



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 13 December 2017

2:00pm

at

Walcha Council Chambers

Members:

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

Quorum – 5 Members to be Present

AGENDA

Submitted to Council: 13 December 2017

..... General Manager Mayor



Dear Mayor & Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held in the Council Chambers, Hamilton Street, Walcha on **Wednesday, 13 December 2017** commencing at **2.00pm**.

Yours sincerely

Jack O'Hara
GENERAL MANAGER

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7.1		
8.	Matters of Urgency (Resolution to admit matters of urgency before being further considered by Council).	
9.	Management Review Report	WO/2017/02081

Submitted to Council: 13 December 2017

..... General Manager Mayor



10. Committee Reports

- 10.1 Minutes of the Walcha Council Youth Advisory Committee Meeting held at the Council Chambers, 2W Hamilton Street, Walcha on Tuesday, 28 November 2017. WINT/2017/03631
- 10.2 Minutes of the Walcha Council Preschool Committee Meeting held on Tuesday, 28 November 2017 WO/2017/02104

11. Delegates Reports

Nil.

12. Committee of the Whole

Nil.

Resolution to adjourn the Ordinary Meeting and to move into Committee of the Whole and to exclude the Press and the Public from the entire proceedings of the Committee Meeting.

Resolution to move into Open Council.

Resolution to adopt Committee of the Whole Report and Recommendations.



Present:

Apologies:

**Confirmation of the Ordinary Meeting Minutes held on Wednesday,
13 December 2017:**

**Matters arising from the Minutes of the Ordinary Meeting held on Wednesday,
13 November 2017:**

Submitted to Council: 13 December 2017

..... General Manager Mayor



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 29 November 2017

at

3:16pm

at

Walcha Council Chambers

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

IN ATTENDANCE: Mr JG O'Hara, General Manager, Mr DJM Reeves, Director – Engineering Services, and Mrs LJ Latham, Environmental Services Manager.

1. APOLOGIES:

Nil.

MINUTES



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 25 OCTOBER 2017:

68 **RESOLVED** on the Motion of Councillors Kealey and Kermode that the Minutes of the Ordinary Meeting held on Wednesday, 25 October 2017, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

3. BUSINESS ARISING

Nil.

4. DECLARATIONS OF INTEREST

Nil.

5. MAYORAL MINUTE

Nil.

6. SENIOR OFFICERS REPORT

69 **RESOLVED** on the Motion of Councillors Heazlett and Lyon that the Senior Officers' Reports be **RECEIVED** for further consideration.

6.1 Working Funds 2016 2017 Annual Financial Statements WO/2017/02015

70 **RESOLVED** on the Motion of Councillors Kermode and Kealey that the Report be **NOTED** by Council **FURTHER THAT** the following amounts be transferred to Restricted Assets:

Infrastructure Replacement	\$100,000
Plant Replacement	\$100,000

**6.2 Quarterly Review of Operational Plan & Budget as at September 2017
WO/2017/02016**

71 **RESOLVED** on the Motion of Councillors Kealey and Lyon that Council **ADOPT** the September 2017 Quarterly Budget Review Statements **FURTHER THAT** Council approve the variations in Income and Expenditure votes as detailed.

**6.3 Consultation on Drafts of the New Model Code of Conduct for Local Councils in NSW and associated Procedures
WO/2017/02028**

72 **RESOLVED** on the Motion of Councillors Kealey and Lyon that Council note the Report.



6.4 Arrangements or Staff over Christmas 2017 WO/2017/01975

73 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that Council allow the Outdoor Staff Christmas Party to be held during working hours on Thursday, 14 December 2017 or 21 December 2017 at 12:30pm depending on the majority vote of the Outdoor Staff **FURTHER THAT** a donation of \$1,000 be made towards the cost of the function **STILL FURHTER THAT** a donation of \$700 be made towards the Indoor Staff Christmas Function.

6.5 Walcha Water Security Project Update WO/2017/01988

74 **RESOLVED** on the Motion of Councillors Kermode and Ferrier that Council’s Director – Engineering Services prepare a detailed report by including the options for Stage 4 to be presented to December’s Ordinary Council Meeting.

6.6 2016 – 2017 Annual Report for Adoption WO/2017/02029

75 **RESOLVED** on the Motion of Councillors Kermode and Kealey that Council endorse and **ADOPT** the 2016 – 2017 Annual Report as presented.

6.7 Committee of the Whole Referral – Sewer Treatment Plant Recycled Water End User Request WO/2017/02030

6.8 Committee of the Whole Referral – Draft Licence Agreement to occupy 11S Middle Street, Walcha WO/2017/02034

76 **RESOLVED** on the Motion of Councillors Kealey and Kermode that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matters of Sewer Treatment Plant Recycled Water End User Request AND Draft Licence Agreement to Occupy 11S Middle Street, Walcha, be referred to be discussed in Committee of the Whole for the reason that they would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

LATE REPORTS:

1. Affix Common Seal – Direct Support Services Provision Contract between Uralla Shire Council (Tablelands Community Transport) and Walcha Council WO/2017/02096

77 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that Council approve the affixing of the Common Seal to all documentation relating to the Direct Service Provision Contract between Uralla Shire Council and Walcha Council **FURTHER THAT** the affixing of the Common Seal be attested to by the Mayor and the General Manager.



7. NOTICE OF MOTION

7.1 Notice of Motion Number 4 – Review of Council’s Contributions / Donations towards Community Halls WO/2017/01978

78 **RESOLVED** on the Motion of Councillors Lyon and Kealey that Council increase its Hall Subsidies to \$500 per year to each Hall **FURTHER THAT** a one – off allocation of \$750 be provided to Nowendoc Community Hall.

7.2 Notice of Motion Number 5 – Review of Public Gates (Ramps) Policy WO/2017/02043

A **Motion** was **MOVED** Clr Lyon **SECONDED** Clr Wellings that the Ramp Defect Minor, the time permitted to rectify the Notified Defect be changed from one month to 6-12 months.

An **Amendment** was **MOVED** Clr Kealey **SECONDED** Kermode that Council add an additional paragraph to its Public Gates (Ramps) Policy to say that “any ramp under four metres that has no other defect be given 12 months to rectify and be replaced”.

On being put to the **VOTE** the Amendment was **LOST**.

The **Original Motion** became the **Substantive Motion** and was put to the **VOTE** and **LOST**.

8. MATTERS OF URGENCY

79 **RESOLVED** on the Motion of Councillors Wellings and Ferrier that Council consider as a Matter of Urgency the purchase of an inflatable outdoor cinema system.

The Mayor ruled the purchase of an inflatable outdoor cinema system as a Matter of Urgency.

80 **RESOLVED** on the Motion of Councillors Wellings and Ferrier that Council provide an amount of \$2,000 on the proviso that the Walcha Town & Country Club Inc alter their donation to \$5,000 for the purchase of an inflatable outdoor cinema system.

9. MANAGEMENT REVIEW REPORTS **WO/2017/01987**

81 **RESOLVED** on the Motion of Councillors Kermode and Kealey that items included in the Management Review Report, numbered 9.1 to 9.16 inclusive, be **NOTED** by Council.



10. COMMITTEE REPORTS

- 10.1 Minutes of the Walcha Council Community Care Advisory Committee Meeting held on Monday, 25 September 2017 at the Community Care Office, 11S Middle Street, Walcha. WO/2017/01851
- 10.2 Minutes of the Walcha Council Tourism Advisory Committee Meeting held on Wednesday, 1 November 2017 at Council Chambers, Hamilton Street, Walcha. WO/2017/01932
- 10.3 Minutes of the Walcha Council Arts Advisory Committee Meeting held on Tuesday, 21 November 2017 at Council Chambers, Hamilton Street, Walcha. WO/2017/02027

11. DELEGATE REPORTS

- 11.1 Confirmed Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held in Armidale on Tuesday, 22 August 2017. WI/2017/12962
- 11.2 Minutes of the Annual General Meeting of the Country Mayors Association of NSW held at Parliament House, Sydney on Friday, 3 November 2017. WI/2017/12287
- 11.3 Minutes of the Ordinary Meeting of the Country Mayors Association of NSW held at Parliament House, Sydney on Friday, 3 November 2017. WI/2017/12287
- 11.4 Minutes of the Annual General Meeting of the Walcha Community Centre Management Committee held at Walcha Central School on Tuesday, 21 November 2017. WI/2017/12906
- 11.5 Minutes of the General Meeting of the Walcha Community Centre Management Committee held at Walcha Central School on Tuesday, 21 November 2017. WI/2017/12906

12. COMMITTEE OF THE WHOLE

82 **RESOLVED** on the Motion of Councillors Kealey and Ferrier that Council resolve into Committee of the Whole and that the press and public be excluded from the entire proceedings of the Meeting of the Committee of the Whole for the reason that they relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

83 The Meeting resumed in **OPEN** Council on the Motion of Councillors Kealey and Kermode.

The Mayor reported whilst in Committee of the Whole the following matters were discussed.



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

12.1 Sewer Treatment Plant (STP) Recycled Water End User Request
WO/2017/01991

The Committee **RECOMMENDED** on the Motion of Kealey and Wellings that Council providing recycled water to an end user is not deemed financially feasible **FURTHER THAT** Council request a project variation from Infrastructure NSW for the funding provided to a new Pump Station to be reallocated for upgrade works on the Sewer Plant Infrastructure.

12.2 Draft Licence to Occupy 11S Middle Street, Walcha **WINT/2017/03486**

The Committee **RECOMMENDED** on the Motion of Ferrier and Kermode that Council approve the affixing of the Common Seal to Licence to Occupy 11S Middle Street, Walcha **FURTHER THAT** the affixing of the Common Seal be attested to by the Mayor and the General Manager.

ADOPTION OF COMMITTEE OF THE WHOLE

84 **RESOLVED** on the Motion of Councillors Lyon and Kealey that the Report and Recommendations of the Meeting of the Walcha Council Committee of the Whole held on Wednesday, 29 November 2017 be **ADOPTED** by Council.

The Chairman publicly declared the recommendations passed by the Committee whilst in Committee of the Whole.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:35PM.



Item 6:
Senior Officers'
Reports

Submitted to Council: 13 December 2017

..... General Manager Mayor



Item: 6.1 **Ref:** WO/2017/02147
Title: Summary of Stage 3 Apsley River Secure Yield Analysis
Author: Director – Engineering Services
Previous Items: Not applicable
Attachment: Nil

CSP Ref: 6.3.3 Identify possible new water sources.

Introduction:

Prior to the November Ordinary Council Meeting, Council staff presented the Walcha Water Security Project, which had a corresponding report within the Council business paper. Council requested that a summary report be compiled that details the discussions held during the presentation relating to the findings thus far. In addition, it was requested that Council staff analyse the Malpus Dam, which supplies water for the urban areas of Armidale.

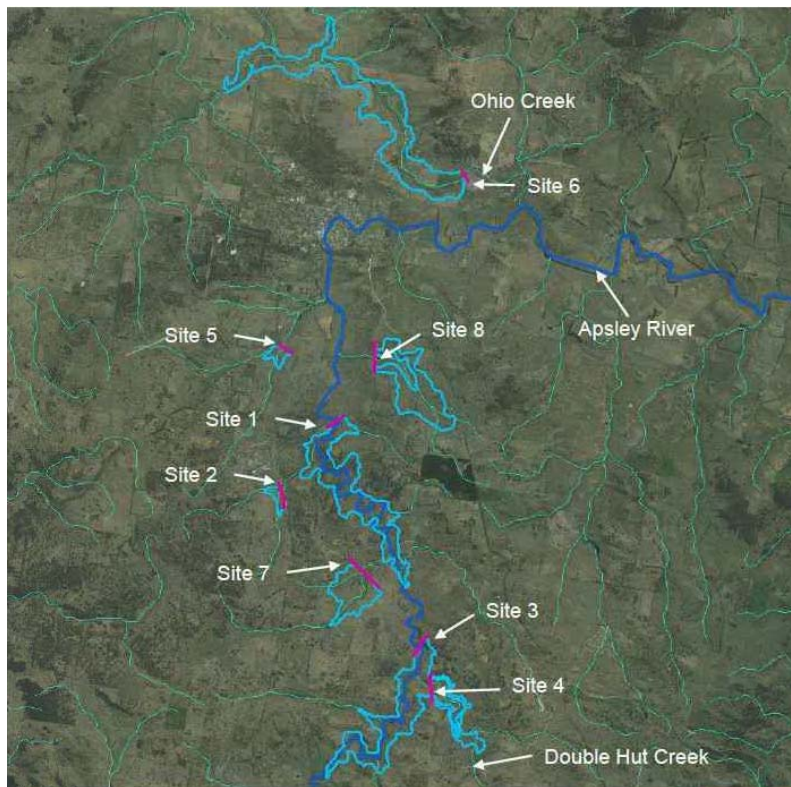
Report:

To date, there have been three stages of the Walcha Water Security Project, they are:

- Stage 1 – The Apsley Dam Economic Benefit Study (Regional Development Australia)
- Stage 2 – The Apsley River Dam Sites, Desktop Assessment (Hunter H₂O).
- Stage 3 – The Apsley River Secure Yield Study (NSW Urban Water Services).

Due to the findings from Stage 2 of the project, it was recommended that two dam sites be modelled in Stage 3. They are Site 1 (25000ML) and Site 5 (800ML):

Site 1



Submitted to Council: 13 December 2017

..... General Manager Mayor

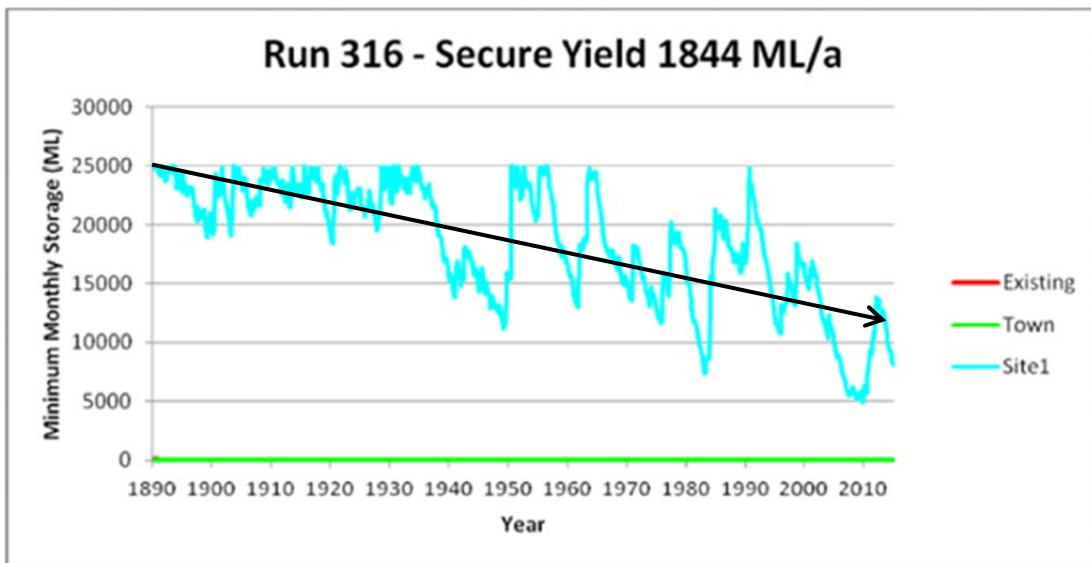


The proposed Site 1 is located on the Apsley River and has an estimated capacity of 25,000ML. Modelling completed on this dam during stage three has shown that in conjunction with the Macdonald River with the rolling cap of 379ML/a that the secure yield achievable would be 1844ML/a. From modelling completed utilizing the Macdonald River alone, the contribution to this total from the Macdonald River system would be 286ML/a. This therefore means that the secure yield from the proposed Apsley River Dam has been found to be 1558ML/a. This equates to approximately 6% of the overall storage volume of the dam.

