



**RICHMOND SHIRE COUNCIL**  
**AGENDA**  
**FOR**

**ORDINARY MEETING**  
**TUESDAY 21 FEBRUARY 2023**  
**COMMENCING AT 8:00AM**

Richmond Shire Council  
Ordinary Meeting of Council 21 February 2023

<b>AGENDA AND TIMETABLE FOR ORDINARY MEETING</b>
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Commencement of Meeting  
Signing of Attendance Book  
Reading of Official Prayer  
Leave of Absence  
Confirmation of Minutes  
Declarations of Interest  
Business arising from previous Meetings

Item 1	Reports for Consideration – Works
Item 2	Reports for Consideration – Office of the Chief Executive Officer
Item 3	Reports for Consideration – Corporate Services
Item 4	Reports for Consideration – Community Services
Item 5	Reports for Consideration – Tourism and Marketing
Item 6	General Business
Item 7	Close of Meeting

Attachment “A” Unconfirmed Minutes from the General Meeting held Tuesday 17 January 2023.

Richmond Shire Council  
Ordinary Meeting of Council 21 February 2023

**COMMENCEMENT OF MEETING**

**SIGNING OF ATTENDANCE BOOK**

**READING OF OFFICIAL PRAYER**

**LEAVE OF ABSENCE**

**CONFIRMATION OF MINUTES**

- Unconfirmed 17 January 2023 Minutes

**DECLARATIONS OF INTEREST**

**MATTERS ARISING FROM PREVIOUS MEETINGS**

UNCONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON  
TUESDAY 17 JANUARY 2023

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UNCONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON  
TUESDAY 17 JANUARY 2023

**PRESENT**

Present when the Mayor Cr Wharton declared the meeting open at 10:29am were:

COUNCILLORS:

Cr Kuhl, Cr Buick and Cr Johnston

Cr Kennedy and Cr Fox attended via Zoom Meeting.

STAFF:

Chief Executive Officer – Peter Bennett, Director of Community Services and Development  
– Angela Henry and Minutes Secretary – Tiana Grant and Adelaide Tritton.

**PRAYER**

Cr Wharton read the prayer

**APOLOGIES**

Director of Corporate Services – Peta Mitchell

**CONFIRMATION OF MINUTES**

***RESOLUTION 20230117.1***

*It was moved Cr Kuhl seconded Cr Johnston and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Board Room, Richmond on Tuesday 13 December 2022 be adopted as presented.*

**DECLARATIONS OF INTEREST**

Mayor Cr Wharton called for Declarations of Interest in matters listed on the Agenda:

Nil

**BUSINESS ARISING**

Nil

**2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**2.1 Tertiary Bursary Policy**

**EXECUTIVE SUMMARY**

Council requested to review the Tertiary Bursary Policy at the January Council Meeting.

**OFFICER'S RECOMMENDATION**

***That Council: Discuss the Tertiary Bursary Policy.***

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Council discussed changing the Tertiary Bursary Policy to add that successful applicants would need to do a minimum of one-week paid work per year throughout the duration of their degree for Richmond Shire Council.

UNCONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON  
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Council also agreed to add certain Diploma level courses that could benefit Council to the bursary, giving successful applicants \$2,500.00 for the duration of the course.

**RESOLUTION 20230117.2**

*It was moved Cr Fox seconded Cr Kuhl and carried that Council adopt the Tertiary Bursary Policy with changes.*

**REFERENCE DOCUMENT**

- Policy

<b>3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES</b>
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**Item 3.1 Monthly Financial Report**

**EXECUTIVE SUMMARY**

Council's monthly financial report in relation to the 2022/23 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 31<sup>st</sup> December 2022.

**OFFICER'S RECOMMENDATION**

**That Council: *Receive the monthly financial report presenting the progress made as at 31<sup>st</sup> December 2022 in relation to the 2022/23 budget and including the:***

- ***Statement of Financial Position***
- ***Statement of Comprehensive Income***
- ***Statement of Cash Flows***

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**RESOLUTION 20230117.3**

*It was moved Cr Kuhl seconded Cr Johnston and carried that Council **Receive the monthly financial report presenting the progress made as at 31<sup>st</sup> December 2022 in relation to the 2022/23 budget and including the:***

- *Statement of Financial Position*
- *Statement of Comprehensive Income*
- *Statement of Cash Flows*

**REFERENCE DOCUMENT**

- Statement of Financial Position
- Statement of Comprehensive Income
- Statement of Cash Flows

<b><i>Change of order of business to consider late items</i></b>
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<b>2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER</b>
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**2.2 Employee Assistance Policy**

**EXECUTIVE SUMMARY**

Council to review the Employee Assistance Policy with Changes.

**OFFICER'S RECOMMENDATION**

***That Council: Adopt the Employee Assistance Policy with changes.***

**RESOLUTION 20230117.4**

*It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Employee Assistance Policy with changes*

**REFERENCE DOCUMENT**

- Policy

**2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**2.3 Travel Policy**

**EXECUTIVE SUMMARY**

Council to review the Travel Policy with Changes.

**OFFICER'S RECOMMENDATION**

***That Council: Adopt the Travel Policy with changes.***

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**RESOLUTION 20230117.5**

*It was moved Cr Johnston seconded Cr Buick and carried that Council adopt the Travel Policy with changes*

**REFERENCE DOCUMENT**

- Policy

**2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**2.4 Complaints about Public Officials Policy**

**EXECUTIVE SUMMARY**

Council to review the Complaints about Public Officials Policy as presented.

**OFFICER'S RECOMMENDATION**

***That Council: Adopt the Complaints about Public Officials Policy as presented.***

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**RESOLUTION 20230117.6**

*It was moved Cr Kennedy seconded Cr Buick and carried that Council adopt the Complaints about Public Officials Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**2.5 Use of Councils Plant and Vehicles Policy**

**EXECUTIVE SUMMARY**

Council to review the Use of Councils Plant and Vehicles Policy as presented.

**OFFICER'S RECOMMENDATION**

***That Council: Adopt the Use of Councils Plant and Vehicles Policy as presented.***

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**RESOLUTION 20230117.7**

*It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Use of Councils Plant and Vehicles Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**2.6 Domestic and Family Violence Policy**

**EXECUTIVE SUMMARY**

Council to review the Domestic and Family Violence Policy as presented.

**OFFICER'S RECOMMENDATION**

***That Council: Adopt the Domestic and Family Violence Policy as presented.***

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**RESOLUTION 20230117.8**

*It was moved Cr Kennedy seconded Cr Buick and carried that Council adopt the Domestic and Family Violence Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**2.7 Complaints Policy**

**EXECUTIVE SUMMARY**

Council to review the Complaints Policy as presented.

**OFFICER'S RECOMMENDATION**

***That Council: Adopt the Complaints Policy as presented.***

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**RESOLUTION 20230117.9**

*It was moved Cr Kuhl seconded Cr Fox and carried that Council adopt the Complaints Policy as presented.*

**REFERENCE DOCUMENT**

- Policy



**2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**2.8 Complaints About the Chief Executive Officer Policy**

**EXECUTIVE SUMMARY**

Council to review the Complaints About the Chief Executive Officer Policy as presented.

**OFFICER'S RECOMMENDATION**

***That Council: Adopt the Complaints About the Chief Executive Officer Policy as presented.***

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**RESOLUTION 20230117.10**

*It was moved Cr Buick seconded Cr Kennedy and carried that Council adopt the Complaints About the Chief Executive Officer Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES**

**Item 3.2 Monthly Financial Report**

**EXECUTIVE SUMMARY**

As required by Section 174(3) of the *Local Government Regulation 2012*, a progress report on the implementation of Council's 2022/2023 Operational Plan at the end of the December quarter is tabled for Council's consideration.

**OFFICER'S RECOMMENDATION**

***That Council: Receive and note the Quarter 2 progress report of RSC 2022/2023 Operational Plan for the December 2022 reporting period.***

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**RESOLUTION 20230117.11**

*It was moved Cr Kuhl seconded Cr Johnston and carried that Council receive and note the Quarter 2 progress report of RSC 2022/2023 Operational Plan for the December 2022 reporting period.*

**REFERENCE DOCUMENT**

Operational Plan 2022-2023

**GENERAL BUSINESS**

DCSD Angela Henry asked Council for their approval for a Council Employee with a family, to be able to move into the Director of Works house as it is a four-bedroom home, usually with one individual in it.

Council unanimously agreed that the Director of Community Services and Development alongside the Chief Executive Officer could make housing decisions without Council approval.

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CEO Peter Bennett advised that the applications received for the Director of Works position would be brought to February's Council Meeting.

Cr Johnston advised that she would talk to the Kronosaurus Korner Manager in regards to a date for the Meet & Greet to welcome new members of the community and to meet local business owners and community groups. Council agreed that this meet & greet would be by invitation.

Council unanimously agreed to host the event at Kronosaurus Korner on Friday 24 February 2023 from 5:30pm-7:30pm.

Cr Kennedy requested an update on the town cameras that are currently not working, CEO Peter Bennett said that Fourier Technologies were aware and were waiting for parts.

Cr Kennedy requested a Community Broadcast be sent out asking the community to take any pictures of water over crossings on our local roads and to send them to himself so Council can let the community know which crossings are flooded or impassable while the cameras are not working this wet season.

Cr Kennedy asked about the status of the water meter installations. He also asked about being ready for the excess water charges to be introduced. Cr Wharton advised that the excess charges would take affect from 01 July 2023.

CEO Peter Bennett notified Council that a truck has driven on a road after five inches of rain, when the road was still closed by Council and has completely torn up and destroyed the road. After a lengthy discussion, Council unanimously agreed to seek legal action in regards to fining offenders.

CEO Peter Bennett asked Council their thoughts on sending a work crew to Cloncurry to fix up some roadworks. Cloncurry Shire Council have asked for help as they do not have enough employees to do the work themselves. Council agreed that if it brings Richmond Shire Council revenue and it does not affect work in our Shire, a works crew could be sent to Cloncurry to help.

CEO Peter Bennett advised that the Swimming Pool Contractor has been in contact with him regarding the toddler pool. CEO Peter Bennett advised Council that when children are in the toddler pool splashing around, the salt and chlorine has killed off the surrounding grass and it is now a mud puddle.

Council agreed to support CEO Peter Bennett to make the best decision that he sees fit.

<b>CLOSE OF MEETING</b>
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**RESOLUTION 20230117.12**

*It was moved Cr Kuhl, seconded Cr Johnston, and carried that the information reports be received and noted.*

**Meeting closure**

**RESOLUTION 20230117.13**

*It was moved Cr Kuhl, seconded Cr Johnston and carried that the meeting close at 11:56am.*

UNCONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON  
TUESDAY 17 JANUARY 2023

**Next Ordinary Meeting**  
21 February 2023

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 17 January 2023.

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Mayor

**Action Items**

<b>Meeting Date</b>	<b>Agenda Item Number</b>	<b>Description</b>	<b>Responsible Officer</b>	<b>Status</b>
17.11.2020		Repair the exterior blinds on the weigh scales office	Tyler Ybema	Blinds to be removed and new roof installed to
15.12.2020		Request to install vertical shade structures at the BBQ areas at the lake again to add extra support	Tyler Ybema	Stores ordered replacement 24 Feb - AL. Screen is constructed, just waiting on powder coating.
16.02.2021	2	Rural address signage - the km is needed to be added as well as all property names in distance order. The km distance if from the local Post Office on the main roads but when there is a crossroads it will be from the main road not the post office. This is off the Qld Gov website.	St George Projects - Peter B to discuss with this.	Ongoing. Brendan has 2x more places to have a look at Burleigh and Kynuna rd
17.08.2021	GB	Request for the grids around the Shire to have a maintenance check as they are getting particularly dangerous.	Municipal / Roads	Ongoing
21.09.2021	4	Request for an update on the insurance repair work on the Water Treatment Plant water tank.	Peter Bennett / Alan Matthews	Ongoing
15.02.2022	OM - Director of Works	Council requested quotes to have the Admin Office Retaining Wall bolted to the Cement Slab	Ricki Davidson / Brenden Quabba	Future Budget Item to complete correctly
15.03.2022	OM - Finance	Rural Fence Subsidy Scheme - amendments to be made with future discussions	Peta Mitchell	Ongoing
19.04.2022	OM - Refuse Tip	Quotes for Hire of Crusher for the Refuse Tip	Ricki Davidson	Quote came back at just over \$400,000 to crush 20,000 tonnes - put off until end of wet season
19.04.2022	General Business	Yard at 82 Simpson Street be divided	Peter Bennett	
17.05.2022		Cemetery onto Town Water - contact railway to do something with pipes?	Peter Bennett	Waiting to hear back from QR
17.05.2022		Write to contractor Refuse Tip for payment from commercial operators dumping items ?	Peta Mitchell	
17.05.2022		Engaging with solicitor for grid policy	CEO	Ongoing
22.06.2022		Tarp on runners to cover the seats at the grandstand at racecourse (Budget Item )	Tyler Ybema	
16.08.2022		List of Assets that have not been used in the past 12 months to possibly sell	Workshop	Ongoing
25.10.2022		Mayor to write a letter to Shane Stone	Mayor	
15.11.2022		Signs for the Cambridge Store	Tyler Ybema	
15.11.2022		Disabled Ramp at the Pool	Municipal	Ongoing
15.11.2022		Bore at Industrial Area - wanting to put in an Avdata System	CEO	Ongoing
15.11.2022		Line Marking contractor		Ongoing
15.11.2022		Golf Club needs to be using the untreated water for their watering - need to speak with the Golf Club and the plumbers and look at the Agreements	Plumbers	Has been discussed with the plumbers and a new line is to be put in
15.11.2022		Excess water - 6month trial to provide education to the community wanting to start communicating by December		Ongoing
22.12.2022		Write back with response Post Office Bank		
22.12.2023		Letter to landowner regarding illegal grid installation	CEO	
17.01.2023	OM - 1.9	CEO to contact the Refuse Tip Contractor asking if he will work on getting the Cardboard Compactor operational this year.	CEO	
17.01.2023	OM - 2.1	Request an update on drainage plans on Crawford Street from the engineers Council requested this job be prioritised	CEO	
17.01.2023	OM - 5.1	Remove the Tourism and Marketing agenda item from Council Agenda and advise KK that Kronosaurus Korner Board Meeting to be held after the monthly Council Meetings.	Tiana Grant	Completed. Jodie Fox to organise the meetings each month.
17.01.2023	OM - 5.1	request an electrician to look at the cold room at Moonrock Café as it is not working	Jodie Fox	Jodie has received a quote and will update Council at the KK board meeting.

17.01.2023	OM - 5.1	Cr Buick advised that the air-conditioning was still not working either and the upgrading of the air-conditioning units need to be added as a budget item.	Jodie Fox	Jodie has received a quote and will update Council at the KK board meeting.
17.01.2023	OM - GB	Request to fix a few of the lifted bricks on the footpath in front of Richmond Newsagency.	Zane Lively	
17.01.2023	OM - GB	Speak to DTMR regarding the School Crossing on Crawford Street. Council agreed it would be best to add a refuge island in the middle of the road for Children to stop.	CEO	
17.01.2023	OM - GB	Cr Wharton to speak with the Acting DON and voice his concerns regarding the front door of the hospital.	Cr Wharton	Mayor to speak with Ruth Friday 17.02.2023
17.01.2023	OM - GB	Look at funding from QRA for the camera systems out of town.	CEO	
17.01.2023	OM - GB	request to remove the sand from the Cambridge Crossing and replace the rock that has been previously removed and stockpiled as soon as possible.	Ricki Davidson	completed and ongoing.
17.01.2023	OM - GB	request for rock to be placed at the overflow of the lake	Zane Lively	
17.01.2023	OM - GB	Request to look at the down pipe at the corner of Nutrien Ag Solutions as the water is not getting away.	Zane Lively	
17.01.2023	OM - GB	BBQ closest to the toilets on the boat ramp side at the lake is not working and request an electrician look at them.	Tyler Ybema	
17.01.2023	OM - GB	CEO to request an update from Ricki on the shade cover going over the beach side of the lake.	CEO	
17.01.2023	OM - GB	request for grass to be laid at the beach side of the lake as it is currently quite muddy. Request for Town Services to speak with CEO regarding planting more trees around the lake for shade.	Ben Smith	Ben and Tiana spoke RE grass at beach - organise quotes for for turf and Ben advised that pop up sprinklers would be needed.
17.01.2023	OM - GB	request for the Bush Tucker Garden to be tidied up and add more trees as the ones there currently have died.	Ben Smith	Completed.
17.01.2023	OM - GB	Request to send out funeral notice for Bernie Barra and organise flowers to be sent from RSC to the family.	Angela Henry	Donation given on behalf of families wishes.
17.01.2023	OM - GB	Request for Town Services to mow all the footpaths in town at the same time.	Ben Smith	Noted.
17.01.2023	Confirmation of minutes	<b>RESOLUTION 20230117.1</b> Print December Council Meeting Minutes and get Deputy Mayor to sign	Tiana Grant	Completed.
17.01.2023	2.1	<b>RESOLUTION 20230117.2</b> adopt the Tertiary Bursary Policy with changes	Tiana Grant	Completed.
17.01.2023	3.1	<b>RESOLUTION 20230117.3</b> receive and update the three statements	Peta Mitchell	Completed.
17.01.2023	2.2	<b>RESOLUTION 20230117.4</b> update the Employee Assistance Policy with changes	Tiana Grant	Completed.
17.01.2023	2.3	<b>RESOLUTION 20230117.5</b> update the Travel Policy as presented	Tiana Grant	Completed.
17.01.2023	2.4	<b>RESOLUTION 20230117.6</b> update the Complaints about public officials policy as presented	Tiana Grant	Completed.
17.01.2023	2.5	<b>RESOLUTION 20230117.7</b> update the Use of Council Plant and Vehicle Policy as presented	Tiana Grant	Completed.
17.01.2023	2.6	<b>RESOLUTION 20230117.8</b> update the Domestic and Family Violence Policy as presented	Tiana Grant	Completed.
17.01.2023	2.7	<b>RESOLUTION 20230117.9</b> update the complaints policy as presented	Tiana Grant	Completed.
17.01.2023	2.8	<b>RESOLUTION 20230117.10</b> update the Complaints about the Chief Executive Officer Policy as presented	Tiana Grant	Completed.
17.01.2023	3.2	<b>RESOLUTION 20230117.11</b> receive and update the 2022/2023 Operational Plan for Dec 2022	Peta Mitchell	Completed.

17.01.2023	GB	DCSD given authority in line with CEO to change the housing situation around if needed for families except for the CEO house	Angela Henry	Noted. Housing given to best suited applicants.
17.01.2023	GB	Applications received for the Director of Works position would be brought to February's Council Meeting.	Tiana Grant	CEO to bring them to Febraury Council Meeting. TG
17.01.2023	GB	request a Community Broadcast be sent out asking the community to take any pictures of water over crossings on our local roads and to send them to himself so Council can let the community know which crossings are flooded or impassable while the cameras are not working this wet season.	Angela Henry/Stephanie Fields	Completed - Stephanie Fields
17.01.2023	GB	Mayor to check out road that had received complaints about a truck that had driven on it after five inches of rain, when the road was still closed by Council which has completely torn up and destroyed the road. Council unanimously agreed to seek legal action in regards to fining offenders.	Peter Bennett	Mayor went out in Helicopter and did not see any damage on the road. CEO to still look into legal action for future. TG
17.01.2023	GB	Council to send a work crew to Cloncurry to fix up some roadworks. Cloncurry Shire Council have asked for help as they do not have enough employees to do the work themselves. Council agreed that if it brings Richmond Shire Council revenue and it does not affect work in our Shire, a works crew could be sent to Cloncurry to help.	CEO	
17.01.2023	GB	CEO to speak with Pool Contractor the best options to minimise the water issue when kids are swimming in the toddler pool which is killing off the grass and making a mud puddle.	CEO	

**Resolutions for 17 January 2023 – For your information.**

<b>Meeting Date</b>	<b>Agenda Item Number</b>	<b>Resolution</b>	<b>Status</b>
17.01.2023	Confirmation of Minutes	<b>RESOLUTION 20230117.1</b> <i>It was moved Cr Kuhl seconded Cr Johnston and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Board Room, Richmond on Tuesday 13 December 2022 be adopted as presented.</i>	Noted
17.01.2023	Item 2.1	<b>RESOLUTION 20230117.2</b> <i>It was moved Cr Fox seconded Cr Kuhl and carried that Council adopt the Tertiary Bursary Policy with changes.</i>	Noted
17.01.2023	Item 3.1	<b>RESOLUTION 20230117.3</b> <i>It was moved Cr Kuhl seconded Cr Johnston and carried that Council Receive the monthly financial report presenting the progress made as at 31<sup>st</sup> December 2022 in relation to the 2022/23 budget and including the:</i> <ul style="list-style-type: none"> <li>• <i>Statement of Financial Position</i></li> <li>• <i>Statement of Comprehensive Income</i></li> <li>• <i>Statement of Cash Flows</i></li> </ul>	Noted
17.01.2023	Item 2.2	<b>RESOLUTION 20230117.4</b> <i>It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Employee Assistance Policy with changes</i>	Noted
17.01.2023	Item 2.3	<b>RESOLUTION 20230117.5</b> <i>It was moved Cr Johnston seconded Cr Buick and carried that Council adopt the Travel Policy with changes</i>	Noted
17.01.2023	Item 2.4	<b>RESOLUTION 20230117.6</b> <i>It was moved Cr Kennedy seconded Cr Buick and carried that Council adopt the Complaints about Public Officials Policy as presented.</i>	Noted
17.01.2023	Item 2.5	<b>RESOLUTION 20230117.7</b> <i>It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Use of Councils Plant and Vehicles Policy as presented.</i>	Noted
17.01.2023	Item 2.6	<b>RESOLUTION 20230117.8</b> <i>It was moved Cr Kennedy seconded Cr Buick and carried that Council adopt the Domestic and Family Violence Policy as presented.</i>	Noted
17.01.2023	Item 2.7	<b>RESOLUTION 20230117.9</b> <i>It was moved Cr Kuhl seconded Cr Fox and carried that Council adopt the Complaints Policy as presented.</i>	Noted
17.01.2023	Item 2.8	<b>RESOLUTION 20230117.10</b> <i>It was moved Cr Buick seconded Cr Kennedy and carried that Council adopt the Complaints About the Chief Executive Officer Policy as presented.</i>	Noted

**Resolutions for 17 January 2023 – For your information.**

17.01.2023	Item 3.2	<b>RESOLUTION 20230117.11</b> <i>It was moved Cr Kuhl seconded Cr Johnston and carried that Council receive and note the Quarter 2 progress report of RSC 2022/2023 Operational Plan for the December 2022 reporting period.</i>	Noted
17.01.2023	Reports Confirmed	<b>RESOLUTION 20230117.12</b> <i>It was moved Cr Kuhl, seconded Cr Johnston, and carried that the information reports be received and noted.</i>	Noted
17.01.2023	Meeting Closure	<b>RESOLUTION 20230117.13</b> <i>It was moved Cr Kuhl, seconded Cr Johnston and carried that the meeting close at 11:56am.</i>	Noted



**Item 1. Reports for Consideration – Works**

**Item 1.1 Inwards Correspondence – Letter from Landowner regarding Dundee-Dimora Road**

**EXECUTIVE SUMMARY**

A landowner has requested Council works be done on the Dundee-Dimora Road.

**OFFICER'S RECOMMENDATION**

*That Council: Discuss and agree on an outcome for the request to fix sections of the Dundee-Dimora Road.*

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**Budget & Resource Implications**

Unknown.

**Background**

See attached.

**Consultation (Internal/External)**

External: Betty Witherspoon

**Attachments**

Attachment B - Letter

---

Report prepared by **Tiana Grant (Executive Assistant)**

Marwala Station

13/2/23

Richmond Shire Council,

Regarding Dumora Dundee Road -

Would the council be able to put gravel in 3 bog holes right as you turn off the bitumen on either side of the grid. There is piles of gravel close by -

Also the section from the 2019 floods in Maryton on the flat east side of Whiskey Creek is still the same and has never been reformed and all the water still comes down the middle of the road. There is no side drains to take away the water in the right direction -

There also is another section ~~road~~ west side of Whiskey Creek (near a gate that goes into Dundee) that is boggy. If the council could please put some gravel in that also -

Looking forward to your council repairing the bog sections -

Yours faithfully  
Betty Witherston

**Item 2. Reports for Consideration – Office of the Chief Executive Officer**

**Item 2.1 Local Roads and Community Infrastructure Program – Phase 4**

**EXECUTIVE SUMMARY**

Funding allocations have been given for the Local Roads and Community Infrastructure Program – Phase 4. Richmond Shire Council to receive \$557,208.00.

**OFFICER'S RECOMMENDATION**

*That Council: Discuss and agree on a project that the funding could be allocated to.*

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**Budget & Resource Implications**

\$557,208 funded.

**Background**

The Australian Government is continuing to support local councils to deliver services and build infrastructure that provides benefits and supports jobs in local communities across the nation through the Local Roads and Community Infrastructure (LRCI) Program.

The Government has committed \$750 million to Phase 4 of the LRCI Program, including \$250 million which will focus on road projects in rural, regional and outer urban areas. This brings the total Australian Government commitment to the LRCI Program to \$3.25 billion.

The Albanese Government is allocating \$500 million in accordance with advice to councils prior to the election in May 2022. Councils across Australia will be able to spend this funding on priority local road and community infrastructure projects.

The Albanese Government is committed to a robust methodology underpinning the determination of eligible councils for the additional \$250 million. Details about these allocations will be announced shortly.

Councils will be able to access their Phase 4 funding allocations from July, with projects to be delivered by June 2025. This longer delivery window will allow councils more time to plan larger or more complex projects that may be a higher priority and have a bigger impact in your community.

The LRCI program supports all Australian councils to deliver priority local road and community infrastructure projects in their region, creating jobs and long-lasting benefits for communities.

Guidelines and grant agreements will be finalised by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts over the coming months.

Individual council allocations of the \$500 million are attached and also available on the Local Roads and Community Infrastructure Program [website](#).

We look forward to continuing to work with you to deliver priority local road and community infrastructure projects.

Yours sincerely

THE HON CATHERINE KING MP  
Minister for Infrastructure, Transport, Regional Development and Local Government

Richmond Shire Council  
Ordinary Meeting of Council 21 February 2023

THE HON KRISTY MCBAIN MP  
Minister for Regional Development, Local Government and Territories

**Consultation (Internal/External)**

External: The Hon Catherine King MP & The Hon Kristy McBain MP

**Attachments**

Attachment C – Funding allocation.

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Report prepared by **Tiana Grant (Executive Officer)**



## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
ACT	Transport Canberra and City Services Directorate	\$7,968,750
IOT	Cocos (Keeling) Islands Shire Council	\$136,739
IOT	Norfolk Island Regional Council	\$82,929
IOT	Shire of Christmas Island	\$337,521
NSW	Albury City Council	\$883,074
NSW	Armidale Regional Council	\$1,429,701
NSW	Ballina Shire Council	\$880,244
NSW	Balranald Shire Council	\$832,921
NSW	Bathurst Regional Council	\$1,248,559
NSW	Bayside Council	\$737,406
NSW	Bega Valley Shire Council	\$1,221,983
NSW	Bellingen Shire Council	\$594,625
NSW	Berrigan Shire Council	\$877,527
NSW	Blacktown City Council	\$2,138,829
NSW	Bland Shire Council	\$1,849,827
NSW	Blayney Shire Council	\$537,301
NSW	Blue Mountains City Council	\$869,182
NSW	Bogan Shire Council	\$911,524
NSW	Bourke Shire Council	\$1,199,903
NSW	Brewarrina Shire Council	\$820,558
NSW	Broken Hill City Council	\$310,580
NSW	Burwood Council	\$169,168
NSW	Byron Shire Council	\$730,070
NSW	Cabonne Council	\$1,293,770
NSW	Campbelltown City Council	\$1,106,330
NSW	Canterbury-Bankstown Council	\$1,679,331
NSW	Carrathool Shire Council	\$1,456,711
NSW	Central Coast Council (NSW)	\$2,771,892
NSW	Central Darling Shire Council	\$1,001,818
NSW	Cessnock City Council	\$1,065,399

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
NSW	City of Canada Bay Council	\$403,595
NSW	City of Lithgow Council	\$796,800
NSW	City of Parramatta Council	\$1,282,352
NSW	City of Sydney	\$865,560
NSW	Clarence Valley Council	\$2,051,366
NSW	Cobar Shire Council	\$1,085,211
NSW	Coffs Harbour City Council	\$1,382,096
NSW	Coolamon Shire Council	\$772,445
NSW	Coonamble Shire Council	\$929,818
NSW	Cootamundra-Gundagai Regional Council	\$985,552
NSW	Council of the City of Ryde	\$591,724
NSW	Council of the Municipality of Woollahra	\$274,790
NSW	Cowra Shire Council	\$915,452
NSW	Cumberland Council	\$1,039,594
NSW	Dubbo Regional Council	\$2,146,498
NSW	Dungog Shire Council	\$574,823
NSW	Edward River Council	\$963,170
NSW	Eurobodalla Shire Council	\$1,039,292
NSW	Fairfield City Council	\$1,083,578
NSW	Federation Council	\$1,396,532
NSW	Forbes Shire Council	\$1,222,566
NSW	Georges River Council	\$706,045
NSW	Gilgandra Shire Council	\$878,444
NSW	Glen Innes Severn Council	\$872,429
NSW	Goulburn Mulwaree Council	\$1,074,884
NSW	Greater Hume Shire Council	\$1,294,190
NSW	Griffith City Council	\$1,030,641
NSW	Gunnedah Shire Council	\$1,007,220
NSW	Gwydir Shire Council	\$1,182,224
NSW	Hawkesbury City Council	\$1,087,629
NSW	Hay Shire Council	\$508,687
NSW	Hilltops Council	\$1,770,968
NSW	Hornsby Shire Council	\$871,538
NSW	Hunter's Hill Municipal Council	\$92,935
NSW	Inner West Council	\$856,830
NSW	Inverell Shire Council	\$1,402,055
NSW	Junee Shire Council	\$587,934
NSW	Kempsey Shire Council	\$1,160,188
NSW	Kiama Municipal Council	\$323,344

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
NSW	Ku-ring-gai Council	\$706,890
NSW	Kyogle Council	\$1,024,156
NSW	Lachlan Shire Council	\$2,128,508
NSW	Lake Macquarie City Council	\$1,752,388
NSW	Lane Cove Council	\$180,185
NSW	Leeton Shire Council	\$656,388
NSW	Lismore City Council	\$1,228,170
NSW	Liverpool City Council	\$1,430,716
NSW	Liverpool Plains Shire Council	\$866,772
NSW	Lockhart Shire Council	\$846,561
NSW	Lord Howe Island Board	\$51,429
NSW	Maitland City Council	\$872,757
NSW	Mid-Coast Council	\$3,392,463
NSW	Mid-Western Regional Council	\$1,525,932
NSW	Moree Plains Shire Council	\$1,814,888
NSW	Mosman Municipal Council	\$149,862
NSW	Murray River Council	\$1,861,814
NSW	Murrumbidgee Council	\$1,008,021
NSW	Muswellbrook Shire Council	\$577,898
NSW	Nambucca Valley Council	\$768,865
NSW	Narrabri Shire Council	\$1,475,176
NSW	Narrandera Shire Council	\$997,363
NSW	Narromine Shire Council	\$909,690
NSW	Newcastle City Council	\$1,146,471
NSW	North Sydney Council	\$304,610
NSW	Northern Beaches Council	\$1,418,332
NSW	Oberon Council	\$584,514
NSW	Orange City Council	\$720,809
NSW	Parkes Shire Council	\$1,337,613
NSW	Penrith City Council	\$1,522,275
NSW	Port Macquarie Hastings Council	\$1,826,618
NSW	Port Stephens Council	\$780,527
NSW	Queanbeyan-Palerang Regional Council	\$1,527,709
NSW	Randwick City Council	\$616,934
NSW	Richmond Valley Council	\$1,002,214
NSW	Shellharbour City Council	\$567,099
NSW	Shoalhaven City Council	\$2,141,844
NSW	Singleton Council	\$816,085
NSW	Snowy Monaro Regional Council	\$1,744,322

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
NSW	Snowy Valleys Council	\$871,816
NSW	Strathfield Municipal Council	\$185,608
NSW	Sutherland Shire Council	\$1,286,114
NSW	Tamworth Regional Council	\$2,652,533
NSW	Temora Shire Council	\$825,968
NSW	Tenterfield Shire Council	\$1,044,335
NSW	The Council of Camden	\$874,692
NSW	The Hills Shire Council	\$1,194,721
NSW	Transport for NSW	\$969,769
NSW	Tweed Shire Council	\$1,814,531
NSW	Upper Hunter Shire Council	\$1,230,434
NSW	Upper Lachlan Council	\$1,203,048
NSW	Uralla Shire Council	\$596,106
NSW	Wagga Wagga City Council	\$2,050,700
NSW	Walcha Council	\$591,796
NSW	Walgett Shire Council	\$1,235,615
NSW	Warren Shire Council	\$655,258
NSW	Warrumbungle Shire Council	\$1,553,366
NSW	Waverley Council	\$277,817
NSW	Weddin Shire Council	\$635,335
NSW	Wentworth Shire Council	\$1,278,207
NSW	Willoughby City Council	\$375,507
NSW	Wingecarribee Shire Council	\$1,184,041
NSW	Wollondilly Shire Council	\$872,871
NSW	Wollongong City Council	\$1,540,943
NSW	Yass Valley Council	\$857,227
NT	Alice Springs Town Council	\$433,129
NT	Barkly Regional Council	\$206,960
NT	Belyuen Community Government Council	\$14,994
NT	Central Desert Regional Council	\$399,793
NT	City of Darwin	\$862,060
NT	City of Palmerston	\$411,889
NT	Coomalie Community Government Council	\$215,886
NT	Department of Transport	\$6,569,766
NT	East Arnhem Regional Council	\$566,290
NT	Katherine Town Council	\$288,649
NT	Litchfield Council	\$1,183,429
NT	Local Government Association of the Northern Territory	\$711,844
NT	MacDonnell Regional Council	\$455,503



## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
NT	Roper Gulf Regional Council	\$489,289
NT	Tiwi Islands Regional Council	\$443,404
NT	Victoria Daly Regional Council	\$318,243
NT	Wagait Shire Council	\$25,116
NT	West Arnhem Regional Council	\$540,268
NT	West Daly Regional Council	\$402,007
QLD	Aurukun Council	\$53,749
QLD	Balonne Shire Council	\$1,141,450
QLD	Banana Shire Council	\$1,808,133
QLD	Barcaldine Regional Council	\$1,291,666
QLD	Barcoo Shire Council	\$710,542
QLD	Blackall-Tambo Regional Council	\$808,346
QLD	Boulia Shire Council	\$568,456
QLD	Brisbane City Council	\$11,710,003
QLD	Bulloo Shire Council	\$848,921
QLD	Bundaberg Regional Council	\$2,014,577
QLD	Burdekin Shire Council	\$620,261
QLD	Burke Shire Council	\$305,861
QLD	Cairns Regional Council	\$1,830,518
QLD	Carpentaria Shire Council	\$711,924
QLD	Cassowary Coast Regional Council	\$739,286
QLD	Central Highlands Regional Council	\$2,165,138
QLD	Charters Towers Regional Council	\$1,706,358
QLD	Cherbourg Aboriginal Shire Council	\$39,849
QLD	City of Gold Coast	\$5,919,014
QLD	Cloncurry Shire Council	\$692,019
QLD	Cook Shire Council	\$1,278,916
QLD	Croydon Shire Council	\$464,921
QLD	Diamantina Shire Council	\$453,393
QLD	Doomadgee Aboriginal Shire Council	\$59,500
QLD	Douglas Shire Council	\$274,337
QLD	Etheridge Shire Council	\$758,556
QLD	Flinders Shire Council	\$858,755
QLD	Fraser Coast Regional Council	\$1,912,057
QLD	Gladstone Regional Council	\$1,609,377
QLD	Goondiwindi Regional Council	\$1,139,053
QLD	Gympie Regional Council	\$1,361,802
QLD	Hinchinbrook Shire Council	\$378,323
QLD	Hope Vale Aboriginal Council	\$63,728

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
QLD	Ipswich City Council	\$2,327,860
QLD	Isaac Regional Council	\$1,546,389
QLD	Kowanyama Aboriginal Shire Council	\$157,431
QLD	Livingstone Shire Council	\$906,477
QLD	Lockhart River Aboriginal Shire Council	\$80,743
QLD	Lockyer Valley Regional Council	\$927,079
QLD	Logan City Council	\$3,487,130
QLD	Longreach Regional Council	\$1,196,175
QLD	Mackay Regional Council	\$1,956,590
QLD	Mapoon Aboriginal Shire Council	\$26,740
QLD	Maranoa Regional Council	\$2,576,007
QLD	Mareeba Shire Council	\$1,149,665
QLD	McKinlay Shire Council	\$700,484
QLD	Moreton Bay Regional Council	\$5,003,061
QLD	Mornington Shire Council	\$76,418
QLD	Mount Isa City Council	\$1,009,519
QLD	Murweh Shire Council	\$1,216,089
QLD	Napranum Aboriginal Shire Council	\$81,455
QLD	Noosa Council	\$790,346
QLD	North Burnett Regional Council	\$1,851,438
QLD	Northern Peninsula Area Regional Council	\$177,442
QLD	Palm Island Aboriginal Council	\$36,368
QLD	Paroo Shire Council	\$973,400
QLD	Pormpuraaw Aboriginal Shire Council	\$246,944
QLD	Quilpie Shire Council	\$891,657
QLD	Redland City Council	\$1,692,120
QLD	Richmond Shire Council	\$557,208
QLD	Rockhampton Regional Council	\$1,483,455
QLD	Scenic Rim Regional Council	\$1,089,053
QLD	Somerset Regional Council	\$987,796
QLD	South Burnett Regional Council	\$1,644,465
QLD	Southern Downs Regional Council	\$1,577,341
QLD	Sunshine Coast Regional Council	\$3,653,767
QLD	Tablelands Regional Council	\$979,647
QLD	Toowoomba Regional Council	\$4,092,300
QLD	Torres Shire Council	\$156,288
QLD	Torres Strait Island Regional Council	\$194,288
QLD	Townsville City Council	\$2,230,838
QLD	Western Downs Regional Council	\$3,465,660

