



RICHMOND SHIRE COUNCIL
AGENDA
FOR

ORDINARY MEETING
MONDAY 24 JULY 2023
COMMENCING AT 8:00AM

Richmond Shire Council
Ordinary Meeting of Council 24 July 2023

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

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

Attachment "A" Unconfirmed Minutes from the General Meeting held Tuesday 20 June 2023.

Richmond Shire Council
Ordinary Meeting of Council 24 July 2023

COMMENCEMENT OF MEETING

SIGNING OF ATTENDANCE BOOK

READING OF OFFICIAL PRAYER

LEAVE OF ABSENCE

CONFIRMATION OF MINUTES

- Unconfirmed 20 June 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 20 JUNE 2023



RICHMOND SHIRE COUNCIL

UNCONFIRMED MINUTES

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 20 JUNE 2023

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UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 20 JUNE 2023

PRESENT

Present when Mayor Wharton declared the meeting open at 11:00am were:

COUNCILLORS:

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

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 Tiana Grant.

PRAYER

Cr Fox read the prayer

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20230620.1

It was moved Cr Kuhl seconded Cr Fox and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Board Room, Richmond on Tuesday 20 May 2023 be adopted as presented.

DECLARATIONS OF INTEREST

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

Item 1.1 Development Application for Operational Works (Advertising Device)

I, Councillor Wharton inform the meeting that I have declared an interest in relation to item 1.1 Development Application for Operational Works (Advertising Device), as a result that I own the land in discussion.

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

Item 2.15 Sponsorship Request – Jaydon Lanskey

I, Councillor Johnston inform the meeting that I have declared an interest in relation to item 2.15 Sponsorship Request – Jaydon Lanskey, as a result that I am the mother of the child being discussed.

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

BUSINESS ARISING

Nil

Attendance

Cr Wharton declared an interest and left the room at 11:03am
Cr Kuhl took the chair

1. REPORTS FOR CONSIDERATION – WORKS

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.

RESOLUTION 20230620.2

It was moved Cr Kennedy seconded Cr Fox and carried that Council approve the Development Application for Operational Works (Advertising Device) at Lot 1 Flinders Highway.

REFERENCE DOCUMENT

- Planning Report

Attendance

Cr Wharton re-entered the room at 11:07am
Cr Wharton took back the chair

1. REPORTS FOR CONSIDERATION – WORKS

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.

RESOLUTION 20230620.3

It was moved Cr Kuhl seconded Cr Buick and carried that Council approve the application for a permit to occupy over reserve for grazing purposes on the portions of Lots B & C that have been identified and deny the application for a permit to occupy over reserve for Grazing purposes for Lot A due to Councils future development plans.

REFERENCE DOCUMENT

- Application
- A, B & C Blocks Mapping

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

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.

RESOLUTION 20230620.4

It was moved Cr Fox seconded Cr Johnston and carried that Council approve the request to hold monthly markets on the library lawn and carpark under the condition that the premises is left in good condition after every use.

REFERENCE DOCUMENT

- Letter

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

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 head numbers on each of the other commons.

OFFICER'S RECOMMENDATION

That Council: adopt the Agistment Policy with changes.

After discussion, Council unanimously agreed to lower the Maxwellton stocking rate.

It was noted that NLIS readings have to be undertaken when stock are added or removed from the commons and at each muster and the information uploaded to the PIC Register and forwarded to the Director of Works moving forward.

Cr Kennedy requested that Council purchase a portable NLIS reader if Council does not already own one. Council unanimously agreed.

RESOLUTION 20230620.5

It was moved Cr Kennedy seconded Cr Kuhl and carried that Council adopt the Agistment Policy with changes.

REFERENCE DOCUMENT

- Policy

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

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.

RESOLUTION 20230620.6

It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the Asset Disposal Policy as presented.

REFERENCE DOCUMENT

- Policy

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

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.

RESOLUTION 20230620.7

It was moved Cr Johnston seconded Cr Fox and carried that Council adopt the Uniform Policy as presented.

REFERENCE DOCUMENT

- Policy

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

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.

RESOLUTION 20230620.8

It was moved Cr Buick seconded Cr Kennedy and carried that Council adopt the Corporate Credit Card Policy as presented.

REFERENCE DOCUMENT

- Policy

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

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.

RESOLUTION 20230620.9

It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Internal Audit Policy as presented.

REFERENCE DOCUMENT

- Policy

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

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.

RESOLUTION 20230620.10

It was moved Cr Fox seconded Cr Johnston and carried that Council adopt the Fraud and Corruption Policy as presented.

REFERENCE DOCUMENT

- Policy

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

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.

RESOLUTION 20230620.11

It was moved Cr Fox seconded Cr Johnston and carried that Council adopt the In-Kind Requests Policy as presented.

REFERENCE DOCUMENT

- Policy

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

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.

RESOLUTION 20230620.12

It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the CHSP Client Contribution Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.10 Horse Paddock Hire Policy

I, Councillor Wharton inform the meeting that I have declared an interest in relation to item 2.10 Horse Paddock Hire Policy, as a result that I personally hire a horse paddock.

Due to the nature of the item, all Councillors agreed that Cr Wharton was not required to leave the room and would not vote on the item.

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.

Council requested that Council obtain quotes and compare pricing on straight plain wire and poly pipe to wrap around the barb wire fencing at the Horse Paddocks as it is a risk to the animals.

Attendance

Cr Kennedy left the room at 11:56am

RESOLUTION 20230620.13

It was moved Cr Kuhl seconded Cr Buick and carried that Council adopt the Horse Paddock Hire Policy with changes.

REFERENCE DOCUMENT

- Policy

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

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.

RESOLUTION 20230620.14

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

REFERENCE DOCUMENT

- Policy

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

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.

RESOLUTION 20230620.15

It was moved Cr Kuhl seconded Cr Johnston and carried that Council revoke the Grid Replacement Policy.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

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.

RESOLUTION 20230620.16

It was moved Cr Fox seconded Cr Johnston and carried that Council adopt the Payment of Fees Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

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.

RESOLUTION 20230620.17

It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Administration of First Aid Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

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.

RESOLUTION 20230620.18

It was moved Cr Buick seconded Cr Fox and carried that Council adopt the Excursion Incursion Extra Curricular Activities Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

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.

RESOLUTION 20230620.19

It was moved Cr Buick seconded Cr Kuhl and carried that Council adopt the Nutrition and Food Safety Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

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.

RESOLUTION 20230620.20

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

Attendance

Cr Kennedy re-entered the room at 12:00pm

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

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.

RESOLUTION 20230620.21

It was moved Cr Kennedy seconded Cr Kuhl and carried that Council adopt the Behaviour Guidance Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

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.

RESOLUTION 20230620.22

It was moved Cr Buick seconded Cr Johnston and carried that Council adopt the Interactions with Children Families and Staff Policy as presented.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

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.

RESOLUTION 20230620.23

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

REFERENCE DOCUMENT

- Policy

Change of order of business to consider late items

1. REPORTS FOR CONSIDERATION – WORKS

1.3 Request to Purchase a New Tyre Changing Machine

I, Councillor Wharton inform the meeting that I have declared an interest in relation to item 1.3 Request to Purchase a New Tyre Changing Machine, as a result that I own the building of the Richmond Tyre Centre that is to be discussed.

Due to the nature of the item, I will leave the meeting.

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Attendance

Cr Wharton declared an interest and left the room at 12:04pm
Cr Kuhl took the chair

EXECUTIVE SUMMARY

The Works Department have requested that Council consider purchasing a new tyre changing machine for the Workshop.

OFFICER'S RECOMMENDATION

That Council: approve the request to purchase a new tyre changing machine.

RESOLUTION 20230620.24

It was moved Cr Kennedy seconded Cr Fox and carried that Council approve the request to purchase a new tyre changing machine.

REFERENCE DOCUMENT

- Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.4 Burleigh Creek Bridge

EXECUTIVE SUMMARY

An update has been received regarding the Burleigh Creek Bridge and a decision is needed to be made by Council for the continuation of the works.

OFFICER'S RECOMMENDATION

That Council: accept the proposal to keep the approaching road sections unsealed.

RESOLUTION 20230620.25

It was moved Cr Kennedy seconded Cr Buick and carried that Council accept the proposal to keep the approaching road sections unsealed.

REFERENCE DOCUMENT

- Nil

Attendance

Cr Johnston left the room at 12:17pm

1. REPORTS FOR CONSIDERATION – WORKS

1.5 Funding Opportunities with Queensland Reconstruction Authority

EXECUTIVE SUMMARY

Richmond's Local Disaster Management Group (LDMG) has marked the Civic Centre an evacuation site for the Richmond Shire in case of a Natural Disaster. It is noted that all evacuation centres need to have accessible toilets and showers, however the Civic Centre does not meet the standards.

OFFICER'S RECOMMENDATION

That Council: note the report.

Noted.

Attendance

Cr Wharton re-entered the meeting at 12:19pm

Cr Wharton took back the chair

REFERENCE DOCUMENT

- Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.6 Parks and Gardens Proposal for Croydon Road Town Entrance

EXECUTIVE SUMMARY

Parks and Gardens have pruned/removed some Bougainvilleas on Goldring Street as they were becoming a safety hazard for blind spots. It has been asked if the Bougainvilleas that have been removed could be planted at the Croydon Road signage to enhance the entrance.

OFFICER'S RECOMMENDATION

That Council: provide further instructions.

Council unanimously agreed that moving the Bougainvilleas to the Croydon Road signage was a good idea.

Attendance

Cr Johnston re-entered the room at 12:21pm

REFERENCE DOCUMENT

- Nil

1. REPORTS FOR CONSIDERATION – WORKS

1.7 New BMX Track for Richmond Township

EXECUTIVE SUMMARY

Council are planning to build a BMX Track and have attached three new design plans for Council to consider.

OFFICER'S RECOMMENDATION

That Council: select one of the three plans attached to the report.

Council unanimously agreed that option B (2) would be the best option to move forward with.

REFERENCE DOCUMENT

- Nil

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

2.13 Drug and Alcohol Policy

EXECUTIVE SUMMARY

Council discussed the Drug and Alcohol Policy at the April Council Meeting and requested more information from the Solicitors as well as attaching the Drug & Alcohol Procedure.

OFFICER'S RECOMMENDATION

That Council: adopt the Drug and Alcohol Policy with changes.

RESOLUTION 20230620.26

It was moved Cr Kennedy seconded Cr Buick and carried that Council adjourn the meeting for lunch at 12:40pm.

RESOLUTION 20230620.27

It was moved Cr Buick seconded Cr Kuhl and carried that Council resume the meeting at 1:12pm.

RESOLUTION 20230620.28

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council adopt the Drug and Alcohol Policy with Changes.

It was also agreed to follow the instructions from the Solicitors and update the Drug and Alcohol Procedure as advised.

REFERENCE DOCUMENT

- Policy

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

2.14 Purchasing Policy

I, Councillor Wharton inform the meeting that I have declared an interest in relation to item 2.14 Purchasing Policy, as a result that Richmond Shire Council purchase from my business.

I, Councillor Kuhl inform the meeting that I have declared an interest in relation to item 2.14 Purchasing Policy, as a result that Richmond Shire Council purchase from my related parties' business.

I, Councillor Buick inform the meeting that I have declared an interest in relation to item 2.14 Purchasing Policy, as a result that Richmond Shire Council purchase from the business that I am the Manager of.

I, Councillor Fox inform the meeting that I have declared an interest in relation to item 2.14 Purchasing Policy, as a result that Richmond Shire Council purchase from my business.

Due to the nature of the item, it was agreed by Council that Councillors were not required to leave the room.

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Attendance

Cr Buick left the room at 1:13pm

EXECUTIVE SUMMARY

The Purchasing Policy is due to be reviewed.

OFFICER'S RECOMMENDATION

That Council: adopt the Purchasing Policy as presented.

RESOLUTION 20230620.29

It was moved Cr Johnston seconded Cr Fox and carried that Council adopt the Purchasing Policy as presented.

REFERENCE DOCUMENT

- Policy

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

2.15 Sponsorship Request – Jaydon Lanskey

Attendance

Cr Buick re-entered the room at 1:14pm

Cr Johnston declared an interest and left the meeting at 1:14pm

EXECUTIVE SUMMARY

A request has been received requesting any support from Council for Jaydon Lanskey to attend Hervey Bay in July to compete in the Northwest team for 13 year old boys for Cross Country.

OFFICER'S RECOMMENDATION

That Council: determine an amount to support the sponsorship request.

RESOLUTION 20230620.30

It was moved Cr Buick seconded Cr Fox and carried that Council donate \$500.00 to the sponsorship request from Jaydon Lanskey.

Council also discussed the Donations Policy and requested some information be added to the Policy in regards to donations figures.

Attendance

Cr Johnston re-entered the room at 1:24pm

REFERENCE DOCUMENT

- Policy

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: receive the monthly financial report presenting the progress made as at 31 May 2023 in relation to the 2022/23 budget and including the:

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

RESOLUTION 20230620.31

It was moved Cr Kennedy seconded Cr Kuhl and carried that Council Receive the monthly financial report presenting the progress made as at 31 May 2023 in relation to the 2022/23 budget and including the:

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

Council discussed changing the July General Council Meeting and the Special Budget Meeting and the following was agreed on.

RESOLUTION 20230620.32

It was moved Cr Fox seconded Cr Johnston and carried that Council reschedule the July General Council Meeting from Tuesday 18 July 2023 to Monday 24 July 2023 and reschedule the Special Budget Meeting from Tuesday 11 July 2023 to Monday 24 July 2023.

REFERENCE DOCUMENT

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

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.2 Utility Charges – Water 2023/2024

EXECUTIVE SUMMARY

The report provides the details of the Water Utility Charges for the 2023/24 financial year.

OFFICER'S RECOMMENDATION

That Council: pursuant to section 94 of the Local Government Act 2009 and section 99 of the Local Government Regulation 2012, Council resolves to make and levy water utility charges for the supply of water services by Council, as shown in the attachments. These charges will be applied for the 2023/24 financial year.

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RESOLUTION 20230620.33

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council resolves to make and levy water utility charges for the supply of water services by Council, as shown in the attachments. These charges will be applied for the 2023/24 financial year.

Council agreed to no longer purchase tap-timers to sell to the public.

DCS Peta Mitchell requested Council set a date and time to hold a public meeting to discuss the new water charges.

It was agreed that Monday 24 July at 6:00pm a public meeting would be held in the Woolgar Room.

REFERENCE DOCUMENT

- RSC FACT SHEET
- Table for Water Access Charge
- Running Costs for Water 2022/2023

CLOSED SESSION

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

2.16 Rates Payments for A856 and A304

RESOLUTION 20230620.34

It was moved Cr Fox, seconded Cr Kuhl and carried that Council enter a closed session according to the Local Government Regulation 2012 275, (1) (d) rating concessions.

RESOLUTION 20230620.35

It was moved Cr Kennedy, seconded Cr Kuhl and carried that Council exit a closed session according to the Local Government Regulation 2012 275, (1) (d) rating concessions.

EXECUTIVE SUMMARY

Richmond Golf Club (A856) and Richmond Bowls Club (A304) were two clubs that Council agreed to waive the fees for a three year period from 2015 and then review annually.

OFFICER'S RECOMMENDATION

That Council: discuss whether the annual rate levy for both Clubs is continued, or a change is made.

RESOLUTION 20230620.36

It was moved Cr Fox seconded Cr Kennedy and carried that Council charge the Richmond Golf Club rates from the 2023/2024 Financial Year and Council will further investigate the Richmond Bowls Club rates payments.

REFERENCE DOCUMENT

- Letters to Richmond Golf Club and Richmond Bowls Club
- Rates and Charges for sports club 2022/2023

GENERAL BUSINESS

Cr Wharton advised that he is stepping down from the Tourism Portfolio and is handing it over to Cr Buick. Cr Wharton is still on the Board for the Overlander's Way.

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Cr Kennedy asked CEO Peter Bennett for an update on the cameras. CEO Peter Bennett advised that the successful company will be in Richmond at the end of June with a final price and noted that it would be finalised by July.

Cr Kennedy also asked for an update on the Maxwellton Yards. CEO Peter Bennett advised that he was waiting for a quote from Ergon Energy before Transport and Main Roads can finalise their paperwork.

Cr Kuhl advised that Councils now retain 100% of stock route fees, however fees are set by the State Government. 1080 now has to be purchased commercially and that will impact the rates levy.

Cr Kuhl noted that the Feral Pig Coordinator program is still to be announced.

Cr Fox requested a wet area declaration for Richmond Turf Club Picnic Day Races on 7 October 2023.

Cr Fox advised that she met with SU Queensland regarding the Richmond Chaplaincy Program and requested if Council would consider paying for the Chaplains accommodation for four weeks per year while they are in Richmond. This would begin in 2024 as Council have already donated for the year of 2023.

I, Councillor Fox inform the meeting that I have declared an interest in relation to the discussion around the Richmond Chaplaincy Program, as a result that I am on the Chaplaincy Committee.

Due to the nature of the item, it was agreed by Council that Councillor Fox was not required to leave the room.

Council agreed to pay for the Chaplains accommodation at the Lakeview Caravan Park or if enough notice is given, Council will supply a unit.

The Heart Van hasn't been coming to Richmond due to lack of referrals. Cr Fox advised she would take the issue to the next CAN meeting.

CEO Peter Bennett advised that Selectability have requested Council price the Old Fire Station for them to consider purchasing within ten years. Council agreed on a listing price.

CLOSE OF MEETING

RESOLUTION 20230620.37

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

Meeting closure

RESOLUTION 20230620.38

It was moved Cr Kuhl, seconded Cr Fox and carried that the meeting close at 2:25pm.

Next Ordinary Meeting

24 July 2023

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND
ON TUESDAY 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 20 June 2023.

Mayor

Item 1. Reports for Consideration – Works

Item 1.1 NEMA Funding – Coalbrook Road

EXECUTIVE SUMMARY

Richmond Shire Council applied for NEMA funding in 2019 to do 2 culverts on the Coalbrook Road, the pricing was not submitted correctly (\$301,620.00) for 2 culverts, but NEMA approved the project. It has been discussed with our regional QRA representative and discussed the options of spending it somewhere else.

OFFICER'S RECOMMENDATION

That Council: accept option two (2) to do multiple concrete pads on various flood ways on Coalbrook Road.

Budget & Resource Implications

N/A

Background

Richmond Shire Council applied for NEMA funding in 2019 to do 2 culverts on the Coalbrook Road, the pricing was not submitted correctly (\$301,620.00) for 2 culverts, but NEMA approved the project. We discussed it with our regional QRA representative and discussed the options of spending it somewhere else.

Council to select one of the following two options.

1. Do one major culvert replacement but council will have to contribute \$150,000.00 to complete the project.
2. Do multiple concrete pads on various flood ways on Coalbrook roads, Council won't have to contribute anything, and Works can deliver 8 new concrete flood ways at no cost to council.

Proposed culverts Coalbrook road					
Priority	Chainage	Length	Width	m2	
1	2.04	30	6	180	
2	2.15	30	6	180	
2	2.28	30	6	180	
2	2.43	30	6	180	
1	2.8	40	6	240	
2	3.76	30	6	180	
1	6.28	30	6	180	
1	14.29	50	8	400	
1	15.16	40	8	320	

Consultation (Internal/External)

External: NEMA

Attachments

Nil

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

Item 2.1 Request for Conversion to Freehold Lot 34 B157119 (A601)

EXECUTIVE SUMMARY

An application for Conversion to Freehold on Lot 34 B157119 (A601) has been received. The proposed use of the land is grazing.

OFFICER'S RECOMMENDATION

That Council: accept the request for Conversion to Freehold on Lot 34 B157119 for grazing purposes.

Budget & Resource Implications

N/A

Background

The department has received an application for Conversion to Freehold Lot 34 B157119. The proposed use of the land is grazing.

The attached extract from Queensland Globe shows the subject land and the surrounding locality.

When a property is converted to freehold the survey plan must show the correct boundaries as well as define roads on their correct alignment. Council may be aware of roads or other issues and its views should address these and give guidance as to any issues a licenced cadastral surveyor would need to address, were they engaged by the lessee to satisfy requirements of an approved conversion.

Please advise the department of your views or requirements including any local non-indigenous cultural heritage values that the department should consider when assessing this application.

Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on **13 September 2023**. If you offer an objection to the application, a full explanation stating the reason for the objection should be forwarded to this Office.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. An extension to this due date will only be granted in exceptional circumstances.

If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

Richmond Shire Council
Ordinary Meeting of Council 24 July 2023

If you wish to discuss this matter, please contact Graeme Geisler on 4447 9150.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to LASSLSteam1eng@resources.qld.gov.au. Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

Please quote reference number 2022/000767 in any future correspondence.