The secure yield by definition means that throughout the last 120 years modelled, the 5/10/10 design rule must be met. This rule is as follows:

- The Duration of restrictions must not exceed 5% of the time (5/10/10)
- The Frequency of restrictions does not exceed 10% of years (5/10/10)
- The Severity of restrictions does not exceed 10%, this means that the system must be able to meet 90% of the unrestricted water demand (5/10/10)

The system met the above rules for Site 1, however upon further analysis of the dam volume in relation to time (graph below) it can be clearly seen that the dam volume trends downwards in relation to time. Please note however that due to the secure yield basis, the 1844ML/a is still considered secure regardless of this trend.



Due to the low secure yield found in relation to dam volume and the concerning trend over time of the dam volume, it is expected that the Apsley River Dam will not proceed due to the large capital cost required to access a relatively small amount of water.

Site 5:

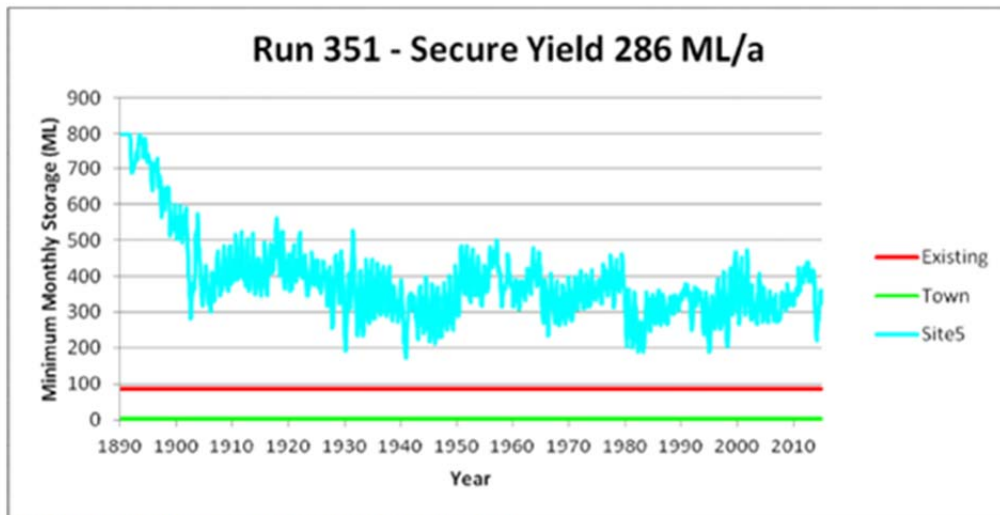
The proposed Site 5 is located off stream, in a location that is close to existing infrastructure and the Aberbaldie Road. The dam has an estimated capacity of 800ML and has been modelled for two main scenarios; they are the Macdonald River Pump Station with and without a Transfer Pump Station on the Apsley River. The secure yield



calculated for each of the scenarios is 286ML/a for Site 5 without the Apsley River and 782ML/a with the Apsley River, the results are explained below:

Site 5 – Pumping from the Macdonald River without the Apsley River:

Modelling conducted for Site 5 without supplementary water from the Apsley River has shown that the required secure yield of 287ML/a cannot be achieved with the current license conditions and limited infrastructure on the Macdonald River. The storage behavior shows that the dam equilibrates over a short period of time due to the current infrastructure only able to provide enough to maintain water demand.



With Macdonald Rolling average cap- See Table 1 for other details

Figure 1 : Storage Behaviour - Site 5 Offstream Storage without Apsley River

Site 5 – Pumping from the Macdonald River without the Apsley River:

Modelling conducted for Site 5 with supplementary water from a weir offtake from the Apsley River has shown that a secure yield of 782ML/a can be achieved. This figure is impressive for the size of the dam, and is close to 100% of the storage capacity, indicating that this would be a robust system. This modelling still uses the current license conditions of the Macdonald River; however the total available water of 429ML from the Apsley River has not been considered and hence would violate this rule. A supplementary weir on the Apsley River could be problematic due to the low flows and stringent environmental requirements of the River. The graph below clearly shows the speed at which the dam can fill and the short periods of time that water is drawn down.

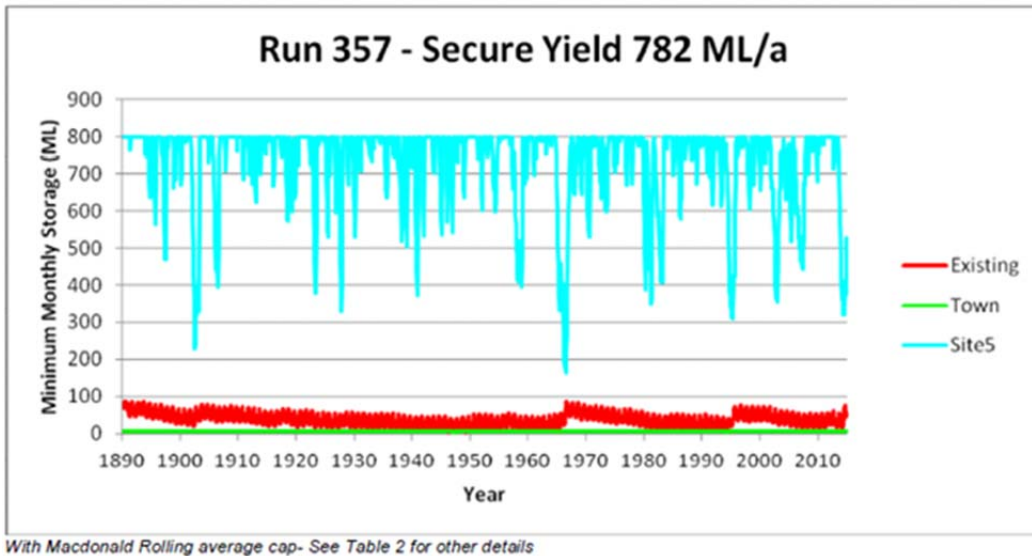


Figure 3 : Storage Behaviour - Site 5 Offstream Storage with Apsley River

Due to the high secure yield that is possible in relation to dam size, a configuration that incorporates Site 5 and transfer infrastructure is considered a feasible option at the completion of stage three. Engineering and other considerations around the possible configuration of Site 5 are detailed later in this report.

Reliability of River Flows:

An important consideration is the flows that are seen in each river system. The percentile flows for each of the river systems is depicted below, please note the following:

- 30%ile flows mean that 30% of the time the flow is greater than the flow listed and 70% of the time it is less. The 30%ile figure indicates high flows in the river.
- 80%ile, 90%ile and 95%ile follow the same rule as above, however these are indicators of lower flows in the river, with 95%ile meaning the river is lower than the stated flow only 5% of the time.

Target	Macdonald River at Woolbrook Gauging Station ML/d	Modelled Equivalent at Macdonald River Offtake ML/d	Apsley River at Site 1 Onstream Storage		Apsley River at Site 5 Offtake	
			Series5 Flows ML/d	Series3 Flows ML/d	Series6 Flows ML/d	Series8 Flows ML/d
30%ile	-	-	11.04	9.56	11.07	17.52
80%ile	31.8	24.17	0.68	0.52	0.83	1.29
90%ile	17.13	13.02	0.17	0.11	0.25	0.36
95%ile	7.34	5.58	0.03	0.02	0.05	0.08

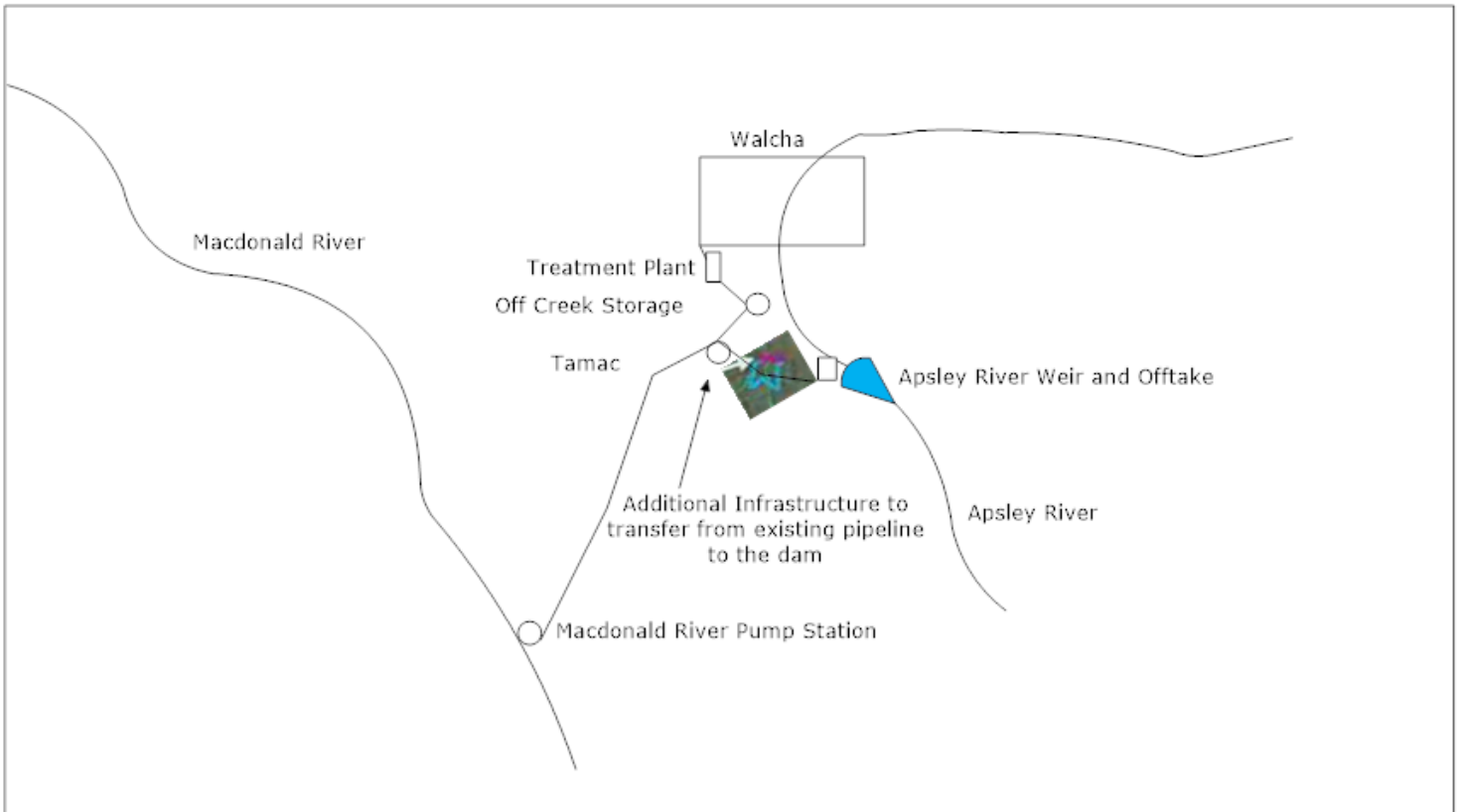
It is interesting to note that the 80%ile flow in the Macdonald River is as high as twice the 30%ile flow seen in the Apsley River.



Engineering Concerns and Considerations:

The primary engineering concern with Site 5 is the requirement to pump the vast majority of the required water. The current Macdonald River pump station is capable of 2.16ML/day, which will not capitalize on higher flows that may be accessed if the current license agreement could be changed to an environmental flow arrangement rather than a confined upper limit cap. The pump station would be required to capitalize on higher flows within the Macdonald River and transfer water at a higher rate to allow for higher secure yields and reduce the need to supplement water from the Apsley River. If the pumped flow capacity was to be increased by a large amount, the trunk main from the Macdonald River pump station to the dam site would need to be augmented or duplicated in order to achieve the higher flows and reduce energy loss due to friction.

Further Engineering concerns are identified in relation to the possibility of a weir on the Apsley River, primarily in relation to the availability of water and sizing the pump station to balance the water availability and the requirement to transfer water when water is available from the river. The below figure shows the possible configurations for the proposed Site 5 dam:



All of these concerns are only high level currently and must be investigated and confirmed. It is suggested that this is achieved through a detailed options analysis that may be funded through the Safe and Secure Water Program. An expression of interest (EOI) should be submitted shortly to ensure that this project is considered for funding. This options analysis would start to introduce a cost per ML, which will provide greater clarity to Council on the preferred option.

Submitted to Council: 13 December 2017

..... General Manager Mayor



Comparison with Malpus Dam - Armidale Regional Council:

During the November Ordinary Meeting of Council, an investigation into the possible similarities of Malpus dam with the proposed Apsley River dam was requested. Information relating to the secure yield study was supplied by Armidale Regional Council for this exercise, important summary information can be found below:

	Proposed Apsley River Dam	Malpus Dam
Upstream Water Utilities	No	Yes
Total Catchment Area	185 sq km.	196 sq km.
Rainfall	800-850mm / annum	850-1050mm / annum
Dam Size	25000ML	12000ML
Modelled Secure Yield	1844ML/A	5430ML-6580ML/a
Secure Yield to Dam Size	7.36%	45.25% - 54.83%
Year Constructed	Proposed	1968

The Armidale water supply system is considered very robust, as the Malpus Dam is supported by two further dams the Gara and Puddledock Dams, which have storages of 200ML and 700ML respectively. The Puddledock Dam is located on a separate catchment to the Malpus and Gara dams, which provide Armidale with further security through diversification. In addition, there are two further dams on the Gara River, upstream of the Malpus dam which supplies water for Guyra. These two dams have capacities of 390ML and 90ML.

An interesting point to consider about the security of water found within the Armidale system, particularly the Malpus dam is the age of the infrastructure and the corresponding environmental flow requirements. They are as follows:

- Any inflows less than 1ML/day must be release + 1ML/d.
- If the flows are between 1 and 6 ML/d then 2ML/d must be released.
- If the flows are larger than 6ML/d then 3ML/d must be released.
- No environmental releases if the Malpus dam storage is at or below 55%.

For the Apsley River, it has been modelled that only 30% of the water above 30%ile flows could be stored in the proposed new storages as a reflection of non town water use; this rule will not be in place if the storage is less than 400ML.



The below graphs summarize the dam storage volumes in relation to time, with the first graph being the Malpus Dam and the second being the modelled Apsley River Dam.

