not in use, to minimise the waste of electricity.
- When new appliances are being purchased, preference will be given to those which have a high energy efficiency rating.
- The garden will be mulched when needed, to reduce the need for watering.
- Wherever possible, preference will be given to recycled paper products.
- Wherever possible, preference will be given to phosphate free cleaning products, to minimise the impact on waterways.
- Preference will be given to low toxicity cleaning products.
- The use of pesticides will be minimised, and preference will be given to low toxicity products.

Re-use

Walcha Preschool will re-use materials that might otherwise be wasted. In particular:

- Parents will be encouraged to donate craft materials such as cardboard boxes and paper.
- Wherever possible, printer paper will be used on both sides.
- Craft activities will include "found objects" regularly.
- Children will be encouraged in their resourcefulness, to substitute used and found materials for new materials in craft activities.

Recycle

Walcha Preschool will recycle materials wherever possible. In particular:

- The Preschool will support council recycling projects, and recycle paper, glass and aluminium.
- Green waste, such as food scraps and grass clippings, will be composted or used for chicken or other pet feed, wherever practical.

Other strategies

Walcha Preschool will aim for best practices in all aspects of its environmental management. In particular:

- When planting new trees and shrubs, preference will be given to bird attracting native species that do not pose irritation or danger to children.
- Preference will be shown when purchasing new resources for products that use lead free paint and plantation or recycled timber.
- The centre will obtain Safety Data Sheets (SDS), emergency details and have correctly labelled containers. The SDS will be clearly displayed where any hazardous chemicals or substances are stored. When required SDS will be available in different languages.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- Work, Health and Safety Act 2011 and Regulations 2017 (NSW)
- Australian Standards for toys, equipment and glass in buildings

- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. Review will be conducted by

- management,
- employees,
- parents
- interested parties.

| | |
|--------------------------------------|--|
| Date Adopted | 31/7/2013 Minute No. 19/2013-14 01/06/2016 Minute No. 183/2015-16 |
| Staff review | 13/9/2018 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Food and Nutrition - NOA2

Aim

Walcha Preschool aims to provide children with food and nutrition that is supported by national dietary guidelines. We also aim to support and provide adequately for children with food allergies or specific cultural practices. This dietary information will also be provided to families so they can plan nutritious home meals.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Implementation

We have a responsibility to help children and their families develop good food habits and attitudes.

In order to achieve these habits and attitudes, Walcha Preschool will:

- Cater to individual children’s needs whether they be cultural, lifestyle-based or medical.
- Develop awareness and act to the best of our abilities on cross-cultural eating patterns and related food values.
- Make meal times a relaxed and pleasant experience and timed to meet the needs of the children.
- Discuss food and nutrition with the children.
- Encourage children to be independent and develop social skills at meal times.
- Establish healthy eating habits in the children by incorporating nutritional information into our program.
- Provide fresh drinking water at all times of the day, and encourage children to drink regularly.
- Encourage parents to the best of our ability to continue our healthy eating message in their homes. This information will be provided upon enrolment and as new information becomes available.
- Encourage educators to present themselves as role models. This means maintaining good personal nutrition and eating with the children at meal times.
- Provide nutrition and food safety training opportunities for all educators including an awareness of other cultures food habits.
- Children’s food is not to be heated in the microwave at the preschool. Parents who wish their child to have a warm meal, must packed it in a thermos at home. Children will be encouraged to check the temperature of the food before eating.

- Parent should place an ice brick in the child’s lunch box & morning tea bag, to ensure that the food inside stays cold and safe to eat.
- Parents should not send lollies, sweets, chips, juice or fizzy drinks.

Relevant Legislation and Key Resources

- NSW Health www.mhcs.health.nsw.gov.au
- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- Work, Health and Safety Act 2011 and Regulations 2017 (NSW)
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Food Act 2003
- Caring for Children – Food, Nutrition and Learning Activities, 5th Edition 2014

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Parents
- Interested Parties

| | |
|--------------------------------------|--|
| Date Adopted | 31/7/2013 Minute No. 19/2013-14 01/06/2016 Minute No. 183/2015-16 |
| Staff Review | 13/8/2018 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Hazardous Plants Policy - NQA2

Aim

Walcha Preschool is aware that lots of plants are poisonous, dangerous or capable of causing highly allergic reactions. Few actually do lasting harm but some should be treated with care and respect. The preschool’s aim is to minimise the risk to children in relation to hazardous plants.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Practices

The Nominated Supervisor will ensure that any vegetation in the children’s play area is identified and maintained to ensure that it does not present a hazard to the children.

To minimise the risk Walcha Preschool will:

- Not plant any hazardous plants.
- Remove all poisonous plants
- Make available to all staff the latest information on poisonous plants
- Supervise children at all times
- Teach children not to eat anything straight from a bush or plant
- Keep the Poison information number 131126 programmed on the phone
- Recognise the symptoms of poisoning:
 - Vomiting

- Stomach cramps
- Burning of the mouth
- Irregular heart beat
- Convulsions

If any of the above symptoms occur staff will ring the Poison Information number 131126 or call 000 if the child is having difficulty breathing, is unconscious or fitting.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- Work, Health and Safety Act 2011 and Regulations 2017 (NSW)
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- The Children’s Hospital at Westmead: www.chw.edu.au
<http://www.chw.edu.au/parents/factsheets/safhomej.htm>
- Poison information Centre:
www.poisonsinfo.nsw.gov.au <http://www.chw.edu.au/parents/poisons/>
- Staying Healthy in Child Care, NHMRC, 2012 5th Edition
- Poisonous and Dangerous Plants <https://www.centresupport.com.au/wp-content/uploads/2015/07/Posionous-plants-Kidsafe-List.pdf>

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | |
|--------------------------------------|--|
| Date Adopted | 31/7/2013 Minute No. 19/2013-14 01/06/2016 Minute No. 183/2015-16 |
| Staff review | 13/9/2018 |
| Nominated Supervisor | |
| Management Committee Representative: | |

HIV and AIDS Virus Policy - NQA2

Aim

Walcha Preschool aims to effectively care for any child/ren that may be infected and also minimise the risk of exposure to HIV through effective health and safety practices.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Child
- Educators
- Families
- Community
- Visitors
- Management

Implementation

It is the Nominated Supervisors responsibility to educate and inform educators and parents about HIV/AIDS in the event of a child with this condition enrolls at Walcha Preschoo. One of the main problems surrounding HIV/AIDS is a lack of understanding which leads to an unfounded fear to the virus. The following is some basic information on HIV/AIDS.

AIDS is a medical condition which can damage a bodies' immune system.

It is caused by a virus which is transmitted through the exchange of bodily fluid and is primarily passed on through sexual contact.

The AIDS virus can be transmitted through blood products. However, the risk of contracting AIDS from a blood transfusion is minimal and said to be about one in 1,000,000. There is no evidence of the spread of the virus to children through other means at this time.

The confidentiality of medical information must be adhered to regarding an infected child. Any information disclosed to the Nominated Supervisor or Service Provider regarding a child/ren from family members must not be passed on to any other educators member unless the child/ren's caregivers provide written authorisation.

Children with HIV will be accepted into Walcha Preschool.

Walcha Preschool's educators will carry out routine hygiene precautions to Australian standards at all times to prevent the spread of any infections.

Educators will exercise care in regards to the exposure of bodily fluids and blood and Walcha Preschool's hygiene practices will be used to prevent the spread of infection.

Similarly, if the need arises to perform CPR on a child infected with HIV a disposable mouth to mouth mask will be used.

Children who are infected with HIV will be assessed by their Doctor before they are excluded from Walcha Preschool. Children who have abrasions or open wounds will cover them while at Walcha Preschool. If these abrasions cannot be covered for any reason unfortunately the child will have to be excluded from Walcha Preschool until the wound has healed or can be covered.

Educators who have been infected by HIV are not obliged to inform their employer but are expected to act in a safe and responsible manner at all times to minimise the risk of infection.

No child, educator, parent or other visitor to Walcha Preschool will be denied First Aid at any time.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- Work, Health and Safety Act 2011 and Regulations 2017 (NSW)
- Australian Standards for toys, equipment and glass in buildings
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Anti Discrimination Act 1977
- Staying Healthy in Child Care Preventing Infectious Diseases in Child Care (5th Edition).

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees

- Families
- Interested Parties.

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| Date Adopted | 31/7/2013 Minute No. 19/2013-14 01/06/2016 Minute No. 183/2015-16 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Hygiene Policy – NQA2

Aim

Walcha Preschool aims to provide, promote and encourage the maintenance of a safe and healthy environment to ensure the safety and wellbeing of all children. The policy must be upheld by all educators, children, families, visitors or other persons attending the preschool at any time.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

- Work Health and Safety Policy
- Food and Nutrition Policy

Implementation

Hygiene

Hand washing is considered to be the most effective way of controlling infection in Walcha Preschool. Educators and children should wash their hands:

- Before all food related tasks e.g. handling and preparing food and eating.
- After all dirty tasks e.g. toileting, cleaning up faeces, urine, vomit or blood, wiping a nose, playing outside, and handling animals.
- After removing gloves.
- Before and after giving a child medication.
- Before and after giving first aid.

Educators and children will be encouraged to wash their hands:

- When arriving at Walcha Preschool to reduce the introduction of germs.
- Before going home to prevent taking germs home.

Items returned to a child’s home for laundering will have soiling removed and will be stored securely and not placed in the child’s bag. The items will be placed in the laundry for collection by the family upon pickup.

Walcha Preschool will ensure that toilets and hand washing facilities are easily accessible to children. Children will be encouraged to flush toilets and wash hands after use.

- Educators will use separate cloths or tissues to wipe different children's faces and noses. Tissues will be disposed of immediately after wiping a child's nose.
- Each child will have their own bedding which will be supplied by the family. This will be sent home each day for laundering by the families.
- Walcha Preschool will wash mouthed toys daily using warm water and soap, and dry in the sun, toys are washed at the end of each term and regularly used toys are washed weekly using warm soapy water and drying in the sun when possible.

-
- Surfaces will be cleaned with detergent after each activity and all surfaces cleaned thoroughly daily. The floor in each room will be washed every day. Areas contaminated with bodily fluids will be disinfected after washing.
 - Educators will ensure that children do not eat food that has been handled by another child or that has been dropped on the floor.
 - Food preparation facilities will be maintained according to Children's Services Amendment Regulation requirements.
 - Walcha Preschool will ensure it meets all requirements for food handling premises in accordance with the FSANZ Food Safety Code.
 - The rules of hygiene and dental care will be included in the child's program and educators will initiate discussion about these subjects with groups and individual children at appropriate times.
 - Information on hygiene and dental care principles and practices will be displayed in the reception area.
 - No alcohol or unlawful substances will be consumed on the premises of Walcha Preschool at any time when the service is being provided to the children.
 - No smoking of any substance will be smoked on any part of the premises of Walcha Preschool at any time when the service is being provided to the children.

Otitis Media Prevention

Use the strategies to help reduce the risk of recurrent ear infections and complications outlined in the key resource information booklet 'I'm Hearing You' which are:

- Using infection control strategies, particularly hand-washing, to prevent transmission of respiratory infections
- Washing toys that have been handled or mouthed by children
- Regularly blowing noses, using gloves, and hygienic disposal of gloves and tissues
- Teaching children the Blowing, Breathing, Coughing program for prevention of ear infections.

Ensure any medication, especially antibiotics, is administered in accordance with its accompanying instructions and until the course is complete.

Relevant Legislation and Key Resources

- Education and Care Services National Law and Regulations 2011
- National Quality Framework
- Standards Australia
- Work Health and Safety Act 2011 (WHS Act)
- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Environmental Health Fact Sheet – Petting Zoos
- Staying Healthy in Child Care, HMRC,2001:www.health.gov.au/nhmrc

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

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|--------------------------------------|--|
| Date Adopted | 31/7/2013 Minute No. 19/2013-14 30/09/2015 Minute No. 50/2015-16 01/06/2016 Minute No. 183/2015-16 |
| Staff review | 30/5/2018 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Indoor Safety Policy – NQA2 & NQA3

Aim

Walcha Preschool will minimise the risk of and respond effectively to accidents and injuries in indoor environments.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Background

To avoid or reduce accidents and injuries it is important to create and maintain a safe indoor environment. Recognising potential hazards, eliminating or controlling hazards, responding quickly and appropriately to emergencies, is important.

Typical causes of injury indoors include falls from equipment and furniture such as bookshelves and couches, slipping on wet floors, tripping and slipping hazards such as blocks or books left on the floor, snagging hazards such as clothing caught on protruding objects, entrapment of body parts including fingers being caught in small spaces such as gate hinges or doors. These hazards can be minimised through close supervision and developing and following a safety checklist.

Practices

To ensure that the indoor environment is safe from hazards, staff will:

- Supervise the children at all times
- Keep equipment clear of thoroughfares
- Provide sufficient space for dramatic play areas and equipment such as blocks
- Offer suitable positioning of quiet and noisy activity areas, in consideration of room limitations
- Establish a routine of checking the indoor play area each morning before children arrive at the service to remove or manage any safety concerns.
- A safety checklist will be used and kept in the indoor area for educators.
- The checklist will be completed and equipment to be maintained on a regular basis — daily, weekly, monthly or as required.
- Encourage children to use equipment safely.
- Develop rules with children for safe play.
- Encourage children to rest when tired.
- Make sure that all furniture is stable and secured so that it does not fall on children or catch on loose clothing or ribbons.
- Store all cleaning products and chemicals in locked cupboards and out of children’s reach.
- Where necessary Safety Data Sheets (SDS) will be kept for certain products
- Never use empty drink bottles or other non-original container as dispensers for these products, as a child may confuse the contents for a drink.
- Store all medications appropriately and out of children’s reach.
- Ensure rooms are well ventilated to help prevent the spread of infectious diseases.
- Regularly check smoke detectors and fire extinguishers. Fire drills will also be conducted on a regular basis.

- Evacuation routes are shown in main room, kitchen and outdoors
- Hot water is regulated between 40-43 degrees Celsius.
- Any hazards relating to the premises/building the maintenance staff will be notified and repairs completed in a timely manner.
- Ensure soft furnishings and carpets are fire resistant, well-laid and regularly cleaned
- Be vigilant about picking up items off the floor, especially in walkways and around lockers.
- Regularly check the doors in the indoor area to ensure that children are unable to access areas which may not be safe, such as kitchens or access areas where there is no adult supervision.
- Ensure all electrical outlets and appliances are suitably protected to prevent electric shock.

Relevant Legislation and Key Resources

- Kidsafe NSW Inc –www.kidsafensw.org.au
- WHS Act 2011 www.workcover.nsw.gov.au
- Staying Healthy in Child Care, 5th edition.
- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- Work, Health and Safety Act 2011 and Regulations 2017 (NSW)
- Australian Standards for toys, equipment and glass in buildings
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

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| Date Adopted | 31/7/2013 Minute No. 19/2013-14 30/09/2015 Minute No. 50/2015-16 13/12/2017 Minute No. 95/2017-18 |
| Date of Staff Review | 13/9/2018 |
| Nominated Supervisor | |
| Management Committee Representative | |

Physical Activity and Small Screen Time Policy – NQA2

Aim

Walcha Preschool recognises the following important benefits of physical activity for young children:

- Promotes healthy growth and development
- Builds strong bones and muscles
- Improves cardiovascular fitness
- Improves balance, coordination, flexibility, posture and strength
- Assists with the development of gross motor and fine motor skills
- Provides the opportunity to develop fundamental movement skills
- Helps to establish connections between different parts of the brain
- Improves concentration and thinking skills
- Improves confidence and self-esteem
- Relieves stress and promotes relaxation
- Provides opportunities to develop social skills and make friends

- Helps to achieve and maintain a healthy weight

Walcha Preschool aims to implement the key physical Activity Recommendation for Children as outlined below:

Australian 24-Hour Movement Guidelines – Birth to 5 years

- Preschoolers (three to five years) should spend at least 180 minutes a day in a variety of physical activities, of which 60 minutes is energetic play such as running, jumping and kicking and throwing, spread throughout the day - noting more is better
- Preschoolers should not be restrained, for more than 1 hour at a time e.g. in a stroller or car seat) or sitting for extended periods. When pre-schoolers are sedentary, caregivers are encouraged to engage with them through activities such as reading, singing, puzzles and storytelling.
- For children three to five years of age, sedentary screen time should be no more than 1 hour in total throughout the 24-hour period - less is better.

This policy seeks to promote physical activity and the development of fundamental movement skills through a range of planned play and spontaneous physically active learning experiences, as well as through everyday physical tasks.

Walcha Preschool also seeks to limit the amount of time children spend engaging in small screen recreation and sedentary behaviour.

Further, Walcha Preschool recognises the importance of supporting families to promote their children's physical activity, gross motor development and fundamental movement skills development, while limiting their children's small screen recreation and sedentary behaviour.