Consultation (Internal/External)
External: Department of Resources

Attachments
Nil

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

Item 2.2 Horse Paddock Policy

EXECUTIVE SUMMARY

The Horse Paddock Policy was discussed and adopted at the June 2023 Council Meeting; however changes have been required as there were no written Policies regarding the large horse paddocks adjacent to the Racecourse.

OFFICER'S RECOMMENDATION

That Council: adopt the Horse Paddock Policy as presented.

Budget & Resource Implications

N/A

Background

Council have had no Policy for the large horse paddocks that are tendered. Information has been added into the Policy to allow written rules around the large horse paddocks. Condition 8 and 18 have been added to the Policy.

The horse paddocks can now be identified between the small horse paddocks (off Pattel Drive) and the large horse paddocks (adjacent to the Racecourse).

Consultation (Internal/External)

Internal: Rural Lands Officer – Grant Hickmott
Director of Corporate Services – Peta Mitchell

Attachments

Attachment B - Policy

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



COUNCIL POLICY

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

PURPOSE

To establish criteria for the stabling of horses in the town area (off Pattel Drive) and on the tendered paddocks (adjacent to the Racecourse) 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.
 - i. Applicants are required to maintain the fencing, however anything that needs fixing is to be reported to Council immediately
 - 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 for the small horse paddocks 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. Charges for the large horse paddocks are tendered every two years with an option to renew for a further two years. Payment must be made one year in advance.

10. 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.
11. 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.
12. 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.
13. Council reserves the right to inspect the horse paddocks at any time for any reason.
14. 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.
- 15. The applicant must maintain, and keep water troughs clean at all times**
16. Water leaks are to be reported to Council immediately
17. The applicant will be liable for any damages to the horse paddock.
18. If an applicant has horses in the small horse paddocks in town, they can not have horses on the large horse paddocks and vice versa.

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 Horse Paddock 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 20 June 2023

Resolution Number: 20230620.13

Policy Authorised: Peter Bennett

Item 3 Reports for Consideration – Corporate Services

Item 3.1 Monthly Financial Statements

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2022/23 adopted budget is presented for consideration, together with the Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 30 June 2023.

OFFICER'S RECOMMENDATION

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

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

Budget & Resource Implications

N/A

Background

This report provides information on actual versus amended budget performance, including a rates and charges revenue overview, and an update on Council cash, investments, and borrowings.

See attached Statements for more information.

Consultation (Internal/External)

Nil

Attachments

Attachment C –

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

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

Richmond Shire Council
Statement of Comprehensive Income
as at 30 June 2023

	2023	2023	2022
	\$	Budget	\$
	\$	\$	\$
Income			
Revenue			
Recurrent revenue			
Rates, levies and charges	1,917,289	1,914,890	1,803,328
Less Pensioner & Write Off	-	(7,100)	
Fees and charges	1,049,647	881,000	865,910
Sales revenue	5,981,491	9,905,000	12,387,517
Grants, subsidies, contributions and donations	9,366,037	1,889,238	6,554,193
	<u>18,314,465</u>	<u>14,583,028</u>	<u>21,610,948</u>
Capital revenue			
Grants, subsidies, contributions and donations	8,562,767	16,714,000	5,747,104
Total capital revenue	<u>8,562,767</u>	<u>16,714,000</u>	<u>5,747,104</u>
Rental income	173,549	179,000	175,441
Interest received	174,614	70,000	64,851
Other income	365,430	87,000	107,587
	<u>713,593</u>	<u>336,000</u>	<u>347,879</u>
Total income	<u>27,590,825</u>	<u>31,633,028</u>	<u>27,705,931</u>
Expenses			
Recurrent expenses			
Employee benefits	(5,981,752)	(6,600,000)	(6,412,572)
Materials and services	(9,215,675)	(12,225,000)	(12,401,013)
Finance costs	(88,048)	(120,840)	(116,015)
Depreciation and amortisation			
Property, Plant and Equipment	(5,146,489)	(4,987,000)	(5,154,462)
	<u>(20,431,963)</u>	<u>(23,932,840)</u>	<u>(24,084,062)</u>
Capital expenses			
Loss on disposal of non-current assets	116,109		(2,350,926)
Write off of flood damaged roads			-
	<u>116,109</u>	<u>-</u>	<u>(2,350,926)</u>
Total expenses	<u>(20,315,854)</u>	<u>(23,932,840)</u>	<u>(26,434,988)</u>
Net result	<u>7,274,971</u>	<u>7,700,188</u>	<u>1,270,943</u>
Other comprehensive income			
Items that will not be reclassified to net result			
Increase in asset revaluation surplus			22,793,469
Total other comprehensive income for the year	<u>-</u>	<u>-</u>	<u>22,793,469</u>
Total comprehensive income for the year	<u>7,274,971</u>	<u>7,700,188</u>	<u>24,064,412</u>

Richmond Shire Council
Statement of Financial Position
as at 30 June 2023

	2023	2023 Budget	2022
	\$	\$	\$
Current assets			
Cash and cash equivalents	9,683,797	1,592,000	11,199,466
Restricted Cash			
Trade and other receivables	1,659,384	1,217,000	2,438,894
Inventories	448,247	497,000	591,408
Land for Resale	126,000	-	-
Contract assets	1,192,593	-	1,192,593
Other assets	154,847	-	39,219
Total current assets	13,264,868	3,306,000	15,461,580
Non-current assets			
Property, plant and equipment	231,456,362	230,154,000	229,955,352
Intangible assets	-	112,000	-
Capital Work in Progress	10,262,050		3,677,211
Total non-current assets	241,718,411	230,266,000	233,632,563
Total assets	254,983,279	233,572,000	249,094,143
Current liabilities			
Trade and other payables	1,533,072	1,714,000	2,305,460
Contract liabilities	1,939,232	-	1,986,544
Borrowings	3,378	581,000	563,624
Provisions	1,381,668	1,368,000	1,387,556
Total current liabilities	4,857,350	3,663,000	6,243,183
Non-current liabilities			
Provisions	237,602	201,000	237,602
Borrowings	2,253,608	1,673,000	2,253,608
Total non-current liabilities	2,491,210	1,874,000	2,491,210
Total liabilities	7,348,560	5,537,000	8,734,393
Net community assets	247,634,719	228,035,000	240,359,751
Community equity			
Asset revaluation surplus	126,221,696	103,429,000	126,221,696
Operating surplus	7,274,971	-	-
Retained surplus	114,138,052	124,606,000	114,138,054
Total community equity	247,634,719	228,035,000	240,359,751

Richmond Shire Council
Statement of Cash Flows
as at 30 June 2023

	2023	2023	2022
	\$	Budget	\$
	\$	\$	\$
Cash flows from operating activities			
Receipts from customers	9,373,469	11,888,000	15,883,501
Payments to suppliers and employees	(15,285,474)	(17,658,000)	(19,505,217)
	(5,912,005)	(5,770,000)	(3,621,716)
Interest received	174,614	70,000	64,851
Rental income	173,549	179,000	175,441
Grants, subsidies, contributions and donations - non-capital	9,366,037	1,889,238	6,154,592
Finance/Borrowing costs	(88,048)	(120,840)	(116,015)
Net cash inflow (outflow) from operating activities	3,714,148	(3,752,602)	2,657,153
Cash flows from investing activities			
Payments for property, plant and equipment	(13,232,338)	(21,055,000)	(9,304,722)
Net movement in loans and advances		-	-
Proceeds from sale of property plant and equipment		-	156,366
Grants, subsidies, contributions and donations - capital	8,562,767	16,714,000	5,037,029
Net cash inflow (outflow) from investing activities	(4,669,571)	(4,341,000)	(4,111,327)
Cash flows from financing activities			
Proceeds from borrowings		-	-
Repayment of borrowings	(560,246)	(665,000)	(544,046)
Net cash (outflow) from financing activities	(560,246)	(665,000)	(544,046)
Net increase in cash and cash equivalent held	(1,515,670)	(8,758,602)	(1,998,220)
Cash and cash equivalents at the beginning of the financial year	11,199,466	10,113,602	13,197,688
Cash and cash equivalents at end of the financial year	9,683,797	1,355,000	11,199,466

**Richmond Shire Council
Operating Statement by Function
as at 30 June 2023**

Function	Income \$	Expense \$	Surplus \$
	<hr/>	<hr/>	<hr/>
10 Administration	8,709,755	(1,834,462)	6,875,293
11 Finance	2,415,677	(4,039,514)	(1,623,837)
12 Community Services	847,237	(1,286,201)	(438,964)
13 Engineering	14,849,980	(11,814,626)	3,035,354
14 Sewerage	366,098	(273,472)	92,625
15 Water	417,750	(847,888)	(430,138)
16 Cleansing	97,889	(309,840)	(211,951)
Environmental Services	1,000	(15,235)	(14,235)
18 Planning & Building	1,550	(10,725)	(9,175)
 Net result	 <hr/> 27,706,934	 <hr/> (20,431,963)	 <hr/> 7,274,971

Item 3.2 Operational Plan 2022/2023 June Quarter

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council: receive and note the Quarter 4 progress report of RSC 2022/2023 Operational Plan for the June 2023 reporting period.

Budget & Resource Implications

N/A

Background

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

See attached Operational Plan 2022/2023 June quarter.

Consultation (Internal/External)

Nil

Attachments

Attachment D – Operational Plan 2022/2023 June quarter

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



2022-2023

June 2023

Operational Plan



OPERATIONAL PLAN 2022-2023

Finance and Administration

Activity Identified:	Upgrade Staff Housing
Budget Implication:	\$140,000
Activity Objectives:	Upgrade to 1 Carter Street and 82 Simpson Street
Corporate Plan Objective:	Property Management
Amount Spent:	\$131,770 including committed purchase orders
Objective Update:	1 Carter St – Contractor has been engaged 82 Simpson St – Bathroom upgraded 2/90 Crawford St – Decking Repairs

Activity Identified:	Upgrade to Council Buildings
Budget Implication:	\$25,000
Activity Objectives:	Maintenance issues such as painting and minor repairs
Corporate Plan Objective:	Property Management
Amount Spent:	\$25,000
Objective Spent:	Ongoing maintenance of Council Buildings

Activity Identified:	Depot Upgrade
Budget Implication:	\$50,000
Activity Objectives:	Upgrade at the Crawford Street Depot
Corporate Plan Objective:	Asset Management
Amount Spent:	\$0.00
Objective Update:	Work has not started

OPERATIONAL PLAN 2022-2023

Activity Identified:	Land Purchase
Budget Implication:	\$250,000
Activity Objectives:	Purchase of Land
Corporate Plan Objective:	Corporate Governance
Amount Spent:	\$116,000.00
Objective Update:	Deposits have been paid to Department of Natural Resources

OPERATIONAL PLAN 2022-2023

Works and Services

Activity Identified:	Town Streets and Rural Roads Maintenance
Budget Implication:	\$900,000
Activity Objectives:	Maintenance grading, pothole patching, other stormwater and sealing as required.
Corporate Plan Objective:	Roads
Amount Spent:	\$717,375 including committed purchase orders
Objective Update:	Ongoing maintenance of Council roads

Activity Identified:	Croydon Road New Seal
Budget Implication:	\$300,000
Activity Objectives:	Continue to upgrade the Croydon Road utilising TIDS, R2R and other funding sources.
Corporate Plan Objective:	Roads
Amount Spent:	\$162,760
Objective Update:	33-43km sealed on Croydon Road

Activity Identified:	Crawford Street Upgrade
Budget Implication:	\$900,000
Activity Objectives:	Full reconstruction of Crawford Street
Corporate Plan Objective:	Roads
Amount Spent:	\$781,682
Objective Update:	Completed

OPERATIONAL PLAN 2022-2023

Activity Identified:	QRA betterment projects
Budget Implication:	\$5,494,284
Activity Objectives:	Burleigh Crossing
Corporate Plan Objective:	Roads
Amount Spent:	\$4,954,640 including committed purchase orders
Objective Update:	Work is ongoing – planned completion August 2023

Activity Identified:	QRA betterment project
Budget Implication:	\$548,046
Activity Objectives:	Mountain Creek Crossing
Corporate Plan Objective:	Roads
Amount Spent:	\$1,200,405 including committed purchase orders
Objective Update:	The majority of work has been completed, fish baffle to be installed.

Activity Identified:	Croydon Road Reseal
Budget Implication:	\$200,000
Activity Objectives:	Continue to reseal various sections of the Croydon Road
Corporate Plan Objective:	Roads
Amount Spent:	\$408,882
Objective Update:	Work has been completed for year.

OPERATIONAL PLAN 2022-2023

Activity Identified:	Stormwater Upgrade
Budget Implication:	\$1,114,416
Activity Objectives:	To reinstate stormwater drainage at 16 sites identified
Corporate Plan Objective:	Roads
Amount Spent:	\$65,089 including committed purchase orders
Objective Update:	Tender awarded and work to be completed November 2023

Activity Identified:	Rural Addressing
Budget Implication:	\$51,200
Activity Objectives:	To Place Rural Address for all Rural Properties
Corporate Plan Objective:	Roads
Amount Spent:	\$0.00
Objective Update:	Ongoing issue

Activity Identified:	Flood Damage – Local Roads
Budget Implication:	\$5,819,030
Activity Objectives:	To work through and repair all flood damage from 2022 flooding events.
Corporate Plan Objective:	Roads
Amount Spent:	\$4,461,615 including committed purchase orders
Objective Update:	Works has started on flood damaged roads

OPERATIONAL PLAN 2022-2023

Activity Identified:	Grid Replacement Program
Budget Implication:	\$50,000
Activity Objectives:	Continuous Replacement of Old Grids
Corporate Plan Objective:	Roads
Amount Spent:	\$0.00
Objective Update:	Work as needed

Activity Identified:	Continuous upgrade of Council Plant
Budget Implication:	\$2,247,380
Activity Objectives:	Upgrade plant and equipment in accordance with Council's replacement program to maintain a quality fleet.
Corporate Plan Objective:	Asset Management
Amount Spent:	\$1,542,69 including committed purchase orders
Objective Update:	Plant continues to arrive

Activity Identified:	Bulk kerbside waste collections
Budget Implication:	\$10,000
Activity Objectives:	Provide a bulk kerbside waste collection annually to help maintain a tidy town.
Corporate Plan Objective:	Cleansing
Amount Spent:	\$10,000
Objective Update:	Completed – December 2022

OPERATIONAL PLAN 2022-2023

Activity Identified:	Water Treatment Plant – Replace Filter Medium
Budget Implication:	\$445,000
Activity Objectives:	Replace Filter Medium to Ensure Water Quality.
Corporate Plan Objective:	Water
Amount Spent:	\$144,355
Objective Update:	Planned completion by December 2023

Activity Identified:	Digital Water Meters
Budget Implication:	\$60,000
Activity Objectives:	Install digital water meters on all water meters in Richmond to provide up-to-date readings for water billing.
Corporate Plan Objective:	Water
Amount Spent:	\$232,313.65 including committed orders
Objective Update:	Waiting on the arrival of the water meters from supplier

Activity Identified:	Refuse Tip – Clean up
Budget Implication:	\$75,000
Activity Objectives:	Clean up and organisation of refuse tip
Corporate Plan Objective:	Cleansing
Amount Spent:	\$14,000
Objective Update:	Ongoing part of contractor's obligations

OPERATIONAL PLAN 2022-2023

Activity Identified:	Richmond Airport Runway Upgrade
Budget Implication:	\$1,750,000
Activity Objectives:	Install a new runway
Corporate Plan Objective:	Aerodrome
Amount Spent:	\$0.00
Objective Update:	Awaiting funding arrangements with Federal Government

Activity Identified:	Maxwelton Saleyards
Budget Implication:	\$10,000
Activity Objectives:	To upgrade troughs and pens
Corporate Plan Objective:	Saleyards
Amount Spent:	\$14,500
Objective Update:	Work has been completed

Activity Identified:	Footpaths
Budget Implication:	\$160,000
Activity Objectives:	To improve the footpath access in town
Corporate Plan Objective:	Roads
Amount Spent:	\$0.00
Objective Update:	Not started

OPERATIONAL PLAN 2022-2023

Community Development and Services

Activity Identified:	Caravan Park Upgrades
Budget Implication:	\$70,000
Activity Objectives:	Landscape, fencing work and laundry building at Caravan Park
Corporate Plan Objective:	Lakeview Caravan Park
Amount Spent:	\$56,510.00
Objective Update:	Laundry has been completed

Activity Identified:	Community Gym Entry Upgrade
Budget Implication:	\$5,000
Activity Objectives:	Upgrade gym facilities
Corporate Plan Objective:	Asset Management
Amount Spent:	\$4,190.00
Objective Update:	New entry installed and completed

Activity Identified:	Provide support to local community events
Budget Implication:	\$45,000
Activity Objectives:	Continue to provide support to community clubs and organisations
Corporate Plan Objective:	Community Events
Amount Spent:	\$18,432
Objective Update:	Support to Richmond Campdraft, Richmond Rodeo Association and Richmond Turf Club, Richmond State School, Maxi Races, Richmond Golf Club

OPERATIONAL PLAN 2022-2023

Activity Identified:	BMX Track
Budget Implication:	\$10,000
Activity Objectives:	Construct a BMX Track at the Skate Park
Corporate Plan Objective:	Sport and Rec
Amount Spent:	\$0.00
Objective Update:	Design has been decided on

Item 3.3 Local Government Remuneration Commission

EXECUTIVE SUMMARY

The Local Government Remuneration Commission annual report for 2021-22 has determined the levels of remuneration for mayors, deputy mayors and councillors of Queensland local governments as required by section 177(c) of the *Local Government Act 2009* and Chapter 8, Division 1 of the *Local Government Regulation 2012*.

Richmond Shire Council is a Category 1 Council.

OFFICER'S RECOMMENDATION

That Council: *Adopt the remuneration schedule for the Mayor, Deputy Mayor and Councillors as set in the Local Government Commission Report from 1 July 2023.*

Budget & Resource Implications

Mayor - \$114,801.00

Deputy Mayor - \$66,231.00

Councillor - \$57,400.00

Background

The Local Government Remuneration Commission annual report for 2021-22 has determined the levels of remuneration for mayors, deputy mayors and councillors of Queensland local governments as required by section 177(c) of the *Local Government Act 2009* and Chapter 8, Division 1 of the *Local Government Regulation 2012*.

Richmond Shire Council is a Category 1 Council.

Consultation (Internal/External)

Nil

Attachments

Attachment E – Local Government Remuneration Commission Report 2022

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

Local Government Remuneration Commission

Annual Report 2021-22



Queensland
Government

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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not consider individual circumstances or situations. Where appropriate, independent legal advice should be sought.

An electronic copy of this report is available at www.statedevelopment.qld.gov.au.

Local Government Remuneration Commission

12 December 2022

The Honourable Steven Miles MP
Deputy Premier
Minister for State Development, Infrastructure, Local Government and Planning
1 William Street
Brisbane QLD 4000

Dear Minister

On 30 November 2022, the Local Government Remuneration Commission (Commission) concluded its determination of the levels of remuneration for mayors, deputy mayors and councillors of Queensland local governments (excluding Brisbane City Council) as required by section 177(c) of the *Local Government Act 2009* and Chapter 8, Division 1 of the *Local Government Regulation 2012*.

Our determinations on these matters, together with the Remuneration Schedule to apply from 1 July 2023 are included in the enclosed Report, which we commend to you.

Yours sincerely



Robert (Bob) Abbot OAM
Chair Commissioner



Andrea Ranson
Commissioner



Reimen Hii
Commissioner



Legend
 ● Council chamber locations
 ■ Local Government Area boundaries as at February 2021

N
 0 50 100 300
 Kilometres
 Map created at A3
 Coordinate system: GDA2020
 Datum: GDA2020
 Map Units: Degree

Local Government Areas and Council chamber locations

Map produced by the Department of State Development, Infrastructure, Local Government and Planning Spatial Services Unit, 12/07/2021

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2022 Report key determinations

Determination of maximum remuneration levels

The Commission has decided to increase the maximum remuneration levels for mayors, deputy mayors and councillors as follows:

Categories 1, 2 and 3	increase by 4% from 1 July 2023
Categories 4, 5, 6, 7 and 8	increase by 3% from 1 July 2023

In making its determination, the Commission considered the following:

- Increase in the Consumer Price Index (CPI)¹:
 - for the period September 2022 Quarter:
 - Weighted average of the eight capital cities: 1.8%; Brisbane: 1.8%
 - for the 12 months to the September quarter 2022:
 - Weighted average of the eight capital cities: 7.3%; Brisbane: 7.9%
 - for the period June 2022 Quarter:
 - Weighted average of the eight capital cities: 1.8% per cent; Brisbane: 2.1%
 - for the 12 months to the June quarter 2022:
 - Weighted average of the eight capital cities: 6.1%; Brisbane: 7.3%
- Increases in the Wage Price Index (WPI) for the financial year ended 30 June 2022 as compared to the financial year ending 30 June 2021²:
 - (All Industries) Australia: 2.6%; Queensland: 2.9%
 - (Public Sector) Australia: 2.1%; Queensland: 2.7%
- Average Weekly Earnings for the period of May 2021 to May 2022³:
 - (All Industries) Australia: 2.0%; Queensland: 3.5%
 - (Public Sector) Australia: 3.0% Queensland: 5.6%
- As in previous years, the Commission considered the Brisbane City Council's Independent Councillor Remuneration Tribunal (ICRT) remuneration determination as a potentially relevant factor. In March 2022, the ICRT determined that the base rate for a Brisbane City Council Councillor be increased by 2.5% effective from 1 June 2022.

