



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

**ORDINARY MEETING**  
**TUESDAY 15 OCTOBER 2024**  
**COMMENCING AT 8:00AM**

Richmond Shire Council  
Ordinary Meeting of Council 15 October 2024

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

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

Attachment “A” Unconfirmed Minutes from the General Meeting held Tuesday 10 September 2024.

Richmond Shire Council  
Ordinary Meeting of Council 15 October 2024

**COMMENCEMENT OF MEETING**

**SIGNING OF ATTENDANCE BOOK**

**READING OF OFFICIAL PRAYER**

**LEAVE OF ABSENCE**

**CONFIRMATION OF MINUTES**

- Unconfirmed 10 September 2024 Minutes

**DECLARATIONS OF INTEREST**

**MATTERS ARISING FROM PREVIOUS MEETINGS**

UNCONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND  
ON TUESDAY 10 SEPTEMBER 2024



# **RICHMOND SHIRE COUNCIL**

## **UNCONFIRMED MINUTES**

UNCONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND  
ON TUESDAY 10 SEPTEMBER 2024

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UNCONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND  
ON TUESDAY 10 SEPTEMBER 2024

**PRESENT**

Present when Mayor Wharton declared the meeting open at 10:38am were:

**COUNCILLORS:**

Cr Wharton, Cr Fox, Cr Easton, Cr Flute and Cr Johnston.

Cr Brown via videoconference.

**STAFF:**

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

**PRAYER**

Cr Wharton read the prayer.

**APOLOGIES**

*Nil*

**CONFIRMATION OF MINUTES**

***RESOLUTION 20240910.1***

*It was moved Cr Fox, seconded Cr Johnston and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Board Room, Richmond on Tuesday, 20 August 2024 be adopted as presented.*

**BUSINESS ARISING**

*Nil*

**1. REPORTS FOR CONSIDERATION – WORKS**

**1.1 Request for Driveway – 11 Goldring Street**

**EXECUTIVE SUMMARY**

Request for a driveway to be installed at 11 Goldring Street.

**OFFICER'S RECOMMENDATION**

***That Council: discuss the request and decide on an outcome.***

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***RESOLUTION 20240910.2***

*It was moved Cr Johnston, seconded Cr Flute, and carried that Council accept the request for a concrete driveway at 11 Goldring Street.*

Council resolved to review the Driveway Policy at the October Council meeting.

**REFERENCE DOCUMENT**

- Letter

## 1. REPORTS FOR CONSIDERATION – WORKS

### 1.2 Purchase of Plant – Street Sweeper, Tractor and Slasher

#### EXECUTIVE SUMMARY

The Richmond Workshop Supervisor has recommended the purchase of a new Street Sweeper, Tractor and a Slasher.

#### OFFICER'S RECOMMENDATION

*That Council: Provide further instructions.*

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#### RESOLUTION 20240910.3

*It was moved Cr Fox, seconded Cr Easton and carried that Council approve the purchase of the Street Sweeper, Tractor and Slasher.*

#### REFERENCE DOCUMENT

Attachment C – Information Pamphlet  
Attachment D – Quote  
Attachment E – Quote  
Attachment F – Quote

## 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

### 4.1 Revoked Gym Membership

#### EXECUTIVE SUMMARY

Council have received a request to dispute a revoked gym membership for the Richmond Shire Council Gym.

#### OFFICER'S RECOMMENDATION

*That Council: Determine membership status.*

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#### RESOLUTION 20240910.4

*It was moved Cr Fox, seconded Cr Easton and carried that the member be reinstated as of October 1, 2024.*

#### REFERENCE DOCUMENT

Attachment G – Email  
Attachment H – Letters

## 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

### 4.2 Powerlink Community Grants

#### EXECUTIVE SUMMARY

Community Relations Advisor suggests it is possible that the Powerlink Community Grant Fund could provide a Community Christmas Tree for Richmond as they are doing for Hughenden.

There is also a possibility that the Grant could fund the cost of painting the exterior of the Outside of School Hours Care Centre. This would remove the Community Youth Centre Brand.

## **OFFICER'S RECOMMENDATION**

***That Council: confirm that the colours should be in line with our corporate colours.***

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### **RESOLUTION 20240910.5**

*It was moved Cr Fox, seconded Cr Johnston that Council accept the offer of the proposed Christmas Tree and painting upgrade of Outside School Hours Care with quotes to be obtained for painting. The location of placement of the Christmas Tree to be determined at a later date.*

### **REFERENCE DOCUMENT**

- Nil

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

### **4.3 Adventurous (Risky and Nature) Play Policy**

#### **EXECUTIVE SUMMARY**

*'Being adventurous is about creating opportunities for children (and adults) to explore and test their own capacities, to manage risk and to grow as capable, resourceful and resilient children and adults.'*  
(National Quality Standard, Professional Learning Program, 2013).

We acknowledge that it is sometimes difficult to find the right balance between allowing children to engage in adventurous play in our physical environment indoors and outdoors, whilst preventing serious injuries.

Our OSHC Service is committed to supporting families to understand the importance and benefits of risk taking through *adventurous play* for their children. We believe that for children to learn effectively and prepare for life-long skills, it's important for them to experience challenging situations in our physical environment that is managed effectively to minimise negative outcomes, not eliminate risk.

Our natural local environments assist children to gain an understanding of nature and gain a respect for the living and non-living environments within their world. By more involvement and play within the Australian bush, children can create and be inspired by nature and the natural resources it provides. Children are also able to gain a better understanding of our First Nations people the Aboriginal and Torres Strait Islanders who are connected to the land, water, plants, animals, mother earth and father sky within the natural bushland of Australia.

## **OFFICER'S RECOMMENDATION**

***That Council: adopt the Adventurous (Risky and Nature) Play Policy as presented.***

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### **RESOLUTION 20240910.6**

*It was moved Cr Easton, seconded Cr Johnston and carried that Council adopt the Adventurous (Risky and Nature) Play Policy as presented.*

### **REFERENCE DOCUMENT**

- Policy

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

##### 4.4 Child Protection Policy

###### **EXECUTIVE SUMMARY**

Our Out of School Hours Care (OSHC) Service is committed to providing a child safe environment where children's safety and wellbeing is supported and children feel respected, valued and encouraged to reach their full potential. Our OSHC Service embeds the National Principles for Child Safe Organisations and promotes a culture of safety and wellbeing to minimise the risk of child abuse or harm to children whilst promoting children's sense of security and belonging. We will ensure all employees and volunteers understand the meaning, importance and benefits of providing a child safe environment and critically, understand their obligations and requirements as mandatory reporters. Our OSHC Service follows the National Model Code and Guidelines for taking images or videos of children released by ACECQA 1 July 2024. [optional]

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

*That Council: adopt the Child Protection Policy as presented.*

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###### **RESOLUTION 20240910.7**

*It was moved Cr Fox, seconded Cr Brown and carried that Council adopt the adopt the Child Protection Policy as presented.*

###### **REFERENCE DOCUMENT**

- Policy

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

##### 4.5 Furniture and Equipment Safety Policy

###### **EXECUTIVE SUMMARY**

Under the Education and Care Services National Law and Regulations we have a responsibility to protect the health and safety of children enrolled at our Out of Schools Hours Care (OSHC) Service. Whilst risk management is included in our health and safety policies, we understand our responsibility in providing a safe environment for all children and the need to check all equipment and furniture regularly to minimise risks to all those entering the Service.

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

*That Council: adopt the Furniture and Equipment Safety Policy as presented.*

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###### **RESOLUTION 20240910.8**

*It was moved Cr Easton, seconded Cr Flute and carried that Council adopt the adopt the Furniture and Equipment Safety Policy as presented.*

###### **REFERENCE DOCUMENT**

- Policy

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

##### 4.6 Staff Sick Policy

###### EXECUTIVE SUMMARY

Education and Care Services National Law and Regulations and Workplace Health and Safety legislation require early childhood education and care services to implement specific measures to minimise the spread of infectious illness and maintain a healthy environment for not only children, but also educators, staff and other adults who may visit the Outside School Hours Care (OSHC) Service. Whilst we urge families to keep their child away from OSHC when they are sick, we also urge staff to take leave if they are unwell to minimise the transmission of infectious disease and illness to others. Our OSHC Service relies on employees being at their best every day. Educators often overlook their own health resulting in exhaustion, stress and illness. When an educator is unwell with an illness or injury, it is critical that they take care of their own health and take time to recover before returning to the demands and responsibilities present within a school age care setting.

###### OFFICER'S RECOMMENDATION

*That Council: adopt the Staff Sick Policy as presented.*

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###### RESOLUTION 20240910.9

*It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Staff Sick Policy as presented.*

###### REFERENCE DOCUMENT

- Policy

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

##### 4.7 Snake Awareness Policy

###### EXECUTIVE SUMMARY

Education and Care services may be located in bush settings or visit bush settings as part of their educational program where it is known snakes may be active and present. Snakes are most prevalent during spring or summer but could be encountered at any time of the year – especially on sunny days.

Unprovoked, snakes rarely attack humans and are generally shy, timid animals that will avoid conflict if given the opportunity. Snakes are protected under the Nature Conservation Act 1992, and it is an offence to kill or injure them. The greatest risk of snake bite from venomous snakes is from people trying to kill or handle them.

Our Out of School Hours Care (OSHC) Service is committed to providing a safe and healthy environment for children and staff whilst being respectful of wildlife in and around our environment. We aim to minimise the potential risk of injury from a snake bite by educating children and staff about the risks associated with snakes.

###### OFFICER'S RECOMMENDATION

*That Council: adopt the Snake Awareness Policy as presented.*

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###### RESOLUTION 20240910.10

*It was moved Cr Fox, seconded Cr Easton and carried that Council adopt the Snake Awareness Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

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

**4.8 Bullying, Discrimination and Harassment Policy**

**EXECUTIVE SUMMARY**

Our Out of School Hours Care (OSHC) Service is committed to creating a workplace with vision and meaningful direction, adhering to our code of conduct and practicing ethical behaviour to ensure a productive work environment free from bullying, discrimination, and/or harassment. Sexual harassment has no place in our Service.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Bullying, Discrimination and Harassment Policy as presented.***

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**RESOLUTION 20240910.11**

*It was moved Cr Fox, seconded Cr Johnston and carried that Council adopt the Bullying, Discrimination and Harassment Policy as presented.*

**REFERENCE DOCUMENT**

- Policy

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

**4.9 Dealing with Complaints Policy (Staff)**

**EXECUTIVE SUMMARY**

Feedback from families, educators, staff and the wider community is fundamental in creating an evolving Out of School Hours Care Service working towards the highest standard of care and education.

It is foreseeable that feedback will include divergent views, which may result in complaints. This policy details our OSHC Service's procedures for receiving and managing informal and formal complaints from staff. Educators can lodge a grievance or complaint with management with the understanding that it will be managed conscientiously and confidentially.

**OFFICER'S RECOMMENDATION**

***That Council: adopt the Dealing with Complaints Policy (Staff) as presented.***

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**RESOLUTION 20240910.12**

*It was moved Cr Flute, seconded Cr Easton and carried that Council adopt the Dealing with Complaints Policy (Staff) as presented.*

**REFERENCE DOCUMENT**

- Policy

## 4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

### 4.10 Dealing with Complaints Policy

#### EXECUTIVE SUMMARY

Feedback from families, children, educators, staff and the wider community is fundamental in creating an evolving Out of School Hours (OSHC) Service working towards the highest standard of care and education.

It is foreseeable that feedback will include divergent views, which may result in complaints. This Policy details our OSHC Service's procedures for receiving and managing informal and formal complaints. Families, children, parents, visitors, students and members of the community can lodge a grievance or complaint with management.

#### OFFICER'S RECOMMENDATION

*That Council: adopt the Dealing with Complaints Policy as presented.*

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#### RESOLUTION 20240910.13

*It was moved Cr Brown, seconded Cr Johnston and carried that Council adopt the Dealing with Complaints Policy (Staff) as presented.*

#### REFERENCE DOCUMENT

- Policy

*Change of order of business to consider late items*

## 3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

### 3.1 Monthly Financial Statements

#### EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2024/2025 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 31 August 2024.

#### OFFICER'S RECOMMENDATION

*That Council: Receive the monthly financial report presenting the progress made as at 31 August 2024 in relation to the 2024/2025 budget and including the:*

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

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#### RESOLUTION 20240910.14

*It was moved Cr Flute, seconded Cr Brown and carried that council accept the monthly financial report as presented.*

#### REFERENCE DOCUMENT

Attachment A –

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

UNCONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND  
ON TUESDAY 10 SEPTEMBER 2024

**GENERAL BUSINESS**

Cr Fox advised of ongoing discussions with Outback Futures for service provision to our community and that a proposal had been received. Outback Futures would look to service the McKinlay, Richmond and Flinders Shires at a cost of \$40 000 per Shire. The service has recently been engaged by the Me and My Mum Hub (MMMh) and a joint approach was being investigated. Cr Fox will have meetings with Selectability and Outback Futures to confirm there will be no duplicates on services provided and bring a formal proposal back to Council for consideration.

Cr Brown asked for an update on the Outback Queensland Masters.

Cr Brown requested Council provide a Youth Engagement Service to school students where students can spend a day with a Councillor.

Cr Brown suggested writing a letter to Richmond State School inviting Student Council and School Leaders to sit in on a Council Meeting, and possibly making it a regular engagement in the future.

Cr Brown updated Council on the 10,000 steps program. Staff from Richmond Multi-Purpose Centre and Richmond Medical Centre are co-ordinating this event and hope to have the link to the public by the end of the month.

Cr Brown met with the Coordinator for Outside of School Hours Care where they discussed the benefits of installing solar panels to assist in the costs of power.

Cr Wharton noted that the gardens at the Ergon Energy Depot are starting to deteriorate. It was noted that Council will look into who is to maintain them. Cr Wharton noted that he will get in contact with Ergon to discuss maintenance.

Cr Flute noted that members of the public are enquiring about the water access charge on their rates notice. It was decided a notification would go out reminding the public of the nature of this charge.

Cr Wharton noted that the potholes at the Lakeview Caravan Park exit are getting worse and in need of repair.

Cr Wharton also noted that the raised bitumen on Simpson Street needs to be addressed.

CEO Peter Bennett updated Council on the weather stations around the Shire. Qteq will be running upgrades, with BOM taking over seven of the sights.

**CLOSE OF MEETING**

**RESOLUTION 20240910.15**

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

**Meeting closure**

**RESOLUTION 20240910.16**

*It was moved Cr Wharton, seconded Cr Fox and carried that the meeting close at 11:45am.*

UNCONFIRMED MINUTES OF THE ORDINARY MEETING  
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARDROOM, RICHMOND  
ON TUESDAY 10 SEPTEMBER 2024

**Next Ordinary Meeting**

15 October 2024.

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 10 September 2024.

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**Mayor**

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

**Item 2.1 Arts and Cultural Policy**

**EXECUTIVE SUMMARY**

For the purposes of this policy, “cultural” is taken to mean all the customs and activities which constitute lifestyle; sense of identity and heritage of a particular group of people: in this instance, all the residents of Richmond Shire and its visitors. It includes history and heritage, design and ownership of public buildings and spaces; community events; visual and performing arts; and all other forms of creative activity. For the purpose of the development of this arts and cultural policy, the sports and recreation sector has not been included. Council developed a comprehensive Sports and Recreation Plan in 2010.

**OFFICER’S RECOMMENDATION**

*That Council: adopt the Arts and Cultural Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

This Policy is due for renewal and has had minor changes made to it.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment B – Policy

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Report prepared by **Peter Bennett (Chief Executive Officer)**



## RICHMOND SHIRE COUNCIL ARTS AND CULTURAL POLICY

<b>POLICY NUMBER:</b>	<b>004</b>
<b>INFOXPRT REF:</b>	<b>50900</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>2 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>September 2026</b>

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### 1. OBJECTIVE

For the purposes of this policy, “cultural” is taken to mean all the customs and activities which constitute lifestyle; sense of identity and heritage of a particular group of people: in this instance, all the residents of Richmond Shire and its visitors. It includes history and heritage, design and ownership of public buildings and spaces; community events; visual and performing arts; and all other forms of creative activity. For the purpose of the development of this arts and cultural policy, the sports and recreation sector has not been included. Council developed a comprehensive Sports and Recreation Plan in 2010.

### 2. VISION

Richmond Shire will be a creative and friendly multicultural community where diverse opportunities for arts and cultural development are available to everyone. Effective communication and co-operation between groups will promote the growth of successful, enjoyable and affordable events and activities

### 3. POLICY

Arts and cultural development increases self-esteem and community cohesion and provides diverse recreation opportunities and enjoyment. Culture also increased the Shire’s sense of identity and character.

As for the basis for future cultural development, Richmond Shire has a long and full history in community cultural activities, which, with continued support, will further develop the existing cultural communities and maximise cooperation within and between them.

### 4. LEGISLATION

- *Local Government Act 2009*

### 5. IMPLEMENTATION

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

## **6. APPROVAL**

Date of Adoption: 22 November 2011  
Policy Reviewed: General Council Meeting 15 October 2024  
Resolution Number:

Policy Authorised: Peter Bennett  
Chief Executive Officer

### Lifestyle and Cultural Heritage

Objective	Strategy
To preserve the Shire's natural beauty and community pride in our relaxed lifestyle	Ensure all development applications take into account the environmental, social and cultural aspirations of the Shire, as well as economic considerations;  Include input from local artists into beautification schemes
To support and celebrate the Shire's diversity of cultural styles and activities	Support and encourage the diverse range of arts and cultural activities that exist throughout the Shire;  Encourage cultural activities which demonstrate the ability of diverse community groups to work together
To acknowledge the cultural heritage of the local Aboriginal people	Display literature and artefacts relating to Aboriginal heritage of the area in the Cambridge Downs Heritage Display Centre and the Library  Fly the Aboriginal flag alongside the Australian flag at appropriate times
To enhance the Shire's image so that residents are proud of where they live and visitors want to return	Provide media releases to publicise the Shire in a positive way Support the efforts of Community Organisations to gain positive publicity for the Shire

### History and Heritage

Objective	Strategy
To encourage and support the preservation of the Shire's considerable history and heritage, thus maximising the opportunity for it to be seen as relevant by everyone in the Shire	Support and promote current projects relating to the history and heritage of the Shire;  Encourage the new projects relating to the history and heritage of the Shire  Encourage the involvement of young people in the Shire's history and heritage by liaising with the Richmond State School, Early Education Centre and Outside of School Hours Care. This will maximise the opportunity for continuity of interest in the Shire history and heritage

### Cultural Facilities and Services

Objectives	Strategy
To maintain current Council cultural facilities and ensure opportunities for access by all residents and maximum usage of these facilities	<p>Ensure that Council cultural facilities receive sufficient allocation in the annual budget to keep them well maintained;</p> <p>Create welcoming and suitable environments for all residents, regardless of their cultural background</p>
To continue to financially and administratively support and to promote the RADF Program in the Shire	<p>Continue to make financial provision for budget allocations adequate for the level of contribution required from Arts Queensland</p> <p>Continue to provide administrative support to the RADF Community Committee by provision of a Council representative as Chair plus a dedicated officer and office services as required</p> <p>Undertake timely promotion of the RADF Program in a range of local publications and notice boards, and information sessions to ensure greater knowledge of the program across the whole Shire</p>
To maintain current Council cultural services, and to develop new services in accordance with residents needs	<p>Maintain existing library services to their current high standard;</p> <p>Research the changing needs of residents with regard to services, and introduce new services in a timely manner based on their changing needs</p>

### Economic Benefits of Cultural Development

Objective	Strategy
To maximise opportunities for economic activity as a result of cultural development	<p>Support and encourage events which maximise economic benefits to Shire residents, including craft markets;</p> <p>Maximise potential tourism opportunities by ensuring appropriate infrastructure is in place throughout the Shire and to assist the community to build on their perceived strengths to capture the tourist market</p>

### Activities, Events, Festivals

Objective	Strategy
To foster community cohesion to celebrate community and to provide social interaction and the economic benefit of Shire residents	<p>Support and promote the cultural festivals of the Shire</p> <p>Support by way of the Community Grants Scheme and the In kind Support Scheme local cultural events</p>

### Cultural Diversity and Special Needs Group

Objective	Strategy
To cater for the needs of young people in the Shire	<p>Liaise with Outside of School Hours Co-ordinator to address the cultural needs of young residents in the Shire</p> <p>Improve awareness of the barriers to youth participation in Shire events and maximise opportunities for them to take part</p> <p>Maximise the use of existing facilities and services in providing structured projects and activities for young people</p>
To cater for older residents and visitors to the Shire	<p>Encourage and provide opportunities for older residents to become involved in the range of arts and cultural opportunities available within the Shire</p> <p>Support and encourage current cultural activities designed to cater for older residents and visitors</p>
To cater for people with disabilities	<p>Ensure the provision of disability access in any building redevelopment and refurbishment</p> <p>Encourage the owners of existing buildings to provide disability access</p> <p>Encourage and support residents with special needs to access existing facilities and services</p>

### Education and Training (including cultural awareness)

Objective	Strategy
To assist cultural groups to access funds	<p>Assist cultural groups to source funding opportunities;</p> <p>Increase community skills in submission writing</p>
To increase skills levels and involvement in cultural activities	<p>Lobby State and Commonwealth governments to provide further educational opportunities</p> <p>Facilitate workshops making use of local expertise as well as expertise from other regions</p>
To increase community skills in leadership	Encourage and promote courses in community leadership for all sectors of the community
To ensure cultural awareness within the community	Promote awareness of Aboriginal and Torres Strait Islander people, cultures and issues among non-indigenous residents

### Community Involvement in Planning

Objective	Strategy
To encourage residents from all communities within the Shire to participate in strategies for cultural development in order to develop community pride and a sense of ownership	<p>Inform all residents of matters relating to cultural development opportunities, both those initiated by the Shire, as well as those initiated regionally and by the State and Commonwealth Governments</p> <p>Encourage and facilitate a broad range of community involvement in planning for cultural development within the Shire</p>

## Partnerships

Objectives	Strategy
To collaborate with a wide range of resource and service providers to create further cultural development opportunities for Shire residents	Continue to work as an active partner in programs initiated by the State and Commonwealth Governments, as well as in any regional programs which are initiated  Review Shire cultural strategies as government policies change  Provide letters of support for community submissions for funding or other resources

## Communications, Networking, Resource-sharing

Objectives	Strategy
To increase awareness of Council's and community groups commitment to supporting cultural and other initiatives	Continue to utilise email database, council newsletter, school newsletter, Facebook and council website to disseminate information
To increase community awareness of cultural activities within the shire	Maintain the Community Events Board in Goldring Street and at the Lake
To maximise cooperation and resource sharing between groups within the Shire	Improve and facilitate awareness of the benefits of cooperation between existing cultural groups
To appreciate the full range of cultural skills and resources available in the Shire	Maintain a readily accessible database of information relating to cultural skills and resources across the shire

**Item 2.2 Social Media Policy**

**EXECUTIVE SUMMARY**

To establish the standards of use by Richmond Shire Council Staff whom have access to Councils social media. Behaviour required of persons who are associated with Richmond Shire Council and who engage in social media.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Social Media Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

This Policy is due for renewal and has had minor changes made to it.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment C – Policy

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Report prepared by **Peter Bennett (Chief Executive Officer)**



## RICHMOND SHIRE COUNCIL SOCIAL MEDIA POLICY

<b>POLICY NUMBER:</b>	<b>016</b>
<b>INFOXPRT REF:</b>	<b>70702</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>1 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>September 2025</b>

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### 1. OBJECTIVE

To establish the standards of use by Richmond Shire Council Staff whom have access to Councils social media. Behaviour required of persons who are associated with Richmond Shire Council and who engage in social media.

