



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

**ORDINARY MEETING**  
**TUESDAY 20 JUNE 2023**  
**COMMENCING AT 8:00AM**

Richmond Shire Council  
Ordinary Meeting of Council 20 June 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 Wednesday 16 May 2023.

Richmond Shire Council  
Ordinary Meeting of Council 20 June 2023

**COMMENCEMENT OF MEETING**

**SIGNING OF ATTENDANCE BOOK**

**READING OF OFFICIAL PRAYER**

**LEAVE OF ABSENCE**

**CONFIRMATION OF MINUTES**

- Unconfirmed 16 May 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 16 MAY 2023

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Item 4	Reports for Consideration – Community Services
Item 5	Reports for Consideration – Tourism and Marketing
	Late Reports
	Confidential Reports
Item 6	General Business
Item 7	Close of Meeting

UNCONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON  
TUESDAY 16 MAY 2023

**PRESENT**

Present when Mayor Wharton declared the meeting open at 11:18am were:

COUNCILLORS:

Cr Wharton, Cr Kuhl, Cr Johnston, Cr Kennedy, Cr Buick

Cr Fox attended via Zoom.

STAFF:

Chief Executive Officer – Peter Bennett, Director of Community Services and Development – Angela Henry, Director of Corporate Services – Peta Mitchell, Director of Works – Syed Qadir and Minutes Secretary Adelaide Tritton.

**PRAYER**

Cr Johnston read the prayer

**APOLOGIES**

Nil

**CONFIRMATION OF MINUTES**

***RESOLUTION 20230516.1***

*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 Wednesday 19 April 2023 be adopted as presented.*

**DECLARATIONS OF INTEREST**

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

**Item 3.3 Aerodrome Fees and Charges**

I, Councillor Fox inform the meeting that I have declared an interest in relation to item 3.3 Aerodrome Fees and Charges, as a result that my helicopter business lands at the Richmond Aerodrome.

Due to the nature of the item, I will leave the meeting when this item is discussed.

**Item 2.5 Scripture Union Queensland**

I, Councillor Fox inform the meeting that I have declared an interest in relation to item 2.5 Scripture Union Queensland, as a result that I am on the Richmond State School Chaplaincy Committee.

Due to the nature of the item, I will leave the meeting when this item is discussed.

**BUSINESS ARISING**

Nil

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

**Item 3.1 Monthly Financial Report**

**EXECUTIVE SUMMARY**

Council's monthly financial report in relation to the 2022/2023 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 30 April 2023.

**OFFICER'S RECOMMENDATION**

**That Council: receive the monthly financial report presenting the progress made as at 30 April 2023 in relation to the 2022/23 budget and including the:**

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

---

**RESOLUTION 20230516.2**

*It was moved Cr Buick seconded Cr Kuhl and carried that Council Receive the monthly financial report presenting the progress made as at 30 April 2023 in relation to the 2022/23 budget and including the:*

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

**Attendance**

Cr Kennedy left the room at 11:24am.

DCSD Angela Henry left the room at 11:27am.

Cr Kennedy re-entered the room at 11:28am.

DCSD Angela Henry re-entered the room at 11:32am.

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

**Item 3.2 Annual Report 2021/2022**

**EXECUTIVE SUMMARY**

Council received new certified revised financial statements for the 2021/2022 financial year. These were issued on 24 April 2023 by the Queensland Audit Office. The Annual Report for the financial year 2021/2022 including the financial statements need to be adopted.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Annual Report for the 2021/2022 financial year including the Financial Statements.***

---

**RESOLUTION 20230516.3**

*It was moved Cr Kuhl seconded Cr Kennedy and carried that Council receive and adopt the Annual Report 2021/2022 with changes.*

**REFERENCE DOCUMENT**

- Annual Report

### 3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

#### Item 3.3 Aerodrome Fees and Charges

##### **EXECUTIVE SUMMARY**

Due to Avdata requiring notice to allow updates to their ticketing/financial systems Council should decide if any changes are to be made to the landing fees for the Richmond Aerodrome for the 2023/2024 financial year.

##### **OFFICER'S RECOMMENDATION**

*That Council: discuss whether new rates will be applied to the Aerodrome for the 2023/2024 financial year and adopt any changes to come into effect as at 1 July 2023.*

---

##### **Attendance**

Cr Fox left the meeting at 11:35am.

##### **RESOLUTION 20230516.4**

*It was moved Cr Kuhl seconded Cr Kennedy and carried that Council increase the landing charges from \$11.00 to \$12.00 per tonne for aircraft <5700kg and \$16.00 to \$17.00 per tonne for aircraft >5700kg.*

##### **REFERENCE DOCUMENT**

- Landing Charges

##### **Attendance**

Cr Fox re-entered the meeting at 11:37am.

### 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

#### Item 4.1 RADF Application

##### **EXECUTIVE SUMMARY**

Noosa Film Academy – four day acting and screen production program to Richmond Youth in conjunction with the Richmond State School. They are hoping the digital outcomes produced can be premiered at a Red-Carpet Community Screening Event at Kronosaurus Korner.

##### **OFFICER'S RECOMMENDATION**

*That Council: support this application through the existing RADF budget.*

---

##### **RESOLUTION 20230516.5**

*It was moved Cr Kuhl seconded Cr Kennedy and carried that Council support the request from Noosa Film Academy through the RADF budget.*

##### **REFERENCE DOCUMENT**

- Funding Application

##### **Attendance**

Cr Johnston left the room at 11:40am.

Cr Johnston re-entered the room at 11:42am.

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**Item 4.2 Additional Needs Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Additional Needs Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Additional Needs Policy with changes.*

---

**RESOLUTION 20230516.6**

*It was moved Cr Johnston seconded Cr Kuhl and carried that Council adopt Additional Needs Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**Item 4.3 Administration of Medication Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Administration of Medication Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Administration of Medication Policy with changes.*

---

**RESOLUTION 20230516.7**

*It was moved Cr Buick seconded Cr Fox and carried that Council adopt the Administration of Medication Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**Item 4.4 Supervision Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Supervision Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Supervision Policy with changes.*

---

**RESOLUTION 20230516.8**

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

**REFERENCE DOCUMENT**

- Policy

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**Item 4.5 Staff Wellness Program Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Staff Wellness Program Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Staff Wellness Program Policy with changes.*

---

**RESOLUTION 20230516.9**

*It was moved Cr Johnston seconded Cr Buick and carried that Council adopt the Staff Wellness Program Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**Item 4.6 Anti-Bias Inclusion Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Anti-bias Inclusion Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Anti-bias Inclusion Policy with changes.*

---

**RESOLUTION 20230516.10**

*It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Anti-Bias Inclusion Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**Item 4.7 Gender Equity Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Gender Equity Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Gender Equity Policy with changes.*

---

**RESOLUTION 20230516.11**

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

**REFERENCE DOCUMENT**

- Policy

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**Item 4.8 Family Communication Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Family Communication Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Family Communication Policy with changes.*

---

**RESOLUTION 20230516.12**

*It was moved Cr Johnston seconded Cr Buick and carried that Council adopt the Family Communication Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

**4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES**

**Item 4.9 Dealing with Complaints Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Dealing with Complaints Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Dealing with Complaints Policy with changes.*

---

**RESOLUTION 20230516.13**

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

**REFERENCE DOCUMENT**

- Policy

***Change of order of business to consider late items***

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

**2.1 Grid and Gate Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Grid and Gate Policy as presented.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Grid and Gate Policy as presented.*

---

**RESOLUTION 20230516.14**

*It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the Grid and Gate Policy with changes.*

**REFERENCE DOCUMENT**

- Policy

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

**2.2 In-Kind Requests from Richmond Golf Club**

**EXECUTIVE SUMMARY**

Richmond Golf Club is seeking Council assistance through an in-kind request to use a Backhoe and an Operator to complete works on the Tee Boxes and general maintenance for their upcoming Annual Golf Open Competition on 27 – 28 May.

**OFFICER'S RECOMMENDATION**

***That Council: approve assistance through an in-kind request to use Councils Backhoe and an operator.***

---

**RESOLUTION 20230516.15**

*It was moved Cr Johnston seconded Cr Buick and carried that Council approve the requests from Richmond Golf Club.*

**REFERENCE DOCUMENT**

- Policy

**RESOLUTION 20230516.16**

*It was moved Cr Kennedy seconded Cr Buick and carried that Council adjourn the meeting for lunch at 12:15pm.*

**RESOLUTION 20230516.17**

*It was moved Cr Johnston seconded Cr Kennedy and carried that Council resume the meeting at 1:03pm.*

**CLOSED SESSION**

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

**2.3 Building Sustainable Communities Grant Round 2**

**RESOLUTION 20230516.18**

*It was moved Cr Kuhl, seconded Cr Buick and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

**RESOLUTION 20230516.19**

*It was moved Cr Kennedy, seconded Cr Kuhl and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

**EXECUTIVE SUMMARY**

The Department of Communities, Housing and Digital Economy has launched Round 2 of the Building Sustainable Communities Grants. It is brought to Council to discuss options for where they would like to allocate the funding.

**OFFICER'S RECOMMENDATION**

***That Council: discuss and decide where Council wish to allocate the funding.***

---

Council discussed at length options as to where to allocate the funding. Council agreed to source quotes to heat the Richmond Swimming Pool and bring quotes back to the June Council Meeting.

**RESOLUTION 20230516.20**

*It was moved Cr Kuhl seconded Cr Kennedy and carried that Council source quotes to use the funding to heat the Richmond Swimming Pool.*

**REFERENCE DOCUMENT**

- Guidelines

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

**2.4 Butchers Paddock Agreement**

**RESOLUTION 20230516.21**

*It was moved Cr Buick, seconded Cr Fox and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

**Attendance**

Tiana Grant entered the meeting at 1:15pm

**RESOLUTION 20230516.22**

*It was moved Cr Kuhl, seconded Cr Kennedy and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

**EXECUTIVE SUMMARY**

The Use of the Butchers Paddock Agreement expires 31 August 2023. It is brought to Council to revise.

**OFFICER'S RECOMMENDATION**

***That Council: revise the use of the Butchers Paddock Agreement for renewal.***

---

**RESOLUTION 20230516.23**

*It was moved Cr Buick seconded Cr Kennedy and carried that Council renew the Butchers Paddock Agreement for a further five years and invoice the tenant for the 2022/2023 and 2023/2024 period by August 2023.*

**REFERENCE DOCUMENT**

- Agreement

**Attendance**

Tiana Grant left the meeting at 1:17pm

Cr Fox left the meeting at 1:17pm

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

**2.5 Scripture Union Queensland**

**RESOLUTION 20230516.24**

*It was moved Cr Johnston, seconded Cr Kuhl and carried that Council enter a closed session according to the Local Government Regulation 2012 254J, (3) (c) the local government's budget;*

**RESOLUTION 20230516.25**

*It was moved Cr Kuhl, seconded Cr Kennedy and carried that Council exit a closed session according to the Local Government Regulation 2012 254J, (3) (c) the local government's budget;*

**EXECUTIVE SUMMARY**

Council discussed the invoice received from Scripture Union Queensland at the March Council Meeting and requested more information as to where the donations were being spent as Richmond is no longer receiving the service we once were.

**OFFICER'S RECOMMENDATION**

***That Council: discuss the comments.***

---

**RESOLUTION 20230516.26**

*It was moved Cr Buick seconded Cr Kennedy and carried that Council will no longer support the service as Scripture Union Queensland is no longer providing the level of service they once did.*

**Attendance**

Cr Fox re-entered the meeting at 1:27pm.

**REFERENCE DOCUMENT**

- Letter and Email

**GENERAL BUSINESS**

Cr Buick advised Council that the hose reel at the Washdown Bay is leaking and requested it be looked at.

Cr Buick advised Council that the sand and gravel on the Cambridge Crossing is becoming dangerous and needs to be removed.

Cr Buick advised Council that the Cassillis Road has not been graded for four years and needs urgent attention.

Cr Kennedy advised that he and CEO Peter Bennett are in the process of looking for funding for the flood cameras. CEO Peter Bennett advised that currently there is no funding programs through the QRA, but that Council could potentially alter its LRCI Part A funding agreement to fund the cameras out of that funding pool. CEO Peter Bennett to confirm that the funding agreement can be altered and to bring it back to next Council meeting.

Cr Kuhl advised Council that she attended the official opening of the Richmond Police Station.

UNCONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON  
TUESDAY 16 MAY 2023

Cr Kuhl enquired if Council had received any information regarding the recent announcement by the Federal Government assuming responsibility for the maintenance of the Rain and Flood Gauges and if this included the new gauges that were to be installed with the new Radar station.

CEO Peter Bennett advised Council that Richmond will receive \$321,410.00 under the Local Roads and Community Infrastructure Program – Phase 4 Part B to be used on rural road projects. Council to discuss ideas.

<b>CLOSE OF MEETING</b>
-------------------------

**RESOLUTION 20230516.27**

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

**Meeting closure**

**RESOLUTION 20230516.28**

*It was moved Cr Buick, seconded Cr Kennedy and carried that the meeting close at 1:54pm.*

**Next Ordinary Meeting**

20 June 2023

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 16 May 2023.

-----  
Mayor

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

**Item 1.1 Development Application for Operational Works (Advertising Device)**

**EXECUTIVE SUMMARY**

Council is in receipt of a Development Application for Operational Works (Advertising Device) at Lot 1 Flinders Highway, Richmond. The applicant is requesting to facilitate the installation of a new double sided billboard advertising device. The proposed works involve affixing high quality sign faces to a new dual pole frame a rural highway environment.

**OFFICER'S RECOMMENDATION**

***That Council: approve the Development Application for Operational Works (Advertising Device) at Lot 1 Flinders Highway.***

---

**Budget & Resource Implications**

N/A

**Background**

*BNC Planning* are acting on behalf of the applicant Paradise Outdoor Advertising who submit the attached development application in accordance with Chapter 3, Part 2 of the *Planning Act 2016*. The development application is seeking a development permit for operational works overland addressed as Lot 1 Flinders, Richmond being Lot 1 on SP291556.

**Consultation (Internal/External)**

External: BNC Planning

External: Milford Planning

**Attachments**

Attachment B – Planning Report

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

## **PLANNING REPORT**

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APPLICATION FOR A LOCAL LAW APPROVAL  
*RICHMOND SHIRE COUNCIL LOCAL LAW NO.1 (ADMINISTRATION) 2012*

LOT 1 FLINDERS HIGHWAY, RICHMOND QLD 4822  
being  
LOT 1 ON SP291556  
for  
ADVERTISING DEVICE (DOUBLE SIDED BILLBOARD)

# CONTENT

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Appendix 1	Site Detail
Appendix 2	Plans of Development

## 1.0 EXECUTIVE SUMMARY

This application is seeking a permit for works under the *Richmond Shire Council Local Law No. 1 (Administration) 2012* (the Local law) on land addressed as Lot 1 Flinders Highway, Richmond more particularly described as Lot 1 on SP291556 to facilitate the installation of a new double sided billboard advertising device. The proposed works involve affixing high quality sign faces to a new dual pole frame a rural highway environment. By way of this application, the applicant has demonstrated that the proposal can satisfy the assessment benchmarks from the Local law.

The conclusion of this Report is that all the requirements set by the assessment criteria can be met and that the strategic level policy outcomes sought by the Local law for the site and locality can be achieved. The common material provided as part of this application contains sufficient justification to establish compliance with the assessment benchmarks. Accordingly, the application contains sufficient justification to warrant approval subject to reasonable and relevant conditions.

## 2.0 SITE DESCRIPTION

The subject site forms part of the established rural locality dominated by grazing activities with very limited built form present. A site summary is provided below:

<b>Street address:</b>	Lot 1 Flinders Highway, Richmond QLD 4822
<b>Real property description:</b>	Lot 1 on SP291556
<b>Local government area</b>	Richmond Shire Council
<b>Tenure:</b>	Freehold
<b>Site area:</b>	5,105m <sup>2</sup>
<b>Zone:</b>	Industry zone
<b>Precinct/Sub-Precinct</b>	NA
<b>Current use:</b>	Vacant
<b>Road frontage:</b>	Flinders Highway and Gemoka Drive
<b>Adjacent uses:</b>	Rural and vacant industry land



Figure 1 – Site Locality

### 3.0 **DEVELOPMENT PROPOSAL**

The applicant is proposing works to affix a new advertising device to a new support framework adjacent to the highway frontage of the subject site. The proposal involves the construction of a double-pole structure with the required framework to support a high quality advertising device, defined as a Billboard sign. The device will be double sided and oriented to present to both the east bound and west bounded traffic. The device will be securely fixed to the new support pole, will not protrude beyond the property boundaries and has been designed to screen the framework behind the sign faces to limit bulk. Due to the width of the road reserve, the device needs to be located close to the property boundary to be seen. As such it is proposed to be located 0m-1m from the boundary. It is noted that the site is not covered by any overlays that change the level of assessment for the proposal.



*Figure 2 – Proposed Street View*

### 3.1 **Built Form**

The device is made up of two components being the support framing and poles, and the advertising faces themselves. The overall structure is proposed to be between 6.0m and 7.5m high depending on the finished surface levels of the ground beneath the structure. The sign faces are 6.0m x 3.0m with a 600mm skirting below the faces. See **Appendix 2** for further detail.

### 4.0 **JUSTIFICATION**

The proposal is defined as prescribed activity under the Local law, and as such requires an application to be lodged with the Richmond Shire Council as the assessment manager for approval.

This application is made in accordance with the requirements of the Local law and is to facilitate the installation of a new high quality advertising device in the form of a billboard sign within the Industry zone.

With regard to demonstrating compliance with the Local law, a direct assessment against the applicable assessment criteria has been provided in the table below. This table provides an assessment against the applicable section and policies from the Local law and any applicable State planning documents. The justification provides assessing authorities with the surety that the applicable policy outcomes have been addressed and that the application can be approved.

#### **4.1 Assessment Criteria**

An assessment of the proposed device against the additional criteria from the Local law is provided below:

***(a) the proposed advertising device is structurally sound;***

The device will be the subject of a building approval and RPEQ certification.

***(b) the device will not obstruct or distract traffic in an unsafe manner;***

The device is wholly contained within the bounds of the site and will be the subject of a building approval and RPEQ certification.

***(c) the device will not unreasonably obstruct views;***

The device is a common highway feature, will not involve screens, flashing or strobing lights, or moving parts. The device can be further conditioned in this regard.

***(d) the effect on amenity will not be detrimental;***

The device is not excessively bulky, is a common highway feature, is not within close proximity to any pertinent built form, is in an industrial estate where amenity is inherently lower than other areas and will not impact any specific landscape views or features.

***(e) the device is consistent with surrounding buildings and environment.***

The device is not excessively bulky, is a common highway feature, is not within close proximity to any pertinent built form, is in an industrial estate where amenity is inherently lower than other areas and will not impact any specific landscape views or features.

#### **5.0 CONCLUSION**

The proposal is consistent with the “Purpose” of the Local law. The proposal constitutes works and a use of the site in a manner that meets the strategic outcomes sought by the Local law and the expectations of the community. This conclusion is based on the following characteristics of the proposal:

- The proposal reflects an appropriate built form and land use outcome for the site given its zoning, location, existing land use, other approved advertising devices in the LGA, and the surrounding land uses;
- The proposal is consistent with the assessment criteria from the Local law.

The common material provided as part of this application contains sufficient justification to establish compliance with the assessment criteria. Therefore, the application contains sufficient justification to warrant approval subject to reasonable and relevant conditions.

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# APPENDIX 1

*SITE DETAIL*

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Pattel Drive

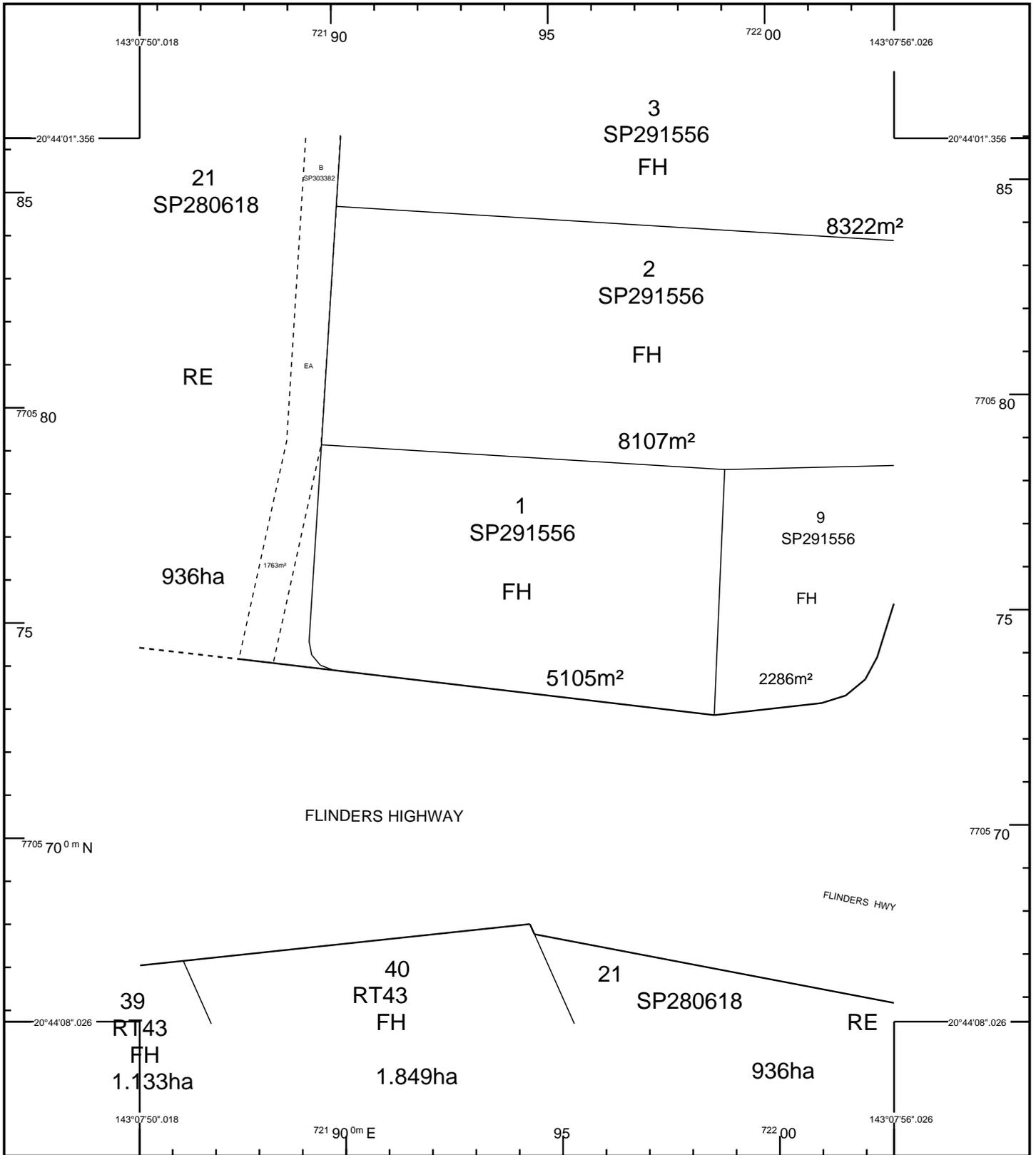
2  
SP291556

1  
SP291556

9  
SP291556

A6





STANDARD MAP NUMBER  
7556-42333

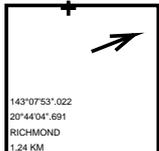


**SmartMap**

An External Product of  
SmartMap Information Services

Based upon an extraction from the  
Digital Cadastral Data Base

MAP WINDOW POSITION &  
NEAREST LOCATION



**SUBJECT PARCEL DESCRIPTION**

DCDB	
Lot/Plan	1/SP291556
Area/Volume	5105m <sup>2</sup>
Tenure	FREEHOLD
Local Government	RICHMOND SHIRE
Locality	RICHMOND
Segment/Parcel	452/81

**CLIENT SERVICE STANDARDS**

PRINTED 20/04/2023

DCDB 19/04/2023

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**Queensland  
Government**

(c) The State of Queensland,  
(Department of Resources) 2023.





Richmond Shire Council  
 Planning Scheme -  
 Zone Map -  
 Richmond

- Rural zone
- Rural residential zone
- General residential zone
- Centre zone
- Mixed use zone
- Industry zone
- Community facilities zone
- Recreation and open space zone
- Cadastre
- Waterway or waterbody

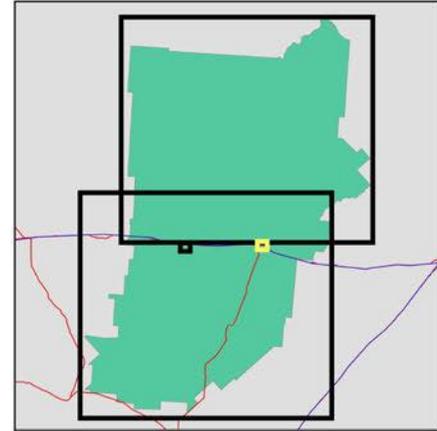
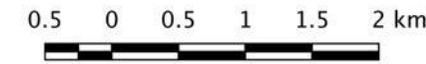
Cadastral data provided by the State of Queensland (The Digital Cadastral Database (DCDB), 2020).

While every care is taken to ensure the accuracy of this product, Richmond Shire Council makes no representations or warranties about the accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability or negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs you may incur as a result of the product being inaccurate or incomplete in any way or for any reason.

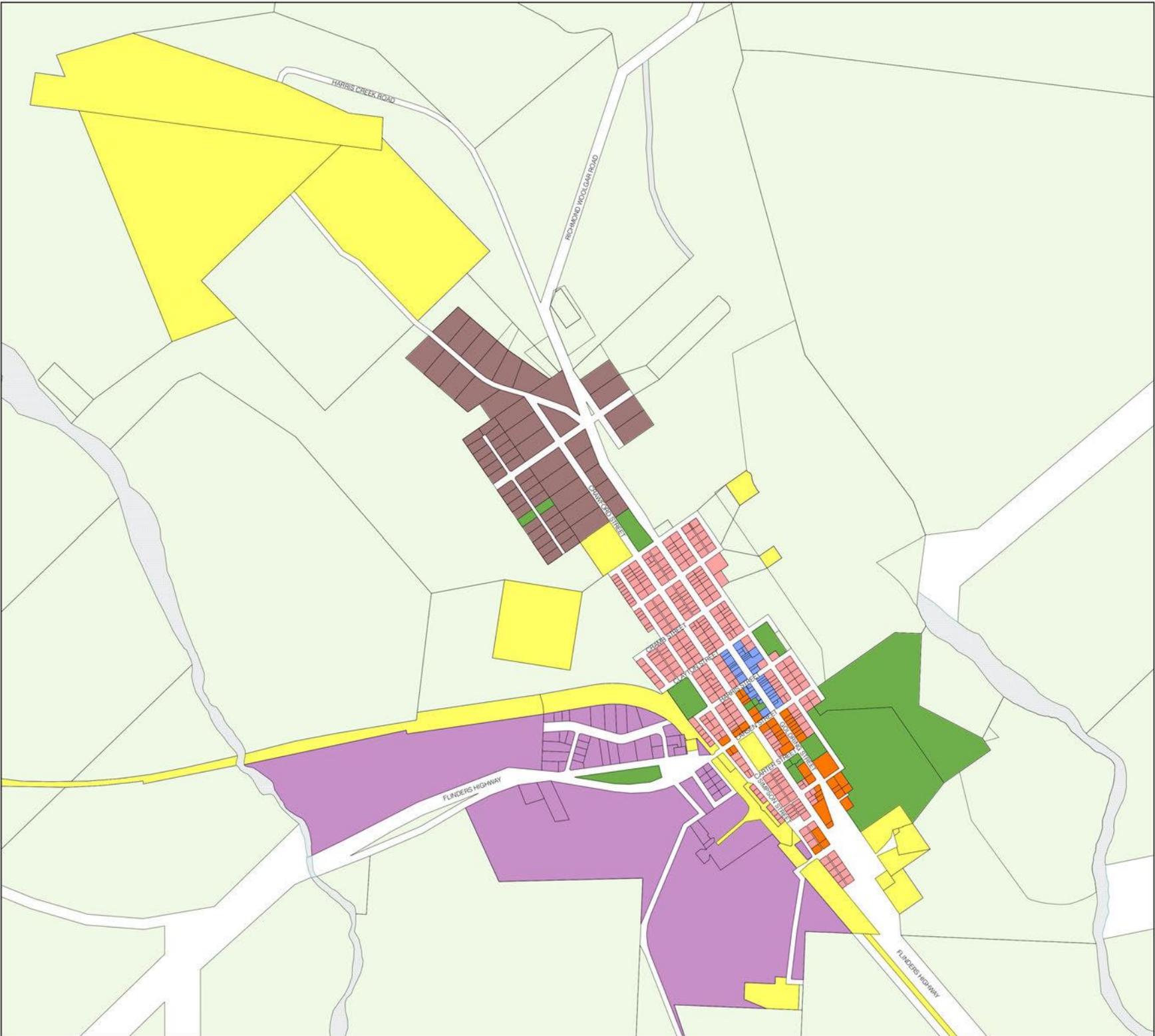
© Richmond Shire Council 2020 v2  
 Geocentric Datum of Australia 1994 (GDA94)