¹ Source: *Consumer Price Index (report), September quarter 2022, Consumer Price Index (report), March quarter 2022*, Queensland Government Statisticians Office, Queensland Treasury.

² Source: *Wage Price Index, Australia, June 2022*, Australian Bureau of Statistics (previously cat 6345.0)

³ Source: *Average Weekly Earnings, Australia, May 2022*, Australian Bureau of Statistics (previously cat 6302.0); *Average weekly earnings, Queensland and Australia, 1981–82 to 2021–22 (table)*, 19 August 2022, Queensland Government Statisticians Office, Queensland Treasury.

- The determination of the Queensland Independent Remuneration Tribunal (QIRT) on 31 May 2021 to increase the Base and Additional Salary rates for members of the legislative assembly by:
 - 0% with effect on and from 1 September 2019;
 - 2.0% with effect on and from 1 September 2021;
 - 2.25% with effect on and from 1 March 2022; and
 - 2.5% with effect on and from 1 September 2022.

- On 1 March 2021, the Queensland Industrial Relations Commission (QIRC) made Wages Determination: Certification of Salary Schedules (Wages Determination) which varied the State Government Entities Certified Agreement 2019 (the 2019 Certified Agreement) to:
 - set the salary rate for public service employees under the core agreement at 1 September 2021 as the award rate current at that time (this will be the rate upon which annual increases will be made);
 - align the salary increase dates for public service employees as follows:
 - 2.5% wage increase from 1 September 2019;
 - 2.5% wage increase from 1 September 2021;
 - 2.5% wage increase from 1 March 2022; and
 - 2.5% wage increase from 1 September 2022.

- Determination of the Salaries and Allowances Tribunal of Western Australia dated 7 April 2022: that remuneration, fees, and annual allowance ranges provided to CEOs and elected members be increased by 2.5%.

- Decision of the New South Wales Local Government Remuneration Tribunal Determination and Annual Report dated 20 April 2022: to apply a 2.0% increase in the minimum and maximum fees applicable in each category and that the current allocation of councils into the current categories of councils is appropriate.

- Decision of the Victorian Independent Remuneration Tribunal dated 7 March 2022: new base levels and increases for 5 years from 18 December 2021, for mayors, deputy mayors and councillors, as set out in tables 1-13 of Allowance payable to Mayors, Deputy Mayors, and Councillors (Victoria) Determination No. 01/2022.

- In Tasmania, the remuneration for local government councillors is automatically increased under the provisions of the Local Government (General) Regulations 2015. The increase, effective 1 November 2022, is an automatic indexation of local government allowances provided for under the Local Government Act 1993 (Tas) by multiplying the allowances for the previous year by the inflationary factor (determined by calculating the current year's June quarter Wage Price Index divided by the previous years' June Wage Price Index).

- In the Northern Territory, the allowances for local government council members are indexed by CPI (Darwin) at 1 July each year.

- The Commission also considered the impact of inflation and relative volatility of CPI in the past twelve (12) months, along with:
 - the Commission’s inability to predict changes in CPI in the short or long term;
 - the potential differential impact of CPI changes across various parts of Queensland (including rural and remote regions); and
 - whether in a significantly inflationary environment remuneration should match inflation, and the potentially differential impact on sustainability in different parts of the State.
- The application of principles of consistency and austerity, when reviewing wages in the public sector.
- The continued impact of the COVID-19 pandemic, global trade tensions, and the ongoing impact and disruption caused by extreme or natural weather events impacting many parts of the State.
- The impact on communities of global supply chain shortages and disruption.
- The impact on communities of global transition to renewable energy sources, climate change and sustainability.
- Anecdotal evidence of:
 - ‘communities in transition’, changing demographics and population movement, resilience and sustainability challenges and opportunities;
 - rapid trade and infrastructure diversification, and the potential for disproportionate impact throughout communities;
 - uncertainty and the cost to communities of ensuring sustainability, trade diversification and investment in infrastructure and innovation; and
 - the Commission’s observation of a generally increasing call for role recognition through remuneration, particularly with regard to attracting and retaining reasonable and diverse mayoral and councillor candidates, along with the desire to foster and keep local talent, by creating competitive career path opportunities.
- The disparity in actual dollar terms between the remuneration paid to Mayors and councillors from the smaller rural, regional, and remote communities versus those residing in the larger or more metropolitan communities as was highlighted for the Commission through written and oral deputations this year.
- The gap between the remuneration (in real dollar/wage terms) payable to Mayors and Councillors in Categories 1 to 3, compared to those Mayors and Councillors in Categories 4 to 8, notwithstanding the work being carried out by local governments generally in Categories 1 to 3 is no less important as those in Categories 4 to 8. This is an issue the Commission will continue to consider as part of its general and category review in 2023.

- The impact of the unforeseen significant rise in inflation, interest rates and CPI, and the disproportionately greater impact it has had on the communities in rural, remote, and regional areas since the start of the 2022 calendar year, as observed and reported to the Commission.
- The current observed volatility and uncertainty regarding inflation, and the impact of this on councils and their constituents.
- The importance of maintaining wages growth in a sustainable and fiscally responsible manner, while measures are being taken by other government authorities to combat inflation.
- The need to ensure financial sustainability of local governments and the diverse communities they serve.
- Local governments' role in Queensland's economic development and innovation.

The Commission gratefully acknowledges the increased number of submissions it received this year which have assisted in its discharge of its statutory obligations.

Councillor advisors

The Commission did not receive any direction or request to make recommendations relating to councillor advisors in the period between 1 December 2021 to 30 November 2022.

Category review and future actions

The Act requires the Commission to review the categories of local governments once every four years, in the year prior to each quadrennial election. The next review of the categories is due in 2023.

In its 2019 report, the Commission determined not to make any category changes to the categories of local government.

In its 2019 and subsequent reports, the Commission stated its intention to undertake an analysis of the categories and category system in the period 2021-2023, with the intention of commencing after the 2021 quadrennial Queensland Local Government Elections. This anticipated analysis was delayed due to the impact of the COVID-19 global pandemic. COVID-19 inevitably resulted in an increased focus on other priorities for Queensland local government. The Commission commends all local government members for their on-going contribution to their communities and the State of Queensland in the recent and consecutively challenging years,

The Commission has advised of its intention to proceed with a general review of categories and the category system during 2023, and will engage with, and invite submissions from, councils and stakeholders commencing in early 2023. The

Commission expects that in addition to the category review due in December 2023, that the Commission will conduct a general review of its methodology in determining its maximum remuneration and categories in early 2023. After the scope of the general review has been formulated, the Commission will also invite submissions from councils and stakeholders to assist it in its general review.

To that end, the Commission intends to issue practice directions to assist councils and stakeholders to engage with, and make relevant submissions, to the Commission to inform and assist in the discharge of the Commission's statutory functions.

2. The Commission

Formation and composition

The Local Government Remuneration Commission (the Commission) is an independent entity established under the *Local Government Act 2009* (the Act). On 1 October 2019, His Excellency the Governor, acting by and with the advice of the Executive Council, approved three new appointees to the Commission for a term of four years.

This is the fourth report of the new Commission, and the sixteenth report including the reports of the former Local Government Remuneration and Discipline Tribunal and the Local Government Remuneration Tribunal.

The current Chair and Commissioners of the Commission are:

Mr. Robert (Bob) Abbot OAM

Chair

Mr. Abbot has extensive experience in the local government sector with 32 years as an elected councillor and mayor. Mr. Abbot has experience working at state and national local government organizations and has held board and panel positions, including Deputy Chair of the South East Queensland Council of Mayors, Director of the Local Government Association of Queensland (LGAQ), and Director of the Australian Local Government Association. Mr. Abbot has been a mentor for newly elected mayors on behalf of the LGAQ, with a particular focus on mentoring Queensland Indigenous mayors.

In the Australia Day 2021 Honours List, Mr. Abbot was the recipient of an Order of Australia (OAM) for his service to local government and to the communities of Noosa and the Sunshine Coast.

Ms. Andrea Ranson

Commissioner

Ms. Ranson is a lawyer experienced in public and private sector business and governance. Ms. Ranson brings substantial legal experience in business and commercial law, industrial relations, dispute resolution, justice, and ethics. Ms Ranson is also passionate about regional development, communities, and sustainability. Ms. Ranson is a Nationally Accredited Mediator currently working with the Queensland Civil and Administrative Tribunal (QCAT) and is a member of the Queensland Department of Justice & Attorney-General Dispute Resolution Panel. Ms. Ranson is also now in her second term as a Non-Executive Director appointed to the Board of North Queensland Bulk Ports Corporation, a government owned corporation. Ms. Ranson is Chair of the Corporate Governance & Planning Committee and a Member of the Audit & Financial Risk Management Committee of that Board. Ms. Ranson holds a Master of Laws (LLM), Bachelor of Laws (Hons) and Bachelor of Arts from Monash University. She is a Graduate of the Australian Institute of Directors (GAICD) and a Fellow of the Governance Institute of Australia (FGIA).

Mr. Reimen Hii

Commissioner

Mr. Hii is a barrister and Nationally Accredited Mediator. He holds the degrees of Bachelor of Laws and Bachelor of Arts. He is a practicing lawyer with extensive knowledge in public administration and community affairs, and a particular interest in civil and commercial law. Mr. Hii is experienced in professional discipline matters, including investigations, public administration, corporate and public governance, public sector ethics and finance. Mr. Hii has a culturally and linguistically diverse background and experience working with diverse communities. Mr. Hii has previously been recognized as Australian Young Lawyer of the Year by the Law Council of Australia, in recognition of his significant contribution to access to justice and diversity advocacy. Mr Hii provides a deep understanding of diversity and brings well respected analytic skill, together with legal and business acumen to the role.

Remuneration responsibilities

Chapter 6, Part 3 of the Act, proclaimed into force on 3 December 2018, established the Local Government Remuneration Commission to assume the remuneration functions of the former Local Government Remuneration and Discipline Tribunal which ceased to exist on 3 December 2018.

Section 177 of the Act provides the functions of the Commission are:

- to establish the categories of local governments, and
- to decide the category to which each local government belongs, and
- to decide the maximum amount of remuneration payable to the councillors in each of the categories, and
- to consider and make recommendations to the Minister about the following matters relating to councillor advisors—
 - (i) whether or not to prescribe a local government under section 197D(1)(a);
 - (ii) the number of councillor advisors each councillor of a local government may appoint;
 - (iii) the number of councillor advisors a councillor of the council under the City of Brisbane Act 2010 may appoint; and
- another function related to the remuneration of councillors if directed, in writing, by the Minister.

Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012* (Regulation) sets out the processes of the Commission in deciding the remuneration that is payable to councillors.

The Regulation requires the Commission to review the categories of local governments once every four years, in the year prior to each quadrennial election, to determine whether the categories and the assignment of local governments to those categories require amendment.

After determining the categories of local governments, the Regulation also requires the Commission to decide annually, before 1 December each year, the maximum amount of remuneration to be paid to mayors, deputy mayors and councillors in each category from 1 July of the following year.

In addition, section 248 of the Regulation allows a local government to make a submission to the Commission to vary the remuneration for a councillor, or councillors, to a level higher than that stated in the remuneration schedule where the local government considers exceptional circumstances apply. The Commission may, but is not required to, consider any such submission. If the Commission is satisfied that exceptional circumstances exist, the Commission may approve payment of a higher amount of remuneration.

On 12 October 2021, the *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2021* and section 197A of the *Local Government Act 2009* came into force. These changes formed part of the Queensland Government rolling reform agenda in the local government sector to further strengthen transparency, accountability and integrity measures that apply to the system of local government in Queensland.

Section 197A of the Act established requirements for councils that wish to employ councillor advisors and councillor administrative support staff to assist councillors complete their duties. The role of councillor advisors is currently restricted to Brisbane City Council and to those councils within category 4 to 8 as prescribed by this Commission.

The requirements in relation to the appointment of councillor advisors include the following:

- must vote to pass a resolution to create councillor advisor positions (except Brisbane City Council)
- appoint advisor, at the discretion of councillors and only until the councillor's term ends, unless re-appointed by a new councillor
- must report the costs of councillor advisors to the community, for example through the council's annual report.

Requirements for councillor advisors include the following:

- they must submit registers of interests and keep them up-to-date
- they must follow a new Code of conduct for councillor advisors in Queensland
- they must comply with the local government principles and can be found guilty of integrity offences.

A dedicated telephone hotline (07 3452 6747) has been established by the Department of State Development, Infrastructure, Local Government and Planning to respond to any questions regarding councillor advisors. The hotline is available between the hours of 8.30am to 5.00pm, Monday to Friday.

Alternatively, email enquiries can be forwarded to lgreforms@dildp.qld.gov.au.

The Commission is yet to receive any submissions or enquiries in relation to councillor advisors as at the date of its determination.

3. Remuneration determination

Remuneration determination for councillors

As required by section 246 of the Regulation the Commission has prepared a remuneration schedule for the 2022-2023 financial year, applicable from 1 July 2023 (the Schedule), which appears below.

Arrangements have been made to publish the Schedule in the Queensland Government Gazette and for this Report to be printed and presented to the Minister for Local Government.

Methodology

The Commission had regard to the matters in section 244 and 247 (2), (5) of the Regulation in determining the Schedule. The Commission also noted and had regard to the matters listed on pages 6 to 10 of this Report to determine the appropriate maximum remuneration in each category of local government.

Matters not included in the remuneration schedule

During the 2022 consultation period, the Whitsunday Regional Council sought clarification in relation to whether a mechanism may be implemented to ensure that Mayors and Councillors remuneration is suspended when campaigning for Federal political office, similar to the provisions which are provided for in s.160B of the Act for Mayors and Councillors campaigning for State political office.

Whitsunday Regional Council also requested the introduction of additional remuneration rates for Acting Mayors and Acting Deputy Mayors for prolonged relief arrangements (e.g., paid at 80% of the scheduled rate for periods in excess of a four-week vacancy or absence).

The Commission notes that the submission is not a request for approval for a specific councillor to remunerated at a level more than the maximum amount payable under the Schedule, or in relation to categories of local government generally. The Commission considers that it is unable to issue any determination about the remuneration payable to sitting Mayors or Councillors who are running for office in Federal elections as this is a matter that is outside the Commission's statutory functions. The Commission also does not have the power to approve remuneration at an amount lower than in the Schedule.

The Commission nevertheless notes the submission regarding potential inconsistency between candidates for State elections and Federal elections, and will refer this matter back to the Department for further consideration.

The Commission has informed Whitsunday Regional Council of this determination.

Pro rata payment

Should an elected representative hold a councillor position for only part of a financial year, they are only entitled to remuneration to reflect the portion of the year served.

Remuneration schedule to apply from 1 July 2023

		Remuneration determined (from 1 July 2023)		
		(\$ per annum; see Note 1)		
Category	Local governments assigned to categories	Mayor	Deputy mayor	Councillor
Category 1 (see Note 2)	Aurukun Shire Council Balonne Shire Council Banana Shire Council Barcaldine Regional Council Barcoo Shire Council Blackall-Tambo Regional Council Boulia Shire Council Bulloo Shire Council Burdekin Shire Council Burke Shire Council Carpentaria Shire Council Charters Towers Regional Council Cherbourg Aboriginal Shire Council Cloncurry Shire Council Cook Shire Council Croydon Shire Council Diamantina Shire Council Doomadgee Aboriginal Shire Council Douglas Shire Council Etheridge Shire Council Flinders Shire Council Goondiwindi Regional Council Hinchinbrook Shire Council Hope Vale Aboriginal Shire Council Kowanyama Aboriginal Shire Council Lockhart River Aboriginal Shire Council Longreach Regional Council Mapoon Aboriginal Shire Council McKinlay Shire Council Mornington Shire Council Murweh Shire Council Napranum Aboriginal Shire Council North Burnett Regional Council Northern Peninsula Area Regional Council Palm Island Aboriginal Shire Council Paroo Shire Council	\$114,801	\$66,231	\$57,400

	Pormpuraaw Aboriginal Shire Council Quilpie Shire Council Richmond Shire Council Torres Shire Council Torres Strait Island Regional Council Winton Shire Council Woorabinda Aboriginal Shire Council Wujal Wujal Aboriginal Shire Council Yarrabah Aboriginal Shire Council			
Category 2	Mareeba Shire Council Mount Isa City Council Somerset Regional Council	\$132,461	\$79,478	\$66,231
Category 3	Cassowary Coast Regional Council Central Highlands Regional Council Gympie Regional Council Isaac Regional Council Livingstone Shire Council Lockyer Valley Regional Council Maranoa Regional Council Noosa Shire Council Scenic Rim Regional Council South Burnett Regional Council Southern Downs Regional Council Tablelands Regional Council Western Downs Regional Council Whitsunday Regional Council	\$141,294	\$88,308	\$75,061
Category 4	Bundaberg Regional Council Fraser Coast Regional Council Gladstone Regional Council Rockhampton Regional Council	\$166,171	\$109,324	\$96,204
Category 5	Cairns Regional Council Mackay Regional Council Redland City Council Toowoomba Regional Council	\$192,410	\$131,187	\$113,698
Category 6	Ipswich City Council Townsville City Council	\$218,647	\$148,681	\$131,187
Category 7	Logan City Council Moreton Bay Regional Council Sunshine Coast Regional Council	\$244,886	\$169,671	\$148,681
Category 8	Gold Coast City Council	\$271,124	\$188,038	\$161,799

Notes to the remuneration schedule

In its 2014 report the then Tribunal explained the rationale behind the adoption of a system of remuneration which comprised a base payment (of two thirds of the annual remuneration) and a monthly payment based upon attendance at, and participation in, the 12 mandated council meetings.

Note 1 The monetary amounts shown are the per annum figures to apply from 1 July 2023. If an elected representative only serves for part of a full financial year (that is, 1 July to 30 June) they are only entitled to a pro rata payment to reflect the portion of the year served.

Note 2 For councillors in category 1 councils, a base payment of \$38,266.67 is payable for the 12 months commencing on 1 July 2023. A meeting fee of \$1,594.44 per calendar month (or fortnightly equivalent) is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level shown.

4. Matters raised with the Commission during the remuneration review program

A summary table of submissions made to the Commission during the review period and the Commission's determination is provided below.

Meetings and deputations

Local governments were provided with the opportunity to engage with the Commission at the Annual Conference of the LGAQ at the Cairns Convention Centre held from 17 to 19 October 2022.

Central Highlands, Gladstone, Isaac, Somerset, Western Downs and Whitsunday Regional Councils, and Douglas Shire Council, provided the Commission with oral deputations during the 2022 LGAQ Conference in Cairns.

Local governments were also given an opportunity to provide written submissions to the Commission. The Commission determined and advised councils that the date for written submissions would close on 4 November 2022.

Nine written submissions were received by 4 November 2022: from the Northern Peninsula Area Regional Council, Toowoomba Regional Council, Whitsunday Regional Council, Western Downs Regional Council, Fraser Coast Regional Council, Mackay Regional Council, Central Highlands Regional Council, and Somerset Regional Council.

In making its determination, the Commission had regard to all submissions it received, together with the matters on pages 6 to 10 of this report.

Key points raised with the Commission during the 2022 review period included:

- increasing demands on councils in relation to innovation and sustainability;
- increasing demands on councils in relation to trade diversification and industry engagement, particularly in light of the global move towards renewable energy sources;
- role and career recognition, through remuneration, particularly in attracting and retaining diverse and reasonable mayoral and councillor candidates;
- role and career recognition, through remuneration, in order to attract greater diversity in age, and to support regional communities in developing and keeping local talent
- potential recognition of innovation;
- the impact of the sudden increase in inflation over the last 12 months on all local governments, and the disproportionate effect on those on lower wages, as well as those from rural, regional and remote communities.
- the current observed volatility and uncertainty regarding inflation, and the impact of this on councils and their constituents.
- continuing concerns for the future and sustainability of their communities and community constituents, economic growth, development, and sustainability.

especially with global transition to renewables in mind and significant uncertainty around future large infrastructure changes required to meet new demands.