### 2. SCOPE

All persons who use or access Council's website or social media sites by any means, or who post comments on other websites or social media sites where the user identifies themselves as "Richmond Shire Council", or could be expected to be identified, as being associated with Council (defined as "users").

### 3. DEFINITIONS

**Blogging**  – means the act of using web log or 'blog'. 'Blog' is an abbreviated version of 'weblog' which is a term used to describe websites that maintain an ongoing chronicle of information. A blog is a frequently updated website featuring diary-style commentary, audio-visual material and links to articles on other websites.

**Collection Notice**  – as required by the *Information Privacy Act 2009*, a Collection Notice must be provided by a Council representative when the representative is seeking to collect personal information from another person. The Collection Notice shall detail the purpose of the information collection; whether the information is required under a law; Council staff, representatives and associates who may have access to the information; if the personal information may be disclosed to another person or entity; and the name/description of that person/entity, and the circumstances of disclosure.

**Confidential Information**  – includes but is not limited to trade secrets of Council; non-public information about the organisation and affairs of Council such as: pricing information such as internal cost and pricing rates, production scheduling software, special supply information; marketing or strategy plans; exclusive supply agreements or arrangements; commercial and business plans; commission structures; contractual arrangements with third parties; tender policies and arrangements; financial information and data; sales and training materials; technical data; schematics; proposals and intentions; designs; policies and procedures documents; concepts not reduced to material form; information which is personal information for the purposes of privacy law; and all other information obtained from Council or obtained in the course of working or providing services to Council that is by its nature confidential.

**Intellectual Property**  – means all forms of intellectual property rights throughout the world including copyright, patent, design, trademark, trade name, and all confidential information including know-how and trade secrets.

**Person**  – includes any natural person, company, partnership, association, trust, business, or other organisation or entity of any description and a person's legal personal representative(s), successors, assigns or substitutes.

**Social Media**  – may include, but is not limited to, social networking sites (e.g., Facebook, MySpace, Instagram, Tik Tok and LinkedIn, Radio); social sharing sites (e.g., Flickr, YouTube,

Slideshare); forums and discussion boards; wikis; blogs and micro-blogging sites (e.g., Twitter); social bookmarking sites and review sites (e.g., Digg, Reddit).

**Social Media Site (Council's)** – for the purpose of this Policy, this refers to Council's Facebook site and Council's website, and any other social media sites that Council makes official use of;

**User** – as defined in the "Scope".

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

##### **Management**

The Director of Community Services and Development is responsible for monitoring appropriate use of Council's social media sites and acting upon any potential breach of this Policy.

##### **Employees/Users**

Employees are responsible for using Council's social media sites as business tools in accordance with this Policy and all other relevant Council Policies/Procedures and legislation (e.g., ethical behaviour, risk management, records management). Employees are also responsible for notifying their Supervisor or the Director of Community Services and Development should there be a suspected breach of this Policy.

#### **5. PROCEDURE**

##### **5.1 Council's Social Media Sites**

###### **5.1.1 General**

Certain staff will have access to Social Media Sites for the purpose of maintaining it on behalf of Council. These pages will be used to keep the public up to date with event information, community notices, Council projects and policy, and Disaster Management updates.

The public will have access to post comments on Council's Facebook page. The Council Facebook account is to be monitored on a daily basis to ensure that the content that is being posted by members of the public is not offensive, obscene, or inappropriate (or could be taken as such by a reasonable person). It will be the responsibility of the Director of Community Services and Development to monitor the Facebook site every day to remove any inappropriate comments. The authorised staff members must also regularly monitor their Facebook sections to review them for currency, to ensure that comments being posted by the public are appropriate, and to respond to the comments as appropriate.

If an authorised user is not sure of the response to provide to a posted comment, they should discuss this with their Supervisor. Any comments or information posted by Council must be courteous, professional, and accurate.

###### **5.1.2 Requirements for Use of Council's Social Media Sites**

Users must comply with the following when using Council's social media sites:

- Users must ensure that they comply with any copyright or intellectual property rights of material published on the internet. Where published content (such as text, images, trademarks, pictures and videos) is being used, credit must be given to the original authors;
- Providing a Collection Notice where they are seeking to collect personal information;
- Checking accuracy of the information being posted or uploaded – including spelling, grammar, and factual information.

###### **5.1.3 Prohibited Use of Council's Social Media Sites**

Users must not use Council's social media sites:

- To present opinions that are personal opinions, and which may or may not be the official Council opinion;
- To misrepresent Council, or to portray Council in an unflattering way;

- To violate the privacy of others, or to obtain personal information without complying with the requirements of the *Information Privacy Act 2009*;
- To post comments that are, or which an average person would consider to be, offensive, intimidating, threatening or humiliating;
- To divulge confidential or sensitive information, or any other Council information that is not generally accessible to the public;
- To post comments, documents or pictures that are obscene, offensive or inappropriate, or are likely to be taken as such by the average person; or are of a sexual nature. This includes text, images, sound or any other material, sent either in an email or in an attachment to an email, or through a link to a site (URL);
- To post comments, documents or pictures that may be defamatory or could adversely impact the image or reputation of Council. A defamatory message or material is a message or material that is insulting or lowers the reputation of a person or group of people;
- To post comments, documents or pictures that are illegal, unlawful or inappropriate, or which may compromise the safety or security of persons or systems;
- To post content that violates a legal ownership interest of another party;
- For commercial purposes or for personal or political gain. For example, running a personal business; soliciting commerce; publishing non Council-related advertising material; posting political material or opinions.

## **5.2 Security Issues**

Users must notify the Director of Community Services and Development in the first instance, or alternatively the Director of Corporate Services, if they believe that there has been a breach of social media security. For instance, if the user's access details have been discovered or divulged, or if the user suspects there has been unauthorised access to their social media account.

## **5.3 User Support**

Employees seeking assistance with using a social media site should ask a colleague or their supervisor in the first instance, and otherwise may request assistance from the Director of Community Services and Development.

## **5.4 Failure to Comply**

Where an employee is found to have contravened the requirements of this Policy or any associated legislation, they may be subject to disciplinary action in accordance with the *Local Government Act 2009*, *Local Government (Operations) Regulation 2012* and Council's Discipline Procedure. The employee may also face investigation and action by an external agency or party as authorised by legislation (e.g. Crime and Misconduct Commission; Anti-discrimination Commission; Police, civil liability action), and where a relevant law has been breached, such as by the conduct of fraud or sexual harassment, then criminal charges may also apply.

## **6. RELATED DOCUMENTS**

- Employee Code of Conduct
- Discipline Procedure

## **7. LEGISLATION**

- *Information Privacy Act 2009*
- *Local Government Act 2009*
- *Public Sector Ethics Act 1994*

## **8. IMPLEMENTATION**

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

## **9. APPROVAL**

Date of Adoption: 17 February 2015  
Policy Reviewed: General Council Meeting 15 October 2024  
Resolution Number:

Policy Authorised: Peter Bennett  
Chief Executive Officer

**Item 2.3 Tertiary Bursary Policy**

**EXECUTIVE SUMMARY**

To provide a source of financial assistance to Richmond Shire families, whose young adults are completing Year 12 and who have demonstrated sufficient talent to be successful at tertiary studies. Council will only accept submissions for commencement of studies within twelve months after graduation.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Tertiary Bursary Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

This Policy is due for renewal and has had minor changes made to it.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment D – Policy

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Report prepared by **Peter Bennett (Chief Executive Officer)**



## RICHMOND SHIRE COUNCIL TERTIARY BURSARY POLICY

<b>POLICY NUMBER:</b>	<b>017</b>
<b>INFOPERT REF:</b>	<b>69211</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>2 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>September 2026</b>

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### 1. OBJECTIVE

To provide a source of financial assistance to Richmond Shire families, whose young adults are completing Year 12 and who have demonstrated sufficient talent to be successful at tertiary studies. Council will only accept submissions for commencement of studies within twelve months after graduation.

### 2. INTRODUCTION

If you have been thinking about pursuing tertiary studies to obtain a Bachelor/Diploma course, but need some financial assistance to realise your goal, you should consider applying for Richmond Shire Council's Tertiary Bursary.

### 3. CONDITIONS

1. Open to students of the Richmond Shire who are completing Year 12 or commence studies within twelve months from completing Year 12 and will be continuing to a tertiary institution to obtain higher education.
  2. The bursary is tenable for attendance only at a Tertiary Institution whilst the recipient remains a student in that education centre.
    - a) For a student undertaking a bachelor's degree an amount of \$5,000.00 in total will be offered in instalments upon satisfactory completion of each year and production of results.
    - b) For a student undertaking a Diploma relating to Council Services an amount of \$2,500.00 in total will be offered in instalments upon satisfactory completion of each year and production of results.
  3. Successful applicants will need to complete a minimum of one week per year paid work with Richmond Shire Council.
  4. The bursary will be paid to assist with student fees.
  5. The bursary will be forfeited if;
    - a. the recipient fails any unit in the course and/or
    - b. if the recipient changes to another tertiary institution in another State or lesser tertiary institution other than a university or lesser course than a Bachelor/Diploma course and/or
    - c. if the recipient cancels enrolment of the course
    - d. If the recipient does not complete the minimum one week per year paid work with Richmond Shire Council
- 
1. Applicants must apply on the approved Application Form and provide the following:
    - a. two (2) referees, including one from a senior staff member of the school in which grade 12 was undertaken;
    - b. a copy of the latest school report for grade 12
    - c. details of:
      - i. extra curricula activities – within and outside school
      - ii. prizes awarded
      - iii. any other information considered relevant
    - d. a short statement by the student outlining his/her reasons for wanting to pursue tertiary studies.

2. The decision of the selection panel will be final, and no correspondence will be entered into.
3. Council reserves the right to cap the number of Tertiary Bursaries allocated in any year due to budget restrictions.

#### **4. SELECTION**

Applicants for the bursary will be restricted to those who satisfy all of the following criteria.

1. Students must be from the Shire of Richmond
2. Students must be intending to pursue tertiary studies and must enrol in a full-time Bachelor/Diploma course.
3. Students must be likely to have their enrolment at a tertiary institution confirmed.
4. The applicant will be assessed on the presentation of his/her application in addition to their academic, cultural and community achievements. If necessary, interviews will be held.

#### **5. HOW TO APPLY**

If you can satisfy the criteria, all you need to do is apply for the bursary on the Application Form attached to this brochure and provide a short statement as to why you want to pursue tertiary studies and what you hope to achieve in the long term.

#### **6. RELATED DOCUMENTS**

- Tertiary Bursary Application Form

#### **7. LEGISLATION**

- *Information Privacy Act 2009*

#### **8. IMPLEMENTATION**

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

#### **9. APPROVAL**

Date of Adoption: 16 November 2010  
Policy Reviewed: General Council Meeting 15 October 2024  
Resolution Number:

Policy Authorised: Peter Bennett  
Chief Executive Officer

**Item 2.4 Housing Confidentiality Policy**

**EXECUTIVE SUMMARY**

In the course of managing rental properties Richmond Shire Council frequently received enquiries from companies and agencies that are seeking information about tenants and former tenants.

The main purpose of this policy is to ensure that confidentiality is respected. In the course of delivering an effective housing service it is necessary for information about applicants and tenants to be collected and stored on computers and manual files. Richmond Shire Council Staff are placed in a position of trust when dealing with this information. In order to maintain integrity and credibility with our tenants and customers it is important that there are clear policy guidelines for managing confidential information. This policy statement is issued as a code of guidance for staff to ensure consistent application of the policy.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Housing Confidentiality Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

This Policy is due for renewal and has had minor changes made to it.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment E – Policy

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Report prepared by **Peter Bennett (Chief Executive Officer)**



## RICHMOND SHIRE COUNCIL HOUSING CONFIDENTIALITY POLICY

**POLICY NUMBER:** 048  
**INFOPERT REF:** 52043  
**TIME PERIOD OF REVIEW:** 3 Year  
**DATE OF NEXT REVIEW:** September 2027

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### 1. OBJECTIVE

In the course of managing rental properties Richmond Shire Council frequently received enquiries from companies and agencies that are seeking information about tenants and former tenants.

The main purpose of this policy is to ensure that confidentiality is respected. In the course of delivering an effective housing service it is necessary for information about applicants and tenants to be collected and stored on computers and manual files. Richmond Shire Council Staff are placed in a position of trust when dealing with this information. In order to maintain integrity and credibility with our tenants and customers it is important that there are clear policy guidelines for managing confidential information. This policy statement is issued as a code of guidance for staff to ensure consistent application of the policy.

### 2. POLICY

Richmond Shire Council employees have access to confidential information by reason of their employment with the Richmond Shire Council. Employees shall comply with the Richmond Shire Council Code of Conduct, for the collection, use, disclosure and safeguarding of privacy of personal information.

#### Collection of Information

- Personal information may only be collected for purposes relating to the Residential Tenancies Act or as otherwise authorized by law.
- Staff must not seek out personal information about tenants or applicants unless it is relevant to their work.
- Staff collecting personal information shall ensure that the person whose information is being collected is given written notice of:
  - a. the purpose or purposes of the collection;
  - b. the fact that the information may be shared as necessary for the purpose of making decisions or verifying eligibility; and
  - c. The name, title, business address and business telephone number of a person who can answer questions and respond to complaints about the collection, use or disclosure of the information.

Prior to conducting any credit, landlord or employer checks, staff must obtain a signed consent form from the applicant or tenant. The consent may be part of the application form.

#### Protection of Information

- a. The day-to-day administration of applicant and tenant files (including information on databases) must include safeguarding against unauthorized access.
- b. Applicant/tenant information must be securely stored and a secure storage facility must be provided for archived applicant/tenant/employee information.
- c. Only authorized personnel should have access to records, as required to perform their duties.
- d. Databases containing files with personal information must be safeguarded from unauthorized access. Confidential electronic files must be password protected so as to limit access to authorized individuals. Screen-savers should be activated as a means to help protect against unauthorized viewing of confidential information.

- e. All staff has a responsibility to supervise and direct visitors to the office appropriately, to prevent against unauthorized access to confidential information.
- f. Personal information being disposed of must be shredded.

### **Release of Information**

No personal information will be released without the written consent of the individual (e.g. bank cheques, tenant or personal references). When responding to enquiries, staff should limit information provided to the questioner and confirm only the information already provided by the individual.

Staff shall not disclose personal information obtained in the course of their duties except:

- a. If the subject individual consents to the disclosure;
- b. If an authorized individual gives consent for a person unable to give a valid consent;
- c. If the disclosure is authorized by, or is for the purpose of complying with, the Act or a regulation or is authorized by law or to comply with any other legal requirement;
- d. For the purpose for which it was collected;
- e. If it is made to an individual of the social housing division who needs the record in the performance of their duties;
- f. In compelling circumstances affecting health and safety of an individual; or
- g. In compassionate circumstances, to facilitate contact with the next of kin or designate pertaining to an individual who is injured, ill or deceased.

### **Breach of Confidentiality**

It is a breach of confidentiality to:

- a. Discuss any confidential information, acquired as a result of employment with the Richmond Shire Council, where it may be heard by individuals who are not authorized to have access to that information.
- b. Provide confidential information or records to unauthorized individuals.
- c. Leave confidential information in written form or displayed on a computer terminal in a location where it may be viewed by unauthorized individuals.

### **3. APPROVAL**

Date of Adoption: 17 February 2015  
Policy Reviewed: General Council Meeting 15 October 2024  
Resolution Number:

Policy Authorised: Peter Bennett  
Chief Executive Officer

## Item 2.5 Community Engagement Policy

### EXECUTIVE SUMMARY

Community Engagement is now part of the everyday life of local government and is viewed as a central principle in the planning and decision-making process. The aim of this framework is to describe how the community and Council may communicate more effectively with one another. Council will then be better positioned to make informed decisions about issues that affect the local community. In turn, the community will enjoy a council that is more accountable and in tune with its wishes.

Richmond Shire Council's Community Engagement Policy has been developed in order to provide community members with a clear understanding of the avenues available for communication between themselves and Council. Specifically, it will identify the varying levels and types of engagement to suit particular circumstances. It is intended that this framework will give the community a clear understanding of the engagement process.

This strategy for community engagement will:

- Outline Council's commitment to a community engagement policy and strategy
- Define what Council means by engagement
- Describe effective ways of enhancing community engagement.

### OFFICER'S RECOMMENDATION

*That Council: adopt the Community Engagement Policy as presented.*

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### Budget & Resource Implications

N/A

### Background

This Policy is due for renewal and has had minor changes made to it.

### Consultation (Internal/External)

Nil

### Attachments

Attachment F – Policy

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Report prepared by **Peter Bennett (Chief Executive Officer)**



## RICHMOND SHIRE COUNCIL COMMUNITY ENGAGEMENT POLICY

**POLICY NUMBER:** 051  
**INFOXPRT REF:** 12464  
**TIME PERIOD OF REVIEW:** 1 Year  
**DATE OF NEXT REVIEW:** September 2025

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### 1. OBJECTIVE

Community Engagement is now part of the everyday life of local government and is viewed as a central principle in the planning and decision-making process. The aim of this framework is to describe how the community and Council may communicate more effectively with one another. Council will then be better positioned to make informed decisions about issues that affect the local community. In turn, the community will enjoy a council that is more accountable and in tune with its wishes.

Richmond Shire Council's Community Engagement Policy has been developed in order to provide community members with a clear understanding of the avenues available for communication between themselves and Council. Specifically, it will identify the varying levels and types of engagement to suit particular circumstances. It is intended that this framework will give the community a clear understanding of the engagement process.

This strategy for community engagement will:

- Outline Council's commitment to a community engagement policy and strategy
- Define what Council means by engagement
- Describe effective ways of enhancing community engagement.

### 2. COMMUNITY ENGAGEMENT

#### Definitions

##### **Community**

Community refers to all ratepayers, landowners and members of the general public (including all individuals, groups, organisations, government, industry and business) who have an interest in the Shire of Richmond.

##### **Engagement**

Engagement is defined as a process of a two-way communication between Council and the community on an issue prior to Council making a decision on that issue. Consultation and participation are part of the engagement process.

#### What is Community Engagement

Engagement within the local community is an important part of Council's everyday services and involves the interaction of Council and the community in a variety of settings and circumstances.

Community Engagement can be one-on-one for example a telephone enquiry, an over the counter discussion, an email or a letter or it can involve the whole community by way of sending information through the community email broadcast, Facebook page, surveys, newsletters or a community meeting with Councillors and staff of the Richmond Shire Council. All of these situations aim to better inform residents and engage with the local community.

The use of particular consultation methods will depend on the purpose, timing and resources available.

### **The Community Engagement Process Involves**

- a) Richmond Shire Council Councillors and Staff
- b) Government Departments and Agencies
- c) Businesses
- d) Community and Sporting Groups
- e) Not For Profit Organisations
- f) Rate Payers, Community Members, Graziers

Checklist – How to determine whether the whole community should be involved (Community Meeting, Survey etc):

- a) Is there a legislative requirement for community involvement e.g., Local Government Act?
- b) Has Council asked for community input on this decision or similar ones in the past?
- c) Has the community requested the opportunity to be involved?
- d) Do we need to better understand community values and priorities in relation to this project, plan or strategy?
- e) Will the outcome have significant social, environmental and/or economic sustainability impacts for one or more stakeholders?
- f) Is there already – or will there be – media and/or community concerns/expectations (eg. from past experiences) about this issue?
- g) Does the community need to be informed about what we're doing/planning, as part of the consultation?

Checklist – How to determine whether the specific community members should be involved (Letter, telephone, private meeting):

- a) Will it impact their work or personal lives, or the lives of their families or friends;
- b) They live close to the location of a proposed project or activity;
- c) Will it impact their business;
- d) Their organisations and their activities could be affected;
- e) They may have to change a regular activity, habit or route; and
- f) Their values, interests or opinions cause them to care about a decision.

### **Principles for Effective Community Consultation and Engagement**

Richmond Shire Council's Community Engagement Policy is based around a set of principles to ensure that these are embedded in the consultation process that Council implements to effectively engage with the local community.

To be effective, consultation programs must be based on openness, trust, integrity, mutual respect for the legitimacy and point of view of all participants. How to effectively consult and engage with the local community will be considered in the initial stages of planning.

Richmond Shire Council's seven principles for effective community consultation are:

- Inclusiveness and Diversity;
- Openness, Respect and Accountability;
- Leadership;
- Purpose;
- Feedback and Evaluation;
- Information Sharing; and
- Resourcing and Timing

## **Inclusiveness and Diversity**

- a) Council recognises and values the diversity of its local community and the different strengths each group and individual brings to the implementation of Council projects and activities as well as the preparation of Council strategies and policies.
- b) Council will work to promote equality of opportunity and empower people to have their voices heard through effective, appropriate and safe consultation practices. Council aims to proactively reach out to better engage with the whole community and seek to widen participation by taking steps to be accessible and inclusive.

### **To achieve this, Council will:**

- Ensure that all consultation programs use accessible venues for participants and where possible, consultation methods facilitate equal access for individuals and groups;
- Seek to identify, empower and protect stakeholder groups and individuals that experience barriers to participation or have traditionally been challenging to engage (such as people with a disability, young children and people who speak a language other than English);
- Ensure written information provides reasonable opportunities for participation (e.g. providing translated information, large print, audio etc). All written materials should provide clear and easy to understand information considering the differences of the intended audience (e.g. literacy and education levels; age; cultural background);
- Be positive in identifying the demographic and cultural changes that occur over time and be responsive to change. This means that Council will aim to anticipate the need for supporting new groups that arise from any demographic changes, aiding participation, and representation from the whole of the local community; and
- Seek to engage and empower communities and individuals from under-represented groups directly, particularly where they do not have the necessary infrastructure and groups to articulate and promote their interests.