This policy aims to:

- Promote children's participation in a range of safe physically active learning experiences.
- Provide a positive environment for physical activity which reflects cultural and family values.
- Promote lifelong enjoyment of physical activity.
- Limit time spent engaging in small screen recreation (television, DVDs, computer, ipads and other electronic games) and sedentary behaviour whilst at the preschool.
- Encourage communication with families about physical activity, gross motor skills development, fundamental movement skills development and limiting small screen recreation and sedentary behaviour.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- Work, Health and Safety Act 2011 and Regulations 2017 (NSW)
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Staying Healthy in Childcare 5th Edition
- Australian 24-Hour Movement Guidelines (Birth to 5 years)

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | |
|--------------------------------------|--|
| Date Adopted | 31/7/2013 Minute No. 19/2013-14 01/06/2016 Minute No. 183/2015-16 |
| Staff review | 13/9/2018 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Sun Protection Policy - NQA2 & NQA7

Background

Australia has the highest rate of skin cancer in the world. Research has indicated that young children and babies have sensitive skin that places them at particular risk of sunburn and skin damage. Exposure during the first 15 years of life can greatly increase the risk of developing skin cancer in later life. Preschool plays a major role in minimising a child’s UV exposure, as children attend during times when UV radiation levels are highest.

Aim

This sun protection policy has been developed to protect all children and educators from the harmful effects of ultraviolet (UV) radiation from the sun.

Our sun protection strategies are:

Outdoor Activities

All adults and children will use a combination of sun protection measures whenever UV Index levels reach 3 and above. This will include:

- Terms 1 and 4, parents will be encouraged to apply sun screen to their child in the morning on arrival.
- From October to March sun protection is required at all times. Extra sun protection is needed between 11am and 3pm and during this period outdoor activities should be minimised. Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are outside.
- From April to September outdoor activity can take place at any time. However, from 10am – 2pm sun protection is required.

All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and play sessions.

Shade

All outdoor activities will be planned to occur in shaded areas. Play activities will be moved throughout the day to take advantage of shade patterns.

Staff and carers will provide and maintain adequate shade. Shade options can include a combination of portable, natural and built shade. Regular shade assessments should be conducted to monitor existing shade structures and assist in planning additional shade requirements. Children will be encouraged to play in the shade.

Hats

Adults and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is a:

- Legionnaire hat
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm)
- Broad-brimmed hat with a brim size of at least 6cm (adults 7.5cm).

Please note: Baseball caps or visors do not provide enough sun protection and therefore will not be worn.

Children attending Walcha Preschool are provided with a broad-brimmed hat to be worn when outside.

Clothing

When outdoors, adults and children are required to wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- Loose-fitting shirts and dresses with sleeves and collars or covered neckline
- Longer-style skirts, shorts and trousers.

Please note: Midriff, crop or singlet tops do not provide enough sun protection and are therefore not recommended.

Sunscreen

All adults and children will apply SPF30+ (minimum protection) broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapplied at intervals according to the recommendation on the bottle. Sunscreen is stored in a cool, dry place and the use-by date monitored.

Role Modelling

Staff and carers will act as role models by:

- Wearing sun safe hat, clothing and Australian Standard 1067 sunglasses (optional)
- Applying SPF30+ (minimum protection) broad-spectrum water-resistant sunscreen 20 minutes before going outdoors
- Using and promoting shade whenever possible.

Families and visitors are encouraged to use sun protective measures when participating in and attending outdoor activities.

Information

Children and their families will learn about sun protection. Sun protection information will be regularly communicated through newsletters, meetings and notice boards. The sun protection policy (including updates) will be provided to all staff and carers. Further information is available from the Cancer Council website www.cancercouncil.com.au/sunsmart. Parents will be informed of this sun protection policy (including hat, clothing and sunscreen requirements) and encouraged to practise SunSmart behaviours at all times.

Review

Management and staff should regularly monitor and review the effectiveness of the sun protection policy. A sun protection policy must be submitted every two years to the Cancer Council for review to ensure continued best practice. Refer to the Cancer Council's guidelines and website www.cancercouncil.com.au/sunsmart for further information.

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| Date Adopted | 31/7/2013 Minute No. 19/2013-14 01/06/2016 Minute No. 183/2015-16 |
| Staff review | 13/9/2018 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Water Safety Policy – NQA 2

The safety and supervision of children in and around water is of the highest priority. Whilst water hazards at our services are kept to a minimum, we acknowledge that buckets, water troughs, sinks, drains and toilets can all be hazardous for children and diligent supervision is required.

Aims

The preschool has a responsibility to protect the health, safety and wellbeing of each child at all times. Drowning is the leading cause of death for children aged 1-4 years in Australia. While most drowning occurs in backyard swimming pools, it is important to be aware that children can drown in as little as 6cm of water.

Strategies – How will it be done?

Water Safety

- Children will be supervised at all times in and around any body of water including water troughs, toilets and water play equipment.
- A risk assessment will be conducted prior to any excursion taking place. Particular attention will be focused upon water safety where the excursion is near a body of water.
- The thermostat on the hot water system is set to a medium temperature so children are not able to scald themselves when washing hands.
- Children requiring bathing will be bathed using a washcloth and warm water rather than immersed in a bath.
- Educators are not permitted to consume hot drinks in any area accessible to children.

Water Hygiene

- Water for pets at the preschool will be changed regularly and not accessible to children unless supervised by an adult.
- Water containers of any sort will be emptied and covered when not in use.

Roles and Responsibilities

| Role | Authority/responsibility for |
|----------------------------------|---|
| Approved Provider | <ul style="list-style-type: none"> • The preschool operates in line with the Education and Care Services National Regulations 2011. |
| Nominated Supervisor | <ul style="list-style-type: none"> • Children are adequately supervised, are not subject to inappropriate discipline, and are protected from harm and hazards. • Provide supervision, guidance and advice to encourage adherence to policy at all times. • Risk assessments for excursions planned near water identify a higher staff to child ratio to ensure adequate supervision. • Ensure First Aid and CPR qualifications and requirements are met at all times. • Provide families with community messages regarding safe water practices. |
| Early Childhood Educators | <ul style="list-style-type: none"> • Embed water safety messages into the children’s education program. • Water troughs or containers for water play are filled to a safe level and emptied or covered securely after use. • Empty buckets used for cleaning immediately after use. No cleaning buckets are to be left in areas or accessible to children. |
| Families | <ul style="list-style-type: none"> • Reinforce water safety practice with children. |

Monitoring, Evaluation and Review

This policy will be monitored for compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every year. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

Relevant Legislation, Guidelines, Standards and Frameworks

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- Work, Health and Safety Act 2011 and Regulations 2017 (NSW)
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | |
|--------------------------------------|-----------------------------------|
| Date Adopted | 01/06/2016 Minute No. 183/2015-16 |
| Staff review | 13/9/2018 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Child Protection Policy – NOA 2

Introduction

Our preschool is committed to providing an environment that fosters health, development, spirituality, self-respect and dignity, that is free from violence and exploitation. Under the Children and Young Persons (Care and Protection) Act 1998, children and young people must receive the care and protection necessary to ensure their safety, welfare and wellbeing.

All educators and volunteers of our service are Mandatory Reporters and are required to report to the **Child Protection Helpline (Phone: 13 2111)** if they have reasonable grounds to suspect a child or young person is at risk of significant harm and have current concerns about the safety, welfare or wellbeing of a child or young person where the concerns arise during or from their work. We are committed to ensuring all educators and staff have a full understanding of their responsibilities as a Mandatory Reporter and are supported in fulfilling these.

Goals - What are we going to do?

Our goal is to ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm. Our service (educators, staff, management and volunteers) has a responsibility to defend children’s right to care and protection to ensure their safety, welfare and wellbeing, and a responsibility to report any children at significant risk of harm.

Definitions

‘At risk of significant harm’ - in relation to a child or young person means that there are current concerns for their safety, welfare or wellbeing because of the presence to a significant extent of any one or more of the following circumstances.

- The child’s or young person’s basic physical or psychological needs are not being met or at risk of not being met;
- The parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive medical care;
- In the case of a child or young person who is required to attend school in accordance with the Education Act 1990 — the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive and education in accordance with that Act;

- The child or young person has been, or is at risk of being, physically or sexually abused or ill-treated;
- The child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm;
- A parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm; or
- The child was the subject of a pre-natal report under section 25 of the Children and Young Persons Care and Protection Act 1998 and the birth mother of the child did not engage successfully with the support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

'Reasonable grounds' - means that you suspect a child may be at risk of significant harm based on:

- Your observations of the child, young person or family; or
- What the child, young person, parent or another person has told you. It does not mean that you are required to confirm your suspicions or have clear proof before making a report.

Strategies - How will it be done?

The Approved Provider/Nominated Supervisor will:

- Adults working directly with children must sign a Prohibited Employment Declaration Form and a Consent to a Working with Children Check, and ensure their clearance, prior to employment;
- Every adult working with children is made aware of the Children and Young Persons (Care and Protection) Act 1998 and Keep Them Safe: A shared approach to child wellbeing and of their obligations under this law and action plan (Education and Care Services National Regulation, Regulation 84, National Quality Standards QA 2);
- Orientate every working adult to this child protection policy and Mandatory Reporter responsibilities and ensuring their regular review of these;
- Provide regular child protection training to regular staff working directly with the children

Educators and staff will:

- Develop trusting and secure relationships with all children at the service;
- Make reports of current concerns for any child at risk of significant harm to the Child Protection Helpline for Mandatory Reporters, recommending first to use the decision tree on the Child Story Reporter website <https://reporter.childstory.nsw.gov.au/s/mrg> ; and
- Make appropriate responses to all disclosures of abuse and any allegation of abuse against staff members of the service.

Documentation of current concerns

The Approved Provider/Nominated Supervisor will:

- Support staff through the process of documenting and reporting current concerns of children at risk of significant harm; and
- Provide all staff and educators with clear guidelines around documentation to support this.

Educators and staff will:

- Make a record of the indicators observed that have led to the belief that there is a current risk of harm to a child or young person. Information on indicators of risk of harm are outlined in the NSW Mandatory Reporter Guide which is accessible at <http://www.keepthemsafe.nsw.gov.au/resources/?a=74740>

It is not required, however it is recommended to:

- Discuss any concerns with the Nominated Supervisor of the service.

- Advise the Nominated Supervisor of their intention to make a report to the Child Protection Helpline (13 2111) based first on the MRG using the decision tree system <https://reporter.childstory.nsw.gov.au/s/mrg> ;
- Advise the Nominated Supervisor when a report has been made to the Child Protection Helpline (13 2111).

Mandatory reporting

The Approved Provider/Nominated Supervisor will:

- Provide all staff and educators working directly with children with a copy of this Child Protection Policy and a copy of the Mandatory Reporter Guide to assist them in their reporting;
- Provide all staff and educators working directly with children with access to the Child Wellbeing and Child Protection NSW Interagency Guidelines; and
- Display the Child Protection Helpline number (13 2111) on all phone and lists of emergency contact number in the interests of timely reporting.

Educators and Staff will:

1. In an emergency, where there are urgent concerns for a child's health or life, it is important to contact the police, using the emergency line '000';
2. Using the Mandatory Reporter Guide, answer the questions relating to concerns about a child or young person. At the end of the process, a decision report will guide as to what action to take. The Nominated Supervisor is available if staff require assistance to use this online tool;
3. If the Mandatory Reporter Guide determines that there are grounds to suspect a risk of significant harm to a child or young person, the staff member or educator will phone the Child Protection Helpline (13 2111) Mandatory reporters should note that the legislation requires that they continue to respond to the needs of the child or young person (within the terms of their work role) even after a report to the Child Protection Helpline has been made;
4. The Mandatory Reporter Guide determines that an educator or staff member's concerns do not meet the risk of significant harm threshold they do not need to make a report to the Child Protection Helpline (13 2111), however, they should discuss the matter with the Nominated Supervisor to determine whether the child or family would benefit from the assistance of another agency;
5. The staff member or educator should monitor the situation and if they believe there is additional information that could be taken into account, please repeat steps 1 to 5 as required.

A Support Line for Mandatory Reporters is available 8am to 5pm Monday to Friday on 1800 772 479.

Disclosures of abuse

Educators and staff will:

- React calmly to the child making the disclosure;
- Listen attentively and later write down the child's **exact words**;
 - Provide comfort and care to the child.
 - Follow the steps for reporting as per the Mandatory Reporter Guide.
- Reassure the child or young person that:
 - It is not their fault;
 - It was right to tell;
 - It is not OK for adults to harm children - no matter what;
 - Explain what will happen now - that it is part of your job to tell people who can help the child or young person.

Educators and staff will NOT:

- Prompt the child for further details or ask leading questions which would make the child feel uncomfortable or has the potential to jeopardise any future legal proceedings that may arise as a result of any investigation.

- Not make any promises to the child

It is important to understand that our role is solely to support the wellbeing of the child at all times, not to investigate further any disclosure made by the child.

Allegations of abuse against staff, educators, volunteers or students

The Approved Provider/Nominated Supervisor will:

- Develop and maintain a system of appropriate record keeping for all allegations to ensure detailed documentation is made and stored as required;
- Take all allegations of abuse seriously and clarify what is being alleged with the person who is making the allegation;
- Assess whether or not a child or young person is 'at risk of significant harm' and, if so, make a report to the Child Story Reporter MRG;
- Determine whether or not the allegation is a reportable allegation, a reportable conviction, or reportable conduct. For determination, reference will be made to: <https://www.ombo.nsw.gov.au/what-we-do/our-work/employment-related-child-protection/reportable-allegations-and-convictions>
- Inform the General Manager of Walcha Council of the incident;
- Report reportable allegations and reportable convictions to the Ombudsman within 30 days of receipt;
- Consider whether or not the police need to be informed of the allegation and if so, make a report;
- If a report is made to the police, complete a SI01 Notification Of Serious Incident Form and submit to Department of Education and Communities within 24 hours of the incident;
- If a report has not been made to the police, complete a NL01 Notification of Complaints and Incidents (other than serious incidents) Form and submit to the Department of Education and Communities within 7 days of the incident;
- Ensure confidentiality is maintained at all times and that systems are in place to deal with any breaches of confidentiality;
- Undertake a risk management approach following an allegation to ensure the protection and safety of children, staff and visitors to the service. Based on this risk assessment, decisions will be made in order to manage the risks that have been identified;
- Develop an investigation plan of the matter. Obtain relevant information from a range of sources. This may include a statement from the person who made the allegation; statements from witnesses and a statement from the person against whom the allegation has been made and any other relevant documentation;
 - If the allegation is being investigated by Family and Community Services or the Police, the service will be guided by their advice as to whether they should independently investigate the allegation;
 - If the investigation is carried out by the service, the information that has been gathered will be assessed and a finding made as to whether the allegation is false, vexatious, misconceived, not reportable conduct, not sustained or sustained. The reasons for the finding will be clearly recorded to ensure that the decision-making has been transparent;
- The educator, volunteer or student will be advised of the outcome of the investigation in writing. Advice will be provided about the investigation finding and any follow up action that may be required. Advice will also be provided about any rights of appeal and the person will be advised that the NSW Ombudsman has been notified and the Commission of Children and Young Persons also notified of the relevant employment proceeding (if relevant);
- **Part B** of the Ombudsman Notification form will be completed and sent to the Child Protection Division, NSW Ombudsman with all supporting documentation gathered during the investigation;
- Family and Community Services will also be informed of the outcome of the investigation.

Informing the Educator, Volunteer/Student

The Approved Provider/Nominated Supervisor will:

- Treat the staff member/educator/volunteer/student with fairness at all times and uphold their employee rights at all times;
- Depending on the nature of the allegation, arrange to inform the person immediately (though be guided by the advice of FaCS or the police);
- Arrange for the person against whom an allegation has been made, to have a support person attend the meeting. This support person must not participate in the discussions throughout the meeting;
- Make accurate documentation of all conversations, and ensure all records are kept confidentially;
- Offer counselling or support to the person subject to the allegation;

Rights of all parties

- The decision making process throughout the investigation will be based on the safety and well being of the child/ren and the staff/carers/carer's household members;
- Consideration will be taken in relation to actual or potential 'conflicts of interest' that may be held by the investigator
- All reportable allegations will be notified to the Ombudsman. The person, against whom the allegation has been made, will be notified of this and will also be notified of the investigation find and follow up action, including the notification to the Commission of Children and Young Persons, if relevant;
- The person, against whom the allegation has been made, will be notified of any appeal mechanisms if they are not satisfied with the investigation process or the outcome of the investigation;
- The Approved Provider, Nominated Supervisor, or other nominated person who conducts the investigation, will ensure that they act without bias, without delay and without conflict of interest; and
- All parties can complain to the Ombudsman if they are not satisfied with the conduct of the investigation.
- Depending on the nature of the allegation made, the person subject to the allegation may be suspended pending further investigation;
- After all investigations are completed, provide the educator/carer/ volunteer with verbal and written notification of the outcome of the investigation.

Further information on the Ombudsman can be obtained by phoning: 02 9286 1000 or 1800 451 524, emailing nswombo@ombo.nsw.gov.au or www.ombo.nsw.gov.au

Confidentiality

The service will handle any allegation of child abuse in a confidential manner.

Statutory Legislation & Considerations

- Children and Young Persons (Care and Protection) Act 1998
- Children and Young Persons (Care and Protection) Regulation 2012
- Commission for Children and Young People Act 1998
- Ombudsman Act 1974
- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations

References

- NSW Government, Department of Human Services, Community Services, Resources for Mandatory Reporters, accessed from: <https://www.facs.nsw.gov.au/families/Protecting-kids/mandatory-reporters>
- NSW Government, Department of Premier and Cabinet, Child Wellbeing & Child Protection: NSW Interagency Guidelines, accessed from: http://www.keepthemsafe.nsw.gov.au/initiatives/interagency_guidelines
www.kidsguardian.nsw.gov.au

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | |
|--------------------------------------|-----------------------------------|
| Date Adopted | 01/06/2016 Minute No. 183/2015-16 |
| Staff review | 13/9/2018 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Protective Behaviours Policy - NOA2 & NOA5

Aim

We aim to encourage all children to feel safe all the time and provide an environment where children can talk about their feelings or if they do not feel safe for any reason can tell someone at Walcha Preschool.