Table – Summary of 2022 submissions

1	<p>Date received</p> <p>Received from</p> <p>Summary of submission</p>	<p>Written Submission on 10 October 2022 Oral Submission on 17 October 2022 LGAQ Conference</p> <p>Western Downs Regional Council: CEO Jodie Taylor Councillor Paul McVeigh Deputy Mayor Andrew Smith</p> <p>Council is currently identified by the LGRC as a category 3 council. Council submitted that it be elevated to Category 4. The following factors were relied upon in Council’s submission:</p> <ol style="list-style-type: none"> 1. Size, Geographical & Environmental terrain of Western Downs RC is extensive and Council covers >38,000km² and comprises six principal towns – Chinchilla, Dalby, Jandowae, Miles, Tara and Wandoan – with 23 smaller towns and 99 communities. Significant travel is required in order for Councillors to fulfill their duties, and provide Representation across the region, particularly at community and business events. 2. Councillors hold additional portfolio responsibilities linked to key council business functions and the corporate plan, carrying additional responsibilities and constraints on Councillor’s time. 3. Population, demographics, spread of population & extent of services provided are important considerations for Council. Council submitted that its population unlike many other regional areas, has expanded rapidly with 56% growth in migration from urban areas in last 12 months. The Region was one of top 5 LGAs in Australia (and only LGA in Qld) achieving this level of migration increase. Managing 6 principle towns, 23 smaller towns and 99 communities creates significant challenges in service delivery, additional budget and financial management complexity, as well as significant asset and infrastructure management outside of the scope of a Category 3 Council, in particularly highlighting that Council has the Largest road network in Qld – 7,500km of local roads and 2,500km of state/federal roads managed by council; 20 water schemes; 7 sewerage schemes; 18 transfer stations and landfills; gas reticulation network; over 1000 buildings; 116,000 hectares of stock routes; large network of parks & open spaces; 8 airport facilities; saleyards business - throughput over 230,000 head per annum. Council submitted these factors require significant time spent on strategic development, building skills, knowledge and understanding the diversity of
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services delivered by council in region. Diverse range of business activities unique for council size.

4. **Strong regional economic growth, investment and consistently high employment** - GRP (region) grown 34% in 5 years - \$4.31B.
5. **High confidence in regional development** having approval for 23 solar farms (6 operational and 1 under construction), 3 wind farms (1 operational and 3 approved), approved renewable-based hydrogen plant; and the largest battery plant in Qld (more proposed).
6. **Existing and growing trade** –coal mines, gas or coal powered plants, strong and growing gas resources sector; intensive agriculture growth (42% of national feed lot capacity; 57 feedlots operating; highly developed and productive agricultural base); 123 manufacturing businesses with total sales volume of \$696M in 2021 = 100% increase in 5 years. Council submitted that continued economic growth places greater responsibilities upon mayor and councillors to understand and manage the diverse development occurring withing region and strategic needs of community.
7. **Financial sustainability** - Council operates on a financially sustainable basis despite five (5) significant flooding events expected to equate to \$170M in regional flood damage funding to be delivered in 18 months.

Request

Change from category 3 to Category 4.

Determination

The Commission will commence its review of categories and the category system in 2023 and take into consideration the matters raised. Council is invited to participate in the 2023 review. No change to the current category pending the Commission’s 2023 review.

The matters raised specifically in the submissions have also been considered by the Commission as part of the 2022 annual review of the maximum remuneration payable to mayors and councillors.

2	Date received	<u>Written Submission</u> on 10 October 2022
	Received from	<u>Individual submission:</u> Cr Tim McMahon, Toowoomba Regional Council
	Summary of submission	Council is currently identified by the LGRC as a category 5 council. Council submitted that it be elevated to Category 6. The following factors were relied upon in Council’s submission:

Request	Change from Category 5 to Category 6.
Determination	The Commission will commence its review of categories and the category system in 2023 and take into consideration the matters raised. Council is invited to participate in the 2023 review. No change to the current category pending the Commission’s 2023 review.
3	<p data-bbox="231 1223 400 1256">Date received</p> <p data-bbox="620 1223 1094 1256"><u>Written Submission</u> on 10 October 2022</p> <p data-bbox="231 1292 408 1326">Received from</p> <p data-bbox="620 1292 1099 1359"><u>Individual submission:</u> Cr Alison Jones, Mackay Regional Council</p> <p data-bbox="231 1433 526 1467">Summary of submission</p> <p data-bbox="620 1433 1348 1606">Local Government councillors are the closest to the community and put in long hours that are no different to a state or federal politician. As a third term councillor, concern that the true value of councillors’ work is not being considered. The factors relied upon in Councillor Jones’ submission included:</p> <ol data-bbox="668 1644 1348 2033" style="list-style-type: none"> <li data-bbox="668 1644 1348 1854">1. Councillor income of \$108,000, while performing an average of 50-80 hours per week. Average 50 hour per week post-tax salary equates to approximately \$66,000 per annum or \$24 per hour. Councillor roles are 24/7, with evening calls, weekend work and no overtime to recompense Councillors for their time. <li data-bbox="668 1861 1348 2033">2. Remuneration should fairly reflect role and responsibilities – using the analogy of Council as a company, Councillors are effectively members of a company board with responsibility for budgets exceeding \$100 million per year.

	Request	Consideration be given to these matters when considering Councillor remuneration.
	Determination	The Commission will give consideration to the matters raised when it commences its review of categories and the category system in 2023. The Council is invited to participate in the 2023 review. The matters raised specifically in Cr Jones' submissions have been considered by the Commission as part of its annual review of the maximum remuneration payable to mayors and councillors.
4	Date received	<u>Written Submission</u> on 13 October 2022
	Received from	<u>Individual submission:</u> Cr Jade Wellings, Fraser Coast Regional Council
	Summary of submission	Remuneration for a category 4 Deputy Mayor does not fairly compensate or incentivise Councillors for the additional workload of a Deputy Mayor. Category 4 Mayoral roles have full time assistant support, while Councillors (including the Deputy Mayor) share one assistant.
	Request	An increase in the remuneration for the role of Deputy Mayor.
	Determination	The Commission will commence its review of categories and the category system in 2023 and take into consideration the matters raised. Council is invited to participate in the 2023 review. The matters raised specifically in Cr Jones' submissions have been considered by the Commission as part of its annual review of the maximum remuneration payable to mayors and councillors. The matters raised specifically in Cr Jones' submissions have been considered by the Commission as part of its annual review of the maximum remuneration payable to mayors and councillors.
5	Date received	<u>Written Submission</u> on 14 October 2022 <u>Oral Submission</u> on 17 October 2022 LGAQ conference
	Received from	<u>Central Highlands Regional Council:</u> Deputy Mayor Christine Rolfe CEO Sharon Houlihan
	Summary of submission	Remuneration is considered too low to attract high calibre councillor candidates, this ultimately limits the pool of councillor candidates. Query whether remuneration should be based on council categories - mayor and councillors of small councils have just

	<p>as complex a job and similar workload as those in medium councils.</p> <p>Remuneration is not the complete picture for explaining what a councillor role entails and other aspects for example leave entitlements should be taken into consideration.</p> <p>Taxation treatment differs depending on how the role of Councillor is defined.</p> <p>The impact of taking leaves of absence is not currently addressed in setting remuneration, this is a complex area for councils.</p> <p>Councillor roles / criteria should be defined in a similar way to a normal position description, including duties description, remuneration, skills required to undertake role and conditions (for example, leave entitlements, coverage of expenses, access to child-care, vehicle and so on).</p> <p>Request</p> <p>Consideration be given by the Commission to the matters raised.</p> <p>Determination</p> <p>The Commission will commence its review of categories and the category system in 2023 and take into consideration the matters raised. All Councils are invited to participate in the 2023 review.</p> <p>The matters raised specifically in the submission have also been considered by the Commission as part of the 2022 annual review of the maximum remuneration payable to mayors and councillors.</p>
<p>6</p> <p>Date received</p> <p>Received from</p> <p>Summary of submission</p>	<p><u>Written Submission</u> on 14 October 2022 <u>Oral Submission</u> on 17 October 2022 LGAQ conference</p> <p><u>Somerset Regional Council:</u> Mayor Graeme Lehmann Cr Bob Whalley, Cr Sean Choat, Cr Cheryl Gaedtke, Cr Jason Wendt</p> <p>Pre amalgamation Somerset RC was a Category 3 Council. Somerset RC is now a Category 2 Council and should be reinstated to Category 3.</p> <p>The following factors were relied upon:</p> <ol style="list-style-type: none"> Membership to SEQ Council of Mayors - Somerset is the only Local Government in the South East Queensland (SEQ) area which is also a member of the SEQ Council of Mayors, and categorised as a category two (2) Council.

2. **Comparison to neighbouring LGR** – Councillor participation and workload in fulfilling SEQ duties are the same as neighbouring rural-based councils, for example, Scenic Rim and Lockyer Valley Regional Councils, each of which are category three (3).
3. **Existing remuneration metrics** require change to reflect effort and participation.
4. **Community expectation** - there is a high level of community expectation as communities benchmark Council against adjoining densely populated communities, resulting in an increased workload.
5. **Councillor remuneration in Somerset has reduced** since amalgamation, while Somerset continues to grow, is located in SEQ, and the representation (and workload increased),
6. **Changes in legislation** have increased scrutiny and burden on elected members. This increased burden needs to be considered.

Request

Reinstate Council from Category two (2) to Category (3).

Determination

The Commission will commence its review of categories and the category system in 2023 and take into consideration the matters raised. All Councils are invited to participate in the 2023 review. No change to the current category pending the Commission’s 2023 review.

The matters raised specifically in the submissions have been also considered by the Commission as part of its annual review of the maximum remuneration payable to mayors and councillors.

7	Date received	<u>Written Submission</u> on 14 October 2022 <u>Oral Submission</u> on 17 October 2022 LGAQ Conference
	Received from	<u>Whitsunday Regional Council:</u> CEO Rod Ferguson Mayor Julie Hall, Deputy Mayor Gary Simpson
	Summary of submission	Consideration is requested to introducing additional remuneration rates for Acting Mayor and Acting Deputy Mayor for prolonged relief arrangements (e.g., paid at 80% of the scheduled rate for periods in excess of a four-week vacancy or absence). Council identified discrepancy in current pay structures with reliance upon the following factors: 1. Acting Mayoral or Acting Deputy Mayoral roles do not currently receive compensation for the higher duties. Acting roles have been for extended periods of time to cover leave of absence, for example, a former Deputy

Mayor recently performed duties as Acting Mayor for period of four (4) months without additional remuneration.

2. **Retention** former Mayor and Deputy Mayor resigned to contest Federal and State roles.
3. **Local Government Act 2009** – drafted in a way to cater for acting periods of short duration and does not adequately consider longer term acting roles. The current remuneration structure requires flexibility to allow for unplanned and prolonged vacancies and absences.
4. **Remuneration consistency during Federal and State election campaigns** – there is currently no mechanism to suspend Mayoral or Deputy Mayor remuneration when contesting Federal elections. This appears to be an anomaly. There should be a mechanism that allows for the removal of access to remuneration as per section 16oB of the Act that relates to candidates running for office at a State election.

Request

Council seeks clarification as to the remuneration payable to Councillors running Federal election campaigns, and that consideration be given to these matters in the Commission’s review.

Determination

The Commission notes that the submission is not a request for approval for a specific councillor to remunerated at a level more than the maximum amount payable under the Schedule, or in relation to categories of local government generally. The Commission considers that it is unable to issue any determination about the remuneration payable to sitting Mayors or Councillors who are running for office in Federal elections as this is a matter that is outside the Commission’s statutory functions. The Commission also does not have the power to approve remuneration at an amount lower than in the Schedule.

The Commission nevertheless notes the submission regarding potential inconsistency between candidates for State elections and Federal elections and will refer this matter back to the Department for consideration.

As to increasing the amount of compensation payable to councillors in acting Mayoral and Acting Deputy Mayoral roles and long term acting roles generally, the Commission notes that it has the power to consider specific request to remunerate a specific councillor at an amount more than the maximum payable under the Schedule if there are exceptional circumstances that exist in relation to such request.

8 **Date received**

Oral Submission on 17 October 2022 LGAQ Conference

Received from	<p><u>Gladstone Regional Council:</u> Mayor Matt Burnett Deputy Mayor Kahn Goodluck Councillor Natalia Muszkat CEO Leisa Dowling</p>	
Summary of submission	<p>The focus of council’s oral submission was recognition of Council roles as full-time, and fair remuneration for full time workload and responsibilities.</p> <p>Councillors advocated the importance of fair remuneration for full time councillor roles and consider there is no long term financial security, including in relation to superannuation or long-service benefits.</p>	
Request	<p>Council seeks consideration be given to how remuneration best supports matters such as progression, career recognition and longevity; as well as arrangements for unpaid leave, sick leave, which at the moment it is at the discretion of councillors by resolution</p>	
Determination	<p>The Commission will commence its review of categories and the category system in 2023 and take into consideration the matters raised. All Councils are invited to participate in the 2023 review.</p> <p>The matters raised have been also considered by the Commission as part of its annual review of the maximum remuneration payable to mayors and councillors.</p>	
9	Date received	<u>Oral Submission</u> on 17 October 2022 LGAQ Conference
	Received from	<p><u>Isaac Regional Council:</u> Deputy Mayor Kellie Veava Mary-Anne Uren CEO Jeff Stewart-Harris</p>
	Summary of submission	<p>Council provided suggestions for changes to the remuneration categories which would explore innovation or amendments. Council representatives relayed the current experience of serving in a councillor role in their local government area. This includes high expectations from the community, industry and other tiers of government to carry out the role. Councillors play a key role in local economic development and yet the role is neither remunerated as a full time role nor at a competitive level with local industry. Added to this is the pressures of lengthy travel time in a dispersed area and the pressures and time commitment of social media as a public figure. There is a distinct lack of incentive for younger community members to enter local government and it is not perceived as a viable career path.</p>

Request	Council requests the Commission instigate change to remuneration categories with new criteria that encourage councillor role as career path and recognise that the role is no longer a part-time vocation.	
Determination	<p>The Commission will commence its review of categories and the category system in 2023 and take into consideration the matters raised. All Councils are invited to participate in the 2023 review.</p> <p>The matters raised have been also considered by the Commission as part of its annual review of the maximum remuneration payable to mayors and councillors.</p>	
10	Date received	Oral Submission on 17 October 2022 LGAQ Conference
	Received from	Douglas Shire Council: Mayor Michael Kerr
	Summary of submission	<p>Council advocated that category 1 is not the appropriate classification for council.</p> <p>There are a number of reasons why council feels that the role can no longer be treated or remunerated as part-time:</p> <ol style="list-style-type: none"> 1. COVID era resulted in council having to manage vaccinations, requirements for businesses, council operations/arrangements. 2. Tackling the increased crime rates in the local government area. 3. The population is increasing to above 13,000 and growing rapidly. 4. Impact of social media and digital access and scrutiny on the role of local government. 5. Increasing threat of legal implications on the role of local government. 6. Increasingly broad skill set required for role in modern local government.
	Request	The Mayor requested that Council be reclassified as category 3 rather than category 1.
	Determination	<p>The Commission will commence its review of categories and the category system in 2023 and take into consideration the matters raised. All Councils are invited to participate in the 2023 review. No change to the current category pending the Commission’s 2023 review.</p> <p>The matters raised have been also considered by the Commission as part of its annual review of the maximum remuneration payable to mayors and councillors.</p>

11	Date received	<u>Written Submission</u> on 31 October 2022
	Received from	<u>Toowoomba Regional Council:</u>
		CEO Brian Pidgeon
	Summary of submission	Toowoomba Regional Council is currently a Category 5 Council and Council observes that the characteristics of Toowoomba RC are currently deemed consistent with Cairns, Mackay and Redland Regional / City councils. Council proposes that Toowoomba is in fact more closely aligned to Ipswich and Townsville City Councils which are both in Category 6.
		Council relied upon the following factors:
		<ol style="list-style-type: none"> 1. Principal Regional Activity Centre - Toowoomba City is vibrant regional capital and regional hub; designated in the South East Queensland Regional Plan 2017 as a Principal Regional Activity Centre. 2. Population Growth - In the next 30 years the population is anticipated to grow by 55,000 with 36,000 new jobs expected to be created. 3. Western Gateway - Toowoomba also functions as the western gateway – with inland port services trade in and out of agricultural areas of Darling Down and South West QLD. 4. Supply Chain significance - Council submitted that the Wellcamp Airport & Toowoomba Bypass has a unique character, role & function. These both service freight to Asian markets; and in the future Melbourne to Brisbane Inland Rail connections to Port of Brisbane. 5. Geographical Area – large area with dispersed population – specifically one city, and 31 independent towns spread across 12,937km². 6. Longer than Average Road Network - Council maintains a road network which is 3 times longer than the average road network compared to other category 5 and 6 councils. 7. Councillor Travel - Councillors are expected to travel extensive distances to meet community expectation. Within its local government area there is approximately 3,350km sealed roads, 3,248km unsealed roads, 162 major structures including 54 ridges; 644km stormwater network, 5,225 cross drains; and 577km of footpaths. 8. Contribution to State Economy - Its work is also diverse and has a significant impact on the State economy. 9. Inland Rail Project - Toowoomba RC will be reviewing many large infrastructure projects in the coming decade (of about \$15M - \$200M). While the full impacts of the Inland Rail project are yet to be determined, it is anticipated to be significant. 10. Annual Capital Expenditure - Council’s average annual capital expenditure over the past five years approximately \$163.2M per annum.

	<p>11. Financial Responsibility - it has a significant comparative level of financial responsibility compared to other category 6 councils. Details are contained within Council's written submission.</p> <p>12. Spillway Improvements - Two of Council's three dams have been identified as requiring a large investment over the coming years at projected cost of over \$200M to improve spillways.</p> <p>Council advocated that these comparisons warrant the Commission's favourable consideration as factors relevant to reclassification of the currently allocated Category 5 level of remuneration. Considerable information and provided comparative data is available in Council's written submission.</p> <p>Request Toowoomba Regional Council be reclassified from category 5 to a category 6 council.</p> <p>Determination The Commission will commence its review of categories and the category system in 2023 and take into consideration the matters raised. All Councils are invited to participate in the 2023 review. No change to the current category pending the Commission's 2023 review.</p>
<p>12</p> <p>Date received</p> <p>Received from</p> <p>Summary of submission</p>	<p>Written Submission on 31 October 2022</p> <p>Northern Peninsula Area Regional Council: Acting Chief Executive Officer Kate Gallaway</p> <p>The current remuneration structure does not recognise the additional responsibilities of divisional councillors of amalgamated indigenous councils.</p> <p>Council observed that in 2008, five (5) surrounding Indigenous Community Councils, Seisia Island Council, New Mapoon Aboriginal Shire Council, Bamaga Island Council, Umagico Aboriginal Shire Council and Injinoo Aboriginal Shire council, were amalgamated to form Northern Peninsula Area Regional Council (NPARC), with NPARC being only one of two councils in the region to be amalgamated <u>and</u> hold Deed of Grant in Trust (DOGIT) land.</p> <p>Council submitted that prior to amalgamation, each of the five (5) community councils had a council structure where they had their own chair, deputy and 3 councillors (with the exception of Seisia Island Council, which had a chair and 2 councillors), to make trust and council decisions.</p>

Council advocated that the structure has been reduced to 1 person to hold the responsibility of these previous 5 communities, leading to a high workload and pressure.

Council stated that under the *Local Government Act 2009*, divisional councillors hold veto rights for decisions relating to trust matters, as the trustee of DOGIT Land. While community forums are established in the legislation for the governance of veto, this has not been practical as it would require a secretary to be funded by NPARC and community members would need to be compensated for their time if expected to be involved in community forums, leading an increased workload on divisional councillors compared to councillors within other Indigenous shire councils.

Additionally, Council stated that the current remuneration structure does not empower community members into career pathways into the stream of elected members. Further that there are limited opportunities for the younger population to have career pathways in the space of governance of local government. Council argued that the community used to look forward to the leadership and opportunities that were available.

Request

The Commission review the current remuneration structure to ensure that:

- (a) Local Government can remain a viable career pathway for the future sustainability of our councils; and
- (b) the remuneration structure recognises the additional responsibilities of divisional councillors of amalgamated indigenous councils.

Determination

The Commission will commence its review of categories and the category system in 2023 and take into consideration the matters raised. All Councils are invited to participate in the 2023 review. No change to the current category pending the Commission's 2023 review.

The matters raised have been also considered by the Commission as part of its annual review of the maximum remuneration payable to mayors and councillors.

5. Other activities of the Commission

Exceptional circumstances submissions (matters raised under Local Government Regulation 2012, section 248):

Nil.

6. Commission's future priorities

The Commission will invite further submissions from all Councils in early 2023 as part of its general review of categories and the category system. The Commission encourages local government to participate and looks forward to engaging with local government and its stakeholders over the next 12 months.