## **Openness, Respect and Accountability**

- a) Richmond Shire Council aims to ensure consultation processes and engagement with the local community is approached in an open and respectful manner with clear lines of accountability.
- b) This does not mean that consultation will always lead to agreement or that decisions are subject to consensus; however, it should always lead to a better understanding of the issues, a mutual respect for the different points of view and contribute to secure workable solutions.
- c) To maintain the integrity of all Council's consultation processes, it is vital that the outcome of any consultation is not predetermined. Council will ensure that all consultation with the community is conducted as openly as possible to preserve credibility with both the local community and of the document, project/or activity itself.
- d) The understanding of project and consultation objectives, purpose and expectations of both Council and local community is essential; the agenda and process should be clear and any constraints should be considered from the outset of the project.

## **Leadership**

- a) Leadership is not about telling others what to do. Rather it is the ability to support and facilitate discussion through best practise consultation and engagement to represent the wider community interests and ensure that recommendations do not only represent specific sectional interests.
- b) Leadership involves taking the initiative for the activity and seeking support and partnerships. It also involves ensuring that consultation promotes the building of leadership within Council and the local community.

- c) Effective and ongoing engagement with the local community aims to create strong partnership. This helps to build capacity between Council and the local community and creates a shared ownership and commitment to specific consultation processes.

**To achieve this Council will:**

- Ensure that all of Council's consultation processes and community engagement activities are conducted within the endorsed community engagement framework;
- Provide a well-planned and resourced approach for all consultation processes and community engagement activities;
- Be prepared to tackle difficult issues and ensure that the consultation method chosen is flexible to facilitate discussion of these issues and employ good conflict resolution skills;
- Be active in developing and strengthening partnerships with all levels of government, service providers, and the local community. Council will also seek to better understand the strengths, aspirations and issues of the local community through the variety of consultation and community engagement activities;
- Assess the needs of the strategy and/or project and consult all relevant stakeholders and members of the local community. Where deemed appropriate, Council will conduct wider consultation in developing the future direction and purpose of any strategy and/or project; and
- Employ a logical methodology when trying to resolve and represent conflicting interests. Whether it is individuals, local community groups and/or other interested stakeholders, all views deserve equal consideration.

**Purpose**

- a) It is critical that a clear purpose is established for all community consultation activities. It provides a sound foundation for the planning, review and evaluation of all projects, and ensures that the types of consultation methods employed are appropriate to the project outcomes.
- b) Having a clear purpose provides direction and guidance for the local community, key stakeholders and Council itself as to the rationale for the consultation being conducted.
- c) When clearly communicated to all participants, it also provides realistic expectations, understanding and transparency of the consultation process.

**To achieve this Council will:**

- Provide a clear purpose statement for all community consultation and engagement activities. It is critical to consider how to engage with individuals and groups to whom the issue is most relevant; plan who should be involved, at what stage and set the parameters for how the information will be used.
- Conduct a thorough identification of key stakeholders with regard to the policy and/or project that is being consulted on
- Clearly communicate the specific purpose of the consultation to ensure participants have an understanding as to their participation and an expectation as to their involvement in the decision making process; and
- Ensure that the most appropriate method of consultation is being used for the prescribed purpose and develop strategies to ensure that purpose is achieved in an appropriate manner with participants and other stakeholders.

**Information Sharing**

- a) Providing clear, "jargon-free" information in a timely manner is the basis of quality engagement and effective consultation with the local community and stakeholders. Well communicated information can motivate, increase interest and a willingness to be engaged in a specific project.
- b) Critical to making informed decisions, information shared and gathered should be as accurate as possible and true. Information sharing must be reciprocal and relies on the

involvement of participants in maintaining a flow of information and the commitment to be open to different views and issues.

- c) Information can be provided in a number of formats such as written and verbal submissions; through group discussions, e-consultation; statistical information; maps and plans; graphs; photograph; and reports.

**To achieve this Council will:**

- Ensure participants have timely access to relevant information that is accurate and unbiased, providing opportunities for them to form sound opinions and decisions;
- Ensure that participants are provided with relevant background information prior to any consultation and the way in which information is shared between Council and the local community is appropriate to the particular project and is in place during the early stages;
- Provide information that is concise, written clearly and is in plain English. In particular, where the information is technical in nature, supporting explanatory information will be provided in an easy to read format;
- Endeavour to provide all reasonable opportunities for access to information in other formats, (e.g. large print, audio, electronically etc) and community languages;
- Consider a range of information and formats as well as written to encourage wide participation and engagement with new or previously disengaged groups and individuals; and
- Provide reasonable timeframes that accommodate effective information sharing, analysis and feedback.

**Feedback and Evaluation**

- a) Closing the “consultation loop” and informing participants as to how their opinions and information have contributed to the preparation and decision of Council is vital.
- b) Providing participants with feedback is important in respecting the partnership and maintaining ongoing engagement with the local community.
- c) The views and comments of participants specific to the consultation process itself is a valuable learning tool. Candid evaluation at the conclusion of each consultation program will ensure that Council continues to improve how consultation is carried out in the future. It should include questions regarding the values of the process; whether the objectives and purpose was clear and achieved and whether the methods used were suitable.

**To achieve this Council will:**

- Aim to include details about the evaluation component in the planning of the project. This will ensure that issues are given due consideration in a methodical manner and where appropriate changes be made to the strategy and/or project to reflect the needs and priorities expressed by the local community;
- Clearly outline and communicate the evaluation/feedback mechanisms and decision-making process with participants at the earliest possible stage of the project;
- Use feedback and evaluation to review and improve the planning, design and delivery of community engagement and consultation practices;
- Provide regular project updates and/or feedback on how decisions were made in a timely manner. Council will ensure that the results and reports are made available in a range of formats and in a variety of venues as determined at the commencement of the project, within a reasonable timeframe; and
- Provide, where appropriate, opportunities for feedback through a variety of means. These could include written submission via post or mail; feedback forms; verbally through meetings, workshops or web-based methods, such as discussion boards or e-forums etc.

## **Resourcing and Timing**

- a) Building capacity within the Shire may take time, particularly in engaging those who are “hard to reach” and disengaged. Council and the local community may require time to develop relationships, and the consultation methods and approach must consider this.
- b) It is important that participants have a realistic idea of how much time consultation is likely to take in the overall preparation and implementation of the specific project. Timing of consultation also ensures quality feedback and engagement with the local community. To gain the maximum participation possible, the local community should be advised of any consultation at the earliest possible stage of the project. It is important that the timing of any consultation process must consider previous, current and future engagement activities to avoid “consultation fatigue” by the local community.
- c) The specific financial cost involved in conducting consultation must be understood when planning any consultation process or activity.

### **To achieve this Council will:**

- Provide the necessary resources and support to ensure the principles of the Community Engagement Policy are implemented;
- Ensure that the Community Engagement Policy is regularly reviewed and evaluated to ensure best practise community engagement and consultation methods are being considered;
- Identify what skills are required to devise and conduct consultation and engagement activities and to provide opportunities for staff training to effectively engage with the local community through the use of best practice community consultation methods.

An essential element in an effective community consultation process is clearly defining and communicating, from the outset, the level of influence the community will have in your project, plan or strategy. Community expectations regarding an appropriate level for their input may differ to Council's expectations. The roles of the community can be to listen, contribute, participate or decide.

## **3. CONCLUSION:**

Whichever method of community engagement is chosen, the process needs to be open, responsive, inclusive, consistent and accountable.

Council needs to make a concerted, regular effort to confer with all parties for whom there are issues which may be of interest or concern. There is a need to recognise that different methods may have to be employed to reach different groups or individuals, and for variations in circumstance. Council should guard against the possibility of being unduly swayed by vocal or influential minorities.

Satisfactorily engagement also requires that the community is given adequate time and opportunity to respond during any consultation process. Council must meet its obligation giving prompt and effective feedback and flowing through with any undertakings it gives.

The Community Engagement Policy is an evolving document. It will be reviewed regularly to ensure the strategy and allocation of resources reflects current best practise and current legislative requirement.

A phone call to the Richmond Shire Council during business hours (8.20am to 5.00pm) can provide details of how to contact a specific Councillor and/or the appropriate Council officer. All phone calls and associated issues are logged on a customer tracking system for action and follow up.

## RICHMOND SHIRE COUNCIL'S CONTACT DETAILS

Telephone 07 4719 3377 – leave a message after 5.00pm and before 8.20am

Write a letter To the Chief Executive Officer or Mayor  
PO Box 18 RICHMOND Q 4822

Email Council [enquiries@richmond.qld.gov.au](mailto:enquiries@richmond.qld.gov.au)

Post Comments to Richmond Shire Council – Facebook page  
Councils website [www.richmond.qld.gov.au](http://www.richmond.qld.gov.au)

### 4. LEGISLATION

- Local Government Act 2009
- Local Government Regulation 2012

### 5. IMPLIMENTATION

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

### 6. APPROVAL

Date of Adoption: 22 June 2012  
Policy Reviewed: General Council Meeting 15 October 2024  
Resolution Number:

Policy Authorised: Peter Bennett  
Chief Executive Officer

**Item 2.6 Information Privacy Policy**

**EXECUTIVE SUMMARY**

To ensure the collection, use, disclosure and handling of all personal information by council complies with all relevant legislation.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Information Privacy Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

This Policy is due for renewal and has had minor changes made to it.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment G – Policy

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Report prepared by **Peter Bennett (Chief Executive Officer)**



## RICHMOND SHIRE COUNCIL INFORMATION PRIVACY POLICY

<b>POLICY NUMBER:</b>	<b>055</b>
<b>INFOXPRT REF:</b>	<b>22519</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>2 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>September 2026</b>

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### 1. OBJECTIVE

To ensure the collection, use, disclosure and handling of all personal information by council complies with all relevant legislation.

### 2. SCOPE

This policy applies to all personal information held by Council.

All Councillors and Council officers are responsible for ensuring this policy is understood and adhered to at all times.

### 3. DEFINITIONS

**Access** - means providing an individual with personal information about themselves that is held by the council. This may include allowing that individual to inspect personal information or to obtain a copy of the personal information.

**Collection** - means gathering, acquiring or obtaining personal information from any source and by any means, including information that the council has come across by accident or has not asked for.

**Consent** - means voluntary agreement to some act, practice or purpose.

**Disclosure** - means the release of personal information to persons or organisations outside the council. It does not include giving individuals personal information about themselves.

**Personal information** - means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about a natural living person whose identity is apparent, or can reasonably be ascertained, from the information or opinion, including a photograph or other pictorial representation of a person, but does not include information that is in:

- generally available publications
- material kept in public records and archives such as the Commonwealth or State archives or
- anything kept in a library, art gallery or museum for the purpose of reference, study or exhibition.

**Sensitive information** - means information or an opinion that may give rise to discriminatory practices based on an individual's:

- racial or ethnic origin
- political opinions
- membership of a political association, a professional or trade association or a trade union
- religious beliefs or affirmations
- philosophical beliefs
- sexual preferences or practices
- criminal record or
- health.

**Use** - means the handling of personal information within council including the inclusion of personal information in a publication.

#### **4. POLICY**

The *Information Privacy Act 2009* sets out the ways in which council must handle personal information. It also gives individuals the right to request a copy of their personal information and to ask for documents to be amended if they are inaccurate or out of date.

When assessing whether it is in the public interest to disclose personal information, the council will consider the factors detailed in the *Information Privacy Act 2009*, namely the matters that:

- are irrelevant to deciding the public interest;
- favour disclosure in the public interest; and
- favour non-disclosure in the public interest.

Types of personal information held by council include:

- names and addresses
- telephone numbers
- age and/or date of birth
- property ownership and/or occupier details
- animal ownership
- payment histories
- pensioner / concession details
- library membership
- cemetery register
- email addresses

Disclosure of personal information is only made after prior written consent of the individual. Consent will be obtained by including a standard privacy statement on all forms that collect information from customers, clients and individuals:

##### *Privacy Statement*

*The information provided on this form is collected to conform with the requirements of the..... (eg. Local Government Act, 2009.)*

*The Council will only use the information contained in this form .....(eg. for the hire of the hall).  
Contact the Council on (07) 47413277 for further information on its privacy policy.*

Consent will be obtained during public meetings by giving notice as follows:

*The information requested on the attendance form is collected for the sole purpose of distributing minutes and agendas to you.*

*Any opinions or motions recorded in the minutes of this meeting will only be used for the purposes of ..... (eg. progressing the objectives of the xyz committee).*

*Contact the Council on (07) 47413277 for further information on its privacy policy.*

Consent will be obtained verbally for the purposes of Service Requests and the customer informed verbally that:

*The information you have provided will be recorded in Council's Service Request Database and only be used to investigate and action your Request/Complaint. Your personal information may be given to Council officers to process your Request/Complaint. Your personal information will not be disclosed to any other individual.*

*Contact the Council on (07) 4741 3277 for further information on its privacy policy.*

#### **Anonymity**

The council will, wherever it is lawful and practicable, offer individuals the option of not identifying themselves when entering into transactions with the council.

### **Sensitive Information**

The council will not collect sensitive personal information about an individual unless:

- consent is provided by the individual
- collection is required by law
- collection is necessary to prevent or lessen a serious threat to life, health, safety or welfare of an individual or
- collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

### **Information Privacy Principles**

#### *Collection of Personal Information (lawful and fair)*

All personal information collected by council will be used only for the purpose of conducting council business and for the provision of services to the community.

Council will only collect personal information in a lawful and fair manner for a purpose directly related to and necessary to fulfill a function or activity of council.

#### *Collection of Personal Information (requested from an individual)*

When council requests personal information or information of a type that would include the personal information from an individual, it will take all reasonable steps to ensure that the individual is generally aware of the purpose of the collection. Council will advise the individual if the collection of the personal information is authorised or required under a law and the applicable law authorising the collection. Council will also advise the individual if their personal information will be disclosed to another entity and the name of that entity either before the personal information is collected or as soon as practicable after the personal information is collected.

#### *Collection of Personal Information (relevance)*

Council will take all reasonable steps to ensure that personal information collected is relevant to the purpose for which it is collected, is complete and up to date. The collection of personal information will not be done in a way that is an unreasonable intrusion into the personal affairs of the individual.

#### *Storage and Security of Personal Information*

All reasonable steps will be taken to protect the personal information council holds from loss, unauthorised access, use, modification, disclosure or any other misuse. Council will take all reasonable steps to prevent unauthorised use or disclosure of personal information by service contractors contracted for the provision of a service to council. Information is stored on council's databases which are protected by passwords and other security measures with back up copies stored at off site facilities.

#### *Providing Information about Documents Containing Personal Information*

Council will take all reasonable steps to ensure that a person can find out whether it has control of any documents containing personal information, the type of personal information, the main purpose which the personal information is used and how an individual can obtain access to a document containing their personal information.

#### *Access to Documents Containing Personal Information*

An individual may request in writing access to their own personal information under the *Information Privacy Act 2009*. Council will provide access to requested information unless it is authorised or required under an access law to refuse to give the access the individual is seeking or the document is excluded from the operation of an access law. Suitable identification must be provided prior to an individual accessing the documents requested.

#### *Amendment of Documents Containing Personal Information*

Council will amend documents containing personal information if requested by an individual if the documents are shown to be inaccurate, incomplete or out of date.

#### *Checking of Accuracy of Personal Information before use by Council*

Council will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up to date.

#### *Use of Personal Information only for Relevant Purpose*

Council will only use the parts of personal information that are directly relevant to fulfilling the particular purpose for which it was collected.

#### *Limits on Use of Personal Information*

Personal information collected by council for a particular purpose will not be used for another purpose unless:

- all reasonable steps are taken to obtain the written consent of the individual to use his/her personal information for another purpose; or
- council is satisfied that the use is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
- use of personal information for another purpose is authorised or required under law; or
- council is satisfied that use of the personal information for another purpose is necessary for:
  - the prevention, detection, investigation, prosecution or punishment of criminal offences of breaches of laws imposing penalties or sanctions;
  - the enforcement of laws relating to the confiscation of the proceeds of crime;
  - the protection of the public revenue;
  - the prevention, detection, investigation or remedying of seriously improper conduct;
  - the preparation for, or conduct, of proceedings before any court or tribunal, or implementation of the orders of a court or tribunal.
- the other purpose is directly related to the purpose for which the information was obtained; or
- the use of the personal information is necessary for research or the compilation or analysis of statistics in the public interest; does not identify any particular individual the subject of the personal information; and it is not practicable to obtain the agreement of each individual the subject of the personal information before the use.

#### *Limits on Disclosure*

Council will not disclose personal information to a person, body or agency (other than the individual concerned) unless:

- the individual concerned is reasonably likely to have been aware, or made aware under Principle 2, that information of that kind is usually passed to that person, body or agency; or
- the individual concerned has consented to the disclosure; or
- the council believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life, health safety or welfare of an individual, or to public health, safety or welfare; or
- the disclosure is required or authorised by or under law, or
- the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue. Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty or for the purpose of the protection of the public revenue, the council shall include in the record containing that information a note of the disclosure.

A person, body or agency to whom personal information is disclosed by Council shall not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency. Council will ensure that disclosure of personal information does not occur unless the disclosure is for the purpose of distributing materials for and on behalf

of the council or, when a third party has been contracted by council, for the sole purpose of assisting council in providing services to its community.

### **Complaints**

If an individual is not satisfied with the manner in which council has handled their request for access their personal information, they may lodge a formal complaint addressed to the Chief Executive Officer.

## **5. LEGISLATION**

- *Information Privacy Act 2009*
- *Local Government Act 2009*
- *Right to Information Act 2009*

## **6. IMPLEMENTATION**

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

## **7. APPROVAL**

Date of Adoption: 15 February 2013  
Policy Reviewed: General Council Meeting 15 October 2024  
Resolution Number:

Policy Authorised: Peter Bennett  
Chief Executive Officer

**Item 2.7 Related Parties Policy**

**EXECUTIVE SUMMARY**

From 2016/17, local governments (councils) must disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements.

Related parties are the Mayor, Councillors, Chief Executive Officers (CEO), Senior Executives and their close family members and any entities that they control or jointly control. Any transactions between these parties, whether monetary or not, may need to be identified and disclosed. Disclosure will only be made if a transaction occurs and is material and the disclosure may be in aggregate.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Related Parties Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

This Policy is due for renewal and has had minor changes made to it.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment H – Policy

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Report prepared by **Peter Bennett (Chief Executive Officer)**



## RICHMOND SHIRE COUNCIL RELATED PARTIES POLICY

<b>POLICY NUMBER:</b>	<b>068</b>
<b>INFOXPRT REF:</b>	<b>78990</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>1 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>September 2025</b>

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### 1. OBJECTIVE

From 2016/17, local governments (councils) must disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements.

Related parties are the Mayor, Councillors, Chief Executive Officers (CEO), Senior Executives and their close family members and any entities that they control or jointly control. Any transactions between these parties, whether monetary or not, may need to be identified and disclosed. Disclosure will only be made if a transaction occurs and is material and the disclosure may be in aggregate.

### 2. BACKGROUND AND PRINCIPLES

Councils must disclose related party relationships, transactions and outstanding balances, including commitments. This disclosure must be material in nature or size, when considered individually or collectively and are generally disclosed when a transaction has occurred between council and a related party of council.

Transactions between council and a subsidiary must be disclosed if they are individually significant. When assessing whether such transactions are significant councils could consider the following factors:

- significance in terms of size
- carried out on non-market terms
- outside normal day-to-day council operations
- subject to council approval
- provide a financial benefit not available to the general public
- transactions likely to influence decisions of users of financial statements.

The total remuneration paid to Key Management Personnel (KMP) must be disclosed.

This policy requires that all KMP provides a twelve-monthly declaration identifying:

- their close family members
- entities that they control or are associated with; and
- entities that their close family members control or jointly control

Should there be a change in circumstances such as a change in Councillor's, CEO or Senior Executives or a corporate restructure this will trigger a change to council's related parties.

This information will be audited as part of the annual external audit by Queensland Audit Office.

### 3. IDENTIFYING RELATED PARTIES

The most common related parties of council are:

- Entities related to council
- Key Management Personnel (KMP) of council
- Close family members of KMP; and
- Entities that are controlled or jointly controlled by KMP or their close family members.

### **Entities related to council**

These are entities controlled by council, either jointly controlled or entities in which council has significant influences are related parties of council. Kronosaurus Korner is a controlled entity related to council.

Council will need to consider AASB10 and AASB 11 as to whether council has control or joint control over an entity. AASB 128 details the criteria for determining whether council has significant influence over an entity.

### **Key Management Personnel**

Council has identified Key Management Personnel as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. They are Mayor, Councillors, Chief Executive Officer, Director of Works, Director of Corporate Services, Director Community Services and Development.

### **Close family members**

Close family members are defined as family members who may be expected to influence, or be influenced by, that person in their dealings with the entity and include:

- That person's children and spouse or domestic partner;
- Children of that person's spouse or domestic partner; and
- Dependants of that person or that person's spouse or domestic partner.

### **Entities that are controlled or jointly controlled by KMP or their close family members**

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs. Council will need to refer to AASB 10 and AASB 11 for clarification.

### **Ordinary citizen transactions (OCTs)**

The transactions that would not be reportable for OCTs are transactions that are not material because of their nature, however if the transaction were to occur on terms and conditions that are different to those offered to the general public then the transaction may become material.

Examples of transactions that would not be a reportable OCT:

- Using the council's public swimming pool after paying the normal fee
- Attending council functions that are open to the public
- Paying rates and utility charges

## **4. LEGISLATION**

- *AASB 124 Related Party Disclosures*
- *AASB 2015-6 Amendments to Australian Accounting Standards – Extending Related Party Disclosures to Not-for-Profit Public Sector.*
- *AASB 10 Consolidated Financial Statements, AASB 11 Joint Arrangements & AASB 128 Investments in Associates and Joint Ventures*

## **5. IMPLEMENTATION**

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

## **6. APPROVAL**

Date of Adoption: 27 June 2016  
Policy Reviewed: General Council Meeting 15 October 2024  
Resolution Number:

Policy Authorised: Peter Bennett  
Chief Executive Officer

**Private and Confidential  
Related Party Declaration by Key Management Personnel**

Name of key management Person: (insert name)

Position of Key Management Person: (insert position)

(List details of know close family members, entities that are controlled/jointly controlled by KMP and entities that are controlled/jointly controlled by the close family members of KMP)

<b>Name person or entity</b>	<b>Relationship</b>

I (insert name),(insert position) declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members. I make this declaration after reading the fact sheet supplied by council which details the meaning of the works “close family members” and “entities controlled, or jointly controlled, by myself or my close family members”.