We aim to incorporate this into our everyday program through:

- Teaching children to recognise their feelings and express them verbally.
- Teaching children to express their feelings both verbally and non-verbally.
- Teaching children that they can utilise strategies to change the way they are feeling.
- Teaching children that they have a right to feel safe at all times.
- Teaching children to recognise the signs when they do not feel safe and when they need to be alert and think clearly.
- Teaching children the difference between ‘fun’ scared that is the feeling of adventure and appropriate risk taking and dangerous scared that is not ok.
- Teaching children to use their own skills to feel safe.
- Providing an environment at Walcha Preschool where everyone feels safe.

When deemed appropriate or necessary by the educators at Walcha Preschool the children will be educated about protective behaviours through the use of the SAFE Series books developed by the Office of the Children’s Guardian. To do this Walcha Preschool must:

- Notify the families prior to beginning the program.
- Read all four books to the children more than once.
- Develop a risk assessment for the books.
- Only have trained educators read the books.
- Follow the mandatory reporting procedures if there are any concerns.
- Use the Police Assistance Line (PAL: 131 444) if a welfare check is required.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Children
- Parents
- Educators
- Management

Relevant Legislation and Key Resources

- Education and Care Services National Regulations
- Children (Education and Care Services) National Law (NSW) No 104a
- Children (Education and Care Services) Supplementary Provisions Act 2011
- Children (Education and Care Services) Supplementary Provisions Regulations 2012
- National Quality Framework
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Children’s and Young Person Act (Care and Protection) Act 1998
- Police Assistance Line 131 444

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

| | |
|--------------------------------------|---|
| Date Adopted | 31/7/2013 Minute No. 19/2013-14 01/6/2016 Minute No. 183/2016-17 |
| Staff review | 19/9/2018 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Emergency and Evacuation – NQA 2

Policy Statement

Our preschool is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, an ongoing review of planned actions around handling these situations include:

- Conducting ongoing risk assessment and reviews of all potential emergency and evacuation situations, including medical emergency situations.
- Develop specific procedures around each potential emergency situation and encourage full awareness by all staff through the provision of professional development.
- Regular rehearsal and evaluation of emergency and evacuation procedures.

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all children, staff, families and visitors to the preschool is paramount.

Strategies

Risk Assessment for Potential Emergencies

In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to the service.

- The Emergency Management Folder is kept in the preschool office and contains:
- Detailed risk assessment and control measures of potential emergencies the service may be exposed to. Documentation is assessed and updated periodically and when needed as circumstances change.
- Detailed, specific procedures to follow in the event of any emergency or evacuation including:
 - Natural disaster
 - Fire or smoke
 - Bomb threat
 - Snake or other potentially dangerous animal
 - Act of terrorism
 - Chemical or hazardous leaks and spills
 - Intruders
 - Outbreak of infectious disease or illness
 - Death of a child or adult
- A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position in the foyer near each exit at the service.
- Staffing rosters make certain that at least one educator who holds a current approved first aid qualification and has undertaken current approved anaphylaxis management training and approved emergency asthma management training will be immediately available in the event of an emergency.
- Emergency telephone numbers are clearly displayed above every telephone.

Discovering an Emergency

- Educators who discover an emergency are required to alert the Responsible Person immediately so that they can determine and implement control measures.
- After immediate assessment, the responsible person will then begin Evacuation or Lockdown procedures depending on the type of emergency.

Evacuation Drills

Evacuation drills are carried out every three months at different times of the day, in accordance with the education and care service national regulations.

- Each drill is documented to include the date, time, how many people in the building according to attendance registers, how many people evacuated, the time it takes to evacuate, what the simulated emergency was, what simulated emergency conditions (if any), any problems encountered, weather conditions and any additional notes. This document is kept for a minimum of three years.
- Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards and out of the grounds.

After the Emergency is over

- In the event that the building is unsafe to return to, the Responsible person will notify parents or emergency contacts to collect each child.
- If able to return to the building, with reassurance and calmness, walk back to the preschool following the safety procedures i.e. hazard checklists, recheck that all of the children are accounted for and discuss as developmentally appropriate as possible with the children about the emergency which has taken place.

Roles and Responsibilities

Approved Provider Responsibilities

- Make certain that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury.
- Check the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations.
- Check the following documents are attached to this policy:
 - Risk assessment – reviewed on an annual basis
 - Emergency and evacuation procedures
 - Emergency evacuation floor plan
- Confirm educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones.
- Confirm educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets and that staff are adequately trained in their use.
- Make sure emergency equipment is tested and recommended by recognised authorities.

Nominated Supervisor Responsibilities

- Implement duties as listed above as directed by the Approved Provider.
- Make certain the emergency evacuation procedures and floor plans are displayed in a prominent position near each exit and that all staff and educators are aware of these
- Make sure all staff and educators are trained in the emergency evacuation procedures and are made aware of emergency evacuation points.
- Regularly remind families of the emergency procedures in place at the service.
- Regularly schedule rehearsals of evacuation procedures, every three month as a minimum and which maximises the number of both children and staff participating in the procedures.
- Spontaneously rehearse emergency evacuation procedures to encourage staff participation in unplanned emergency evacuation events.
- Reflect with staff after each rehearsal to assist in refining their risk management procedures around that safe evacuation of staff and children.
- Document and review both planned and spontaneous evacuations.
- Update all emergency contact lists as required.

Educator Responsibilities

- Check the sign in book accurately records the attendance of each child.
- Check the time of arrival and departure is noted in the sign in book for every child.
- Sign yourself in/out on the staff sign in.
- Display the emergency procedure plan for your room in a prominent position.
- Run and participate in emergency evacuation procedures of various situations
- Become familiar with evacuation procedures in each area of the service.
- Familiarise casuals, students and visitor with the procedures at the beginning of the shift.
- Check all items of the emergency bags are present.
- Check the number of children in your care regularly throughout the day
- Provide the children with learning opportunities about emergency evacuations procedures
- Be alert to the immediate needs of all children throughout the planned and spontaneous evacuation drills.
- Assist the Nominated Supervisor in identifying risks and potential emergency situations.
- Assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations.
- Be aware of the placement of operating communications equipment and emergency equipment and be confident in their ability to use them.

Family Responsibilities

- To become familiar with the services emergency and evacuation policy and procedures and the services emergency management plan.
- To complete the sign in requirements on both delivery and collection of their child/ren.

- Provide current emergency contact details on their child’s enrolment form and make sure this is kept up to date.
- To follow the directions of staff in the event of an emergency or when rehearsing emergency procedures.

Monitoring, Evaluation and Review

This policy will be monitored to certify that it complies with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R.172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family’s ability to utilise the service; the fee charges or the way in which fees are collected.

Relevant Legislation and Key Resources

- Education and Care Services National Regulations 2011: Regulations 97,98,168 (2)(e)
- Education and Care Services National Law Act 2010: Section 167,169
- Work Health and Safety Regulation 2011 Regulation 43
- National Quality Framework and National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA) Information sheets
- ACECQA Guide to the National Law and National Regulations
- ACECQA Compliance History Statement

| | | |
|-------------------------------------|------------|-----------------------|
| Date Adopted | 26/07/2017 | Minute No. 19/2017-18 |
| Staff Reviewed | 20/9/2018 | |
| Nominated Supervisor | | |
| Management Committee Representative | | |



Walcha Council Arts Advisory Committee Meeting

held on

Thursday, 27 September 2018

at

9:40am

at the

General Manager's Office, Walcha Council

PRESENT:

Clr Jennifer Kealey (Chairperson), Jack O'Hara (General Manager),
Stephen King, James Rogers and Carley McLaren.

IN ATTENDANCE:

Susie Crawford (Tourism Manager) and Lisa Kirton (Tourism Officer)

1. APOLOGIES:

Dylan Reeves (Director – Engineering Services) and John Heffernan.

Committee Minutes



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON TUESDAY, 21 NOVEMBER 2017:

The Committee **RESOLVED** that the Minutes from Tuesday, 21 November 2017 and the Notes from 20 February 2018, were circulated and agreed they were a true record of the meeting. Moved James Rogers Seconded Stephen King.

3. BUSINESS ARISING:

3.1 Rubbish Bin Surrounds

James Rogers to meet with Council’s Director – Engineering Services and Senior Manager of Water, Waste and Sewer to finalise design.

3.2 Maintenance of the Collection

Subject to a meeting with the Director – Engineering Services and James Rogers.

3.3 LGA Boundary Signage – update

Subject to a meeting with the Director – Engineering Services and James Rogers.

3.4 Sculpture Relocation – eastern entry to town

Further investigation into a budget for the relocation.

3.5 Apsley Falls entrance

Nil.

3.6 Mural on the Showground Hall

Further investigation into this mural after the installation of the rose garden on the adjacent corner.

4. GENERAL BUSINESS:

4.1 Wrap up of the Sculpture Symposium

- + Dinner booked out with 84 people attending – good feedback from patrons to that.
- + Open Studio afternoons – one for organised groups (Thursday) the other advertised as an event open to the general public (Saturday)
 - o All Armidale and Tamworth highschoools were invited.
 - o All Walcha and village schools and the preschool were invited.
 - o NERAM, Tamworth Regional Gallery were aksed.
 - Woolbrook Public School, Walcha Central School, BackTrack and Friends of NERAM organised groups on the organised tours.
- + WG0A – Exhibition opening of Walcha Sculpture Symposium artists previous work.



- # Makers Market (in conjunction with Farmers Market) was busy until 11:30-12
- # Tourism Manager had access to WCCC bus and drove the general public tours around on Saturday. We has a small number of people take this offer up.
- # Finale BBQ was quiet due to Walcha Rugby Grand Final in Tamworth but having the showground open each day during the week meant that many people had popped in to have a look and a chat to the artists about the works being created.
- # Positive feedback from artists – great opportunity and experience for them. Walcha was incredibly hospitable to them and they just immersed themselves in to the exhausting itinerary and experience.

The Committee RECOMMENDED on the Motion of King and Rogers that the locations as provided in the attached map be adopted by Council for the artworks from the symposium.

4.2 Budget for Arts

Artworks from Symposium Installation Costs:

1. Artwork “Hairy Men”, created by Matt Pilkington – Total estimated installation Costs: \$4,540. The proposed location for these items is within an existing garden, behind the access route for Riverview, close to where the new connecting footpath meets the levee bank.

The installation process includes:

- Auger 3 x 450mm holes for footings.
- Insert reinforcement into each footing
- Lift each item into place and temporarily stabilise the pieces.
- Connect structure to the reinforcement.
- Pour concrete
- Rehabilitate Site.

2. Artwork “Mother”, Created by Caz Haswell – Total estimated installation costs: \$4,545. The proposed location of this artwork is on the edge of the levee bank footpath adjacent the Southern Abutment for the Middle Street Bridge.

The installation process includes:

- Establish a flat stone flagged terrace adjacent to path, approx. 3m wide. This includes the removal of topsoil, and installation of a concrete surface.
- Transport to site, mark the holes for threaded rod.
- Drill holes into the concrete and epoxy threaded rod to fix the artwork into place

3. Artwork “Moonbeams”, created by Nameer Davis and Barbara Penrose – Total estimated installation costs: \$2100. The proposed location for the artwork is on the eastern side of the levee banks, past the corner of Apsley and Pakington Streets, towards the middle street bridge.

The installation process includes:



- Auger / dig four holes to secure the four posts of the structure.
- Transport the Sculpture to site.
- Attach the four posts to the concrete footings
- Rehabilitate the site.

4. Artwork “Sacred Space”, created by Dale Miles – Total estimated installation costs: \$2,770. The proposed location for this piece is on the western side of the levee banks, west of the middle street bridge (below the fitness equipment).

The installation process includes:

- A Steel leg has already been fixed to the Sculpture
- Auger a 450mm wide hole for the footing.
- Strip topsoil from the installation site, including the rockwork area.
- Transport the Sculpture to site.
- Erect the Sculpture and stabilise.
- Fill the augured hole with concrete.
- Back lay stone tiles as designed.
- Rehabilitate the site.

| Total Artwork Installations | |
|--|--------------------|
| The Hairy Men – Matt Pilkington | \$4,539.88 |
| Mother – Caz Haswell | \$4,543.31 |
| Moonbeams – Nameer Davis and Barbara Penrose | \$2,086.19 |
| Sacred Space – Dale Miles | \$2,767.19 |
| Total: | \$13,936.57 |

The Committee RECOMMENDED on the Motion of King and Rogers that Council provide an additional budget allocation for sculpture installations.

4.3 Grant – Regional Cultural Fund – ‘The expansion of Walcha’s Open Air Gallery’

Council have submitted the application for the grant to purchase 4 to 6 sculptures from the *Sculpture by the Sea*, Bondi, 2019 exhibition. The funding application includes purchase, transport and installation costs of the sculptures. Transport and installation will be by Sculpture by the Sea’s installation crew assisted by Council. Total estimated cost of Project: \$245,000.

5. NEXT MEETING

Not determined.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 10:45AM.





Walcha Town & District Beautification & Tidy Towns Committee Meeting Minutes

held on

Wednesday, 17 October 2018

at

2:00 pm

at Walcha Council Mayors Office

PRESENT:

Clr Clint Lyon (Chair), Clr Peter Blomfield, Dylan Reeves (Director – Engineering Services), Stephen Sweeney (Works Supervisor – Urban), Phyllis Hoy, Beverly Betts, Caroline Street, Joanne Ireland

1. APOLOGIES:

Jim Hallenan, Robyn Vincent

2. CONFIRMATION OF MEETING MINUTES HELD ON WEDNESDAY, 16 MARCH 2016:

RESOLVED on the motion of Beverly Betts and Peter Blomfield that the Minutes of the Walcha Town & District Beautification & Tidy Towns Committee Meeting held on 21 February 2018, copies of which have been distributed to all members, be taken as read and confirmed a true record.

3. BUSINESS ARISING:

3.1 Entrance Road and Gate entering Nowendoc Recreation Reserve to be upgraded and allow safe entry and exit to the grounds.

Joanne Ireland gave an update on this item, stating that things have changed in relation to seeking grant funding and that for now the item will be removed from the actionable items of this Committee.

3.2 Car Park Opposite Walcha Central School

Clr Blomfield and Urban Works Supervisor gave an update on this item, stating that the trees have been planted at the carpark, with success. Clr



Blomfield stated that further works in relation to the condition of the carpark should be addressed with further funds; Director – Engineering Services updated the Committee stating that grant funding is being sought through the “Facilities Around Schools” program, funded by Roads and Maritime Services.

3.3 Catholic Cemetary

Clr Blomfield and Urban Works Supervisor gave an update on this item, stating that the trees have been planted at the cemetery, however there are more deciduous trees to be planted, approx. 25 in total.

3.4 Substation on Uralla Road – Update in regards to Essential Energy

Director – Engineering Services updated the group, stating that there has been no progress in acquiring the land; however Bergen Landcare has approached Council in relation to beautifying the Northern entrance. It is anticipated that at the very least, the view of the substation will be blocked or partially blocked by trees.

4. GENERAL BUSINESS:

4.1 Street Trees – Identification and Updated Directory

The group discussed this item and agreed that the vast majority of the work required has already been completed. There have been some minor new additions over the past 2-3 years, however the group agreed that Council staff can update the directory without the assistance of the Committee.

4.2 Prioritisation of projects to be completed in 2018-19

Clr Lyon led the discussion relating to the prioritisation of projects for the 2018-19 financial year, of which Council has contributed \$55,000 for the Committee to utilise. The Committee unanimously agreed on the below projects:

1. Installation of the Walcha Rose Garden - \$30,000
2. Walcha Hospital Wall Installation - \$12,500
3. Walcha Central School Tree Planting - \$2,500
4. Walcha Mill Hole (John Oxley Cairn) Park Upgrade - \$10,000

4.3 Walcha Long Term Tree Plan

The Committee discussed the long term tree plan for Walcha, with interest in reviewing the plan and updating it. Director – Engineering Services told the group that the current plan would be provided to the group at the next meeting, where feedback will be sought.



4.4 Walcha Garden Competition

As agreed by the Committee, one garden competition will be held per year, in spring. The Committee agreed that the award should be given at the next meeting, with two members to judge gardens prior to the end of December. Beverly Betts and Caroline Street agreed to judge the gardens this spring and will report back to the group regarding the outcome.

4.3 John Oxley Trees

Director – Engineering Services and Urban Works Supervisor updated the group on a concern identified by Urban Works Supervisor. The conifer trees on the John Oxley Oval are suffering from a pest called the “Cypress Beetle”. The Committee visited the site after the meeting and agreed that the trees were in poor condition and that over time the trees should be removed and replaced with a suitable tree, Council staff suggested Aspens.

4.3 Entrances to Town – Additional Mowing and Slashing

Beverly Betts requested that the group consider the importance of the town entrances and the rate of mowing / slashing that is currently occurring. The group discussed the current arrangements, with Council staff stating that Parks and Gardens staff have upgraded to the largest mower that is practical (100 inch deck) and mows the levee bank, sporting fields and entrances in rotation.

The COMMITTEE RECOMMENDED that Council approve an investigation into extending the length and frequency of mowing / slashing town entrances.