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
QLD	Whitsunday Regional Council	\$1,050,537
QLD	Winton Shire Council	\$1,066,785
QLD	Woorabinda Aboriginal Council	\$31,555
QLD	Wujal Wujal Aboriginal Shire Council	\$9,956
QLD	Yarrabah Community Council	\$45,250
SA	Adelaide Hills Council	\$781,415
SA	Adelaide Plains Council	\$345,459
SA	Alexandrina Council	\$685,920
SA	Anangu Pitjantjatjara Yankunytjatjara	\$234,437
SA	Barunga West Council	\$279,118
SA	Campbelltown City Council (SA)	\$618,860
SA	City of Adelaide	\$337,528
SA	City of Charles Sturt	\$1,297,277
SA	City of Holdfast Bay	\$454,947
SA	City of Marion	\$1,057,753
SA	City of Mitcham	\$847,802
SA	City of Mount Gambier	\$486,995
SA	City of Norwood Payneham and St Peters	\$444,393
SA	City of Onkaparinga	\$2,463,485
SA	City of Playford	\$1,394,838
SA	City of Port Adelaide Enfield	\$1,452,265
SA	City of Port Lincoln	\$306,196
SA	City of Prospect	\$286,180
SA	City of Salisbury	\$1,683,846
SA	City of Tea Tree Gully	\$1,213,751
SA	City of Victor Harbor	\$355,740
SA	City of West Torrens	\$699,514
SA	Clare and Gilbert Valleys Council	\$477,275
SA	Coorong District Council	\$751,813
SA	Copper Coast Council	\$412,199
SA	Corporation of The City of Unley	\$462,672
SA	Corporation of the Town of Walkerville	\$160,941
SA	Department for Infrastructure and Transport	\$4,480,435
SA	District Council of Ceduna	\$529,407
SA	District Council of Cleve	\$483,287
SA	District Council of Coober Pedy	\$129,085
SA	District Council of Elliston	\$498,641
SA	District Council of Franklin Harbour	\$303,556
SA	District Council of Grant	\$423,450

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
SA	District Council of Karoonda East Murray	\$427,543
SA	District Council of Kimba	\$389,012
SA	District Council of Lower Eyre Peninsula	\$508,294
SA	District Council of Loxton Waikerie	\$825,615
SA	District Council of Mount Remarkable	\$453,865
SA	District Council of Orroroo/Carrieton	\$341,598
SA	District Council of Peterborough	\$330,216
SA	District Council of Robe	\$191,267
SA	District Council of Streaky Bay	\$551,708
SA	District Council of Tumby Bay	\$348,744
SA	District Council of Yankalilla	\$245,369
SA	Gerard Reserve Council Inc	\$102,392
SA	Kangaroo Island Council	\$487,807
SA	Kingston District Council	\$340,359
SA	Light Regional Council	\$505,918
SA	Maralinga Tjarutja	\$136,599
SA	Mid Murray Council	\$745,746
SA	Naracoorte Lucindale Council	\$573,718
SA	Nipapanha Community Aboriginal Corporation	\$102,304
SA	Northern Areas Council	\$489,849
SA	Port Augusta City Council	\$369,020
SA	Port Pirie Regional Council	\$555,731
SA	Regional Council of Goyder	\$767,234
SA	Renmark Paringa Council	\$307,491
SA	Roxby Downs Council	\$146,865
SA	Southern Mallee District Council	\$489,276
SA	Tatiara District Council	\$648,849
SA	The Barossa Council	\$565,108
SA	The Berri Barmera Council	\$299,755
SA	The City of Burnside	\$567,219
SA	The Corporation of The City of Whyalla	\$467,667
SA	The District Council of Mount Barker	\$676,351
SA	The Flinders Ranges Council	\$386,357
SA	The Rural City of Murray Bridge	\$571,938
SA	Town of Gawler	\$405,562
SA	Wakefield Regional Council	\$619,143
SA	Wattle Range Council	\$629,298
SA	Wudinna District Council	\$484,719
SA	Yalata Anangu Aboriginal Corporation	\$125,977

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
SA	Yorke Peninsula Council	\$903,914
TAS	Break O'Day Council	\$647,406
TAS	Brighton Council	\$249,567
TAS	Central Coast Council (TAS)	\$771,586
TAS	Central Highlands Council	\$589,128
TAS	Circular Head Council	\$803,241
TAS	City of Burnie	\$484,186
TAS	Clarence City Council	\$649,937
TAS	Derwent Valley Council	\$378,807
TAS	Devonport City Council	\$506,733
TAS	Dorset Council	\$751,168
TAS	Flinders Council	\$298,905
TAS	George Town Council	\$333,105
TAS	Glamorgan Spring Bay Council	\$401,087
TAS	Glenorchy City Council	\$578,903
TAS	Hobart City Council	\$685,131
TAS	Huon Valley Council	\$664,685
TAS	Kentish Council	\$467,855
TAS	King Island Council	\$414,531
TAS	Kingborough Council	\$596,102
TAS	Latrobe Council	\$311,061
TAS	Launceston City Council	\$1,206,930
TAS	Meander Valley Council	\$874,333
TAS	Northern Midlands Council	\$960,937
TAS	Sorell Council	\$387,296
TAS	Southern Midlands Council	\$665,531
TAS	Tasman Council	\$208,283
TAS	Waratah-Wynyard Council	\$564,684
TAS	West Coast Council	\$304,282
TAS	West Tamar Council	\$519,602
VIC	Alpine Shire Council	\$710,300
VIC	Ararat Rural City Council	\$1,461,358
VIC	Banyule City Council	\$617,878
VIC	Bass Coast Shire Council	\$923,666
VIC	Baw Baw Shire Council	\$1,795,027
VIC	Bayside City Council	\$370,932
VIC	Benalla Rural City Council	\$975,055
VIC	Borough of Queenscliffe	\$38,179
VIC	Brimbank City Council	\$1,132,617

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
VIC	Buloke Shire Council	\$1,599,763
VIC	Campaspe Shire Council	\$2,622,795
VIC	Cardinia Shire Council	\$1,691,139
VIC	Casey City Council	\$1,633,695
VIC	Central Goldfields Shire Council	\$789,546
VIC	City of Ballarat	\$1,532,905
VIC	City of Boroondara	\$593,811
VIC	City of Darebin	\$581,561
VIC	City of Greater Bendigo	\$2,245,916
VIC	City of Greater Dandenong	\$1,017,807
VIC	City of Greater Shepparton	\$2,033,496
VIC	City of Melbourne	\$468,698
VIC	City of Monash	\$806,518
VIC	City of Port Phillip	\$277,686
VIC	City of Warrnambool	\$425,024
VIC	City of Wodonga	\$541,081
VIC	Colac Otway Shire Council	\$1,703,200
VIC	Corangamite Shire Council	\$2,285,555
VIC	Department of Environment, Land, Water and Planning	\$27,143
VIC	East Gippsland Shire Council	\$2,994,961
VIC	Frankston City Council	\$743,911
VIC	Gannawarra Shire Council	\$1,317,955
VIC	Glen Eira City Council	\$423,694
VIC	Glenelg Shire Council	\$2,273,611
VIC	Golden Plains Shire Council	\$1,333,655
VIC	Hepburn Shire Council	\$968,830
VIC	Hindmarsh Shire Council	\$1,080,798
VIC	Hobsons Bay City Council	\$477,167
VIC	Horsham Rural City Council	\$1,428,396
VIC	Hume City Council	\$1,618,480
VIC	Indigo Shire Council	\$1,068,549
VIC	Kingston City Council	\$817,982
VIC	Knox City Council	\$732,902
VIC	Latrobe City Council	\$1,700,085
VIC	Loddon Shire Council	\$2,387,726
VIC	Macedon Ranges Shire Council	\$1,441,216
VIC	Manningham City Council	\$536,402
VIC	Mansfield Shire Council	\$591,593
VIC	Maribyrnong City Council	\$357,936

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
VIC	Maroondah City Council	\$508,205
VIC	Melton City Council	\$1,260,918
VIC	Mildura Rural City Council	\$2,704,817
VIC	Mitchell Shire Council	\$1,174,256
VIC	Moira Shire Council	\$2,544,893
VIC	Moonee Valley City Council	\$460,051
VIC	Moorabool Shire Council	\$1,281,703
VIC	Moreland City Council	\$608,790
VIC	Mornington Peninsula Shire Council	\$1,609,639
VIC	Mount Alexander Shire Council	\$1,082,212
VIC	Moyne Shire Council	\$2,717,903
VIC	Murrindindi Shire Council	\$1,083,272
VIC	Nillumbik Shire Council	\$739,151
VIC	Northern Grampians Shire Council	\$1,857,984
VIC	Pyrenees Shire Council	\$1,394,921
VIC	Rural City of Wangaratta	\$1,554,045
VIC	South Gippsland Shire Council	\$2,384,531
VIC	Southern Grampians Shire Council	\$1,985,254
VIC	Stonnington City Council	\$298,182
VIC	Strathbogie Shire Council	\$1,439,568
VIC	Surf Coast Shire	\$1,051,060
VIC	Swan Hill Rural City Council	\$1,434,158
VIC	The Greater Geelong City Council	\$2,183,504
VIC	Towong Shire Council	\$1,166,232
VIC	Wellington Shire Council	\$3,156,576
VIC	West Wimmera Shire Council	\$1,528,011
VIC	Whitehorse City Council	\$671,440
VIC	Whittlesea City Council	\$1,417,408
VIC	Wyndham City Council	\$1,501,801
VIC	Yarra City Council	\$259,126
VIC	Yarra Ranges Shire Council	\$2,146,363
VIC	Yarriambiack Shire Council	\$1,322,974
WA	City of Albany	\$1,196,421
WA	City of Armadale	\$953,448
WA	City of Bayswater	\$540,256
WA	City of Belmont	\$383,751
WA	City of Bunbury	\$593,130
WA	City of Busselton	\$961,870
WA	City of Canning	\$883,037

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
WA	City of Cockburn	\$1,077,107
WA	City of Fremantle	\$293,902
WA	City of Gosnells	\$1,097,399
WA	City of Greater Geraldton	\$1,323,252
WA	City of Joondalup	\$1,439,855
WA	City of Kalamunda	\$760,081
WA	City of Kalgoorlie-Boulder	\$1,048,825
WA	City of Karratha	\$604,179
WA	City of Kwinana	\$534,720
WA	City of Mandurah	\$877,524
WA	City of Melville	\$744,218
WA	City of Nedlands	\$221,420
WA	City of Perth	\$326,240
WA	City of Rockingham	\$1,343,042
WA	City of South Perth	\$300,516
WA	City of Stirling	\$1,431,569
WA	City of Subiaco	\$159,181
WA	City of Swan	\$1,721,380
WA	City of Vincent	\$270,557
WA	City of Wanneroo	\$1,973,047
WA	Collie Shire Council	\$339,254
WA	Morawa Shire Council	\$398,927
WA	Mt Magnet Shire Council	\$241,374
WA	Narembeen Shire Council	\$546,842
WA	Shire of Ashburton	\$773,161
WA	Shire of Augusta Margaret River	\$685,838
WA	Shire of Beverley	\$340,469
WA	Shire of Boddington	\$170,596
WA	Shire of Boyup Brook	\$457,531
WA	Shire of Bridgetown Greenbushes	\$460,521
WA	Shire of Brookton	\$255,450
WA	Shire of Broome	\$612,936
WA	Shire of Broomehill-Tambellup	\$440,962
WA	Shire of Bruce Rock	\$526,302
WA	Shire of Capel	\$429,394
WA	Shire of Carnamah	\$290,419
WA	Shire of Carnarvon	\$844,041
WA	Shire of Chapman Valley	\$365,437
WA	Shire of Chittering	\$332,609



## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
WA	Shire of Coolgardie	\$364,001
WA	Shire of Coorow	\$388,064
WA	Shire of Corrigin	\$472,092
WA	Shire of Cranbrook	\$441,469
WA	Shire of Cuballing	\$247,768
WA	Shire of Cue	\$340,300
WA	Shire of Cunderdin	\$366,491
WA	Shire of Dalwallinu	\$759,910
WA	Shire of Dandaragan	\$590,929
WA	Shire of Dardanup	\$352,834
WA	Shire of Denmark	\$349,937
WA	Shire of Derby/West Kimberley	\$741,830
WA	Shire of Donnybrook Balingup	\$460,254
WA	Shire of Dowerin	\$383,746
WA	Shire of Dumbleyung	\$428,622
WA	Shire of Dundas	\$287,877
WA	Shire of East Pilbara	\$1,196,498
WA	Shire of Esperance	\$1,860,938
WA	Shire of Exmouth	\$304,249
WA	Shire of Gingin	\$582,112
WA	Shire of Gnowangerup	\$429,708
WA	Shire of Goomalling	\$271,061
WA	Shire of Halls Creek	\$537,818
WA	Shire of Harvey	\$668,755
WA	Shire of Irwin	\$250,934
WA	Shire of Jerramungup	\$437,340
WA	Shire of Katanning	\$351,812
WA	Shire of Kellerberrin	\$401,837
WA	Shire of Kent	\$501,554
WA	Shire of Kojonup	\$469,411
WA	Shire of Kondinin	\$543,234
WA	Shire of Koorda	\$439,707
WA	Shire of Kulin	\$571,720
WA	Shire of Lake Grace	\$860,569
WA	Shire of Laverton	\$533,569
WA	Shire Of Leonora	\$440,415
WA	Shire of Manjimup	\$912,987
WA	Shire of Meekatharra	\$822,435
WA	Shire of Menzies	\$547,445

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
WA	Shire of Merredin	\$573,735
WA	Shire of Mingenew	\$242,903
WA	Shire of Moora	\$507,857
WA	Shire of Mt Marshall	\$593,001
WA	Shire of Mukinbudin	\$375,754
WA	Shire of Mundaring	\$709,881
WA	Shire of Murchison	\$602,446
WA	Shire of Murray	\$588,422
WA	Shire of Nannup	\$343,617
WA	Shire of Narrogin	\$411,911
WA	Shire of Ngaanyatjaraku	\$452,936
WA	Shire of Northam	\$541,406
WA	Shire of Northampton	\$490,301
WA	Shire of Nungarin	\$230,826
WA	Shire of Peppermint Grove	\$49,642
WA	Shire of Perenjori	\$571,756
WA	Shire of Pingelly	\$267,597
WA	Shire of Plantagenet	\$603,014
WA	Shire of Quairading	\$393,347
WA	Shire of Ravensthorpe	\$513,120
WA	Shire of Sandstone	\$321,792
WA	Shire of Serpentine Jarrahdale	\$673,030
WA	Shire of Shark Bay	\$334,062
WA	Shire of Tammin	\$223,588
WA	Shire of Three Springs	\$329,104
WA	Shire of Toodyay	\$398,695
WA	Shire of Trayning	\$328,913
WA	Shire of Upper Gascoyne	\$624,873
WA	Shire of Victoria Plains	\$381,412
WA	Shire of Wagin	\$348,962
WA	Shire of Wandering	\$182,690
WA	Shire of Waroona	\$289,346
WA	Shire of West Arthur	\$366,694
WA	Shire of Westonia	\$361,232
WA	Shire of Wickepin	\$363,886
WA	Shire of Williams	\$232,929
WA	Shire of Wiluna	\$579,699
WA	Shire of Wongan-Ballidu	\$544,750
WA	Shire of Woodanilling	\$233,504

## Local Roads and Community Infrastructure Program

### Phase 4 (\$500 million nominal funding allocation)

State	Council/Eligible Funding Recipient	Phase 4 \$500 million nominal funding allocation
WA	Shire of Wyalkatchem	\$320,734
WA	Shire of Wyndham East Kimberley	\$629,418
WA	Shire of Yalgoo	\$414,110
WA	Shire of Yilgarn	\$943,522
WA	Shire of York	\$433,684
WA	Town of Bassendean	\$175,777
WA	Town of Cambridge	\$281,804
WA	Town of Claremont	\$104,010
WA	Town of Cottesloe	\$103,767
WA	Town of East Fremantle	\$84,181
WA	Town of Mosman Park	\$92,018
WA	Town of Port Hedland	\$510,728
WA	Town of Victoria Park	\$274,425

**Item 2.2 Richmond Shire Council Delegations Register**

**EXECUTIVE SUMMARY**

The Delegations Register for Council to Chief Executive Officer is due for renewal every twelve months.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Delegations Register as presented.*

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**Budget & Resource Implications**

Nil

**Background**

The Delegations Register is due for renewal every twelve months. It was not renewed in 2022 so it is being brought to the February meeting, and then the October meeting to align it with the CEO to Employees Delegations Register.

No updates have been made.

**Consultation (Internal/External)**

Nil.

**Attachments**

Attachment D – Delegations Register (Council to CEO)

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Report prepared by **Tiana Grant (Executive Officer)**



# REGISTER OF DELEGATIONS

COUNCIL TO CHIEF EXECUTIVE OFFICER

*REVIEW DATE: FEBRUARY 2023*

*RESPONSIBLE OFFICER – CHIEF EXECUTIVE OFFICER  
RESOLUTION*

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

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These delegations form part of the Council's Register of Delegations, consisting of Delegations from Council to the Chief Executive Officer and from the Chief Executive Officer to Employees and Contractors. The powers specified hereunder are delegated subject to these conditions.

### **1. CEOs Responsibilities**

- 1.1 The CEO has the responsibility of making decisions on behalf of the Council. That means that decisions may be subject to appeal, or enquiry as to the appropriate uses of administrative procedures. The CEO is therefore expected to exercise his/her discretion in accordance with the provisions of the law as it would have applied to the Council were it making the decision.
- 1.2 In making decisions, the CEO should be aware of any specific Council policies, decisions, local-laws etc. which may be relevant to the proposal. This is a key responsibility which forms an integral part of the delegation.
- 1.3 The delegation does not derogate from the power of the Council or the Chief Executive Officer to act in any matter. Accordingly, decisions which appear to the CEO to be of public interest, controversial, or to have some special importance should be referred to the Mayor or the Council for determination. The exercise of this judgment should be such that decisions should be referred if the CEO has any doubts about the interest in or significance of the proposal.
- 1.4 A delegation does not cease to have effect merely because the person who was the specified officer or the holder of the specified office when the power was delegated ceases to be the officer or the holder of the office. The power may be exercised by the person for the time being occupying or acting in the office concerned.
- 1.5 A delegated power may be exercised only in accordance with any conditions to which the delegation is subject.
- 1.6 Where a power to do a thing is delegated in this register, the delegation includes the power not to do it.
- 1.7 A power to grant, issue, renew or approve a thing, includes where appropriate, the power to suspend or repeal it.

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

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### **2. Compliance with Council Policies, Decisions and CEO Directions**

In the exercise of any delegation, the CEO must comply with the requirements of all statutes, local laws, Council's policies, Council decisions and directions from the Council. These requirements/directions may be specific to particular action being undertaken or apply generally to actions of a particular type.

### **3. Sub Delegation**

The Chief Executive Officer **may** sub delegate or on-delegate any power delegated that is not specifically delegated to that position. However, Council can only delegate to the Chief Executive Officer.

### **4. Acting Positions**

Officers acting in the position may exercise the powers delegated to that position. Additionally, for short term absences not exceeding two days (example sick leave, recreation leave) the officer undertaking the delegate's duties may exercise the powers delegated to that position.

### **5. Limit of Delegations**

Delegations of authority are limited to the extent of duties and responsibilities contained in each officer's position description

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
<b><i>Animal Care and Protection Act 2001</i></b>					
1.	Chief Executive Officer	Power, in the specified circumstances, to agree in writing to the transfer of the ownership of an animal or other thing to Council.	<i>Sections 156(2)</i>		
2.	Chief Executive Officer	Power, in the specified circumstances, to deal with an animal or other thing as considered appropriate.	<i>Section 157</i>		
3.	Chief Executive Officer	Power, in the specified circumstances, to recover the cost from the animal's owner or former owner.	<i>Section 189</i>		
4.	Chief Executive Officer	Power, in the specified circumstances, to agree in writing to the transfer of the ownership of an animal to Council.	<i>Section 214A(2)</i>		
<b><i>Animal Management (Cats and Dogs) Act 2008</i></b>					
5.	Chief Executive Officer	Power to give identifying information to particular persons	<i>Section 39</i>		
6.	Chief Executive Officer	Power to give registration notice.	<i>Section 49(2)</i>		
7.	Chief Executive Officer	Power to keep registration form and information.	<i>Section 51</i>		
8.	Chief Executive Officer	Power to require an applicant to give a stated document or information that is relevant to a permit application	<i>Section 74(1)</i>		
9.	Chief Executive Officer	Power to grant or refuse a permit application within a certain time	<i>Section 75(1)</i>		
10.	Chief Executive Officer	Power to impose conditions on the grant of an application for a restricted dog permit.	<i>Section 75(5)</i>		
11.	Chief Executive Officer	Power to issue a restricted dog permit	<i>Section 77</i>		
12.	Chief Executive Officer	Power to issue a decision notice after deciding to refuse a permit application	<i>Section 79</i>		



# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
13.	Chief Executive Officer	Power to grant or refuse a renewal application within a certain time	<i>Section 84(1)</i>		
14.	Chief Executive Officer	Power to seek further information in deciding an application for a renewal application	<i>Section 84(4(b))</i>		
15.	Chief Executive Officer	Power to: 1) if the application is granted, issue a renew permit; or (2) if application is refused, issue a decision notice.	<i>Section 84(5)</i>		
16.	Chief Executive Officer	Power to amend a restricted dog permit at any time	<i>Section 87</i>		
17.	Chief Executive Officer	Power to make: (a) a dangerous dog declaration (b) a menacing dog declaration (c) a restricted dog declaration	<i>Section 89(1)</i>		
18.	Chief Executive Officer	Power to give a dog owner a proposed declaration notice regarding a dog.	<i>Section 90</i>		
19.	Chief Executive Officer	Power to withdraw a proposed declaration notice regarding a dog.	<i>Section 92</i>		
20.	Chief Executive Officer	Power to consider any written representations and evidence within a period stated in a proposed declaration notice and make a regulated dog declaration	<i>Section 94</i>		
21.	Chief Executive Officer	Power to give an owner of the dog the subject of a regulated dog declaration, a notice about the decision under subsection (3) or (4)	<i>Section 95</i>		
22.	Chief Executive Officer	Power to destroy a surrendered regulated dog.	<i>Section 100</i>		
23.	Chief Executive Officer	Power to recover reasonable seizure or destruction costs.	<i>Section 102</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
24.	Chief Executive Officer	Power to give notice of a proposed inspection program.	<i>Section 114</i>		
25.	Chief Executive Officer	Power to include other information considered appropriate in the general register.	<i>Section 178(e)</i>		
26.	Chief Executive Officer	Power to authorise an employee to verify a copy of a document.	<i>Section 198(1)</i>		
<b>Biosecurity Act 2014</b>					
27.	Chief Executive Officer	Power to prepare and approve a biosecurity plan for invasive biosecurity matter for Council's area.	Section 53		
28.	Chief Executive Officer	Power to keep a copy of the Biosecurity plan available for inspection	Section 54		
29.	Chief Executive Officer	Power to consult with the chief executive about the suitability and priority of the activities.	Section 59		
30.	Chief Executive Officer	Power, as a building authority for a barrier fence, or as an owner of land affected by the amendment, to consult with the chief executive about the amendment of the barrier fence map.	Section 91(3)		
31.	Chief Executive Officer	Power, as a building authority for a barrier fence, in the circumstance set out in subsection (1), to build and pay for a gate or grid in the fence.	Section 92(2)		
32.	Chief Executive Officer	Power, as a building authority for a barrier fence, to undertake the activities set out in subsections (a) and (b).	Section 93		
33.	Chief Executive Officer	Power, as a building authority for a barrier fence, to enter a place in the circumstances set out in subsection (1).	Section 94		
34.	Chief Executive Officer	Power, as a building authority for a barrier fence, to enter into an agreement with another person about making an opening in the fence for a particular purpose and period.	Section 95		
35.	Chief Executive	Power, as a building authority for a barrier fence, to give a	Section 96(2)		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	notice to a person requiring the person to restore the fence.			
36.	Chief Executive Officer	Power, as a building authority for a barrier fence, to carry out the restoration of the barrier fence and recover the reasonable costs from the person to whom notice was given pursuant to subsection (2).	Section 96(4)		
37.	Chief Executive Officer	Power, as a building authority for a barrier fence part, to appoint a person employed or engaged by Council to exercise powers under the Act in relation to the barrier fence part.	Section 100		
38.	Chief Executive Officer	Power, as a building authority for a barrier fence part, to give directions to a barrier fence employee.	Section 101(2)		
39.	Chief Executive Officer	Power to apply to an inspector for a biosecurity emergency order permit.	<i>Section 121</i>		
40.	Chief Executive Officer	Power to apply to an inspector for a biosecurity instrument permit.	<i>Section 132</i>		
41.	Chief Executive Officer	Power to make written submissions in response to a notice from the chief executive.	<i>Section 150(3)(b)</i>		
42.	Chief Executive Officer	Power as a registered biosecurity entity, owner or occupier to give the chief executive a restricted place notice.	<i>Section 160(2)</i>		
43.	Chief Executive Officer	Power to apply to the chief executive for the removal of the entry for a restricted place from the biosecurity register.	<i>Section 164</i>		
44.	Chief Executive Officer	Power to give the chief executive further information or a document about the application.	<i>Section 165</i>		
45.	Chief Executive Officer	Power as a biosecurity entity to give the chief executive a change notice.	<i>Section 170(2)</i>		
46.	Chief Executive Officer	Power to apply to the chief executive for a travel approval for the movement of a special designated animal.	<i>Section 181</i>		
47.	Chief Executive	Power, as a receiver of a special designated animal at a	<i>Section 187</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	saleyard, to take the action referred to in subsections (a) & (b).			
48.	Chief Executive Officer	Power, as a receiver of a special designated animal at a restricted agricultural show, to take the action referred to in subsection (2).	<i>Section 188</i>		
49.	Chief Executive Officer	Power, as a receiver of a special designated animal at a place, to take the action referred to in subsection (2).	<i>Section 190</i>		
50.	Chief Executive Officer	Power, in the circumstances referred to in subsection (1), as a receiver of a special designated animal to advise an inspector of the circumstances in subsection (1).	<i>Section 193(2)</i>		
51.	Chief Executive Officer	Power to apply for a prohibited matter permit or a restricted matter permit and to take all steps required to bring the application to finalisation and obtain a decision on the application.	<i>Sections 214 and 215</i>		
52.	Chief Executive Officer	Power to apply for the renewal of a prohibited matter permit or a restricted matter permit and to take all steps required to bring the application to finalisation and obtain a decision on the application.	<i>Sections 225 and 226</i>		
53.	Chief Executive Officer	Power to apply for the transfer of a prohibited matter permit or a restricted matter permit.	<i>Section 230</i>		
54.	Chief Executive Officer	Power to consult with an interested entity about a proposed biosecurity program.	<i>Section 235(3)(d)</i>		
55.	Chief Executive Officer	Power to consult with the chief executive about a proposed biosecurity program.	<i>Section 239(1)</i>		
56.	Chief Executive Officer	Power to consult with the chief executive and an invasive animal board before authorising a biosecurity program.	<i>Section 239(2)</i>		
57.	Chief Executive Officer	Power to give or make copies of a biosecurity programme authorisation available for inspection and purchase at Council's public office.	<i>Section 241</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
58.	Chief Executive Officer	Power to apply to the court for an order against the person convicted of an offence against the Act to pay the costs Council has incurred in taking a thing or doing something else during the investigation of the offence.	<i>Section 358</i>		
59.	Chief Executive Officer	Power, as a relevant body, to stay the original decision, fix conditions on the stay, fix the period of a stay and revoke a stay.	Section 364		
60.	Chief Executive Officer	Power, as the issuing authority, after receiving an internal review application to conduct an internal review and make a decision.	<i>Section 365</i>		
61.	Chief Executive Officer	Power, as the issuing authority, to give notice of an internal review decision.	<i>Section 366</i>		
62.	Chief Executive Officer	Power to register a charge over the land for an unpaid amount and to release the charge once the unpaid amount has been paid.	<i>Section 381</i>		
63.	Chief Executive Officer	Power, as a third party, to appear at the hearing of an application for a cost recovery order.	<i>Section 383</i>		
64.	Chief Executive Officer	Power to give the Chief executive further information or a document required to decide the application	<i>Section 399(1)(b)</i>		
65.	Chief Executive Officer	Power, as the other party to a compliance agreement, to make written representations to the chief executive following receipt of a show cause notice.	<i>Section 405</i>		
<b>Building Act 1975</b>					
66.	Chief Executive Officer	Power, under the <i>Planning Act</i> , chapter 3, to receive, assess and decide a building development application.	<i>Section 51(2)(a)</i>		
67.	Chief Executive Officer	Power to appoint or employ a private certifier or another private certifier to perform building certifying functions for the	<i>Section 51(2)(b)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		application and, if the building development approval applied for is granted, the building work.			
68.	Chief Executive Officer	Power to issue a building development approval.	<i>Section 52</i>		
69.	Chief Executive Officer	Power, in carrying out functions under the <i>Building Act</i> , to accept and, without checking, rely and act on a certificate or other document made by or given to the building certifier.	<i>Section 53(2)</i>		
70.	Chief Executive Officer	Power to accept and, without further checking, rely and act on a document, given to Council by a private certifier for a building development application, for the purpose of making it available for inspection or purchase as required by the <i>Planning Act</i> .	<i>Section 54</i>		
71.	Chief Executive Officer	Power to give a private certifier a document acknowledging receipt of the fee mentioned in subsection 86(1)(c).	<i>Section 87</i>		
72.	Chief Executive Officer	Power, as the assessment manager, to take enforcement action against an owner contravening section 114 of the Act.	<i>Section 117</i>		
73.	Chief Executive Officer	Power to inspect budget accommodation buildings at least once every 3 years.	<i>Section 228</i>		
74.	Chief Executive Officer	Power to, on application by a pool owner, decide an application for exemption from complying with part of the pool safety standard relating to barriers for a regulated pool due to disability (with or without conditions).	<i>Section 237</i>		
75.	Chief Executive Officer	Power to, on application by a pool owner, decide an application for exemption from complying with part of the pool safety standard relating to barriers for the regulated pool due to compliance being impracticable (with or without conditions).	<i>Section 245 B</i>		
76.	Chief Executive Officer	Power to give written notice of the grant of an exemption	<i>Section 245C(1)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
77.	Chief Executive Officer	Power, as owner of adjoining land, to grant access to Council's land to the owner of the other land to carry out fencing work.	<i>Section 245XG(1)</i>		
78.	Chief Executive Officer	Power, as owner of adjoining land, where Council has carried out urgent fencing work under section 245XK of the <i>Building Act</i> and the owner of the other land is responsible for some or all of the costs of carrying out the fencing work under section 245XH of the <i>Building Act</i> , to require the owner of the other land to contribute a share for any reasonable cost incurred for the fencing work.	<i>Section 245XN(2)</i>		
79.	Chief Executive Officer	Power, as owner of adjoining land, to apply to QCAT, in the absence of the owner of the other land, for authorisation to carry out fencing work, including apportionment of the contributions for the work.	<i>Section 245XS(1)</i>		
80.	Chief Executive Officer	Power, as owner of adjoining land, where an order has been made under section 245XS(1) of the <i>Building Act</i> and the owner of the other land has since been located, to give a copy of the order to the owner of the other land and recover the contribution as stated in the order.	<i>Section 245XS(3)</i>		
81.	Chief Executive Officer	Power, as owner of adjoining land, where the owner of the other land has carried out fencing work for a dividing fence forming part of a pool barrier without authorisation, to apply to QCAT for an order requiring the owner to rectify the dividing fence.	<i>Section 245XV(2)</i>		
82.	Chief Executive Officer	Power to give the QBCC commissioner notice of each existing regulated pool in Council's local government area of which it has a record.	<i>Section 246AQ</i>		
83.	Chief Executive Officer	Power to give a notice ('enforcement notice') to the owner of a building, structure or building work.	<i>Section 248(1)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
84.	Chief Executive Officer	Power to give an enforcement notice to a person who does not comply with a particular matter in the <i>Building Act</i> .	<i>Section 248(2)</i>		
85.	Chief Executive Officer	Power to give a person a show cause notice.	<i>Section 248(3)</i>		
<b><i>Disaster Management Act 2003</i></b>					
86.	Chief Executive Officer	Power to establish a Local Disaster Management Group for the local government area.	<i>Section 29</i>		
87.	Chief Executive Officer	Power to prepare a local disaster management plan for disaster management in the local government's area.	<i>Section 57(1)</i>		
88.	Chief Executive Officer	Power to, on payment of the appropriate fee, give a person a copy of the local disaster management plan.	<i>Section 60</i>		
<b><i>Environmental Protection Act 1994</i></b>					
89.	Chief Executive Officer	Power, as an administering authority, to give an applicant a notice about an application that is not a properly made application.	<i>Section 128</i>		
90.	Chief Executive Officer	Power to agree a further period within which the applicant must give notice under section 128.	<i>Section 129</i>		
91.	Chief Executive Officer	Power, as an administering authority, to give a notice about an application made by joint applicants, to the principal applicant nominated in the application.	<i>Section 130</i>		
92.	Chief Executive Officer	Power, as an administering authority, to refuse to allow a change to an application if the change would result in the application not being a properly made application and the applicant does not take action to make the remade application properly made.	<i>Section 132</i>		
93.	Chief Executive Officer	Power, as an administering authority, to give written agreement that a change to an application is a minor change.	<i>Section 133</i>		



# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
94.	Chief Executive Officer	Power, as an administering authority, to make a written information request to the applicant to give further information needed to assess the application.	<i>Section 140</i>		
95.	Chief Executive Officer	Power, as an administering authority, to agree to extend the applicant's information request response period.	<i>Sections 145 and 147</i>		
96.	Chief Executive Officer	Power, as an administering authority, to give the applicant an information notice prescribing an additional or substituted way to give public notice of an application.	<i>Section 152</i>		
97.	Chief Executive Officer	Power, as an administering authority, to amend an environmental authority to correct a clerical or formal error by giving written notice to the holder but only if the amendment does not adversely affect the interests of the holder or anyone else.	<i>Section 211</i>		
98.	Chief Executive Officer	Power, as an administering authority, to ask any entity for advice, comment or information about an application made under Chapter 5.	<i>Section 315</i>		
99.	Chief Executive Officer	Power, as person aware of an event described in section 320A, to give written notice of the event, its nature and the circumstances in which it happened to the administering authority, any occupier of the affected land or any registered owner of the affected land, or by public notice.	<i>Section 320C</i>		
100.	Chief Executive Officer	Power, as employer aware of an event described in section 320A, to give written notice of the event, its nature and the circumstances in which it happened to the administering authority, any occupier of the affected land or any registered owner of the affected land, or by public notice.	<i>Section 320D</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
101.	Chief Executive Officer	Power, as an administering authority, to require a person to provide information for the enforcement or administration of this Act.	<i>Section 451</i>		
102.	Chief Executive Officer	Power, as owner or occupier of land, to consent to an authorised person's entry onto the land.	<i>Section 452</i>		
103.	Chief Executive Officer	Power, as owner or occupier of land, to consent to an authorised person's entry onto the land	<i>Section 454</i>		
104.	Chief Executive Officer	Power as a person to whom an emergency direction is given to comply with the direction and to take the steps required by subsection (b).	<i>Section 478</i>		
<b><i>Fire and Emergency Services Act 1990</i></b>					
105.	Chief Executive Officer	Power to collect annual contributions and other amounts imposed by the local government pursuant to Part 10 of the Fire and Emergency Services Act.	<i>Section 111(2)</i>		
106.	Chief Executive Officer	Power to, in respect of each financial year: (a) determine the prescribed properties within its area; and (b) determine the annual contributions payable in respect of prescribed properties by reference to the categories prescribed under a regulation made under section 108.	<i>Section 112(1)</i>		
107.	Chief Executive Officer	Power to give the owner of a prescribed property a levy notice.	<i>Section 112(2)</i>		
108.	Chief Executive Officer	Power to decide the way in which it keeps an administration fee for performing functions under Part 10 of the Fire and Emergency Services Act.	<i>Section 117(3)</i>		
109.	Chief Executive Officer	Power to make payments to the department, for the fund, out of its operating fund from moneys received or recovered by the local government under part 10.	<i>Section 118(1)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
110.	Chief Executive Officer	Power to prepare and submit a return in the approved form	<i>Section 118(4)</i>		
111.	Chief Executive Officer	Power to refuse or grant, subject to any conditions, an application to pay contributions by instalments.	<i>Section 121(2)</i>		
112.	Chief Executive Officer	Power to engage a debt collector (authorised to perform a debt collection activity under the <i>Debt Collectors (Field Agents and Collection Agents) Act 2014</i> ) to collect any arrears of annual contribution payable by an owner of prescribed property, and to require by notice in writing the owner to pay an amount by way of a collection fee.	<i>Section 126(1)</i>		
113.	Chief Executive Officer	Power to contribute amounts raised via special rates or charges, or separate rates or charges, to rural fire brigades operating in Council's local government area.	<i>Section 128A</i>		
<b>Food Act 2006</b>					
114.	Chief Executive Officer	Power to administer and enforce the following provisions of the <i>Food Act 2006</i> : (a) section 39(1); (b) chapters 3 and 4; (c) chapter 6, other than section 159.	<i>Section 23(1)</i>		
115.	Chief Executive Officer	Power to administer and enforce sections 32, 33, 35 and 36 of the <i>Food Act 2006</i> , in conjunction with the State.	<i>Section 24</i>		
116.	Chief Executive Officer	Power to consider and grant, or refuse to grant, an application for a licence to carry on a licensable food business.	<i>Section 55</i>		
117.	Chief Executive Officer	Power to obtain and consider the written advice of an auditor about whether a food safety program complies with section 98.	<i>Section 56(2)</i>		
118.	Chief Executive Officer	Power to decide whether premises are suitable for carrying on a licensable food business.	<i>Section 58</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
119.	Chief Executive Officer	Power to make enquiries as to the suitability of the applicant to hold a licence, and the suitability of the premises for carrying on a licensable food business.	<i>Section 59(1)(a)</i>		
120.	Chief Executive Officer	Power to require the applicant to give Council further information or documents that Council reasonably requires.	<i>Section 59(1)(b)</i>		
121.	Chief Executive Officer	Power to extend the time needed to make a decision about the application.	<i>Section 62(2)</i>		
122.	Chief Executive Officer	Power to agree with the applicant, at any time prior to the final consideration day, about the day upon which the application must be decided.	<i>Section 62(3)</i>		
123.	Chief Executive Officer	Power to issue a provisional licence, at any time prior to deciding an application for a licence.	<i>Section 64</i>		
124.	Chief Executive Officer	Power to extend, and further extend, the term of a provisional licence (to a total period of not more than 3 months after the provisional licence was issued).	<i>Section 68(2)</i>		
125.	Chief Executive Officer	Power to impose reasonable conditions on the licence.	<i>Section 69(1)(e)</i>		
126.	Chief Executive Officer	Power to consider and renew, or refuse to renew, the licence for an application made under section 72(1) of the <i>Food Act 2006</i> .	<i>Section 72(3)</i>		
127.	Chief Executive Officer	Power to consider and restore, or refuse to restore, the licence, where application has been made under section 73(1) of the <i>Food Act 2006</i> .	<i>Section 73(3)</i>		
128.	Chief Executive Officer	Power to consider and amend, or refuse to amend, a licence, where application has been made under section 74(1) of the <i>Food Act 2006</i> .	<i>Section 74(3)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
129.	Chief Executive Officer	Power to require the applicant to give Council further information or documents Council reasonably requires to decide the application (for an application that is made under Chapter 3, Part 5, Division 2, Subdivision 1, i.e. sections 72(1), 73(1) and 74(1)).	<i>Section 75(1)</i>		
130.	Chief Executive Officer	Power to give an information notice where Council has failed to decide an application within 30 days of receipt under Chapter 3, Part 5, Division 2, Subdivision 1, i.e. sections 72(1), 73(1) and 74(1).	<i>Section 77(4)</i>		
131.	Chief Executive Officer	Power to give a show cause notice.	<i>Section 79(2)</i>		
132.	Chief Executive Officer	Power to consider representations about a show cause notice.	<i>Section 80(2)</i>		
133.	Chief Executive Officer	Power to end the show cause process after considering representations made by the licensee.	<i>Section 81</i>		
134.	Chief Executive Officer	Power to suspend a licence after considering representations (if any).	<i>Section 82(2)(a)</i>		
135.	Chief Executive Officer	Power to suspend a licence immediately.	<i>Section 83(1)</i>		
136.	Chief Executive Officer	Power to give an information notice and show cause notice, as required, before suspending a licence pursuant to section 83(1).	<i>Section 83(2)</i>		
137.	Chief Executive Officer	Power, as the second local government, to advise the first local government of the thing done or omitted to be done by a licensee of a mobile food business.	<i>Section 91(2)</i>		
138.	Chief Executive Officer	Power, as the first local government, to take action, in relation to a thing done or omitted to be done by the licensee in the second local government area.	<i>Section 92(2)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
139.	Chief Executive Officer	Power to consider and grant, or refuse to grant, an application for a replacement licence.	<i>Section 97</i>		
140.	Chief Executive Officer	Power to consider an application and to accredit, or refuse to accredit, the food safety program.	<i>Section 103(1)</i>		
141.	Chief Executive Officer	Power, before deciding the application, to require the applicant to give further information or documents reasonably required to decide the application.	<i>Section 105(1)</i>		
142.	Chief Executive Officer	Power to give an information notice to the applicant where the application is refused under section 107.	<i>Section 107(4)</i>		
143.	Chief Executive Officer	Power, before deciding the application, to require the applicant to give further information or documents reasonably required to decide the application.	<i>Section 113(1)</i>		
<b><i>Heavy Vehicle (Mass, Dimension and Loading) National Regulation</i></b>					
144.	Chief Executive Officer	Power, as a road manager, to consent to the making of an HML declaration.	<i>Sections 13(1)(b) and 14</i>		
145.	Chief Executive Officer	Power, as a relevant road manager for an HML declaration, to consent to the making of the declaration subject to the condition that stated intelligent access conditions are imposed on the use of a stated type of HML heavy vehicle under the higher mass limits in an area or on a route to which the declaration applies.	<i>Section 14(3)</i>		
146.	Chief Executive Officer	Power, as a relevant road manager for an HML declaration, to give written reasons for a decision made under subsection 14(3) to the Regulator.	<i>Section 14(4)</i>		
147.	Chief Executive Officer	Power, as a road manager, to consent to the granting of an HML permit.	<i>Sections 22(1)(b) and 23</i>		
148.	Chief Executive	Power, as a road manager, to consent to the granting of an	<i>Section 24(1)(a)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	HML permit subject to conditions.			
149.	Chief Executive Officer	Power, as a road manager, to consent to amendment of an HML permit.	<i>Section 29(4)</i>		
150.	Chief Executive Officer	Power, as a road manager for a HML permit, to request the regulator to amend or cancel the permit.	<i>Section 31(2)</i>		
151.	Chief Executive Officer	Power, as a road manager, to consent to a declaration of the regulator pursuant to section 40.	<i>Section 41(1)</i>		
<b>Heavy Vehicle National Law (Qld)</b>					
152.	Chief Executive Officer	Power, as a road manager, to consent to the grant of a mass or dimension authority.	<i>Section 156(1)</i>		
153.	Chief Executive Officer	Power, as a road manager, to ask the regulator for a longer period of time under section 156(1)(b).	<i>Section 156(2)</i>		
154.	Chief Executive Officer	Power, as a road manager, to give the regulator a written statement that explains the road manager's decision and complies with section 172.	<i>Section 156(6)</i>		
155.	Chief Executive Officer	Power, as a road manager, to notify the regulator:- (a) that a route assessment is required for the road manager deciding whether to give or not to give the consent; (b) the fee payable (if any) for the route assessment under a law of the jurisdiction in which the road is situated.	<i>Section 159(2)</i>		
156.	Chief Executive Officer	Power, as a road manager, to grant a mass or dimension authority subject to conditions.	<i>Sections 160(1), 161(1) and 162(1)</i>		
157.	Chief Executive Officer	Power, as a road manager for a mass or dimension authority, to give the regulator a written statement that explains the road manager's decision and complies with section 172.	<i>Sections 160(2), 161(2) and 162(2)</i>		
158.	Chief Executive	Power, as a road manager for a mass or dimension authority, to	<i>Section 167(2)(b)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	give the regulator a notice objecting to the application of section 167 to the proposed replacement authority.			
159.	Chief Executive Officer	Power, as a road manager for a mass or dimension authority, to seek an extension of time to give a notice under section 167(2)(b).	<i>Section 167(2)(b)(ii)</i>		
160.	Chief Executive Officer	Power, as a road manager for a mass or dimension authority, to give consent to the grant of a mass or dimension authority for a trial period of no more than 3 months.	<i>Section 169(1)</i>		
161.	Chief Executive Officer	Power, as a road manager for a mass or dimension authority, to object to the renewal of the authority for a further trial period.	<i>Section 170(3)</i>		
162.	Chief Executive Officer	Power, as a road manager for a mass or dimension authority granted by Commonwealth gazette notice, to request the regulator to amend or cancel the authority.	<i>Section 174(2)</i>		
163.	Chief Executive Officer	Power, as a road manager for a mass or dimension authority granted by permit, to request the regulator to amend or cancel the authority.	<i>Section 178(2)</i>		
164.	Chief Executive Officer	Power, as a road manager, to apply to the Court for a compensation order.	<i>Section 611(2)</i>		
165.	Chief Executive Officer	Power, as a public authority, to sign a certificate.	<i>Section 612(2)(c)</i>		
166.	Chief Executive Officer	Power, as a road manager, to agree to a longer prescribed period for a review of a reviewable decision.	<i>Section 645(6)</i>		
<b>Heavy Vehicle National Law Regulation 2014</b>					
167.	Chief Executive Officer	Power, as a road manager, to set the fee payable for a route assessment.	<i>Section 4(2)</i>		
<b>Industrial Relations Act 2016</b>					
168.	Chief Executive Officer	Power, as the employer, to carry out all responsibilities and decision-making identified under the Act.	<i>All relevant sections</i>		



# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
<b>Land Act 1994</b>					
169.	Chief Executive Officer	Power to take all necessary action for the maintenance and management of trust land.	<i>Sections 52(1)</i>		
170.	Chief Executive Officer	Power, as trustee of trust land for cemetery purposes, to repair or remove structures, monuments or tombstones from a cemetery on trust land.	<i>Section 80(1)</i>		
171.	Chief Executive Officer	Power to consult with the chief executive regarding the issue of a permit to occupy unallocated State land, a road or a reserve.	<i>Section 177</i>		
172.	Chief Executive Officer	Power to sign the plan of survey for an easement where Council is the public utility provider or the owner of the land to be burdened.	<i>Section 363(1)(b)</i>		
<b>Land Valuation Act 2010</b>					
173.	Chief Executive Officer	Power to give the valuer-general valuation related documents, information about a sale or proposed sale of land for unpaid rates and information about all land Council acquires or disposes of.	<i>Section 244</i>		
<b>Local Government Act 2009</b>					
174.	Chief Executive Officer	Power to control all roads in the Council's area including being able to- (a) Survey and resurvey roads; (b) Construct, maintain and improve roads; (c) Approve the naming and numbering of private roads; (d) Name and number other roads; (g) Realign a road in order to widen the road; and (h) Acquire land for use as a road.	<i>Section 60</i>		Note: S60 (e) and (f) are local law making powers which can not be delegated.
175.	Chief Executive Officer	Power to give the owner of land a notice of intention to acquire land.	<i>Section 61</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
176.	Chief Executive Officer	Power to acquire land after service of notice of intention to acquire instead of paying compensation for injurious affection.	<i>Section 64</i>		
177.	Chief Executive Officer	Power to prepare and keep up to date a map of every road including private roads in the local government area and a register of roads showing the category of every road, the level of every road that has a fixed level and other particulars prescribed under a regulation.	<i>Section 74</i>		
178.	Chief Executive Officer	Power to approve the carrying out of works on a road or interference with a road or its operation subject to conditions.	<i>Section 75</i>		
179.	Chief Executive Officer	Power to lodge documents with the Registrar of Titles for release of the charge if overdue rates and charges are paid.	<i>Section 95</i>		
180.	Chief Executive Officer	Power to register a charge over land for overdue rates and charges under section 95 of the Local Government Act 2009.	<i>Section 95</i>		
181.	Chief Executive Officer	Power to establish a system of financial management, except those parts of the system that must be adopted by resolution (eg corporate plan, budget and operational plan).	<i>Section 104</i>		
182.	Chief Executive Officer	Power to establish an efficient and effective internal audit function.	<i>Section 105(1)</i>		
183.	Chief Executive Officer	Power to maintain public liability insurance and professional indemnity insurance.	<i>Section 107(1)</i>		
184.	Chief Executive Officer	Power to enter into a contract of insurance with WorkCover Queensland or another insurer to cover councillors.	<i>Section 107(3)</i>		
185.	Chief Executive Officer	Power to give or to attempt to give an occupier of a property a written notice that informs the occupier of the local government's intention to enter the property.	<i>Section 133</i>		
186.	Chief Executive Officer	Power to authorise an employee or agent of the local government to act as a local government worker.	<i>Section 138(5)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
187.	Chief Executive Officer	Power to give each local government worker an identity card.	<i>Section 138A(1)</i>		
188.	Chief Executive Officer	Power to give a reasonable entry notice, as defined by section 138AA(4), to the occupier of a property that a local government worker may enter the property and take action required under a remedial notice.	<i>Section 142(2)</i>		
189.	Chief Executive Officer	Power to give reasonable entry notice to the owner and the occupier of relevant land of entry by a local government worker to search for and remove materials.	<i>Section 143</i>		
190.	Chief Executive Officer	Power to sign a document on behalf of a local government as a delegate of the local government.	<i>Section 236(1)(b)</i>		
191.	Chief Executive Officer	Power to do anything that is necessary or convenient for performing the responsibilities of the local government under a Local Government Act.	<i>Section 262</i>		
<b>Local Government Regulation 2012</b>					
192.	Chief Executive Officer	Power to identify, in any way considered appropriate, parcels of rateable land to which a minimum amount of general rates apply.	<i>Section 77(2)</i>		
193.	Chief Executive Officer	Power to identify, in any way considered appropriate, the rating category to which each parcel of rateable land in the local government area belongs.	<i>Section 81(4)</i>		
194.	Chief Executive Officer	Power to decide what rating category the land referred to in subsection (1) should be in.	<i>Section 82(2)</i>		
195.	Chief Executive Officer	Power to ensure that each relevant rate notice is accompanied by, or contains, a rating category statement.	<i>Section 88(2)</i>		
196.	Chief Executive Officer	Power to levy rates or charges	<i>Sections 104, 105, 107 and 108</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
197.	Chief Executive Officer	Power to determine a period considered appropriate for the issue of a rate notice.	<i>Section 107(1)</i>		
198.	Chief Executive Officer	Power, where land becomes, or stops being, rateable land, to adjust the rates so that the rates are calculated only on the period when the land was rateable land.	<i>Section 110</i>		
199.	Chief Executive Officer	Power, if the value of the land changes under the <i>Land Valuation Act</i> , to adjust the rates so that the rates are calculated on the new value of the land for the period that starts on the day the change takes effect.	<i>Section 111</i>		
200.	Chief Executive Officer	Power, if the land is given a rating category, including a change of rating category, to adjust the general rates so that the rates are calculated on the new or changed rating category for the period that starts on the day the land was given the new or changed rating category.	<i>Section 112</i>		
201.	Chief Executive Officer	Power, if the land becomes, or stops being, land on which the local government may levy special rates or charges, to adjust the rates or charges so that the rates or charges are calculated on period when the land was land on which the local government could levy special rates or charges	<i>Section 113</i>		
202.		Power, if the land becomes, or stops being, land on which the local government may levy special rates or charges, to adjust the rates or charges so that the rates or charges are calculated on period when the land was land on which the local government could levy special rates or charges.	<i>Section 114</i>		
203.	Chief Executive Officer	Power, if the rates or charges are paid before they are adjusted, to refund the amount of an overpayment or recover the amount of any underpayment.	<i>Section 115</i>		
204.	Chief Executive	Power to recover overdue rates or charges by bringing court	<i>Section 134</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
	Officer	proceedings for a debt against a person who is liable to pay the overdue rates or charges, and to recover any remaining overdue rates or charges from any other person who is liable for such (eg a joint owner).			
205.	Chief Executive Officer	Power, where Council has by resolution decided to sell the land on which there are overdue rates or charges, to give all interested parties a notice of intention to sell the land.	<i>Section 140(3)</i>		
206.	Chief Executive Officer	Power relating to the procedures to be followed by the local government to sell land after it resolves to sell land for overdue rates or charges, and gives the registered owner of the land a notice of intention to sell, and the overdue rates or charges are not paid in full generally within three months or in the case of land used for a mining claim, within one month of the local government giving the notice of intention to sell.	<i>Sections 141, 142, 143 and 144</i>		
207.	Chief Executive Officer	Power relating to the procedures to be followed by the local government after the sale of land for overdue rates or charges.	<i>Sections 145, 146 and 147</i>		
208.	Chief Executive Officer	Power, where Council has by resolution decided to acquire the land, to give all interested parties a notice of intention to acquire the land.	<i>Section 149(2)</i>		
209.	Chief Executive Officer	Power, in the circumstances set out in section 150(1), to start the procedures to acquire the land.	<i>Sections 150 and 151</i>		Subject to Council resolution to acquire the land.

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
210.	Chief Executive Officer	Power to spend money on entertainment or hospitality consistent with the local government's entertainment and hospitality policy.	<i>Section 196(2)</i>		Entertainment and Hospitality Policy 023 adopted by Council on 26/7/2021 (or as subsequently amended).
211.	Chief Executive Officer	Power to spend money on advertising to provide information or education that is in the public interest and consistent with the local government's advertising spending policy.	<i>Section 197(2)</i>		Advertising Policy 002 adopted by Council on 26/7/2021 (or as subsequently amended).
212.	Chief Executive Officer	Power to establish a trust fund.	<i>Section 200</i>		
213.	Chief Executive Officer	Power to transfer money to or from a trust fund in accordance with section 201 Local Government Regulation 2012.	<i>Section 201</i>		
214.	Chief Executive Officer	Power to establish separate accounting records for Council's:- (a) operations; and (b) its trust fund.	<i>Section 203</i>		
215.	Chief Executive Officer	Power to prepare a financial report	<i>Section 204</i>		
216.	Chief Executive Officer	Power to prepare an internal audit plan and to discharge the prescribed internal audit functions.	<i>Section 207</i>		
217.	Chief Executive Officer	Power to establish an audit committee.	<i>Section 210</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
218.	Chief Executive Officer	Power to give the department's chief executive a notice stating that the local government has paid notional GST for the previous financial year.	<i>Section 215</i>		
219.	Chief Executive Officer	Power to invite written quotes for a medium sized contractual arrangement.	<i>Section 225(1)</i>		Procurement Policy 2020 No. 032 (or as subsequently amended).
220.	Chief Executive Officer	Power to decide to accept a quote or to decide not to accept any of the quotes it receives for a medium sized contractual arrangement.	<i>Section 225(3) and (4)</i>		Procurement Policy 2020 No. 032 (or as subsequently amended).
221.	Chief Executive Officer	Power to invite written tenders for a large size contractual arrangement.	<i>Section 226</i>		Procurement Policy 2020 No. 032 (or as subsequently amended).
222.	Chief Executive Officer	Power to enter into a valuable non-current asset contract only after inviting written tenders for the contract or to offering a non current asset for sale by auction.	<i>Section 227</i>		Procurement Policy 2020 No. 032 (or as subsequently amended).
223.	Chief Executive Officer	Power to invite written tenders for a large size contractual arrangement or valuable non-current asset contract following the procedures prescribed.	<i>Section 228</i>		Procurement Policy 2020 No. 032 (or as subsequently amended).

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
224.	Chief Executive Officer	Power to enter into a medium-sized contractual arrangement or large-sized contractual arrangement for services with a person on an approved contractor list.	<i>Section 231(2)</i>		Procurement Policy 2020 No. 032 (or as subsequently amended).
225.	Chief Executive Officer	Power to enter into a contract for a medium-sized contractual arrangement or large-sized contractual arrangement for the supply of goods or services with a supplier from a register of pre-qualified suppliers.	<i>Section 232(2)</i>		Procurement Policy 2020 No. 032 (or as subsequently amended).
226.	Chief Executive Officer	Power to invite suppliers to tender to be on a register of pre-qualified suppliers.	<i>Section 232(4)</i>		Procurement Policy 2020 No. 032 (or as subsequently amended).
227.	Chief Executive Officer	Power to enter into a medium-sized contractual arrangement or large-sized contractual arrangement for goods or services with a preferred supplier under a preferred supplier arrangement.	<i>Section 233(2)</i>		Procurement Policy 2020 No. 032 (or as subsequently amended).
228.	Chief Executive Officer	Power to enter into a contract for goods and services under an LGA arrangement.	<i>Section 234(1)</i>		Procurement Policy 2020 No. 032 (or as subsequently amended).



# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
229.	Chief Executive Officer	Power to enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders in specific prescribed circumstances (eg the Council resolves there is only 1 supplier reasonably available; a genuine emergency exists; etc).	<i>Section 235</i>		Procurement Policy 2020 No. 032 (or as subsequently amended).
230.	Chief Executive Officer	Power to dispose of a valuable non-current asset other than by tender or auction in specific prescribed circumstances (eg if the asset was previously offered for sale by tender or auction but was not sold; the asset is disposed of to a government agency; etc)	<i>Section 236</i>		Procurement Policy 2020 No. 032 (or as subsequently amended).
231.	Chief Executive Officer	Power to publish and display relevant details of a contractual arrangement worth \$200,000.00 or more (exclusive of GST).	<i>Section 237</i>		
232.	Chief Executive Officer	Power to notify of the adoption of an expenses reimbursement policy in the way specified in section 251.	<i>Section 251</i>		
233.	Chief Executive Officer	Power to publish, at least once each year, and display in a conspicuous place in Council's public office, a notice of the days and times of Council ordinary and standing committee meetings, and any changes to those days or times.	<i>Section 254B</i>		
234.	Chief Executive Officer	Power to give written notice of each local government meeting or adjourned local government meeting to each councillor or committee member.	<i>Section 254C(1)</i>		
235.	Chief Executive Officer	Power to make the agenda for a local government meeting and a related report for a local government meeting publicly available within the prescribed time.	<i>Section 254D</i>		
236.	Chief Executive Officer	Power, as a former employer, to pay the new employer an amount for the number days of long service leave that the person is entitled to take because of the person's period of employment with the former employer.	<i>Section 287(1)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
237.	Chief Executive Officer	Power, as a former employer, to provide the new employer with the information specified in subsection (3).	<i>Section 287(3)</i>		
238.	Chief Executive Officer	Power to make available a copy of the register of interests of councillors available for inspection by the public at Council's public office and on its website.	<i>Section 295</i>		
239.	Chief executive Officer	Power to do all things specified in subsection (4) in relation to Council's complaints management process and administrative action complaints.	<i>Section 306(4)</i>		
<b>Planning Act 2016</b>					
240.	Chief Executive Officer	Power to act as the "assessment manager" for all development applications, change representations, cancellation applications and extension applications received by Council under Chapter 3 of the <i>Planning Act 2016</i> . For avoidance of doubt, the power delegated includes the power to take all actions of an assessment manager and consider all matters as detailed in sections 48, 51, 53, 54, 59, 60, 61, 62, 63, 64, 65, 67, 71, 75, 76, 84, 85, 86, 87, 93, 100, 101, 105, 107 and 109 of the <i>Planning Act 2016</i> .	Sections 48, 51, 53, 54, 59, 60, 61, 62, 63, 64, 65, 67, 71, 75, 76, 84, 85, 86, 87, 93, 100, 101, 105, 107 and 109		
241.	Chief Executive Officer	Power to act as a "referral agency" for all development applications and cancellation applications received by Council as a referral agency under Chapter 3 of the <i>Planning Act 2016</i> . For avoidance of doubt, the power delegated includes the power to take all actions of a referral agency and consider all matters as detailed in sections 46, 54, 55, 56, 57, 65, 66, 67, 84, 85, 100, 107 and 109 of the <i>Planning Act 2016</i> .	Sections 46, 54, 55, 56, 57, 65, 66, 67, 84, 85, 100, 107 and 109		
242.	Chief Executive Officer	Power to act as a "responsible entity" for all change applications received by Council as a responsible entity under Chapter 3 of the <i>Planning Act 2016</i> . For avoidance of doubt,	Sections 79, 80, 81, 82, 83, 93 and 100, 105,		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		the power delegated includes the power to take all actions of a responsible entity and consider all matters as detailed in sections 79, 80, 81, 82, 83, 93, 100, 105, 107 and 109 of the <i>Planning Act 2016</i> .	107 and 109		
243.	Chief Executive Officer	Power to act as an “affected entity” for all change applications received by Council as an affected entity under Chapter 3 of the <i>Planning Act 2016</i> . For avoidance of doubt, the power delegated includes the power to take all actions of an affected entity and consider all matters as detailed in section 80 of the <i>Planning Act 2016</i> .	<i>Section 80</i>		
244.	Chief Executive Officer	Power to bring offence proceedings for an offence against the Act.	<i>Section 174</i>		
245.	Chief Executive Officer	Power to start proceedings in the P&E Court for an enforcement order.	<i>Section 180</i>		
246.	Chief Executive Officer	Power to give the registrar information that the registrar reasonably requires for the proceedings.	<i>Section 246(2)</i>		
247.	Chief Executive Officer	Power to give an applicant the planning and development certificate applied for.	<i>Section 265</i>		
<b><i>Planning Regulation 2017</i></b>					
248.	Chief Executive Officer	Power, as an assessment manager, to make the requested decision and give notice of the decision, including the reasons for the decision.	<i>Schedule 11, Section 10</i>		
<b><i>Plumbing and Drainage Act 2018</i></b>					
249.	Chief Executive Officer	Power to start a prosecution for an offence against the Act.	<i>Section 90(1)(d)</i>		
250.	Chief Executive Officer	Power to administer the Act within Council’s area.	<i>Section 135(1)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
251.	Chief Executive Officer	Power, in the circumstances set out in subsection (3), to, if asked by the entity that has control of the area, administer the Act within the area.	<i>Section 135(4)</i>		
252.	Chief Executive Officer	Power to monitor grey water use facilities prescribed by regulation, in Council's area.	<i>Section 136</i>		
253.	Chief Executive Officer	Power to monitor on-site sewage facilities prescribed by regulation in Council's area.	<i>Section 137</i>		
254.	Chief Executive Officer	Power to appoint an authorised person as an inspector under the Act.	<i>Section 139(1)</i>		
255.	Chief Executive Officer	Power, in the circumstances set out in subsection (1), to give a person who carried out plumbing or drainage work an enforcement notice.	<i>Section 143(1)</i>		
256.	Chief Executive Officer	Power to, in the circumstances set out in subsection (2) and (3), give the owner of premises an enforcement notice to take stated action.	<i>Section 143(2) and (3)</i>		
257.	Chief Executive Officer	Power to give a show cause notice before giving an enforcement notice.	<i>Section 144</i>		
258.	Chief Executive Officer	Power, in the circumstances set out in subsection (1), to:- (a) do anything reasonably necessary to ensure the enforcement notice is complied with; and (b) recover any reasonable costs and expenses incurred in doing so as a debt. (c)	<i>Section 149(2)</i>		
259.	Chief Executive Officer	Power to give the responsible person for plumbing or drainage work an action notice.	<i>Section 150</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
<b>Plumbing and Drainage Regulation 2019</b>					
260.	Chief Executive Officer	Power, where Council makes a fast-track work declaration or fast-track opt-out declaration, to: <ul style="list-style-type: none"> <li>(a) publish the declaration on Council's website;</li> <li>(b) give a copy of the declaration to the chief executive;</li> <li>(c) if Council is a participating local government for a distributor retailer, give a copy of the declaration to the distributor retailer;</li> <li>(d) ensure a copy of the declaration may be inspected, free of charge, at Council's public office.</li> </ul>	<i>Section 41</i>		
261.	Chief Executive Officer	Power, in a circumstance listed in subsection (1), to give the applicant an information request.	<i>Section 45(2)</i>		
262.	Chief Executive Officer	Power to consider each properly made application and decide to- <ul style="list-style-type: none"> <li>(a) approve the application with or without conditions; or</li> <li>(b) refuse the application.</li> </ul>	<i>Section 46</i>		
263.	Chief Executive Officer	Power, where Council decides to approve an application, to- <ul style="list-style-type: none"> <li>(a) issue a permit, or an amended permit, to the applicant; and</li> <li>(b) give a copy of the permit, or amended permit, to each entity listed in subsection (b).</li> </ul>	<i>Section 48</i>		
264.	Chief Executive Officer	Power, in a circumstance listed in subsection (1), to give an information notice about the decision.	<i>Section 50(2)</i>		
265.	Chief Executive Officer	Power, in the circumstances listed in subsection (1), to allow the responsible person to give a covered work declaration for the work.	<i>Section 67(2)</i>		
266.	Chief Executive Officer	Power to inspect the work if the public sector entity asks Council to inspect the work under subsection (2).	<i>Section 68(3)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
267.	Chief Executive Officer	Power to, instead of inspecting on-site sewage work, allow an appropriate person to give Council an on-site sewage work declaration.	<i>Section 69(2)</i>		
268.	Chief Executive Officer	Power, in the circumstances identified in subsection (1), to decide to- (a) accept the remote area compliance notice; or (b) otherwise, refuse to accept the notice.	<i>Section 73(2)</i>		
269.	Chief Executive Officer	Power, in the circumstances identified in subsection (1), and where Council has made a decision under subsection (2), to give the responsible person a decision notice.	<i>Section 73(3)</i>		
270.	Chief Executive Officer	Power, in the circumstances identified in subsection (1), and where Council has refused to accept the remote area compliance notice, to ensure the decision notice includes, or is accompanied by, an information notice.	<i>Section 73(4)</i>		
271.	Chief Executive Officer	Power, where Council is taken to have decided to refuse to accept the remote area compliance notice, to give an information notice about the decision.	<i>Section 73(6)</i>		
272.	Chief Executive Officer	Power, in the circumstances identified in subsection (1), to amend the approved plan so that it correctly represents the work carried out under the permit.	<i>Section 75(2)</i>		
273.	Chief Executive Officer	Power to give an inspection certificate for the work to the responsible person for the work.	<i>Section 83(1)</i>		
274.	Chief Executive Officer	Power to give a final inspection certificate for the work to the responsible person for the work.	<i>Section 84(1)</i>		
275.	Chief Executive Officer	Power to give a copy of the final inspection certificate to the entities listed in subsection 1.	<i>Section 86(1)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
276.	Chief Executive Officer	Power, where Council is taken under subsection 2 to have decided to refuse to give an inspection certificate or final inspection certificate, to give an information notice about the decision.	<i>Section 87(3)</i>		
277.	Chief Executive Officer	Power, where Council considers that a responsible person has not complied with the action notice, to give a copy of the notice to the owner of the premises.	<i>Section 98(3)</i>		
278.	Chief Executive Officer	Power to establish a program for- (a) registering each testable backflow prevention device installed at premises in Council's area; (b) monitor the maintenance and testing of each device.	<i>Section 101</i>		
279.	Chief Executive Officer	Power, in the circumstances listed in subsection 1, to- (a) remove the obstruction or fix the damage; and (b) fairly apportion the reasonable cost of removing the obstruction or fixing the damage between the owners; and (c) recover as a debt from each owner, the owner's share of the cost.	<i>Section 107(2)</i>		
280.	Chief Executive Officer	Power, in the circumstances listed in subsection 1, to require by notice to the owner of the old building and the owner of the new building- (a) the owner of the old building to change the affected vents; and (b) the owner of the new building to pay the owner of the old building the reasonable cost of changing the affected vents.	<i>Section 108(2)</i>		
281.	Chief Executive Officer	Power to keep a register containing each document listed in subsection 1.	<i>Section 112</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
282.	Chief Executive Officer	Power to keep a register containing each notice given to Council under section 102(2) or 103(3).	<i>Section 113</i>		
283.	Chief Executive Officer	Power to keep a register containing each service report for a greywater use facility or on-site sewage facility given to Council under section 106.	<i>Section 114</i>		
284.	Chief Executive Officer	Power to keep a register containing a copy of each show cause notice and enforcement notice given by Council and to remove such a notice if the premises to which the notice relates are demolished or removed.	<i>Section 115</i>		
<b><i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i></b>					
285.	Chief Executive Officer	Power to administer and enforce the Act for Council's area.	<i>Section 9</i>		
286.	Chief Executive Officer	Power to appoint authorised persons.	<i>Section 70</i>		
287.	Chief Executive Officer	Power to monitor compliance with the Act by having authorised persons inspect places of business in Council's areas and recover monitoring costs from business proprietors.	<i>Section 105</i>		
288.	Chief Executive Officer	Power to charge a business proprietor an inspection fee to check if the remedial notice given by an authorised person acting for Council to the proprietor has been complied with.	<i>Section 110</i>		
289.	Chief Executive Officer	Power to approve forms to be used in the administration and enforcement of the Act.	<i>Section 147</i>		
<b><i>Public Health Act 2005</i></b>					
290.	Chief Executive Officer	Power to administer and enforce the Act regarding local government public health risks and a regulation made under section 61 stating that the regulation is to be administered and enforced by local governments only.	<i>Section 13</i>		



# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
291.	Chief Executive Officer	Power, as a person in charge of an education and care service or QEC approved service to take any of the actions mentioned in subsection 160B(1).	<i>Section 160B</i>		
292.	Chief Executive Officer	Power, as a person in charge of an education and care service or QEC approved service to take any of the actions mentioned in subsection 160C(1).	<i>Section 160C</i>		
293.	Chief Executive Officer	Power, as an issuing authority, to enter the place, at reasonable times, to take the steps stated in a public health order where the person has failed to comply the order.	<i>Section 388(2)</i>		
294.	Chief Executive Officer	Power, as an issuing authority, to give the occupier and owner of a place a notice required under the section, where an authorised person intends to enter the place to take steps required under a public health order.	<i>Section 393(2)</i>		
295.	Chief Executive Officer	Power to deal with a thing forfeited as Council considers appropriate, including destroying the thing.	<i>Section 446</i>		
296.	Chief Executive Officer	Power to ensure each authorised person who exercises powers under the Act in relation to an asbestos-related event has satisfactorily completed the training prescribed by regulation.	<i>Section 454G</i>		
297.	Chief Executive Officer	Power to keep the records prescribed in subsections 454I(1), (2) for each asbestos-related event	<i>Section 454(I)</i>		
<b>Public Interest Disclosure Act 2010</b>					
298.	Chief Executive Officer	Power to: (a) decide not to investigate or deal with a public interest disclosure in certain circumstances; and give written reasons for a decision not to investigate.	Section 30(1)&(2)		
299.	Chief Executive Officer	Power to refer a disclosure to another public sector entity in certain circumstances.	Section 31(1)&(2)		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
300.	Chief Executive Officer	Power to give a person making a disclosure, or an entity referring a disclosure, reasonable information about the disclosure.	Section 32(1)&(2)		
<b>Public Health Regulation 2018</b>					
301.	Chief Executive Officer	Power to administer and enforce Part 2, Divisions 1, 2 and 3.	Sections 6, 16 and 22		
302.	Chief Executive Officer	Power to approve a site for the disposal of asbestos waste.	Sections 12(2)(c)		
<b>Public Records Act 2002</b>					
303.	Chief Executive Officer	Power to make and keep records of Council's activities	Section 7(1)(a)		
304.	Chief Executive Officer	Power to ensure the safe custody and preservation of Council's records.	Section 8(1)		
305.	Chief Executive Officer	Power to take action to ensure that a public record remains able to be produced or made available.	Section 14(2)		
<b>Residential Tenancies and Rooming Accommodation Act 2008</b>					
306.	Chief Executive Officer	Powers to give a prospective tenant for a residential tenancy the documents prepared for section 61 (the written residential tenancy agreement)	Section 58(1)		
307.	Chief Executive Officer	Power to prepare a residential tenancy agreement in the way required by section 61.	Section 61		
308.	Chief Executive Officer	Power to give to the tenant a residential tenancy agreement prepared for section 61 for signing.	Section 62(1)		
309.	Chief Executive Officer	Power to sign a residential tenancy agreement signed by the tenant and to return a copy signed by both parties to the tenant.	Section 62(3)		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
310.	Chief Executive Officer	Power to apply to a tribunal if the Council as lessor reasonably believes the tenant has contravened section 62(2).	<i>Section 64(3)</i>		
311.	Chief Executive Officer	Power to prepare, in the approved form, a condition report for premises and any inclusions, to sign the report, and to give a copy of the report to the tenant.	<i>Section 65(2)</i>		
312.	Chief Executive Officer	Power to sign the copy of a condition report received from the tenant at the end of the tenancy or, if not agree with the report, to show the parts of the report that are disagreed with by marking the copy in an appropriate way, and to make a copy of the report and return it to the tenant at the tenant's given forwarding address.	<i>Section 66(2)</i>		
313.	Chief Executive Officer	Power to give to a tenant an information statement in the approved form containing information for the benefit of the tenant, by the period specified in section 67	<i>Section 67</i>		
314.	Chief Executive Officer	Power to give to the tenant a copy of the park rules in a moveable dwelling park and a copy of the rules as changed.	<i>Section 68(2)</i>		
315.	Chief Executive Officer	Power to give the tenant a written notice stating an approved way, or a different approved way, as the way in which rent is required, or is proposed, to be paid.	<i>Section 83(3)</i>		
316.	Chief Executive Officer	Power to give a written notice stating a place, or a different place, as the place at which rent is required to be paid.	<i>Section 85(2)</i>		
317.	Chief Executive Officer	Power to give and sign a receipt for payment of rent.	<i>Section 88</i>		
318.	Chief Executive Officer	Power to make a written record of the payment of rent.	<i>Section 88(5)</i>		
319.	Chief Executive Officer	Power to give a written notice stating a place, or a different place, as the place where rent is required to be paid.	<i>Section 100(2)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
320.	Chief Executive Officer	Power to give a receipt for the payment of rent	<i>Section 102</i>		
321.	Chief Executive Officer	Power to make a written record of the payment of rent paid.	<i>Section 102(5)</i>		
322.	Chief Executive Officer	Power to pay a rental bond to the Residential Tenancies Authority and to give the Authority a notice, in the approved form, about the rental bond	<i>Section 116(1)</i>		
323.	Chief Executive Officer	Power to pay to the Residential Tenancies Authority an amount equal to the maximum rental bond for the agreement if financial protection against breach of the agreement by the tenant is given to Council.	<i>Section 119</i>		
324.	Chief Executive Officer	Power to apply to the Residential Tenancies Authority for payment of a rental bond	<i>Section 125</i>		
325.	Chief Executive Officer	Power to make a dispute resolution request to the Residential Tenancies Authority about an application for payment of a rental bond	<i>Section 136</i>		
326.	Chief Executive Officer	Power to apply to a tribunal for an order about the payment of a rental bond and give the residential tenancy authority a written notice informing it of the application.	Sections 136(3)(c)(iv)(A) or Section 136(4)(c)(iv)(A)		
327.	Chief Executive Officer	Power to sign and give a receipt for a rental bond.	<i>Section 145</i>		
328.	Chief Executive Officer	Power to give a receipt for a key deposit that was paid by a prospective tenant.	<i>Section 157</i>		
329.	Chief Executive Officer	Power to refund a key deposit in full when the key is returned	<i>Section 158</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
330.	Chief Executive Officer	Power to require a prospective tenant to pay a holding deposit for a tenancy of premises	<i>Section 159</i>		
331.	Chief Executive Officer	Power to give a receipt for a holding deposit.	<i>Section 160</i>		
332.	Chief Executive Officer	Power to enter premises on a ground specified in section 192(1), to take all steps necessary to allow for the entry, and to exercise all the powers of Council upon making the entry	Sections 192, 193, 194, 195, 196, 197, 198, 199		
333.	Chief Executive Officer	Power to ask the tenant the tenant's name or place of employment	<i>Section 205</i>		
334.	Chief Executive Officer	Power to supply and maintain the locks and keys that are necessary to ensure the premises are reasonably secure.	<i>Section 210</i>		
335.	Chief Executive Officer	Power to change a lock to the premises or to agree to the tenant changing a lock to the premises	<i>Section 211</i>		
336.	Chief Executive Officer	Power to nominate a nominated repairer and to provide written notice to the tenant stating the nominated repairer and to give written notice of any change in a nominated repairer.	<i>Section 216</i>		
337.	Chief Executive Officer	Power to give a notice to relocate to another site in the moveable dwelling park to the tenant	<i>Section 223</i>		
338.	Chief Executive Officer	Power to make rules about the use, enjoyment, control and management of a moveable dwelling park owned by Council	<i>Section 228</i>		
339.	Chief Executive Officer	Power to give a notice proposing a change to a park rule to residents of the park.	<i>Section 229</i>		
340.	Chief Executive Officer	Power to remedy a lessor's breach following receipt of a notice to remedy breach from the tenant.	<i>Section 303</i>		
341.	Chief Executive Officer	Power to give a resident a notice requiring the resident to leave the premises if resident's employment ends or entitlement to	<i>Section 374(1)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		occupy under employment ends			
342.	Chief Executive Officer	Power to deal a with personal document or money in the ways stated in the section.	<i>Section 392</i>		
343.	Chief Executive Officer	Power to make reasonable efforts to contact a former resident about property left at the rental premises.	<i>Section 392(2)</i>		
344.	Chief Executive Officer	Power to sell property left at the rental premises that is not a personal document or money, or to dispose of it in another way.	Sections 393(2), 393(4) and 393(5)		
<b><i>Right to Information Act 2009</i></b>					
345.	Chief Executive Officer	Power to decide whether disclosure of a document would, on balance, be Information contrary to the public interest.	<i>Sections 48(1), 49(1), 50(1) and 51(1)</i>		
346.	Chief Executive Officer	Power to satisfy itself in dealing an application for access to a document that is non-existent or unlocatable, that— (a) the document does not exist; or (b) the document has been or should be in Council’s possession, and all reasonable steps have been taken to find the document but the document cannot be found.	<i>Section 52(1)</i>		
<b><i>State Penalties Enforcement Act 1999</i></b>					
347.	Chief Executive Officer	Power to carry out all responsibilities identified under the Act.	<i>All relevant sections</i>		
<b><i>Stock Route Management Act 2002</i></b>					
348.	Chief Executive Officer	Power to by written notice, ask the applicant of a stock route permit to give further reasonable information or documents about the application by the reasonable date stated in the notice and refuse the application if the applicant does not comply.	<i>Section 117</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
349.	Chief Executive Officer	Power to amend the conditions of a stock route permit.	<i>Section 127</i>		
350.	Chief Executive Officer	Power to cancel a stock route agistment permit.	<i>Section 128</i>		
351.	Chief Executive Officer	Power to require the holder of a stock route agistment permit to return the permit.	<i>Section 130</i>		
352.	Chief Executive Officer	Power to ask the applicant to give the further reasonable information or documents about the application, and to refuse the application of the applicant does not comply.	<i>Section 135</i>		
353.	Chief Executive Officer	Power to grant or refuse an application for a stock route travel permit.	<i>Section 136</i>		
354.	Chief Executive Officer	Power to require a stock route travel permit holder who gives a notice of the correct particular to return the permit.	<i>Section 141</i>		
355.	Chief Executive Officer	Power to impose reasonable conditions on a stock route travel permit.	<i>Section 142</i>		
356.	Chief Executive Officer	Power to amend a stock route travel permit.	<i>Section 143</i>		
357.	Chief Executive Officer	Power to cancel a stock route travel permit.	<i>Section 144</i>		
358.	Chief Executive Officer	Power to require the holder of a stock route travel permit to return the permit for an amendment under a decision made under certain sections of the Act.	<i>Section 146</i>		
359.	Chief Executive Officer	Power to take action to comply with any notice given by the Minister in relation to the administration and enforcement of the <i>Stock Route Management Act 2002</i> .	<i>Section 184(5)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
<b><i>Survey and Mapping Infrastructure Act 2003</i></b>					
360.	Chief Executive Officer	Power, as an owner or occupier of land, to consent to a surveyor placing a permanent survey mark on the land.	<i>Section 21(2)</i>		
361.	Chief Executive Officer	Power, as a public authority that placed, or requested to be placed, a survey mark, to give to the chief executive a copy of a survey plan or other information necessary to establish a survey mark as a recognised permanent survey mark.	<i>Section 34</i>		
362.	Chief Executive Officer	Power, where the survey mark is on a road under the control of Council, to maintain the integrity of survey markers, and provide updated information to the survey control register.	<i>Section 39</i>		
363.	Chief Executive Officer	Power, as a public authority, where the survey mark is on land, other than roads, controlled by Council, to maintain the integrity of survey markers, and provide updated information to the survey control register.	<i>Section 40</i>		
364.	Chief Executive Officer	Power, as a public authority, where a person interferes with a recognised permanent survey mark, to take action reasonably necessary to reinstate the physical and survey integrity of a recognised permanent survey marker.	<i>Section 44</i>		
<b><i>Transport Infrastructure Act 1994</i></b>					
365.	Chief Executive Officer	Power to enter into contracts with the chief executive in respect of road works, other works or the operation of State-controlled roads within and outside Council's local government area.	<i>Section 29</i>		
366.	Chief Executive Officer	Power to enter into agreements with the chief executive in relation to funding for road works on Council's roads.	<i>Section 40</i>		
367.	Chief Executive Officer	Power to enter into a financial arrangement with the chief executive for improvements to State-controlled roads that	<i>Section 41</i>		



# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		would be beneficial to Council's road network			
368.	Chief Executive Officer	Power to obtain the chief executive's written approval for consent to carry out road works or make changes to the management of a Council road if the works or changes impact a State-controlled road and exceptions under subsections (2) or (5) do not apply.	<i>Section 42</i>		
369.	Chief Executive Officer	Power to apply and enforce conditions to proposed road works or changes to the management of a Council road.	<i>Section 42(5)</i>		
370.	Chief Executive Officer	Power to exercise all the powers it may exercise for a local government road in its area in relation to State-controlled roads in its area.	<i>Section 45</i>		
<b><i>Transport Operations (Road Use Management) Act 1995</i></b>					
371.	Chief Executive Officer	Power to install and remove official traffic signs on Council's roads, off-street regulated parking areas and, with the chief executive's written consent, on declared roads.	<i>Section 69</i>		
372.	Chief Executive Officer	Power to install official traffic signs where reasonably satisfied that there is a danger, hindrance, obstruction to traffic or other emergency.	<i>Section 71</i>		
373.	Chief Executive Officer	Power to remove unauthorised traffic signs.	<i>Section 75(1)</i>		
374.	Chief Executive Officer	Power to remove and detain at a place for safe keeping any vehicles, trams and animals and any goods, equipment or thing contained in, on or about the vehicle, tram or animal at the time of removal that are considered on reasonable grounds to be abandoned on a road or left on a road unattended or found on a road, where their presence is hazardous any vehicles, trams and animals that are abandoned on a road.	<i>Section 100</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
<b>Trusts Act 1973</b>					
375.	Chief Executive Officer	Power, where appointed trustee for certain purposes, to administer trust property.	<i>Section 116</i>		
<b>Waste Reduction and Recycling Act 2011</b>					
376.	Chief Executive Officer	Power, as delegate of the chief executive administering the Act, to appoint a person as an authorised person.	<i>Section 183</i>		
377.	Chief Executive Officer	Power, as delegate of the chief executive administering the Act, to issue an identity card to an authorised person.	<i>Section 187</i>		
378.	Chief Executive Officer	Power, as delegate of the chief executive administering the Act, to give a show cause notice.	<i>Section 246</i>		
379.	Chief Executive Officer	Power, as delegate of the chief executive administering the Act, to give a compliance notice.	<i>Sections 248 and 249</i>		
<b>Water Act 2000</b>					
380.	Chief Executive Officer	Power, as a constructing authority, to take water to construct or maintain infrastructure if – (a) the construction or maintenance is lawful; (b) taking water for that purpose is prescribed by regulation; and (c) the constructing authority complies with the following conditions – (i) those prescribed by regulation those fixed by the chief executive, by notice given to the constructing authority, about taking water.	<i>Section 99 (2)</i> <i>Refer also to Sections 23 and 24 of the Water Regulation 2016</i>		
<b>Water Supply (Safety and Reliability) Act 2008</b>					
381.	Chief Executive Officer	Power, as service provider, to install or approve the installation of a meter and to decide the position of the meter, on infrastructure supplying water to premises.	<i>Section 35</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
382.	Chief Executive Officer	Power, as service provider, to give a person an entry notice.	<i>Section 36(2)(b)</i>		
383.	Chief Executive Officer	Power, as a water service provider, to give notice of a service provider water restriction imposed by the service provider to anyone affected by it.	<i>Section 43(1)</i>		
384.	Chief Executive Officer	Power, as a water service provider, to shut off water supply to premises for the time reasonably necessary to perform work on the infrastructure.	<i>Section 44(1)</i>		
385.	Chief Executive Officer	Power, as a water service provider, to give notice of shut off of water supply to anyone likely to be affected by it	<i>Section 44(2) and 44(4)</i>		
386.	Chief Executive Officer	Power, as service provider, to shut off water supply without notice if there is: (a) a serious risk to public health; (b) likelihood of serious injury to persons or damage to property; or (c) another emergency.	<i>Section 44(3)</i>		
387.	Chief Executive Officer	Power, as service provider, to appoint an authorised person.	<i>Section 45</i>		
388.	Chief Executive Officer	Power, as service provider, to issue an identity card to an authorised person.	<i>Section 46</i>		
<b>Work Health and Safety Act 2011</b>					
389.	Chief Executive Officer	Power to notify the regulator after becoming aware a notifiable incident has occurred.	<i>Section 38</i>		
390.	Chief Executive Officer	Power to consult with workers who are, or are likely to be, directly affected by a matter relating to work health or safety.	<i>Section 47</i>		
391.	Chief Executive Officer	Power to facilitate the conduct of an election for 1 or more health and safety representatives to represent workers.	<i>Sections 51 to 54</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
392.	Chief Executive Officer	Power to refuse on reasonable grounds to grant access to the workplace to a person assisting a health and safety representative for a workgroup.	<i>Section 71(5)</i>		
393.	Chief Executive Officer	Power to establish a health and safety committee.	<i>Sections 75 to 78</i>		
394.	Chief Executive Officer	Power, as a party to an issue, to resolve the issue in accordance with an agreed procedure or the default procedure.	<i>Sections 80 and 81</i>		
395.	Chief Executive Officer	Power to direct the worker to carry out suitable alternative work at the same or another workplace	<i>Section 87</i>		
396.	Chief Executive Officer	Power to ask the regulator to appoint an inspector to attend the workplace to assist in resolving an issue arising from a cessation of work	<i>Section 89</i>		
<b><i>Workers Compensation and Rehabilitation Act 2003</i></b>					
397.	Chief Executive Officer	Power, as an employer, to insure and keep insured all Council's employees and Councillors	<i>Section 48</i>		
398.	Chief Executive Officer	Power, as an employer, to pay a premium notice issued by WorkCover.	<i>Section 54(7)</i>		
399.	Chief Executive Officer	Power, as an employer, to pay a reassessment premium notice issued by WorkCover	<i>Section 56(5)</i>		
400.	Chief Executive Officer	Power to appoint a Rehabilitation and Return to Work Coordinator where the employer meets the criteria prescribed under a regulation.	<i>Section 226</i>		
401.	Chief Executive Officer	Power to prepare and have in place a workplace rehabilitation policy and procedure, and review those policies and procedures every 3 years.	<i>Section 227</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
402.	Chief Executive Officer	Power, as a principal contractor for a construction project to, by written notice, ask the relevant contractor for a copy of a required document.	<i>Section 576 C</i>		
<b><i>Workers Compensation and Rehabilitation Regulation 2014</i></b>					
403.	Chief Executive Officer	Power, as an employer, to agree with WorkCover on a calculation of an outstanding liability for section 87 of the Act, based on a joint summary report prepared by actuaries under section 30 of the Regulation 2014.	<i>Section 31</i>		
<b><i>Local Law No. 1 (Administration) 2012</i></b>					
404.	Chief Executive Officer	Power to approve an application form for the local government's approval of a prescribed activity.	<i>Section 8(1)</i>		
405.	Chief Executive Officer	Power to, by written notice, request the applicant to provide further reasonable information or clarification of information, documents or materials included in the application.	<i>Section 8(3)</i>		
406.	Chief Executive Officer	Power to give the applicant written notice stating that their application has lapsed and that the applicant may make a new application.	<i>Section 8(5)</i>		
407.	Chief Executive Officer	Power to extend the period for the applicant to provide the further information.	<i>Section 8(6)</i>		
408.	Chief Executive Officer	Power to grant an approval for an applicant to undertake a prescribed activity if satisfied that it meets the requirements prescribed in this section.	<i>Section 9(1)</i>		
409.	Chief Executive Officer	Power to, by written notice to the applicant (a) grant the approval unconditionally; or	<i>Section 9(2)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		(b) grant the approval subject to conditions determined in accordance with section 10; or (c) refuse the grant approval.			
410.	Chief Executive Officer	Power to give the applicant an information notice if the local government- (a) refuses to grant the approval; or (b) grants the approval subject to a non- standard condition.	<i>Section 9(4)</i>		
411.	Chief Executive Officer	Power to grant an approval on conditions the CEO considers appropriate.	<i>Section 10(1)</i>		
412.	Chief Executive Officer	Power to, in deciding an application under this part, accept the certificate of a third party certifier as evidence about any application requirement that is mentioned in a subordinate local law for this subsection.	<i>Section 12(1)</i>		
413.	Chief Executive Officer	Power to approve an application form to renew or extend an approval.	<i>Section 14(3)</i>		
414.	Chief Executive Officer	Power to, by written notice, request the applicant to provide further reasonable information or clarification of information, documents or materials included in the application.	<i>Section 14(4)</i>		
415.	Chief Executive Officer	Power to, by written notice to the applicant (a) grant the application; or (b) grant the application and amend the conditions of the approval; or (c) refuse the application.	<i>Section 14(6)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
416.	Chief Executive Officer	Power to give the applicant an information notice if (a) the application is refused; or (b) the application is approved and the approval is amended to include non-standard conditions.	<i>Section 14(8)</i>		
417.	Chief Executive Officer	Power to amend the conditions of the approval under subsection (6)(b) without following the procedure in section 18.	<i>Section 14(9)</i>		
418.	Chief Executive Officer	Power to, by written notice, request the applicant to provide further reasonable information or clarification of information, documents or materials included in the application.	<i>Section 15(4)</i>		
419.	Chief Executive Officer	Power to grant an application to transfer an approval only if it is satisfied about the matters mentioned in section 9(1).	<i>Section 15(6)</i>		
420.	Chief Executive Officer	Power to, by written notice to the approval holder and the proposed transferee (a) grant the application to transfer the approval; or (b) refuse the application to transfer the approval.	<i>Section 15(7)</i>		
421.	Chief Executive Officer	Power to amend the existing conditions of the approval if the application to transfer the approval is granted,	<i>Section 15(8)</i>		
422.	Chief Executive Officer	Power to amend the conditions of the approval under subsection (8) without following the procedure in section 18.	<i>Section 15(9)</i>		
423.	Chief Executive Officer	Power to give the approval holder and the proposed transferee an information notice if- (a) the application is refused; or (b) the application is granted and the approval is amended to include non-standard conditions.	<i>Section 15(11)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
424.	Chief Executive Officer	Power to consider and decide whether to grant or refuse the application by an approval holder to amend the conditions of the approval.	<i>Section 16(3)</i>		
425.	Chief Executive Officer	Power to give the approval holder written notice of the amended conditions and the day that they take effect, within 14 days of the decision,	<i>Section 16(4)</i>		
426.	Chief Executive Officer	Power to give the approval holder an information notice if the application to amend the conditions is refused.	<i>Section 16(5)</i>		
427.	Chief Executive Officer	Power to amend the conditions of the approval under this section without following the procedure in section 18.	<i>Section 16(6)</i>		
428.	Chief Executive Officer	Power to give the approval holder a written notice (the show cause notice) stating- (a) the proposed action; and (b) the grounds for the proposed action; and (c) an outline of the facts and circumstances that are the basis of the grounds; and (d) if the proposed action is suspension of the approval, the proposed suspension period; and (e) that the approval holder may make written submissions, within a stated reasonable time of at least 21 days after the notice is given, why the proposed action should not be taken.	<i>Section 18(2)</i>		
429.	Chief Executive Officer	Power to consider submissions and decide if grounds no longer exist to cancel, amend or suspend the approval and give written notice to the approval holder about the decision.	<i>Section 18(3)</i>		



# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
430.	Chief Executive Officer	Power to consider submissions and decide if there is a ground to take the proposed action.	<i>Section 18(4)</i>		
431.	Chief Executive Officer	Power to decide to amend, suspend or cancel the approval and to give the approval holder an information notice.	<i>Section 18(5)</i>		
432.	Chief Executive Officer	Despite section 18, power to immediately suspend an approval if the CEO believes that continuation of the prescribed activity by the approval holder poses- (a) an urgent and serious threat to public health or safety; or (b) an urgent and serious risk of environmental harm, property damage or loss of amenity.	<i>Section 19(1)</i>		
433.	Chief Executive Officer	Power to, at any time, extend the time for making a review application.	<i>Section 22(3)</i>		
434.	Chief Executive Officer	Power to review the original decision within 28 days after receiving a review application and make a decision (the review decision) to- (a) confirm the original decision; or (b) amend the original decision; or (c) substitute another decision for the original decision.	<i>Section 23(1)</i>		
435.	Chief Executive Officer	Power to give the applicant notice of the decision (the review notice) within 5 days of making the review decision.	<i>Section 23(3)</i>		
<b>Local Law No. 2 (Animal Management) 2012</b>					
436.	Chief Executive Officer	Power to provide notice to members of the public regarding the designation of an area as a dog off-leash area where the Council has designated such an area by subordinate local law.	<i>Section 11(2)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
437.	Chief Executive Officer	Power to- (a) offer the animal for sale by public auction or by tender; or (b) if the animal is an animal mentioned in section 27(2)(b) or is of a species, breed or class specified by subordinate local law for this paragraph (i) sell the animal by private agreement; or (ii) dispose of the animal in some other way without destroying it; or (iii) destroy the animal.	<i>Section 32(1)</i>		
438.	Chief Executive Officer	Power to keep a proper record of impounded animals (the register of impounded animals) and to keep the register available for public inspection.	<i>Section 33</i>		
439.	Chief Executive Officer	Power to allow the owner of an impounded animal to inspect it any reasonable time, and to disallow the inspection if it is impractical or unreasonable to inspect at that time.	<i>Section 34</i>		
<b>Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012</b>					
440.	Chief Executive Officer	Power, subject to <i>subsection 2</i> , to temporarily close a local government controlled area to public access- (a) to carry out construction, maintenance, repair or restoration work; or (b) to protect the health and safety of a person or the security of a person's property; or (c) because of a fire or other natural disaster; or (d) to conserve or protect the cultural or natural resources of the area or native wildlife.	<i>Section 8(1)</i>		
441.	Chief Executive Officer	Power to decide if it is necessary for land adjoining a road to be fenced to prevent the risk of- (a) animals escaping from the land onto the road; or	<i>Section 9(1)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
		(b) interference with the safe movement of traffic or the safe use of the road.			
442.	Chief Executive Officer	<p>Power to give a compliance notice to a person who is the owner or occupier of land adjoining or adjacent to a road to do 1 or more of the following</p> <p>(a) perform work on the land or the road;</p> <p>(b) construct a vehicle crossing to provide vehicular access between the land and the road to a standard specified by the local government in the compliance notice;</p> <p>(c) maintain or repair a vehicle crossing which provides vehicular access between the land and the road to a standard specified by the local government in the compliance notice if, in the opinion of an authorised person, the vehicle crossing</p> <p>(i) is not effective for its intended purpose; or</p> <p>(ii) is causing a nuisance or poses a risk of a nuisance; or</p> <p>(iii) constitutes an actual or potential safety hazard.</p>	<i>Section 11(1)</i>		
<b>Local Law No. 5 (Parking) 2012</b>					
443.	Chief Executive Officer	Power to issue a parking permit.	<i>Section 7(1)</i>		
444.	Chief Executive Officer	Power to issue a commercial vehicle identification label.	<i>Section 8(1)</i>		

# RICHMOND SHIRE COUNCIL

## Register of Council Delegations to the Chief Executive Officer

NO	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH DELEGATION IS SUBJECT
<b><i>Investment Policy 2020 No. 033</i></b>					
445.	Chief Executive Officer	Power to manage Council's investment portfolio in accordance with the adopted investment policy.			Investment Policy 2020 No. 033 (or as subsequently amended).

**Item 2.3 Notification of Deadline for Postal-only Applications**

**EXECUTIVE SUMMARY**

Notification that the deadline for postal-only ballot applications from councils is 30 April 2023. Councils who wish to apply will need to make resolutions for postal-only ballot votes.

**OFFICER'S RECOMMENDATION**

***That Council: Agree to apply for postal-only ballot applications for the Local Election by 30 April 2023.***

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**Budget & Resource Implications**

Nil

**Background**

Hi All,

Just a courtesy reminder that the deadline for postal-only ballot applications from councils is 30 April 2023.

Councils who wish to apply will likely need to make resolutions for postal-only ballot votes possibly as soon as their next council meetings.

Kind Regards,



**Queensland**  
Government

**Kate Burey**

A/ Senior Region Advisor

**Local Government Division**

Department of State Development, Infrastructure,  
Local Government and Planning

*Microsoft teams – meet now*

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**Consultation (Internal/External)**

External: Electoral Commission Queensland.

**Attachments**

Attachment E – Flyer

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Report prepared by **Tiana Grant (Executive Officer)**

## POSTAL-ONLY BALLOT LOCAL ELECTION

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### Applying for a postal-only ballot

A local government can apply before 1 May in the year preceding the quadrennial election to the Minister for Local Government (the Minister) for a poll to be conducted only by postal ballot for:

- all of the local government's area; or
- 1 or more divisions of its area; or
- a part of its area marked on a map.

### Requests sent to Electoral Commissioner

The Minister must refer an application for a postal-only ballot to the Electoral Commissioner for an assessment and recommendation as to whether an application should be approved.

### Criteria to make a recommendation

The Electoral Commissioner must have regard to these matters in section 45AB(4) of the *Local Government Electoral Act 2011* (LGEA) to make a recommendation:

- the reasons, stated in the application, why the poll should be by postal ballot
- identify costs of conducting the poll by postal ballot compared to the costs by conducting using polling booths
- the number of persons enrolled on an electoral roll for an electoral district, or part of an electoral district, included in the area to which the application relates.

- the population density and distribution in the area to which the application relates
- whether a poll has previously been conducted by postal ballot in the area to which the application relates.

### ECQ's guiding principles to administer assessment to conduct postal-only ballots

The Electoral Commission of Queensland is responsible for the conduct and administration of free and democratic local government elections under the LGEA. The guiding principles to assess and recommend postal-only ballots are:

- maximise the opportunity to exercise the right to vote by providing voter accessibility
- freedom from any undue influence when exercising their right to vote
- assistance and information for voters
- maximisation of the formal vote count.

### Deciding postal-only ballot applications

The Minister decides local government postal-only ballot applications. When deciding an application, the Minister must have regard for the Electoral Commissioner's recommendation and the criteria in section 45AB(4) of the LGEA.

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### More information

If you need more information refer to *Assess Local Government Applications to Conduct a Postal Ballot Election* or please contact ECQ on 1300 881 665 or by emailing [ecq@ecq.qld.gov.au](mailto:ecq@ecq.qld.gov.au).

**Item 3 Reports for Consideration – Corporate Services**

**Item 3.1 Monthly Financial Report**

**EXECUTIVE SUMMARY**

Council's monthly financial report in relation to the 2022/23 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 31<sup>st</sup> January 2023

**OFFICER'S RECOMMENDATION**

**That Council:** *Receive the monthly financial report presenting the progress made as at 31<sup>st</sup> January 2023 in relation to the 2022/23 budget and including the:*

- *Statement of Financial Position*
- *Statement of Comprehensive Income*
- *Statement of Cash Flows*

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**Budget & Resource Implications**

Nil

**Background**

Council's monthly financial report in relation to the 2022/23 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 31<sup>st</sup> January 2023

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment F

- Statement of Financial Position
- Statement of Comprehensive Income
- Statement of Cash Flows

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Report prepared by **Peta Mitchell (Director of Corporate Services)**

**Richmond Shire Council**  
**Statement of Comprehensive Income**  
**as at 31st January 2023**

	2023	2023 Budget	2022
	\$	\$	\$
<b>Income</b>			
<b>Revenue</b>			
<b>Recurrent revenue</b>			
Rates, levies and charges	984,809	1,914,890	926,045
Less Pensioner & Write Off		(7,100)	
Fees and charges	583,163	881,000	499,397
Sales revenue	3,976,867	9,905,000	4,931,779
Grants, subsidies, contributions and donations	1,487,994	1,889,238	1,636,228
	<u>7,032,834</u>	<u>14,583,028</u>	<u>7,993,449</u>
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	4,304,716	16,714,000	2,306,790
<b>Total capital revenue</b>	<u>4,304,716</u>	<u>16,714,000</u>	<u>2,306,790</u>
Rental income	107,533	179,000	104,537
Interest received	116,145	70,000	38,748
Other income	149,171	87,000	589,969
	<u>372,848</u>	<u>336,000</u>	<u>733,254</u>
<b>Total income</b>	<u>11,710,399</u>	<u>31,633,028</u>	<u>11,033,493</u>
<b>Expenses</b>			
<b>Recurrent expenses</b>			
Employee benefits	(3,536,582)	(6,600,000)	(3,679,277)
Materials and services	(5,802,837)	(12,225,000)	(5,854,556)
Finance costs	(49,026)	(120,840)	(65,132)
Depreciation and amortisation			
Property, Plant and Equipment	(2,999,015)	(4,987,000)	(2,485,411)
	<u>(12,387,460)</u>	<u>(23,932,840)</u>	<u>(12,084,376)</u>
<b>Capital expenses</b>			
Loss on disposal of non-current assets	37,018		-
Write off of flood damaged roads			-
	<u>37,018</u>	<u>-</u>	<u>-</u>
<b>Total expenses</b>	<u>(12,350,442)</u>	<u>(23,932,840)</u>	<u>(12,084,376)</u>
<b>Net result</b>	<u>(640,043)</u>	<u>7,700,188</u>	<u>(1,050,883)</u>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to net result</b>			
Increase in asset revaluation surplus			-
<b>Total other comprehensive income for the year</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total comprehensive income for the year</b>	<u>(640,043)</u>	<u>7,700,188</u>	<u>(1,050,883)</u>



**Richmond Shire Council**  
**Statement of Financial Position**  
**as at 31st January 2023**

	2023	2023 Budget	2022
	\$	\$	\$
<b>Current assets</b>			
Cash and cash equivalents	4,549,398	1,592,000	9,018,792
Restricted Cash			
Trade and other receivables	207,161	1,217,000	96,084
Inventories	421,425	497,000	338,692
Land for Resale	126,000	-	146,000
Contract assets	1,192,593	-	354,708
Other assets	59,981	-	112,396
<b>Total current assets</b>	<u>6,556,558</u>	<u>3,306,000</u>	<u>10,066,671</u>
<b>Non-current assets</b>			
Property, plant and equipment	226,883,236	230,154,000	197,794,848
Intangible assets	-	112,000	112,619
Capital Work in Progress	12,961,662		14,470,259
<b>Total non-current assets</b>	<u>239,844,898</u>	<u>230,266,000</u>	<u>212,377,726</u>
<b>Total assets</b>	<u>246,401,456</u>	<u>233,572,000</u>	<u>222,444,397</u>
<b>Current liabilities</b>			
Trade and other payables	585,755	1,714,000	348,275
Contract liabilities	1,939,232	-	2,578,805
Borrowings	285,556	581,000	278,049
Provisions	1,379,998	1,368,000	1,353,731
<b>Total current liabilities</b>	<u>4,190,541</u>	<u>3,663,000</u>	<u>4,558,859</u>
<b>Non-current liabilities</b>			
Provisions	237,602	201,000	201,108
Borrowings	2,253,608	1,673,000	2,813,854
<b>Total non-current liabilities</b>	<u>2,491,210</u>	<u>1,874,000</u>	<u>3,014,962</u>
<b>Total liabilities</b>	<u>6,681,751</u>	<u>5,537,000</u>	<u>7,573,821</u>
<b>Net community assets</b>	<u>239,719,704</u>	<u>228,035,000</u>	<u>214,870,578</u>
<b>Community equity</b>			
Asset revaluation surplus	126,221,696	103,429,000	103,428,227
Operating surplus	(640,043)	-	(1,050,882)
Retained surplus	114,138,052	124,606,000	112,493,232
<b>Total community equity</b>	<u>239,719,704</u>	<u>228,035,000</u>	<u>214,870,578</u>

**Richmond Shire Council  
Statement of Cash Flows  
as at 31st January 2023**

	<b>2023</b>	<b>2023 Budget</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Cash flows from operating activities</b>			
Receipts from customers	5,694,011	11,888,000	6,947,190
Payments to suppliers and employees	(9,388,445)	(17,658,000)	(9,719,700)
	(3,694,434)	(5,770,000)	(2,772,511)
Interest received	116,145	70,000	38,748
Rental income	107,533	179,000	104,537
Grants, subsidies, contributions and donations - non-capital	1,487,994	1,889,238	1,636,228
Finance/Borrowing costs	(49,026)	(120,840)	(65,132)
<b>Net cash inflow (outflow) from operating activities</b>	<b>(2,031,789)</b>	<b>(3,752,602)</b>	<b>(1,058,130)</b>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment	(8,644,928)	(21,055,000)	(5,157,528)
Net movement in loans and advances		-	-
Proceeds from sale of property plant and equipment		-	-
Grants, subsidies, contributions and donations - capital	4,304,716	16,714,000	2,306,790
<b>Net cash inflow (outflow) from investing activities</b>	<b>(4,340,212)</b>	<b>(4,341,000)</b>	<b>(2,850,738)</b>
<b>Cash flows from financing activities</b>			
Proceeds from borrowings		-	-
Repayment of borrowings	(278,068)	(665,000)	(270,028)
<b>Net cash (outflow) from financing activities</b>	<b>(278,068)</b>	<b>(665,000)</b>	<b>(270,028)</b>
<b>Net increase in cash and cash equivalent held</b>	<b>(6,650,069)</b>	<b>(8,758,602)</b>	<b>(4,178,896)</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>	<b>11,199,466</b>	<b>10,113,602</b>	<b>13,197,688</b>
<b>Cash and cash equivalents at end of the financial year</b>	<b>4,549,398</b>	<b>1,355,000</b>	<b>9,018,792</b>

**Richmond Shire Council  
Operating Statement by Function  
as at 31st January 2023**

<b>Function</b>	<b>Income</b> \$	<b>Expense</b> \$	<b>Surplus</b> \$
10 Administration	1,049,733	(1,223,724)	(173,991)
11 Finance	1,333,482	(2,984,366)	(1,650,884)
12 Community Services	501,583	(709,412)	(207,829)
13 Engineering	8,421,424	(6,587,387)	1,834,037
14 Sewerage	182,604	(169,993)	12,612
15 Water	208,672	(518,424)	(309,752)
16 Cleansing	49,082	(181,320)	(132,238)
Environmental Services	-	(7,960)	(7,960)
18 Planning & Building	836	(4,875)	(4,039)
<b>Net result</b>	<b>11,747,417</b>	<b>(12,387,460)</b>	<b>(640,043)</b>

**Item 4. Reports for Consideration – Community Services**

**Item 4.1 Minor Infrastructure Grant Open for Submissions**

**EXECUTIVE SUMMARY**

The Department of Sport and Recreation opened its Minor Infrastructure Grant on January 31, 2023.

**OFFICER'S RECOMMENDATION**

*That Council: Consult the budget for the relevant co-contributions for each project.*

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**Budget & Resource Implications**

Approximately \$8,500.00 or \$22,000.00.

**Background**

The Department of Sport and Recreation opened its Minor Infrastructure Grant on January 31, 2023.

The objective of the program is to enhance community sport and active recreation participation opportunities through the provision of spaces that enable quality, accessible, inclusive, safe and more efficient activity. This is further defined as:

- Safe: reduced exposure to health and safety risk
- Quality: meeting standard required for community level participation
- Efficient: more efficient use of the places and spaces (can be used by more people, cater for more activities, be used for longer hours)
- Inclusive and accessible: enhancing usability of places and spaces and ensuring no one is excluded from participation.

Council has discussed two projects which are eligible for this funding:

Project 1 – Disabled Access from Carter Street

Project 2 – Upgrade of Lighting to Charlie Wehlow Oval. This is only to Amateur lighting level of 100 lux. Semi Pro lighting (Intrust Super Cup) is 200 lux and cannot be funded.

Richmond Shire is classed as a Remote and Very Remote LGA requiring a 10% co-contribution rather than the standard 50%.

1. A 10% co-contribution to the Disabled Access Project would be approx. \$8,500.00.
2. A 10% co-contribution to the Lighting Upgrade of Charlie Wehlow Oval could potentially be \$22,000.00.

*Please note there is anticipated to be another Minor Infrastructure Round in 2024. Dependent on budget and priorities submissions could be split.*

**Consultation (Internal/External)**

External: Department of Sport and Recreation.

**Attachments**

Nil

**Item 4.2 Educational Program Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Educational Program Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Educational Program Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Educational Program Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment G - Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

# EDUCATIONAL PROGRAM POLICY

Research accentuates that quality programs significantly influences children’s growth and development. We have the opportunity to construct a supportive learning environment and program, with inspirations from the children and families. This contribution can encourage children to feel a sense of control over their actions, interactions, to explore, be curious and test out their understanding of themselves others and the world around them.

In school age education and care services, the educational program supports learning through play and leisure. Based on the nationally approved learning framework, My Time, Our Place: Framework for School Age Care (MTOF), the educational program *‘includes all the spontaneous and planned experiences for children at the Service designed to support wellbeing and facilitate learning. It includes all the interactions, experiences, routines and events’* (MTOF, p.42).

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE		
1.1	Program	The educational program enhances each child’s learning and development
1.1.1	Approved learning framework	Curriculum decision making contributes to each child’s learning and development outcomes in relation to their identity, connection with community, wellbeing, and confidence as learners and effectiveness as communicators.
1.1.2	Child-centred	Each child’s current knowledge, strengths, ideas, culture, abilities and interests are the foundation of the program.
1.1.3	Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child’s learning.
1.2	Practice	Educators facilitate and extend each child’s learning and development.
1.2.1	Intentional teaching	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
1.2.2	Responsive teaching and scaffolding	Educators respond to children’s ideas and play and extend children’s learning through open-ended questions, interactions and feedback
1.2.3	Child directed learning	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.

1.3	Assessment and planning	Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.
1.3.1	Assessment and planning cycle	Each child’s learning and development is assessed or evaluated as part of an ongoing cycle of observation, analysing learning, documentation, planning, implementation and reflection.
1.3.2	Critical reflection	Critical reflection on children’s learning and development, both as individuals and in groups, drives program planning and implementation.
1.3.3	Information for families	Families are informed about the program and their child's progress.

**EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS**

73	Educational programs
74	Documenting of child assessments or evaluations for delivery of educational program
75	Information about educational program to be kept available
76	Information about educational program to be given to parents
118	Educational leader
148	Educational leader
274A	Programs for children over preschool age
289A	Programs for children over preschool age
298A	Programs for children over preschool age

**RELATED POLICIES**

Additional Needs Policy Behaviour Guidance Policy Celebrations Policy Code of Conduct Policy Cyber Safety Policy English as an Additional Language or Dialect (EAL/D) Policy Excursion Policy	Family Communication Policy Interactions with Children, Family and Staff Policy Multi-Cultural Policy Photograph Policy Privacy and Confidentiality Policy Professional Development Policy Respect for Children Policy Supervision Policy
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**PURPOSE**

To enhance children’s learning and development through the pedagogical practices of educators and families in a positive learning environment which is promoted across the five learning outcomes from *My*

*Time, Our Place: Framework for school age care in Australia*. The program will nurture the development of life skills and complement children's experiences, opportunities and relationships at school, at home and in the community.

## SCOPE

This policy applies to children, families, staff **Approved Provider, Nominated Supervisor, students, volunteers, visitors** and management of the Service.

## IMPLEMENTATION

The National Quality Framework focuses on outcomes for all children. It requires Out of School Hours Care services to deliver a tailored program catering to the children's age, skill, interests and abilities through a variety of challenging and recreational activities. Developing an educational program involves observing, gathering and interpreting information about children to inform the preparation of environments and experiences that engage them and are meaningful for them. It also involves reflecting on and documenting children's experiences and learning.

Under the Education and Care Services National Law and National Regulations, approved services are required to base their educational program on an approved learning framework. The program should focus on addressing the developmental needs, interests and experiences of each child, while taking into account the individual differences of each child.

The national approved learning framework which outlines practices that support and promote children's learning is *My Time, Our Place: Framework for School Age Care in Australia* ('*Framework for School Age Care*'). The aim of the Framework for School Age Care is to extend and enrich the wellbeing and development of school age children in education and care settings. It acknowledges time and place as children engage in a range of play and leisure experiences that allow them to feel happy, safe and relaxed; interact with friends and practice social skills; solve problems; try new activities; and learn life skills. This Framework for School Age Care is strongly linked to the Early Years Learning Framework and extends the principles, practices and outcomes to accommodate the contexts and age range of the children and young people who attend school age care settings. Further it supports Goal 2 of the Melbourne Declaration on Educational Goals for Young Australians that all young Australians become:

- successful learners
- confident and creative individuals and
- active and informed citizens.
- (Commonwealth of Australia, 2009, p.5).



### There are also jurisdiction-specific approved learning frameworks, which include:

- Victoria: Victorian Early Years Learning and Development Framework  
<https://www.vcaa.vic.edu.au/curriculum/earlyyears/veyldf/Pages/Index.aspx>
- Western Australia: Pre-primary to Year 10 Western Australian curriculum  
<https://k10outline.scsa.wa.edu.au/home/teaching/curriculum-browser>

### OUR SERVICE IS COMMITTED TO MY TIME, OUR PLACE: FRAMEWORK FOR SCHOOL AGE CARE IN AUSTRALIA (MTOPI)

- Each child's learning will be based on their interests, strengths, and capabilities, and guide educators to ensure a range of experiences across all outcomes are provided.
- Educators will work in collaboration with families to provide relevant learning experiences for each child, based on their interests and family experiences.
- Every child will be equally valued. Their efforts, achievements and learning, and those of others will be celebrated.
- Educators will observe and record children's engagement with learning life skills and engagement with learning.
- Educators will document and evaluate children's wellbeing, development, and learning.
- Educators will work closely with children and families to produce ideas for the curriculum and leisure activities.
- Learning Outcomes will be linked to the curriculum during and after each child's learning has occurred.
- The curriculum will be constructed on the children's interests; educators will build upon and extend on children's interests, spontaneous experiences and family contributions.
- Educators will assess, anticipate, and extend children's ideas.
- Where appropriate, the Service will liaise with external agencies and support persons to best educate and care for children with additional needs.
- Educators will use reflection and documentation to inform and evaluate programs and to support children in achieving learning outcomes.