1:20000



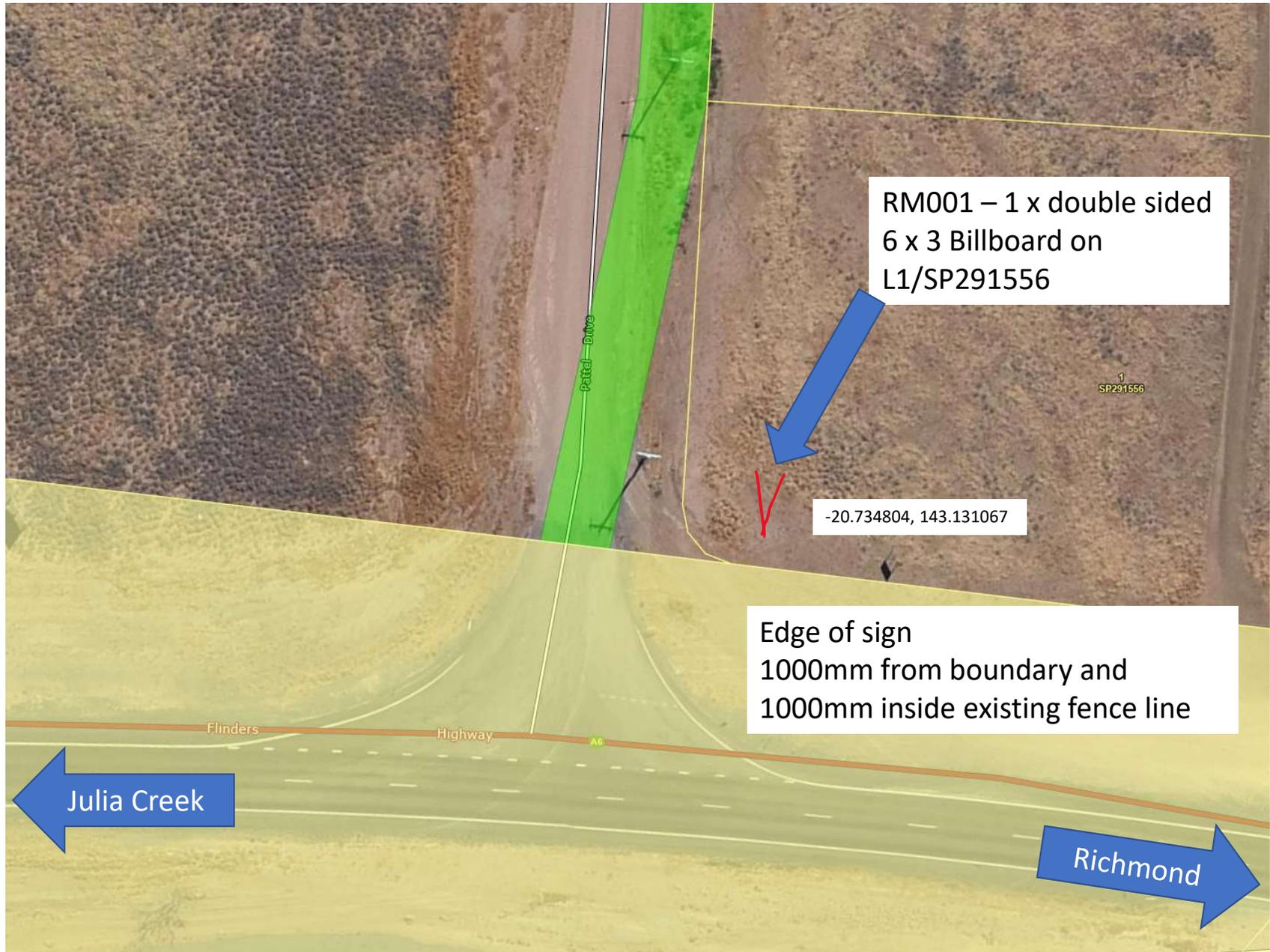
**Zone Map - ZM-01**



---

# APPENDIX 2

## *PLANS OF DEVELOPMENT*



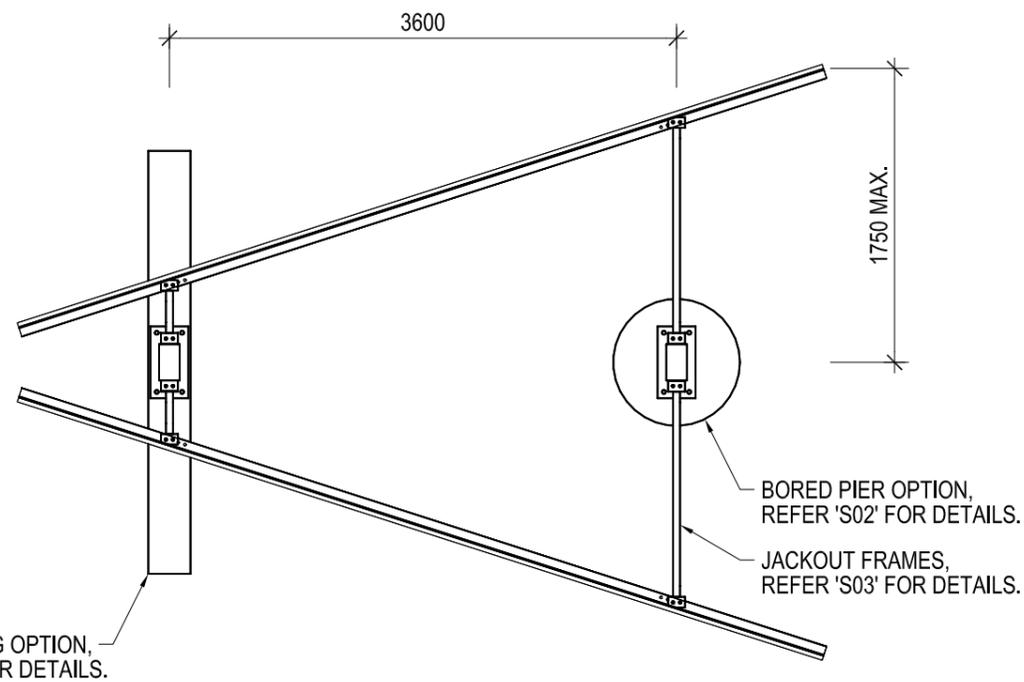
RM001 - 1 x double sided  
6 x 3 Billboard on  
L1/SP291556

-20.734804, 143.131067

Edge of sign  
1000mm from boundary and  
1000mm inside existing fence line

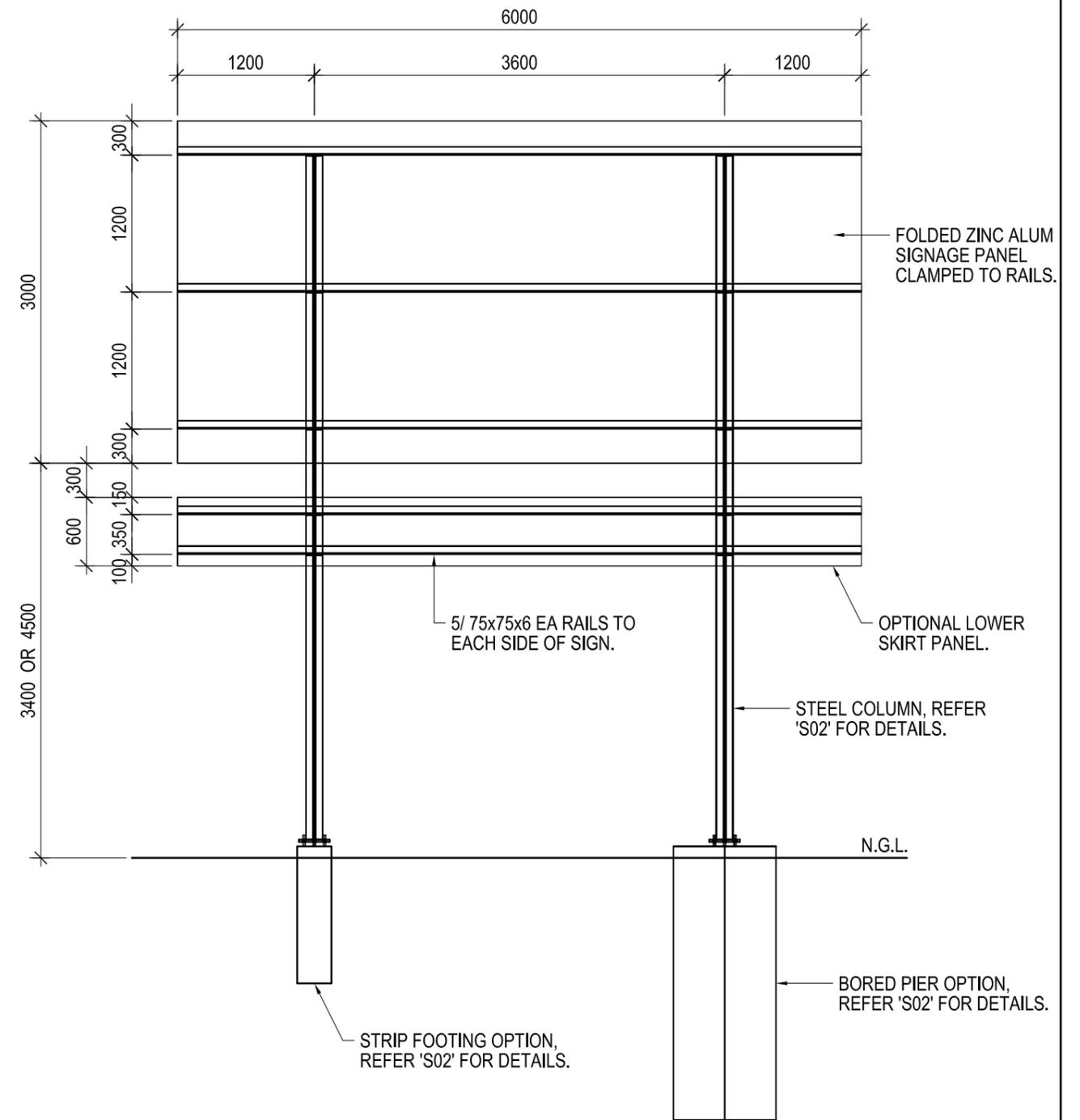
Julia Creek

Richmond



PLAN - ANGLED  
SCALE 1:50

ALL STEELWORK TO BE HOT DIP GALVANIZED



TYPICAL FRONT ELEVATION  
SCALE 1:50

DESIGN PARAMETERS:

WIND LOADS:  
REGION 'C' TERRAIN CAT 2.5.  
Ms, Mi, Mt = 1.0, WIND DIRECTION 0.95  
Cpn = 1.40  
DESIGN WIND VELOCITY = 57.60 M/SEC.  
SOIL:  
STRIP FOOTINGS: MIN SAFE BEARING = 100 kPa.  
BORED PIERS: MIN UNDRAINED SHEAR STRENGTH = 30 kPa (FACTORED 0.6).

REVISION
A - ORIGINAL ISSUE - 18.02.06
B - REVISED AND REISSUED - 15.05.06
C - REVISED AND REISSUED - 13.07.07
D - REVISED AND REISSUED - 21.07.10

**steve mckenzie**  
B.E.(hons), CPENG., MIEAust, RPEQ  
consulting 12 turnbull street, garbutt 4814  
engineer t > 4779 9392 f > 4779 9819  
pty. ltd. m > 0419 669 602 acn 092 705 130

CLIENT  
**paradise**  
outdoor advertising

PROJECT  
6.0m x 3.0m C2 RATING  
DOUBLE SIDED  
FREE STANDING SIGN

TITLE  
PLANS & FRONT ELEVATION

DO NOT SCALE		REVISION D
DATE	JOB No.	DRAWING No.
JULY '07	PS-06-03	S01



WALLINGTON



Take a break,  
for their sake.



Queensland Government

POA

**Item 1.2 Application for Permit to Occupy over Reserve**

**EXECUTIVE SUMMARY**

Council is in receipt of an application for a permit to occupy over Reserve at Lot A, B, C AP20133. The applicant is requesting a permit to occupy for grazing purposes.

**OFFICER'S RECOMMENDATION**

*That Council: approve the application for a permit to occupy over reserve for grazing purposes at Lot A, B, C AP20133.*

---

**Budget & Resource Implications**

N/A

**Background**

Council has previously discussed future plans for Lot A, B, C AP20133, however there was no outcome. Council are to discuss potential future options for the described land and decide to approve or deny the application presented.

**Consultation (Internal/External)**

External: Department of Resources

**Attachments**

Attachment C – Application

Attachment D - A, B & C Blocks Mapping

---

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



Before you apply

## Before you can complete this application

This application is for a permit to occupy over \*

- Local road
- Reserve

The relevant trustee of the reserve must complete an LA30 – *Statement in relation to an application under the Land Act 1994 over State Land (LA30 statement)* before we can assess your application. We'll send them the appropriate form automatically as part of this application process.

**Contact the trustee to discuss your application before you complete this form. Make sure they provide an email address so the department can send them the LA30 statement.**

I acknowledge:

- Once completed, this application and all its contents and attachments will be sent to the trustee's email I provide in this application form. \*
- Once the trustee has submitted the LA30 statement, my application and all attachments will be sent to the department for verifying and payment of application fee. \*
- I will need to pay the application fee to complete this application. \*

Provide the trustee's email address \*

ceo@richmond.qld.gov.au

Start your application

## Are you lodging this on behalf of the applicant?

The applicant is the person or corporation wishing to apply for a state land service. The lodger is a legal practitioner lodging this application on behalf of the applicant.

Are you the: \*

- Lodger
- Applicant

Enter your email \*

[Redacted email address]

Does this application relate to an application to surrender a permit to occupy? \*

- Yes
- No

Pre-lodgement information

Localhost  
supporter  
site key.



## Pre-lodgement information

Have you contacted us to discuss this application (strongly encouraged)? \*

Yes

No

Provide the name of the officer you spoke with and the department's associated reference number.

Department contact officer \*

Kay-Maree

Pre-lodgement ID (reference number)

Permit to occupy

## Permit to occupy

What use are you proposing for the permit to occupy \*

Grazing

Do you need the permit for 12 months or less

Yes

No

Provide details of approximate time the permit will be required

Commencement date of permit \*

17-05-2023

Expiry date of permit \*

17-05-2073

Provide details of the proposed use of the area, including information on existing improvements.

Water details

## Water details



Do you have a current waterworks licence/allocation associated with the subject land? \*

- Yes
- No

Is any of the area applied for below the high water mark? \*

- Yes
- No

Is the area applied for to be used for the construction of a jetty/pontoon/boat ramp? (Non-commercial use immediately adjoining your land) \*

- Yes
- No

#### Additional details

## Additional details

Do you lease or are the registered owner of any land that adjoins or is in the vicinity of the land applied for?

- Yes
- No

Provide details of any land you lease from the state or are the registered owner that adjoins or is in the vicinity of the land applied for.

### Address search

Address search

e.g. 300 George Street

### Lot and plan search

Lot search

36

Plan search

RT65

### Coordinates search

Latitude

-27.51455633



Longitude

153.21985191

Land details list \*

Address item \*

Lot 36 WOOLGAR RD, RICHMOND QLD 4822, 36/RT65, -20.71158067, 143.13282452 \*

If you are not the adjoining land holder of all the land applied for, is there an existing fence intended to be used as a boundary fence? \*

- Yes
- No
- We own all the adjoining land

Provide any additional information to support the application

Applicant's details

## Applicant's details

The applicant is the person or corporation wishing to apply for a state land service.

Is there more than one applicant? \*

- Yes
- No

Is this application for a company or organisation? \*

- Yes
- No

Title

Ms

First name \*

Julianne

Last name \*

Jensen

Contact number \*

[Redacted]

Localhost  
supporter  
site key.



Alternative contact number

Postal address \*

Enter address / PO Box manually

Address line 1 \*

Address line 2

City \*

State \*

Postcode \*

Land details

## Land details

Enter a description of the land for which the application is being lodged.

### Address search

Address search

### Lot and plan search

Lot search

Plan search

Localhost  
supported  
site key.



## Coordinates search

Latitude

-27.51455633

Longitude

153.21985191

Land details list \*

Address item \*

No Address Available, Richmond Qld, C/AP20133, -20.7142143, 143.13146111 \*

Local government \*

Richmond Shire Council

Other details of land location

Upload a drawing of the proposed permit to occupy area \*

File Name

Size

[A B & C Blocks PTO \[6755\].pdf](#)

288.85 kB

The drawing (minimum size A4) must include:

- specific location
- area of land under application
- lot on plan information
- scale
- dimensions
- a north point.

## Declaration

Before you apply

I acknowledge:

- Once completed, this application and all its contents and attachments will be sent to the trustee's email I provide in this application form.
- Once the trustee has submitted the LA30 statement, my application and all attachments will be sent to the department for verification and payment of application fee.

Localhost  
supporter  
site key.



- I will need to pay the application fee to complete this application.

Trustee's email address

ceo@richmond.qld.gov.au

Start your application

Are you the

applicant

Enter your email

Does this application relate to an application to surrender a permit to occupy?

No

Pre-lodgement meeting

Have you contacted us to discuss this application?

Yes

Department contact officer

Kay-Maree

Permit to occupy

Water details

Additional details

Applicant's details

Contact number

Land details

Localhost  
supporter  
site key.



## Declaration

- I have read the information, which forms part of this application and the information I have provided is true and accurate. I am aware my application will not be considered unless all parts of this application form are completed accurately. In this instance my application may be returned to me for completion. \*

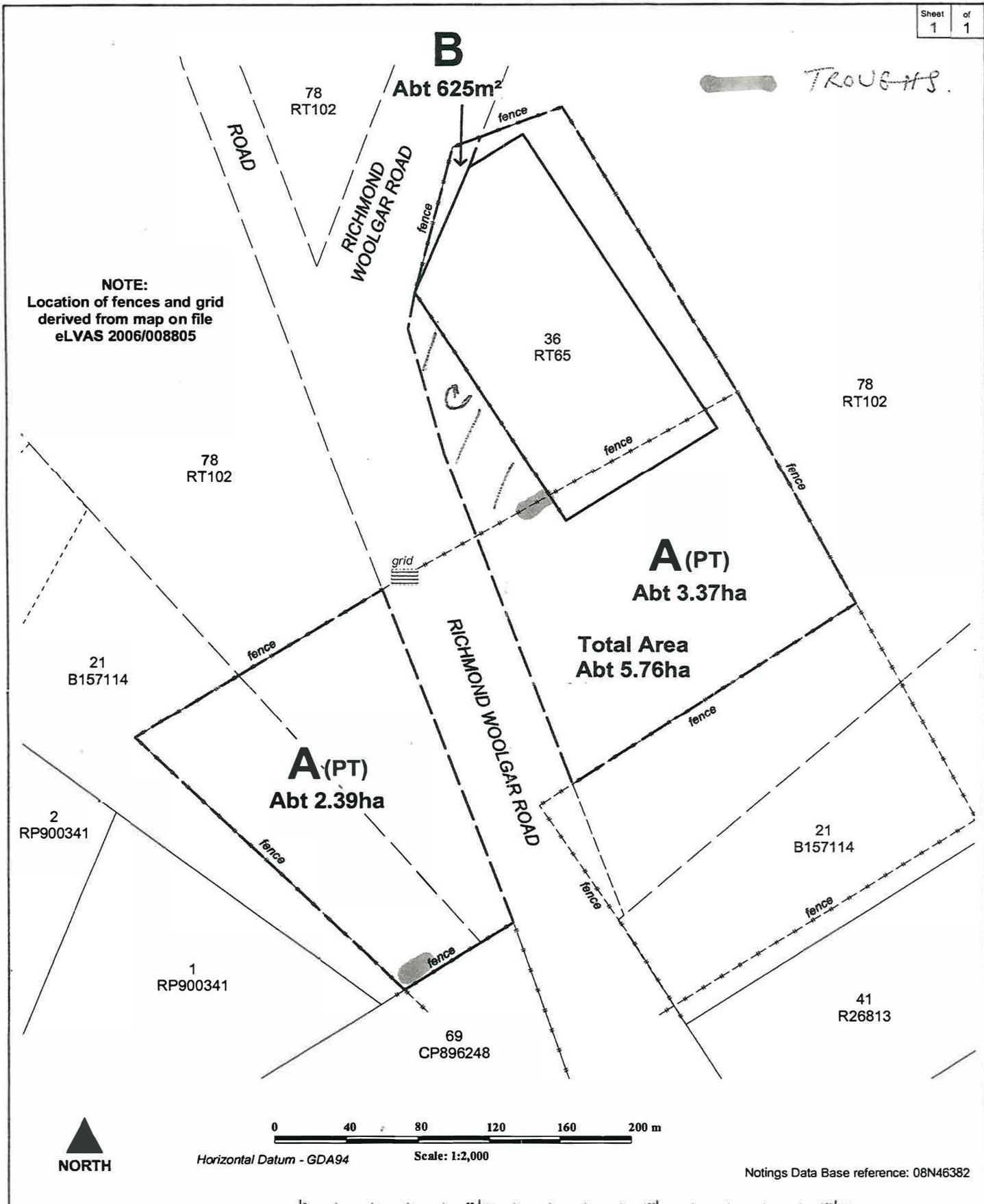
Signature of applicant (or their legal practitioner) \*



Full name of signee \*

JULIEANNE CAY JENSEN

A+B+C



PREPARED BY  
TOWNSVILLE OFFICE  
NORTH REGION  
DEPT ENVIRONMENT &  
RESOURCE MANAGEMENT

3rd Floor State Govt Building  
Cnr Stanley & Walker Sts  
Townsville Q 4810

**Plan of Lots A & B**

Lot A - Proposed Permit to Occupy over Parts of Lot 78 on RT102 and Lot 2i on B157114  
Lot B- Proposed Permit to Occupy over Part of Richmond Woolgar Road

PARISH : WYANGARIE COUNTY : RUPERT  
LOCALITY : RICHMOND LOCAL AUTH : RICHMOND SC

Compiled from: DCDB & sketch on file  
File Ref : 2008/008923

Drawn by: BILL SALES  
Map Ref : 7556-42343  
Date: 08/09/2009

DRAWING

Scale 1 : 2000  
NOTE: Original size A3

**TSV2008-72**

Version 2

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

**Item 2.1 Inwards Correspondence – Monthly Markets**

**EXECUTIVE SUMMARY**

A letter has been received to request that Council allow monthly markets on the library lawn and carpark.

**OFFICER'S RECOMMENDATION**

*That Council: accept the request to hold monthly markets on the library lawn and carpark.*

---

**Budget & Resource Implications**

N/A

**Background**

It is requested that Council accept the request to hold monthly markets on the library lawn and carpark as it is close to local businesses in the main street.

**Consultation (Internal/External)**

External: Teena Chappell

**Attachments**

Attachment E – Letter

---

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

Richmond Shire Council  
Ordinary Meeting of Council 20 June 2023

Teena Chappell  
Richmond 4822  
Queensland.

12/06/2023

Dear Richmond Shire Council Counsellors,

I would like to hold a Richmond Markets, once a month in Richmond. I have had a talk to a few people who are interested in having a stall. We would like to hold the Richmond Markets on the Library lawn and carparks if possible. The reason for this, is that it is close to the main shop in Goldring Street and would benefit all local shops like Moonstone, Amaroo, Northwest Hardware and other shop in the area.

We would advertise the markets at the Lakeview Caravan Park and Kronosaurus Korner for the tourists to get word of the markets.

We look forward to hearing from you on this matter.

Kind Regards  
Teena Chappell

**Item 2.2 Agistment Policy**

**EXECUTIVE SUMMARY**

The Agistment Policy is due to be reviewed. Council is to discuss the changes needed on the Maxwellton Common and to update any other number of head on each of the other commons.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Agistment Policy with changes.*

---

**Budget & Resource Implications**

N/A

**Background**

Due to Councils wish to farm on the Maxwellton Common, changes are to be made in regards to the Maxwellton Common in the Policy.

Council is to discuss the Policy and make all required changes for the Policy to be adopted.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment F - Policy

---

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



## COUNCIL POLICY

<b>POLICY TITLE:</b>	<b>AGISTMENT POLICY</b>
<b>POLICY NUMBER:</b>	<b>003</b>
<b>INFOXPRT REF:</b>	<b>61638</b>
<b>DATE OF ADOPTION:</b>	<b>16 May 2013</b>
<b>TIME PERIOD OF REVIEW</b>	<b>3 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2026</b>

---

### **PURPOSE:**

To establish criteria for the number of livestock (cattle and horses) agisted on the Richmond Shire Reserves and Town Commons.

### **RELEVANT LEGISLATION:**

*Land Act 1994*

### **CONDITIONS:**

1. All persons wishing to agist stock on commons or reserves under the control of the Richmond Shire Council must satisfy each of the following conditions:
  - (a) Applicant must be a current permanent resident of the Shire.
  - (b) Applicant must NOT have the right to use or occupy any more than 249 hectares of grazing land within or without the Richmond Shire.
  - (c) Applicant must be a bona fide owner of the stock to be agisted.
  - (d) Applicant must hold a registered brand in applicant's name.
  - (e) Applicant must be over eighteen (18) years of age.
  - (f) All cattle must be ear-tagged at owner's cost. Such tags to be individually numbered and carry the endorsement R.S.C. Tags will be supplied by Council at owner's expense. **NLIS for appropriate PICs are available from the Rural Lands Officer/Shire Office.**
  - (g) All cattle must have an NLIS tag in their ear prior to being put on a Council common or reserve. A list of the NLIS tag numbers must be provided to Council with the application to agist.

2. The maximum number of horses/cattle to be agisted by any one (1) household (principal place of residence) is 100 head for Town Common, 40 head for Maxwellton, 60 head for Cape Horn, and 120 head for 20 Mile, with aggregate number from all commons and reserves not to exceed 150 head per household.

## **POLICY**

- The number of horses/cattle agisted must not exceed the maximum stocking rate per reserve/common as follows:

### **TOWN COMMON**

Maximum Stocking Rate 500  
4,927 Ha (12,170 acres)  
**100/household**

### **MAXWELTON**

Maximum Stocking Rate 200  
1,830 Ha (4,520 acres)  
**40/household**

### **CAPE HORN**

Maximum Stocking Rate 200  
1035 Ha or 2557 acres  
**60/household**

### **TWENTY MILE**

Maximum Stocking Rate 700  
5,271 Ha (13,024 acres)  
**120/household**

- Total head of livestock will be reduced to an acceptable number determined by Council during poor seasons when there is insufficient fodder / water. Number of livestock per household will be reduced proportionately.
- Agistment charges as fixed by Council are payable quarterly in advance. Accounts will be issued prior to the expiry of the previously paid agistment.
- Any person who has paid adjustment fees in accordance with this Policy and who has sold, disposed of or removed any stock, or whose stock have died in respect of which fees have been paid, shall immediately notify Council of such fact.
- Agistment Back Charges will apply if at a muster, cattle which have been credited as missing from a previous muster, appear in a current muster, then a back charge applies from muster date to muster date, up to a maximum of 12 months.
- No fees shall be charged for pasturing the progeny of any horses or cattle in respect of which a permit has been granted if such progeny be under the age of three (3) months.
- Agistment fees and regulations are subject to review from time to time.
- Failure to pay agistment fees can result in the impoundment of livestock which Council can auction to recoup outstanding debts.
- Council reserves the right to muster, or arrange the muster, of the whole of the stock running on the common or reserve at any time for any purpose and may put such stock in any yard or yards and draft and otherwise manage such stock as deemed necessary.

- No person shall pasture or cause, permit or allow to be pastured any entire horse or rig or bull on any common or reserve unless with the express permission of the Council.
- The Council may in its discretion grant or refuse any application to pasture stock on any reserve or common.
- All livestock is to be cleared of ticks prior to being put on a reserve or common. Proof of dipping/spraying is required.
- Anyone that places cattle on the commons illegally will incur fines.
- Any person desirous of mustering stock pasturing on any common or reserve must give not less than seven (7) days notice. Such notice shall state the hour and date he/she desires to conduct such muster. Consent of the Chief Executive Officer/other delegate must first be obtained.
- Notice in writing must be given to the Chief Executive Officer/other delegate at least seven (7) days prior to the removal of any livestock. Such notice must state time and number of livestock to be removed. Failure to give notice will result in Agistment being charged up to the date that advice of livestock removal is given.

## **IMPLEMENTATION**

This Policy will commence from the Approval Date. This Policy replaces all other Agistment Policies of Richmond Shire Council (whether written or not).

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

## **APPROVAL**

Policy Reviewed: General Council Meeting 21 April 2020  
Resolution Number: 20200421.11

Policy Authorised: Peter Bennett  
Chief Executive Officer

---

**Agistee**

**Item 2.3 Asset Disposal Policy**

**EXECUTIVE SUMMARY**

The Asset Disposal Policy is due to be reviewed.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Asset Disposal Policy as presented.*

---

**Budget & Resource Implications**

N/A

**Background**

There have been minor grammar and wording changes to the Asset Disposal Policy.

**Consultation (Internal/External)**

Internal: Kylie Kennedy

**Attachments**

Attachment G - Policy

---

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



## COUNCIL POLICY

<b>POLICY TITLE:</b>	<b>ASSET DISPOSAL POLICY</b>
<b>POLICY NUMBER:</b>	<b>005</b>
<b>INFOXPRT REF:</b>	<b>76167</b>
<b>DATE OF ADOPTION:</b>	<b>23 July 2015</b>
<b>TIME PERIOD OF REVIEW</b>	<b>1 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2024</b>

---

### 1. OBJECTIVE

The objective of this policy is to establish a fair, transparent and accountable system for the disposal of assets owned by Richmond Shire Council ("Council"), to achieve advantageous and sustainable outcomes in accordance with sound contracting principles, local government principles, Council's budget and formal plans.

### 2. SCOPE

This policy applies to the disposal of all Council assets and all contractual arrangements associated with such disposal.

This policy applies to all employees, trainees, and apprentices of Richmond Shire Council ("Council"). It does not form part of any employee's contract of employment. This policy also applies to other persons performing work at the direction of, in connection with, or on behalf of Council (e.g., contractors, subcontractors, agents, consultants).

### 3. BACKGROUND AND PRINCIPLES

#### 3.1 Local Government Principles

Council staff are required to apply local government principles in all their responsibilities as local government employees, including disposal of Council assets. These principles include:

- transparent and effective processes, and decision-making in the public interest;
- sustainable development and management of assets and infrastructure, and delivery of effective services;
- democratic representation, social inclusion and meaningful community engagement;
- good governance of, and by, local government; and
- ethical and legal behaviour of councillors and local government employees.

Employees must conduct asset disposal activities in accordance with the above principles.

## **3.2 Sound Contracting Principles**

Council's asset disposal activities shall be in accordance with the following 'sound contracting principles':

- value for money;
- open and effective competition;
- the development of competitive local business and industry;
- environmental protection;
- ethical behaviour and fair dealing.

## **3.3 Application of Principles**

Long-term asset management planning, delegation of contractual powers, and the implementation of this policy shall assist Council in complying with local government principles and sound contracting principles.

# **4. ROLES AND RESPONSIBILITIES**

## **4.1 Employees**

Employees, when performing disposal activities must:

- consider proposed disposals in accordance with the local government principles and sound contracting principles;
- ensure that all disposal activities are undertaken in accordance with all this policy and other obligations (e.g., legislation);
- ensure that formal approval for a disposal is obtained from the relevant delegate prior to disposing of an asset.
- identify and manage risk associated with disposal;
- ensure that local businesses are invited to supply bids for tenders and that Council's website is updated accordingly.

## **4.2 Management**

All supervisors will ensure that their employees are aware of and comply with this policy.

The Executive Team will review any significant disposal activities during the annual and quarterly budget processes to better inform organisational disposal and contracting decision-making.

## **4.3 Delegates**

Only the Chief Executive Officer, Director of Works, and Director of Corporate Services have the power to authorise the disposal of an asset, in accordance with their financial delegation, using the Asset Disposal Form.

Employees with contractual delegations must ensure they only undertake contractual activities as outlined in this policy and as authorised in the current list of delegations approved by the Chief Executive Officer.

## 5. DISPOSAL BY TENDER OR AUCTION

Council must dispose of the following by inviting written tenders or offering the asset for sale by auction, as outlined in Chapter 6, Part 3 of the *Local Government Regulation 2012*:

- land;
- any non-current asset that is plant or equipment and which has an apparent value equal to or more than \$5,000.
- any other non-current asset which has an apparent value equal to or more than \$10,000.

Any Council asset that does not meet the definition above shall be disposed of in accordance with Section 6.

