



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 31 March 2021

Commencing at

3:00pm

at

Walcha Council Chambers

Members:

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

Quorum – 5 Members to be Present

AGENDA

Submitted to Council: 31 March 2021



Dear Mayor & Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held in the Council Chambers, Hamilton Street, Walcha on **Wednesday, 31 March 2021** commencing at **3:00pm**.

Yours sincerely

Chris Weber
Interim General Manager

NOTICE:

The Ordinary, Extra Ordinary and Committee open meetings of Council will be audio recorded for community transparency and minute taking purposes. The audio recording of all Ordinary and Extra-Ordinary Meetings of Council will be uploaded to Council's website.

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9. Management Review Reports

- | | |
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10. Committee Reports

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|--|---------------|
| 10.1 Minutes of the Walcha Council Preschool Advisory Committee Meeting held at the Council Chambers on Monday, 01 March 2021 | WO/2021/00952 |
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| 10.3 Minutes of the Walcha Council Community Gym Committee Meeting held at the Council Chambers on Tuesday, 23 March 2021 | WO/2021/01109 |

11. Delegate Reports

- | | |
|---|---------------|
| 11.1 Minutes of the Walcha & District Historical Society Inc held at the Pioneer Museum on Saturday, 27 February 2021 | WI/2021/04455 |
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12. Questions with Notice

Nil.

13. Reports to be Considered in Closed Council

- | | |
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| 13A Referral to Closed Meeting – Evaluation of Tender for Thunderbolts Way Heavy Vehicle Rest Area | WO/2021/01037 |
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Resolution to adjourn the Ordinary Meeting and to move into Closed Council Meeting and to exclude the Press and the Public from the entire proceedings of the Closed Meeting.

- | | |
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| 13.1 Tender for Thunderbolts Way Heavy Vehicle Rest Area | WO/2021/00897 |
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Resolution to move into Open Council.

The Mayor publicly declares the Closed Council Meeting Resolution/s.



Present:

Leave of Absence:

Confirmation of the Extra Ordinary Meeting Minutes held on Wednesday, 10 February 2021:

Confirmation of the Ordinary Meeting Minutes held on Wednesday, 24 February 2021:

Matters arising from the Minutes of the Extra Ordinary Meeting held on Wednesday, 10 February 2021:

Matters arising from the Minutes of the Ordinary Meeting held on Wednesday, 24 February 2021:



Item 2: Previous Minutes



EXTRA ORDINARY MEETING OF COUNCIL

held on

Wednesday 10 February 2021

at

3:03pm

at

Walcha Council Chambers

The Audio Recording Statement was read by Mayor Noakes.

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

IN ATTENDANCE: Mrs AD Moddermo – General Manager and Mr Peter Murray – Director Infrastructure.

1. LEAVE OF ABSENCE:

178 **RESOLVED** on the Motion of Councillors Heazlett and Blomfield that the Leave of Absence received from Cllr Ferrier, due to personal reasons, be **ACCEPTED**.

This is page 1 of 4 of Extra Ordinary Council Meeting Minutes held
10 February 2021

..... **March 2021 Council Meeting Business Paper Page 6 of 19** Mayor

MINUTES



2. DECLARATIONS OF INTEREST

Nil.

3. SENIOR OFFICERS REPORT

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

4. CLOSED COUNCIL

4A Referral to Closed Council – Tender Evaluation of Walcha Mens Shed AND Delegation to General Manager to Sign Memorandum of Understanding with Local Land Services WO/2021/00404

180 **RESOLVED** on the Motion of Councillors Lyon and Kealey that, in accordance with the provisions of Section 10 of the *Local Government Act, 1993*, the matters of Evaluation of Tender for Walcha Mens Shed AND Delegation to General Manager to Sign Memorandum of Understanding with Local Land Services be referred to be discussed in Closed Council and close the meeting to the public for the reason that the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

4B Referral to Closed Council – Review of Proposals for Interim General Manager and Review Proposals from Recruitment Consultants for Recruitment of General Manager WO/2021/00403

181 **RESOLVED** on the Motion of Councillors Lyon and Kealey that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matters of:

1. Review of Interim General Manager; and
2. Review of Recruitment Agencies for Recruitment of General Manager;

BE referred to be discussed in Closed Council and close the meeting to the public for the reason that the reports relate to personnel matters concerning particular individuals (other than Councillors).

182 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that Council resolve into Closed Council and that the press and public be excluded from the entire proceedings of the Meeting of the Closed Council for the reason that the reports relate to personnel matters concerning particular individuals (other than Councillors).

183 The Meeting resumed in **OPEN** Council on the Motion of Councillors Kealey and Heazlett.



PRESENT: Present and IN Attendance were the same as listed in the Minutes of the Ordinary Meeting with the exception of the press and the public.

The Mayor publicly declared the **RESOLUTIONS** passed by the Council whilst in Closed Council Meeting.

4.1 Tender Evaluation of Walcha Mens Shed WAL-2020-013 WO/2021/00410
CC 38/20202021 **RESOLVED** on the Motion of Councillors Kealey and Blomfield that Council:

1. **ENDORSE** the tender evaluation outcome identifying Murray James Rose as the preferred supplier for this tender;
2. **ENDORSE** the following actions be taken in relation to the WAL-2020-013 Walcha Men's Shed accordance with the NSW Local Government Regulation 2005 ("Regulation"):
 - a. In accordance with Regulation clause 178(3)(e), Council authorises the General Manager, in collaboration with the Walcha Men's Shed, to enter into negotiations with the preferred supplier with a view to entering into a contract in relation to the subject matter of the tender;
 - b. In accordance with Regulation clause 178(4)(a), Council has not decided to invite fresh tenders or applications as referred to in 178(3)(b)-(d) as there were a high number of quality tender submissions received from the original open tender with a mix of local and regional based suppliers lodging submissions; and
 - c. In accordance with Regulation clause 178(4)(b), Council considers it reasonable to enter into negotiations with the preferred tenderer noting the result of the initial evaluation of tenders as negotiations are to be undertaken to reduce the contorted scope, not vary existing or include additional items; and
3. **AUTHORISE** the General Manager to award a construction contract to the identified preferred supplier within the approved grant funding value once negotiations are complete.

4.2 Delegation to General Manager for Memorandum of Understanding with Local Land Services for Moona Winterbourne Linear Barrier Fence WO/2021/00399
CC39/20202021 **RESOLVED** on the Motion of Councillors Heazlett and Lyon that this matter be deferred to the next Council Meeting, 24 February 2021, pending legal advice.

MAYORAL MINUTE:

4.3 Review of Proposals for Interim General Manager WINT/2021/01440
CC40/20202021 **RESOLVED** on the Motion of Mayor Noakes that Council appoint Christopher Weber, Director Corporate & Governance at Tamworth Regional Council, as Interim General Manager of Walcha Council for the period from 22 February 2021 for a period of three months until the appointment of a General Manager.
Clr Lyon recorded his vote **AGAINST** this Motion
Clr Lyon left the Meeting at 3:50pm



MAYORAL MINUTE:

4.4 Review of Proposals from Recruitment Agencies for Recruitment of General Manager WINT/2021/01439

CC41/20202021 **RESOLVED** on the Motion of Mayor Noakes that after consideration of three Expressions of Interest for the role of Recruitment of a General Manager for Walcha Council that the contract be awarded to Blackadder Associates as the successful applicant.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 3:58PM.



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 24 February 2021

at

3:03pm

at

Walcha Council Chambers

The Audio Recording Statement was read by Mayor Noakes.

PRESENT: Clr EH Noakes (Chairman) Mayor together with Councillors PR Blomfield, KW Ferrier, WJ Heazlett, JM Kealey and SJ Kermode.

IN ATTENDANCE: Mr CM Weber – Interim General Manager, Mrs LJ Latham – Director Environment & Development, Mr PR Murray – Director Infrastructure and Mrs EL Hobbs – Executive Assistant.

1. LEAVE OF ABSENCE:

184 **RESOLVED** on the Motion of Councillors Heazlett and Kealey that the Leave of Absence received from Clr Wellings, due to personal reasons, and Clr Lyon, due to being on leave and personal reasons, be **ACCEPTED**.

MINUTES

This is page 1 of 5 of Ordinary Council Meeting Minutes held 24 February 2021



2. CONFIRMATION OF THE EXTRA ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 27 JANUARY 2021:

185 **RESOLVED** on the Motion of Councillors Heazlett and Blomfield that the Minutes of the ExtraOrdinary Meeting held on Wednesday, 27 January 2021, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON FRIDAY 29 JANUARY 2021:

186 **RESOLVED** on the Motion of Councillors Heazlett and Blomfield that the Minutes of the Ordinary Meeting held on Friday, 29 January 2021, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

3. BUSINESS ARISING

166 – funded from elsewhere. Yarrowitch

4. DECLARATIONS OF INTEREST

Nil.

5. MAYORAL MINUTE

Nil.

6. SENIOR OFFICERS REPORT

187 **RESOLVED** on the Motion of Councillors Ferrier and Kermode that the Senior Officers' Reports be **RECEIVED** for further consideration.

6.1 Quarterly Review of Operational Plan & Budget as at December 2020

WO/2021/00561

188 **RESOLVED** on the Motion of Councillors Heazlett and Ferrier that Council:
1. ADOPT the December 2020 Quarterly Budget Review Statements; and
2. APPROVE the variations in Income and Expenditure votes as detailed in the Report.

NOTES those two items as mentioned and brought back to QBRS 3 quarter.

6.2 Request for Event Seed Funding – Walcha Swap Meet and Flea Market

WO/2021/00522

189 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that Council **APPROVE** the use of up to \$3,305 for the Walcha Swap Meet and Flea Market, to cover costs that are not eligible under the Summer Fund – Festival of Place funding guidelines.



7. NOTICE OF MOTIONS

Nil.

8. MATTERS OF URGENCY

Nil.

9. MANAGEMENT REVIEW REPORTS

9.1 Office of the General Manager

WO/2021/00579

190 **RESOLVED** on the Motion of Councillors Kealey and Ferrier that items included in the Office of General Manager Management Review Report be **NOTED** by Council.

9.2 Infrastructure

WO/2021/00408

191 **RESOLVED** on the Motion of Councillors Kealey and Kermode that items included in the Infrastructure Management Review Report be **NOTED** by Council.

9.3 Development & Environmental – not submitted

9.4 Community & Tourism

WO/2021/00535

192 **RESOLVED** on the Motion of Councillors Kealey and Kermode that items included in the Community & Tourism Management Review be **NOTED** by Council.

10. COMMITTEE REPORTS

10.1 Minutes of the Walcha Council Aboriginal Advisory Committee Meeting held at Council Chambers on Wednesday, 03 February 2021. WO/2021/00366

193 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that Council introduce an acknowledgement to country at the commencement of Council Meetings with the following endorsed wording:

“We acknowledge the Dunghutti people as the traditional owners of the land that we meet on. We pay our respects to the Elders, past, present and emerging. We acknowledge and recognise their continuing connection to the land, water and community of which we are a part.”

10.2 Minutes of the Walcha Tourism Advisory Committee Meeting held at Council Chambers on Friday, 12 February 2021 WO/2021/00517

Item 3.8 – Caravan Access to Water

194 **RESOLVED** on the Motion of Councillors Kealey and Kermode that Council provide a dedicated drinking water refill point separate from dump point tap.

10.3 Minutes of the Walcha Council Community Care Advisory Committee Meeting held at Community Care Office on Wednesday, 17 February 2021.

WO/2021/00588

Item 6.3 – Parking at Walcha Council Community Care



195 **RESOLVED** on the Motion of Councillors Ferrier and Kealey that Council write to Hunter New England Health Service to investigate parking solutions at the Walcha Council Community Care site.

11. DELEGATE REPORTS

11.1 Minutes of the Walcha Community Consultative Committee Meeting held at Council Chambers on Tuesday, 09 February 2021 **WI/2021/02200**

12. QUESTIONS ON NOTICE

Nil.

13. REPORTS TO BE CONSIDERED IN CLOSED COUNCIL

13A Referral to Closed Council – Request for Discount on Waste Depot Fees
WO/2021/00582

196 **RESOLVED** on the Motion of Councillors Ferrier and Heazlett that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Request for Discount on Waste Depot Fees BE referred to be discussed in Closed Council and close the meeting to the public for the reason that the report relates to personnel matters concerning particular individuals (other than Councillors).

13B Referral to Closed Council – Evaluation of Tenders for Truck Wash Bay Facility AND Delegation to General Manager to Sign Memorandum of Understanding with Local Land Services Re: Moona Winterbourne Linear Barrier Fence
WO/2021/00583

197 **RESOLVED** on the Motion of Councillors Ferrier and Heazlett that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matters of Evaluation of Tenders for the Walcha Truck Wash Bay Facilities AND Delegation to General Manager to Sign Memorandum of Understanding with Local Land Services be referred to be discussed in Closed Council and close the meeting to the public for the reason that the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

CLOSED COUNCIL:

198 **RESOLVED** on the Motion of Councillors Blomfield and Kermode 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 Closed Council for the reason that it relates to personnel matters concerning particular individuals (other than Councillors) AND 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.



199 The Meeting resumed in **OPEN** Council on the Motion of Councillors Kealey and Heazlett.

PRESENT: Present and IN Attendance were the same as listed in the Minutes of the Ordinary Meeting with the exception of the press and the public.

The Chairman publicly declared the resolutions passed by the Council whilst in Closed Council.

13.1 Request for Discount on Waste Depot Fees **WINT/2021/01846**
CC: 44/20202021 **RESOLVED** on the Motion of Councillors Kealey and Blomfield that Council Approve the refund of these fees to the value of \$89.50 and write a letter to advise that this is a one off as a result of the bushfire and COVID-19 restrictions and conditions.

13.2 Tender for Walcha Truck Wash Bay Facility **WO/2021/00568**
CC45/20202021 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that Council:

1. **ENDORSE** the evaluation outcome identifying the tender from Washbay Specialists for \$560,966 (GST exclusive) as the preferred supplier;
2. **ENDORSE** the increase in the Walcha Truck Wash Bay budget by \$252,000 from \$787,230 to \$1,039,230 at the next Quarterly Budget Review with the additional funds sourced from the currently unallocated \$476,914 Local Roads and & Community Infrastructure (Phase 2) grant program, subject to Federal Government approval.

13.3 Delegation to General Manager for Memorandum of Understanding with Local Land Services for Moona Winterbourne Linear Barrier Fence **WINT/2021/01938**

CC46/20202021 **RESOLVED** on the Motion of Councillors Kealey and Blomfield that Council:

1. In accordance with Section 55(3)(i) of the Local Government Act, 1993, not release a tender for the Moona Winterbourne Linear Barrier Fence Project due to extenuating circumstances; and
2. Delegate authorisation to the General Manager to sign the Memorandum of Understanding (MOU) with Northern Tablelands Local Land Services (NTLLS) as attached to the report.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:15PM.



Item 3:
Business
Arising from
Previous
Minutes



Item 4:

Declarations of Interest



Item 5: Mayoral Minute



There was no Mayoral Minute available for
March 2021 at time of print.



Item 6:

Senior Officers' Reports



Item: 6.1 **Ref:** WO/2021/00999
Title: Council Electrical Asset Assessment
Author: Director Infrastructure
Previous Items: Not Applicable
Attachment: Nil

Community Strategic Plan Reference:

Goal 6.1 – Walcha’s distinct and diverse natural and built environment will be protected and enhanced

RECOMMENDATION: That Council proceed with the identified program of electrical rectification works by allocating \$305,000 at the next Quarterly Budget Review with funds sourced from the Infrastructure Reserve.

Purpose:

An audit of electrical installations of each Council owned facility was completed and any necessary rectification works identified. The purpose of this report is to advise Council of the audit outcome and to seek resolution with regard the funding of rectification works

Background:

Council has legislated work health and safety to provide a safe facilities for staff and community members and a service obligation to provide functional and reliable infrastructure. To meet these obligations an electrical installation audit was commissioned.

An audit report identifies each electrical installation, assesses the condition of the current installation and identifies and details any necessary works required to make the electrical work safe and reliable.

It was also identified that Council does not have an electrical work specification to ensure work completed by contractors on Council’s electrical assets are consistent and meets current electrical standards.

Report:

The electrical installation audit was completed in October 2020 and identified previous works that have been completed to an unacceptable standard and costed any necessary rectification works. As part of this audit an electrical specification was also developed to meet the following standards:

- BCA Building Code of Australia
- AS/NZS 3000 Wiring Rules
- AS CCM Communication Cabling Manual Package for Telecommunications Systems
- AS/NZS 3008.1.1 Selection of Cables
- AS/NZS 3012 Electrical Installations - Construction and Demolition Sites
- AS 60529 Degrees of Protection Provided by Enclosures
- AS/NZS 3017 For Testing for Safety of Low Voltage Electrical Systems
- State Workplace/Occupational Health and Safety Legislation
- Electrical Safety Act and Regulations.



The audit identified a number of installations that required immediate attention to eliminate an electrocution risk to facility users. This work was completed as part of the audit.

Table 1 lists each electrical installation in order of risk priority and the identified works necessarily to “make safe”, including estimated costs.

Total estimated cost required to rectify Council’s electrical installations to make safe and meet current regulatory codes is \$318,865. A number of sites have been rectified as part of existing project works to the value of \$13,350 leaving approximately \$305,000 of outstanding works requiring funding.

The audit has identified a number of facilities such the old NSW Rural Fire Service building in Fitzroy Street and the concrete agitator at the Council Depot requiring rectification works. However given the limited benefits of operating these site it is recommended that these facilities are simply de-energised pending the development an overall Council Building Strategy. The viability of continuing to rent 6W Hamilton Street, Walcha will also need to be investigated further prior to committing to proposed works.

The works identified for rectification included missing or poor earths, exposed live conductors, damaged conduits, unsecured switchboards, missing or out of date test tagging, damaged electrical sockets, unsecured cabling and missing residual current control devices.

Policy Implications

Council has obligations to provide a safe workplace for employees and community members. This proposal satisfies this obligation as well as Council’s Workplace Health and Safety Policy.

Services necessary to complete rectification work would be procured in accordance with Council’s Procurement Policy

Financial Implications

Proposed works satisfy the purpose of Council’s Infrastructure Reserve to renew existing assets. The current balance of the reserve is \$1,988,743.

Legal Implications

Council has a legislative duty of care to ensure the safety of employees and community members. Council is also required to take reasonable risk management mitigation action to maintain public liability insurance coverage.

Social Implications

Council has a social obligation to manage risk to people and property from electrical failures and hazards.

Environment Implications

Unsafe electrical installations may result in inefficient energy use and increased risk of fire, including bushfires.



Table 1: Prioritised Electrical Rectification Works and Estimated Costs

Facility	Location (Address)	Estimated Cost to Rectify (Excl GST)	Status Total Value of Work Completed To Date
Radio Hut	Legge Street, Walcha	20,000	
Rental Workshop	6W Hamilton Street, Walcha	19,970	
Sugar Loaf Tower	Emu Creek Road	500	
Walcha Waste Facility	50 Aerodrome Road, Walcha	19,750	
Preschool	215N Uralla Road, Walcha	2,500	
Council Depot	120W North Street, Walcha	90,200	
Concrete Batch Plant	150W North Street, Walcha	To be decommissioned	
John Oxley Sportsground	Darjeeling Road, Walcha	15,600	
Sewerage Treatment Plant	16160 Oxley Highway, Walcha	10,305	
Off Creek Water Storage	97 Aberaldie Road, Walcha	7,060	
Water Treatment Plant	101W Legge Street, Walcha	25,100	
Swimming Pool	11N Middle Street, Walcha	14,000	
Squash Courts	9N Middle Street, Walcha	3,250	
Memorial Park	69N Derby Street, Walcha	1,000	Completed
Trout Hatchery	Croudace Street, Walcha	2,000	
Captain Cook Park / Peter Fenwicke Oval	18E Fitzroy Street, Walcha	3,600	Completed
Ingelba RFS Shed & Community Hall	17 Geraldine Road, Ingelba	4,500	Completed
McHattan Park	41W-49W Fitzroy Street, Walcha	1,500	Completed
Library	42N Derby Street, Walcha	6,795	
Lions Park	Darjeeling Road, Walcha	2,750	Completed
Council House (No.2)	54N Thee Street Walcha	4,500	
Council House (No.1)	225E Croudace Street	1,650	
McDonald River Pump	Aberaldie Road, Walcha	850	
Town Water Balance Tank	Aberaldie Road, Walcha	1,800	
Old RFS Building	156E Fitzroy Street, Walcha	To be decommissioned	
Council Chambers	2W Hamilton Street, Walcha	7,435	
Sewer Pumping Station	118E Apsley Street, Walcha	3,000	
RFS Shed	6432 Brackendale Road, Nowendoc	720	
RFS Shed	Mackay Avenue, Walcha Road	850	
SES Building	6W Hamilton Street, Walcha	1,750	
Sewer Pump Station	Summervale	500	
Pump Station	Oxley Drive	250	
Aerodrome	Aerodrome Road, Walcha	750	
Test and Tagging	All Sites	7,040	
RCD Testing	All Sites	8,000	
Certification of Completed Works (CCEW)		6,500	
Project Management		15,000	
TOTAL:		\$318,865	\$13,350



Item: 6.2 **Ref:** WO/2021/01065
Title: Development Application 10.2021.1- Garage – 217 Oxley Drive, Walcha
Author: Contract Town Planner
Previous Items: Not Applicable
Attachments: 1. Development Assessment Report
2. Request for Variation to DCP
3. Elevations
4. Site Plan

Community Strategic Plan Reference:

*Goal 6.1 – Walcha’s distinct and diverse natural and built environment will be protected and enhanced.
Goal 6.6 – The character of Walcha and its surrounding villages will be maintained while protecting the productivity of our rural land.*

RECOMMENDATION: That Council approve Development Application 10.2021.1 for the erection of garage on Lot 11 DP 1149080 known as 217 Oxley Drive, Walcha, as per the development conditions listed within the Development Assessment Report.

Introduction:

Council has received a development application for 217 Oxley Drive, Walcha, for the erection of a garage. This is permissible development under the *Walcha Local Environmental Plan, 2012*.

Report:

This application is to erect a detached colourbond garage being 6.0m x 6.0m and 2.7m to the eave (3.229 to the ridgeline). It is to be used for residential storage only. The plans and elevations are attached to this report.

Consideration by Council is required as there is a variation to the controls within the *Walcha Development Control Plan 2019*. The development application as submitted does not comply with the following:

Clause 5.7(a) Outbuildings, Carports & Detached Garages are not allowed within building setback.

The garage is in front of the building line. There is an existing shed on the land that is also in front of the building line. Further there is precedent for this in the immediate area.

Clause 5.7(b) In Zone R1, RU5 or R5, detached sheds made from a material that is not the same as the dwelling, must be setback at least 1 metre behind the front façade of the dwelling.

Clause 5.7(c) If in front of main dwelling, must be of the same construction, matching roof pitch, and appear like part of the habitable dwelling.

The garage is to be constructed from colourbond. The dwelling is brick veneer. There is precedent of this in the immediate area.

Submitted to Council: 31 March 2021



Clause 5.7(g) No windowless facades at the street frontage(s).

The garage will be heavily screened by the existing heavily planted vegetation within the adjoining road reserve/wildlife corridor. There is precedent of this in the immediate area.

A written request for the variation was submitted and relied on the existing vegetation screening. It is considered appropriate in this instance due the precedent within Oxley Drive, and the heavy vegetation screening that exists within the road reserve.. Therefore any approval given would be a variation to the *Walcha Development Control Plan 2019*. A copy of the written variation request is attached to this report.

A variation such as this to a development control plan is acceptable as development control plans contain controls that are not legally binding on decision makers, unlike local environmental plans.

Neighbour notification was required, as per the provisions of the *Walcha Community Participation Plan 2020*. It was undertaken as with no submissions being received.

A full development assessment was undertaken and appropriate conditioning utilised to address any issues outstanding. All relevant plans and a full assessment report recommending approval subject to the appropriate use of conditioning are attached.

Legal Issues:

Consideration under the provisions of *Environmental Planning and Assessment Act 1979*, *Walcha Local Environmental Plan 2012*, *Walcha Development Control Plan 2019* and the *Walcha Community Participation Plan 2020* has been undertaken.

Social Implications:

Nil

Development Assessment Report

DA Number: 10.2021.1 **Council:** Walcha
Location: 217 Oxley Drive Walcha
Development Description: Garage
Title Details: Lot 11 DP1149080

Proposal Overview

This is for a detached colourbond garage being 6.0m x 6.0m and 2.7m to the eave (3.229 to the ridgeline). It is to be used for residential storage only.

Property Details/History

	Checked	Comments
File History	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	It is assumed this has been checked by Council administration staff at lodgement.
Title Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Check Ownership	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Application Type

Is this application an Integrated Development Application? Yes No
 Is this application a Designated Development Application? Yes No
 Is this application for State Significant Development? Yes No
 Is this application submitted by/on behalf of a Public Authority? Yes No
 Is this application a staged Development? Yes No
 Is this application a section 96 amendment? Yes No

Concurrence/Referral

Section 4.13 – EP & A Act

Does this application require concurrence referral? Yes No
 Does this application require courtesy comment? Yes No
 Does this application require referral for decision by Council? Yes No

Local Environmental Plan

Section 4.15(1)(a)(i) and Section 4.15(a)(ii) – EP & A Act

This land is zoned: R5 Large Lot Residential
Development as per Standard Definitions: This development is considered to be ancillary development to a dwelling. As per the *NSW Planning Circular How to characterise development PS13-001*, an ancillary use is a use that is subordinate or subservient to the dominant purpose. The dominant development on this land is a **dwelling house**, which is defined as meaning a *building containing only one dwelling*.

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is permissible development.
6.1 Earthworks	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Will be conditioned

Is there a draft LEP or draft LEP amendment which may affect this proposal? Yes No

Do 'existing use' provisions (Sections 4.65-4.70 of the EP&A Act) apply to this development?

Yes No

Development Control Plan

Section 4.15(1)(a)(iii) & Section 4.15(3A) – EP & A Act

Is there a DCP which applies to this land/proposal?

Yes No

List the relevant clause/clauses under the applicable DCP

Chapter	Clause	Compliance	Comment
5	5.7(a)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The garage is proposed to be in front of the building line.
	5.7(b)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The garage is constructed from colourbond which is a different material to the dwelling which is
	5.7(c)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If in front of the main, dwelling it needs to be of the same construction as the dwelling and appear as part of the dwelling.
	5.7(e)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The garage is clear of all utility services.
	5.7(f)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The width of the garage doors are less than 50% of the front elevation.
	5.7(g)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	There is no window in the front facade facing Oxley Drive.
	5.7(h)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	There are no direct views or privacy issues for adjoining dwellings.

Has a variation to the DCP been requested?

Yes No

Comment:

Variation has been requested based on the dense wildlife corridor plantings within the road reserve that will screen the garage.

Should the variation be recommended?

Yes No

Comment:

The shed will be heavily screened. There is precedent in the area of the same type of garage. Based on the individual circumstances of this development, the variation should be supported. There is already a shed that has been constructed in front of the building

Is there a draft DCP which may affect this proposal?

Yes No

Regional Environmental Plan

There is no REP applicable to this area.

State Environmental Planning Policy

Is this proposal affected by a SEPP?

Yes No

List all relevant SEPPs

SEPP	Compliance	Comment
SEPP 19 — Bushland in Urban Areas	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to protect and preserve bushland within the urban areas because of its value to the community as part of the natural heritage, its aesthetic value, and its value as a recreational, educational and scientific resource.</i>
SEPP 21 – Caravan Parks	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP ensures that where caravan parks or camping grounds are permitted under an environmental planning instrument, movable dwellings, as defined in the Local Government Act 1993, are also permitted.</i>
SEPP 33 — Hazardous and Offensive Development	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides considerations for consent for hazardous & offensive development.</i>

SEPP 36 – Manufactured Homes Estates	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP helps establish well-designed and properly serviced manufactured home estates in suitable locations.</i>
SEPP 44 — Koala Habitat Protection	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to land across NSW that is greater than one (1) hectare and is not a National Park or Forestry Reserve. The SEPP encourages the conservation and management of natural vegetation areas that provide habitat for koalas to ensure permanent free-living populations will be maintained over their present range.</i>
Complies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment Only <input type="checkbox"/>	This policy applies to this Local Government Area as it is listed in Schedule 1 of this SEPP and the property is more than 1 ha in area. As there is no identified koala habitat present onsite, nor is there potential habitat, a Koala Plan of Management is not required.
SEPP 47 – Moore Park Showground	Not Applicable <input checked="" type="checkbox"/>	<i>Applies to the land shown edged heavy black on the map marked “Moore Park Showground Amendment No 1.”</i>
SEPP 50 Canal Development	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP bans new canal estates from the date of gazettal, to ensure coastal and aquatic environments are not affected by these developments.</i>
SEPP 55 — Remediation of Land	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to land across NSW and states that land must not be developed if it is unsuitable for a proposed use because of contamination.</i>
Complies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment Only <input type="checkbox"/>	This SEPP requires consideration of whether there have been any activities carried out on land in the past that may have resulted in contamination. If contamination may be present, the proponent is required to undertake suitable investigation and, if necessary, remediation works. It is considered that there have been no prior contaminating land uses and the site is suitable for the proposed residential use.
SEPP 64 — Advertising and Signage	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to ensure that outdoor advertising is compatible with the desired amenity and visual character of an area, provides effective communication in suitable locations and is of high-quality design and finish.</i>
SEPP 65 — Design Quality of Residential Flat Development	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP relates to residential flat development across the state through the application of a series of design principles. Provides for the establishment of Design Review Panels to provide independent expert advice to councils on the merit of residential flat development.</i>
SEPP 70 – Affordable Housing (Revised Schemes)	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP identifies that there is a need for affordable housing across the whole of the State and describes the kinds of households for which affordable housing may be provided and makes a requirement with respect to the imposition of conditions relating to the provision of affordable housing.</i>
Aboriginal Land 2019	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for development delivery plans for areas of land owned by Local Aboriginal Land Councils to be considered when development applications are considered, and declares specified development carried out on land owned by Local Aboriginal Land Councils to be regionally significant development.</i>
Affordable Rental Housing 2009	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides for an increase in the supply and diversity of affordable rental and social housing in NSW.</i>

Building Sustainability Index: BASIX 2004	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides for the implementation of BASIX throughout the State.</i>
Coastal Management 2018	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP promotes an integrated and co-ordinated approach to land use planning in the coastal zone in a manner consistent with the objects of the Coastal Management Act 2016, including the management objectives for each coastal management area.</i>
Concurrences 2018	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP allows the Planning Secretary to act as a concurrence authority.</i>
Educational Establishments and Child Care Facilities 2017	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the effective delivery of educational establishments and early education and care facilities across the state.</i>
Exempt and Complying Development Codes 2008	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides exempt and complying development codes that have State-wide application, identifying, in the General Exempt Development Code, types of development that are of minimal environmental impact that may be carried out without the need for development consent; and, in the General Housing Code, types of complying development that may be carried out in accordance with a complying development certificate.</i>
Gosford City Centre 2018	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP applies to the Gosford City Centre.</i>
Housing for Seniors or People with a Disability 2004	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to encourage provision of housing for seniors, including residential care facilities. The SEPP provides development standards.</i>
Infrastructure 2007	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides a consistent approach for infrastructure and the provision of services across NSW, and to support greater efficiency in the location of infrastructure and service facilities.</i>
Kosciuszko National Park – Alpine Resorts 2007	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP applies to part of Kosciuszko national park, and to Kosciuszko Road and the Alpine Way. The part of Kosciuszko Park to which the policy applies is the land described as the ski resort area in Part 8A of Schedule 6 to the Act.</i>
Kurnell Peninsula 1989	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP applies to land within the Shire of Sutherland, known as Kurnell Peninsula, and adjacent waterways.</i>
Mining, Petroleum Production & Extractive Industries 2007	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to provide proper management of mineral, petroleum and extractive material resources and ESD.</i>
Miscellaneous Consent Provisions 2007	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for the erection of temporary structures and the use of places of public entertainment while protecting public safety and local amenity.</i>
Penrith Lakes Scheme 1989	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP applies to the land shown edged heavy black on the structure plan relating to Penrith Lakes.</i>
Primary Production and Rural Development 2019	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the orderly economic use and development of lands for primary production; reduce land use conflict and sterilisation of rural land.</i>

State and Regional Development 2011	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP identifies development that is State significant development or State significant infrastructure and critical State significant infrastructure and to confer functions on joint regional planning panels to determine development applications.</i>
State Significant Precincts 2005	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the development, redevelopment or protection of important urban, coastal and regional sites of economic, environmental or social significance to the State so as to facilitate the orderly use, development or conservation of those State significant precincts for the benefit of the State, and facilitates service delivery outcomes for a range of public services and to provide for the development of major sites for a public purpose or redevelopment of major sites no longer appropriate or suitable for public purposes.</i>
Sydney Drinking Water Catchment 2011	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for healthy water catchments that will deliver high quality water while permitting compatible development.</i>
Sydney Region Growth Centres 2006	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP co-ordinates the release of land for residential, employment and other urban development in the Orth West Growth Centre, the South West Growth Centre and the Wilton Growth Area.</i>
Three Ports 2013	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP provides a consistent planning regime for the development and delivery of infrastructure on land in Port Botany, Port Kembla and the Port of Newcastle</i>
Urban Renewal 2010	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP establishes the process for assessing and identifying sites as urban renewal precincts, and facilitates the orderly and economic development and redevelopment of sites in and around urban renewal precincts,</i>
Vegetation in Non-Rural Areas 2017	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP protects the biodiversity values of trees and other vegetation in non-rural areas of the State, and to preserves the amenity of non-rural areas of the State through the preservation of trees and other vegetation.</i>
Western Sydney Employment Area 2009	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP protects and enhances the land known as the Western Sydney Employment Area for employment purposes.</i>
Western Sydney Parklands 2009	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP puts in place planning controls that will enable the Western Sydney Parklands Trust to develop the Western Parklands into a multi-use urban parkland for the region of western Sydney.</i>

List all relevant Draft SEPPs

SEPP	Compliance	Comment
SEPP 55 — Remediation of Land	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>The proposed SEPP will provide a state-wide planning framework for the remediation of land; require consent authorities to consider the potential for land to be contaminated when determining development applications; clearly list the remediation works that require development consent; and introduce certification and operational requirements for remediation works that can be undertaken without development consent.</i>
Complies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment Only <input type="checkbox"/>	See Comment above.