Further information about the Commission can be located at www.statedevelopment.qld.gov.au.

Local Government Remuneration Commission

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Item 4. Reports for Consideration – Community Services

Item 4.1 Bushfire Policy

EXECUTIVE SUMMARY

Council to review and adopt the Bushfire Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Bushfire Policy as presented.

Budget & Resource Implications

Nil

Background

Council to review and adopt the Bushfire Policy.

Consultation (Internal/External)

Nil

Attachments

Attachment F - Policy

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

BUSHFIRE POLICY- QUEENSLAND

Bushfires are an inherent part of Australia's environment. Bushfires can significantly impact on lives, property and the environment. The basic factors that determine whether a bushfire will occur include the presence of fuel, oxygen, and an ignition source. The intensity and speed the bushfire will spread depends on the current temperature, fuel load (fallen bark, leaf litter, small branches), fuel moisture (dry fuel will burn quickly, damp or wet fuel may not burn at all), wind speed, and slope angle.

Emergency management arrangements for fire safety differ within each state and territory and are determined by the State Emergency Services or combined emergency service agencies. This policy reflects information related to Out of School Hours Care Services located in Queensland.

The National Law requires early childhood education services to ensure that every reasonable precaution is taken to protect children from any harm or hazard likely to cause injury, including bush fires. Regulations 97 and 168 (2) of the Education and Care Services National Regulations require that every early childhood education and care service in Australia, including Out of School Hours Care Services has an emergency and evacuation policy and procedure which includes:

- a risk assessment to identify the potential emergencies that are relevant to the service
- instructions for what must be done in the event of an emergency and evacuation procedures
- an emergency and evacuation floor plan, and
- the rehearsal of emergency and evacuation procedures every 3 months.

This policy outlines the strategies and procedures the OSHC Service will adhere to in the event of a bush fire, including information about closures during an emergency evacuation, and forms part of our Service's **Emergency Management Plan (EMP)**. The EMP records the emergency management arrangements to ensure every reasonable precaution to protect children, staff, and visitors from harm and hazard is maintained at all times.

NATIONAL QUALITY STANDARD (NQS)

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

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
12	Meaning of serious incident
51	Conditions on service approval (safety, health and wellbeing of children)
89	First Aid Kits
93	Administration of medication
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
168(2)(e)	Policies and procedures are required in relation to: Emergency and evacuation
168	Education and care services must have policies and procedures
170	Policies and procedures are to be followed

RELATED POLICIES

Administration of First Aid Policy Emergency and Evacuation Policy Family Communication Policy Health and Safety Policy	Incident, Injury, Trauma and Illness Policy Supervision Policy Work Health and Safety Policy
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PURPOSE

We aim to ensure every reasonable precaution is taken to protect children and staff from harm and hazards likely to cause injury, including potential injury from bushfires. The potential for extreme fire conditions varies greatly throughout Australia, both in frequency and severity. Each state and territory have varying mandatory regulations for implementing policies and procedures for being safe in areas where bushfires occur. Our OSHC Service will adhere to the regulations outlined by the Early Childhood and Education Improvement- Department of Education and other special requirements such as building regulations, traffic restrictions or emergency announcements that may apply to the area our service is located.

SCOPE

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

IMPLEMENTATION

It is vital for the OSHC Service to be informed and prepared for bush fire conditions and respond appropriately during periods of high fire danger or local bush fire activity. This policy and related procedure, is to be implemented should a bush fire threaten our OSHC Service. During peak bush fire season, the nominated supervisor will monitor fire ratings through relevant authorities on a daily or hourly basis and communicate with all stakeholders as required. We are aware of the Australian-Fire Danger Rating System (AFDRS) and have appropriate fire safety equipment installed and maintained at all times. Our *Emergency Management Plan* (EMP) ensures all staff are trained to use fire safety equipment and through regular training, understand evacuation procedures in case of an emergency.

DEFINITIONS

The Australian climate is frequently hot, dry, and susceptible to drought. The widely varied fire seasons are reflected in the continent's different weather patterns. For Queensland, the peak risk usually occurs in spring and early summer. The Northern Territory experiences most of its fires in winter and spring.

A 'Bush fire prone area' is an area of land that can support a bushfire or is likely to be subject to bushfire attack. Bush fire prone maps are prepared by local councils and governments within each state and territory. Baseline data for bushfire prone areas is referred to as Bushfire Attack Level (BAL).

Australian Fire Danger Rating (AFDRS): provides an indication of the possible consequences of a fire. This rating is standardised across all Australian states and territories. The higher the fire danger rating, the more dangerous the conditions. The AFDRS uses four tiers of fire danger from *Moderate* to *Catastrophic*. The AFDRS are maintained and updated by emergency services in each state or territory.

Emergency Management Plan (EMP): identifies the nature and range of possible emergencies and hazards to which children and staff may be exposed and the response and procedure in the event of an emergency. Effective planning and preparation of the EMP within the workplace ensures optimal response to emergencies should they occur. A risk assessment to identify potential emergencies that impact the service form the basis of the EMP.

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL:

- ensure the *Emergency Management Plan* (EMP) is updated regularly inclusive of Emergency and Evacuation policies and procedures (see Appendix 2 for further information about inclusions)

- consult with relevant authorities for guidance and advice on the management of bushfire risk and emergencies (including schools if the OSHC is located on school grounds). [see: Queensland Fire and Emergency Services](#)
- establish an Incident Management Team (IMT) to lead the implementation of the Emergency and Evacuation Plan- (e.g., Chief Warden, planning officer, communications officer, operations officer) or in smaller services, assign multiple roles for educators/staff
- ensure a back-up communication device is kept in a permanent location and is always available in an emergency. Example: **designated** fully charged mobile phone
- conduct a risk assessment to identify a potential bush fire risk to the OSHC Service
- ensure the risk assessment considers-
 - prevention measures the Service will take prior and during the bush fire period
 - procedures to be taken when there is a bush fire in the local district including onsite (shelter-in-place) and offsite evacuation procedures
 - response measures the OSHC Service will take if confronted with a bush fire hazard or emergency
 - identified evacuation assembly areas and evacuation routes (it is recommended that the plan contains two external (off-site) evacuation assembly areas if practical to do so)
 - what assistance will be required to evacuate children at the service (including non-ambulant children and consideration for multi-story buildings)
 - emergency communication arrangements in case of power outages- designated landline, Emergency Positioning Indicator Radio Beacon (EPIRB), satellite phone, designated mobile phone
 - **the use of a battery operated radio in emergency kit**
 - when evacuating children, if the weather is hot, do the children need footwear?
 - what mechanisms are in place to ensure the transfer of real-time information, such as weather forecasts, bush fire activity, site closures and emergency operations
 - how parents will know where to locate their child if evacuated
 - procedures to ensure children are only released to persons authorised to collect them
 - procedures to ensure correspondence is made to feeder schools
 - mechanisms to ensure visitors and contractors are aware of the service's emergency response procedures
 - location of flammable substances/materials (gas storage bottles and fixed tanks)- ensure these are secured and controlled

- contact the local council or check QLD Fire and Emergency Services Bushfire Prone Areas to determine if the Service is located in a bush fire prone area <https://www.data.qld.gov.au/dataset/bushfire-prone-area-queensland-series>.
- ensure a current emergency and evacuation floor plan of the OSHC Service and instructions for what to do in an emergency are is clearly displayed in a prominent position near each exit of the service (Reg: 97(4))
- ensure exit signs are displayed over emergency exits, emergency exits are free from debris and obstructions and are easy to open
- ensure emergency drills, including a bush fire drill and shelter-in-place on site are practiced with educators and children every 3 months [see *Bush Fire Response Procedure*]
- ensure a record is kept of each emergency evacuation drill practiced
- ensure the Service and educators are prepared for bush fire conditions and prepared to respond quickly and appropriately during high fire danger periods
- ensure all fire safety equipment is installed and maintained regularly- (fire extinguishers, fire panels, smoke detectors, long hoses with nozzles, buckets etc. See: Appendix 1: Fire and Safety Equipment)
- ensure all fire safety equipment is easily accessible, has clear signage and operating instructions displayed and are clear of vegetation or debris
- ensure all outdoor taps are in working order
- communicate with staff, educators, and families about bush fire preparation information and provisions
- discuss *Bush Fire Response Procedure* at team meetings and make any amendments as required
- ensure local emergency services have current contact details, including mobile number for emergency contact after hours
- ensure clear and effective communication procedures during an emergency are rehearsed to test its effectiveness in an emergency
- organise and communicate with off-site evacuation sites about emergency arrangements.
- ensure the Australian Fire Danger Rating (AFDRS) is checked daily through Australian Government Bureau of Meteorology <http://www.bom.gov.au/?ref=hdr> or QLD Fire and Emergency Services <https://www.qfes.qld.gov.au/prepare/bushfire/fire-danger-rating>
- provide a battery-operated radio for emergencies
- ensure gutters are cleaned out and free from dry leaves and other debris
- trim trees to 2m from the Service building (recommended best practice)
- ensure flammable items are removed from the Service

- ensure boundaries, outdoor areas and driveways are clear of dry grass, long grass, dead vegetation, thick and continuous shrubs, leaves, dead limbs/trees and other combustible materials
- consult with neighbouring property/land owners or local council if neighbouring properties pose a fire risk
- ensure driveways are accessible for fire emergency vehicles, clear of overhanging branches and archway structures
- ensure broken or unused equipment are disposed of and not stored at the service
- ensure rubbish bins are secure with closed lids, emptied on a regular basis and located away from the services Shelter-In-Place location
- consider the services Shelter-In-Place location ensuring it can accommodate all children and staff, with access to toilets and water
- ensure all emergency exits are clear and accessible at all times
- conduct an 'emergency first aid kit / backpack audit' to ensure emergency contact information and supplies are current (*see Appendix 3 for suggested inclusions*).
- ensure all records of attendance of children, staff and volunteers is accurate for each session of care
- ensure current emergency phone numbers are near the phone, including emergency services and the Regulatory Authority *and* in the contacts of designated mobile phones
- monitor the bush fire situation when the rating is above **High** through internet or radio
- ensure the *QLD Fires app* is installed on designated Service mobile phones
- upon advice from relevant authorities (Department of Education or Fire Authority) not accept children for care on days when there is a catastrophic danger rating
- be prepared for closures of the Service on days when Catastrophic Fire Danger Rating (AFDRS) is issued in the QLD Fire Area (as advised by the relevant authority)
- cancel any outdoor activities on days where air quality due to bushfire smoke may cause harm to children [see *Bush Fire Smoke Procedure*]
- notify the Regulatory Authority in the event of any closures or damage to premises within 24 hours or as soon as possible via the NQA ITS or email if there is no access to phones
- at a reasonable time after the incident has occurred, consider asking emergency services to review the service's incident response.

EDUCATORS WILL:

- assist in the development and review of the OSHC Service's Emergency Management Plan (EMP)
- examine the Service grounds during their daily indoor and outdoor safety checks to ensure flammable and/or combustible materials (e.g., dead leaves and bark, chemicals) have been removed

- ensure they are familiar with the daily Australian Fire Danger Rating System (AFDRS)
- ensure the emergency first aid kit / backpack is organised and stored in an area that is easily accessible
- become familiar and confident with the OSHC Service’s emergency evacuation policies and procedures
- participate in emergency drills, including *Bush Fire Response* procedures at least every 3 months
- become familiar with the Service’s emergency exits
- be aware of the designated assembly area
- eliminate all papers around the OSHC Service, including artwork, posters, displays and emptying garbage bins if advised that bush fires are in the local district
- keep up to date with professional development and training about bush fires and emergency evacuation
- be familiar with their role and responsibilities in the event of a bush fire.

CONTINUOUS IMPROVEMENT/REFLECTION

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

QUEENSLAND (QLD)

Early Childhood Services are required to:

- Conduct a risk assessment to identify potential emergencies affecting the service and use this to prepare policies and procedures.
- Prepare an Emergency Management Plan (best practice) or
- Develop a [Bushfire Survival Plan](#)
- Fire Danger Rating: <https://www.qfes.qld.gov.au/prepare/bushfire/fire-danger-ratings>

RESOURCES

ACECQA [Managing Emergency Situations in Early Education and Care Services](#)

Bushfire Emergency Planning Guideline [A guide to planning for bushfire emergency](#)

[Australian Government Department of Education](#) – Emergency and natural disaster assistance

[Emerging Minds](#) Bushfire preparedness for your family

[Be You](#) resources- Bushfires and mental health

NSW Department of Education [Developing your Service’s Emergency Management Plan and Procedures](#) (updated **October** 2022)

NSW Department of Education [Service site bushfire grassfire readiness checklist](#)

Queensland Government Fire Management https://parks.des.qld.gov.au/management/programs/fire-management#bushfire_season

SOURCE

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 Australian Government: Geoscience Australia. Community safety: Bushfire: <http://www.ga.gov.au/scientific-topics/hazards/bushfire>
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 Education and Care Services National Law Act 2010. (Amended 2023).
[Education and Care Services National Regulations. \(Amended 2023\).](#)
[Guide to the National Quality Framework. \(2017\). \(Amended 2023\).](#)
 Queensland Government. Department Environment and Science. Parks and Forests. Fire Management. https://parks.des.qld.gov.au/management/programs/fire-management#bushfire_season.
 Revised National Quality Standard. (2018).

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	June 2023
POLICY REVIEWED	JUNE 2023	NEXT REVIEW DATE	JUNE 2024
VERSION NUMBER	V3.6.23		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • hyperlinks checked and repaired as required • minor formatting edits within text • addition of link to Bush Fire Survival Plan • updated Appendix 1 checklist (DOE NSW -May 2023) 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
OCTOBER 2022	<ul style="list-style-type: none"> • Review of policy against recommendations for bushfire/grassfire readiness (NSW resource used for best practice) • Updated Australian Fire Danger Rating System information • new section- Continuous Improvement/Review added 		
JUNE 2022	<ul style="list-style-type: none"> • New Policy Developed for Out of School Hours Care Services located in Queensland 	JUNE 2023	

APPENDIX 1

Management must ensure emergency equipment and maintenance testing is registered and kept up to date. All fire equipment must be clearly identified and operating instructions displayed.

FIRE AND SAFETY EQUIPMENT

	✓
Portable fire extinguisher/s, including correct colour code	
Fire blanket/s in kitchen and cooking areas	
Fire hose and reels	
Fire hydrants	
Water storage tank – check connections for fire appliances	
Fixed water pressure pumps	
Emergency generator/power system	
Water supplies and equipment	
Sprinklers (including any roof mounted and irrigation systems)	
Alarms	
First aid materials	
Fire blankets	
Communication systems	
Other e.g., Roller shutters on shelter-in-place location	
Nominated staff have been instructed in, and the operation of fire protection equipment practised	
Fire safety equipment, including hydrants are clear of vegetation and are easily accessible and visible	
The service has equipment to safely move children if necessary	
All fire protection equipment has clear signage and operating instructions are displayed.	

(NSW Department of Education, *Service site bushfire- grassfire readiness checklist May 2023*)

APPENDIX 2

The purpose of the Emergency Management Plan is to ensure the health, safety and wellbeing of all staff, children and visitors at our Service in the event of an emergency.

EMERGENCY MANAGEMENT PLAN inclusions

- Name and address of the Service
- Early childhood service facility profile (description of the service)
- Emergency contact details of Service (including designated mobile phone number)
- Incident Management Team structure and contact details and responsibilities
- Incident Management Team responsibilities- pre-emergency/during emergency/post-emergency
- Communication tree- Process for notifying, alerting and reporting emergencies
- Educators/staff trained in first aid (names and contact details)
- Emergency response procedures (on-site evacuation/relocation procedure; off-site evacuation procedure; lock down procedure; lock out procedure; shelter-in-place procedure)
- Arrangements for children/students and educators/staff with additional support needs
- Parent/family emergency contact details
- Evacuation diagram and procedures including assembly points and transportation arrangement if required to evacuate
- Essential services on premises- location of hydrants and water main
- A site-specific **Risk Assessment** identifying the particular emergency and hazards, assessing the risks they present and details on how your service will manage these.
- For **Bush Fire Policy** the Risk Assessment will detail-
 - prevention measures the Service will take prior and during the bush fire period
 - procedures to be taken when there is a bush fire in the local district
 - response measures the service will take if confronted with a bush fire hazard or emergency
- Emergency response drills schedule
- Emergency kit checklist
- Testing of equipment
- Response procedures for specific emergencies – indicate process for making decisions
 - warning staff and children
 - evacuation
 - shelter and assembly area
 - location of designated emergency exits
 - location of fire hoses/extinguishers/ fire blankets
 - location of first aid kits

- Recovery measures to support the return to the Service and routines
- Notification to Regulatory Authority
- Trauma counselling and description

APPENDIX 3

EMERGENCY KIT CONTENTS CHECKLIST

Use the list below as a guide on what is required to maintain your Emergency Kit

EMERGENCY KIT CONTENTS	✓
Small portable First Aid kit	
Copy of Bush Fire policy & Emergency Management Plan	
Copy of Service's site plan identifying exits from building, safe spaces to shelter and assembly points	
Emergency contact details for children	
Emergency contact details for staff	
Details of additional/medical needs of staff and children	
Potentially required medications (e.g. EpiPen, asthma inhaler)	
Charged mobile phone/s	
Phone chargers to suit any mobile phone likely to be used in an emergency	
Fully charged UHF radio (remote locations) with charger	
Portable battery powered radio	
Torch and spare batteries	
Whistle/s	
Service keys	
Staff safety vests	
Bottled water and disposable cups	
Non-perishable snacks (such as biscuits/crackers, dried fruit, energy/muesli bars)	
Tissues	
Sunscreen and spare hats	
Garbage bags	

Other	
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Item 4.2 Clothing Policy

EXECUTIVE SUMMARY

Council to review and adopt the Clothing Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Clothing Policy as presented.

Budget & Resource Implications

Nil

Background

Council to review and adopt the Clothing Policy.

Consultation (Internal/External)

Nil

Attachments

Attachment G - Policy

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

CLOTHING POLICY

Children **and young people** need protective, comfortable and appropriate clothing and footwear to explore their environment and participate freely in experiences. Clothing needs to protect children **and young people** from injury and sun exposure whilst promoting self-help abilities. Appropriate footwear will fit a child’s foot correctly and ensure comfort. Educators will also dress to prevent injury and sun exposure and will be encouraged to dress in a professional and respectful manner, being positive role models for children **and young people.**

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

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.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
168	Education and care services must have policies and procedures
168(2)(ii)	Policies and procedures are required in relation to sun protection
170	Policies and procedures are to be followed

RELATED POLICIES

Children’s Belongings Policy Family Communication Policy Health and Safety Policy Multi-Cultural Policy	Respect for Children Policy Sun Safety Policy Supervision Policy
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PURPOSE

We aim to ensure the safety and comfort of all children and young people by providing appropriate clothing guidelines for children, parents and staff utilising and working at the OSHC Service.

Children and young people being clothed appropriately enables them to play without risk of sunburn and serious injury caused by inappropriate footwear or clothing. Children and young people are more at ease, comfortable, and less anxious when they are dressed for warmth during winter or not over-dressed during summer or wearing safe footwear when climbing outdoor play equipment or participating in physical activity.

SCOPE

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

IMPLEMENTATION

Effective clothing strategies, including appropriate clothing for sun protection are important factors in ensuring a child feels safe and secure at our OSHC Service. Whilst children will generally attend the Service in their school uniform, this policy is in place to support families' understanding of appropriate clothing for 'mufti' days, or during vacation care.

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL:

- ensure that a *Sun Safety Policy* is developed and reviewed regularly
- ensure that educators are provided with Personal Protective Equipment (e.g. gloves, goggles etc.) as required to facilitate cleaning and protect their health and safety
- provide information for educators about suitable clothing and footwear expectations for the education and care work environment during induction
- provide information for families about suitable clothing and footwear for their child to wear at the OSHC Service. This information will also be shared with families using a variety of communication strategies including newsletters, brochures, websites, and posters.
- ensure educators are aware and abide by the *Sun Safety Policy*
- ensure a culturally inclusive environment by conveying respect and understanding of families' cultural traditions regarding clothing
- provide information to educators and staff about children's cultural dress requirements.