### THE APPROVED PROVIDER WILL ENSURE:

- the education leader selected is supported to lead the development and implementation of the educational program and assessment and planning cycle within the service
- the educational leader has the skills, knowledge and attributes to mentor and support educator's understanding of educational programming and practice

- the staff record includes the name of the person designated as the educational leader
- the Educational Leader accepts the position of Educational Leader in writing (Reg. 118).

### THE APPROVED PROVIDER / MANAGEMENT / NOMINATED SUPERVISOR / RESPONSIBLE PERSON/ EDUCATIONAL LEADER WILL:

- ensure that a suitable program based on an approved learning framework is delivered to all children
- collaborate with educators and provide curriculum direction and guidance
- ensure all educators work as a team in preparing and/or implementing the curriculum based on the Service's philosophy
- ensure the program is inclusive of all children. Management will make appropriate, professional referrals where necessary with family permission
- develop collaborative relationships with families to achieve quality outcomes for all children building on understandings of diversity, especially Aboriginal and Torres Strait Islander cultures
- communicate with families on a regular basis
- ensure each child is acknowledged for their uniqueness in a positive way
- support children's efforts and ideas, assisting and encouraging as appropriate
- be consistently aware of and responsive to children who may require additional support, assistance or attention, noticing and listening carefully to children's concerns and discussing diverse perspectives on issues of inclusion and exclusion and fair and unfair behaviour
- ensure the educational program is displayed in a place that is accessible to parents and families
- ensure information regarding the content and operation of the education program is provided to families if requested (Reg. 76)
- provide information regarding the child's participation within the program when requested by families (Reg. 76)
- ensure a copy of the program is available at all times (Reg. 75)
- ensure documentation relating to child assessments or evaluations for delivery of the education program are recorded (Reg. 74), including:
  - evaluations of the child's wellbeing, development and learning

### EDUCATORS WILL:

- collaborate with children to influence the program in response to their own strengths, ideas, abilities and interests
- provide play and leisure opportunities that are meaningful to children and support their wellbeing, learning and development

- implement a planning cycle that takes into account the unique nature of school age care
- plan, document and evaluate children’s learning which will underpin the educational program
- ensure the educational program is evidence based and built on information including evaluations, observations and parent feedback/suggestions
- document children’s wellbeing and learning, utilising contemporary theories and research concerning children’s play, leisure, and learning, and make this visible to children, educators and families
- promote shared learning and collaboration
- provide unstructured experiences that take into account that school age children have had a structured and busy day at school
- ensure each child’s participation and engagement in the program
- ensure materials and equipment reflect the cultural diversity that exists in our society
- respond to children's ideas and play and use intentional teaching to scaffold and extend each child's learning
- ensure the curriculum reflects diversity and reflects the values and beliefs of children and families
- take responsibility to be culturally competent and display positive attitudes towards cultural differences, respectfully acknowledge multiple cultural ways of knowing, seeing and being
- provide experiences that actively promote and initiate the investigation of ideas, exploration, prediction, and hypothesizing
- gather information from families upon enrolment regarding the child’s needs, interest and family backgrounds. This information is treated as confidential and allows educators to provide experiences that interest and extend children’s current development and learning. We feel that it is important to develop a partnership between parents and educators to ensure that consistency between home and the Service occurs and that the best possible care is provided.
- make sure information about the child’s participation in the program is available for families
- ensure documentation includes evaluations of children’s wellbeing, development and learning
- support the development of dispositions such as confidence, curiosity, persistence, imagination, and creativity
- respond to children’s displays of learning dispositions by positively commenting on them and providing encouragement and additional ideas
- use the learning outcomes to guide their planning for children’s learning
- intentionally scaffold children’s understanding and learning
- make use of spontaneous ‘teachable moments’ to extend children’s learning
- further extend critical thinking skills and problem-solving skills through provocations

- plan realistic curriculum goals for children considering the period of time the child is being educated and cared for by the service
- ensure documentation and evaluations are readily understood by parents

The program will provide a variety of developmentally appropriate experiences and materials that are selected to achieve the following goals:

- Foster positive self-concept
- Foster high-level thinking skills
- Develop social skills
- Encourage children to reason, question and experiment
- Support language development
- Enhance physical development and skills
- Foster independence and initiative
- Encourage and demonstrate sound health, safety and nutritional practices
- Encourage creative expression
- Respect cultural diversity of staff and children
- Respect gender diversity

#### JURISDICTION SPECIFICATIONS FOR EACH STATE

Services in South Australia, Tasmania, Victoria and Western Australia are required to document evaluations of children's wellbeing, development and learning. Documentation collected should be considered based on the time that the child is being educated and cared for by the Service. Quality of documentation and how this is used to enhance children's learning and development should be considered. Documentation must demonstrate analysis of children's learning to meet the requirements of the National Regulations.

#### EXAMPLES OF DOCUMENTATION USED BY EDUCATORS MAY INCLUDE:

- Learning stories or narratives
- photographs with captions
- observations or reviews
- journals
- mind maps and surveys

Services in Northern Territory, New South Wales and Queensland are not required to keep documentation of individual evaluations of school aged children.

They must ensure that evidence about the development of the program is documented.

Reflection of the program should include how and why the education program has been developed.

## PHYSICAL ACTIVITY

Our OSHC Service aims to promote children's participation in physical activity by:

- adhering to the Physical Activity and Sedentary Behaviour Guidelines for Children (aged 5-12 years)
- providing planned and spontaneous active play
- fostering children's Fundamental Movement Skills (FMS) including, running, galloping, hopping, jumping, leaping, side-sliding, skipping, overarm throwing, catching, striking a stationary ball, kicking, underarm throwing and stationary dribbling through role modelling skills
- providing space, time, and resources for children to revisit and practice FMS and engage in active play
- providing opportunities for educators to attend professional development to enhance their skills and knowledge about physical activity that focuses on sport, exercise and active games for children and minimising sedentary behaviour
- providing positive instruction, role modelling, and advice to children as they develop and improve their FMS
- working in collaboration with families and professionals to provide active experiences that are inclusive of all children
- communicate with families about the value of physical activity through newsletters, noticeboards, information sessions and discussion.

The program will provide a variety of developmentally appropriate experiences and materials that are selected to achieve the following goals:

- foster a positive self-concept
- develop and support social skills
- develop and support children's cognitive skills such as the ability to think, reason, question, and experiment
- enhance physical development and skills
- support sound health, safety, personal hygiene, and nutritional practices
- support creative expression

- support respect for cultural diversity of staff and children
- support respect for gender diversity.

**CHILDCARE CENTRE DESKTOP - RELATED RESOURCES**

Assessment and Planning Cycle Guide and Procedure Educational Program and Practice Procedure	Assessment and Planning Cycle Audit Management Programming Audit Observation Record
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**CONTINUOUS IMPROVEMENT/REFLECTION**

The *Educational Program Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

**SOURCE**

Arthur, L., Beecher, B., Death, E., Farmer, S., & Dockett, S. (2017). *Programming and planning in early childhood settings (7<sup>th</sup> Ed.)*. North Ryde, Australia: Cengage Learning Australia.

Australian Children’s Education & Care Authority (2017) National Quality Framework- Information sheet *Documenting Programs for School Age Services*

Australian Government Department of Education **Skills and Employment**. (2011). *My Time, Our Place: Framework for School Age Care in Australia*.

Australian Government Department of Health. (2014). Australia’s Physical Activity and Sedentary Behaviour Guidelines:

<https://www1.health.gov.au/internet/main/publishing.nsf/Content/health-pubhlth-strateg-phys-act-guidelines>

<https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians>

Early Childhood Australia Code of Ethics. (2016)

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Frith, D., Kambouris, N., & O’Grady, O., & University of New South Wales. School of Public Health and Community Medicine (2003). *Health & safety in children’s centres: model policies & practices (2nd ed)*. School of Public Health and Community Medicine, University of New South Wales on behalf of the Australian Early Childhood Association (NSW Branch), and the NSW Children’s Services Health and Safety Committee, [Sydney].

Guide to the National Quality Standard. (2018).

Guide to the National Quality Framework. (2017). (Amended 2020).

NSW Government. Department of Health. Eat Smart Play Smart. A manual for out of school hours care. (2016)

Victoria State Government Education and Training *Guide to Outside School Hours Care (OSHC) Provision* (2017)

<https://www.education.vic.gov.au/Documents/school/teachers/management/oshcprovisiionguide.pdf>

[Western Australian Education and Care Services National Regulations](#)

**REVIEW**

POLICY REVIEWED BY	Tina Chappell	Coordinator	6 Feb. 23
POLICY REVIEWED	JANUARY 2023	NEXT REVIEW DATE	JANUARY 2024
VERSION NUMBER	V8.01.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Update of Department name from Department of Education, Skills, and Employment to Department of Education</li> <li>• additional regulation information included (Reg. 74, 75, 76, 118)</li> <li>• annual policy maintenance</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> <li>• continuous improvement/reflection section added</li> <li>• Childcare Centre Desktop Related resources section added</li> <li>• link to Western Australian Education and Care Services National Regulations added in 'Sources'</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JANUARY 2022	<ul style="list-style-type: none"> <li>• additional related policies added (edited change of name for some policies)</li> <li>• additional information related to cultural competence</li> <li>• collaboration with families and children added</li> <li>• new section on Physical Activity added</li> </ul>	JANUARY 2023	
JANUARY 2021	<ul style="list-style-type: none"> <li>• additional information and regulations re: educational leader</li> <li>• minor editing</li> <li>• sources and links checked for currency and edited where required</li> </ul>	JANUARY 2022	
JANUARY 2020	<ul style="list-style-type: none"> <li>• edits and modifications to content</li> <li>• links to learning frameworks added</li> <li>• inclusion of specific state and territory jurisdiction regarding evaluation information</li> <li>• sources checked for currency and alphabetised</li> <li>• additional sources</li> </ul>	JANUARY 2021	
JANUARY 2018	<ul style="list-style-type: none"> <li>• minor modifications made to Education and Care Services National Regulations section</li> <li>• related policy section added</li> <li>• statements added to support operational delivery</li> </ul>	JANUARY 2019	

**Item 4.3 Physical Activity Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Physical Activity Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Physical Activity Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Physical Activity Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment H - Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**



# PHYSICAL ACTIVITY POLICY

Physical activity is vital for young children’s health, wellbeing and development and lays the foundation for a healthy active life. All children and young people benefit from a mix of physical activity, inactivity and sleep. Our Out of School Hours Care (OSHC) Service recognises the important role educators and staff have in promoting children’s physical activity in appropriate ways ensuring children’s comfort and wellbeing requirements are being met. We are committed to supporting the *Australian 24-Hour Movement Guidelines for children and young people (5 to 17 years)- An Integration of Physical Activity, Sedentary Behaviour* into our curriculum.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE		
1.1	Program	The educational program enhances each child’s learning and development.
1.2	Practice	Educators facilitate and extend each child’s learning and development.
1.2.1	Intentional teaching	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
1.2.3	Child directed learning	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1.2	Upkeep	Furniture and equipment are safe, clean and well maintained.
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.

3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted support every child’s participation and to engage every child in quality experiences in both built and natural environments.
3.2.2	Resources support play-based learning	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
73	Educational Program
76	Information about educational program to be given to parents
86	Notification to parents of incident, injury, trauma and illness
103	Premises, furniture and equipment to be safe, clean and in good repair
113	Outdoor space—natural environment
115	Premises designed to facilitate supervision
155	Interactions with children
156	Relationships in groups
168	Education and care service must have policies and procedures

**RELATED POLICIES**

Additional Needs Policy	Physical Environment Policy
Adventurous (Risky) Play Policy	Privacy and Confidentiality Policy
Child Safe Environment Policy	Professional Development Policy
Code of Conduct Policy	Respect for Children Policy
Educational Program Policy	Sun Safety Policy
Family Communication Policy	Supervision Policy
Incident, Injury, Trauma and Illness Policy	Technology Policy

**PURPOSE**

Our Out of School Hours Care (OSHC) Service aims to promote children’s physical activity and development of their gross and fine motor skills through a range of spontaneous and intentionally planned active play experiences that are both child initiated and educator led. We aim to form respectful partnerships with families and help them gain a deeper understanding of the benefits of physical activity and wellbeing for children.

## SCOPE

This policy applies to children, educators, Approved Provider, Nominated Supervisor, families, staff, management, and visitors of the OSHC Service.

## IMPLEMENTATION

To promote healthy growth and development, young children should participate in a range of developmentally appropriate, enjoyable and safe play-based and structured physical activities in a variety of environments, both independently as well as interacting with adults and other children. Developing fundamental and tactical movement skills provides children with the opportunity to acquire and master a range of movement skills and dispositions to participate in a lifetime of physical activity as confident, competent and creative movers.

## PHYSICAL ACTIVITY

OSHC Services need to support planned physical activity and child initiated free play.

*'Being physically active is good for children's health, as well as being a great way for them to make friends and develop physical and social skills. Physical activity strengthens children's bones, muscles, hearts and lungs and improves children's coordination, balance, posture and flexibility.'* Eat Smart, Play Smart (2020).

## THE APPROVED PROVIDER/ MANAGEMENT/ NOMINATED SUPERVISOR/ RESPONSIBLE

### PERSON WILL:

- ensure risk assessments are conducted to identify potential hazards, assess the risks and minimise any risks that could potentially cause harm or injury to children
- ensure children are adequately supervised at all times
- ensure all educators and staff adhere to the *Sun Safety Policy*
- ensure playground surfaces and equipment meet Australian Standards and guidelines
- encourage educators to engage in critical reflection as a team and with the children about the risks and benefits of new activities or processes
- provide opportunities for educators to engage in professional development about children's health and physical wellbeing, including the *Australian 24-Hour Movement Guidelines*.
- reflect on our OSHC Service's physical environment, layout and design to ensure it is supporting children's active play, sedentary play and sleep and rest time
- consider the ways moveable and fixed equipment are utilised in the outdoor physical environment to encourage physical activity and adventurous (risky) play

- communicate regularly with families about cultural practices for physical activity and sleep requirements
- liaise with local Aboriginal communities to seek advice about traditional children's games and dances that would be appropriate for use in the service
- ensure equitable access is provided to support children with additional needs. Consult with other health professional including the local Inclusion Support Agency to support children's physical development.
- promote physical activity and reduced screen time (e.g., watching TV, playing on computers or small hand-held games devices) with families through fact sheets and newsletter articles.

### EDUCATORS WILL:

- provide opportunities in the daily program for children to be active every day through a balance of planned and spontaneous active play experiences that are both educator led and child initiated (including everyday physical tasks), in the indoor and outdoor environments
- adhere to our *Sun Safety Policy* and ensure children have access to water before, during and after any physical activity experience
- include children's voices in the development of the physical environment to provide opportunities for physical activity, risky play and creativity
- collaborate with families and other professionals to provide active play experiences for all children inclusive of children with additional needs
- encourage children to be accepting and understanding of the different abilities of other children
- encourage children to engage in physical activity and challenge themselves
- seek to promote children's physical activity by supporting the development of their gross motor skills and fostering the emergence of their fundamental movement skills (FMS) through a range of intentionally planned and spontaneous active play learning experiences
- encourage children to try a range of activities including obstacle courses, balancing, kicking, dancing and skipping
- actively role model appropriate physical activity behaviours to children
- ensure active play experiences are play based, varied and creative
- ensure all equipment is developmentally appropriate and well maintained
- ensure that an appropriate balance between inactive and active time is maintained each day
- encourage productive sedentary experiences for rest and relaxation- reading, storytelling, puzzles, singing

- limit experiences involving screen use to those which have an educational component or include movement and gross motor activity
- discuss with children the role of screen time in their lives and support them in making appropriate choices about their use of screen time for both education and recreation
- model appropriate screen behaviours and self-regulation to children
- ensure that under no circumstances screen-time is used as a reward or to manage challenging behaviours
- adhere to the recommended timeframes for 'screen time' according to Australia's Physical Activity and Sedentary Behaviour Guidelines
- ensure documentation showcases physical activity experiences and opportunities with families
- participate in professional development to support children's physical health and wellbeing.

#### IN RELATION TO FAMILIES OUR SERVICE WILL:

- ensure the *Physical Activity Policy* is available to be viewed and reflected upon
- provide information and ideas about physical activity to promote children's physical health and wellbeing
- encourage families to share information about cultural backgrounds in relation to physical activity, language, traditional games and their child's sleep requirements
- provide information about recommended screen time for children and support families to understand that negative effects of exposure to disturbing or arousing content and screens before sleep time
- collaborate with families to ensure children with additional needs have equitable access and are supported in all areas of the learning program.

#### THE AUSTRALIAN 24-HOUR MOVEMENT GUIDELINES- 5 TO 17 YEARS

##### Children and Young People (5 to 17 years)

##### Physical activity

- Children should spend 60 minutes or more of moderate to vigorous physical activity per day involving mainly aerobic activities
- Provide opportunities for several hours of a variety of light physical activities
- Include activities that are vigorous, as well as those that strengthen muscle and bone at least 3 days per week

##### Sedentary behaviour

- Screen time should be limited to no more than 2 hours per day

- Children should avoid sitting for long periods

**Sleep**

- 9-11 hours for children aged 5-13 years, with consistent sleep and wake up times

**CONTINUOUS IMPROVEMENT/REFLECTION**

The *Physical Activity Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

**SOURCE**

Australian Government Department of Health. (2014). [Australia’s Physical Activity and Sedentary Behaviour Guidelines](#)

Australian Government Department of Health. *Get Up & Grow- Healthy eating and physical activity for early childhood.*

Early Childhood Australia *Statement on young children and digital technologies.* (2018).

Education and Care Services National Regulations. (2011).

*Fair Work Act 2009* (Cth).

Guide to the National Quality Framework. (2017). (Amended 2020).

NSW Government Health. (2020).

NSW Government Health. *Good for kids good for life*

[Western Australian Education and Care Services National Regulations](#)

**REVIEW**

POLICY REVIEWED BY	Tina Chappell	Coordinator	6 Feb. 23
POLICY REVIEWED	JANUARY 2023	NEXT REVIEW DATE	JANUARY 2024
VERSION NUMBER	V2.01.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> <li>• continuous improvement/reflection section added</li> <li>• link to Western Australian Education and Care Services National Regulations added in 'Sources'</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JUNE 2022	<ul style="list-style-type: none"> <li>• draft policy created for OSHC Services</li> </ul>	JANUARY 2023	

**Item 4.4 Acceptance and Refusal Authorisation Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Acceptance and Refusal Authorisation Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Acceptance and Refusal Authorisation Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Acceptance and Refusal Authorisation Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment I - Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

# ACCEPTANCE AND REFUSAL AUTHORISATION POLICY

Under the Education and Care Services National Law and National Regulations, early childhood services are required to obtain written authorisation from parents/guardians for some circumstances, to ensure that the health, safety, wellbeing, and best interests of the child are met and upheld. An authorisation is given where a person who has legal responsibility for a child gives permission to another person to do something or to make a decision on that person's behalf. Authorisations are usually authenticated by a signature- either in written form or as an electronic signature. All authorisations and refusals are to be kept in the child's enrolment record.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement- anaphylaxis or asthma emergency
96	Self-administration of medication
99	Children leaving the education and care service
102	Authorisation for excursions
102D	Authorisation for service to transport children



157	Access for parents
160	Child enrolment records to be kept by approved provider
161	Authorisation to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures must be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures

**RELATED POLICIES**

Administration of Medication Policy Anaphylaxis Management Policy Arrival and Departure Policy Asthma Management Policy Child Protection Policy Child Safe Environment Policy Cyber Safety Policy Delivery of Children to, and collection from Education and Care Service Premises Policy Diabetes Management Policy Emergency and Evacuation Policy	Enrolment Policy Epilepsy Management Policy Excursion/Incursion Policy Governance Policy Incident, Injury, Trauma and Illness Policy Medical Conditions Policy Mobile Device Usage Policy Nutrition Food Safety Policy Orientation of Families Policy Safe Transportation Policy Sun Safety Policy Water Safety Policy
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**PURPOSE**

Our priority is ensuring the health, safety and wellbeing of children. To ensure that all educators, staff and volunteers of the Service are consistent in how authorisations are managed and what constitutes a correct authorisation and what does not, which consequently may lead to a refusal. Our governance and quality management processes are effective and transparent and meet all regulatory requirements. Decisions around refusing an authorisation will be made on a case-by-case basis by the service in discussion with the Nominated Supervisor, Police or other authorities.

**SCOPE**

This policy applies to families, staff, management, Approved Provider, Nominated Supervisor, and visitors of the OSHC Service

## IMPLEMENTATION

Our OSHC Service will ensure we comply with the current *Education and Care Services National Regulations*, and have policies and procedures in place in relation to the acceptance and refusal of authorisations which require parent or guardian written authorisation to be provided in matters including:

- Administration of medication to children
- Self-administration of medication
- Administration of medical treatment, dental treatment, and general first aid treatment.
- Emergency Ambulance transportation
- Transportation- including regular outings and regular transportation
- Excursions
- Incursion attendance
- Taking of photographs by people other than educators
- Water based activities
- Enrolment of children, including providing details of persons nominated to authorise consent for medical treatment, to collect children from the service, or trips outside the service premises
- Children leaving the premises in the care of someone other than a parent or guardian
- Children having access to the internet and/or an email account

### THE APPROVED PROVIDER/NOMINATED SUPERVISOR/MANAGEMENT WILL ENSURE THAT:

- the *Acceptance and Refusal Authorisation Policy* is reviewed and maintained by the OSHC Service management and adhered to at all times by educators and staff
- policies and procedures are readily accessible to nominated supervisors, coordinators, educators and staff and available for inspection
- all staff and educators follow the policies and procedures of our OSHC Service
- parent/guardians are provided with a copy of relevant policies for our Service or are aware of how they can be accessed
- an enrolment record is kept for each child that includes authorisations signed by a parent or a person authorised to
  - consent to medical treatment of the child if relevant
  - to authorise the education and care service to transport the child or arrange transportation for the child
- all authorisations relating to each child in their enrolment record
- documentation relating to authorisations contains:

- the name of the child enrolled in the service
  - date
  - signature of the child's parent/guardian and authorised nominee as named on the enrolment form
- all staff understand circumstances that may lead to refusal of an authorisation
  - the right of refusal is exercised if written or verbal authorisations do not comply with National Regulations or Child Protection Legislation. If an authorisation is refused by the OSHC Service, it is best practice to document:
    - the details of the authorisation
    - why the authorisation was refused, and
    - actions taken by the service. For example: if the service refused an authorised nominee named in the child's enrolment record to collect the child from the service as they were under the influence of alcohol, the action taken to ensure that the child was collected (Refer to *Refusal of Authorisation Record*)
  - all parents/guardians have completed the authorised person's section of their child's enrolment form including authorised nominees (refer to *Enrolment Policy*), and that the form is signed and dated before the child commences at the OSHC Service
  - attendance records are maintained for all children attending the OSHC Service
  - a written record of all visitors to the OSHC Service, including time of arrival and departure and reasons for visit is documented
  - educators/staff do not administer medication without the written authorisation of parent/guardian or authorised nominee named in the enrolment record as authorised to consent to the medical treatment of the child, except in the case of an emergency, including an asthma or anaphylaxis emergency (refer to *Administration of Medication Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Asthma Management Policy, Anaphylaxis Management Policy, Diabetes Management Policy, and Epilepsy Management Policy*)
  - where a child requires medication to be administered by educators/staff, that an *Administration of Medication Record* is completed, and authorisation provided by the parent/guardian or authorised nominee and included with the child's record (Refer to *Administration of Medication Policy*)
  - where a child over preschool age, and is authorised by the parent or guardian to self-administer medication, this is recorded in the *Administration of Medication Record*
  - when a child requires emergency medical treatment for conditions such as anaphylaxis or asthma compliance for authorisation is waived. In accordance with National Regulations (R. 93) the Service can administer medication in these circumstances without authorisation. If these situations occur

Management will be required to contact the parent/guardian as soon as practicable after the medication has been administered and emergency services. Notification to the Regulatory Authority is required within 24 hours of a serious incident

- parents/guardians and the child's health practitioner are consulted to determine the circumstances that the child could self-administer their medication as per their ASCIA Action Plan for Anaphylaxis or Asthma Foundation Action Plan for Asthma
- a location to store self-administered medication is determined by the OSHC service (asthma, anaphylaxis or diabetes medication must be stored in an easily accessible location)
- educators and staff only allow a child to participate in regular outings and regular transportation with the written authorisation of a parent/guardian or authorised nominee named in the child's enrolment record
- educators and staff allow a child to participate in excursions only when the written authorisation of a parent/guardian or authorised nominee named in the child's enrolment record is received and documented (refer to *Excursion Policy* and *Safe Transportation Policy*)
- educators/staff allow a child to depart the OSHC Service only with:
  - a person who is the parent/guardian or authorised nominee named in the child's enrolment record; or
  - with a person authorised by a parent or authorised nominee; or
  - leaves in accordance with the written authorisation of the parent; or authorised nominee; or
  - is taken on an excursion; or
  - in the case of a medical emergency or another emergency (Refer to Delivery of *Delivery of Children to, and collection from Education and Care Service Premises Policy* ~~*Arrival and Departure Policy*~~ and *Emergency Evacuation Policy*).
- there are procedures in place if an inappropriate person, or a person who does not appear to be fit to take care of the child attempts to collect the child from the OSHC Service or poses a risk to the safety of children or staff (refer to ~~*Arrival and Departure*~~ *Delivery of Children to, and collection from Education and Care Service Premises Policy*)
- families are notified at least 14 days before changing the policy or procedures (Reg. 172).

~~A NOMINATED SUPERVISOR / RESPONSIBLE PERSON WILL~~ [This section has been merged with above content]

#### EDUCATORS WILL:

- follow the policies and procedures of the OSHC Service

- ensure that written authorisation is provided by the parent or other person named in the child’s enrolment record for a regular outing or regular transportation
- ensure that parents/guardians sign and date permission/**authorisation** forms for excursions prior to the excursion being implemented
- allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee
- check that parents/guardians or an authorised nominee sign the attendance record as their child arrives and departs from the OSHC Service
- administer medication only with the written authorisation of a parent/guardian or authorised nominee as per the *Administration of Medication Record*, except in the case of an emergency, including an asthma, anaphylaxis emergency
- allow a child over pre-school age to self-administer medication under the following circumstances:
  - a parent or guardian provides written authorisation with consent on the child’s enrolment form - administration of medication.
  - medication is stored safely by an educator, who will provide it to the child when required
  - supervision is provided by an educator whilst the child is self-administering.
  - a recording is made in the medication record for the child that the medication has been self-administered
- allow a child to depart from the Service only with:
  - with a person authorised by a parent or authorised nominee; or
  - leaves in accordance with the written authorisation of the parent/guardian; or authorised nominee; or
  - is taken on an excursion; or
  - in the case of a medical emergency or another emergency (Refer to **Delivery of Children to, and collection from Education and Care Service Premises-Arrival and Departure** Policy and *Emergency Evacuation Policy*).
- follow procedures if an inappropriate person attempts to collect a child from the OSHC Service and poses a risk to the safety of the children and staff (for example, an intoxicated person).
- inform the Approved Provider when a written authorisation does not meet the requirements outlined in Service’s policies.

#### FAMILIES WILL:

- read and comply with the policies and procedures of the OSHC Service

- complete and sign the authorised nominee section of their child's enrolment form before their child commences at the Service
- ensure that changes to nominated authorised persons are provided to the OSHC Service in a timely manner
- advise nominated authorised persons that they will require photo identification (such as a driver's licence) in order to collect their child from the OSHC Service
- sign and date permission forms for regular transportation and regular outings
- sign and date permission forms for excursions
- sign the attendance record as their child arrives and departs from the Service
- provide written authorisation on the *Administration of Medication Form* when their child requires medication to be administered by educators/staff, including signing and dating it for inclusion in the child's medication records
- provide a Medical Management Plan or Action Plan from their child's health practitioner regarding circumstances by which the child could self-administer their medication (e.g.: Asthma inhaler)
- be familiar with circumstances where authorisations may be refused/not applicable.

### AUTHORISATION REQUIREMENTS

Authorisation documents are required for the following situations and must have details recorded as specified:

<p><b>Administration of Medication</b></p>	<ul style="list-style-type: none"> <li>• Name of the child</li> <li>• <i>Administration of Medication Record</i> is signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication</li> <li>• Authorisation is provided by a parent or guardian for the child to self-administer medication as per their Action Plan</li> <li>• Name of the medication to be administered</li> <li>• Clearly indicate the time and date the medication is to be administered</li> <li>• Dosage of the medication to be administered</li> <li>• Method of dosage (e.g.: oral or inhaled)</li> <li>• Whether the medication is to be self-administered (asthma, diabetes)</li> <li>• Period of authorisation (actual days and dates: from and to).</li> <li>• Date the authorisation is signed</li> <li>• Medication must be in its original container and bearing the correct child's name</li> <li>• Medication is not past its expiry or use-by date</li> <li>• Medication is administered in accordance with any instructions attached to the medication or provided by a registered medical practitioner</li> <li>• A second person checks the signed <i>Administration of Medication Record</i>, checks the dosage of the medication, and witnesses its administration</li> </ul>
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	<ul style="list-style-type: none"> <li>• The educator administering medication and witness must write their full name and sign the medication record</li> <li>• Details of the administration must be recorded in the medication record</li> <li>• Supervision is provided by an educator whilst a child is self-administering medication</li> <li>• A recording is made in the medication record for the child that the medication has been self-administered</li> </ul>
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<p><b>Medical treatment of the child including transportation by an ambulance service</b></p> <p>(Included and authorised initially as part of the child’s enrolment record):</p>	<ul style="list-style-type: none"> <li>• Name of the child</li> <li>• Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service</li> <li>• Authorisation for the transportation of the child by an ambulance service</li> <li>• Name, address and telephone number of the child's registered medical practitioner or medical service</li> <li>• Child's Medicare number</li> <li>• Name of the parent or guardian providing authorisation</li> <li>• Relationship to the child</li> </ul>
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<p><b>Emergency Medical Treatment</b></p> <p>(included and authorised initially as part of the child’s enrolment record or as updates during enrolment):</p>	<ul style="list-style-type: none"> <li>• The Service is able to seek emergency medical assistance for a child as required (i.e. medical practitioner, ambulance or hospital) without seeking further authorisation from a parent or guardian in the case of an emergency, including for emergencies relating to medical conditions noted on the enrolment form.</li> </ul>
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<p><b>Collection of Children</b></p> <p>(included and authorised initially as part of the child’s enrolment record or as updated during enrolment)</p>	<ul style="list-style-type: none"> <li>• Name of the child</li> <li>• Name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation</li> <li>• Name of the person/s authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises</li> <li>• State relationship to the child of the persons authorised to collect the child from the premises</li> <li>• Signature of the person providing authorisation and date of authorisation</li> </ul>
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<p><b>Transportation</b></p> <p>(other than as part of an excursion)</p>	<p>If the transportation is ‘regular transportation’ the authorisation is only required to be obtained once in a 12-month period</p> <ul style="list-style-type: none"> <li>• Name of the child</li> <li>• the reason the child is to be transported</li> <li>• if the authorisation is for regular transportation, a description of when the child is to be transported and the date the child is to be transported</li> <li>• a description of the proposed pick-up location and destination</li> <li>• the means of transport</li> </ul>
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	<ul style="list-style-type: none"> <li>• the period of time during which the child is to be transported</li> <li>• the anticipated number of children likely to be transported</li> <li>• the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation</li> <li>• any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported</li> <li>• that a risk assessment has been prepared and is available at the education and care service</li> <li>• that written policies and procedures for transporting children are available at the education and care service</li> </ul>
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<p><b>Excursions</b></p>	<p>The authorisation must state:</p> <ul style="list-style-type: none"> <li>• Name of the child</li> <li>• Date of the excursion</li> <li>• Reason for the excursion</li> <li>• Proposed destination for the excursion</li> <li>• Method of transport to be used</li> <li>• Route to be taken to and from the excursion</li> <li>• Period of time away from premise- include time leaving premise and time returning to premise</li> <li>• Proposed activities to be undertaken by the child during the excursion</li> <li>• Anticipated number of children likely to be attending the excursion</li> <li>• Ratio of educators attending the excursion to the number of children attending the excursion</li> <li>• Number of staff members and any other adults who will accompany and supervise the children on the excursion (including parents, students, volunteers)</li> <li>• Statement that a risk assessment has been prepared and is available at the service</li> <li>• Name of the parent or guardian-providing authorisation</li> <li>• Relationship to the child</li> <li>• Signature of the person providing authorisation and date of <b>authorisation</b></li> <li>• Details of any water hazards and risks associated with water-based activities (to be included in risk assessment).</li> <li>• Items that should be taken on the excursion</li> </ul>
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<p><b>Regular outing</b></p>	<p>A regular outing means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program and where the circumstances relevant to the risk assessment are the same on each outing. Written authorisation only needs to be given once in a specified 12-month period for a regular outing. (Reg. 102(5)). If the conditions of the regular outing change, a new authorisation is required. The written authorisation must include:</p> <ul style="list-style-type: none"> <li>• Name of the child</li> <li>• a description of when the child is to be taken on the regular outings</li> <li>• a description of the proposed destination</li> <li>• method of transportation (including walking)</li> <li>• proposed activities to be undertaken</li> <li>• anticipated ratio of educators to the anticipated number of children</li> </ul>
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	<ul style="list-style-type: none"> <li>that a risk assessment has been prepared and is available at the OSHC service</li> </ul>
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<p><b>Confirmation of Authorisation</b></p>	<ul style="list-style-type: none"> <li>All authorisation forms received (including the initial enrolment form) are to be checked for completion</li> <li>All authorisations (excluding the initial enrolment form) are checked to ensure that the authoriser (name and signature) is the nominated parent or guardian a person named on the enrolment form as having authority to authorise</li> <li>If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction</li> <li>Children will be suspended from any activity requiring authorisation until the appropriate form has been correctly completed and signed</li> </ul>
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**CONTINUOUS IMPROVEMENT/REFLECTION**

The *Acceptance and Refusal Authorisation Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

**SOURCE**

Australian Children’s Education & Care Quality Authority. (2014).  
 ACECQA. (2021). Policy and procedure guidelines. *Acceptance and refusal of authorisations*.  
 Early Childhood Australia Code of Ethics. (2016).  
 Education and Care Services National Law Act 2010. (Amended 2018).  
[Education and Care Services National Regulations](#). (2011).  
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).  
 Guide to the National Quality Framework. (2017). (Amended 2020).  
 Revised National Quality Standard. (2018).  
[Western Australian Education and Care Services National Regulations](#)

**REVIEW**

POLICY REVIEWED BY	Tina Chappell	Coordinator	6 Feb. 23
POLICY REVIEWED	JANUARY 2023	NEXT REVIEW DATE	JANUARY 2024
VERSION NUMBER	V11.01.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>annual policy maintenance</li> <li>section- Nominated Supervisor/Responsible person merged with Approved Provider/ Nominated Supervisor/Management will ensure section (double up of points)</li> <li>hyperlinks checked and repaired as required</li> <li>continuous improvement/reflection section added</li> </ul>		

	<ul style="list-style-type: none"> <li>link to Western Australian Education and Care Services National Regulations added in 'Sources'</li> </ul>	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
JANUARY 2022	<ul style="list-style-type: none"> <li>Policy reviewed as part of review cycle</li> <li>See below for edits (September 2021)</li> </ul>	JANUARY 2023
SEPTEMBER 2021	<ul style="list-style-type: none"> <li>Additional law/regulations added- ACECQA Guidelines to Policy and Procedures document-(June 2021)</li> <li>Regular outing authorisation information added</li> </ul>	JANUARY 2022
JANUARY 2021	<ul style="list-style-type: none"> <li>additional information added for Safe Transportation of children</li> <li>written authorisation requirements for regular outings and regular transportation- new section added</li> <li>sources checked for currency</li> </ul>	JANUARY 2022
JUNE 2020	<ul style="list-style-type: none"> <li>small edits to align with <i>Arrival and Departure Policy</i></li> <li>additional information for refusals of authorisation- Child Protection Legislation</li> <li>addition of regulations regarding asthma and anaphylaxis and access for parents and self-administration of medication</li> <li>additional points added for self-administration of medication</li> <li>additional related policies added</li> </ul>	JANUARY 2021
JANUARY 2020	<ul style="list-style-type: none"> <li>Additional information added</li> <li>Additional Related policies</li> <li>Sources checked for currency</li> </ul>	JANUARY 2021
JANUARY 2019	<ul style="list-style-type: none"> <li>Additional information added to points.</li> <li>'Related policies' added as per those referenced in the document.</li> <li>Rearranged the order of points for better flow</li> <li>Points added (Highlighted).</li> <li>Sources/references corrected, updated, and alphabetised.</li> </ul>	JANUARY 2020
JANUARY 2018	<ul style="list-style-type: none"> <li>Minor changes made to comply with changes to the Education and Care National Regulations</li> <li>Added related policy section</li> </ul>	JANUARY 2019

OCTOBER 2017	<ul style="list-style-type: none"><li>Updated to comply with the changes made to the National Quality Standards</li></ul>	JANUARY 2018
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**Item 4.5 Cyclone Management Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Cyclone Management Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Cyclone Management Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Cyclone Management Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment J - Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

# CYCLONE MANAGEMENT POLICY

Tropical cyclones and severe storms can produce hail, flooding rains, lightning and winds up to 280km/h. Experiencing a cyclone can be frightening and traumatic causing injury and loss of life and cause major structural damage to buildings and whole communities.

The storm season in Australia is usually from November -April and requires all services providing education and care to children to be aware of their responsibility to ensure the safety and security of children, educators, staff and families by being prepared for cyclones, minimizing risks and implementing explicit management strategies. The Australian Warning System is a new national approach to information and warnings during emergencies including cyclone and severe storms.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
12(d)	Meaning of a serious incident- any emergency for which emergency services attended
97	Emergency and evacuation procedures
98	Telephone and other communication equipment
99	Children leaving the education and care service premises
168	Education and care services must have policies and procedures
170	Policies and procedures must be followed

175	Prescribed information to be notified to the Regulatory Authority
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**RELATED POLICIES**

Acceptance and Refusal Authorisation Policy Delivery of Children to and Collection from Education and Care Services Premises Emergency Evacuation Policy Family Communication Policy Flood Management Policy	Health and Safety Policy Incident, Injury, Trauma and Illness Policy Lockdown Policy Retention of Records Policy Supervision Policy
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**DEFINITION**

A cyclone is a low-pressure system that forms over warm tropical waters. They are formed by a system of winds rotating inwards to an area of low barometric pressure, in a clockwise circulation in the southern hemisphere. They are characterised by wind gusts up to 280 km/h and can cause flooding and storm surges.