Declared at (insert place) on the (insert date).

Signature of KMP:

Name of KMP:

Date:

## APPENDIX 2

<b>Definitely a close family member</b>	<b>May be a close family member</b>
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence or be influenced by you in their dealings with council
Your children	Your aunts, uncles and cousins, if they could be expected to influence or be influenced by you in their dealings with council
Children of your spouse/domestic partner	Your nieces and nephews, if they could be expected to influence or be influenced by you in their dealings with council
Dependents of your spouse/domestic partner	Any other member of your family if they could be expected to influence or be influenced by you in their dealings with council

### **Fact Sheet – Related Party Disclosures for Key management Personnel**

From 1 July 2016 local governments (councils) must disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements.

Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. Any transactions with these parties, whether monetary or not, will need to be identified and may need to be disclosed. Disclosure will only be made if a transaction has occurred and the disclosure may be in aggregate.

In order to meet this requirement council has adopted a policy that requires all KMP to provide a six monthly declaration identifying:-

- their close family members;
- entities that they control or are associated with; and
- entities that their close family members control or jointly control.

This information will be audited as part of the annual external audit by Queensland Audit Office.

#### **Who are KMP?**

KMP are **persons having authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.**

#### **Who are close family members of KMP?**

These are **family members who may be expected to influence, or be influenced by, that person in their dealings with council and include:**

- (a) that person's children and spouse or domestic partner;**
- (b) children of that person's spouse or domestic partner; and**
- (c) dependants of that person or that person's spouse or domestic partner.**

The following table may assist you in identifying your close family members:

## What is an entity that I, or my close family member, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

You control an entity if you have

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

### Example of control

Fred is the Mayor of Sunny Shire Council and owns 100% of the ordinary shares in Sunny Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party declaration.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

### Example of joint control

Fred is the Mayor of Sunny Shire Council and owns 50% of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party declaration.

In some cases, it will be obvious that you or a family member control or have joint control over an entity. In other cases, it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact (insert name and phone number of contact) for a confidential discussion.



**Item 2.8 OSHC Enrolment Priority Policy**

**EXECUTIVE SUMMARY**

The Richmond Shire Council Outside of School Hours Care (OSHC) service demand has significantly increased, and the program has at times been booked to its highest capacity. As a result, OSHC has implemented the Federal Governments Priority of Access Guidelines and a waiting list process.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the OSHC Enrolment Priority Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

This Policy is due for renewal and has had minor changes made to it.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment I – Policy

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Report prepared by **Peter Bennett (Chief Executive Officer)**



## RICHMOND SHIRE COUNCIL OSHC ENROLMENT PRIORITY POLICY

**POLICY NUMBER:** 079  
**INFOXPRT REF:** 106323  
**TIME PERIOD OF REVIEW:** 1 Year  
**DATE OF NEXT REVIEW:** September 2025

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### 1. OBJECTIVE

The Richmond Shire Council Outside of School Hours Care (OSHC) service demand has significantly increased, and the program has at times been booked to its highest capacity. As a result, OSHC has implemented the Federal Governments Priority of Access Guidelines and a waiting list process.

### 2. SCOPE

All persons who use or access Council's website or social media sites by any means, or who post comments on other websites or social media sites where the user identifies themselves, or could be expected to be identified, as being associated with Council (defined as "users").

### 3. PROCEDURE

Applications for Enrolment at the Richmond Shire Outside of School Hours Care Centre will be available from the Centre in September each year.

Completed enrolments (originals) are to be returned as soon as possible. Incomplete enrolments will not be accepted. Each child's Immunisation History must be provided.

#### Priority of Access

First Priority	<ul style="list-style-type: none"><li>• Children at risk of serious abuse or neglect, or anyone approved for Additional Child Care Subsidy</li><li>• Children of Richmond Shire Council Employees</li></ul>
Second Priority	<ul style="list-style-type: none"><li>• Priority given to Permanent Bookings for currently attending working families</li></ul>
Third Priority	<ul style="list-style-type: none"><li>• Priority given to Permanent Bookings for new to the Service working families</li></ul>
Fourth Priority	<ul style="list-style-type: none"><li>• Priority given to working Families registered on the waitlist</li></ul>
Fifth Priority	<ul style="list-style-type: none"><li>• Priority given to casual bookings</li></ul>
Sixth Priority	<ul style="list-style-type: none"><li>• All remaining vacancies to any other family requiring care</li></ul>

#### **PROOF OF WORK OR STUDY REQUIRED.**

**ALL ACCOUNTS MUST BE PAID IN FULL BY ANNUAL CLOSE DOWN OR FOLLOWING YEAR BOOKINGS MAY BE VOID. COUNCILS DEBTORS POLICY MUST ALSO BE REFERRED TO.**

#### **Priority Access Guidelines**

Enrolments will be accepted according to this Policy. According to legislation, services are to follow the guidelines when they are filling vacancies and, when there are no vacancies, they may require a child who is Fifth Priority or lower to leave the service or alter their days in order to provide a place for a higher priority child.

The waitlist will dissolve annually when the enrolments for the forthcoming year open. Applications for enrolment or waitlist will not be accepted for any further ahead than the following school year. Families will not be able to book full time positions knowing they will have regular absences. Three absences on the same day (for example three Tuesdays in a row) will require a medical certificate to explain the absence or that place will become available.

Families with outstanding fees will not be eligible to enrol until fees are up to date. Families that appear on the Suspended Debtors List three consecutive months will forfeit their place.

#### **4. LEGISLATION**

- Education and Care Services National Law Act 2010 and Regulations 2011
- Family and Child Commission Act 2014
- Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011
- National Quality Standard, Quality Area 7 – Governance and Leadership; Quality Area 6 – Collaborative partnerships with families and communities
- Federal Governments Priority of Access Guidelines

#### **5. IMPLEMENTATION**

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

#### **6. APPROVAL**

Date of Adoption: 17 November 2020  
Policy Reviewed: General Council Meeting 15 October 2024  
Resolution Number:

Policy Authorised: Peter Bennett  
Chief Executive Officer

### Item 3 Reports for Consideration – Corporate Services

#### Item 3.1 Monthly Financial Statements

##### **EXECUTIVE SUMMARY**

Council's monthly financial report in relation to the 2024/2025 adopted budgeted is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 30 September 2024.

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

**That Council:** *Receive the monthly financial report presenting the progress made as at 30 September 2024 in relation to the 2024/2025 budget and including the:*

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

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##### **Budget & Resource Implications**

N/A

##### **Background**

The purpose of this report is to provide a monthly update on Council's overall financial position.

##### **Consultation (Internal/External)**

Nil

##### **Attachments**

Attachment J –

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

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

**Richmond Shire Council**  
**Statement of Comprehensive Income**  
**as at 30 September 2024**

	<b>2025</b>	<b>2025</b>	<b>2024</b>	<b>Budget</b>
	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>	<b>Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Income</b>				
<b>Revenue</b>				
<b>Recurrent revenue</b>				
Rates, levies and charges	631,789	2,342,000	606,524	26.98%
Fees and charges	497,823	1,738,550	343,937	28.63%
Sales revenue	1,430,742	10,669,532	2,790,331	13.41%
Grants, subsidies, contributions and donations	7,388,426	8,778,584	340,567	84.16%
	<u>9,948,780</u>	<u>23,528,666</u>	<u>4,081,359</u>	<u>42.28%</u>
<b>Capital revenue</b>				
Grants, subsidies, contributions and donations	1,456,643	34,904,655	2,635,589	4.17%
<b>Total capital revenue</b>	<u>1,456,643</u>	<u>34,904,655</u>	<u>2,635,589</u>	<u>4.17%</u>
Rental income	45,993	154,500	43,620	29.77%
Interest received	146,692	425,000	67,714	34.52%
Other income	61,952	826,500	49,124	7.50%
	<u>254,637</u>	<u>1,406,000</u>	<u>160,457</u>	<u>18.11%</u>
<b>Total income</b>	<u>11,660,061</u>	<u>59,839,321</u>	<u>6,877,406</u>	<u>19.49%</u>
<b>Expenses</b>				
<b>Recurrent expenses</b>				
Employee benefits	(1,355,541)	(7,825,135)	(1,337,313)	17.32%
Materials and services	(3,688,676)	(11,628,177)	(3,564,819)	31.72%
Finance costs	(17,217)	(78,000)	(19,912)	22.07%
Depreciation and amortisation				
Property, Plant and Equipment	(1,707,681)	(6,775,000)	(1,601,231)	25.21%
	<u>(6,769,114)</u>	<u>(26,306,312)</u>	<u>(6,523,274)</u>	<u>25.73%</u>
<b>Capital expenses</b>				
Loss on disposal of non-current assets	636	100,000	619,001	
	<u>636</u>	<u>100,000</u>	<u>619,001</u>	<u>0.64%</u>
<b>Total expenses</b>	<u>(6,768,478)</u>	<u>(26,206,312)</u>	<u>(5,904,273)</u>	<u>25.83%</u>
<b>Net result</b>	<u>4,891,583</u>	<u>33,633,009</u>	<u>973,132</u>	<u>14.54%</u>
<b>Other comprehensive income</b>				
<b>Items that will not be reclassified to net result</b>				
Increase in asset revaluation surplus			-	0.00%
<b>Total other comprehensive income for the year</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<b>Total comprehensive income for the year</b>	<u>4,891,583</u>	<u>33,633,009</u>	<u>973,132</u>	<u>14.54%</u>

**Richmond Shire Council**  
**Statement of Financial Position**  
**as at 30 September 2024**

	<b>2025 Actuals</b>	<b>2025 Budget</b>	<b>2024 Actuals</b>	<b>Budget Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Current assets</b>				
Cash and cash equivalents	12,045,366	5,496,354	9,033,428	219.15%
Trade and other receivables	1,504,765	900,000	1,814,355	167.20%
Inventories	418,127	400,000	403,441	104.53%
Land for Resale		-	126,000	0.00%
Contract assets	840,962	500,000	2,972,885	168.19%
Other assets	172,937	175,000	166,765	98.82%
<b>Total current assets</b>	<b>14,982,157</b>	<b>7,471,354</b>	<b>14,516,872</b>	<b>200.53%</b>
<b>Non-current assets</b>				
Property, plant and equipment	249,574,717	296,152,094	239,454,650	84.27%
Intangible assets	-	-	-	0.00%
Capital Work in Progress	4,923,713		8,742,702	0.00%
<b>Total non-current assets</b>	<b>254,498,431</b>	<b>296,152,094</b>	<b>248,197,352</b>	<b>85.94%</b>
<b>Total assets</b>	<b>269,480,587</b>	<b>303,623,448</b>	<b>262,714,224</b>	<b>88.75%</b>
<b>Current liabilities</b>				
Trade and other payables	945,436	1,161,000	488,548	81.43%
Contract liabilities	359,304	400,000	894,869	89.83%
Borrowings	449,224	636,964	436,985	70.53%
Provisions	1,505,612	1,413,230	1,377,668	106.54%
<b>Total current liabilities</b>	<b>3,259,575</b>	<b>3,611,194</b>	<b>3,198,069</b>	<b>90.26%</b>
<b>Non-current liabilities</b>				
Provisions	237,476	255,000	243,270	93.13%
Borrowings	1,082,572	445,609	1,676,680	242.94%
<b>Total non-current liabilities</b>	<b>1,320,049</b>	<b>700,609</b>	<b>1,919,950</b>	<b>188.41%</b>
<b>Total liabilities</b>	<b>4,579,624</b>	<b>4,311,803</b>	<b>5,118,019</b>	<b>106.21%</b>
<b>Net community assets</b>	<b>264,900,964</b>	<b>299,311,645</b>	<b>257,596,205</b>	<b>88.50%</b>
<b>Community equity</b>				
Asset revaluation surplus	138,326,087	138,609,160	133,921,894	99.80%
Operating surplus	4,891,583	33,369,692	973,132	14.66%
Retained surplus	121,683,293	127,332,793	122,701,179	95.56%
<b>Total community equity</b>	<b>264,900,964</b>	<b>299,311,645</b>	<b>257,596,205</b>	<b>88.50%</b>

**Richmond Shire Council  
Statement of Cash Flows  
as at 30 September 2024**

	<b>2025 Actuals</b>	<b>2025 Budget</b>	<b>2024 Actuals</b>	<b>Budget Variance</b>
	\$	\$	\$	%
<b>Cash flows from operating activities</b>				
Receipts from customers	2,724,648	15,569,582	5,246,032	17.50%
Payments to suppliers and employees	(5,462,371)	(22,197,814)	(6,246,899)	24.61%
	(2,737,724)	(6,628,232)	(1,000,867)	41.30%
Interest received	146,692	425,000	67,714	34.52%
Rental income	45,993	154,500	43,620	29.77%
Grants, subsidies, contributions and donations - non-capital	7,388,426	8,778,584	340,567	84.16%
Finance/Borrowing costs	(17,217)	(78,000)	(19,912)	22.07%
<b>Net cash inflow (outflow) from operating activities</b>	<b>4,826,171</b>	<b>2,651,852</b>	<b>(568,878)</b>	<b>181.99%</b>
<b>Cash flows from investing activities</b>				
Payments for property, plant and equipment	(1,012,476)	(38,700,793)	(3,193,432)	2.62%
Proceeds from sale of property plant and equipment	636	100,000	619,001	0.64%
Grants, subsidies, contributions and donations - capital	1,456,643	34,904,655	2,635,589	4.17%
<b>Net cash inflow (outflow) from investing activities</b>	<b>444,804</b>	<b>(3,696,138)</b>	<b>61,158</b>	<b>-12.03%</b>
<b>Cash flows from financing activities</b>				
Proceeds from borrowings	-	-	-	0.00%
Repayment of borrowings	(146,897)	(636,965)	(142,649)	23.06%
<b>Net cash (outflow) from financing activities</b>	<b>(146,897)</b>	<b>(636,965)</b>	<b>(142,649)</b>	<b>23.06%</b>
<b>Net increase in cash and cash equivalent held</b>	<b>5,124,079</b>	<b>(1,681,251)</b>	<b>(650,369)</b>	<b>-304.78%</b>
<b>Cash and cash equivalents at the beginning of the financial year</b>	<b>6,921,288</b>	<b>6,921,288</b>	<b>9,683,797</b>	<b>100.00%</b>
<b>Cash and cash equivalents at end of the financial year</b>	<b>12,045,366</b>	<b>5,240,037</b>	<b>9,033,428</b>	<b>229.87%</b>



RICHMOND SHIRE COUNCIL OPERATIONAL BUDGET	Actual 2024/2025			Original Budget 2024/2025			Variance Surplus
	Revenue	Expenses	Surplus	Revenue	Expenses	Surplus	%
Flood Damage - Capital Income	1,456,643	0	1,456,643	11,545,944	0	11,545,944	12.62%
Depot Depreciation	0	-19,124	-19,124	0	-77,000	-77,000	24.84%
Road Depreciation	0	-1,008,260	-1,008,260	0	-4,024,000	-4,024,000	25.06%
<b>Total Local Roads</b>	<b>1,490,911</b>	<b>-1,432,895</b>	<b>58,017</b>	<b>13,487,705</b>	<b>-6,461,071</b>	<b>7,026,634</b>	<b>0.83%</b>
<b>14 Other Transport Services</b>							
Airport	12,613	-32,592	-19,979	138,414	-161,000	-22,586	88.46%
Airport - Depreciation	0	-16,623	-16,623	0	-62,000	-62,000	26.81%
Airport Capital Income	0	0	0	15,600,000	0	15,600,000	0.00%
Fleet Management	21,791	-351,909	-330,118	90,000	-1,435,000	-1,345,000	24.54%
Fleet Management Recoveries	693,061	0	693,061	1,750,000		1,750,000	39.60%
Fleet Management - Depreciation	0	-161,610	-161,610	0	-665,000	-665,000	24.30%
RMPC	135,245	-108,742	26,503	807,272	-565,000	242,272	10.94%
Main Roads - Winton Rd CN-20644	1,295,497	-1,577,100	-281,603	6,054,864	-3,279,922	2,774,942	-10.15%
Main Roads - Flinders Highway C7013.IC	0	-3,795	-3,795	667,396	-500,547	166,849	-2.27%
Department of Transport - Maxi Saleyards	0	-919,205	-919,205	1,140,000	-1,140,000	0	0.00%
<b>Total Other Transport Services</b>	<b>2,158,207</b>	<b>-3,171,576</b>	<b>-1,013,369</b>	<b>26,247,946</b>	<b>-7,808,469</b>	<b>18,439,477</b>	<b>-5.50%</b>
<b>15 Community Affairs</b>							
Early Education	0	-8,443	-8,443	0	-15,000	-15,000	56.29%
CDC Program	85,998	-46,208	39,790	450,000	-360,000	90,000	44.21%
CHSP Program	50,477	-43,566	6,911	200,000	-195,000	5,000	138.22%
Outside School Hours Care	36,929	-65,747	-28,818	115,000	-221,150	-106,150	27.15%
Community Sponsorshp and Donations	0	-2,989	-2,989	0	-20,000	-20,000	14.94%
Community Events and Celebrations	0	0	0	0	-43,000	-43,000	0.00%
RADF Expense	22,500	0	22,500	22,500	-45,637	-23,137	-97.25%
Community Services	0	-22,016	-22,016	0	-90,000	-90,000	24.46%
Library & Centrelink	2,310	-10,043	-7,734	35,166	-47,000	-11,834	65.35%
Community Centres and Halls	10,510	-65,506	-54,996	34,000	-70,000	-36,000	152.77%
TV And Radio Facilities	0	-372	-372	0	-16,000	-16,000	2.32%
Tourism	0	-140,000	-140,000	0	-370,000	-370,000	37.84%
Tourism - Capital Income	0	0	0	4,200,000	0	4,200,000	0.00%
Community Centres & Halls - Depreciation	0	-16,630	-16,630	0	-67,000	-67,000	24.82%
Community Care Buildings - Depreciation	0	-17,156	-17,156	0	-45,000	-45,000	38.12%
Library & Centrelink - Depreciation	0	-7,125	-7,125	0	-29,000	-29,000	24.57%



RICHMOND SHIRE COUNCIL OPERATIONAL BUDGET	Actual 2024/2025			Original Budget 2024/2025			Variance Surplus
	Revenue	Expenses	Surplus	Revenue	Expenses	Surplus	%
<b>18 Environmental Protection</b>							
Animal Control	6,905	-11,907	-5,002	14,600	-53,500	-38,900	12.86%
Land Management	59,715	-28,727	30,989	60,000	-125,500	-65,500	-47.31%
<b>Total Environmental Protection</b>	<b>66,620</b>	<b>-40,633</b>	<b>25,987</b>	<b>74,600</b>	<b>-179,000</b>	<b>-104,400</b>	<b>-24.89%</b>
<b>19 Housing</b>							
Council Housing	22,487	-57,827	-35,340	100,000	-136,000	-36,000	98.17%
Community Housing	10,894	-5,435	5,459	37,000	-33,000	4,000	136.48%
Aged Care Housing	4,230	-12,754	-8,524	17,500	-34,500	-17,000	50.14%
Vacant Land Expenses	0	-6,520	-6,520	0	-25,000	-25,000	26.08%
Depreciation Housing	0	-42,117	-42,117	0	-145,000	-145,000	29.05%
<b>Total Housing</b>	<b>37,611</b>	<b>-124,652</b>	<b>-87,041</b>	<b>154,500</b>	<b>-373,500</b>	<b>-219,000</b>	<b>39.74%</b>
<b>20 Recreation, Parks and Gardens</b>							
Racecourse	1,718	-221	1,497	0	-133,500	-133,500	-1.12%
Tennis Courts	305	0	305	0	-10,000	-10,000	-3.05%
Lake Fred Tritton	0	-127	-127	0	-149,500	-149,500	0.09%
Charlie Wehlow Oval	609	-4,133	-3,524	0	-54,000	-54,000	6.53%
Charlie Wehlow Oval - Capital Income	0	0	0	198,021	0	198,021	0.00%
Gym	3,419	-2,496	923	17,500	-15,000	2,500	36.94%
Rodeo Grounds	323	0	323	0	-5,000	-5,000	-6.45%
Other Sport Income	0	0	0	5,000	0	5,000	0.00%
Parks and Gardens	0	-173,849	-173,849	0	-360,000	-360,000	48.29%
Parks and Gardens - Capital Income	0	0	0	40,000	0	40,000	0.00%
Public Convenience	0	-29,210	-29,210	0	-78,000	-78,000	37.45%
Swimming Pool	305	-44,595	-44,291	0	-340,000	-340,000	13.03%
Swimming Pool - Capital Income	0	0	0	200,000	0	200,000	0.00%
Cemeteries	104	-38,009	-37,905	20,000	-77,000	-57,000	66.50%
Sport & Recreation Facilities - Depreciation	0	-62,057	-62,057	0	-250,000	-250,000	24.82%
Parks and Gardens -Depreciation	0	-8,620	-8,620	0	-35,000	-35,000	24.63%
Swimming Pool Depreciation	0	-31,193	-31,193	0	-124,000	-124,000	25.16%
<b>Total Recreation, Parks and Gardens</b>	<b>6,782</b>	<b>-394,509</b>	<b>-387,727</b>	<b>480,521</b>	<b>-1,631,000</b>	<b>-1,150,479</b>	<b>33.70%</b>
<b>21 Private Works Total</b>	<b>13,635</b>	<b>-13,451</b>	<b>184</b>	<b>85,000</b>	<b>-75,000</b>	<b>10,000</b>	<b>1.84%</b>

RICHMOND SHIRE COUNCIL OPERATIONAL BUDGET	Actual 2024/2025			Original Budget 2024/2025			Variance Surplus
	Revenue	Expenses	Surplus	Revenue	Expenses	Surplus	%
<b>Total Operating Revenues &amp; Expenses</b>	<b>12,357,283</b>	<b>-7,465,701</b>	<b>4,891,583</b>	<b>61,649,321</b>	<b>-28,016,312</b>	<b>33,633,009</b>	<b>14.54%</b>

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

**Item 4.1 Preliminary Evaluation Assessment – Youth Camp**

**EXECUTIVE SUMMARY**

Richmond Shire Council (Council) is seeking assistance with a preliminary evaluation of the feasibility to build and run a School Camp Complex located near the Richmond Lake frontage. The School Camp Complex is proposed to be developed on land located in the town of Richmond and owned by the Mount Isa Catholic Church. This proposed partnership between Council and Catholic Schools will support local businesses and provide an outdoor school campground for students from the Townsville to Mount Isa regions.

Moreover, the Project Preliminary Evaluation Assessment will:

- Provide Council an understanding of the overall practicality of the project and will offer insights as to the demands for this facility.
- Highlight potential economical, technical and operational challenges, allowing key stakeholders assess the likelihood of success before significant resources are invested.
- Enable Council to better understand accessible grant funding programs to support this project.
- Provide recommendations for advancing the project.