Tenders will be conducted in accordance with the *Local Government Regulation 2012* and Council's Probity Plan for Tenders.

In certain circumstances Council may not be required to conduct a tender or auction process for the disposal of non-current assets as specified by the *Local Government Regulation 2012*. Examples include:

- the asset is disposed of to a government agency or a community organisation;
- the asset was previously offered for sale by tender or auction but was not sold and is sold for more than the highest tender or auction bid that was received.

Where a tender is conducted, a panel of at least two (2) appropriate management representatives shall assess the tenders and make a recommendation to Council as to the successful tender.

If management should recommend to accept a tender that is not the highest tender a written explanation detailing the reasons for the decision must be provided on the Quotation/Tender Outcome Form and attached to the tenders. A copy of this documentation must be kept for auditing purposes.

Alternatively, Council may decide not to accept any tender it receives. The reason for this shall be noted and kept with the tenders and other appropriate documentation.

## 6. DISPOSAL BY OTHER METHODS

Where the asset being disposed of is not as defined by Section 6, Council must still dispose of the asset in a fair manner. The preferable method is to dispose of items by inviting written tenders or conducting a public auction that is open to all sections of the community, thereby giving everyone an equal opportunity to participate. However, Council may determine that a tender or public auction would be disadvantageous for the following reasons:

- the cost of conducting an auction (e.g. storing items, advertising and running the auction) is reasonably expected to outweigh the revenue raised from the auction; or
- there is expected to be little interest in the items available for auction.

Where management considers that a Council asset is obsolete and the estimated value (based on internet research, local or non-local quotations, previous experience) is less than the threshold specified in section 5, the disposal may occur through the following process:

- by advertising the item/s for sale on Council's website, in local newsletters (e.g. school newsletter, Council's community newsletter); or
- by 'trading in' the asset for another good/service; or

- by donating the item to a local charity or educational institution for their use or resale; or
- by a suitable arrangement with a business that deals in scrap items.

Leased office equipment may be offered to Council staff, local educational institutions or not-for-profit organisations at the discretion of the Chief Executive Officer, at the end of the lease period.

Employees must be honest in their dealings and be aware of the adverse impacts to Council's reputation should any dealings in scrap items be perceived to be iniquitous, dishonest or wasteful. Council employees must not accept any offers from either the public or staff for scrap items where an invitation for quotes/tenders has not been extended. Unsolicited offers for scrap items must be rejected and the person making the offer shall be advised of the process for disposal of scrap items.

Low value scrap items that are irreparable, uneconomic to repair, obsolete or with no apparent value, should be disposed of immediately and not retained for resale (e.g., pens, small number of crockery items, desk in poor condition).

## **7. INFORMATION TECHNOLOGY AND COMMUNICATIONS EQUIPMENT**

Information technology and communication equipment can only be sold, transferred, traded in or donated provided that all Council information, records and documentation are removed from the item and are non-retrievable. Director of Corporate Services shall be consulted about the planned disposal of any information technology or communications equipment.

## **8. REQUESTING A DISPOSAL**

Disposals are to be documented and approved using the Asset Disposal Form. The Asset Disposal Form must be approved by an employee with delegations. The approved Asset Disposal Form must be forwarded to the Asset Accountant so that Council's Asset Register can be updated.

If an employee has concerns that a proposed disposal process may result in the public perception of a conflict of interest, they shall discuss the situation with their supervisor and the delegate.

## **9. DOCUMENTATION AND REPORTING**

Documentation relating to disposal activities must be registered in Council's electronic records management system, InfoXpert, as appropriate.

If a contractual arrangement for disposal of a Council asset is worth \$300,000 or more (exclusive of GST) the details of the arrangement must be published in accordance with Chapter 6, Part 4 of the *Local Government Regulation 2012*.

The Asset Disposal Form must also be used to report suspected stolen property.

Delegates and finance staff who have concerns that this policy is not being adhered to should raise the issue with the relevant employee and/or their supervisor as appropriate.

## **10. POLICY/LEGISLATION BREACHES**

A breach of this policy or the relevant legislation by an employee may result in removal of their delegations and has the potential for disciplinary action to be taken against the employee in accordance with Council's Discipline Procedure.

Where an employee is suspected of fraud, embezzlement, theft or other corrupt conduct, they will, at the discretion of the Chief Executive Officer, be reported to an external agency (e.g., Queensland Police Service; Crime and Corruption Commission).

## 11. DEFINITIONS

**Conflict of Interest** – a situation in which a public official's decisions are influenced by their personal interests (e.g. to bring benefit to themselves, or to intentionally choose to bring benefit or detriment to another person for their own gratification).

**Contractual Arrangement** – where an agreement is in place for an individual/entity to provide a service, provide materials or otherwise deliver outcomes to another individual/entity in return for remuneration, where the relationship between the individuals/entities is not an employment relationship.

**Disposal** – for the purposes of this policy, “disposal” will refer to the disposing of a Council asset/item/material by sale, transfer, donation, auction, tender etc, whereby that asset is no longer the property of Council.

**Employee** – for the purposes of this policy, “employee” will refer to those persons covered by the scope of this policy.

**Management** – for the purpose of this policy, “management” refers to all supervisory staff.

**Supervisor** – a person in control of a workplace and staff.

## 12. REFERENCES

*Local Government Act 2009.*

*Local Government Regulation 2012.*

## 13. ASSOCIATED POLICIES/FORMS

Asset Disposal Form.

## 14. IMPLEMENTATION

This Policy will commence from the Approval Date (see Section 15). This policy replaces all other Asset Disposal Policies or Procedures of Richmond Shire Council (whether written or not).

This policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this policy from time to time. This policy will be reviewed if policy changes have been identified as appropriate (e.g., following an audit), if related policies/procedures or references change, or when legislative requirements change.

## 15. APPROVAL

Policy Reviewed: General Council Meeting 21 June 2022  
Resolution Number: 20220621.13

Policy Authorised: Peter Bennett  
Chief Executive Officer

**Item 2.4 Uniform Policy**

**EXECUTIVE SUMMARY**

The Uniform Policy is due to be reviewed.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Uniform Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

There have been minor changes to the Uniform Policy.

*Changes to be noted:*

A section under **2. Scope** has been added to advise all employees that it is a requirement that their uniforms are presentable at all times, ironed and not stained.

Under **Skin Protection** the value of long work trousers and work shorts has increased 20% as it has not increased since before 2017.

Under **The Wardrobe Subsidy** the value has increased 6.9% according to the 2023 CCI.

**Consultation (Internal/External)**

Internal: Peter Bennett and Peta Mitchell

**Attachments**

Attachment H - Policy

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



## **COUNCIL POLICY**

<b>POLICY TITLE:</b>	<b>UNIFORM POLICY</b>
<b>POLICY NUMBER:</b>	<b>010</b>
<b>INFOXPRT REF:</b>	<b>76293</b>
<b>DATE OF ADOPTION:</b>	<b>27 June 2016</b>
<b>TIME PERIOD OF REVIEW</b>	<b>1 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2024</b>

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### **1. OBJECTIVE**

To provide a corporate uniform including personal protective equipment that clearly identifies staff as Richmond Shire Council employees.

### **2. SCOPE**

This policy will apply to all employees (including casuals) of the Richmond Shire Council.

A full uniform allowance will be supplied after a successful three (3) month probation period. Uniforms may be supplied in advance provided that the form from Stores is completed by the staff member undertaking to reimburse Council, by way of payroll deduction, for the cost of the uniforms in the event that their position is terminated for any reason.

For the outside workforce Council will supply three Richmond Shire Council shirts with the logo which will then come out of their annual allowance. If the Employee leaves before the probation period, Council will invoice the individual.

Employees who leave the employment of Council should hand in all PPE and all uniforms supplied.

It is a requirement that all employees (including casuals) uniforms are presentable at all times, ironed and not stained.

### **3. OUTDOOR WORKFORCE**

#### **PROTECTIVE CLOTHING**

Personal Protective Equipment (PPE) includes clothing and/or equipment designed to be worn by a person and to protect the person from risks of injury or illness. Hazards of a general nature are those hazards that could normally be expected to occur at a workplace in the building and construction industry and may or may not be related to the performance of any particular task or activity.

In order that Council meets its WH&S Obligations in this regard the following Protective Clothing Policy applies to employees in, or associated with the Works & Services Department:

## **Skin Protection**

Council shall make an initial issue to non-probationary employees:

- five (5) high visibility, UV protective, long sleeve orange work shirts per annum with council logo;
- one (1) high visibility hoodie jumper with council logo, replaceable as no more than 1 per year;
- one (1) high visibility cold weather coat every three years with council logo;
- one (1) pair of sunglasses;
- five (5) pair of long work trousers to the value of \$228.00 – (may substitute for 5 pair of jeans to the same value as the long trousers) per annum with council logo **or**
- five (5) pair of work shorts per annum to the value of \$198.00 - with council logo
- one (1) broad brim orange hat per annum with council logo
- one (1) water bottle
- Sunscreen - Orders to be placed with the Store person.

**\*Please note that rugby shorts, board shorts or tracksuit pants are not suitable work wear and as such are not to be worn on Council work sites. If you wish to wear jeans, they must not be cut off shorter than below the knee.**

Employees must consider their exposure to UV radiation when performing work tasks and are strongly advised to wear broad brimmed hats. Any hat deemed as not providing adequate UV protection by Council will not be permitted on Council work sites.

When working on Main Roads, Council employees will be required to wear long sleeve shirts and bucket hats.

All employees who do not have an orange shirt must wear a high visibility Safety Vest when exposed to traffic or construction work areas.

Council supplies shirts as Protective Clothing, not a free wardrobe. Council work shirts are **NOT** to be worn on non-workdays, nor are they to be worn when performing outside work in other workplaces.

### **How to order trousers**

Council's Stores carry trousers, if the correct trousers are not on hand, then the Stores will raise the order on their behalf. If jeans are substituted for the long pants, they will need to have the council logo embroidered onto the pants.

### **Replacement**

Council will replace shirts upon production of old shirt to the Store person. The cold weather coat must be retained for a minimum of three years before replacement will be considered. Lost shirts or coats must be replaced at the employee's own expense. It is at Council discretion for replacement on uniforms due to excessive wear in certain positions.

### **Extra clothing**

Employees may order additional uniforms at their own expense. Orders to be placed with the Store person.

### **Foot Protection**

All outdoor employees are required to supply and wear safety boots that comply with AS 2210.2, Type 1, at all times. Boots that are worn or damaged and can no longer comply with the above Standard are to be replaced by the employee.

After completing the three (3) month probation period, employees will be eligible for reimbursement of their boots up to the value of \$220.00 (inc GST).

Council shall supply Safety Gum Boots (steel cap) to employees as required.

#### **4. ADMINISTRATION/LIBRARY – CORPORATE WARDROBE**

Council has chosen to adopt the industry wide Corporate Uniform developed for Local Government and registered by Local Buy with the Australian Taxation Office.

This allows administration and library staff to claim uniform expenses as a tax deduction, both for purchase and laundry. Employees should refer to the applicable taxation legislation for current details and/or amounts for deduction.

##### **The wardrobe**

Council will enter into arrangements with Local Buy to act on Council's behalf for registration of corporate apparel with the Textile Clothing and Footwear Development Authority.

Corporate Wardrobe catalogues and order forms are available from the Director of Corporate Services.

The wardrobe should consist of office attire including navy or black trousers (including ½ pants) or skirts with plain or printed blouses and a blazer or cardigan for winter.

Footwear will be of a smart/casual nature, and preferably enclosed for safety purposes.

Thong type shoes are not acceptable footwear.

Employees will be eligible to order uniforms after a three (3) month probationary period. Employees on a maximum term contract will be able to order uniforms if the contract is 12 months or more.

During the probationary period, new staff members are expected to dress in a smart/casual manner, appropriate to the office environment.

Friday's are for casual wear which is the "You'll Dig Richmond" T-Shirt supplied and jeans, corporate pants or skirts. The cost of the "You'll Dig Richmond" T-Shirt will be deducted from the allowance.

##### **The wardrobe subsidy**

For the financial year, Council will pay the first \$635.16 (inclusive of GST) per annum for corporate uniform purchases for full time employees, pro rata for part time employment, with the balance being paid by the employee. Council's contribution may be revised each financial year and increased by CCI (2023 CCI – 6.9%).

#### **5. CLEANING STAFF**

Are eligible for supply of:

- Five (5) shirts;
- Any personal protective equipment required to complete their duties
- Enclosed shoes are required for safety purposes and reimbursement of the cost will be provided in accordance with Council's boot allowance in the Certified Collective Workplace Agreement.

#### **6. OUTSIDE SCHOOL HOURS CARE**

Council will contribute to a fun and vibrant uniform for OSHC staff by way of reimbursement of up to \$400.00 per annum.

One (1) winter jacket every five (5) years embroidered with Richmond Shire Council logo.

Enclosed shoes are required for safety purposes and reimbursement of the cost will be provided in accordance with Council's boot allowance in the Certified Collective Workplace Agreement.

## **7. RICHMOND AGED CARE SERVICE**

Council will supply five (5) polo shirts with RAC logo and five (5) black shorts/pants with Richmond Shire Council logo to all RAC staff (including casuals).

One (1) winter jacket every five (5) years embroidered with Richmond Shire Council logo.

Enclosed shoes are required for safety purposes and reimbursement of the cost will be provided in accordance with Council's boot allowance in the Certified Collective Workplace Agreement. The shoes will be required to encase the entire foot, including the upper section of the foot; the shoe is to have a stout sole and firm uppers; and, the shoe is to have sturdy low heels with slip resistant soles

Shoes specific for wet areas will also be supplied by the Richmond Aged Care Service as required.

Safety equipment will also be provided to the Richmond Aged Care Service employees as determined by the RAC Co-ordinator.

## **8. ORDERING/REIMBURSEMENT**

Council will pay all invoices for uniforms with orders in excess of the yearly allocation per employee billed through Council's Debtors System to the respective employee, at the conclusion of each financial year.

Orders for all uniforms will be co-ordinated by the Store person for outdoor staff and all other orders by the Director of Corporate Services.

Reimbursement will be co-ordinated through creditors and will be subject to the production of an original tax invoice from a registered business.

## **9. REFERENCES**

*Workplace Health & Safety Act 2011*  
*Workplace Health & Safety Regulations 2011*

To be read in conjunction with:

*Richmond Shire Council's Signed Certified Agreement 2018 (EBA).*

## **10. IMPLEMENTATION**

This Policy will commence from the Approval Date (see Section 11). This Policy replaces all other Policies and Procedures of Richmond Shire Council (whether written or not).

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

**11. APPROVAL**

Policy Reviewed: General Council Meeting 21 June 2022  
Resolution Number: 20220621.14

Policy Authorised: Peter Bennett  
Chief Executive Officer

**Item 2.5 Corporate Credit Card Policy**

**EXECUTIVE SUMMARY**

The Corporate Credit Card Policy is due to be reviewed.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Corporate Credit Card Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

There has been one minor change to the Corporate Credit Card Policy.

**Consultation (Internal/External)**

Internal: Peta Mitchell

**Attachments**

Attachment I - Policy

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



## **COUNCIL POLICY**

<b>POLICY TITLE:</b>	<b>CORPORATE CREDIT CARD POLICY</b>
<b>POLICY NUMBER:</b>	<b>013</b>
<b>INFOXPRT REF:</b>	<b>73290</b>
<b>DATE OF ADOPTION:</b>	<b>23 July 2015</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>1 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2024</b>

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### **1. OBJECTIVE**

The objective of this Policy is to state the process and responsibilities for the issue and use of corporate credit cards by specific councillors and employees of Richmond Shire Council ("Council").

### **2. SCOPE**

This Policy applies to all councillors and Council employees who are issued with a corporate credit card or involved in the issue, authorisation or payment process. This Policy does not form part of any employee's contract of employment. This Policy also applies to other persons performing work at the direction of, in connection with, or on behalf of Council (e.g. financial consultants).

This Policy applies to all procurement of goods and services made with a corporate credit card.

Use of a corporate credit card outside the parameters of this Policy must be approved by the Chief Executive Officer.

### **3. BACKGROUND AND PRINCIPLES**

Corporate credit cards can deliver benefits to an organisation through more efficient purchasing and cash management, however if corporate credit card use is not properly controlled the organisation can be exposed to significant risks. The implementation of this Policy will achieve several risk control measures.

All purchases made with a corporate credit card must comply with the Procurement Policy and other relevant Policies/Procedures (e.g. Entertainment and Hospitality Policy; Councillor Expenses Reimbursement Policy). This includes the principles relevant to procurement outlined in the Procurement Policy (i.e. local government principles and sound contracting principles).

To prevent the perception of a conflict of interest, a reward scheme may only be attached to a corporate credit card if this is assessed and approved by the Chief Executive Officer.

### **4. ISSUE OF CORPORATE CREDIT CARDS**

A corporate credit card may be issued at the discretion of the Chief Executive Officer to a councillor or an employee of Richmond Shire Council, where it can be demonstrated that the credit card to a large degree will be the most efficient means of Council procurement for that individual (e.g. their procurement often involves online transactions, or they travel often).

However, the issue of a corporate credit card to a councillor can only occur in accordance with the 'facility entitlement' section of the current Councillor Expenses Reimbursement Policy.

Only one (1) credit account facility shall be maintained by Council, with all credit cards attached to that account. The Chief Executive Officer will determine the credit limit for the account facility, the transaction limits (if any), and the monthly credit limit for each cardholder, with due consideration of financial delegations. Limits may be increased or decreased at the discretion of the Chief Executive Officer, however as a risk control measure the limit will only be appropriate to the employee's/councillor's anticipated purchasing needs, and may be for an amount less than their financial delegation.

To issue a corporate credit card:

- the employee/councillor will be provided with a copy of the following Policies:
  - the Procurement Policy;
  - the Entertainment and Hospitality Policy;
  - the Councillor Expenses Reimbursement Policy (for councillors); and
  - any other Policies/Procedures deemed relevant;
- the employee/councillor and the Chief Executive Officer must complete and sign the Corporate Credit Card Agreement;
- the signed Corporate Credit Card Agreement shall be forwarded to the Finance Officer for the details to be included in the Corporate Credit Card Register. The Agreement will then be registered in InfoXpert and filed on the employee's personnel file.

Council will include in the Corporate Credit Card Register the credit card number, expiry date of the credit card, date issued, credit limit, and transaction limit (if applicable). The Chief Executive Officer will periodically review the suitability of corporate credit card provision and credit card limits.

The issue of a corporate credit card is a privilege, not a right, and the Chief Executive Officer can revoke a credit card at any time if the credit card is not used in accordance with this Policy and/or other relevant Policies/Procedures (e.g. Procurement Policy; Entertainment and Hospitality Policy).

## **5. SECURITY OF CORPORATE CREDIT CARDS**

Corporate credit card holders are responsible for all transactions undertaken on the card they have been issued and accepted. The cardholder is required to keep safe custody of the card and ensure that its details are not released to persons other than Council staff involved with the payment/ordering process. The cardholder must ensure they do not keep a Personal Identification Number (PIN) near the credit card, and must keep the credit card in a place where other people cannot easily access it.

Immediately upon receiving a corporate credit card the cardholder is to sign the back of the corporate credit card. The cardholder is expected to adhere to the other security recommendations of the issuing credit provider (e.g. National Australia Bank).

The Council supervisor of a cardholder will be required to review and approve the monthly reconciliation statement to verify that all transactions are appropriate (refer to Section 10).

The corporate credit card details will not be communicated or accessible to most staff. Documents containing the credit card details (e.g. Corporate Credit Card Register) will be stored in a secure place on Council's system, where they can only be accessed by the Chief Executive

Officer, Director of Corporate Services, Finance Officer, and the Administration Officer. The credit card details are not to be provided to any other staff member or councillor.

## **6. USE OF CORPORATE CREDIT CARDS**

### **6.1 Types of Purchases**

A corporate credit card will typically be used for:

- making online purchases (e.g. flight/accommodation bookings; software purchases);
- travel-related expenses (e.g. taxi fares, meals);
- one-off purchases where it is inefficient to create an account; and
- purchases from suppliers who do not offer accounts (e.g. print media advertising).

### **6.2 Appropriate Use**

The holder of a corporate credit card must:

- use the card only for purchasing goods and services for Council business and where the items are in the current budget;
- ensure that they do not exceed their financial delegations or credit card limits when making purchases;
- ensure that all purchases made with the corporate credit card comply with this Policy, Council's Procurement Policy, and other relevant Policies/Procedures (e.g. Entertainment and Hospitality Policy; Councillor Expenses Reimbursement Policy);
- ensure all transactions made using the corporate credit card have been properly authorised as outlined in this Policy, and investigate any discrepancies or unauthorised transactions;
- ensure that all tax invoices/receipts are obtained from the supplier for each purchase. Note – EFTPOS receipts and credit card statements are not acceptable by themselves. The invoice/receipt must contain:
  - the words "Tax Invoice" or "Tax Receipt" displayed prominently;
  - the date of issue of the invoice/receipt;
  - the name of the supplier;
  - the Australian Business Number (ABN) of the supplier;
  - a description – including quantity – of the items supplied (note – a general description such as "goods" is inadequate); and
  - the price of the goods/services, including Goods and Services Tax (GST) if applicable, and which particular goods/services the GST relates to;
- submit all tax invoices/receipts to the Finance Officer in a timely manner, as outlined in Section 10;
- provide the relevant job cost code or general ledger number for each transaction; and
- report any loss, theft or misuse of the corporate credit card to the Chief Executive Officer or Director of Corporate Services immediately.

A Council employee who is not a cardholder may request to use a cardholder's credit card to make a payment/purchase. To do so, they will complete and submit a Corporate Credit Card Authorisation Form for the cardholder's approval, with a tax invoice attached (if applicable). In these circumstances, the person seeking use of the credit card must assist the cardholder in meeting the requirements of this Policy (e.g. provide an appropriate job cost code and description; ensure that the supplier provides an appropriate tax invoice and receipt; ensure that documentation is forwarded to the Finance Officer for reconciliation – refer to Section 10).

### **6.3 Inappropriate Use**

A corporate credit card is not to be used:

- for payment/procurement outside Council's Policy and Procedure framework (unless approved by the Chief Executive Officer);
- for payment/purchases that are made for personal use. This includes payment of any travel expenditure for family members accompanying the cardholder on business trips (unless such expense is to be paid by Council, as authorised by a Council Policy/Procedure or Certified Agreement);
- to withdraw cash or obtain a cash advance;
- where Council has an account for payment of goods or services with the supplier;
- where there is a more efficient procurement process;
- where the purchase is not appropriate for Council's requirements, is surplus to Council's needs, and/or is excessive in cost; or
- where the payment is for goods or services which are either unavailable or not complete at the time of transaction.

### **6.4 Arranging Payment**

When a person wishes to use a corporate credit card to make a payment, in most circumstances they will need to first complete a Corporate Credit Card Authorisation Form and attach the relevant tax invoice (if applicable). Where the cardholder does not have easy access to a form (e.g. they are travelling and using the credit card for the purchase of meals, taxi fares etc), the form **must** be completed as soon as practicable, and the receipts attached to it.

Before signing the Authorisation Form, the cardholder must be sure that the Authorisation Form has an appropriate job cost code and description that demonstrates the purpose of the purchase. For instance, a description of "air fare" is not sufficient – additional information must be provided to demonstrate what conference/meeting the air fare relates to. If the transaction relates to entertainment, the cardholder must document how many people they entertained, what the entertainment was in relation to (i.e. what host event), and the names of Council employees who participated in the entertainment for Fringe Benefit Tax purposes.

Once the Authorisation Form is completed and signed by the cardholder, the payment can be performed by the cardholder or another appropriate person who has authorised access to the credit card details (e.g. Administration Officer) (e.g. they may make an online payment or payment over the telephone, or via email or facsimile). The person who arranged the payment must obtain and attach the relevant tax invoice/s and receipt/s to the completed Authorisation Form and forward it promptly to the Finance Officer for reconciliation (refer to Section 10).

## **7. MISUSE OF CREDIT CARD**

Misuse of a corporate credit card includes:

- payments/purchases made as outlined in Section 6.3;
- where the tax invoice/receipt submitted for a credit card transaction does not provide sufficient information of the purchase (refer to Section 6.2);
- fraud, theft and embezzlement (including seeking reimbursement for a purchase that was paid by a corporate credit card); and
- where receipts and authorisation forms are not submitted promptly to Council's finance section for reconciliation, as outlined in Section 10.

Suspected misuse of a corporate credit card must be reported to the Chief Executive Officer or Director of Corporate Services immediately.

Suspected misuse of a corporate credit card will result in a temporary suspension being placed on the credit card, and an investigation by the Finance Officer, Director of Corporate Services or Chief Executive Officer.

Misuse of a corporate credit card may result in reimbursement of costs by the cardholder, criminal charges against the cardholder, and disciplinary action taken against the cardholder (which may include termination of employment). Meanwhile, the *Local Government Act 2009* has specific penalties that apply to councillors, and the misuse may also be reported to an external agency as appropriate (e.g. Crime and Corruption Commission).

Any misuse of a corporate credit card will require a Risk Assessment to be performed, Council's Risk Register to be updated, and action taken as appropriate to control the risk of misuse (refer to Council's Enterprise Risk Management Policy and Guidelines).

## **8. LOST / STOLEN CREDIT CARD**

In the event that the cardholder loses or misplaces their corporate credit card they will need to report this to the National Australia Bank by telephone as soon as they discover the loss/theft, and also to Council's Chief Executive Officer or Director of Corporate Services, so that the credit card can be suspended or cancelled. Written notification must also be forwarded to the Chief Executive Officer as soon as practical.

## **9. ABSENCE FROM WORK / CEASING EMPLOYMENT**

In the event that a cardholder ceases employment/ceases to be a councillor, takes an extended period of leave, or they move to a position which does not require the use of a corporate credit card, the cardholder must notify the Chief Executive Officer or Director of Corporate Services two (2) weeks before their cessation date to arrange final payment, reconciliation and cancellation of the corporate credit card.

All surrendered corporate credit cards must be returned to the Finance Officer or Director of Corporate Services who will make arrangements for the destruction of the card.

## **10. RECONCILIATION OF PAYMENTS**

Cardholders must provide their tax invoices/receipts and authorisation forms to the Finance Officer as soon as possible after the transaction occurs, and **no later than four (4) working days** after the end of the credit card month (20th) (or as soon as possible if the cardholder is travelling at that time, however the cardholder is expected to plan ahead for the reconciliation).

The Finance Officer receives the monthly credit card statement (for the period 21st – 20th) and performs a reconciliation, matching all receipts and authorisation forms for the month against the transactions listed on the statement. There **must** be tax invoices/receipts for all transactions on the monthly statements. If for some extraordinary reason an invoice/receipt cannot be

provided in relation to a payment, the cardholder will need to sign a statutory declaration (witnessed by a Justice of the Peace or Commissioner for Declarations).

The Finance Officer shall perform the reconciliation and provide a print-out to the cardholder to complete as necessary, sign to acknowledge the transactions, and forward on to their supervisor for signature. The Mayor and the Chief Executive Officer will be the 'supervisor' signatory for each other's statements.

If the Finance Officer has not received an Authorisation Form or a receipt for a transaction, they must ask the cardholder to provide this promptly. Refer to Section 12 for failure to provide an Authorisation Form/receipt.

## **11. DOCUMENTATION AND REPORTING**

If changes are made to a credit limit, if a card is cancelled or a new card is being issued, or if changes are made to this Policy or associated Policies/Procedures (e.g. Procurement Policy), the Finance Officer will promptly arrange for correspondence to be sent to the cardholder from the Chief Executive Officer. The correspondence will be registered in InfoXpert and filed on the employee's personnel file.

Documentation relating to corporate credit cards will be registered in Council's electronic records management system, InfoXpert, and/or filed on physical files as appropriate. This includes the Corporate Credit Card Register, signed Corporate Credit Card Agreements, and corporate credit card authorisation forms and reconciliations. Access to the Corporate Credit Card Register, and other documentation that contains the credit card details, may be restricted for security purposes.

## **12. POLICY BREACHES**

A prompt and accurate reconciliation is an important risk control to ensure that Council's corporate credit cards are being used appropriately. If all relevant receipts and authorisation forms are not provided to the Finance Officer within **four (4) working days** after the 20th of the month, and a proper reconciliation and authorisation of credit card payments cannot occur as a result, a cardholder may be temporarily suspended from being able to use a corporate credit card. Repeated failure to submit receipts and Authorisation Forms in a timely manner shall be reported to the Chief Executive Officer and the Director of Corporate Services, and shall be reported by the Chief Executive Officer to a General Council Meeting. The loss of an employee's performance bonus, and/or other disciplinary action, and/or loss of access to a corporate credit card, may also occur where this Policy is not properly adhered to.

## **13. DEFINITIONS**

**Cardholder** – the councillor or employee to whom a corporate credit card is issued in accordance with this Policy.

**Corporate Credit Card** – a credit card for an individual, where the credit card is attached to an account facility in the name of Richmond Shire Council, for the purpose of making payments on behalf of Richmond Shire Council.

**Councillor** – an elected official under the *Local Government Act 2009*.

**Credit Limit** – the dollar limit of the total value of transactions permitted on the individual cardholder's credit card.

**Employee** – for the purposes of this Policy, "employee" will refer to those persons covered by the Scope of this Policy.

**Personal Expenses** – any expenditure which is not directly related to the Council's business operations and activities.

**Procurement** – the purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods and/or services.

**Supervisor** – a person in control of a workplace and staff.

#### **14. REFERENCES**

- *Local Government Act 2009.*
- *Local Government Regulation 2012.*

#### **15. ASSOCIATED POLICIES/FORMS**

- Procurement Policy
- Councillor Expenses Reimbursement Policy
- Entertainment and Hospitality Policy
- Corporate Credit Card Agreement
- Corporate Credit Card Authorisation Form

#### **16. IMPLEMENTATION**

This Policy will commence from the Approval Date (see Clause 17). This Policy replaces all other Corporate Credit Card Policies or Procedures of Richmond Shire Council (whether written or not).

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will be reviewed if Policy changes have been identified as appropriate (e.g. following an audit, or following suspected corporate credit card misuse), if related Policies/Procedures or references change, or when legislative requirements change.

#### **17. APPROVAL**

Policy Reviewed: General Council Meeting 21 June 2022  
Resolution Number: 20220621.15

Policy Authorised: Peter Bennett  
Chief Executive Officer

**Item 2.6 Internal Audit Policy**

**EXECUTIVE SUMMARY**

The Internal Audit Policy is due to be reviewed.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Internal Audit Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

There has been one minor change to the Internal Audit Policy.