SEPP - Environment	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<p><i>This consolidated SEPP proposes to simplify the planning rules for a number of water catchments, waterways, urban bushland, and Willandra Lakes World Heritage Property. Changes proposed include consolidating the following seven existing SEPPs:</i></p> <ul style="list-style-type: none"> • <i>State Environmental Planning Policy No. 19 – Bushland in Urban Areas</i> • <i>State Environmental Planning Policy (Sydney Drinking Water Catchment) 2011</i> • <i>State Environmental Planning Policy No. 50 – Canal Estate Development</i> • <i>Greater Metropolitan Regional Environmental Plan No. 2 – Georges River Catchment</i> • <i>Sydney Regional Environmental Plan No. 20 – Hawkesbury-Nepean River (No.2-1997)</i> • <i>Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005</i> • <i>Willandra Lakes Regional Environmental Plan No. 1 – World Heritage Property.</i>
SEPP – Housing Diversity	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<p><i>This SEPP aims to facilitate the delivery of diverse and affordable housing to meet the needs of the State’s growing population and support the development of a build-to-rent sector. It introduces new definitions for build-to-rent housing, student housing and co-living;</i></p> <ul style="list-style-type: none"> • <i>amends some state-level planning provisions, particularly for boarding house and seniors housing development;</i> • <i>amends some state-level planning provisions to support social housing developments undertaken by the NSW Land and Housing Corporation (LAHC) on government-owned land; and</i> • <i>consolidates three housing-related SEPPs</i> <ul style="list-style-type: none"> ○ <i>State Environmental Planning Policy (Affordable Rental Housing) 2009</i> ○ <i>State Environmental Planning Policy (Housing for Seniors and People with a Disability) 2004</i> ○ <i>State Environmental Planning Policy No 70 – Affordable Housing (Revised Schemes).</i>
SEPP (State & Regional Development)	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<p><i>The proposed changes will:</i></p> <p><i>Remove the \$30 million capital investment value criteria for upgrades of water treatment facilities associated with an existing facility.</i></p> <ul style="list-style-type: none"> • <i>Fast-track the approval process so drought related water treatment facility upgrades can be delivered quicker.</i> • <i>Allow Sydney Water to respond to future drought conditions.</i> <p><i>The proposed changes will allow facilities unlikely to have a significant environmental impact on the environment to be assessed by water supply public authorities, instead of a longer State Significant Infrastructure assessment process.</i></p> <p><i>Any new water treatment facilities will still be assessed as State Significant infrastructure. The proposed changes won’t apply to desalination plants, new water treatment facilities or water storage facilities.</i></p>

SEPP (Infrastructure)	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<p><i>This amendment aims to clarify and streamline the planning assessment for the extension and maintenance of the Wild Dog Fence.</i></p> <p><i>The proposed amendment includes:</i></p> <ul style="list-style-type: none"> • Extension: amend Clause 132 to allow an extension of the fence to be considered as State Significant Infrastructure (subject to a detailed assessment) replacing the need to seek multiple government approvals for different parts of the fence. • Maintenance: include provisions under Clause 132 that permit routine maintenance of the fence to be carried out as exempt development.
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Planning Agreement
Section 4.15(1)(a)(iia) – EP & A Act

Is there a Planning Agreement in force under section 93F of the EP&A Act? Yes No

Has a Planning Agreement been offered under this development? Yes No

Local Strategic Planning Statement

Walcha Community Strategic Plan Alignment **Applicable**

Transport

CSP 1.1 Walcha will be serviced by a integrated and efficient transport network. Yes No

Business & Jobs

CSP 2.1 - Commercial and tourist development will be promoted and encouraged to grow in harmony with the natural environment, to take maximum advantage of commercial opportunities and to increase local employment. Yes No

Health

CSP 3.1 - Health services and facilities will be provided and where appropriate managed locally to meet the needs of the community. Yes No

CSP 3.2 - The public health and wellbeing of the community will be protected and enhanced. Yes No

Education and Training

CSP 4.1 - Education and training opportunities will be provided that deliver the skills and knowledge needed to advance the community. Yes No

Stronger Community

CSP 5.1 - Social services will be planned, maintained and coordinated so that they meet the current and future needs of all groups in the community. Yes No

CSP 5.2 - The existing strong community spirit and pride will be protected and promoted. Yes No

CSP 5.3 - Walcha's cultural identity will be enhanced. Yes No

CSP 5.4 - Walcha's Aboriginal communities will be supported and strengthened. Yes No

CSP 5.5 - Young people will be retained and supported to live in Walcha. Yes No

CSP 5.6 - People of all ages and abilities will be encouraged to participate in cultural, recreational and sporting activities. Yes No

CSP 5.7 - Community members will be given the opportunity to develop their leadership skills so that they can better participate in the leadership of the community. Yes No

Local Environment & Liveable Communities

CSP 6.1 - Walcha's distinct and diverse natural and built environment will be protected and enhanced. Yes No

- CSP 6.2 - Solid waste will be managed in a sustainable manner with a continuing reduction in waste generation and disposal to landfill. Yes No
- CSP 6.3 - Water supply and sewerage services will be physically and environmentally sensitive. Yes No
- CSP 6.4 - Walcha will increase the use and production of renewable energy. Yes No
- CSP 6.5 - Agricultural activities will be environmentally sustainable. Yes No
- CSP 6.6 - The character of Walcha and its surrounding villages will be maintained while protecting the productivity of our rural land. Yes No

Keeping People Safe

- CSP 7.1 - Police stations and staff numbers will be provided to effectively control and reduce crime and antisocial behaviour and to keep our community safe. Yes No
- CSP 7.2 - Emergency Services will be provided to ensure the safety of our community and visitors. Yes No

Better Government

- CSP 8.1 - Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active anticipation at all levels. Yes No
- CSP 8.2 - Council rate funding for local government projects will be supplemented by income generated from other sources. Yes No
- CSP 8.3 - The boundaries of the Walcha Local Government Area will be modified to reflect existing and developing communities of interest. Yes No

Planning Priority	Applicable
PP 1 - Encourage diversification in grazing agriculture, horticulture and agribusiness to grow these sectors and respond to domestic and international opportunities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 2 - Foster resilience and diversification in the agricultural industry to respond to the ageing farming workforce and climate change	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 3 - Expand nature-based adventure and cultural tourism places and enhance visitor experiences	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 4 - Deliver a variety of housing options in Walcha and promote development that contributes to the unique character of Nowendoc, Walcha Road and Woolbrook	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
PP 5 - Raise the area's profile and awareness of employment, business development and lifestyle opportunities, particularly for younger people and provide services for the ageing population	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 6 - Continue to develop access and logistics infrastructure on appropriate sites to encourage new industry opportunities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 7 - Protect and celebrate our unique sense of place	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 8 - Identify and promote wind, solar and other renewable energy production opportunities; manage and support the transition to renewable energy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

New England North West Regional Plan Alignment	Applicable
Direction 1 - Expand agribusiness and food processing sectors	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 2 – Build agricultural activity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 3 - Protect and enhance productive agricultural lands	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 4 – Sustainably manage mineral resources	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 5 - Grow New England North West as the renewable energy hub of NSW	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 6 – Deliver new industries of the future.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

- Direction 7 - Build strong economic centres Yes No
- Direction 8 – Expand tourism and visitor opportunities Yes No
- Direction 9 – Coordinate growth in the cities of Armidale and Tamworth Yes No
- Direction 10 - Sustainably manage and conserve water resources Yes No
- Direction 11 – Protect areas of potential high environment value Yes No
- Direction 12 – Adapt to natural hazards and climate change Yes No
- Direction 13 - Expand emerging industries through freight and logistics connectivity Yes No
- Direction 14 - Enhance transport and infrastructure networks Yes No
- Direction 15 – Facilitate air and public transport infrastructure Yes No
- Direction 16 – Coordinate infrastructure delivery Yes No
- Direction 17 – Strengthen community resilience Yes No
- Direction 18 - Provide great places to live Yes No
- Direction 19 – Support healthy, safe, socially engaged and well connected communities Yes No
- Direction 20 - Deliver greater housing diversity to suit changing needs Yes No
- Direction 21 - Deliver well planned rural residential housing Yes No
- Direction 22 – Increase the economic self-determination of Aboriginal Communities Yes No
- Directions 23 - Collaborate with Aboriginal communities to respect and protect Aboriginal culture and heritage Yes No
- Direction 24 - Protect the region’s historic heritage assets Yes No

Strategy	Action
Plan for housing to meet the needs of a changing population	Support the availability of an appropriate housing supply by responding to changing housing needs, as well as household and demographic changes (e.g. increased demand for independent living units and residential aged care facilities).

Has the applicant submitted any supporting planning assessments? Yes No

Subdivision

Is this application for subdivision? Yes No

Environmental Impacts

Section 4.15(1)(b) – EP & A Act

Does this proposal have any potential impact on:

	Impact	Comment
Social	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Economical	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Siting & Configuration	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Setbacks	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Privacy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Overshadowing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Solar Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Visual	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Significant Views	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Amenity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Water	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Air	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Noise	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Land Degradation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Tree Loss	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Flora	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Fauna	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Has a Threatened Species Impact Assessment been prepared? Yes No

Heritage	Impact	Comment
European	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Aboriginal	Yes <input type="checkbox"/> No <input type="checkbox"/>	An Aboriginal Heritage Information Management System (AHIMS) search was not carried for the land.

Is this land classified as containing an item of environmental heritage? Yes No

Is there an impact on and adjoining or in close vicinity to an item of environmental heritage? Yes No

Is this proposal in a heritage conservation Zone? Yes No

Is this proposal in an adjoining or in close vicinity to a conservation zone? Yes No

Has a Heritage Impact Statement been prepared for this proposal? Yes No

Has an Archaeological Survey been prepared for this proposal? Yes No

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected? Yes No

Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

Is this property bush fire prone as per the Bush Fire Prone Map? Yes No

Contaminated Land

Section 4.15(1)(b) – EP & A Act

Has this land been identified as being contaminated land by Council? Yes No

Does this land require remediation? Yes No

Has a Contaminated Land Site Investigation been completed? Yes No

Is it a possibility this land may be contaminated? Yes No

Is this land in the close vicinity or adjoining a known contaminated site? Yes No

Infrastructure

Section 4.15(1)(b) – EP & A Act

Is an engineering assessment required? Yes No

Has an engineering assessment been completed? Yes No

Who completed the Engineering Assessment?

Engineering Department Assessing Officer Other

Does this proposal have any potential impact on:

	Impact	Comment
Sewer	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Water	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Drainage	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Stormwater is to be drained to the satisfaction of the principle certifier and this will be included in the recommended conditions.
Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Kerb & Gutter	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Upgrade Existing Road	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Road Network	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Existing Easements	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Electricity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Telecommunications	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Pedestrian Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Loading & Unloading	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Parking	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Energy Conservation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Does the development require any new easements? Yes No

Has an Erosion and Soil Control Plan been submitted? Yes No

Construction Assessment

Is a Construction Certificate Required? Yes No

Is the Construction Certificate required for a subdivision? Yes No

Was a construction certificate submitted with this application? Yes No

Has Council been appointed as the Principle Certifying Authority? Yes No

Has a construction assessment been completed? Yes No

Is an annual Fire Safety Measures certification required? Yes No

Is a public defects liability agreement required? Yes No

Section 68 Assessment

Is a section 68 assessment required? Yes No

Has a section 68 assessment been completed? Yes No

Was a section 68 application submitted with this application? Yes No

What type of waste system is required? Stormwater

Does this system require connection to a Council maintained system? Yes No

Developer Contributions

Does this proposal require any Developer Contribution? Yes No

Signage

Does this proposal require signage? Yes No

Notification

Does this application require notification/advertising? Yes No

Is this application an advertised development application under the EP & A Act? Yes No

Was this application notified/advertised as per the provisions of?
 EP& A Act LEP CCP Yes No

Was this application notified/advertised for public interest purposes only? Yes No

Dates Notification Undertaken Commenced 22/1/2021 Finished 4/2/2021

Were there any written submissions received? Yes No

Section 88b Instrument

Does Council require a Section 88b instrument to be prepared? Yes No

Public Interest

Does this proposal have any construction or safety issues? Yes No

Is there any public health issues? Yes No

Are there any other public interest issues? Yes No

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this development? Yes No

Assessing Officer General Comment

Comment: There are no outstanding issues that cannot be dealt with by the use of appropriate conditioning.

Recommendation

This development application be approved subject to the following conditions:

RELEVANT PRESCRIBED CONDITIONS **(under the Environmental Planning and Assessment Regulation 2000)**

Compliance with Building Code of Australia & insurance requirements under the Home Building Act 1989

Please Note: A reference to the Building Code of Australia is a reference to that Code as in force on the date the application is made for the relevant:

- a) development consent, in the case of a temporary structure that is an entertainment venue, or
- b) construction certificate, in every other case.

1. The work must be carried out in accordance with the requirements of the Building Code of Australia.
2. In the case of residential building work for which the Home Building Act 1989 requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.

Erection of signs

Please Note: This does not apply in relation to:

- a) Building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or
- b) Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.
- c) A complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.

3. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - c) stating that unauthorised entry to the site is prohibited.
4. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

Please Note: Principal certifying authorities and principal contractors must also ensure that signs required by this clause are erected and maintained (see clause 227A which currently imposes a maximum penalty of \$1,100).

Notification of Home Building Act 1989 requirements

Please Note: This does not apply in relation to Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.

5. Residential building work within the meaning of the Home Building Act 1989 must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:
 - a) in the case of work for which a principal contractor is required to be appointed:
 - (i) the name and licence number of the principal contractor, and
 - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
 - b) in the case of work to be done by an owner-builder:
 - (i) the name of the owner-builder, and
 - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit.

Please Note: If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under the above becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

Shoring and adequacy of adjoining property

Please Note: This does not apply if the person having the benefit of the complying development certificate owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.

6. If the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the certificate must at the person's own expense:
 - a) protect and support the adjoining premises from possible damage from the excavation, and
 - b) where necessary, underpin the adjoining premises to prevent any such damage.

GENERAL CONDITIONS

7. The development shall be implemented in accordance with:
 - (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
 - (b) the details set out on the plans approved and stamped by authorised officers of Council,

except as amended by the conditions of this development consent.

Note: Any proposal to modify the terms or conditions of this consent, whilst still maintaining substantially the same development to that approved, will require the submission of a formal application under Section 4.55 of the Environmental Planning and Assessment Act 1979 for Council's consideration. If amendments to the design result in the development not remaining substantially the same as that approved by this consent, a new development Application will have to be submitted to Council.

8. A copy of all stamped approved plans, specifications and documents must be kept on site at all times so as to be readily available for perusal by any officer of Council or the Principal Certifying Authority.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

9. A Construction Certificate must be obtained, in accordance with cl.146 of the Environmental Planning and Assessment Regulation 2000, before work commences.
10. Council is to be given written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement, in accordance with cl 103 and 104 of the Environmental Planning and Assessment Regulation 2000. Such notice is given using the form enclosed with this consent.
Should Council be appointed the Principal Certifying Authority, the applicant must give at least 2 days' notice to enable inspections to be undertaken.
11. Before construction commences on the site and throughout the construction phase of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
 - divert uncontaminated run-off around cleared or disturbed areas,
 - erect a silt fence to prevent debris escaping into drainage systems or waterways,
 - prevent tracking of sediment by vehicles onto roads,
 - stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

Please Note: Failure to take effective action may render the developer liable to prosecution under the NSW Protection of the Environment Operations Act 1997.

12. A hoarding or fence must be erected between the work site and any public place if the work is likely to cause traffic (pedestrian or vehicular) in a public place to be obstructed or otherwise inconvenience. The erected hoarding is to be sufficient to prevent any substance from or in connection with the work falling into the public place. The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place. The hoarding, fence or awning is to be removed once the work has been completed.
13. Approval to carry out stormwater work must be obtained, in accordance with section 68 of the Local Government Act 1993, before works commence.

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

14. The owner of the property is to ensure that any building is constructed:
 - (a) to meet the setback requirements of the approved plans,
 - (b) to be located within the confines of the lot, and;
 - (c) so that it does not interfere with any easements or covenants upon the land.
15. Any building work must be carried out between 7.00am and 5.00pm Monday to Friday and 8.00am to 1.00pm Saturdays, excluding Sundays and public holidays. No audible construction is to take place outside these hours, to maintain the amenity of the locality.
16. A garbage receptacle must be provided at the work site before works begin and must be maintained until works are completed. The garbage receptacle must have a tight fitting lid and be suitable for the reception of food scraps and papers.
17. Waste materials (including excavation, demolition and construction waste materials) must be managed on the site (and must not be burned on site) and then disposed of at a waste management facility, to protect the amenity of the area and avoid the potential of air pollution.

18. Effective dust control measures are to be maintained during construction to maintain public safety/amenity. Construction activities are to be undertaken so as not to inconvenience the adjoining land owners and are to be restricted solely to the subject site.
19. Any run-off and erosion control measures required must be maintained within their operating capacity until the completion of the works to prevent debris escaping from the site into drainage systems, waterways, adjoining properties and roads.
20. No material or equipment associated with the development is to be placed on public land without the written consent of the Council, and any activity located in close proximity to public areas is to be fenced to prevent damage to persons or property.
21. Any earthworks (including any structural support or other related structure for the purposes of the development):
 - a) must not cause a danger to life or property or damage to any adjoining building or structure on the lot or to any building or structure on any adjoining lot, and
 - b) must not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property, and
 - c) that is fill brought to the site—must contain only virgin excavated natural material (VENM) as defined in Part 3 of Schedule 1 to the Protection of the Environment Operations Act 1997, and
 - d) that is excavated soil to be removed from the site—must be disposed of in accordance with any requirements under the Protection of the Environment Operations (Waste) Regulation 2005.

Any excavation must be carried out in accordance with *Excavation Work: Code of Practice* (ISBN 978-0-642-785442), published in July 2012 by Safe Work Australia.
22. If, during the course of any activities conducted under this consent, the Applicant becomes aware of any heritage or archaeological sites not previously identified, all work likely to affect the site shall cease immediately. The Applicant shall then consult with relevant authorities and decide on an appropriate course of action prior to recommencement of work. The relevant authorities may include NSW Environment, Climate Change & Water and the relevant local Aboriginal community. Any necessary permits or consents shall be obtained and complied with prior to recommencement of work.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

23. Occupancy of the building is not to take place until the Principal Certifying Authority (PCA) has carried out a final inspection and an Occupation Certificate issued. All required trade certifications are to be available to the PCA before the final inspection will be carried out.

Please Note: *Failure to obtain an Occupation Certificate is an offence under the legislation. Penalty advice for buildings (penalties do not apply to uses detailed in sections 109M and 109N; i.e. Crown projects, Class 1a and 10 buildings or as detailed for places of public entertainment).*

24. At the completion of the works, the work site must be left clear of waste and debris.
25. The stormwater is to be drained to the satisfaction of the Principle Certifier so as not to cause harm to the existing buildings onsite or a neighbouring premises.

CONDITIONS RELATING TO ONGOING OPERATIONS

26. A further application is to be made for any change, enlargement or intensification of the premises or land use, including the display / erection of any new structure such as signage, partition walls or building fit-out (unless the proposed work is exempt from the need for consent under *State Environmental Planning Policy (Codes SEPP) 2008*).
27. The shed is to be used for residential purposes and not as a domicile or for a commercial or industrial use.

COUNCIL ADVICE ONLY

28. Covenant/s: The applicant / owner has the responsibility of being aware of any covenant which may affect the proposal.
29. Dial Before You Dig: Underground assets may exist in the area that is subject to your application.

In the interests of health and safety and in order to protect damage to third party assets please contact Dial Before You Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.

30. Telecommunications Act 1997 (Commonwealth); Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

Reasons For Conditions

1. To confirm and clarify the terms of Council's approval.
2. To comply with all relevant legislation.
3. So that the impacts of any increase in the scale or duration of operations may be assessed and appropriately controlled. Section 19 (1) (b) of the *Environmental Planning and Assessment Regulation 2000*, as amended.
4. To prevent and/or minimise the likelihood of environmental harm and public nuisance.
5. To ensure the rehabilitation of the site.
6. To minimise the potential for adverse impacts on the environment or public as a result of the development.
7. To ensure waste is disposed of in an appropriate manner.
8. To ensure that public infrastructure is maintained.
9. To minimise the potential for detrimental impacts to buildings or neighbouring properties.

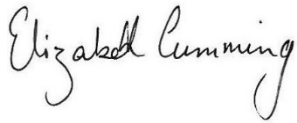
Conclusion

I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning & Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached

Yes No



Signed:

Elizabeth Cumming, Consultant Planner

Date: 20 March 2021

Item 6.2 - Attachment 2 - Request for Variation to DCP

1/28/2021

Stephen & Diana Lisle
PO BOX 155 Walcha 2354
PH: 0427107708

Ms. Lacey Latham
Manager, Environmental Services
2W Hamilton St (PO Box 2) Walcha NSW 2354

Dear Lacey

Thank you for your letter dated 21 January 2021 requesting further information regarding the placement of a proposed building.

We have read and understand the relevant section 5.7 of the Walcha Development Plan 2019. We appreciate the reasoning behind the objectives and controls as applied to an urban landscape.

We would however, like to point out that Oxley Drive is somewhat unique in that the dwellings and ancillary buildings are for the most part obscured from view by a densely planted wildlife corridor.

Our proposed building is essentially quite small being only 6 x 6m with a small awning and due to the wildlife corridor, will be hardly visible from the road. With the additional planting of trees and shrubs on our northern and southern boundaries, the structure will be all but obscured from view.

We therefore request, for the reasons stated above, that a variation in the applicable controls within the Development Control Plan be made in this case.

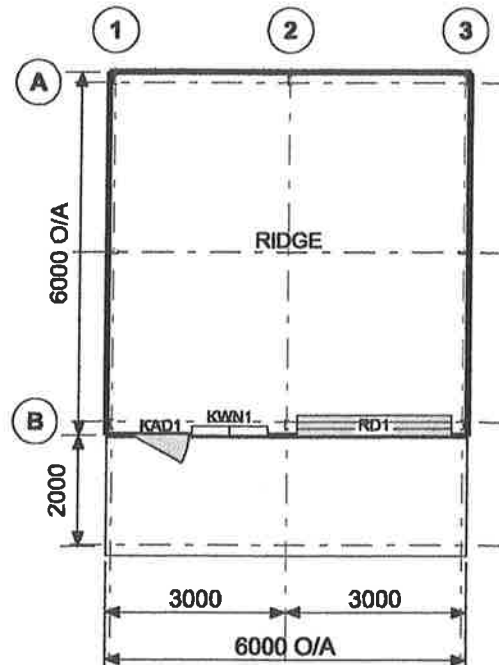
Yours Sincerely

Stephen & Diana Lisle

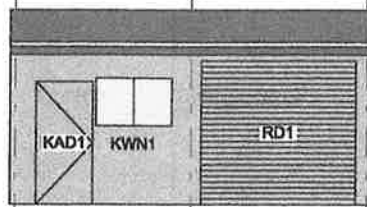
Item 6.2 - Attachment 3 - Elevations



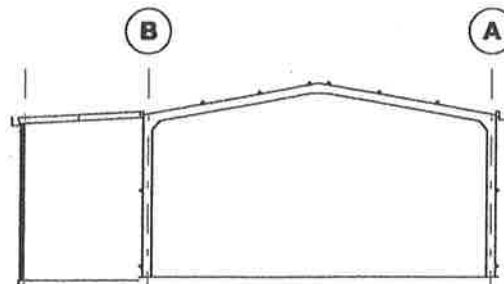
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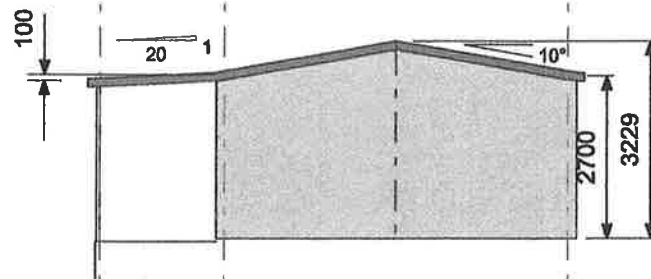
FRAME ROOF PLAN



ELEVATION GRID B



SECTION GRID 2



ELEVATION GRID 3

CLADDING

ITEM	PROFILE (min)	FINISH	COLOUR
ROOF	CUSTOM ORB 0.42 BMT	CB	WB
WALLS	TRIMDEK 0.35 BMT	CB	EH
CORNERS	-	CB	EH
BARGE	-	CB	WB
GUTTER	SHEERLINE	CB	WB
DOWNPIPE	100x50	CB	EH

0.35bmt=0.40tct; 0.42bmt=0.47tct; 0.48bmt=0.53tct

ACCESSORY SCHEDULE & LEGEND

QTY	MARK	DESCRIPTION
1	RD1	B&D, Firmadoor, R.D, "R1F-W/Lock", 2310 high x 2550 wide Clear Opening width
1	KAD1	Premium (TA850DO) Access Door Kit, C/B (D). (Not Available in WA)
1	KWN1	AMI - Reg A & B, 790x1274 CLR, Window Kit (BDSP)

ARCHITECTURAL DRAWING ONLY, NOT FOR CONSTRUCTION USE

WIND DESIGN

IMPORTANCE LEVEL	REGION	TERRAIN	M _s
2	A	2.5	1.0

CLIENT
Stephen & Diana Lisle

SITE
**217 Oxley Drive
WALCHA NSW 2354**

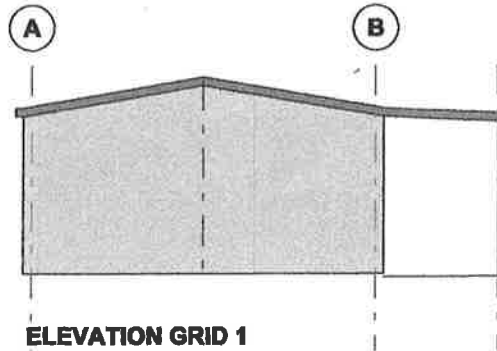
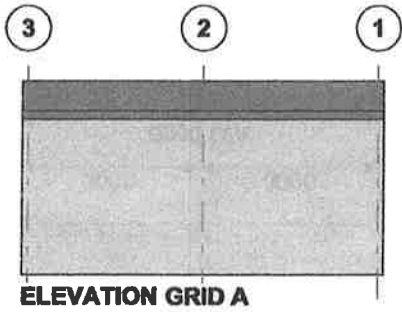
BUILDING
**PREMIUM GARAGE
6000 SPAN x 2700 EAVE x 6000 LONG
PLUS 2000 AWNING**

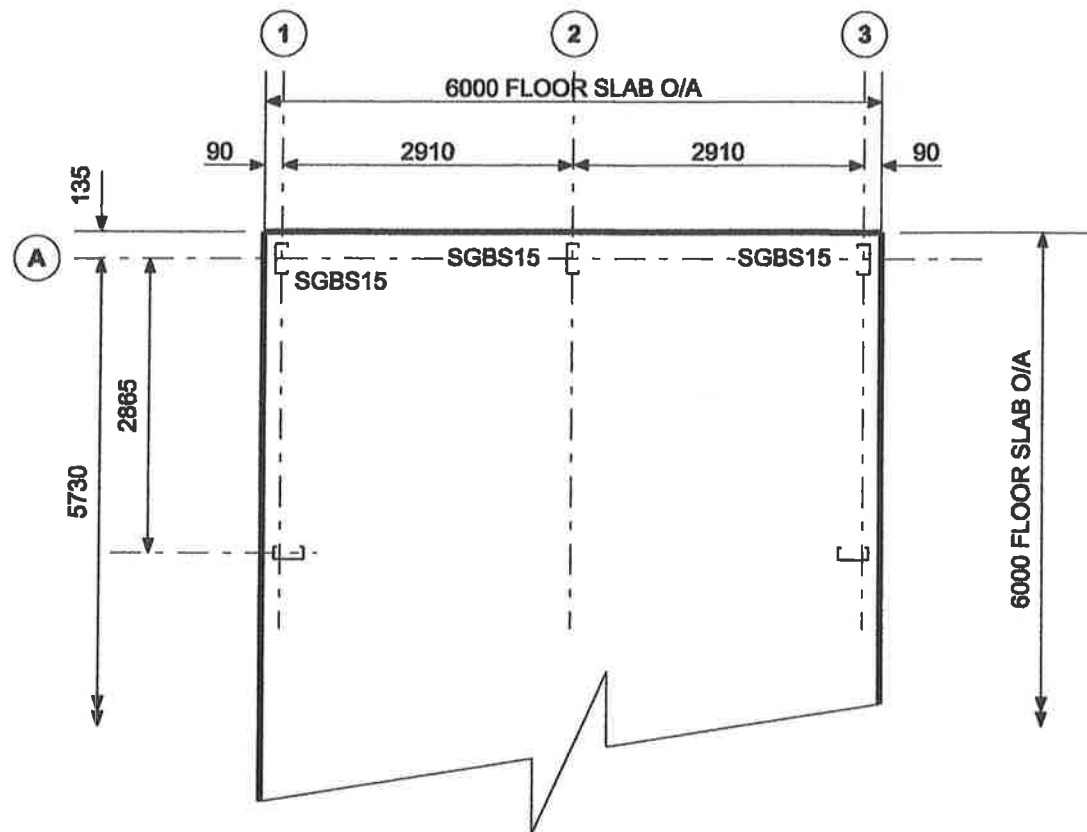
TITLE
GENERAL ARRANGEMENT

SCALE	DRAWING NUMBER	REV	PAGE
A4 SHEET 1:125	402021-GA	A	1/2



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BASE STRAP & HD BOLT SCHEDULE
6 REQ'D BASE STRAP SGBS15

March 2021 Council Meeting Business Paper Page 45 of 192

Cont. on page 2

NOTES

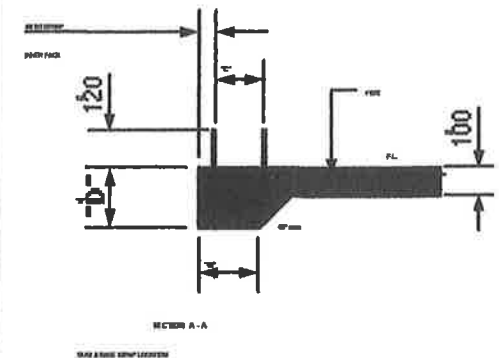
ALL DIMENSIONS SHOULD BE CHECKED AND VERIFIED PRIOR TO COMMENCEMENT OF ANY WORKS.