5.1 Meeting Dates Schedule

Director – Engineering Services made the Committee aware that the next meeting will be held on 7 December 2018.

The following meeting schedule will be followed:

- 7 December 2018
- 20 February 2018
- 22 May 2018

All meetings will be held at 2pm.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 3:45PM.

CONFIRMED _____ (Signed)

Date: _____ / _____ / _____

Walcha Preschool Advisory Committee Meeting

held on

Tuesday, 23 October 2018

at

5:05 pm

at

Walcha Preschool

PRESENT:

Karen Kermode (Community Services Manager and Acting Chairperson) Zoe Herbert (Nominated Supervisor), Meggie Davey, Kimberley Lisle and Melika McKinnon.

1. APOLOGIES:

Bonnie Brown and Rachael Wellings

2. CONFIRMATION OF MEETING MINUTES HELD ON MONDAY 25 SEPTEMBER 2018:

Moved Kimberley Lisle, Seconded Melika McKinnon

3. Business Arising

3.1 Tracey Hoy has been contacted about shirts for the preschool children. She has provided some style for the committee to review prior to pricing. The committee asked for prices on both styles, the work style shirt and the long sleeved polo shirt.

3.2 Policy changes recommended by the parent committee (sun protection and physical activity and small screen time) were included in the policies sent to Council for approval.

3.3 The softfall has been replaced and the children will be allowed to access this play equipment shortly, once further earthworks are carried out to ensure their safety.

4. Nominated Supervisor's Report – Term 4 2018

A written report was provided by the Nominated Supervisor to the Committee. It highlighted the following:

- Bus numbers are healthy with Monday being the quietest day.
- Extended hours numbers are quiet. Most days the children are gone by 4.30.
- Preschool has been notified for assessment and rating, the Quality Improvement Plan was submitted on October 17th for review and preschool will

be given 5 days notice of the Assessment and Rating visit. To achieve an exceeding rating again at least 2 of the four core areas must be rated as exceeding plus 2 other areas. This will gain an overall rating of exceeding for the service.

- https://www.acecqa.gov.au/sites/default/files/2018-03/QAPosters_NQS_0.pdf

- **Temporary Buildings**

The temporary buildings were put into place during the holidays these include a toilet block, and office building and the play room which the Penguins will be using and 2 shipping containers for storage. Before these can be used the department must come and provide approval to operate from these buildings. They are aware that our assessment and rating is underway and they have kindly asked where the preschool would prefer to have the assessment and rating process happen, the current building is preferred as the educators and children have routines and practices established.

- **Soft Fall Repairs**

Using the \$15,000 from the Quality Learning Environments grant the soft fall in the Early Intervention playground was replaced and the fencing removed from around it at the end of last term. With the (temporary) loss of half of the playground when the building begins, this provides an additional climbing frame for the children to use.

- **Upcoming Events**

- Christmas Party will be held on the last day for preschool for children, which this year is the 19th of December (Wednesday).
- Preschool has been invited to Riverview for a teddy bears picnic which was today, the children were able to have morning tea with the residents and bring along their teddy bear for the day.
- At the end of the term there will also be a reptile awareness show.
- The Ambulance will also come to preschool to talk to the children about what happens when the ambulance is called.

5. General Business

5.1 Policies were reviewed by the Committee and small changes were recommended. Updated policies are attached:

- Incident, Injury, Trauma and Illness
- Infectious Diseases
- Medical Conditions
- Providing a Child Safe Environment
- Ethical Conduct
- Determining Responsible Person and Authorisation
- Participation of Volunteers and Students
- Excursion

- Collection of Children from Premise
- Confidentiality, Privacy, Dignity and Retention of Preschool Records
- Governance and Management
- Enrolment and Orientation
- Payment of Fees
- Relationships with Children
- Dealing with complaints
- Child and Staff Immunisation
- Priority of Access
- Family Communication and Involvement
- Retention of Preschool Records

6. Community Services Manager Report

6.1 Setting of Fees in 2019

Proposed fees

With the announcement that 3 year olds will receive some funding from 2019, the fees have had to be adjusted. 75% of our funding increase needs to be passed on as a reduction in fees and the proposed fees are listed below. There is also a new fee for late pick ups after closing time (ie Monday and Friday 4.00pm, and Tuesday, Wednesday, Thursday 5.00pm).

- | | |
|---|----------------------|
| • Equity children | \$ 4.00 per day |
| • Non-equity 4 year olds | \$13.00 per day |
| • Non-equity 3 year olds | \$22.00 per day |
| • Additional day (3 rd & 4 th) | \$30.00 per day |
| • Extended Hours 8.00am to 8.30am | \$ 6.00 per day |
| • Extended Hours 4.00pm to 5.00pm | \$12.00 per day |
| • Enrolment fee | \$25.00 yearly |
| • Late Fee (pick up after closing time) | \$25.00 per occasion |

Drought relief funding

The feedback from the parent committee members is that they want the drought relief funding to be passed on in full as a fee subsidy. This has been calculated to assist all families with children enrolled at the preschool. As our enrolment numbers start out lower at the beginning of the year, it is recommend that the amount of the subsidy is reviewed at the end of Term 1, 2019 to ensure that the total amount is passed on in full.

Drought fee subsidy – per term

| | | Est. Enrol | Subsidy | |
|---------------------|--------|-------------------|----------------|------------------|
| Term 3, 2018 | Equity | 27 | \$ 40 | \$ 1,080.00 |
| | Non | 47 | \$ 110 | \$ 5,170.00 |
| Term 4, 2018 | Equity | 27 | \$ 40 | \$ 1,080.00 |
| | Non | 47 | \$ 110 | \$ 5,170.00 |
| Term 1, 2019 | Equity | 22 | \$ 40 | \$ 880.00 |
| | Non | 37 | \$ 110 | \$ 4,070.00 |
| Term 2, 2019 | Equity | 27 | \$ 40 | \$ 1,080.00 |
| | Non | 47 | \$ 110 | \$ 5,170.00 |
| | | | | \$ 23,700 |
| Grant amount | | | | \$ 23,400 |

6.2 Discussion was held on the value of holding the orientation and enrolment evening in November. The Community Services Manager and the Nominated Supervisor wanted to know the committees feelings about it. After discussion it was decided that from 2019 enrolments will open from September for the following year, and that the orientation evening be held in late January, closer to the time that children start preschool.

Moved by Meggie Davey, Seconded by Kimberley Lisle that the proposed fees for 2019 and the Drought fee subsidy be adopted by Council.

RECOMMENDED: That Council **ADOPT** the Incident, Injury, Trauma and Illness, Infectious Diseases, Medical Conditions, Providing a Child Safe Environment, Ethical Conduct, Determining Responsible Person and Authorisation, Participation of Volunteers and Students, Excursion, Collection of Children from Premises, Confidentiality, Privacy, Dignity and Retention of Preschool Records, Governance and Management, Enrolment and Orientation, Payment of Fees, Relationships with Children, Dealing with complaints, Child and Staff Immunisation, Priority of Access, Family Communication and Involvement, Retention of Preschool Records policies as presented.

RECOMMENDED: That Council **ADOPT** the proposed fees for 2019 and the Drought Fee Relief subsidy and place the fees on public exhibition for 30 days.

There being no further business the Chair declared the meeting closed at 6.12pm.

CONFIRMED _____ (Signed)

Date: ___ / ___ / ___ **Chairperson**

Attachment 5.1

Incident, injury, trauma and illness policy (formally Accident, Illness and Emergency Treatment Policy) NOA 2

Aim

Walcha Preschool and all educators can effectively respond to and manage incidents, injury, trauma and illness which occur at Walcha Preschool to ensure the safety and wellbeing of children, educators and visitors.

Procedure for Incident, injury, trauma and illness

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

PROCEDURE OF FIRST AID ADMINISTRATION

- The Child will be treated by an educator holding a First Aid Certificate.
- If the situation is deemed to be an emergency, an educator will phone 000 for an ambulance.
- Inform Walcha Preschool Nominated Supervisor.
- Administer appropriate treatment.
- Inform the parent as soon as practically possible and if necessary.

Illness

- If the child has a fever and the parent cannot be contacted in reasonable time, educators must check the enrolment form for an alternative emergency contact.
- Educators MUST attempt to contact the parent/emergency contact to inform them of the child's illness and to discuss an appropriate course of action.
- Paracetamol will NOT be given (advice from The Public Health unit Area Health) except in the following circumstances:
 - Any child with a pre-existing condition that is treated in the first instance with paracetamol (for example febrile convulsions). The parent or guardian of the child must give written permission for the paracetamol to be administered, they must also provide a Emergency Action Plan for the condition signed by their doctor, and provide the preschool with the paracetamol to be kept on premises.

Injury

- If the child has an injury and the parent cannot be contacted in reasonable time, educators must check the enrolment form for an alternative emergency contact.
- Educators MUST attempt to contact the parent/emergency contact to inform them of the child's injury and to discuss an appropriate course of action.

Trauma

- If the child has a injury and the parent cannot be contacted in reasonable time, educators must check the enrolment form for an alternative emergency contact.
- Educators MUST attempt to contact the parent/emergency contact to inform them of the child's trauma and to discuss an appropriate course of action.
- The Department of Community Services requires the Nominated Supervisor or Responsible Person to keep a record of any particulars of treatment given to a child at Walcha Preschool and must be advised if a child is hospitalised.
- Notifying accidents to DOCS – only notify accidents that require the child concerned to receive medical, dental or hospital treatment. The procedures for *How to make a Notification of a Serious Accident* must be followed.

After first aid has been administered

- An accident/illness/injury report must be completed for any child who becomes ill, injured or suffered trauma during the day. Complete the illness form ensuring details for treatment are completed.
- Ensure the parent signs the accident/illness/injury report and is given a copy.
- The accident/illness/injury report is to be retained with the child's records until the child is 24 years of age.

Legislative Requirements

Walcha Preschool and all educator members must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | | |
|----------------------------|--------------------------------------|--|
| Date Adopted | 31/7/2013 27/5/2015 13/12/2017 | Minute No. 19/2013-14 Minute No. 201/2014-15 Minute No. 95/2017-18 |
| Date of Staff Review | 16/10/2018 | |
| Nominated Supervisor | | |
| Management Representative: | Committee | |

Infectious Diseases Policy (Formally Assessing Serious or Potentially Infectious Diseases Policy) – NQA2

Aim

Walcha Preschool will minimise the spread of potentially infectious diseases between children, other children and preschool educators by excluding children who may have an infectious disease or are too ill to attend care, and facilitating the prevention and effective management of acute illness in children.

Children might be brought to care with symptoms or signs of illness or while in care suddenly develop an illness that has not been diagnosed by a doctor, and that might be potentially infectious or potentially life-threatening for the child. Symptoms may not clearly fit those listed in exclusion diseases making it difficult for the educator and Nominated Supervisor to decide whether to accept or exclude the child from care. Many illnesses while not fitting exclusion criteria can transmit disease to other children in care, and many non-exclusion diseases can make a child too ill to participate in normal care activities.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Child
- Educators
- Families
- Management
- Visitors

Implementation

To minimise the spread of potentially infectious disease educators will:

- maintain best practice hygiene by teaching good hand washing to the children
- clean the rooms daily and the bathrooms twice per day.
- Washing toys weekly and prior to storage.

To reduce the detrimental impact on a sick child and the ability of the educators to safely supervise other children, the preschool should:

- Advise families to always inform you when their child has been sick at home prior to bringing their child to care so you can assess whether or not they are well enough to attend.
- Use this guide to assess whether the child is too ill to attend or needs to see a doctor, inform the family that the child cannot attend until they have recovered or have a certificate from their doctor.

If you are having difficulty assessing whether a child is ill or not fit enough to attend care, advise the family that the child should stay at home. Advise families to take a child with any of the illnesses or symptoms listed below or a child you believe to be acutely ill or infectious to their doctor. Fill in the accident/illness/incident report and include any actions and decisions taken regarding excluding a child from care or advising families to take their child to a doctor, and keep on the child's file.

Exclude the child and advise the family to take the child to a doctor if you consider:

- the child has a fever which has not yet been assessed by a doctor, or
- the child has a fever accompanied by abnormal behaviour or symptoms or signs that indicate a possible severe illness (such as lethargy, drowsiness, severe or prolonged coughing, wheezing, difficulty breathing, unusual irritability or crying), or
- the child will be unable to participate in normal activities without possible detriment to their care and safety, or
- the child will require extra supervision which may compromise the adequate supervision, care and safety of other children, or
- the child needs to see a doctor for any reason.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | | |
|----------------------------|--------------------------------------|--|
| Date Adopted | 31/7/2013 27/5/2015 13/12/2017 | Minute No. 19/2013-14 Minute No. 201/2014-15 Minute No. 95/2017-18 |
| Date of Staff Review | 16/10/2018 | |
| Nominated Supervisor | | |
| Management Representative: | Committee | |

Medical Conditions Policy (formally Asthma Policy, Allergies and Anaphylaxis Policy)– NOA2

Aim

Walcha Preschool aims to assist families in the management of their child's medical condition so that they safely can attend preschool. These conditions include but are not limited to allergies and anaphylaxis, diabetes and asthma.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Child
- Educators
- Families
- Management
- Visitors

Introduction

On the enrolment form families must indicate if their child has any medical conditions. The nominated supervisor will also need to be informed of these medical conditions. All educators will be informed of any medical needs that a child has. The family must provide a copy of a medical management plan, which will be followed by the preschool staff in the event of an incident relating to the child's specific health care need. Any medication required must be prescribed by a doctor and supplied by the family. Medication records are required to be completed by the preschool staff. A copy of this policy will be given to the families of a child with a medical condition.

Allergies and Anaphylaxis

To minimise the risk of exposure of children to foods that might trigger severe allergy or anaphylaxis in susceptible children, Walcha Preschool will:

- Educate children not trade or share food, food utensils or food containers.
- Be aware that allergy in children can be triggered in the following ways – contact through ingestion, inhalation of a dust or vapour, skin contact, or a bite or sting.
- Be aware that allergies are very specific to the individual and it is possible to have an allergy to any foreign substance.
- Where possible, ensure all children with food allergies only eat food and snacks that have been prepared for them at home.
- Ensure food preparation, food serving, and relief educators are informed of children and educators who have food allergies, the type of allergies they have, and Walcha Preschool's procedures for dealing with emergencies involving allergies and anaphylaxis.
- Restrict the use of foods likely to cause allergy in craft, cooking and play.

In preparing food, prevent cross-contamination between foods, food surfaces and utensils, particularly when preparing foods containing the most likely allergens such as nuts, milk and milk products, eggs and egg products, and soy.

Where a child is known to have a susceptibility to severe allergy or anaphylaxis to a particular food, Walcha Preschool will inform the families and educators and request that those foods related to that allergy are not bought to Walcha Preschool such as:

- peanuts, brazil nuts, cashew nuts, hazelnuts, almonds, pecan nuts
- any other type of tree or ground nuts, peanut oil or other nut based oil or cooking product, peanut or any nut sauce, peanut butter, hazelnut spread, marzipan
- any other food which contains nuts such as chocolates, sweets, lollies, nougat, ice creams, cakes, biscuits, bread, drinks, satays, pre-prepared Asian or vegetarian foods
- foods with spices and seeds such as mustard, poppy, wheat and sesame seeds
- nut and peanut material is also often in cosmetics, massage oils, body lotions, shampoos and creams such as Arachnis oil.

If displaying personal information about children's or educators allergies in food preparation or serving areas, do so in accordance with privacy guidelines, such as displaying in an area accessible to educators and not accessible to visitors or other families. Explain to families the need to display personal information for the purpose of the child's obtain signed parental consent.

Ensure children identified as allergic to specific triggers and substances do not have access to or contact with those substances.

Ensure body lotions, shampoos and creams used on allergic children have been approved by their parent. Other common groups of substances which can trigger allergic reaction or anaphylaxis in susceptible children include:

- all types of animals, insects, spiders and reptiles
- all drugs and medications, especially antibiotics and vaccines
- many homeopathic, naturopathic and vitamin preparations
- many species of plants, especially those with thorns and stings
- latex and rubber products
- Band-Aids, Elastoplast and products containing rubber based adhesives.

An epi-pen is available on site and stored in the locked first aid kit. All staff have been trained in its use.

Asthma

Management will:

- Arrange for annual Asthma and Anaphylaxis first training to be completed by educators
- Provide an asthma management/action plan to all families of children with asthma on enrolment.
- Ensure all educators are informed of the children with Asthma in their care.
- Ensure that an Asthma First Aid poster is displayed in a key location.
- Encourage open communication between families & educators.
- Identify and where possible, minimise asthma triggers using appropriate techniques, policies and procedures.

Educators will:

- Maintain current Asthma First Aid Training.
- Be familiar with each child with asthma in care.
- In regular consultation with families, optimise the health and safety of each child through supervised management of the child's asthma.
- Only administer prescribed and approved medication.
- No medication prescribed for anyone other than a particular child will be given.
- All medication must be clearly marked with the child's name and be stored appropriately.
- Check that all regular prescribed asthma medication is administered in accordance with the information on child's asthma action/management plan.
- Medication is to be administered (on a non-emergency basis) and is to be recorded accurately by the parent/guardian, in relation to time and dosage, and will be signed by an educator on its administration.
- Communicate without undue delay to families, if they are concerned about a child's asthma.