**Consultation (Internal/External)**

Internal: Peta Mitchell

**Attachments**

Attachment J - Policy

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



## **COUNCIL POLICY**

<b>POLICY TITLE:</b>	<b>INTERNAL AUDIT POLICY</b>
<b>POLICY NUMBER:</b>	<b>029</b>
<b>INFOXPRT REF:</b>	<b>73231</b>
<b>DATE OF ADOPTION:</b>	<b>23 July 2015</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>1 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2024</b>

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### **1. OBJECTIVE**

The purpose of this Policy is to state and raise awareness of the commitment of Richmond Shire Council ("Council") to implement an internal audit function to identify, assess and mitigate strategic, financial and operational risks, to ensure the long-term sustainability of Council and to ensure that the local government principles of the *Local Government Act 2009* and the ethics principles of the *Public Sector Ethics Act 1994* are being achieved by all Council processes and staff.

### **2. SCOPE**

This Policy applies to all employees, trainees and apprentices of Council. It does not form part of any employee's contract of employment. This Policy also applies to other persons performing work at the direction of, in connection with, or on behalf of Council (e.g. contractors, subcontractors, agents, consultants).

### **3. PURPOSE OF INTERNAL AUDIT**

The internal audit function is a critical component of control assurance required to give Council and the Richmond Shire community confidence that the public monies entrusted to the Council are made use of efficiently, effectively and economically, and in alignment with corporate objectives. An internal audit is a documented program that follows procedures for identifying, analysing, evaluating and documenting information, supported by audit working papers underpinning review findings.

### **4. ROLES AND RESPONSIBILITIES**

Council is responsible for:

- ensuring that an internal audit takes place every financial year;
- establishing a Finance Committee; and
- each financial year, preparing:
  - an internal audit plan (typically a one-year to three-year plan);

- carrying out an internal audit;
- preparing a progress report for the internal audit to be provided to the Finance Committee; and
- assessing compliance with the internal audit plan.

The Executive Team is responsible for ensuring that the recommendations of the audit/Finance Committee are implemented as appropriate throughout Council's processes, plans and work areas. The Executive Team is also responsible for ensuring that staff and councillors are aware of the internal audit purpose, process and timeframe as appropriate.

Council employees and representatives are required to provide the internal auditor with documentation and information as requested to assist the audit process. Council staff may be required to participate in meetings to facilitate this.

## **5. APPOINTMENT OF INTERNAL AUDITOR**

Due to the small size of Council, and to facilitate the impartiality and integrity of the audit process, an external auditing agency will generally be sourced by management to conduct the annual internal audit. The selection of an internal auditor shall occur in accordance with procurement Policy and legislation requirements. Several auditing agencies shall be compared and a selection made based on an assessment of the agencies' local government auditing experience, accreditation (e.g. professional accounting body membership, Institute of Internal Auditors membership), availability, two (2) client references and estimated cost for services. Records of the selection process shall be kept by Council.

## **6. FOCUS OF INTERNAL AUDIT**

The scope of the internal audit function extends to include all departments, programs, sub-programs, functions, funded schemes, interests and entities over which Council has direct management, sponsorship or financial control. Any dispute relating to whether an activity falls within the scope of Council's internal audit function shall be determined by the Chief Executive Officer and may be referred to the Audit Committee.

Approximately six (6) weeks' prior to the internal audit being conducted, Council management will present the internal auditor with the Internal Audit Plan, which will have been finalised in liaison with the internal auditor and the Audit Committee as appropriate.

The Internal Audit Plan will typically establish investigation of issues/concerns such as, but not limited to:

- adherence and measures to facilitate adherence to the local government principles and ethics principles;
- the integrity of Council's financial reporting processes and internal controls, especially in relation to revenue, expenditure, assets and liability processes;
- the integrity of Council's policy, procedure and processes framework, and identifying gaps in non-financial management controls;
- enterprise risk management processes, the risks identified, and recommended control measures;
- regulatory and 'best practice' developments in financial management, corporate governance and human resource management, and recommended applications;
- the organisational structure of Council;

- the internal communication structure and processes (formal and informal) of Council;
- the training, development and induction of staff;
- the performance management of staff;
- the economy, efficiency and sustainability with which Council's resources are employed, identifying opportunities for improvement; and
- the results of operations/programs are consistent with established objectives, whether the objectives are appropriate, and whether the operations/programs are being carried out as planned.

The investigation of such issues and resulting recommendations will assist Council to comply with the local government principles and ethics principles.

The internal auditor will have free and unrestricted access to Council's physical and electronic files and databases, subject to intellectual property and privacy laws, and for use only for the purpose of the internal audit. All employees are to make available any material, system or information to the internal auditor when requested, however if the employee has any concerns they shall discuss this with their supervisor.

The internal auditor has no managerial powers, authorities, functions or duties except those relating to the internal audit function.

## **7. FINANCE COMMITTEE**

### **7.1 Committee Members**

The Finance Committee should comprise individuals with the right combination of skills and experience so that the group possesses broad business, financial management and public sector experience and expertise. The members need to be knowledgeable about Council's operations, particularly the risks and the arrangements in place for the management of these risks.

The Finance Committee will consist of:

- a suitably qualified person with significant experience and skills in financial matters ; and
- two (2) councillors. Where possible, the councillors shall be the councillors whose portfolio comprises corporate governance and budget review/financial management.

If the Chairperson is not present at a Committee Meeting, the members present shall choose a member to serve as Chairperson for the meeting.

### **7.2 Committee Charter**

The Committee may underpin their operations with a charter and/or an annual work plan that outlines the activities that are to be covered at audit committee meetings during the year. The Charter would typically be determined having regard to Council's broader corporate governance framework and the committee's responsibilities and would be approved at a General Meeting. The Committee should focus on the important issues and risks, be forward-looking, and adopt a continuous improvement approach in interactions with Council management.

Effective Finance Committees monitor the implementation of recommendations made by internal and external auditors and other review activities (e.g. enterprise risk management). They ensure that:

- internal audit coverage is aligned with Council's risks;
- there is an appropriate mix of performance and compliance audits; and
- the internal audit includes a focus on the areas of greatest risk.

The Committee members should encourage and maintain open and constructive dialogue with senior management and the internal and external auditors. The Committee may choose to hold separate sessions with auditors and management to achieve the financial oversight responsibilities and obtain feedback for annual self-assessment.

### **7.3 Committee Meetings**

The Finance Committee will meet:

- once to look at the financial statements before they are approved by Council (typically in August);
- once within a month of the finalisation of the audit, to review the results of the internal audit and strategise progress/organisational improvements; and to look at the annual report before it is approved by Council (typically October);
- once to review the progress of the budget process (typically in April); to review and finalise the Internal Audit Plan (in relation to the risks identified in Council's Risk Register); and to ensure that issues from the previous internal audit are being progressed; and
- at least at one (1) of these meetings shall undertake a self-assessment of the outcomes of the Committee (e.g. value of advice to Council).

Committee members may participate in meetings via teleconference or videoconference.

The Director of Corporate Services will arrange the meeting notice and agenda and provide these to the Finance Committee members at least two (2) days before the meeting. The Director of Corporate Services will provide the Committee with the following documents, ready to discuss at each meeting:

- a summary of the recommendations stated in the progress report;
- a summary of the actions that have been taken by Council in response to the recommendations;
- a summary of any actions that have not been taken by Council in response to the recommendations.

At each meeting, the Committee will review:

- the internal audit plan for the internal audit for the current financial year;
- the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
- a draft of Council's financial statements for the preceding financial year before the statements are certified and given to the Auditor-General under Section 212 of the *Local Government Regulation 2012*; and
- the Auditor-General's audit report and Auditor-General's observation report about Council's financial statements for the preceding financial year.

As soon as practicable after each Committee Meeting, the Committee shall provide a written report to the Chief Executive Officer about the matters raised at the meeting and the Committee's recommendations about the matters. The Chief Executive Officer will present the Committee's report to the next Council Meeting (or, if the timeframe does not allow it, the report may be provided to the subsequent Council Meeting).

## **8. CORRECTIVE ACTIONS**

After each Committee Meeting the Executive Team will ensure that the corrective actions arising from the audit and the Committee Meeting discussions are implemented appropriately. This will include changing Council's strategies, processes, policies and formal plans (e.g. Operational Plan, Enterprise Risk Register) to include the corrective actions. It will also include communicating effectively with staff to implement new processes and priorities. This may be through mechanisms such as team meetings, staff newsletters, new/revised Policies/Procedures etc.

The corrective actions will need to have a timeframe for correction, which may be as recommended by the internal auditor, the Finance Committee or another timeframe agreed upon by the Executive Team.

A record of the implementation of corrective actions needs to be maintained by the Executive Team and reported to the Finance Committee in accordance with Section 7.3.

## **9. FORMAL REPORTING**

Should circumstances of financial irregularities, missing property, unlawful incidents/criminal activity or suspected official misconduct arise from an internal audit, this may need to be reported to an official external body in accordance with appropriate legislation (e.g. missing property of \$1,000.00 value or more is to be reported to the Auditor-General, and also to the Queensland Police Service if the property may have been stolen).

The annual report for a financial year must contain the internal auditor's report on the internal audit for the financial year.

## **10. EXTERNAL AUDITS**

Internal audit reports and associated work papers will be available for review by the external auditor's representatives. The internal auditor, external auditor and the Finance Committee will typically liaise to minimise duplication of effort and to ensure that the widest coverage can be undertaken using the available resources.

## **11. DOCUMENTATION**

All documentation relating to the internal audit process will be registered in Council's electronic records management system, InfoXpert.

## **12. DEFINITIONS**

**Councillor** – an elected official under the *Local Government Act 2009*.

**Employee** – for the purposes of this Policy, "employee" will refer to those persons covered by the Scope of this Policy.

**Ethics Principles** – the ethics principles of the *Public Sector Ethics Act 1994* are:

- integrity and impartiality;
- promoting the public good;

- commitment to the system of government; and
- accountability and transparency.

**Internal Auditor** – for the purposes of this Policy, “internal auditor” will refer to all involved persons employed or contracted by the agency/business chosen by Council to perform an internal audit in accordance with this Policy.

**Local Government Principles** – the local government principles of the *Local Government Act 2009* are:

- transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery of effective services; and
- democratic representation, social inclusion and meaningful community engagement; and
- good governance of, and by, local government; and
- ethical and legal behaviour of councillors and local government employees.

**Management** – for the purpose of this Policy, “management” refers to all supervisory staff.

### **13. ASSOCIATED POLICIES / FORMS**

Internal Audit Plan.

### **14. REFERENCES**

*Local Government Act 2009*

*Local Government Regulation 2012*

### **15. IMPLEMENTATION**

This Policy will commence from the Approval Date (see Section 16). This Policy replaces all other Internal Audit Policies and Procedures of Richmond Shire Council (whether written or not).

This Policy will be made available to all corporate staff on Council’s intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when preparing for or following an internal audit if Policy changes have been identified as appropriate, or when legislative requirements change.

### **16. APPROVAL**

Policy Reviewed: General Council Meeting 21 June 2022  
 Resolution Number: 20220621.16

Policy Authorised: Peter Bennett  
 Chief Executive Officer

**Item 2.7 Fraud and Corruption Policy**

**EXECUTIVE SUMMARY**

The Fraud and Corruption Policy is due to be reviewed.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Fraud and Corruption Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

There has been one minor change to the Fraud and Corruption Policy.

**Consultation (Internal/External)**

Internal: Peta Mitchell

**Attachments**

Attachment K- Policy

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



## **COUNCIL POLICY**

<b>POLICY TITLE:</b>	<b>FRAUD AND CORRUPTION POLICY</b>
<b>POLICY NUMBER:</b>	<b>066</b>
<b>INFOXPRT REF:</b>	<b>78989</b>
<b>DATE OF ADOPTION:</b>	<b>27/06/2016</b>
<b>TIME PERIOD OF REVIEW</b>	<b>1 year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2024</b>

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### **1. OBJECTIVES:**

Richmond Shire Council recognizes that fraud and corruption management is an integral part of good governance and management practice. This policy establishes Councils intention to establish and maintain controls which will aid in the prevention and detection of fraud.

Council will adopt fraud prevention and investigation procedures to assist Council, Management, and staff to promote consistent organisational behavior. Guidelines and the assignment of responsibilities will be put in place for the development of fraud prevention controls and those relating to the conduct of investigations into alleged occurrences of fraud.

This policy is applicable to all officers, employees and contractors engaged by the Council regardless of whether they are permanent, temporary, full-time, part-time, or casual employees.

### **2. BACKGROUND AND PRINCIPLES:**

Council has a zero tolerance for fraud and corruption. As part of its corporate responsibility and obligation to all stakeholders, Council will ensure that systems, procedures, and management practices are in place to prevent the occurrence of fraudulent activities.

#### **Role:**

Council will establish an environment in which fraud is not tolerated and will demonstrate a commitment to the rigorous management of fraud risk through appropriate procedures for reporting and investigation.

The aim of the policy is to:

- Avoid any incidence of fraud.
- Minimise opportunities for fraud through effective internal controls, awareness, and appropriate supervision.

- Encourage ethical dealings at all levels of the organisation.
- Ensure compliance with legal and statutory obligations, and.
- Protect the reputation of Council.

### **3. Authorities and Responsibilities:**

- Council is responsible for ensuring that appropriate measures are in place, and tested, for the prevention and detection of fraud.
- The Chief Executive Officer and Directors are responsible for the implementation of this policy and supporting procedures within their areas of responsibility.
- Council employees are responsible for the detection and prevention of fraud within their areas of responsibility and are encouraged to report any suspected case of fraud.

### **4. Recording and Reporting Standards:**

Reporting by staff members plays a crucial role in controlling fraud and corruption. Staff must report any concerns or suspicions that they have about fraudulent or corrupt activity to their immediate Supervisor. If the staff member believes that the supervisor may be involved in the activity, then the report must be made to a more senior person or to the Chief Executive Officer. Concerns and suspicions must be reported as soon as possible. An employee must not attempt to further investigate.

Council will comply with legislation in requirements for reporting matters of fraud and corruption to the Crime and Misconduct Commission, Queensland Police Service and Queensland Audit Office. Council has a mechanism in place for assessing fraud matters and determining its obligations for reporting them to the relevant external agency.

A register must be maintained of reports made and how they are addressed.

### **5. RELATIONSHIPS:**

1. An employee who has an interest in a matter in relation to which he or she is required or authorised to act in the course of official duties must disclose the interest to the Chief Executive officer and must not, unless the Chief Executive Officer otherwise determines, act in relation to the matter.
2. Specific fraud prevention strategies must be implemented that are consistent with overall Council strategies such as defining clear lines for supervisory responsibilities and accountabilities, this places primary responsibility for deterrence and detection with each Director.
3. Council expects similar standards from contractors, volunteers, agencies, or organisations that do business or act on behalf of the Council.
4. Elected members will comply with the Councillors Code of Conduct.
5. All employees of Council have an obligation to adhere to Council's Code of Conduct for staff.
6. During internal assessment of alleged misconduct, the Investigating Officer will refer all cases of suspected official misconduct to the Chief Executive Officer or the Mayor if allegations are against the Chief Executive Officer.

## **6. DEFINITIONS:**

### **Corruption:**

Dishonest activity in which an employee of an organisation acts contrary to the interest of the organisation, to achieve some gain or advantage, or to avoid loss or disadvantage, for the employee or for another person or entity. Corruption can include, but is not limited to behaviour such as fraud, deception, misuse of a position or authority.

### **Fraud:**

Deliberate deception to facilitate or conceal the misappropriation of assets or the taking of an unlawful advantage or benefit.

Fraud may include:

- Theft.
- Obtaining property, a financial advantage, or any other benefit by deception.
- Causing a loss or avoiding or creating a liability by deception.
- Knowingly providing false or misleading information to council or failing to provide information where there is an obligation to do so.
- A breach of trust in the performance of official duties, by which an employee or Council acts contrary to the interests of council to achieve some personal gain or advantage for themselves or for another person or entity.
- Using forged or falsified documents for an improper purpose.
- Deliberate misstatement of accounting information for an improper purpose.

### **Official Misconduct:**

Official misconduct is defined as any misconduct connected with the performance of an officer's duties that:

- Is dishonest or lacks impartiality,
- Involves a breach of trust, or
- Is a misuse of officially obtained information.

To be considered official misconduct, the conduct must constitute a criminal offence or be serious enough to justify dismissal.

## **7. RELATED DOCUMENTS:**

Richmond Shire Council Enterprise Risk Management Policy  
Richmond Shire Council Code of Conduct  
Richmond Shire Council Fraud and Corruption Management Plan

## **8. RELEVANT LEGISLATION:**

*Local Government Act 2009*  
*Financial Accountability Act 2009*  
*Crime and Misconduct Act 2001*  
*Public Interest Disclosure Act 2010*  
*Local Government Regulation 2012*

## **9. IMPLEMENTATION**

This Policy will commence from the Approval Date. This Policy replaces all other acceptable requests Policies and Procedures of Richmond Shire Council (whether written or not).

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g., audit recommendations), or when legislative requirements change.

## **10. APPROVAL**

Policy Reviewed: General Council Meeting 21 June 2022  
Resolution Number: 20220621.19

Policy Authorised: Peter Bennett  
Chief Executive Officer

**Item 2.8 In-Kind Requests Policy**

**EXECUTIVE SUMMARY**

The In-Kind Requests Policy is due to be reviewed.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the In-Kind Requests Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

There have been a few minor changes to the In-Kind Requests Policy.

*Changes to be noted:*

The Director of Community Services and Development approves requests under the **Approval Process**. The Chief Executive Officer has been removed.

Under the **Bond** section the amount of the bond has been removed and it is now noted that it will be in correlation with the current fees and charges.

**Consultation (Internal/External)**

Internal: Angela Henry

**Attachments**

Attachment L – Policy

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



## COUNCIL POLICY

<b>POLICY TITLE:</b>	<b>IN-KIND REQUESTS POLICY</b>
<b>POLICY NUMBER:</b>	<b>067</b>
<b>INFOXPRT REF:</b>	<b>82546</b>
<b>DATE OF ADOPTION:</b>	<b>06 December 2016</b>
<b>TIME PERIOD OF REVIEW</b>	<b>3 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2026</b>

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### **1. OBJECTIVE**

To provide community organisations and members with a clear understanding of the amount of in-kind support they can ask for.

### **2. SCOPE**

This Policy applies to all in-kind requests received.

### **3. RELEVANT LEGISLATION**

*Local Government Act 2009*

### **4. PROCEDURE**

#### **4.1 Approval process**

All in-kind requests must be submitted to the Director of Community Services and Development for approval.

#### **4.2 Entitlement**

All not for profit community organisations can apply for in-kind requests. Any member of the community also has the right to request in-kind support so long as the request is for a not-for-profit event (i.e. raising money for charity). Council will also allow the Richmond State School to apply for in-kind requests.

#### **4.3 Bond**

A bond shall be payable any in-kind request against any damage of property. The amount will be in correlation with the current fees and charges.

#### **4.4 Items that fall under In-Kind Requests**

The following items will be made available for in-kind requests so long as it does not impact Council's operations:

- 22 seater coaster bus (to be cleaned and refuelled by applicant prior to return)
- 11 seater bus (to be cleaned and refuelled by applicant prior to return)
- Wheelie bins (10 maximum)
- Plastic chairs

- Tables
- Generator
- Portaloos
- BBQ – gas not supplied
- Maximum 4 Council workforce staff – ½ day only

#### **4.5 Frequency of requests**

Each organisation or community member may make **one** (1) request for support per calendar year. The only exception to this will be for the Richmond State School and Junior Rugby League with their requests for bus hire where Council will allow **five** (5) requests per year.

#### **4.6 Misconduct**

Should any community organisation or member destroy any of Council's equipment other than by way of an accident, then they will be banned from any future requests.

### **5. IMPLEMENTATION**

This Policy will commence from the Approval Date (see Section 6).

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g., audit recommendations), or when legislative requirements change.

### **6. APPROVAL**

Policy Reviewed: General Council Meeting 18 June 2020  
Resolution Number: 20200618.17

Policy Authorised: Peter Bennett  
Chief Executive Officer

**Item 2.9 CHSP Client Contribution Policy**

**EXECUTIVE SUMMARY**

The CHSP Client Contribution Policy is due to be reviewed.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the CHSP Client Contribution Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

There has been one minor change to the CHSP Client Contribution Policy.

**Consultation (Internal/External)**

Internal: Angela Henry

**Attachments**

Attachment M- Policy

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



## **COUNCIL POLICY**

<b>POLICY TITLE:</b>	<b>CHSP CLIENT CONTRIBUTION POLICY</b>
<b>POLICY NUMBER:</b>	<b>081</b>
<b>INFOXPRT REF:</b>	<b>109910</b>
<b>DATE OF ADOPTION:</b>	<b>17 August 2021</b>
<b>TIME PERIOD OF REVIEW</b>	<b>Annual</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2024</b>

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## **PURPOSE**

The Australian Government subsidises CHSP services, however Richmond Aged Care will ask you to contribute towards the cost of your care.

Generally, you will also be asked to pay for consumables, such as continence aids, used in the course of your care. Clients with a Centrelink Health Care Card or Pensioner Concessioner Card can access MASS (Medical Aids Subsidy Scheme) through Richmond Aged Care.

As outlined in the national Client Contribution Framework, Commonwealth Home Support Program (CHSP) clients who can afford to contribute to the costs of their package of care or support are required to make financial contributions to that package.

## **RELEVANT LEGISLATION:**

*Department of Social Services – CHSP Client Contribution Framework*  
*National Guide to the CHSP Client Contribution Framework*  
*CHSP Programme Manual*

## **PRINCIPLES**

The following principles must be applied when determining the amount of contribution to be made by a client:

- All clients who can afford to make contributions to their CHSP services should do so
- Clients shall be advised of the need to make contributions when they make enquiries about services, and prior to the commencement of service
- Clients shall be advised exactly what their contribution will be. If the contribution is revised, the client must be advised of the revised contribution prior to the change
- In the case of financial hardship, client's ability to contribute shall be assessed via the Centrelink Hardship payment application form –

determinations about the ability to pay will not be made by Richmond Shire Council. Refusal to pay does not constitute inability to pay

- Contributions made by clients will only subsidise the costs of the service – contributions made will not meet the full costs of that particular service. The revenue raised by contributions shall offset the ongoing operational costs of Richmond Aged Care
- Richmond Aged Care can provide short term intensive services under CHSP whilst a client is awaiting a home care package
- If a Home Care Package is offered to the client and declined, Services will revert back to 1-2 services a week as per CHSP standards, any additional services or products required will be charged at the current fees and charges
- Non-payment of fees will be as per the Debt Recovery Policy

## **IMPLEMENTATION**

This Policy will commence from the Approval Date. This Policy replaces all other Client Contribution Polices of Richmond Shire Council (whether written or not).

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

## **APPROVAL**

Policy Reviewed: General Council Meeting 25 October 2022

Resolution Number: 20221025.7

Policy Authorised: Peter Bennett  
Chief Executive Officer

**Item 2.10 Horse Paddock Hire Policy**

**EXECUTIVE SUMMARY**

The Horse Paddock Hire Policy is due to be reviewed.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Horse Paddock Hire Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

There has been a one minor change to the Horse Paddock Policy.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment N - Policy

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



## COUNCIL POLICY

<b>POLICY TITLE:</b>	<b>HORSE Paddock HIRE POLICY</b>
<b>POLICY NUMBER:</b>	<b>084</b>
<b>INFOXPRT REF:</b>	<b>114440</b>
<b>DATE OF ADOPTION:</b>	<b>19 April 2022</b>
<b>TIME PERIOD OF REVIEW</b>	<b>1 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2024</b>

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## **PURPOSE**

To establish criteria for the stabling of horses in the town area to residents of Richmond Shire Council on the allocated horse paddocks

## **CONDITIONS:**

1. Applicants must NOT own property any more than 249 hectares of grazing land within or outside the Richmond Shire Council.
2. Applicants are allowed only one paddock per primary residence.
3. Applicants must be a current permanent resident of the Shire.
4. Applicants must be a bona fide owner of the horses to be paddocked.
5. Applicants must be over eighteen (18) years of age.
6. Four (4) horses per paddock are allowed. No stallions or rigs are permitted.
7. It is the responsibility of the applicants to ensure that the horses are:
  - a. Properly cared for which includes but is not limited to:
    - i. **adequate feed and water as deemed by the appropriate authorities**
  - b. Suitably restrained to paddock and unable to wander at large.  
Applicants are required to maintain the fencing.
  - c. Unable to cause sickness, injury or danger to other people or animals
  - d. Unable to cause a nuisance or hazard to health and safety.
  - e. Any RSPCA warnings received by a horse owner will result in having their paddock hire revoked.
8. Hire charges are fixed by Council and are payable yearly in advance, accounts will be issued in September. Pro-rata monthly hire will be allowed for new applicants. An updated application will need to be completed yearly with the payment
9. Fourteen (14) days notice in writing must be given to Council if the paddock is surrendered due to any reason. A credit note or refund will be issued for the remaining months pro-rated.
10. Failure to pay horse paddock fees will be in line with Council's Debt Collection Policy and may result in the impoundment of livestock which Council can auction to recoup outstanding debts.

11. Applicants must complete a waiting list application and will be notified by Council when a paddock becomes available. Council may use its discretion to grant or refuse any application.
12. Council reserves the right to inspect the horse paddocks at any time for any reason.
13. Paddocks are required to be kept clean and tidy including all rubbish, unnecessary wire and hay string. After three (3) written warnings in twelve (12) months, the hire agreement will be cancelled.
14. The applicant will be liable for any damages to the horse paddock.

## **POLICY**

Council will provide a trough and water access. No taps are to be installed near the trough. Taps can only be installed near the fence. No sprinkler use is allowed at the paddocks.

Any shelter or shade construction is to be approved by the Rural Land Officers. A record will be maintained of any structures.

## **ATTACHMENTS**

- Application to hire horse paddocks
- Debt Collection Policy

## **IMPLEMENTATION**

This Policy will commence from the Approval Date. This Policy replaces all other Agistment Policies of Richmond Shire Council (whether written or not).

A copy of this policy will be provided to all hirers.

This Policy will be made available to all corporate staff on Council's network and website. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

## **APPROVAL**

Policy Reviewed: General Council Meeting 19 April 2022  
Resolution Number: 20220419.6

Policy Authorised: Peter Bennett  
Chief Executive Officer

**Item 2.11 Investigations Policy**

**EXECUTIVE SUMMARY**

The Internal Auditors noted that Council did not have an Investigations Policy and advised that it is a requirement. The Investigations Policy has been created and ready to adopt.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Investigations Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

The Internal Auditors noted that Council did not have an Investigations Policy and advised that it is a requirement. The Policy is in correlation with Richmond Shire Council's Procurement Policy and Code of Conduct.

**Consultation (Internal/External)**

Internal: Peta Mitchell

**Attachments**

Attachment O - Policy

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



## COUNCIL POLICY

**POLICY TITLE:** INVESTIGATIONS POLICY

**POLICY NUMBER:** 086

**INFOXPRT REF:**

**DATE OF ADOPTION:** 20 June 2023

**TIME PERIOD OF REVIEW:** 2 Year

**DATE OF NEXT REVIEW:** 20 June 2025

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### **PURPOSE AND SCOPE**

This policy sets out a process for dealing with complaints in regards to suspected inappropriate Councillor conduct as required by section 150AE of the Local Government Act 2009. However, this policy does not apply to Councillor conduct that is misconduct, corrupt conduct or unsuitable meeting conduct.

This policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

### **DEFINITIONS**

**Assessor** means the Independent Assessor appointed under section 150CV of the LGA.

**behavioural standard** means a standard of behaviour for Councillors set out in the Code of Conduct approved under section 150E of the LGA

**conduct** includes—

- (a) failing to act; and
- (b) a conspiracy, or attempt, to engage in conduct

**Councillor conduct register** means the register required to be kept by Council as at out in section 150DX of the LGA

**inappropriate conduct** see section 150K of the LGA

**investigation policy**, refers to this policy, as required by section 150AE of the LGA

**investigator** means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor

**LGA** means the Local Government Act 2009

**local government** meeting means a meeting of—

- (a) a local government; or
- (b) a committee of a local government.

**misconduct** see section 150L of the LGA

**model procedures** see section 150F of the LGA

**natural justice** – a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.

**referral notice** see section 150AC of the LGA

**Tribunal** means the Councillor Conduct Tribunal as established under section 150DK of the LGA

**unsuitable meeting conduct** see section 150H of the LGA

## **POLICY PROVISIONS**

### **Confidentiality**

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the Local Government Act 2009, other applicable legislation or this investigation policy.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the Local Government. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to the local government may be contrary to section 171(3) of the Local Government Act 2009 and dealt with as misconduct.

### **Natural Justice**

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

"Natural justice" or procedural fairness, refers to three key principles:

- the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing);
- the investigator(s) should be objective and impartial (absence of bias); and
- any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct complaint must be told of the case against them including any evidence and be provided with an opportunity to respond in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Ensuring decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidentiary material. A proper examination of all the facts in issue means the investigation must give proper and genuine consideration to each party's case.

### **Assessor's Referral**

Where the Assessor has determined a referral is necessary, Council will receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. The referral notice will include details of the conduct and any complaint received about the conduct, state why the Assessor reasonably suspects that the Councillor has engaged in inappropriate conduct and include information about the facts and circumstances that form the basis of the Assessor's reasonable suspicion.

The referral notice may be accompanied by a recommendation from the Assessor about how Council may investigate or deal with the conduct. The recommendation of the Assessor may be inconsistent with this policy.

The investigation must be conducted in a way consistent with:

- any recommendations of the Assessor;
- to the extent that this policy is not inconsistent with the recommendation of the assessor – this investigation policy; or
- in another way the Council decides by resolution

### ***Receipt of Assessor's referral***

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors as a confidential document.

Should the Mayor or a Councillor (other than the subject of the complaint or the complainant) disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

### ***Investigator***

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves an allegation about the conduct of the Mayor or the Mayor as the complainant, then the Chief Executive Officer may refer the suspected inappropriate conduct to the President of the Tribunal, or another entity, to investigate and make recommendations to the Council about dealing with the conduct.

### ***Early Resolution***

Before beginning an investigation, the investigator should consider whether the matter is appropriate for resolution prior to the investigation. This consideration can include any recommendations made by the assessor.

A matter is only appropriate for early resolution if the parties to the matter both voluntarily agree to explore early resolution. The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this Investigation Policy.

If the matter is resolved prior to investigation, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the councillor conduct register to reflect this.

### ***Timeliness***

The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight (8) weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight (8) weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time, further noting any valid extension request will not be unreasonably withheld.

### ***Assistance for Investigator***

If the Mayor, or another Councillor appointed by Council resolution, is the investigator of a complaint of suspected inappropriate conduct, the Mayor or Councillor may use section 170A of the Local Government Act 2009 to seek advice or information during the investigation from a local government employee.

The Mayor is authorised by Council to expend money as reasonably necessary to engage contractors for the purposes of an investigation, though engagement must in accordance with

the Council's Procurement Policy.

### ***Possible Misconduct or Corrupt Conduct***

If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.

If during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or Crime and Corruption Commission to be inappropriate conduct.