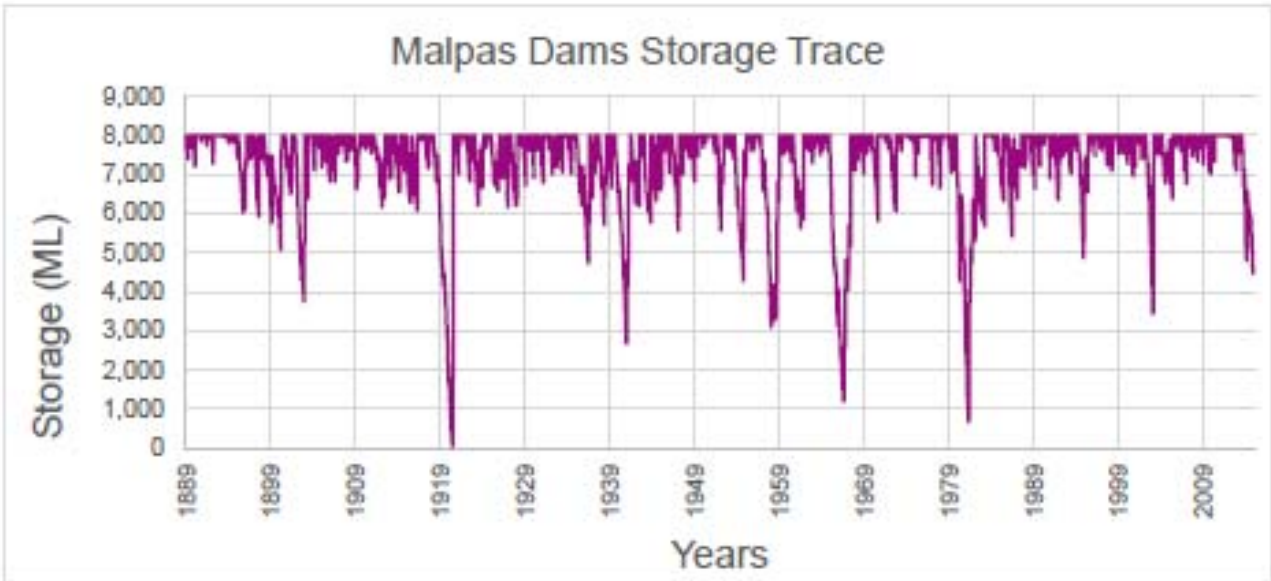
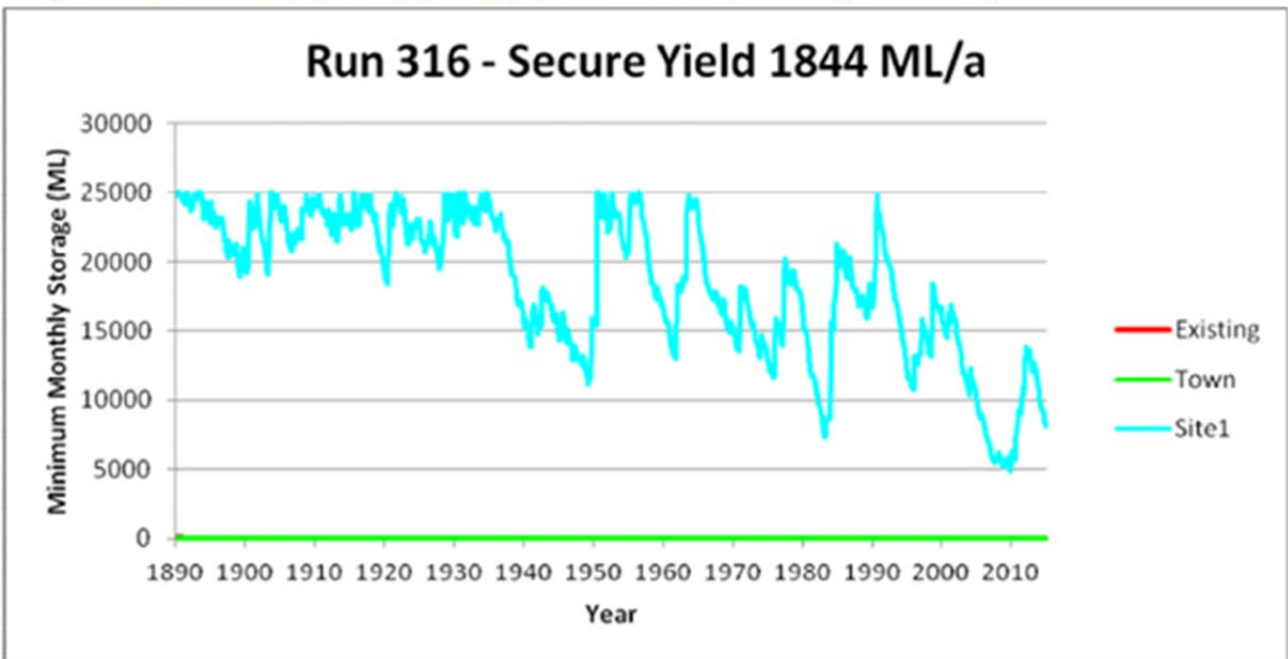
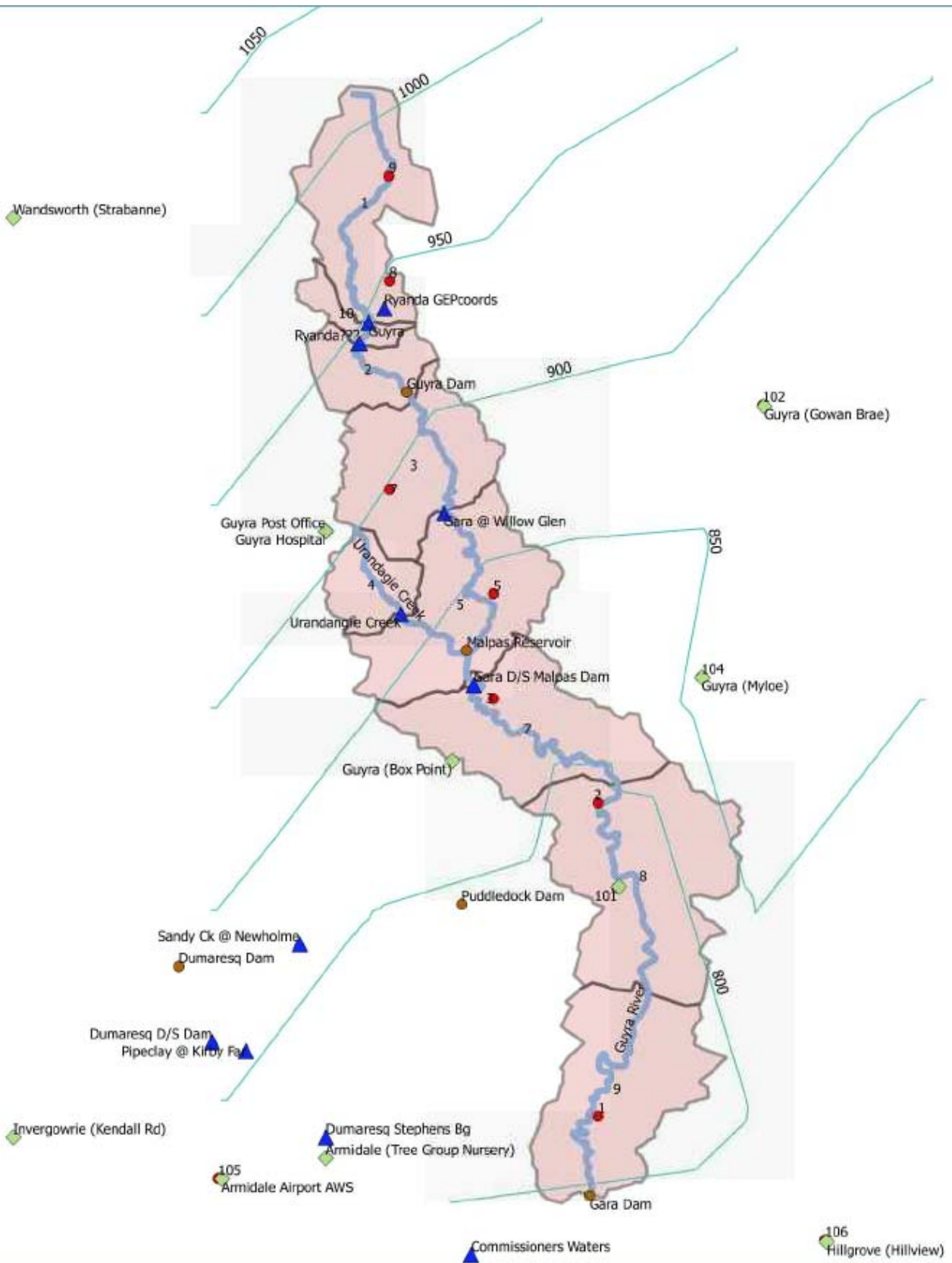


Figure 40: Assessing Storage Trigger – 90% demand empties storage



It is important to note the speed at which the Malpus Dam can recover from a drought; this is due to a higher rainfall catchment that is slightly larger than the Apsley. The dam also has two main sources of water being the Gara River and the Urandagle Creek.

The map on the following page shows the catchment area for the Maplus and surrounding dams.

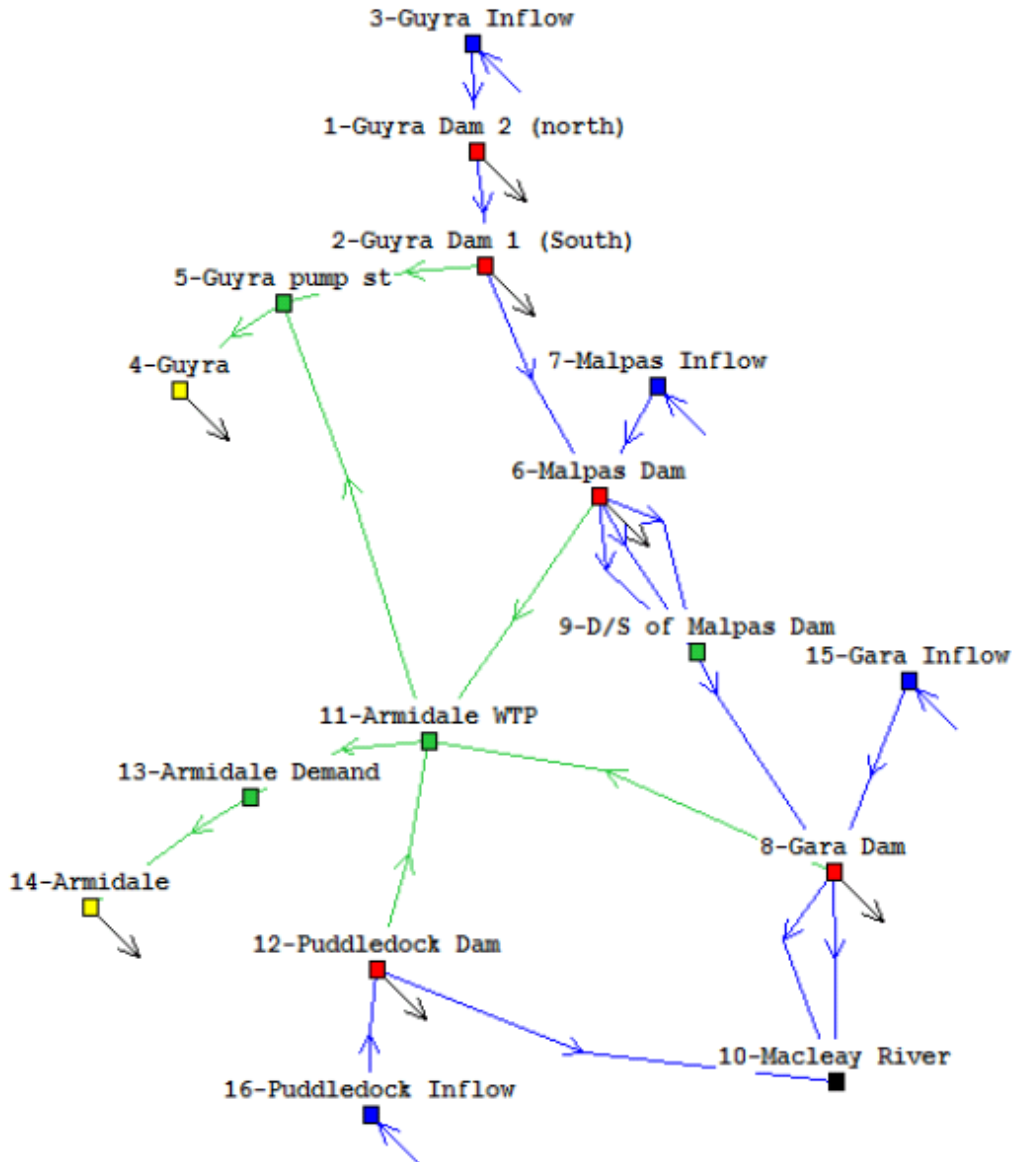


Submitted to Council: 13 December 2017

..... General Manager Mayor



The below schematic shows the connectivity of dams with the two urban water utilities and their relative position to Guyra and Armidale:



Next Steps:

The final stage of the Apsley River Feasibility Assessment is stage four. The aim of stage four is to collate all of the findings from the first three stages and provide greater clarity into the path Council can pursue. While this is being completed, the submission of an expression of interest for a detailed options analysis to be funded through the Safe and Secure Water Program would help to ensure that the project continues and will aid in avoiding delays.

RECOMMENDATION: For Council’s information.

Submitted to Council: 13 December 2017

..... General Manager Mayor



Item:	6.2	Ref: WO/2017/02117
Title:	Waste Services Change Committee	
Author:	General Manager	
Previous Items:	Nil	
Attachment:	Nil	

CSP Ref: 6.2 *Solid Waste will be managed in a sustainable manner with a continuing reduction in waste generation and disposal to landfill.*

Introduction:

The development of the Walcha Waste Strategy involves a number of phases which require investigation and consultation. To ensure adequate community consultation is carried out during the phases of the Waste Strategy it is proposed a Waste Services Change Committee be established.

Report:

The intent of a Waste Services Change Committee is to develop a communication plan, whereby the Community and other stakeholders (such as the EPA) are consulted and informed of potential changes to Walcha’s waste services.

Investigations and consultation are needed to determine an equitable way to raise the funds needed for the operations and eventual closure of the Walcha Landfill; into reducing landfill waste such as introducing a kerbside food and garden organics collection; and, into ensuring waste entering the Walcha Waste Depot is inspected and recorded.

It is proposed the Change Committee will:

- ◆ develop a waste services communication plan.
- ◆ membership of the Committee will comprise of a total of 6 members consisting of:
 - 3 x Councillors
 - 3 x Council Staff
- ◆ meet on a regular basis over the next 18 months; and
- ◆ meetings shall be held not more frequently than every 2 months, unless a special meeting of the Committee is called by specific resolution.

RECOMMENDATION:

That three Councillors volunteer to join the Waste Services Change Committee.

Submitted to Council: 13 December 2017

..... General Manager Mayor



Item: 6.3 **Ref:** WO/2017/02116
Title: Safe and Secure Water Program – Expression of Interest
Author: Director - Engineering Services
Previous Items: Nil
Attachment: Nil

CSP Ref: Water supply and sewerage services will be physically and environmentally sensitive

Introduction:

The Safe and Secure Water Program was announced earlier this year and provides \$1 billion funding for water and sewerage infrastructure projects in regional NSW. The program is funded from the Restart NSW fund and is scheduled to run for 10 years or until all funding is committed.

Report:

Restart NSW funding is available for three project phases:-

- ◆ Scoping study phase
- ◆ Business case phase
- ◆ Construction phase

Applications follow a two-stage process:-

- ◆ Stage 1 – Expression of Interest (EOI)
- ◆ Stage 2 – Detailed application

The next Safe and Secure EOI review is scheduled for February 2018. The EOI application requires basic information to describe a project. To continue to build the momentum of the current Water Security Feasibility it is proposed an EOI be submitted for Walcha water security and quality of supply.