The Project Preliminary Evaluation Assessment (PPEA) will be undertaken generally in accordance with the Queensland Government Project Assessment Framework.

The PPEA will provide details regarding the range of issues to consider at preliminary evaluation stage of the project and to provide sufficient information to support future decisions as to whether to proceed further with the project by investing in developing a business case. It is understood Council is satisfied that the project aligns with Council's strategic and corporate planning requirements.

**OFFICER'S RECOMMENDATION**

***That Council: accept the proposal and budget impact of \$19,120 (ex GST) Council to also nominate a working group to assist Peak Services in conjunction with Fr Mick Lowcock.***

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**Budget & Resource Implications**

\$19,120.00 (ex GST)

**Background**

The Mayor, together with the Fr Mick Lowcock, wish to investigate the feasibility of a Youth Camp situated on the grounds of the Catholic Church.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment K – Proposal

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Report prepared by Angela Henry (**Director of Community Services and Development**)



# Richmond Shire Council

School Camp Complex Preliminary Evaluation Assessment

13 September 2024  
Our ref: PS10875

Helping Local Government Achieve More

Angela Henry  
Director of Community Services & Development  
Richmond Shire Council  
65 Goldring Street  
RICHMOND QLD 4822

13 September 2024

Dear Angela

### School Camp Complex Preliminary Evaluation Assessment

We are pleased to offer a proposal to prepare a preliminary feasibility assessment for Richmond Shire Council (Council) in relation to the opportunity to develop a School Camp Complex in the town of Richmond (the Project). The Project preliminary evaluation assessment will analyse the viability of the school campground complex and the possible impact on the community informed by information provided by Council and consultation with key stakeholders.



In connection with the LGAQ, we have been providing critical services and support to councils for nearly 30 years across a gamut of niche, on-demand commercial disciplines. These include a breadth of technical consulting advisory and procurement services specifically required by councils. We are uniquely placed as a commercial enterprise to focus on the needs of Queensland councils.



As the LGAQ's commercial subsidiary, dedicated to local government project services, Peak is excellently placed to assist you with holistic project advisory and assurance support. Council will benefit from our assembled team of local government project assurance specialists, who will collectively deliver the services on behalf of Council. Peak's combined approach ensures resources are allocated flexibly and tactically, with skills best matched to the specific project tasks.

Peak is a Pre-Qualified Local Buy Supplier for Business Management and Consulting Services. Our prequalification status and formal quality assurance certification provide assurance in your procurement with us and offer you confidence in the quality of service we deliver to you. Using Peak enables you to reduce risk, improve compliance, streamline purchasing and deliver significant savings.

If you would like to procure our services through this Local Buy panel, please tick the box on the Form of Agreement. We appreciate this opportunity to submit this proposal and we look forward to working with you to deliver positive outcomes for your community.

Yours sincerely

A handwritten signature in black ink, appearing to read 'B. Jackson', written over a white background.



**Brian Jackson**  
Director Consulting Services  
Peak Services  
m 0467 767 825  
e [bjackson@wearepeak.com.au](mailto:bjackson@wearepeak.com.au)

# Proposal

## OUR UNDERSTANDING OF YOUR NEEDS

We understand that Richmond Shire Council (Council) is seeking assistance with a preliminary evaluation of the feasibility to build and run a School Camp Complex located near the Richmond Lake frontage. The School Camp Complex is proposed to be developed on land located in the town of Richmond and owned by the Mount Isa Catholic Church. This proposed partnership between Council and Catholic Schools will support local businesses and provide an outdoor school campground for students from the Townsville to Mount Isa regions.

Moreover, the Project Preliminary Evaluation Assessment will:

- Provide Council an understanding of the overall practicality of the project and will offer insights as to the demands for this facility.
- Highlight potential economical, technical and operational challenges, allowing key stakeholders assess the likelihood of success before significant resources are invested.
- Enable Council to better understand accessible grant funding programs to support this project.
- Provide recommendations for advancing the project.

The Project Preliminary Evaluation Assessment (PPEA) will be undertaken generally in accordance with the Queensland Government Project Assessment Framework.

The PPEA will provide details regarding the range of issues to consider at preliminary evaluation stage of the project and to provide sufficient information to support future decisions as to whether to proceed further with the project by investing in developing a business case. It is understood Council is satisfied that the project aligns with Council's strategic and corporate planning requirements.

## OUR ABILITY TO SUPPORT YOU

We have been providing critical services and support to councils for nearly 30 years, focusing on specific Queensland needs. Our professional services consultants are well-versed in navigating local government projects, allowing us to quickly mobilize and integrate into your business to strengthen capability.

For this engagement, we will provide Council with priority access to principal and senior level resources. As we better understand the nuance around your preliminary project feasibility evaluation, we will tactically draw upon the skills of our broader team, which includes subject matter experts and economic specialists.

This access to our wider team allows us to appoint skilled resources appropriately, in a way that keeps costs down, ensures the most suited consultant is responsible for services and provides access to recognised industry leaders where you need this level of expertise.

## APPROACH AND METHODOLOGY

Our Approach and Methodology (Scope of Works) provides for a 2-phase approach to delivery of the Project Preliminary Evaluation Assessment. We note the importance of engaging separate Architectural and Quantity Surveyor services to complete the Phase 2 scope of works, subject to Phase 1 works being approved by Council to progress to Phase 2. These service providers will be engaged direct by Council with Peak support. We have provided advice on the estimated fee to deliver the following works based on the Project Brief and Plan developed in Phase 1:

- Conceptual Layout Plan, and
- Order of Cost Estimate

Peak propose the scope of work to be conducted via the following Methodology.

PHASE 1: Project Preliminary Evaluation Assessment (Non-Financial)		
Step	Description	Effort Estimate
1	<b>Project Establishment, Planning and Preparatory Services</b> <ul style="list-style-type: none"> <li>• Mobilise and establish the scope of works, including attendance at a pre-start meeting either in person or via teams.</li> <li>• Discover and reconfirm the scope and outcomes sought from the Project.</li> <li>• Define the visions, aims, objectives and key outcomes for this Project</li> </ul>	8
2	<b>Project Brief and Plan Development</b> <ul style="list-style-type: none"> <li>• Prepare a detailed Project Brief and Plan describing the project</li> </ul>	16
3	<b>Preliminary Evaluation of Non-Financial Attributes</b> <ul style="list-style-type: none"> <li>• Identify and analyse preliminary planning, market and approvals</li> <li>• Perform a literature review of planning documents relating to similar projects to assess and gain an understanding of current issues and background.</li> <li>• Examine relevant approvals and other requirements of the project</li> <li>• Establish benefits and potential benefits</li> <li>• Conduct a preliminary evaluation of the risks and benefits associated with the project                             <ul style="list-style-type: none"> <li>○ Preliminary risk analysis</li> <li>○ Preliminary market sounding</li> <li>○ Preliminary consideration of legislative and regulatory matters</li> <li>○ Preliminary public interest assessment</li> </ul>                             (Note: Financial and economic analyses forms part of Phase 2)                         </li> <li>• Consider procurement strategies</li> <li>• Consider project organisation and governance arrangements for leading and managing the project</li> </ul>	18
4	<b>Interim Preliminary Evaluation Report (Non-financial attributes)</b> <ul style="list-style-type: none"> <li>• Prepare an interim Preliminary Evaluation Report (Non-financial attributes)</li> </ul>	12
<b>PHASE 1 - Effort Sub-Total</b>		<b>54 Hours</b>
<b>HOLD POINT - Seek approval to progress to Phase 2</b>		

## PHASE 2: Project Preliminary Evaluation Assessment (Financial)

Step	Description	Effort Estimate
5	<p><b>Manage Conceptual Layout Plan and Order of Cost Estimate works (by others)</b></p> <ul style="list-style-type: none"> <li>Issue the Project Brief and Plan for preparation of a Conceptual Layout Plan (Vabasis – Subconsultant) and manage layout plan development.</li> <li>Issue the Conceptual Layout Plan for preparation of an Order of Cost Estimate (Rider Levett Bucknall – Subconsultant) and liaise as required.</li> </ul> <p>[Note: Separate engagements of Architect and Quantity Surveyor subconsultants by Council if required. A fee estimate is provided as a guide]</p>	8
6	<p><b>Financial and Cost Benefit Analysis Attributes</b></p> <ul style="list-style-type: none"> <li>Prepare a Cost Benefit Analysis (CBA) for the Project</li> <li>Develop project financial attributes</li> </ul>	18
7	<p><b>Draft and Final Project Preliminary Evaluation Report</b></p> <ul style="list-style-type: none"> <li>Project Preliminary Evaluation Report drafting</li> <li>Develop a report of observations, findings and recommendations</li> <li>Issue the Draft Report to Council for review</li> <li>Prepare and issue the Final Report</li> </ul>	14
<b>PHASE 2 - Effort Sub-Total</b>		<b>40 Hours</b>
<b>TOTAL EFFORT</b>		<b>94 Hours</b>

### DELIVERABLES

- Draft Project Preliminary Evaluation Report
- Final Project Preliminary Evaluation Report

## SCOPE CLARIFICATIONS

Our service offering is based on the following specific clarifications:

- We have allowed for all our services to be completed in Brisbane.
- We anticipate no travel time will be required in the delivery of services and that all meetings may be conducted via MS teams or similar technical communication platforms.
- Expenses incurred for sub-consultant(s) and travel (if required) will be charged at cost plus 10% service administration fee.
- Any travel time will be charged at the applicable consultant hourly rate.
- Council will provide the information requested by Peak in relation to its delivery of the scope of works in a timely manner.

## SCOPE EXCLUSIONS

Our services do not include:

- Engagement of Architectural and Quantity Surveying services. The engagement of these service providers in Phase 2 will be direct by Council.
- Peak will provide advice and assistance to Council to reach decisions and manage risks associated with this scope of works to the best of its ability. However, Peak is not liable for any damages arising from any commercial decisions or actions taken by Council as a result.
- Review, consideration, assessment of the Project or assisting Council to allocate or administer any funding for the Project.
- Advice in respect of taxation, audit, legal, accounting or engineering design matters.
- Responsibility for decisions or works performed by others outside of Peak's control.
- Legal review of any work performed.
- Independent verification of the completeness, reasonableness or accuracy of any information or assumptions provided by Council for any project, whether provided orally or in writing.
- Quality assurance of any material provided by any consultant, appointed in respect of the Project.

## PROGRAM

Peak will deliver the project based on the following Program.

Project Item	Estimated Start Date	Estimated Completion Date
School Camp Complex Preliminary Evaluation Assessment	30 September 2024	16 December 2024

## FEES AND EXPENSES

Step	Activity	Estimated Hours	Estimated Fee (Ex GST)
1	Project Establishment, Planning and Preparatory Service	8	\$1,755
2	Project Brief and Plan Development	16	\$3,210
3	Preliminary Evaluation of Non-Financial Attributes	18	\$3,690
4	Interim Preliminary Evaluation Report (Non-financial attributes)	12	\$2,470
<b>PHASE 1: Sub-Total Fee Amount</b>			<b>\$11,125</b>
5	Manage Conceptual Layout Plan and Order of Cost Estimate works	8	\$1,560
6	Financial and Cost Benefit Analysis Attributes	18	\$3,640
7	Draft and Final Project Preliminary Evaluation Report	14	\$2,795
<b>PHASE 2: Sub-Total Fee Amount</b>			<b>\$7,995</b>
<b>TOTAL FEE AMOUNT (Ex GST)</b>			<b>\$19,120</b>

Our fees are based on a reasonable estimate at this time, informed by our knowledge and expected volume of effort necessary to execute this Project. We have calculated our fees under this agreement based on discounted hourly rates, affording Council the full advantage of affordable, flexible and timely resource accessibility. Peak's rate card for Professional Advisory Office is outlined below. Additional services this will be charged on an hourly basis at Peak's discounted hourly rates.

Professional Advisory Office Rate Card		
Position	Standard Hourly Rate (ex. GST)	Discounted Hourly Rate (ex. GST)
Director	\$295	\$260
Principal / Specialist	\$255	\$235
Senior Advisor	\$240	\$220
Intermediate Advisor	\$195	\$185

We recommend the following allowances for engagement of Architectural and Quantity Surveying services.

Item	Sub-Consultant Contributions		Fee Amount (Ex GST)
A	Conceptual Layout Plan (Architect - Vabasis)	Budget Estimate	\$7,900
B	Order of Cost Estimate (Quantity Surveyor - RLB)	Budget Estimate	\$4,500
<b>TOTAL FEE AMOUNT (Ex GST)</b>			<b>\$12,400</b>

## Professional Advisory Services Delivery Team

Under this agreement, Council will have full, priority access to Peak's team of professional advisory specialists who will be allocated to support you depending on the nature of your unique service need and the skills required.

### SERVICES DIRECTOR

#### **Brian Jackson, Director Consulting Services**

Brian brings 20 years of experience working within the public and private sectors, in project management and advisory services. Brian's expertise encompasses all major asset classes including roads, water, waste, property and development, business operations and technology projects. Brian is recognised as an astute manager with a proven capacity to enhance project delivery and a focus on client requirements through all phases of the project life cycle. Brian has extensive knowledge of transaction and construction management.



Brian plays a strong leadership role within Peak's Consulting Services as a Director. He brings an aptitude for strategic commercial partnerships and strong stakeholder relations, together with a robust technical background. Brian's specialisation includes project management, operational reviews, procurement, project strategy and asset management. Brian is driven by his desire to enhance outcomes for our clients.

*Brian is the accountability and escalation contact for the delivery of services associated with the contract.*

### YOUR DELIVERY TEAM

#### **Lana Maki – Senior Advisor – Professional Advisory**

Lana is a former Councillor of Sarina in Queensland and has extensive experience in managing the delivery of a wide range of public facilities and building projects. Lana is a qualified building designer with over 25 years' experience in design management, property development, project management and facilities management, providing a strong understanding of both land use planning and building regulation. Lana's ability to research, analyse and interpret data is one of her key strengths throughout the project development and management stages. Working as part of a team, Lana was instrumental in delivering advisory projects including Sunshine Coast Regional Council's 50-year Regional Waste Disposal Strategy, and the Feasibility Study and Master Plan for the regional waste facility (Sustainability Park) in the same region. Lana offers expertise in strategic procurement, with the ability to blend both technical and contractual knowledge with a strategic approach to ensure each approach to market solicits the optimum bids from the market. Lana is a true generalist - able to apply herself to a wide variety of property and infrastructure challenges, and always brings professionalism, rigor and powerful insights.



*Lana has been nominated as Project Lead.*

#### **Zoe Dark – Principal Advisor and Manager, Grant Office**

Zoe brings over 15 years' experience providing tailored regional development services to government, community groups, peak bodies and the private sector, with a demonstrated capacity to deliver start-to-finish funding projects. She has demonstrated experience managing corporate sponsorship, community and government grant programs and a proven ability to engage and provide strategic advice to internal and external stakeholders, and senior management from government, industry and community. Zoe's background includes owning a small business, an Internet Café & Newsagent, General Manager of Mount Isa Chamber of Commerce, Small Business Field Officer/ Advisor for the North Queensland Area Consultative Committee, Community Relations Advisor (communications) for Xstrata Mount Isa Mines and Strategic Partnership Broker for Chamber Of Commerce Industry Queensland.



*Zoe has been nominated as Project Lead.*

### **Dr Char-lee McLennan - Principal Economic Specialist**

Dr Char-lee McLennan holds a PhD in Tourism Economics as well as a Bachelor of Hotel Management/Bachelor of Business (Hons I) majoring in Financial Economics and Event Management. Char-lee is a highly knowledgeable consultant who has considerable expertise in grant writing, tourism strategy and planning, economic impact analyses, econometric modelling, data mining, survey design, stakeholder consultation, project management and training. Char-lee provides support to Councils, including grant writing, tourism and economic development, innovation and entrepreneurship, emerging industries and cost benefit analysis.



*Char-lee will prepare Financial and Cost Benefit Analysis attributes associated for this project.*

### **John Lee – Principal Advisor, Probity and Assurance Office**

John (JJ) Lee is an accomplished corporate executive and passionate commercial, contracts and procurement professional, logistician and specialist probity advisor. John's industry experience extends across all levels of government and includes City and Regional Local Government, the Queensland Public Works and Health departments, Queensland GOCs, Defence and the Aviation, Petroleum, Electricity and Tolling industries. When with Queensland Health as Director of Procurement and Contracts (and later Senior Director of Health Services Purchasing and Logistics) he was responsible for arranging procurement contracts covering an annual spend of around \$1 Billion and directing logistics operations across the State.



John has held senior management and executive roles with Queensland Health, Brisbane City Council (BCC), Cloncurry Shire Council and Isaac Regional Council. At Queensland Health, he was responsible for the acquisition, development and delivery of health-related equipment, goods and services to 116 public medical facilities. While at BCC, he managed probity in contracting and tendering across Council through advice, review and probity audit. John's fundamental professional objective is to apply his expertise and knowledge in roles and to clients in a way that makes a real difference, with a strong emphasis on knowledge sharing to client procurement teams.

*John will review deliverables development and provide quality assurance in service delivery.*

## **YOUR SUPPORT / BACK UP TEAM**

### **Leanne Tuipulotu - Principal Advisor, Professional Advisory Services**

Leanne is a professional services manager with 30+ years' experience working in local government and not for profit sectors, leading and managing the implementation of projects to address the needs of communities. Leanne has considerable experience securing external funding and delivering a range of evidence-based service delivery programs and projects in response to identified needs, community engagement, community capacity building and business improvement strategies. Leanne has demonstrated experience in disaster planning, governance, response management and leading community recovery. Leanne's speciality areas are in community, corporate, tourism and events based initiatives.



*Leanne has been selected as a support consultant and will assist in service delivery.*

### **Penny Farnsworth – Senior Advisor, Professional Advisory Services**

Penny's 30+ year background extends across government and not for profit organisations, with extensive experience in all aspects of grant processes, from writing applications to assessment and management. Penny is a highly skilled leader and manager with a strong background, and sound knowledge of both the public and not-for-profit sectors. As a former media adviser and public relations practitioner, Penny has highly developed communications skills, experienced at crafting material for a diverse range of audiences. Over the course of her career, Penny has gained extensive and practical experience in policy development, implementation and review, in a range of fields including social welfare and health, taxation, aged care, environmental regulation, climate



change, urban planning, child protection and the arts. Penny also brings stakeholder engagement, consultation, program development and implementation experience.

*Penny has been selected as a support consultant and will assist in service delivery.*

### **Stephanie Little – Intermediate Advisor, Professional Advisory Services**

Stephanie has experience as a skilled and professional project officer, producing project documentation, proposals and procurement documents to support community and local government projects. Stephanie excels in the production of project plans, technical writing, budget management and prioritisation of large workloads with multiple deadlines. Stephanie has worked as project advisor for local governments, assisting them with procurement activities for projects run by Council, including involvement of the evaluation team panel, assessing submitted applications via a vigorous scoring mechanism against the evaluation plan criteria.



*Steph has been selected as a support consultant and will assist in service delivery.*

## **SUB-CONSULTANTS**

### **Vabasis – Architectural Services**

Founded in 1997, Vabasis has over 20 years' experience in providing a value-based architectural service. Vabasis collaborate to create architecture that welcomes all people and sets the scene for a sense of belonging. Their vision is a place where communities can grow their identity. Vabasis focus on procurement, lifecycle and environment through definition of delivery method, program, planning to minimise impact, analysing capital, operations and maintenance costs, and understating site conditions.



*Vabasis will act as a sub-contractor to Peak Services and provide architectural services for this scope of work. Vabasis will be engaged directly by Council.*

### **Rider Levett Bucknall – Quantity Surveying / Cost Planning Services**

Rider Levett Bucknall (RLB) is Oceania's largest and most experienced construction consultancy, specialising in management, cost consultancy and advisory services. RLB have the right people in the right places to deliver successful projects from all sectors of the construction industry. Their range of expertise and organisational



resources means they can bring together the best team of consultants for any project. Their services are based on our knowledge and understanding of cost management principles. They offer quality solutions to plan and manage projects through government processes and provide reliable specialist advice to public and private investors in major projects. RLB's services, in which they have substantial experience in within all sectors of the construction industry, include cost planning/quantity surveying, advisory services (including Net Personal and Operating Cost, Life Cycle Costing, Risk Management and Value Management, and Infrastructure Services).

*RLB will act as a sub-contractor to Peak Services and provide quantity surveying / cost planning services for this scope of work. RLB will be engaged directly by Council.*

# Form of Agreement

Project Name: School Camp Complex Preliminary Evaluation Assessment

Date of Proposal: 13 September 2024

Peak Project Reference: PS10875

Basis of Fee Agreement: Time and Materials

Fee Amount: \$19,120 (ex GST)

Payment Terms: Monthly invoicing with 30-day payment term.

Contract Terms: The Parties hereby agree to the contract defined in the following documents, in order of precedence:

- This proposal
- PEAK Terms and Conditions
- The correspondence between the parties

Acceptance: You may confirm your acceptance of this proposal in any of the following ways:

- Sign and return this document where indicated to myself or [tenders@wearepeak.com.au](mailto:tenders@wearepeak.com.au) or;
- provide us written instructions after receiving our offer; or
- by email acceptance of our offer.

## EXECUTED BY THE CLIENT

SIGNED for and on behalf of **Richmond Shire Council** by its authorised representative:

## EXECUTION BY THE CONSULTANT

SIGNED for and on behalf of **Peak Services** by its authorised representative:



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Signature of authorised representative

---

Signature of authorised representative

Natasha Wright – Executive Director,  
Corporate and Governance

---

Name of authorised representative

---

Name of authorised representative

Date: / /

Date: 13 / 09 / 2024

Please confirm if this service is being purchased under a **Local Buy Panel Arrangement**.

Yes

# Terms and Conditions

## Professional Services



### OFFER VALIDITY

The offer for provision of professional services encompassed in the proposal document remains valid for a period of **60** days, unless otherwise stated in the proposal document or agreed by Peak.

### THE PARTIES

The Client means the organisation identified as the addressee in the attached proposal document. The Client's representative, unless otherwise advised by the Client, is the addressee identified in the attached proposal document.

The Consultant means: Peak Services Pty Ltd (ACN 115 959 021) of 25 Evelyn St, Newstead, Qld 4006.

Peak Services is the business name of Peak Services Pty Ltd.