### ***Completion of Investigation***

On the completion of an investigation, the investigator will provide a report to the Council outlining as appropriate:

- The investigation process
- The investigation findings
- Documents or other evidence obtained
- Confirmation that the subject Councillor has been provided with an opportunity to respond to the complaint and the evidence gathered
- A statement of any relevant previous disciplinary history
- Any recommendations about dealing with the conduct

If there is risk to the health and safety of the complainant, under section 275 of the Local Government Regulation 2012, Council may resolve that the meeting be closed to the public for the Councillors to consider the investigation report and any recommendations.

Council (with the exception of the Councillor at the subject of the investigation and the complainant, if another Councillor) will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action will it take under section 150AH of the Local Government Act 2009.

### ***Disciplinary Action Against Councillors***

If Council decides at the completion of the investigation that the Councillor has engaged in inappropriate conduct, Council may:

- (i) order that no action be taken against the Councillor, or
- (ii) make an order outlining action the Councillor must undertake in accordance with section 150AH(1)(b) of the Local Government Act 2009.

### ***Notice About the Outcome of the Investigation***

After an investigation is finalised, Council must give notice of the outcome of the investigation to the person who made the complaint about the Councillor/s conduct that was the subject of the investigation.

### ***Councillor Conduct Register***

The Chief Executive Officer must ensure decisions about suspected inappropriate conduct of a Councillor are entered into the Councillor Conduct register.

Where a complaint has been withdrawn by the complainant, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

### ***Expenses***

Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council;
- an independent investigator engaged on behalf of, or by the Tribunal;
- an independent investigator engaged on behalf of Council;

- travel where the investigator was required to travel to undertake the investigation or to interview witnesses;
- seeking legal advice; or
- engaging an expert.

Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct. Any costs incurred by complainants, or the subject Councillors will not be met by Council.

### **REFERENCES**

- Local Government Act 2009
- Local Government Regulation 2012
- Crime and Corruption Act 2001
- Procurement Policy
- Code of Conduct
- [Councillor Conduct Tribunal | State Development, Infrastructure, Local Government and Planning](#)

### **POLICY REVIEW**

The policy is to be reviewed whenever legislation changes, OR every two years if no changes have been required to be enacted, at the direction of the Chief Executive Officer.

### **APPROVAL**

Adopted at the Council Meeting held on 20 June 2023.

Policy Reviewed:       General Council Meeting 20 June 2023

Resolution Number:

Policy Authorised:     Peter Bennett  
                                  Chief Executive Officer

**Item 2.12 Grid Replacement Policy**

**EXECUTIVE SUMMARY**

Council adopted a new Grid and Gate Policy at the May Council Meeting which makes the current Grid Replacement Policy obsolete. It is requested that Council revoke the Grid Replacement Policy.

**OFFICER'S RECOMMENDATION**

*That Council: revoke the Grid Replacement Policy.*

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**Budget & Resource Implications**

N/A

**Background**

It is requested that Council revoke the Grid Replacement Policy as it is now obsolete due to Council adopting a new Grid and Gate Policy.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment P - Policy

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



## **COUNCIL POLICY**

<b>POLICY TITLE:</b>	<b>GRID SUBSIDY REPLACEMENT PROGRAM</b>
<b>POLICY NUMBER:</b>	<b>044</b>
<b>INFOPERT REF:</b>	<b>48677</b>
<b>DATE OF ADOPTION:</b>	<b>23 June 2011</b>
<b>TIME PERIOD OF REVIEW</b>	<b>Annual</b>
<b>DATE OF NEXT REVIEW:</b>	<b>July 2022</b>

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### **1. OBJECTIVES:**

To encourage the installation of grids on local roads to improve overall safety.

### **2. ACCOCIATED POLICIES AND FORMS:**

- 044 – Grid Replacement Policy
- Grid Application
- 082 – Gates and Grids Policy

### **3. PROCEDURE:**

Council will receive application forms through the Works Department to fill in and return for discussion at the next Council Meeting. Council will accept up to six (6) grids for a financial year. Issues such as road hierarchy and safety shall be taken into account.

When an application is added to the Agenda, the number of grids approved for that Financial Year must also be submitted so that Council know how many grids have been approved at that time.

Council will consider replacement of gates with grids.

To be eligible for the subsidy, landholders must agree to contribute an amount as set in the adopted fees and charges. This agreement is bound with the signature of the landholder on the application form.

Once installed the grid and signage shall remain the responsibility of the Richmond Shire Council. Council will not be responsible for periodic cleaning of the grid, cleaning out of the grid is the responsibility of the landholder.

The cost of installation of such grids shall be \$5,000.00 plus signage for the landowner.

### **4. STANDARD**

4.0m x 2.4m and 0.5m deep minimum, with the option of open ended on a case by case basis.

An audit of the grids is to be carried out prior to installation of the grid subsidy approved program. The audit is to determine whether the grids can be upgraded with cement ends mounted to the abutments as an alternative.

## **5. IMPLEMENTATION**

This Policy will commence from the Approval Date (see Section 6). This Policy replaces all other Grid Replacement Program Policies of Richmond Shire Council (whether written or not).

This Policy will be made available to all corporate staff on Council's Records Management System, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

## **6. APPROVAL**

Policy Reviewed: General Council Meeting 18 January 2022

Resolution Number: 20220118.4

Policy Authorised: Peter Bennett  
Chief Executive Officer



Office Hours: Monday – Friday 8:20am – 5:00pm  
 P: 07 47 193 377 PO Box 18 Richmond Q 4822  
 F: 07 47 193 372 65 Goldring St, Richmond Q 4822  
[enquiries@richmond.qld.gov.au](mailto:enquiries@richmond.qld.gov.au) [www.richmond.qld.gov.au](http://www.richmond.qld.gov.au)

### APPLICATION TO INSTALL / RENEW A GRID

If you have any specific enquiries regarding how to complete this form, please contact Council. Please complete this application in BLOCK LETTERS using black pen and tick boxes where applicable. If a question does not apply, please indicate by writing "NA".

Applicant Details			
Name:			
Postal Address:			
Residential Address:			
Phone (W):		Phone (H):	
Mobile:		Fax:	
Email:			
Preferred Contact Method:	<input type="checkbox"/> Phone	<input type="checkbox"/> Mail	<input type="checkbox"/> Email
Signature:	Date: ...../ ...../ .....		
Privacy Collection Notice:	<i>Richmond Shire Council is collecting your name, residential address and telephone number in accordance with the Local Government Act 2009 in order to process your application. The information will only be accessed by employees of Richmond Shire Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.</i>		
Grid Details			
Name of Owner(s):			
Lot on Plan:			
Name of Road Grid to be installed on:			
Adjacent Properties:			
Chainage (Location):			

**Signatures**

**Signature of Applicant:**

**Date:** ...../ ...../ .....

**Signature of Owner:**

**Date:** ...../ ...../ .....

**Signature of Owner:**

**Date:** ...../ ...../ .....

**Attachments**

- 1. Richmond Shire Council Policy- Grid Subsidy Replacement Program

**Office use only – Recommendation / Approval**


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

**Item 4.1 Payment of Fees Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Payment of Fees Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Payment of Fees Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Payment of Fees 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)**

# PAYMENT OF FEES POLICY

Under the *Education and Care Services National Regulations*, an approved provider must ensure that policies and procedures are in place for the payment of fees and the provision of a statement of fees charged by the service and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021).

Out of School Hours Care provides quality education and care for primary school-age children outside school hours and during school holidays. Our OSHC Service supports children to engage in play and leisure activities, develop new skills and build relationships with other children and educators whilst supporting workforce participation of parents and carers. Our OSHC Service is committed to providing quality education and care to all children at an affordable fee for families.

As an approved childcare service, Child Care Subsidy (CCS) is available to reduce fees to eligible families. Our fee structure is based on our ability to provide the requirements of the Education and Care National Law and National Regulations, Family Assistance Law, the Australian Taxation Office and guidelines contained in the Child Care Provider Handbook.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service
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	
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
172	Notification of change to policies and procedures

## RELATED LEGISLATION

<p>Child Care Subsidy Secretary’s Rules 2017 A New Tax System (Family Assistance) Act 1999</p>	<p>Family Law Act 1975 Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G <a href="https://www.dese.gov.au/resources-child-care-providers/resources/child-care-provider-handbook">https://www.dese.gov.au/resources-child-care-providers/resources/child-care-provider-handbook</a></p>
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**RELATED POLICIES**

<p>CCS Accounts Policy Child Care Subsidy (CCS) Governance Policy Dealing with Complaints Policy (Families) Delivery of Children to, and Collection from and Education and Care Service Premises</p>	<p>Enrolment Policy Fraud Prevention Policy Governance Policy Privacy and Confidentiality Policy Termination of Enrolment Policy</p>
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**PURPOSE**

For parents to gain a clear understanding of the Outside School Hours Care Service fee structure, payment requirements and Child Care Subsidy benefits prior to enrolment. This policy explains process of fee payment and the necessity of ensuring children’s fees are paid on time and consequences for failure to pay fees on time.

**SCOPE**

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

**IMPLEMENTATION**

Our OSHC Service aims to ensure families understand the fee schedule and payment process required for education and care to be provided for their child. We are committed to meet our obligations to maintain financial integrity and comply with all Child Care Subsidy legislative requirements. We have effective compliance systems in place to ensure childcare funding is administered appropriately. Our OSHC Service ensures the confidentiality and privacy of all personal information provided to the Service about the enrolled child and family.

The fee structure of the OSHC Service includes:

**General Fees**

- Fees are charged for each session for after school care and per day for vacation care programs
- Fees payable by families vary depending on the amount of Child Care Subsidy (CCS) rebate each family receives
- CCS is paid directly to the Service and this is used as a fee reduction (visible on a family’s statement).

- Families are required to pay the difference between the fee charged and the subsidy amount- the 'gap' amount
- Fees are payable for every session that a child is enrolled at the OSHC Service. **Excludes periods** when the Service is closed. The Service may be closed due to periods of public holidays, local emergency such as bushfire or flood or pandemic.
- Fees are charged for full sessions or half sessions for Vacation care only.
- Families are requested to contact the Service if their child is unable to attend a particular session.
- Casual days may be offered to families if available within the OSHC Service's license.

### Child Care Subsidy (CCS)

- Parents/guardians are required to register for CCS through their [myGOV](#) account linked to Centrelink and provide documentation to support the CCS payment
- Basic requirements that must be satisfied for an individual to be eligible to receive Child Care Subsidy.

The child must:

- be a 'Family Tax Benefit child' or 'regular care child' and
- be 13 or under and not attending secondary school and
- meet immunisation requirements

The person claiming the Child Care Subsidy, or their partner must:

- meet residency requirements and
- be liable to pay for care provided under a Complying Written Arrangement (their written agreement) with their childcare provider
- childcare must be provided by an approved provider
- Families level of Child Care Subsidy will be determined by:
  - Combined family income
  - Activity test of parents
  - Type of early learning and childcare Service.
- Child Care Subsidy will be provided directly to the Service and this amount deducted from the parent/family account.
- Families must regularly check their details are correct and report a change in circumstance to Centrelink- (family income, activity levels, relationship changes or any other changes to their circumstances).
- Any disputes with CCS payments is the responsibility of the family. The family will be referred to contact Centrelink directly for any enquiries regarding CCS payments.

### Payment of fees

- Fees and charges are outlined upon enrolment.
- A dishonour fee will apply for direct debit transactions where there are insufficient funds to cover the fees.
- Families will be issued with a *Statement of Entitlement* on a fortnightly basis in accordance with the fee payment and Regulatory requirements
- The *Statement of Entitlement* will include details of the sessions of care provided and the resulting fee reduction amounts
- The *Statement of Entitlement* is generated using our CCS Software which meets all requirements as per Family Assistance Law legislation

### Absences from OSHC Service

- Families are requested to contact the Service if their child is unable to attend a particular session
- Families must still pay the 'gap' fee to the Service if their child is unable to attend.  
[Fee charging practices are commercial decisions made by each childcare service and are not a matter regulated by the Family Assistance Law. Source: Australian Government Department of Education, Skills and Employment]
- Under the Child Care Subsidy families are allowed 42 absence days per child, per financial year and may be entitled to additional absence days in certain circumstances. (See Child Care Subsidy Handbook).
- Additional absences can be claimed for the specified reasons as defined by the Family Assistance Law
- Records and evidence will be kept by the Service for each additional absence, where required
- Allowable absences can be taken for any reason, including public holidays and when children are sick.
- Families can view their absence count through their Centrelink online account via [myGov](#).
- In a period of local emergency, such as bushfire or pandemic, and our Service is temporarily shut down on public health advice, families may be provided with additional absence days as per Family Assistance Law legislation.
- If our Service is forced to close as a result of a public health directive, due to COVID-19, we may waive gap fees in line with Family Assistance Law guidelines.

### Financial Difficulties

- If a family is experiencing financial difficulties, a suitable payment plan may be arranged with authorisation of the approved provider.

- Families can apply for Additional Child Care Subsidy (ACCS) through Centrelink if they are in temporary financial hardship.
- There are four different payments under Additional Child Care Subsidy:
  - **Additional Child Care Subsidy (child wellbeing)**—to help children who are at risk of serious abuse or neglect. The approved provider is involved in determining children who may require additional support who are at risk of harm
  - **Additional Child Care Subsidy (grandparent)**—to help grandparents on income support who are the principal caregiver of their grandchildren. Families are required to contact Centrelink directly regarding this payment
  - **Additional Child Care Subsidy (temporary financial hardship)**—to help families experiencing financial hardship. Families are required to contact Centrelink directly regarding this payment
  - **Additional Child Care Subsidy (transition to work)**—to help low-income families transitioning from income support to work. Families are required to contact Centrelink directly regarding this payment

### Debt Recovery Procedure

- If a family fails to pay the required fees on time, a letter will be issued by the Richmond Shire Council. A child's position will be terminated until payment is made.
- At any time of the debt recovery process the family will be encouraged to enter a debt agreement with the service to repay outstanding fees. A written contract will be provided for the family to sign outlining repayment plan details. The repayment plan will provide information as to the duration and amount of the repayments as well as steps that will be taken if the repayment plan is not adhered to.

### Late Fees

- Our OSHC Service is not licensed or insured to have children on the premises after hours. This is a breach in the Education and Care Regulations.
- It is unacceptable to pick children up late from the OSHC Service. A late fee will apply where children are not picked up prior to closing time. Currently, a fee of \$15.00 per 10 minutes block or part thereof will be incurred by the family.
- A review of the child's enrolment will occur where families are consistently late with fee payment.

### Change of Fees

- Fees are subject to change at any time provided a minimum of **four weeks** written notice is given to all families.
- CCS hourly rate caps may be increased by the CPI at the commencement of each financial year.

- Any CCS hourly rate increases are governed by CCS and are automatically adjusted through our CCS Software.

### Termination of Enrolment

- Parents are to provide **two weeks** written notice of their intention to withdraw a child from the centre.
- If termination from the OSHC Service is required without notification, families can lose their Child Care Subsidy, resulting in the payment of requirement for full fees to be charged.
- In some circumstances CCS may not be paid for sessions if the child has not physically started care.
- Additionally, CCS may not be paid for absences submitted after a child's last physical day of care, unless conditions have been met as specified by Family Assistance Law

### Responsibility of Management

The Nominated Supervisor is responsible for:

- ensuring all families are aware of our *Payment of Fees Policy*
- ensuring enrolments are submitted correctly with the appropriate enrolment information
- providing families with regular statement of fees payable
- notifying families of any overdue fees
- providing families with reminder letters as required
- terminating enrolment of children should fees not be paid
- discussing fee payment with families if required
- providing at least **4 weeks written notice** to families of any fee increases or changes to the way fees are collected

[Please note: Reg. 172 states a minimum of at least 14 days must be provided to families]

### Responsibility of Families

- Provide the Service with the correct enrolment details to facilitate the CCS claim, if required, including:
  - Centrelink Reference Numbers for child and CCS claimant
  - Date of Birth for child and CCS claimant
- Ensure payment of fees as per policy
- Notify Centrelink of any changes that may affect their CCS entitlement
- Confirm their child's enrolment through the parents myGov account.

### Third Party Payments

Parents are generally liable to pay the co-contribution for childcare fees. Only state and territory governments (and their agencies) can contribute to the cost, in part or full, of child care fees for families. Where an agreement has been made between an employer or charity to assist in the contribution of fees the fees must be reduced accordingly before CCS has been applied. Our Service will record all documentation regarding any third party payments.

### Complaints relating to the administration of Child Care Subsidy

Families who wish to raise concerns regarding the management of Child Care Subsidy should speak with the Nominated Supervisor in the first instance. The Nominated Supervisor will follow the steps as outlined in this policy, including advising the Approved Provider of all grievances.

Families can raise concerns regarding management of the Child Care Subsidy to the dedicated Child Care Tip-Off Line either via phone or email:

Phone: 1800 664 231

Email: [tipoffline@dese.gov.au](mailto:tipoffline@dese.gov.au)

### Resources and information for families

[Child Care Subsidy](#)

[Centrelink Customer Reference Number](#)

[Absences from childcare- Australian Government](#)

### Resources for Management- (Available on Childcare Centre Desktop- letters QA7)

Overdue Fee Payment Procedure- including non-payment of fees letters to parents

### SOURCE

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

Authority. (2021). Policy and procedure guidelines. *Payment of Service Fees and Provision of a Statement of Fees Charged by the Service*.

Australian Government Department of Education, Skills and Employment. Child Care Provider Handbook

<https://www.dese.gov.au/resources-child-care-providers/child-care-provider-handbook>

Australian Government Department of Education, Skills and Employment *Early Childhood and Care*

<https://www.dese.gov.au/early-childhood>

Australian Government Department of Education, Skills and Employment *Information for child care providers when a period of local emergency occurs*

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).

Kearns, K. (2017). *The Business of Childcare* (4<sup>th</sup> Ed.).  
Revised National Quality Standard. (2018)

## REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	May 2023
POLICY REVIEWED	MAY 2022	NEXT REVIEW DATE	MAY 2024
MODIFICATIONS	<ul style="list-style-type: none"> <li>• policy maintenance – name change of related policy</li> <li>• no major changes to policy</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
AUGUST 2021	<ul style="list-style-type: none"> <li>• Update of Related Legislation</li> <li>• Policy revised to align with recommendations with ACECQA's policy guide (August 2021)</li> <li>• Updated Related Policies</li> <li>• Check of links used within policy</li> </ul>	MAY 2022	
MAY 2021	<ul style="list-style-type: none"> <li>• Policy reviewed following updates in October 2020 as part of yearly review cycle</li> <li>• Policy content and sources current</li> <li>• Resource-<i>Overdue Fees Procedure</i> information added</li> </ul>	MAY 2022	
OCTOBER 2020	<ul style="list-style-type: none"> <li>• Minor adjustments recorded</li> <li>• Additional information added- ACCS, absences, responsibility of families, CCS tip-off line and complaints</li> </ul>	MAY 2021	
MARCH 2020	<ul style="list-style-type: none"> <li>• Policy statement added</li> <li>• Implementation information added</li> <li>• CCS section included</li> <li>• Absences section added</li> <li>• Responsibility for Management expanded</li> <li>• Resources and information section added</li> </ul>	MAY 2021	
MAY 2019	<ul style="list-style-type: none"> <li>• Sources checked for currency.</li> <li>• URLs added.</li> <li>• Sources/references alphabetised.</li> <li>• Minor formatting for consistency throughout policy.</li> <li>• 'Related policies' alphabetised.</li> </ul>	MAY 2020	
MAY 2018	New policy created to comply with changes to the Child Care Subsidy	MAY 2019	

**Item 4.2 Administration of First Aid Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Administration of First Aid Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Administration of First Aid Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Administration of First Aid 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)**

# ADMINISTRATION OF FIRST AID POLICY

Under the Education and Care Services National Regulations the approved provider must ensure policies and procedures are in place for the administration of first aid (Reg. 168) and take reasonable steps to ensure policies and procedures are followed. First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important in the context of an out of school hours service where Educators have a duty of care and obligation to assist children who are injured, become ill, or require support with administration of medication.

## 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.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
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	
12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
90	Medical conditions policy
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement-anaphylaxis or asthma emergency

97	Emergency and evacuation procedures
101	Conduct a risk assessment for excursions
102C	Conduct a risk assessment for transporting of children by the education and care service
136	First aid qualifications
137	Approval of qualifications
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168 (2)(a)(iv)	Education and care service must have policies and procedures
170	Policies and procedures to be followed
174	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority
183	Storage of records and other documents

**RELATED POLICIES**

Administration of Medication Policy Anaphylaxis Management Policy Asthma Management Policy Child Safe Environment Policy Diabetes Management Policy Emergency and Evacuation Policy Enrolment Policy Epilepsy Policy Family Communication Policy	Health and Safety Policy Incident, Injury, Trauma and Illness Policy Responsible Person Policy Safe Transportation Policy Sick Child Policy Sun Safety Policy Supervision Policy Water Safety Policy Work Health and Safety Policy
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**PURPOSE**

Our OSHC Service has a duty of care to provide and protect the health and safety of children, families, educators, and visitors of the Service. This policy aims to support educators to:

- Preserve life
- Ensure the environment is safe and other people are not in danger of becoming ill or injured
- Ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes
- Relieve pain if possible
- Monitor ill or injured persons and promote recovery
- Provide immediate and effective first aid to children or adults
- Apply additional first aid if the condition does not improve

*'First aid can reduce the severity of an injury or illness and in extreme cases, could mean the difference between life and death.'* (Safe Work Australia).

## SCOPE

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

## IMPLEMENTATION

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards, and participation in safety programs. Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm.

### THE APPROVED PROVIDER/MANAGEMENT IS RESPONSIBLE FOR:

- taking every reasonable precaution to protect children at the OSHC Service from harm and/or hazards that can cause injury
- ensuring that the following qualified people are in attendance **at all times** the service is providing education and care to children [Reg.136]
  - at least one staff member or one nominated supervisor who holds a current ACECQA approved first aid qualifications
  - at least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training
  - at least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training

(One staff member may hold one or more of the three qualifications)
- appointing a nominated first aid officer
- ensuring a risk assessment is conducted prior to an excursion, regular outing, or when providing transportation to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised (NB: risk assessment for a regular outing or regular transportation is required at least annually) [Reg. 102B, 102D (4)]

- providing and maintaining an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards including transportable first-aid kits to be used on excursions and when providing transportation [Reg. 89]
- providing and maintaining a transportable first aid kit that can be taken to excursions and other activities [Reg. 89]
- ensuring that first aid training details are recorded and kept up to date on each staff member's record
- ensuring there is an induction process for all new staff, including casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements and individual children's allergies and individual medical management plans
- ensuring that families/parents are notified when practicable or within 24 hours if their child is involved in an incident, injury, trauma or illness at the Service and that details are recorded on the *Incident, Injury, Trauma and Illness Record*
- ensuring the Regulatory Authorities are notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the OSHC Service [Reg 12, 176]
- ensuring that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid
- ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the OSHC Service
- keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes
- ensuring parents/guardians provide written consent (via the enrolment record) for service staff to administer first aid
- ensuring parents/guardians provide written consent for the approved provider, nominated supervisor or educator to seek medical treatment for their child by a registered medical practitioner, hospital or ambulance service and if required, transport the child to hospital [Reg 161(1)(a)]

#### A NOMINATED SUPERVISOR/ RESPONSIBLE PERSON WILL:

- maintain:
  - current ACEQCA approved first aid qualification
  - current approved anaphylaxis management training qualifications
  - current approved emergency asthma management training qualifications

- refresh their CPR skills at least annually (as recommended by Australian Resuscitation Council Guideline 10.1)
- support staff when dealing with a serious incident and/or trauma
- maintain an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards
- maintain a transportable first aid kit/s that can be taken to excursions and other activities
- monitor the contents of all first aid kits and arrange replacement of stock, including when the use-by date has been reached
- dispose of out-of-date materials and supplies appropriately
- ensure safety signs showing the location of first aid kits are clearly displayed
- ensure that all educators approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirements of the National Act and National Regulations and are approved by ACECQA
- provide training for the administration of an auto-injector device annually and document on staff files (not mandatory)
- keep up to date with any changes in the procedures for the administration of first aid
- contact families immediately if a child has had a head injury whilst at the OSHC Service
- ensure that appropriate documentation is being recorded by the Nominated Supervisor / Responsible Person regarding incidents, injury, trauma, and illnesses and the administration of first aid
- ensure families are notified of any event requiring first aid administration as soon as practicable but no later than 24 hours after the incident, injury or trauma requiring first aid

Documentation of the following must be recorded as per Education and Care Services National Regulation 87:

- name and age of the child
- circumstances leading to the incident, injury, trauma, or illness (including any symptoms)
- time and date
- details of action taken by the service including any medication administered, first aid provided or
- medical personnel contacted
- details of any witnesses
- names of any person the service notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.

## EDUCATORS WILL:

- implement appropriate first aid procedure. when necessary, by adhering to the service's *Administration of First Aid Procedure*
- maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required (Safe Work Australia recommends first aid qualifications should be renewed every three years)
- refresh their CPR skills at least annually (as recommended by Australian Resuscitation Council Guideline 10.1)
- participate in administration of an auto-injector device training at least annually (not mandatory)
- ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- ensure that the details of any incident requiring the administration of first aid are recorded on the *Incident, Injury, Trauma and Illness Record* accurately
- conducting a risk assessment prior to an excursion, regular outing or when providing regular transportation of children to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised (NB: risk assessment for a regular outing or regular transportation is required at least annually) [Reg. 102B, 102D (4)]

#### FAMILIES WILL:

- sign OSHC Service records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child
- provide the required information for the Service's medication record
- provide the service with a medical management plan for their child if required
- provide written consent (via the enrolment record) for Service staff to administer first aid
- provide written consent for the approved provider, nominated supervisor or educator to seek medical treatment for their child by a registered medical practitioner, hospital or ambulance service and if required, transport the child to hospital
- be contactable, either directly or through emergency contacts listed on the child's enrolment record
- notify educators of any change in condition of their child's health that may impact the child's care and require the administration of first aid (ACECQA, 2021).

#### FIRST AID KIT

The Approved Provider of the Service will ensure that first aid kits are kept in accordance with National Education and Care Service Regulations (Reg. 89).

**ALL FIRST AID KITS AT THE SERVICE MUST:**

- be suitably equipped
- not be locked
- not contain paracetamol
- be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the Service
- be easily accessible to staff and educators
- be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
- be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments
- contain a list of the contents of the kit
- be regularly checked using the *First Aid Kit Checklist* to ensure the contents are as listed and have not degraded or expired
- have a white cross on a green background with the words 'First Aid' prominently displayed on the outside
- be easily recognisable
- be easy to access and if applicable, located where there is a risk of injury occurring
- include emergency telephone numbers, and location of the nearest first aid trained educators
- display a photograph of the first aid trained educators, along with contact details to assist in the identification process
- be provided in each work vehicle
- be stocked with precautionary items such as sunscreen and water if using outdoors
- be taken on excursions
- be maintained in proper condition and the contents restocked as required.

Our First Aid delegated individual responsible for maintaining all First Aid kits at the OSHC Service is:

FIRST AID OFFICER	
Name	Tina Chappell
Role	Coordinator
Number of First Aid Kits Responsible for at the Service:	4

Additional First Aid Officer:	Lorna Matthews, Anastacia Chappell
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These individuals are responsible for conducting and maintaining each first aid kit by complying with the First Aid Checklist, certifying each kit has the required quantities, items are within their expiry dates, and sterile products are sealed. This will occur after each use or if unused, at least annually.

Individuals along with the Nominated Supervisor will also consider whether the first aid kits and components are appropriate and effective for the Service's hazards and the injuries that have occurred. If the kit requires additional resources, these individuals will advise and follow up with the Nominated Supervisor.

Our Service will display a well-recognised, standardised first aid sign to assist in easily locating first aid kits. Signage will comply with AS 1319:1994 – Safety Signs for the Occupational Environment.

### FIRST AID KIT CHECKLIST

Our Service will use the Checklist provided by the *Childcare Centre Desktop*. The checklist will be completed every annually to ensure first aid kits are equipped and maintained.

Safe Work Australia's First Aid in the Workplace Code of Practice also provides a guide to what to include in a First Aid Kit. (Appendix E- Example of contents)

<https://www.safeworkaustralia.gov.au/doc/model-codes-practice/model-code-practice-first-aid-workplace>

We will determine the need for additional items to those in the checklist, or whether some items are unnecessary, after analysing the number of children at our OSHC Service and what injuries children or adults may incur. We will review our incident, injury, trauma and illness records to assist us in making an informed decision about what to include.

For further advice on first aid in the workplace, refer to the following website for state and territory specifications.

<https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/first-aid>

### CONTINUOUS IMPROVEMENT/REFLECTION

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

**CHILDCARE CENTRE DESKTOP- RELATED RESOURCES**

Administration of First Aid Procedure	First Aid Certificate Register
Dental Accident Procedure	Head Injury Guide and Procedure
First Aid Checklist	Illness Management Procedure
First Aid Kit Fact Sheet Guide	Incident, Injury, Trauma or Illness Record

**SOURCE**

Australian Children’s Education & Care Quality Authority. (2014).  
 ACECQA. (2021). Policy and procedure guidelines- *Administration of First Aid Guidelines*  
 Early Childhood Australia Code of Ethics. (2016).  
 Education and Care Services National Law Act 2010. (Amended 2018).  
[Education and Care Services National Regulations](#). (Amended 2023).  
 Guide to the National Quality Framework. (2017). (Amended 2020-2023).  
 Revised National Quality Standard. (2018).  
 Safe Work Australia First Aid in the Workplace Code of Practice: <https://www.safeworkaustralia.gov.au/law-and-regulation/codes-practice>  
 Safe Work Australia Legislative Fact Sheets First Aiders  
[Western Australian Education and Care Services National Regulations](#)

**REVIEW**

POLICY REVIEWED BY	Tina Chappell	Coordinator	May 2023
POLICY REVIEWED	MAY 2023	NEXT REVIEW DATE	MAY 2024
VERSION NUMBER	V9.05.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• policy maintenance</li> <li>• additional information added- CPR annual training recommended</li> <li>• hyperlinks checked and repaired as required</li> <li>• minor formatting edits within text</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	
MAY 2022	<ul style="list-style-type: none"> <li>• policy maintenance - no major changes to policy</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> </ul>	MAY 2023	

OCTOBER 2021	<ul style="list-style-type: none"> <li>• Policy reviewed and included suggested guidelines from ACECQA Administration of First Aid Policy (August 2021)</li> <li>• Additional legislative requirements added</li> <li>• Additional related policies</li> </ul>	MAY 2022
MAY 2021	<ul style="list-style-type: none"> <li>• minor edits</li> <li>• risk assessment for regular outing and transportation added</li> <li>• annual training for auto injectors highlighted as best practice (not mandatory)</li> <li>• reference to Administration of First Aid Procedure to guide immediate response</li> </ul>	MAY 2022
MAY 2020	<p>minor changes- rewording of mandatory regulations regarding minimum staffing qualifications</p> <p>minor formatting edits</p> <p>sources checked for currency</p>	MAY 2021
MAY 2019	<p>Sources checked for currency – removed if obsolete.</p> <p>URLs added.</p> <p>Sources/references alphabetised.</p> <p>Minor formatting for consistency throughout policy.</p> <p>‘Related policies’ alphabetised.</p>	MAY 2020
MAY 2018	<p>Minor grammatical changes made to content</p>	MAY 2019
NOVEMBER 2017	<p>Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes. Updated to include revised National Quality Standard</p>	MAY 2018

**Item 4.3 Excursion Incursion Extra Curricular Activities Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Excursion Incursion Extra Curricular Activities Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Excursion Incursion Extra Curricular Activities Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Excursion Incursion Extra Curricular Activities Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment S - Policy

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

# EXCURSION/INCURSION/EXTRA-CURRICULAR ACTIVITIES POLICY

Under the Education and Care Services National Regulations the approved provider must ensure policies and procedures are in place for managing excursions (Reg. 168) and take reasonable steps to ensure policies and procedures are followed.