It is proposed an application would be made for an ‘Optimisation Study’ to refine the superior option as identified in the current study, and would include the sizing of the infrastructure needed to ultimately optimise the preferred option. In consultation with DPI Water the estimated cost of an ‘Optimisation Study’ required to progress to Stage 2 is the range of \$80-\$100k. Council is eligible for up to 75% of program funding.

RECOMMENDATION:

That Council submit an EOI for Stage 1 of the Safe and Secure Water Program FURTHER THAT up to \$25,000 be assigned from Council for the co-contribution condition.

Submitted to Council: 13 December 2017

..... General Manager Mayor



Item: 6.4 **Ref:** WO/2017/02103
Title: New Primary Production and Rural Development SEPP
Author: Environmental Services Manager
Previous Items: Nil
Attachment: Attachment A: DPE Fact Sheet – Subdivision of rural land for primary production

CSP Ref: 6.5.1 – Protect and promote farming practices using the principles of ecologically sustainable development.

Introduction:

The NSW Department of Planning and Environment (DPE) have on exhibition an Explanation of Intended Effect for a proposed *State Environmental Planning Policy (Primary Production and Rural Development) 2017* and associated reforms.

The Explanation of Intended Effect describes a package of complementary reforms, including proposed *State Environmental Planning Policy (Primary Production and Rural Development) 2017*, intended to update and improve the operation of the NSW planning framework as it applies to primary production and rural development. It aims to support the delivery of commitments in the NSW Government’s Right to Farm Policy.

The Right to Farm Policy supports farmers in exercising their right to undertake lawful agricultural practices without conflict or interference arising from complaints from neighbours and other land users. A key approach to the Right to Farm Policy is the strengthening of land use planning.

The proposed new *State Environmental Planning Policy (Primary Production and Rural Development) (PPRD SEPP)* aims to consolidate and revise the currently fragmented planning regime which applies to rural land and agriculture.

The reforms seek to:

- support investment in agriculture
- reduce land use conflict
- facilitate an adaptive approach to new and emerging agricultural practices, technology and industry, and
- protect environmental values.

The draft of the PPRD SEPP has not yet been released. The EIE materials can be found on DPE’s website <http://www.planning.nsw.gov.au/Policy-and-Legislation/State-Environmental-Planning-Policies-Review/Draft-Primary-Production-SEPP>. The Explanation of Intended Effect for the proposed PPRD SEPP is currently on exhibition until 15 January 2018.

Report:

The proposed PPRD SEPP and associated reforms will:

- Repeal the following State Environmental Planning Policies:

Submitted to Council: 13 December 2017

..... General Manager Mayor



- *State Environmental Planning Policy (Rural Lands) 2008;*
- *State Environmental Planning Policy No. 30 – Intensive Agriculture;*
- *State Environmental Planning Policy No. 52 – Farm Dam and Other Works in Land and Water Management Plan Areas;*
- *State Environmental Planning Policy No. 62 – Sustainable Aquaculture;* and
- *Sydney Regional Environmental Plan No. 8 – Central Coast Plateau Areas.*
- Transfer and amend provisions currently located in the repealed State Policies into a *State Environmental Planning Policy (Primary Production and Rural Development) 2017;*
- Transfer certain provisions from the repealed State Policies into Ministerial Planning Directions under Section 117 of the *Environmental Planning and Assessment Act 1979;*
- Transfer certain provisions from the repealed State Policies into Standard Instrument Local Environmental Plans; and
- Update various definitions within State Instrument Local Environmental Plans and the *Environmental Planning and Assessment Regulation 2000.*

A significant change to consider is Clause 4.2 in the Standard Instrument will be amended to *clarify* that a lot created by a subdivision in the rural zones to which the clause applies will not need to comply with the minimum lot size even if the lot contains an existing dwelling.

A reading of the current clause 4.2 is that a lot can be created of less than the minimum lot size for the purpose of primary production, provided that an existing dwelling would **not** be situated on the lot.

The EIE suggests that this is to allow occupants of rural land to remain in their dwellings whilst subdividing off the surrounding land. The EIE states that a provision will be included in the amended Standard Instrument to prevent “double-dipping” and fragmentation, where rural land is repeatedly subdivided in this way. As the draft SEPP is not yet available, we cannot comment on whether that provision will be effective.

A new clause will be included in Standard Instrument to clarify the thresholds above which development consent will be required for certain agricultural activities (this is currently dealt with in SEPP 30). There will also be revised thresholds for development which is designated development within the meaning of the EP&A Act.

A number of definitions will be amended, such as ‘*intensive livestock agriculture*’, ‘*extensive agriculture*’, ‘*feedlot*’ and ‘*piggery*’ (which will be amended to ‘*pig farm*’).

The amendments are aimed at:

- ensuring operations involving sheep are captured by *intensive livestock agriculture*, and removing the source of the feed from the definition;
- clarifying that extensive agriculture involves animals eating plants grown on the land rather than food exported from elsewhere, but also acknowledging that extensive agriculture can involve supplementary feeding and temporary housing or penning of livestock;

Submitted to Council: 13 December 2017

..... General Manager Mayor



- taking extensive agriculture out of the definition of a feedlot.

Amendments to the Standard Instrument will also have the effect that intensive livestock operations will only require development consent if they are above certain thresholds (which are dependent on the animal involved in the operation and location of the proposed development). Also the current exemptions from consent requirements in the case of emergencies will be extended to apply to livestock other than cattle and pigs.

The Standard Instrument will also be amended to exempt smaller scale artificial waterbodies within irrigation areas from the requirement for development consent.

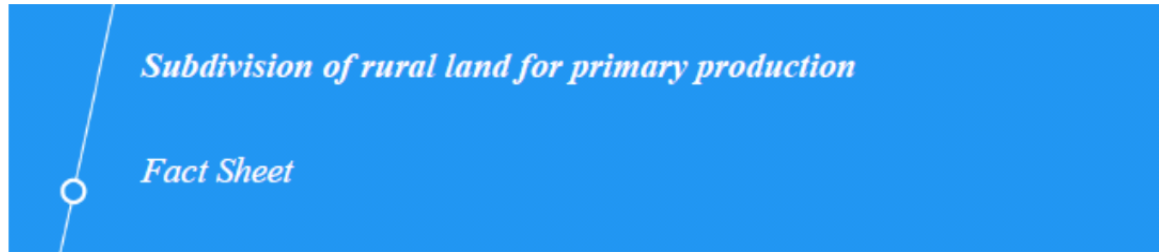
Conclusion:

At present, planning provisions for rural land use and agriculture are fragmented across a large number of planning policies and legislation. On review of the Explanation of Intended Effect, it would appear the reforms are primarily a consolidation of planning provisions for rural land use and agriculture. It is considered that the proposed *State Environmental Planning Policy (Primary Production and Rural Development) 2017* and associated reforms will not fundamentally alter planning for rural lands and development in Walcha, with the potential exception to Clause 4.2 amendment. Furthermore, the reforms are unlikely to significantly impact local farmers or their Right to Farm.

RECOMMENDATION: For Councillors information



ATTACHMENT A:



November 2017

Productive rural land is a critical asset in New South Wales. It provides food and other products for local consumption and export, contributes \$56 billion annually to the national economy, and underpins employment and investment in regional and rural communities.

The existing planning rules for rural subdivision have been in place since 2008. There is an opportunity to update the rules and improve certainty about how they are applied. Any updates need to give farmers the flexibility to manage their business while also protecting productive rural land for future generations and minimising potential land use conflict.

The Department of Planning and Environment is now seeking community feedback on proposals to clarify the planning rules for rural land subdivision.

Can you subdivide rural land now?

Yes. Subdivision of rural land occurs as part of the normal business of running a farm. Farmers can subdivide their land to adapt their operations to take advantage of changing farming practices, emerging markets or facilitate succession planning. The planning system supports this by allowing for the subdivision of rural land for primary production purposes and this will continue. The minimum lot size requirements for rural subdivision are outlined in councils' planning rules.

Subdivision of rural land can create pressure and expectations to allow new residential dwellings. Dwellings that are not associated with a farming operation can in some circumstances lead to land use conflicts, such as complaints about noise and odour from a neighbouring farm. Fragmenting productive land into smaller lots with dwellings may also affect future opportunities for viable primary production activities.

What are the current planning rules

State Environmental Planning Policy (Rural Lands) 2008 and the Standard Instrument Local Environmental Plan (LEP) contain planning rules that permit the subdivision of rural land for primary production purposes with consent. They allow rural land to be subdivided for the purpose of primary production to create a lot that is less than the minimum lot size permitted under the relevant LEP, but only if such a lot would not contain an existing dwelling. In addition, a new dwelling cannot be erected on such a lot (if it is below the minimum lot size).



Submitted to Council: 13 December 2017

..... General Manager Mayor



Subdivision of rural land for primary production
Fact Sheet

November 2017

The purpose of the existing rules is to provide flexibility in subdivision standards so that primary production is supported, while avoiding the risks of unplanned new residential development.

However, the current wording of the rules has on occasion led to uncertainty and debate, and there has been concern that a consistent interpretation may not have been applied. The key area of doubt has been how the current provisions apply when a residue lot (other than the primary production lot) that contains an existing dwelling or is vacant, would also be less than the minimum lot size following the subdivision.

What are the proposed updates?

The proposal in the *Primary Production and Rural Development Explanation of Intended Effect* is to clarify the wording of the existing rules to make it clear that subdivision of rural land for primary production purposes can result in two lots, both of which may be below the minimum lot size requirements for a dwelling house in the LEP:

- one lot, below, equal to or above the minimum lot size, can contain an existing lawful dwelling
- one lot, if below the minimum lot size, must be for primary production purposes only and must not have an existing dwelling, nor can a new dwelling be erected on the lot.

Consistent with the overarching policy objective of providing flexibility for farmers without encouraging unplanned residential development, the proposed clarification will not result in additional new dwellings.

As is currently the case, new dwellings will only be permitted where a new lot meets the minimum lot size requirement in the LEP.

This proposal will provide opportunities for farmers wishing to stay on the land in an existing house but on a smaller lot, during a transition to retirement or as part of business succession planning. It will also allow farmers to dispose of existing dwellings on their property that they no longer require.

Have your say

Your views, comments and suggestions on the proposals are invited.



Submitted to Council: 13 December 2017

..... General Manager Mayor



Ref: WO/2017/02081

Title: Management Review Report
Author: General Manager
Previous Items: Not Applicable
Attachment: No

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

Item 9:

Management Review Reports

Submitted to Council: 13 December 2017

..... General Manager Mayor



FINANCE AND ADMINISTRATION

9.1 Listing of Bank Balances for the Month of November 2017

The Cash Book for each Fund has been reconciled with the appropriate Bank Pass sheets for the month of November 2017, and the Reconciliations have been entered in the Cash Book.

	<u>2017</u>	<u>2016</u>
General	\$2,068,367.93	\$2,114,118.20

The current Interest Rate on the General Fund held with the National Australia Bank is 1.25%.

	<u>2017</u>	<u>2016</u>
Interest Earned (YTD)	\$ 8,026.33	\$ 10,111.36

9.2 Investments Local Government (Financial Management) Regulation 1993, Clause 19 (3) (A) for November 2017

Please see the following Report for the investments placed in November 2017.

Overdraft Limit

An Overdraft Limit of \$200,000 has been arranged with the National Australia Bank. When utilised an Overdraft Interest Rate of 8.77% applies.

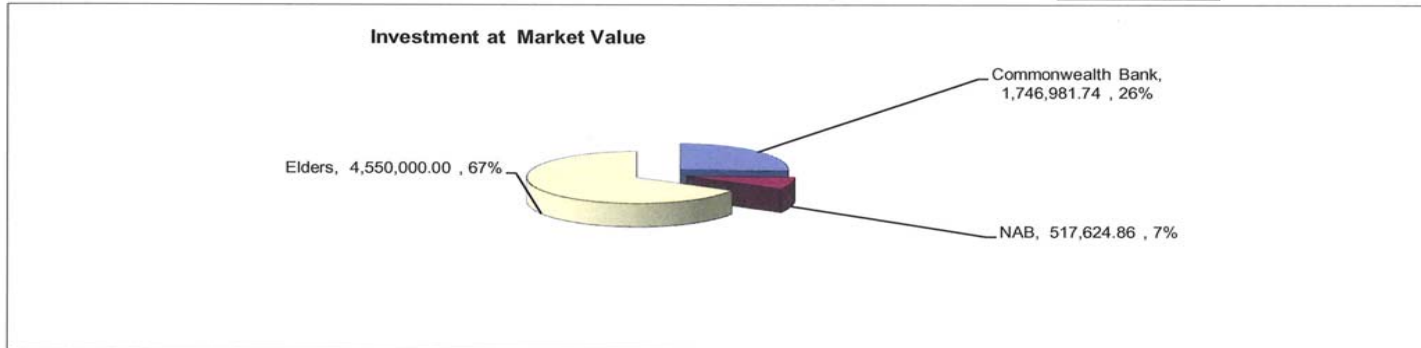
Jack O'Hara
GENERAL MANAGER



REGISTER OF INVESTMENTS TO 30/11/2017

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 30/11/17	MV % of Portfolio	
National Australia Bank	Term Deposit			13-Jul-17			8908.27	-	960,878.74	-	0.00%	
National Australia Bank	Term Deposit	28/11/2017	150	28-Apr-18	2.50%	5318.06	7477.51	517,624.86	-	517,624.86	7.60%	
Elders Rural Bank	Term Deposit	20/06/2017	180	17-Dec-17	2.60%	7052.05		550,000.00	-	550,000.00	8.07%	
Elders Rural Bank	Term Deposit	18/07/2017	180	18-Jan-18	2.55%	7545.21		600,000.00	-	600,000.00	8.80%	
Elders Rural Bank	Term Deposit	20/06/2017	240	15-Feb-18	2.62%	10336.44		600,000.00	-	600,000.00	8.80%	
Elders Rural Bank	Term Deposit	29/08/2017	180	28-Feb-18	2.60%	8334.25	5540.14	650,000.00		650,000.00	9.54%	
Elders Rural Bank	Term Deposit	28/09/2017	180	28-Mar-18	2.50%	11712.33	12690.96	950,000.00	-	950,000.00	13.94%	
Elders Rural Bank	Term Deposit	4/10/2017	180	04-Apr-18	2.50%	7397.26	7971.78	600,000.00	-	600,000.00	8.80%	
Elders Rural Bank	Term Deposit	18/07/2017	270	18-Apr-18	2.58%	11450.96		600,000.00	-	600,000.00	8.80%	
Commonwealth Bank	Term Deposit	26/09/2017	240	24-May-18	2.54%	8645.30	11034.29	517,639.92	-	517,639.92	7.60%	
Commonwealth Bank	Term Deposit	17/09/2017	330	17-Aug-18	2.50%	7852.20	10118.45	347,400.27	-	347,400.27	5.10%	
Commonwealth Bank	Term Deposit	26/10/2017	365	22-Oct-18	2.55%	22489.51	20711.98	881,941.55	-	881,941.55	12.94%	
							108,133.56	84,453.38	6,814,606.60	960,878.74	6,814,606.60	100.00%

Capital Value of Portfolio	6,814,606.60
Redeemed Value of Portfolio	960,878.74
Market Value of Portfolio 30/11/17	6,814,606.60
Estimated Profit/(Loss) 30/11/17	6,814,606.60



Responsible accounting Officers Certification Local Government (General) Regulation 2005- Paragraph 212
 The investments have been made in accordance with the Act, Regulations and Walcha Council's Investment Policy

Signed Rosemary Strobel (Responsible Accounting Officer)

Submitted to Council: 13 December 2017

..... General Manager Mayor



9.3 Work, Health & Safety

November 2017

Workplace Incidents – Nil.