Families will:

- Inform educators and Walcha Preschool, either upon enrolment of their child with Asthma or on initial diagnosis (without delay), that their child has a history of asthma.
- Provide all relevant information regarding the child's asthma via the Asthma Record as provided by the child's doctor.
- Notify Walcha Preschool educators, in writing, of any alterations to the Asthma Record.
- Ensure that their child maintains adequate supply of appropriate medication (reliever) and spacer device clearly labelled with the child's name including expiry dates.
- Communicate all relevant information and concerns to educators as the need arises.
- Parent/guardian must give written authority for medication to be dispensed by filling in a Medication Form. If the Medication Form is not filled in, except in the case of an emergency, medication will not be administered on that day.
- Do not leave medications in your child's bag. Give it directly to an educators upon arrival.

In the event of a child having an asthma attack whilst at Walcha Preschool:

1. The child will be given reassurance, calmed and removed to a quiet area under the direct supervision of a suitably trained educator.
2. Asthma medication will be administered as outlined in the child's Asthma Record Form.
3. The parent/guardian will be contacted by phone immediately.

4. In the event of a severe attack, the Ambulance service will be contacted on 000 immediately and the 4 Step Asthma First Aid Plan will be implemented until Ambulance arrives.

Diabetes

Management will:

- Provide an diabetes management/action plan to all families of children with diabetes on enrolment.
- Ensure all educators are informed of the children with diabetes in their care.
- Ensure that an Diabetes First Aid poster is displayed in a key location.
- Encourage open communication between families & educators.

Educators will:

- Be familiar with each child with diabetes in care.
- In regular consultation with families, optimise the health and safety of each child through supervised management of the child's diabetes.
- Only administer prescribed and approved medication.
- No medication prescribed for anyone other than a particular child will be given.
- All medication must be in date, clearly marked with the child's name and be stored appropriately.
- Check that all regular prescribed diabetes medication is administered in accordance with the information on child's diabetes action/management plan.
- Medication is to be administered and is to be recorded accurately by the parent/guardian, in relation to time and dosage, and will be signed by an educator on its administration.
- Communicate without undue delay to families, if they are concerned about a child's diabetes.

Families will:

- Inform educators and Walcha Preschool, either upon enrolment of their child with diabetes or on initial diagnosis (without delay), that their child has been diagnosed with diabetes.
- Provide all relevant information regarding the child's diabetes via the diabetes management plan as provided by the child's doctor.
- Notify Walcha Preschool educators, in writing, of any alterations to the diabetes management plan
- Ensure that their child maintains adequate supply of appropriate medication (reliever) and spacer device clearly labelled with the child's name including expiry dates.
- Communicate all relevant information and concerns to educators as the need arises.
- Parent/guardian must give written authority for medication to be dispensed by filling in a Medication Form. If the Medication Form is not filled in, except in the case of an emergency, medication will not be administered on that day.
- Do not leave medications in your child's bag. Give it directly to an educator upon arrival.

In the event of a child having a hypo or hyperglycaemic event whilst at Walcha Preschool:

1. The steps as outlined on the diabetes first aid chart will be followed.
2. If the blood sugar is unable to be stabilised the family will be contacted.
3. If the child becomes unresponsive, the child will be placed in the recovery position and the Ambulance service will be contacted on 000 immediately.

Relevant Legislation and Key Resources

- Anaphylaxis Australia <http://www.allergy.org.au>
- Asthma Australia www.asthmaaustralia.org.au
- Mastering Diabetes <https://www.diabetessa.com.au/images/PDF/NDSS/booklets/masteringdiabetes.pdf>
- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees

- Families
- Interested Parties

| | | |
|----------------------------|---------------------------------------|---|
| Date Adopted | 31/7/2013 30/09/2015 13/12/2017 | Minute No. 19/2013-14 Minute No. 52/2015-16 Minute No. 95/2017-18 |
| Date of Staff Review | 16/10/2018 | |
| Nominated Supervisor | | |
| Management Representative: | Committee | |

Providing a child safe environment (Formally Risk Minimisation Policy) - NOA2

Aim

Educators should be able to identify hazards in each developmental stage, and take all precautions necessary to avoid accidents. It is the responsibility of all educators to increase and encourage parent/guardian and family awareness of accident prevention, and of their child’s ability to learn safety awareness at an early age. Parents and families will be educated through newsletters and pamphlets on accident prevention.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Children
- Educators
- Families
- Management
- Visitors

Procedure

The following measures are to be implemented in Walcha Preschool:

- All chemical, cleaning and other products and medications are to be kept in their original containers, and stored in cupboards not accessible to children. ie. out of reach or with childproof locks.
- Educators will use non toxic cleaning products to endeavour to prevent accidents with chemicals.
- Proper medication procedures must be followed at all times.
- Children are to be prohibited access from the kitchen, office, storeroom and laundry areas.
- Children are never left unsupervised or eating alone.
- The temperature of hot water systems should be consistently set between 40-43 degrees Celsius and are checked regularly throughout the year. Variances will be fixed by a licenced plumber.
- The drinking of any hot beverage is to be restricted to childfree areas such as educator’s rooms. Educators should not enter child rooms with hot beverages.
- Walcha Preschool has an approved earth leakage circuit breaker fitted to the main power box. Such devices are not to be relied on solely as electrocutions are reduced by the use of circuit breakers, rather than being prevented entirely.
- Power points must have protective shutters, or be fitted with protective plugs.
- Children should be taught to respect all electrical appliances by positive educators role modelling.
- Avoid water on floors. Any spillages should be mopped up immediately and without delay. Particular and close attention needs to be given to the bathroom area and lunch area during use periods.
- All children must remain seated whilst eating during meal times.
- Plastic bags are to be kept out of the reach of children and/or in locked cupboards.
- Safe toys are to be used considering the relevant age of the child. ie. choose durable toys, avoid movable parts which may pinch the child, etc. All toys should be checked on regular basis to ensure they are in proper working order. Any broken toys will be repaired or discarded.
- All water play areas must be supervised by educators at all times. Educators should never leave buckets of water unattended.
- All equipment must be checked daily for:

- Stability
- Broken pieces
- Insect, spider and / or snake infestation.
- The indoor safety check (as per the Indoor Safety Checklist) must be conducted each morning before the children access the area.
- The outdoor safety check (as per the Outdoor Safety Checklist) must be conducted each day before the children access the area.
- Jumping or bouncing boards are to be cared for properly to avoid cracking, i.e. never leave boards out when not in use, and regularly oil boards with recommended products.
- Soft fall should be used under play equipment.
- Provide stable and permanent barriers to prevent children running into the path of moving objects such as swings and/or other play equipment.
- Children must be supervised closely by educators when using climbing equipment (including trees).
- All playground equipment must be used with consideration of the child's age and ability; e.g. it may be necessary to restrict younger children using certain climbing equipment.
- Display Emergency Exit procedures and complete practice drills on a quarterly basis.
- All fire extinguishers are reviewed annually and instruct all educators on their proper usage.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.

Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | | |
|--------------------------------------|--------------------------------------|--|
| Date Adopted | 31/7/2013 27/5/2015 13/12/2017 | Minute No. 19/2013-14 Minute No. 201/2014-15 Minute No. 95/2017-18 |
| Date of Staff Review | 16/10/2018 | |
| Nominated Supervisor | | |
| Management Committee Representative: | | |

Ethical Conduct Policy - NQA4

Aim

Walcha Preschool has adopted the Walcha Council Code of Conduct which ensures the expected behaviour requirements for the educators employed at Walcha Preschool. The Code guides educators to act appropriately and assist them in fulfilling their duty of care and obligations to act honestly and professionally in their interactions with other educators, children, families, community members and visitors.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Educators
- Management

Implementation

GENERAL OBLIGATIONS

- You must act lawfully, honestly and exercise diligence.
- You must treat others with respect at all times.

Fairness and Equity

Educators have an obligation to consider issues fairly and consistently. That being, you must take all relevant facts into consideration and you must not take irrelevant matters into consideration when making decisions.

Harassment and Discrimination

You must not harass or discriminate against others, or support those who do the same.

Development Decisions

It is your duty to ensure that decisions are properly made and that parties involved are dealt with fairly.

If there is any uncertainty about the ethical issues around an action or decision you are about to take, you should consider these four points:

- Is the decision or conduct lawful?
- Is the decision or conduct consistent with Council policy and objectives?
- What will the outcome be for management, work colleagues, parents, children and any other parties?
- Do these outcomes raise a conflict of interest?

You have the right to question any instruction or direction given to you which you consider to be unethical. If you are uncertain you can seek advice from your manager or Nominated Supervisor or from the NSW Ombudsman on 02 9286 1000 or 1800 451 524.

RELATIONSHIPS

Obligations of educators

The Nominated Supervisor is responsible for the efficient and effective operation of Walcha Preschool.

Employees have an obligation to:

- Give their attention to the business of Walcha Preschool while on duty.
- Ensure that their work is carried out efficiently, economically and effectively.
- Carry out lawful directions given by any person having authority.

Obligations during meetings

You must respect management, other educators, parents or visitors present during meetings. You must:

- Protect confidential information
- Only access information needed for preschool business
- Not use confidential information for any non-official purpose
- Only release confidential information if you have authority to do so
- Only use confidential information for the purpose it is intended
- Only release information in accordance with established Walcha preschool policies and procedures and in compliance with relevant legislation
- Be scrupulous in your use of preschool property. Do not permit misuse by any other person or body.

REPORTING BREACHES, COMPLAINT HANDLING PROCEDURES:

Reporting breaches of the code of conduct

You should report suspected breaches of the Code of Conduct to the Nominated Supervisor, preferably in writing. Where you believe that the Nominated Supervisor has failed to comply with this code, you should report the matter to the Community Services Manager or General Manager preferably in writing.

Complaint handling procedures- educators conduct (excluding the Manager)

Where appropriate the General Manager of Walcha Council will make enquiries into breaches of the code of conduct regarding members or educators.

Enquiries made into all educators' conduct which might give rise to disciplinary action must occur in accordance with the relevant local government award and make provision for procedural fairness.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Walcha Council Code of Conduct

Review

The policy will be reviewed annually. The review will be **conducted** by:

- Management
- Employees
- Families
- Interested Parties

| | | |
|--------------------------------------|------------|-----------------------|
| Date Reviewed | 31/7/2013 | Minute No. 19/2013-14 |
| | 26/7/2017 | Minute No. 19/2017-18 |
| Staff Review | 16/10/2018 | |
| Nominated Supervisor | | |
| Management Committee Representative: | | |

Determining Responsible Person and Authorisations Policy – NQA 4 & NQA 7

Policy Aim

An Approved Provider operates the service with an appointed Nominated Supervisor. The Nominated Supervisor does not have to be in attendance at the service at all times, but in their absence, a Certified Supervisor is to be placed in charge as the Responsible Person.

Our Preschool will ensure a Responsible Person is physically present at the service at all times children are being educated and cared for.

Details of the Responsible Person on duty will be communicated and displayed for all users of the service.

Goals – What are we going to do?

Legislation requires that a Responsible Person is physically in attendance at all times the service is educating and caring for children. The Responsible Person is the Approved Provider, the Nominated Supervisor, or a Certified Supervisor who has been placed in day-to-day charge of the service.

Definitions

Approved Provider

An individual or organisation that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12,13 and 14 of the National Law) to operate one or more education and care services.

Nominated Supervisor

A person who is a Certified Supervisor and has been nominated by the Approved Provider of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The

Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.

Responsible Person (Service Supervisor Certificate)

Service supervisor certificates may apply to any person working at the service who has been identified by the approved provider within the service as:

- Responsible for the day to day management of the service or
- Exercising supervisory and leadership responsibilities for part of the service or

This means a person working in one of the above roles can be covered under the service supervisor certificate.

Strategies – How will it be done?

Appointing a Responsible Person

The Approved Provider is responsible for ensuring the safety and wellbeing of children at the service and will consider a persons qualifications, experience and age when deciding whether they are suitable to be placed in day to day charge.

A person is covered, and may be placed in day to day charge of the service, when:

- The Approved Provider or the Nominated Supervisor identifies that they meet the criteria to hold a service supervisor certificate and
- They give their written consent to be placed in day to day charge of the service

Criteria to be determined a Responsible Person

Educators at the service who have been deemed suitable by the Approved Provider or Nominated Supervisor as a Certified Supervisor and wish to be considered based on:

- Their practical knowledge of the day-to-day responsibilities of being an educator at the service, including how to work through unexpected problems.
- Must be over 18 years of age
- A demonstrated understanding of:
 - Education and Care Services National Law Act 2010, and the Education and Care Services National Regulation 2011
 - Equal Opportunity Employment Conditions
 - Health and Safety, including Child Protection responsibilities
 - Privacy, Confidentiality and Equal Opportunity/Anti-Discrimination policies and procedures
 - Education and care services policies and procedures.
- Consideration will be also given regarding whether the individual has been subject to compliance action or disciplinary proceedings under children’s services law, education law, or a previous education and care services law, in any state or territory.

Roles and Responsibilities

| Role | Authority/responsibility for |
|--------------------------|--|
| Approved Provider | <ul style="list-style-type: none"> • Ensuring there is a Responsible Person on the premises at all times the service is delivering education and care programs for children. • Ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service. • Ensuring that the name of the Nominated Supervisor is displayed prominently at the service. • Notifying the Regulatory Authority in writing if there is a change of person in the role of Nominated Supervisor. • Ensuring that, in the absence from the premises of a Nominated Supervisor, the Responsible Person is placed in day-to-day charge of the service. • Ensuring that the Nominated Supervisor and Certified Supervisor have a |

| | |
|-----------------------------|---|
| | <ul style="list-style-type: none"> sound understanding of the role of Responsible Person. Ensuring there are sufficient staff with Supervisor Certificates to meet the legislative requirement for a Responsible Person at the service during periods of leave or illness. |
| Nominated Supervisor | <ul style="list-style-type: none"> Providing written consent to accept the role of Nominated Supervisor. Ensuring that, in their absence from the service premises, another Certified Supervisor is placed in day-to-day charge of the service. Ensuring they have a sound understanding of the role of Responsible Person. Ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service. Developing rosters in accordance with the availability of Responsible Persons, hours of operation and the attendance patterns of children. Notifying the Approved Provide and the Regulatory Authority within 7 days of any changes to their personal situation, including a change of mailing address, circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check care or teacher registration, or if they are subject to disciplinary proceedings. |
| Responsible Person | <ul style="list-style-type: none"> Providing written consent to accept the role of Responsible Person. Checking that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service. Ensuring they have a sound understanding of the role of Responsible Person. Understanding that a Responsible Person placed in day-to-day charge of an approved service does not have the same responsibilities under the National Law as the Nominated Supervisor. |
| Families | <ul style="list-style-type: none"> Reading and understanding this policy. Being aware of the Responsible Person at the service on a daily basis. |

Monitoring, evaluation and review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 2 years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

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|--------------------------------------|------------|-------------------|
| Date Adopted | 26/07/2017 | Minute 19/2017-18 |
| Staff Review | 16/10/2018 | |
| Nominated Supervisor | | |
| Management Committee Representative: | | |

Participant of Volunteers and Student Policy - NOA7

Aim

To provide students, volunteers and individuals undertaking work experience learning opportunities and support to complete their education or encourage their interest in the Early Childhood field.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Children
- Families
- Educators
- Community

Implementation

Walcha Preschool endeavours to support students, volunteers and work experience people in their efforts to become early childhood professionals. They will be encouraged to complete their training enabling them to gain the knowledge and skills to provide children with care, support and developmentally appropriate programs.

OBJECTIVES:

Educators will:

- Maintain open communication with students, volunteers and work experience people along with their practicum teachers.
- Support all students, volunteers and individuals undertaking work experience needs during their placement.
- Pass relevant skills and knowledge onto each student, volunteers and work experience people.
- Provide all educators with relevant feedback about tasks that the student is required to complete in Walcha Preschool as part of their practicum.
- Be aware of the expectations perceived by the student, volunteers and work experience people.
- Make time and have capabilities to support each student, volunteers and work experience people in their placement.

Students, volunteers and work experience people will:

- Learn about the children through observation and practical experience
- Develop skills and abilities needed to care for and educate children
- Learn about working as part of a team in the Early Childhood sector
- Learn strategies employed when working in a team environment
- Learn skills already acquired by qualified educators in Walcha Preschool
- Become familiar with families and children in Walcha Preschool
- Keep educators aware of all written work required of the student, volunteers and work experience people

Families will:

Be informed of when students, volunteers and work experience people are present at Walcha Preschool and their role and the time frame they will be spending at Walcha Preschool.

METHOD

An educator will be appointed 'student supervisor' and this person will be required to:

- Arrange time for the student to visit Walcha Preschool for a pre placement visit, during this visit the following will be arranged.
- Give the student times/hours and dates of the placement
- Give the student a student package
- Take the student on an orientation of Walcha Preschool
- Introduce the student to educators
- Student supervisor will inform educators and nominated supervisor or service providers of student's, volunteers and work experience people's visit

- On the students, volunteers and work experience person’s first day, they will be introduced to the room leader. During this meeting the student will inform the educator of all written work they are required to do and provide them with the time sheets and evaluation forms.

Students, volunteers and work experience people will:

- Inform the student supervisor, in writing of what will be expected of them by their training body, university or school, or any other training organisation.
- Be required to do different shifts during their time, so as to gain knowledge of each different aspect of Walcha Preschool’s day.
- Discuss any problems they may be experiencing with the student supervisor.