Excursions/incursions/**extra-curricular activities** enhance children’s learning by providing them the opportunity to participate in curriculum planned activities and experiences to extend on their skills and knowledge in the current interest topic. Our OSHC Service recognises that excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
2.2	Safety	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.1	Supervision	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.2	Incident and emergency management	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
4 (1)	Definition regular outing
89	First Aid Kits
90	Medical conditions policy
97	Emergency and evacuation procedures
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 of risk assessment for excursion
102	Authorisation for excursion
<b>102B</b>	<b>Transport risk assessment must be conducted before service transports child</b>
<b>102C</b>	<b>Conduct of risk assessment for transporting of children by the education and care service</b>

102D	Authorisation for service to transport children
123	Educator to child ratios-centre-based services
136	First Aid qualifications
151	Record of educators working directly with children
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	Policies and procedures are required
170	Policies and procedures to be followed
Sec. 51(4A)	Conditions of service approval- ensure 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
Sec.165	Offence to inadequately supervise children
Sec.167	Offence relating to protection of children from harm and hazards

**RELATED POLICIES**

Acceptance and Refusal of Authorisations Policy	Family Communication Policy
Administration of Medication Policy	Incident, Incident, Trauma and Illness Policy
Administration of First Aid Policy	Interaction with Children, Family and Staff Policy
Child Safe Environment Policy	Medical Conditions Policy
Code of Conduct Policy	Privacy and Confidentiality Policy
Delivery of Children to, and Collection from and Education and Care Service Premises	Respect for Children Policy
Educational Program Policy	Safe Transportation Policy
Emergency Evacuation Policy	Sun Safety Policy
	Supervision Policy
	Water Safety Policy

**PURPOSE**

To ensure that all excursions and incursions undertaken by the Outside School Hours Care Service are planned and conducted in a safe manner, maintaining children’s health, safety and wellbeing at all times in accordance with Education and Care National Regulations. We believe excursions/incursions provide the children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local and the wider community.

## SCOPE

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

## IMPLEMENTATION

Excursions and incursions will be conducted with the children's safety and wellbeing in mind at all times. We will regularly schedule incursions and visitors to our OSHC Service however, if we feel an excursion will benefit the children and offer a valuable experience, we will adhere to the National Regulations and Service policies and procedures to plan and manage an experience that is enjoyable for children. This policy relates to excursions that may be a 'regular outing' or a one-off excursion for a particular purpose and incursions, where visiting performers, groups or community services may visit our OSHC Service.

## DEFINITIONS (Effective 1 October 2020)

**Excursion:** means an outing organised by an education and care service or family day care educator but does not include an outing organised by an education and care service provided on a school site if-

- (a) a child or children leave the education and care service premises in the company of an educator and
- (b) the child or children do not leave the school site.

**Extra-Curricular Activities:** means an activity organised separately from the OSHC Service that children may attend during OSHC operating hours. Examples include music lessons, dance class, choir lessons.

**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.

**Incursion:** means an activity organised by our Service, whereby an outside body is employed or engaged to visit the service to run an educational program and to promote culture and diversity. This could include a visit from the Rural Fire Service, an Aboriginal Cultural awareness group, science or reptile show or a musical or drama performance. Some incursions may be offered free of charge whilst others may incur a small participation cost.

## CONSIDERATIONS FOR EXCURSIONS AND INCURSIONS

The purpose of the excursion should be clearly identified by staff providing information on how the excursion or incursion supports the educational program and contributes to the outcomes for children.

Excursions/incursions should be planned in advance and consideration given to the:

- time away from the OSHC service

- availability of toilet and washing facilities
- access to safe drinking water
- adequate health and hygiene practices
- possible risk to children (identified in risk assessment)
- accessibility for all children
- transportation
- cost
- weather- wet weather arrangements
- teaching children safety procedures and responsibilities whilst on an excursion
- communication with parents and families
- Risk Assessment documentation provided by the excursion venue
- safety and wellbeing of children whilst at the OSHC service whilst participating in an incursion (identified in risk assessment)

### EXCURSION/INCURSION RISK ASSESSMENT

The Approved Provider or Nominated Supervisor must conduct a risk assessment which reflects regulation 101 before an authorisation is scheduled under regulation 102 to determine the safety and appropriateness of the excursion/incursion. If the excursion involves transporting children, the risk assessment must adhere to **all** components of 101, 102, 102B, 102C (effective March 2023) ~~October 2020~~.

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

- an *Excursion/Incursion Risk Assessment* is developed prior to any excursion or incursion [see: Excursion Risk Management Plan, Regular Outing Risk Management Plan, Incursion Risk Management Plan]
- a responsible person (or coordinator) is appointed to oversee the organisation of the excursion/incursion
- families are notified about the excursion using an *Excursion Permission* letter and written authorisation must be provide by a parent or other person named in the child's enrolment record
- families are notified about any incursion and if permission is required for participation, an *Incursion Permission* letter provided for parent or carer consent for their child to participate
- families have a right to view the risk assessment prior to the excursion/incursion upon request in which the Service must comply with ensuring all information is available
- the risk assessment must

- identify and assess possible risks that the excursion/incursion may pose to the health, safety and wellbeing of any child being taken on the excursion or participating in the incursion
- specify how the identified risks will be managed and minimised
- ensure Working with Children Checks are conducted for all adults visiting the service on incursions
- ensure the visiting group/performance is covered by insurance
- consider the proposed route and destination for the excursion and
- identify any water hazards
- reflect on any risks associated with water-based activities
- consider the transport to and from the proposed destination for the excursion
- consider the duration of the transportation
- consider any requirements for seatbelts or safety restraints under a law for our **Queensland** jurisdiction
- the process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
- consider the ratio of adults to children involved in the excursion
- consider the risks posed by the excursion/incursion, the number of educators or other responsible adults required to provide supervision, and whether any adults with specialised skills are required to ensure children's safety (e.g.: lifesaving skills)
- consider the planned activities
- determine the duration of the excursion
- consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans, etc.).
- consider strategies to ensure supervision is consistent at all times during the excursion-transitions, toileting, departure from the service and conclusion of the excursion

If the excursion is a *regular excursion* or '*regular outing*' a risk assessment authorisation is only required to be carried out once in a 12-month period however must be regularly reviewed. If circumstances around the excursion change, a new risk assessment is required.

## PARENT/FAMILIES AUTHORISATION

The **Approved Provider**/Nominated Supervisor must ensure:

- that a child is not taken outside the OSHC Service premises on an excursion unless written authorisation has been provided
- the authorisation must be given by a parent or other authorised person named in the child's enrolment record as having authority to authorise transportation of a child
- the authorisation form must state:
  - the child's name
  - the reason the child is to be taken outside the premises/transported
  - the reason the child is to be transported (if transportation is included in the excursion)
  - if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outing
  - the date the child is to be taken on the excursion and transported (unless the authorisation is for a regular outing)
  - a description of the proposed pick-up location destination for the excursion
  - the method of transport to be used for the excursion
  - the proposed activities to be undertaken by the child during the excursion
  - the period the child will be away from the premises
  - the period of time during which the child is to be transported
  - the anticipated number of children likely to be attending the excursion
  - the anticipated educator to child ratio attending the excursion to the anticipated number of children attending the excursion
  - the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
  - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
  - that a risk assessment has been prepared and is available at the Service
  - that written policies and procedures for transporting children are available at the Service
- if the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period
- parental authorisation may be required for incursions if identified in the risk assessment or if a cost is required
- authorisations must be kept securely in the child's enrolment records.

## STAFFING ARRANGEMENTS

The **Approved Provider**/Nominated Supervisor will ensure that:

- adequate supervision is provided for children and the educator to child ratio for school age care is always maintained are never less than the prescribed ratios as per National Regulations
- consider:
  - the number, age and ability of children
  - the number and physical positioning of educators
  - each child's current activity
  - risks related to the mode of transport (for example: walking)
  - visibility and accessibility
  - the experience and skill of each educator
- additional educators/staff are engaged to provide care and support to children with additional needs
- educators are aware of their responsibility to provide supervision to other responsible adults or volunteers assisting on the excursion
- educators are aware the procedures to follow in the event of an emergency
- at least one educator or the nominated supervisor must hold current First Aid qualification, approved emergency Asthma management and approved anaphylaxis management training

## PARENT AND VOLUNTEER PARTICIPATION

The Approved Provider/Nominated Supervisor will ensure parents and volunteers:

- are encouraged/invited to participate in excursions when possible
- cannot be counted as part of the educator to child ratio
- cannot be left alone with a child/children and must be supervised by an educator at all times
- are briefed prior to participating on an excursion about the risk assessment, emergency procedures, supervision, photograph policy for privacy and confidentiality and use of mobile phone
- are aware that smoking is not permitted
- are aware of need to wear appropriate clothing and footwear
- Working with Children Checks/Clearances are verified for parent and volunteers prior to participating in excursions (best practice).

## ITEMS TO BE TAKEN ON AN EXCURSION

The Approved Provider/Nominated Supervisor must ensure that the following items are taken on all excursions, as per the risk assessment:

- appropriate number of suitably equipped first aid kits
- fully charged and operating mobile phone

- emergency contact information details for all children participating on the excursion
- medication for children requiring medical and relevant medical management plans
- items required for excursion circumstances- such as sunscreen, hats, other equipment
- child attendance record

## TRANSPORTATION FOR EXCURSION

Excursions involving transportation must adhere to the *Safe Transportation Policy* including ensuring a risk assessment has been completed prior to children being transported by the service and authorisation for the service to transport children as part of the excursion. It is a requirement of the National Regulation that the means of transport is stated on the risk assessment record and parent authorisation record. Information must be included in the risk assessment about the process for embarking and disembarking the means of transport, including how each child is to be accounted for.

The *means of transport* may mean:

- **Walking**

Educators must ensure children and adults use the safest footpaths and safe crossings where possible, such as pedestrian crossings and traffic lights

Educators will ensure all children and adults obey road rules

Educators will ensure children follow the 'stop, look, listen and think' process when walking near roads

Educators will remain vigilant that no child runs ahead or lags behind the group

- **Bus**

the Nominated Supervisor must ensure that the seating capacity as displayed on the compliance registration is not exceeded. All children must sit on seats, preferably with, or close to an adult.

Any requirements for seat belts or safety restraints under law must be followed depending on the vehicle used. If the bus has seat belts, they must be worn at all times.

- **Train**

the Nominated Supervisor will be required to contact the local station prior to the excursion to inform them of the time you will be travelling, the destination, and the number of children and adults who will be travelling.

Provisions should be made to ensure children have ample time to board the train safely and in an unhurried way. This will allow the station to inform the train guard so that they can hold the train for the period of time for safe boarding and disembarkment. All children should be seated at all

times, with an adult close by. All children should be seated in the one carriage if possible- and not in a Quiet Carriage.

o **Car**

Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) must be fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter.

The vehicle must be registered and free of any defects that could put any passenger at harm.

All children must be fastened in the vehicle according to National Child Restraint Laws for Vehicles (below). The process for entering and exiting the Service premises safely must be considered at all times.

### NATIONAL CHILD RESTRAINT LAWS FOR VEHICLES

- children aged from four years old but under seven years old cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat
- children aged from seven years old but under 16 years old who are too small to be restrained by a seatbelt properly adjusted and fastened are strongly recommended to use an approved booster seat
- children in booster seats must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened.

*Source: NSW Government Centre for Road Safety, 2017.*

### EXTRA-CURRICULAR ACTIVITIES

Our OSHC Service will support children to participate in extra-curricular activities that may be organised during OSHC operating hours. Communication between families and the school or the extra-curricular activity organisation (e.g., third party music teacher/provider) is paramount to the support provided to children to participate in the activity, Families are to make arrangements between the extra-curricular organisation/coordinator regarding attendance for their child. Examples of extra-curricular activities include music lessons, dance classes, team sports, drama classes or chess club.

Children attending extra-curricular activities will be signed out of the attendance record by Parents.

## INSURANCE

Management must review their insurance policy prior to the excursion/incursion to ensure liability is protected by the OSHC Service. A copy of the insurance policy should be kept within the service's vehicle at all times.

## CHECKING FOR CHILDREN'S SAFETY

Educators will ensure:

- children's attendance records are taken on excursions
- all children are accounted for when embarking/disembarking the car/vehicle or bus
- children's names are marked off as they enter and leave the vehicle including time and date
- a thorough check is made of the vehicle to ensure no child is left in the vehicle (a second person should repeat this check for safety)
- the vehicle is parked to avoid other vehicles, driveways or car parks
- the vehicle is parked as close as possible to the OSHC premises or visiting venue
- children only disembark the vehicle when it is safe to do so
- head counts are conducted at least every 30 minutes whilst on the excursion
- bathrooms and toilets are checked for any potential hazard before children enter, and children are escorted to the bathrooms and supervised

## LOST CHILD DURING AN EXCURSION.

In the event of a child being unaccounted for during an excursion educators will immediately:

- inform another educator and provide supervision for groups
- conduct a head count
- ask children/parent helpers/other educators if they have seen the missing child
- search the premises
- check organised meeting points (use mobile phone to contact other educators)
- alert the venue management and request that an announcement is made
- if the child is still unaccounted for after checking as above, the nominated supervisor **or excursion coordinator educator** will contact the Police on 000 and report the incident
- the nominated supervisor will contact parents/guardian
- educators will reassure other children and provide supervision
- the Approved Provider must make a notification to the Regulatory Authority within 24 hours of a serious incident

**CONTINUOUS IMPROVEMENT/REFLECTION**

Our *Excursion/Incursion/Extra Curricular Activities Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

**CHILDCARE CENTRE DESKTOP - RELATED RESOURCES**

Excursion Risk Assessment Management Plan	Extra-Curricular Authorisation Form
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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- *Excursions Policy Guidelines*  
 Australian Government Department of Education Skills and Employment. (2014) (2022). [My Time, Our Place- Framework for School Age Care in Australia.V2.0](#)  
 Education and Care Services National Law Act 2010.  
[Education and Care Services National Regulations](#). (Amended 2023)  
 Guide to the National Quality Framework. (2018). (Amended 2020-Updated 2023).  
 Kidsafe Victoria *Road Safety* <https://www.kidsafevic.com.au/road-safety/>  
 Kids and Traffic Early Childhood Road Safety Education Program (NSW) [Transporting Children Safely](#)  
 NSW Government Centre for Road Safety. (2017)  
 Road Transport (Safety & Traffic Management) Act 1999.  
 Revised National Quality Standard. (2018).  
 Victoria State Government Education and Training *Early Childhood Professionals*  
[Western Australian Education and Care Services National Regulations](#)

**REVIEW**

POLICY REVIEWED BY	Tina Chappell	Coordinator	May 2023
POLICY REVIEWED	MAY 2023	NEXT REVIEW DATE	MAY 2024
VERSION NUMBER	V9.05.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• additional information added for Extra Curricular Activities</li> <li>• continuous improvement/reflection section added</li> <li>• Information added regarding new regulations related to safe transportation</li> <li>• additional resources section added</li> <li>• link to MTOP (V2.0) added to sources</li> <li>• link to Western Australian Education and Care Services National Regulations added in ‘Sources’</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE

MAY 2022	<ul style="list-style-type: none"> <li>• policy maintenance - no major changes to policy</li> <li>• minor formatting edits within text</li> </ul>	MAY 2023
OCTOBER 2021	<ul style="list-style-type: none"> <li>• Policy reviewed and included suggested guidelines from ACECQA <i>Excursions Policy Guidelines</i> (June 2021)</li> <li>• Additional legislative requirements added</li> <li>• Additional related policies</li> </ul>	MAY 2022
MAY 2021	<ul style="list-style-type: none"> <li>• Policy reviewed for currency</li> <li>• additional information related to incursions</li> <li>• additional inclusion for checking for children’s safety</li> <li>• lost child procedure added</li> <li>• ensuring adequate supervision added</li> <li>• links checked and additional resource added</li> </ul>	MAY 2022
AUGUST 2020	<ul style="list-style-type: none"> <li>• amendments to policy to reflect new regulations for risk assessments for excursions and written authorisations for parents (effective 1 October 2020)</li> <li>• new definition added for ‘regular outing’</li> </ul>	MAY 2021
MAY 2020	<p>additional regulations added</p> <p>additional sections added:</p> <p>considerations/staffing arrangements /items to take on an excursion/parent and volunteer information /walking</p> <p>sources edited and checked for currency</p> <p>minor editing and formatting</p>	MAY 2021
MAY 2019	<p>Terminology changed to be specific to FDC services.</p> <p>Section added and referenced: National Child Restraint Laws for Vehicles</p> <p>Sources/references corrected, updated, and alphabetised.</p> <p>‘Related policies’ alphabetised.</p>	MAY 2020
MAY 2018	<p>Minor grammatical changes made to content. (Not critical to its delivery)</p>	MAY 2019
DECEMBER 2017	<p>Updated the references to comply with the revised National Quality Standard</p>	MAY 2018

**Item 4.4 Nutrition and Food Safety Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Nutrition and Food Safety Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Nutrition and Food Safety Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Nutrition and Food Safety Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment T- Policy

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

# NUTRITION AND FOOD SAFETY POLICY

As per Education and *Care Services National Law and Regulations*, our service has a nutritional and food safety policy and procedures in place to ensure quality practices relating to nutrition, food and beverages and dietary requirements are followed at all times.

Our Outside School Hours Care (OSHC) Service recognises the importance of safe food handling and healthy eating to the growth and development of young children and is committed to implementing the healthy eating key messages outlined in the Australian Dietary Guidelines for primary school aged children.

Our OSHC Service recognises the important role educators have in teaching healthy lifestyles through everyday experiences and routines and physical activity. Our educators support families by providing information about healthy food and drink for their children when visiting our service.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.1.3	Healthy lifestyles	Healthy eating and physical activity are promoted and appropriate for each child

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
78	Food and beverages
79	Service providing food and beverages
80	Weekly menu
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
160	Child enrolment records to be kept by approved provider and family day care educator
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and Procedures to be followed

171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

**RELATED POLICIES**

Administration of First Aid Policy Child Safe Environment Policy <b>Control of Dealing with</b> Infectious Diseases Policy Enrolment Policy Excursions / Incursions Policy	Family Communication Policy Governance Policy Health and Safety Policy Incident, Injury, Trauma and Illness Policy Medical Conditions Policy Multicultural Policy
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**PURPOSE**

Out of School Hours Care Services are required by legislation within the National Quality Standard to ensure the provision of healthy foods and drinks that meet the requirements for children according to the *Australian Dietary Guidelines*. It is essential that our OSHC Service partners with families to provide education about nutrition and promote healthy eating habits for children to positively influence their health and wellbeing. Dietary and healthy eating habits formed in the early years are shown to continue into adulthood and can reduce the risk factors associated with chronic adult conditions such as obesity, type 2 diabetes and cardiovascular disease.

Our OSHC Service recognises the importance of healthy eating for the growth, development, and wellbeing of children and is committed to promoting and supporting healthy food and drink choices for children in our care. This policy affirms our position on the provision of healthy food and drink while children are in our care and the promotion and education of healthy choices for optimum nutrition.

We believe in providing a positive eating environment that reflects dietary requirements, cultural and family values, and promotes lifelong learning for children, as we commit to implementing and embedding the healthy eating key messages outlined the *Australian Guide to Healthy Eating*.

Our OSHC Service is also committed to ensuring consistently high standards of food preparation and food storage and transportation are adhered to.

**SCOPE**

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

**IMPLEMENTATION**

Our OSHC Service has a responsibility to help children to develop good food practices and approaches, by working with families and educators.

Mealtimes reflect a relaxed and pleasant environment where educators engage in meaningful conversations with children. This assists in creating a positive and enjoyable eating environment.

Food will be prepared in accordance with the Food Safety Program. All kitchens and food preparation areas will comply with Food Standards Australia and New Zealand (FSANZ) and any relevant local jurisdictional requirements (i.e. local council registrations and inspections). All staff involved in the stages of food handling have the skills and knowledge to ensure food safety is a priority.

## NUTRITION

**Promote healthy food and drinks based on the Australian Guide to Healthy Eating and the Dietary Guidelines for Children and Adolescents.**

OUR OSHC SERVICE WILL:

### WHERE FOOD IS PROVIDED BY THE OSHC SERVICE:

- provide children with a wide variety of healthy and nutritious foods for meals and snacks including fruit and vegetables, wholegrain cereal products, dairy products, lean meats, and high protein alternatives
- plan and display the OSHC Service menu (at least two weeks at a time) that is based on sound menu planning principles and meets 50% of the daily nutritional needs of children
- plan healthy snacks on the menu to complement what is served at mealtimes and ensure the snacks are substantial enough to meet the energy and nutrient needs of children.
- vary the meals and snacks on the menu to keep children interested and to introduce children to a range of healthy food ideas
- regularly review the menu to ensure it meets best practice guidelines
- develop the menu in consultation with children, educators and families
- consult with health professionals to support the menu development including Dietitians for children with special dietary requirements such as vegetarian and vegans
- celebrate diversity by valuing and including foods of different cultures
- respect and accommodate children's cultural or religious dietary practices as requested by families

### Where food is brought from home:

- provide information to families on the types of foods and drinks recommended for children and that are suitable for children's lunchboxes and after school snacks
- provide information to families on how to read the *Nutritional Information Panel* on food and drink labels

- encourage children to eat the more nutritious foods provided such as sandwiches, fruit, cheese and yoghurt, before eating any less nutritious food provided
- strongly discourage the provision of highly processed snack foods high in fat, salt, and/or sugar, and low in essential nutrients in children's lunchboxes. Examples of these foods include **sweet biscuits, some muesli bars, breakfast bars and fruit filled bars, two minutes noodles and chips.**
- food items that should not be brought to the OSHC service include confectionary (**lollies, sweets, chocolate, jelly**), **deep fried foods (chicken nuggets, fish fingers) and sugary drinks (cordial, energy drinks).**

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

- ensure educators and staff are aware of their responsibilities and obligations under the Education and Care Services National Law and National Regulations in relation to this policy and relevant procedures to ensure awareness of safe food handling practices while promoting healthy eating
- ensure new staff and educators are aware of food practices and procedures as outlined in this policy during induction and orientation
- ensure water is readily available for children to drink
- ensure enrolment forms include information relating to child's food preferences, allergies, intolerances, cultural or religious considerations or medical conditions which involve food or food practices
- consult with families on enrolment to develop individual management plans, including completing Risk Minimisation Plans for children with medical conditions involving food allergies, food intolerances and special dietary requirements as per *Medical Conditions Policy*
- ensure children's individual dietary requirements as per enrolment information or medical condition plans are communicated to all staff and food handlers
- ensure any changes to children's individual dietary requirements are recorded and communicated to all staff and food handlers
- ensure all staff and food handlers attend basic safe food handling training, including an appropriate Food Safety and Food Hygiene Certificate
- ensure the weekly menu is displayed in an accessible and prominent area for parents to view
- ensure the weekly menu is accurate and describes the food and beverages provided each day of the week
- ensure the service menu is reviewed on a regular basis, every 6 months. Amendments made to the service menu will be recorded.

- encourage and provide opportunities for staff and educators to undertake regular professional development to maintain and enhance their knowledge about childhood nutrition and food safety practices

#### EDUCATORS/ FOOD HANDLERS WILL:

- ensure children remain seated while eating and drinking
- be aware of children with food allergies, food intolerances, and special dietary requirements and consult with families and management to ensure individual management plans are developed and implemented, including completing Risk Minimisation Plans for children with medical conditions involving food as per *Medical Conditions Policy*
- supervise children whilst eating and drinking
- participate in regular professional development to maintain and enhance knowledge about childhood nutrition and food safety practices
- participate in safe food handling training on a regular basis, every 12 months, including the completion of an appropriate Food Safety and Food Hygiene Certificate
- consult with children, families, educators and dietitians regarding the review of the service menu
- follow the guidelines for serving different types of food and the serving sizes in the guidelines
- use the Australian Government “eat for health” calculator- [www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)
- display nutritional information for families and keep them regularly updated
- ensure the weekly menu is displayed in an accessible and prominent area for parents to view
- ensure the weekly menu is accurate and describes the food and beverages provided each day of the week
- ensure food is presented attractively
- not allow food to be used as a form of punishment or to be used as a reward or bribe
- establish healthy eating habits in the children by incorporating nutritional information into our program
- encourage parents to the best of our ability to continue our healthy eating message in their homes
- encourage children to brush their teeth after breakfast at the OSHC Service, if possible, to promote good dental health
- ensure pets or animals are not present within the kitchen or food preparation areas

#### FOOD HYGIENE

Food poisoning is caused by bacteria, viruses, or other toxins being present in food and can cause extremely unpleasant symptoms such as diarrhoea, vomiting, stomach cramps, and fevers.

(Foodsafety.gov, 2019). Our OSHC Service will strictly adhere to food hygiene standards to prevent the risk of food poisoning.

## BUYING AND TRANSPORTING FOOD

OUR OSHC SERVICE WILL:

- ensure food supplies have been ordered in a timely manner
- always check labels for the 'use by' and 'best before' dates, understanding that 'use by' dates apply to perishable foods that could potentially cause food poisoning if out of date, whilst 'best before' dates refer to food items with long shelf life, but quality could be compromised
- avoid buying food items in damaged, swollen, leaking or dented packaging
- always check eggs within cartons: Never buy dirty or cracked eggs
- never buy any food item if unsure about its quality
- ensure fresh meat, chicken, or fish products cannot leak on to other food items
- ensure chilled, frozen, and hot food items are kept out of the 'danger zone' (5 °C to 60 °C) on the trip back to the Service by:
  - not getting chilled frozen, or hot food items until the end of the shopping.
  - placing these items in an insulated shopping bag or cooler
  - immediately unpacking and storing these items upon the return to the Service
  - Immediately unpacking and storing these items upon the return to the Service.

## STORING FOOD

OUR OSHC SERVICE WILL:

- ensure the refrigerator and freezer has a thermometer and that the refrigerator is maintained at 5 °C or below and the freezer is maintained at -17 °C or below
- ensure fridge and freezer temperatures are checked daily
- store raw foods below cooked foods in the refrigerator to avoid cross contamination by foods dripping onto other foods
- ensure fresh meat is not stored in the fridge for more than 3 days
- ensure that all foods stored in the refrigerator are stored in strong food-safe containers with either a tight-fitting lid, or tightly applied plastic wrap or foil
- ensure that all foods not stored in their original packaging are labelled with:
  - the name of the food
  - the 'use by' date
  - the date the food was opened

- details of any allergens present in the food
- transfer the contents of opened cans into appropriate containers
- ensure all bottles and jars are refrigerated after opening
- place 'left-over' hot food in an appropriate sealed container in the refrigerator as soon as the steam has stopped rising. Food can be cooled quickly to this point by placing in smaller quantities in shallow containers, reducing the amount of time sitting in the 'danger zone'
- not reuse disposable containers (e.g., Chinese food containers)
- store dry foods in labelled and sealed, air-tight containers if not in original packaging.
- store dry foods in cupboards or if in a walk-in pantry, on shelving no lower than 30cm from the floor
- not place anything on the floor of a walk-in pantry (as containers of any type create easy access to shelves for mice and rats)
- store bulk dry foods only in food-safe and airtight containers
- use the FIFO (first in, first out) rule for all foods (dry, chilled, and frozen) to ensure rotation of stock so that older stock is used first
- store cleaning supplies and chemicals separate to food items

## PREPARING AND SERVING FOOD

### OUR OSHC SERVICE WILL:

- ensure that all cooked food is cooked through and reaches 75 °C
- ensure that cooked food is served promptly, or
- use a thermometer to ensure that hot food is maintained at above 60 °C until ready to serve.
- ensure that prepared cold food is stored in the refrigerator maintained at below 5 °C until ready to serve
- discard any cooked food that has been left in the 'danger zone' for two or more hours. Do not reheat.
- reheat cooked food (if required, for example for a child who was sleeping at lunch time) to a temperature of 70 °C (but only ever reheat **once**. Discard if the food is not eaten after being reheated).
- keep cooked and ready-to-eat foods separate from raw foods
- ensure foods are defrosted in the fridge or microwave
- wash fruit and vegetables thoroughly under clean running water before preparation
- ensure unused washed fruit or vegetables are thoroughly dry before returning to storage
- ensure food that has been dropped on the floor is immediately discarded
- thoroughly clean kitchen utensils and equipment between using with different foods and/or between different tasks

- avoid cross-contamination by ensuring that separate knives and utensils are used for different foods
- avoid cross-contamination by ensuring that colour-coded cutting boards are used (note that it doesn't matter which colour you use for which food providing signs are displayed to alert all staff).

Common colours are:

- Blue: raw fish/seafood
  - Green: fruit and vegetables
  - Red: raw meat
  - Brown: cooked meat
  - Yellow: raw poultry
  - White: bakery and dairy
- ensure that gloves are changed between handling different foods or changing tasks
  - ensure that staff preparing food for children with food allergies or intolerances are proficient at reading ingredient labels
  - ensure that food allergies and intolerances are catered for by using separate easily identifiable cutting boards, utensils, and kitchen equipment (e.g., using a colour code, or food-safe permanent marker)
  - ensure that children with food allergies and/or intolerances are served their meals and snacks individually on an easily identifiable plate (e.g. different colour), and that food is securely covered with plastic wrap until received by the child to prevent possible cross-contamination
  - ensure all educators and staff are aware of children who have severe allergic reactions to certain foods as per ASCIA Action Plans
  - ensure that unwell staff do not handle food
  - ensure left-over food is stored immediately in the fridge or thrown away

## CLEANING

OUR OSHC SERVICE WILL:

- ensure that food preparation areas and surfaces are cleaned both before, after, and during any food preparation
- ensure that all cooking and serving utensils are cleaned and sanitised before use
- ensure that all dishwashing sponges, brushes, and scourers are cleaned after each use and allowed to air dry or placed in the dishwasher
- ensure the food storage area is clean, ventilated, dry, pest free, and not in direct sunlight
- ensure refrigerators and freezers are cleaned regularly and door seals checked and replaced if not in good repair

- prevent pest infestations by cleaning spills as quickly as possible and ensuring rubbish and food scraps are disposed of frequently
- ensure that floor mops are thoroughly cleaned and air dried after each use
- replace any cleaning equipment that shows signs of wear or permanent soiling.