Motor Vehicle – Nil.

Public Liability – Nil.

Near Misses – One minor incident occurred, the Director – Engineering Services conducted an investigation. The outcomes were to hold a Toolbox talk outlining correct procedures and that all plant operators are to be deemed confident. This will be completed by December 2018.

WH&S Action Plan Update – a generic draft WH&S Planning Procedure has been developed, from this each department will develop WH&S targets for the coming year. The HR Officer/Risk Coordinator has successfully completed Lead Auditor Training – Work Health & Safety Systems.

Council’s Risk Management Action Plan for 2017 – 2018 was conducted in conjunction with StateWide Mutual with four workbooks completed, these were Footpaths Benchmarking, Tree and Tree Roots Benchmarking, Signs as Remote Supervision Benchmarking and Stormwater Management Benchmarking.

From the outcomes of these workbooks it was decided that Council would follow the Continuous Improvement pathway for Stormwater Management and Signage as Remote Supervision. The Director – Engineering Services is to address the identified shortfalls for the above before June 2018.

Risk Management – An annual review of the Risk Register will be completed in the coming months. Please see the Monthly Risk Register Report below:

Residual

- Low 30.52% (65)
- Medium 33.8% (72)
- High 32.39% (69)
- Extreme 3.29% (7)

Residual	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	0	2	2	3	0
Likely	1	6	8	3	4
Possible	0	22	26	14	10
Unlikely	1	40	22	14	3
Rare	4	20	2	5	1

Breakdown of Controls by Responsible Person

Responsible Person	Total Controls	Existing/Completed Controls	Proposed Controls	Overdue Controls
Dylan Reeves	9	1	8	5
Jack O'Hara	1	0	1	1
Lacey Latham	9	0	9	8
Loretta Blanch	1	0	1	1
Tess Dawson	16	5	11	13
Tess Dawson and Loretta Blanch	1	0	1	1

Submitted to Council: 13 December 2017

..... General Manager Mayor



9.4 Tourism Report

October 2017

Number of visitors to VIC

October	2017	2016	2015	2014
Walk in's	398	707	351	421
		Garden Days		
Phone enquiries	26	48	33	47
Email enquiries	2	0	0	1

Website	November	October	September	August
Unique Visits	1,940	2,090	1,904	4,086
Visits	2,463	2,751	2,435	4,597
No of Hits	126,631	131,243	119,404	111,056

Amended Statistic

Unique visitors refers to the number of distinct individuals requesting pages from the website during a given period, regardless of how often they visit. Visits refers to the number of times a site is visited, no matter how many visitors make up those visits – Google answer.

Comments from the Visitors Book - October

Good advice / Great!! +++ / very good / Nice people / “NICE” / Very Helpful, thank you / great help / excellent help – thank you / thanks / lovely, great help / great market (Farmers Market) / very Helpful / great help / helpful / thanks for your advice / excellent info / Very helpful! Thank you / very helpful, amazing staff / great help, thanks a lot!

John Oxley Bicentenary Event – September 8-9 2018

We are working on the John Oxley event in an ongoing manner.

Sculpture Symposium

We are in the process of applying for the Arts and Cultural Projects grant, Round 2, we have sought out feedback from the provider for this specific grant, Create NSW, on our previous application of which they were willing. On the information of this feedback we are asking the writers of our Letters of Support to change their letters slightly to refocus who will benefit from the conduction of the Sculpture Symposium. We are rewording the answers to the application questions along the same refocussed vein. Robert Heather of NERAM has offered to read our application before submission and we have also engaged with a grants writer for the process.

Susie Crawford
 Tourism Manager

Submitted to Council: 13 December 2017

..... General Manager Mayor



9.5 Grant Information

Grants Currently Applied for:

Name of Grant:	Purpose of Grant:	Amount Requested :	Council Contribution:	Date Outcome Announced:	Outcome
Youth Opportunities Program	Establishment of a Homework and Learning Support Centre	\$38,590	\$4,000	November	
Stronger Country Communities Fund	Replacement preschool building	\$660,000	\$340,000 \$52,000	November	
Stronger Country Communities Fund	Sporting Ground upgrade	\$120,000	\$0	November	
Community Building Partnership	Internal fit out of Walcha Council Community Care Building.	\$25,000	\$25,000	December	
Regional Arts Fund NSW Community Grants	Sculpture Symposium	\$20,000	\$8,500	November	
Regional Arts NSW Country Arts Support Program (CASP)	Artist fees for Sculpture Symposium	\$3,000	\$2,700	November	
Australia Council for the Arts Project Fund	Sculpture Symposium	\$70,000		Unknown	
Preschool Professional Development Grant	Child Protection Training update for all educators	\$1,750	Preschool will pay fees if unsuccessful	Unknown	
ClubsNSW Infrastructure Grants Round 2	Redevelopment of Walcha Memorial Cenotaph	\$50,000	\$55,000	January	
Heritage Near Me – Strategies Fund	Development a Walcha Heritage Strategic Plan	EOI	\$1,500		Successful – progressed to next stage

Grants Currently Being Investigated:

Name of Grant:	Purpose of Grant:	Closing Date:
Arts Projects – Organisations Community Building Partnership Youth Opportunities Funding Regional Arts NSW website:		Various times
Arts and Cultural Projects Grant Round 2	Sculpture Symposium	

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Website Links:

- <http://regionalartsnsw.com.au/grants>
- <http://www.lgnsw.org.au/files/imce-uploads/127/cremf-introduction-1.pdf>
- <http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care/funding/start-strong/capital-works-grants-program>
- <http://www.communitybuildingpartnership.nsw.gov.au/>
- <http://investment.infrastructure.gov.au/funding/blackspots/>
- <https://www.transport.nsw.gov.au/projects/programs/fixing-country-roads>
- https://infrastructure.gov.au/infrastructure/pab/active_transport/
- <http://www.liquorandgaming.nsw.gov.au/Pages/about-us/our-initiatives/infrastructure-grants.aspx>
- <https://www.create.nsw.gov.au/funding-and-support/regional-cultural-fund/regional-cultural-fund-2/>
- <https://www.industry.nsw.gov.au/invest-in-nsw/regional-opportunities/stronger-country-communities-fund>
- <https://www.create.nsw.gov.au/funding-and-support/types-of-funding/project-funding-arts-and-cultural-projects>
- <https://www.create.nsw.gov.au/funding-and-support/types-of-funding/project-funding-regional-partnerships/>
- <http://regionalartsnsw.com.au/grants/raf/>
- <http://regionalartsnsw.com.au/grants/casp/>
- <http://australiacouncil.gov.au/funding/>

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ENGINEERING SERVICES

9.6 Wages & Overtime Summary

Pay Period	Week Ending	Overtime Hours	Amount (\$)
21	19/11/2017	84.75	4,195.19
22	26/11/2017	89.75	3,968.65
23	03/12/2017	78.00	3,449.03
TOTAL		252.50	\$11,612.87

9.7 Shire Roads Maintenance

No Report was submitted.

Dylan Reeves
Director – Engineering Services

9.8. Water

No Report was submitted.

9.9 Sewer

No Report was submitted.

9.10 Waste

No Report was submitted.

Tess Dawson
Senior Manager - Water, Sewer & Waste

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ENVIRONMENTAL SERVICES

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

- ◆ Development
- ◆ Town Planning & Strategic Planning
- ◆ Construction compliance
- ◆ Environmental management
- ◆ Regulatory services
- ◆ Animal control
- ◆ Building and amenity maintenance

The statistical information contained within this report demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outlined in Council’s Community Strategic Plan 2027, Delivery Program 2017-2021 and Operational Plan 2017-2018.

A report will be presented to Council each month for comparison purposes, showing the previous year’s totals, and the year to date figures for the current year.

9.11 Development

Development Application (DA) Data		
	2016/2017	2017/2018 YTD
Total Number of DAs Determined	22	15
Number of DAs Outstanding	2	3
Average Determination Time (days)	30.6	23.7
Value of DAs	\$4,024,495.00	\$1,977,407.00
Number of Single New Dwellings	7	4
Residential	1	1
Village / Large Lot Residential	1	1
Rural	5	2
Number of Multi Unit Dwellings	0	0
Number of Commercial Developments	3	1
Number of Industrial Developments	0	0
Withdrawn / Cancelled	0	1
Refused	0	0

Complying Development Application (CDC) Data		
	2016/2017	2017/2018 YTD
Total Number of CDCs	8	4
Value of CDCs	\$324,300.00	\$95,000.00
Number of Single New Dwellings	0	0
Residential	0	-
Village / Large Lot Residential	0	-
Rural	0	-

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..... General Manager Mayor



**Development Applications and Complying Development Certificates
 Determinations issued – November 2017**

Section 101 of the *Environmental Planning and Assessment Act 1979* (the Act), as amended, precludes a challenge to the validity of consent more than three (3) months after the date of public notification of the consent. Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Hamilton Street office. In accordance with Section 101 of the Act and Clause 124 of the *Environmental Planning and Assessment Regulation 2000*, the following determinations are publicly notified:

DA Number	Description	
10.2017.6.2	Construct a new dwelling	14237 Thunderbolts Way, Walcha
10.2017.19.2	Construct a new dwelling & erect a shed	217 Oxley Drive, Walcha
10.2017.20	Construct a detached studio	218-220W Hill Street, Walcha
10.2017.21	Construct a new dwelling	1371 Wollun Road, Walcha Road
CDC Number	Description	
18.2017.6	Erect a new shed	124S Derby Street, Walcha

Declaration of Interest by Applicant of a Development Application / Construction Certificate / Complying Development

Nature of Interest	Number Received 2016/2017	Number Received 2017/2018 YTD	Number Received this period
Political Gifts and Donation	0	0	0
Applicant or owner is an employee of Walcha Council or a Councillor	0	0	0
Applicant with any relationship to staff or Councillor	1	0	0

s149 Planning Certificates

Section 149 Certificates are issued under the provisions of the *Environmental Planning and Assessment Act 1979*, it provides information on the relevant planning regulations which apply to any particular piece of land. It is compulsory for every property sold to be accompanied by a s149 Planning Certificate.

S149 Planning Certificates	2016/2017	2017/2018 YTD	This Period
Number Issued	137	42	13

9.12 Environment & Regulatory

Environmental & Public Health Regulatory Services

Council performs a number of regulatory functions to control and manage matters of public health and environmental concern to the community, some of these include:

- *Companion Animals Act 1998* e.g. dogs not under effective control & nuisance dogs (barking),

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..... General Manager Mayor



- *Local Government Act 1993* e.g. overgrown land and accumulation of waste, and
- *Protection of the Environment Operations Act 1997* e.g. dumping of rubbish.
- *Food Act 2003* e.g. hygiene and handling

Penalty Notices

Description	Act	2016/2017	2017/2018 YTD	Issued this Period
Owner of dog which rushes at /attacks /bites /harasses /chases any person /animal	Companion Animals Act 1998	0	1	0

Notices and Orders Issued

Description		2016/2017	2017/2018 YTD	Issued this Period
Overgrown allotment (Order Number 21, Section 124 Local Government Act 1993)	Warning	5	5	3
	Intention	0	2	0
	Order	0	0	0
Accumulation of waste (Order Number 22, Section 124 Local Government Act 1993)	Warning	3	0	0
	Intention	0	2	0
	Order	0	0	0
Keeping of animals (Schedule 2 Local Government Regulation 2005 & Council Policy)	Warning	6	2	0
	Intention	1	1	0
	Order	0	0	0
Nuisance dog (Section 32A Companion Animals Act 1998)	Warning	0	0	0
	Intention	2	0	0
	Order	0	0	0
Dangerous dog (Section 34 Companion Animals Act 1998)	Warning	0	0	0
	Intention	1	0	0
	Order	1	0	0
Roaming dog (Section 12A Companion Animals Act 1998)	Warning	2	8	0
	Intention	0	0	0
	Order	0	0	0
Companion animal microchipping & registration (Sections 8 & 9 CA Act 1998)	Warning	4	15	2
	Intention	0	0	0
	Order	1	0	0
Vehicles and traffic on nature strip (NSW Road Rules 2014)	Warning	13	0	0
	Intention	0	0	0
	Order	0	0	0
Abandoned vehicle (Road Transport (Vehicle and Driver Management) Act 2005 and Impounding Act 1993)	Warning	0	0	0
	Intention	0	0	0
	Order	0	0	0
Noise Abatement (Protection of the Environment Operations Act 1997)	Warning	0	0	0
	Intention	0	0	0
	Order	0	0	0
Environmental Pollution (Protection of the Environment Operations Act 1997)	Warning	1	0	0
	Intention	0	0	0
	Order	0	0	0

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For information purposes a summary of the number of customer requests received is provided.

Environmental Services Customer Requests November 2017	
Barking dogs	1
Dog attacks	2
Roaming dogs	0
Roaming stock	0
Other animal issues	2
Public buildings / amenities	1
Food premises	0
Overgrown land	0
Accumulation of waste	0
Environmental pollution	0
Illegal building works	0
Other	0

Tree Management Applications (TMAs)

A Tree Preservation Order exists over the town of Walcha to promote the retention of trees and tree cover and to conserve as far as is practical the existing pattern of vegetation, for information purposes a summary of the tree management applications lodged with Council is provided.

TMAs	2016/2017	2017/2018 YTD	This Period
Lodged	27	13	3
Approved (under delegation)	26	13	3
Approved (Council)	0	0	0
Refused	0	0	0

Food Premises Surveillance

Under the Food Regulation Partnership Council is appointed as an enforcement agency under the *Food Act 2003*. As an enforcement agency Council is responsible for food surveillance within the Walcha LGA and Council is required to report our food surveillance activity to the NSW Food Authority annually.

For information purposes a summary of the food surveillance activities undertaken for the 2017/2018 year as at 30 November 2017 is provided.

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Food Premises Surveillance 2016/2017						
	High Risk Fixed	Medium Risk Fixed	Low Risk Fixed	Mobile	Temporary	TOTAL
Total No.	27	6	7	2	2	44
No. Primary Inspections	0	0	-	0	0	0
No. Re-inspections	0	0	-	0	0	0
No. additional Re-inspections	0	0	-	0	0	0
No. FSS Required	21					21
No. FSS Current	21					21

9.13 Animal Control

Council encourages responsible pet ownership in the community, as well as at home. Pet owners should make sure their animals don't disturb their neighbourhood and threaten or harm any other person, pets or wildlife.

Council is required to enforce the registration laws, and the other areas of pet ownership covered by the *Companion Animals Act 1998*.

Companion Animals Registrations 2017/2018							
	Desexed	Non desexed	Pensioner (desexed)	Pound Purchase (desexed)	Recognised breeder	Working	Value \$
Jul	0	0	0	0	0	0	\$0.00
Aug	1	0	0	0	0	0	\$55.00
Sep	0	0	1	0	0	1	\$23.00
Oct	1	1	0	0	0	0	\$256.00
Nov	2	0	0	0	0	0	\$110.00

Companion Animals Seizures 2017/2018						
	Seized	Surrendered	Released	Rehomed	Euthanased	Stolen/Escaped
Jul	2	0	2	0	0	0
Aug	4	0	3	0	1	0
Sep	4	2	1	1	2	0
Oct	4	0	4	0	0	0
Nov	4	2	0	0	4	0

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COMMUNITY SERVICES

9.14 Walcha Council Community Care

November 2017

Groups

Women’s Group and Wanderer’s Group

1 November 2017 – 22 clients from the Women’s Group and the Wanderer’s Group attended morning tea at the Community Day Centre Rooms.