EDUCATORS WILL:

- consult and communicate with families about the individual needs of children with respect to different values and beliefs associated with clothing and footwear
- consult with families about the clothing needs of children with sensory and tactile sensitivities, (free of seams, tags, buttons or textures)
- monitor children's clothing and footwear to ensure compliance with the *Sun Safety Policy* and to support the safety, comfort, and wellbeing of every child
- consider clothing and footwear needs associated with excursions or planned learning experiences and communicate clearly with families about the need for extraordinary protective clothing requirements
- provide protective clothing, such as aprons, for messy play experiences and painting. Children will be encouraged by educators to wear protective clothing during messy and water play.
- encourage children **and young people** to use their self-help skills where appropriate to put on and remove clothing and shoes to meet their needs. Educators will observe and monitor younger children to ensure their clothing and footwear is appropriate for the environment and weather conditions
- monitor the UV rating to ensure children are dressed appropriately for the weather and are adequately protected (e.g. long sleeve shirts)
- discuss clothing with children: for example, the need to wear hats for sun protection
- model appropriate clothing: for example, wearing hats and sun safe clothing
- encourage children to make choices in relation to getting dressed and the clothing they wear
- respect children's privacy and modesty when having children change their clothes or dressing themselves, ensuring that individual and/ or cultural needs and preferences are understood and catered for.
- show respect for children **and young people** and appreciate their individuality by allowing them to make some decisions about the clothes they wear

FAMILIES WILL:

- communicate with educators about their child's individual clothing needs- (eg: cultural diversity, disability, clothing sensitivity – labels or fabrics, fine motor skills)
- provide spare clothing in children's bags to allow for a change of clothes if required and/or changing weather conditions.
- dress children appropriately for play and the weather, including footwear and an appropriate hat
- ensure their child is clothed in an appropriate manner which will allow them to explore and play freely and not restrict them using equipment while at play

- ensure clothing for younger children (K-2) also allows easy access for toileting: i.e., elasticised trousers or track pants rather than buttons, zips, belts, etc.
- not dress their children in good/expensive clothing where there is a chance, they will get dirty or stained
- ensure children are appropriately protected from the sun - please refer to *Sun Safety Policy* for further directives on hats and clothing
- ensure children's clothing accommodates the weather conditions. For example, be loose and cool in summer to prevent overheating and warm enough for cold weather, including outdoor play. At all times educators will monitor children to ensure they are appropriately dressed for all weather, play experiences, rest and sleep routines.
- ensure children have appropriate footwear that enables them to play comfortably and not cause safety concerns. For example, thongs, clogs or backless shoes have a trip factor and do not allow children to use equipment safely.
- ensure all clothing and belongings are clearly labelled with the child's name (not just initials)
- be familiar with their child's clothing fabric to minimise allergies and reactions.

SPECIAL CLOTHES/DRESS UP/MUFTI DAYS

To facilitate pretend play and celebrate different cultural experiences, children may be invited to dress up according to a theme or particular cultural celebration.

Our educators will communicate with families to ensure all children have the opportunity to engage in these activities by wearing appropriate clothing.

When dressing their child in 'dress up' clothes, parents are asked to ensure their child's footwear is appropriate for play-based learning at the OSHC Service and ensure clothing is sun safe.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Clothing 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).

Cancer Council Australia: www.cancer.org.au

Community Child Care Co-Operative

[Education and Care Services National Regulations](#). (Amended 2023).

Guide to the National Quality Framework. (2017). (Amended 2023).

Raising Children Network – <http://raisingchildren.net.au>

Revised National Quality Standard. (2018).

National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.).

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

Work Health and Safety Act 2011 (Cth).

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	June 2023
POLICY REVIEWED	JUNE 2023	NEXT REVIEW DATE	JUNE 2024
VERSION NUMBER	V4.6.23		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • hyperlinks checked and repaired as required • continuous improvement/reflection section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
JUNE 2021	<ul style="list-style-type: none"> • Minor edits to policy • National regulations added 		JUNE 2022
JUNE 2020	information about respecting cultural diversity added Additional sections added –Dress up clothes sources checked for currency		JUNE 2021
JUNE 2019	New policy drafted		JUNE 2020

Item 4.3 Hand Washing Policy

EXECUTIVE SUMMARY

Council to review and adopt the Hand Washing Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Hand Washing Policy as presented.

Budget & Resource Implications

Nil

Background

Council to review and adopt the Hand Washing Policy.

Consultation (Internal/External)

Nil

Attachments

Attachment H - Policy

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

HAND WASHING POLICY

Having and encouraging effective hygiene practices in Out of School Hours Care Services is essential for reducing the risk of infection. Helping children to develop appropriate personal hygiene habits, such as hand hygiene, will become embedded as they grow and develop. It is important to work with families to ensure children follow simple hygiene rules by incorporating good hygiene strategies in both the OSHC Service and home environment.

NATIONAL QUALITY STANDARDS (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.
2.2	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.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, Hygiene and safe food practices
88	Infectious diseases
93	Administration of medication
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
168	Education and care service must have policies and procedures
170	Policies and procedures are to be followed

RELATED POLICIES

Administration of Medication Policy Animal and Pet Policy Dealing with Infectious Disease Policy Health and Safety Policy	Incident, Injury, Trauma and Illness Policy Pregnancy in Early Childhood Policy Sick Children Policy Supervision Policy Work Health and Safety Policy
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PURPOSE

Our Out of School Hours Service is committed to ensuring the health and safety of all educators, staff, volunteers, families, and children by providing a safe and healthy environment. Effective hand hygiene significantly reduces the risk of infection and is therefore of the utmost importance. We aim to implement specific hand washing hygiene practices regularly to minimise the risks associated with cross infection of viral and bacterial borne diseases.

SCOPE

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

IMPLEMENTATION

Infection can be spread through direct physical contact between people, airborne droplets from coughing and sneezing or from contact with surfaces and objects. Children come into contact with a large number of other children and adults, play equipment, eating utensils and other resources whilst being cared for in Out of School Hours Care services. This high degree of physical contact with people and the environment creates a higher risk of children being exposed to and spreading infectious illnesses. Whilst it may not be possible for services to prevent the spread of all infections, we aim to create a hygienic environment to minimise the spread of diseases and infections.

Effective hand washing is a vital strategy in the prevention of spreading many infectious diseases.

Research emphasises effective and frequent handwashing as the single most important way to reduce the spread of bacteria, germs, viruses, and parasites that may infect educators, staff and children in school aged care services and in our general population.

Micro-organisms such as bacteria, germs, viruses, and parasites are present on the hands at all times and live in the oil that is naturally produced on your hands. The use of soap or detergent and water remove most of these organisms and decreases the risk of cross infection.

Our OSHC Service will adhere to National Regulation requirements, standards, and guidelines to support the effectiveness of our hand washing policy. We aim to educate and encourage children to wash their hands frequently and effectively which will help to reduce the incidence of infectious diseases, adhering to guidelines provided in *Staying healthy: Preventing infectious diseases in early childhood education and*

care services and recommendations from the Department of Health- Australian Health Protection Principal Committee (AHPPC) to guide best practice.

TO ENSURE THE GREATEST LEVEL OF PERSONAL HYGIENE OUR OSHC SERVICE WILL ENSURE:

- all employees, parents, children and visitors wash their hands with soap and water for at least 20 seconds upon arrival to the Service or, use the alcohol-based sanitiser under adult supervision
- hands are thoroughly dried using hand towel and disposed of in the bin provided
- disposable tissues are used to wipe noses, eyes or mouths and disposed of in the bin provided immediately after use
- hands are washed following the use of tissues
- hands are washed thoroughly using soap and water before and after using the toilet
- signage is provided to prompt visitors and children to wash their hands regularly and effectively when visiting our Service.

THE APPROVED PROVIDER/NOMINATED SUPERVISOR WILL ENSURE:

- educators and staff wash their hands with soap and water for at least 20 seconds regularly
- educators and staff wash their hands
 - before and after eating and handling food
 - before and after applying sunscreen or other lotions to children
 - after using the toilet
 - after blowing their own nose
 - after supervising children near toilet facilities
 - after touching animals
 - after cleaning high touch surfaces- (tables, light switches, door handles, computers, iPads)
 - after cleaning or mopping floors
 - after changing learning environments – outdoor play area, indoor learning
 - whenever their hands are visibly dirty (after gardening, painting)
 - before leaving the OSHC Service at the end of the day
- educators and staff adhere to effective food preparation and food handling procedures
- educators and staff wash hands before and after wearing disposable gloves when:
 - preparing food
 - administering medication
 - administering first aid

- cleaning spills- faeces, vomit or blood
- cleaning with disinfectant or chemicals
- after handling garbage and/or contaminated materials

EDUCATORS WILL ENSURE:

- children are explicitly taught the correct process of hand washing
- children are carefully supervised when handwashing
- children are reminded to wash their hands frequently throughout the day
- they model effective handwashing procedures
- the required equipment and resources are easily accessible and appropriate to use- liquid soap, running water, paper towel

We believe the hygiene practices of children being cared for should be as rigorous as those of staff and educators. Our environment supports the creation of appropriate healthy hygiene habits to ensure lifelong healthy decisions and actions.

STRATEGIES EDUCATORS WILL USE TO ENCOURAGE EFFECTIVE HAND HYGIENE PRACTICES

INCLUDE:

- talking about the importance of hand hygiene
- talking about when hand washing is appropriate and why
- singing a song or rap as a guide to how long it should take to wash hands
- using a clear visual poster with step-by-step instructions
- using positive language
- ensuring equipment is accessible (liquid soap, hand towels)
- ensuring adequate supervision and assistance is available when required
- use STEM opportunities to teach about germs and prevention (ie: pepper and soap experiment)

HAND DRYING

Effective hand drying is just as important as comprehensive hand washing. Research states that wet hands can pick up and transfer up to 1000 times more bacteria than dry hands. Drying hands thoroughly also helps remove any germs that may not have been rinsed off.

Our OSHC Service provides children, staff, and educators with disposable paper towel to ensure effective hand hygiene. Bins are provided with foot control lids to dispose of used paper towel.

Where possible, our Services aims to find sustainable alternatives to paper towel that may harm the environment.

HAND WASHING PROCEDURE

Wet hands with clean, running water, turn off the tap.

Rub soap all over your hands

Rub hands together for as long as it takes to sing “Happy Birthday” twice

Don’t forget the backs of your hands, your wrists, between your fingers and under your fingernails

Rinse the soap off your hands under running water

Dry your hands using paper towel or under a hand dryer.

ALCOHOL-BASED HAND SANITIZER

Where possible, staff will use soap and water to clean their hands however, if this is not possible and hands are not greasy or visibly dirty, an alcohol-based hand sanitiser may be used.

Hand sanitiser must be kept out of reach of children at all times as it can be very dangerous if swallowed. Directions should be followed on how to use the sanitiser correctly. The effectiveness of an alcohol-based hand sanitiser to kill microorganisms or prevent their growth should be at least 60% alcohol.

As per National Regulations, a safety data sheet will be kept on file for any alcohol-based hand sanitiser used in the OSHC Service.

HAND SANITIZER PROCEDURE

Apply liquid to the palm of one hand

Rub it all over both hands until the sanitiser dries

This takes about 20 seconds

Be careful not to wipe the sanitizer off before it is dry.

RELATED INFORMATION/RESOURCES

Be a Soapy Hero! <https://www.betterhealth.vic.gov.au/campaigns/soapy-hero>

Child Care Centre Desktop- Handwashing posters (see below)

NSW Department of Health [Handwashing poster](#)

[Teaching washing your hands with pepper experiment](#)

CONTINUOUS IMPROVEMENT/REFLECTION

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

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Hand Washing Procedure

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 Australian Government Department of Health Australian Health Protection Principal Committee (AHPPC) 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).
 National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.).
 Revised National Quality Standard. (2018).
 Victoria State Government Better Health Channel [Handwashing-why it’s important](#)
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	June 2023
POLICY REVIEWED	JUNE 2023	NEXT REVIEW DATE	JUNE 2024
VERSION NUMBER	V8.6.23		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • COVID-19 Management policy reference removed • hyperlinks checked and repaired as required • minor formatting edits within text • continuous improvement/reflection section added • Childcare Centre Desktop Resources section added 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JUNE 2022	<ul style="list-style-type: none"> • policy maintenance - no major changes to policy • minor formatting edits within text • hyperlinks checked and repaired as required 	JUNE 2023	
JUNE 2021	<ul style="list-style-type: none"> • minor edits • sources checked and revised where required 	JUNE 2021	
MAY 2020	<ul style="list-style-type: none"> • Major rewrite of the policy to incorporate Department of Health AHPPC recommendations • Related information and resources added • Addition of alcohol-based sanitiser information 	JUNE 2021	

	<ul style="list-style-type: none"> • Procedure of handwashing and hand rub added • Sample posters included in policy 	
JUNE 2019	<ul style="list-style-type: none"> • Some grammar, punctuation and spelling edited. • Some Sentences refined. • Sources/references added and alphabetised. • Minor formatting for consistency throughout policy. • 'Related policies' alphabetised. 	JUNE 2020
JUNE 2018	<ul style="list-style-type: none"> • Included the 'Related Policies' section and updated the 'Purpose' statement. 	JUNE 2019
NOVEMBER 2017	<ul style="list-style-type: none"> • Updated the references to comply with revised National Quality Standard 	JUNE 2018



STOP



Sanitise your hands
on entry – Thank You.

HOW TO USE SANITISER CORRECTLY

Dispense 1-2 pumps, rub vigorously palm to palm, rub with interlocked fingers, rub palm over back of each hand, cover tips and bottoms of fingers to each palm, include thumbs, and wrists, rub until dry.



Item 4.4 Medical Conditions Policy

EXECUTIVE SUMMARY

Council to review and adopt the Medical Conditions Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Medical Conditions Policy as presented.

Budget & Resource Implications

Nil

Background

Council to review and adopt the Medical Conditions Policy.

Consultation (Internal/External)

Nil

Attachments

Attachment I - Policy

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

MEDICAL CONDITIONS POLICY

To support children's wellbeing and manage specific healthcare needs, allergy or relevant medical condition our OSHC Service will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are implemented. We aim to take every reasonable precaution to protect children's health and safety by explicitly adhering to individual medical management and risk management plans and responding to any emergency situation should they arise.

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.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
85	Incident, injury, trauma and illness policy
86	Notification to parent of incident, injury, trauma or illness
87	Incident, injury, trauma and illness record
89	First aid kits
90	Medical Conditions Policy
90 (1) (a)	The management of medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis
90(1)(iv)	Medical Conditions Communication Plan
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement— anaphylaxis or asthma emergency
95	Procedure for administration of medication

96	Self-administration of medication
136	First Aid qualifications
162(c) and (d)	Health information to be kept in enrolment record
168(2)(d)	Policies and procedures are required in relation to dealing with medical conditions in children, including the matters set out in regulation 90
170	Policies and procedures are to be followed
173(2)(f)	Prescribed information to be displayed- a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service
174	Time to notify certain circumstances to Regulatory Authority

RELATED POLICIES

Acceptance and Refusal of Authorisations Policy Administration of Medication Policy Asthma Management Policy Anaphylaxis Management Policy Celebrations Policy Child Safe Environment Policy Diabetes Management Policy Enrolment Policy	Epilepsy Management Policy Health and Safety Policy Incident, Injury, Trauma and Illness Policy Nutrition Food Safety Policy Privacy and Confidentiality Policy Sick Children Policy Work Health and Safety Policy
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PURPOSE

The *Education and Care Services National Regulations* requires approved providers to ensure services have policies and procedures in place for medical conditions. We aim to efficiently respond to and manage medical conditions, health care needs or allergies of children and staff ensuring the safety and wellbeing of all children, staff, families and visitors at our OSHC Service.

SCOPE

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

DUTY OF CARE

Our OSHC Service has a legal responsibility to take reasonable steps to ensure the health needs of children enrolled in the service are met. This includes our responsibility to provide:

- a. a safe environment for children free of foreseeable harm *and*
- b. adequate supervision of children at all times.

IMPLEMENTATION

We will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. Our OSHC Service is committed to adhering to privacy and confidentiality procedures when dealing with individual health care needs, allergies or relevant medical conditions.

There are a number of concerns that must be considered when a child with a diagnosed health care need, allergy, or medical condition is enrolled at the service. Key procedures and strategies must be in place prior to the child commencing at the Service to ensure their individual health, safety and wellbeing. It is imperative that all educators and volunteers at the Service follow a child's medical management plan in the event of an incident related to a child's specific health care need, allergy, or medical condition.

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

- all enrolment forms are reviewed to identify any specific health care need, allergy or medical condition
- existing enrolment forms are reviewed, and parents contacted to confirm if the existing diagnosed health care need, allergy or relevant medical condition still applies and whether any new needs have been diagnosed
- parents are provided with a copy of the Service's *Medical Conditions Policy*
- a child is not enrolled at, nor will attend the OSHC Service without a medical management plan and prescribed medication by their medical practitioner. In particular, medication for life-threatening conditions such as asthma, anaphylaxis or diabetes must be provided to the service each day [e.g., asthma inhalers, adrenaline auto injection devices or insulin]
- educators, staff and volunteers have knowledge and access to this policy and relevant health management policies (*Asthma Management Policy/ Anaphylaxis Management Policy/Diabetes Management Policy*)
- educators, staff and volunteers have a clear understanding of children's individual health care needs, allergy or relevant medical condition that may be ongoing or acute/short term in nature
- new staff members are provided with induction and ongoing training to assist managers, educators and other staff effectively
- all aspects of operation of the service must be considered to ensure inclusion of each child into the program

- A communication plan **is developed** in collaboration with the Nominated Supervisor/Responsible Person and lead educators to ensure communication between families and educators is on-going and effective
- staff are provided with annual ASCIA anaphylaxis e-training to provide consistent and evidence-based approaches to prevention, recognition and emergency treatment of anaphylaxis.
- at least one staff member or nominated supervisor is in attendance at all times with a current accredited first aid certificate, emergency asthma management and emergency anaphylaxis management certificate (as approved by ACECQA)
- educators and staff have a clear understanding about their role and responsibilities when caring for children with a diagnosed health care need, allergy or relevant medical condition
- families provide required information on their child's health care need, allergy or relevant medical condition, including:
 - medication requirements
 - allergies
 - medical practitioner contact details
 - medical management plan
- a medical management plan has been developed in consultation with parents and the child's medical practitioner and provided to the service and/or
 - an individual Asthma or Anaphylaxis Action Plan is developed in consultation with parents and the child's medical practitioner e.g: (ASCIA) or National Asthma Council of Australia
 - an individual Diabetes Management Plan is developed in consultation with parents and the child's medical practitioner
- a risk minimisation plan has been developed in consultation with parents and management prior to the child commencing at the service
- educators and staff will be informed immediately about any changes to a child's medical management plan, risk management plan
- to record any prescribed health information and retain copies of medical management plan, anaphylaxis management plan or asthma management plan and risk minimisation plan in the child's enrolment folder
- educators have access to emergency contact information for the child
- casual staff are informed of children and staff members who have specific medical conditions, food allergies, the type of condition or allergies they have, and the Service's procedures for dealing with emergencies involving allergies and anaphylaxis

- a copy of the child’s medical management plan is visibly displayed (in an area not generally available to families and visitors) but known to staff in the OSHC Service
- procedures are adhered to regarding the administration of medication at all times
- administration of medication record is accurately completed and signed by the educator and witnesses
- medication self-administered by a child over preschool aged, is only permitted with written authority signed by the child’s parent or other responsible person named and authorised in the child’s enrolment record to make decisions about the administration of medication
- a notice is displayed prominently in the main entrance of the Service stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the Service, and providing details of the allergen/s (regulation 173).
- information regarding the health and wellbeing of a child or staff member is not shared with others unless consent is provided in writing, or provided the disclosure is required or authorised by law under relevant state/territory legislation (including Victoria- Child Information Sharing Scheme (CISS) or the Family Violence Information Sharing Scheme (FVISS). See *Child Protection Policy* for further information regarding legal obligations to sharing of information as per CISS or FIVSS schemes.)

EDUCATORS WILL ENSURE:

- in the event that a high-risk scenario where a child suffers from a reaction, incident, situation, or event related to a medical condition the Service and staff will follow the child’s emergency medical management plan as per Regulation 90(1)(c)(ii)
- the first aid responder will commence first aid measures immediately as per the child’s medical management plan
- urgent medical attention from a registered medical practitioner is contacted if required
- an ambulance is called by dialling 000 if the child does not respond to initial treatment
- the nominated supervisor will contact the child’s parent/guardian or emergency contact when practicable, but as soon as possible
- the Approved Provider/Nominated Supervisor will ensure the *Incident, Injury, Trauma and Illness Record* is completed in its entirety
- the Director/Nominated Supervisor will notify the regulatory authority (within 24 hours) in the event of a serious incident.