The Room Leader will:

- Communicate with the student, volunteers and work experience people and discuss progress of their written work and performance.
- Discuss any issues raised by the student with the student supervisor.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

| | |
|--------------------------------------|---------------------------------|
| Date Adopted | 30/11/2016 – Minute 86/20162017 |
| Staff Review | 16/10/2018 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Excursion Policy – NOA1 & NOA2

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

Children
Educators

Introduction

Excursions are a valuable experience for children, families and staff of education and care settings. Excursions provide the opportunity to expand and enhance children’s experiences, explore different environments and engage in meaningful ways with their communities. Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all. Walcha Preschool is committed to providing experience and enjoyment for all. By providing excursions that are well considered and planned, provide meaningful experiences and ensures the health, safety and wellbeing of children at all times.

Goals – What are we going to do?

Educators will:

- Make excursions a part of the program of education and care;

- Plan for excursions with careful consideration of the safety of children and adults;
- Carry out excursions only where full documentation and permissions have been completed and obtained;
- Undertake full risk assessments, consideration of value of educational excursions, and plan for first aid requirements.

Strategies – How will it be done?

Planning and Preparations

All excursions will be planned in advance to:

- Maximise both children’s developmental experiences and their safety;
- Reflect the age, capacity and interests of the children;
- Ensure they are properly supervised and conducted in a safe manner; and
- Are conducted with fully informed written parental permission.

All excursions will be thoroughly researched to ensure:

- Supervision is adequate so children cannot be separated from the group;
- Access to hazardous equipment and environments are minimised;
- There is adequate access to food, drink and other facilities (toilets, hand washing etc);
- Consideration is given to the mobility and supervision requirements of children with additional needs;
- That adequate sun protection is available.

When planning for an excursion educators will:

- Assess the requirements for the excursion;
- Conduct a risk assessment;
- Arrange quotes and book transport to venues;
- Make alternative arrangements for adverse weather conditions;
- Inform families of the details of the excursion including destination. Objectives and outcomes, and what the child should bring;
- Provide families with an excursion permission form to complete to authorise their child to participate on the excursion;
- Request additional adult participation on the excursion where required;
- Check that the emergency backpack contains the first aid kit, EpiPen, other child medication needed, and mobile phone to be taken on excursion.

Educators must make alternate arrangements for any children who are not attending the excursion, and ensure that any dialogue or pre-planning for the excursion does not alienate such children from social networks. Additional factors need to be considered in the planning of excursions for children with additional needs. Where possible, our service will uphold the right for all children to access all excursions and engage in meaningful ways while on excursions.

Risk Assessment

The Nominated Supervisor will:

Ensure a risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any child whilst on the excursion, and will specify how the service will manage any risks identified.

The risk assessment conducted will consider:

- Destination and duration of the excursion;
- Potential water hazards or any hazard associated with water based activities;
- Transport to and from destination;
- Number of educators, responsible persons, and children involved;
- Proposed activities, and
- Items to be taken on the excursion eg: mobile phone, emergency contact numbers etc.

If the excursion is a regular occurrence a risk assessment will only be carried out once, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.

The Nominated Supervisor will also:

- Appoint a Responsible Person to be in charge of the excursion.

Authorisations for Excursions

For all excursions parents or legal guardians will be given an excursion permission form with full details of the excursion including:

- Date, description, duration and destination of proposed excursion;
- Method of transport to be used;
- Reason for the excursion, and proposed activities to be conducted on the excursion;
- The anticipated adult:child ratio – outlining numbers of educators and staff and other adults attending;
- A statement that a risk assessment has been prepared and is available at the service for parents to view.
-

If the excursion is a regular outing, authorisation is required once in a 12 month period. All parents or legal guardians will be asked to sign permission forms for regular excursions on enrolment and at the beginning of each subsequent year.

No child will be taken on an excursion unless written permission from parents or legal guardian has been received.

Families and Volunteers

Families will be encouraged to participate in excursions to assist in maintaining suitable child/staff ratios. If the parent needs to bring their child's sibling, the siblings must be included in the ratio.

If additional adults are required volunteers will be invited. Volunteers will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service.

Family members/volunteers are not to be left in sole charge of children and must be supervised by an educator at all times.

All volunteers/family members 'details will be entered into the appropriate staff record for the day. Family members and volunteers will be required to undergo a working with children check.

Traffic and Transport

Safety of children will be considered in the choice of route and mode of transport. The preschool will follow all applicable NSW road rules as well as the Kids and Traffic best practice recommendations for transporting young children safely in buses. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.

Educators will ensure children obey road rules and cross roads at a crossing or lights where available. Educators will remain vigilant to ensure no child runs ahead or lags behind the group. One Educator will walk at the front of the group and one at the back of the group.

Supervision

Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, taking into account ratios and all risks and hazards likely to be encountered.

The venue will be assessed as safe for all children and adults on the excursion and will be easily supervised and accessible.

Water Hazards

No excursions will be conducted to a swimming pool or other water related activity. Where there are significant water hazards (such as rivers, lakes or beaches), risk management strategies will be identified and implemented.

Conducting the Excursions

All educators, volunteers and children attending will be informed of excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities.

A list of children on the excursion will be left at the service and a copy carried by the delegated Certified Supervisor.

Before leaving on the excursion, a notice will be prominently displayed which includes:

- Itinerary and timetable; and
- Mobile phone contact number.

Items to be taken on excursions include:

- A suitable stocked first-aid kit including EpiPen;
- A mobile phone;
- Children's emergency contact numbers;
- Children's medication, if required; and
- Other items as required eg sunscreen, drinking cups, jackets etc.

If a child is lost on an excursion, the police will be notified immediately. We will leave a staff member behind to liaise with police and to help look, while the other Educators and adult helpers escort the children back.

Evaluation

All excursions are conducted in a safe manner and evaluated. Any improvements identified in the risk assessment prior to conducting the excursion or the evaluation of the excursion is addressed and actioned to ensure children's safety.

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | | |
|----------------------|------------|-----------------------|
| Date Adopted | 31/10/2014 | Minute No. 78-2014/15 |
| | 26/07/2017 | Minute No. 19/2017-18 |
| Staff review | 16/10/2018 | |
| Nominated Supervisor | | |

Collection of Children from Premises Policy (formally Arrival and Departure Policy) – NOA2 & NOA6

Aim

To ensure and encourage the safety of children, families, visitors and educators during arrival and departure experiences at Walcha Preschool and to educate such persons of appropriate procedures.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22 000.

Related Policies

Child Protection Policy
Work Health and Safety Policy

Who is affected by this policy?

- Child
- Families
- Educators

Implementation

The following guidelines must be adhered to at all times to ensure the safety of the children.

Arrival:

- All children must be signed IN by their parent or responsible adult. This also assists educators in the event of evacuation of Walcha Preschool. This is the parent/caregivers responsibility. If this is not completed, an educator will make a note of the arrive time of the child.
- A locker is available to children for the storage of their bag and clothing for the day.

Departure:

- Nominated supervisors are to ensure that the authorised pick-up list for each child is kept up to date.
- No child will be released into the care of any persons not known to educators. If educators do not know the person by appearance, the person must be able to produce some form of photo identification to prove that they are a person authorised to collect the child on the child's enrolment form.
- Parents must give prior notice where the person collecting the child is someone other than those authorised on the enrolment form. The person nominated by the parent must be able to produce some form of identification.
- Children are not to be released into the care of persons not authorised to collect the child, e.g. court orders concerning custody and access.
- Parents or an authorised person must give prior notice of any variation in the persons picking up the child. If notice is not given, and educators cannot contact the parent, the child must not be released into the care of that person.

- If the authorised person collecting the child appears to be intoxicated, or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, the educators are to bring the matter to the person's attention before releasing the child into their care.

Wherever possible, such discussion is to take place without the child being present. Educators are to suggest that they contact another authorised person from the enrolment form, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another authorised person, educators are to inform the police of the circumstances, the person's name and vehicle registration number.

Educators cannot prevent a parent or guardian from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.

- All children must be signed OUT by a parent or authorised person as this assists educators in knowing who has left Walcha Preschool
- At the end of each day 2 educators check the premises including outdoors and indoors to ensure that no child remains on the premises after Walcha Preschool closes.

Individuals visiting Walcha Preschool must also sign in when they arrive at Walcha Preschool, and sign out when they leave. Details of absences during the day must also be recorded.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | | |
|----------------------------|------------|-----------------------|
| Date Adopted | 31/7/2013 | Minute No. 19/2013-14 |
| | 30/09/2015 | Minute No. 50/2015-16 |
| | 13/12/2017 | Minute No. 95/2017-18 |
| Date of Staff Review | 16/10/2018 | |
| Nominated Supervisor | | |
| Management Representative: | Committee | |

Confidentiality, Privacy, Dignity and Retention of Records Policy – NOA 7

Aim

Walcha Preschool recognises and respects the right of families and individuals to privacy, dignity, and confidentiality. Walcha Preschool will ensure that all records are kept in a secured area for the required period of time, as stated in the regulations.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Confidentiality

Confidentiality means the right of each child and their family to have all information about them remain private unless they expressly give their permission to the preschool to share the information. From time to time, staff and committee members will become aware of personal information regarding a child or family. This information is to be kept confidential.

This means that people do not discuss details of a family's situation, or other information that may identify a family, with any person outside the preschool without the Nominated Supervisor's or General Manager's approval.

Where this approval is given, the information given is to be on a "need to know" basis, ie only the information that is directly relevant to the situation. In making a decision regarding disclosure of information, the Nominated Supervisor will seek the family's permission, except where child protection is the issue. In child protection issues, disclosure is in accordance with the mandatory reporting procedures. Breaches of confidentiality will lead to disciplinary action.

Privacy

Privacy means the right of each child and their family to have other people respect all aspects of their personal life. In practice, this means that services will be provided in a non-intrusive manner.

Dignity

Dignity means the right of each child to be treated as a worthwhile person who has a right to be heard and valued. The dignity of each child will be respected at all times. In particular, it is unacceptable for a worker to refer to children in slang terms; to mock the physical or intellectual differences of children; or to in any other way degrade or devalue children. Such behaviour is serious staff misconduct and would be dealt with as such.

Media, publicity and Facebook

Educators are not permitted to make comments to the media about the preschool without prior permission from the General Manager of Walcha Council. Any images used of children for media and publicity purposes must be respectful of the children, their rights, and their dignity.

Images of individual children will not be posted on the preschool Facebook page.

A permission form is included with the enrolment application in which the family can give permission for images of their children to be published in the media or on the Facebook page. Giving this permission is voluntary.

Retention of Preschool Records

Practices

To ensure that all records are kept in a safe and secured area for the required period of time specified by the regulatory authority the preschool will ensure that:

- Parents can obtain copies of their child's developmental records within 12 months of their child leaving the Preschool.
- Financial and administration records are to be kept for seven (7) years – including funding.
- Minutes are kept for the life of the preschool's operation.
- All records must be kept up to date and in a safe and secure area and where they can be obtained in one working week after the approved provider receives the direction.

Records are confidential and are only available to:

- The approved provider
- The nominated supervisor
- A member of staff authorised to access the records
- An authorised officer
- A person authorised by the law
- A parent of the child.

Inspection of records

Families may ask the authorised supervisor for access to their file at any time. If a family believes that information held about them is incomplete, incorrect, out of date, or misleading, they should raise this with the nominated supervisor. Wherever possible, the nominated supervisor will correct the information. If the nominated supervisor does not agree to this, the family has the right to add notes to the file pointing out the items that they do not agree with. If they are unsatisfied with this, they should access the grievance procedure.

As per the regulation, the following records must be kept:

| Reason | Record | Retention Period |
|--|---|---|
| If the record relates to an incident, illness, injury or trauma suffered by a child while at preschool | Accident/illness form Accident/illness register Medication form/plans Serious Incident, Injury, Trauma and Acute Illness Report Form | Until the child is aged twenty five (25) years |
| If the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred while at preschool | Accident/illness form Accident/illness register Medication form/plans O,H and S Serious Incident, Injury, Trauma and Acute Illness Report Form | Until the child is aged twenty five (25) years |
| If the record relates to the death of a child while at preschool or that may have occurred as a result of an incident while at preschool | Accident/illness form Accident/illness register O,H and S Medication form/plans Serious Incident, Injury, Trauma and Acute Illness Report Form | Until the end of seven (7) years after the death of a child |
| In the case of any other record relating to a child enrolled in the preschool | Child assessments: Developmental Summaries Individual objectives Copies of documentations Program Roll Sign in/out sheets Enrolment forms Medication form/plans Complaints Excursion permission forms O,H&S | Until the end of three (3) years after the date on which the child was at Preschool |
| If the record relates to the nominated supervisor or staff member of the Preschool | Staff details/file Record of access to ECT Record of educators working directly with the children Rosters Time sheets Qualifications inc First Aid Accident/illness form O,H&S Serious Incident, Injury, Trauma and Acute Illness Report Form | Three (3) years after the last date on which the nominated supervisor or staff member of the Preschool provided care at the Preschool |

| | | |
|--|--|--|
| In case of any other record | Service's compliance Visitor book Volunteer and students Risk assessments:- O,H&S Excursions Quality Improvement Plans Staff communication book Complaints | Service Compliance - Until the end of three (3) years after the Approved Provider operated the service Until the end of three (3) years after the date on which the record was made |
| If the record relates to the approved provider | Complaints Personal Information details | Three (3) years after the last date on which the approved Provider operated the Preschool |

Staff Records

Time Records

All employees must records their actual arrival and departure times on the staff sign in and out sheet each day. Any leave should be noted on this sheet as well as the timesheet. In addition, all staff need to complete an employee timesheet each week, on which they note their working hours. The nominated supervisor's signature on the employee timesheet will certify that the hours written are correct.

Staff Files

A staff file will be kept by Walcha Council on each employee. It will include:

- Employee information form
- Staff orientation checklist
- Performance appraisals
- Record on leave entitlements
- Applications for leave of absence
- Applications for staff development
- Copy of any qualifications held
- Copy of First Aid Certificate
- Any disciplinary procedures undertaken
- Any other relevant information

Any employee can see the information held about them by Walcha Preschool & Walcha Council. If the employee believes that information held about them is incomplete, incorrect out of date, or misleading, they should raise this with the nominated supervisor. Wherever possible, the nominated supervisor will correct the information. If the nominated supervisor does not agree to this, the employee has the right to add notes to the file pointing out the items that they do not agree with. If they are unsatisfied with this, they should access the grievance procedure.

Files are not to be removed from the office. When not in use, files are to be kept in the filing cabinet and this is to be locked when the office is unattended.

Staff Recordkeeping Roles

The nominated supervisor is responsible for:

- Ensuring that all staff complete the staff sign in and out sheet as they come on and off duty.
- Maintaining records of daily and weekly programs.

The Administration Manager is responsible for:

- Maintaining children's files
- Preparing information for government departments as required (such as budgets, fee subsidy information)
- Preparing agendas and minutes for staff meetings.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
 - Privacy and Personal Information Act 1998 (NSW)
 - The State Records Act 1998 (NSW)
 - National Childcare Accreditation Council www.ncac.gov.au
 - Information and Privacy Commissioner - www.ipc.nsw.gov.au

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

| | |
|--------------------------------------|---------------------------------|
| Date Adopted | 30/11/2016 – Minute 86/20162017 |
| Staff review | 16/10/2018 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Governance and Management Policy (Formally Walcha Preschool Advisory Committee) – NQA7

Aims

Walcha Preschool is managed efficiently and effectively by the Walcha Council.

Responsibilities

In accordance with the provisions of Section 355 of the Local Government Act, 1993 and the Local Government (Meetings) Regulation 1993, the Walcha Preschool Advisory Committee’s role will be to advise Council on policy matters, strategic issues and other matters relating to the management of Walcha Preschool as Walcha Council may from time to time determine.

The day to day management of the preschool is the responsibility of the nominated supervisor.

Membership of the Committee

The Walcha Preschool Advisory Committee will consist of:

- Chairman – Walcha Councillor
- Secretary –Community Services Manager – Walcha Council
- 4 or 5 parent / citizen representatives
- Nominated supervisor
- Early Intervention Teacher is invited to attend

Any 4 members constitute a quorum.

Walcha Preschool Advisory Committee Meetings

Walcha Preschool Advisory Committee meetings will be held at least once per term, and more often if necessary.

Meetings will follow the following agenda format:

- Present
- Apologies
- Minutes of previous meeting
- Declaration of Interests
- Business arising from minutes
- Subcommittee reports
- Correspondence
- Nominated supervisor’s report

- Treasurer's report
- General business
- Date of next meeting

Conflicts of interest

Walcha Preschool Advisory Committee members are to avoid actual or perceived conflicts of interest. A conflict of interest may arise where a reasonable and informed person would perceive that you could be influenced by a private interest. A committee member who has an actual or possible conflict of interest must declare it when discussion of the issue first arises. The person affected will be asked to leave the room and take no part in the discussion.

Due diligence

Due diligence is an important principle of management. It requires that all members of the Walcha Preschool Advisory Committee take reasonable steps to be well informed about matters they make decisions on, and that they take reasonable care in making those decisions. The committee may be found to have breached their duty of care if they do not show due diligence in decision making.

Walcha Preschool Advisory Committee members are expected to read discussion papers, reports, and policies, and to place the best interest of the children and families who use the Preschool first in all decision making.