**PURPOSE**

We recognise that our Out of School Hours Care (OSHC) Service is positioned in a geographical location where cyclones may occur. We have a responsibility to take precautions in order to decrease the risk of damage to the OSHC Service and to ensure the safety of the children, educators and families at all times.

**SCOPE**

This policy applies to children, families, staff, management, Approved Provider, Nominated Supervisor and visitors of the OSHC Service.

**IMPLEMENTATION**

Cyclones are part of life for people in various parts of Australia during the months of November to April. They have the potential to threaten lives and cause large-scale destruction with the possibility of communication being disrupted.

This policy reminds educators, staff, volunteers and students of the procedure to follow in preparing for a cyclone, what to do when a cyclone watch has been announced and/or when a cyclone strikes.

Management has a legal responsibility to provide all their employees with a safe workplace and ensure all staff understand their roles and responsibilities in case of an emergency.

### THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- all staff have a thorough understanding of the [Australian Warning System \(AWS\)](#)
- compliance with National Regulation and develop, and review annually, a risk assessment to identify risks associated with the impact of cyclones to the OSHC Service
- relevant stakeholders/authorities are consulted to improve our risk mitigation strategies for cyclone management as part of our Emergency Management Plan (SES, parents/families)
- emergency evacuation plans are displayed in prominent positions near each exit and in the indoor and outdoor learning environments
- all educators, including casual/relief educators and staff members, are familiar with our *Cyclone Management Policy*, procedures and regulatory requirements
- clear procedures are in place for when a cyclone warning occurs to ensure the safety of educators, children and families
- new staff, volunteers and students are provided with information and training regarding cyclone management procedures upon induction
- emergency evacuation rehearsals (drills) will be practiced *every three months*, including identifying a designated assembly point and place of refuge in case of cyclones
- each emergency evacuation drill is documented, reviewed and reflected upon each time they occur
- families are informed when a rehearsal or drill has occurred
- emergency telephone numbers will be clearly displayed in prominent positions within the Service
- emergency contact details of all children are updated regularly
- strategies to implement emergency plans during cyclone season are discussed and documented at each staff meeting and included in the Quality Improvement Plan (QIP)
- the regulatory authority is notified if the service is required to close for a period of time as a result of a local emergency (evacuation due to cyclone, or to repair damage caused by a cyclone)
- the [DESE Regulatory Authority](#) is notified if the service is temporarily closed via the Provider Entry Point (PEP)
- notify families about absences and Child Care Subsidy (CCS) due to a local emergency
- counselling services are provided to employees and their family members affected by a cyclone

### EDUCATORS WILL:

- become familiar with the evacuation plan, including knowing the nearest safe high ground and access route
- prepare the Emergency Evacuation Bag containing
  1. a portable battery radio, torch and spare batteries

2. water containers with clean drinking water, fried or canned food and can opener (if required)
  3. first aid kit and manual, masking tape for windows and waterproof bags
  4. emergency contact register for children
  5. mobile phone and charger and/or other satellite telephone (if required)
  6. any special equipment for babies and young children (bottles, nappies, milk formula)
  7. whistle
- ensure all portable outdoor furniture and related items are stored within the building
  - not ignore warning signs
  - provide resources and strategies to families for children affected by natural disasters

### THE AUSTRALIAN WARNING SYSTEM (AWS)

The Australian Warning System (AWS) is a nationally consistent, three-tiered approach designed to make warnings clearer and lead people to take action ahead of severe weather events including cyclone and severe storm warnings. The warning system comprises of levels, action statements, hazard icons, colours and shapes. <https://www.ses.nsw.gov.au/about-us/our-warnings/>

The three warning levels are:

**Advice (Yellow):** An incident has started. There is no immediate danger. Stay up to date in case the situation changes. Monitor conditions.

**Watch and Act (Orange):** There is a heightened level of threat. Conditions are changing and you need to start taking action now. Prepare to leave/evacuate. Do not enter flood water.

**Emergency Warning (Red) :** An Emergency Warning is the highest level of warning. You need to take action immediately. Leave/evacuate (immediately by am/pm/hazard timing).

### PRIOR TO CYCLONE SEASON

- ensure the building structure meets cyclone required standards
- check current insurance, making sure the OSHC Service is covered for storm surge, flooding and cyclone damage, including clean-up and debris removal
- ensure maintenance is upheld, including trimming branches over the OSHC Service premises, clearing gutters, and having windows fitted with shutters or metal screens.

### WHEN A CYCLONE WATCH IS ISSUED

A cyclone watch is normally issued when there are indicators that winds above gale force are anticipated in the area within 24-48 hours. The SES may issue an Advice warning or Watch and Act Warning.



**THE FOLLOWING ACTIONS MAY BE WARRANTED:**

- remain calm
- listen to the radio/TV for further information and warnings given by Emergency Services (SES)/ Department of Fires or Emergency Service (DFES)/or other state/territory service
- check to ensure any loose materials at the OSHC Service is tied down (or filled with water)
- ensure the first aid kit is well stocked and current
- remain indoors
- notify families about the cyclone watch issued and if possible, request families to collect children from the OSHC Service
- keep the children busy with games and activities
- ensure attendance information is accurate
- identify children with medical management action plans- ensure all details and emergency contact details are current
- follow the advice of emergency services

**CYCLONE WARNING OF EVACUATION**

An **Emergency Warning** is normally issued when there are indicators that winds above gale force are anticipated in the area within 24 hours.

Based on predicted wind speeds and storm surge heights, evacuation of the OSHC Service may be required. Emergency Services will provide advice on local radio/TV regarding safe routes and when to proceed with the evacuation.

- Listen for all Emergency Services announcements regarding Service closure and evacuation
- Check radio, television and online for emergency information
- Notify families to come immediately and collect their children
- Contact emergency contact person if required
- Lock all doors, turn off power, gas and water
- Gather the Emergency Evacuation Bag
- Remain indoors
- Move any furniture and equipment away from the windows
- Follow advice of emergency services

**WHEN A CYCLONE STRIKES**

- Stay calm
- Act immediately by following directions issued by Emergency Services

- Disconnect all electrical appliances and gas supply valves
- Listen to battery operated radio for updates
- Go immediately to the designated shelter area identified within the OSHC Service, away from windows This should be the strongest part of the building.
- Ensure doors are locked
- Educators are to protect themselves and children with mattresses, rugs, helmets, blankets under strong tables or benches or hold onto solid fixtures
- Be careful of the calm 'eye'. The wind can decline, yet the cyclone may not be over, fierce winds will rapidly recommence from another direction.
- Comfort children

### AFTER THE CYCLONE

- Do not go outside until you have been advised it is safe
- Do not use electrical appliances if they are wet
- Listen to the radio/TV for official warnings and advice
- Where possible and when it is safe, take photos of any damage for insurance purposes
- Contact the required professionals to fix any broken structures, including windows etc.
- Keep families informed of OSHC Service closure/operation
- Remind families about the dangers of floodwaters caused by cyclones
  - don't ignore road closures due to floodwaters
  - don't let children play in or around floodwaters
- Complete a serious incident notification to the regulatory authority within 24 hours when there has been an emergency that has posed a risk to the safety and wellbeing of the children

### PREPARING FOR AN EMERGENCY

Australian Government Department of Education, [Skills and Employment](#) Resources

<https://www.education.gov.au/child-care-package/help-emergency>

Australian Government Bureau of Meteorology <http://www.bom.gov.au/>

[Queensland Fire and emergency services](#)

### RESOURCES TO ASSIST SERVICES AFTER AN EMERGENCY/NATURAL DISASTER

[BeYou Educator Wellbeing after a natural disaster](#)

[Get Ready Queensland- Cyclone and Storm Surge](#)

**CONTINUOUS IMPROVEMENT/REFLECTION**

The *Cyclone Management Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

**SOURCE**

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 Beyou [www.beyou.edu.au](http://www.beyou.edu.au)  
[Education and Care Services National Regulations](#). (2011).  
 Government of Western Australia. Department of Fire & Emergency Services. Cyclones  
<https://www.dfes.wa.gov.au/safetyinformation/cyclone/Pages/default.aspx>  
 Guide to the Education and Care Services National Law and the Education and Care Services National  
 Regulations. (2017).  
 Guide to the National Quality Framework. (2017). (Amended in 2020).  
 Queensland Government Natural disaster resources  
 Revised National Quality Standard. (2018).  
[Western Australian Education and Care Services National Regulations](#)

**REVIEW**

POLICY REVIEWED BY	Tina Chappell	Coordinator	6 Feb 2023
POLICY REVIEWED	JANUARY 2023	NEXT REVIEW DATE	JANUARY 2024
VERSION NUMBER	V2.01.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• additional information Australian Warning System (AWS)</li> <li>• additional information added to ‘Continuous Improvement’ section</li> <li>• link to Western Australian Education and Care Services National Regulations added in ‘Sources’</li> <li>• update of DESE to Department of Education</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JUNE 2022	New Policy developed for OSHC Services	JANUARY 2023	

**Item 4.6 Delivery of Children to and from Education and Care Services Premises Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Delivery of Children to and from Education and Care Services Premises Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Delivery of Children to and from Education and Care Services Premises Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Delivery of Children to and from Education and Care Services Premises Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment K - Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

# DELIVERY OF CHILDREN TO, AND COLLECTION FROM EDUCATION AND CARE SERVICE PREMISES

Under the *Education and Care Services National Regulations* the approved provider must ensure that policies and procedures are in place for the delivery of children to, and collection from, service premises and take reasonable steps to ensure those policies are followed. (ACECQA 2021).

Arrival and departure times are planned to promote a smooth transition between home and our Service for before and after school care, and vacation care. The opportunity to build secure, respectful and reciprocal relationships between children and families is promoted during arrival and departure times where educators have the opportunity to engage in conversations with families and support each child's well-being.

To ensure the health and safety of children at our Service, our **Delivery of children to and collection from Education and Care Service Premises Policy** is strictly adhered to, allowing only nominated authorised persons to collect children at any time throughout the day. The daily sign in and out register is not only a legally required document to record children's attendance as per National Law and Regulations but is also used as a record of the children on the premises should an emergency evacuation be required to be implemented.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
84	Awareness of child protection law
86	Notification to parents of incidents, injury, trauma and illness
87	Incident, injury, trauma and illness record
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
102	Authorisations for excursions
102C	Conduct of risk assessment for transporting children by education and care service
102D	Authorisation for service to transport children
122	Educators must be working directly with children to be included in ratios
157	Access for parents
158	Children's attendance record to be kept by approved provider
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
173	Prescribed information to be displayed
176	Time to notify certain information to Regulatory Authority
177	Prescribed enrolment and other documents to be kept by approved provider
S162 (A)	Persons in day-to-day charge and nominated supervisors to have child protection training
S165	Offence to inadequately supervise children
S167	Offence relating to protection of children from harm or hazard
S170	Offence relating to unauthorised persons on education and care service premises

**RELATED POLICIES**

Acceptance and Refusal Authorisation Policy	Enrolment Policy
Administration of Medication Policy	Incident, Injury, Trauma and Illness Policy
Child Protection Policy	Handwashing Policy
Child Safe Environment Policy	Orientation of New Families Policy
Code of Conduct Policy	Privacy and Confidentiality Policy
Control of Dealing with Infectious Diseases Policy	Safe Transportation Policy
Coronavirus (COVID-19) Management Policy	Sick Children Policy
Emergency Evacuation Policy	Termination of Enrolment Policy
	Work Health and Safety Policy

**PURPOSE**

We aim to ensure the protection and safety of all children, staff members, and families accessing the Service. Educators and Staff will only release children to an authorised person as named by the parent/guardian on the individual child’s enrolment form.

**SCOPE**

This policy applies to children, families, staff, the Approved Provider, Nominated Supervisor, management, and visitors of the OSHC Service.

**IMPLEMENTATION**

Guidelines for delivery and collection of children are put in place to ensure the health, safety and wellbeing of each individual child.

As part of our Risk Management process, our Service *may* introduce explicit control measures to minimise the risk of spreading infectious diseases/viruses such as coronavirus (COVID-19). Our risk assessment may result in changes to our *Delivery of children to and collection from Education and Care Service Premises Policy* and are based on mitigating risks following the recommendations made by the Australian Health Protection Principal Committee (AHPPC), Safe Work Australia and the Department of Health. Control measures and changes to policies are reviewed in consultation with staff members and communicated clearly to parents, families and visitors.

**THE APPROVED PROVIDER/NOMINATED SUPERVISOR/RESPONSIBLE PERSON WILL ENSURE:**

- adequate supervision is provided when children arrive and depart the service premises
- relevant educator to child ratios are adhered to at all times
- accurate attendance records are kept

- children only leave the education and care premises in the care of a parent or authorised person or in accordance with written authorisation as per Regulation 99
- enrolment records are kept for each child enrolled in the Service including the name, address and contact details of
  - any emergency contacts
  - any authorised nominee
  - any person authorised to consent to medical treatment or administration of medication
  - any person authorised to give permission to the educator to take the child off the premises
  - any person who is authorised to authorize the education and care service to transport the child or arrange transportation
  - details of any court order, parenting orders or parenting plan
  - authorisations for the service to take the child on regular outings
  - authorisations for the service to take the child on regular transportation
  - any medical management plan, anaphylaxis medical management plan or risk minimisation plan
- should any serious incident occur, an Incident, injury, trauma or illness record must be completed (see *Incident, Injury, Trauma and Illness Policy and Procedure*)
- in the case of a serious incident occurring, the regulatory authority must be notified within 24 hours through the [NQA IT System](#)
- all new educators and staff are provided with an induction to the Service including an understanding of this policy
- all educators and staff are provided with procedures and training on how they will verify the identity of an authorised nominee, or a person authorised by the parent or authorised nominee to collect the child (including procedures of what to do when an unauthorised person attempts to collect a child).

## ARRIVAL AT SERVICE

Our OSHC Service has an obligation to ensure the health and safety of employees, children and visitors in our workplace, so far as reasonably practicable. Our OSHC Service has implemented the following measures:

- any person visiting our Service including families 'dropping off' children, must sign a Parent/Visitor Health Declaration confirming that they have not
  - been in close contact with anyone with a positive COVID-19 diagnosis in the past 14 days
  - returned from a state or territory where self-isolation border measures are in place



- any person who is displaying symptoms such as: fever, coughing, sore throat, fatigue and shortness of breath should not attend our Service under any circumstance.
- ~~parents and visitors are currently NOT permitted to enter our Service unless this is prearranged with the Approved Provider/Nominate Supervisor (collection of a sick child; interview for enrolment)~~
- a designated area for drop off/ pick up will be clearly indicated
- signage clearly indicates the requirement of all adults to adhere to physical distancing requirements (1.5 metres)
- ~~children will be welcomed outside our OSHC Service by an educator and a non-contact device used to sign their child into the Service or parents are asked to bring their own pen to sign their child into the service~~
- ~~the device will be disinfected between use~~
- all children need to be signed in by an authorised person. Note: the signing in of a child is verification of the accuracy of the attendance record. Information required on the register includes the child's name, the date and time and the signature of the person dropping off the child
- children are required to wash their hands upon arrival or use the hand sanitiser provided
- the parent/authorised nominee must also advise staff who will be collecting the child/children
- families will be reminded to sign their child/children into the OSHC Service and will be encouraged to do so immediately upon arrival to avoid forgetting
- should families forget to sign their child/children in, National Regulations require the Nominated Supervisor or an educator to sign the child in
- sign in sheets/attendance records are to be used as a record in the case of an emergency to account for all children
- children are to be sighted by an educator before the parent or person responsible for the child leaves. This ensures that the educator is aware that the child has arrived and is in the building.
- a child's medication needs, or any other important or relevant information should be passed on to one of the child's educators by the person delivering the child
- the educator will check that the family has completed an *Administration of Medication Record* and store the medication appropriately, away from children's reach
- in order for children to feel secure and safe, it is important that children and families are greeted upon arrival by a member of staff and have the chance to say goodbye to the person dropping them off
- a locker or shelf space will be made available to children and their families. A sign is posted above the lockers nominating a symbol for each child.

- in the case of a separated family, either biological parent is able to add a contact in writing unless a court order is provided to the Nominated Supervisor stating that one parent has sole custody and responsibility.

## DELIVERY TO SCHOOL

### Educators and staff will ensure:

- all children and adults wash their hands as per our *Handwashing Policy* prior to leaving the OSHC Service
- children will be signed out of the OSHC Service and escorted to the designated before-school play area where the teacher on playground duty will be advised of their arrival
- all Kindergarten children and children with additional needs (as required) will then be escorted to their classroom and supported as required to put their bag away and prepare for the day (lunches, homework etc. in the designated place)
- children will not be escorted to school until a teacher is on playground duty.

## COLLECTION FROM SCHOOL

- an educator will collect all Kindergarten children and children with additional needs (as required) from their classroom and advise the classroom teacher/s that they have been collected, before escorting them to the OSHC Service and signing them in
- children in first to sixth grade will make their way to the designated collection point and be signed in by educators
- the educator/s collecting children from school classrooms will carry a mobile phone and a copy of the children's emergency contact details
- all children will be required to wash their hands upon arrival into the Service
- in the case of an emergency, where the parent or a previously authorised contact is unable to collect the child, the parent or person responsible for the child (as listed on enrolment form as having a parenting role) may telephone the service and arrange an alternative person to pick up the child. This contact must then be confirmed in writing to the Service.

## ABSENT OR MISSING CHILDREN

- parents must advise the OSHC Service staff as early as possible of their child/children's absence from school
- if a child has not arrived at the OSHC Service and the parent has not contacted the service to advise of the

- child/children's absence **15 minutes** prior to children being escorted to school, an educator will contact the parent to clarify and confirm the situation
- if a child is collected from the school early due to illness or other reasons the parent must notify the OSHC Service, using the service's telephone message bank if the service is unattended
- if a child does not arrive at the OSHC Service at the expected time an educator will:
  - ask children in the school playground if they have seen the child or know where he/she is (phone parents to confirm if children say the child left school early)
  - ask the child's teacher and/or office staff if they know of the child's whereabouts
  - ring the child's parent/s to enquire if they know of their child's whereabouts
  - if parents believe the child should be at school, educators will search the school classrooms and premises with the assistance and permission of classroom teachers and any available authorised persons
  - the educator will immediately contact the school principal or delegate
  - if the child cannot be found during this search, the child must be considered missing.
  - *if the parents have been contacted and the child is subsequently found, the educator must immediately contact the parents to let them know.*

## MISSING CHILDREN

If a child is considered missing, an educator or staff member will:

- Contact the police by dialling **000**
- Contact the child's parents
- Contact the school to inform them of the missing child
- Ensure that other children waiting to be transported to the Service remain appropriately supervised
- Notify the regulatory authority within 24 hours of becoming aware of a serious incident

## DEPARTURE FROM OSHC SERVICE

- Children may only leave the OSHC Service premises if the child leaves:
  - in accordance with the written authorisation of the child's parent or authorised nominee named in the enrolment record; or
  - taken on an excursion or on transportation provided or arranged by the OSHC Service with the written authorisation of the child's parent or authorised nominee; or
  - given into the care of a person or taken outside the premises; or
  - because the child requires medical, hospital or ambulance care or treatment; or
  - because of another emergency (evacuation due to bush fire, flood)

- in the case of an emergency, where the parent/guardian or a previously authorised nominee is unable to collect the child, the parent or person responsible for the child (as listed on enrolment form as having a parenting role) may telephone the service and arrange an alternative person to pick up the child. This contact must then be confirmed in writing to the Service (email, text, or letter).
- parents/guardians are to advise their child's educator if someone different is picking up their child, both verbally and on the sign in/out sheet. This person is to be named on the enrolment form or added in writing to Management as an authorised nominee for the child.
- photo identification must be sighted by a Primary Contact Educator before the child is released. If educators cannot verify the person's identity, they may be unable to release the child into that person's care, even if the person is named on the enrolment form.
- all children must be signed out by their parent (or a person authorised by the parent-authorised nominee) when the child is collected from our Service including each child's name, date and time they depart. If the parent or other person forgets to sign the child out, they will be signed out by the Nominated Supervisor or educator
- tablets used to sign children out of the service should be disinfected between use **/pens must be wiped with a disinfectant wipe between uses or parents are requested to use their own pen**
- children must be signed out on the same sheet that they were signed in on
- parents/guardians are requested to arrive to collect their child/children by **5.30 pm**
- no child will be withheld from an authorised contact or biological parent named on the enrolment form unless a current court order is on file at the OSHC Service
- in the case of a particular person (including a biological parent) being denied access to a child, the service requires a written notice (court order) from a court of law.
  - educators will attempt to prevent that person from entering the service and taking the child; however, the safety of other children and educators must be considered
  - educators will not be expected to physically prevent any person from leaving the service
  - in such cases, the parent with custody will be contacted along with the local police and appropriate authorities
  - where possible the educator will provide police with the make, colour, and registration number of the vehicle being driven by the unauthorised person, and the direction of travel when they left the Service
  - a court order overrules any requests made by parents to adapt or make changes
- in the case of a serious incident occurring, as described above, the regulatory authority must be notified within 24 hours through the [NQA IT System](#)
- nominated supervisors will ensure that the authorised nominee pick-up list for each child is kept up to

date. It is our policy that we do not allow anyone **under the age of 18** to collect children.

- if the person collecting the child appears to be intoxicated or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, educators will:
  - discuss their concerns with the person, without the child being present if possible, and
  - suggest they contact another parent or authorised nominee to collect the child
  - follow procedures to protect the safety of children and staff of the education and care service as per Child Protection Law and Child Protection Policy
  - contact the Police and other regulatory authorities (**Child Protection Hotline 132 111**)
  - if an authorisation to collect a child is refused by the Service, it is best practice to document the actions for evidence to authorities (refer to *Refusal of Authorisation Record*).
- at the end of each day educators will check indoor and outdoor premises including all rooms and storage rooms, beds and cots, and storage sheds to ensure that no child remains on the premises after the service closes
- children may leave the premises in the event of an emergency, including medical emergencies as outlined in our *Emergency Evacuation Policy*
- details of absences during the day will be recorded.

## DELIVERY AND COLLECTION OF CHILDREN DURING VACATION CARE

During periods of Vacation Care, policies and procedures will be followed as per *Arrival at Service*, and *Departure from Service*.

## VISITORS

- to ensure we can meet Work Health and Safety requirements and ensure a child safe environment, individuals visiting our Service must sign in when they arrive at the service and sign out when they leave. It is also a requirement of the National Regulations that Visitors are not left alone with children at any time.
- **to minimise the risk of exposure to COVID-19, our service may restrict the number of visitors to our service including students on work placements, volunteers, additional family members, delivery of goods or contractors**
- signage will clearly indicate who is permitted to enter the OSHC Service
- signage will alert all adults to adhere to physical distancing requirements
- all visitors must adhere to our *Handwashing Policy* and wash their hands upon arrival and departure of the OSHC Service

**LATE COLLECTION OF CHILDREN**

- if there are children still present at the OSHC Service upon closing, **it is best practice to ensure a minimum of two educators are present remain until all children are collected.**
- instruction to parents; *“Please remember that our Educators have families to go home to and their own children to collect by a designated time. If you are late to collect your child two Educators have to stay behind and therefore both have to be paid overtime. To cover this, a late fee of \$15 per 15 minutes or part thereof will be charged (e.g., if you are 5 minutes late you will be charged for a 15-minute block. If you are 20 minutes late you will be charged for two 15-minute blocks, etc.)”.*
- if parents/guardians know that they are going to be late, they must notify the Service. If possible, they should make arrangements for someone else to collect their child
- if they have not arrived by **5.30 pm** the Service will attempt to contact them via phone. If parents/authorised persons are unable to be contacted the Nominated Supervisor will call alternative contacts as listed on the enrolment form to organise collection of the child
- due to licensing and insurance purposes, if by **6pm** neither the parent or any of the authorised contacts are available or contactable, the Service may need to contact the police and other relevant authorities
- if the child is taken to an alternative safe location for example: Police Station, a sign will be displayed at the Service notifying parents/guardian of the child’s whereabouts. If this occurs, the Service will be obligated to contact relevant Child Protection Agencies and notify the Regulatory Authority.
- where families are continually late to collect children, a *Late Collection of Children letter* will be presented to parents/guardians
- should this non-compliance continue, the service reserves the right to terminate a child’s enrolment.

**CHILDCARE CENTRE DESKTOP - RELATED RESOURCES**

Administration of Medication Record	Late Collection of Child Letter
Authorisation Form	Late Delivery of a Child Letter
Alternative Authorisation Form	Refusal of Authorisation Register
	Visitor sign in sign out record

**CONTINUOUS IMPROVEMENT/REFLECTION**

*The Delivery of children to, and collection from Education and Care Service Policy will be reviewed on an annual basis in conjunction with children, families, educators and staff.*

## SOURCE

Australian Children’s Education & Care Quality Authority. (2014).  
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 Safe Work Australia (2020)  
[Western Australian Education and Care Services National Regulations](#)

## REVIEW

<b>POLICY REVIEWED BY</b>	Tina Chappell	Coordinator	6 Feb 2023
<b>POLICY REVIEWED</b>	JANUARY 2023	<b>NEXT REVIEW DATE</b>	JANUARY 2024
<b>VERSION NUMBER</b>	V12.01.23		
<b>MODIFICATIONS</b>	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• removal of COVID-19 risk mitigation strategies (services may amend to suit their unique context)</li> <li>• additional information added to ‘Continuous Improvement’ section</li> <li>• Childcare Centre Desktop Related resources section added</li> <li>• link to Western Australian Education and Care Services National Regulations added in ‘Sources’</li> </ul>		
<b>POLICY REVIEWED</b>	<b>PREVIOUS MODIFICATIONS</b>	<b>NEXT REVIEW DATE</b>	
OCTOBER 2021/JAN 2022	<ul style="list-style-type: none"> <li>• Policy reviewed to align with Policy Guidelines from ACECQA August 2021</li> <li>• Additional section added for Approved Provider/Nominated Supervisor/Responsible Person roles</li> <li>• minor edits to reflect changes to ECEC services re: COVID-19- statements in red must be contextualised to each OSHC service.</li> <li>• Policy reviewed Jan 2022 as part of annual review.</li> </ul>	JANUARY 2023	

JANUARY 2021	<ul style="list-style-type: none"> <li>• review of policy regarding COVID-19 restrictions/guidelines for ECEC services- statements in red may be adjusted to suit individual services in each state/territory</li> <li>• sources checked for currency</li> <li>• minor editing</li> </ul>	JANUARY 2022
JUNE 2020	<ul style="list-style-type: none"> <li>• addition to introduction of policy</li> <li>• updated to include risk mitigation measures for arrival and departure due to COVID-19</li> <li>• additional hygiene procedures added- re handwashing</li> <li>• additional related policies</li> </ul>	JANUARY 2021
JANUARY 2020	<ul style="list-style-type: none"> <li>• Additional relevant regulations added</li> <li>• Related policies updated</li> <li>• Late Collection information added and reworded</li> <li>• Sources checked for currency</li> </ul>	JANUARY 2021
JANUARY 2019	<ul style="list-style-type: none"> <li>• Introductory statement added</li> <li>• Additional information added to points.</li> <li>• Duplicated information deleted.</li> <li>• Rearranged the order of points for better flow</li> <li>• Points added (Highlighted).</li> <li>• Sources/references alphabetised.</li> </ul>	JANUARY 2020
JANUARY 2018	<ul style="list-style-type: none"> <li>• Minor changes made to support compliance</li> <li>• Related policy section added</li> </ul>	JANUARY 2019



**Item 4.7 Earthquake Management Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Earthquake Management Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Earthquake Management Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Earthquake Management Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment L - Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

# EARTHQUAKE MANAGEMENT POLICY

Earthquakes are a unique encounter in Australia. They are unpredictable and transpire without warning. Australia is located away from tectonic plate boundaries where large earthquakes occur more frequently. However, Australia can still experience potentially damaging earthquakes, which are caused by the sudden release of stress that slowly builds up across the plate as it moves northeast. To ensure the safety of children, educators, staff and families, education and care services should be prepared for earthquakes, minimising risks and implementing explicit management strategies if required.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
12(d)	Meaning of a serious incident- any emergency for which emergency services attended
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
168	Education and Care Services must have policies and procedures
170	Policies and procedures are to be followed

**RELATED POLICIES**

Acceptance and Refusal Authorisation Policy	Health and Safety Policy
Delivery of Children to and Collection from Education and Care Services Premises	Incident, Injury, Trauma and Illness Policy
Emergency and Evacuation Policy	Lockdown Policy
Family Communication Policy	Retention of Records Policy
	Supervision Policy

**DEFINITION**

An earthquake is a shaking of the surface of the Earth’s crust. They strike without warning and can vary in severity. Earthquakes are the result of a sudden release of stored energy in the Earth’s crust that creates seismic waves. The severity of an earthquake is measured using the Richter Scale. Over the last 80 years, there has been 17 earthquakes registering 6 or more on the Richter Scale.

**PURPOSE**

Preparing for an earthquake requires our Out of School Hours Care (OSHC) Service to learn what should be done before, during and after an earthquake in order to minimise the risk of children, and staff being injured.

**SCOPE**

This policy applies to children, families, educators, Approved Provider, Nominated Supervisor, management and visitors of the Out of School Hours Care Service.

**IMPLEMENTATION**

Management will ensure that the OSHC Service is as ‘earthquake safe’ as possible by having clear strategies and procedures in place for implementation before, during and after the earthquake. (Based on geographical location, earthquake history and general logic, adopting the following procedures will be at the discretion of Service Management.) This policy reminds educators, staff, volunteers and students of the procedure to follow in the event of an earthquake emergency.

**BEFORE AN EARTHQUAKE**

Preparing for an earthquake will help reduce damages to the OSHC Service’s structure and prevent injuries to children, families, educators and staff.

**THE APPROVED PROVIDER/MANAGEMENT AND EDUCATORS WILL:**

- ensure emergency and evacuation policies and procedures are available for inspection at the OSHC Service’s premises at all times
- conduct Earthquake drills in accordance with the Emergency Evacuation Calendar. The drills will be conducted on different days over the week, ensuring that all children participate in the drill. The earthquake drills will be recorded using the *Emergency Evacuation Rehearsal Record* and discussed at team meetings to ensure continuous improvement
- emergency evacuation rehearsals (drills) will be practiced *every three months*, including identifying safe places within the Service to go with the children in case of an earthquake
- ensure families are informed when an emergency evacuation rehearsal or drill has occurred
- ensure each room or area has an *Emergency Evacuation Bag* located in a prominent position
- regularly audit and restock *Emergency Evacuation Bags*
- ensure emergency evacuation plans are displayed in prominent positions near each exit and in the indoor and outdoor learning environments
- ensure all educators, including casual/relief educators and staff members, are familiar with our *Earthquake Management Policy*, procedures and regulatory requirements
- ensure new educators, staff, volunteers and students are provided with information and training about our *Earthquake Management Policy* and procedures during induction
- ensure Emergency Contact numbers are displayed in a prominent position within the OSHC Service
- practice **DROP, COVER and HOLD** or **DROP AND BE TURTLE SAFE** –with children
- Drop, Cover and Hold or Drop & be a Turtle safe involves children learning to:
  - Drop on your hands and knees, cover your head and neck with your arms, crawl only as far as needed to reach cover from falling objects.
  - Hold onto any durable furniture until the shaking stops and you are told it is safe to come out by an adult.
- identify safe places within the OSHC Service to go with the children when an earthquake strikes.
- This may be a strong table that you can hold on to the table legs to keep it from moving away and assist in protecting the children and yourselves.
  - a) Next to an interior wall, away from windows that can shatter cause injury
  - b) Ensure it is a place that is away from tall furniture that can fall
- check the OSHC Service insurance policy to ensure earthquake inclusion
- seek qualified advice to ensure the OSHC Service building is compliant **[check building regulations in each state/territory jurisdiction]**

- ensure shelving is secured to the wall and open shelving has 'lips' to prevent equipment sliding off during an earthquake
- ensure equipment is stored securely and safely
- conduct annual risk assessments to identify, monitor and eliminate any hazards that may occur during an earthquake

## DURING AN EARTHQUAKE

When an earthquake begins it will happen suddenly with rapid shaking. Management, educators and children are to immediately apply what they have practiced during the drills.

### MANAGEMENT AND EDUCATORS WILL

- Call 'EARTHQUAKE – DROP, COVER & HOLD or DROP AND BE A TURTLE'
- Assist children to get into the correct position

**If inside** – move away from windows, heavy objects or shelves.

- Drop Cover and Hold preferably under a sturdy table
- keep clear of windows and overhead fittings

**If outside** – move away from trees, powerlines, building and then Drop, Cover and Hold

- Drop to the ground
- Cover your head and neck with arms and hands
- Hold on until the shaking stops
- Protect babies with your body or mattresses if available
- Once the shaking stops and management has confirmed it is safe, educators and children will be given the 'ALL CLEAR'

## AFTER AN EARTHQUAKE

Once the shaking has ceased, management and educators need to begin implementing a recovery plan as you prepare for the chance of any aftershocks occurring.

### MANAGEMENT AND EDUCATORS WILL:

- stay calm and reassure children
- evaluate the need to evacuate if there are fires, gas leaks or other structural damage that requires immediate evacuation
- call 000 for Emergency Services and seek and follow advice

- implement *Emergency Evacuation Procedures*
- if evacuation is required, move to a safe location and be aware of hazards
- check attendance list for children, staff and visitors
- contact parents if evacuation is required
- turn off electricity, gas and water. Check water, gas and electric lines for damages. If any damages are present, turn off the water and electricity
- assess any injuries that may have occurred and provide first aid
- do not run outside, unless evacuation of the building is needed due to damage
- report any damages to Emergency Services
- turn on the radio and listen as Emergency Services will broadcast the most appropriate advice for the OSHC Service
- stay out of the OSHC Service building if it is damaged and unsafe
- following the emergency evacuation, an *Emergency Evacuation Incident Report* and an *Incident, Injury, Trauma and Illness Record* will be completed
- the approved provider will make a notification of a serious incident to a regulatory authority (within 24 hours) through the [NQA IT System](#) when emergency services have attended an education and care service in response to an emergency, rather than as a precaution or for any other reason

## DEALING WITH TRAUMA

Emergencies and natural disasters are extremely stressful, and it is normal for children and adults to feel overwhelmed and distressed. People cope with trauma in many different ways. Children look to adults for reassurance, care and opportunities to share their feelings. It is important for educators to understand the impact of disasters and seek help when needed.

The Approved Provider/Nominated Supervisor will support educators to provide information to parents and families following any emergency or natural disaster including:

- will the OSHC Service be open in the days and weeks ahead?
- how to find alternative care and education
- how to contact services for support with dealing with trauma

Several organisations offer support for educators in these situations:

[Emerging Minds](#)

BeYou- [Trauma informed practice](#)

[BeYou Educator Wellbeing after a natural disaster](#)

## PREPARING FOR AN EMERGENCY

Australian Government Department of Education [Skills and Employment](#) Resources

<https://www.education.gov.au/child-care-package/help-emergency>

Australian Government Bureau of Meteorology <http://www.bom.gov.au/>

## CONTINUOUS IMPROVEMENT/REFLECTION

The *Earthquake Management Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

## SOURCE

Australian Children’s Education & Care Quality Authority. (2014).

Australian Government Department of Education [Skills and Employment](#) (2020). Help in an emergency

Australian Government – Geoscience Australia

<http://www.ga.gov.au/news-events/news/latest-news/australian-earthquakes-explained>

[Education and Care Services National Regulations](#). (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

New Zealand Government Get Ready ShakeOut

<https://www.shakeout.govt.nz/how/schools/>

Queensland Government Emergency services and safety <https://www.qld.gov.au/emergency/dealing-disasters/disaster-types/earthquakes>

Revised National Quality Standard. (2018).

*Work Health and Safety Act 2011*.

[Western Australian Education and Care Services National Regulations](#)

## REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	6 Feb 2023
POLICY REVIEWED	JANUARY 2023	NEXT REVIEW DATE	JANUARY 2024
VERSION NUMBER	V2.01.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Sources checked for currency</li> <li>• Minor edits throughout policy</li> <li>• Additional information regarding emergency drills to be conducted every 3 months (reg 97)</li> <li>• Additional section added for Continuous Improvement</li> <li>• link to Western Australian Education and Care Services National Regulations added in ‘Sources’</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE

JUNE 2022	New Policy developed for OSHC Services	JANUARY 2023
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**Item 4.8 Emergency and Evacuation Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Emergency and Evacuation Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Emergency and Evacuation Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Emergency and Evacuation Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment M - Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

# EMERGENCY AND EVACUATION POLICY

Under the *Education and Care Services National Regulations*, an approved provider must ensure that policies and procedures are in place for emergency and evacuation and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021).

Emergency and evacuation situations may arise for a variety of reasons, often suddenly and unexpectedly. It is vital that if an emergency situation arises, staff are confident to manage the situation effectively and efficiently, maintaining the safety and wellbeing of children, families and visitors.

Ensuring that educators and children know what to do in an emergency situation requires vigilant planning and practice. Regularly practicing the drills for emergency situations also provides an opportunity to help support and build on children's coping mechanisms and resilience.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
12(d)	Meaning of a serious incident- any emergency for which emergency services attended
97	Policies and procedures in relation to emergency and evacuation
98	Emergency and evacuation procedures
136	First aid qualifications

168	Telephone or other communication equipment
170	Policies and procedures are to be followed
171	Policies and procedures to be kept available

**RELATED POLICIES**

Acceptance and Refusal Authorisation Policy Administration of First Aid Policy Arrival and Departure Policy Bush Fire Policy Child Safe Environment Policy Delivery of Children to, and collection from Education and Care Service Premises Enrolment Policy Departure of	Family Communication Policy Health and Safety Policy Incident, Injury, Trauma and Illness Policy Lockdown Policy Retention of Records Policy Supervision Policy
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**PURPOSE**

Our OSHC Service has a duty of care to maintain the safety and wellbeing of each child, educator, and all using or visiting the OSHC Service during an emergency or evacuation situation. We are committed to identifying risks and potential hazards of emergency and evacuation situations by conducting thorough risk assessments on an annual basis and continually plan for further risk minimisation and improvement to our policy and procedures.

**SCOPE**

This policy applies to children, families, staff, Approved Provider, Nominated Supervisor, students, volunteers, visitors and management of the OSHC Service.

**IMPLEMENTATION**

We define an emergency as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury, or illness to persons, or damage to the Service’s premises. Emergency situations may pose a risk to an individual’s health and safety. It is important that services identify potential emergencies that may be specific to their location and environment.