SEE ERECTION INSTRUCTIONS FOR SECTION & SLAB DETAILS

SEE CERT. ENGINEER DRAWINGS PECON2005, PE61-A/2.5 FOR ADDITIONAL DET'S NOTES & CONCRETE SPECIFICATION

"C" = 154 FOR SGBS15

"SFO" = 60



SET DOWN ALL SHADED AREAS 50mm

CLIENT

Stephen & Diana Lisle

SITE

**217 Oxley Drive
WALCHA NSW 2354**

BUILDING

**PREMIUM GARAGE
6000 SPAN x 2700 EAVE x 6000 LONG
PLUS 2000 AWNING**

TITLE

RC SLAB PLAN

SCALE
NTS

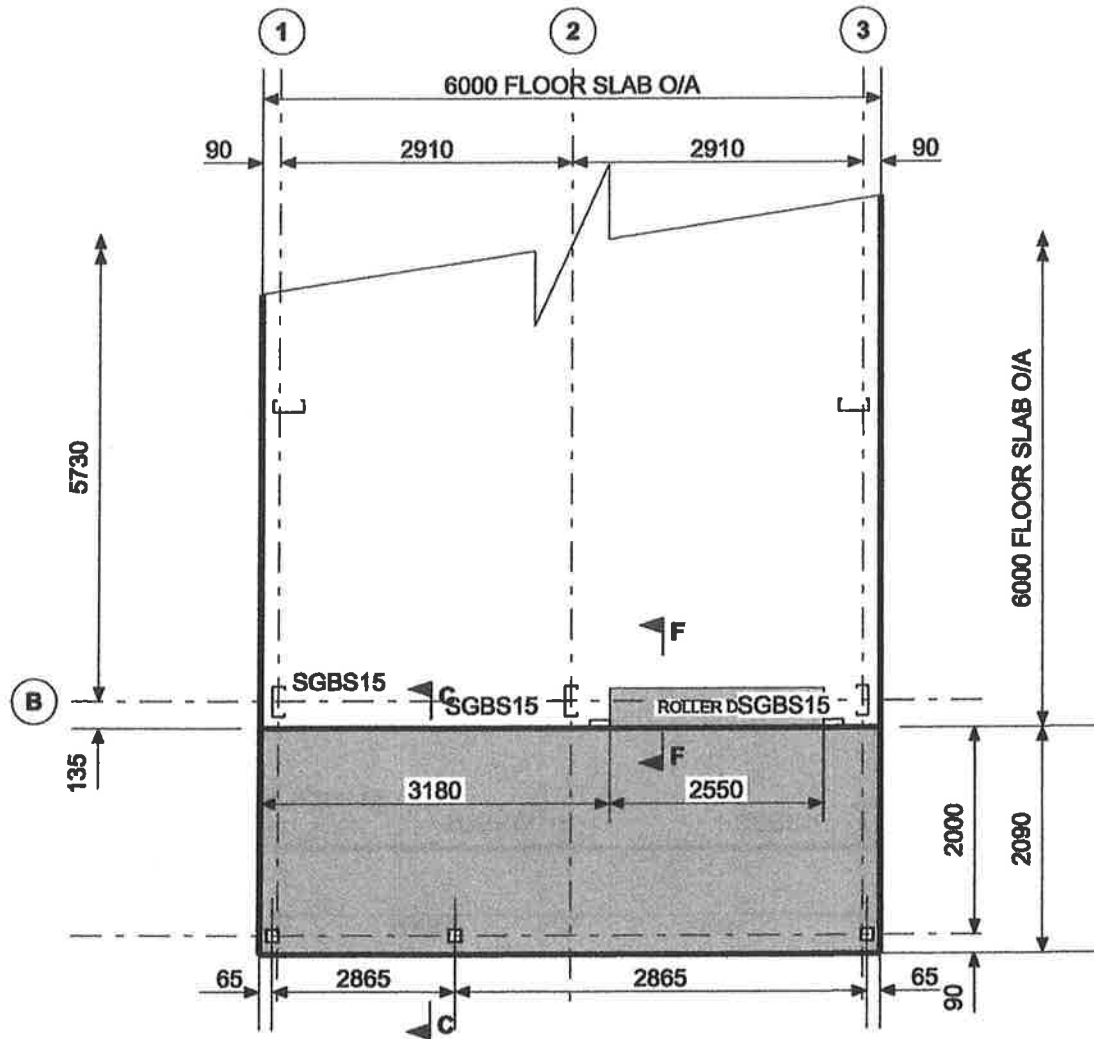
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REV
A

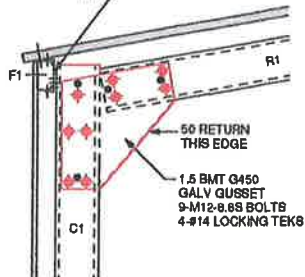
PAGE
1/2



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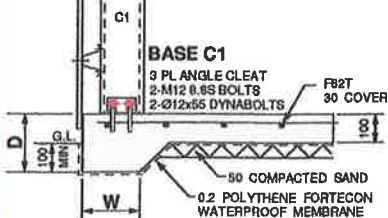


FASCIA "U" CLEAT
3-#14 TEKs TO KNEE
2-#14 TEKs TO F1

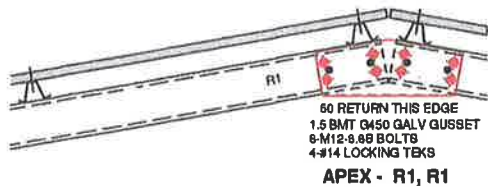


KNEE - C1, R1, K1

CLEARSPAN FRAME CONNECTION DETAILS

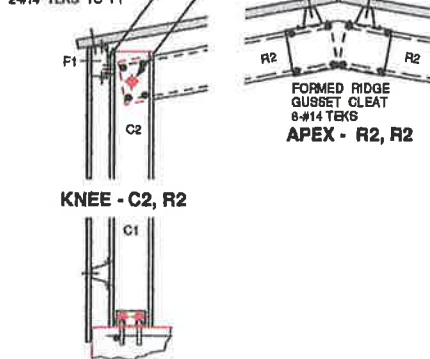


SLAB EDGE SE1, SLAB S1



APEX - R1, R1

C2, R2 EITHER WEB TO WEB OR
C2 INNER FLANGE NOTCHED
1-M12-8.8 BOLT
4-#14 LOCKING TEKs

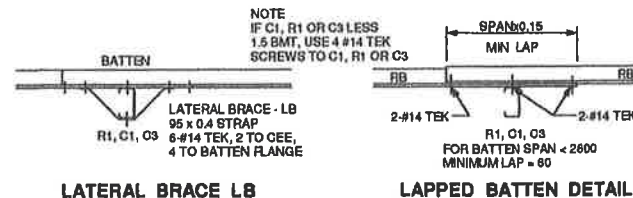


KNEE - C2, R2

E/W COLUMN
CAP - C3, R2

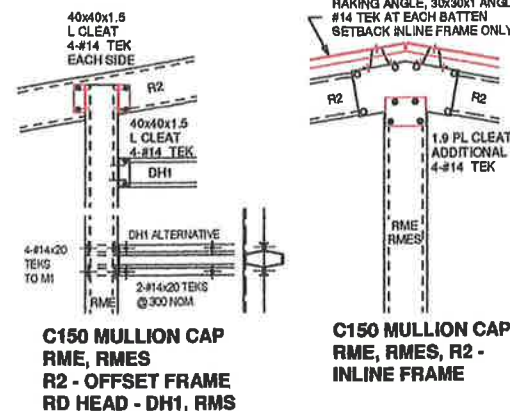
BASE C3
RMS SIMILAR
1.5 PL ANGLE CLEAT
3-#14x20 TEK
1-Ø12x55 DYNABOLT

END FRAME CONNECTION DETAILS



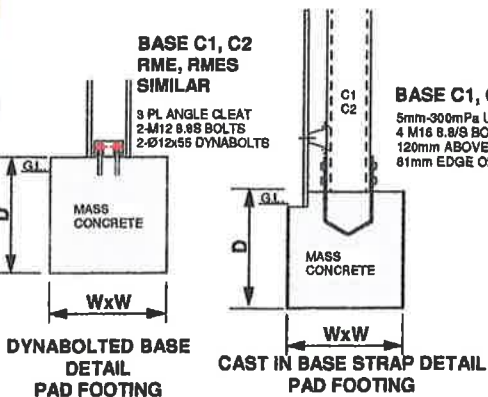
LATERAL BRACE LB

LAPPED BATTEN DETAIL



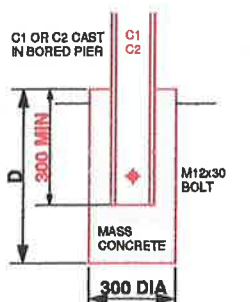
C150 MULLION CAP
RME, RMES
R2 - OFFSET FRAME
RD HEAD - DH1, RMS

C150 MULLION CAP
RME, RMES, R2 -
IN-LINE FRAME

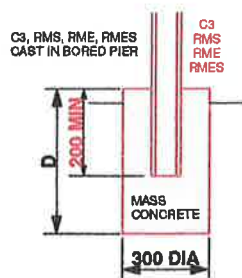


DYNABOLTED BASE
DETAIL
PAD FOOTING

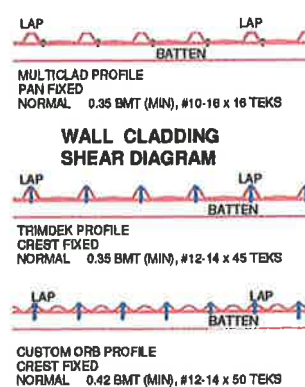
CAST IN BASE STRAP DETAIL
PAD FOOTING



BORED PIER BP1, BP2
CAST IN COLUMN ONLY



BORED PIER BP3, RMS,
RMES
CAST IN COLUMN/MULLION ONLY



**ROOF CLADDING
SHEAR DIAGRAMS**

END FRAME RD CONNECTION DETAILS

C180 SHARED MULLION
WITH C10019 INTERNAL
WEB STIFFENER.
#14 TEKs TO FLANGE
AND WEB @ 100mm cts

**ENDMULLION OR SHARED
MULLION WEB STIFFENER
DETAIL-RME, RMES**



REV	DATE	DESCRIPTION	INITIAL
6	19-02-2019	GENERAL UPDATED	PKR
5	24-01-2017	GENERAL UPDATED	PKR
4	31-07-2014	NOTES UPDATED	PKR
3	29-04-2013	DESIGN NOTE UPDATED	PKR
2	09-10-2012	LOGOS UPDATED, CAST IN STRAP OPTION TO C1, C2	NJC
1	14-07-2011	REVISION TO NOTES	NJC
0	12-03-2009	RELEASE	NJC



I CERTIFY THE DESIGN OF THIS STEEL FRAMED BUILDING IS STRUCTURALLY ADEQUATE, MEETS SERVICEABILITY REQUIREMENTS AND COMPLIES WITH THE RELEVANT REGULATIONS, WITH ALL AMENDMENTS CURRENT TO DATE. I FURTHER CERTIFY THE PROPOSED STEEL STRUCTURE WILL BE STRUCTURALLY ADEQUATE WHEN CONSTRUCTED TO GOOD BUILDING PRACTISES, IN ACCORDANCE TO RANBUILD ASSEMBLY GUIDES AND THESE DRAWINGS. APPROVED JANUARY 2017.

Alexander Filonov,
MIEAust, CPEng, NPER 1296608 (STRUCTURAL)
PECO 2005, 11/19/2019 2:32:25

[Signature]

SCALE	1:25	PAGE	1 OF 1
PROJECT			
PREMIUM GARAGE			
DESCRIPTION			
CONN. DETAILS			
DRAWING NUMBER			
PECON2005			

CERTIFICATION

* THIS DRAWING IS VALID ONLY WHEN ENDORSED BY A SEPARATE DESIGN CERTIFICATE FROM BLUESCOPE LYSAGHT TECHNOLOGY THAT IS VALID FOR THE DATE OF ISSUE AND CONSTRUCTION. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE ENGINEERING LAYOUT AND CONNECTION DRAWING.

GENERAL

* ALL MATERIALS AND WORKMANSHIP TO COMPLY WITH THE RELEVANT AUSTRALIAN STANDARDS AND APPLICABLE BUILDING REGULATIONS.
 * THIS DRAWING SHALL BE READ IN CONJUNCTION WITH ALL OTHER CLIENT'S AND CONSULTANT'S DRAWINGS AND SPECIFICATIONS. ALL DIMENSIONS ARE IN MILLIMETERS, DO NOT SCALE THESE DRAWINGS. DIMENSIONS MAY VARY FROM THESE STANDARD DRAWINGS. IT IS THE BUILDER'S RESPONSIBILITY TO VERIFY ALL DIMENSIONS. SETTING OUT DIMENSIONS SHALL BE TAKEN FROM THE CLIENT'S DETAILED SHOP DRAWINGS.
 * THE STRUCTURE SHALL BE MAINTAINED IN A STABLE CONDITION DURING ERECTION AND NO PART SHALL BE OVERSTRESSED. TEMPORARY ROOF AND/OR WALL BRACING MAY BE REQUIRED DURING CONSTRUCTION.
 * FOR OPENING MODIFICATION, REFER TO THE RELEVANT DETAIL IN ASSEMBLY GUIDE.
 * IT IS COMMON SENSE TO WORK SAFELY AND TO PROTECT YOURSELF AND OTHERS FROM ACCIDENTS ON SITE. TO DO THIS, YOU MUST ENSURE YOU HAVE IN PLACE SAFE WORK PRACTICES AND APPROPRIATE EQUIPMENT. SAFETY INVOLVES PERSONAL PROTECTION OF EYES, OF SKIN (FROM SUNBURN) AND OF HEARING (FROM NOISE). FALL PROTECTION MUST ALSO BE IN PLACE AS APPLICABLE INCLUDING SAFETY MESH, PERSONAL HARNESSES AND PERIMETER GUARDRAILS. IT IS RECOMMENDED THAT YOU FAMILIARIZE YOURSELF WITH ALL APPLICABLE LAWS, REGULATIONS, RULES, GUIDELINES, CODES OF PRACTICE AND STANDARDS AND THAT YOU ADHERE STRICTLY TO THEM.

STRUCTURAL STEEL

* ALL STEELWORKS TO COMPLY WITH AS 4100 STEEL STRUCTURES CODE AND AS/NZ 4600 COLD FORMED STEEL STRUCTURES CODE.
 * ALL STEEL FRAMING SHALL BE MANUFACTURED FROM HI-TENSILE HOT DIP ZINC COATED STEEL CONFORMING TO AS1397 U.N.O., AND INSTALLED TO MANUFACTURERS INSTRUCTIONS.
 * MATERIAL GRADES: 1.0 BMT GRADE G550, Z350
 1.2 BMT GRADE G480, Z350
 1.5 TO 3.0 BMT GRADE G480, Z350
 * BRACING UNITS TO BE SPLIT EQUALLY BETWEEN THE SIDES OF THE BUILDING

SELF DRILLING SCREWS

* QUALITY AND MECHANICAL PROPERTIES OF SCREWS MUST COMPLY WITH AS 3566
 * ALL FRAMING SCREWS TO BE #14-16 x 28 U.N.O.
 * THE MINIMUM EDGE DISTANCE OF EDGE/END SCREWS MUST HAVE AN EDGE DISTANCE OF 1.5 x SCREW DIAMETER FROM THE EDGE
 * THE MINIMUM DISTANCE OF SCREW TO SCREW SPACING MUST NOT BE LESS THAN 3 x SCREW DIAMETER BETWEEN ANY SCREWS.

HI TENSILE BOLTS

* ALL BOLTS SHALL BE M16 / 8.8 U.N.O.
 * CONNECTIONS WITH 8.8 BOLTS SPECIFIED ARE DESIGNED AS FRICTION TYPE JOINTS & BOLTS, NUTS AND WASHERS SHALL COMPLY WITH THE RELEVANT REQUIREMENTS OF AS1282.
 * 8.8S BOLTS TO BE INSTALLED IN ACCORDANCE WITH AS1611 & TENSIONED BY AN APPROVED METHOD TO PRODUCE THE FOLLOWING SHANK TENSIONS:
 M12 - 80kN
 M16 - 96kN
 * FOR THIS DESIGN, AN ACCEPTABLE TENSIONING METHOD IS BRUG TIGHT (PODGER SPANNER TIGHT) PLUS HALF A TURN.

CLADDING

* ALL ROOF AND WALL CLADDING TO BE INSTALLED IN ACCORDANCE WITH AS1662 & THE MANUFACTURERS INSTRUCTIONS.
 * ROOF AND WALL CLADDING ARE STRUCTURAL DIAPHRAGM BRACINGS. UNDER NO CIRCUMSTANCES SHOULD EITHER THE ROOF OR WALL CLADDING BE REMOVED WITHOUT WRITTEN APPROVAL FROM A PRACTISING STRUCTURAL ENGINEER.

STRUCTURAL FLY BRACES

* FLY BRACES MUST BE INSTALLED IN ACCORDANCE WITH DETAILS "M" IN DRAWING PECN2008.
 * PORTAL FRAME COLUMNS: AT 2nd GIRT FROM GROUND UP & EVERY 2nd GIRT ABOVE
 * PORTAL FRAME RAFTERS: AT 1st PURLIN FROM THE FASCIA & EVERY 2nd PURLIN + APEX PURLIN
 * END WALL COLUMNS: AT 2nd GIRT UP FROM GROUND UP & EVERY 2nd GIRT ABOVE.

FOUNDATIONS

* NO GEOTECHNICAL SITE INVESTIGATION IS PROVIDED. TWO STANDARD DESIGN OPTIONS ARE OFFERED:-
 * STIFF CLAY
 ** CONFORMING TO AS2870
 ** SITE CLASSIFICATION CLASS M
 ** MINIMUM SAFE BEARING CAPACITY 100kPa
 ** SHAFT ADHESION 16kPa.
 * DENSE SAND
 ** SITE CLASSIFICATION CLASS A, S
 ** MINIMUM SAFE BEARING CAPACITY 100kPa
 ** SHAFT ADHESION 10kPa.

FOUNDATIONS (CONTINUED)

* IF DIFFERENT SITE CONDITIONS ARE ENCOUNTERED A DIFFERENT FOOTING DESIGN MAY BE REQUIRED
 * ALL VARIATIONS REQUIRE ADDITIONAL CERTIFIED DOCUMENTATION FROM A CONSULTING STRUCTURAL ENGINEER WHO ASSUMES FULL RESPONSIBILITY FOR THE DESIGN.

FOOTINGS AND SLABS

* STRIP AND REMOVE ALL TOPSOIL FROM THE SITE.
 * ALL FOOTINGS TO BE FOUNDED ON NATURAL GROUND, NO FOOTINGS TO BE FOUNDED ON FILL MATERIAL.
 * FLOOR SLABS TO BE PLACED ON 50mm CONSOLIDATED CLEAN SAND LEVELING BED, SLABS MAY BE PLACED ON 300mm MAXIMUM APPROVED GRANULAR FILL COMPACTED TO 98% STANDARD COMPACTION.
 * THE EXCAVATION MUST BE BACK-FILLED WITH MANUALLY RODDED TAMPED SOIL.

CONCRETE

* ALL CONCRETE WORK TO BE IN ACCORDANCE WITH AS3600-2009
 * FOOTING / SLAB STRENGTH F_o 20mPa MINIMUM
 * SHRINKAGE LIMITED (SL CONCRETE)
 * MAX AGGREGATE SIZE 20mm
 * SLUMP 80mm
 * FLOOR SLABS TO BE CURED FOR 7 DAYS AFTER PLACEMENT BY MAINTAINING A CONTINUOUSLY WET SURFACE BY APPROVED METHODS.
 * PROVIDE TOOLED OR CUT CONTROL JOINTS IN FLOOR SLABS ON GRID LINES AS INDICATED

DESIGN LOADING

* THE STRUCTURAL COMPONENTS SHOWN ON THESE DRAWINGS HAVE BEEN DESIGNED FOR THE FOLLOWING LOAD CONDITIONS COMPLYING WITH AS/NZ 1170, 1, 2,3

DESIGN LOADING (CONTINUED)

* ROOF DEAD LOAD SELF WEIGHT ONLY
 * ROOF LIVE LOAD (1.8/A + 0.12) BUT NOT LESS THAN 0.25kPa OR 1.1kN
 * WIND LOAD REGION A
 * TERRAIN CATEGORY 2.6
 * TOPOGRAPHIC MULTIPLIER (M_t) 1.0
 * SHIELDING MULTIPLIER (M_s) 1.0
 * INTERNAL PRESSURE CONDITION - AWNING ADJACENT TO MAIN BUILDING
 * GROUND SNOW LOAD 0.5 kPa

STEEL FRAME SCHEDULE

MARK	DESCRIPTION	3100 BAY	3450 BAY	3810 BAY
C1	COLUMN	50x1.6 SHS	50x1.6 SHS	50x1.6 SHS
R1	RAFTER - INTERNAL	C10012	C10012	C10015
R2	RAFTER - END	C10010	C10010	C10010
F1	FASCIA	C10010	C10010	C10010
P1	PURLIN	C10012	C10012	C10015
	MAXIMUM SPACING	1500mm	1500mm	1500mm
T1	TRIMMER	C10010	C10010	C10010
Rbr	ROOF BRACING	DIAPHRAGM	DIAPHRAGM	DIAPHRAGM

CONCRETE SCHEDULE

MARK	DESCRIPTION	450x450x450	500x500x500	500x500x500
PF1	PAD FOOTING D _x W _x W	450x450x450	500x500x500	500x500x500
PF2	PAD FOOTING D _x W _x W	400x400x400	450x450x450	450x450x450
PF3	PAD FOOTING GARAGE	SPECIFIED GARAGE PAD VOLUME INCREASED BY THE ADJACENT AWNING PAD CONCRETE VOLUME		
BP1	BORED PIER Ø _x Depth	Ø300x600	Ø300x600	Ø300x700
BP2	BORED PIER Ø _x Depth	Ø300x600	Ø300x600	Ø300x800
BP3	BORED PIER GARAGE	SPECIFIED GARAGE PIER DEPTH INCREASED BY HALF THE ADJACENT AWNING PIER DEPTH		
SE1	SLAB EDGE D _x W	200x200	200x200	200x200



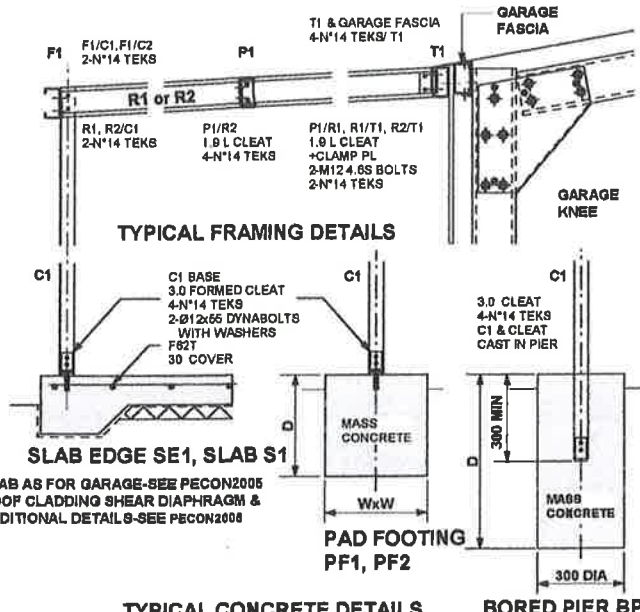
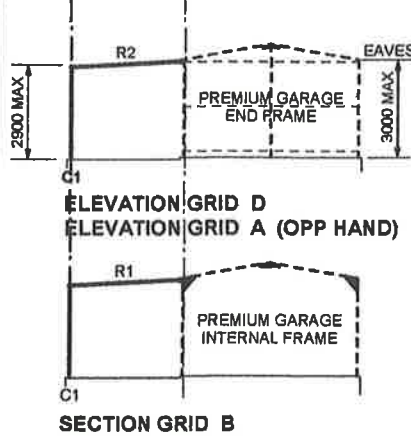
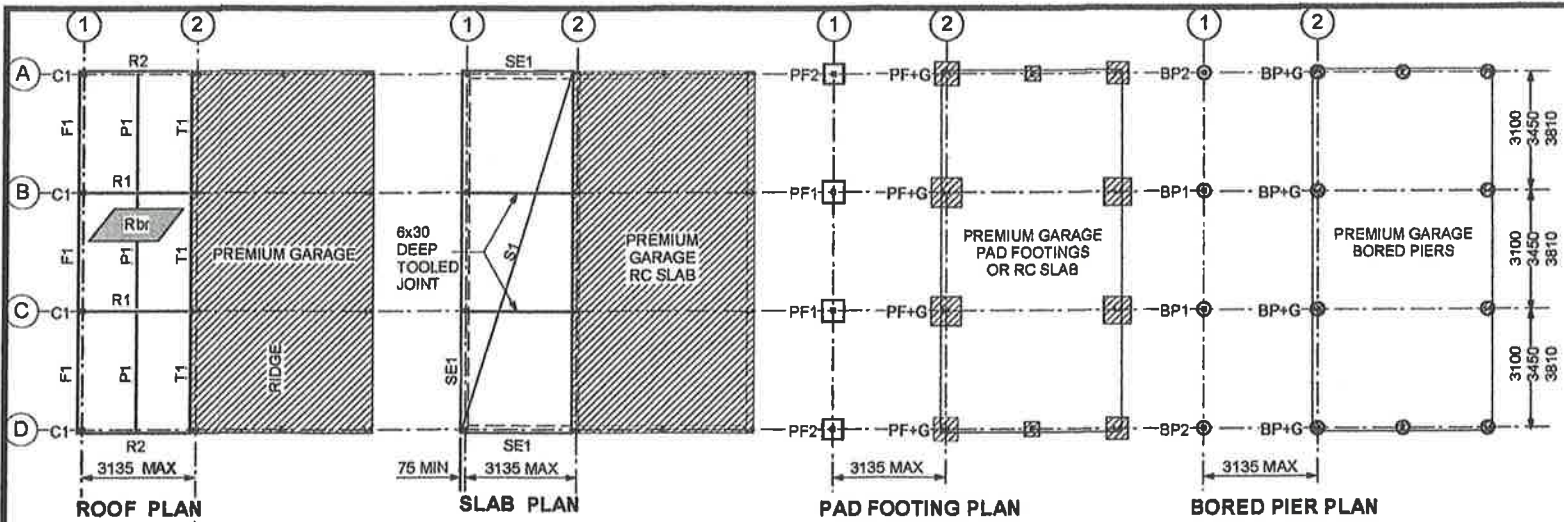
REV	DATE	DESCRIPTION	INITIAL
4	24-01-2017	GENERAL UPDATED	PKR
3	28-04-2013	DESIGN NOTE UPDATED	PKR
2	08-10-2012	LOGOS UPDATED	NJC
1	14-07-2011	REVISION TO NOTES	NJC
0	12-03-2009	RELEASE	NJC



I CERTIFY THE DESIGN OF THIS STEEL FRAMED BUILDING IS STRUCTURALLY ADEQUATE, MEETS SERVICEABILITY REQUIREMENTS AND COMPLIES WITH THE RELEVANT REGULATIONS, WITH ALL AMENDMENTS CURRENT TO DATE. I FURTHER CERTIFY THE PROPOSED STEEL STRUCTURE WILL BE STRUCTURALLY ADEQUATE WHEN CONSTRUCTED TO GOOD BUILDING PRACTICES, IN ACCORDANCE TO RANBUILD ASSEMBLY GUIDES AND THESE DRAWINGS. APPROVED JANUARY 2017

Alexander Filonov.
 MEAust, CPEng, NPER 1296608 (STRUCTURAL)
 RPEQ 8084, CC4719p, EC27769, 243325E9

SCALE	PAGE
N/A	1 OF 2
DESCRIPTION	ENGINEERING NOTES & SCHEDULE
DRAWING NUMBER	PAW30-A/2.5



SCALES	1 : 200	PAGE	2 OF 2
	1 : 25		

DRAWING NUMBER
PAW30-A/2.5



I CERTIFY THE DESIGN OF THIS STEEL FRAMED BUILDING IS STRUCTURALLY ADEQUATE, MEETS SERVICEABILITY REQUIREMENTS AND COMPLIES WITH THE RELEVANT REGULATIONS, WITH ALL AMENDMENTS CURRENT TO DATE. I FURTHER CERTIFY THE PROPOSED STEEL STRUCTURE WILL BE STRUCTURALLY ADEQUATE WHEN CONSTRUCTED TO GOOD BUILDING PRACTICES, IN ACCORDANCE TO RANBUILD ASSEMBLY GUIDES AND THESE DRAWINGS. APPROVED JANUARY 2017

Alexander Filonov,
ME Aust, CP Eng, NPER 1256908 (STRUCTURAL)
RBE 8081 C/No. 517/13-24/2/13

PROJECT
PREMIUM ROOF ONLY AWNING
3.0m SPAN x UP TO 3.0m EAVES
3.1, 3.45 & 3.81m BAYS

TITLE
3.0m SPAN PREMIUM AWNING
STRUCTURAL LAYOUT, CONSTRUCTION DETAILS

CERTIFICATION

THIS DRAWING IS VALID ONLY WHEN ENDORSED BY A SEPARATE DESIGN CERTIFICATE FROM BLUESCOPE LYSAGHT TECHNOLOGY THAT IS VALID FOR THE DATE OF ISSUE AND CONSTRUCTION. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE ENGINEERING LAYOUT AND CONNECTION DRAWING.

GENERAL

- ALL MATERIALS AND WORKMANSHIP TO COMPLY WITH THE RELEVANT AUSTRALIAN STANDARDS AND APPLICABLE BUILDING REGULATIONS.
- THIS DRAWING SHALL BE READ IN CONJUNCTION WITH ALL OTHER CLIENT'S AND CONSULTANT'S DRAWINGS AND SPECIFICATIONS. ALL DIMENSIONS ARE IN MILLIMETERS. DO NOT SCALE THESE DRAWINGS. DIMENSIONS MAY VARY FROM THESE STANDARD DRAWINGS. IT IS THE BUILDER'S RESPONSIBILITY TO VERIFY ALL DIMENSIONS. SETTING OUT DIMENSIONS SHALL BE TAKEN FROM THE CLIENT'S DETAILED SHOP DRAWINGS.
- THE STRUCTURE SHALL BE MAINTAINED IN A STABLE CONDITION DURING ERECTION AND NO PART SHALL BE OVERSTRESSED. TEMPORARY ROOF AND/OR WALL BRACING MAY BE REQUIRED DURING CONSTRUCTION.
- FOR OPENING MODIFICATION, REFER TO THE RELEVANT DETAIL IN ASSEMBLY GUIDE.
- IT IS COMMON SENSE TO WORK SAFELY AND TO PROTECT YOURSELF AND OTHERS FROM ACCIDENTS ON SITE. TO DO THIS, YOU MUST ENSURE YOU HAVE IN PLACE SAFE WORK PRACTICES AND APPROPRIATE EQUIPMENT. SAFETY INVOLVES PERSONAL PROTECTION OF EYES, OF SKIN (FROM SUNBURN) AND OF HEARING (FROM NOISE). FALL PROTECTION MUST ALSO BE IN PLACE AS APPLICABLE INCLUDING SAFETY MESH, PERSONAL HARNESSES AND PERIMETER GUARDRAILS. IT IS RECOMMENDED THAT YOU FAMILIARIZE YOURSELF WITH ALL APPLICABLE LAWS, REGULATIONS, RULES, GUIDELINES, CODES OF PRACTICE AND STANDARDS AND THAT YOU ADHERE STRICTLY TO THEM.

SELF DRILLING SCREWS

- QUALITY AND MECHANICAL PROPERTIES OF SCREWS MUST COMPLY WITH AS 2868
- ALL FRAMING SCREWS TO BE #14-10 x 28 U.M.O.
- THE MINIMUM EDGE DISTANCE OF EDGE/END SCREWS MUST HAVE AN EDGE DISTANCE OF 1.6 x SCREW DIAMETER FROM THE EDGE
- THE MINIMUM DISTANCE OF SCREW TO SCREW SPACING MUST NOT BE LESS THAN 3 x SCREW DIAMETER BETWEEN ANY SCREWS.

STRUCTURAL STEEL

- ALL STEELWORKS TO COMPLY WITH AS 4100 STEEL STRUCTURES CODE AND AS/NZS 4600 COLD FORMED STEEL STRUCTURES CODE.
- ALL STEEL FRAMING SHALL BE MANUFACTURED FROM HI-TENSILE HOT DIP ZINC COATED STEEL CONFORMING TO AS1397 U.M.O., AND INSTALLED TO MANUFACTURERS INSTRUCTIONS.
- MATERIAL GRADES: 1.0 BMT GRADE G680, Z360
1.2 BMT GRADE G680, Z360
1.6 TO 3.0 BMT GRADE G480, Z360

- BRACING UNITS TO BE SPLIT EQUALLY BETWEEN THE SIDES OF THE BUILDING

HITCHABLE BOLTS

- ALL BOLTS SHALL BE M16 / 8.8 U.M.O.
- CONNECTIONS WITH 8.8 BOLTS SPECIFIED ARE DESIGNED AS FRICTION TYPE JOINTS & BOLTS, NUTS AND WASHERS SHALL COMPLY WITH THE RELEVANT REQUIREMENTS OF AS1252.
- 8.8/8 BOLTS TO BE INSTALLED IN ACCORDANCE WITH AS1611 & TENSIONED BY AN APPROVED METHOD TO PRODUCE THE FOLLOWING SHANK TENSIONS:
M12 - 60kN
M16 - 90kN.
- FOR THIS DESIGN, AN ACCEPTABLE TENSIONING METHOD IS SHUG TIGHT (PODGER SPANNER TIGHT) PLUS HALF A TURN.

CLADDING

- ALL ROOF AND WALL CLADDING TO BE INSTALLED IN ACCORDANCE WITH AS1882 & THE MANUFACTURERS INSTRUCTIONS.
- ROOF AND WALL CLADDING ARE STRUCTURAL DIAPHRAGM BRACINGS. UNDER NO CIRCUMSTANCES SHOULD EITHER THE ROOF OR WALL CLADDING BE REMOVED WITHOUT WRITTEN APPROVAL FROM A PRACTISING STRUCTURAL ENGINEER.

STRUCTURAL FLY BRACES

- FLY BRACES MUST BE INSTALLED IN ACCORDANCE WITH DETAILS "M" IN DRAWING RPEQN2006.
- PORTAL FRAME COLUMNS: AT 2nd GIRT FROM GROUND UP & EVERY 2nd GIRT ABOVE
- PORTAL FRAME RAFTERS: AT 1st PURLIN FROM THE FASCIA & EVERY 2nd PURLIN + APEX PURLIN
- END WALL COLUMNS: AT 2nd GIRT UP FROM GROUND UP & EVERY 2nd GIRT ABOVE.

FOUNDATIONS

- NO GEOTECHNICAL SITE INVESTIGATION IS PROVIDED. TWO STANDARD DESIGN OPTIONS ARE OFFERED:-
- STIFF CLAY
 - CONFORMING TO AS2870
 - SITE CLASSIFICATION CLASS M
 - MINIMUM SAFE BEARING CAPACITY 100kPa
 - SHAFT ADHESION 18kPa.
- DENSE SAND
 - SITE CLASSIFICATION CLASS A, B
 - MINIMUM SAFE BEARING CAPACITY 108kPa
 - SHAFT ADHESION 10kPa.
- IF DIFFERENT SITE CONDITIONS ARE ENCOUNTERED A DIFFERENT FOOTING DESIGN MAY BE REQUIRED
- ALL VARIATIONS REQUIRE ADDITIONAL CERTIFIED DOCUMENTATION FROM A CONSULTING STRUCTURAL ENGINEER WHO ASSUMES FULL RESPONSIBILITY FOR THE DESIGN.

FOOTINGS AND SLABS

- STRIP AND REMOVE ALL TOPSOIL FROM THE SITE.
- ALL FOOTINGS TO BE FOUNDED ON NATURAL GROUND, NO FOOTINGS TO BE FOUNDED ON FILL MATERIAL.
- FLOOR SLABS TO BE PLACED ON 60mm CONSOLIDATED CLEAN SAND LEVELING BED. SLABS MAY BE PLACED ON 300mm MAXIMUM APPROVED GRANULAR FILL COMPACTED TO 95% STANDARD COMPACTION.
- THE EXCAVATION MUST BE BACK-FILLED WITH MANUALLY RODDED TAMPED SOIL.