### GENERAL CONDITIONS OF CONTRACT

1. All work undertaken by Peak Services is subject to the terms and conditions here set out.
2. These Terms and Conditions cannot be varied or waived, unless in writing and signed by an authorised officer of Peak Services Pty Ltd.
3. The general conditions of contract shall be the Australian Standard General Conditions of Contract for Consultants (AS 4122 - 2010), or such other conditions of contract as agreed between the parties.
4. In the event of conflict or inconsistency between the provisions of the Australian Standard General Conditions of Contract for Consultants (AS 4122 - 2010) (or such other terms as agreed between the parties) and the Peak Services Terms and Conditions, the Peak Services Terms and Conditions shall take precedence.
5. If the services are being procured under a Local Buy LGA Arrangement, the relevant Local Buy Purchaser Conditions take precedence over all other Terms and Conditions.
6. Documents that comprise the contract, in order of precedence, are:
  - The Form of Agreement
  - Peak Terms and Conditions
  - AS4122-2010 General Conditions of Contract for Consultants
  - The correspondence between the parties

### PEAK SERVICES INSURANCES

7. Peak Services holds, and shall maintain for a period of at least 12 months following completion of the services, the following minimum insurance levels:
  - Public Liability: \$20 million
  - Products Liability: \$20 million in the aggregate
  - Professional Indemnity: \$20 million in the aggregate

### FEES

8. Peak Services fees are payable in accordance with the following provisions.
9. The fee for this assignment is outlined in the proposal above.
10. Unless otherwise stated as Fixed Price the fee for the assignment is based on the estimated time expected to be required for the project. Should the expected time change significantly, Client approval will be sought prior to incurring additional time or costs.
11. A Fixed Price client engagement refers to a fixed price based on a fixed scope as define in the Proposal.
12. For non-fixed fee client engagements the Hourly or Day Rates specified in the Agreement remain fixed for a period of 12 months from the date of the proposal. Peak Services may, at the

conclusion of the 12-month period, increase the Hourly or Day Rates by providing written notice to the Client

13. Work required to be conducted outside of normal office hours will be calculated at the "out of hours" rate and requires client approval. Out of Hours rate is calculated at 1.5 times the standard hours rate for the role.
14. Peak Services reserves the right to charge interest on overdue payments at the rate of 1% per month, calculated on a pro-rata daily basis.

### KEY PERSONNEL

15. The services will be completed by the key personnel identified in the consultancy Proposal – Key Staff.
16. Peak may, at its absolute discretion, substitute members of the key personnel with suitably qualified persons should the need arise.

### HOURLY RATES

17. In the event that Peak is requested by the Client to perform additional services then, in the absence of a specific fee agreement for that additional work, the Client agrees to pay Peak for those services on an hourly rate basis, with the fee being calculated using the hourly rates listed below:

Peak Position	Hourly Rate (excl. GST)
Director	\$295
Principal / Specialist	\$255
Senior Advisor	\$240
Intermediate Advisor	\$195
Advisor	\$175
Project Administrator	\$125

### FORCE MAJEURE AND DELAYS

18. A party shall not be liable for any failure or delay in the performance of this agreement where the failure or delay is caused by circumstances or events:
  - a) beyond the party's reasonable control,
  - b) which materially affect the performance of any of its obligations under this agreement
19. Peak Services shall be entitled to a reasonable extension of time where it is unable to perform or discharge its duties under the agreement due to circumstances set out in Clause 18.

### CANCELLATION

20. In the event that a Client cancels an assignment placed with Peak Services for any reason where Peak Services has undertaken work and incurred expenses in relation thereto then, even though project is not complete, the Client is liable for the fees and expenses of the percentage of the completed work to date.

### OUTLAYS AND OUT-OF-POCKET EXPENSES

21. Client may elect to make travel bookings directly itself.
22. Any travel arrangements booked by Peak Services (including airfares, taxis, accommodation, meals, etc.) will be billed to Client during the month they are incurred and will have a 10% service fee added.

### LIABILITY

23. To the extent permitted by law, Peak Services liability to the Client shall be limited to three (3) x the fees payable by the Client under the Agreement.

# Terms and Conditions

## Professional Services



24. Peak Services is not liable for any loss, damage, injury, costs (including legal), claims or expenses sustained by the Client or its employees, agents or customers, arising directly or indirectly from or connected with this assignment, except for where Peak Services has been deemed to be negligent in the services provided.
25. Peak Services shall not be liable for incidental loss including (but not limited to) loss of profits or revenue, loss of opportunity, loss of any contract value, or cost of finance.
26. The Client must take all reasonable steps to mitigate its loss. To the extent that the Client does not take all reasonable steps to mitigate its loss, Peak Services' liability shall be proportionately reduced.

### **COPYRIGHT AND OTHER INTELLECTUAL PROPERTY RIGHTS**

27. Peak Services owns and maintains all intellectual property rights in the deliverables produced and grants a limited license to the Client to use the deliverables for the purpose of the Client's business.
28. The Client grants Peak Services a license for the term of the Agreement to use any Client supplied information for the purposes of completing the services contemplated by this Agreement.

### **CONFIDENTIALITY**

29. Peak Services will keep client Confidential Information Confidential.
30. Confidential Information means information expressly marked as Confidential.
31. The Client must advise Peak Services in writing if any Client supplied documents or information are to be treated as Confidential.

### **ARTIFICIAL INTELLIGENCE**

32. By engaging Peak Services, you consent to the use of Artificial Intelligence technology to assist in the delivery of services.

### **ASSIGNMENT**

33. Peak Services may assign, novate, subcontract or otherwise transfer all or any part of its rights or liabilities under this arrangement without the consent of Client. The Client must execute any document reasonably required by the Peak Services to give effect to the assignment, novation or transfer.



**t** 07 3000 2148

**e** [hello@wearepeak.com.au](mailto:hello@wearepeak.com.au)

**a** Local Government House

25 Evelyn Street, NEWSTEAD QLD 4006

**post** PO Box 2230, FORTITUDE VALLEY QLD 4006

[wearePeak.com.au](http://wearePeak.com.au)

**Item 4.2 Christmas Light Competition**

**EXECUTIVE SUMMARY**

Each year Council provides the prizes for the Christmas Light Competition for Residential and Business and Decorate your Gate.

Prizes are:

- Weekend for family at Mariners North and \$500 cash for first prize in each category
- \$250 cash for second place in each category and \$100 for third place in each category.

Total amount allocated each year is approx. \$4,500.00

**OFFICER'S RECOMMENDATION**

***That Council: continues to support the Mayoral Christmas Light Competition and Decorate your Gate to the value of \$4,500.00***

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**Budget & Resource Implications**

\$4,500.00

**Background**

Each year Council provide the prizes for the Christmas Light Competition for Residential and Business and Decorate your gate.

**Consultation (Internal/External)**

Nil

**Attachments**

Nil

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Report prepared by Angela Henry (**Director of Community Services and Development**)

**Item 4.3 Community Gym**

**EXECUTIVE SUMMARY**

Multiple requests have been made by itinerate workers for a daily rate for the use of the Gym.

**OFFICER'S RECOMMENDATION**

*That Council: approve the request at \$10.00 per day, including a joining fee.*

---

**Budget & Resource Implications**

N/A

**Background**

Due to the increase of itinerate workers in Richmond, it seems viable for Council to add a daily rate of \$10.00, plus the initial joining fee.

**Consultation (Internal/External)**

Nil

**Attachments**

Nil

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Report prepared by Angela Henry (**Director of Community Services and Development**)

**Item 4.4 Community Gym**

**EXECUTIVE SUMMARY**

In addition to the daily rate request there has also been an increase in requests from workers for an increase in size of dumbbell sets.

**OFFICER'S RECOMMENDATION**

*That Council: consider a budget allocation of \$2,000.00 to facilitate the purchase of 3 sets of heavier dumbbells.*

---

**Budget & Resource Implications**

\$2,000.00

**Background**

Due to the increased requests to add heavier dumbbell sets to the Community Gym, it seems viable to provide this variety of equipment to our members.

**Consultation (Internal/External)**

Nil

**Attachments**

Nil

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Report prepared by Angela Henry (**Director of Community Services and Development**)

**Item 4.5 Photography Policy**

**EXECUTIVE SUMMARY**

Our Out of School Hours Care (OSHC) Service is committed to creating and maintaining a child safe environment where children are safe and feel safe and their voices are heard about decisions that affect their lives. Child safety is embedded in our organisational leadership, governance, policies and procedures and culture. Children have the right to be protected from the misuse of photographic and video images whilst at the Service. To ensure the privacy of children and families is respected, our OSHC Service will only use photographs of children to support their learning and to record individual developmental progress with written authorisation from parents/guardians.

**OFFICER'S RECOMMENDATION**

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

---

**Budget & Resource Implications**

N/A

**Background**

Updates have been made to this Policy to align with Legislation.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment L – Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Co-Ordinator)**

# PHOTOGRAPH POLICY

Our Out of School Hours Care (OSHC) Service is committed to creating and maintaining a child safe environment where children are safe and feel safe and their voices are heard about decisions that affect their lives. Child safety is embedded in our organisational leadership, governance, policies and procedures and culture. Children have the right to be protected from the misuse of photographic and video images whilst at the Service. To ensure the privacy of children and families is respected, our OSHC Service will only use photographs of children to support their learning and to record individual developmental progress with written authorisation from parents/guardians.

## 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		
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
QUALITY AREA 6: COLLABORATIVE PARTNERSHIP WITH FAMILIES AND COMMUNITIES		
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents
184	Storage of records after service approval transfer

## RELATED POLICIES

Child Safe Environment Policy Child Protection Policy Code of Conduct Policy Dealing with Complaints Policy Educational Program Policy	Enrolment Policy Social media Policy Technology Policy Privacy and Confidentiality Policy Respect for Children Policy
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## PURPOSE

We aim to ensure the collection and use of photographs or video of children complies with privacy laws and related legislation. We are committed to creating and maintaining a child safe environment by adhering to the [National Principles for Child Safe Organisations](#).

## SCOPE

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

## IMPLEMENTATION

The displaying of photos provides children and families with a sense of belonging. Photographs allow children to see themselves at play, are a topic of conversation for children and parents, allow families to see their child at play, and convey the message to children that what they are doing is important. However, it is fundamental to respect the rights of all children and families to privacy and ensure child safety is embedded in our policies and procedures. [Our OSHC Service follows the National Model Code and Guidelines for taking images or videos of children released by ACECQA July 2024.](#) [optional]

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

- that obligations under the Education and Care Services National Law and National Regulations are met
- educators, staff, students and volunteers have knowledge of and adhere to this policy
- the OSHC Service maintains children's safety and respecting their right to privacy
- the National Model Code guidelines are understood and adopted within the OSHC Service including:
  - only service-issued/approved devices are to be used when taking images or videos of children
  - personal electronic devices that can take images or videos (such as tablets, phones, digital cameras, smart watches) and personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) should not be in the possession of any person while providing education and care and working directly with children
  - providing authorisation for a staff member or educator to use a personal electronic device for essential purposes only (personal health requirement, disability, family necessity, local emergency event, technology failure)
  - implementing strict protocols for appropriate storage and retention of images and videos of children

- o ensuring families and visitors are clearly informed that they are not to take images or videos of children whilst visiting the Service
  - o ensuring students and other visitors do not have access to a personal electronic device whilst the Service is providing education and care
  - o embedding the National Principles for Child Safe Organisations and creating a child safe culture
  - o ensuring photos or videos of children are appropriate in nature
- families provide written permission/consent for photographing or recording video of their child by the OSHC Service (see: *Enrolment Form*)
  - processes are in place to ensure families who speak languages other than English understand the requirements within this policy and the enrolment form
  - every child in our care is protected from any exploitation of photographic and video images of themselves taken whilst they attend the OSHC Service
  - children participate in decisions affecting them including permission to have photographs taken of them
  - families are informed of the intended use for images and/or videos, including social media or other purposes
  - personal information about the child's surname, age or any other information that reveals their identity is not published
  - that photographs taken by educators support the children's learning and record children's individual progress
  - that the OSHC Service seeks written permission from families for their child to be photographed when an outside photographer/agency is contracted to take photographs for marketing purposes or to take individual and group photos once a year. Only children who have written permission from their parent/carer will be included in any photography. [See: *Media Authorisation Form*]
  - that the OSHC Service notifies parents of the purpose of taking photographs such as use on the Service's website, advertising flyers/brochure, parent handbook and *Social Media Policy*
  - a record of all children who are NOT to be photographed will be developed, maintained and shared with educators and staff
  - this record will remain private and confidential to staff only
  - that the children of parents/carers who do not wish their child to be photographed or videoed are provided with other activities when an outside photographer/agency is engaged
  - parents/carers have the choice to withdraw consent for their child to be photographed or filmed in certain circumstances

- photographs, video or other recordings of children are securely stored and disposed of when the child is no longer enrolled at the Service
- access to images and videos -both hard copy and digital files- is by authorised personnel only (See: *Privacy and Confidentiality Policy*)
- photos or videos of children must be appropriate in nature and must not show children in distress, in a position that may be perceived as sexualised or in a state of undress, including where genitalia may be exposed
- photographs/videos are taken to:
  - support the individual learning of each child for their formal record
  - record children's work and activities within the Service environment.

### FAMILIES (PARENTS/GUARDIANS)

- will comply with the OSHC Service's adoption of the National Model Code regarding taking images or recording videos of children whilst at the education and care service
- will complete the OSHC Service's enrolment form at time of enrolment and provide written notification to the nominated supervisor if they do NOT want their child to be photographed or their photo published in any form. The nominated supervisor will keep a record of children who are not to be photographed and notify relevant educators/staff.
- written notification is required if parents/families do NOT want their child included in photography opportunities which may include:
  - video of children taken for the children to be able to watch themselves at play. These videos may be made available to all families to view at various times
  - when children are invited to take photographs or video either with digital cameras or tablets with story-making apps to support language and literacy development. Hard copies of these may be printed and made into a book produced by children. These will remain within the Service but may be viewed by families and visitors
- will be invited to record their child's inclusion in group events and celebrations through the use of photographs or video on the understanding that they will not publish any material on the Internet, including on their personal social media, as the Service has no control over these images once they are in the public domain. (See *Social Media Policy*)
- are not to use images obtained via the OSHC Services app for learning and observation purposes or photos taken during special events by the Service or families for publishing on any social media or for sharing with others in any form

- will be requested to provide written permission/consent for staff/educators, students or volunteers to take photos of their child/ren for assignments as part of their children Services/university course
- will be requested to provide written permission/consent for individuals visiting the Service to take photographs of their child/ren (e.g., professional photography for marketing, school photos etc.)
- are aware they have the choice to withdraw consent for their child to be photographed or filmed in certain circumstances
- be provided with clear information about how to make a complaint and our complaints handling processes.

### BREACH OF POLICY

Staff members or educators who fail to adhere to this policy may be in breach of their terms of employment. Staff members who engage in unauthorised disclosure of confidential or sensitive personal information including sharing of photographs or videos may face disciplinary action. Visitors or volunteers who fail to comply to this policy may face termination of their engagement or asked to leave the premises.

### CONTINUOUS IMPROVEMENT

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

### CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Media Authorisation – Child	Media Authorisation – Staff
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### SOURCES

Australian Children’s Education & Care Quality Authority. (2024). [Guide to the National Quality Framework](#).  
 Australian Children’s Education & Care Quality Authority. (2024). [Taking Images or Videos of Children While Providing Early Childhood Education and Care. Guidelines for the National Model Code](#).

Byrnes, J., & Wasik, B. (2009). Picture this: Using photography as a learning tool in early childhood classrooms. *Childhood Education*, 85.

*Child Protection Act, 1998*.

Education and Care Services National Regulations. (Amended 2023).

NSW [Office of the Children’s Guardian](#)

*Privacy Act 1988*

Victoria State Government. (2023). [About Child Safe Standards](#).

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

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	Sept 24
POLICY REVIEWED	SEPTEMBER 2024	NEXT REVIEW DATE	SEPTEMBER 2025
VERSION NUMBER	V7.09.24		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• policy maintenance</li> <li>• addition of National Model Code and Guidelines</li> <li>• hyperlinks checked and repaired as required</li> <li>• minor formatting edits within text</li> <li>• Childcare Centre Desktop related resources added</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
SEPTEMBER 2023	<ul style="list-style-type: none"> <li>• regular policy maintenance</li> <li>• no major edits/changes to policy</li> <li>• continuous improvement/reflection section added</li> <li>• sources updated</li> </ul>	SEPTEMBER 2024	

**Item 4.6 Rest Time Policy**

**EXECUTIVE SUMMARY**

The United Nations Convention on the Rights of the Child states that all children and young people are guaranteed the right “to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts”. (My Time, Our Place: Framework for School Age Care in Australia, (V2.0) p. 5). Our Out of School Hours Care (OSHC) Service will cater for the needs of individual children who may require a rest, or even a sleep, after a busy school day.

**OFFICER’S RECOMMENDATION**

*That Council: adopt the Rest Time Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

Updates have been made to this Policy to align with Legislation.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment M – Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Co-Ordinator)**

# REST TIME POLICY

The United Nations Convention on the Rights of the Child states that all children and young people are guaranteed the right “to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts”. (My Time, Our Place: Framework for School Age Care in Australia, (V2.0) p. 5). Our Out of School Hours Care (OSHC) Service will cater for the needs of individual children who may require a rest, or even a sleep, after a busy school day.

## 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.
QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Section 165	Offence to inadequately supervise children
Section 167	Offence relating to protection of children from harm and hazard
82	Tobacco, drug and alcohol-free environment
84A	Sleep and Rest
84B	Sleep and rest policies and procedures
84C	Risk assessment for purposes of sleep and rest policies and procedures
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
110	Ventilation and natural light
115	Premises designed to facilitate supervision
168	Education and care service must have policies and procedures

170	Policies and procedures to be followed
171	Policies and procedures to be available
172	Notification of change to policies or procedures
176	Time to notify certain information to Regulatory Authority

**RELATED POLICIES**

Administration of First Aid Policy Child Safe Environment Policy Enrolment Policy Death of a Child at the Service Policy Family Communication Policy Health and Safety Policy	Interaction with Children, Family and Staff Policy Physical Environment Policy Respect for Children Policy Staffing Arrangements Policy Tobacco, Drug and Alcohol-Free Policy Work Health and Safety Policy
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**PURPOSE**

The *Education and Care Services National Regulations* requires approved providers and nominated supervisors to ensure their services have policies and procedures in place for children’s sleep and rest having regard to the ages, developmental stages and individual needs of the children. Our OSHC Service will ensure that all children have appropriate opportunities to rest and relax in accordance with their individual needs whilst attending the service. Our OSHC Service has a duty of care, to ensure we respect and cater for each child’s specific needs and provide an environment that takes every reasonable precaution from harm and hazard.

**SCOPE**

This policy applies to the approved provider, nominated supervisor, educators, staff, children, students, volunteers and visitors of the Service.

**IMPLEMENTATION**

‘Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns that nominated supervisors and educators need to consider within the OSHC Service. As per Standard 2.1 (Element 2.1.1) of the National Quality Standard, each child’s comfort must be provided for and there must be appropriate opportunities to meet each child’s sleep, rest and relaxation needs.’ (ACECQA)

Our OSHC Service defines 'rest' as a period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep. Considering the busy and energetic nature of a child's day, we feel that it is important for children to participate in a quiet/rest period after school if required, to rest, relax and recharge their body.

Our OSHC Service will consult with families about their child's individual needs, ensuring they are aware of the different values and parenting beliefs, cultural or opinions associated with sleep/rest requirements.

### SLEEP AND REST SPECIFIC RISK ASSESSMENT

The approved provider, in conjunction with educators of the OSHC Service, will conduct a comprehensive risk assessment in order to identify any potential risk/s or hazards and ensure the safety of all children during sleep and rest.

The risk assessment will be reviewed at least annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised during sleep or rest. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our service. If a risk concerning a child's safety during sleep and rest is identified during the risk assessment, the approved provider must update the Rest Time Policy and procedure as soon as possible. The risk assessment must be stored safely and securely and kept for a period of 3 years.

Our risk assessment will consider and include the following information:

- the number, age, developmental stages and individual needs of children
- the sleep and rest needs of individual children being educated and cared for (including specific health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest)
- the suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods
- the level of knowledge and training of staff supervising children during sleep and rest periods
- the location of sleep and rest areas, including the arrangement of beds within the sleep and rest areas
- the safety and suitability of beds and bedding equipment, having regard to the ages and developmental stages of the children
- any potential hazards

- in sleep and rest areas
- on a child during sleep and rest periods (such as jewellery)
- the physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation)

(ACECQA 2023)

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

- ensure that obligations under the *Education and Care Services National Law and National Regulations* are met
- ensure educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedure
- ensure families are aware of this *Rest Time Policy*
- conduct a sleep and rest specific risk assessment at least annually to ensure all potential hazards are controlled in sleep or rest areas in line with Red Nose and ACECQA guidelines
- take reasonable steps to ensure that children's needs are being met by giving them the opportunity to rest, having regard to the ages, developmental stages and individual needs of each child
- ensure the area for rest is well ventilated and has natural lighting
- ensure educators provide safe and adequate supervision when children rest their bodies
- provide information to educators and staff about evidence based safe sleep practices as recommended by Red Nose (although school aged children are not considered high risk, these practices should be known by all educators)
- ensure children who are sleeping or resting are closely monitored and that all sleeping or resting children are within hearing range and observed. This involves physically checking/inspecting **sleeping children** at **regular intervals** [add time intervals e.g., 10 minutes] and ensuring that they are always within sight and hearing distance of sleeping and resting children so they can easily monitor a child's breathing and the colour of their skin. It is recommended that educators will not perform administrative duties that would take their attention away from sleeping/resting children (Note: CCTV, audio monitors or heart monitors **do not** replace the need for physical checking/inspecting sleeping children)
- ensure educators, staff and volunteers follow the policy and procedures
- ensure sleep and rest environments will be safe and free from all hazards including cigarette and tobacco smoke.

**EDUCATORS WILL:**

- have a thorough understanding of the OSHC Service's policy and practices and embed practices to support safe sleep/rest into everyday practice
- consult with families about children's rest needs and include children in decision making (children's agency)
- ensure children are provided with a high level of safety when **(sleeping and)** resting and every reasonable precaution is taken to protect them from harm and hazard
- maintain adequate supervision and ratios throughout any rest period
- assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required
- communicate with families about their child's rest time and observed requirements
- encourage children to dress appropriately for the room temperature when resting. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets, **hats** and bulky clothing.
- monitor the room temperature to ensure maximum comfort for the children
- provide an environment that is free from cigarette or tobacco smoke
- opportunities are presented for rest and relaxation, as well as sleep if required
- consideration is made for each child's sleep/rest needs- including the age of the child, medical conditions, individual needs
- a quiet area is provided for children to sleep/rest, away from the main group of children
- the designated rest area may include a cushion, bean bag or comfortable seat in a quiet section of the care environment
- sleeping and resting children are monitored at regular intervals
- faces of sleeping children are uncovered when they are sleeping
- an educator is always within sight and hearing of sleeping and resting children so they can be monitored (breathing patterns, colour of skin)
- **light bedding is provided for children as required**

**FAMILIES WILL:**

- be informed during orientation of our *Rest Time Policy* and procedure
- be requested to provide educators with updates on their child's individual need for rest (or sleep) routines if applicable.