COOK AND FOOD HANDLERS WILL ENSURE:

- to keep up to date with professional training to help manage food allergies in ECEC services

- practices and procedures are in place, and adhered to, in relation to safe food handling, preparation and consumption of food
- any changes to children’s medical management plans or risk minimisation plans are implemented immediately

FAMILIES WILL ENSURE:

- the OSHC Service enrolment form is completed in its entirety providing specific details about the child’s medical condition
- they provide management with information about their child’s health needs, allergies, medical conditions, and medication requirements on the enrolment form and through verbal communication/meetings
- they provide the OSHC Service with a medical management plan prior to enrolment of their child
- they consult with management to develop a risk minimisation plan
- they acknowledge they have received/or are provided access to the *Service’s Medical Conditions Policy and Administration of Medication Policy* at time of enrolment
- they notify the OSHC Service if any changes are to occur to the medical management plan
- notify the OSHC Service, verbally when children are taking any short-term medications AND whether or not these medications may be self-administered (only applicable for a child over preschool age)
- they provide adequate supplies of the required medication and medication authorisation on an Administration of Medication Record
- they provide an updated copy of the child’s medical management plan **annually** or evidence from a Medical Practitioner to confirm the plan remains unchanged
- they provide written consent for their child’s medical management plan to be displayed in the OSHC service.

SELF-ADMINISTRATION OF MEDICATION

A child over preschool age may self-administer medication under the following circumstances:

- a parent or guardian provides written authorisation with consent on the child’s enrolment form - administration of medication
- medication is stored safely by an educator, who will provide it to the child when required
- supervision is provided by an educator whilst the child is self-administering medication
- an accurate record is made in the medication record for the child that the medication has been self-administered.

MEDICAL MANAGEMENT PLAN

Any Medical Management Plan provided by a child's parents and/or registered medical practitioner should include the following:

- specific details of the diagnosed health care need, allergy or relevant medication condition
 - supporting documentation (if required)
 - a recent photo of the child
 - current medication and dosage prescribed for the child
 - if relevant, state what triggers the allergy or medical condition
 - first aid/emergency response that may be required
 - any medication that may be required to be administered in case of an emergency
 - further treatment or response if the child does not respond to the initial treatment
 - when to contact an ambulance for assistance
 - contact details of the medical practitioner who signed the plan
 - the date of when the plan should be reviewed
- a copy of the medical management plan will be displayed for educators and staff to see to ensure the safety and wellbeing of the child, whilst ensuring the child's privacy by displaying only in an area generally only available to staff of the OSHC Service
 - the OSHC Service must ensure the medical management plan remains current all times
 - educators and staff are updated immediately about any changes to a child's medical management plan.

RISK MINIMISATION PLAN

All children with a diagnosed health care need, allergy or relevant medical condition must have a risk minimisation plan in place. (Regulation 90(1)(c))

The **Approved Provider**/Nominated Supervisor will arrange a meeting with the parents/guardian as soon as the OSHC Service has been advised of the diagnosed health care need, allergy or medical condition. During this meeting a risk minimisation plan will be developed in consultation with the parent/guardian to ensure:

- that the risks relating to the child's specific health care need, allergy, or medical condition are assessed and minimised

- that practices and procedures in relation to the safe handling, preparation, serving, and consumption of food are developed and implemented
- that the parents/families are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented
- practices are developed and implemented to ensure that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication
- that the child does not attend the Service without medication prescribed by the child's medical practitioner in relation to the child's specific health need, allergy or medical condition
- risk minimisation plan(s) are reviewed at least annually and/or revised with each change in the Medical Management Plan in conjunction with parents/guardians
- all relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day by educators
- parents are notified by educators in advance of any special activities taking place such as celebrations, sporting events or excursions so plans of safe inclusion can be developed
- appropriate hygiene practices are followed by educators when managing medical conditions in accordance with the *Control of Infectious Diseases Policy*.

COMMUNICATION PLAN

The communication plan explains how relevant staff members and volunteers are informed about the medical management and risk management plans and how the parent of the child can communicate any changes to the diagnosed health care need, allergy or medical condition.

A communication plan will be created after the meeting with the parents/guardian to ensure:

- all relevant staff members and volunteers are informed about the medical conditions policy, the medical management plan and risk minimisation plan for the child; and
- that an individual child communication book/document is created so that a parent can communicate any changes to the medical management plan and risk management plan for the child in writing.

At all times, families who have a child attending the OSHC Service who have a diagnosed healthcare need, allergy or medical condition will be provided with a copy of this policy and other relevant policies specific to their child's health management and communication plans.

RESOURCES

[ASCIA anaphylaxis e-training for schools and early childhood education/care](#)

[ASCIA plans for Anaphylaxis](#)

[Coeliac Australia](#)

[Cystic Fibrosis Australia](#)

[Diabetes Australia](#)

[Epilepsy Foundation](#)

[National Asthma Australia](#)

[National Allergy Strategy](#)

CONTINUOUS IMPROVEMENT/REFLECTION

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

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Administration of Medication Procedure	Medical Management Plan
Administration of Medication Form	Medical Risk Minimisation Plan
Managing a Medical Condition Procedure	Notification of Changed Medication Status
Medication Communication Plan	Permission to Display Medication Action Plan

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 Australian Children’s Education & Care Quality Authority (ACECQA). 20201. Policy and Procedure Guidelines. *Dealing with Medicals in Children Policy Guidelines*.
 Australian Society of Clinical Immunology and Allergy. ascia. <https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>
 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).
 Guide to the National Quality Framework. (2017). (Amended 2023).
 National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.).
Occupational Health and Safety Act 2004.
 Revised National Quality Standard. (2018).
 Department of Education Victoria *Meeting children’s health needs* (2020).
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY:	Tina Chappell	Coordinator	June 2023
POLICY REVIEWED	JUNE 2023	NEXT REVIEW DATE	JUNE 2024
VERSION NUMBER	V10.6.23		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • hyperlinks checked and repaired as required • minor formatting edits within text • continuous improvement/reflection section added • Childcare Centre Desktop Related resources section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JUNE 2022	<ul style="list-style-type: none"> • policy maintenance • minor formatting edits within text • hyperlinks checked and repaired as required 	JUNE 2023	
OCTOBER 2021	<ul style="list-style-type: none"> • Policy reviewed and included suggested guidelines from ACECQA Dealing with Medical Conditions in Children (June 2021) • Additional section added <i>Cook and Food Handlers</i> • inclusion of legislation for information sharing schemes including -Child Information Sharing Scheme (CISS) and Family Violence Information Sharing Scheme (FVISS) for Vic. Services • National Allergy Strategy link added 	JUNE 2022	
MAY/JULY 2021	<ul style="list-style-type: none"> • relevant regulations updated • Duty of Care section added • inclusion of staff annual ASCIA anaphylaxis e-training as best practice • detailed procedure of management of high-risk scenarios • resources added for management of medical conditions • sources checked for currency and updated as required 	JUNE 2022	
MARCH 2020	<ul style="list-style-type: none"> • additional information added to points • additional wording added to include diagnosed health care need, allergy or relevant medical condition • inclusion of asthma, anaphylaxis and diabetes policies • additional sources 	JUNE 2021	
JUNE 2019	<ul style="list-style-type: none"> • Contextualised for OSHC • Some grammar, punctuation and spelling edited • Additional information added to points 	JUNE 2020	

	<ul style="list-style-type: none"> • Sources/references added & alphabetised • Related policies added 	
JUNE 2019	<ul style="list-style-type: none"> • New policy created to support the health and safety of children 	JUNE 2020

Item 4.5 Tobacco Drug and Alcohol Free Policy

EXECUTIVE SUMMARY

Council to review and adopt the Tobacco Drug and Alcohol Free Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Tobacco Drug and Alcohol Free Policy as presented.

Budget & Resource Implications

Nil

Background

Council to review and adopt the Tobacco Drug and Alcohol Free Policy.

Consultation (Internal/External)

Nil

Attachments

Attachment G - Policy

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

TOBACCO, DRUG AND ALCOHOL-FREE POLICY

Our Out of School Hours Service is committed to creating and maintaining an environment that promotes the safety of all children, staff and visitors. We believe in maintaining a healthy, safe and productive workplace environment that reduces risks and hazards associated with the use of drugs and alcohol for all staff, children and visitors.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
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
155	Interactions with children
168	Education and care services must have policies and procedures
170	Policies and procedures are to be followed

190	Infringement offences
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RELATED POLICIES

Child Protection Policy Child Safe Environment Policy Dealing with Complaints Policy (staff)	Interactions with Children, Family and Staff Policy Privacy and Confidentiality Policy Work Health and Safety Policy
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PURPOSE

We aim to ensure our education and care service is a tobacco, drug and alcohol-free environment at all times in accordance with Education and Care National Law and Regulations. The use of alcohol and/or other drugs may impact on the ability to work safely and ensure the safety of children in their care. Impaired workers can mean increases in lateness, inefficiency, absenteeism, and lost time. Employees should present themselves for work and remain, while at work, capable of performing their work duties safely.

Working in line with the *Code of Conduct Policy* and *Work Health and Safety Policy* our OSHC Service aims to provide a policy regarding a tobacco, drug and alcohol-free environment with clear guidelines to ensure we create an environment that is drug-safe for all children, employees and visitors. This policy sets out expectations for all employees, volunteers and visitors regarding what is and what is not acceptable behaviour and practice in relation to alcohol and drug use and provides procedures which outline how to deal with impaired people, employees, volunteers and visitors, at the service.

SCOPE

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

IMPLEMENTATION

The Education and Care Services National regulations state the Approved Provider must ensure the environment is free from the use of tobacco, illicit drugs and alcohol and ensure that ensure that employees, or volunteers at the service are not affected by alcohol or drugs (including prescription medication) so as to impair the person’s capacity to supervise or provide education and care to children being educated and cared for by the service. All staff, employees, volunteers and students will abide by this policy at all times, including social events held outside of service hours.

DEFINITIONS

Alcohol

- Alcohol is the most commonly used depressant drug. It affects both mental and motor function. Examples include beer, wine, spirits.

Under the Influence

- Includes a person who has taken drugs or alcohol that interferes with sound judgement and acceptable behaviour that may impair mental and physical ability to perform their duties safely.

Drugs

- **Illegal Drugs:** drugs such as cannabis, amphetamines, ecstasy, cocaine and heroin, are illegal. They are not subject to quality or price controls and the amount of active ingredient varies. A person using illegal drugs can never be sure of how strong the drug is, or what is actually in it.
- **Prescription Drugs:** Prescribed and over the counter medications can also be misused for the purposes of intoxication. Employees taking medication should find out how it may affect them by consulting their doctor and advising the Nominated Supervisor or Responsible Person if the prescribed medication will affect their mental and physical ability to perform their duties safely.
- **Illicit Drugs:** Illicit drugs include-illegal drugs, prescription medicines that have been obtained illegally or are not being used for medicinal purposes and other substances that are being used inappropriately — for example, sniffing glue or inhaling paint thinner

E-Cigarettes (Vaping)

- Battery-powered devices called e-cigarettes are utilised to heat a liquid substance that generates a vapor, which is then inhaled, thus imitating the smoking process

USE OF TOBACCO, DRUGS AND ALCOHOL

- Our OSHC Service supports the [Smoke Free Environment Act 2000](#). The company and its employees will follow all conditions outlined in this act.
- Our OSHC Service is bound by the Education and Care Services National Regulations. Alcohol, drugs, or other substance abuse by employees can have serious adverse effects on their own health and the safety of others. As such, all employees must not:
 - consume illegal drugs or alcohol prior to starting work
 - consume illegal drugs or alcohol while working
 - be under the influence of illegal drugs or alcohol while working
 - use or possess illegal drugs at any workplace
 - drive a vehicle, having consumed alcohol or suffering from the effects of illegal substances, or
 - bring alcohol or any illegal drugs onto the premises.
- Smoking or vaping is NOT permitted in or on surrounding areas of the OSHC Service. (The smoking ban extends to an area of up to **5m** around the land the service is approved to provide education and care).

- It is expected that the odour of cigarette/**e-cigarette** smoke will not be detected on an employee's clothing or hands. If an employee is found smoking on the premises, that employee may be terminated.

Employees undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this to the Nominated Supervisor. A medical certificate may be required prior to their approval to provide education and care.

RESPECT FOR PEOPLE AND THE OSHC SERVICE

- Management and employees understand that *workplace health and safety is everyone's responsibility*
- Management and employees have a responsibility to take reasonable care for the health and safety of themselves and others at the workplace to enable compliance with the work health and safety legislation outlined in the *Work Health and Safety Policy*
- Management and employees must provide adequate supervision of children at all times and ensure the health, safety and welfare of children and young people in their care. This includes taking all reasonable action to protect children and young people from risk of harm that can be reasonably predicted
- Management and employees are committed to the Service philosophy and values, inclusive of best practice in early childhood education and building positive partnership with children, families and staff

EXPECTATIONS OF LEADERS AND MANAGEMENT

Leaders and management are expected to:

- keep employees informed about essential information and any relevant changes and make all documents readily accessible to them
- model professional behaviour at all times whilst at the OSHC Service
- take appropriate action if a breach of the *Tobacco, Drug and Alcohol-Free Policy* occurs
- advise new employees and volunteers to the service the *Tobacco, Drug and Alcohol- Free Policy* during the induction process. Visitors will be advised of the policy through signage at the front entrance of the service
 - families and visitors are reminded that smoking is not permitted in or around the OSHC Service
 - families and visitors are reminded that they should not enter the premises if they under the influence of prohibited drugs or alcohol

EXPECTATIONS OF EMPLOYEES

EMPLOYEES WILL:

- act honestly and exercise attentiveness in all service operations

- carry out all lawful directions, retaining the right to question any direction which they consider to be unethical. If uncertain they can seek advice from the Nominated Supervisor, Approved Provider or the Ombudsman
- report any instances of suspected alcohol or drug use at the OSHC Service
- be mindful of their duty of care towards themselves and others
- not sell, offer to sell, purchase, use, transfer or hold possession of illegal drugs while on the service premises or when representing the service after operating hours
- be committed to valuing and promoting the safety, health, and wellbeing of employees, volunteers, children, and families
- ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at the OSHC Service
- ensure they do not operate heavy machinery or operate/drive vehicles while under the influence of or used or consumed drugs or alcohol.

ADHERING TO SERVICE CONFIDENTIALITY

- All issues pertaining to these matters shall be kept strictly confidential
- Unless authorised to do so by legislation, employees must not disclose or use any confidential information without appropriate approval
- All employees are to ensure that confidential information is not accessed by unauthorised people
- Employees will adhere to the Service's *Privacy and Confidentiality Policy*.

REASONABLE BELIEF OR SUSPICION

If a co-worker suspects a colleague to be affected by drugs or alcohol, they must inform the Nominated Supervisor immediately. Employees will report any concerns they may have about inappropriate actions of any other employee that involves the use of drugs or alcohol at the service to management. Any incidents or reports are to be documented confidentially including action taken which followed the incident or report.

Management will observe and document any reasonable suspicions that an employee is under the influence of drugs or alcohol, this may include:

- observe any smell of alcohol
- eye dilation or red/bloodshot eyes
- slurred speech
- unable to act in a professional manner within the workplace
- emotions where the employee is argumentative, agitated, irritable or drowsy
- movements where the employee is unsteady or fidgety or

- other behaviours.

If the Nominated Supervisor or Responsible Person has reasonable grounds to believe that an employee is under the influence of illegal drugs or alcohol, they will be removed immediately from working directly with children. Discipline action may follow, which may include termination of employment due to a breach of service policy. A breach in the *Tobacco, Drug and Alcohol-Free Policy* may result in termination of employment, even for a first offence.

The employee may be requested to submit to a drug or alcohol screening test if there is reasonable suspicion the employee is under the influence whilst working directly with children at the education and care service. The employee is expected not to return to work until the test results have available.

BREACH OF THE TOBACCO, DRUG AND ALCOHOL-FREE POLICY

All staff members are made fully aware that any breaches of the *Tobacco, Drug and Alcohol-Free Policy* and role responsibilities may lead to termination of employment, including:

- reporting to work under the influence of alcohol or drugs
- possessing or selling drugs at the Service
- failure to follow policies and procedures

No employee will be allowed to work under the influence of drugs or alcohol. A breach of this policy may initiate appropriate action including the termination of employment.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Our OSHC Service provides an Employee Assistance Program (EAP) free of charge to all current employees. The EAP Program may be accessed to provide confidential, professional counselling and support. For further information regarding the EAP Program please speak with management.

WORKPLACE HEALTH AND SAFETY (WHS) LEGISLATION

Each state specifies Work Health and Safety Acts and Regulations which involves the management of risks to the health and safety of everyone in the workplace. This includes providing a tobacco, drug and alcohol-free workplace for children, visitors and employees at the service.

QLD: Work Health and Safety Act 2011 and [Work Health and Safety Regulation 2011](#)

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Tobacco, Drug and Alcohol-Free Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Code of Conduct – Staff Acknowledgement

SOURCE

Australian Government. Business. [Work Health and Safety](#)
 Australian Government. Department of Health. [What are drugs?](#)
 Australian Government. Safe Work Australia. [Drugs and alcohol](#)
[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 Government. SafeWork NSW. [Alcohol and other drugs](#)
 NSW Government. Work Cover NSW. (2006) [Alcohol and other drugs in the workplace, Guide to developing a workplace alcohol and other drugs policy](#)
 Ombudsman Act 2001 (Cth).
 Privacy and Personal Information Protection Act 1998 (Cth).
 Queensland Government. Workplace Health and Safety Queensland. [Framework for alcohol and drug management in the workplace](#)
[Smoke-free Environment Act 2000.](#)
 Tasmanian Government. WorkSafe Tasmania. [Alcohol and drugs](#)
 Victoria State Government. Work Safe Victoria. [Guide for developing a workplace alcohol and other drugs policy](#)
 Work Health and Safety Act 2011 (Cth).
 Workplace Relations Act 1996 (Cth).
 Work Place Law. [Drug and alcohol testing in the workplace.](#)
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	June 2023
POLICY REVIEWED	JUNE 2023	NEXT REVIEW DATE	JUNE 2024
VERSION NUMBER	V4.6.23		
MODIFICATIONS	<ul style="list-style-type: none"> • policy maintenance • hyperlinks checked and repaired as required • addition of e-cigarettes/vaping within content • NT and TAS new Work Health and Safety regulations added • minor formatting edits within text • continuous improvement/reflection section added • Childcare Centre Desktop Related resources section added 		

	<ul style="list-style-type: none"> link to Western Australian Education and Care Services National Regulations added in 'Sources' 	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
JUNE 2022	<ul style="list-style-type: none"> policy maintenance - no major changes to policy minor formatting edits within text hyperlinks checked and repaired as required	JUNE 2023
JUNE 2021	Draft policy developed	JUNE 2022

Item 4.6 Record Keeping and Retention Policy

EXECUTIVE SUMMARY

Council to review and adopt the Record Keeping and Retention Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Record Keeping and Retention Policy as presented.

Budget & Resource Implications

Nil

Background

Council to review and adopt the Record Keeping and Retention Policy.

Consultation (Internal/External)

Nil

Attachments

Attachment H - Policy

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

RECORD KEEPING AND RETENTION POLICY

The Approved Provider and Management are responsible for overseeing and ensuring records are maintained and stored in accordance with relevant legislation contained in the National Law and National Regulations, National Quality Standard and Family Assistance Law.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
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.
7.1.3	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.
7.2.1	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 AND NATIONAL LAW	
29	Condition on service approval—insurance
31	Condition on service approval—quality improvement plan
55	Quality improvement plans
74	Documenting of child assessments or evaluations for delivery of educational program (ACT only)
87	Incident, injury, trauma and illness record
92	Medication record
102	Authorisations for excursions
102E	Children embarking a means of transport—centre-based service
102F	Children disembarking a means of transport—centre-based service
102D	Authorisations for service to transport children
118	Educational leader

126(2)	Centre-based services – general educator qualifications- caring for children over preschool age
145	Staff record
146	Nominated Supervisor
147	Staff members
149	Volunteers and students
150	Responsible Person
151	Record of educators working directly with children
158	Children’s attendance record is to be kept by approved provider
161	Authorisations to be kept in enrolment record
160	Child enrolment records to be kept by approved provider and family day care educator
162	Health information to be kept in enrolment record
167	Record of service’s compliance
168	Education and care service must have policies and procedures
170	Policies and procedures are to be followed
173	Prescribed information to be displayed
177	Prescribed enrolment and other documents to be kept by approved provider
180	Evidence of prescribed insurance
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents
184	Storage of records after service approval transferred
185	Law and regulations to be available
298A	Queensland - Programs for children over preschool age
S162A	Persons in day-to-day charge and nominated supervisors to have child protection training

RELATED LEGISLATION

Child Care Subsidy Secretary’s Rules 2017	Family Law Act 1975
Child Care Subsidy Minister’s Rules 2017	A New Tax System (Family Assistance) (Administration) Act 1999
A New Tax System (Family Assistance) Act 1999	Work Health and Safety Act 2011
Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook	

RELATED POLICIES

Administration of First Aid Policy	Enrolment Policy
Administration of Medication Policy	Excursion/Incursion Policy
CCS Governance Policy	Governance Policy
Child Protection Policy	Incident, Injury, Trauma and Illness Policy
Child Safe Environment Policy	Medical Conditions Policy
Dealing with Complaints Policy	Photograph Policy
Death of a Child at the Service Policy	Privacy and Confidentiality Policy
Death of a Staff member at the Service Policy	Professional Development Policy
Delivery of Children to, and from EEC Service	Responsible Person Policy
Premises Policy	Student and Volunteer Policy
	Supervision Policy

PURPOSE

We aim to maintain and manage appropriate records in a private and confidential manner, working in accordance with legislative requirements and best practice.