Role of the Chairman

Responsibilities of the Chairman include:

- Noting issues for the next agenda, in conjunction with the Secretary and Nominated supervisor
- Prioritising agenda items
- Leading the meeting through the agenda, keeping discussion relevant and decision making clear
- Acting as the spokesperson for the Committee in public forums
- Signing the minutes after they have been confirmed as an accurate record of the previous meeting

- Meetings are run in accordance with the Local Government (General) Regulation 2005.

Financial role of Walcha Council

Financial responsibilities include:

- Preparing a statement of income and expenditure to the Community Services Manager
- Overseeing all payments
- Ensuring that adequate records are kept of all receipts and payments
- Assisting in the preparation of the budget each year, and that expenditure is within the budget
- Assisting in the preparation of the Funding acquittals where necessary.

Role of the Manager Community Services

The Manager Community Services is responsible for ensuring that the records of the preschool are maintained to a level that meets all funding and licensing requirements.

Responsibilities include:

- Giving notice to all Walcha Preschool Advisory Committee members at least 7 days before each meeting under normal circumstances. Meetings may be called with less notice under exceptional circumstances.
- Calling meetings and giving notices as described in the Local Government (General) Regulation 2005
- Completing the annual preschool census.
- Assisting with the preparation of the budget.
- Meeting the requirements of the funding agreement.
- Distributing minutes to the advisory committee before or at each meeting
- Replying to correspondence
- Meeting the all reporting requirements and due dates.

Role of the Nominated Supervisor in relation to committee meetings

The nominated supervisor is responsible for:

- Providing a report to the Walcha Preschool Advisory Committee
- Attending Walcha Preschool Advisory Committee meetings

Role of the Administration Officer in relation to committee meetings

The administration officer is responsible for:

- Attending Walcha Preschool Advisory Committee meetings at the discretion of the nominated supervisor
- Maintaining enrolments and files for children and staff

Nomination of Parent Representatives

Nominations for parent representatives on the Walcha Preschool Advisory Committee are called for annually. The Walcha Preschool Advisory Committee comprises of four or five parent representatives and Walcha Council representatives. Representatives are elected for a two year term, with half that number changing each year. Nominations are called for in term 4 for the following year. The outgoing committee will encourage nominations for committee membership from people with a range of cultural backgrounds and areas of interest.

Nominations will be made in writing, signed by 1 existing committee member and accompanied by the written consent of the nominee. Nominations will be called for in a Newsletter and must be received at Preschool or Council by 28th February each year.

These nominations are then considered at a Walcha Council meeting. The representatives are chosen, and they are formally notified of their appointment.

Confidentiality

From time to time Walcha Preschool Advisory Committee members will become aware of personal information regarding a child, family, staff or committee member. This information is to be kept confidential.

Chairing

Meetings are usually chaired by the Council representative. In the event of their absence, the committee will elect a substitute chairperson.

Recommendation making

In general, decision making will be made through discussion and consensus. When agreement has been reached on the action the committee wishes to undertake, a motion will be put to the meeting. The chairman should record the exact wording of the motion, and then read it back to the meeting to ensure it accurately reflects the committee's decision. The motion should then be moved and seconded, and recorded in the minutes as being accepted.

If there is not general agreement, a more formal procedure should be followed:

- The item is put on the agenda
- There is general discussion of the matter, and the chair ensures that everyone has the opportunity to have a say
- When the various points of view have been put forward, the chair may wish to make a brief "Round Robin" of the committee, so that each member has input.
- The chair should then ask for a motion.
- The motion and the name of the person moving it are recorded.
- The chair asks for a seconder. The name of the seconder is recorded.
- The chair reads the motion back to the meeting and asks for all in favour, against, and abstentions.
- If necessary, the chair has the casting vote.
- The majority vote is successful.
- The chair repeats the decision reached back to the committee.

Subscriptions

The Walcha Council will maintain memberships and subscriptions that enhance the services delivered to children and families.

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

| | |
|--------------------------------------|---------------------------------|
| Date Adopted | 30/11/2016 – Minute 86/20162017 |
| Staff review | 16/10/2018 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Enrolment and Orientation Policy – NOA5, NOA6 & NOA7 (formally Enrolment Procedure and Orientation for Children)

Aim

At Walcha Preschool all children attending the service must have a completed enrolment form and accompanying documents before they can attend.

Background

The regulations state that all children enrolled in a children’s service must have detailed and specific information about them, this is written on the enrolment form. Therefore, it is essential for the child’s health, safety and well being that all children have a completed enrolment form at the service.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Enrolment

The preschool will ensure that the children have detailed records of their health, safety and well being by:

- The child being enrolled must be three to five years of age; the preschool will not accept children less than three years.
- Children cannot commence preschool unless the enrolment form has been completed with a copy of the child’s immunisation certificate. These records are to be kept by the preschool.
- When vacancies exist children are able to commence once they turn three. If there is a waiting list, children are enrolled based on their position on the list and on the Priority of Access.

A copy and proof of immunisation status must be provided upon enrolment and updated regularly. The preschool will follow the guidelines of the Department of Health in regards to the exclusion of children not immunised.

The family is to complete all information on the enrolment form and to supply any additional information as requested before or on the child’s first day. If the family is unable to complete or understand any part of the enrolment form and conditions due to language barriers or a disability, the preschool will attempt to arrange an interpreter to assist in the enrolment procedure.

If the families are claiming subsidised fees, then proof of their Health Care Card (a copy will be taken) is an essential or full fee will be charged. These will be updated throughout the year.

Prior to enrolment families will be given a preschool orientation package, which includes:

- Walcha Preschool Handbook
- Enrolment form
- Child Protection Policy (included in Handbook)

Orientation

Orientation is an important process where educators are able to get important information about the new child’s needs and those of the family. This process helps to make the transition from home to preschool as smooth as possible with the aim to maintain continuity between home and preschool, which helps the child adjust to the new setting.

The Nominated Supervisor will arrange for the new child to attend the preschool (together with parent/s or guardian/s) to visit and meet the educators, and familiarise with the environment.

The children may participate in the activities if they so desire. Positive interactions at this time (between families, educators and the child) are important for the children to build positive attitudes to the preschool environment. Educators are aware that some children respond to new experiences faster than others and will adapt to the situation.

At this time, the daily timetable and program will be discussed, as well as routines and any special requirements for the child that may need to be accommodated. Families will be invited to phone and check on their child at any time if there are any concerns.

Part of this orientation visit is also to explain/collect the required documentation for the child (enrolment form, immunisation record and medicare number).

Educators will also discuss how best to help the child settle into preschool – with some parents choosing to gradually build up to a full day so the child is reassured that the parents will return to collect them. Educators will encourage parents to say goodbye when dropping off – and reassured that if the child remains distressed over a period of time, that educators will contact them.

Families are able to stay as long as needed to reassure their child, but sometimes its easier for the educators to settle the child if the families come earlier on collection to spend time with their child – rather than do this at drop off time.

Families will be kept informed about how their child is settling in on collection and are welcome to discuss any aspects with the nominated supervisor or room leader at a convenient time. Information on the Walcha Preschool child orientation policy will be available in different languages when required.

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | |
|----------------------------|---------------------------------|
| Date Adopted | 30/11/2016 – Minute 86/20162017 |
| Nominated Supervisor | |
| Management Representative: | Committee |

Payment of Fees Policy - NOA7

Aim

To enable Walcha Preschool to provide high quality education and care for children, it needs to ensure it is financially viable at all times. Prompt payment of fees allows the Preschool to plan with certainty. The Preschool is committed to ensuring its fees are as affordable as possible and that all families have access to any subsidies that are available to reduce these fees. The Preschool is of the view that all children have a right to access early education and care regardless of their family’s financial situation.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

GOALS

The Preschool aims to:

- Ensure families are aware of all fees and fee payment requirements upon enrolment;
- Keep fees, and fee increases, to a minimum;
- Families are notified no less than 14 days in advance of any changes to fees or the ways they will be collected;
- Follow all legal requirements in order to continue receiving government funding;
- Manage fee collection to avoid bad debts;
- Issue statements of fees on a regular basis; and
- Follow responsible financial management strategies.

STRATEGIES

General

The Approved Provider will:

- Comply with Commonwealth and NSW Government funding agreements as required;
- Manage the Preschool so it remains financially viable and can meet its debts and other financial obligations as they fall due;
- Undertake an annual review of the Preschool's fees, in line with CPI and market forces. This review will take into account the level of government funding the Preschool receives, the running costs of the Preschool and the affordability of fees for parents;
- Communicate any fee changes to parents;
- Prepare a budget; and
- Ensure that adequate records of attendance are kept for each child.

The Nominated Supervisor will:

- Inform all families upon enrolment of the Preschool's fees and available subsidies.

Families will:

- Pay fees on time and in accordance with the Fee Schedule in the Preschool Handbook;
- Families should approach the Community Services Manager or Nominated Supervisor if they are having difficulty with payment of fees; and
- Record the accurate arrival and departure time of their child at the Preschool.

Payment of fees

All payments are to be made at the Walcha Council office at 2W Hamilton St, Walcha. Fees can be paid by any of the methods below:

- Cash
- Cheque
- EFTPOS (credit card not available)
- Centrepay (automatic deduction from Centrelink benefits)
- Direct deposit into Council's Bank account.

Invoices will be issued to families twice per term. The due date for payment is noted on the invoice. If a child commences at the Preschool during a term, fees will be calculated *pro rata* from the child's commencement date.

Families will:

- Ensure that Preschool fees are paid by the due date as shown on the account

Current Fees and Charges

Current fees and charges are in the Preschool Handbook for the enrolment year.. This also states operating times, including days and times for extended hours operations.

Non-payment of Fees and Charges

The following is extracted from Walcha Council's Debt Recovery Policy:

Sundry Debtors and Preschool Debtors

Invoices are issued at any time throughout the month, with a due date of fourteen days (14) days from the invoice date.

Any invoices remaining unpaid at the end of the month (regardless of their issue date) will be sent a statement of account, with a due date of fourteen (14) days from the statement date.

A reminder notice will be sent 7 days after the statement due date, which offers the following options:

- *payment within 14 days*
- *make a payment arrangement (using direct debit or Centrepay or payroll deduction for Council staff in writing)*
- *arrange another due date*

all payment arrangements must be submitted in writing and approved by the General Manager.

This letter will also state that legal action may be pursued to recover amounts that are still outstanding at the end of this period. All legal costs will be the responsibility of the debtor and account credit will be suspended (sundry debtors).

New legal action may be commenced by Council's debt recovery firm, when accounts remain outstanding for sixty (60) days or the total amount outstanding exceeds \$2000.

Credit will be suspended once an account is sixty (60) days overdue. Suspension will be lifted only when all outstanding invoices have been paid in full.

Once action has commenced and legal fees have been accrued, legal action will only be suspended/stopped by the debtor doing one of the following:

- *paying the outstanding account in full*
- *by signing a direct debit application which authorises Council to deduct payments from their bank account*
- *or signing a Centrepay deduction authority. If the debtor refuses, then legal action will continue.*
- *Signing a payroll deduction authority (Council staff only).*

The debt recovery agency will be notified when payments or arrangements are made. Legal action that has been suspended may be reactivated at any time of the year if the arrangement is broken or in default.

Preschool Fees

Due to the unique nature and regulations controlling the operations of the preschool, the following provisions will also be put in place in regards to preschool fees.

The preschool reminder notice will also state the following:

- *Enrolment will be cancelled (preschool room) or restricted to two days per week (transition room) if fees remain outstanding and an acceptable payment arrangement is not in place.*

Withdrawal from the Preschool

2 weeks notice is required for withdrawal from the preschool. Fees are payable from the date that the Preschool is notified of the child's withdrawal. Any additional fees paid in advance will be refunded; and

Families will:

- Provide 2 weeks' notice of the child's withdrawal from the Preschool; and
- Pay any outstanding fees to the Preschool.

Fee for early or late arrival at the Preschool (extended hours days)

Fees are payable for early arrival (prior to 8.20am) or late arrival (after 4.10pm) to pick up their child. This fee will be equal to 1 hour of the extended hour fee. PLEASE NOTE EXTENDED HOURS ARE NOT AVAILABLE ON MONDAY AND FRIDAY – LATE FEE WILL APPLY ON THOSE DAYS.

Late Fee - Pick up after closing time

Late pick up penalty is for pick up after closing time. Monday and Friday closing is 4.00pm, and Tuesday, Wednesday and Thursday is 5.00pm. The regulation requires two educators to wait with the child. The

preschool is required to pay overtime after normal closing times and this cost will be passed on to the family. This fee will be set each year with the fees and charges.

Public holidays and school holidays

Fees are not charged for any days that the Preschool is closed. Such days consist of public holidays, pupil free days and NSW scheduled school holidays.

Who is affected by this policy?

- Families
- Management

Review

The policy will be reviewed annually. Review will be conducted by:

- Management,
- Employees,
- Family Members
- Interested parties.

| | |
|----------------------------|--------------------------|
| Date Adopted | 30/11/2016 – 86/20162017 |
| Staff review | 16/10/2018 |
| Nominated Supervisor | |
| Management Representative: | Committee |

Relationships with Children Policy NOA1, NOA5

Aim

Walcha Preschool encourages educators to interact with the children in a positive way that makes them feel safe and supported in Walcha Preschool. Educators will encourage children to interact with their peers in a positive way including interaction amongst the age groups.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

Children
Educators

Implementation

In order to provide an environment where children feel safe, secure and supported and families are happy to leave their children educators will:

- Work with a child when he/she has a melt down. Melt downs can occur as a way of releasing frustration. When this happens educators will work with the child to calm him/her down and then reassure the child. The educators will then if possible offer the child a solution to his/her problem.
- Reassure a child that he/she is safe in Walcha Preschool. Some young children become anxious when away from their families. Educators will reassure the child and work with the family in order to make the child feel safe and secure at Walcha Preschool.
- Utilise the Preschool's routines in order to initiate meaningful interactions with children and encourage independent behaviour when safe to do so.
- Encourage children to express themselves, their ideas, opinions and comments. Educators should support children with this and let them know that their ideas are valued.
- Build a rapport with the children and their families through communication. This can be achieved with the children by offering them information from your own life that they can relate to. For example, if a child tells you he got a new dog on the weekend, tell them a little about your own pet.

- Allow time to talk to parents about their children. This allows educators to gain insight into their home life.
- Use positive guidance and encouragement towards acceptable behaviour. When a child is doing the wrong thing, let them know that what they are doing is wrong by telling them the right thing to do “We walk inside” rather than “No running inside”
- Be attentive to children at all times. In an attempt to prevent attention seeking behaviour educators will at all times acknowledge each child to the best of their ability.
- Use interactions with children during daily routine times, educational experiences and spontaneous moments to assist children in developing their self reliance and self esteem.
- Maintain the dignity and rights of each child at all times through positive and unbiased interactions – as per the Confidentiality, Privacy and Dignity Policy.
- Acknowledge and hold regard for each child’s family and cultural values, age and physical and intellectual development and abilities. Acknowledging the child’s family and cultural values helps to build rapport and strong relationships.
- Throughout the day monitor the size and composition of the groups on children being educated. For example during grouping times educators will be sensitive to the needs of children. Some children can become anxious or overwhelmed by busy noisy environments.

In regards to children interacting with each other educators and volunteers will encourage children to:

- Verbalise their feelings and ideas
- Listen to each other
- Respect each other
- Develop strong social skills
- Be accepting of other children’s race, religion, values and culture
- Co-operate with educators, students, volunteers and other children
- Have meaningful/valued relationships
- Share their experiences
- Join into the routine
- Seek help from other children or educators when they’re frustrated
- Be confident and self reliant
- Contribute to group activities
- Respect other children’s space, privacy, opinions/values
- Develop positive relationships with each other, educators and volunteers

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | | | |
|----------------------------|--------------------------------------|---|------------|
| Date Adopted | 31/7/2013 27/5/2015 26/07/2017 | Minute No. Minute No. 200/2014-15 Minute No. 19/2017-18 | 19/2013-14 |
| Staff Review | 16/10/2018 | | |
| Nominated Supervisor | | | |
| Management Representative: | Committee | | |

Dealing with Complaints (formally Parent Grievance) Policy - NOA6 & NOA7

Aim

Walcha Preschool’s aim is to welcome comments and concerns in any area of our work and encourage families to speak with us if you have any concerns or comments that may help us improve the preschool or our performance.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Child
- Families
- Educators
- Management

Implementation

Any parent/caregiver with a concern or complaint in relation to the running of Walcha Preschool either in administration or child interaction should do the following:

- Voice their complaint or concern with the nominated supervisor or service provider.
- Write their complaint or concern addressing it to the nominated supervisor or service provider. You will receive a personal response unless you have chosen to be anonymous.
- Families can speak to any educator about a specific complaint or concern. Educators will put in steps to address your concern or complaint as quickly as possible. However, educators do reserve the right to have the complaint put in writing.
- If a service wide problem has been brought to an educator’s attention all families and educators will be informed of the contents of your complaint but not your name.