15 November 2017 – 15 ladies attended the trip to Tamworth. The group enjoyed the visit to the Oxley Lookout where they also had morning tea. The ladies also had a lovely morning walking through the Marsupial Park before going for lunch at the South Tamworth Bowling Club. After lunch a visit to the Complete Garden was very much enjoyed along with a stop over at McDonalds for a soft serve ice-cream before the trip home.



Women’s and Wander’s Group trip to Tamworth.
Top left – Mary Haines, Syreene Kitchener and Pat Laurie
Top Right – Doreen Murray, Ollie Wall and Ethel Henry
Left – Coral Goodwin and Margie Carter

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The Women's and Wanderer's Group trip to Tamworth

Wanderer's Group

8 November 2017 – The group enjoyed morning tea at the Community Day Centre Rooms.

22 November 2017 – The Wanderer's Group travelled to Nundle where they visited some of the tourist destinations and local sights. The Woollen Mill, the Craft Shop and the Mount Misery Gold Mine and Museum were all parts of Nundle that were enjoyed by the group with lunch also held at the Café near the Museum.



The Heritage Motor Bike display was a treat to see which was set up in front of the Post Office. After lunch the group fitted in a quick trip up the hill to visit Sheba Dams. The camping and picnic area was lovely and peaceful and everyone was thrilled when a flock of parrots were also visiting.

Hope Strudwick, Syreene Kitchener, Irene Bartholomew, Mary Haines, Elaine Bartholomew, Pat Lockwood and Dennis Anderson admiring the Heritage Motor Bike display

Submitted to Council: 13 December 2017

..... General Manager Mayor



Irene Bartholomew, Syreene Kitchener, Mary Haines, Hope Strudwick and Elaine Bartholomew at Sheba dam.

Men’s Group

14 November 2017 – 15 gentlemen attended morning tea in the Community Day Centre Rooms. The guest speaker and one of the Men’s Group members, Max Harris, gave a very interesting and informative talk about the local bird life. Max shared some very informative facts about some of our local birds and their breeding and nesting habits.

Mixed Group

28 November 2017 – 66 clients attended the annual Christmas Party which was held at the Walcha Show Ground. The weather was kind to us and provided a beautiful sunny day, making the Show Ground look very appealing. I was very appreciative of the assistance given to have the grounds looking so lovely by the Walcha Council staff and volunteers that mowed the lawns, cleaned the toilets, help erect the marquee and set up and generally made the day very special. Jo Wicks and John Williams, alias Santa



Submitted to Council: 13 December 2017

..... General Manager Mayor



did a fantastic job. The clients all immensely enjoyed the day with some great reports being received.



Submitted to Council: 13 December 2017

..... General Manager Mayor



Submitted to Council: 13 December 2017

..... General Manager Mayor



Transport – November

Medical drives – 12 clients utilized the service with 23 trips during the month.

Access bus – 11 clients used the service making 74 trips for the month.

Bus to Tamworth – 5 clients used the service on 24 November 2017

Bus to Armidale numbers were as follows:

- ◆ 7 November 2017 – 5 clients – Walcha Service
- ◆ 14 November 2017 – 4 clients – Walcha Service
- ◆ 21 November 2017 – 8 clients – Walcha Service
- ◆ 28 November 2017 – 4 clients – Walcha Service

Taxi Vouchers – 17 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport with a total of 93 Taxi Vouchers returned.

Submitted to Council: 13 December 2017

..... General Manager Mayor



Meals on Wheels

For the period of 1/11/2017 to 30/11/2017, there were 14 clients who received hot main meals with two of those clients also receiving frozen meals for the weekend. There were two clients who received frozen meals. The total number of meals for the month was:

- ◆ 196 Hot meals,
- ◆ 83 frozen meals and
- ◆ 153 desserts.

Rural and Remote Exercise Groups

This months report was unavailable.

Feedback and Complaints

Feedback to report for the month below:

- ◆ An NDIS client’s friend stopped the NDIS cleaner in the street and gave her a big cuddle. He was very emotional and thanked the staff so much for the effort and ability to do the spring cleaning which he has been trying to assist his friend with for many years.
- ◆ The NDIS cleaning service is excellent and is always helpful, making phone calls or assisting with personal issues. Jo is easy to talk to and makes me feel at ease.

Meetings and Training

9 November 2017 – Dementia Support Group meeting held at the Community Day Centre Rooms.

8 – 9 November 2017 – Transport Forum held in Moree.

14 – 15 November 2017 – Alchemy SMS Training

Cathy Noon
Community Care Coordinator



9.15 Library

November 2017

Stats for the Month:

- ◆ 693 issues
- ◆ 607 returns
- ◆ 19 reservations placed
- ◆ 114 reservations issued
- ◆ 5 new members
- ◆ Computer use 73
- ◆ Wi-fi use 56
- ◆ Door count 824

This month, Clr Wellings, Clr Heazlett and myself were incredibly lucky to attend the New South Wales Public Libraries Association annual SWITCH conference. The conference was over two days with an array of inspiring and passionate people. One phrase that has been in my head since we arrived home from the conference was one mentioned in Dr Nathaniel Bavinton’s presentation. *“The library is a sacred space, one that brings everyone in and presents them with new ideas. We know that we contribute to liveability, sustainability and equity within our communities, and we have a significant part to play in terms of digital inclusion, but we can’t do it alone. We need to be creative, supportive and exploratory spaces in our community; to provide strategic programs that are linked to other programs – to work in partnership – we don’t need to do it all.”*

One of the main focuses of this conference was Indigenous Services in libraries. It was indicated that aboriginal people haven’t always felt welcome in libraries, therefore we have a vital job to transform our libraries into welcoming spaces for all members of the community. In our very presence at the conference, Indigenous Spaces in Library Places online toolkit was launched. The toolkit has a wealth of information to assist libraries in making their spaces for welcoming for Indigenous people. This is a resource I found particularly useful as it gives us basic, achievable ways to transform our spaces so that they are more welcoming and appealing to Aboriginal and Torres Strait Islander people. Some of these tips were as simple as welcome signs, downloadable calendars which identify the significant dates in the Aboriginal culture and books spine labels.

During a presentation by Matina Jewell’s, she used her time as a peacekeeper with the UN to reflect on recent obstacles council’s have faced with mergers. She mentioned something I thought was particularly relevant to our council. *“Our environments are always changing – council mergers are not the first or the last great challenges we will face – and it’s natural to feel fear in times of change. What matters is our perspective, our ability to see challenges as the opportunities for learning, and the ability to adapt, to be flexible in leadership style, thinking outside the box to create a culture of decision making.”*

Aside from a truly inspiring time at the conference, we have been busy planning an exciting school holiday program for the youth of Walcha. Keep an eye out for it in the coming weeks.

Madison Garrad
Library Coordinator/Youth Worker

Submitted to Council: 13 December 2017

..... General Manager Mayor



9.16 Preschool

November 2017

Hatching Eggs

Our eggs hatched!!! Of the 9 eggs that were incubated four chickens were hatched. One chicken tried its best to hatch however the chicken did not survive. The children have been checking on the chickens each day and they were so excited to watch the eggs hatch. Three eggs hatched in one day and one the following afternoon.



End of Year Preparations

As preschool comes to the end of the year the preparations are being made for the children who are heading off to big school. The children have each decorated a library bag which they can use next year, this year the children are able to paint their own picture and stamp their name on the bag. The children also have been working hard on a Christmas decoration this year they are decorating a reindeer and tree wooden cut out and they are looking very good.



Submitted to Council: 13 December 2017

..... General Manager Mayor



Celebrating Christmas Cultures

With families with a variety of backgrounds attending Walcha Preschool it is appreciated when families share their culture with us. This year our Swedish family is sharing their tradition of the advent moss garden, this garden is decorated and has four candles placed in it. The first candle is lit on the first Sunday of December and then each candle is lit the following Sunday. Moss was collected and candles were purchased so this tradition can be done here at preschool with our Swedish family.



Vegetable Garden

Our vegetable garden is looking amazing and there will be a great harvest when the time comes. This year there is corn, celery, purple snow peas, strawberries, carrots, beetroot, zucchini and squash. The children enjoy trying the vegetables they grow and sharing them with the families and picking the strawberries the minute they turn red.



Zoe Herbert
Preschool Nominated Supervisor

RECOMMENDATION: That items included in the Management Review Report, numbered 9.1 to 9.16 inclusive, be NOTED by Council.

Submitted to Council: 13 December 2017

..... General Manager Mayor



Item 10:

Committee
Reports

Submitted to Council: 13 December 2017

..... General Manager Mayor



Walcha Council Youth Advisory Committee Meeting

NEW
YAC Logo
here

Held on

Thursday, 16 November 2017

at

1:30pm

at

Walcha Council Chambers

PRESENT:

Clr Rachael Wellings – Chair, Madison Garrad – Library
Coordinator/Youth Worker (LC/YW), Ali Nivison, Murdoch Chawner

IN ATTENDANCE:

Simon Warden (Walcha Central School teacher)

1. APOLOGIES:

Committee Minutes



2. MINUTES OF PREVIOUS MEETING HELD 27 JULY 2017:

Clr Wellings went through what was discussed at previous Youth Advisory Committee.

3. GENERAL BUSINESS

3.1 Feedback from September/October Holiday program

3.2 Planning summer holiday program

3.2.2 Pool party

Ali Nivison and Murdoch Chawner said they would prefer an ice cream bar at the Pool Party rather than a sausage sizzle. Clr Wellings asked the committee members if they would be happy to perhaps do half an hour slots serving the ice cream at the pool party. The committee members were happy to do this. Ali Nivison and Murdoch Chawner said they would like three bigger prizes and perhaps a few little prizes. Some prize ideas that were suggested included iTunes cards or book shop gift vouchers.

Ali Nivison said that in response to the survey people indicated they would like to see candle making, jewellery making, cookie and cupcake decorating, dream catcher making and photography workshops at Walcha Handmade.

Murdoch suggested more activities at the pool such as competitions. Murdoch also suggested a touch football competition. Murdoch also suggested a swimming clinic/competition.

3.3 Youth Week Discussion/planning

Murdoch suggested a drumming workshop.

3.4 Appendix B – YAC Christmas Holiday Survey

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 2:10PM.

Walcha Preschool Advisory Committee Meeting

held on

Tuesday, 28 November 2017

at

4:05pm

at

Walcha Preschool

PRESENT:

Clr Rachael Wellings (Chair), Zoe Herbert (Nominated Supervisor), Bonnie Brown, Kimberley Lisle, Melika McKinnon, Lucie Street and Karen Kermode (Community Services Manager)

1. APOLOGIES:

Nil.

2. CONFIRMATION OF MEETING MINUTES HELD ON MONDAY 7 AUGUST 2017:

RESOLVED: On the motion of Brown and Lisle that the Minutes of the Walcha Preschool Advisory Committee Meeting held on 7 August 2017 copies of which have been distributed to all members, be taken as read and confirmed a true record.

3. Business Arising

Council has still not been informed of the outcome of the grant application for a new preschool building.

4. Financial Report

A full financial report (as attached) was presented to the Committee and **ADOPTED** by the Committee.

5. Nominated Supervisor's Report – Term 4 2017

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

- ✚ Bus numbers are steady with between 4 -10 children using the bus each day.

- ✚ Extended hours are popular on Tuesday and Wednesday. Thursday numbers are low both morning and afternoon.
- ✚ A staff member extended her leave without pay to work in a term position with the UNE. Additional hours have been given to existing and casual staff to cover her hours.
- ✚ A staff member will take long services leave for term 1 and 2 2018
- ✚ Story Park has been chosen as the preferred portfolio app. Feedback from families has been positive.

6. General Business

6.1 Policies were reviewed by the committee. Minor changes have been made to the wording of some policies. The following policies (Attachment 1) were reviewed:

- ✚ Accident, Illness and Emergency Treatment
- ✚ Risk Minimisation
- ✚ Administering Medication
- ✚ Assessing Serious and Infectious Diseases
- ✚ Allergies and Anaphylaxis
- ✚ Arrival and Departure
- ✚ Asthma
- ✚ Child Health
- ✚ Contact between Children and Animals
- ✚ Indoor Safety
- ✚ Dental Accidents

RECOMMENDED that the Accident, Illness and Emergency Treatment, Risk Minimisation, Administering Medication, Assessing Serious and Infectious Diseases, Allergies and Anaphylaxis, Arrival and Departure, Asthma, Child Health, Contact between Children and Animals, Indoor Safety and Dental Accidents policies as presented be ADOPTED by Council.

There being no further business the Chair declared the meeting closed at 4.52pm.

CONFIRMED _____ **(Signed)**

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

Attachment for Item 6.1

Accident, Illness and Emergency Treatment Policy – NOA2

Aim

Walcha Preschool and all educators can effectively respond to and manage accidents, illness and emergencies which occur at Walcha Preschool to ensure the safety and wellbeing of children, educators and visitors.

Procedure for ill Children

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

Work Health and Safety Policy

Risk Minimisation Policy

Administering Medications Policy

Allergies and Anaphylaxis Policy

PROCEDURE

- The Child will be treated by an educator holding a First Aid Certificate.
- If the situation is deemed to be an emergency, an educator will phone 000 for an ambulance.
- Inform Walcha Preschool Nominated Supervisor.
- Administer appropriate treatment.
- Inform the parent as soon as practically possible and if necessary.
- If the child has a fever and the parent cannot be contacted in reasonable time, educators must check the enrolment form for an alternative emergency contact.
- Educators MUST attempt to contact the parent/emergency contact to inform them of the child's illness/fever and to discuss an appropriate course of action.
- Paracetamol will NOT be given (advice from The Public Health unit Area Health) except in the following circumstances:
 - Any child with a pre-existing condition that is treated in the first instance with paracetamol (for example febrile convulsions). The parent or guardian of the child must give written permission for the paracetamol to be administered, they must also provide a Emergency Action Plan for the condition signed by their doctor, and provide the preschool with the paracetamol to be kept on premises.
- An accident/illness form must be completed for any child who becomes ill during the day. Illness may include fever, vomiting, diarrhoea etc.
- Complete the illness form ensuring details for treatment are completed.
- Ensure the parent signs the illness form and is given a copy.
- The illness form is to be retained with the child's records until the child is 24 years of age.
- The Department of Community Services requires the Nominated Supervisor or Responsible Person to keep a record of any particulars of treatment given to a child at Walcha Preschool and must be advised if a child is hospitalised.

- Notifying accidents to DOCS – only notify accidents that require the child concerned to receive medical, dental or hospital treatment. The procedures for *How to make a Notification of a Serious Accident* must be followed.

Legislative Requirements

Walcha Preschool and all educator members must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Relevant Legislation and Key Resources

- Education and Care Services National Regulations
- Children (Education and Care Services) National Law (NSW) No 104a
- Children (Education and Care Services) Supplementary Provisions Act 2011
- Children (Education and Care Services) Supplementary Provisions Regulations 2012
- National Quality Framework
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
	27/5/2015	Minute No. 201/2014-15
Date of Staff Review	21/11/2017	
Nominated Supervisor		
Management Committee Representative:		

Risk Minimisation Policy - NOA2 (formally Accident Policy)

Aim

Educators should be able to identify hazards in each developmental stage, and take all precautions necessary to avoid accidents. It is the responsibility of all educators to increase and encourage parent/guardian and family awareness of accident prevention, and of their child’s ability to learn safety habits at an early age.