SCOPE

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

IMPLEMENTATION

The Approved Provider is responsible for compliance with record keeping requirements in accordance with Education and Care Services National Law and National Regulations. To maintain approval for Child Care Subsidy, providers must also keep certain records in accordance with Family Assistance Law.

This policy encompasses requirements for National Law and National Regulations and Family Assistance Law. Records that are required for Family Assistance Law must be kept for **seven years** and are highlighted in **red**.

PRESCRIBED RECORDS TO BE KEPT BY APPROVED PROVIDER

The following records are to be retained in a secure location at the Service:

- complaints made to the provider, or to any of the services of the provider, relating to compliance with Family Assistance Law (**records must be kept for seven years**)

- children's attendance records (regardless of eligibility for Child Care Subsidy) (Regulation 158) (to be kept until the end of 3 years after the child's last attendance [Regulation 183]. These records are also required for Family Assistance Law (records must be kept for seven years)
- record of any absences from care for all children (regardless of eligibility for Child Care Subsidy- records must be kept for seven years)
- statements or documents demonstrating that additional absence days in excess of the initial 42 absence days satisfy requirements (records must be kept for seven years)
- copies of invoices and receipts issued for the payment of childcare fees (records must be kept for seven years)
- the identifying number and expiry date of a Working with Children Check (WWCC), current vulnerable people check or criminal history record of all staff
- any evidence or information produced to obtain police checks and Working With Children Checks for personnel and to support any statements about these checks in an application for provider or service approval. These records are also required for Family Assistance Law (records must be kept for seven years)
- copies of all Statements of Entitlement issued, and any statements issued to advise that there was a change of entitlement (records must be kept for seven years)
- written record of any notice given to a state or territory body about a child at risk of abuse or neglect (records must be kept for seven years)
- copies of the evidence and information provided with an application for approval about persons with management or control of a provider and persons responsible for the day-to-day operation of the service (records must be kept for seven years)
- records of background checks for specified personnel who undertake actions related to the administration of CCS (records must be kept for seven years)
- educational leader records (Regulation 118)
- an incident, injury, trauma and illness record (Regulation 87) (to be kept until child is 25 years [Regulation 183])
- medication records (Regulation 92) (Keep until the end of 3 years after the child's last attendance [Regulation 183])
- evaluations of the child's wellbeing, development and learning (Regulation 74) (to be kept for 3 years after the child's last day of attendance [Regulation 183]) for services in ACT
- evidence about the development of the educational program is documented (regulation 274A, 289A, 298A, 325B, 345A, 359A, 373A) for services in NSW, NT, QLD, SA, TAS, VIC and WA (from July 1 2023)

- staff records (Regulation 145)
- record of volunteers and students (Regulation 149)
- records of the Responsible Person at the Service (Regulation 150 and National Law S162A)
- record of Educators working directly with children (Regulation 151)
- children's attendance records (Regulation 158) (to be kept until the end of 3 years after the child's last attendance [Regulation 183])
- any record relating to the death of a child whilst being educated and cared for by the Service or as a result of an incident whilst being educated and cared for, until the end of 7 years after the death of a child.
- child enrolment records (Regulation 160) (to be kept until the end of 3 years after the child's last attendance [Regulation 183])
- record of the Service's compliance with the Law (Regulation 167)
- a record of each nominated supervisor and any person placed in day-to-day charge of the education and care service (Regulation 146)
- PRODA RA Number (*for specified personnel- people managing or employed in child care in roles regarding the approval and operation of a service and permitted to undertake actions through the Child Care Subsidy System- Child Care Provider Handbook p.30*)
- evidence of prescribed insurance must be available at the education and care service premises (Regulation 180). Current policy of insurance for public liability with a minimum cover of \$10 000 000 (Reg. 29)
- evidence and records of the Service Quality Improvement Plan (QIP), the QIP must be prepared within 3 months of the service opening. The QIP must be reviewed and revised at least annually or when requested by the regulatory authority. The QIP must be submitted to the regulatory authority upon request (Reg. 31, 55, 56)
- a copy of the Education and Care National Law and Regulations must be available and accessible at the service at all times for use by the Nominated Supervisor, staff members, volunteers, parents and any person seeking to make use of the service
- record of children embarking a means of transport at the education and care service premises (Regulation 102E)
- record of children disembarking a means of transport at the education and care service premises (Regulation 102F)

RECORDS TO BE KEPT IN RELATION TO CHILDREN EMBARKING AND DISEMBARKING A MEANS OF TRANSPORT (REG: 102E AND 102F)

The approved provider and nominated supervisor must ensure a record is immediately made when children embark or disembark a means of transport at the service.

The record must:

- confirm each child was accounted for when embarking and disembarking from the vehicle
- state how each child was accounted for when embarking and disembarking from the vehicle
- state a staff member or nominated supervisor, who is not driving the vehicle, has examined the interior of the vehicle to confirm no child/ren remain on the vehicle
- states the date and time the record was made
- states the name of, and is signed by, the staff member or nominated supervisor who examined the vehicle to confirm no child/ren remain on the vehicle.

RECORDS TO BE KEPT IN RELATION TO THE NOMINATED SUPERVISOR: (Reg: 146 and Law. S162A)

- the full name, address and date of birth
- evidence of any relevant qualifications held by the Nominated Supervisor
- if applicable, evidence that the Nominated Supervisor is actively working towards a qualification. If this is the case, the following must be recorded:
 - Proof of enrolment.
 - Documentary evidence that the Nominated Supervisor has commenced the course, is making satisfactory progress towards the completion of the course, is meeting the requirements of maintaining the enrolment.
 - For Nominated Supervisors who are working towards the completion of a Diploma level education and care qualification, proof that they hold an approved Certificate III level education and care qualification or have as completed the units of study that equate to an approved Certificate III level education and care qualification determined by ACECQA.
- evidence of any approved training (including first aid training, current approved anaphylaxis management training, approved emergency asthma management training and approved Child Protection) completed by the Nominated Supervisor.
- the identifying number and expiry date of a Working with Children Check (WWCC), current vulnerable people check or criminal history record and/or Australian National Police Check.
- the date the check, card, record or registration was and the date this was verified and by whom
- PRODA RA Number
- evidence of the nominators written consent to the nomination
- evidence of Child Protection Training

RECORDS TO BE KEPT IN RELATION TO STAFF AND EDUCATORS: (Reg: 147)

- the full name, address and date of birth
- evidence of any relevant qualifications
- evidence of any approved training (including first aid training) completed by the staff member
- the identifying number and expiry date of the Working with Children Check (WWCC) and the date this was verified.
- if applicable the identifying number and expiry date of their current teacher registration from state Department of Education and Training.
- evidence of any approved training (including first aid training) completed by the staff member

RECORDS TO BE KEPT IN RELATION TO THE EDUCATIONAL LEADER: (Reg: 148)

- the name of the educator who is designated at this role in accordance with Regulation 118.

RECORDS TO BE KEPT IN RELATION TO STUDENTS AND VOLUNTEERS: (Reg: 149)

- the full name, address and date of birth of each student or volunteer.
- the Approved Provider must also keep a record for each day on which the student or volunteer participates in the Service, the date and hours of participation.

RECORDS TO BE KEPT IN RELATION TO THE RESPONSIBLE PERSON: (Reg: 150 and Law. S162A)

- the staff record must include the name of the responsible person at the Service for each time that children are being educated and cared for by the Service.
- application for approval about the person responsible for day-to-day operation of a Service
- evidence of Child Protection Training

RECORDS TO BE KEPT IN RELATION TO EDUCATORS WORKING DIRECTLY WITH CHILDREN: (Reg: 151)

- the name of each educator.
- the hours that each educator works directly with children.
- a staff roster or time sheet stating educators contact and non-contact hours/shift.

RECORDS TO BE KEPT IN RELATION TO INCIDENT, INJURY, TRAUMA AND ILLNESS: (Reg: 87)

- details of any incident in relation to a child or injury received by a child or trauma to which a child has been subject while being educated and care for by the Service. The following must be included:
 - the name and age of the child, including date of birth
 - gender
 - the circumstances leading to the incident, injury or trauma.
 - the time and date the incident occurred, the injury that was received or the child was subjected to the trauma.
- details of any illness, which becomes apparent while the child is being educated and cared for by the Service. The following must be included:
 - the name and age of the child
 - the relevant circumstances surrounding the child becoming ill and any apparent symptoms
 - temperature record and time temperature was taken
 - the time and date of the apparent onset of the illness
 - date when child was last at the service
- details of the action taken by the Service in relation to any incident, injury, trauma or illness which a child has suffered while being educated and cared for by the Service. The following must be included:
 - any medication administered, or first aid provided
 - any medical personnel contacted
 - details of any person who witnessed the incident, injury or trauma, including signature of witness
 - the name of any person who the education and care service notified or attempted to notify of any incident, injury trauma or illness a child has suffered at the Service and the time and date of the notification and notification attempts.
 - the name and signature of the person making an entry in the record and the time and date that the entry was made
 - signed and dated parent/guardian acknowledgement of record
- this record must be recorded as soon as is practicable, but not later than 24 hours after the incident, injury, trauma or onset of illness occurred
- the record must show that a serious incident is entered into the [NQA IT System](#)
- these records must be kept until the child is aged 25 years.

RECORDS TO BE KEPT IN RELATION TO MEDICATION: (Reg: 92, 95, 96)

- the name of the child

- the authorisation to administer medication (including self-administration is applicable) signed by a parent or a person named in the child’s enrolment record as authorised to consent to administration of medication.
- the name of the medication to be administered
- the time and date the medication was last administered
- the time and date or the circumstance under which the medication should be next administered
- the dosage of the medication to be administered
- the manner in which the medication is to be administered
- if the medication is administered to the child:
 - the dosage that was administered
 - the manner in which the medication was administered
 - the name and signature of the person who administered the medication
 - if another individual is required to check the dosage, the name and signature of that person.

RECORDS TO BE KEPT IN RELATION TO CHILDREN’S ATTENDANCE: (Reg: 158)

- the full name of each child attending the Service
- the date and time each child arrives and departs
- the signature of:
 - the person who delivers and collects the child when he or she arrives and departs or,
 - the Nominated Supervisor or Educator.

RECORDS TO BE KEPT IN RELATION TO CHILD ENROLMENT: (Reg: 160)

- the full name, date of birth and address of the child [birth certificate, passport, identify papers]
- the name, address and contact details of:
 - each known parent of the child
 - any person who is to be notified of any emergency involving the child if any parent of the child cannot be immediately contacted
 - any person who is an authorised nominee
 - any person who is authorised to consent to medical treatment of, or to authorise administration of medication to the child
 - any person who is authorised to authorise an educator to take the child outside the education and care service premises

- any person who is authorised to authorise the education and care service to transport the child or arrange transportation for the child
- details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child
- details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person
- gender of the child
- language used in the child's home
- cultural background of the child and parents
- any special considerations for the child (e.g., cultural, religious, dietary requirements or additional needs)
- authorisations signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the or nominated supervisor to seek:
 - medical treatment for the child from a registered medical practitioner, hospital or ambulance service.
 - transportation of the child by any ambulance service.
- authorisation to take the child on regular outings [Reg 102]
- authorisation for regular transportation of the child (if relevant) [Reg 102D (4)]

HEALTH INFORMATION TO BE KEPT IN ENROLMENT RECORD: (Reg: 162)

- the name, address and telephone number or the child's registered medical practitioner or medical service
- the child's Medicare number if available
- details of any specific healthcare needs of the child including any medical conditions or allergies including whether the child has been diagnosed as at risk of anaphylaxis, including details of any medical management plan.
- details of any dietary restrictions for the child
- the immunisation status of the child
- a notation that states that a staff member or approved provider has sighted a child's health record.

RECORDS TO BE KEPT IN RELATION TO THE SERVICE'S COMPLIANCE WITH THE LAW: (Reg: 167)

- Details of any amendments of the Service Approval made by the Regulatory Authority including:
 - the reason stated by the Regulatory Authority for the amendment

- the date on which the amendment took, or takes, effect
- the date (if any) that the amendment ceases to have effect
- details of any suspension of the service (other than a voluntary suspension) including:
 - the reason stated by the Regulatory Authority for the suspension
 - the date on which the suspension took, or takes, effect
 - the date that the suspension ends.
- details of any compliance direction or compliance notice issued to the approved provider in respect of the service, including:
 - the reason stated by the Regulatory Authority for issuing the direction or notice.
 - the steps specified in the direction or notice.
 - the date by which the steps specified must be taken.
 - this information must not include any information that identifies any person other than the approved provider.
- the Approved Provider must ensure that the documents referred to above in relation to a child enrolled at the Service are made available to a parent of the child on request. Accordingly, if a parent's access to the kind of information referred to in this documentation is limited by an order of a court, the approved provider must refer to the court order in relation to the release of information concerning the child to that parent.
- the record of compliance referred to above must be available for access on request by any person.

STORAGE OF RECORDS (Reg: 183, 184)

Records made by our Service will be stored in a safe and secure location for the relevant time periods as set out above and only made accessible to relevant individuals.

If the record relates to the death of a child while being educated and cared for by the Service or as a result of an incident while being educated and cared for by the Service, the records must be kept for 7 years after the death. Records related to an incident, illness, injury or trauma must be kept until the child is aged 25 years.

In the case of any other record relating to a child enrolled at the education and care service, until 3 years after the last date on which the child was educated and cared for by the service. (See Appendix 2- ACEQCA image)

All records required to maintain approval as listed in *Child Care Providers Handbook*, must be kept for **seven years**. Written records include records that are made and stored electronically, as long as they are

stored safely and any changes, apart from incidental changes related to their storage and display, are also recorded. (p. 56).

If a service is transferred under the law, documents relating to a child must not be transferred without the express consent of the child's parents.

CONFIDENTIALITY OF RECORDS (Reg: 182)

The Approved Provider will ensure that information kept in a record is not divulged or communicated through direct or indirect means to another person other than:

- the extent necessary for the education and care or medical treatment of the child to whom the information relates
- a parent of the child to whom the information relates, except in the case of information kept in a staff record
- the Regulatory Authority or an authorised officer
- as expressly authorised, permitted or required to be given by or under any Act or law- [Child Information Sharing Scheme (CISS)/ MARAM (Victorian service) or similar.
- with the written consent of the person who provided the information.

INFORMATION TO BE DISPLAYED (Reg: 173)

Services must have the following displayed:

- in relation to the provider approval
 - the name of the approved provider
 - the provider approval number
 - any conditions on the provider approval.
- in relation to the service approval:
 - the name of the education and care service,
 - the service approval number,
 - any conditions on the service approval.
- the name of each nominated supervisor.
- in relation to the rating of the service:
 - the current rating levels for each quality area stated in the National Quality Standard, and
 - the overall rating of the service.

- in relation to any service waivers or temporary waivers held by the service, the details of the waivers including:
 - the elements of the NQS and the regulations that have been waived, and
 - the duration of the waiver, and
 - whether the waiver is a service waiver or a temporary waiver.

THE SERVICE MUST ALSO DISPLAY:

- the hours and days of operation of the education and care service.
- the name and telephone number of the person at the education and care service to whom complaints may be addressed.
- the name and position of the responsible person in charge of the service at any given time.
- the name of the educational leader at the service.
- the contact details of the Regulatory Authority
- if applicable, a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service.
- if applicable, a notice stating that there has been an occurrence of an infectious disease at the premises
- information relating to the educational program (Regulation 75)
- the weekly menu is displayed (Regulation 80)
- emergency and evacuation floor plans and instructions are displayed (Regulation 97 (4))
- the certificate issued by the regulatory authority displaying the current rating levels of the National Quality Standards and the overall rating of the service. If applicable display the certificate stating the highest rating level (i.e., excellent rating). (Regulation 173 (3))

ADDITIONAL RECORDS TO BE KEPT FOR FAMILY ASSISTANCE LAW: (if applicable)

- a Complying Written Agreement (CWA) for all enrolments registered to claim Child Care Subsidy (CCS). Updated CWAs must be signed if there are changes to the original enrolment conditions.
- documentation relating to an Additional Child Care Subsidy (ACCS) claim

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Record Keeping and Retention Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Record Keeping Audit

Record Keeping and Retention Checklist

Appendix 1: Family Assistance Law

Family Assistance Law is a broad term that encompasses the following legislation:

[*A New Tax System \(Family Assistance\) Act 1999*](#)

[*A New Tax System \(Family Assistance\) \(Administration\) Act 1999*](#)

[*Child Care Subsidy Minister's Rules 2017*](#) (Minister's Rules)

[*Child Care Subsidy Secretary's Rules 2017*](#) (Secretary's Rules)

Any other instruments (including regulations) made under the [*A New Tax System \(Family Assistance\) Act 1999*](#) and the [*A New Tax System \(Family Assistance\) \(Administration\) Act 1999*](#)

Schedules 5 and 6 to the [*A New Tax System \(Family Assistance and Related Measures\) Act 2000*](#).

Appendix 2: ACECQA graphic image



*For preschool programs provided by a school, the service should keep child attendance records in accordance with their state education law or department policy.



https://www.acecqa.gov.au/sites/default/files/acecqa/files/NQF/Record_keeping_A4.pdf

SOURCE

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

Australian Government Department of Education Child Care Provider Handbook

<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

Australian Government Department of the Officer of the Privacy Commissioner: www.privacy.gov.au

Australian Legal Information Institute: www.austlii.edu.au

Australian Taxation Office: www.ato.gov.au

Child Care Subsidy Secretary's Rules 2017.

Early Childhood Australia: www.earlychildhoodaustralia.org.au

[*Education and Care Services National Law Act 2010. \(Amended 2023\).*](#)

Education and Care National Regulations. (2011). [*\(Amended 2023\).*](#)

Guide to the National Quality Framework. (2017). [*\(Amended 2023\).*](#)

NSW Office of the Children’s Guardian: <https://ocg.nsw.gov.au/>

NSW Government Department of Community Services: www.community.nsw.gov.au

Privacy Act 1988.

Revised National Quality Standard. (2018).

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

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	June 2023
POLICY REVIEWED	JUNE 2023	NEXT REVIEW DATE	DECEMBER 2023
VERSION	V14.06.23		
MODIFICATIONS	<ul style="list-style-type: none"> • minor formatting edits within text • hyperlinks checked and repaired as required • links within sources updated to • Policy updated in accordance with regulations 102E, 102F, 274A, 289A, 298A, 325B, 345A, 359A, 373A • Continuous Improvement/Reflection section added • Childcare Centre Desktop Resource section added 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
SEPTEMBER 2022	<ul style="list-style-type: none"> • Update of Department name from Department of Education, Skills, and Employment to Department of Education • Additional regulation information included (Reg. 31, 55, 56, 185) • policy maintenance • minor formatting edits within text • hyperlinks checked and repaired as required • link to Western Australian Education and Care Services National Regulations added in ‘Sources’ 	DECEMBER 2022	
DECEMBER 2021	<ul style="list-style-type: none"> • Additional authorisations for transportation added- Reg 160 • Additional section Health Information in enrolment record • Child Information Sharing Scheme included (MARAM for Victorian services) • Information to be displayed added • Sources checked 	DECEMBER 2022	
AUGUST 2021	<ul style="list-style-type: none"> • Update of Related Legislation • Update of Related Policies • Update of sources used within policy 	DECEMBER 2021	
FEBRUARY 2021	<ul style="list-style-type: none"> • minor edits to ensure Family Assistance Law record keeping requirements are easily identified within policy 	DECEMBER 2021	

	<ul style="list-style-type: none"> • correction of regulation related to insurance 	
OCT-DEC 2020	<ul style="list-style-type: none"> • additions in relation to enrolment records (Reg. 160) • additional information related to police checks/ PRODA RA number • evidence of prescribed insurance- public liability added 	DECEMBER 2021
MARCH 2020	<p>Inclusion of related Family Law regulations Additional records to be kept for Family Law and Child Care Subsidy Length of time records to be kept added Appendix added in relation to Family Law legislation</p>	DECEMBER 2020
DECEMBER 2019	<p>Related policies added Deleted information not related to OSHC Edits to documentation records for some states Additional regulations added</p>	DECEMBER 2020
DECEMBER 2018	New policy drafted for OSHC	DECEMBER 2019

Richmond Shire Council
Ordinary Meeting of Council 24 July 2023

Item 6. General Business

DATE OF NEXT MEETING

15 August 2023

CONCLUSION

Peter Bennett
Chief Executive Officer