CONCRETE

- ALL CONCRETE WORK TO BE IN ACCORDANCE WITH AS3600-2008
- FOOTING / SLAB STRENGTH F_{cd} 20MPa MINIMUM
- SHRINKAGE LIMITED (BL CONCRETE)
- MAX AGGREGATE SIZE 20mm
- BLUMP 80mm
- FLOOR SLABS TO BE CURED FOR 7 DAYS AFTER PLACEMENT BY MAINTAINING A CONTINUOUSLY WET SURFACE BY APPROVED METHODS.
- PROVIDE TOOLED OR CUT CONTROL JOINTS IN FLOOR SLABS ON GRID LINES AS INDICATED

DESIGN LOADING

- THE STRUCTURAL COMPONENTS SHOWN ON THESE DRAWINGS HAVE BEEN DESIGNED FOR THE FOLLOWING LOAD CONDITIONS COMPLYING WITH AS/NZS 1170, 1, 2, 3
- ROOF DEAD LOAD SELF WEIGHT ONLY
- ROOF LIVE LOAD (1.5/A + 0.12) BUT NOT LESS THAN 0.28kPa OR 1.1kN
- WIND LOAD REGION A
- TERRAIN CATEGORY 2S
- TOPOGRAPHIC MULTIPLIER (M) 1.0
- SHIELDING MULTIPLIER (Ms) 1.0
- INTERNAL PRESSURE COEFFICIENTS C_{pi} = 0.3 or 0.0 (ENCLOSED)
- GROUND SNOW LOAD 0.8 kPa
- ALL DOORS AND WINDOWS SHALL HAVE THE SAME CYCLONIC WIND LOAD RATING AS THE REST OF THE BUILDING ENVELOPE, INCLUDING RESISTANCE TO FLYING DEBRIS AS SPECIFIED IN AS1170.2:2011 AND AS/NZS 4605-2012. DOORS AND WINDOWS SHALL BE CLOSED DURING STORMS. DOORS SHALL BE INSTALLED WITH WIND LOCKS IN CYCLONIC AREAS. SUPPORTING DOCUMENTATION INCLUDING TEST REPORTS SHALL BE AVAILABLE FROM DOORS AND WINDOWS MANUFACTURERS TO CONFIRM LOAD RATING AND ENSURE COMPLIANCE WITH ABOVE MENTIONED STANDARDS AND SCA. DOORS ARE ALSO REQUIRED TO BE SUPPLIED WITH A STICKER THAT SHOWS A RANGE OF INFORMATION INCLUDING THE DESIGN PRESSURE OF THE DOOR ACCORDING TO AS/NZS 4605-2012 REQUIREMENTS

ADDITIONAL FRAMING NOTES (1 & 2 BAY ROOF ONLY EXTENSIONS)
FOR 1 & 2 BAY ROOF ONLY EXTENSIONS FOR THESE 3m NOMINAL BAYS C1 & R1 ARE TO BE AS FOR 3010mm BAYS

SCALE	N/A	PAGE	1 OF 2
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* C1S DENOTES CAST IN STRAP, C1C DENOTES CAST IN COLUMN(CAST IN)*

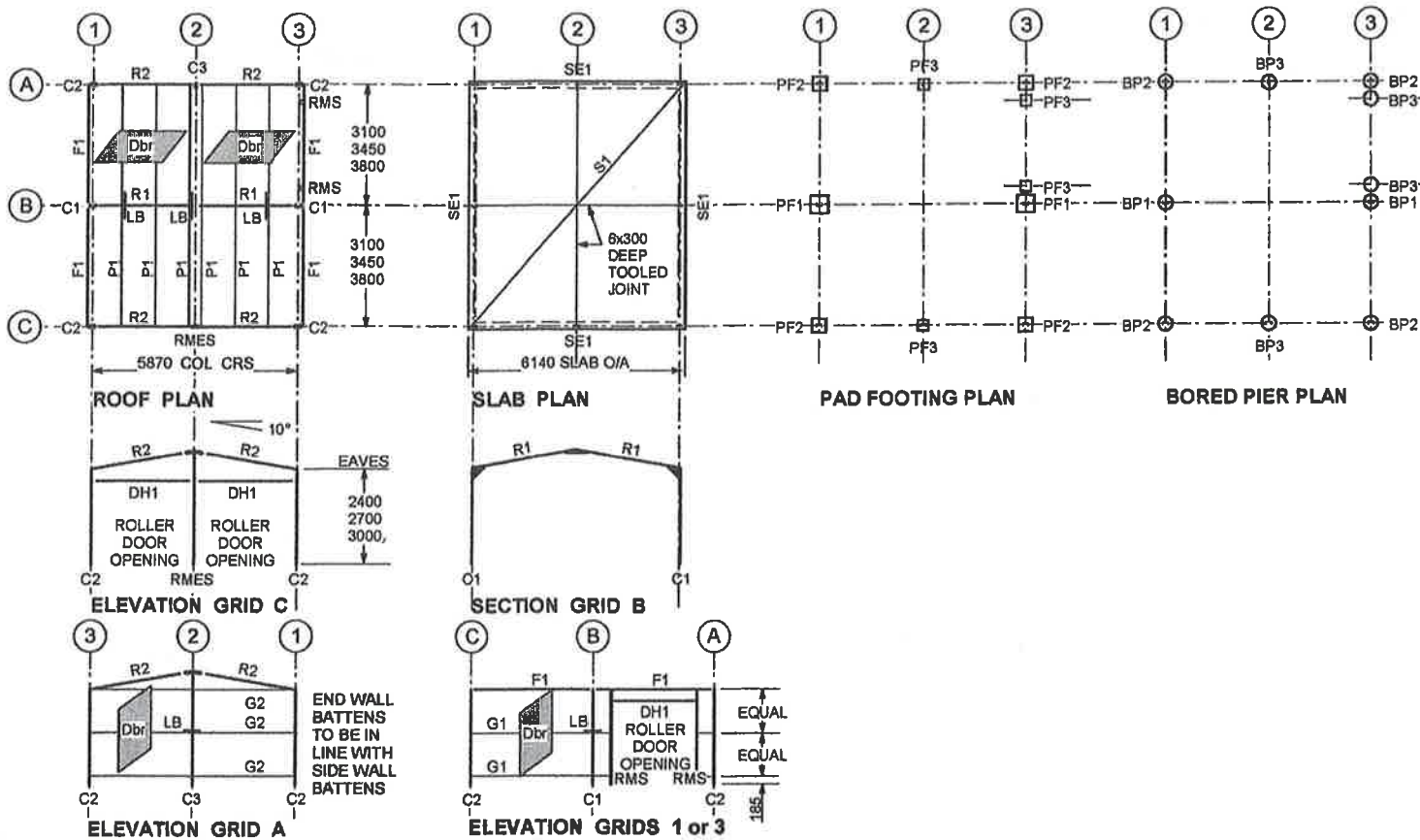
MARK	DESCRIPTION	BASE TYPE	2400 EAVES			2700 EAVES			3000 EAVES		
			3100 BAY	3450 BAY	3810 BAY	3100 BAY	3450 BAY	3810 BAY	3100 BAY	3450 BAY	3810 BAY
			C1	CLEARSPAN COLUMN	CAST IN	C15010	C15012	C15015	C15012	C15012	C15015
R1	CLEARSPAN RAFTER	CAST IN	C15010	C15010	C15012	C15010	C15012	C15012	C15012	C15012	C15012
C1	CLEARSPAN COLUMN	DYNABOLT + C1S	C15015	C15015	C15019	C15015	C15015	C15019	C15019	C15024	C15024
R1	CLEARSPAN RAFTER	DYNABOLT + C1S	C15010	C15010	C15012	C15010	C15012	C15012	C15012	C15012	C15012
C2	CORNER COLUMN	ALL	C15010	C15010	C15010	C15010	C15010	C15010	C15010	C15010	C15010
C3	END WALL COLUMN	DYNABOLT + C1C	C10010	C10010	C10010	C10012	C10012	C10012	C10016	C10016	C10016
R2	END WALL RAFTER	ALL	C15010	C15010	C15010	C15010	C15010	C15010	C15010	C15010	C15010
Dbr	ROOF & WALL BRACING	ALL	DIAPHRAGM	DIAPHRAGM	DIAPHRAGM	DIAPHRAGM	DIAPHRAGM	DIAPHRAGM	DIAPHRAGM	DIAPHRAGM	DIAPHRAGM
RMS	SIDE WALL RD MULLION	ALL	C10010	C10010	C10010	C10010	C10010	C10010	C10010	C10012	C10012
RME	END WALL RD MULLION	ALL	C15015	C15015	C15015	C15019	C15019	C15019	C15024	C15024	C15024
RMS	END WALL RD MULLION	DYNABOLT + C1C	C15024	C15024	C15024	C15019+C10019	C15019+C10019	C15019+C10019	C15024+C10019	C15024+C10019	C15024+C10019
DH1	ROLLER DOOR HEAD	ALL	C10010	C10010	C10010	C10010	C10010	C10010	C10010	C10010	C10010
F1	FASCIA	ALL	C10010	C10010	C10010	C10010	C10010	C10010	C10010	C10010	C10010
P1	ROOF BATTEN MAXIMUM SPACING	ALL	TS8180 1275	TS8180 1275	TS8175 1275	TS8180 1275	TS8180 1275	TS8175 1275	TS8180 1275	TS8180 1275	TS8175 1275
G1	SIDE WALL BATTEN MAXIMUM SPACING	ALL	TS8180 1400	TS8180 1400	TS8175 1400	TS8180 1400	TS8180 1400	TS8175 1400	TS8180 1400	TS8180 1400	TS8175 1400
G2	END WALL BATTEN	ALL	TS8180	TS8180	TS8180	TS8180	TS8180	TS8180	TS8180	TS8180	TS8180
BP1	BORED PIER Ø x DEPTH	CAST IN	Ø300x800	Ø300x800	Ø300x800	Ø300x800	Ø300x600	Ø300x800	Ø300x800	Ø300x800	Ø300x600
BP2	BORED PIER Ø x DEPTH	CAST IN	Ø300x500	Ø300x500	Ø300x500	Ø300x500	Ø300x500	Ø300x500	Ø300x500	Ø300x500	Ø300x500
PF1	PAD FOOTING DxWxW	DYNABOLT + C1S	450x450x450	475x475x475	500x500x500	450x450x450	475x475x475	500x500x500	450x450x450	475x475x475	500x500x500
PF2	PAD FOOTING DxWxW	DYNABOLT + C1S	350x350x350	375x375x375	400x400x400	350x350x350	375x375x375	400x400x400	350x350x350	375x375x375	400x400x400
PF3	PAD FOOTING DxWxW	DYNABOLT	350x350x350	350x350x350	350x350x350	350x350x350	350x350x350	350x350x350	350x350x350	350x350x350	350x350x350
SE1	SLAB EDGE DxW	DYNABOLT + C1S	200x200	200x200	200x200	200x200	200x200	200x200	200x200	200x200	200x200



I CERTIFY THE DESIGN OF THIS STEEL FRAMED BUILDING IS STRUCTURALLY ADEQUATE, MEETS SERVICEABILITY REQUIREMENTS AND COMPLIES WITH THE RELEVANT REGULATIONS, WITH ALL AMENDMENTS CURRENT TO DATE. I FURTHER CERTIFY THE PROPOSED STEEL STRUCTURE WILL BE STRUCTURALLY ADEQUATE WHEN CONSTRUCTED TO GOOD BUILDING PRACTICES, IN ACCORDANCE TO RANBUILD ASSEMBLY GUIDES AND THESE DRAWINGS. APPROVED JANUARY 2017.

Alexander Filonov.
ME Aust, CP Eng, NPER 1286605 (STRUCTURAL)
RPEQ 6084, CC4719p, EC27769, 2493258

DESCRIPTION	ENGINEERING NOTES & SCHEDULE
DRAWING NUMBER	PE61-A/2.5



SCALE 1:200 PAGE 2 OF 2

DRAWING NUMBER **PE61-A/2.5**



I CERTIFY THE DESIGN OF THIS STEEL FRAMED BUILDING IS STRUCTURALLY ADEQUATE, MEETS SERVICEABILITY REQUIREMENTS AND COMPLIES WITH THE RELEVANT REGULATIONS, WITH ALL AMENDMENTS CURRENT TO DATE. I FURTHER CERTIFY THE PROPOSED STEEL STRUCTURE WILL BE STRUCTURALLY ADEQUATE WHEN CONSTRUCTED TO GOOD BUILDING PRACTICES, IN ACCORDANCE TO RANBUILD ASSEMBLY GUIDES AND THESE DRAWINGS. APPROVED JANUARY 2017.

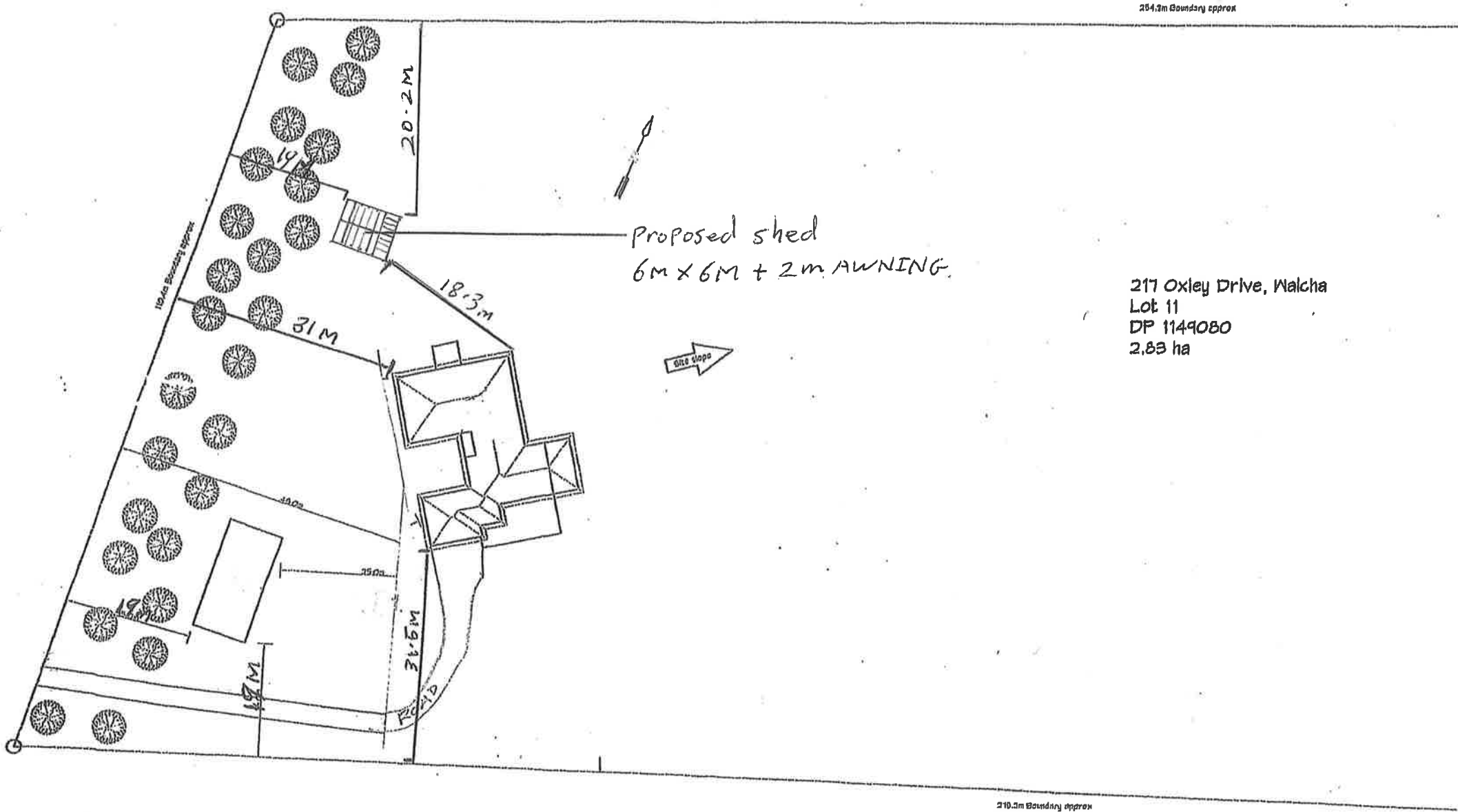
Alexander Pilenev, MBEAust, CP Eng, NPER 1296606 (STRUCTURAL)

PROJECT **PREMIUM ENCLOSED GARAGE**
6.14m SPAN x 2.4, 2.7 & 3.0m EAVES
3.1, 3.45 & 3.81m BAYS

TITLE **6.14m SPAN PREMIUM GARAGE**
STRUCTURAL LAYOUT

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Item 6.2 - Attachment 4 - Site Plan





Item: 6.3 **Ref:** WO/2021/01013
Title: Communal Dog Water Bowls
Author: Director Infrastructure
Previous Items: Not Applicable
Attachment: No

Community Strategic Plan Reference:

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

RECOMMENDATION: That Council does not provide communal dog water bowls facilities on public drinking fountains.

Purpose:

To provide information regarding requests to install communal dog drinking bowls in public spaces.

Background:

With the recent installation of public drinking fountain on the Levee Walk and the proposed bespoke unit at McHattan Park shortly, Council have received a small number of requests to install dog drinking bowls in public spaces.

Report:

Whilst it is not feasible to retrofit a dog drinking bowl to the proposed McHattan Park fountain, a dog bowl could be installed on the standard fountain installed on the Levee Walk located east of the “Whale” Open Air Gallery piece and on other future water fountain installations.

Both aforementioned drinking fountains are fitted with a bubbler and tap. The tap can be used to refill other water containers.

Policy Implications

There are no policy implications arising from this report.

Financial Implications

The installation of the dog drinking bowls would obligate Council to regularly clean the dog bowls as the bowl would be prone to alga growth and the collection of general detritus.

The estimated costs of cleaning one dog bowl, approximately 10 min (including travel time), three times per week equates to 26 labour hours per year plus the costs of vehicle hire and cleaning consumables. Retrofitting a standard water fountain with a public dog bowl would cost approximately \$1,000, including bowl unit, drainage and labour.

No budget allocation currently exists for additional ongoing cleaning costs or capital works that would be incurred by Council providing communal dog drinking bowls.



Risk Implications

Whilst a common concern raised with communal dog bowls is the risk of cross-infection of contagious canine diseases such as Kennel Cough and Parvovirus, there are actually few communicable diseases that are spread directly by mouth. However there are some airborne respiratory diseases that can survive in water that can affect pets, particularly those in poor health and veterinarians generally recommend that owners avoid communal dog bowls for this reason.

Legal Implications

Council has public liability insurance in the event of a successful claim against Council associated with the provision of communal dog water bowls.

Social Implications

Whilst there have been occasional public requests for communal dog bowls, it is observed that travellers commonly provide their own water bowls.

Environment Implications

There are no environmental implications arising from this report.



Item: 6.4 **Ref:** WO/2021/01083
Title: Development Application 10.2021.9– Installation of a Shipping Container – 16184 Oxley Highway, Walcha
Author: Contract Town planner
Previous Items: Not Applicable
Attachments: 1. Development Assessment Report
2. Request for Variation to DCP
3. Site and Elevations Plan

Community Strategic Plan Reference:

Goal 6.1 – Walcha’s distinct and diverse natural and built environment will be protected and enhanced.

Goal 6.6 – The character of Walcha and its surrounding villages will be maintained while protecting the productivity of our rural land.

RECOMMENDATION: That Council approve Development Application 10.2021.9 for the installation of a shipping container on Lot 51 DP 1001011 known as 16184 Oxley Highway Walcha, as per the development conditions listed within the Development Assessment Report.

Introduction:

Council has received a development application for 16184 Oxley Highway, Walcha, for the installation of a shipping container. This is permissible development under the *Walcha Local Environmental Plan, 2012*.

Report:

This application is to install a shipping container to be utilised for domestic storage. The shipping container setback would be 1 metre from the front boundary behind an existing garage. Both the proposed shipping container and the existing garage are in front of the existing building line. The plans and elevations are attached to this report.

The zoning of the land is RU1 Primary Production and this is permissible development. This development is considered to be ancillary development to a dwelling. As per the *NSW Planning Circular How to characterise development PS13-001*, an ancillary use is a use that is subordinate or subservient to the dominant purpose. The dominant development on this land is a ***dwelling house***, which is defined as meaning a *building containing only one dwelling*.

Consideration by Council is required as there is a variation to the controls within the *Walcha Development Control Plan 2019*. The development application as submitted does not comply with the following:



Clause 10.4 - General Zone

f) Containers must be screened from the streetscape by suitable vegetation or other appropriate screening.

No screening detail has been submitted, therefore this can be a condition of development consent.

h) Containers must be painted a neutral colour to blend with the surrounding natural environment and built structures, with the proposed colour to be approved by Council.

No specific colour has been submitted with the application, therefore this can be a condition of development consent.

Clause 10.4 - Rural

a) Containers must not be located within fifty (50) metres of the front, side or rear boundaries of a property and must comply with setback standards that apply to the particular parcel of land and be within any specified building envelope for that parcel.

The setback complies with all setbacks except the front. The location of the shipping container is proposed to be 1 metre from the front building line. This will make the shipping container in front of the existing garage which is in front of the existing dwelling. It can be conditioned that the setback be the same or greater than the existing garage for street aesthetics.

Clause 12.3 – Aims & Objectives

- To ensure that the gateway areas of Walcha provide an inviting and pleasing vista for those travelling into the township of Walcha.*
- To ensure development in gateway areas serves to enhance the overall landscape and streetscape.*
- Development within the gateway areas should contribute towards an attractive streetscape and a significant aspect of this is the provision of landscaped areas along site frontages*

An unscreened shipping container with a 1 metre setback is not a vista that Council would consider appropriate for a gateway area on the rural fringes of Walcha. No provision has been made for screening, but a vegetation screen can be conditioned as part of the development. Any screening should include the shed and be extended 2.0metres past the shipping container to screen the end of the container from Oxley Highway traffic.

A written request for the variation was submitted and relied on the fact that the shipping container will not interrupt the views of the existing house and is conveniently located to the existing garage. It is considered appropriate to consider the variation subject to the modification of the installation site.

It is recommended that the site of the shipping container be relocated to be in line with the existing garage and no closer than 5 metres from the eastern side boundary. It is also recommended that a vegetation screening of advanced and immature plantings be undertaken for the length of the shed and the shipping container, plus a further 2 metres past the shipping container. This is to protect the view of traffic on the Oxley Highway and will lessen the impact on the “Gateway” vista into Walcha.

Any approval given would be a variation to the *Walcha Development Control Plan 2019*. A copy of the written variation request is attached to this report.



A variation such as this to a development control plan is acceptable as development control plans contain controls that are not legally binding on decision makers, unlike local environmental plans.

Neighbour notification was not required under the *Walcha Community Participation Plan 2020* and thus was not undertaken.

A full development assessment was undertaken and appropriate conditioning utilised to address any issues outstanding. All relevant plans and a full assessment report recommending approval subject to the appropriate use of conditioning are attached.

Legal Implications:

Consideration under the provisions of *Environmental Planning and Assessment Act 1979*, *Walcha Local Environmental Plan 2012*, *Walcha Development Control Plan 2019* and the *Walcha Community Participation Plan 2020* has been undertaken.

Financial Implications:

Nil

Environmental Implications:

Nil

Social Implications:

Nil

Policy Implications:

Nil

Development Assessment Report

DA Number:	10.2021.9	Council:	Walcha
Location:	16184 Oxley Highway Walcha		
Development Description:	Shipping Container		
Title Details:	Lot 51 DP 1001011		

Proposal Overview

This to install a shipping container to be utilised for domestic storage. The shipping container setback would be 1 metre from the front boundary behind an existing garage. Both the proposed shipping container and the existing garage are in front of the existing building line.

Property Details/History

	Checked	Comments
File History	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	It is assumed this has been checked by Council administration staff at lodgement.
Title Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Check Ownership	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Application Type

- | | |
|---|---|
| Is this application an Integrated Development Application? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Is this application a Designated Development Application? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Is this application for State Significant Development? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Is this application submitted by/on behalf of a Public Authority? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Is this application a staged Development? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Is this application a section 96 amendment? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |

Concurrence/Referral

Section 4.13 – EP & A Act

- | | |
|---|---|
| Does this application require concurrence referral? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Does this application require courtesy comment? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Does this application require referral for decision by Council? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

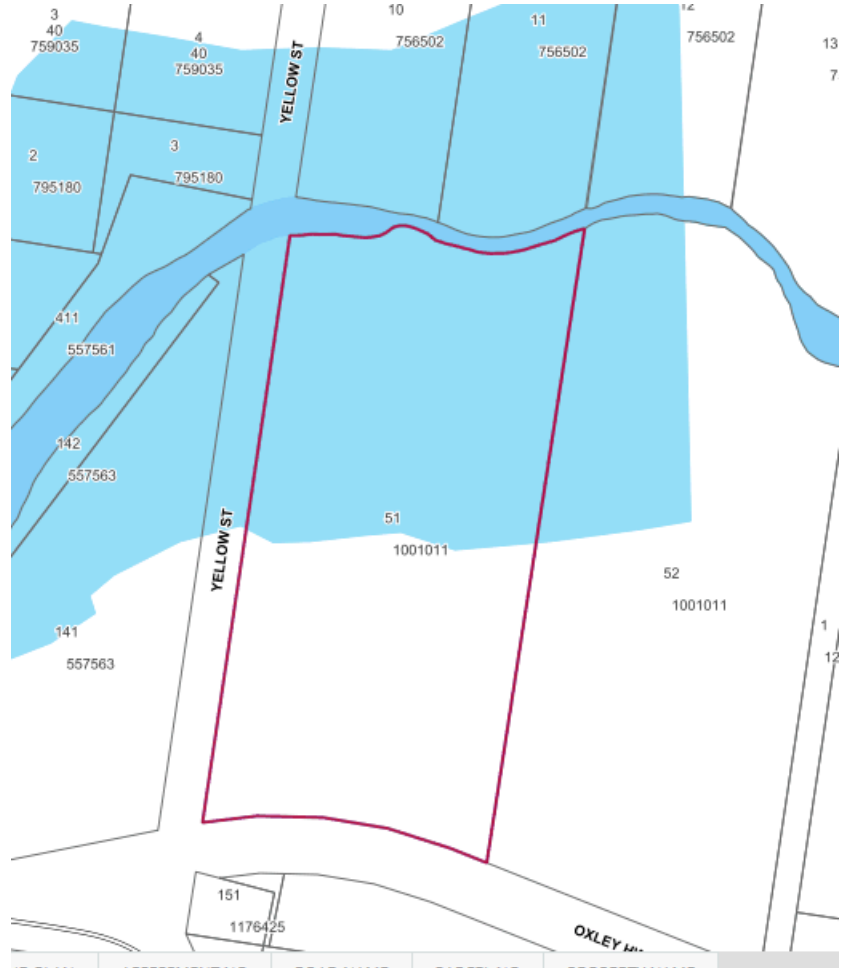
Local Environmental Plan

Section 4.15(1)(a)(i) and Section 4.15(a)(ii) – EP & A Act

This land is zoned:	RU1 Primary Production
Development as per Standard Definitions:	<p>This development is considered to be ancillary development to a dwelling.</p> <p>As per the <i>NSW Planning Circular How to characterise development PS13-001</i>, an ancillary use is a use that is subordinate or subservient to the dominant purpose.</p> <p>The dominant development on this land is a dwelling house, which is defined as meaning a <i>building containing only one dwelling</i>.</p>

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Permissible with Consent.
6.1 Earthworks	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

6.2 Flood Planning	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	 <p data-bbox="566 1131 1412 1187">The proposed shipping container is not within the designated flood zone.</p>
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Is there a draft LEP or draft LEP amendment which may affect this proposal? Yes No

Do 'existing use' provisions (Sections 4.65-4.70 of the EP&A Act) apply to this development? Yes No

Development Control Plan
Section 4.15(1)(a)(iii) & Section 4.15(3A) – EP & A Act

Is there a DCP which applies to this land/proposal? Yes No

List the relevant clause/clauses under the applicable DCP			
Clause	Zone	Compliance	Comment
10.4	General	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>b) Containers must not be located over water, wastewater or stormwater mains or dedicated drainage easements.</i> <i>c) Containers must not be located over effluent treatment disposal areas/systems.</i> <i>d) Containers must not be located over gas lines or underground power lines.</i> Complies
		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>e) Setbacks to overhead powerlines must comply with the requirements of the relevant electricity authority.</i> The electricity supply line is approximately 120m and would comply with clearance distances.
		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>f) Containers must be screened from the streetscape by suitable vegetation or other appropriate screening.</i>

			No screening detail has been submitted. This can be conditioned.
		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>g) Containers will not be permitted in flood prone areas.</i> Complies
		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>h) Containers must be painted a neutral colour to blend with the surrounding natural environment and built structures, with the proposed colour to be approved by Council.</i> No specific colour has been submitted, therefore this will be a condition of development consent.
		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>k) Containers must not contain sanitary facilities or be used for the collection of rainwater.</i> Complies
		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>m) Containers must not be used to store contaminated or hazardous materials.</i> This will be conditioned. It is proposed that the container will be used for residential storage.
	Rural	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>a) A maximum of one (1) container per allotment is permissible if it is in accordance with Subdivision 16 of the Code SEPP. Additional containers require Development Consent.</i> Complies
		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>b) Containers must not be located within fifty (50) metres of the front, side or rear boundaries of a property and must comply with setback standards that apply to the particular parcel of land and be within any specified building envelope for that parcel.</i> The setback complies with all setbacks except the front. It is proposed to be 1 metre from the front building line. This will make the shipping container in front of the existing garage which is in front of the existing dwelling. It should be conditioned that the setback be the same or greater than the existing garage for street aesthetics.
		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>c) Containers must be used for domestic or agricultural storage purposes only.</i> Complies
12.3	Aims & Objectives	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <i>To ensure that the gateway areas of Walcha provide an inviting and pleasing vista for those travelling into the township of Walcha.</i> <i>To ensure development in gateway areas serves to enhance the overall landscape and streetscape.</i> <p>An unscreened shipping container with a 1 metre setback is not a vista that Council would consider appropriate for a gateway area on the rural fringes of Walcha.</p>
		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <i>Development within the gateway areas should contribute towards an attractive streetscape and a significant aspect of this is the provision of landscaped areas along site frontages</i> <p>No provision has been made for screening, but vegetation screen can be conditioned as part of the development.</p>

Has a variation to the DCP been requested?

Yes No

Comment:

A written request that the front setback be only 1 metre so that it cannot be seen from the existing dwelling.

Should the variation be recommended?

Yes No

Comment: The proposed location of the shipping container would have no impact on the existing dwelling on the land, but it would have a visual impact from the front of the land. As this is an entry/gateway area into Walcha a shipping container close to the front boundary of a rural property is not a desired gateway component. If the container was relocated back to be in line with the existing garage, and the garage and shipping container where screened jointly, it would improve the vista of the rural fringe gateway into Walcha, making it more inviting. This is achievable with appropriate conditioning within the development consent.

Is there a draft DCP which may affect this proposal?

Yes No

Regional Environmental Plan

There is no REP applicable to this area.

State Environmental Planning Policy

Is this proposal affected by a SEPP?

Yes No

List all relevant SEPPs

SEPP	Compliance	Comment
SEPP 19 — Bushland in Urban Areas	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to protect and preserve bushland within the urban areas because of its value to the community as part of the natural heritage, its aesthetic value, and its value as a recreational, educational and scientific resource.</i>
SEPP 21 – Caravan Parks	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP ensures that where caravan parks or camping grounds are permitted under an environmental planning instrument, movable dwellings, as defined in the Local Government Act 1993, are also permitted.</i>
SEPP 33 — Hazardous and Offensive Development	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides considerations for consent for hazardous & offensive development.</i>
SEPP 36 – Manufactured Homes Estates	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP helps establish well-designed and properly serviced manufactured home estates in suitable locations.</i>
SEPP 44 — Koala Habitat Protection	Not Applicable <input type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP applies to land across NSW that is greater than one (1) hectare and is not a National Park or Forestry Reserve. The SEPP encourages the conservation and management of natural vegetation areas that provide habitat for koalas to ensure permanent free-living populations will be maintained over their present range.</i>
Complies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment Only <input type="checkbox"/>	This policy applies to this Local Government Area as it is listed in Schedule 1 of this SEPP and the property is more than 1 ha in area. As there is no identified koala habitat present onsite, nor is there potential habitat, a Koala Plan of Management is not required.
SEPP 47 – Moore Park Showground	Not Applicable <input checked="" type="checkbox"/>	<i>Applies to the land shown edged heavy black on the map marked “Moore Park Showground Amendment No 1.”</i>
SEPP 50 Canal Development	Not Applicable <input type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP bans new canal estates from the date of gazettal, to ensure coastal and aquatic environments are not affected by these developments.</i>
SEPP 55 — Remediation of Land	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to land across NSW and states that land must not be developed if it is unsuitable for a proposed use because of contamination.</i>
Complies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	This SEPP requires consideration of whether there have

	Comment Only <input type="checkbox"/>	<p>been any activities carried out on land in the past that may have resulted in contamination. If contamination may be present, the proponent is required to undertake suitable investigation and, if necessary, remediation works.</p> <p>The property does not require an assessment for identification of contaminated sites, as the land-use would not significantly alter. The site has no history of use that would have involved chemical application or use.</p>
SEPP 64 — Advertising and Signage	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to ensure that outdoor advertising is compatible with the desired amenity and visual character of an area, provides effective communication in suitable locations and is of high-quality design and finish.</i>
SEPP 65 — Design Quality of Residential Flat Development	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP relates to residential flat development across the state through the application of a series of design principles. Provides for the establishment of Design Review Panels to provide independent expert advice to councils on the merit of residential flat development.</i>
SEPP 70 – Affordable Housing (Revised Schemes)	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP identifies that there is a need for affordable housing across the whole of the State and describes the kinds of households for which affordable housing may be provided and makes a requirement with respect to the imposition of conditions relating to the provision of affordable housing.</i>
Aboriginal Land 2019	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for development delivery plans for areas of land owned by Local Aboriginal Land Councils to be considered when development applications are considered, and declares specified development carried out on land owned by Local Aboriginal Land Councils to be regionally significant development.</i>
Affordable Rental Housing 2009	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides for an increase in the supply and diversity of affordable rental and social housing in NSW.</i>
Building Sustainability Index: BASIX 2004	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides for the implementation of BASIX throughout the State.</i>
Coastal Management 2018	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP promotes an integrated and co-ordinated approach to land use planning in the coastal zone in a manner consistent with the objects of the Coastal Management Act 2016, including the management objectives for each coastal management area.</i>
Concurrences 2018	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP allows the Planning Secretary to act as a concurrence authority.</i>
Educational Establishments and Child Care Facilities 2017	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the effective delivery of educational establishments and early education and care facilities across the state.</i>
Exempt and Complying Development Codes 2008	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides exempt and complying development codes that have State-wide application, identifying, in the General Exempt Development Code, types of development that are of minimal environmental impact that may be carried out without the need for development consent; and, in the General Housing Code, types of complying development that may be carried out in accordance with a complying development certificate.</i>
Gosford City Centre 2018	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to the Gosford City Centre.</i>

Housing for Seniors or People with a Disability 2004	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to encourage provision of housing for seniors, including residential care facilities. The SEPP provides development standards.</i>
Infrastructure 2007	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides a consistent approach for infrastructure and the provision of services across NSW, and to support greater efficiency in the location of infrastructure and service facilities.</i>
Kosciuszko National Park – Alpine Resorts 2007	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to part of Kosciuszko national park, and to Kosciuszko Road and the Alpine Way. The part of Kosciuszko Park to which the policy applies is the land described as the ski resort area in Part 8A of Schedule 6 to the Act.</i>
Kurnell Peninsula 1989	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to land within the Shire of Sutherland, known as Kurnell Peninsula, and adjacent waterways.</i>
Mining, Petroleum Production & Extractive Industries 2007	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to provide proper management of mineral, petroleum and extractive material resources and ESD.</i>
Miscellaneous Consent Provisions 2007	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for the erection of temporary structures and the use of places of public entertainment while protecting public safety and local amenity.</i>
Penrith Lakes Scheme 1989	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to the land shown edged heavy black on the structure plan relating to Penrith Lakes.</i>
Primary Production and Rural Development 2019	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the orderly economic use and development of lands for primary production; reduce land use conflict and sterilisation of rural land.</i>
State and Regional Development 2011	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP identifies development that is State significant development or State significant infrastructure and critical State significant infrastructure and to confer functions on joint regional planning panels to determine development applications.</i>
State Significant Precincts 2005	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the development, redevelopment or protection of important urban, coastal and regional sites of economic, environmental or social significance to the State so as to facilitate the orderly use, development or conservation of those State significant precincts for the benefit of the State, and facilitates service delivery outcomes for a range of public services and to provide for the development of major sites for a public purpose or redevelopment of major sites no longer appropriate or suitable for public purposes.</i>
Sydney Drinking Water Catchment 2011	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for healthy water catchments that will deliver high quality water while permitting compatible development.</i>
Sydney Region Growth Centres 2006	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP co-ordinates the release of land for residential, employment and other urban development in the Orth West Growth Centre, the South West Growth Centre and the Wilton Growth Area.</i>
Three Ports 2013	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP provides a consistent planning regime for the development and delivery of infrastructure on land in Port Botany, Port Kembla and the Port of Newcastle</i>
Urban Renewal 2010	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP establishes the process for assessing and identifying sites as urban renewal precincts, and facilitates the orderly and economic development and redevelopment of sites in and around urban renewal precincts,</i>