**CONTINUOUS IMPROVEMENT/REFLECTION**

Our *Rest Time Policy* will be reviewed on an annual basis in consultation with children, families, staff,

educators and management.

### Key terms

Term	Meaning
ACECQA- Australian Children’s Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.
Adequate supervision	Adequate supervision means: <ul style="list-style-type: none"> <li>that an educator can respond immediately, particularly when a child is distressed or in a hazardous situation;</li> <li>knowing where children are at all times and monitoring their activities actively and diligently</li> </ul>
Continuous supervision	Ensure an educator is in sight and hearing of a sleeping child at all times- representing best practice (Red Nose)
Rest	A period of inactivity solitude, calmness or tranquility and can include a child being in a state of sleep.
Relaxation	Relaxation or other activity for bringing about a feeling of calm in your body and mind.
<a href="#">Red Nose</a>	Red Nose is Australia’s leading authority on safe sleep and safe pregnancy advice.

### CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Safe Sleep Practices Risk Assessment Action Plan

### SOURCES

ACECQA. (n.d.). Safe sleep and rest practices: <https://www.acecqa.gov.au/resources/information-sheets/safe-sleep-and-rest-practices>

ACECQA. (2023). [Sleep and Rest for Children. Policy Guidelines.](#)

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

Australian Children’s Education & Care Quality Authority. (2023). [Guide to the National Quality Framework.](#)

Australian Government Department of Education. [My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022](#)

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).

Revised National Quality Standard. (Amended 2023).

*The NSW Work Health and Safety Act 2011*

The NSW Work Health and Safety Regulation 2011

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

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	Sept 24
POLICY REVIEWED	FEBRUARY 2024	NEXT REVIEW DATE	FEBRUARY 2025
VERSION NUMBER	V9.2.24		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• annual policy review</li> <li>• minor edits and additions</li> <li>• sources checked and updated as required</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
OCT/FEB 2023	<p>OCTOBER</p> <ul style="list-style-type: none"> <li>• New information added regarding regulation changes effective October 2023</li> </ul> <p>FEBRUARY</p> <ul style="list-style-type: none"> <li>• annual policy review</li> <li>• additional related policies added</li> <li>• Family section updated</li> <li>• Key Terms section added</li> <li>• Continuous improvement/reflection section added</li> <li>• Hyperlinks checked and repaired if needed</li> <li>• link to Western Australian Education and Care Services National Regulations added in 'Sources'</li> </ul>	FEBRUARY 2024	
FEBRUARY 2022	<ul style="list-style-type: none"> <li>• minor edits</li> <li>• sources checked for currency</li> </ul>	FEBRUARY 2023	
FEBRUARY 2021	<ul style="list-style-type: none"> <li>• additional points added to ensure adequate supervision</li> <li>• minor editing- punctuation/grammar</li> <li>• sources and information checked for currency</li> <li>• additional sources added</li> </ul>	FEBRUARY 2022	
FEBRUARY 2020	<ul style="list-style-type: none"> <li>• Referenced appropriate content to ACECQA</li> <li>• Sources checked for currency</li> </ul>	FEBRUARY 2021	
February 2019	<ul style="list-style-type: none"> <li>• Contextualised for OHSC.</li> <li>• Added MTOP reference.</li> <li>• Additional information added to points.</li> <li>• Sources checked for</li> <li>• Sources/references corrected and alphabetised.</li> </ul>	February 2020	
February 2018	<ul style="list-style-type: none"> <li>• New policy created to comply with revised NQS</li> </ul>	February 2019	

**Item 4.7 Sun Safe Policy**

**EXECUTIVE SUMMARY**

Australia has one of the highest rates of skin cancer in the world with more than two in three Australians developing some form of skin cancer in their lifetime. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Infants and toddlers up to four years of age are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of skin). UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life (Cancer Council Australia).

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Sun Safety Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

Updates have been made to this Policy to align with Legislation.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment N – Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Co-Ordinator)**

# SUN SAFE POLICY

Australia has one of the highest rates of skin cancer in the world with more than two in three Australians developing some form of skin cancer in their lifetime. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Infants and toddlers up to four years of age are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of skin). UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life (Cancer Council Australia).

## 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.
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
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 3: PHYSICAL ENVIRONMENT		
3.1.1	Fit for Purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 167	Offence relating to protection of children from harm and hazard
100	Risk assessment must be conducted before excursions
113	Outdoor space natural environment
114	Outdoor space shade
136	First aid qualifications
168	Education and care service must have policies and procedures
168 (2)(a)(ii)	Sun Protection
170	Policies and procedures to be followed

171	Policies and procedures to be kept available
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**RELATED POLICIES**

Administration of First Aid Policy Bush Fire Policy Clothing Policy Emergency and Evacuation Policy Enrolment Policy Excursion/Incursion Policy	Health and Safety Policy Physical Environment Policy Supervision Policy Water Safety Policy Work Health and Safety Policy
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**PURPOSE**

By implementing a ‘best practice’ Sun Safe Policy, our OSHC Service can help to protect all children and staff from the harmful effects of ultraviolet (UV) radiation from the sun and teach children good sun protection habits from an early age to reduce their risk. To ensure the outdoor environment provides shade for children, educators and staff to minimise unsafe UV exposure. Additionally, this policy provides guidance on how to protect children and young people, and staff from severe hot weather events which are becoming more prevalent in Australia resulting from climate change.

**SCOPE**

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

**IMPLEMENTATION**

Our OSHC Service will work in compliance with the *National SunSmart Program* to ensure children’s health and safety is maintained at all times whilst at the Service. **This policy has been reviewed and approved by the Schools and Early Childhood lead at SunSmart. (2024)**

Our OSHC Service will monitor the Australian Bureau of Meteorology for notification of severe heat events and implement risk mitigation strategies to protect the health, safety and wellbeing of children. This policy applies to all activities on and off site.

**MONITORING UV LEVELS**

Sun protection is required when UV levels reach level 3 or above. Our OSHC Service will monitor the UV levels daily through one or more of the following methods:

- using the smartphone [SunSmart global UV app](#) available at iTunes App Store and Google Play store
- using the SunSmart widget on the Service's website available at [www.cancer.org.au](http://www.cancer.org.au)
- viewing the Bureau of Meteorology website <http://www.bom.gov.au/>
- visiting [www.myuv.com.au](http://www.myuv.com.au)

## OUTDOOR ACTIVITIES

The sun protection measures listed are used for all outdoor activities during the daily local sun protection times, when the UV Index is 3 or above. The sun protection times are a forecast from the [Bureau of Meteorology \(BOM\)](#) or the time-of-day UV levels are forecast to reach 3 or higher. At these levels, a combination of sun protection is recommended for all skin types. The OSHC Service will use a combination of sun protection measures (see below) whenever UV Index levels reach 3 and above.

## SUN PROTECTION TIMES

UV levels vary across Australia and throughout the year. This listing highlights when UV is typically three and above in each state / territory. There may be times UV levels are three and above outside these periods. Please check the daily local sun protection times and UV levels to be sure you are using sun protection when it is required for your location.

QLD Check the UV index/forecast at your location. Extra care is taken during the peak UV radiation times and outdoor activities are schedules outside of these times where possible.

The sun protection measures listed are used for all outdoor activities during the daily local sun protection times and when the UV index is three and above. A combination of sun protection measures is considered when planning all outdoor activities such as excursions and water play.

## SHADE

### THE APPROVED PROVIDER WILL ENSURE:

- sufficient natural, portable, or man-made shade is provided, particularly in high use areas
- shaded areas will be used for play experiences
- play experiences will be monitored throughout the day and moved as required to remain in the shade
- regular risk assessments and reviews will be made of the outdoor area to assist in planning for further shade requirements

- children who do not have appropriate hats or outdoor clothing are required to choose a shady play space or a suitable area protected from the sun and not move to unshaded areas of the playground
- children will still be required to wear hats, protective clothing, and sunscreen if playing under natural or portable shade

## HATS

Educators, children, and visitors are required to wear sun safe hats at all times they are outdoors. Cancer Council Australia describes sun safe hats as:

- Hats that protect a person's face, neck, and ears, which include:
  - a legionnaire hat – the front peak and flap should overlap at the sides and the flap should cover the neck
  - a bucket hat with a deep crown and angled brim that is at least 5cm for young children and at least 6cm for adults and must shade the face, neck, and ears
  - a broad brimmed hat with a brim size of at least 6cm for children or 7.5cm for adults. The brim should provide shade for the whole face

*Please note: Baseball caps or visors do not provide enough sun protection and therefore are not a suitable alternative recommended.*

- Children without a sun safe hat will be asked to play in an area protected from the sun or they may be provided with a spare hat if available at the OSHC Service.

## CLOTHING

- When outdoors, staff and children will wear sun safe clothing that covers as much of the skin as possible. Cancer Council Australia recommends clothing that:
  - covers the shoulders, back and stomach
  - is loose fitting such as loose-fitting shirts and dresses with sleeves and collars or covered neckline, or longer style skirts, shorts and trousers

- Children who are not wearing sun safe clothing can be provided with spare clothing or will be required to play under shade or in an area protected from the sun or provided with spare clothing.

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

## SUNSCREEN

As per Cancer Council Australia recommendations:

- staff and children will apply SPF50+ or higher broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours or more frequently if washed or wiped off

- where children have allergies or sensitivity to the sunscreen, parents are asked to provide an alternative sunscreen, or the child is encouraged to play in the shade. A record of any allergy must be provided in writing from the parent/guardian and recorded on the child's enrolment record. Cancer Council Australia recommends usage tests before applying a new sunscreen
- sunscreen is stored in a cool, dry place and the use-by-date monitored.

### RISKS OF SUMMER PLAY

Australia has a hot climate and inevitably playground equipment and surfacing can heat up rapidly and retain heat. Many playground surfaces and equipment can exceed temperatures greater than 50°C and if young children come into contact with these surfaces, they can be burned severely within seconds. Surfaces can retain heat for long periods of time and cause burns to children. Play surfaces must be monitored before children have access to the outdoor environment.

### SEVERE HEAT

Severe heat or heatwaves are periods of unusually hot weather. Climate change is resulting in more intense heatwaves in Australia and presents an extreme risk to the health and safety of children. Children -especially young children can dehydrate quickly which can cause heat-related illness including heat stroke and heat exhaustion.

Active heatwave warnings are indicated within the Australian Warning System (AWS) and range from Advice to Emergency Warning. Risk management measures must be implemented and managed to ensure children remain safe and healthy during a severe heat event.

### THE APPROVED PROVIDER, NOMINATED SUPERVISOR AND EDUCATORS WILL:

- ensure obligations under the *Education and Care National Law and Regulations* are met
- ensure risk assessments are conducted to identify any potential hazards to children during summer months that could cause harm or injury to children. Risk minimisation control measures will be put in place to protect children. Potential hazards could include:
  - hot equipment- slides, poles, guardrails, any metal surfaces
  - hot surfaces- rubber and synthetic grass, walkways, concrete surfaces
  - sun burn and dehydration
  - access to bodies of water (filled water troughs/containers/trays/pools)
  - severe heat
  - bushfires and air pollution

- complete a *Daily Playground Surface Temperature Check* during summer months or extreme hot weather
- use a thermometer or their hand to test surface temperature and make an informed decision about permitting children to play on equipment or in the outdoor space. If the surface temperature is determined to be too hot or is recorded as at or above 50°C it is recommended by Kidsafe Australia that children do NOT play on the surface
- ensure children wear shoes when playing in the outdoor area
- monitor **Bureau of Meteorology (BOM)** for severe heat weather warnings and implement procedures to ensure the health and safety of all children and staff
- monitor bush fire activity and be aware of air quality and hazardous levels of air pollution caused by bushfires (*see Bushfire Policy*)
- ensure children have access to water at all times throughout the day and remind them to take extra drinks during hot weather to avoid dehydration
- be aware of the signs and symptoms of heat-related illness children and implement first aid as required
- keep children indoors during severe heat events
- ensure fans/air conditioning are used to help keep children cool
- close blinds/curtains where required to prevent sun shining into rooms
- adhere to Queensland health department advice for hot weather risks and recommendations
- ensure sunscreen purchased for the Service complies with Australian Standard AS/NZS 2604:2012.

## ROLE MODELLING AND WORK, HEALTH AND SAFETY

Cancer Council Australia acknowledges that children are more likely to develop sun-safe habits if they are role-modelled and demonstrated by adults around them. Occupational UV exposure is also a WH&S issue. All educators, staff at the OSHC Service will therefore be required to role model appropriate sun protection behaviours by:

- wearing a sun safe hat (see Hats)
- wearing sun safe clothing (see Clothing)
- applying **SPF50+** broad-spectrum water-resistant sunscreen 20 minutes before going outdoors
- using and promoting shade
- wearing sunglasses that meet the Australian Standard 1067
- discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the OSHC Service
- regularly drinking water and encouraging children to drink extra water in hot weather

- adapting the learning environment when severe weather events occur
- families and visitors are encouraged to role model positive sun safe behaviour
- monitoring the UV Index Levels and Daily Sun Protection Times throughout the day
- regularly monitoring and reviewing the effectiveness of the *Sun Safety Policy*
- submitting the Sun Safety Policy to the Cancer Council every three years to maintain SunSmart status (required if a SunSmart member).

### EDUCATION AND INFORMATION

- Sun protection will be incorporated regularly into learning programs
- Sun protection information will be promoted to staff, families and visitors
- Severe hot weather events will be monitored through the [Bureau of Meteorology \(BOM\)](#) and risk mitigation measures implemented
- Educators and staff are encouraged to complete free Cancer Council Generation SunSmart online PL learning modules
- Further information and resources are available from the Cancer Council website <https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety> and each state and territory SunSmart web page  
See <https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart/sunsmart-in-schools> for links
- The *Sun Safety Policy* will be made available to all educators, staff, families, and visitors of the OSHC Service to ensure a comprehensive understanding about keeping sun safe including appropriate hat, clothing and sunscreen requirements
- Information about Sun Safety will be included in our Family Handbook and sun protection information and resources made accessible and communicated regularly to families.

### CONTINUOUS IMPROVEMENT

Our *Sun Safe Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

### CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Daily Playground Surface Temperature Check	<a href="#">Refusal of Sunscreen Record</a>
Enrolment Form	<a href="#">Sunscreen Application Record</a>
Extreme Weather Procedure	Sun Safe Procedure

### Australian Safety Standards

AS 4174:2018 Knitted and woven shade fabrics

AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles

AS/NZS 4399:2020, Sun protective clothing - Evaluation and classification

AS/NZS 2604:2012 Sunscreen products - Evaluation and classification

AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.6.2.1 General considerations, 6.3.9 Shade and sun protection, Appendix A Shade and sun protection

**SOURCES**

Australian Children’s Education & Care Quality Authority. (2021). [Sun Protection- Policy Guidelines](#)

Australian Children’s Education & Care Quality Authority. (2024). [Guide to the National Quality Framework.](#)

Australian Government Department of Education. [My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022](#)

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Children's Services Act 1996

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Early Childhood Australia Code of Ethics. (2016).

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

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

Kidsafe NSW. [How Hot is Too Hot To Play?](#)

Occupational Health and Safety Act 2004

Safe Work Australia: [Guide on exposure to solar ultraviolet radiation \(UVR\) \(2019\).](#)

[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

**REVIEW**

*Please note: Certain health conditions and medications mean some people are more sensitive to UV radiation and need to use sun protection at all times regardless of the UV levels. Please make sure your policy includes the particular needs of these children and staff at your school/service. For further information visit [Risk factors for skin cancer](#)*

POLICY REVIEWED BY	Tina Chappell	Coordinator	Sept 24
POLICY REVIEWED	SEPTEMBER 2024	NEXT REVIEW DATE	SEPTEMBER 2025
VERSION NUMBER	V12.09.24		

<p>MODIFICATIONS</p>	<ul style="list-style-type: none"> <li>• Suggested edits following review of our policy from SunSmart</li> <li>• Edits reflect current evidence informed SunSmart protection guidelines: changes to the recommendation use SPF50+ sunscreen; updates to state/territory specific information; new data relating to skin cancer diagnosis now 2 in 3 Australians</li> <li>• policy maintenance - no major changes to policy</li> <li>• hyperlinks checked and repaired as required</li> <li>• minor formatting edits within text</li> </ul>	
<p>POLICY REVIEWED</p>	<p>PREVIOUS MODIFICATIONS</p>	<p>NEXT REVIEW DATE</p>
<p>JANUARY 2024/ SEPTEMBER 2023</p>	<p>JANUARY 2024</p> <ul style="list-style-type: none"> <li>• additional information added to policy regarding managing severe hot weather</li> <li>• additional related policies added</li> </ul> <p>SEPTEMBER</p> <ul style="list-style-type: none"> <li>• regular policy maintenance</li> <li>• hyperlinks checked and repaired as required</li> <li>• best practice measures checked with Cancer Council</li> <li>• CCD related resources added</li> </ul>	<p>SEPTEMBER 2024</p>

**Item 4.8 Water Safety Policy**

**EXECUTIVE SUMMARY**

The safety and supervision of children is paramount when in or around water.

This relates to water play, excursions near water, hot water, drinking water and hygiene practices with water in the Out of School Hours Care (OSHC) Service environment. Children will be supervised at all times during water play experiences to help keep children safe in and around water and support children's learning in a safe environment.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Water Safety Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

Updates have been made to this Policy to align with Legislation.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment O – Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Co-Ordinator)**

# WATER SAFETY POLICY

The safety and supervision of children is paramount when in or around water. This relates to water play, excursions near water, hot water, drinking water and hygiene practices with water in the Out of School Hours Care (OSHC) Service

environment. Children will be supervised at all times during water play experiences to help keep children safe in and around water and support children's learning in a safe environment.

## NATIONAL QUALITY STANDARD (NQS)

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

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 165	Offence to inadequately supervise children
S. 167	Offence relating to protection of children from harm and hazards
12	Meaning of a serious incident
101	Conduct of risk assessment for excursions
115	Premises designed to facilitate supervision
122	Educators must be working directly with children to be included in ratios
168(2)(a)(iii)	Education and care service must have policies and procedures in relation to- Water safety, including safety during any water-based activities
170	Policies and procedures to be followed
176	Time to notify the certain information to the Regulatory Authority
345	Swimming pools prohibition (Tasmania only)

## RELATED POLICIES

Administration of First Aid Policy	Health and Safety Policy
Child Safe Environment Policy	Incident, Injury, Trauma and Illness Policy

Educational Program Policy Excursion/Incursion Policy	Physical Environment Policy Sun Safe Policy Supervision Policy
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## PURPOSE

To ensure the safety and supervision of children in and around water. This includes water play, excursions near water, hot water, drinking water and hygiene practices with water in the Out of School Hours Care Service environment.

## SCOPE

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

## WATER HAZARDS

The National Regulations make reference to ‘*water hazards*’ however the term is not expressly defined. In this policy, a water hazard is defined as anything that can hold 5cm of water and fit a child’s nose and mouth and a ‘water hazard’ may include:

- large bodies of water such as dams, creeks, river or pooling water, swimming pool, portable pools and spas, jetted bathtubs (or Jacuzzis)
- fishponds
- smaller bodies of water such as baths, mop buckets
- sinks, basins
- water features, such as a wishing well
- containers for feeding animals
- water troughs, containers for paddling- clam shells
- beach

## IMPLEMENTATION

Under the Education and Care Services National Regulations, an approved provider must ensure that policies and procedures are in place for managing water safety, including during any water-based activities and take reasonable steps to ensure those policies and procedures are followed.

According to Kidsafe, drowning is one of the leading causes of unintentional death for Australian children. Every year a number of children are killed and hundreds more rescued from near drowning situations.

Non-fatal drowning incidents are also of great concern as they can have potential long-term effects, including brain damage and permanent disability.

The most common factor in childhood drowning is lack of supervision. A child can drown in as little as a few centimetres of water. Items such as nappy buckets, sinks, pet drinking bowls, ponds, pools, water features, water tanks are all potential drowning hazards. [source: [Kidsafe](#)]

### THE APPROVED PROVIDER/NOMINATED SUPERVISOR WILL:

- adhere to all obligations under the *Education and Care National Law and Regulations*
- ensure educators, staff, students and volunteers have knowledge of and adhere to this policy and associated procedure
- complete detailed risk assessments that identify and assess risks associated with any water hazards and water-based activities
- ensure water hazards and water play are always highly supervised including:
  - direct and constant monitoring of children
  - careful and intentional positioning of educators
  - scanning and moving around the environment
  - observing play and anticipating behaviour
  - ensuring higher adult to child ratios
  - ensuring no child is left unattended when in proximity to water
- provide direction and education to educators, staff and families on the importance of children's safety and supervision in and around water
- ensure health and safety practices incorporate approaches to safe storage of water and water play
- ensure premises adjacent to or providing access to any water hazards that are not able to be adequately supervised at all times (e.g., dams, swimming pool) are to be isolated from children by a child resistant barrier or fence
- ensure there are no items near fencing that children could climb up onto to gain access to a water hazard (pot plants, boxes, chairs)
- conduct a risk assessment in accordance with the requirements prior to taking children on an excursion which is near water- consider any water hazards and any risks associated with water-based activities before an excursion/incursion is approved
- ensure at least one educator who holds current approved first aid qualifications, that was attained within the previous three years (Reg. 136), is in attendance at the Service at all times

- ensure at least one educator has successfully completed cardio pulmonary resuscitation training (CPR) each year, is in attendance at the OSHC Service at all times
- display a Cardiopulmonary Resuscitation (CPR) guide near any swimming pool, wading pool, or body of water
- ensure hot water is inaccessible to children, including hot drinks accessed by educators, staff or families
- ensure the regulatory authority is notified within 24 hours of becoming aware of a serious incident.