An emergency is any event, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of children at the service. (Guide to the NQF)

Circumstances under which an emergency evacuation will occur may include:

- Fire within the building or playground

- Fire in the surrounding area where the OSHC Service may be in danger
- Flood
- Cyclone, severe storm or dust storm or other natural weather event
- dangerous animal, insect or reptile
- Terrorist threat
- Other circumstances may include:
  - gas explosion, traffic accident, or any event which could render the building unsafe (eg: earthquake).

[Our Bushfire Policy contains specific information about Bushfire Risk Management Plans and evacuation plans for Bush Fires.]

### THE AUSTRALIAN WARNING SYSTEM (AWS)

The Australian Warning System (AWS) is a nationally consistent, three-tiered approach designed to make warnings clearer and lead people to take action during emergencies like bushfire, flood, storm extreme heat and severe weather. The warning system comprises of levels, action statements, hazard icons, colours and shapes. <https://www.ses.nsw.gov.au/about-us/our-warnings/>

The three warning levels are:

**Advice (Yellow):** An incident has started. There is no immediate danger. Stay up to date in case the situation changes. Monitor conditions.

**Watch and Act (Orange):** There is a heightened level of threat. Conditions are changing and you need to start taking action now. Prepare to leave/evacuate. Do not enter flood water.

**Emergency Warning (Red) :** An Emergency Warning is the highest level of warning. You need to take action immediately. Leave/evacuate (immediately by am/pm/hazard timing).

When there is an Emergency Warning, educators need to prepare for possible emergency evacuation and implement the procedures effectively to ensure the safety of all children, staff, families and visitors in the Service.

TO ENSURE COMPLIANCE WITH NATIONAL REGULATIONS AND NATIONAL LAW, OUR OSHC SERVICE WILL ENSURE THAT:

- emergency and evacuation policies and procedures are available for inspection at the OSHC Service's premises at all times

- the Approved Provider will conduct an annual risk assessment to identify potential emergencies that are relevant to the OSHC Service
- relevant stakeholders/authorities are consulted for advice and guidance to improve risk mitigation strategies as part of our emergency and evacuation plan (School Principal, police, fire, parents/families)
- consideration is made to evacuate non-ambulant children evacuating the premises resulting in enhanced ratios
- additional consideration is made for OSHC services operating in multi-storey buildings (assembly areas, lifts not being used, stairwells, non-ambulant children, staffing implications, supervision) [Reg. 97(4)]
- emergency rehearsals should involve school students and staff if OSHC is located on a school site (if applicable)
- emergency evacuation plans are displayed in prominent positions near each exit at the OSHC Service premises including both the indoor and outdoor learning areas
- the emergency and evacuation procedures include instructions for what must be done in the event of an emergency
- the plan includes a floor plan for ease of reference with clearly defined assembly points and clearly marked exit routes from all locations
- all exits have exit signs clearly visible
- there are no obstructions in hallways, stairways or emergency exits
- all educators, including casual/relief educators and staff members, are familiar with our *Emergency and Evacuation Policy*, procedures and regulatory requirements
- new staff, volunteers and students are provided with information and training about our *Emergency and Evacuation Policy* and procedures during induction
- all staff are aware of their roles and responsibilities in event of an emergency situation
- Emergency evacuation rehearsals (drills) will be practiced **every three months** by the responsible person, all staff members, volunteers, and children present on the day
- National Regulations state that evacuation rehearsals are to be practiced every 3 months: However, to ensure best practice our Service will conduct emergency evacuation drills in a **weekly block once a term** so that all children and staff experience an evacuation on a regular basis.
- spontaneous rehearsals also take place during the year to assist in refining risk management procedures and evacuation procedures
- each time a planned or spontaneous emergency evacuation drill is performed it is to be timed and documented in the *Emergency Evacuation Rehearsal Record*.

- after reflection, notes on any areas that need improving or revising are to be documented in the *Emergency Evacuation Rehearsal Record*. Educators will discuss and implement strategies to make continuous improvement to procedures which will be documented in the Service's Staff Meeting minutes and Quality Improvement Plan (QIP).
- in the event of limited educators (e.g., early morning or late afternoon), staff members are to work together to perform the duties as per the evacuation plan (the roster must include a Responsible Person being on the premises at all times to take responsibility and delegate duties). This scenario will be discussed and documented in the Service's Staff Meeting Minutes (WHS).
- regular communication with families includes information about emergency and evacuation procedures
- families are informed when a rehearsal or drill has occurred
- at least one staff member or one Nominated Supervisor who holds current ACEQCA approved first aid qualifications, approved anaphylaxis management and emergency asthma management training is in attendance at all times
- each room has an *Emergency Evacuation Bag* located in a prominent position
- *Emergency Evacuation Bags* are regularly audited and restocked as required
- an up-to-date register of emergency telephone numbers for children is maintained. A copy of the current list will always be available in the *Emergency Evacuation Bag*
- portable First Aid Kits are readily available in case of an emergency evacuation
- Medical Management Plans for children are able to be accessed easily
- children's medication is collected during an evacuation
- all fire extinguishers, fire blankets, fire hoses, and other emergency equipment located throughout the Service will be inspected and tested at six monthly intervals by an authorised company as per the Australian Safety Standard AS 1851-2012: *Maintenance of Fire Protection Systems and Equipment*.
- extinguishers will be emptied, pressure tested, and refilled every five years
- all tests performed on emergency equipment and the date on which it was tested will be recorded on a label or metal tag attached to the unit. Certificates to verify testing will be filed.
- ensure smoke detectors are regularly tested and batteries replaced annually
- staff and educators have access to an operating telephone or other means of communication at all times (mobile phone)
- emergency telephone numbers will be displayed prominently throughout the Service in the kitchen, office, staff room and each area where children are educated and cared for
- Our emergency telephone list (located next to the telephone) includes the numbers for:
  - Police

- Local fire station
- Rural Fire Service
- State Emergency Services (SES)

## EMERGENCY AND EVACUATION PROCEDURE GUIDELINES

(include who is responsible for the implementation of each step)

As per regulation 97, the emergency and evacuation procedures must set out-

- a) instructions for what must be done in the event of an emergency; and
  - b) an emergency and evacuation floor plan
- the Nominated Supervisor/Approved Provider will make the final call to whether to evacuate the premises due to an emergency situation
  - contact 000 for local emergencies- provide name, address and nearest cross street, reason for evacuation, phone contact number, number of children and adults evacuating
  - guidance will be provided by the relevant emergency service (Fire service, SES, Police)
  - move all children and visitors to identified evacuation/emergency assembly area as indicated on the *Emergency and Evacuation Plan*
  - collect Emergency Evacuation Bag, Medical Management Plans and associated children's medication
  - collect First Aid Kit
  - check daily attendance record and visitor record
  - once children are safely evacuated, administer first aid if required
  - remain calm and reassure children
  - once emergency services arrive, contact parents/emergency contacts
  - await instructions from relevant emergency services for re-entering premises or alternative evacuation procedure

### IMPORTANT:

Following the emergency evacuation, the educator will complete an *Emergency Evacuation Incident Report* and an *Incident, Injury, Trauma and Illness Record*. The approved provider will make a notification of a serious incident to a regulatory authority (within 24 hours) through the [NQA IT System](#) when emergency services have attended an education and care service in response to an emergency, rather than as a precaution or for any other reason.

### FAMILIES WILL:

- ensure contact details are kept up to date

- provide emergency contact details on their child’s enrolment form and advise the service of any change of name or phone number
- ensure the attendance record for their child is completed each day
- ensure they are aware of the service’s *Emergency and Evacuation Policy* and procedures
- follow the directions of the Approved Provider/Incident Manager in the event of an emergency or evacuation

## DEALING WITH TRAUMA

Emergencies and natural disasters are extremely stressful, and it is normal for children and adults to feel overwhelmed and distressed. People cope with trauma in many different ways. Children look to adults for reassurance, care and opportunities to share their feelings. It is important for educators to understand the impact of disasters and seek help when needed.

The Approved Provider/Nominated Supervisor will support educators to provide information to parents and families following any emergency or natural disaster including:

- will the service be open in the days and weeks ahead?
- how to find alternative care and education
- how to contact services for support with dealing with trauma

Several organisations offer support for educators in these situations:

### Emerging Minds

BeYou- [Trauma informed practice](#)

## PREPARING FOR AN EMERGENCY

Australian Government Department of Education, Skills and Employment Resources

<https://www.dese.gov.au/child-care-package/ccp-resources-providers/help-emergency>

<https://www.education.gov.au/child-care-package/help-emergency>

Australian Government Bureau of Meteorology <http://www.bom.gov.au/>

### QUEENSLAND (QLD)

- Queensland Police: [www.police.qld.gov.au](http://www.police.qld.gov.au)
- Queensland Fire and Emergency Services: <https://www.qfes.qld.gov.au>



**CONTINUOUS IMPROVEMENT/REFLECTION**

The *Emergency and Evacuation Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

**CHILDCARE CENTRE DESKTOP RESOURCES**

Emergency Bag Audit Emergency Management Plan (EMP)	Emergency Support Services Template EMP evacuation diagrams-images
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**SOURCE**

Australian Children’s Education & Care Quality Authority. (2014).  
 Australian Children’s Education & Care Quality Authority. (2021). Policy and procedure guidelines- *Emergency and evacuation guidelines*.  
 Australian Government Department of Education **Skills and Employment** (2020). Help in an emergency  
 Australian Government – Emergency Services: <http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services>  
**Australian Government. National Emergency Management Agency. Australian Warning System.**  
<https://www.australianwarningsystem.com.au>  
 Early Childhood Australia Code of Ethics. (2016).  
[Education and Care Services National Regulations](#). (2011).  
 Fire Protection Association Australia: [www.fpa.com.au/](http://www.fpa.com.au/)  
 Fire System Services: <http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html>  
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).  
 Guide to the National Quality Framework (2017). (Amended 2020).  
 NSW Rural Fire Service: [www.rfs.com.au](http://www.rfs.com.au)  
 Revised National Quality Standard. (2018).  
*Work Health and Safety Act 2011*.  
[Western Australian Education and Care Services National Regulations](#)

**REVIEW**

POLICY REVIEWED BY	Tina Chappell	Coordinator	6 Feb 2023
POLICY REVIEWED	JANUARY 2023	NEXT REVIEW DATE	JANUARY 2024
VERSION NUMBER	<b>V9.01.23</b>		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• minor formatting edits within text</li> <li>• additional information Australian Warning System (AWS)</li> <li>• hyperlinks checked and repaired as required</li> </ul>		

	<ul style="list-style-type: none"> <li>• continuous improvement/reflection section added</li> <li>• link to Western Australian Education and Care Services National Regulations added in 'Sources'</li> <li>• update to DESE to Department of Education</li> </ul>	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
NOVEMBER 2021/DECEMBER 2021	<ul style="list-style-type: none"> <li>• Policy reviewed and included suggested guidelines from ACECQA <i>Emergency and Evacuation Policy Guidelines</i> (June 2021)</li> <li>• Additional legislative requirements added</li> <li>• Additional related policies</li> <li>• Additional section added- <i>Families will</i></li> <li>• Reviewed as part of annual review cycle</li> </ul>	JANUARY 2023
JANUARY 2021	<ul style="list-style-type: none"> <li>• Restructure of policy- some sections moved for better flow</li> <li>• deleted repetitive points</li> <li>• procedure guidelines modified and extended</li> <li>• additional section- Dealing with Trauma</li> <li>• sources checked for currency</li> </ul>	JANUARY 2022
JANUARY 2020	<ul style="list-style-type: none"> <li>• additional information added to introduction</li> <li>• purpose modified</li> <li>• additional information added to content</li> <li>• sources checked for currency- small edits highlighted</li> </ul>	JANUARY 2021
JANUARY 2019	<ul style="list-style-type: none"> <li>• point added to ensure these numbers are on the emergency phone list by the phone</li> <li>• Additional information added to points</li> <li>• Duplicated information deleted</li> <li>• Rearranged the order of some points for better flow</li> <li>• Sources/references alphabetised.</li> <li>• Minor formatting (line spacing &amp; paragraph spacing) for consistency throughout policy.</li> </ul>	JANUARY 2020
JANUARY 2018	<ul style="list-style-type: none"> <li>• Minor modifications made to Education and Care Services National Regulations section</li> <li>• Related policy section added</li> <li>• Statements added to support operational delivery</li> </ul>	JANUARY 2019
JANUARY 2017	<ul style="list-style-type: none"> <li>• updated and included Emergency Evacuation requirements outlined in the National Regulations</li> <li>• Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes.</li> </ul>	JANUARY 2018

**Item 4.9 Flood Management Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Flood Management Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Flood Management Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Flood Management Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment N - Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

# FLOOD MANAGEMENT POLICY

Floods are a natural phenomenon that occur when water covers land that is usually dry. Flooding most commonly occurs from heavy rainfall when natural watercourses cannot carry the excess water. Flooding can also be caused by storm surges as a result of a tropical cyclone, or severe storm, a tsunami or even due to a dam release or fail.

Extensive flooding in 2011, led the Australian Government to introduce a [standard definition of flood](#) for certain insurance policies. For this purpose, a flood is defined as:

*The covering of normally dry land by water that has escaped or been released from the normal confines of: any lake, or any river, creek or other natural watercourse, whether or not altered or modified; or any reservoir, canal, or dam.*

According to Geoscience Australia, floods can have both positive and negative impacts. They can bring welcome relief for people and ecosystems suffering from prolonged drought, but also are estimated to be the costliest natural disaster in Australia.

Appropriate emergency preparedness and mitigation strategies need to be developed to ensure flooding can be a manageable hazard, especially in flood prone communities. Changes in rainfall intensity and the occurrence of severe storms and rising sea levels, however, have made many parts of Australia, especially coastal areas, a flood risk. **The Australian Warning System is a new national approach to information and warnings during emergencies including flooding and tsunamis.**

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service

7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
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EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
12(d)	Meaning of a serious incident- any emergency for which emergency services attended
97	Emergency and evacuation procedures
98	Telephone and other communication equipment
99	Children leaving the education and care service premises
168	Education and care services must have policies and procedures
170	Policies and procedures must be followed
175	Prescribed information to be notified to the Regulatory Authority

**RELATED POLICIES**

Acceptance and Refusal Authorisation Policy Arrival and Departure Policy Cyclone Management Policy Delivery of Children to and from EEC Service Policy Emergency and Evacuation Policy Family Communication Policy	Health and Safety Policy Incident, Injury, Trauma and Illness Policy Lockdown Policy Retention of Records Policy Supervision Policy
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**PURPOSE**

We aim to maintain children’s safety and wellbeing by developing an *Emergency Management Plan* that includes flood emergency plans and proactive responses to minimise the potential risks faced by children and staff of the OSHC Service during a flood.

**SCOPE**

This policy applies to children, families, educators, staff, management, Approved Provider, Nominated Supervisor, students, volunteers and visitors of the OSHC Service.

**IMPLEMENTATION**

Management will take effective action to ensure that the Out of School Hours Care (OSHC) Service is as flood safe as possible. We will identify possible flood risks, engage members of the community for advice and help and ensure all staff are aware of their responsibilities and roles if required to respond to a flood

emergency. Our Emergency Management Plan (EMP) is developed and updated in consultation with children, families, educators, management and emergency services.

## FLOODS IN AUSTRALIA

Floods are categorised according to the speed at which floodwaters rise:

**Slow-onset flood:** Occur by slow rise and fall of water level and usually lasts for a relatively longer period. Slow-onset floods may last one or more weeks, or even months. Due to the flood lasting for a longer period, it can lead to loss of livestock, agricultural products, roads, railroad etc.

**Rapid onset floods:** Occur by a rapid rise in water level which lasts for a shorter period. The damage rapid onset floods can cause are often more destructive and pose a greater risk to life and property as people usually have less time to take preventive action prior to the flood.

**Flash-Floods:** Occur by a rapid rise in water level, within minutes or a few hours after heavy rainfall, tropical storm, failure of dams or levees. Flash-Flooding poses the greatest threat to life and may result in significant damage to property.

## THE AUSTRALIAN WARNING SYSTEM (AWS)

The Australian Warning System (AWS) is a nationally consistent, three-tiered approach designed to make warnings clearer and lead people to take action ahead of severe weather events including flood and tsunami warnings. The warning system comprises of levels, action statements, hazard icons, colours and shapes. <https://www.ses.nsw.gov.au/about-us/our-warnings/>

The three warning levels are:

**Advice (Yellow):** An incident has started. There is no immediate danger. Stay up to date in case the situation changes. Monitor conditions.

**Watch and Act (Orange):** There is a heightened level of threat. Conditions are changing and you need to start taking action now. Prepare to leave/evacuate. Do not enter flood water.

**Emergency Warning (Red) :** An Emergency Warning is the highest level of warning. You need to take action immediately. Leave/evacuate (immediately by am/pm/hazard timing).

The AWS Flood warnings are issued by Emergency Services. The predicted extent of the flood and the amount of time available before it arrives will determine the course of action to be taken.

When there is an **Emergency Warning flood evacuation warning**, educators need to prepare for possible emergency evacuation and implement the procedures effectively to ensure the safety of all children, staff, families and visitors in the Service.

### **FLOOD WARNING SYSTEM**

A flood warning system provides people with the ability to act in keeping safe and reducing the costs of flooding. A flood warning system includes the following elements:

**Prediction:** Recognition of changes in the environment that lead to flooding and the forecast of future water levels during the flood

**Interpretation:** Recognising in advance the effect of the predicted flood levels and the communities at risk

**Message Construction:** Planning the content of the message which clearly warns people of approaching flood

**Communication:** Distributing warning information in a timely way to people and organisations likely to be affected by the flood.

**Response:** Getting the appropriate protection behaviour from the community and agencies involved

**Review:** Reflecting on the various aspects of the system with a view to improving its performance

### **THE APPROVED PROVIDER/MANAGEMENT AND EDUCATORS**

To ensure compliance with National Regulations our OSHC Service will ensure:

- all staff have a thorough understanding of the [Australian Warning System \(AWS\)](#)
- a comprehensive risk assessment to identify local risks associated with the impact of flooding is completed annually in collaboration the SES (State Emergency Services) 132 500 (for anywhere in Australia) and an Emergency Management Plan (EMP) is developed
- hazards within the OSHC Service that may be harmful to children or staff during a flood are identified in the risk assessment
- families are made aware of the *Flood Management Policy* and emergency evacuation procedures
- emergency evacuation plans are displayed in prominent positions near each exit and in the indoor and outdoor learning environments
- clear procedures are in place for when a flood warning occurs to ensure the safety of educators, children and families
- emergency evacuation rehearsals (drills) will be practiced every **three months**, including identifying a designated assembly point and place of refuge in case of flooding

- a range of possible flood scenarios are included in evacuation drills
- each emergency evacuation drill is documented (Reg. 97)
- emergency telephone numbers will be clearly displayed in prominent positions within the Service
- emergency contact details of all children are updated regularly
- strategies to implement emergency plans are discussed and documented at each staff meeting
- consideration is made to how to save critical records- (current records, historical artefacts and archives)
- counselling services are provided to employees and their family members affected by flooding
- the OSHC Service insurance policy is current and covers the Service for flood damage

## BEFORE A FLOOD

### MANAGEMENT AND EDUCATORS WILL:

- continue to visit Bureau of Meteorology to check current flood and weather warnings  
<http://www.bom.gov.au/>
- visit the Bureau of Meteorology flood watch- [Flood warning system](#)
- refer to the SES State Flood Plans which outline arrangements for responding to floods in [\[state/territory\]](#) <https://www.emergency.nsw.gov.au/Documents/plans/sub-plans/SubPlan-Flood.pdf>
- download a copy of our council's flood plans ([see below for state-by-state specific sites](#))
- be familiar with the warning levels and what action needs to be taken during a flood
- ensure the removal of leaves, debris and other items that can enhance flooding (e.g.: check gutters and drains)
- become familiar with the emergency evacuation plan identifying routes and safe locations if evacuation is required (note: this may be different for a flood situation)
- prepare the Emergency Evacuation Kit
- ensure an up-to-date emergency contact list for all children is included in the Emergency Evacuation Kit
- organise sandbags and sand
- follow the advice by emergency services
- place chemicals on a high shelving to reduce contamination of flood water
- talk to the children about the flood, using simple words that children can understand
- ensure there is a procedure for out of hours decision making
- ensure plans are made to include removal of animals (if safe to do so).

## DURING A FLOOD



**MANAGEMENT AND EDUCATORS WILL:**

- act quickly
- monitor current flood warnings in the local area
- liaise with Emergency Services instructions and react to changing conditions
- contact families to come and collect their child/ren once emergency services have issued a Flood Evacuation Order Watch and Act for your area
- turn off electricity, water and gas
- place sandbags in the toilet bowls and over shower and bath outlets to prevent backflow of sewerage into the OSHC Service
- lock all doors and take recommended evacuation routes for the local area
- contact emergency services to ensure the relocation area is safe before proceeding and follow all advice
- evacuate the Service immediately and relocate to clearly defined area as discussed with emergency services and clearly identified in the OSHC Service's Emergency Evacuation Plan
- if located on school grounds, liaise with School Management
- keep families updated regularly of the relocation site

**IF IT'S TOO LATE TO LEAVE DURING A FLOOD**

Important: calm and logical thinking will be required. The following points are options depending on the circumstances within your own context. Seeking safe options to move children and staff above rising waters levels will be the primary objective.

**MANAGEMENT AND EDUCATORS WILL:**

- continue to seek advice from emergency services
- remain calm
- move to higher ground and avoid standing in flowing or rising water
- if time permits, stack possessions, equipment and resources onto benches and tables
- ensure that if flowing water is above the ankles, STOP! Turn around and go another way
- avoid entering flood waters

**AFTER THE FLOOD****MANAGEMENT AND EDUCATORS WILL:**

- stay tuned to local radio stations for official warnings and advice
- wait until emergency services have declared the area safe before entering the flood zone

- do not enter the OSHC Service until the water has dropped below floor level
- do not let children play in or near floodwater
- stay away from drains
- wear rubber boots or rubber soled footwear and rubber/leather gloves when entering the Service
- check with electricity, gas and water establishments to determine if the supplies to the OSHC Service and local area have been affected and if it safe for them to be turned on
- be aware of damaged power lines, bridges, buildings, trees surrounding the OSHC Service
- contact families or emergency contacts to confirm the location and safety of the children
- if possible, take photographs for insurance claims
- when safe and convenient, clean or discard contaminated toys and equipment
- complete a serious incident notification to the regulatory authority within 24 hours when there has been an emergency that has posed a risk to the safety and wellbeing of the children- [NQA ITS](#)
- notify the regulatory authority if the OSHC service is required to close for a period of time as a result of a local emergency (evacuation due to flooding or to repair damage caused by flooding)
- notify the **DESE – the Regulatory Authority** if the service is temporarily closed via the Provider Entry Point (PEP)
- notify families about absences and Child Care Subsidy (CCS) due to a local emergency

### Preparing for an emergency

Australian Government- Emergency Management Australia-[What to do before and after a flood](#)

Australian Government National Emergency Management Agency [Australian Disaster Resilience Knowledge Hub- Flood](#)

[NSW Department of Education: Flood planning for Early Childhood Education and Care \(ECEC\)](#)

### Resources to assist services before and after an emergency/natural disaster

Australian Government Department of Education [Skills and Employment](#) Resources

<https://www.education.gov.au/child-care-package/help-emergency>

[BeYou Educator Wellbeing after a natural disaster](#)

[Emerging Minds. Community Trauma Toolkit](#)

### STATE SPECIFIC INFORMATION

#### New South Wales

New South Wales State Emergency Service SES

Flood plans for NSW <https://www.emergency.nsw.gov.au/Documents/plans/sub-plans/SubPlan-Flood.pdf>

Council Flood Plans <https://www.ses.nsw.gov.au/flood-resources/before-a-flood/know-your-risk/>

Phone: 132 500 SES

## Victoria

The Victoria State Emergency Service (VICSES) is the control agency for flooding in Victoria.

Local flood guides can assist in understanding your Service's flood risk, how flood warnings work and how to prepare the Service for flood. [Local Flood Guides](#)

Phone: 132 500 SES

Victoria State Government [Emergency management requirements](#)

## South Australia

South Australian State Emergency Services provide flood assistance.

Phone: 132 500 SES

[Flood checklist](#)

## Tasmania

Tas State Emergency Service provides information on flood risk management and emergency services.

Phone: 132 500 SES

[Floodplain Risk Assessment Guidelines for Municipal Councils in Tasmania](#)

## Western Australia

Department of Fire and Emergency Services manage the State Emergency Service Western Australia and provide assistance in the event of flooding

Phone: 132 500 SES

[Flood Smart Guide](#) [Flood Overview](#) provides assistance in preparing your Service in you are in a flood prone region.

## Northern Territory

NT Emergency Service provides assistance during floods, storms and cyclones.

Phone: 132 500 SES

Know your local flood history and community plans.

[Floodplain maps](#) and [NT Rainfall and River Conditions](#)

## Queensland

[Queensland State Emergency Services \(SES\)](#) for flood and storm emergency assistance.

Phone: 132 500

[Get Ready Queensland](#) assists in preparing and emergency and evacuation plan.

[Get Ready Queensland](#)- alerts and warnings

Early Childhood Education and Care [Incident and emergency management](#)

Queensland Government [Business Queensland Flood mapping](#)

**CONTINUOUS IMPROVEMENT**

The *Flood Management Policy* will be reviewed on an annual basis in conjunction with children, families, educators and staff.

**SOURCE**

ABC Emergency: Plan for an emergency – Flood <https://www.abc.net.au/news/emergency/plan-for-an-emergency/flood/>

Australian Children’s Education & Care Quality Authority. (2014).

Australian Government Attorney General’s Department (2009) *Flood Preparedness Australian Emergency Manual Series*

Australian Government Department of Education [Skills and Employment](#) (2020). Help in an emergency

Australian Government: Geoscience Australia <http://www.ga.gov.au/scientific-topics/hazards/flood/basics>  
[Education and Care Services National Regulations](#). (2011).

Australian Government National Emergency Management Agency *Australian Warning System*  
<https://www.australianwarningsystem.com.au>

Floods: Warning, Preparedness and Safety

[http://www.bom.gov.au/australia/flood/EMA\\_Floods\\_warning\\_preparedness\\_safety.pdf](http://www.bom.gov.au/australia/flood/EMA_Floods_warning_preparedness_safety.pdf)

Guide to the National Quality Framework. (2017). (Amended 2020).

New South Wales Department of Education. (2020). [Flood information and resources](#)

Queensland Government Natural disaster resources

SES – NSW State Emergency Services <https://www.ses.nsw.gov.au>

[Western Australian Education and Care Services National Regulations](#)

**REVIEW**

<b>POLICY REVIEWED BY</b>	Tina Chappell	Coordinator	6 Feb 23
<b>POLICY REVIEWED</b>	JANUARY 2023	<b>NEXT REVIEW DATE</b>	JANUARY 2024
<b>VERSION NUMBER</b>	<b>V2.01.23</b>		
<b>MODIFICATIONS</b>	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• inclusion of Australian Warning System (AWS) warnings</li> <li>• additional information added to ‘Continuous Improvement’ section</li> <li>• link to Western Australian Education and Care Services National Regulations added in ‘Sources’</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> </ul>		

	<ul style="list-style-type: none"> <li>update of DESE to Department of Education</li> </ul>	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
MARCH 2022	New Policy developed for OSHC Services	JANUARY 2023

**Item 4.10 Lockdown Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Lockdown Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Lockdown Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Lockdown Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment O - Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

# LOCKDOWN POLICY

Under the *Education and Care Services National Regulations* the approved provider must ensure that policies and procedures are in place for emergency and evacuation situations (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170) (ACECQA 2021).

Our OSHC Service is committed to the ongoing safety and wellbeing of children, staff, families and visitors. To achieve this, we will implement a clear plan to manage all emergency situations, including a plan for emergencies that may require our Service to go into lockdown and ensure our educators and staff are well equipped with the knowledge and expertise to respond effectively when required. Children and staff will regularly rehearse our emergency procedures, including lockdown to ensure their safety and wellbeing.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
12(d)	Meaning of a serious incident- any emergency for which emergency services attended
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
168	Education and Care Services must have policies and procedures

170	Policies and procedures are to be followed
171	Policies and procedures to be kept available

**RELATED POLICIES**

Acceptance and Refusal Authorisation Policy Arrival and Departure Policy Child Safe Environment Policy Delivery of Children to, and collection from Education and Care Service Premises Policy Emergency and Evacuation Policy Family Communication Policy	Health and Safety Policy Incident, Injury, Trauma and Illness Policy Retention of Records Policy Supervision Policy
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**PURPOSE**

We aim to minimise the risk of harm, ensuring the safety of children, educators, families and visitors of the OSHC Service in the event of a threatening situation.

**SCOPE**

This policy applies to children, families, staff, management, Approved Provider, Nominated Supervisor and visitors of the OSHC Service.

**IMPLEMENTATION**

Our OSHC Service has set procedures to follow in the event of any emergency requiring evacuation or lockdown. These procedures comply with regulatory requirements and are consistent with recommendations by recognised authorities. They are designed to ensure an efficient, safe, and calm procedure for all children, staff, families, and visitors.

Whilst many emergency situations will require staff and children to evacuate from the OSHC Service premises, there are potential situations that will require the Service to go into 'lockdown'.

Within early childhood services and school settings, there are three types of lockdown that may be required:

- **'External threat'** - indicating that there is a potential threat outside that you wish to prevent from entering the building. For example:
  - Unidentified dangerous animal or insects.
- **'Shelter-in-place'** - generally will be required when there is a real or perceived threat to health or safety. For example:
  - Severe storms



- Extreme smoke from a local or distant bushfire
- Chemical or hazardous substance spill
- Gas leak / atmospheric hazardous substance
- Flood
- **'Full lockdown'** - for situations that involve serious threats such as:
  - Potentially dangerous unwanted or uninvited intruder
  - Potentially dangerous person due to intoxication or substance abuse
  - Receiving an emergency services warning about a reported incident or civil disturbance

Lockdown means that all windows and external doors are locked, and where possible internal doors are locked and blinds closed.

For a *'Shelter-in-place'* or *'External threat'* lockdown, children are able to participate in the usual experiences and activities. However, for a *'Full lockdown'* children and adults must be moved to a room/position that does not allow them to be viewed.

Where possible, access should be maintained to a bathroom and enough space should be available for children to be comfortably involved in quiet activities. It is therefore vital that appropriate spaces have been identified and displayed on an **Emergency Lockdown Procedure**. This information must be displayed in a prominent position near each exit at the premises in relation to regulation 97(4).

### MANAGEMENT/NOMINATED SUPERVISOR WILL:

- develop, and review annually, a risk assessment to identify potential emergencies that may require the service to go into lockdown
- engage relevant stakeholders/authorities to improve risk mitigation strategies for lockdown situations as part of our Emergency Management Plan (police, fire, school principal, parents/families)
- ensure capacity to lock internal doors within the OSHC premises
- consider procedures for non-ambulant children and staff implications in the event of a lockdown (especially for a multi-storey setting)
- ensure new staff, volunteers and students are provided with information and training about lockdown procedures upon induction
- ensure emergency evacuation floor plans and instructions/procedures, are displayed in prominent positions near each exit and in the indoor and outdoor learning environments
- nominate the person/people with authority to manage the lockdown
- determine communication channels- ensure all educators and staff have access to an operating

telephone or means of communication- consider use of communication apps for silent group communication among staff members (What's app, Messenger)

- determine how the different type of lockdown alert signal will be given
- contact emergency services as soon as practicable- provide essential information to police depending on the type of lockdown- (e.g.: description of the intruder, threat, weapons)
- design a movement and wellbeing plan to follow if not in the classroom/indoor learning area
- develop an effective strategy for checking the roll and communicating with children, educators, families, and visitors of the Service
- document roles and responsibilities of staff and educators
- plan to maintain children's safety and wellbeing
- ensure all children, staff, families, and visitors of the OSHC Service remain inside
- ensure lockdown drills are practiced every three months at different times to ensure all staff and children have the opportunity to participate
- document lockdown rehearsals and the responsible person who is present at the time of the rehearsal
- ensure lockdown drills are reviewed and reflected upon each time they occur and are adequately documented including any improvements
- communicate with families about lockdown procedures and drills
- complete a serious incident notification to the regulatory authority within 24 hours when there has been an emergency that has posed a risk to the safety and wellbeing of the children

#### IN THE EVENT OF A LOCKDOWN, EDUCATORS WILL:

- direct children to shelter in place indoors, where doors can be locked or barricaded securely (as per plan)
- ensure all children are accounted for (check daily sign on sheet/app)
- immediately lock doors and windows
- close all blinds/curtains
- ensure all children remain inside the classroom (or are accompanied by an educator/staff member if going to the bathroom)
- ensure children remain in a confined area, (or out of sight for a 'full lockdown' – see below) during the lockdown period
- ensure children to remain calm: except for 'full lockdown', arrange activities to engage them
- remain in lockdown until the all-clear signal is given
- ensure all families are notified of the incident as soon as practicable after the lockdown has ended

**ADDITIONALLY, DURING A SHELTER-IN-PLACE LOCKDOWN, THE EDUCATORS WILL:**

- use any available linen to block gaps around doors or window to minimise the entry of smoke/hazardous chemicals

**ADDITIONALLY, DURING A FULL LOCKDOWN, MANAGEMENT, NOMINATED SUPERVISORS and EDUCATORS WILL:**

- implement lockdown procedure
- alert staff using agreed signal for immediate lockdown
- contact emergency services (000) for assistance
- remove the evacuation plan from the walls of the Service
- move children to a secure lockdown location
- turn off all lights
- clear any room/hallway that cannot be secured
- silence televisions and radios/CD players
- silence mobile devices such as phones
- ensure all children remain low away from doors and windows
- encourage all children to remain quiet: Have books ready for children to look at to assist with engaging them during the lockdown
- ensure all children and persons in the room remain out of sight of external windows and glass doors, and internal viewing windows
- ensure all families are notified of the incident as soon as practicable after the lockdown has ended
- complete a serious incident notification to the regulatory authority within 24 hours when there has been an emergency that has posed a risk to the safety and wellbeing of the children
- provide opportunities for debriefing and counselling to families and children

**CONTINUOUS IMPROVEMENT/REFLECTION**

Our *Lockdown Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

**CHILDCARE CENTRE DESKTOP RESOURCES**

Emergency lockdown rehearsal record	Lockdown Procedure
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**SOURCE**

Australian Children’s Education and Care Quality Authority. (2021). Emergency and Evacuation Policy Guidelines.

Australian Government Department of Education Skills and Employment (2020). Help in an emergency [Education and Care Services National Regulations](#). (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2018). (Amended 2020)

Kearns, K. (2017). *The Business of Childcare* (4<sup>th</sup> Ed.).

Queensland Government Natural disaster resources  
<https://education.qld.gov.au/initiativesstrategies/Documents/children-natural-disaster-strategies.doc>

Revised National Quality Standard. (2018)

Victoria State Government Department of Education and Training (2018). *Responding to Intruder Threat Guidelines for Early Childhood Services and Schools*.  
[Western Australian Education and Care Services National Regulations](#)

**REVIEW**

<b>POLICY REVIEWED BY</b>	Tina Chappell	Coordinator	6 Feb 2023
<b>POLICY REVIEWED</b>	JANUARY 2023	<b>NEXT REVIEW DATE</b>	JANUARY 2023
<b>VERSION NUMBER</b>	V6.01.23		
<b>MODIFICATIONS</b>	<ul style="list-style-type: none"> <li>• policy maintenance - no major changes to policy</li> <li>• Additional section added for Continuous Improvement</li> <li>• Childcare Centre Desktop - related resources section added</li> <li>• Reference to DESE edited to Department of Education</li> </ul>		
<b>POLICY REVIEWED</b>	<b>PREVIOUS MODIFICATIONS</b>		<b>NEXT REVIEW DATE</b>
JULY 2022	<ul style="list-style-type: none"> <li>• Content reviewed regarding placement of Lockdown Procedure, Procedure to be displayed in a prominent position near each exit (as advised by NSW Regulatory Authority)</li> <li>• Link to Western Australian Education and Care Services National Regulations added in 'Sources'</li> </ul>		JANUARY 2023
JANUARY 2022	<ul style="list-style-type: none"> <li>• Policy reviewed as part of annual cycle</li> <li>• Sources checked for currency</li> <li>• No major changes</li> </ul>		JANUARY 2023
JANUARY 2021	<ul style="list-style-type: none"> <li>• Additional points added to various sections as highlighted</li> <li>• Sources updated and additional references added</li> <li>• minor editing throughout</li> </ul>		JANUARY 2022
JANUARY 2020	<ul style="list-style-type: none"> <li>• Additional information added to points</li> <li>• New content added (highlighted)</li> <li>• Sources/references corrected and updated</li> </ul>		JANUARY 2021
JANUARY 2019	New policy drafted for OSHC services		JANUARY 2020

**Item 4.11 Managing an Aggressive Parent Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Managing an Aggressive Parent Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Managing an Aggressive Parent Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Managing an Aggressive Parent Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment P - Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

# MANAGING AN AGGRESSIVE PERSON/VISITOR

## POLICY

Our Out of School Hours (OSHC) Service aims to establish and maintain positive and open relationships with all parents of enrolled children. However, we understand that on occasion there may be times when a parent or visitor arrives at our OSHC Service displaying aggressive, difficult or challenging behaviour. Our OSHC Service is committed to maintain a safe workplace for all staff and visitors and ensure staff have the skills to safely prevent and de-escalate aggressive behaviours. Workplace violence can be any incident where a person is abused, threatened or assaulted whilst engaged in work.

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
168	Education and care services must have policies and procedures
170	Policies and procedures must be followed
173	Prescribed information to be displayed

### RELATED POLICIES

Code of Conduct Policy Dealing with Complaints Policy (Families) Enrolment Policy	Family Communication Policy Interactions with Children, Family and Staff Policy Privacy and Confidentiality Policy
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## PURPOSE

Our OSHC Service aims to ensure that all staff members have skills and understanding of conflict resolution strategies to manage situations involving angry or aggressive parents or visitors.

## SCOPE

This policy applies to families, visitors, Approved Provider, Nominated Supervisor, management and staff of the OSHC Service.

## IMPLEMENTATION

Parents have the right to make a complaint or report a concern to our OSHC Service at any time. Complaints may be real or perceived, and of a serious nature or more trivial nature (but important to them) such as not being able to quickly find their child's shoes at the end of the day. However, on occasion a parent's feelings may escalate into anger or aggression, not necessarily due to the concern at hand, but due to other events or situations they have had to already deal with that day, or due to the effect of drugs or alcohol or mental health.