Vegetation in Non-Rural Areas 2017	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP protects the biodiversity values of trees and other vegetation in non-rural areas of the State, and to preserves the amenity of non-rural areas of the State through the preservation of trees and other vegetation.</i>
Western Sydney Employment Area 2009	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP protects and enhances the land known as the Western Sydney Employment Area for employment purposes.</i>
Western Sydney Parklands 2009	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP puts in place planning controls that will enable the Western Sydney Parklands Trust to develop the Western Parklands into a multi-use urban parkland for the region of western Sydney.</i>

List all relevant Draft SEPPs

SEPP	Compliance	Comment
SEPP 55 — Remediation of Land	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>The proposed SEPP will provide a state-wide planning framework for the remediation of land; require consent authorities to consider the potential for land to be contaminated when determining development applications; clearly list the remediation works that require development consent; and introduce certification and operational requirements for remediation works that can be undertaken without development consent.</i>
Complies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment Only <input type="checkbox"/>	See Comment above.
SEPP - Environment	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This consolidated SEPP proposes to simplify the planning rules for a number of water catchments, waterways, urban bushland, and Willandra Lakes World Heritage Property. Changes proposed include consolidating the following seven existing SEPPs:</i> <ul style="list-style-type: none"> • <i>State Environmental Planning Policy No. 19 – Bushland in Urban Areas</i> • <i>State Environmental Planning Policy (Sydney Drinking Water Catchment) 2011</i> • <i>State Environmental Planning Policy No. 50 – Canal Estate Development</i> • <i>Greater Metropolitan Regional Environmental Plan No. 2 – Georges River Catchment</i> • <i>Sydney Regional Environmental Plan No. 20 – Hawkesbury-Nepean River (No.2-1997)</i> • <i>Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005</i> • <i>Willandra Lakes Regional Environmental Plan No. 1 – World Heritage Property.</i>
SEPP – Housing Diversity	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP aims to facilitate the delivery of diverse and affordable housing to meet the needs of the State’s growing population and support the development of a build-to-rent sector. It introduces new definitions for build-to-rent housing, student housing and co-living;</i> <ul style="list-style-type: none"> • <i>amends some state-level planning provisions, particularly for boarding house and seniors housing development;</i> • <i>amends some state-level planning provisions to support social housing developments undertaken by the NSW Land and Housing Corporation (LAHC) on government-owned land; and</i> • <i>consolidates three housing-related SEPPs</i> <ul style="list-style-type: none"> ○ <i>State Environmental Planning Policy (Affordable</i>

		<p><i>Rental Housing) 2009</i></p> <ul style="list-style-type: none"> o <i>State Environmental Planning Policy (Housing for Seniors and People with a Disability) 2004</i> o <i>State Environmental Planning Policy No 70 – Affordable Housing (Revised Schemes).</i>
SEPP (State & Regional Development)	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<p><i>The proposed changes will:</i></p> <p><i>Remove the \$30 million capital investment value criteria for upgrades of water treatment facilities associated with an existing facility.</i></p> <ul style="list-style-type: none"> • <i>Fast-track the approval process so drought related water treatment facility upgrades can be delivered quicker.</i> • <i>Allow Sydney Water to respond to future drought conditions.</i> <p><i>The proposed changes will allow facilities unlikely to have a significant environmental impact on the environment to be assessed by water supply public authorities, instead of a longer State Significant Infrastructure assessment process.</i></p> <p><i>Any new water treatment facilities will still be assessed as State Significant infrastructure. The proposed changes won't apply to desalination plants, new water treatment facilities or water storage facilities.</i></p>
SEPP (Infrastructure)	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<p><i>This amendment aims to clarify and streamline the planning assessment for the extension and maintenance of the Wild Dog Fence.</i></p> <p><i>The proposed amendment includes:</i></p> <ul style="list-style-type: none"> • <i>Extension:</i> <i>amend Clause 132 to allow an extension of the fence to be considered as State Significant Infrastructure (subject to a detailed assessment) replacing the need to seek multiple government approvals for different parts of the fence.</i> • <i>Maintenance:</i> <i>include provisions under Clause 132 that permit routine maintenance of the fence to be carried out as exempt development.</i>

Planning Agreement

Section 4.15(1)(a)(iia) – EP & A Act

Is there a Planning Agreement in force under section 93F of the EP&A Act? Yes No

Has a Planning Agreement been offered under this development? Yes No

Local Strategic Planning Statement

Walcha Community Strategic Plan Alignment	Applicable
<u>Transport</u>	
CSP 1.1 Walcha will be serviced by a integrated and efficient transport network.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<u>Business & Jobs</u>	
CSP 2.1 - Commercial and tourist development will be promoted and encouraged to grow in harmony with the natural environment, to take maximum advantage of commercial opportunities and to increase local employment.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<u>Health</u>	
CSP 3.1 - Health services and facilities will be provided and where appropriate managed locally to meet the needs of the community.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

CSP 3.2 - The public health and wellbeing of the community will be protected and enhanced. Yes No

Education and Training

CSP 4.1 - Education and training opportunities will be provided that deliver the skills and knowledge needed to advance the community. Yes No

Stronger Community

CSP 5.1 - Social services will be planned, maintained and coordinated so that they meet the current and future needs of all groups in the community. Yes No

CSP 5.2 - The existing strong community spirit and pride will be protected and promoted. Yes No

CSP 5.3 - Walcha's cultural identity will be enhanced. Yes No

CSP 5.4 - Walcha's Aboriginal communities will be supported and strengthened. Yes No

CSP 5.5 - Young people will be retained and supported to live in Walcha. Yes No

CSP 5.6 - People of all ages and abilities will be encouraged to participate in cultural, recreational and sporting activities. Yes No

CSP 5.7 - Community members will be given the opportunity to develop their leadership skills so that they can better participate in the leadership of the community. Yes No

Local Environment & Liveable Communities

CSP 6.1 - Walcha's distinct and diverse natural and built environment will be protected and enhanced. Yes No

CSP 6.2 - Solid waste will be managed in a sustainable manner with a continuing reduction in waste generation and disposal to landfill. Yes No

CSP 6.3 - Water supply and sewerage services will be physically and environmentally sensitive. Yes No

CSP 6.4 - Walcha will increase the use and production of renewable energy. Yes No

CSP 6.5 - Agricultural activities will be environmentally sustainable. Yes No

CSP 6.6 - The character of Walcha and its surrounding villages will be maintained while protecting the productivity of our rural land. Yes No

Keeping People Safe

CSP 7.1 - Police stations and staff numbers will be provided to effectively control and reduce crime and antisocial behaviour and to keep our community safe. Yes No

CSP 7.2 - Emergency Services will be provided to ensure the safety of our community and visitors. Yes No

Better Government

CSP 8.1 - Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active anticipation at all levels. Yes No

CSP 8.2 - Council rate funding for local government projects will be supplemented by income generated from other sources. Yes No

CSP 8.3 - The boundaries of the Walcha Local Government Area will be modified to reflect existing and developing communities of interest. Yes No

Planning Priority	Applicable
PP 1 - Encourage diversification in grazing agriculture, horticulture and agribusiness to grow these sectors and respond to domestic and international opportunities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 2 - Foster resilience and diversification in the agricultural industry to respond to the ageing farming workforce and climate change	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

PP 3 -Expand nature-based adventure and cultural tourism places and enhance visitor experiences	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 4 - Deliver a variety of housing options in Walcha and promote development that contributes to the unique character of Nowendoc, Walcha Road and Woolbrook	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 5 - Raise the area's profile and awareness of employment, business development and lifestyle opportunities, particularly for younger people and provide services for the ageing population	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 6 -Continue to develop access and logistics infrastructure on appropriate sites to encourage new industry opportunities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 7 - Protect and celebrate our unique sense of place	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 8 - Identify and promote wind, solar and other renewable energy production opportunities; manage and support the transition to renewable energy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

New England North West Regional Plan Alignment	Applicable
Direction 1 - Expand agribusiness and food processing sectors	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 2 – Build agricultural activity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 3 - Protect and enhance productive agricultural lands	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 4 – Sustainably manage mineral resources	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 5 - Grow New England North West as the renewable energy hub of NSW	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 6 – Deliver new industries of the future	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 7 - Build strong economic centres	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 8 – Expand tourism and visitor opportunities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 9 – Coordinate growth in the cities of Armidale and Tamworth	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 10 - Sustainably manage and conserve water resources	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 11 – Protect areas of potential high environment value	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 12 – Adapt to natural hazards and climate change	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 13 - Expand emerging industries through freight and logistics connectivity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 14 - Enhance transport and infrastructure networks	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 15 – Facilitate air and public transport infrastructure	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 16 – Coordinate infrastructure delivery	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 17 – Strengthen community resilience	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 18 - Provide great places to live	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 19 – Support healthy, safe, socially engaged and well connected communities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 20 - Deliver greater housing diversity to suit changing needs	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 21 - Deliver well planned rural residential housing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 22 – Increase the economic self-determination of Aboriginal Communities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Directions 23 - Collaborate with Aboriginal communities to respect and protect Aboriginal culture and heritage	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 24 - Protect the region's historic heritage assets	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Has the applicant submitted any supporting planning assessments?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Comment: Written cover and request for variation to the DCP.

Subdivision

Is this application for subdivision?

Yes No

Environmental Impacts

Section 4.15(1)(b) – EP & A Act

Does this proposal have any potential impact on:

	Impact	Comment
Social	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Economical	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Siting & Configuration	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Visual impact on the entry into Walcha
Setbacks	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Privacy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Overshadowing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Solar Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Visual	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Visual impact on the entry into Walcha
Significant Views	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Amenity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Water	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Air	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Noise	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Land Degradation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Tree Loss	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Flora	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Fauna	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Has a Threatened Species Impact Assessment been prepared?

Yes No

Heritage	Impact	Comment
European	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Aboriginal	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	An Aboriginal Heritage Information Management System (AHIMS) search was not carried out for the land.

Is this land classified as containing an item of environmental heritage?

Yes No

Is there an impact on and adjoining or in close vicinity to an item of environmental heritage?

Yes No

Is this proposal in a heritage conservation Zone?

Yes No

Is this proposal in an adjoining or in close vicinity to a conservation zone?

Yes No

Has a Heritage Impact Statement been prepared for this proposal?

Yes No

Has an Archaeological Survey been prepared for this proposal?

Yes No

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected?

Yes No

Has a Flood Impact Assessment been completed for this proposal? Yes No

Comment: The proposed installation site is not floodprone.

Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

Is this property bush fire prone as per the Bush Fire Prone Map? Yes No

Contaminated Land

Section 4.15(1)(b) – EP & A Act

Has this land been identified as being contaminated land by Council? Yes No

Does this land require remediation? Yes No

Has a Contaminated Land Site Investigation been completed? Yes No

Is it a possibility this land may be contaminated? Yes No

Is this land in the close vicinity or adjoining a known contaminated site? Yes No

Infrastructure

Section 4.15(1)(b) – EP & A Act

Is an engineering assessment required? Yes No

Has an engineering assessment been completed? Yes No

Does this proposal have any potential impact on:

	Impact	Comment
Sewer	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Water	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Drainage	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Drainage will need to be clear of any existing buildings and not be diverted on the neighbouring property.
Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Kerb & Gutter	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Upgrade Existing Road	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Road Network	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Existing Easements	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Electricity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Telecommunications	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Pedestrian Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Loading & Unloading	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Parking	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Energy Conservation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Does the development require any new easements? Yes No

Has an Erosion and Soil Control Plan been submitted? Yes No

Construction Assessment

Is a Construction Certificate Required? Yes No

Section 68 Assessment

Is a section 68 assessment required? Yes No

Developer Contributions

Does this proposal require any Developer Contribution? Yes No

Signage

Does this proposal require signage? Yes No

Notification

Does this application require notification/advertising? Yes No

Was this application notified/advertised as per the provisions of?
 EP& A Act LEP CCP Yes No

Section 88b Instrument

Does Council require a Section 88b instrument to be prepared? Yes No

Public Interest

Does this proposal have any construction or safety issues? Yes No

Is there any public health issues? Yes No

Are there any other public interest issues? Yes No

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this development? Yes No

Assessing Officer General Comment

Comment: There are no outstanding issues that cannot be dealt with by the use of appropriate conditioning.

Recommendation

This development application be approved subject to the following conditions:

RELEVANT PRESCRIBED CONDITIONS (under the Environmental Planning and Assessment Regulation 2000)

Compliance with Building Code of Australia & insurance requirements under the Home Building Act 1989

Please Note: A reference to the Building Code of Australia is a reference to that Code as in force on the date the application is made for the relevant:

- a) development consent, in the case of a temporary structure that is an entertainment venue, or
- b) construction certificate, in every other case.

1. The work must be carried out in accordance with the requirements of the Building Code of Australia.

Erection of signs

Please Note: This does not apply in relation to:

- a) Building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or
- b) Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.
- c) A complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.

2. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - c) stating that unauthorised entry to the site is prohibited.
3. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

Please Note: *Principal certifying authorities and principal contractors must also ensure that signs required by this clause are erected and maintained (see clause 227A which currently imposes a maximum penalty of \$1,100).*

GENERAL CONDITIONS

4. The development shall be implemented in accordance with:
 - (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
 - (b) the details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.

Note: Any proposal to modify the terms or conditions of this consent, whilst still maintaining substantially the same development to that approved, will require the submission of a formal application under Section 4.55 of the Environmental Planning and Assessment Act 1979 for Council's consideration. If amendments to the design result in the development not remaining substantially the same as that approved by this consent, a new development Application will have to be submitted to Council.
5. A copy of all stamped approved plans, specifications and documents must be kept on site at all times so as to be readily available for perusal by any officer of Council or the Principal Certifying Authority.
6. The site of the shipping container installation is to be a minimum of 50 metres from the eastern side boundary and is to be in alignment with the existing garage. It is not to be forward of the building line of the existing garage.
7. A dense vegetation screen planting is to be undertaken for the length of the shed and the shipping container and is to extend 2 metres past the shipping container. It is to consist of mature and immature species. The nature, location and tree species is to be approved by Council. This vegetation screen is to be maintained for a period of three years, with all plant that die being replaced.
8. The shipping container must:
 - a) be painted a neutral colour to blend with the surrounding natural environment and built structures, with the proposed colour to be approved by Council.
 - b) not be used to store contaminated or hazardous materials.
 - c) be in good repair.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

9. A Construction Certificate must be obtained, in accordance with cl.146 of the Environmental Planning and Assessment Regulation 2000, before work commences.
10. Council is to be given written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement, in accordance with cl 103 and 104 of the Environmental Planning and Assessment Regulation 2000. Such notice is given using the form enclosed with this consent. Should Council be appointed the Principal Certifying Authority, the applicant must give at least 2 days' notice to enable inspections to be undertaken.
11. Before construction commences on the site and throughout the construction phase of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land.

Please Note: Failure to take effective action may render the developer liable to prosecution under the NSW Protection of the Environment Operations Act 1997.

12. The shipping container footing type is to be approved by the Council, prior to release of a Construction Certificate.

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

13. Any building work must be carried out between 7.00am and 5.00pm Monday to Friday and 8.00am to 1.00pm Saturdays, excluding Sundays and public holidays. No audible construction is to take place outside these hours, to maintain the amenity of the locality.
14. Waste materials (including excavation, demolition and construction waste materials) must be managed on the site (and must not be burned on site) and then disposed of at a waste management facility, to protect the amenity of the area and avoid the potential of air pollution.
15. Effective dust control measures are to be maintained during construction to maintain public safety/amenity. Construction activities are to be undertaken so as not to inconvenience the adjoining land owners and are to be restricted solely to the subject site.
16. Any run-off and erosion control measures required must be maintained within their operating capacity until the completion of the works to prevent debris escaping from the site into drainage systems, waterways, adjoining properties and roads.
17. Any earthworks (including any structural support or other related structure for the purposes of the development):
 - a) must not cause a danger to life or property or damage to any adjoining building or structure on the lot or to any building or structure on any adjoining lot, and
 - b) must not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property, and
 - c) that is excavated soil to be removed from the site—must be disposed of in accordance with any requirements under the Protection of the Environment Operations (Waste) Regulation 2005.

Any excavation must be carried out in accordance with *Excavation Work: Code of Practice* (ISBN 978-0-642-785442), published in July 2012 by Safe Work Australia.
18. If, during the course of any activities conducted under this consent, the Applicant becomes aware of any heritage or archaeological sites not previously identified, all work likely to affect the site shall cease immediately. The Applicant shall then consult with relevant authorities and decide on an appropriate course of action prior to recommencement of work. The relevant authorities may include NSW Environment, Climate Change & Water and the relevant local Aboriginal community. Any necessary permits or consents shall be obtained and complied with prior to recommencement of work.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

19. Occupancy of the building is not to take place until the Principal Certifying Authority (PCA) has carried out a final inspection and an Occupation Certificate issued. All required trade certifications are to be available to the PCA before the final inspection will be carried out.

Please Note: Failure to obtain an Occupation Certificate is an offence under the legislation. Penalty advice for buildings (penalties do not apply to uses detailed in sections 109M and 109N; i.e. Crown projects, Class 1a and 10 buildings or as detailed for places of public entertainment).

20. At the completion of the works, the work site must be left clear of waste and debris.

CONDITIONS RELATING TO ONGOING OPERATIONS

21. A further application is to be made for any change, unless the proposed work is exempt from the need for consent under *State Environmental Planning Policy (Codes SEPP) 2000*.
22. The shipping container is to be used for residential purposes and not as a domicile or for a commercial or industrial use.

COUNCIL ADVICE ONLY

23. Covenant/s: The applicant / owner has the responsibility of being aware of any covenant which may affect the proposal.
24. Dial Before You Dig: Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial Before You Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.
25. Telecommunications Act 1997 (Commonwealth); Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

Reasons For Conditions

1. To confirm and clarify the terms of Council's approval.
2. To comply with all relevant legislation.
3. So that the impacts of any increase in the scale or duration of operations may be assessed and appropriately controlled. Section 19 (1) (b) of the *Environmental Planning and Assessment Regulation 2000*, as amended.
4. To prevent and/or minimise the likelihood of environmental harm and public nuisance.
5. To ensure the rehabilitation of the site.
6. To minimise the potential for adverse impacts on the environment or public as a result of the development.
7. To ensure waste is disposed of in an appropriate manner.
8. To ensure that public infrastructure is maintained.
9. To minimise the potential for detrimental impacts to buildings or neighbouring properties.

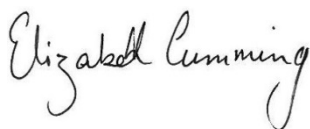
Conclusion

I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning & Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached

Yes No



Signed:

Elizabeth Cumming, Consultant Planner

Date: 22 March 2021

Item 6.4 - Attachment 2 - Request for variation to DCP

**Application for permission to place a 12m x 2.4m shipping container on Lot 51 / 16184
Oxley Highway Walcha.**

General Standards:

- a) The container will not be located over water, waste water or stormwater mains or dedicated drainage easements.
- b) The container will not be located over effluent treatment disposal areas/systems.
- c) The container will not be located over gas lines, underground power lines nor is it near overhead power lines. Power coming to the house is 150m away from the proposed container site.
- d) The container will be screened from the streetscape by already well-established trees growing on the nature strip.
- e) The container will not be located in a flood prone area.
- f) The container can be painted in a neutral colour if the council deems it needs to be. I will endeavour to purchase a container that is a neutral colour already.
- g) I wish to purchase only one container so stacking them is not an option.
- h) The property is not classed as a Heritage Conservation Area.
- i) The container will not contain sanitary facilities nor will rain water be collected from it.
- j) The container will be placed on flat ground so there is no need for earth works (cut and fill). It will be supported by high density concrete pads specially designed to support containers. These are supplied by the container company and are specially made to support the shipping container weight. They are superior to using bricks or sinter blocks which will crumble under the weight of a container. They are also recommended to place under the container as they allow for air flow and prevent rusting. It also allows for rain to run off and not build up against the container.
- k) The container will be used to store overflow from the existing garage which are of a domestic or agricultural nature. No contaminated or hazardous materials will be stored in it.

Rural and Environmental zones:

(RU1 Primary Production, Zone RU4 Primary Production Small Lots, E4 Environmental Living)

I wish to apply for an exemption under this zoning in section b) that states containers must not be located within (50) meters of the front, side or rear boundaries of a property and must comply with setback standards that apply to the particular parcel of land and be within any specified building envelope for that parcel.

I wish to put a 12m x 2.4m shipping container on my property behind a garage that has been in its current position since 2003. The position I would like to put the container meets the regulations of being not within 50 meters of both side and rear boundaries however, I would like to place it the regulation 1 meter from the front boundary as dictated by the Walcha LGA rules. The reason for this being that the container would be used to house overflow from the garage and I would like it to be close to the shed for the convenience and ease of moving things to and from the container. The garage is 8 meters from the front boundary and I wish to place the container to the right of the shed (looking east) which would allow maximum ease of entry to the container but not waste valuable space on the block. If the container was placed in this position it would not be visible from the house thus not obstructing the picturesque views we have of the Apsley River, Sugarloaf and down the valley looking east.

If I had to set up the container at the regulation 50 meters from the front boundary it would sit in the middle of a mown lawn wasting valuable space, sticking out like a sore thumb obstructing the great views that we now enjoy. All of this would detract from the value of the property and this is not something I would contemplate nor be prepared to entertain as a solution. Positioning it within this boundary would also defeat the purpose of being close to the garage allowing me ease of access when getting equipment out of the container and replacing it when finished.

My reason for going with a shipping container is because it is the easiest and most cost-effective solution to my problem. If future owners do not want the container on the property it is easily removed and can be sold back to a container company thereby offering an economical solution for them.

I hope my proposal meets with council's approval and would welcome a site inspection at a time convenient for both of us so I can explain my ideas should further clarification be required.

SITE 206.0m

Item 6.4 - Attachment 3:
Site & Elevations Plan

Drawn by: Anthony Bozza

Sheet 1 of 2

Date 11 Feb 2021

Applicant: A+J Bozza

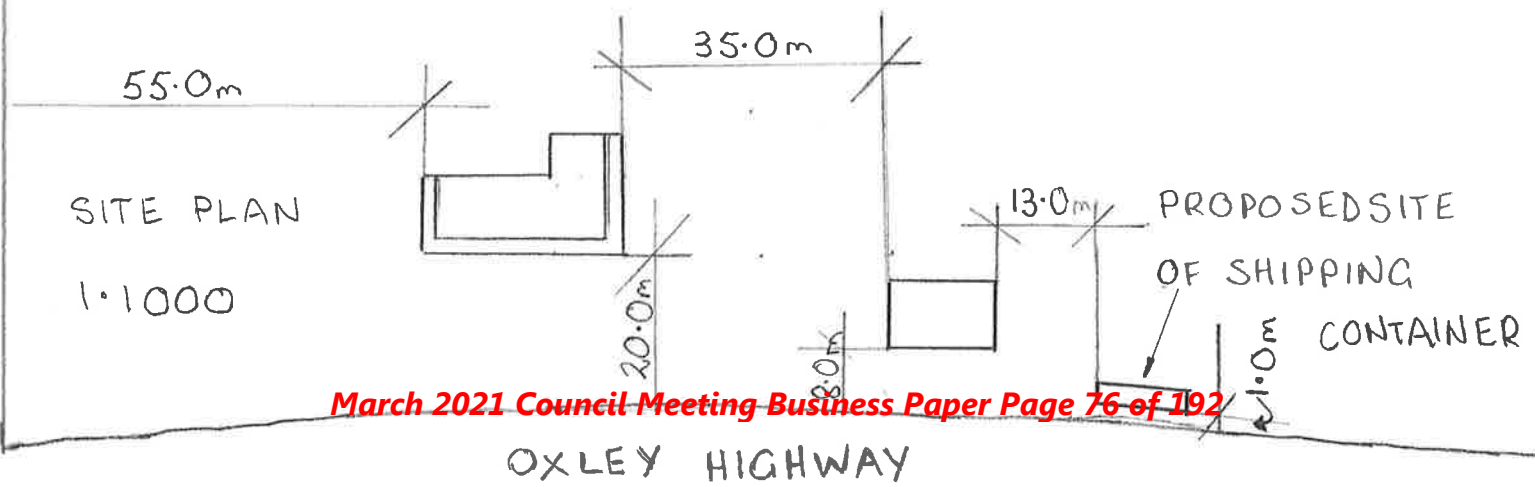
Lot 51-16184 Oxley Highway Walcha

LOT 51

16184 OXLEY HIGHWAY

SITE 411.11m

SITE 439.40m



Shipping container dimensions

Anthony Bozza

Sheet 2 of 2

Date 11 Feb 2021

Applicant:
A+J Bozza

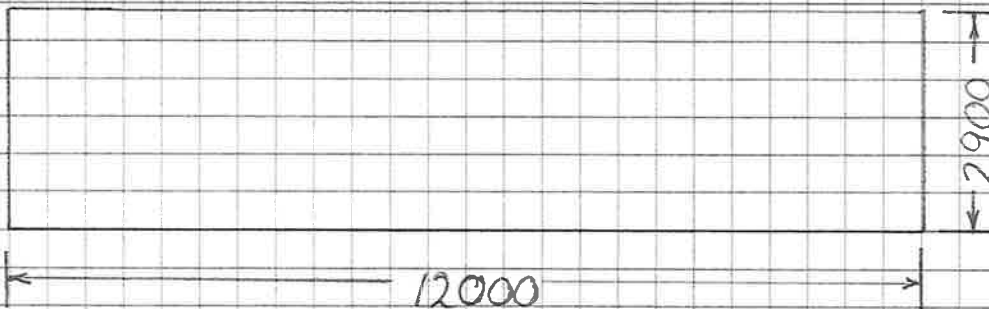
Lot 51-16184
Oxley Highway
Walchd

TOP VIEW



Scale
1:2000

SIDE VIEW



END VIEW



Only one end
has doors.
This end would
be closest to
the garage.



Item: 6.5 **Ref:** WO/2021/01041
Title: Walcha Community Gym Fees & Charges 2020 - 2021
Author: Director Environment & Development
Previous Items: WO/20/4186 DEC20 Formation of Walcha Council Community Gym Committee under Section 355
Attachment: WI/21/1264 Submission Proposed Walcha Community Gym Fees

Community Strategic Plan Reference:

Goal 3.1 – Health services and facilities will be provided and where appropriate managed locally to meet the needs of the community.

Goal 3.2 – The public health and wellbeing of the community will be protected and enhanced.

RECOMMENDATION: That Council adopt an amendment to the 2020/2021 Fees & Charges to include:

Walcha Community Gym Membership Fees	
PAYG	\$ 10.00
Weekly subscription	\$ 25.00
Month subscription	\$ 60.00
6 month subscription	\$ 250.00
12 month subscription	\$ 350.00
Personal Trainer Annual Registration	\$ 150.00
Group Fitness Room – Booking fee / hr	\$ 15.00
Student and pensioner concession discount	10%
Storage cupboard annual hire	\$ 50.00

Purpose:

The purpose of this report is to confirm the Fees & Charges for the Walcha Community Gym for the 2020 – 2021 financial year.

Background:

The Council resolved to form the Walcha Community Gym at its Ordinary Meeting held in December 2020. The Fees & Charges within that report were placed on public exhibition and Council received one submission.

Report:

In December 2020 the following fees and charges were considered and then advertised.

<u>Item</u>	<u>Fee</u>
Walcha Community Gym Membership Fees	
PAYG	\$ 10.00
Weekly subscription	\$ 25.00
Month subscription	\$ 60.00
6 month subscription	\$ 250.00
12 month subscription	\$ 350.00



Personal Trainer Annual Registration	\$ 150.00
Group Fitness Room – Booking fee / hr	\$ 15.00
Student and pensioner concession discount	10%
Storage cupboard annual hire	\$ 50.00

As a result of public exhibition of the draft fees and charges one submission was received by Council during the exhibition period. The submission maker feels that the fees are being set too high, particularly on the shorter term subscriptions; supporting comments include that by doubling what people currently pay on the PAYG fee, Council will be making the cost too great for the more disadvantaged within our community, and a substantial number of people pay in this manner; the higher fees may also deter a number of new members.

The fee structure was workshopped with Council extensively, taking into consideration the limited data available for business plan modelling. The sliding scale had been determined to essentially encourage longer subscriptions instead of the shorter or PAYG options as these carry a higher administrative burden to Council. Council has incorporated a 10% discount for student and concession card holders to offset the cost of memberships for our lower socio economic persons.

The fees were determined with the intent for the Gym to be full cost recovery, to do this the fees need to cover all the operating expenses of the gym including future equipment replacement costs as well as building improvements that were not part of construction e.g. lockers, window coverings, and fit out of the kids crèche.

The fees need to be balanced in a way that lower fees / more memberships is comparative to higher fees / fewer members with the preference going to more memberships and therefore a larger number of our population accessing the space, but until that can be determined the risk of making the fees too low is high.

The draft fees & charges set and advertised by Council hopefully meets a balance to attract a large membership base to be a very well utilised facility within our community; and once fully fitted out with equipment, it will be comparatively be an excellent facility for our region.

It will be of assistance to advertise the rates as an introductory offer so people are aware that they may be subject to change in a future fees & charges review. As previously stated, members of the Community Gym Advisory Committee will discuss specific promotional offers to promote membership uptake.

Policy Implications

There are no Policy implications arising from this report.

Financial Implications

There is possible financial implications to Council; the budget has been prepared based on very limited data available for business plan modelling. The intent of the budget is to be full cost recovery and a specific and restricted cost centre has been created for the facility.

Legal Implications

There are no legal implications arising from this report.



Social Implications

This gym has the potential to improve the social, mental and physical wellbeing of members of the community that utilise the facility.

Environment Implications

There are no Environmental implications arising from this report.

Item 6.5 Attachment: Submission Received

While the understanding is that Walcha Council does not wish to financially support the running expenses of the new gym and as such membership fees need to increase substantially, there are a number of factors that should be considered.

It would seem that Councillors are supporting the increased membership fees based on a budget that has been compiled by Council, but as the budget has not been made available to the community it is very difficult to address the financial assumptions made in this budget, most notably income relating to the number of members that will be utilising the gym at the various levels of subscriptions.

My concern is that by doubling the subscriptions on PAYG, weekly and monthly, Council will be effectively making the cost too great for the more disadvantaged within our community. Over the past couple of years, the current committee have ascertained that many gym users who choose to pay by way of shorter subscriptions are generally students and those who are less likely to be able to afford a yearly membership, which is by far the cheaper option. In addition many new users are often wishing to trial the gym before committing to a longer term subscription. Currently in an average week approximately \$135 - \$150 is collected from \$5 PAYG users, being 30 visits whereby people are choosing to pay on a casual basis.

It should be remembered that this is a community gym and therefore the arguments that it is "cheap" compared with larger private gyms should not be confused. If a comparison is to be made between non community gyms operating in Armidale and Tamworth, and the Walcha gym it is imperative to compare like with like.

Namely, a yearly subscription to Sport UNE is currently \$595, compared to Walcha's proposed annual membership after the first year being \$400. A Sport UNE membership entitles members to a full range of weights and cardio equipment, free group fitness classes in yoga, weights, pilates, step, over 50's, aqua aerobics, cardio, core, boxing and many more. A free creche operates two mornings per week, free admission to a new heated indoor swimming pool, free use of tennis courts, an onsite cafe, supervision by trained fitness instructors from Garn to 9pm daily, including a team member constantly cleaning equipment throughout the day. So essentially for an extra \$195 or \$3.75/week on a yearly membership, the facilities being offered by these gyms far outweighs what we can provide locally. A weekly subscription at the Walcha Gym has been set at \$25/week, and yet Advance Fitness in Tamworth is \$16.95/week and 360 Fitness Club also in Tamworth is \$22/week. A suggestion would be for councillors to look at the current equipment Walcha Community Gym offers and what the extra \$80,000 in grant money will buy, and then compare it to mainstream gyms. We fall well short and yet are expecting weekly members to pay more.

That being said, current members are hugely appreciative of the amazing new facility we now have in Walcha and hope that new members will be enticed to join once the new gym opens. From my perspective the new proposed fees are being set too high, particularly on the shorter term subscriptions. And while Council has suggested that fees will be reduced in the event of a profit, it is my concern that a golden opportunity to encourage new members/users may be lost by making memberships cost prohibitive for many in our community.



Item: 6.6 **Ref:** WO/2021/01078
Title: Delivery Program Six Monthly Review 2017/2018 – 2020/2021 as at December 2020
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes – Under Separate Cover – Delivery Program Six Monthly Review – December 2020

Community Strategic Plan Reference:

Strategy: 8.1.2 – Provide a framework for the efficient and effective administration of Council.

RECOMMENDATION: That Council, in accordance with the provisions of the Local Government Act, 1993, and the Integrated Planning & Reporting legislation, **ADOPT** the Delivery Program 2017/2018 – 2020/2021 December 2020 six monthly review.

Report:

In accordance with the provisions of the Local Government Act 1993, and under the Integrated Planning & Reporting legislation, Council is to report six monthly on the progress of the Delivery Program. This report is to formally adopt the Delivery Program December 2020 review.



Item 7:

Notice of Motions



There are no Notice of Motions for
March 2021



Item 8:

Matters of Urgency



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Item 9: Management Review Reports



9.1 OFFICE OF THE GENERAL MANAGER

Ref: WO/2021/01115

Responsible Executive: General Manager

Community Strategic Plan Reference:

Goal 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.

RECOMMENDATION: That items included in the Office of the General Manager Management Review Report be **NOTED** by Council.

1. FINANCE AND ADMINISTRATION

1.1 Investment Report Status at 28 February 2021

Report for the investments held in February 2021 is included.

Overdraft Limit

An Overdraft Limit of \$200,000 has been arranged with the National Australia Bank. When utilised an Overdraft Interest Rate of 8.62% applies.