Escalation Procedure

If you are unsatisfied by the outcome, you have the option to escalate your complaint, using the Walcha Council Complaints Handling Policy.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Walcha Council Complaints Handling Policy

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

| | |
|----------------------------|---------------------------------|
| Date Adopted | 30/11/2016 – Minute 86/20162017 |
| Staff review | 16/10/2018 |
| Nominated Supervisor | |
| Management Representative: | Committee |

Child and Staff Immunisation Policy – NQA7

Aim

Immunisation is a simple, safe and effective way of protecting people against harmful diseases before they come into contact with them in the community. Immunisation not only protects individuals, but also others in the community, by reducing the spread of disease.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

The NSW Parliament passed a Bill to amend the Public Health Act 2010 to strengthen vaccination enrolment requirements in child care (also known as early childhood education and care). **From 1 January 2018:**

- children who are unvaccinated due to their parent's conscientious objection can no longer be enrolled in child care
- it is an offence (with a penalty of 50 penalty units) for a principal to fail to comply with the child care vaccination enrolment requirements
- it is an offence (with a penalty of 50 penalty units) for a person to forge or falsify a vaccination certificate.

From 1 January 2018, parents must provide a copy of one or more of the following documents to enrol in a child care centre:

- an AIR Immunisation History Statement which shows that the child is up to date with their scheduled vaccinations or
- an AIR Immunisation History Form on which the immunisation provider has certified that the child is on a recognised catch-up schedule (temporary for 6 months only) or
- an AIR Immunisation Medical Exemption Form which has been certified by a GP.

No other form of documentation is acceptable (i.e. the Interim Vaccination Objection Form or Blue Book). The documents must be stored by the director in a secure location for 3 years, unless a child transfers to another child care centre.

It is the family's responsibility to ensure that their child's immunisation is up to date. All records will be kept according to the centre confidentially and privacy policy. Families must provide updates to the child's immunisation record. Failure to comply with this directive will mean the child will be regarded as being unimmunised, and will be excluded from the preschool.

Which diseases must child care facility directors report to public health units?

Under the NSW Public Health Act 2010 child care centres must notify the following 9 vaccine preventable diseases to the local Public Health Unit on **1300 066 055**:

- Diphtheria
- Haemophilus influenzae type b (Hib)
- Measles
- Meningococcal C
- Mumps
- Pertussis (whooping cough)
- Poliomyelitis
- Rubella
- Tetanus

The Public Health Unit may need to review the centre's immunisation register to determine which children are at risk from the outbreak. Following assessment of the situation, the public health officer may instruct the director to exclude certain children for a period, or provide advice regarding preventive measures.

Recommended Vaccinations for Educators

| Vaccine | Number of doses | Vaccine cost* |
|---|--------------------------|--|
| Measles-mumps-rubella (MMR) if non-immune | 2 doses (4 weeks apart) | Free for anyone born during or since 1966 |
| Pertussis (whooping cough) included with diphtheria and tetanus | 1 dose (every 10 years) | Free up to 19 years of age Free for pregnant women |
| Influenza | 1 dose (annual) | Free for Aboriginal people Free for those with underlying health problems |
| Varicella (chicken pox) if non-immune | 2 doses (4 weeks apart) | Free up to 19 years of age; not needed if you have had chicken pox infection |
| Hepatitis A | 2 doses (6 months apart) | Not free |

Relevant Legislation and Key Resources

- Education and Care Services National Law and Regulations 2011
- National Quality Framework
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- WHS Act 2011 www.workcover.nsw.gov.au
- Staying Healthy in Child Care Preventing infectious diseases in child care 4th edition Endorsed December 2005.
- Public Health Act 2010
- NSW Health <https://www.health.nsw.gov.au/immunisation/Pages/vaccination-early-childhood-staff.aspx> and https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx#1

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | |
|--------------------------------------|--------------------------|
| Date Adopted | 30/11/2016 – 86/20162017 |
| Nominated Supervisor | |
| Management Committee Representative: | |

Priority of Access– NOA7

On 1st January 2017 the Start Strong funding model took effect. The purpose of this funding is that children receive 600 hours of preschool in the year before school. The Government’s decision to target support for preschool access to children in their year before school is consistent with National and State plan targets for universal access to preschool (4 year olds and equity three year olds). From January 2019 non-equity three year olds will also receive some funding.

Eligibility under the Grants Program Guidelines

To be eligible for grants under this program as a centre-based provider, service providers must:

- Comply with the Terms and Conditions of the Grants Program
- Be a not-for-profit, community-based provider
- Be an Approved Provider under the National Law and Regulations

- Deliver a preschool program that meets the definition of a preschool program consistent with The Early Years Learning Framework (providing a structured, play-based early childhood education) under the National Partnership Agreement on Early Childhood Education. The service is required to be open for at least 15 hours per week, 40 weeks per year, or 600 hours per year; delivered by a degree qualified early childhood teacher in accordance with the national Early Years Learning Framework.

Priority of Access Guidelines

Preschool providers are also required to adhere to the Early Childhood Education and Care Grants Program priority of access guidelines. These guidelines require services to give priority access to:

- Children who are at least 4 years old on or before the 31 July in that preschool year and not yet in compulsory schooling; or
- Children who are at least 3 years old on or before 31 July and fit the following criteria:
 - Children with English as a second language (ESL)
 - Children with disabilities
 - Children who are at risk of significant harm (from a child protection perspective)
 - Children whose family hold a Health Care Card
 - Children who identify as Aboriginal or Torres Strait Islander
- All other 3 year olds

Relevant Legislation and Key Resources

- Education and Care Services National Law and Regulations 2011
- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Priority of Access Guidelines for child care services
- NSW Department of Education Funding Agreement

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

| | |
|----------------------------|---------------------------------|
| Date Adopted | 30/11/2016 – Minute 86/20162017 |
| Nominated Supervisor | |
| Management Representative: | Committee |

Family Communication and Involvement Policy (Parent Communication Policy combined with Parental and Family Involvement Policy) NQA6

Aim

Walcha Preschool aims to have family members involved in the operation of the preschool. Suggestions will be taken into account regarding our program and included if appropriate. Walcha Preschool values the input of its family members and welcomes them as a valued resource. We aim to provide an environment where there is a strong emphasis on family/preschool communication to allow consistency and continuity between the home and the preschool environment.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Child
- Families

- Educators

Family Communication

Walcha Preschool aims to provide as many outlets as possible for family/Centre communication. These include:

- Face to face
- A newsletter which will be emailed or put in the children’s pockets to be taken home each term
- A notice board displaying upcoming events and notices
- Educators will communicate with families regarding their child, with the opportunity to plan formal meetings if necessary
- A suggestions book in the foyer where parents can anonymously (or give their names if desired) make suggestions to improve the preschool
- Facebook polls are used to gather information from families
- Walcha Preschool Facebook group. This is a closed group and only families with children enrolled can access
- Storypark App
- Skoolbag communication app

Each family will be allocated a ‘pocket’ where correspondence between educators or the nominated supervisor or service provider and the family can take place. If necessary, educators have support and access to translation services to provide this information for non-English speaking families.

Parental and Family Involvement

- Families are welcome to visit at any time of the day
- Families are encouraged to make suggestions and offer input on our program, philosophy or management
- Families are encouraged to share aspects of their culture with the educators and children as well as appropriate experiences
- Families are welcome to participate in the preschool’s daily routine by helping with activities such as craft, enjoying a meal with preschool and special activities.

Relevant Legislation and Key Resources

- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Parents
- Interested Parties.

| | |
|----------------------------|---------------------------------|
| Date Adopted | 30/11/2016 – Minute 86/20162017 |
| Nominated Supervisor | |
| Management Representative: | Committee |



Item 11:

Delegate Reports

Submitted to Council: 31 October 2018

..... General Manager Mayor



NAMOI UNLIMITED

Premier agricultural region in Australia

MINUTES

Minutes of the meeting of the **BOARD** of Namoi Joint Organisation of Councils trading as NAMOI UNLIMITED held on **TUESDAY 2 OCTOBER 2018** at the Level 4 Function Room, Tamworth Regional Council commencing at **12.45PM**.

1. WELCOME, ACKNOWLEDGEMENT AND/OR PRAYER

The Mayor of Tamworth Regional Council acknowledged that Members were meeting on the lands of the Kamilaroi people and acknowledged elders past and present. Councillor Murray also welcomed Members to Tamworth.

The Chairperson congratulated the Mayors on being returned as leaders in their communities, noting that consistent leadership and representation for the next two years would be beneficial for Namoi Unlimited.

2. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

| MEMBERS | | PRESENT | APOLOGY |
|--------------------------------|-----------------------------------|---------|---------|
| Cr Jamie Chaffey (Chairperson) | Gunnedah Shire Council | ✓ | |
| Cr John Coulton | Gwydir Shire Council | | ✓ |
| Cr Andrew Hope | Liverpool Plains Shire Council | | ✓ |
| Cr Paul Moules | Liverpool Plains Shire Council | ✓ | |
| Cr Col Murray (Deputy Chair) | Tamworth Regional Council | ✓ | |
| Cr Eric Noakes | Walcha Council | ✓ | |
| Alison McGaffin | Department of Premier and Cabinet | ✓ | |
| NON-VOTING REPRESENTATIVES | | | |
| Eric Groth | Gunnedah Shire Council | | ✓ |
| Max Eastcott | Gwydir Shire Council | ✓ | |
| Ron Van Katwyk | Liverpool Plains Shire Council | ✓ | |
| Paul Bennett | Tamworth Regional Council | ✓ | |
| Jack O'Hara | Walcha Council | ✓ | |
| Rebel Thomson | Namoi Unlimited | ✓ | |

RESOLUTION: THAT, applications for a Leave of Absence received from Councillor Andrew Hope, Councillor John Coulton and Eric Groth are accepted.
THAT, an apology from Councillor Catherine Egan, Gwydir Shire Council is accepted.

ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Walcha Council

CARRIED

3. PUBLIC FORUM AND/OR PRESENTATIONS

Nil requested at time of the Meeting.

4. CONFIRMATION OF MINUTES

RESOLUTION: THAT, the minutes of the Board meeting held 4 September 2018 are a true and accurate record of the meeting.

ENDORSED

MOVED: Walcha Council

SECONDED: Tamworth Regional Council

CARRIED

5. DISCLOSURES OF INTERESTS

No declarations of interest were received by Councillors and designated staff attending the meeting.

6. CHAIRPERSON MINUTES

Nil

7. NOTICES OF MOTIONS

Nil

8. NOTICE OF MOTION OF RESCISSION (IF APPLICABLE)

Nil

9. STRATEGIC REGIONAL PRIORITIES REPORTS

9.1 Namoi Water Alliance Review

RESOLUTION: THAT, the activity of the Namoi Water Alliance is restricted to the Water Operators Training project for 2018-2019.
THAT, the Technical Officer for the Namoi Water Alliance is retained and managed by Tamworth Regional Council to complete the training and certification of water operators across the region for 32 hours a month to 31

March 2019.

THAT, the Alliance makes a contribution to the Water for the Future Strategy of \$40,000 (including GST) towards the audit, analysis, identification and prioritisation of the key constraints, opportunities and innovations to secure the supply of water for communities, businesses and Local Government.

THAT, the role and functions of a Water Alliance for member Councils is reconsidered by members of Namoi Unlimited after the completion of the Water for the Future Strategy.

ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Walcha Council

CARRIED

9.2 Water for the Future - Inter-governmental Collaboration Trade and Investment Strategy

RESOLUTION: THAT, the report to postpone the planned November China Study Tour is noted.

ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Walcha Council

CARRIED

9.3 Enabling and Connected Infrastructure - Inter-governmental Collaboration

RESOLUTION: THAT, the Namoi Roads Network Strategy – Stage 2 report is endorsed.

ENDORSED

MOVED: Walcha Council

SECONDED: Tamworth Regional Council

CARRIED

10. EXECUTIVE OFFICER REPORTS

10.1 ACTIONS LIST

RESOLUTION: THAT, the actions undertaken by the Executive Officer since the last meeting are noted.

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Walcha Council

CARRIED

10.2 Water for the Future - Inter-governmental Collaboration Trade and Investment Strategy

RESOLUTION: THAT, the Executive Officer submits an Expression of Interest for the Small and Medium Enterprises (SME) Export Hubs grant.

ENDORSED

MOVED: Walcha Council

SECONDED: Tamworth Regional Council

CARRIED

ADDITIONAL COMMENTARY: A financial contribution from the NSW Government is still be sought.

10.3 2017-2018 End of Financial Year – Gwydir Shire Council Reconciliation

RESOLUTION: THAT, the Board endorses the payment of \$79,081.76 to Gwydir Shire Council for the 2017-2018 Executive Officer expenses.

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Tamworth Regional Council

CARRIED

10.4 2018-2019 Revised Budget

RESOLUTION: THAT, the revised budget is endorsed.

ENDORSED

MOVED: Walcha Council

SECONDED: Tamworth Regional Council

CARRIED

ADDITIONAL COMMENTARY: The Executive Officer is to remove the GST reference from the income and expenses of the budget and create a new record of GST payments and receipts.

10.5 Advocacy Policy and Procedure

RESOLUTION: THAT, the policy, procedure and templates associated with Advocacy with amendments are endorsed and implemented.

AMENDED

MOVED: Tamworth Regional Council

SECONDED: Walcha Council

CARRIED

ADDITIONAL COMMENTARY:

Additional amendments to the documents associated with Advocacy and Leadership endorsed:

- Work to commence on the areas discussed for the register of advocacy positions in workshopping.
- Decisions to undertake advocacy are to be unanimous among Members.
- An additional step to be added in Section 3 enabling a Member Council to determine if the position of advocacy is to be a matter for individual Councils or will be undertaken by the Joint Organisation.

10.6 Joint Organisation Procurement

RESOLUTION:

THAT, the Joint Organisation Procurement Policy is endorsed and adopted by Namoi Unlimited.

AMENDED

MOVED:

Tamworth Regional Council

SECONDED:

Walcha Council

CARRIED

ADDITIONAL COMMENTARY:

Insert the wording:

The Act defines a clear distinction between procurement involving expenditure of an amount less than the tender threshold and expenditure equal to or greater than the tender threshold.

10.7 Calendar of Planned Activities

| | | | | |
|-----|-------|---|----------|-----------------|
| Sep | 12 | New England North West Regional Leadership Executive Drought Task group meeting | Tamworth | Accepted |
| | 13 | UNE the Future of Work Regional Forum | Tamworth | Accepted |
| | 17 | JOLT | Tamworth | |
| | 28 | New England North West Regional Leadership Executive – Economic Development Sub-Committee Meeting | Tamworth | Accepted |
| | 28 | NSW Joint Organisations Executive Officers Meeting | Sydney | Accepted |
| Oct | 2 | Board Meeting | Tamworth | |
| | 8 | Northern NSW Renewables Project Meeting and Renewables Expo | Ballina | Accepted |
| | 12 | New England North West Regional Leadership Executive Meeting | Tamworth | Accepted |
| | 15 | JOLT Meeting | Tamworth | |
| | 15-16 | Commonwealth Advocacy Events | Canberra | Accepted |
| | 21 | NSW Joint Organisations Chairs and | Albury | Chair to Attend |

Executive Officers Meeting

EO to Decline

Max Eastcott to
attend to support the
Chair

11. ADDITIONAL REPORTS PERTAINING TO THE PRINCIPAL FUNCTIONS

11.1 TROPICAL SODA APPLE Proposal from Mid Coast Joint Organisation of Councils

RESOLUTION:

THAT, the Executive Officer writes to the Mid North Coast Joint Organisation (MNCJO) expressing their support for a joint approach to TROPICAL SODA APPLE.

ENDORSED

MOVED:

Tamworth Regional Council

SECONDED:

Walcha Council

CARRIED

12. REPORTS FROM DELEGATES

12.1 Murray Darling Basin Association – Region 11 Meeting

The Chairperson reported that Gunnedah Shire Council had accepted the position of Chair of Region 11 of the Murray Darling Basin Association, attending the first meeting of the group and providing a presentation on the work to be undertaken by Namoi Unlimited around its priority for Water for the Future.

12.2 NSW Joint Organisation – Executive Officer’s Network

The Executive Officer reported on a meeting of the NSW Network of Executive Officers for Joint Organisations across NSW.

Ongoing directions on the DRAFT Terms of Reference for a possible NSW Chairs Network, the alignment of Strategic Regional Priorities for the Deputy Premier, and ongoing activities with the NSW Department of Premier and Cabinet were discussed in workshop.

13. QUESTIONS WITH NOTICE

Nil

14. CLOSED REPORTS

14.1 Water for the Future Strategy

RESOLUTION:

THAT, item 14.1 is closed report for the meeting.

ENDORSED

MOVED:

Tamworth Regional Council

SECONDED:

Walcha Council

15. CONCLUSION OF THE MEETING

Meeting closed at 1.53pm.

An Extraordinary Meeting of Namoi Unlimited is to be held on Monday 15 October 2018 in Canberra.



Item: 12.0 **Ref:** WO/2018/02298
Title: Committee of the Whole Referral – Drought Communities Programme - Funding Projects Applications
Author: General Manager
Previous Items: Not Applicable
Attachment: No

CSP Ref: 5.2 – The existing strong community spirit and pride will be protected and promoted.

CSP Ref: 5.2.2 – Encourage and support outlying communities to have their own identity through the development of community infrastructure.

CSP Ref: 5.2.3 – Support service, sporting and other community groups.

Introduction:

Council approval is sought for matters to be discussed in Committee of the Whole.

Report:

Council approval is requested to refer matters for discussion in Committee of the Whole in accordance with the provisions of Section 10 of the Local Government Act, 1993.

Approval to refer matters to Committee of the Whole is sought because the report relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

RECOMMENDATION:

That, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Drought Communities Programme Funding be referred to be discussed in Committee of the Whole for the reason that it would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Submitted to Council: 31 October 2018

..... General Manager Mayor