## WHAT IS 'AGGRESSIVE BEHAVIOUR' OR 'WORKPLACE VIOLENCE'?

Within this policy, aggressive behaviour or workplace violence could include, but is not limited to:

- verbal abuse and threats
- intimidation and insults
- angry and hostile behaviour
- shouting and swearing
- stamping feet
- physical violence
- threatening behaviours

These behaviours could be caused due to:

- frustration
- intoxication
- substance misuse or abuse

- psychological imbalances or disturbances

#### THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ MANAGEMENT WILL ENSURE THAT:

- violence and aggression toward educators and/or staff are treated like any other hazard
- a risk assessment is conducted to identify possible hazards and identify control measures
- a procedure/plan is developed to de-escalate any aggression or violence and ensure the safety and wellbeing of staff
- all staff are familiar with this policy and are provided with opportunities to review and modify this policy
- staff are provided with training to learn skills to safely prevent and de-escalate aggressive behaviours- such as conflict resolution
- staff involved in a situation involving an angry or aggressive parent or visitor will be provided time for a debrief session following the event with a supervisor and/or offered professional support
- families are clearly informed, that any aggressive behaviour towards staff will not be tolerated
- families are made aware of our *Dealing with Complaints Policy* and *Code of Conduct* at time of enrolment of their child
- the name and telephone number of the person to whom complaints can be made is clearly visible at the entrance to our OSHC Service.

#### EDUCATORS/STAFF

Should a situation arise where a staff member is confronted by an aggressive or violent parent or visitor, they will:

- remain calm
- implement strategies to de-escalate the aggressive behaviours
- establish whether or not this is a situation you should deal with on your own, *or*
- advise the parent or visitor that you will get the Nominated Supervisor/ Responsible Person/appropriate person to come and speak to them
- offer and encourage the parent or visitor to move into a private space away from children and other families (This may even be outside if the children are inside). If they ignore or refuse the invitation, begin moving slowly towards a private area
- if moving into a room with the parent or visitor, always ensure you have access to the exit door
- if you are continuing to deal with the situation but feeling uncomfortable, request another staff member to accompany you



- if you are feeling threatened or in danger at any time, request another staff member to ring the police
- calmly tell the parent or visitor that you are prepared to listen, but the interview cannot continue if he/she continues to use a raised voice or inappropriate language
- if the same behaviour continues, leave the room and state that you will give the parent or visitor five minutes to calm down and then return
- ensure children are removed from the area/room if a parent or visitor becomes hostile in an area where children are located

When you feel the parent or visitor has calmed down enough to discuss the issue:

- remain calm
- be aware of what you say and how you say it (tone of voice)
- do not be provoked into getting into an argument
- listen effectively and allow the parent to talk without interrupting
- when the parent or visitor has got the main facts 'off their chest', restate what you believe the problem to be politely and respectfully
- ask relevant questions to clarify any issues
- as soon as the issue has been clarified begin to work on a solution: Note, do not give excuses as to why something may or may not have happened as it may anger the parent or visitor again. Instead, focus on moving forward with strategies the parent or visitor will accept to solve the problem.
- when discussing solutions clearly explain any limitations of the OSHC Service (regulations, policies and procedures)
- refer to *Dealing with Complaints Policy* (family) for information about procedural fairness, strategies and practices to promote conflict resolution

Dealing with difficult, challenging and aggressive behaviours can have a huge impact on staff's wellbeing.

Following the incident Management will ensure staff involved will:

- be provided with a 'debriefing' time. This may be talking to a manager or colleague, or simply moving off the floor for a short time
- document the incident and provide management with a copy
- follow up on anything agreed to with the parent or visitor or monitor that another staff member/management follows up in a timely manner

- be aware of any modifications to care or procedures and have a thorough understanding of the situation
- respect the confidentiality and/or privacy rights of the parent, family or visitor
- evaluate the risk assessment for the OSHC Service regarding aggression and/or violence.

**CONTINUOUS IMPROVEMENT/REFLECTION**

The *Managing an Aggressive Person/Visitor Policy* will be reviewed on an annual basis in conjunction with children, families, educators, staff and management.

**SOURCE**

Bryant, L., & Gibbs, L. (2013). *A director’s manual: Managing an early education and care service in NSW*. Marrickville, NSW: Community Child Care Co-operative Ltd. (NSW).  
 Education and Care Services National Law Act 2010. (Amended 2018).  
[Education and Care Services National Regulations](#). (2011).  
 Guide to the National Quality Framework. (2017). (Amended 2020).  
 Kearns, K. (2010). *The big picture: Working in children’s services series*. Frenchs Forest, NSW: Pearson Australia.  
 NSW Ombudsman. (2014). Model guidelines – Managing and responding to threats, aggressive behaviour and violence from members of the public.  
 Waniganayake, M., Cheeseman, S., Fenech, M., Hadley, F., & Shepherd, W. (2012). *Leadership: Contexts and complexities in early childhood education*. South Melbourne, Victoria: Oxford University Press.  
[Western Australian Education and Care Services National Regulations](#)

**REVIEW**

POLICY REVIEWED BY	Tina Chappell	Coordinator	6 Feb 2023
POLICY REVIEWED	JANUARY 2023	NEXT REVIEW DATE	JANUARY 2024
VERSION NUMBER	V2.01.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• name change of policy to Person/Visitor</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> <li>• continuous improvement/reflection section added</li> <li>• link to Western Australian Education and Care Services National Regulations added in ‘Sources’</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE

JUNE 2022	<ul style="list-style-type: none"><li>• New Policy developed for OSHC Services</li></ul>	JANUARY 2023
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**Item 4.12 Managing an Unidentified Dog Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Managing an Unidentified Dog Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Managing an Unidentified Dog Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Managing an Unidentified Dog Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment Q - Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

# MANAGING AN UNIDENTIFIED DOG POLICY

There may be occasions when an uninvited dog manages to enter the Out of School Hours Care (OSHC) Service playground. To ensure children are not placed at risk, all precautions will be taken to minimise the likelihood of this situation, and should it occur, all staff will respond immediately in accordance with this policy.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
104	Fencing
168	Education and care services must have policies and procedures

## RELATED POLICIES

<p><b>Administration of First Aid Policy</b></p> <p>Child Safe Environment Policy</p> <p>Health and Safety Policy</p>	<p>Lockdown Policy</p> <p>Supervision Policy</p>
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## PURPOSE

We aim to ensure that all children, educators, families, and visitors remain safe from unexpected situations such as an uninvited dog entering the playground.

## SCOPE

This policy applies to management, educators, approved provider, nominated supervisor, visitors, children, families and staff of the Out of School Hours Care Service.

## DEFINITIONS

A **companion animal** is a dog, cat or other animal prescribed by the regulations and includes pets, working dogs on rural properties, guard dogs, police dogs, and corrective services dog (*Companion Animals Act 1998*).

**Approved animal welfare organisation** means the Royal Society for the Prevention of Cruelty to Animals (RSPCA), and the Animal Welfare League.

## IMPLEMENTATION

There are many reasons why an uninvited dog may enter a OSHC Service playground, whether a companion dog, or a stray. It may be that the dog has been frightened by a thunderstorm and escaped his yard and somehow found his way into ours. It could be that a hungry stray has been attracted to the smell of food scraps, or it may be that a friendly but lonely neighbourhood dog has been attracted to the yard by the sounds of children playing. However regardless of the cause, our OSHC Service will take immediate action to ensure the children's safety.

In Australia dogs must be registered and micro-chipped. If a dog is then 'lost', the dog and owner can be reunited to its owner by scanning and reading the microchip, which can be done by the local council, a vet, or an approved animal welfare organisation. However, the owner must legally notify the local council within 72 hours of the dog known to be missing so that it can be placed on a 'lost dog register'. It is therefore always best to make the local council the first point of contact should an uninvited dog make its way into a OSHC Service playground.

### Dog body language: Signs that a dog may be scared or aggressive.

- Shrill barking
- Teeth bared (may or may not be growling)
- Closed, tight mouth
- Stiff, rigid body with legs braced
- Tail held rigid in any position, between the legs, or a slow stiff wag
- Ears back against the head or flattened (ears pricked up or forward demonstrate interest in something – continue to use caution)

- Hackles raised
- Staring directly at you
- Approaching you with head lowered

As a dog's intent and behaviour can change rapidly, it is always best to exercise caution when the safety of children is involved and treat all dogs as dangerous unless extremely obvious that it is friendly (loose body movements, tail wagging and held high, 'bounding' and 'jumping' on the spot, or not hesitating in enthusiastically approaching people).

Source: Best Friends Animal Society (2018); Dog's Home (2014); Pet Source (2010).

#### THE APPROVED PROVIDER/ NOMINATED SUPERVISOR / MANAGEMENT WILL ENSURE THAT:

- daily checks are made of the outdoor learning environment to ensure fencing is intact, gates locked and there is no sign of an unidentified dog or animal on the premises
- any outdoor area that is used by children is enclosed by a fence that prevents the intrusion of unwanted dogs and/or other animals
- following the entry of an uninvited dog into the playground, immediate steps will be taken to secure the fencing to eliminate the possibility of this situation being repeated
- the external rubbish bin is not filled to a point that the lid will not securely close, and all staff are aware to tightly bag all food scraps before placing them in the bin to avoid attracting hungry strays
- educators are proactive in ensuring all children use the playground rubbish bins if eating outside
- all staff follow the policies and procedures of our Service
- a dog safety education program is introduced to children (where available).

#### IN THE EVENT OF AN UNIDENTIFIED DOG OR OTHER ANIMAL ENTERING THE PREMISES

##### THE RESPONSIBLE PERSON AND EDUCATORS WILL:

- calmly guide children indoors by approaching groups of children and giving instruction to quietly move inside: Shouting to all children or using a bell could frighten the dog (If a dog has entered the yard during or just after a thunderstorm, the children will likely already be inside).
- if the position of the dog is preventing the children's re-entry to the building, children will be guided quietly via the emergency playground exit to enter the building from the front door
- implement 'External threat' procedures (*See Lockdown Policy*)
- contact local council for assistance

#### FOR EXTREMELY FRIENDLY DOGS ONLY:

- a friendly dog will generally come running to you if you beckon: Stand still and speak softly to the dog and offer the back of your hand for him to sniff. Remain motionless while you allow the dog time to explore your hand. Always remain wary to ensure he continues to display signs of non-threatening behaviour.
- check to see if the dog is wearing a collar and tag. If so, the owner can be contacted. Whilst waiting for the owner to collect the dog, secure **the dog** in a location away from the playground, ensuring **the dog** has shade and fresh drinking water. If the owner offers a reward, do not accept it: Part of belonging to a community is doing the 'right thing' without expectation of a reward for doing so.
- if the phone number on the tag is incorrect, or the owner does not answer the phone nor return your call within a reasonable time frame, call your local council and advise them of the situation.
- if the dog does not have a tag, call your local council and advise them of the situation.
- do not allow the dog to be taken into the custody of any staff member or family with the intent of displaying 'found' posters in the community as this frequently attracts persons who dishonestly claim ownership of expensive breeds to then sell.

#### FOR ALL OTHER DOGS:

- avoid confronting the dog: Do not try to chase it out of the playground or touch it
- contact the local council immediately and advise them of the situation. Ensure that you tell them the dog is in an early education and care service
- ensure the children remain inside until the dog has been collected
- provide support for children who are afraid of dogs.

#### EDUCATORS WILL:

- discuss with the children how to behave with a dog or puppy (e.g. calmly, no aggressive patting, no pulling tails, use quiet voices, etc.) as part of the curriculum to minimise the risk of provoked dog attacks outside the Service
- develop children's understanding that the owner should always be asked before patting a dog
- teach children how to tell if a dog is happy, scared, or aggressive *but* ensure they know never to approach a strange dog.

#### IN THE EVENT OF A DOG ATTACK ON A CHILD OR ADULT

- contact emergency services 000 for assistance
- activate the service Lockdown procedure and ensure children and other adults are not in immediate danger, **including notifying a school representative if required**



- stay as calm as possible, try not to scream, shout or be aggressive to the dog
- don't move or move slowly to avoid the dog from attacking further if possible
- try to stay as still as possible or curl into a ball, instruct the child or adult to stay as still as possible or to curl into a ball
- provide emergency first aid to the child or adult as soon as the danger from the dog attack is over  
(See *Administration of First Aid Policy and Procedure*)
- the Approved Provider will contact the regulatory authority within 24 hours when there has been an emergency that has posed a risk to the safety and wellbeing of the children

## STATE-BY-STATE DOG REGISTRATION AND MICROCHIPPING REQUIREMENTS

### AUSTRALIAN CAPITAL TERRITORY (ACT)

- Dogs must be registered if they are over eight weeks old
- Section 84 of the *Domestic Animals Act 2000* and Regulation 7 of the *Domestic Animals Regulation 2001* requires micro-chipping of cats and dogs prior to sale/transfer and by 12 weeks of age.

### NEW SOUTH WALES (NSW)

- Dogs must be registered with the local council by six months of age
- Section 8 of the *Companion Animals Act 1998* requires micro-chipping of cats and dogs prior to sale/transfer and by 12 weeks of age.

### NORTHERN TERRITORY (NT)

- Dogs must be registered with the local council by three months of age
- Dogs are not required to be micro-chipped by the state *but* are generally required under individual local council regulations.

### QUEENSLAND (QLD)

- Dogs must be registered with the local council by three months of age
- Section 14 of the *Animal Management (Cats and Dogs) Act 2008* requires micro-chipping of dogs prior to reaching 12 weeks of age.

### TASMANIA (TAS)

- Dogs must be registered with the local council by six months of age
- Section 15A of the *Dog Control Act 2000* requires micro-chipping of dogs by 6 months of age.

### VICTORIA (VIC)

- Dogs must be registered with the local council by three months of age
- Section 10C of the *Domestic Animals Act 1994* requires dogs to be micro-chipped as a condition of registration.

### WESTERN AUSTRALIA (WA)

- Dogs must be registered with the local council by three months of age
- Section 21 of the *Dog Act 1976* requires dogs to be micro-chipped when they have reached 3 months of age regardless of registration status.

### SOUTH AUSTRALIA (SA)

- Dogs must be registered with the local council by three months of age
- Part 4A of the *Dog and Cat Management (Miscellaneous) Amendment Act 2016* requires micro-chipping of dogs prior to sale/transfer and prior to reaching 12 weeks of age.

Source: RSPCA Australia

## CONTINUOUS IMPROVEMENT/REFLECTION

The *Managing an Unidentified Dog Policy* will be reviewed on an annual basis in conjunction with children, families, educators, staff and management.

## SOURCE

Best Friends Animal Society. (2018). *Dog body language*. <https://bestfriends.org/resources/dog-body-language>

*Companion Animals Act 1998*: [http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/nsw/consol\\_act/caa1998174/](http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/nsw/consol_act/caa1998174/)

RSPCA Australia: [www.rspca.org.au](http://www.rspca.org.au)

Dog's Home. (2014). *Don't pet that dog: 3 signs most people don't know*. <https://www.dogshomepa.org/dont-pet-that-dog-3-signs-most-people-dont-know/>

NSW Government. Office of Local Government: <https://www.olg.nsw.gov.au/public/dogs-and-cats/information-for-the-community/lost-and-found-cats-and-dogs>

Royal Society for the Protection of Animals NSW (RSPCA): [www.rspcansw.org.au](http://www.rspcansw.org.au)

Victoria State Government: *Stray cats and dogs*. <https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria/animal-welfare/stray-and-unwanted-animals/ive-found-a-lost-stray-or-injured-animal>

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	6 Feb 2023
POLICY REVIEWED	JANUARY 2023	NEXT REVIEW DATE	JANUARY 2024
VERSION NUMBER	V2.01.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• minor formatting edits within text</li> <li>• additional information regarding what to do following a dog attack</li> <li>• hyperlinks checked and repaired as required</li> <li>• continuous improvement/reflection section added</li> <li>• Childcare Centre Desktop Related resources section added</li> <li>• link to Western Australian Education and Care Services National Regulations added in 'Sources'</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
JUNE 2022	<ul style="list-style-type: none"> <li>• New Policy developed for OSHC Services</li> </ul>		JANUARY 2023

**Item 4.13 Safe Transportation Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Safe Transportation Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Safe Transportation Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the safe Transportation Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment R - Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

# SAFE TRANSPORTATION POLICY

**Our** Out of School Hours Care (OSHC) Service provides education and care for children before school, after school and during school holidays. For children to access our Service, we provide transportation between our Service location, primary schools and other locations **during school holidays** whilst participating on excursions.

Compliance with the Education and Care National Law and Regulations is mandatory to ensure the safety of children at all times and new provisions and amendments to these regulations are reflected in our procedures and policy for transportation and the safe handover of children.

We acknowledge our duty of care obligations by adhering to relevant legislation providing adequate supervision of children at all times, maintaining correct educator to child ratios, maintaining accurate attendance records and providing appropriate child restraints for children under our care.

**[Note: This policy includes new requirements under the Education and Care Services National Law for regular transportation commencing 1 March 2023.]**

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND LAW	
4 (1)	Definition regular transportation
24(ha)	Application for service approval—centre-based service A description of any proposed regular transportation of children by or arranged by the education and care service
85	Incident, injury, trauma and illness policies and procedures
89	First Aid Kits
98	Telephone or other communication equipment
99	Children leaving the education and care service premises

100	Risk assessment must be conducted before excursion
101	Conduct a risk assessment for excursion
102A	Transportation of children other than as part of an excursion
102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting of children by the education and care service
102D	Authorisation for service to transport children
102E	Children embarking a means of transport – centre-based services
102F	Children disembarking a means of transport – centre-based services
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios
136	First aid qualifications
158	Children’s attendance record to be kept by approved provider
161	Authorisations to be kept in enrolment record
168	Education and care service must have policies and procedures
168(2)(ga)	Education and care service must have policies and procedures (transportation)
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
175(2)(f)(g)	A notification must be made to the regulatory authority if regular transportation starts or ceases being provided or arranged by the service
177(1)(o)(p)	Prescribed enrolment and other documents to be kept by the approved provider a record of children embarking a means of transport at the education and care services premises as set out in regulation 102E(4)(c); a record of children disembarking a means of transport at the education and care service premises as set out in regulation 102F(4)(d)
183	Storage of records and other documents
S51(4A)	The approved provider must ensure that the number of children educated and cared for by the service at any one time does not exceed the maximum number of children specified in the service approval
s165	Failure to adequately supervise children
s167	Failure to take reasonable precautions to protect children from harm and hazards

**RELATED POLICIES**

Administration of First Aid Policy	Emergency Evacuation Policy
Acceptance and Refusal of Authorisations Policy	Enrolment Policy
Administration of First Aid Policy	Excursion Policy
Behaviour Guidance Policy	Incident, Injury, Trauma and Illness Policy
Child Protection Policy	Medical Conditions Policy
Child Safe Environment Policy	Record Keeping and Retention Policy
Delivery of, and collection from Education and Care Service Premises	Responsible Persons Policy
	Work Health and Safety Policy

**PURPOSE**

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place in relation to the safe transportation of children and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

[ACECQA, 2021]

We aim to ensure that all children being educated and cared for by our OSHC Service are adequately supervised at all times. This includes ensuring educator to child ratios are met whenever and wherever our service is operating including providing or arranging transportation as part of our OSHC Service activity.

**SCOPE**

This policy applies to children, families, staff, management the approved provider, nominated supervisor, students and visitors of the OSHC Service.

**IMPLEMENTATION**

The safety of children enrolled at the OSHC Service is paramount. Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented through our comprehensive risk assessment process to ensure supervision is adequate at all times including transporting children after school to our Service and during school holidays when children may be are participating in excursions as part of the educational program. Educator to child ratios are adhered to in addition to ensuring the maximum numbers on the service approval are not breached at any time. Adequate supervision is therefore not static as it is dependent upon a range of considerations documented in risk assessments. Specific risk assessments and procedures for excursions during school holidays are included in our OSHC Excursion Policy. Procedures are in place to ensure a Nominated Supervisor or staff member is present and accounts for each child

(and make a record) when children embark and disembark the vehicle at the service premises and the interior of the vehicle is thoroughly checked to ensure no child is left behind.

#### DEFINITIONS ~~(effective 1 October 2020)~~ (March 2023)

**Excursion:** an outing organised by an education and care service

**Regular outing:** in relation to an education and care service, means a walk, drive or trip to and from a destination

- (a) that the service visits regularly as part of its educational program; and
- (b) where the circumstances relevant to the risk assessment are *substantially* the same on each outing

**Regular transportation:** in relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are *substantially* the same for each occasion on which the child is transported.

**Transportation** (that is part of the education and care service): Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applied in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school or a place of excursion.

**Transition:** In relation to the day-to-day process of moving between the service and a range of different education and care settings or from the education and care setting to a school setting.

**Written authorisation:** authorisation given by a parent or other person named in the child's enrolment record as having authority to authorise the child being transported by the service or on transportation arranged by the service. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period. The authorisation must state:

- a) the child's name; and
- b) the reason the child is to be transported; and
- c) if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and



- d) if the authorisation is **not** for a regular transportation, the date the child is to be transported; and
- e) a description of the proposed pick-up location and destination; and
- f) the means of transport; and
- g) the period of time during which the child is to be transported; and
- h) the anticipated number of children likely to be transported; and
- i) the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation; and
- j) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
- k) that a risk assessment has been prepared and is available at the education and care service; and
- l) that written policies and procedures for transporting children are available at the education and care service.

### TRANSPORT SPECIFIC RISK ASSESSMENT

As per the Education and Care Services National Law, our service will *'ensure that every reasonable precaution is taken to protect children...from harm and from any hazard likely to cause injury'* (Section 167). Our OSHC Service will conduct comprehensive transport specific risk assessments to minimize and manage all potential risks for transporting children before authorisation is sought to transport a child. [Reg. 102B, 102D (4)].

A risk assessment will be undertaken at least annually for *'regular transportation'* of children. Each time our Service transports, or arranges, the transport of children as part of an excursion, a new risk assessment will be conducted. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our service.

Our risk assessment process is guided by the following:

- **identify** any hazards or potential hazards that transporting the child may pose to the safety, health and wellbeing of the child
- **assess** the risk of harm or potential harm using a risk matrix
- **specify how the identified risks will be managed** by eliminating or minimising the impact using control measures
- **evaluate** the current risk or potential harm by implementing control measures
- **review** and monitor the risk or potential harm to ensure it continues to be managed as a low risk

source: Risk assessment and management ACECQA (2020)

Our risk assessment will consider:

- a) the proposed route and duration of the transportation; and
- b) the proposed pick-up location and destination; and
- c) the means of transport; and
- d) any requirements for seatbelts or safety restraints (as per the law of our jurisdiction); and
- e) any water hazards; and
- f) the number of adults and children involved in the transportation; and
- g) given the risks posed by transportation, the number of educators or other responsible adults to provide supervision and whether any adults with specialized skills are required; and
- h) whether any items should be readily available during transportation (mobile phone, list of emergency contact numbers) and;
- i) the process for entering and exiting-
  - i. the education and care service premises; and
  - ii. the pick-up location or destination (as required); and
- j) procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

Additional considerations may include:

- the experience of the driver and licensing conditions for the vehicle
- the age, ability, needs and skills of children being transported (non-ambulant)
- the experience of **the** adults involved in transportation and their capacity for supervising children
- movement of children between the vehicle and venues
- traffic conditions
- extreme weather conditions or natural disasters
- environmental hazards such as temperature extremes, smoke
- communication to/from the vehicle- mobile phone reception
- health needs of all children and adults
- first aid provision and management of illness, injuries and emergencies
- child safe practices.

source: NSW Government Kids and Traffic (2020)

#### **THE APPROVED PROVIDER WILL NOTIFY THE REGULATORY AUTHORITY:**

- **that the Service will offer or arrange transportation as part of the service approval application**

- within seven (7) days if there is a change to the regular transportation provided or arranged by the service, including if the regular transportation is no longer provided.

#### THE APPROVED PROVIDER/ NOMINATED SUPERVISOR WILL ENSURE:

- all staff, volunteers and students follow the *Safe Transportation Policy* and procedure
- all staff and driver (s) are aware of and inducted in the *Safe Transportation Policy* and procedure and have completed practical training relating to safe transportation of children
- a copy of any training undertaken by staff related to practical training of safe transportation is kept at the Service
- risk assessments are carried out prior to seeking authorisation for transporting children is made with the Approved Provider
- risk assessments for 'regular transportation' are evaluated to ensure potential risks are identified and managed at least annually or when circumstances for transportation change such as route or destination, identified risks/hazards (water hazards)
- any updates to policies and procedures are clearly communicated to all staff
- roles and responsibilities are clearly communicated with educators
- a designated driver is nominated as the person who will be responsible for driving the vehicle
- a designated educator is nominated as the person who will be responsible for accounting for each child before, during and after transportation and ensuring relevant records are completed
- messages from families regarding attendance changes to pick up or drop offs are communicated to the designated educator/educators
- children are signed into the service attendance record upon collection, noting the time children enter the vehicle
- rehearsals for transportation of children are conducted throughout the year as 'best practice'
- details of the safest route for travel, type of vehicle and required restraints are included in the risk assessment
- every reasonable precaution is taken to protect students from harm and hazards likely to cause injury
- effective and adequate supervision is provided (see below)
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- a record of staff working with directly with children (regulation 151) is kept
- compliance with first aid requirements of Regulation 136 is met at all times

- parents/guardians complete a written authorisation for regular transportation of their child and a copy of this is filed in the child's enrolment record/ attached to the enrolment form (effective 1 Oct 2021)
- children are instructed on processes for entering and exiting the OSHC service premises and school (drop off) site; and are aware of pick up and destination locations
- the *Transport Pick up/Drop off Checklist* is completed each time transportation is provided to children
- A *Transportation Attendance Record* is provided to the designated educator prior to leaving the service to record:
  - children's attendance on the vehicle
  - how children are accounted for as they embark and disembark on the vehicle
  - a final check of the vehicle, including the interior, to ensure no child is left on the vehicle
- children are signed into or out of the attendance record upon delivery or collection of child to the service in accordance with the *Delivery of Children to, and Collection from Education and Care Service Premises Policy*
- the *Transportation Attendance Record* is completed to record how each child was accounted for as they embark or disembark from the vehicle during transportation
- once all children have exited the vehicle/bus, a final check is conducted, including the interior of the vehicle, to ensure no child is left on the vehicle
- a secondary educator conducts a final sweep of the vehicle, including the interior of the vehicle, to ensure there are no children or belongings left behind (best practice)
- the designated educator/Nominated Supervisor confirms the interior of the vehicle was checked and has signed the *Transportation Attendance Record*
- a second educator confirms the interior of the vehicle was checked and has signed the *Transportation Attendance Record* (best practice)
- under no circumstances will the driver and educators/employees supervising children be under the influence of alcohol or drugs
- children's attendance is checked against an accurate attendance record showing when children are within the care of the OSHC service (including when being transported)
- children's attendance is checked by the supervising educator/staff before departure from the designated pick-up location and marked as present as they disembark from the vehicle
- procedures for the safe handover of children between the Service and other educational site is documented correctly
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity

- a record of staff working directly with children (regulation 151) is kept
- children exit the vehicle using the 'safety door'
- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance to [state/territory] Road Rules and Road Transport Act
- children are never left unattended in the vehicle
- education on road safety for children is included in the Service's programming (for example Kids and Traffic, Vic Roads Primary School roads information)
- safety rules are developed with children to ensure a clear understanding of appropriate and inappropriate behaviour
- staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the OSHC Service
- a working mobile phone or other similar means of communication to communicate with the service, parents/carers is provided in case of emergency
- a list of emergency contact numbers for the children and staff being transported
- every effort will be made to notify parents/carers of delays returning to the OSHC Service if applicable
- relevant criminal history requirements and Working with Children Checks are made and verified for any person transporting children. WWCC is recorded in staff records
- the designated person driving the vehicle/bus holds a current Australian driver's licence relevant to the vehicle classification
- any allegation of misconduct of the educator or staff member will be reported immediately as per the Reportable Conduct Scheme detailed in our *Child Protection Policy* and/or *Child Safe Environment Policy* and *Code of Conduct Policy*
- the maximum number of children approved for a service as confirmed on the service approval is adhered to no matter where the children are located, including when they are being transported by the Service [S. 51(4A)]
- the *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
- flow charts for procedures of what to do in case of an emergency (missing or unaccounted child) are clearly communicated with all stakeholders regularly, including implementation of the the *Missing Child During Regular Transportation Procedure*
- to explicitly communicate attendance register procedure with all stakeholders (school, parents, educators)

- effective and adequate supervision is provided when children are being transported. Consideration must include:
  - the number, age and ability of children
  - visibility and accessibility
  - physical positioning of educators
  - risks related to the mode of transportation (including travel on foot)
  - risks in the environment, location, route and while travelling
  - the experience, knowledge and skill of each educator
  - the capacity of an educator to immediately respond to a situation requiring urgent intervention
- an easily recognised and suitably equipped first aid kit is easily accessible during transportation
- educators carry medication, health plans and risk assessments for individual children
- at least one staff member accompanying children during transportation holds:
  - an approved first aid qualification and
  - a current approved anaphylaxis management training qualification and
  - an approved emergency asthma management training qualification.

#### THE DESIGNATED EDUCATOR/DESIGNATED DRIVER/EDUCATORS WILL ENSURE:

- they adhere to the *Safe Transportation Policy* and participate in practice training relating to the safe transportation of children
- they are aware of their roles and responsibilities while providing transportation for children
- a Risk Assessment has been completed in accordance with the requirements as outlined above
- their driver's licence is current and the driver is in a fit and proper state to drive
- if driving larger vehicles to transport children they hold the relevant licence for the vehicle classification
- every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury
- effective and adequate supervision is provided when transporting children
- educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- children are never left unattended in the vehicle
- they adhere to the road rules and regulations mandated by law within each state/territory
- children remain seated and do not behave in a dangerous or inappropriate manner

- children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance to [state/territory] Road Rules and Road Transport Act
- the vehicle is parked in a secure and safe location for children to access
- the number of passengers does not exceed the legal requirement
- a working, fully charged mobile phone is taken in case of an emergency
- the *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
- the *Missing Child During Regular Transportation Procedure* is followed in the event a child is deemed missing or unaccounted for
- a fully equipped first aid kit is easily accessible
- medication, health plans and risk assessments for individual children are available during transportation
- educators and designated drivers wear a high visibility vest
- a list of emergency contact numbers for the children and staff being transported is available
- emergency contact information is available
- every effort will be made to notify parents/carers of delays returning to the Service if applicable
- messages from families regarding children's attendance changes to pick up or drop offs are communicated effectively and timely to educators travelling with children

#### TRANSPORTATION ATTENDANCE RECORD KEEPING [Reg: 177 (1)(o)(p)]

The designated driver and designated educator will ensure:

- the *Transport Pick up/Drop off Checklist* is completed each time transportation is provided to children
- the *Transportation Attendance Record* is completed to record:
  - each child is signed into the Transportation Attendance Record and Service attendance record upon collection, noting the time children enter the vehicle (for collection from school/home)
  - each child is signed out of the Transportation Attendance Record and service attendance Record noting the time children exit the vehicle (delivery of children to school/home)
  - each child is accounted for as they embark and disembark from the vehicle during transportation
  - that once all children have exited the vehicle/bus, a final sweep of the vehicle is conducted by the designated educator/ nominated supervisor, including the interior of the vehicle,

checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind

- o a secondary educator conducts a final sweep of the vehicle, including the interior of the vehicle, checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind (best practice)
- o a second educator will confirm the interior of the vehicle was checked and sign the *Transportation Attendance Record* (best practice)

## SAFE MAINTENANCE OF TRANSPORTATION VEHICLE

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR/DESIGNATED EDUCATOR/DESIGNATED DRIVER/EDUCATORS WILL ENSURE:

- the transportation vehicle is fitted with the required seat belts and child restraints, approved by the Roads and Traffic Authorities (see Rule 266 of the Australian Road Rules)
- there are sufficient seat belts installed for all passengers in accordance with current Australian Safety Standards- (AS/NZS 1754)
- the vehicle has enough fuel to transport the children each day as in accordance to schedule
- the vehicle is registered, roadworthy and insured (general legal requirements and best practice standards are adhered to)
- any repairs are completed as soon as possible by a qualified mechanic
- checks of the vehicle should be recorded, signed by the relevant person and kept for inspection by the Regulatory Authority
- drivers hold a current Australian driver's licence, licenced to carry the required number of passengers for the vehicle
- in the event of any mechanical or other breakdown, children will be kept safe, comfortable and occupied with suitable activities
- every effort will be made to notify parents/carers of delays returning to the Service if applicable

## FAMILIES WILL:

- adhere to the Service's Delivery of children to, and collection from Education and Care Service Premises *Policy* and *Safe Transportation Policy*
- communicate any change in transportation requirements for their child with the OSHC Service management/nominated supervisor as soon as they are aware (for example: no transport is required on a particular day as the child has returned home from school due to illness)



- notify the OSHC Service if their child is going to be absent on a particular day and not require transport
- ensure written **permission authorisation** for transportation of their child by the OSHC Service is granted by either the parent or authorised nominee (**for transportation authorisation**) named in the child’s enrolment record
- **provide emergency contact details and phone numbers upon enrolment and** update emergency contact **details and phone** numbers regularly
- **sign attendance record upon delivery or collection of child to the service in accordance with the *Delivery of Children to, and Collection from Education and Care Service Premises Policy*.**

**EDUCATOR TO CHILD RATIOS (ACECQA 2020)**

Over preschool age	1:15	NT, QLD, SA, TAS, VIC, NSW
	1:11	ACT
	1:13	WA ( <a href="#">Regulation 369</a> )
		(or 1:10 if kindergarten children are in attendance)

**CONTINUOUS IMPROVEMENT/ REFLECTION**

Our *Safe Transportation Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

**CHILDCARE CENTRE DESKTOP RELATED RESOURCES**

<b>Employee Induction Checklist</b>	Transport Pick Up/Drop Off Checklist
<b>Missing Child during Regular Transportation Procedure</b>	Transporting Children Risk Assessment Template
<b>Regular Transportation Authorisation</b>	<b>Vehicle/Bus Transportation Procedure</b>
Safe Transportation of Children Module	<b>Transportation Attendance Record</b>

[Kids and Traffic- Early Childhood Road and Safety Education Program](#)

- Transporting children safely- Guidance on Understanding safe transport and travel requirements for education and care service providers (2020).
- Safe Travel and Transport- Advice for working with children, families, schools and communities (2020).

**SOURCE**

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ACECQA. (2021)(2023). Policy and Procedure Guidelines. *Safe Transportation of Children*.

ACECQA. (2023). [Fact sheet. Changes to Regular Transportation of Children](#)

ACECQA. (2023). [Risk Assessment and management- Safe Transportation of children safety checklist and regular transportation record form.](#)

ACECQA. (2023). [Guidance for Adequate Supervision During Transportation.](#)

ACECQA. (2023). [Minimising the Risk of Children Being Left Behind in Vehicles](#). NQF Review 2019

Australian Government Department of Education (2011). *My Time Our Place: Framework for School Age Care in Australia*.

Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Amendment Regulations 2022 under the Education and Care Services National Law.](#)

[Education and Care Services National Regulations.](#) (2011)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). ~~(Amended 2020)~~. (Updated May 2022).

Kids and Traffic Early Childhood Road Safety Education Program (NSW)

Revised National Quality Standard. (2018).

Road Transport (Safety & Traffic Management) Act 1999.

Queensland Government Early Childhood Education and Care (2021) [Guidelines for health and safety- Transportation](#)

Vic Roads- Primary school road safety education resources

[Western Australian Education and Care Services National Regulations](#)

**REVIEW**

<b>POLICY REVIEWED BY:</b>	Tina Chappell	Coordinator	6 Feb 2023
POLICY REVIEWED	JANUARY 2023	NEXT REVIEW DATE	JULY 2023
VERSION NUMBER	V10.02.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>Major edit of existing policy to comply with new regulations effective 1 March 2023</li> <li>Amendment to National Regulations 2022 (under the Education and Care Services National Law) added</li> <li>New section added: <i>Transportation Attendance Record</i></li> <li>Merging of some sections to avoid repetition- (picking up children/during transportation/dropping off children- included in main policy content and related Procedure)</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JULY/SEPTEMBER 2022	<ul style="list-style-type: none"> <li>policy maintenance – additional National Law section added</li> <li>Western Australia services- check Regulation 369 for ratio requirements</li> <li>Western Australian National Regulations added</li> <li>no major changes to policy</li> </ul>	JULY 2023	

	<ul style="list-style-type: none"> <li>• addition of various roles for a designated educator- e.g. buckling each seat belt together after children have exited the vehicle/bus</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> <li>• September 2022 small edits following Kids and Traffic information Continuous improvement section, <i>effective</i> supervision, clear communication with all stakeholders, deleted comment driver acting as supervisor (this would be in breach of regulations)</li> </ul>	
OCTOBER 2021	<ul style="list-style-type: none"> <li>• additional law/regulations added- ACECQA Guidelines to Policy and Procedure document (August 2021)</li> <li>• additional consideration for risk assessment included</li> <li>• training and rehearsals of transport policy and procedure added as best practice</li> <li>• checks of the vehicle after disembarkation to be recorded as best practice</li> </ul>	JULY 2022
OCTOBER 2020	<ul style="list-style-type: none"> <li>• relevant National Law added</li> <li>• clarification of adequate supervision added</li> <li>• additional information re: communication/telephone</li> <li>• additional resources added- Kids and Traffic</li> </ul>	JULY 2021
AUGUST 2020	<ul style="list-style-type: none"> <li>• Policy name changed to reflect new regulations- Safe Transportation</li> <li>• NEW regulations added (effective 1 October 2020)</li> <li>• definitions added to reflect amendments to Regulations</li> <li>• transport-specific risk assessment added</li> <li>• inclusions for risk assessment and information for written authorisation added</li> <li>• resources added for reference</li> </ul>	JULY 2021
JULY 2020	<ul style="list-style-type: none"> <li>• additional regulations included</li> <li>• further information added to ensure compliance to National Regulations requirements</li> <li>• additional sections- picking up children, dropping off children</li> <li>• additional points included to ensure safety of all children</li> </ul> <p>sources checked for currency</p>	JULY 2020
JULY 2019	New policy created for OSHC services	JULY 2020

Richmond Shire Council  
Ordinary Meeting of Council 21 February 2023

**Item 6. General Business**

DATE OF NEXT MEETING

**21 March 2023**

**CONCLUSION**

Peter Bennett  
**Chief Executive Officer**