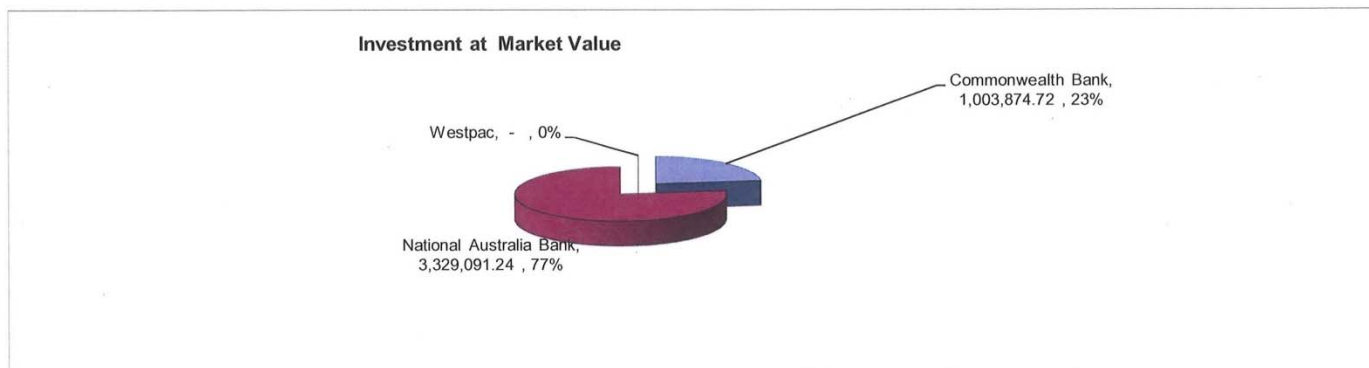
REGISTER OF INVESTMENTS TO 28/02/2021

Institution	Type	Placement Date	Term (Days)	Maturity Date	Interest Rate	Amount Invested	Est. Interest	Est. Market Value At Maturity	YTD Interest	YTD Redemption	MV % of Portfolio	TD Account #
National Australia Bank	Term Deposit	7/12/2020	90	8/03/2021	0.45%	619,684.26	687.59	620,371.86	2,032.39	-	14.30%	41-6873-585
National Australia Bank	Term Deposit	18/05/2020	301	15/03/2021	1.00%	525,672.33	4,335.00	530,007.33	-	-	12.13%	97-227-2676
National Australia Bank	Term Deposit	23/04/2020	330	19/03/2021	1.11%	547,311.59	5,492.61	552,804.20	-	-	12.63%	
National Australia Bank	Term Deposit	29/05/2020	300	25/03/2021	1.00%	251,282.20	2,065.33	253,347.53	-	-	5.80%	
National Australia Bank	Term Deposit	22/04/2020	365	22/04/2021	1.15%	251,063.02	2,887.22	253,950.24	-	-	5.79%	
Commonwealth Bank	Term Deposit	2/12/2020	180	31/05/2021	0.46%	501,779.19	1,138.28	502,917.47	1,779.19	-	11.58%	37844807/02
National Australia Bank	Term Deposit	11/01/2021	150	10/06/2021	0.38%	252,444.83	394.25	252,839.08	1,151.67	-	5.83%	91-951-2554
National Australia Bank	Term Deposit	9/02/2021	150	9/07/2021	0.35%	252,927.29	363.81	253,291.10	1,940.98	-	5.84%	91-720-2309
Commonwealth Bank	Term Deposit	9/02/2021	180	8/08/2021	0.35%	502,095.53	866.63	502,962.16	2,095.53	-	11.59%	37844807/01
National Australia Bank	Term Deposit	22/02/2021	270	19/11/2021	0.34%	628,705.71	1,581.25	630,286.96	2,250.17	-	14.51%	91-831-7642
						4,332,965.95	19,811.98	4,352,777.93	11,249.93	-	100%	
Average rate					0.46%							

PREVIOUS FINANCIAL YEAR COMPARATIVE DATA:

29/02/2020

Interest Earned YTD	75,311
Market Value of Portfolio	4,503,744
Average Interest Rate	1.26%
Interest Earned YTD 30/06/2020	131,153
Market Value of Portfolio 30/06/2020	4,321,715



Responsible Accounting Officer's 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)



9.2 INFRASTRUCTURE:

Ref: WO/2021/00898

Responsible Executive: Director Infrastructure

Community Strategic Plan Reference:

Goal 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.

RECOMMENDATION: That items included in the Infrastructure Management Review Report be **NOTED** by Council.

To improve project reporting, the reporting on all initiated and budgeted projects has been consolidated into one format.

The “Tracking Status” uses a combination of a % percentage to indicate how progressed the project is and a “traffic light” colour indicator to clearly show at a glance the health of a project:

Indicator Colour	Project Status
Green	On Track – Project meeting expectations with regard time, cost and quality.
Yellow	At Risk – Unforeseen issue(s) that may result in either time, cost or quality requirements not being met. Action to mitigate risk is detailed in “Comments” section of report
Red	Off Track – Project will not meet expectations. Implications, risks and mitigation actions are detailed in the “Comments” section of the report.
100%	Completed – Project completed with no further work required



1. Local Road Projects

Funding Source: Bushfire Recovery Grant – Grant agreement requires all works to be completed by 1 June 2022				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Kangaroo Flat Road –Sealing gravel road, 1.1km from “Kylie” stockyard to homestead	August 2020	November 2020	100%	Works completed.
Brackendale Road – sealing gravel road, 1.5km near Eastern Hills	September 2020	November 2020	100%	Works completed.
Brackendale Road – sealing gravel road between MacLeod Creek to Salway	August 2020	November 2020	100%	Works completed.
Chinnocks Road – widen formation over 500m	November 2020	December 2020	100%	Works completed.
Nuggety Gully – widen formation over 1km	January 2021	February 2021	70%	Widening work completed but road still to be gravel resheeted in April 2021. Whilst project has been delayed beyond planned completion date, it will be still completed well within grant due date.
Replace Old Brookmount Road Bridge located over Emu Creek	February 2021	March 2021	25%	Works have commenced, old bridge has been removed and base is being prepared for culvert install.
Heavy Vehicle Access Improvement to Brackendale Road Bridge near Lowanna Road	February 2021	February 2021	80%	Approach works expected to be completed in April 2021. Whilst project has been delayed beyond planned completion date, it will be still completed well within grant due date.
Tree Debris – Remove from Kangaroo Flat Road reserve	December 2020	March 2021	100%	Works completed
Forest Way – Cement stabilise and bitumen seal 2.0km of existing gravel road	Oct 2020	June 2021	0%	Site works scheduled to commence in May 2021



Funding Source: Local Roads & Community Infrastructure Grant agreement requires all Initial round works completed by June 2021				
Project	Start Date	Planned Completion	Tracking Status	Comments
Gravel Road Resheeting – Additional \$155,00 to accelerate program to improve wet weather access	Feb 2021	June 2021	70%	Works commenced in February and on track to be completed in March 2021
Local Roads Resealing – Additional \$200,000 to accelerate program to reduce road maintenance costs	Feb 2021	June 2021	100%	Works completed

Funding Source: 95% Fixing Local Roads and 5% Council General Revenue – Grant agreement requires all works to be completed by June 2022				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Geraldine Road – Improve curve and seal section 2.4 to 2.82km from Niangala Road	May 2021	June 2021	0%	Work scheduled to commence in March 2021
Glen Morrison Road – Rehabilitate and widen existing sealed road to ease curve	March 2021	June 2021	0%	Work scheduled to commence in May 2021
Kangaroo Flat Road – Seal section from “Claremont” cattle grid towards Claremont	August 2020	November 2020	100%	Works completed.
Moona Plains Road – Rehabilitation of existing sealed road from “Romavilla” towards Rowleys Creek Road	October 2020	June 2022	5%	Site works scheduled to commence in May 2021 with final bitumen seal to be completed next summer when conditions are favourable.



Funding Source: 50% Federal Bridge Renewal Program & 50% Council General Revenue – All works to be completed by June 2022				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Moona Plains Road (Moona Plains Station)	January 2020	June 2022	10%	Contractor has commenced design work. Construction scheduled to commence in March 2021 and be completed by September 2021
Englefield Road Bridge Replacement				
Glen Morrison Road Bridge Replacement (Stephens)				

Funding Source: Fixing Country Roads – Grant agreement requires all work to be completed by December 2020				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Old Brookmount Bridge Replacement at Dog Trap Creek	October 2019	December 2020	25%	Awaiting finalisation of abutment design due to be released in late March. This project poses a potential reputation risk to Council if the work suffers further delays
Nowendoc, Tops & Brackendale Road Intersection Upgrade	October 2019	December 2020	90%	Works practically completed. Minor guideposts works remaining along with line marking in community hall carpark and some additional works to be completed following consultation with Nowendoc Community members at the 2020 Regional Meetings.
Lakes Road Bridge Replacement	August 2019	September 2020	100%	Works completed.



2. State Roads

Funding Source: Transport for NSW – Road Maintenance Council Contract (RMCC) - Annual				
Project	Project Start	Planned Completion	Tracking Status	Comments
Oxley Highway – 2020/2021 Routine Maintenance	1 July 2020	30 June 2021	58%	Routine road maintenance works continue. Tree trimming and new signs/repair signs to be completed this month.
Oxley Highway - Pavement Strengthening work at Bundagara	February 2020	31 August 2020	100%	Works completed.
Oxley Highway – Road Rehabilitation of Segment 2670 near Hartford Road	July 2020	May 2021	15%	Construction work commenced. Shaping batter, Stripping top soil, guardrail removal completed. Now widening shoulder. Due to complete by March 2021.
Oxley Highway – Resealing 2020-21	November 2020	December 2020	100%	Works completed.
Oxley Highway – Heavy patching 2020-21	November 2020	March 2021	5%	Work planned to commence in March 2021.
Oxley Highway – Reseal preparation 2021-22	January 2021	June 2021	5%	Work to commence in April 2021.
Oxley Highway – ARL2 Culvert repair works	January 2021	June 2021	5%	Received additional funding for culvert repair. Due to complete by June 2021.
Oxley Highway Safety Project 2602 – Segments 2700 to 2720 –	January 2021	June 2021	5%	Scoping of pavement drainage improvements, installation of curve alignment markers and guardrail underway. Site works planned to be completed by June 2021.



3. Regional Roads

Funding Source: Roads & Maritime Services – Heavy Vehicle Safety & Productivity Program Grant – Grant agreement requires all work to be completed June 2021				
Project	Project Start	Planned Completion	Tracking Status	Comments
Yalgoo Rest Area – Construct Heavy Vehicle Rest Area.	1 July 2020	30 June 2021	10%	Tender has identified that current budget allocation insufficient to complete the required works. Potential solutions to be identified in collaboration with Councillors.
Funding Source: Transport for NSW – Regional Roads Block, Traffic facilities, REPAIR & Supplementary Grants - Annual				
Project	Project Start	Planned Completion	Tracking Status	Comments
Thunderbolts Way and Topdale Road	1 July 2020	30 June 2021	58%	Routine road maintenance works underway.
Thunderbolts Way – Resealing Program – 2020/21	1 October 2020	30 March 2021	98%	Resealing completed. Line marking to be completed in March 2021.
Thunderbolts Way Road – Capital Works	July 2020	July 2021	80%	Shoulder widening, heavy road patching and rehabilitation works have commenced.
Funding Source: Black Spot Program Grant – Federal Government				
Project	Project Start	Planned Completion	Tracking Status	Comments
Cobrabald River Rest Area – Widening of Road to Bridge Approaches	Jan 2020	July 2020	100%	Works completed
Smiths Creek - Widening of Road to Bridge Approaches	Jan 2020	August 2020	100%	Works completed.



Funding Source: Thunderbolts Way Strategy – Grant agreement requires all work completed by May 2022				
Project	Project Start	Planned Completion	Tracking Status	Comments
Rehabilitation of Remaining 5.2 km section near of Glen Morrison Road. (Segments 4540 to 4580)	July 2021	May 2022	5%	Pavement investigation, design completed. Site works recommence in July 2021 and completed by May 2022.
Rehabilitation of Walcha Township Approaches - Derby Street – (Segments 4710 and 4720)	July 2018	August 2021	10%	Delays by consultants in finalising the design is delaying the preparation and tendering of this project. Work is now expected to be tendered in late April 2021 with the expectation construction will commence in June.
Rehabilitation of 1 km section near Glen Morrison Road (Segment 4600)	1 July 2019	September 2020	100%	Works completed.
Rehabilitation of 1 km section near Glen Morrison Road (Segment 4590)	1 July 2019	November 2020	100%	Works completed.
Rehabilitation of 1km Section at Box Hill (Segments 4760)	July 2020	June 2021	5%	Preconstruction activities are 80% complete, Construction scheduled to be completed in mid 2021.
Rehabilitation of 1km Section at Bergen (Segment 4810)	July 2020	June 2021	5%	Preconstruction activities are 80% complete, Construction scheduled to be completed in mid 2021

4. Water, Sewer & Waste

Funding Source: Restart NSW Grant				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Truck Wash Bay Upgrade	Early 2019	June 2021	50%	Supplementary funding approved at February Ordinary meeting, contactor expected to commence work in April.



Funding Source: Restart NSW Grant																										
Project	Project Start	Planned Completion	Tracking Status	Comments																						
Walcha Sewerage Treatment Plant Upgrade	2019	June 2021	60%	New channel screw sieve scheduled to be installed 23 rd March 2021, electrical upgrades completed ready for sieve install. Lagoon drying beds are completed, electrical upgrade for running of mixers still required prior to lagoon refurbishment..																						
Walcha Water Security – Off Creek Storage	March 2020	Sept 2022	14%	Milestones: <table border="1"> <tbody> <tr> <td>• Concept Design</td> <td>Completed</td> </tr> <tr> <td>• Review of Environmental Factors</td> <td>Draft completed and will be finalised on receipt of feedback from Natural Resource Access Regulator</td> </tr> <tr> <td>• Construction Grant up to 90% or \$9M of Construction Costs</td> <td>Secured</td> </tr> <tr> <td>• 60% Detailed Design</td> <td>Completed</td> </tr> <tr> <td>• Dedicated Project Manager Engaged</td> <td>Completed</td> </tr> <tr> <td>• 90% Detailed Design:</td> <td>A flurry of design details being finalised to allow this milestone to be completed on track for May 2021</td> </tr> <tr> <td>• Design and Tender Documents</td> <td>On track for June 2021</td> </tr> <tr> <td>• Council's \$1M Funding Co-contribution</td> <td>To be budgeted in 2021/22</td> </tr> <tr> <td>• Tender</td> <td>On track for July 2021</td> </tr> <tr> <td>• Construction Commences</td> <td>Forecasting November 2021</td> </tr> <tr> <td>• Commission</td> <td>Forecasting September 2022</td> </tr> </tbody> </table>	• Concept Design	Completed	• Review of Environmental Factors	Draft completed and will be finalised on receipt of feedback from Natural Resource Access Regulator	• Construction Grant up to 90% or \$9M of Construction Costs	Secured	• 60% Detailed Design	Completed	• Dedicated Project Manager Engaged	Completed	• 90% Detailed Design:	A flurry of design details being finalised to allow this milestone to be completed on track for May 2021	• Design and Tender Documents	On track for June 2021	• Council's \$1M Funding Co-contribution	To be budgeted in 2021/22	• Tender	On track for July 2021	• Construction Commences	Forecasting November 2021	• Commission	Forecasting September 2022
• Concept Design	Completed																									
• Review of Environmental Factors	Draft completed and will be finalised on receipt of feedback from Natural Resource Access Regulator																									
• Construction Grant up to 90% or \$9M of Construction Costs	Secured																									
• 60% Detailed Design	Completed																									
• Dedicated Project Manager Engaged	Completed																									
• 90% Detailed Design:	A flurry of design details being finalised to allow this milestone to be completed on track for May 2021																									
• Design and Tender Documents	On track for June 2021																									
• Council's \$1M Funding Co-contribution	To be budgeted in 2021/22																									
• Tender	On track for July 2021																									
• Construction Commences	Forecasting November 2021																									
• Commission	Forecasting September 2022																									
Walcha Waste Strategy 2025	August 2020	April 2021	60%	Survey results workshopped on 10 February 2021. Service scenarios to be developed and workshopped with Council prior seeking resolution to place on public exhibition. Staff resourcing shortfall is delaying progress. Will be priority project for new Manager - Waste & Water. Recruitment to commence in April 2021																						



5. Community Projects

Funding Source: Stronger Country Communities				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Community Gym Upgrade – SCCF2	2019	March 2021	100%	Completed
Levee Bank Walk Lighting – SCCF3	2020	Dec 2021	5%	Procurement and investigation in progress. Report to be workshopped with Council in the near future to finalise scope details before procurement finalised and physical works proceed.
Youth Hall Renovations – roof and flooring	June 2020	Dec 2021	100%	Completed
Walcha Men’s Shed Relocation	2020	Aug 2021	10%	Community managed project. Construction contract drafted for signing. Demolition at site commenced. Expected construction commencement date is 6 April 2021 and completion date of 20 September 2021.

Funding Source: Drought Communities Program				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Water – Chlorine Mixers	Mar 2020	Dec 2020	100%	Completed.
Walcha Water – Back up Power Supply for Treatment Plant	Mar 2020	Dec 2020	100%	Completed.
Ingleba Hall upgrade	Mar 2020	Dec 2020	95%	Community led and owned project. Works to be completed in March 2021.
Nowendoc Rest Stop	May 2020	Dec 2020	100%	Completed
Public Infrastructure – Bin Surrounds	Mar 2020	Oct 2020	100%	Completed.



Funding Source: Drought Communities Program				
Project	Project Start	Planned Completion	Tracking Status	Comments
Public Infrastructure – Water Fountains	Mar 2020	Dec 2020	95%	First fountain completed in December 2020. Installation of McHattan Park fountain to be deferred until other park works are first completed in March 2021 to avoid rework. No other project implications associated the delay.
McHattan Park – Picnic Shelter	Mar 2020	Dec 2020	95%	Shelter construction completed. Installation of BBQ upon arrival from manufacturer.
Walcha Showground - Event Centre Disabled Access	Mar 2020	Sept 2020	100%	Completed.
Walcha Showground – Youth Hall toilets	Mar 2020	Oct 2020	100%	Completed
Stampede Ground Woolbrook.	Mar 2020	Nov 2020	100%	Completed.
Yarrowitch Hall Upgrades	May 2020	Dec 2020	100%	Completed
Lions Park Upgrades	Mar 2020	Feb 2021	80%	Works to be completed March 2021.

Funding Source: Transport for NSW Walking and Cycling Program 2020/21 Grant agreement requires all work completed by June 2021				
Project	Start Date	Planned Completion	Tracking Status	Comments
Improve Walcha Pathways	Oct 2020	June 2021	5%	Project connects existing pathways in Walcha township to Walcha Central School and John Oxley Oval. Route identified and scoped. Tight timeframe has resulted in the mitigating actions of a time extension request until August 2021 and to call a tender on VendorPanel for path construction to supplement internal resources and accelerate completion



Funding Source: Bushfire Local Economic Recovery Fund – TBA				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Walcha Swimming Pool Refurbishment	TBA	TBA	5%	Aquatic engineer being engaged to identify solution to pool leakage.

Funding Source: Local Roads & Community Infrastructure Grant agreement requires all work completed by June 2021				
Project	Start Date	Planned Completion	Tracking Status	Comments
Walcha Pool Fence Replacement- Stage 1	Oct 2020	June 2021	100%	Completed
McHattan Park Works to Improve Access and Facilities	Oct 2020	June 2021	5%	Site works commenced in March 2021.
Walcha Hospital – Improve Street Access	Oct 2020	June 2021	2%	Site works to commence in March 2021.
Construct Levee Bank Pedestrian Underpass	Oct 2020	June 2021	10%	Design work has identified concerns with excess grades on paths and associated river bank batters that would then require the installation of retaining walls and handrails. Conflict with existing stormwater drainage outlet would require the pipe extended and the headwall and tide flap to be relocated. Project cost will significantly exceed budget and will not be constructible by June 2021 grant funding deadline. Project consequently placed on-hold pending resolution.
Improve Pedestrian Safety on Blue Hogan Bridge	Oct 2020	June 2021	5%	Given TfNSW reluctant to recognise the need for the fence, an alternative solution to be workshopped with Council in March 2021.
Improve Walcha Preschool Access	Dec 2020	June 2021	100%	Completed.
Level Footpath Area at Lions Park	Dec 2020	June 2021	5%	Survey and design underway



6. Proposed Works for the Coming Period

6.1 Rural Roads:

Two maintenance grading crews are currently operating on our local road network. :

Yarrowitch Area –Maintenance grading works continuing in this area, with the following roads remaining: Kangaroo Flat Road, Mooraback Road and Clonmel Road.

Brackendale Area– Maintenance grading and resheeting works are scheduled for this area, including; Brackendale Road, Tops Road, Nowendoc Road, Bishops Road, Nine Mile Church and others.

Niangala Area – Maintenance grading works will start in this area, and will include the following roads: Kilburnie Road, Niangala Road, Geraldine Road, Hurricane Gully Road and Englefield Road.



9.3 ENVIRONMENT & DEVELOPMENT:

Ref: WO/21/922

Responsible Executive: Director Environment & Development

Community Strategic Plan Reference:

Goal 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.

RECOMMENDATION: That items included in the Environment & Development Management Report be **NOTED** by Council.

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

1. Development
2. Planning
3. Building
4. Environmental management
5. Regulatory services
6. Animal control
7. Building and amenity maintenance

1. Development & Construction

Development Statistics 2020/2021	DAs	CCs	CDCs
Total Number Approved	27	7	4
Approved under Delegated Authority	21		
Approved as a Registered Certifier		5	2
Approved by Council	6		
Approved by Private Certifier		2	2
Value	\$3,034,180.00	\$1,240,500.00	\$232,600.00
Number Withdrawn / Cancelled	2	0	1
Number Rejected	0	0	0
Number Refused	1	0	0

1.1 Determinations Issued

December 2020			
Development Application's			
Number	Description	Address	Determination
10.2019.61	Demolition of Scout Hall & Construction of Mens Shed	172W Fitzroy St, Walcha	Approved under delegated authority



10.2019.69	Alterations and additions to dwelling	21W Churchill St, Walcha	Refused under delegated authority
10.2020.13	Alterations and additions to dwelling	163W Evans St, Walcha	Approved by Council
10.2020.19	New single dwelling Garage	21W Walsh St, Walcha	Approved under delegated authority
10.2020.20	Change of use to a small bar	1W-7W Fitzroy St, Walcha	Approved under delegated authority
Construction Certificate's			
Number	Description	Address	Determination
Nil			
Complying Development Certificate's			
Number	Description	Address	Determination
Nil			
January 2021			
Development Application's			
Number	Description	Address	Determination
10.2020.28.2	Rural subdivision of land	272 Aberbaldie Rd, Walcha	Approved under delegated authority
10.2015.18.3	Enclose shed walls	19W Churchill St, Walcha	Approved under delegated authority
10.2020.30	Garage	107E North St, Walcha	Approved under delegated authority
10.2020.29	Use of footpath for outdoor dining	33N Derby St, Walcha	Approved under delegated authority
Construction Certificate's			
Number	Description	Address	Determination
Nil			
Complying Development Certificate's			
Number	Description	Address	Determination
18.2021.1	Alterations & additions to dwelling	101W Hill St, Walcha	Approved by Private Certifier
February 2021			
Development Application's			
Number	Description	Address	Determination
10.2020.32	Consolidation of 3 lots into 2	604 Brackendale Road, Walcha	Approved under delegated authority
Construction Certificate's			
Number	Description	Address	Determination
Nil			
Complying Development Certificate's			
Number	Description	Address	Determination
18.2021.4	Garage	101 Oxley Dr, Walcha	Approved by Council Registered Certifier



1.2 Occupation Certificates

December 2020				
Number	Description	Address	Part / Whole	Determining Authority
13.2021.1	New dwelling & detached garage	57W-59W Apsley St, Walcha	Part	Council Registered Certifier
13.2021.63	Indoor Recreation Facility (Walcha Community Gym)	7N Middle St, Walcha	Whole	Council Registered Certifier
January 2021				
Number	Description	Address	Part / Whole	Determining Authority
Nil				
February 2021				
Number	Description	Address	Part / Whole	Determining Authority
13.2021.2	New detached dual occupancy dwelling	307 Thunderbolts Wy, Walcha	Whole	Private Certifier
13.2021.3	New single dwelling	245 Forest Wy, Niangala	Whole	Private Certifier
13.2021.4	New single dwelling	1211 Wollun Rd, Walcha	Whole	Private Certifier

1.3 Subdivision Certificates

December 2020		
Subdivision Certificates Issued		
Number	Description	Address
Nil		
January 2021		
Subdivision Certificates Issued		
Number	Description	Address
Nil		
February 2021		
Subdivision Certificates Issued		
Number	Description	Address
Nil		

1.4 Planning Certificates

Planning Certificates	2019/2020	2020/2021	Current Period
Number Issued	92	99	19



1.5 Building Information Certificates

Building Information Certificates	2019/2020	2020/2021	Current Period
Number Issued	1	-	-

1.6 Outstanding Notices and Orders Certificates

Outstanding Notices & Orders Certificates	2019/2020	2020/2021	Current Period
Number Issued	7	14	3

1.7 Critical Stage Inspections for DAs, CCs and CDCs

Compliance Inspections	2019/2020	2020/2021	Dec 20 Period
Site inspections	35	22	5
Footings & slab inspections	13	6	2
Framework inspections	6	5	2
Waterproofing inspections	2	2	-
Stormwater inspections	2	-	-
Final inspections	8	3	1
Food premises fitout inspections	2	2	-
Complaints	-	-	-

Compliance Inspections	2019/2020	2020/2021	Jan 21 Period
Site inspections	35	23	4
Footings & slab inspections	13	6	-
Framework inspections	6	5	-
Waterproofing inspections	2	3	1
Stormwater inspections	2	-	-
Final inspections	8	3	-
Food premises fitout inspections	2	2	-
Complaints	-	-	-

Compliance Inspections	2019/2020	2020/2021	Feb 21 Period
Site inspections	35	24	1
Footings & slab inspections	13	6	
Framework inspections	6	6	1
Waterproofing inspections	2	4	1
Stormwater inspections	2	-	-
Final inspections	8	5	2
Food premises fitout inspections	2	2	-
Complaints	-	-	-



1.9 Bushfire Attack Level Certificates

BAL Certificates	2019/2020	2020/2021	Current Period
Number Issued		1	1
Number Not Issued	1	-	-

1.10 Dwelling Entitlement Information Advice

Dwelling Entitlement Advice	2019/2020	2020/2021	Current Period
Number Issued	6	8	1

1.11 Bushfire Recovery Grant Funding – Regulatory & Associated Fees Waiver

Information on regulatory and associated fees under the Environmental Planning & Assessment Act 1979 and Local Government Act 1993 for repairing and replacing bushfire affected property waived.

Fee Type	No.	\$ each	Total
Dwelling Entitlement Advice	1	\$110.00	\$110.00
		TOTAL	\$110.00

2. Environment & Regulatory

2.1 Section 68 Activities

Section 68 Activity Data			
	2019/2020	2020/2021	Current Period
Number Issued	9	9	1

S68 Compliance Inspections	2020/2021	Dec 20 Period
Site inspections	4	-
Internal drainage inspections	3	-
External drainage inspections	5	-
Water supply work inspections	2	-
Final inspections	-	-

S68 Compliance Inspections	2020/2021	Jan 21 Period
Site inspections	4	-
Internal drainage inspections	3	-
External drainage inspections	6	1-
Water supply work inspections	2	-
Final inspections	-	-



S68 Compliance Inspections	2020/2021	Feb 21 Period
Site inspections	4	-
Internal drainage inspections	4	1
External drainage inspections	6	-
Water supply work inspections	3	1
Final inspections	-	-

2.5 Swimming Pool Inspection and Compliance

Swimming Pool Compliance	2019/2020	2020/2021	Current Period
Certificates of Compliance Issued	-	-	-
Certificates of Non-Compliance Issued	-	2	1
Inspections Conducted	-	1	1

3. Animal Control

Companion Animal Registrations 2020/2021								
	Desexed	Non desexed	Pensioner (desexed)	Pound Purchase (desexed)	Cat Desexed	Under 6 Months	Working	Value
Jul*								\$328.00
Aug	2	1		1	2			\$462.50
Sep	4	3						\$826.00
Oct	1	2		1				\$618.00
Nov	-	-	2	-	-	-	1	\$52.00
Dec	1	2	-	-	-	-	-	\$436.00
Jan	-	-	-	-	-	-	-	-
Feb	-	1	-	2	-	-	-	\$268.00

Companion Animal Seizures 2020/2021							
	Seized	Surrendered	Released	Rehomed	Euthanised	Stolen/Escaped	
Jul*	-	-	-	-	-	-	
Aug	-	1	-	-	1	-	
Sep	2	8	2	8	-	-	
Oct	3	1	3	1	-	-	
Nov	1	8	-	9	-	-	
Dec	-	5	-	5	-	-	
Jan	2	2	-	2	2	-	
Feb	2	-	1	-	1	-	

Companion Animal Ranger Services 2020/2021				
	Dog attack investigation	Roaming dogs	Roaming cats	Barking dogs
Jul*	-	-	-	-
Aug	1	5	1	-
Sep	1	2	-	2



Companion Animal Ranger Services 2020/2021				
	Dog attack investigation	Roaming dogs	Roaming cats	Barking dogs
Oct	2	6	-	1
Nov	2	4	-	1
Dec	-	2	-	3
Jan	2	2	-	1
Feb	1	6	-	-

	Caution	Dangerous Dog		Nuisance Dog		Menacing Dog		Penalty Notice
		Notice	Order	Notice	Order	Notice	Order	
Jul*	-	-	-	-	-	-	-	-
Aug	1	-	-	-	-	-	-	-
Sep	1	-	-	-	-	-	-	-
Oct	3	-	-	-	-	-	-	-
Nov	2	-	-	-	-	-	-	-
Dec	1	-	-	-	-	-	-	-
Jan	2	-	-	-	-	-	-	-
Feb	1	-	-	-	-	-	-	-



9.4 COMMUNITY AND TOURISM

Ref: WO/2021/00955

Responsible Executive: Director Community & Tourism

Community Strategic Plan Reference:

Goal 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.

RECOMMENDATION: that items included in the Community & Tourism Management Report be **NOTED** by Council.

1. WALCHA COUNCIL COMMUNITY CARE

February 2021

1.1 Groups

Social group activities for the year recommenced this month. Group numbers are restricted to a maximum of 23 to operate within the NSW Government guidelines for community halls. We have had a bit of a slow start to the year as everyone gets back into the groove of regular outings and weekly commitments, but there has been overall a lot of positivity from our clients who have been very happy to see the group options return.

The Men's Group had a great catch up at morning tea, followed by an excellent day out to Werris Creek Train Museum. They had a fantastic time touring through the museum and having the electric models running for them to examine. They have asked to return in the future and have told the others that missed it what a good time it was.

The Women's Group had a wonderful morning tea and there was chatting for hours as everyone checked in following a busy holiday period. A number of the clients still had family in town or were planning some long weekends away so we only had 2 for the excursion this month, which was to NERAM, the amazing art gallery in Armidale. We followed this up with lunch at the Wicklow and had a great time.

Both Craft and Art classes have resumed in the centre and are gaining in popularity, with Sue Jackson and Denise Wall taking the lead on these programs. The Quilting Group has also returned and is creating some amazing works.

The Community Café has been the flagship program this month. Due to some changes at the centre we only had it once but we had 18 attend for Honey Mustard Chicken and Rice with Apple Crumble for dessert. The Card Group also continues to be attended weekly by a core group of players, with others starting to register some interest.

New Clients for the month- 5

Women's Group

10 February- 12

24 February- 2



Wanderer's Group

N/A

Men's Group

9 February- 8

23 February- 5

Craft Group

18 February- 3

Art Group

17 February- 6

Card Group

2 February- 4

9 February- 4

16 February- 4

23 February- 4

Music Group

4 February- 3

Community Café

19 February- 18

Joint Excursion

This did not occur this month due to staff training.

1.2 Transport

Medical drives - trips were delivered during the month.

Walcha Access bus (every Monday)

1 February- 3

8 February- 2

15 February- 1

22 February- 2

Bus to Tamworth (monthly)

26 February- 6

Bus to Armidale (every Thursday)

4 February- 2

11 February- 4

18 February- 7

25 February- 7

Uralla Food Pantry (fortnightly)

No food pantry bus due to a number of the regulars being away on holidays.

Taxi Vouchers – 25 clients used the Taxi Vouchers via Walcha Taxi Service with a total of 185 Taxi trips used for the month.





1.3 Meals on Wheels

Meals on Wheels is still being delivered by staff and two volunteers at this time.

Volunteers will be back in place as of March. A morning of training in the Community Care rooms was provided in February and all security check ups (including police checks) are being processed to ensure they are up to date.

This month 18 clients received hot main meals with some of those clients also receiving frozen meals throughout the 7 day week.

The total number of meals this month was:

- 248 Hot meals,
- 93 frozen meals and
- 152 desserts.

1.5 Feedback and Complaints

Clients continue to appreciate the birthday cards that get sent out every week, as required. We have also had clients taking the time to come and thank the staff for assisting them with various tasks, including shopping, transport and providing multiple options for entertainment each week.

Jess Goodwin
Community Care Coordinator

2 LIBRARY

February 2021

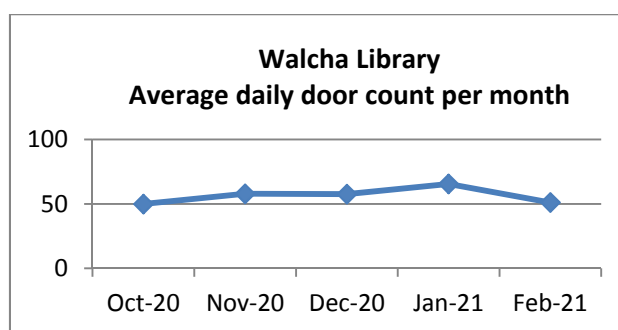
Stats:

- Loans: 667
- Returns: 707
- Reservations placed & issued: 150
- New members: 5
- Door count: 792
- Wi-fi use: 12
- Computer use: 72
- Housebound: 6

Other statistics:

- Eaudio: 41 users, 208 downloads
- Ebooks: 18 users, 71 downloads
- Both eAudiobook & eBook usage have remained high, with only slight change from previous months
- 94% BorrowBox & 6% RBDigital (transfer to new vendor replacement of RB Digital has commenced)

The Walcha Library has been busy with activities, displays and programming this February. The total door count decreased this month compared to the above average month of January, however the daily average of 51 people per day is on par with the monthly average of visitors expected when school holiday activities aren't on. The biggest day this month recorded 78 visitors in one day – this day was particularly busy with 4 groups of people wishing to use the space for meetings and zoom conference calls which were both community and study related. Loans and returns also decreased from last month, however reservations and computer use slightly increased. New member registrations have remained steady, with a further 6 new members signing up again this month.