Parents and families will be educated through newsletters and pamphlets on accident prevention.

Legislative Requirements

Walcha Preschool and all educator members must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

Work Health and Safety Policy

Accident and Illness and Emergency Treatment Policy

Procedure for Treating Children who Become Unwell at Walcha Preschool

Administering Medications Policy

Allergies and Anaphylaxis Policy

Excursion Policy

Who is affected by this policy?

Children

Educators

Families

Management

Visitors

Procedure

The following measures are to be implemented in Walcha Preschool:

- All chemical, cleaning and other products and medications are to be kept in their original containers, and stored in cupboards not accessible to children. ie. out of reach or with childproof locks.
- Educators will use non toxic cleaning products to endeavour to prevent accidents with chemicals.
- Proper medication procedures must be followed at all times.
- Children are to be prohibited access from the kitchen area.
- Children are never left unsupervised or eating alone.
- The temperature of hot water systems should be consistently set between 40-43 degrees Celsius and are checked regularly throughout the year. Variances will be fixed by a licenced plumber.
- The drinking of any hot beverage is to be restricted to childfree areas such as educator's rooms. Educators should not enter child rooms with hot beverages.
- Walcha Preschool has an approved earth leakage circuit breaker fitted to the main power box. Such devices are not to be relied on solely as electrocutions are reduced by the use of circuit breakers, rather than being prevented entirely.
- Power points must have protective shutters, or be fitted with protective plugs.
- Children should be taught to respect all electrical appliances by positive educators role modelling.
- Avoid water on floors. Any spillages should be mopped up immediately and without delay. Particular and close attention needs to be given to the bathroom area and lunch area during use periods.
- All children must remain seated whilst eating during meal times.
- Plastic bags are to be kept out of the reach of children and/or in locked cupboards.
- Safe toys are to be used considering the relevant age of the child. ie. choose durable toys, avoid movable parts which may pinch the child, etc. All toys should be checked on regular basis to ensure they are in proper working order. Any broken toys will be repaired or discarded.
- All water play areas must be supervised by educators at all times. Educators should never leave buckets of water unattended.
- All equipment must be checked daily for:
 - Stability

- Broken pieces
- Insect, spider and / or snake infestation.
- All outdoor equipment must be checked for the following:
 - Provision of safety rails on platforms and equipment over 1.5 metres high
 - It should not be possible to fall from any structure onto an object below
 - Provision of clear landing places at the base of slides, etc.
 - Timber top edges should be rounded, and logs checked for splinters
 - Bolts should be counter-sunk
 - Check all structures regularly for stability
 - Check equipment for wear.
- Jumping or bouncing boards are to be cared for properly to avoid cracking, i.e. never leave boards out when not in use, and regularly oil boards with recommended products.
- Soft fall should be used under play equipment.
- Provide stable and permanent barriers to prevent children running into the path of moving objects such as swings and/or other play equipment.
- Children must be supervised closely by educators when using climbing equipment.
- All playground equipment must be used with consideration of the child's age and ability; e.g. it may be necessary to restrict younger children using certain climbing equipment.
- Display Emergency Exit procedures and complete practice drills on a quarterly basis.
- All fire extinguishers are reviewed annually and instruct all educators on their proper usage.

Relevant Legislation and Key Resources

- Education and Care Services National Regulations
- Children (Education and Care Services) National Law (NSW) No 104a
- Children (Education and Care Services) Supplementary Provisions Act 2011
- Children (Education and Care Services) Supplementary Provisions Regulations 2012
- National Quality Framework
- Guide to the National Quality Standards
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- Staying Healthy in Child Care, 5th edition.

Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
	27/5/2015	Minute No. 201/2014-15
Date of Staff Review		
Nominated Supervisor		
Management Committee Representative:		

Administering Medications Policy – NQA2

Aim

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

Related Policies

Accident and Illness and Emergency Treatment Policy

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Children
- Educators
- Families
- Management
- Visitors

Implementation

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

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

Ensure families provide a summary of the child's health, medications, allergies to medication or other substances, the doctor's name, address and phone number, and a First Aid Management Plan approved by their doctor if relevant, following enrolment and prior to the child starting in the service.

Ensure medication is only administered to a child enrolled for Walcha Preschool with the written permission and signature of the child's parent or legal guardian.

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

Before administering medication, check that the instructions on the Medication Authority Form are consistent with both the doctor's instructions and the name and instructions on the label. If there is any doubt or inconsistency, the educator or Nominated Supervisor should check with the doctor or pharmacist, and advise the parent if it is considered the medication should not be administered.

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

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

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

Keep the Medical Authority Form in a secure and confidential file. Health records are required to be kept for a minimum of 6 years or in the case of a child until the child turns 24 years old.

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

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

Be aware that homeopathic, naturopathic, herbal and over-the-counter medications also have adverse effects and risks.

Be aware that antibiotic resistance is an emerging problem for children in child care, and educators administering antibiotics should ensure that they are administered according to instructions and until the course is completed.

If any medical or first aid information, instructions or medication labels are written in a language other than English, ask the family to obtain an English version from their doctor or pharmacist.

In the case of medication being required in an emergency without prior consent, ensure every attempt is made to secure consent from the child's parent or legal guardian, or from a registered medical practitioner. In any emergency, if there is no immediate access to a parent, nominated responsible person, doctor, dentist or hospital call the ambulance service on 000.

Advise parents who leave medication to be administered without meeting the conditions of the relevant legislation and these guidelines that the medications will not be administered, and medication prescribed for one child will not be administered to a sibling or another child.

Be informed of any child enrolled who has a chronic health problem such as asthma, epilepsy, diabetes, severe allergy, food allergy or anaphylaxis, requires ongoing medication, or might require emergency medication, treatment or first aid. The family will need to provide a emergency action plan from their doctor.

Ensure medication is securely stored in a locked cupboard away from access by children. Medication that requires refrigeration (e.g. eye drops, antibiotics, syrups) should be stored in a lockable container.

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

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

Educators will at times out of necessity need to administer a child with medication. At such a time, the following will occur:

- educators will not administer medication to a child unless prescribed by a medical practitioner. Over-the-counter drugs will be not given to a child unless accompanied by a medical certificate stating the child's name, the required dosage and the length of time the medication is to be administered.
- No medication will be given to a child unless in the original container.
- Two educators (with first aid certificates) at all times will check the medication and dosage before it is given to a child and sign the Medical Authority Form.

Short Term Medications

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

- The child's name.
- Identification of medication.
- Purpose of Medication.
- Required dosage of medication.
- This will be completed each day that a child receives the medication.

Long Term Medications

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

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

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

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

Any Medication Authority form will be kept in a secure and confidential file until the child turns 24 years of age.

All medication kept at Walcha Preschool will be securely stored in a locked cupboard on high shelving. Should the medication require refrigeration it will be placed on the highest shelf in the fridge in a childproof container.

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

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

Relevant Legislation and Key Resources

- Education and Care Services National Regulations
- Children (Education and Care Services) National Law (NSW) No 104a
- Children (Education and Care Services) Supplementary Provisions Act 2011
- Children (Education and Care Services) Supplementary Provisions Regulations 2012
- National Quality Framework
- Guide to the National Quality Standards
- Australian Children's Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
	27/5/2015	Minute No. 201/2014-15
Date of Staff Review		
Nominated Supervisor		
Management Committee Representative:		

Assessing Serious or Potentially Infectious Diseases Policy – NQA2

Aim

Walcha Preschool will minimise the spread of potential infectious diseases between children, other children and children's Centre educators, by excluding children who may have an infectious disease or are too ill to attend care, and facilitating the prevention and effective management of acute illness in children.

Children might be brought to care with symptoms or signs of illness or while in care suddenly develop an illness that has not been diagnosed by a doctor, and that might be potentially infectious or potentially life-threatening for the child. Symptoms may not clearly fit those listed in exclusion diseases making it difficult for the educator and Nominated Supervisor to decide whether to accept or exclude the child from care. Many illnesses while not fitting

exclusion criteria can transmit disease to other children in care, and many non-exclusion diseases can make a child too ill to participate in normal care activities.

Related Policies

Administering Medications Policy
Assessing Serious or Potentially Infectious Diseases Policy
Child and Staff Immunisation Policy

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Child
- Educators
- Families
- Management
- Visitors

Implementation

To minimise the spread of potential infectious disease between children and educators and to minimise the detrimental impact on a sick child and the ability of the educators to safely supervise other children, the preschool should:

Advise families to always inform you when their child has been sick at home prior to bringing their child to care so you can assess whether or not they are well enough to attend. Use this guide to assess whether the child is too ill to attend or needs to see a doctor, inform the family that the child cannot attend until they have recovered or have a certificate from their doctor.

If you are having difficulty assessing whether a child is ill or not fit enough to attend care, discuss with the family.

If you are still unsure or unable to discuss with the family, contact

- the child's doctor,
- another local doctor,
- the local hospital or emergency department,
- the local Public Health Unit.
- Refer difficult or unresolved situations in relation to infectious diseases to the local Public Health Unit or Children's Services Advisor.

Advise families to take a child with any of the illnesses or symptoms listed below or a child you believe to be acutely ill or infectious to their doctor.

Write a report and include any actions and decisions taken regarding excluding a child from care or advising families to take their child to a doctor, and keep on the child's file.

Exclude the child and advise the family to take the child to a doctor if you consider:

- the child has a fever which has not yet been assessed by a doctor, or

- the child has a fever accompanied by abnormal behaviour or symptoms or signs that indicate a possible severe illness (such as lethargy, drowsiness, severe or prolonged coughing, wheezing, difficulty breathing, unusual irritability or crying), or
- the child will be unable to participate in normal activities without possible detriment to their care and safety, or
- the child will require extra supervision which may compromise the adequate supervision, care and safety of other children, or
- the child needs to see a doctor for any reason.

Relevant Legislation and Key Resources

- Education and Care Services National Law and Regulations 2011
- National Quality Framework
- Bryant, L. (2009). Managing a Child Care Service : A Hands-On Guide for Service Providers. Sydney: Community Child Care Co-Operative.
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
	27/5/2015	Minute No. 201/2014-15
Date of Staff Review	21/11/2017	
Nominated Supervisor		
Management Representative:	Committee	

Allergies and Anaphylaxis – NOA2

Aim

Walcha Preschool will minimise the risk of exposure of children to foods and other substances, which might trigger severe allergy or anaphylaxis in susceptible children.

Food allergies in children are common and are usually due to peanuts, other tree nuts, fish, shellfish, eggs, wheat, milk, milk products, soy, seed and some fruits. Food allergies are more common in children under 2 years of age. Nut allergy is the most likely allergy to need availability of adrenaline. Other substances to which children can have a severe allergic reaction are drugs (especially antibiotics and vaccines), bees, other insect stings, and some plants. The most severe form of allergic reaction to any substance is anaphylaxis and effective immediate management requires adrenaline.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

Food and Nutrition Policy

Allergy and Anaphylaxis Policy

Who is affected by this policy?

- Child
- Educators
- Families
- Management
- Visitors

Implementation

To minimise the risk of exposure of children to foods that might trigger severe allergy or anaphylaxis in susceptible children, Walcha Preschool will:

Educate children not trade or share food, food utensils or food containers.

Be aware that allergy in children can be triggered in the following ways – contact through ingestion, inhalation of a dust or vapour, skin contact, or a bite or sting.

Be aware that allergies are very specific to the individual and it is possible to have an allergy to any foreign substance.

Where possible, ensure all children with food allergies only eat food and snacks that have been prepared for them at home.

Ensure food preparation, food serving, and relief educators are informed of children and educators who have food allergies, the type of allergies they have, and Walcha Preschool's procedures for dealing with emergencies involving allergies and anaphylaxis.

Restrict the use of foods likely to cause allergy in craft and cooking play.

In preparing food, prevent cross-contamination between foods, food surfaces and utensils, particularly when preparing foods containing the most likely allergens such nuts, milk and milk products, eggs and egg products, and soy.

Where a child is known to have a susceptibility to severe allergy or anaphylaxis to a particular food, Walcha Preschool will inform the families and educators and request that those foods related to that allergy are not bought to Walcha Preschool such as:

- peanuts, brazil nuts, cashew nuts, hazelnuts, almonds, pecan nuts
- any other type of tree or ground nuts, peanut oil or other nut based oil or cooking product, peanut or any nut sauce, peanut butter, hazelnut spread, marzipan
- any other food which contains nuts such as chocolates, sweets, lollies, nougat, ice creams, cakes, biscuits, bread, drinks, satays, pre-prepared Asian or vegetarian foods
- foods with spices and seeds such as mustard, poppy, wheat and sesame seeds
- nut and peanut material is also often in cosmetics, massage oils, body lotions, shampoos and creams such as Arachnis oil.

If displaying personal information about children's or educators allergies in food preparation or serving areas, do so in accordance with privacy guidelines, such as displaying in an area

accessible to educators and not accessible to visitors or other families. Explain to families the need to display personal information for the purpose of the child's obtain signed parental consent.

Ensure children identified as allergic to specific triggers and substances do not have access to or contact with those substances.

Ensure body lotions, shampoos and creams used on allergic children have been approved by their parent.

Other common groups of substances which can trigger allergic reaction or anaphylaxis in susceptible children include:

- all types of animals, insects, spiders and reptiles
- all drugs and medications, especially antibiotics and vaccines
- many homeopathic, naturopathic and vitamin preparations
- many species of plants, especially those with thorns and stings
- latex and rubber products
- Band-Aids, Elastoplast and products containing rubber based adhesives.

An epi-pen is available on site and stored in the locked first aid kit. All staff have been trained in its use.

Relevant Legislation and Key Resources

- Anaphylaxis Australia <http://www.allergy.org.au>
- Work Health and Safety Act 2011 (WHS Act).
- Education and Care Services National Regulations
- Children (Education and Care Services) National Law (NSW) No 104a
- Children (Education and Care Services) Supplementary Provisions Act 2011
- Children (Education and Care Services) Supplementary Provisions Regulations 2012
- National Quality Framework
- Guide to the National Quality Standards
- Australian Children's Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.
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Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013 Minute No. 19/2013-14 30/09/2015 Minute No. 52/2015-16
Date of Staff Review	21/11/2017
Nominated Supervisor	
Management Committee Representative:	

Arrival and Departure Policy – NQA2 & NQA6

Aim

To ensure and encourage the safety of children, families, visitors and educators during arrival and departure experiences at Walcha Preschool and to educate such persons of appropriate procedures.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22 000

Related Policies

Child Protection Policy

Work Health and Safety Policy

Who is affected by this policy?

- Child
- Families
- Educators

Implementation

The following guidelines must be adhered to at all times to ensure the safety of the children.

Arrival:

- All children must be signed IN by their parent or responsible adult. This also assists educators in the event of evacuation of Walcha Preschool. This is the parent/caregivers responsibility.
- A locker is available to children for the storage of their bag and clothing for the day.

Departure:

- Nominated supervisors are to ensure that the authorised pick-up list for each child is kept up to date.
- No child will be released into the care of any persons not known to educators. If educators do not know the person by appearance, the person must be able to produce some form of photo identification to prove that they are a person authorised to collect the child on the child's enrolment form.
- Parents must give prior notice where the person collecting the child is someone other than those mentioned on the enrolment form, e.g. in an emergency situation. The person nominated by the parent must be able to produce some form of identification.
- Children are not to be released into the care of persons not authorised to collect the child, e.g. court orders concerning custody and access.
- Parents must give prior notice of any variation in the persons picking up the child. If notice is not given, and educators cannot contact the parent, the child must not be released into the care of that person.
- If the authorised person collecting the child appears to be intoxicated, or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, the educators are to bring the matter to the person's attention before releasing the child into their care.