### EDUCATORS WILL:

- provide active supervision when children are participating in water activities including:
  - supervise children near water at all times
  - never leave children alone near any water
  - direct and constant monitoring of children
  - scanning and moving around the environment
  - observing play and anticipating behaviour
- ensure fish / frog ponds and water features that are not able to be adequately supervised at all times and/or pose an unacceptable risk to children are guarded or effective barriers are in place
- complete a daily Safety Inspection of premises to ensure that all hazards are known and minimised. When a hazard or potential hazard is detected, educators will complete a risk assessment to address any concerns and children will be excluded from the area until the hazard has been rectified.
- utilise water activities in appropriate weather as part of the planned program
- allow the children the opportunity to experiment with water, sand, and mixing materials
- incorporate water safety awareness into the educational program
- monitor all taps on the premises that children have access to and ensure they are turned off securely when not in use
- safely cover or make inaccessible to children all water containers
- empty wading pools immediately after every use store to prevent the collection of water, e.g., upright
- check for and empty any water that has collected in holes or containers after rainfall or watering gardens
- ensure water troughs are not used without a stand to keep it off the ground
- ensure children remain standing on the ground whilst using the water trough
- ensure buckets of water for soaking toys or clothing are inaccessible to children

- ensure water troughs or containers for water play are filled to a safe level and emptied into the garden areas after **each** use
- discouraged children from drinking from **any water activities for health and safety (as above)**
- ensure storerooms and educator areas have **Staff only** signs on doors to remind adults to close doors behind them
- they teach children about staying safe in and around water
- ensure wading pools are hygienically cleaned, disinfected and chlorinated appropriately:
  - on a daily basis remove leaves and debris, hose away surface dirt and scrub inside with disinfectant.
  - wash away disinfectant before filling pool
  - add Chlorine to pool before children use the pool
  - check chlorine levels frequently
  - children with diarrhoea, upset stomach, open sores or nasal infections should not use the pool
  - all children should wear appropriate swimwear / bathers, go to the toilet before entering the pool, and follow correct toilet hygiene practices while in the pool
  - remove all children immediately, empty and disinfect the pool should a child pass a bowel motion whilst in the pool.

#### OPERATIONAL SAFETY

- water tanks will be labelled with “Do Not Drink” signage and the children will be supervised in this area to make sure they are not accessing this water for drinking
- educators will discuss with the children the use of water tank water and how it differs from drinking water
- hot water accessible to children will be maintained at the temperature of **45.C°** which will be tested annually. [Australian standard AS 3498]
- hot drinks are not to be consumed near children by educators, students or visitors
- water for pets at the Service must be changed daily and only be accessible to children when educators are present.

**Important:** Parents will be notified as soon as practicable but within 24 hours if their child is involved in an incident/accident at the OSHC Service or while under Service care. Details of the incident/accident will be recorded on an *Incident, Injury, Trauma and Illness Record*.

Reg. 176: If the incident/accident, situation or event presents imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours. Educators will follow emergency procedures and contact emergency Services if a child appears to be missing or unaccounted for or is involved in a serious incident or accident.

**CONTINUOUS IMPROVEMENT**

Our *Water Safety Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

**CHILDCARE CENTRE DESKTOP- RELATED RESOURCES**

Water Safety Procedure
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**SOURCES**

Australian Children’s Education & Care Quality Authority. (2014).  
 Australian Children’s Education & Care Quality Authority. (2024). [Guide to the National Quality Framework](#).  
 ACECQA. (2023). [Policy and procedure guidelines- Water Safety Guidelines](#)  
 Early Childhood Australia Code of Ethics. (2016).  
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 KidSafe (2021). Water Safety. <https://kidsafe.com.au/water-safety/>  
 National Health and Medical Research Council (NHMRC): [www.nhmrc.gov.au](http://www.nhmrc.gov.au)  
 Victoria Government. [Better Health Channel. Water safety for children.](#)  
[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)  
[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

**REVIEW**

POLICY REVIEWED BY	Tina Chappell	Coordinator	Sept 24
POLICY REVIEWED	SEPTEMBER 2024	NEXT REVIEW DATE	SEPTEMBER 2025
VERSION NUMBER	V7.09.24		
MODIFICATIONS	<ul style="list-style-type: none"> <li>annual policy maintenance - no major changes to policy</li> <li>minor formatting edits within text</li> <li>hyperlinks checked and repaired as required</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	

SEPTEMBER 2023	<ul style="list-style-type: none"><li>• regular policy maintenance to ensure compliance and contains up to date 'best practice'</li><li>• sources updated</li><li>• CCD related resources added</li></ul>	SEPTEMBER 2024
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**Item 4.9 Animal and Pet Policy**

**EXECUTIVE SUMMARY**

Having a relationship with a pet and/or animal can help children develop a caring disposition and skills such as nurturing, responsibility, empathy and improved communication. Having a pet in an Out of School Hours Care (OSHC) environment enables children who are not otherwise exposed to animals learn these skills. The pet will become part of the daily educational program and lead to activities and learning about other animals. The safety of children, however, is always our first priority. Our OSHC Service will ensure that no animal poses a health or safety risk to children, staff or visitors of the Service.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Animal and Pet Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

Updates have been made to this Policy to align with Legislation.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment P – Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Co-Ordinator)**

# ANIMAL AND PET POLICY

Having a relationship with a pet and/or animal can help children develop a caring disposition and skills such as nurturing, responsibility, empathy and improved communication. Having a pet in an Out of School Hours Care (OSHC) environment enables children who are not otherwise exposed to animals learn these skills. The pet will become part of the daily educational program and lead to activities and learning about other animals. The safety of children, however, is always our first priority. Our OSHC Service will ensure that no animal poses a health or safety risk to children, staff or visitors of the Service.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.1	Health	Each child’s health and physical activity is supported and promoted.
2.2	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 3: PHYSICAL ENVIRONMENT		
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
3.2.3	Environmentally responsible	The service cares for the environment and supports children to become environmentally responsible.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
168	Policies and procedures are required in relation to health and safety
170	Policies and procedures to be followed

## RELATED POLICY

Educational Program Policy Environmentally Responsible Policy Hand Washing Policy Managing Unidentified Dogs Policy	Physical Environment Policy Snake Awareness Policy Supervision Policy Work Health and Safety Policy
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## PURPOSE

Having a pet at our OSHC Service can be a valuable part of children’s education enriching their learning about nature, ecology and relationships. Our OSHC Service aims to provide a safe, hygienic and humane environment for all animals and pets that visit or reside at the Service, educating children in the proper

care of animals.

## SCOPE

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

## IMPLEMENTATION

The National Quality Standard (NQS) encourages educators to understand and appreciate the natural environment and the interdependence between people, plants, animals and the land. Pets help children from a young age learn to care for other living things. They can teach a sense of responsibility, caring and tolerance. They can offer many opportunities for developing observational skills and provide basic natural science experiences. If the educators wish to have a pet in the OSHC Service, they must make all the decisions in consultation with management and families.

Whilst there are several benefits to keeping animals within the Service, there are also a range of concerns which educators need to consider maintaining the safety and wellbeing of both the children and the animals. Encouraging direct contact and developing bonds with animals can help children to develop empathy. Providing children with access to animals within our OSHC Service will help them learn about life cycles and relationships and improve communication skills. We feel role modelling of appropriate behaviours with animals and guidance in caring for the needs of animals are beneficial for children.

## QUESTIONS TO CONSIDER PRIOR TO HAVING A PET AT OUR SERVICE:

- Who will pay for the care and upkeep of the animal, including feeding, health care and cleaning?
- How will the animal be cared for on weekends and during OSHC Service closure periods?
- What physical space is available in our OSHC Service? Is it adequate for the animal you are considering?
- **What regulations do we need to consider for having a pet on Department of Education premises?**
- Are all educators and families happy with the decision to keep an animal at our OSHC Service?
- What time will be available to care for the animal or will educators be asked to give up some personal time for this?
- Out of School Hours Care Services may be mobile Services, and therefore pets may not be appropriate
- Are there any children or educators at our OSHC Service who are allergic to, or have phobias of, animals?

- What changes to our Service’s policies and procedures need to be considered? For example, Hand-washing Policy will need to be updated to include washing hands after having contact with the animal.
- What are the health and safety risks?

### OTHER THINGS TO CONSIDER INCLUDE:

- Some animals, such as lizards, turtles, snakes, spiders and tropical fish may not be an appropriate choice. Check with a veterinarian if you are unsure whether an animal is suitable for children, and check with the local health department for regulations and advice regarding animals in an OSHC Service. Some states and territories require a license for keeping certain animals
- Animals that may be more likely to be suitable for the Service may include goldfish, hermit crabs, stick insects, caterpillars, ant farm or worm farm. All these animals are relatively low maintenance and can be left safely over a weekend if they are provided with enough food and water. However, arrangements would need to be made for these pets during school holidays.
- If there are voluntary carers available to take the pets home over weekends and holidays, then the Service may consider guinea pigs, rabbits, chickens, mice or rats.

### ASSESSING AND MANAGING RISKS

Whilst there are many benefits to providing children with access to animals and keeping pets at the OSHC Service, there are issues that approved providers and educators need to consider for the safety and wellbeing of both the children and the animals concerned prior to choosing a pet or having an animal visit the Service.

A risk assessment should therefore be conducted when deciding the type of animal and the way the children engage with it.

Potential risks may include:

- diseases- from birds (Parrot fever -psittacosis) and other animals
- injury due to biting, kicking or pushing a child over (e.g. farm animals)
- scratching (e.g., chickens, rabbits, guinea pigs)
- pests and vermin (snakes, rats, mice)
- allergies (e.g., bees, wasps, ants)

### DISEASE

As animals can spread disease, access to animals at the OSHC Service requires special consideration to prevent this. Health authorities identify that germs can be present on the skin, hair, feathers and scales, and in the faeces, urine and saliva of animals. While these germs may not cause disease in the animal, they may cause disease in humans.

### EFFECTIVE HAND WASHING AND CLEANING

Children and adults should employ effective hand washing after touching or feeding animals, or cleaning their bedding, tanks, cages or enclosures. However, it is important to engage children with these tasks as they learn responsibility through 'hands on' learning experiences.

### APPROPRIATE SUPERVISION AND CLOTHING

Children should also be appropriately supervised when they have contact with animals to avoid potential injury or harm to the child or the animal.

Ensure children wear appropriate clothing and footwear when handling animals and pets. Be aware of children who may have allergies to insects such as bees, wasps and ants that may be more apparent when animals are kept in an educational setting.

### SERVICE PETS

- Management and educators should prepare children for the animal visit, gaining perception into how the children may react to the pet
- Management, educators, children and families should consider the rationale for having a pet and long-term implications of such a decision prior to getting the pet
- All pets and their enclosures are to be kept clean and hygienic with appropriate bedding and water
- Food will be made available for all pets and animals but kept out of reach of children at all times
- Any animal or pet kept at the OSHC Service will be regularly fed, cleaned, vaccinated, and wormed (as appropriate), and checked for fleas and diseases
- Animals including pets will never be taken into the food preparation area nor will they have access to the eating or rest areas, toys, eating surfaces and/or utensils
- Anyone who has handled the animal or pet will immediately wash their hands
- Children's animal or pets will only be allowed in the OSHC Service when the nominated supervisor has granted permission
- The **educational** program will include how to properly care for animals and how to treat them appropriately.

## UNINVITED ANIMAL VISIT

There are situations that may spontaneously occur, involving animals. For example, there may be a situation where an animal or bird has made its way into the OSHC Service. Depending upon the type of animal or bird educators may use this as a spontaneous learning experience for the children. At all times the highest priority will be to ensure the safety and wellbeing of the children.

If an animal or bird is potentially dangerous such as a snake or spider, educators will contact an appropriate authority for assistance.

Victoria: [Wildlife Victoria](#): Australian Wildlife Emergency Response 03 8400 7300

New South Wales: [NSW Wildlife Information, Rescue and Education Service](#) Inc. (WIRES) 13 000 WIRES - 13 00 094 737

National Parks and Wildlife Service - 1300 361 967 (8.30am – 5.00pm)

Queensland: Department of Environment and Heritage Protection 1300 130 372 or [RSPCA Queensland](#) 1300 264 625

Australian Capital Territory: [ACT Wildlife](#)- Hotline 043 230 0033

Tasmania: [Bonorong Wildlife Rescue](#) 0447 264 625 National Parks and Wildlife Advisory Council- 1300 827 727

South Australia: [Fauna Rescue](#) of SA (08) 8289 0896 or 1300 562 527

Western Australia: WA Wildlife: [Wildcare Helpline](#): (08) 94177105

Northern Territory: Northern Territory Government: [Wildcare Northern Territory](#) Darwin: (08) 8988 6121

A professional should monitor the animal's movements to ensure a speedy and efficient capture, but priority is to be given to educator, child and family safety. At no time is the potentially dangerous animal, insect or bird to be approached or touched by educators, children or families.

## PESTS AND VERMIN

- Pest control will occur at the OSHC Service on an annual basis as a minimum
- **Negotiation may be required with school management for organisation depending upon the location of the OSHC Service**
- Educators will monitor any occurrences in the Service to determine the success of control measures
- If pests and/or vermin are seen, or evidence of pests and/or vermin such as droppings, educators will advise the management
- Management is responsible for arranging additional pest control visits as required

- Where appropriate, educators will discuss safety issues relating to dangerous products, plants, vermin and objects with the children
- Educators will thoroughly clean all areas that pests have accessed in the OSHC Service with disinfectant
- If the remains of animal or animal faeces have been found, the remains will be disposed of according to the local Council guidelines and the area where the remains were found will be thoroughly disinfected
- Educators are responsible for assessing any situation in the OSHC Service where animals are involved to ensure the health, safety and wellbeing of children, families and animals.

### CONTINUOUS IMPROVEMENT/REFLECTION

Our *Animal and Pet Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

### CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Risk Assessment Action Plan- Pets/Animals	Sandpit Management Procedure
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### SOURCES

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

Australian Children’s Education & Care Quality Authority. (2024). [Guide to the National Quality Framework](#).

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National Health and Medical Research Council. (2024). *Staying Healthy: preventing infectious diseases in early childhood education and care services* (6th Ed.). NHMRC. Canberra.

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

### REVIEW

POLICY REVIEWED BY:	Tina Chappell	Coordinator	Sept 24
POLICY REVIEWED	SEPTEMBER 2024	NEXT REVIEW DATE	SEPTEMBER 2025
VERSION NUMBER	V7.09.24		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• policy maintenance - no major changes to policy</li> <li>• hyperlinks checked and repaired as required</li> <li>• minor formatting edits within text</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
SEPTEMBER 2023	<ul style="list-style-type: none"> <li>• policy maintenance - no major changes to policy</li> <li>• sources checked for currency</li> <li>• Continuous improvement/reflection section added</li> <li>• CCD related resource section added</li> </ul>	SEPTEMBER 2024	

**Item 4.10 Respect for Children Policy**

**EXECUTIVE SUMMARY**

Within an Out of School Hours Care community, many different relationships are negotiated with and between children, educators and families. The way in which these relationships are established and maintained, and the way in which they remain visible, impacts on how the early childhood community functions. Relationships directly affect how children form their own identity, whether they feel safe and supported, and ultimately, their sense of belonging.

**OFFICER'S RECOMMENDATION**

*That Council: adopt the Respect for Children Policy as presented.*

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**Budget & Resource Implications**

N/A

**Background**

Updates have been made to this Policy to align with Legislation.

**Consultation (Internal/External)**

Nil

**Attachments**

Attachment Q – Policy

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Report prepared by **Teena Chappell (Outside School Hours Care Co-Ordinator)**

# RESPECT FOR CHILDREN POLICY

Within an Out of School Hours Care community, many different relationships are negotiated with and between children, educators and families. The way in which these relationships are established and maintained, and the way in which they remain visible, impacts on how the early childhood community functions. Relationships directly affect how children form their own identity, whether they feel safe and supported, and ultimately, their sense of belonging.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
5.2	Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.
5.2.1	Collaborative learning	Children are supported to collaborate, learn from and help each other.
5.2.2	Self-Regulation	Each child is supported to regulate their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
73	Educational program
84	Awareness of child protection law
115	Premises designed to facilitate supervision
117A	Placing a person in day-to-day charge
118	Educational leader
123	Educator to child ratios
126	Centre-based services- general educator qualifications
145	Staff record
155	Interactions with children

156	Relationships in groups
157	Access for parents
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed

**RELATED POLICIES**

Additional Needs Policy Anti-Bias and Inclusion Policy Celebrations Policy Child Protection Policy Child Safe Environment Policy Children’s Belongings Policy Clothing Policy Dealing with Complaints Policy	Educational Program Policy Family Communication Policy Gender Equity Policy Interactions with Children, Family and Staff Policy Medical Conditions Policy Photograph Policy Privacy and Confidentiality Policy
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**PURPOSE**

The 8 Principles that underpin practice within the My Time Our Place Framework (MTOP) (V2.0). are focused on assisting children to make progress in relation to Learning Outcomes. One key principle is Secure, respectful and reciprocal relationships. Our Service Philosophy guides our interactions and relationships with children. We aim to ensure all educators develop positive relationships with children based on respect and fostering children’s self-esteem, self-reliance, self-expression and development.

**SCOPE**

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

**IMPLEMENTATION**

All children have a right to feel accepted and respected. This is a principle set out in the United Nations Convention on the Rights of the Child. The Convention emphasises the importance of children developing connections to culture and community as a means of fostering a strong sense of personal identity and belonging. Our OSHC Service is committed to ensuring all educators and staff are aware of the UNCROC and to educate children on their rights while encouraging children to participate in decisions which affect them within our Service.

Our OSHC Service is dedicated to protecting children from abuse and neglect and promotes a child safe environment, maintaining children and young people's safety and wellbeing. We promote [cultural safety](#) for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability. We aim for children to feel safe and secure and we believe in forming strong attachments and connections with educators, children and families at the OSHC Service.

Educators employed at the OSHC Service will use implement ~~use~~ teaching techniques and strategies to establish secure, respectful and reciprocal relationships ~~positive~~ with children and their families.

Educators and staff are respectful of diversity and are culturally responsive, respecting multiple cultural ways of *knowing, doing and being* and celebrate the benefits of diversity. (MTOP, V2.0.)

By respecting diversity, educators value and reflect the practices, values and beliefs of families within the curriculum. Educators value children's unique and diverse capacities and capabilities and respect families' home lives. (MTOP (V2.0 2022). p. 15)

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

- ensure obligations under the Education and Care Services National Law and Regulations are met
- ensure educators, staff, students and volunteers have knowledge of and adhere to this policy
- ensure educators provide a child safe environment at all times
- ensure minimum staff requirements are met including educator to child ratios and staff qualifications
- ensure all staff, educators and volunteers have completed child protection training including mandatory reporting requirements
- ensure no child is subjected to any form of corporal punishment or inappropriate discipline

#### EDUCATORS WILL:

- provide a welcoming, child safe, inclusive and happy environment where children's concerns are always responded to
- embed Aboriginal and Torres Strait Islander perspectives in all aspects of the curriculum
- create an environment that is flexible and responsive to the strengths, culture, languages, interests and capabilities of each child
- promote children's bodily integrity (respecting their physical space and only using touch when necessary and appropriate)
- support children's consent by acknowledging and respecting a child's right to refuse **or** say no

- respect each child’s uniqueness, displaying appreciation and respect for children as individuals
- use a positive and non-threatening tone when interacting with children in all situations
- ensure mealtimes / snack times are relaxed and unhurried
- sit with children during mealtimes / snack times, engaging in respectful conversations
- never force a child to do something against their requests: This includes-rest, eat, participation in group experiences and activities
- role model respect to children in everyday dealings with both adults and children
- endeavour to be aware of each individual child’s values, culture and feelings, and respond appropriately
- respect and value diversity and not tolerate any discriminatory practices
- encourage children to initiate conversations about their experiences at home encouraging them to express their ideas and feelings
- encourage children to request assistance when taking on new challenges, inspiring children’s independence and confidence
- regularly reflect on their relationships and interactions with children and how these can be improved to benefit each child
- inspire, encourage and accept each child and encourage them to do the same with their peers by actively:
  - fostering each child’s construction of a knowledgeable, confident self-identity.
  - fostering each child’s comfortable, empathetic interactions with a diverse range of people.
  - fostering each child’s critical thinking about bias, and to question and enquire.
  - fostering each child’s ability to stand up for herself/himself and others in the face of bias
- respond respectfully and appropriately to children’s attempts as they participate and converse in sustained conversation about their interests
- implement a predictable routine for children with interest-based activities and experiences
- provide a range of planned and spontaneous experiences for children to challenge and maximise learning opportunities.
- use a variety of communication strategies inclusive of verbal and non-verbal cues to support the development of relationships with children
- empower children to speak up and raise any concerns
- support children’s home language when communicating and interacting to build trust and positive relationships
- respect children and families’ diversity and the development of cultural responsiveness within the OSHC Service including LGBTIQ+ and gender diverse young people

- support children and build secure attachments through a collaborative partnership with families
- encourage children to develop confidence in their ability to express themselves
- encourage children to work through differences appropriately and with guidance where necessary
- respect each child’s uniqueness and communicate that respect to the child
- ensure children are aware of how to raise concerns or provide feedback
- respond or report to children about how their feedback has been acted upon.

**CONTINUOUS IMPROVEMENT/REFLECTION**

Our *Respect for Children Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

**SOURCES**

Australian Children’s Education & Care Quality Authority. (2024). [Guide to the National Quality Framework](#).

Australian Children’s Education & Care Quality Authority. (2023). [Policy and Procedure Guidelines- Interactions with Children](#)

Australian Human Rights Commission. Child Safe Organisations. <https://humanrights.gov.au/our-work/childrens-rights/projects/child-safe-organisations>

Australian Government Department of Education. [My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022](#)

Dau, E. (Ed.) (2016). *The multi-bias approach in early childhood* (2nd Ed.). Frenchs Forest, Australia: Pearson Education.

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

NSW Department of Education. (2021). *Implementing the Child Safe Standards: A guide for early childhood education and outside school hours care services*.

Stonehouse, A. (2012). *Relationships with children*:

UN General Assembly. (1989). *Convention on the Rights of the Child*. Simplified version available at <https://www.unicef.org.au/Upload/UNICEF/Media/Our%20work/childfriendlycrc.pdf>

[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

**REVIEW**

POLICY REVIEWED BY:	Tina Chappell	Coordinator	Sept 24
POLICY REVIEWED	SEPTEMBER 2024	NEXT REVIEW DATE	SEPTEMBER 2025
VERSION NUMBER	V7.09.24		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• policy maintenance - no major changes to policy</li> <li>• hyperlinks checked and repaired as required</li> <li>• minor formatting edits within text</li> </ul>		

POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
SEPTEMBER 2023	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• separated responsibilities for AP</li> <li>• updated Purpose and Implementation sections to reflect change in terminology within MTOP (V2.0)</li> <li>• continuous improvement/reflection added</li> </ul>	SEPTEMBER 2024

**Item 5. General Business**

DATE OF NEXT MEETING

**19 November 2024**

**CONCLUSION**

Peter Bennett  
**Chief Executive Officer**