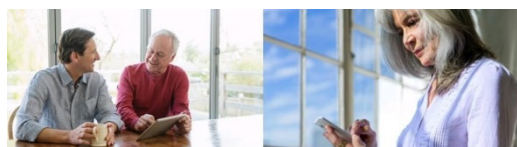
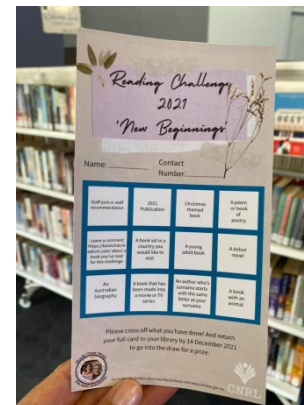
Library promotion and outreach projects

The 'What's New' window display has continued to provide information about library, Council and community programs, events and activities throughout the month. Footpath traffic has been noted, demonstrating the benefits of this display.

The Walcha Library Social Media pages have continued to promote the library and youth programs this month. The popularity of the Library Facebook page increased again this month as 170 people have liked our page (increasing by 2) and 187 followers (15 new followers). Over the month of February, our social media posts reached 753 people. Library and Youth Instagram posts are now followed by 141 people.

Other programs, activities and information shared via social media this month included:

- CNRL/Tamworth library's new YouTube channel and Baby Booktime online series.
- #fridaydeliveryday posts – a number of posts promoting items new to the collection and advertising the reservation system and weekly Friday deliveries. Each post included the hashtag fridaydeliveryday, and reached over 50 people Facebook this month.
- Summer Movies Under the Stars program have been heavily promoted on the Library & Youth social media pages throughout February, with Nowendoc & Chick Flick movies both being held in February.
- Reminder of the library's half day closure for the Walcha Races
- Encouraging the young people of Walcha to apply to be members of the 2021 NSW Youth Advisory Council
- The newest CNRL reading challenge 'New Beginnings'.
- Tech Savvy Seniors program – asking members who use social media to help us connect with their family and friends that aren't so tech savvy
- Valentines Day display at the library encouraging members to explore the romance section.
- Regional Education Support Network (RESN) that provide free online tutorial services to regional students in years 11 & 12.
- The Panorama Project – an Arts North West visiting exhibition of scrapbooks completed by people within the district
- Libby by Overdrive – a new electronic book program CNRL have organised to take over from current program RBDigital – transfer has commenced, but is delayed due to some unexpected IT issues.
- Seed Library – a post announcing that the seed library has been restocked.



TECH SAVVY SENIORS

Helping older people develop the skills and confidence they need to use technology such as computers, tablets and smart phones.

FREE & FRIENDLY SMALL GROUP TRAINING SESSIONS DELIVERED BY LOCAL LIBRARY STAFF

Sessions will be held each Monday, from 15th of February - 29th of March 2021 at Walcha Library 42N Derby Street

REGISTER NOW!
 Call the Library staff on 67742550 to book in (for one or multiple sessions)

Sessions include:

- Internet
- Email
- Tablets
- Smartphones
- Social media
- Video calling
- Online shopping & banking

Tech Savvy Seniors

A NSW Government initiative in partnership with Telstra



delivered from the 15 February to 29 March 2021. The training materials have been provided by Telstra and trainer support provided by the State Library of NSW, with Walcha Library Coordinator Cassie Mckenna delivering the program each Monday morning. TSS was developed to provide small group, general instruction with basic functions such as accessing the internet, email, tablet and smartphone usage, then moving into topics such as social media use, shopping and banking online. Due to COVID and the size of the Library computer room, the program is made up of 2 two hour sessions per week and being offered to small groups of 4-6 people, rather than the group of 8 people run in previous years (pre-COVID). Promotion of this program has included posters, flyers, Facebook & Instagram posts online, mention in the newsletters sent to seniors involved in Community Care



programs and a number of adverts in the local paper. There has been great uptake of this program so far, with healthy attendance, active interaction and positive feedback.

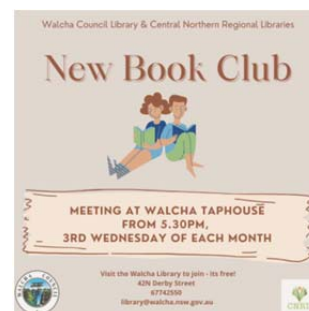
On the 11 February, the Walcha Library Coordinator was invited to attend the Council's 'Leading at Walcha (L.A.W)' Focus Group Forum workshop. This workshop was a great opportunity to review the staff survey results and take a closer look at the common themes that were identified and develop a forward plan to improve the way Council operates. Cassie appreciated this opportunity and developed a better understanding of how Council operates and functions, and where there is room to grow.



The Walcha Seed Library program was restocked this month with donations made by locals. The seeds were sent to CNRL staff for labelling and returned in the delivery early in February. It was advertised on social media. Late in 2020, library staff contacted the Walcha Garden Club to provide the large group of members with information about the Seed Library. Library Coordinator Cassie was asked to

attend their meeting this month at McHattan Park and explain how the seed library works. There was a positive reaction from the members, and interesting discussions on how they can support the Seed Library by sharing their excess seeds. It was a great connection with the community.

Walcha BookClub continued at full capacity this month at the Library. Members discussed their latest book over a small morning tea in the Historical Society room adjacent to the library.



February also saw the birth of a new book club facilitated by Walcha Library. The Library Coordinator has received a series of requests from a number of library members over the past year, especially those who can't attend the current monthly meeting, held at 10.30am Thursday, due to their work commitments. CNRL are providing a dedicated book club kit each month, including at least 10 books, and giving the new group a list of their entire bookclub kit collection so the new club can select their preferred reads for the upcoming year. A 5.30pm timeslot was chosen, giving people time to finish work and a venue was selected that is open 'after work hours' and can provide food and beverage options. Promotion commenced with posters, social media posts online and using 'word of mouth', especially amongst the members who had requested this bookclub option. There have been some registrations already, and the book has been collected by most members willing to attend. The first meeting will be Wednesday, March 17.



Themes for library displays this month have included the Valentines day/romance genre & Walcha Show preparation, which will be a month long display from 18 Feb to 12 March.

The Panorama Project is an Arts North West project which is a visual, written and tactile record of the winter of 2020. People across the New England and North West of NSW created a series





of sketchbooks that make up the exhibition. The exhibition has moved around to 20 libraries in this tour. Walcha Library held the exhibition for two weeks, and dozens of locals popped in to look at it and appreciate the work that went into each sketchbook.

Housebound services have continued in February, and Quota volunteers have returned for the year to assist with the Riverview Nursing home delivery and some housebound individuals once a month. The library staff have ordered the new trolleys that will make this process a lot easier for volunteers involved, however they are yet to arrive. Friends of Riverview have committed to fund the trolleys at the Riverview end of this service. The trolleys will make a big difference to the volunteers who are essential to this programs success.

The Walcha Library has continued to support locals who are studying this month. This month has seen an increase in usage by adults who are remotely studying at TAFE or University. Use of the facilities has included a space to study, a space to have a zoom/video call, Wifi, printing or public access computers. Library have also continued to promote the Regional Education Support Network (RESN) that provide free online tutorial services to regional students in years 11 & 12 through social media.



Walcha Library Storytime and Baby Book time has been planned and a program developed for 2021, however due to the intensive workload required of the Tech Savvy Seniors program, the Storytime sessions were postponed for February, and will be launched in March, when staff workloads allow.

Walcha Library volunteer program has recruited the first of its volunteers, and once they have received their working with children check they will be able to commence. Staff are looking forward to having some assistance, especially with the maintenance of the collection.

The library collection is 'weeded' each year to enable hand picked outdated material to be moved on. Older items that aren't being loaned regularly anymore are sent to CNRL headquarters for processing. Weeding makes space for new titles purchased each year & makes shelves more accessible. Tamworth CNRL staff last visited the Walcha library in 2019 to weed the collection, so shelves were getting very 'full'. Walcha Library staff were provided with basic training in weeding this month so they can commence this process. This time and labour intensive job will be done in batches each week, over the coming months, until the entire Walcha collection has been checked.

Walcha Library staff have also started working on the upcoming school holiday program and Youth Week activities this month, consulting with local youth and organising a range of activities in preparation for the upcoming Easter break.

Cassie McKenna
Library Services Coordinator and Youth Worker

3. Preschool

February 2021

Christmas 2020

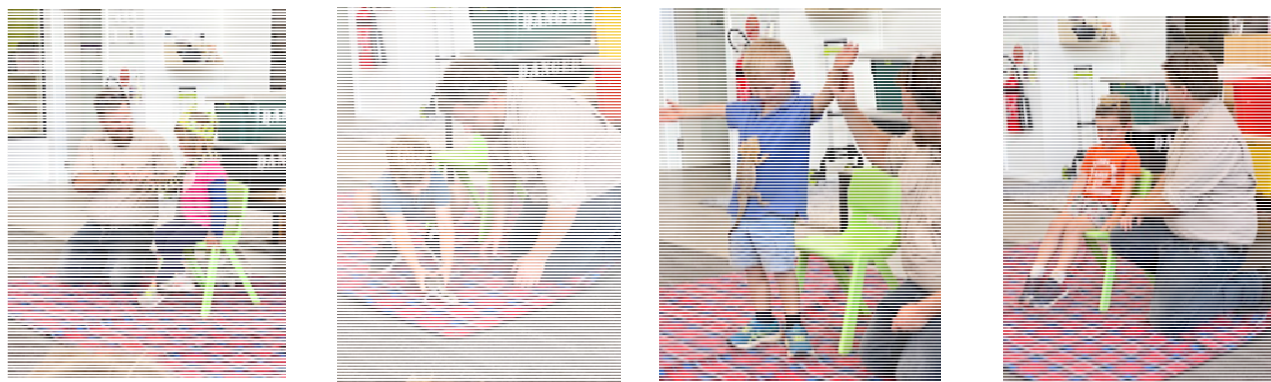
After a difficult year for everyone Preschool was still able to provide a fabulous Christmas party for all of the children. To remain COVID safe the party was held at preschool during regular hours. All of the children were invited however the families were unable to attend. That said our families were all very understanding and the only children who were not in attendance were those who were out of town.

The children enjoyed having their face painted, making reindeer food, threading bracelets, putting together bon-bon crackers and whacking a piñata. There was also a photo booth set up so families could get a quick snap with their children at pick up, the educators also took some photos of the children to send to the families on our Storypark app. Of course the biggest draw card of the event was Santa, the children were so excited to see Santa and they all waited patiently for a photo and a chocolate from the man in the red suit.



Kym Beckton Wildlife Show

Once again, Kym Beckton came to Preschool with all of his animals to educate the children about some of our native wildlife. Kym's shows are entertaining, educational and interactive. The children are able to touch the animals if they want and this is done in a very controlled manner. There were families who also attended with their children who don't attend on the day the show was on. Kym involved the families too, this year it was one of the mums who had to kiss the animal.



Assessment and Rating

At the end of last year Walcha Preschool was notified of our impending Assessment and Rating. Our Self Assessment Tool had to be submitted in December and the visit with the assessor was to be in Term 1, this allowed me to use the school holiday period to finalise and double check all of the paperwork that would be checked during the visit. The visit occurred in the middle of February and the draft report came back two weeks later with an overall rating of meeting. Meeting means that the Preschool is ticking every box required to meet the laws and regulations in the early childhood sector, of which there are quite a few.

Zoe Herbert
 Nominated Supervisor

4. Tourism

February 2021

Number of visitors to VIC

FEBRUARY	2021	2020	2019	2018
Walk in's	357	285	278	315
Phone enquiries	17	32	24	37
Email enquiries	2	1	1	0
WEBSITE 2021	February	January	December '20	November '20
Unique Visits	9,540	11,250	10,408	9,510
Visits	17,024	18,121	22,908	21,001
No of Hits	784,862	921,594	653,077	638,444

Slow Tourism Campaign

Data and Stats from David Waugh's, of Verso Design, latest short video clip focussing on places to eat which have been shared on social media channels:



POST	REACH	Link CLICKS	SHARES	VIDEO VIEWS	KEY AGES GENDER
VIDEO 5 Great Tucker & Bevvies Posted on 24.02.21	8.4k	92	75	3.7K	

General Facebook Statistics taken from February 8th to March 7th (last 28 Days)

Overall Post reaches 14.5K

Post engagements 3K

New Page Likes 55 (bringing overall page likes to 772)

Soundtrail Metrics

**Please see attached reports – February 2021

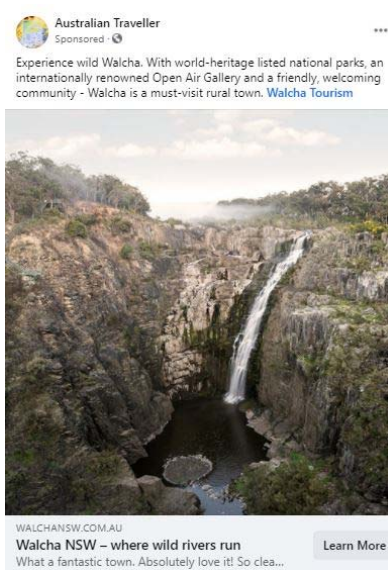
Australian Street Art Awards

Walcha Tourism submitted an entry into the Australian Street Art Awards, Best Sculpture Park category. We were announced as a national finalist and ended up placing second in the category, the recipients of a Silver medal in the awards. There has been associated national promotion of Walcha, the Open Air Gallery and Walcha Sculpture Soundtrail through this nomination and awarding of the silver medal.

Australian Traveller Campaign

We recently found out that funding money we had flagged for foundation work of the Walcha Motorcycle Rally was not eligible so with the grant having to be acquitted in March we diverted those funds to a general Walcha promotional campaign with Australian Traveller. This exposure is all online and the campaign will run for three (3) months. Please see a screenshot of one of their social posts. Follow Australian Traveller to see more.

Australian Traveller





Soundtrails Metrics

Sound Walk Data:

Name	Downloads	Opens
Bingara	10	22
Catholic Precinct	9	20
Goonoowigall	11	15
Moree Baths	5	5
Moree Cemetery	5	9
Myall Creek	15	19
Nambour	25	148
Nanango Heritage	14	23
Nimbin	11	15
SCU Cube Walk	3	3
Tenterfield	8	33
Uralla	16	47
Walcha Sculpture	19	43
Walgett	2	3
Warialda	8	12
Total	161	417

Susie Crawford
Tourism Manager

5. Community Recovery Officer

February 2021

Training and Events

Summer Movies Series - This month saw the continuation of Council's Summer Movie Program where the final two movies were shown at Nowendoc (directly fire affected community) and Walcha ("Chicks at the flicks" movie). Nowendoc Memorial Hall Committee was successful with a PHN Grant for a dinner/get together event and provided a two course meal before the movie was shown.

As the weather was inclement, the movie was held in the hall with attendance around 40-50 people. The last time there was a movie shown in this hall was 60 years ago, the President of the Hall committee stated, as he had seen the last movie shown in the hall.

Having suffered the devastating impact of a relentless drought, followed by devastating fires - this community was in desperate need for a country catch up. The summer series of movies was funded through the BCRRF Phase 2, Stream 1 and in kind support provided by DPI & NBRA.

Business Workshops with Business Australia - On Monday the 22 February 2021, with Business Australia Strengthening Business Facilitator Diane Gray we hosted a "Get ready for 2021" Business workshop. This workshop was held in the evening (1.5 hours) in Walcha in order to capture a variety of business people. Registrations were up to around twenty people prior to the event, although there were only ten people who attended. A variety of businesses attended from Agriculture to retail.



Additional information

Various land holders have conversed with Recovery officers about regeneration of native vegetation, tree planting and planting for koala habitats. I have been in regular contact with Landcare staff to try to arrange a tree planting workshop or similar in our area. Our local Landcare Group has proposed a workshop incorporating a guest speaker, mental health support and regeneration of land and koala habitat information over the course of a day to be delivered on farm. Currently we are reviewing the budget proposal for this and have it planned for May.

The coordinator for a school program called “Be You” visited Walcha on 16 February, to offer information in regards to their programs and support available for Education departments. Elise was able to meet with the Catholic Primary school while she was in Walcha.

Some of our local fire affected land holders have expressed interest in a cultural burning program, which CRO, DPI and NBRA had a meeting with Rachael Cavanagh from Firesticks on 18 February 2021 to discuss how to implement this workshop.

During the end of January and into February we commenced planning “Get Ready Preparedness sessions to be held in Walcha in Late February and March. The plan is to involve emergency services, recovery support, DPI and NBRA officers in assisting the community plan for prepare for disaster and recovery. Unfortunately due to low registration numbers/interest, we cancelled the session for the 25 February and have kept the next session as 25 March 2021. The event is planned for Walcha as a central location with facilities for catering etc, although a decision will be made closer to event if it is taken to outer communities in order to reach a larger number of people.

Brooke Jeffery
Community Recovery Officer



Item 10:

Committee Reports

Walcha Preschool Advisory Committee Meeting

held on

Monday, 1 March 2021

at

4:18 pm

at

Walcha Preschool

PRESENT:

Rachael Wellings (Chairperson), Karen Kermode (Director Community & Tourism), Zoe Herbert (Nominated Supervisor) Sarah Fletcher and Jordy Young (parent representatives)

1. **APOLOGIES:** Sean Pendleton

2. **CONFIRMATION OF MEETING MINUTES HELD ON MONDAY 10 AUGUST 2020:**

The Minutes were agreed to be a true and accurate record of the meeting.

3. **Business Arising**

3.1 The meeting planning for 14 December 2020 did not have a quorum so it was not held. Agenda items for the 14 December 2020 meeting have been included in this meeting.

3.2 Armidale Air Conditioning were the successful tenderer for the installation of the air conditioning. Quotes exceeded the amount available under the Bushfire Preschool Grant amount of \$10,000. At its Meeting on 25 November 2020, Council resolved to fund the additional amount needed to install air conditioning in the whole of the building out of the Local Roads and Community Infrastructure grant – extension.

4. **Nominated Supervisor's Report – Term 4 2020**

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

Extended Hours

Both mornings and evenings are quiet with extended hours with around 2-4 children arriving between the times of 8:00-8:30 and 2-4 children staying until 4:30. On Thursday, there is often no children using the extended hours in the

afternoon so Debbie and Emily are making good use of this time to tidy the storeroom and do other jobs that we often don't have time to do.

Bus

The numbers for the bus have been consistent and generally more children have been using the bus in the mornings compared to the afternoons because of afternoon activities like dancing. New regulations have come into force regarding regular transportation of children. Because of this a new risk assessment was completed and new permission forms were also sent out to be signed and sent back.

Events

Program

This term the penguin class have been showing keen interest in the ocean the children have created ocean window and enjoying ocean craft. LEGO has also been very popular and the children are becoming more and more creative as the weeks go on. The Polar Bear class have been busy playing with the farm animals this interest has followed on from their cow and sheep project earlier in the year. They are also showing a keen interest in being doctors and playing with the pets.

Christmas Party

With the up coming end of year Christmas party discussions have been held about how to still have a Christmas party that will also be COVID safe. The solution which has been decided on is to have the party with out families and during operating hours. This way the children still get a party and everyone will be covid safe. If families attend it becomes our responsibility to maintain social distancing and children are not allowed on premises out of operational hours without a family member.

Staffing

Emily has returned from her maternity leave and Emma started hers a little earlier than originally anticipated. Sakulsri was the successful applicant who secured the 12 month maternity leave position.

Zoe gave a verbal update for Term 1 2021 and indicated that:

- Thursday afternoons extended hours is very quiet, however the other times are popular
- The bus continues to have good numbers
- Kym Beckton wildlife show has been and is always popular with children and their families
- No negative feedback was received from the changed Christmas party format

5. General Business

5.1 Policies for Review - Policies are attached for the Committee's review.

- Child and staff immunisation
- Priority of access
- Payment of fees (Fees Policy)
- Participation of Volunteers and Student Policy
- Back care and manual handling (Preschool)

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- Administering medication
- Food and nutrition
- Water safety
- Relationships with children
- Enrolment and orientation
- Child Protection
- Family Communication and Involvement
- Transportation of Children
- Excursion
- Child Health
- Child Protection
- Incident, injury, trauma and illness
- Infectious Diseases
- Medical Conditions
- Sleep and Rest
- Sun Protection
- Supervision of Children
- Equipment
- Indoor Safety
- Outdoor Safety
- Responsible Person
- Ethical Conduct
- Behaviour Guidance
- Orientation for Children
- Confidentiality, Privacy and Dignity
- Collection of Children from Premises

5.2 Graduation Ceremony – Parent representatives asked if we would consider holding a preschool “graduation”. This has become very popular in the last few years with many other services. The Nominated Supervisor agreed and will look into the costs of caps and gowns.

5.3 Assessment and Rating visit – The Nominated Supervisor spoke about our assessment and rating visit. The draft report has not been received as yet, however the verbal feedback from the assessor on the day was very positive.

5.4 Staff wish list - Parent representatives asked if the preschool staff have a “wish list” of items that they would like purchased or things that needed doing around the service. Suggestions were:

- Removal of the pine trees from the car park area
- The replacement of the large foam building shapes
- Replacement of old easels

5.5 Feedback from schools – Parent representatives asked if we have received feedback from schools over the preparedness of the children once they attend

kindergarten. The Nominated Supervisor responded that we receive positive verbal feedback – especially in regards to children who demonstrate difficult behaviours. The schools feel fortunate that they are mainly dealing with one preschool. It makes it easier for them.

The Committee RECOMMENDS that the policies in attachment 1 be adopted by Council as presented.

6. Community Services Manager Report

6.1 COVID-19 Free Preschool Initiative

Council has received confirmation that the free preschool initiative will continue for 2021. The amount of \$76,028.76 will be received and will cover fees for 2 days of preschool (normal operating hours). Additional hours and days will still be charged to families.

6.2 Donated Shade Sail

The preschool has been offered a shade sail that no longer fits at the pool following the construction of the community gym. It is quite a large sail, and as such the initial quote to install it is approximately \$10,000.

A question was raised by Councillor Wellings as to why the sail wasn't offered to McHattan Park. The Director Community & Tourism is to follow this up and advise of the outcome. The Director will also follow up the purchase of large trees to help shade the preschool playground.

There being no further business the Chair declared the meeting closed at 5:10pm.

CONFIRMED _____ **(Signed)**

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

Attachment 1 – Policies for review.

Child Protection Policy – NQA 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;

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- 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;

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- 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;
- The functions of the Children's Guardian will be located in a single piece of legislation – the Children's Guardian Act 2019.

The Children's Guardian will be responsible for administering the reportable conduct scheme and the community visitors scheme (transferred from the NSW Ombudsman) new info

- Inform the General Manager of Walcha Council of the incident;
- Report reportable allegations and any enquiries should be made to the Reportable Conduct Directorate (02) 8219 3800 Mon-Fri 9am-4pm within 30 days of receipt;
- Consider whether or not the police need to be informed of the allegation and if so, make a report; the Reportable Conduct Directorate can advise you of this.
- 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 Reportable Conduct Directorate has been notified and the Commission of Children and Young Persons also notified of the relevant employment proceeding (if relevant);
- Relevant forms can be found at <https://www.kidsguardian.nsw.gov.au/children-s-employment/resources>
- 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 Reportable Conduct Directorate. 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 Reportable Conduct Directorate 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 Reportable Conduct Directorate can be found at reportableconduct@kidsguardian.nsw.gov.au. Or by calling the enquiries line on (02) 8219 3800

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
- Children's Guardian Act 2019.
- 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 31/10/2018 Minute No. 64/2018-19
Staff review	30/11/2020
Nominated Supervisor	
Management Committee Representative:	

Family Communication and Involvement Policy (Parent Communication Policy combined with Parental and Family Involvement Policy) NOA6

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 will be notified of any new policies created and any significant changes made to existing policies.
- 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.
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Date Adopted	30/11/2016	Minute No. 86/2016-2017
	31/10/2018	Minute No. 68/2018-19
Staff Review	30/11/2020	
Nominated Supervisor		
Management Committee Representative:		

Administering Medications Policy – NOA2

Aim

Walcha Preschool will facilitate effective care and health management of children who are taking medications for health problems, prevention and management of acute episodes of illness or medical emergencies, by safely administering medication in compliance with the Regulation.

Related Policies

Accident and Illness and Emergency Treatment Policy

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

Implementation

To facilitate effective care and health management of children who are taking medication for a health problem, prevention and management of acute episodes of illness or medical emergencies requiring administration of medication, Walcha Preschool will:

Administer medication to a child only from its original packaging. Prescribed medications must only be administered to the child for whom it has been prescribed, from a container bearing a pharmacy label showing the child’s name, and a current use by date, in accordance with any doctor’s instructions relating to the administration.

Medication will only be administered following the written authorisation and signature of the child’s parent or legal guardian.

Families must provide a summary of the child’s health, medications, allergies to medication or other substances, the doctor’s name, address and phone number, and a First Aid Management Plan approved by their doctor if relevant, following enrolment and prior to the child starting in the service or once a diagnosis has been made.

If an educator feels doubt about the safety of administering any medication or treatment, the educator should not administer the medication or treatment and refer the matter to the Nominated Supervisor/Co-ordinator and seek advice from the parent, doctor, or the local Public Health Unit.

Before administering medication, the administrator will check that the instructions on the Medication Authority Form are consistent with both the doctor’s instructions and the name and instructions on the label.

The educator who is administering the medication has another educator available to check the medication and dosage. They must complete a Medication Authority Form and advise parents of any child to whom medication has been given the following:

- name of the medication,
- date, time, and dosage of administration,
- name of the person who administered the medication,
- name of the person who checked the medication

A Medication Authority Form is completed and signed for every child and for each medication.

Medical Authority Forms are kept in a secure and confidential file. Health records are required to be kept in the case of a child until the child turns 24 years old.

An individual medication history form is completed, filed and updated accordingly.

Advise Parents and families that the administration of homeopathic, naturopathic, over-the-counter or non-prescribed medications (including cold preparations and paracetamol) also need to meet minimum legislative requirements and these guidelines include providing a Medication Authority Form, written instructions and dosage from a medical professional prescribing or dispensing the medication. Staff will not give any unidentifiable medicine, or medicine that does not meet the above guidelines.

Staff should:

- Be aware that homeopathic, naturopathic, herbal and over-the-counter medications also have adverse effects and risks.
- Be aware that antibiotic resistance is an emerging problem for children in child care, and educators administering antibiotics should ensure that they are administered according to instructions and until the course is completed.
- In the case any medical or first aid information, instructions or medication labels are written in a language other than English, ask the family to obtain an English version from their doctor or pharmacist.
- In the case of medication being required in an emergency without prior consent, ensure every attempt is made to secure consent from the child's parent or legal guardian, or from a registered medical practitioner.
- **In any emergency, if there is no immediate access to a parent, nominated responsible person, doctor, dentist or hospital call the ambulance service on 000.**
- Advise parents who leave medication to be administered without meeting the conditions of the relevant legislation and these guidelines that the medications will not be administered, and medication prescribed for one child will not be administered to a sibling or another child.
- Be informed of any child enrolled who has a chronic health problem such as asthma, epilepsy, diabetes, severe allergy, food allergy or anaphylaxis, requires ongoing medication, or might require emergency medication, treatment or first aid. The family will need to provide an emergency action plan from their doctor.

Medication is securely stored away from access by children. Medication that requires refrigeration (e.g. eye drops, antibiotics, syrups) should be refrigerated and stored in a container away from the children.

If any emergency arises where there is doubt or concerns about the child's safety, the educator must act in the best interests of the child's safety and health, by contacting the family, a doctor, the nominated supervisor, or call 000 for an ambulance. If an ambulance is called, the child's family is responsible for payment of the cost of the transport.

Aim for all medication, emergency treatment and medical management policies are consistent with what is required by the relevant legislation, these guidelines and by Walcha Preschool's public liability insurance policy.

Short Term Medications

This term applies to medication that is only given for a short period of time, for example antibiotics. Family members are to complete a Medication Authority Form upon request the medication be given. This form should include:

- The child's name.
- Identification of medication.
- Purpose of Medication.
- Required dosage of medication.
- Two educators (with first aid certificates) at all times will check the medication and dosage before it is given to a child and sign the Medical Authority Form.
- This will be completed each day that a child receives the medication.

Long Term Medications

This term applied when medications need to be administered to children over a long period of time e.g. asthma medication. A child's parent/caregiver is required to complete a Long Term Medication Authority Form when first requesting the medication to be given to the child.

This form must be accompanied by a letter from a Medical Practitioner which outlines:

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- The condition being treated.
- The purpose of the medication.
- Instructions on its administration.
- Side effects to look out for.
- An outline of the emergency care plan if needed.

This form must be renewed each time the doctor changes the management plan.

A communication plan should be completed for any long term medication and medical conditions. Any Medication Authority form will be kept in a secure and confidential file until the child turns 24 years of age.

In the situation where there is a disagreement within the family about a child taking a certain medication, (including between custodial and non-custodial relatives), medication will be given as per the doctors prescription, until a court order is produced stating that the medication should be stopped.

No medication will be given out if these guidelines are not followed.

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
- 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	02/11/2020	
Nominated Supervisor		
Management Committee Representative:		

Food and Nutrition - NQA2

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 are 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 that are 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 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 pack it in a thermos at home. Children will be encouraged to check the temperature of the food before eating.
- Parents 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 31/10/2018 Minute No. /2018-19
Staff Review	02/11/2020
Nominated Supervisor	
Management Committee Representative:	

Water Safety Policy – NOA 2

Drowning is the leading cause of death for children aged 1-4 years in Australia 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.

Aim

The preschool has a responsibility to protect the health, safety and wellbeing of each child at all times. 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. Preschool aims to keep children safe, especially around 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, mud kitchen 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 who requiring bathing will be showered.
- 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 or covered when not in use.

Roles and Responsibilities

Role	Authority/responsibility for
Approved Provider	<ul style="list-style-type: none"> • The preschool operates in accordance 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 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 31/10/2018 Minute No. /2018-19
Staff review	02/11/2020
Nominated Supervisor	
Management Committee Representative:	

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
- Visitors

Implementation

In order to provide an environment where children feel safe, secure and supported, 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 positive & safe behaviour.
- 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.
- 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. Educators use positive reinforcing language such as "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 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
- 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 31/10/2018	Minute No. 19/2013-14 Minute No. 200/2014-15 Minute No. 19/2017-18 Minute No. 68/2018-19
Staff Review	02/11/2020	
Nominated Supervisor		
Management Committee Representative:		

Enrolment and Orientation Policy – NOA5, NOA6 & NOA7

At Walcha Preschool all children attending the service must have a completed enrolment form and accompanying documents before they can attend, including a copy of the child’s immunisation history.

Background

The regulations state that all children enrolled in a children’s service must have detailed and specific information about them that 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 and updated 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 is essential or full fee will be charged. A copy will be taken and an updated copy must be provided when a new card is issued.

Prior to enrolment families will be given a preschool orientation package, which includes:

- Walcha Preschool Handbook
- Enrolment form
- Child Protection Policy (included in Handbook) *not in handbook. Can it be added to enrolment forms? (WINT/2020/02698)

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, the Administration officer or room leader 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. This includes: enrolment form, authorisations, immunisation history, medical conditions and a copy of Health Care Card. 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.

Storypark conversations can be used to communicate with families in the settling in period.

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	30/11/2016 – Minute No. 86/2016-2017 31/10/2018 Minute No. 68/2018-19
Staff Review	02/11/2020
Nominated Supervisor	
Management Committee Representative:	

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	Minute No. 86/20162017
	31/10/2018	Minute No. /2018-19
Staff Review	21/09/2020	
Nominated Supervisor		
Management Committee Representative:		

Priority of Access– NOA7

On 1 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 No. 86/20162017
	31/10/2018	Minute No. /2018-19
Staff Review	21/09/2020	
Nominated Supervisor		
Management Committee Representative:		

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 final 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	Minute No. 86/2016-2017
	31/10/2018	Minute No. /2018-19
Staff review	21/09/2020	
Nominated Supervisor		
Management Committee Representative:		

Participation 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.

Walcha Preschool Advisory Committee Meeting Minutes
1 March 2021

WO/2021/00952

Date Adopted	30/11/2016 Minute No. 86/2016-17 31/10/2018 Minute No. 68/2018-19
Staff Review	21/09/2020
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 31/10/2018 Minute No. /2018-19
Staff review	21/09/2020
Nominated Supervisor	
Management Committee Representative:	

Transportation of Children Policy (new policy)

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

Introduction

Regular transportation of children in relation to an education and care service means transport by the service or arranged by the service during times other than as part of an excursion. Such instances include delivery of children to and from preschool and another location e.g. home or school. Transportation of children may present additional risks to children depending on how it occurs and how the transitions between vehicle and destination premises are managed. Service Providers, Nominated Supervisors and Educators need to take specific steps to maintain the health, safety and wellbeing of the children.

Matters to be considered in a Risk Assessment for Regular Transportation of Children

Any regular transportation of children undertaken is required, by regulation, to have a risk assessment conducted and completed prior to the commencement of the regular transport. Risk assessments for regular transportation must be completed every 12 months. Matters to be considered in a risk assessment for regular transportation must include:

- The proposed route and duration of the transportation
- The proposed pick-up location and destination
- The means of transport
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- Any water hazards
- The number of adults and children involved in the transportation
- Given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required
- Whether any items should be readily available during transportation (for example, a mobile phone and list of emergency contact numbers for the children being transported)
- The process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
- Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking

To assist providers ACECQA has developed a risk assessment template which makes reference to the above matters. This is the template that will be used when completing a risk assessment for regular transportation and prior to it beginning to comply with regulation 102B and regulation 102C

Authorisations for Regular Transportation of Children

Written authorisation for regular transportation must be obtained from the parent or another person named on the enrolment form as having authority to authorise transportation of the child prior to the child using the transport. Authorisation for regular transportation is only required to be obtained once in a 12 month period.