Wherever possible, such discussion is to take place without the child being present. Educators are to suggest that they contact another authorised person from the enrolment form, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another authorised person, educators are to inform the police of the circumstances, the person’s name and vehicle registration number.

Educators cannot prevent a parent or guardian from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.

- All children must be signed OUT by a parent or responsible adult this assists educators in knowing who has left Walcha Preschool
- At the end of each day 2 educators check the premises including outdoors and indoors to ensure that no child remains on the premises after Walcha Preschool closes.

Individuals visiting Walcha Preschool must also sign in when they arrive at Walcha Preschool, and sign out when they leave. Details of absences during the day must also be recorded.

Relevant Legislation and Key Resources

- Education and Care Services National Regulations
- Children (Education and Care Services) National Law (NSW) No 104a
- Children (Education and Care Services) Supplementary Provisions Act 2011
- Children (Education and Care Services) Supplementary Provisions Regulations 2012
- National Quality Framework
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013 Minute No. 19/2013-14 30/09/2015 Minute No. 50/2015-16
Date of Staff Review	21/11/2017
Nominated Supervisor	
Management Committee Representative:	

Asthma Policy – NQA2

Aim

Walcha Preschool aims to provide appropriate attention and care to children with asthma and ensure that such children are integrated into all activities. We encourage play and exercise for children with asthma. All educators will uphold and implement positive beliefs and values in relation to children with asthma to develop a sense of security and confidence. Educators will

assist children with asthma, other children, visitors and families to understand asthma and medication in a positive manner.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

Accident, Illness and Emergency Treatment Policy

Who is affected by this policy?

- Child
- Families
- Educators
- Management

Implementation

Management will:

- Identify children with asthma during the enrolment process
- Provide educators with a copy of the Asthma policy.
- Opportunities for educators to attend regular asthma training is encouraged and made available by Walcha Preschool.
- Provide an Asthma Record to all families of children with asthma on enrolment.
- Ensure all educators are informed of the children with Asthma in their care.
- Ensure that an Asthma First Aid poster is displayed in a key location.
- Encourage open communication between families & educators.
- Identify and where possible, minimise asthma triggers using appropriate techniques, policies and procedures.

Educators will:

- Ensure that they maintain current Asthma First Aid Training.
- Ensure that they are familiar with each child with asthma in care.
- In regular consultation with families, optimise the health and safety of each child through supervised management of the child's asthma.
- Only administer prescribed and approved medication.
- No medication prescribed for anyone other than a particular child will be given.
- All medication must be clearly marked with the child's name and be stored appropriately.
- Ensure that all regular prescribed asthma medication is administered in accordance with the information on Child's Asthma Record.
- Medication is to be administered (on a non-emergency basis) and is to be recorded accurately by the parent/guardian, in relation to time and dosage, and will be signed by an educator on its administration.
- Communicate without undue delay to families, if they are concerned about a child's asthma.

Families will:

- Inform educators and Walcha Preschool, either upon enrolment of their child with Asthma or on initial diagnosis (without delay), that their child has a history of asthma.

- Provide all relevant information regarding the child’s asthma via the Asthma Record as provided by the child’s doctor.
- Notify Walcha Preschool educators, in writing, of any alterations to the Asthma Record.
- Ensure that their child maintains adequate supply of appropriate medication (reliever) and spacer device clearly labelled with the child’s name including expiry dates.
- Communicate all relevant information and concerns to educators as the need arises.
- Parent/guardian must give written authority for medication to be dispensed by filling in a Medication Form. If the Medication Form is not filled in, except in the case of an emergency, medication will not be administered on that day.
- Do not leave medications in your child’s bag. Give it directly to an educators upon arrival.

In the event of a child having an asthma attack whilst at Walcha Preschool:

1. The child will be given reassurance, calmed and removed to a quiet area under the direct supervision of a suitably trained educator.
2. Asthma medication will be administered as outlined in the child’s Asthma Record Form.
3. The parent/guardian will be contacted by phone immediately.
4. In the event of a severe attack, the Ambulance service will be contacted on 000 immediately and the 4 Step Asthma First Aid Plan will be implemented until Ambulance arrives.

Relevant Legislation and Key Resources

- www.asthmaaustralia.org.au
- Education and Care Services National Regulations
- Children (Education and Care Services) National Law (NSW) No 104a
- Children (Education and Care Services) Supplementary Provisions Act 2011
- Children (Education and Care Services) Supplementary Provisions Regulations 2012
- National Quality Framework
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
	30/09/2015	Minute No. 50-2015/16
Date of Staff Review	21/11/2017	
Nominated Supervisor		
Management Representative:	Committee	

Child Health Policy – NOA2

Aim

Walcha Preschool aims to provide, promote and encourage the maintenance of a safe and healthy environment to ensure the safety and wellbeing of all children. The policy must be upheld by all educators, children, families, visitors or other persons attending the Walcha preschool.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

Workplace Health and Safety Policy
Protective Behaviours Policy
Child Protection Policy

Who is affected by this policy?

- Child
- Educators
- Families
- Management
- Visitors

Implementation

Walcha Preschool is a smoke, alcohol and illegal substances free premises.

In order to keep children and educators free from the dangers of tobacco smoke, other smoke and illegal substances, the following rules apply.

Smoking and the consumption of alcohol is prohibited in all areas of Walcha preschool during the hours of operation including:

- Inside
- Outside in the playground.
- Outside in the car-park.

Smoking is also prohibited:

- At any social activity, whether in work hours or not, where the children and educators are involved.

Walcha Preschool has No Smoking signs displayed.

Relevant Legislation and Key Resources

- WHS Act 2011 www.workcover.nsw.gov.au
- Education and Care Services National Regulations
- Children (Education and Care Services) National Law (NSW) No 104a
- Children (Education and Care Services) Supplementary Provisions Act 2011
- Children (Education and Care Services) Supplementary Provisions Regulations 2012
- National Quality Framework
- Guide to the National Quality Standards

- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
	30/09/2015	Minute No. 50/2015-16
Nominated Supervisor		
Management Representative:	Committee	

Contact between Children and Animals Policy – NQA2

Aim

Walcha Preschool will ensure it provides a safe, clean and humane environment for all animals that visit the preschool. The preschool will ensure pest control measures are taken at the service. The Preschool will minimise health risk for children from contact with animals, such as injuries, infection and allergies.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Background

Responsible ownership of pets, animals or birds that reside at the preschool or visit the preschool premises is a must. Children need role modelling of appropriate behaviours with animals and guidance for caring for the needs of animals. This policy also takes into consideration unwanted visitors such as pests and vermin.

Maintaining animal health and minimising contact between animals and children is necessary for children’s and staff health and safety. Animals can become a source of infection and injury, and children under the age of 4 years old are most at risk of dog bites.

Practices

When animals are present in the preschool or when visiting petting zoos, the preschool will:

- Make best endeavours that all animals and their homes are kept clean and hygienic.
- Staff must ensure they have clean bedding and water.
- Food and water is available for the pet.
- Children must be supervised at all times when interacting with animals.
- Make enquiries to ascertain that pets and animals pose no known health or safety risk for the children; such as allergies.

- Animals will not have access to children's bedding, toys, food preparation areas, eating surfaces or utensils.

Animals visiting the preschool as part of the children's program are the responsibility of the owner(s). For example Wildlife Show's and "living safely with pets" educational program.

The staff will endeavour to:

- The environment remains safe and hygienic at all times during the visit.
- Inform families of the pending visit if part of the program.
- Floors are cleaned on a daily basis.
- Supervise children when in contact with any animal.
- Encourage children and staff to wash their hands after petting an animal.
- Not allow the children to put their faces near the animal.
- The operator regularly removes and appropriately disposes of animal faeces and other wastes, by using hot soapy water.
- Ensure there is no contact with animals while the children are eating.
- Keep children away from any unknown dogs when on outings.

There are situations that may spontaneously occur, involving animals. For example, there may be a situation where an animal has made its way unaccompanied into Walcha Preschool. The staff will use this as a spontaneous learning experience for the children. At all times they will ensure the safety and well being of the children.

If an animal is potentially dangerous; such as a snake or spider, staff will contact an appropriate authority for assistance. In NSW this authority is the National Parks and Wildlife Service 131 555 (8.30am - 5.00pm).

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

- Pest control will occur during the school holidays for vermin, insects and spiders.
- Educators will monitor any occurrences in the preschool to determine the success of control measures.
- If pests and vermin are seen, staff will advise the Nominated Supervisor/Nominated Supervisor and will arrange for additional pest control visits.
- Where appropriate, staff discuss with children safety issues relating to dangerous products, plants, vermin and objects

Relevant Legislation and Key Resources

- Kidsafe NSW Inc – www.kidsafensw.org.au
- WHS Act 2011 www.workcover.nsw.gov.au
- Education and Care Services National Regulations
- Children (Education and Care Services) National Law (NSW) No 104a
- Children (Education and Care Services) Supplementary Provisions Act 2011
- Children (Education and Care Services) Supplementary Provisions Regulations 2012
- National Quality Framework
- Guide to the National Quality Standards

- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013 Minute No. 19/2013-14 30/09/2015 Minutes No. 50/2015-16
Date of Staff Review	21/11/2017
Nominated Supervisor	
Management Committee Representative:	

Indoor Safety Policy – NQA2 & NQA3

Aim

Walcha Preschool will minimise the risk of and respond effectively to accidents and injuries in indoor environments.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Background

To avoid or reduce accidents and injuries it is important to create and maintain a safe indoor environment. Recognising potential hazards, eliminating or controlling hazards, responding quickly and appropriately to emergencies, is important.

Typical causes of injury indoors include falls from equipment and furniture such as bookshelves and couches, slipping on wet floors, tripping and slipping hazards such as blocks or books left on the floor, snagging hazards such as clothing caught on protruding objects, entrapment of body parts including fingers being caught in small spaces such as gate hinges or doors. These hazards can be minimised through close supervision and developing and following a safety checklist.

Practices

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

- Supervise the children at all times
- Keep equipment clear of thoroughfares
- Provide sufficient space for dramatic play areas and equipment such as blocks
- Offer suitable positioning of quiet and noisy activity areas, in consideration of room limitations
- Create aesthetically pleasing areas of interest that will engage children in play
- Provide self-choice shelves with a variety of resources to encourage decision making.

- Establish a routine of checking the indoor play area each morning before children arrive at the service to remove or manage any safety concerns.
- A safety checklist will be used and kept in the indoor area for educators.
- The checklist will be completed and equipment to be maintained on a regular basis — daily, weekly, monthly or as required.
- Encourage children to use equipment safely.
- Develop rules with children for safe play.
- Encourage children to rest when tired.
- Make sure that all furniture is stable and secured so that it does not fall on children or catch on loose clothing or ribbons.
- Store all cleaning products and chemicals in locked cupboards and out of children's reach.
- Where necessary MSDS will be kept for certain products
- Never use empty drink bottles or other non-original container as dispensers for these products, as a child may confuse the contents for a drink.
- Store all medications appropriately and out of children's reach.
- Ensure rooms are well ventilated to help prevent the spread of infectious diseases.
- Regularly check smoke detectors and fire extinguishers. Fire drills will also be conducted on a regular basis.
- Evacuation routes are shown in main room, kitchen and outdoors
- Hot water is regulated between 40-43 degrees Celsius.
- Any hazards relating to the premises/building the maintenance staff will be notified and repairs completed in a timely manner.
- Ensure soft furnishings and carpets are fire resistant, well-laid and regularly cleaned
- Be vigilant about picking up items off the floor, especially in walkways and around lockers.
- Regularly check the doors in the indoor area to ensure that children are unable to access areas which may not be safe, such as kitchens or access areas where there is no adult supervision.
- Ensure all electrical outlets and appliances are suitably protected to prevent electric shock.

Relevant Legislation and Key Resources

- Kidsafe NSW Inc –www.kidsafensw.org.au
- Office for Early Childhood Education and Care
www.education.qld.gov.au/earlychildhood/pdfs/tip-sheets/tip-sheet-indoor-play.pdf
- WHS Act 2011 www.workcover.nsw.gov.au
- Education and Care Services National Regulations
- Children (Education and Care Services) National Law (NSW) No 104a
- Children (Education and Care Services) Supplementary Provisions Act 2011
- Children (Education and Care Services) Supplementary Provisions Regulations 2012
- National Quality Framework
- Guide to the National Quality Standards
- Australian Children's Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.

Review

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

- Management
- Employees
- Families
- Interested Parties

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Nominated Supervisor	
Management Committee Representative:	

Dental Accidents Policy - NOA2

Aim

To facilitate the prevention and management of dental trauma in children, Walcha Preschool will train their educators in dental trauma through first aid training. Walcha Preschool will seek information from the local Area Health or Public Health unit. The educators will be skilled through training to deal with a dental emergency and applying first aid for a dental injury.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

- Accident and Illness and Emergency Treatment Policy
- Workplace Health and Safety Policy

Who is affected by this policy?

- Child
- Educators
- Families
- Management
- Visitors

Implementation

First Aid for a knocked out or chipped tooth in a younger child

If a child has a dental injury where the tooth is chipped or the whole tooth is knocked out:

- Manage as an emergency, inform the parents/family and complete an injury report form.
- Do not reinsert the tooth back into the socket (avulsed deciduous teeth are not usually placed back).
- Gently rinse the tooth or tooth fragments in clean milk or clean water to remove blood and place in a clean container or wrap in cling wrap to give to the parent or dentist.
- Seek dental advice as soon as possible and ensure educators or the parent takes the tooth/tooth fragments to the dentist with the child.

First Aid for a knocked out or chipped permanent tooth in an older child or adult

- Manage as an emergency, inform the parents/family and complete an injury report form.
- Gently rinse the tooth fragments in clean milk or clean water for a few seconds to remove excess dirt and blood.
- Handle the tooth by its crown (the white enamel top part of the tooth), not its root and be careful not to rub off the endothelial fragments on the root of the tooth as these are needed for the tooth to take if replaced by the dentist.
- If an adult or older child who can be relied on not to swallow their tooth, it is preferable to replace the tooth back into the socket. (Be certain that the tooth is placed into the socket the correct way round, in its original position, using the other teeth next to it as a guide).
- Hold the tooth in place by gently biting on a clean handkerchief or gauze pad.
- If unable to reinsert the tooth, get the casualty to hold the tooth inside the mouth next to the cheek or place the tooth in clean milk, sterile saline, or clean water. Place a firm pad of gauze over the socket and have the casualty bite gently on the gauze.
- Seek dental advice as soon as possible and ensure you or the family takes the child to the dentist with the tooth/tooth fragments within 30 minutes, as the root endothelial layer begins to deteriorate after 30 minutes.
- If the tooth has been in contact with dirt or soil, advise the family that tetanus prophylaxis may be required and advise them to consult with both their dentist and doctor.

Relevant Legislation and Key Resources

- Australian Dental Association www.ada.org.au
- Parasol First Aid Guide
- Education and Care Services National Regulations
- Children (Education and Care Services) National Law (NSW) No 104a
- Children (Education and Care Services) Supplementary Provisions Act 2011
- Children (Education and Care Services) Supplementary Provisions Regulations 2012
- National Quality Framework
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
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Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
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Nominated Supervisor		
Management Committee Representative:		