## PERSONAL HYGIENE FOR FOOD HANDLERS

### OUR OSHC SERVICE WILL:

- clean clothing is worn by food handlers (such as an apron or appropriate jacket)
- long hair is tied back or covered with a net (hairspray may be used for fringes to secure hair).
- hand and wrist jewellery are not worn while preparing food (e.g. rings and bracelets)
- nails are kept short and clean and no nail polish is worn (as it can chip into food and hide dirt under the nails)
- strict hand-washing hygiene is adhered to, including washing hands each time they return to the kitchen before continuing with food preparation duties
- wounds or cuts are covered with a brightly coloured, waterproof dressing (that will easily be seen if it falls off), and gloves will be worn over any dressings
- staff who are not well will not prepare or handle food.

### ALL STAFF HANDLING FOOD WILL:

- ensure children and staff wash and dry their hands (using soap, running water, and single use disposable towels or individual hand towels) before handling food or eating meals and snacks
- ensure gloves (and food tongs) are used by all staff handling 'ready to eat' foods.
- ensure food is stored and served at safe temperatures (below 5°C or above 60°C), with consideration to the safe eating temperature requirements of children
- ensure separate cutting boards are used for raw meat and chicken, fruit and vegetables, and utensils and hands are washed before touching other foods
- discourage children from handling other children's food and utensils
- ensure food-handling staff members attend relevant training courses and pass relevant information on to the rest of the staff.

## CREATING A POSITIVE LEARNING ENVIRONMENT

### OUR OSHC SERVICE WILL:

- ensure that educators sit with the children at meal and snack times to role-model healthy food and drink choices and actively engage children in conversations about the food and drink provided

- choose water as a preferred drink- consider serving it chilled or with ice in summer; add lemon, mint leaves or other fruits such as oranges for flavour
- endeavour to recognise, nurture and celebrate the dietary differences of children from culturally and linguistically diverse backgrounds
- choose foods from the five food groups
- create a relaxed atmosphere at mealtimes where children have enough time to eat and enjoy their food as well as enjoying the social interactions with educators and other children
- encourage children to try different foods but do not force them to eat
- not use food as a reward or withhold food from children for disciplinary purposes
- role-model and discuss safe food handling with children

### OSHC SERVICE PROGRAM

OUR OSHC SERVICE WILL:

- foster awareness and understanding of healthy food and drink choices through including in the children's program a range of learning experiences encouraging children's healthy eating
- encourage children to participate in a variety of 'hands-on' food preparation experiences
- provide opportunities for children to engage in discovery learning and discussion about healthy food and drink choices
- embed the importance of healthy eating and physical activity in everyday activities and experiences

### COOKING WITH CHILDREN

Cooking can help develop children's knowledge and skills regarding healthy eating habits. Cooking is a great, fun activity and provides opportunities for children to be exposed to new foods, sharing of recipes and cooking skills. During any cooking experience, educators will be vigilant to ensure that the experience remains safe, and relevant food hygiene practices are adhered to.

### COMMUNICATING WITH FAMILIES

Our OSHC Service will:

- provide a copy of the *Nutrition and Food Safety Policy* to all families upon orientation at the Service
- provide opportunities for families to contribute to the review and development of the policy
- request that details of any food allergies or intolerances or specific dietary requirements be provided to the OSHC Service and work in partnership with families to develop an appropriate response so that children's individual dietary needs are met
- display menus for families to view easily

- communicate regularly with families about food and nutrition related experiences within the Service and provide up to date information to assist families to provide healthy food choices at home.
- communicate regularly with families and provide information and advice on appropriate food and drink to be included in children’s lunchboxes- especially during Vacation Care. This information may be provided to families in a variety of ways including factsheets, newsletters, during orientation, information sessions and informal discussion.
- discuss discretionary choices- (food and beverages which are not necessary as part of a balanced diet) with families and if necessary, remove items from children’s lunch boxes. Alternative healthy food will be offered to children.

**CONTINUOUS IMPROVEMENT/REFLECTION**

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

**CHILDCARE CENTRE DESKTOP- RELATED RESOURCES**

Cooking, Cooling & Reheating Register	Managing Menus and Food Supplies
Food Delivery Register	Menu Planning Checklist
Food Hygiene Practices Procedure	Nutritional Practices Procedure
Kitchen Cleaning Checklist	Nutritional Practice Survey
Kitchen Cleaning Procedure	Vegetarian Menu Planning Checklist
Menu Amendment Notifications	Refrigeration Temperature Control Register
Menu Development and Review Procedure	Service Menu Table
Menu Evaluation Survey	

**SOURCE**

Australian Children’s Education & Care Quality Authority. (2014).  
 Australian Children’s Education & Care Quality Authority. (2021). *Nutrition, food and beverages, dietary requirements Policy Guidelines*  
 Australian Government Department of Education Skills and Employment. (2014) (2022). [My Time, Our Place- Framework for School Age Care in Australia.V2.0](#)  
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<https://www.eatforhealth.gov.au/guidelines>  
 Education and Care Services National Law Act 2010.  
[Education and Care Services National Regulations. \(Amended 2023\).](#)  
*Food Act 2003*  
*Food Regulation 2015*  
 Food Safety Standards (Australia only). (2015):  
<http://www.foodstandards.gov.au/industry/safetystandards/Pages/default.aspx>  
*Food Standards Australia and New Zealand Act 1991*  
 Food Standards Australia New Zealand. (2016). *Safe Food Australia – A guide to the food safety standard (3<sup>rd</sup> Ed.)*:  
<http://www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx>

Food Standards Australia New Zealand: <http://www.foodstandards.gov.au/Pages/default.aspx>  
 Guide to the National Quality Standard. (2020). (Updated 2023).  
 National Health and Medical Research Council. Australian Dietary Guidelines 2013):  
<https://www.nhmrc.gov.au/about-us/publications/australian-dietary-guidelines>  
 National Health and Medical Research Council. Department of Health and Ageing. Infant Feeding Guidelines. (2013):  
[https://www.eatforhealth.gov.au/sites/default/files/files/the\\_guidelines/n56b\\_infant\\_feeding\\_summary\\_130808.pdf](https://www.eatforhealth.gov.au/sites/default/files/files/the_guidelines/n56b_infant_feeding_summary_130808.pdf)  
 National Health and Medical Research Council. Eat for health: <https://www.eatforhealth.gov.au/>  
 NSW Food Authority: <http://www.foodauthority.nsw.gov.au/>  
 NSW Ministry of Health *Eat Smart Play Smart- A manual for Out of School Hours Care*. Third Edition (2016).  
 Revised National Quality Standard. (2018).  
 The Australian Dental Association: <https://www.ada.org.au/Home>  
 Victoria State Government Education and Training Nutrition Australia *Healthy eating in the National Quality Standard A guide for early childhood education and care services*  
*Work Health and Safety Act 2011*  
 Work Health and Safety Regulations 2011.  
[Western Australian Education and Care Services National Regulations](#)

**REVIEW**

POLICY REVIEWED BY	Tina Chappell	Coordinator	May 2023
POLICY REVIEWED	MAY 2023	NEXT REVIEW DATE	MAY 2024
VERSION NUMBER	V8.05.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>policy maintenance - no major changes to policy</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
MAY 2022	<ul style="list-style-type: none"> <li>policy maintenance - no major changes to policy</li> <li>hyperlinks checked and repaired as required</li> </ul>		MAY 2023
OCTOBER 2021	<ul style="list-style-type: none"> <li>Policy reviewed and included suggested guidelines from ACECQA Nutrition, Food and Beverages, Dietary Requirements Policy Guidelines (August 2021)</li> <li>Additional sections added for AP, Management, NS and Educator and food handlers</li> <li>additional related regulations and related policies added</li> </ul>		MAY 2022
MAY 2021	<ul style="list-style-type: none"> <li>minor editing</li> <li>inclusion of cultural or religious dietary practices</li> <li>sources checked for currency</li> </ul>		MAY 2022

MAY 2020	minor additions- discretionary foods, online shopping addition of health professional's information to ensure best practice sources checked for currency	MAY 2021
MAY 2019	Food hygiene section added, comprising of: <ul style="list-style-type: none"> <li>- Buying and transporting food</li> <li>- Storing food</li> <li>- Preparing and serving food</li> <li>- Cleaning</li> <li>- Personal hygiene for food handlers</li> </ul> Heading added to existing information – 'All staff handling food will:' New section added: Cooking with Children. Irrelevant points deleted	MAY 2020
MAY 2018	Formatted in correct OSHC colours & styles. Made minor adjustments to better represent OSHC context. Additional information added to points. Rearranged the order of points for better flow Points added (Highlighted). Sources checked for currency.	MAY 2019
NOVEMBER 2017	Updated policy to comply with changes to the National Quality Standard and National Regulations	MAY 2018

**Item 4.5 Performance Management Policy**

**EXECUTIVE SUMMARY**

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

**OFFICER'S RECOMMENDATION**

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

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**Budget & Resource Implications**

Nil

**Background**

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

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment U - Policy

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

# PERFORMANCE MANAGEMENT POLICY

Our Out of School Hours (OSHC) Service is committed to creating a work environment that maximises individual and team performance, values all staff members and helps to build our capacity to care and educate children enrolled in our OSHC Service. We believe that Performance Management has significant benefits for our childcare service, as it leads to inspired and enhanced performance from each educator, co-ordinator and staff member. Performance Review meetings are viewed as an opportunity for each staff member to plan proactively for the year ahead.

This policy will provide guidance for employers and management on how to monitor performance, plan and review work objectives and understand staff achievements. Where there is underperformance, we will work to resolve this promptly and effectively in accordance with an individual *Performance Improvement Plan* developed in conjunction with the employee.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.3	Development of professionals	Educators, co-ordinators and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
82	Tobacco, drug and alcohol-free environment
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
117B	Minimum requirements for a person in day-to-day charge
117C	Minimum requirements for a nominated supervisor
168(2)(i)	Policies and procedures are required in relation to a code of conduct for staff members

**RELATED POLICIES**

Child Protection Policy Child Safe Environment Policy Code of Conduct Policy Grievance Policy (staff) Interactions with Children, Family and Staff Policy Privacy and Confidentiality Policy	Probation and Induction Orientation Policy Professional Development Policy Recruitment Policy Responsible Persons Policy Staffing Arrangements Policy Work Health and Safety Policy
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**PURPOSE**

We aim to provide an effective Performance Management process to assist educators, coordinators and staff members to assess their work performance against their job description, whilst establishing a positive work culture and professional workplace.

**SCOPE**

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

**IMPLEMENTATION**

Performance Management plays an important role in linking staff performance goals and expectations through balanced feedback and reviews and help meet organisational objectives.

Through the Performance Review, management can acknowledge and identify the individual strengths, talents and interests of each staff member whilst supporting the diverse knowledge and skills each person brings to the role and OSHC Service.

Each employee will participate in a Performance Review every 12 months. The review process will assist educators and staff develop an understanding and expectation of their role, reflect on achievements and challenges and plan goals that may assist in accomplishing performance outcomes and expectations in the future.

At all times of the Performance Management process, confidentiality and sensitivity shall be maintained to a high standard.

### INDUCTION, ORIENTATION AND PROBATION PROGRAM

Management will ensure each employee undertakes an induction and orientation program upon employment at the OSHC Service. Educators and staff will receive a job description as part of the appointment of employment and this will assist to set expectations and requirements of the position. Employees will participate in *Probationary Meetings* that are scheduled within the first week of employment and at the end of the three-month probationary period. Feedback will be provided to the employee regarding performance and management will provide support and opportunities for setting professional development goals.

### STAFF PERFORMANCE REVIEW

Performance Reviews are best completed on a regular and systematic manner to allow management to provide feedback on an employee's work performance and for staff to reflect on their own performance. A *Performance Review* meeting will be conducted every 12 months with each staff member to review their work performance, outline expectations and responsibilities and set professional goals. The *Performance Review Form* can be used to assess employee's goals and objectives, areas of strength, responsibilities and discussion as to what extent these have been met.

### MANAGING UNDERPERFORMANCE

Appropriate management of underperformance plays a key role of Performance Management. Should the manager/Nominated Supervisor identify any performance issues or concerns the *Underperformance Management Procedure* should be initiated including the implementation of a *Performance Improvement Plan* if required.

Indicators of poor or underperformance or unsatisfactory behaviour include:

- the employee not performing tasks associated with the role according to the job description
- the employee not carrying out the work to the standard as set by the job description

- the employee displaying unacceptable, disruptive or negative behaviour at work
- the employee not following policies and procedures of the OSHC Service.

Management will review past Performance Review reports to identify any previous concerns and review the employee's job description to identify any concerns or responsibilities that are not being met. Identification of the underperformance or unsatisfactory behaviour will consider the seriousness of the issue, how long the issue has existed and the employee's present performance and how this varies to what is expected of the employee.

A Performance Management Meeting will be arranged with the employee once underperformance or unsatisfactory behaviour has been clearly identified. Management will provide clear communication with employees to clarify:

- performance indicators (why there is an issue)
- expectations around ethics, values and behaviour
- how their underperformance or behaviour impacts the workplace environment and
- why there is a concern from management.

Employees will be informed of expectations and performance standards and requested to participate in a *Performance Improvement Plan* if required.

## PERFORMANCE IMPROVEMENT PLAN

A *Performance Improvement Plan* will be developed with the employee outlining actions and goals to be implemented. Performance expectations and what is to be achieved over a specific period of time will be discussed and documented with the employee.

During the *Performance Improvement Plan* process the employee will be supported to address and resolve instances or patterns of underperformance or unsatisfactory behaviour.

If the employee has not taken reasonable steps to address or resolve their performance or unsatisfactory behaviour and the *Performance Improvement Plan* has not been followed, the employee will be advised of the next steps in the Performance Management process which may include:

- extension of the *Performance Improvement Plan* time frame
- provision of extra support, guidance or mentoring
- issuing of formal warnings and ultimately if the issue cannot be resolved, termination of employment.

A review of the *Performance Improvement Plan* is to be conducted to discuss the employee's progression and to provide feedback of the goals and outcomes set. If the employee is showing satisfactory improvement of the identified issue the *Performance Improvement Plan* will be resolved and processes implemented to ensure improvements will be maintained.

## TERMINATION OF EMPLOYMENT

If an employee's performance or behaviour does not improve to the required standard, termination of their employment may be an option. An employee cannot be dismissed in circumstances that are 'harsh, unjust or unreasonable.' It is vital to be fair to employees, giving reasons for dismissal, and an opportunity to respond to those allegations. If the staff member's performance does not improve following formal Performance Management Meetings and the implementation and completion of a *Performance Improvement Plan*, then it may be appropriate to issue a formal warning or consider dismissal of employment.

Following a decision to terminate employment management will provide an employee with written notice of the day of termination when ending their employment. The written notice must provide details of the employee's last day and a reason why the employment was terminated.

Employment notice periods will be determined in accordance with the appropriate award. Please note the *Educational Services (Teachers) Award 2020* provides a greater minimum period notice than that required under the *National Employment Standards*.

## SERIOUS MISCONDUCT – TERMINATION OF EMPLOYMENT

Employers are required to adhere to the Fair Work Act when terminating an employee's employment due to the engagement in 'serious misconduct'.

Serious misconduct involves an employee deliberately behaving in a way that is inconsistent with continuing their employment, it may include the following:

- causing serious and imminent risk to the health and safety of another person or to the reputation or profits of their employer's business
- theft, embezzlement, tax evasion
- fraud, misapplication, corruption
- assault, taking of bribes
- being intoxicated at work
- refusing to carry out a lawful and reasonable instruction that is part of the job

- criminally prosecutable offences directly related to employment (child abuse or neglect)
- inability to hold a current Working With Children Check/Clearance

A meeting is to be arranged with the employee regarding the termination of employment due to serious misconduct. A support person should be offered to the employee for the meeting. The manager is to explain the reasons for the termination of employment and the employee provided with a letter explaining the terms of the termination of employment. (See: *Termination of Employment Procedure*).

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

- follow the *Performance Review Procedure* for regular and systematic review of work performance and behaviour
- ensure all staff comply with the *Code of Conduct* at all times
- provide educators, coordinators and staff with a comprehensive *Probation, Induction and Orientation program*
- provide all staff members with a clear and concise job description upon employment
- conduct Performance Review meetings with staff members every 12 months
- prepare accordingly before any Performance Review meeting with staff members
- provide time to discuss the process of the review meeting, duration of meeting and provide points for discussion which may include:
  - self-reflection of performance
  - identifying highlights during the year
  - achievement of professional development goals
  - personal characteristics
  - job knowledge and work output
  - motivation
  - leadership
  - family relationships
  - administration skills
  - people management skills
  - career aspirations
  - identifying challenges
- set a mutually convenient time to meet and conduct the *Performance Review*

- provide feedback to each staff member articulating areas of strength and weaknesses and identifying new goals and/or Quality Improvement Plan (QIP) areas to be a focus of the staff member during the next 12 months
- highlight and discuss any areas where underperformance is identified
- maintain confidentiality and uphold professional integrity at all times
- ensure the employee and manager signs the Performance Review document
- provide a copy of the document to the staff member

In the case of underperformance,

- provide staff member with 24 hours' notice of any Performance Management meeting and offer a silent support person to support the employee
- be specific with any concerns or issues to be raised during the Performance Management meeting
- document any Performance Management meetings using appropriate forms and templates
- develop and implement a *Performance Improvement Plan* with the individual employee and adhere to the *Managing Staff Underperformance Procedure* if required
- identify outcomes and appropriate goals to assist the educator to improve performance within an agreed timeline
- take appropriate action when performance does not meet the agreed outcomes and goals
- provide an *Official Performance Warning Letter* to the employee formally as part of the *Managing Staff Underperformance Procedure* as required
- adhere to the *Termination of Employment Procedure* when terminating employment of an educator, coordinator or staff member
- provide the employee with a *Termination of Employment letter* upon termination of employment
- adhere to the *Termination of Employment (serious misconduct) Procedure* when terminating employment of an employee due to serious misconduct
- provide the employee with a *Termination of Employment letter* upon termination of employment due to serious misconduct.

### EDUCATORS, COORDINATORS AND STAFF MEMBERS WILL:

- perform work to the standard as expected as identified within their job description
- participate collaboratively in annual *Performance Review* meetings as a condition of their employment
- reflect on any achievements or challenges that have occurred within the past 12 months to contribute to the *Performance Review*

- address any concerns or issues regarding work performance and highlight areas for improvement or development
- consider any circumstances or events that may have affected performance. e.g., periods of ill health, excessive workloads
- assist to develop goals and expectations during the *Performance Review* process
- complete any training or professional development identified as part of a *Performance Improvement Plan*.

**CONTINUOUS IMPROVEMENT**

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

**CHILDCARE CENTRE DESKTOP- RELATED HUMAN RESOURCES**

<p>Performance Review - Procedure                  Performance Review Form - Staff                  Performance Review Form - Director / N. Supervisor</p>	<p>Step 1 - Managing Staff Underperformance Procedure                  Step 2 - Performance Discussion Plan (Prior to meeting)                  Step 3 - Performance Management Meeting Minutes                  Step 4 - Performance Improvement Plan                  Step 5 - Performance Management Follow-up Review                  Step 6 - Official Performance Warning Letter                  Step 7 - Termination of Employment Procedure                  Step 8 - Termination of Employment Letter                  Step 9 - Termination of Employment (Serious Conduct) Procedure                  Step 10 - Termination of Employment (Serious Conduct) Letter</p>
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**SOURCE**

Early Childhood Australia Code of Ethics. (2016).  
[Education and Care Services National Regulations](#). (Amended 2023).  
 Fair Work Ombudsman: Best Practice Guide: [Managing underperformance Best Practice Guide \(2020\)](#)  
 Guide to the National Quality Framework. (2017). (Amended 2020-Updated 2023).  
 Revised National Quality Standard. (2018).  
 Work Place Law <https://www.workplacelaw.com.au/posts/better-safe-than-sorry-best-practice-dealing-poor-performance>

Workplace Relations Act 1996 (Cth).

Victoria Government. Business Victoria. (2020). Review staff performance <https://business.vic.gov.au/business-information/staff-and-hr/staff-management/review-staff-performance>  
[Western Australian Education and Care Services National Regulations](#)

**REVIEW**

POLICY REVIEWED BY	Tina Chappell	Coordinator	May 2023
POLICY REVIEWED	MAY 2023	NEXT REVIEW DATE	MAY 2024
VERSION NUMBER	V2.05.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Policy maintenance</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> <li>• Additional section added for Continuous Improvement</li> <li>• Additional section added for Related Resources</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JUNE 2022	New Policy developed for OSHC Services	MAY 2023	

**Item 4.6 Behaviour Guidance Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Behaviour Guidance Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Behaviour Guidance Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Behaviour Guidance Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment V - Policy

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

# BEHAVIOUR GUIDANCE POLICY

The right for children to receive positive guidance in a supportive and respectful environment is promoted within the Education and Care Services National Regulations. Children learn to face a variety of challenges throughout their lives. Learning the difference between acceptable and unacceptable behaviour assists children to regulate their own behaviours in different social and emotional environments as well as when interacting with peers and adults. Our Out of School Hours (OSHC) Service will liaise with local feeder primary schools to ensure consistency of behaviour guidance strategies such as Positive behaviour for learning (PBL) values.

## 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 need for sleep, rest and relaxation.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
5.2	Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.
5.2.1	Collaborative learning	Children are supported to collaborate, learn from and help each other.
5.2.2	Self-Regulation	Each child is supported to regulate their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.

QUALITY AREA 6: PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service
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	
12	Meaning of serious incident
84	Awareness of child protection law
147	Staff members [records]
155	Interactions with children
156	Relationships in groups
168	Education and care service must have policies and procedures
174	Time to notify certain circumstances to Regulatory Authority
175	Prescribed information to be notified to Regulatory Authority

**RELATED POLICIES**

Anti-Bias and Inclusion Policy	Medical Condition Policy
Educational Program Policy	Privacy and Confidentiality Policy
Family Communication Policy	Respect for Children Policy
Incident, Injury, Trauma and Illness Policy	Enrolment Policy
Interaction with Children, Family and Staff Policy	Supervision Policy

**PURPOSE**

We aim to create positive relationships with children making them feel safe, secure, and supported within our OSHC Service. We will ensure children are treated with respect, consistency, fairly and equitably as they are supported to develop the skills and knowledge required to behave in a socially and culturally acceptable manner.

Supporting children to develop socially acceptable behaviour is a primary goal for educators and families. This is embedded in fundamental documents including the My Time Our Place (MTOPI), The Education and Care Services National Regulations, and the National Quality Standard (NQS).

**SCOPE**

This policy applies to children, families, staff, **educators, approved provider, nominated supervisor,**

management, and visitors of the OSHC Service.

## DEFINITIONS

**Behaviour guidance-** this term is used to reflect current thinking about the most positive and effective ways to help children gain understanding and learn skills that will help them to manage their own behaviour. Using appropriate behaviour guidance educators aim to support each child regulate their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.

**Cool down-** this is an example of appropriate discipline or behaviour guidance. A cool down period is when a child is having a difficult moment, they are encouraged to find a space, near an educator, to 'cool down' and regain self-control. This strategy can be used as an opportunity for educators to support children to regulate their own behaviour. [ACEQA, 2020]

**Self-regulation-** The ability to manage energy states, emotions, behaviour and attention: the ability to return to a balanced, calm and constant state of being. Self-regulation is a key factor for mental health, wellbeing and learning (KidsMatter, Early Childhood, 2014).

**Inclusion-** taking into account all children's social, cultural and linguistic diversity (including learning styles, abilities, disabilities, gender, family circumstance and geographic location) in curriculum decision-making processes. (MTOPI).

## IMPLEMENTATION

The behaviour and guidance strategies used by staff and educators at our OSHC Service are designed to provide children the opportunity to expand their experiences of life in a productive, safe environment that allows individuals the right to safety, tolerance, self-expression, cultural identity, dignity and the worth of the individual. Educators understand that as children grow and develop self-regulation becomes an important aspect of social and emotional development as they begin to understand how their actions affect others.

We believe in providing clear, consistent guidelines for children's behaviour as part of a caring and trusting relationship with children and families to help them feel secure and self-confident. Children benefit from knowing that their environment is stable and that a competent adult is taking care of them.

There are three key aspects to promoting positive behaviour:

1. Creating a quality learning environment that is positive and supportive and provides developmentally appropriate experiences and resources.
2. Implementing guidance strategies for building skills and strengthening positive behaviour based on age-appropriate behaviour expectations.
3. Employing strategies for guiding children's behaviour resulting in decreasing undesired behaviours.

### POSITIVE BEHAVIOUR GUIDANCE STRATEGIES

Guiding children's behaviour is an important aspect of caring for and educating children. Positive strategies need to be developed to assist children to learn appropriate ways of behaving. Corporal punishment and unreasonable discipline are not permitted at any time in children's services, not only because the child may be physically harmed, but also because it nearly always has detrimental effects on the child's self-esteem and feelings of security. All educators and staff at our OSHC Service will role model appropriate behaviour and language, encouraging children to socialise with other children, including children of different cultural backgrounds as well as from different age groups and different genders.

Behaviour guidance strategies implemented within our OSHC service are appropriate to the child's age and developmental capacity. Children are encouraged to make decisions for themselves and are provided with opportunities for independence and self-regulation. Children are given the opportunity to make choices and experience the consequences of these choices when there is no risk of physical or emotional harm to the child or anyone else. They are acknowledged when they make positive choices in managing their behaviour.

Strategies may include using visual cues, prompting, redirection, re-teaching strategies, developing logical consequences **providing a 'cooling down' period** and conferences with children. In the instance of adverse behaviour being persistently observed, educators will evaluate their program, room set up, supervision etc. to identify triggers and sources of inappropriate or challenging behaviour. **Physically restraining a child will only be used in emergency situations if a child is:**

- **In a clearly unsafe situation – e.g., attempting to scale a fence or run onto a road**
- **Physically threatening other children or adults**
- **Behaving in ways that are destructive to themselves, other people or the environment. [ACECQA, 2020]**

Regular routines and consistency in implementing behaviour guidance strategies are critical to support children's wellbeing and promote children's agency. All staff implement an active and positive approach to guiding children's behaviour within our service.

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

- no child being educated and cared for by the OSHC Service is subjected to any form of corporal punishment or any discipline that is unreasonable in the circumstances
- every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury
- each nominated supervisor and person in day-to-day charge of the service has completed child protection training (Section 162A of the National Law)
- staff records include evidence of the approved training completed by staff members (Reg.147)
- connections are built between our service and local primary schools to support positive learning environments
- behaviour guidance does not involve making judgements about children or their families
- information is gathered from families about their children's social skills, relationship preferences, family and cultural values which will be recorded in the child's individual file
- educators will use this information to engage children in experiences that support children to develop their social and decision-making skills
- positive and respectful relationships with children are established and maintained
- children are empowered to use language and other forms of non-hurtful communication to communicate their emotions
- positive, empathetic relationships are promoted between children assisting them to develop respectful relationships
- the dignity and rights of each child are maintained at all times
- positive and inclusive strategies are implemented to enable educators to encourage positive behaviour in children in order to minimise adverse behaviour
- general information about behaviour guidance is provided to families such through parent interviews and newsletters
- a partnership is developed with other professionals or support agencies that work with children who have diagnosed behavioural or social difficulties to develop plans for the inclusion of these specific children. This information will be kept confidential and in the individual child's file.
- excessive or challenging behaviour is managed and communicated with families
- strategies are implemented to re-direct a child who may be causing or about to cause harm to himself or herself, another child, or adult. Incidents may include a child who is kicking, spitting, biting, throwing furniture or toys, punching or hitting, or being disruptive. Redirection may also include an incident where a child places him/herself in a dangerous situation, for example, climbing a fence or hiding in a potentially dangerous position. Safety is a priority, and this may mean using physical re-

direction in which an educator will actually remove the child from the harmful situation if required. It may be necessary to remove other children from the area while the child calms down.

- families are notified and the incident/behaviour is addressed sensitively. In an instance where a child or children's safety has been jeopardised, parents are required to sign the *Behaviour Incident Report*.
- should the behaviour continue, the child's behaviour is observed and carefully documented. Additional information is collated related to the context and behaviour guidance strategies implemented.
- a meeting with the child's parents/carers and educator may be arranged to discuss any behaviours or concerns that have been observed. A *Behaviour Guidance Plan* may be developed in consultation with families and other health professionals as required
- *Behaviour Guidance Plans* are to be reviewed on a periodic basis reflecting changes that have been applied through the implementation of the plan in consultation with the child's family
- the child's primary school is contacted to gain information about behaviour guidance strategies implemented within the school context to ensure consistency between environments
- families, the child's primary school and professional agencies are consulted to ensure that a consistent approach is used to support the child with diagnosed behavioural or social difficulties
- application for additional support for educators to build their capacity and capabilities to include children with additional needs will be made through the Inclusion Support Program.
- a Strategic Inclusion Plan (SIP) is developed and guided by local support agencies as required for individual groups of children
- the SIP is reviewed on a periodic basis reflecting changes that have been applied through the implementation of the plan
- professional development is provided for educators to be informed, trained and supervised to implement the SIP created, ensuring that information is composed and recorded for reflection on its effectiveness for the individual child
- notification is made to the regulatory authority within the legislated time frames of any circumstance that poses a risk to the health, safety and wellbeing of a child or children, or of any complaint alleging that a serious incident has occurred at the OSHC Service
- notification is made to the regulatory authority and to the children's commissioner, child protection agencies or the police of any incident of inappropriate discipline.