Information that must be included in an authorisation

- The child's name
- The reason the child is to be transported
- If the authorisation is for regular transportation, a description of when the child is to be transported
- A description of the proposed pick-up location and destination
- The means of transport
- The period of time during which the child is to be transported
- The anticipated number of children likely to be transported
- The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation

- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- That a risk assessment has been prepared and is available at the education and care service
- That written policies and procedures for transporting children are available at the education and care service.

Embarking and Disembarking Procedure

- When embarking onto a vehicle educators will take every precaution to keep the children safe. This includes lining the children up prior to embarking and lining the children up again when disembarking.
- When the children are lined up to embark they will have their name called for them to respond and a total head count will be completed. When disembarking another head count will be conducted to confirm the number of children getting off the bus matches the number of children who got on the bus. Then another check of names of children and numbers will be done.
- The educator will stand and walk with the children where they feel is the safest position in order to protect all of the children from harm.
- Educators will communicate the road rules and traffic awareness to the children at all times.
- The educator will communicate to the driver of the vehicle to park in an appropriate and safe location e.g. at the preschool a bus will stop where the children can walk behind the bus and in the most direct route to the premises.

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	
Staff review	8/2/2021
Nominated Supervisor	
Management Committee Representative:	

Excursion Policy – NQA1 & NQA2

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 so that:

- 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;
- Follow up any unsigned permission slips prior to the excursion day;
- Request additional adult participation on the excursion where required;
- Check that the emergency backpack contains the first aid kit, EpiPen, other child medication needed, permission forms, emergency contact details and mobile phone to be taken on excursion.

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, medication 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, risk management strategies will be implemented, when a water hazard is identified.

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.

If no staff will be remaining at the centre, 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 and asthma puffer;
- A mobile phone;
- Children's emergency contact numbers;
- Children's medication, if required; and
- Other items as required eg sunscreen, drinking cups, jackets, hats etc.

If a child is lost on an excursion, the police will be notified immediately, followed by parent/guardian notification. 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. If a serious injury occurs the ambulance service and the child's family will be contacted.

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 31/10/2018 Minute No. /2018-19
Staff review	8/2/2021
Nominated Supervisor	
Management Committee Representative:	

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 Education 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 the Department of Education via NQAITS – 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 incident/illness/injury/trauma 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 incident/illness/injury/trauma report and is given a copy if requested.
- The incident/illness/injury/trauma 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	Minute No. 19/2013-14
	27/5/2015	Minute No. 201/2014-15
	13/12/2017	Minute No. 95/2017-18
	31/10/2018	Minute No. 68/2018-19
Date of Staff Review	8/2/2021	
Nominated Supervisor		
Management Committee Representative:		

Infectious Diseases Policy – NOA2

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.

This policy also applies during times of a pandemic such as COVID-19. All health and safety advice issued by the Department of Health and the Department of Education is to be followed.

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 and bathrooms daily.
- Washing toys weekly and prior to storage.

To minimise the spread of potentially infectious disease the cleaners will:

- clean the rooms and bathrooms daily

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 31/10/2018	Minute No. 19/2013-14 Minute No. 201/2014-15 Minute No. 95/2017-18 Minute No. 68/2018-19
Date of Staff Review	8/2/2021	
Nominated Supervisor		
Management Committee Representative:		

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. A Risk Management Plan including communication strategies will also be filled out by families and educators. Any medication required must be prescribed by a doctor and supplied by the family this medication must be present while the child is in attendance. 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
- eggs
- 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 safety and 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 when due, 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. A Risk Management Plan and Medical Condition form shall also need to be completed.
- 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. (Asthma Management Plan, Risk Management Plan and Medical Conditions form).
- 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. Complete the Risk Management Plan and Medical Conditions form.
- Notify Walcha Preschool educators, in writing, of any alterations to the diabetes management plan

- Ensure that their child maintains adequate supply of appropriate medication 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	31/10/2018	Minute No. 68/2018-19
Date of Staff Review	8/02/2021	
Nominated Supervisor		
Management Committee Representative:		

Sleep and Rest Policy – NOA2 & NOA3

Aim

Walcha Preschool will provide a safe sleep and rest environment for all children. Early childhood educators are responsible for planning and setting up safe sleep and rest environments. Effective sleep and rest strategies are important factors in assisting a child to feel safe and secure at preschool. Planning and set up should take into account the age, needs and requirements of the individual child.

Approved providers, nominated supervisors and educators have a duty of care to ensure children are provided with a high level of safety when sleeping and resting and every reasonable precaution is taken to protect them from harm and hazard.

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

- Children should sleep and rest with their face uncovered.
- A quiet place should be designated for rest and sleep, away from interactive groups. If designated for rest, the space should allow for a calm play experience.
- Sleep and rest environments and equipment should be safe and free from hazards.

- Supervision, planning and the placement of educators across a service should ensure educators are able to adequately supervise sleeping and resting children.
- Educators will closely monitor sleeping and resting children and the sleep and rest environments. This involves checking/inspecting sleeping children at regular intervals, and ensuring they are always within sight and hearing distance of sleeping and resting children so that they can assess a child's breathing and the colour of their skin. Factors to be considered while monitoring sleeping and resting children include the age of the child, medical conditions, individual needs and history of health and/or sleep issues.
- Educators will consult with families about their child's individual needs and be sensitive to different values and parenting beliefs, cultural or otherwise, associated with sleep and rest. However If a family's beliefs and requests are in conflict with current recommended evidence-based guidelines, the service will need to determine if there are exceptional circumstances that allow for alternate practices. Child safety will always be the first priority.
- Children who do not wish to sleep are provided with alternative quiet educational activities and experiences, while those children who do wish to sleep are allowed to do so, without being disrupted.
- If a child requests a rest, or if they are showing clear signs of tiredness, regardless of the time of day, there should be a comfortable, safe area available for them to rest (if required).
- Opportunities for rest and relaxation, as well as sleep, are provided.
- Educators will look for and respond to children's cues for sleep (e.g. yawning, rubbing eyes, disengagement from activities, crying, decreased ability to regulate behaviour and seeking comfort from adults).
- Create a physical environment is safe and conducive to sleep. This means providing quiet, well-ventilated and comfortable sleeping spaces.
- Light bedding is the preferred option.

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
- Red Nose <https://rednose.com.au/section/safe-sleeping>
- Department of Health inactivity and screen time recommendations <http://www.health.gov.au/>

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	25/06/2018 – Minute No. 8/2018-19 31/07/2019 – Minute No. 18/2019-20
Staff Review	8/2/2021
Nominated Supervisor	
Management Committee Representative:	

Sun Protection Policy - NOA2 & NOA7

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 4pm 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+ (or higher) 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 sunglasses (optional)
- Applying SPF30+ (or higher) 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.

Date Adopted	31/7/2013 01/06/2016 31/10/2018	Minute No. 19/2013-14 Minute No. 183/2015-16 Minute No. 64/2018-19
Staff review	8/2/2021	
Nominated Supervisor		
Management Committee Representative:		

Supervision of Children Policy - NQA2 & NQA5

Aim

The correct supervision will be provided to all the children while attending Walcha Preschool. The correct supervision of children takes into consideration the safety and welfare of every child.

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
- Family
- Volunteers
- Students
- Management

Implementation

At all times, Walcha Preschool will comply with the supervision ratios as set out in the Regulations. These are as follows:

- 1:10 for children who are 3 or more years of age but under 6 years of age.

Records will be maintained naming the Nominated Supervisor on duty at any time Walcha Preschool is in use.

Any time a child is present on the premises, there will be at least two primary contact educators present on the premises. We will further uphold our duty of care by:

- All educators, permanent and relieving, will be made aware of this policy regarding adequate and responsible supervision of children during the educator's induction.
- Educators rostering and routines will at all times make sure enough educators are available for the adequate supervision of children.
- At no time will students or volunteers be included in the ratio of adults supervising children.
- Students and volunteers will never be left alone with a child or a group of children.
- The Nominated supervisor will ensure that The National Regulations in relation to the supervision of children are adhered to.

INDOORS

- A minimum of two educators (at least one being a permanent educator) will provide supervision when children are indoors.
- Supervising educators give their attention to the children and not to any other duties.
- When children are resting or sleeping they will be supervised.
- During hand washing and/or toilet times children will be supervised in the bathroom area.
- Children undergoing toilet training will not be left unsupervised in the bathroom.
- No child is to be left unattended when eating.

OUTDOORS

- The correct ratio will be met outside.
- Where one educator is called inside for any reason, they must not go inside until another educator has come outside to replace them.
- Educators supervising outdoors, should position themselves to see as much of the play area as possible.
- One educator should be positioned close to the climbing frame as often as possible.
- Any water activity should be closely supervised by one educator at all times.
- Except for necessary discussions or concerns regarding children or matters relating to Walcha Preschool, educators will not congregate together outside where practicable.

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
- Work Health and Safety Act 2011 (WHS Act) www.workcover.nsw.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 01/06/2016 26/09/2018 31/07/2019	Minute No. 19/2013-14 Minute No. 183/2015-16 Minute No. 50-2018/19 Minute No. 18/2019-20
Staff Review	8/2/2021	
Nominated Supervisor		
Management Committee Representative:		

Equipment Policy - NOA2 & NOA3

Aim

Walcha Preschool will purchase toys and equipment that are suited to Australian safety standards and appropriate to the developmental stages, interests, and social and cultural considerations of each child at Walcha Preschool. Toys which encourage violence or inappropriate behaviour will not be purchased.

Educators will ensure that all toys and equipment are maintained, used and stored in a safe, clean, hygienic condition. Children will be educated on how to use equipment appropriately.

Management will liaise with educators to determine which equipment is most appropriate for Walcha Preschool, taking into account; durability, easy maintenance, cost, benefit to the children's program.

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 Policy

Work Health and Safety Policy

Who is affected by this policy?

- Children
- Families
- Educators
- Management

Implementation

- The Walcha Council will be ultimately responsible for any purchases of equipment.
- Educators will compile a list for the council of equipment which needs maintenance on a prioritised basis, when necessary.
- Walcha Preschool will actively seek the input of parents/guardians regarding large equipment at Walcha Preschool.
- All new equipment will be checked against Australian Safety Standards.
- Children will be introduced to new toys and pieces of equipment and taught how to use and care for them appropriately
- Equipment which involve the use of water will be used under the direct supervision of educators. All equipment will be emptied of water when not in use and stored in such a manner that it cannot collect water.
- Equipment will be checked regularly by the educators to ensure it is in a clean and safe condition.
- The council will advise the educators and parent committee about the purchase of new equipment and ensure a risk assessment is carried out hen appropriate.
- All equipment purchased for Walcha Preschool will be within budget limitations.

Relevant Legislation and Key Resources

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

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 26/09/2018 Minute No. 50/2018-19
Nominated Supervisor	8/2/2021
Management Committee Representative:	

Indoor Safety Policy – NOA2 & NOA3

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

Walcha Preschool Advisory Committee Meeting Minutes
1 March 2021

WO/2021/00952

Date Adopted	31/7/2013 30/09/2015 13/12/2017 31/10/2018 31/07/2019	Minute No. 19/2013-14 Minute No. 50/2015-16 Minute No. 95/2017-18 Minute No. /2018-19 Minute No. 18-2019-20
Date of Staff Review	8/2/2021	
Nominated Supervisor		
Management Committee Representative		

Outdoor Safety Policy – NOA2 & NOA3

Aim

Walcha Preschool will minimise risk of child accidents, injuries and illnesses in the outdoor environment.

Background

The outdoor play area needs to be carefully designed so children’s needs and interests are catered for and injuries are minimised. Early childhood educators are responsible for planning and setting up safe play environments. The most important factor in playground safety is a well designed playground. Play areas need to support children’s development based on their abilities, needs and interests. Planning should take into account the uses and limitations of the available equipment and the outdoor environment.

A well-designed playground:

- allows easy supervision, especially of climbing structures and water play areas
- allows a safe flow of play between quiet and noisy activity areas
- provides age-appropriate areas
- provides plenty of shade
- provides adequate drainage
- is free of harmful plants
- complies with Australian Standards.

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

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

- Establish a routine of checking the outdoor play area each morning before children arrive at the service to remove or manage any safety concerns.
- Supervise the children at all times
- An Outdoor Safety Checklist will be used.
- Equipment will be checked daily, and maintained as required.
- Consider the height of the equipment –check for potential bumping, choking and entrapment hazards
- Take into account the age-appropriateness of the equipment - equipment that allows for a variety of play and set-up options for different stages of development – children will want to keep playing on equipment that provides greater challenges
- Consider the durability and quality of the equipment.
- Identify areas which may require more supervision, and assigning appropriate staff members
- Listening to the sounds of the environment such as laughter versus crying or whether it is too noisy or too quiet
- Review the physical environment before children enter a playground and continuing to monitor safety during play.
- Ensure a First Aid Kit is accessible, checked and maintained regularly.
- Identify and remove any hazardous plants
- Remove any animal droppings on equipment and dispose of the waste hygienically
- Educate and reinforce safe play rules to the children
- Cover the sandpit at the end of the day

- Place the equipment in a well-shaded area to avoid direct sunlight and continue to monitor the surface temperature during outdoor play time, this could result in equipment being packed away early when in summer routine.
- Water play equipment will be supervised at all times

Relevant Legislation and Key Resources

- Work, Health and Safety Act 2011 and Regulations 2011 (NSW); Australian Standards for play equipment and soft fall.
- 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
- Children's Centres Model Policies and Practices (No. 2), University of NSW, 2003.
- Best Practice Guidelines in Early Childhood Physical Environments, Walsh CS,1996
- Kidsafe NSW Inc –www.kidsafensw.org.au

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013 01/06/2016 26/09/2018 31/07/2019	Minute No. 19/2013-14 Minute No. 183/2015-16 Minute No. 50/2018-19 Minute No. 18/2019-20
Staff Review	8/2/2021	
Nominated Supervisor		
Management Committee Representative:		

Determining Responsible Person and Authorisations Policy – NOA 4 & NOA 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

The Responsible Person designation 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 a designated Responsible Person.

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 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 has a sound understanding of the role of Responsible Person. • Ensuring there are sufficient staff with the delegation 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 year.

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

Date Adopted	26/07/2017	Minute No. 19/2017-18
	31/10/2018	Minute No. /2018-19
Staff Review	8/2/2021	
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 Office of the Children's Guardian on 1800 451 524 or email: nswombo@ombo.nsw.gov.au

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 Director Community and Tourism 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 26/7/2017 31/10/2018	Minute No. 19/2013-14 Minute No. 19/2017-18 Minute No. /2018-19
Staff Review	8/2/2021	
Nominated Supervisor		
Management Committee Representative:		

Behaviour Guidance Policy – NOA 5

Aim

It is widely accepted that positive interactions and behaviour guidance strategies enhance children’s confidence and self-esteem and that children’s development is enhanced by respectful and supportive relationships with adults who demonstrate respect for them as individuals.

All children have the right to feel safe within their environment. No child has the right to compromise the safety of others. It is necessary that inappropriate and dangerous behaviour is dealt with in an appropriate manner to ensure that all children and staff feel safe at all times when they are attending our service.

Policy

The preschool is responsible for providing a safe, stimulating and well planned program that aims to meet the needs of all children in care. Ideally, behaviour management should be a partnership between children, families, and educators. In order to support children’s behaviour effectively it is recognised that they need an environment which shares common understandings, expectations and practices about the management of their behaviour. Unacceptable behaviour within the preschool will be dealt with in a fair and consistent manner. In the case of a child regularly displaying unacceptable or dangerous behaviour, all efforts will be made to provide effective strategies to assist the child in developing more appropriate behaviours.

Procedures

In following this procedure it will be recognised that:

- All individuals have the right to be treated with respect, always.
- Individuals choose their own behaviour.
- Families, educators, school, peers and significant adults influence children’s choices.
- There are consequences for behaviour, whether it is positive or negative.
- Individuals must be responsible for their choices according to their developmental stage.

Educators will utilise positive behaviour guidance procedures and practices within the preschool at all times. In doing this educators will:

- Set positive guidelines for children to follow
- Use a calm voice when addressing a child about their behaviour
- Be conscious of your body language when speaking to children eg. getting down to the child’s level
- Speak using positive language when dealing with children’s behaviour
- Treat all children with respect
- Treat all children as individuals
- Provide an environment that encourages positive behaviour
- Encourage children to make choices
- Model appropriate and positive social behaviour
- Use positive language for action eg. “I like the way you have
- Set appropriate limits and guidelines for children
- Support children experiencing separation anxiety
- Be open and honest with families strategies to be used at home as well as in care
- Suggest support of outside agencies as appropriate
- Maintain confidentiality and privacy of individuals

- Never use physical punishment
- Let children know if their behaviour is unacceptable, while reinforcing that they are still accepted as part of the group
- Children are made aware of limits, expectations and room rules before they are implemented
- All educators should use the same behaviour guidance strategies for each child
- Older children are encouraged to help set guidelines for appropriate behaviour within the room and centre
- Educators will keep accurate and non-bias records of any behaviour displayed by a child that they are concerned about.

Challenging behaviour

- Depending upon the age of the child, the room leader and or the nominated supervisor will talk to the child about their behaviour and the consequences that it will result in
- The nominated supervisor will then speak to the child's parent/guardian about the behaviour that has been occurring and try to identify any reasons for the behaviour

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

- 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
- Families
- Interested Parties

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	31/07/2019	Minute No. 18/2019-20
Staff Review	8/2/2021	
Nominated Supervisor		
Management Committee Representative:		

Confidentiality, Privacy, Dignity and Retention of Records Policy – NQA 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 Officer 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 No. 86/2016-17
	31/10/2018	Minute No. 68/2018-19
Staff review	8/2/2021	
Nominated Supervisor		
Management Committee Representative:		

Governance and Management Policy (Formally Walcha Preschool Advisory Committee) – NOA7

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 –Director Community & Tourism – 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
- Correspondence
- Nominated supervisor’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 Director Community & Tourism
- 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 Director Community & Tourism

The Director Community & Tourism 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 1 for the current 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 No. 86/2016-2017
	31/10/2018	Minute No. 2018-19
Staff review	8/2/2021	
Nominated Supervisor		
Management Committee Representative:		

Walcha Council Youth Advisory Committee Meeting



Held on

Tuesday 2 March 2021

at

11.30am

at

Walcha Central School Library, Walcha

PRESENT:

Clr Rachael Wellings – Chairperson, Cassie McKenna – Youth Worker and Library coordinator, Karen Kermode (Director Community & Tourism) Olivia McKenna, Sienna Cooney, Cody Wellings, Sarah Slater, Fin Bird, Chloe Cox, Anna Benson, Tyran Blomfield & Gary Blomfield.

IN ATTENDANCE:

Karen Barnes (Walcha Central School Youth Worker)

1. APOLOGIES: Belinda Burton (St Patricks School Principal) and St Patricks School Students.

Committee Minutes

2. MINUTES OF PREVIOUS MEETING HELD 5 MARCH 2020:

Councillor Wellings started the meeting with an introduction & minutes of the last meeting were heard.

3. BUSINESS ARISING:

3.1 Information from the previous workshop has been included in the development of the Draft Youth Strategy.

4. GENERAL BUSINESS:

4.1 Introduction to the Youth Advisory Committee – Councillor Wellings gave a verbal welcome and introduction to role and purpose of the Committee. She asked for feedback on the possibility of a learner driver program that offered a free driving lesson and the PCYC safer driver program. The response was reasonably positive (noting the majority of attendees were under 15 years of age).

4.2 Youth Infrastructure & Strategic Plan – Update on Lions Park & Skatepark upgrades

In April 2020, Council resolved to develop a Walcha Council Youth Strategy. The Draft Walcha Youth Strategy documents the last 6 months of community consultation and strategy development to present an action plan of projects and initiatives to support our youth now and into the future.

The Draft Youth Strategy has been on public exhibition to receive comments from the general public. No comments were received so it has now been adopted by Council.

Concept plans for three local park upgrades were developed as a part of this work. An application has been submitted to the Bushfire Local Economic Recovery Fund for the upgrade of the Lions Park and the Skatepark. If we are successful with this application we would like to review these concept plans with this committee. The outcome of our application is due in June 2021.

4.3 School holiday program

The April school holiday program is in the process of being finalised. Cassie has drawn on the feedback from last years Youth Strategy workshops. Additional ideas from the committee members are:

- Ten pin bowling
- Roller Blading
- Kids Zone
- Movies
- Laser tag
- Paintball
- Rock wall climbing
- Escape room challenge

4.4 Youth Week 2021

NSW Youth Week 2021 will be held 16-24 April (starting the final weekend of the school holidays). The Walcha Council has received Youth Week funding again this year. As in previous years, we are seeking the help of the Youth Advisory Committee to plan, coordinate and implement the local programs and activities. The Youth Week funding must provide young people aged 12 – 25 opportunities to express their views and act on issues impacting them, while also highlighting their contributions to community.

Walcha Council have joined a number of other councils in the region, to book in a comedy workshop for young people. The stand-up comedy performance workshops would be held over a whole day, with a chance to perform for friends and families that night. We would take applications from local students in Years 6 – 12 to fill the 12 places available.

Ideas for future youth week activities are:

- Mud run at Lake Keepit
- Water Park at Lake Keepit
- Wet & Wild
- Green Valley Farm
- Mini ninja warrior course
- Giant Maze

Cassie McKenna will hold a youth week planning working group on Thursday 11 March at the Library after school for interested people.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 12:18PM.

Walcha Council Community Gym Advisory Committee Meeting

held on

Tuesday, 23 March 2021

at

9:36am

at

Walcha Council Chambers

PRESENT:

Councillor Eric Noakes (Chairperson), Lacey Latham (Director Environment & Development), Janessa Sherrin, Jaimie Fenwicke, Penny King, Sally Rutherford, Dave Healey and Ruth Fletcher (Community Representatives)

1. APOLOGIES:

Nil

2. GENERAL BUSINESS

2.1. Introduction of the Community Gym Advisory Committee

Councillor Noakes welcomed and introduced everyone to the first meeting of the newly formed Community Gym Advisory Committee (the Committee). The Director Environment & Development (the DED) gave an overview of the formation of the new Committee following the construction of the gym building and gave special thanks to the generous work previously undertaken by the Committee of the Walcha Community Fitness Club Inc.

2.2. Community Gym Advisory Committee Terms of Reference

A copy of the Committee Terms of Reference was distributed to all members; the DED gave an overview of the Terms of Reference, specifically describing the function, objectives and role of the Committee, as well as when the Committee will meet and the minimum number of five members being present required to form a quorum.

2.3. Section 355 Committees Policy

A copy of Council's Section 355 Committees Policy was distributed to all members; the DED gave an overview of the Policy, specifically explaining that the Advisory Committee is formed under *Section 355 of the Local Government Act 1993*, to enable Council to delegate some of its functions to a Committee that has participation from

Committee Minutes

Councillors, Council staff and the community as appointed by Council. As it is a Committee of Council, all correspondence is to be prepared by Council on Council letterhead by the staff member on the Committee, and any motions voted on are made as recommendations to Council to be considered at Council meetings by Council.

2.4. Walcha Council Code of Meeting Practice

A copy of Council's Code of Meeting Practice was distributed to all members; the DED gave a brief overview of the Code, specifically explaining the Director will call for agenda items two weeks prior to a scheduled meeting, and the agenda will be distributed one week prior to a meeting with a calendar invitation if that worked ok for everyone, all members confirmed this procedure was satisfactory and will endeavour to respond to the calendar invite by way of accept or decline to determine if a quorum can be met prior to coming together.

2.5. Walcha Council Code of Conduct

A copy of Council's Code of Conduct was distributed to all members; the DED gave a brief overview of the Policy, specifically explaining disclosure of conflicts of interests, and general conduct to act lawfully, honestly and respectfully.

2.6. 2021/2022 Draft Gym Fees & Charges

The Director Environment and Development tabled the draft budget that was prepared in workshopping with Council, the draft fees & charges that were placed on public exhibition and advised the fees & charges are to be determined at the March meeting of Council. Discussion was held around the Draft 2021/2022 Fees & Charges, the Committee confirmed their objective to set fees that result in a successful business model for the gym and remains accessible to the wider community. Further discussion was held around the cost of PAYG, Ruth Fletcher explained that the honesty box PAYG was well utilised in the Squash Court Gym space, the DED explained that Council is not enthusiastic about using this system and that it would be difficult with the issue and expiry of fobs based on the sign up options. Dave Healey suggested that a 10 pass fee, set up to give a taster to user's prior to signing up for longer periods may be a better option than 1 week memberships. The DED is to investigate if this option is possible to set up within the fob system.

The Committee was unanimous in recommending in the Draft Fees & Charges for 2021/2022 that the fees remain as determined by Council in March 2021 Ordinary Council Meeting. The DED is to include these fees in the Draft Fees & Charges 2021/2022.

2.7. Membership Agreement

Discussion was held around the membership agreement to be signed when becoming a member. The Committee agreed that the agreement should be kept succinct and include / exclude (but not limited to):

- Respecting people and equipment
- Restricting the age limit to 16+
- Access
- Safety

- No cooling off periods / cancelling
- Fob information

Dave Healey raised the question of inductions and insurance / affiliation with the Peak Body – Fitness Australia. Members experience in most gyms is that inductions are not offered. Janessa Sherrin suggested directing new members to watch a short 10 minute induction video, Jaimie Fenwicke would be able to assist with this. The DED to investigate the legal requirements for inductions and report back to the Committee. The DED also advised Council's intention of Personal Trainer registration which will be explained in more detail later in the meeting.

2.8. Group Fitness Room Hire Agreement

The DED gave an overview that this room is available to be booked exclusively to run group classes e.g. yoga, pilates, dancing, aerobics, HIIT classes, on a first in / first served basis, with a Notice Board to be erected to advise gym users of when the room is booked / available.

There has been some contention around whether spin bikes should be located in this room. Members agreed that this is the most suitable location for the spin bikes to be located to run spin classes, noting that if the room has been booked the bikes will not be able to be used. To be confirmed once an inspection of the gym has been undertaken by the Committee.

Post meeting note – Committee inspection of the gym confirmed they would like spin bikes located in the group fitness room.

2.9. Personal Trainer Registration

The DED reported that as the gym will not be manned, the proposal is to advertise personal trainers available to members by asking personal trainers to register with Council for a fee and submit a copy of their:

- Public liability insurance
- Qualifications
- Affiliations
- Advertisement

The Committee unanimously supported this plan.

2.10. Draft Community Gym Operational Plan

The DED advised that a draft Operational Plan will be presented to the Committee in due course but in the interim hours of operation need to be determined prior to opening. Discussion was held around best hours to meet the needs of the community whilst deterring anti-social behaviour at certain times.

The Committee unanimously agreed to start the gym with opening hours of daily from 4am to midnight.

2.11. Grant Funding Equipment Wish List

The DED explained that there has been a Council resolution to provide \$80,000 grant funding from the Local Roads and Community Infrastructure (LRICI) fund towards

purchasing equipment for the new gym, the application has been submitted and Council is awaiting response on whether it meets the Guidelines of the LRCI funding. Once confirmation of this has been received, Council can proceed to purchase equipment and have been in discussions with Life Fitness. Dave Healey questioned if we are looking at other providers. The DED advised that Council has a Purchasing Policy to be adhered to in relation to procurement of goods and services that will require us to gain quotes, where possible, from at least three suppliers.

The Committee developed an equipment wish list to be investigated:

- Lifting cage
- Bench
- 20kg barbells
- 8-10 spin bikes
- 1-2 lifting platforms
- Full body pin weighted machine
- Dumbbell set with in between sizes (between 5-10-15-20kg)
- Bumper plates set, different weights but same size (10-15-20kg)
- Trap bar
- Ski erg
- 2 rowers

Special meeting to be called to discuss quotes as soon as available.

2.12. Previous Committee Thank You

Councillor Noakes gave special thank you to the Committee of the Walcha Community Fitness Club Inc. and all the successful work that they have done in the community to provide a great gym space up to this point.

2.13. Next Meeting

The next meeting is to be called as soon as quotes for gym equipment are available to be discussed, to be held on a Tuesday at 3:30pm

Following the meeting, the Committee undertook a tour of the new gym facility.

There being no further business the Chair declared the meeting closed at 11:35am.

CONFIRMED _____ **(Signed)**

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



Item 11:

Delegate Reports

Minutes of the WALCHA & DISTRICT HISTORICAL SOCIETY Inc

Held in the Caretaker's Cottage
Saturday 27 February 2021, 1.00pm

Welcome – Kate welcomed everyone to the first meeting for 2021

PRESENT –Kate Hoy, Kerry Dickson, Jane & Ron Morrison, Nerida Hoy, Pam Dorrington, Lyn Dorrington, Coll King, Sandra & Vic Galvin, Bob & Lyn Burnell, Bob & Pam Walsh.

APOLOGIES –Jan Cross, Don Murchie, Lloyd & Pauline Levingston, Ruth Inall, Vicki & Peter McIvor, Dennis Cook
Moved Jane, 2nd Sandra, that the apologies be accepted c/d

MINUTES – of the November meeting, having been previously circulated were taken as read.
Moved Jane, 2nd Nerida that the minutes of 28th November 2020 were a true and correct record.
c/d

BUSINESS ARISING:

1. Jane has asked Adam & Neil Dark to include the Cistern in Men's toilet to the work on the Tap.
2. The organ at the old stone church needs moving by July before their work starts, we need to organise a new home for it.

CORRESPONDENCE:

Moved Jane & 2nd Coll that the correspondence be dealt with as read. C/d

1. Letter from Council giving us the Street Stall dates.
2. Email from Vicki giving a garden report.
3. Several emails for new bus groups.
4. Email from Susie Crawford re guide.
5. Email with Covid 19 info from Service NSW re Museums.

FINANCE –

31 December 2020 report

Income: \$280

Expenditure \$645.63

Bank Balance as at 31 December 2020 – \$ 7,555.89

Term Deposit Balances - Ella's Garden -	\$ 3,909.67
Insurance -	\$ 3,150.39
General	\$10,038.30
Council Repayments	\$ 3,055.26

Total Term Deposits - \$ 20,153.62

27 February report

Income \$2,320.67

Expenditure \$845.31

Bank Balance at 27 February 2021 - \$9,031.25

Term Deposit Balances - Ella's Garden -	\$ 3,909.67
Insurance -	\$ 3,150.39
General	\$10,038.30
Council Repayments	\$ 3,059.50
Total Term Deposits -	\$ 20,157.86

Moved Kerry, 2nd Pam W that the financial statement presented be accepted. C/d

REPORTS:

Museum – Door Takings very steady also had Bus Tour and School Group

History Centre – a couple of enquiries:

Debbie Booth, Maitland, - re Dignam & Wall family – paid \$50

Jayne & Tom Buchan, Nowra – re Hogan family - \$70 paid.

Julie Geddies, Emerald – re Steel & McGuffog – exchange of info

Margaret Roach – re Golledge & Lynch – no money no info

Sarah Smiles Persinger, USA – re Hamilton Family – unknown if Truda had contact

Ian Grieves, QLD – re Grieves Book – availability and cost no of pages

Denice Stearman, Tamworth – re grave of Ellen Steerman Woolbrook – unmarked

Terry Easton – re photos of sheep and rail line 1940 Unknown

Elizabeth Yarn – re grave of Norman McKinnon, D.C. states McHennan – paid \$20

Ray Ryan, Brisbane – re Father John died at Port, born 1924 ashes to Walcha

Dawn Rawlins – re marriage, of Fred Nelson & Catherine Schmutter – no records

Eric Jamieson, Tamworth – re donation of Photos, books, grappling hook at library

Past Perfect – nothing yet.

TAC meeting - Jane attended a meeting with National Parks and Council at the entrance to Apsley Falls re the future of the entrance – National Parks, Aaron wants only 1 entrance however the arch is a problem as it has been stopping coaches, thinking it is too low. They have an architect who will submit plans and there will be an engineer assessment of the arch due to possible concrete cancer.

General Business:

1. Garden report – Bob B and Peter & Vicki worked mostly weeding and cut back. Vicki will buy some new plants in Spring for Ella's garden to replace the failed ones, still controlling onion weed. Some elm suckers in caretakers (and Wool Hall) need attention, about to work on the oyster plants in front garden.
2. Susie Crawford emailed asking for a Hop on Coach guide for the bus tours coming. We agreed to supply someone, Bob W happy to help and will look at the tour info and update. There is a payment for Guide of \$100 per hour
3. Bus Tour of 34 + 1 from Tamworth, attended by Nerida, Kate, Kerry and Jane. A Sydney Group all very impressed and had trouble getting them back on the bus.
4. Street Stalls 12 March and 10 September:-

Volunteers for 12 March – 8am to 10 am Nerida & Lyn

10 am to 12 nn Sandra & Vicki

12 nn to 2pm Jane & Kate

2pm to 4 pm Kate & Kerry

Coll gave \$50, Kate \$50, Nerida a Natio pack, will ask Jan about Meat and we need 10 lottery sheets from Telecottage.

5. Open Day will be 1st May and we are doing it thru the National Trust again, who will advertise it for free. Will put 2 writeups in the Advocate (Bob W) to put together and 2 ads.
6. Guttering on Pioneer cottage blocked and back of Museum building if someone can deal with this.
7. Jane and Kerry met with Great Value Garages and we are waiting on quote and DA, at present no grants to cover this.
8. Kerry reminded those who have not done it could you get your Working with Children Check.
9. Bob Walsh donated a copy of his new book to the Family History Centre.
10. Lyn D advised that the mother of Charles Norton has goods to donate and advised her to contact someone on the executive.
11. Bob has a book of Police Reports to donate.
12. The Websters Dictionary brought to the meeting by Jan for acceptance has been rejected and she is to take it back to Lorraine Rennie to have it returned to the owner. The motion to not accept moved by Sandra and 2nd by Pam Walsh.

Meeting closed at 2.12pm Next meeting 27th March



Item 12:

Questions with Notice



There are no Questions with Notice items for
March 2021



Item 13:

Referral to Closed Council Meeting



Item: 13A **Ref:** WO/2021/01037
Title: Referral to Closed Meeting – Evaluation of Tender for Thunderbolts Way Heavy Vehicle Rest Area
Author: Director Infrastructure
Previous Items: Nil.
Attachment: Nil.

RECOMMENDATION: That, in accordance with the provisions of Section 10A (2)(c) of the *Local Government Act, 1993*, the matters of Evaluation of Tenders for Thunderbolts Way Heavy Vehicle Rest Area be referred to be discussed in Closed Council and close the meeting to the public for the reason that the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Introduction:

Council approval is sought for matters to be discussed in Closed Council.

Report:

Council approval is requested to refer matters for discussion in Closed Council and close the Meeting to the public in accordance with the provisions of Section 10A (2)(c) of the Local Government Act, 1993.

Approval to refer the matters to Closed Council is sought because the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.