### EDUCATORS WILL:

- encourage and support each child's social and emotional development, striving to develop children's self-regulation and an understanding of the feelings of others

- actively work with younger children to promote and role-model positive ways to interact with others
- teach behavioural expectations
- support appropriate behaviour- visual cues, prompting, positive verbal feedback and quality learning environments
- ensure children are provided with positive guidance and encouragement toward acceptable behaviour
- promote children's initiative and agency
- actively work with all children to support them in constructing and conveying ways of expressing needs, resolving conflict, and responding to the behaviour of others
- at all times provide positive role-modelling in their dealings with children, other educators and families
- discuss guidelines, rules, limits, and what is fair with children, and use their contributions in setting limits and guidelines
- talk calmly with children about the consequence of their actions, and the reason for rules
- use corrective consequences- prompt, redirect, re-teach, provide choice, logical consequence, conference with child and educator
- guide children's behaviour, teaching them how to be considerate of others – to think about the effects of their actions on others. It is important that children understand what acceptable and unacceptable behaviour is and how to manage their emotions.
- provide positive feedback and focus on children's strengths and achievements and build on their abilities
- take into consideration the child's past experiences as their behaviour could be a result of past trauma such as changes in routine, changes or losses within the family, placement in care, or more serious circumstances involving abuse, neglect, or family violence
- be responsive to these former experiences, designing and implementing behaviour plans with the individual child that include strategies which will assist alternative and positive behaviour
- provide age appropriate, challenging, and interesting activities, experiences, and equipment for children to use and become engaged with
- ensure there are sufficient materials and equipment for individual, small and large group activities
- set up the environment (indoor and outdoor) for children to engage in activities and experiences in accordance with their abilities and interests
- adapt a positive approach, excluding cruel, harsh, humiliating or demeaning actions
- commit to professional development and keep up to date with industry information regarding behaviour guidance strategies

- support children to explore different identities and points of view and to communicate effectively when resolving disagreements with others
- participate in planned and spontaneous conversations with children about emotions, feelings and issues of inclusion and fairness, bias and prejudice, and the consequences of their actions, as well as the appropriate rules and the reasons for the rules
- provide children with the language and vocabulary needed to express their emotions and feelings and verbalise their concerns
- encourage children to listen to other people's ideas, consider pro-social and altruistic behaviour and collaborate and negotiate in problem solving situations
- listen empathetically to children when they communicate their emotions, provide encouragement as they reassure the child it is normal to experience positive and negative emotions
- guide children to remove themselves from situations where they are experiencing frustration, anger, or fear
- support children to negotiate their rights and rights of others and mediate perceptively when children experience difficulty in resolving dissimilarity
- learn about children's relationships with others and their relationship preferences they have and use this knowledge to encourage children to manage their own behaviour and expand on their empathy skills
- use positive language, gestures, facial expressions, and tone of voice when redirecting or discussing children's behaviour with them
- remain calm, respectful and tolerant as they encourage children who are strongly expressing distress, frustration or anger
- guide children's behaviour with a focus on preserving and promoting children's self-esteem as they learn to self-regulate their behaviour
- implement 'time with' or 'cool down time' with an adult educator, which will be used when all other strategies (above) have been exhausted. 'Time with' or 'cool down time' allows educators to offer reassurance and support so the child can settle and regain self-control, develop some self-calming behaviours and gain composure. Once calm, educators can assist the child to identify what happened, reflect on their actions and consider how they may have done something differently. 'Time with' or 'cool down time' will always occur under the supervision of other educators.
- contribute to and ensure Individual Support Plans are followed in consultation with the Services' SIP.

#### FAMILIES WILL:

- provide consent for the OSHC Service to consult with their child’s primary school and other professional agencies to assist with implementing a Strategic Inclusion Plan (SIP)
- work collaboratively with educators and professional agencies when required in order to develop a broader understanding of the child’s developmental level and share any recent events which may be influencing the child's behaviour
- consult with educators and provide consent when the Service is applying for Inclusion Support Funding
- work in partnership with educators and health professionals in the development of a behaviour guidance plan **or Individual Support Plan** to assist with the identification of challenging behaviour, the development of supportive strategies and the review of strategies implemented within a behaviour guidance plan where required
- create consistency in behaviour guidance strategies used at the Service and at home

**CONTINUOUS IMPROVEMENT**

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

**CHILDCARE CENTRE DESKTOP - RELATED RESOURCES**

Behaviour Guidance Procedure	Behaviour Guidance Review Form
Behaviour Guidance Guide	Behaviour Guidance Plan A
Behaviour Guidance Incident Report	Behaviour Guidance Plan B
ABC Observation Record	

**SOURCE**

Association of Children’s Welfare Agencies: [www.acwa.asn.au](http://www.acwa.asn.au)

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

Australian Children’s Education & Care Quality Authority. *Inappropriate discipline*. (2020). [www.acecqa.gov.au/sites/default/files/2020-06/inappropriate-discipline.pdf](http://www.acecqa.gov.au/sites/default/files/2020-06/inappropriate-discipline.pdf)

Australian Government Department of Education **Skills and Employment**. (2014) (2022). **My Time, Our Place- Framework for School Age Care in Australia.V2.0**

Australian Government Department of Education. **Skills and Employment**. Inclusion Support Program **Guidelines**. <https://www.education.gov.au/child-care-package/inclusion-support-program>

Department of Education NSW Positive Behaviour for Learning (PBL) Early Childhood <https://pbl.schools.nsw.gov.au/resources/early-childhood.html>

Department of Education State Government of Victoria. *Strategies to guide children’s behaviour* (reviewed 2015)

Early Childhood Australia’s Blog (2018). *What every child needs for learning self-regulation* KidsMatter Early Childhood.

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations](#). (Amended 2023).

Family & Community Services: [www.community.nsw.gov.au](http://www.community.nsw.gov.au)

Guide to the National Quality Framework. (2017). (Amended 2023).

NAPCAN: [www.napcan.org.au](http://www.napcan.org.au)

Porter, L. (2016). *Young children’s behaviour: Guidance approaches for early childhood educators*. Australia: Allen & Unwin.

Raising Children Network. (2019) *Understanding school-aged behaviour*  
<https://raisingchildren.net.au/school-age/behaviour>

Revised National Quality Standard. (2018).

State Government of Victoria. *Strategies to guide children’s behaviour* (reviewed 2015)

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

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	May 2023
POLICY REVIEWED	MAY 2023	NEXT REVIEW DATE	MAY 2024
VERSION NUMBER	V7.05.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• additional regulations added</li> <li>• restraint information added</li> <li>• hyperlinks checked and repaired as required</li> <li>• link to Western Australian Education and Care Services National Regulations added in ‘Sources’</li> <li>• Additional section added for Continuous Improvement</li> <li>• Additional section added for Related Resources</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
MAY 2022	<ul style="list-style-type: none"> <li>• policy maintenance - no major changes to policy</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> </ul>	MAY 2023	
MAY 2021	<ul style="list-style-type: none"> <li>• additional links to the National Quality Standard</li> <li>• additions to policy related to behaviour guidance plans</li> <li>• removal of ‘children will’ section- policy is written to guide adults- so not appropriate to be included in policy</li> <li>• sources checked for currency</li> </ul>	MAY 2022	
MAY 2020	<ul style="list-style-type: none"> <li>• realignment of content within the policy</li> <li>• deleted content that was repeated in different sections or moved into a different section</li> <li>• changed order of some points</li> <li>• additional definitions added</li> <li>• rewording of some points</li> <li>• notification to regulatory authority added</li> </ul>	MAY 2021	

	<ul style="list-style-type: none"> <li>• additional information added for clarity</li> <li>• further sources included</li> <li>• sources updated and checked for currency</li> </ul>	
MAY 2019	<p>My Time Our Place: Framework for School Age Care in Australia info added.</p> <p>Additional information added to points.</p> <p>Rearranged the order of points for better flow</p> <p>Sources checked for currency: Deleted if irrelevant or no longer available.</p> <p>Sources/references corrected, updated, and alphabetised.</p> <p>Information added to sources.</p>	MAY 2020
MAY 2018	<p>Modifications made, taking out 'behaviour management' references and plans and adjusted to Strategic Inclusion Plans</p>	MAY 2019
DECEMBER 2017	<p>Updated the references to comply with the revised National Quality Standard</p>	MAY 2018

**Item 4.7 Interactions with Children Families and Staff Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Interactions with Children Families and Staff Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Interactions with Children Families and Staff Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Interactions with Children Families and **Staff** Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment W - Policy

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

# INTERACTIONS WITH CHILDREN, FAMILIES & STAFF POLICY

My Time, Our Place (MTO) identifies secure, respectful, and reciprocal relationships with children as one of the principles that underpin practice. Within our Out of School Hours Care community many different relationships are negotiated with and between children, educators, and families. The way in which these relationships are established and maintained, and the way in which they remain visible impacts on how our community functions as a whole. Relationships directly affect how children form their own identity, whether or not they feel safe and supported, and ultimately, their sense of belonging.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
5.2	Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.
5.2.1	Collaborative learning	Children are supported to collaborate, learn from and help each other.

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.1.2	Parents views are respected	The expertise, culture, values and beliefs of families are respected, and families share decision-making about their child's learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.

## EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

73	Educational program
84	Awareness of child protection law
115	Premises designed to facilitate supervision
118	Educational leader
126	Centre-based services- general educator qualifications
145	Staff record
155	Interactions with children
156	Relationships in groups
157	Access for parents
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed

## RELATED POLICIES

Arrival and Departure Policy	<b>Governance Policy</b>
Behaviour Guidance Policy	Management Committee Policy
Child Protection Policy	Orientation of Families Policy
Child Safe Environment Policy	Open Door Policy
Code of Conduct Policy	Privacy and Confidentiality Policy
Dealing with Complaints Policy	Relief Staff Policy
Delivery of Children to, and Collection from and	Respect for Children Policy
Education and Care Service Premises	Social Media Policy
Educational Program Policy	<b>Staffing Arrangement Policy</b>
Enrolment Policy	Student and Volunteer Policy
Family Communication Policy	Supervision Policy

## PURPOSE

We aim to build positive relationships with children, families, and educators through collaboration and interactions, which is reflective of our Out of School Hours Care Service philosophy and the *My Time, Our Place Framework*. Educators will encourage positive relationships between children and their peers as well as with educators and families at the Service, ensuring children feel safe and supported.

## SCOPE

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

## IMPLEMENTATION

Under the Education and Care Services National Regulations, the approved provider must ensure that policies and procedures are in place for interactions with children (regulation 168) and take reasonable steps to ensure those policies and procedures are followed.

To build and maintain positive and respectful relationships with children, families, and educators our OSHC Service will adhere to our statement of philosophy and the ACA Code of Ethics. We aim to provide a child safe culture where our values and practices that guide the attitudes and behaviour of all staff are guided by the implementation of the Child Safe Standards and related National Principles for Child Safe Organisations.

## INTERACTIONS WITH CHILDREN

Children need positive relationships with educators that are trusting and responsive to their individual needs. Through these experiences and interactions children will develop a positive understanding of themselves and feel a sense of belonging. We promote a respectful, child safe culture where children concerns are always responded to, and children feel empowered to participate in decisions and provide feedback to educators and staff.

### THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/MANAGEMENT AND EDUCATORS WILL:

- create a welcoming and relaxed atmosphere in which children experience equitable, friendly and genuine interactions with all educators
- meet educator to child ratio and qualification requirements
- ensure all educators and staff have undertaken current child protection legislation training including mandatory reporting requirements and obligations
- ensure that no child is subjected to any form of corporal punishment or any discipline that is unreasonable or inappropriate in the circumstances
- role-model appropriate language and behaviour
- support children to be aware of their own feelings as well as the feelings of others
- encourage children to treat all other children with respect
- provide children with the opportunity to explore their dispositions for learning by expressing themselves and their opinions
- ensure children are aware of how to raise concerns or provide feedback
- respond or report to children about how their feedback has been acted upon
- assist the children to build resilience and self-assurance through positive interactions

- guide children’s behaviour positively
- respect the rights, dignity and agency of children
- support children within the OSHC learning environment
- provide appropriate supervision so children feel safe in their interactions with other children
- speak to children in a positive manner at all times, promoting respect, tolerance and empathy, including the use of non-verbal cues and communication
- engage in meaningful, open interactions that support the acquisition of skills for life and learning of children
- respect each child’s uniqueness, be attuned to, and respond sensitively and appropriately to children’s efforts to communicate and use the child’s own language, communication styles, and culture to enhance interactions
- listen to children and take them seriously; support and encourage children to use appropriate language in their interactions with adults and peers. Educators will extend upon children’s interests and ideas through questions and discussions, supported and made visible in observations, reflections, and programming.
- understand their reporting requirements and respond to any incident, disclosure or suspicion of child abuse or harm
- communicate with children by getting down to their level, using eye contact, and showing respect to the child whilst engaging in and promoting effective communication
- show empathy to children
- ensure that the values, beliefs, and cultural practices of the child and family are considered and respected (Reg. 155)
- ensure that no child is ever isolated for any reason other than illness, accident or pre-arranged appointment with parental consent. During this time, they will be under adult supervision.
- regularly reflect on their relationships and interactions with children and how these can be improved to benefit each child
- facilitate children’s individual development extending upon their strengths, interests and abilities

## INTERACTIONS WITH FAMILIES

Effective communication is the key to developing and maintaining positive interactions and relationships with others and helps to build trusting and respectful partnerships with families. Educators use positive and open communication with families and siblings in order to create a responsive and inclusive environment for children, staff and families. Interactions with families help to inform educators’ knowledge of each child’s distinctive interests, skills cultures and abilities. This helps to build a positive

experience and a safe learning environment that encourages children to expand their knowledge and understandings.

### MANAGEMENT AND EDUCATORS WILL ENSURE:

- all families are treated equitably without bias or judgement, recognising that each family is unique
- families are provided with information and resources in their first language
- families are asked to identify a preferred method of regular communication with the Service (this may include utilising a translator service)
- families and children are greeted upon arrival in a respectful manner
- they learn the names of family members and use these names when they greet them
- two-way communication is established through leading by example and asking questions and a willingness to offer information about ourselves
- common terminology (not jargon) is used when talking to parents regarding their child's development
- privacy and confidentiality are respected at all times
- information about another child or family information is never discussed with a parent or visitor
- they remain sensitive to cultural differences amongst families and encourage families to share cultural aspects with the children and educators at the service
- the advice and opinion from other professional experts is requested, with parental permission, to assist educators develop and implement strategies to support the inclusion of children with additional needs
- they seek additional resources and professional support for families through a range of organisations such as KU Inclusion Support, Area Health and other specific health professional networks
- verbal communication is always open, respectful and honest
- families are provided with up-to-date service information and notices through Daily Reports, newsletters, communal notice boards, emails and sign-in sheets.
- they regularly reflect on parent input into the program and make changes where necessary that will best benefit the service and children
- connections between families is promoted and enhanced through inviting families to participate in routines and events at the OSHC Service
- families are aware of our complaint handling process- (*Dealing with Complaints Policy*)

## INTERACTIONS WITH STAFF AND EDUCATORS

The OSHC Service recognises that the way educators interact with each other has an effect on the interactions they have with children and families. Educators working within our OSHC Service are required to demonstrate mutual respect towards each other and value the contributions made by each educator. This enables our OSHC Service to maintain positive relations and model the type of communication they want children to develop.

### TO MAINTAIN PROFESSIONALISM AT ALL TIMES, EDUCATORS WILL:

- engage in professional communication in order to create an effective work environment and to build a positive relationship with educators, children and families. Communication amongst colleagues creates a positive atmosphere and a professional image for families. Communication between staff and families ensures that important information is being passed on consistently.
- champion a child safe culture through their attitudes, behaviours and actions
- collaborate together as a team sharing room roles and responsibilities through the use of a roster where necessary
- be respectful when listening to each other's point of view and ideas
- maintain effective communication to ensure that teamwork occurs
- use staff meetings to communicate their professional reflections and ideas for continuous improvement as a team
- attend in-service training to update and refresh and add to individual skills and knowledge
- keep up to date with current legislation to child protection including mandatory reporting requirements – (*Child Protection, Reportable Conduct Scheme*)
- refer to the *Dealing with Complaints Policy (Staff) /Procedure* if they feel a situation with another educator is not being handled with professionalism, respect, and fairness
- recognise each other's strengths and value the contribution each person makes to different work roles
- work collaboratively to reach decisions which will enhance the quality of the education and care offered at the OSHC Service
- welcome diverse views and perspectives
- work together as a team and engage in open and honest communication at all times
- respect each other's positions and opinions
- develop and share networks and links with other agencies
- resolve differences promptly and positively and use the experience to develop more effective methods of working together.

**TO MAINTAIN PROFESSIONALISM AT ALL TIMES, MANAGEMENT WILL:**

- provide new educators with relevant information about the OSHC Service and program through an Staff Handbook, induction, and daily communication
- treat educators with respect
- be sensitive to the feelings and needs of educators
- provide constructive feedback to educators as part of their professional learning plan support
- value the role and contribution of each educator
- demonstrate commitment to ongoing collaboration and engagement to support staff wellness
- provide opportunities for all educators to have input into the program development and evaluation
- appreciate and utilise educator skills and interests
- provide support, assistance and mentoring to educators
- hold regular educator meetings to encourage and support professional growth and reflective practice
- use appropriate conflict resolution techniques to solve problems
- ensure policies and procedures are up to date regarding communication, expected behaviour and grievances
- provide opportunities for professional development.

**TO ENHANCE COMMUNICATION AND TEAMWORK, EDUCATORS WILL:**

- maintain privacy and confidentiality
- be respectful, caring and inclusive of all colleagues
- be sensitive to the feelings and needs of other team members
- support colleagues during difficult situations
- provide constructive feedback to each other
- trust each other
- value the role and contribution of colleagues
- appreciate and utilise colleague skills, strengths and interests regardless of qualification and experience
- provide support and assistance to each other
- share responsibilities
- have a flexible attitude towards team roles and responsibilities
- greet each other by name
- show genuine interest in the other person by using active and reflective listening
- communicate ideas and opinions clearly and professionally

- use a communication book or daily diary to pass on messages and record relevant information
- use appropriate conflict resolution techniques to solve problems
- engage in opportunities for professional development.

### CONTINUOUS IMPROVEMENT/REFLECTION

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

### SOURCE

Australian Children’s Education & Care Quality Authority. (2014).  
 Australian Children’s Education & Care Quality Authority. (2021). Policy and Procedure Guidelines- *Interactions with Children*  
 Australian Human Rights Commission. Child Safe Organisations. <https://humanrights.gov.au/our-work/childrens-rights/projects/child-safe-organisations>  
 Child Australia *Cultural Connections Booklet*. (2017).  
 Early Childhood Australia Code of Ethics. (2016).  
 Australian Government Department of Education *Skills and Employment*. (2014) (2022). *My Time, Our Place- Framework for School Age Care in Australia.V2.0*  
 Education and Care Services National Law Act 2010. (Amended 2023).  
[Education and Care Services National Regulations](#). (Amended 2023).  
 Guide to the National Quality Framework. (2017). (Amended 2023).  
 NSW Department of Education. (2021). Implementing the Child Safe Standards: A guide for early childhood education and outside school hours care services.  
*Privacy and Personal Information Protection Act 1998* (Cth).  
 Revised National Quality Standard. (2018).  
 Victorian Early Years Learning and Development Framework (2011) Melbourne Graduate School of Education *Evidence Paper Practice Principle 5: Respectful relationships and responsive engagement*  
<https://www.education.vic.gov.au/Documents/childhood/providers/edcare/respectrelns.pdf>  
[Western Australian Education and Care Services National Regulations](#)

### REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	May 2023
POLICY REVIEWED	MAY 2023	NEXT REVIEW DATE	MAY 2024
VERSION NUMBER	V8.05.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Annual policy maintenance</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
MAY 2022	<ul style="list-style-type: none"> <li>policy maintenance – change of name of related policy</li> <li>no major changes to policy</li> <li>minor formatting edits within text</li> <li>hyperlinks checked and repaired as required</li> </ul>	MAY 2023
AUGUST 2021	<ul style="list-style-type: none"> <li>edits to policy guided by ACECQA <i>Interactions with Children policy guidelines</i> (August 2021)</li> <li>inclusion of additional regulations</li> <li>inclusion of commitment to Child Safe Standards to ensure a child safe culture within the service</li> </ul>	MAY 2022
MAY 2021	No major changes to policy sources checked for currency	MAY 2022
MAY 2020	additional content added to sections as highlighted rewording of some points to ensure clarification some statements moved into interactions with staff and educators minor adjustments to formatting for consistency additional sources utilised within policy as referenced	MAY 2021
MAY 2019	Added section ' <i>To enhance communication and teamwork, Management will:</i> ' taking relevant points from section ' <i>To enhance communication and teamwork, Educators will:</i> '. Sources checked for currency. Sources/references alphabetised	MAY 2020
MAY 2018	New policy created	MAY 2019

**Item 4.8 Professional Development Policy**

**EXECUTIVE SUMMARY**

Council to review and adopt the Professional Development Policy with changes.

**OFFICER'S RECOMMENDATION**

*That Council: Adopt the Professional Development Policy with changes.*

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**Budget & Resource Implications**

Nil

**Background**

Council to review and adopt the Professional Development Policy with changes.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment X - Policy

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

# PROFESSIONAL DEVELOPMENT POLICY

*Professional development* is a term used which includes workshops, conferences, in-services, training sessions, formal studying, readings, and professional research. The contribution of professional development to developing practice can be a source of deep professional satisfaction, for both individual practitioners and Out of School Hours Care Services collectively.

A commitment to ongoing professional development is the key to effective continuous improvement and the provision of quality school age care. Engaging in professional development helps to identify individual educator's areas of strengths and areas requiring improvement.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinations and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
84	Awareness of child protection law
118	Educational Leader
126	Centre-Based services – general educator qualifications
136	First Aid qualifications
138	Application for qualification to be assessed for inclusion on the list of approved qualifications
168	Education and care service must have policies and procedures.

**RELATED LEGISLATION**

Child Care Subsidy Secretary’s Rules 2017	Family Law Act 1975
A New Tax System (Family Assistance) Act 1999	Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G <a href="https://www.dese.gov.au/resources-child-care-providers/resources/child-care-provider-handbook">https://www.dese.gov.au/resources-child-care-providers/resources/child-care-provider-handbook</a> <a href="https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook">https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook</a>

**RELATED POLICIES**

CCS Governance Policy CCS Personnel Policy Code of Conduct Policy Child Protection Policy Enrolment Policy First Aid Policy	Payment of Fees Policy Record Keeping and Retention Policy Recruitment Policy Staff Arrangement Policy Work, Health and Safety Policy
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**PURPOSE**

Professional development allows individuals to build and improve their knowledge and skills within the early childhood and school age care sector whilst keeping up to date with current research and recommended practice. The School Age Care sector continues to grow and change and these changes impact on licensing and assessment requirements as well as our interactions and documentation of individual children. To comply and improve we implement procedures for identifying areas in which our educators and staff can enhance skills and knowledge through relevant and effective professional development and training. We aim to review and update individual professional development plans based on performance appraisals detecting strengths, interests, and goals.

**SCOPE**

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

**IMPLEMENTATION**

The Early Childhood Australia (ECA) Code of Ethics suggest that in relation to being professional, educators will take responsibility for reflecting on and assessing their professional values, knowledge and practice, and the positive contribution to the early childhood profession. Educators will engage in critical reflection, ongoing professional learning and support research that builds knowledge and that of the profession.

**THE APPROVED PROVIDER/ MANAGEMENT WILL ENSURE:**

- the nominated supervisor and administration staff are aware of Family Assistance Law legislation, enrolment processes and management of Child Care Subsidy as detailed in the *Child Care Provider Handbook* and keep up to date with changes and additions to the administration of Child Care Subsidy
- the roster supports at least one nominated supervisor and person in day-to-day charge of the service, who holds the following qualifications is in attendance at all times at the service when children are being educated and cared for and immediately available in an emergency:
  - ACECQA approved and current first aid qualification including CPR
  - ACECQA approved and current emergency asthma management training
  - ACECQA approved and current anaphylaxis management training
  - child protection training
- the Nominated Supervisor undertakes professional development in accordance with National Regulations, Family Assistance Law, Child Care Subsidy and their individual professional development plan
- the policies, practices, systems and processes within the Service align with the requirements of the Child Safe Standards
- all educators and staff are provided with professional learning for the Child Safe Standards to continually improve their child safe capabilities
- a budgeted amount is allocated and available to provide relevant training to educators and staff
- approve all professional development prior to booking (for events which are paid for or subsidised by the Service). Only professional development which are beneficial to the Service and other educators will be approved for payment, at the discretion of the Educational Leader
- all professional development completed by educators and staff is recorded in individual staff records via the Professional Development Record and relevant materials and information to enhance skills and knowledge is shared with colleagues
- a variety of professional development for educators and staff is provided and encouraged
- professional development is linked to the Quality Improvement Plan
- educators and staff have the opportunity to experience different rooms and/or locations of OSHC premises. This will be achieved through rotation of educators and staff at the discretion of management but will not have adverse effects on the continuity of care experienced by children. Individual needs will be considered when rotation occurs, but the final decision should not hinder other staff members from the opportunity to develop their skills and knowledge.

- continuity of care for the children will be the primary consideration when moving staff to different rooms. Where possible, one person familiar to the children will remain at the OSHC service
- mentoring programs and management support networks are implemented for educators and staff to receive guidance and inspiration
- opportunities are provided for educators to work closely with more experienced colleagues to assist skills in observations, questioning, critiquing and responding to children's experiences
- they are positive role models for educators and staff
- educators are supported to attend professional development by committing time and resources in order to develop new skills and knowledge that can be shared within the OSHC Service.

### THE NOMINATED SUPERVISOR/ RESPONSIBLE PERSON WILL ENSURE:

- Child Protection training is valid and updated every 12-18 months and whenever significant changes are made to the child protection law or reporting requirements, to maintain skills and knowledge required by National Regulations and best practice
- keep up to date with changes and additions to the administration of Child Care Subsidy as detailed in the Child Care Providers Handbook (Australian Government Department of Education, Skills and Employment)
- hold a current ACECQA approved first aid, qualification and ACECQA approved emergency asthma and anaphylaxis management qualifications at all times
- CPR refresher training is completed annually
- complete annual adrenaline auto injector training through ASCIA
- provide documentation of all qualifications to the Approved Provider
- attend a minimum of 4 professional development/ in-service training events over a 12-month period
- the practices, systems and processes within the Service align with the requirements of the Child Safe Standards
- be a positive role model for educators and staff
- collaborate with the Educational Leader to identify training needs across the service and source appropriate training and mentoring for educators
- strategies are implemented by educators to make practical use of the information gained from professional development
- develop a culture of learning through reflective practice
- review Job descriptions as part of the Professional Development Agenda before establishing the Professional Development Plan

- facilitate educators to complete the *Ambitions and Reflections Plan Form* to assist with allocation of training and development
- once completed review *Ambitions and Reflections Plan Form* with Educational Leader to gain an understanding of each team members personal goals and aspirations.

### THE EDUCATIONAL LEADER WILL:

- review the Professional Development cycle with Nominated Supervisor for the OSHC service
- meet with educators and discuss outcomes of the *Ambitions and Reflections Plan Form*
- complete the simple SWOT analysis for each educator (Strengths, Opportunities, Weaknesses and Threats).
- maintain the Professional Development Record for each educator following the completion of training and workshops
- complete a Professional Development Plan with each educator and discuss with the Nominated Supervisor
- source and schedule in-services, webinars, workshops and other professional development opportunities as per educator Professional Development Plan taking into consideration the service training budget
- facilitate educators to share new knowledge and skills learnt at training and workshops
- facilitate reflective practice as a form of ongoing professional learning for all staff
- support educators to undertake WHS training as a part of their in-service training.

### EDUCATORS WILL:

- keep up to date with Child Protection 'refresher' training ensuring currency and compliance
- participate in training to build capacity to implement the Child Safe Standards
- hold a current ACECQA approved first aid qualification and ACECQA approved emergency asthma and anaphylaxis management qualifications (as required)
- ensure CPR refresher training is completed annually
- complete annual adrenaline auto injector training through ASCIA
- attend a minimum of 4 professional development/ in-services training over a 12-month period for permanent-part time and casual staff
- seek assistance and direction from the OSHC service's Educational Leader regarding options for in-services and other professional learning opportunities
- participate in professional learning about Family Assistance Law and Child Care Subsidy

- engage in the Professional Development Plan activities with the Educational Leader as per the Professional Development Agenda, including completing the Ambitions and Reflections form, and completing in the Professional Development Plan with the Educational Leader
- following the attendance of training and workshops, complete a Professional Development Review form
- with the assistance of the Educational Leader, share skills and knowledge learnt from professional development with other team members.

### EXAMPLE OF PROFESSIONAL DEVELOPMENT AND IN-SERVICE OPPORTUNITIES

Networking with other services and professionals	Mentoring and coaching programs
In-house or external training (workshops, courses)	Self-paced training packages
Sharing information gained from formal studies	Hands-on job training
Knowledge and skills sharing	Conferences
Visitors from local areas	Meeting discussions
Reading professional publication and websites	Viewing professional DVD's
Engage in professional reflection (journals)	Reading recently published ECE texts
Subscribing to professional newsletters	Inquiry conversations
Formal TAFE, college or University courses (check with <a href="#">ACECQA for list of approved qualifications</a> )	

### CONTINUOUS IMPROVEMENT/REFLECTION

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

### CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Ambitions and Reflections Form	Professional Development Record
Professional Development Guide and Procedure	Professional Development Reflection- Form
Professional Development SWOT	Professional Development Audit
Professional Development Plan- Template	

### SOURCE

Australian Children’s Education & Care Quality Authority. (2014).  
 Australian Government Department of Education Skills and Employment. (2014) (2022). [My Time, Our Place- Framework for School Age Care in Australia.V2.0](#)  
 Australian Government Department of Education Skills and Employment Child Care Provider Handbook <https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

Australian Government Department of Education. [Skills and Employment. \*Leading Learning Circles for Educators Engaged in Study\*. \(2016\).](#)

Early Childhood Australia Code of Ethics. (2016).

[Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. \(2017\).](#)

[Education and Care Services National Regulations. \(Amended 2023\).](#)

Guide to the National Quality Framework. (2017). (Amended 2023).

Revised National Quality Standard. (2018).

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

## REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	May 2023
POLICY REVIEWED	MAY 2023	NEXT REVIEW DATE	MAY 2024
VERSION NUMBER	V8.05.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• policy maintenance</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> <li>• link to Western Australian Education and Care Services National Regulations added in 'Sources'</li> <li>• Continuous Improvement/Reflection section added</li> <li>• Childcare Centre Desktop Resource section added</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
MAY 2022	<ul style="list-style-type: none"> <li>• policy maintenance - no major changes to policy</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> </ul>	MAY 2023	
AUGUST 2021	<ul style="list-style-type: none"> <li>• Update of Related Legislation</li> <li>• Update of Related Policies</li> <li>• Check of links within policy</li> </ul>	MAY 2022	
MAY 2021	<ul style="list-style-type: none"> <li>• merged Curriculum (Pedagogy) and Educators Training Policy into this policy to prevent duplication of information/policy</li> <li>• sources checked for currency</li> </ul>	MAY 2022	
DECEMBER 2020	<ul style="list-style-type: none"> <li>• Additional information related to Family Law and CCS training for all staff</li> <li>• Update of Policy Name</li> <li>• Removal of requirement of professional development to be NESQA approved</li> <li>• Additional references to Professional Development resources</li> <li>• Addition of Educational Leader content</li> </ul>	MAY 2021	

MAY 2020	<ul style="list-style-type: none"> <li>• re-wording of some sentences to improve flow of text</li> <li>• additional content added</li> <li>• additional regulation related to Child Protection law</li> </ul>	MAY 2021
MAY 2019	New policy drafted for Out of School Hours Care	MAY 2020

**Item 6. General Business**

DATE OF NEXT MEETING

**18 July 2023**

**CONCLUSION**

Peter Bennett  
**Chief Executive Officer**